

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
June 11, 2024**

The first regular meeting of the month of June 2024 was held at the District Board Meeting Room, with the option to attend via GoToMeeting, 8000 NE 52nd Court, Vancouver, Washington on June 11, 2024. Commissioner Kimsey called the meeting to order at 4:00 PM.

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

District Staff: John Peterson, Heath Henderson, David Logan, Les MacDonald, Vanessa Johnson (virtual), and Kim Thur. District legal counsel Eric Frimodt.

Visitors Present for Regular Meeting: City of Ridgefield Councilor Judy Chipman. Interested Citizens: Dan Clark, unidentified caller (virtual), and Leah Lothspeich.

Visitors Present for Special Presentations: Melissa Armstrong, Ian Perry, and Devin Parrish.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: Introduction: Ian Perry, Maintenance Specialist 1 – Ian Perry was introduced to the Board as a new Maintenance Specialist 1.

Devin Parrish, Maintenance Specialist 1 – Devin Parrish was introduced to the Board as a new Maintenance Specialist 1.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Harker moved to approve the Consent Agenda, approving the May 28, 2024 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments dated 06/05/24 in the amount of \$1,462,768.06; Voucher #s 60229-60257 dated 05/28/24 and 06/05/24 in the amount of \$597,158.57; and Payroll Benefit Warrant #s 10652-10659 dated 05/09/24 and 05/30/24 in the amount of \$174,380.81.

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: General Manager Activities Report (Agency Coordination, District and Professional Organization Functions, & Discovery Clean Water Alliance Update) – John Peterson briefly reviewed the report, including a copy of a recent *Columbian* newspaper article related to Ridgefield's retail sales and growing population.

Business Services Manager/Board Clerk: Business Services Manager/Board Clerk Activities Report (2024 Salary & Benefits Survey; & Norm Harker Engineering Intern Program

– **Administrative Update)** – Kim Thur briefly reviewed the report.

Board Confirmation of Events (May 2024) – The Board signed the confirmation sheet.

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

Ms. Thur provided the Board with the draft *Connections* newsletter requesting all input by June 13.

Collection Infrastructure Director: Collection Infrastructure Director (Engineering Director) Activities Report (Emergency Project; Capital Program – Design; Development Program; & Engineering Department) – Heath Henderson briefly reviewed the report, including: a) providing a copy of the letter that was provided to the Mill Creek Forest PUD Homeowners Association relating to the Mill Creek Force Main Repair project; and b) draft agenda bill relating to Discovery Corridor Wastewater Transmission System Phase 2 Project – Professional Engineering Services Contract Amendment 1. The Board concurred with the proposed agenda bill and requested to include on a future Consent Agenda for approval.

Finance Director/Treasurer: No report.

Treatment Operations Manager: No report.

District Legal Counsel: No report.

HEARINGS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #24-039 – Ridgefield Treatment Plant Secondary Treatment Process Improvement Project – Construction Contract Award – John Peterson briefly reviewed the agenda bill. The Ridgefield Treatment Plant Secondary Treatment Process Improvement project 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 in order to, at a minimum, increase the waste load rating for the facility to match hydraulic capacity. A procurement package was awarded in April to purchase baffle materials in advance of the construction effort and expedite the installation process.

Jacobs Engineering Group, Inc. developed the Contract Provisions, and District staff advertised the project for bids. The Engineer's Estimate for this project was \$577,197. The District received and opened two bids on May 30, 2024. The low bidder was McClure & Sons Inc. with a bid amount of \$642,649.62 (including sales tax), which is 11% over the engineer's estimate.

The total project cost is currently estimated at \$1,100,000 (including design and procured materials). Because the project is required to maintain the Ecology rated capacity of the treatment plant, staff recommends proceeding with bid award and construction.

Commissioner Harker moved to award the construction contract as advertised for the Ridgefield

Treatment Plant Secondary Treatment Process Improvement project to McClure & Sons Inc., authorize the General Manager to sign a contract with McClure & Sons Inc. for the bid amount of \$642,649.62 (including sales tax), and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed twenty (20) percent of the original contracted amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

At 4:30 PM, Commissioner Kimsey recessed the meeting into an Executive Session until 4:40 PM for the purpose of considering a personnel matter related to RCW 42.30.110 Section 1(g), reviewing the performance of an employee.

At 4:38 PM, Commissioner Kimsey reconvened the meeting.

Commissioner Kiggins moved to award a Platinum Award in the amount of \$600 each and 16 hours of paid time off each for the significant efforts outlined in Nomination Form #s 404, 429, 430, 431, 432, and 433 to the following employees: Dale Lough, Cade Ledwith, Jeff Rike, Ryan Krause, Tim Hanson, and Jeff Welch.

Commissioner Harker seconded the motion, and it passed unanimously.

With no further business to discuss, Commissioner Kimsey adjourned the meeting at 4:39 PM.

Secretary