CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
January 23, 2018

The third regular meeting of January was held at the District Board meeting room, 8000 NE 52nd Court, Vancouver, Washington on January 23, 2018. Commissioner Kimsey called the meeting to order at 3:00 PM.

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

District Staff: John Peterson, Shawn Moore, Robin Krause, Steve Bacon, Dale Lough, Ken Andrews, Rich Ludlow, Hugh Findlay and Kim Thur.

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark.

ADDITIONS & DELETIONS TO AGENDA: There were none.

SPECIAL PRESENTATIONS: There were none.

WORK SESSION: General Sewer Plan – Gravity & Pump Station Risk Assessment - Shawn Moore reviewed the materials, noting that with the assessments now complete, the results will aid staff in development of a long-range plan for restoration and replacement of gravity sewers and pump stations. In addition, gravity sewers and pump stations can now be prioritized for inspection, maintenance and emergency response.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda as presented, approving January 9, 2018 regular meeting minutes; January 16, 2018 regular meeting minutes; voucher #s 51949-52028 in the amount of $124,907.54 from the Maintenance fund; $87,288.77 from the Repair & Replacement Projects fund, $10,056.62 from the Capital Projects fund; $72,064.51 from the Alliance Repair & Replacement Projects fund; $72,064.51 from the Alliance Capital Projects fund; approving Agenda Bill #18-006, adopting Resolution #1714, approving the final cost and pro rata share of District installed lateral for the Nielson Short Plat and authorizing staff to reimburse the developer, Clifford and Sallie Neilson, $542.00 for installation of the lateral; Agenda Bill #18-007, adopting Resolution #1715, approving the final cost and pro rata share of District installed lateral for Skyview Heights East & West and authorizing staff to reimburse the developer, Tamara Kinman, $2,516.50 for installation of the lateral; and Agenda Bill #18-008, adopting Resolution #1716, establishing a Latecomer Charge for the sewer facilities constructed in conjunction with the Fraser Downs & Glenwood Hollow

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Phase 1 (Project #11-2016-0021) developer extension and authorizing the General Manager to sign the Latecomer Reimbursement Agreement with the developer of Fraser Downs & Glenwood Hollow Phase 1.

Commissioner Kimsey seconded the motion, and it passed. Commissioner Harker abstained from voting due to a potential conflict with Agenda Bill #18-006.

COMMUNICATIONS: Items from the Audience – No one wished to speak.

Board Members: Each Commissioner reported on his recent activities.

General Manager: General Manager Activities Report (Discovery Clean Water Alliance; Agency Coordination; and District and Professional Organization Functions) – John Peterson briefly reviewed his report, including a draft agenda bill related to Alliance Professional Engineering Services Contract for Capital Program Support/Regulatory Compliance – Amendment #2. Mr. Peterson requested the Board to consider taking action on this item during today's Board meeting so staff can move forward with important Alliance work activities. The Board agreed to address the item under New Business.

Mr. Peterson reviewed the budget estimates for alternatives to operate the Ridgefield Treatment Plant, which he expects to review with Steve Stuart, Ridgefield City Manager next week. The Board was supportive of the District submitting the District's proposal to the City of Ridgefield.

Assistant Manager: Assistant Manager Activities Report (General Sewer Plan; Capacity, Management, Operation and Maintenance (CMOM) Self-Audit Implementation Plan; and Public Involvement & Outreach) – Shawn Moore briefly reviewed his report, including the Clark Regional Wastewater District – Collection System CMOM Gap Analysis Implementation Plan, which was prepared by Former Operations Manager Tom Burns prior to his retirement.

Mr. Moore then reviewed a recent customer complaint and noted that staff contacted the customer directly via the telephone to address the concern.

District Engineer: District Engineer Activities Report (District Campus Facilities Program; Capital Program – Construction; Capital Program – Design; and Discovery Clean Water Alliance) – Robin Krause briefly reviewed his report, including:

1) A draft agenda bill related to NE 119th Street (NE 87th Ave to NE 112th Ave) County Road Project – Clark County Reimbursable Work Order for Design Services Cost Adjustment. The Board concurred with the proposed agenda bill and requested staff to include on a future

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Consent Agenda for action.

2) A draft agenda bill related to Amendment to Alliance Professional Engineering Services Contract for Capital Project Delivery. The Board concurred with the proposed agenda bill and requested staff to include on a future Consent Agenda for action.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (2017 Comprehensive Annual Financial Reports – District and Alliance; Finance Specialist Supervisor Recruitment; and District and Professional Organization Functions) – Ken Andrews briefly reviewed his report.

Operations Manager: Operations Manager Activities Report (Operations) – Rich Ludlow briefly reviewed his report.

District Legal Counsel: No report.

Board Clerk: 2018 Board Meeting Conflicts – Ms. Thur briefly reviewed the memo, outlining conflicts and the proposed outcome for the scheduled Board meetings on February 20 and December 25, 2018. Ms. Thur requested the Board to take action under New Business. The Board concurred.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Commissioner Kiggins moved to cancel the February 20, 2018 Board meeting and further to schedule a special Board meeting on March 1 at 4:00 PM at the District office.

Commissioner Harker seconded the motion, and it passed unanimously.

Commissioner Kiggins moved to cancel the December 25, 2018 Board meeting and further to schedule a special Board meeting on December 26, 2018 at 4:00 PM at the District office.

Commissioner Harker seconded the motion, and it passed unanimously.

AB #18-009 – Alliance Professional Engineering Services Contract for Capital Program Support/Regulatory Compliance – Amendment #2 – Commissioner Kiggins moved to authorize the General Manager to sign the Professional Services Contract Amendment #2 with CH2M Hill Engineers Inc. for a contract increase of $98,697 and total contract amount not to exceed $738,597 for the Alliance Capital Program Support/Regulatory Compliance work in 2018 and further authorize the General Manager to sign supplemental amendments not to exceed ten (10) percent of the total contracted amount.

Commissioner Harker seconded the motion, and it passed unanimously.

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Commissioner Kiggins moved to adjourn the meeting.

Commissioner Harker seconded the motion, and it passed unanimously.

At 4:15 PM, Commissioner Kimsey adjourned the meeting.

Respectfully submitted,

Secretary

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