



Discovery Clean  
Water Alliance

## Board of Directors Meeting Second Quarter 2018 MINUTES

Friday, June 15, 2018, 10:00 a.m.

District Board Meeting Room, 8000 NE 52<sup>nd</sup> Court, Vancouver, WA 98665

**Present:**

**City of Battle Ground:** Steven Phelps

**Clark County:** Julie Olson

**City of Ridgefield:** Lee Wells (Alternate for 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: Dean Boening; Clark Regional Wastewater District: Denny Kiggins, Neil Kimsey, Ken Andrews, Robin Krause, Dale Lough, Tammy Lecomte; Interested Citizens: Dan Clark.

### Business Meeting

**Call to order:** Vice-Chair Olson called the meeting to order at 10:05 a.m.

**1. Late Additions to the Agenda**

**None:**

**2. Public Comment**

**Discussion:** None.

**3. Consent Agenda**

**Action:**

Norm Harker moved, seconded by Lee Wells, to approve the Consent Agenda, approving the March 16, 2018 meeting minutes; and ratifying claim warrants #10337-10340 in the amount of \$500,030.07 for March 2018, claim warrants #10341-10343 in the amount of \$553,965.05 for April 2018, and claim warrants #10344-10350 in the amount of \$1,394,389.87 for May 2018. Motion carried unanimously.

**4. Resolution No. 2018-01 – 2017-2018 Operating and Capital Budget and Regional Service Charges Amendment 2**

**Discussion:**

Ken Andrews presented Resolution 2018-01 2017-2018 Operating and Capital Budget and Regional Service Charges Amendment 2 for Board consideration, noting that the amendment addresses the financial changes required to support the transition of the Ridgefield Treatment Plant operational responsibilities from the City of Ridgefield to Clark Regional Wastewater District.

Norm Harker moved, seconded by Steven Phelps, to approve Resolution 2018-01 2017-2018 Operating and Capital Budget and Regional Serve Charges Amendment 2. The motion carried unanimously.

**5. Finance Report – First Quarter 2018**

**Discussion:**

Ken Andrews presented the staff report, covering sources (income) and uses (expenses) through the first quarter of 2018, or fifth quarter of the 2017-2018 biennium budget. Mr. Andrews noted that as of this report, administrative services were approximately 17% under budget, primarily based on the timing of executing engineering and professional services contracts related to capital program delivery. Overall, the Alliance continues to be on track for the biennium for currently-authorized expenditures.

**6. Operator Report: Clark County First Quarter 2018**

**Discussion:**

Travis Capson presented the Operator Report for Clark County covering the Salmon Creek Wastewater Treatment Plant (SCTP) operating performance and budget through March 31, 2018. Mr. Capson highlighted the ongoing progress of operational efforts at the plant, as well as reporting on the status of several restoration and repair (R&R) projects currently underway. The budget status reflects that expenses are slightly below the approved budget amount through the first quarter of 2018.

**7. Operator Report: Ridgefield First Quarter 2018**

**Discussion:**

Bryan Kast presented the Operator Report for the City of Ridgefield, covering the Ridgefield Wastewater Treatment Plant (RTP) operating performance and budget through March 31, 2018. Mr. Kast noted that the plant continues to operate within permit parameters in terms of the quality of effluent discharged to Lake River.

Mr. Kast further reported that an apparent sampling anomaly caused a violation of the permit requirements for influent total suspended solids (TSS) through the months of March and April. The Department of Ecology (Ecology) issued a notice of violation, and the City and the Alliance worked to research and document the cause for the high values reported. The cause was determined to be within the sample collection process. The sampling issue was subsequently resolved, and current plant influent TSS values are again within the expected operational values for the plant.

RTP staff continues to coordinate the operations handoff to District staff planned for July 1, 2018. Mr. Kast then reviewed the operating budget, noting that the finances are slightly under budget as of the first quarter of 2018. A discussion followed regarding the permit violation. Director Olson requested that a copy of the Alliance letter responding to the Ecology notification be provided to the Board. The letter was provided by e-mail after the Board meeting, as requested.

**8. 2018 Draft Capital Plan**

**Discussion:**

John Peterson presented the draft 2018 Capital Plan update. The basis and organization of the capital planning process was reviewed. The plan addresses both the repair and replacement (R&R) program for existing assets, and the capital improvement projects (CIP) program for new assets. Robin Krause reviewed the R&R program, including the initial steps towards development of an

asset management program to assess condition and criticality, rank potential projects by priority, and plan the work needed on the existing Regional Assets to maintain the assets in good working order. The R&R program encompasses a 6-year programmatic outlook, with the highest-priority projects programmed in the 2019-2020 biennium budget period. Mr. Krause reviewed the planned projects, noting that an allowance will be established to address unplanned work as it is identified through the next biennium.

John Peterson presented the CIP program, which programmatically addresses the need for new capacity, as well as addressing level-of-service commitments and ongoing regulatory requirements. Mr. Peterson reviewed nine projects identified in the 20-year program. The 2019-2020 budget is anticipated to focus on the Phase 5 Expansion Program currently underway. This expansion encompasses two primary components, the Phase 5A Project - Columbia River Outfall and Effluent Pipeline, and the Phase 5B Project – Salmon Creek Treatment Plant Improvements. Mr. Peterson then presented the cost allocation by project and the proportional allocation of the costs per funding Members, Clark Regional Wastewater District and the City of Battle Ground.

Refinements of the draft 2018 Capital Plan update will continue through Standing Committee reviews in coordination with the 2019-2020 biennium budget process, and a final Capital Plan will be presented for Board consideration and adoption at the December Board meeting. Special presentations of the Capital Plan are being provided for the two funding Members, with the District presentation having taken place in May and the Battle Ground presentation scheduled for July.

## 9. Administrative Lead Report

### Discussion:

John Peterson presented the Administrative Lead Staff Report. Public outreach efforts included the second annual open house held at SCTP on June 5, which was well-received by area residents who showed a primary interest in the plans for odor control improvements. Mr. Peterson also reported that the Port of Ridgefield and the Alliance have executed an access agreement formalizing the authority for access to the RTP across Port property, and the Alliance received a clean audit opinion from the State Auditor's Office (SAO) for financial statements and accountability processes.

The Board was then briefed on the proposed Columbia River water quality sampling initiative currently planned in coordination with the City of Vancouver. The sampling efforts are intended to support Ecology's assessment process with larger amounts of high-quality data in an effort to support a more accurate characterization of river conditions. Additional information is anticipated to be provided for the Board of Directors at the September meeting.

## 10. Member Agency Staff Reports

### Discussion:

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

Travis Capson noted that the 36<sup>th</sup> Avenue Pump Station bypass pumping station is being installed to support the pump replacement project.

## 11. Board of Directors Reports

### Discussion:

No reports.

**The meeting was adjourned at 11:45 a.m.**

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

September 28, 2018

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Steven Phelps, Secretary

APPROVED