

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
April 23, 2024**

The third regular meeting of the month of April 2024 was held at the District Board Meeting Room, with the option to attend via GoToMeeting, 8000 NE 52<sup>nd</sup> Court, Vancouver, Washington on April 23, 2024. 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, Heath Henderson, David Logan (virtual), Les MacDonald, Matt Jenkins, Vanessa Johnson (virtual), and Kim Thur. District legal counsel Eric Frimodt (virtual).

Visitors Present for Regular Meeting: City of Battle Ground: Kris Swanson (virtual), Interim City Manager. Interested Citizens: Dan Clark and Leah Lothspeich.

Visitors Present for Special Presentations: Tim Hanson and Dean Vandermeer.

**ADDITIONS & DELETIONS TO AGENDA:** None.

**SPECIAL PRESENTATIONS: Promotion: Tim Hanson, Maintenance Electrician** – The Board recognized Tim Hanson for his recent promotion.

**Promotion: Dean Vandermeer, Engineering Technician (Inspection)** – The Board recognized Dean Vandermeer for his recent promotion.

**WORK SESSION:** None.

**CONSENT AGENDA:** Commissioner Harker moved to approve the Consent Agenda, approving the April 9, 2024 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments dated 04/16/24 and 04/17/24 in the amount of \$626,159.88; Voucher #s 60117-60141 dated 04/17/24 in the amount of \$524,335.57; Payroll Benefits Warrant #s 10643-10649 dated 03/31/24 in the amount of \$198,934.90; Payroll Direct Deposit Authorizations dated 04/10/24 in the amount of \$282,113.45; Agenda Bill #24-025, adopting Resolution #1898, approving the final cost and pro rata share of the District Installed Local Facilities for the NE 20<sup>th</sup> Avenue Trunk (Project #27-2019-0075); and Agenda Bill #24-026, authorizing the General Manager to sign the Revised Developer Extension, Reimbursement, and Service Agreement with the developer for the costs of designing the pump station and force main in an amount not to exceed \$366,238.00 and further authorizing the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the original revised agreement amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

**COMMUNICATIONS: Items from the Audience:** None.

**REPORTS: Board Members:** Commissioners Kiggins, Harker, and Kimsey reported on their

recent activities.

**General Manager (Agency Coordination, District and Professional Organization Functions, & Discovery Clean Water Alliance Update)** – John Peterson briefly reviewed the report.

**Business Services Manager/Board Clerk: Business Services Manager/Board Clerk Activities Report (District Board Meeting Times; 2024 Salary & Benefits Study; & Minor District Code Amendment to Chapter 5.44)** – Kim Thur briefly reviewed the report, including: 1) reviewing the current Board meeting times each month. The Board requested to update the Board meeting times to the second Tuesday at 4 PM (no change), the third Tuesday at 8 AM (changing from 7 AM), and the fourth Tuesday at 4 PM (changing from 3 PM). District staff will prepare the agenda bill and resolution for Board approval on the May 14 Consent Agenda.

Ms. Thur then reviewed the proposed administrative updates to District Code Chapter 5.44, regarding the side sewer assistance program. The changes will allow warrants to be made payable directly to the contractor upon completion of the work. The Board concurred with the proposed updates and requested to include them on the May 14 Consent Agenda.

**Board Calendar of Events (May 2024)** – Ms. Thur briefly reviewed the calendar with the Board.

**Collection Infrastructure Director: Collection Infrastructure Director (Engineering Director) Activities Report (Capital Program – Bid and Award)** – Heath Henderson briefly reviewed the report.

**Semi-Annual 2023 Engineering Department Report** – Mr. Henderson reviewed the year-end 2023 report with the Board.

**Semi-Annual 2023 Collection Operations Department Report** – Mr. Henderson reviewed the year-end 2023 report with the Board.

**Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team)** – David Logan briefly reviewed the report.

**Semi-Annual 2023 Finance Department Report** – Mr. Logan reviewed the year-end 2023 report with the Board.

**Treatment Operations Manager: Treatment Operations Manager Activities Report (Discovery Clean Water Alliance (Alliance) Operations Program Update; Alliance Engineering Program Update; & Alliance Regulatory Program Update)** – Matt Jenkins briefly reviewed the report.

**District Legal Counsel:** No report.

**HEARINGS:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS: AB #24-027 – Declaration and Authorization to Dispose of Surplus**

**Property** – Ms. Thur briefly reviewed the agenda bill. Staff is recommending to surplus the 1991 Cat Front Loader at the Salmon Creek Treatment Plant. District staff intent to auction the equipment and will ensure that proper public notice is provided prior to the sale of the item. In addition, while the equipment is owned by the District; since the asset was former County equipment, the credit will need to go back to the Alliance (as both Battle Ground and the District paid for the loader through the County).

Commissioner Harker moved to declare the attached Clark Regional Wastewater District Surplus Equipment List dated April 15, 2024 as surplus and further authorize the sale of the item at public auction pursuant to RCW 57.08.015.

Commissioner Kiggins seconded the motion, and it passed unanimously.

**AB #24-028 – Materials for Ridgefield Treatment Plant Secondary Treatment Process Improvement Procurement Contract Award** – Mr. Peterson briefly reviewed the agenda bill. The District received and opened one bid for the procurement of materials for the project, which will install baffles in the aeration basin, relocate the mixed liquor recycle pumping system, and add additional instrumentation to optimize the plant tankage available at the site. The bidder was Enduro Composites, Inc. The bid came in 2.8% above the engineer's estimate.

Commissioner Harker moved to award the procurement contract as advertised for the materials for Ridgefield Treatment Plant Secondary Treatment Process Improvements to Enduro Composites, Inc., authorize the General Manager to sign a contract with Enduro Composites, Inc. for the bid amount of \$128,518.18 (including sales tax), and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the original contracted amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

**AB #24-029 – Mt. Vista Trunk Sewer Upgrade – Construction Contract Award** – Mr. Henderson briefly reviewed the agenda bill. Five bids were received for the Mt. Vista Trunk Sewer Upgrade project. Nutter Corp. submitted the lowest responsive bid, which is 14.5% lower than the engineer's estimate.

Commissioner Harker moved to award the construction contract as advertised for the Mt. Vista Trunk Sewer Upgrade project to Nutter Corp., authorize the General Manager to sign a contract with Nutter Corp. for the bid amount of \$635,867.51 (including sales tax), and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed fifteen (15) percent of the original contracted amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

**AB #24-030 – 2024 Lining Project – Construction Contract Award** – Mr. Henderson briefly reviewed the agenda bill. Three bids were received for the 2024 Lining project. Insituform

Technologies LLC submitted the lowest responsive bid, which is 0.07% higher than the engineer's estimate.

Commissioner Harker moved to award the construction contract as advertised for the 2024 Lining project to Insituform Technologies LLC, authorize the General Manager to sign a contract with Insituform Technologies LLC for the bid amount of \$795,944.21 (including sales tax), and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed fifteen (15) percent of the original contracted amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

With no further business to discuss, Commissioner Kimsey adjourned the meeting at 4:06 PM.

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Secretary

Approved 05/14/2024