

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
February 19, 2013**

The second regular meeting for the month of February was held at the District Board meeting room, 8000 NE 52<sup>nd</sup> Court, Vancouver, Washington on February 19, 2013. Commissioner Harker called the meeting to order at 7:00 AM.

Those in attendance were: Commissioners Norm Harker, Denny Kiggins and Neil Kimsey.

District Staff: John Peterson, Robin Krause, Ken Andrews and Kim Thur.

Visitors Present: None.

**ADDITIONS & DELETIONS TO AGENDA:** There were none.

**REPORTS: Board Members:** Each Commissioner reported on their recent activities.

**General Manager: 2013 Goals & Initiatives** – John Peterson presented the 42 organizational goals, which were adopted by the Board on December 27, 2012. In addition status updates were provided on the following goals:

*Goal 2 – Complete Discovery Corridor Wastewater Transmission System Design* – Robin Krause provided a detailed review of the status of the program with the Board.

*Goal 5 – Implement District Website Update* – Kim Thur presented draft Agenda Bill #13-009 as a second touch for the Board. Staff is recommending hiring Mad Bird Design to assist in redesigning the District's website to ensure it will continue to drive the District's brand as a customer service oriented, modern and professional utility. Staff anticipates requesting Board action at the February 26, 2013 Board meeting.

The Board decided to take action on the agenda bill at this time, as they were supportive of the proposed contract.

**AB #13-009 – Professional Services Contract with Mad Bird Design, LLC** – Commissioner Kimsey moved to authorize the General Manager to sign a Professional Services Contract with Mad Bird Design, LLC for professional website development services in an amount not to exceed \$18,000.00.

Commissioner Kiggins seconded the motion, and it passed unanimously.

*Goal 37 – Conduct Extended Property Vacancies Policy Review* – John Peterson

presented a Policy Development Brief for the Board's discussion and consideration regarding the District's utility billing policies. Specifically, consideration of a new policy to modify or adjust utility billing practices, including rates, for properties that are vacant for an extended period of time. Discussion occurred on the Brief and the Board requested staff to conduct additional research and provide the information at a future Board meeting for further consideration.

**NEW BUSINESS: AB #13-008 – Professional Services Contract with Teresa D. Johnson CPA, Inc.** – Commissioner Kiggins moved to authorize the General Manager to sign a Professional Services Contract with Teresa D. Johnson CPA, Inc. for consulting and compilation of the District's CAFR in an amount not to exceed \$12,000.00.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Kiggins moved to adjourn the meeting.

Commissioner Kimsey seconded the motion, and it passed unanimously.

At 8:43 AM, Commissioner Harker adjourned the meeting.

Respectfully submitted,

Secretary