



Discovery Clean
Water Alliance

Board of Directors Meeting First Quarter 2018 MINUTES

Friday, March 16, 2018, 10:00 a.m.

District Board Meeting Room, 8000 NE 52nd Court, Vancouver, WA 98665

Present:

City of Battle Ground:	Steven Phelps
Clark County:	Julie Olson
City of Ridgefield:	Ron Onslow
Clark Regional Wastewater District:	Norm Harker

Staff: Clark Regional Wastewater District: John Peterson; Battle Ground: Scott Sawyer; Clark County: Travis Capson; City of Ridgefield: Bryan Kast.

Audience: Clark County: Larry Frueh, Lori Pearce; Clark Regional Wastewater District: Denny Kiggins, Neil Kimsey, Ken Andrews, Robin Krause, Dale Lough, Rich Ludlow, Tammy Lecomte; Interested Citizens: Dan Clark; Foster Pepper Legal Counsel: Lee Marchisio via video conference.

Business Meeting

Call to order: Vice-Chair Onslow called the meeting to order at 10:00 a.m.

1. Late Additions to the Agenda

Discussion: John Peterson reviewed an item on the Consent Agenda to authorize the rescheduling of the September Board of Directors meeting.

2. Public Comment

Discussion: None.

3. Consent Agenda

Action:

Steven Phelps moved, seconded by Julie Olson, to approve the Consent Agenda, approving the December 15, 2017 meeting minutes; ratifying claim warrants #10324-10327 in the amount of \$260,983.10 for December 2017, claim warrants #10328-10331 in the amount of \$1,349,236.11 for January 2018, and claim warrants #10332-10336 in the amount of \$790,080.95 for February 2018; and to cancel the September 21, 2018 regular meeting and schedule a special Board meeting on September 28, 2018. Motion carried unanimously.

4. Board of Director Officer Elections

Discussion:

John Peterson reported that Battle Ground City Council has appointed Steven Phelps to be the City's Director on the Alliance Board, and Shane Bowman will now serve as Alternate. Mr. Peterson then

reviewed the Staff Report and Alliance election process. Norm Harker moved, seconded by Steven Phelps, to elect Ron Onslow as the Discovery Clean Water Alliance Board of Directors Chair. Motion carried unanimously. Norm Harker moved, seconded by Steven Phelps, to elect Julie Olson as Vice Chair. Motion carried unanimously. Julie Olson moved, seconded by Norm Harker to elect Steven Phelps as Secretary. Motion carried unanimously.

5. Contract Service Provider Agreement Updates

Discussion:

John Peterson introduced Lee Marchisio, Alliance attorney, and presented staff recommendations for amendments to the contract service provider agreements currently in place between Members and the Alliance. Mr. Peterson reviewed the proposed agreement updates, highlighting the reasons for the updates and the content common to all updates. Additionally, specific changes to the Ridgefield and District Operator Agreements were proposed by staff in response to the resignation of the Ridgefield Treatment Plant (RTP) Chief Plant Operator last quarter, including transition of RTP operations from the City to the District as of July 1, 2018. This was one of three options outlined by Bryan Kast at the December Board meeting. A discussion followed and the Board agreed with staff recommendations for the updates.

Steven Phelps moved, seconded by Julie Olson, to approve amendments to the Discovery Clean Water Alliance Administrative Lead Agreement with Clark Regional Wastewater District, the Discovery Clean Water Alliance Operator Agreement with Clark County, the Discovery Clean Water Alliance Operator Agreement with Clark Regional Wastewater District, and the Discovery Clean Water Alliance Operator Agreement with the City of Ridgefield. The motion carried unanimously.

6. Finance Report – Fourth Quarter 2017

Discussion:

Ken Andrews presented the staff report, covering sources (income) and uses (expenses) through the fourth quarter of the 2017-2018 biennium budget. Mr. Andrews noted that the Sludge Blend Tank overflow event resulted in an increase in revenues due to receipt of insurance proceeds. Expenditures and insurance proceeds will be recorded in both 2017 and 2018. Overall, the Alliance is slightly under budget through 2017 and continues to be on track for the biennium for currently-authorized expenditures.

The Comprehensive Annual Financial Report (CAFR) has been drafted for 2017 and the State Auditor's Office (SAO) will start the process of conducting the Alliance 2017 audit in April. Directors will be invited to attend the SAO Entrance Conference with staff as the audit process begins.

Mr. Andrews acknowledged the Board's approval of the amendments to the contract service provider agreements today, noting that a Budget Amendment will be presented for Board review and approval in June to address budgetary impacts to the Operating Budget as related to the transition of the RTP operations from Ridgefield to the District on July 1, 2018.

7. Operator Report: Clark County Fourth Quarter 2017

Discussion:

Travis Capson presented the Operator Report for Clark County covering the Salmon Creek Wastewater Treatment Plant (SCTP) operating performance and budget through December 31, 2017. Mr. Capson highlighted the ongoing progress of operational projects at the plant, as well as several capital Restoration and Repair (R&R) projects currently underway including

the Programmable Logic Controller (PLC) project, which is expected to be completed in the second quarter of 2018. The digester cleaning project is also underway and the resulting inspections will inform additional repair projects. The budget status reflects that expenses are currently below the approved budget amount through the fourth quarter of the 2017-2018 biennium, while the project is anticipated to run close to the budgeted amount through 2018.

8. Operator Report: Ridgefield Fourth Quarter 2017

Discussion:

Bryan Kast presented the Operator Report for the City of Ridgefield, covering the Ridgefield Wastewater Treatment Plant (RTP) operating performance and budget through December 30, 2017. As previously noted, the Chief Plant Operator resigned and other Ridgefield staff have continued to operate the plant within permit parameters and limits. Mr. Kast reviewed ongoing projects and noted that the plant is operating slightly under budget as of year-end 2017. The overall expenses are expected to be within budget through the biennium period. A discussion followed regarding Ridgefield flows routed through the Discovery Corridor Wastewater Transmission System to SCTP.

9. Capital Program Report: Fourth Quarter 2017

Discussion:

The status of Alliance Capital Program projects was provided in the Staff Report. Dale Lough presented the progress and current status of the Columbia River Outfall and Effluent Pipeline project. Mr. Lough highlighted key project drivers including Columbia River bank erosion affecting the placement of the diffuser pipeline, the need for adequate mixing of the effluent (cleaned wastewater) into the Columbia River, ongoing coordination with other planned improvements in the area, the need for long-term capacity, and the future decommissioning of the RTP.

An Engineering Report for the project is planned for submission to Ecology in 2018 and related field studies are being updated to support this process. Mr. Lough reviewed the recommended route, noting that engineering efforts will continue through 2018. Easement acquisition and permitting processes will be ongoing through 2018-2019. Once the project is accepted for approval by Ecology and all land acquisitions and permits are completed, the project is scheduled to go out to bid in 2020, with construction in the 2021-2022 biennium. Construction approaches were reviewed, and the current estimate for total project costs is \$24.5 million. Questions and discussions followed. Chair Onslow noted that other agencies may be interested in learning more about the project. Mr. Lough noted that the website continues to be updated for the general public.

10. Administrative Lead Report

Discussion:

John Peterson presented the Administrative Lead Report, highlighting the updates to the Capital Plan in 2018 that will inform the 2019-2020 Capital Budget. The update process will be ongoing through June, and the current draft plan as presented will change through ongoing evaluations to formalize the project needs through the next biennium and beyond. Mr. Peterson framed the overall 20-year program elements for the Board and discussed the planning process currently underway. A final draft Capital Plan will be presented for consideration at the June Board of Directors meeting.

11. Member Agency Staff Reports

Discussion:

Scott Sawyer reported on the status of Battle Ground projects currently underway.

12. Board of Directors Reports

Discussion:

No reports.

The meeting was adjourned at 11:50 a.m.

Prepared and edited by Alliance Administrative Lead staff. Approved by the
Discovery Clean Water Alliance Board of Directors on:

June 15, 2018

Steven Phelps, Secretary

APPROVED