



Discovery Clean  
Water Alliance

## Board of Directors Meeting Third Quarter 2018 MINUTES

Friday, September 28, 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:** Not Present

**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, Lori Pearce; Ahmad Qayoumi; Clark Regional Wastewater District: Denny Kiggins, Neil Kimsey, Ken Andrews, Robin Krause, Rich Ludlow, Dale Lough, Tammy Lecomte.

Director Julie Olson had an excused absence.

### Special Business Meeting

**Call to order:**

*In the absence of both Chair Onslow and Vice-Chair Olson at the September 28, 2018 Alliance Board of Directors meeting, the Directors present designated Secretary Phelps as Chair Pro Tem to preside at today's meeting and to execute any agreements approved by the Board of Directors at today's meeting.*

Chair Pro Tem Phelps 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:**

Lee Wells moved, seconded by Norm Harker, to approve the Consent Agenda, approving the June 15, 2018 meeting minutes; ratifying claim warrants #10351-10356 in the amount of \$1,966,402.58 for June 2018, claim warrants #10357-10361 in the amount of \$599,057.56 for July 2018, and claim warrants #10362-10363 in the amount of \$1,047,056.21 for August 2018; and approving the Authorization for City of Vancouver and Discovery Clean Water Alliance Interlocal Agreement for Columbia River Water Quality Monitoring Program. Motion carried unanimously.

**4. Operator Report Clark County – Second 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 June 30, 2018. Highlights included the ongoing progress of operations and maintenance efforts at the plant, as well as status reports on various restoration and repair (R&R) projects currently underway or completed to-date in the current budget period. Expenses are slightly below the approved budget amount through the second quarter of 2018. The overall 2017-2018 expenditures are expected to run close to the budgeted amounts at the end of the biennium period.

**5. Operator Report Ridgefield – Second 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 June 30, 2018. Mr. Kast reviewed the previous quarter's reported sampling anomaly, noting that the issue has been resolved and the values for the plant's influent total suspended solids (TSS) are within the expected operational parameters for the plant. Mr. Kast reported that operating expenses are slightly under budget through the second quarter of 2018, and noted that City staff officially completed the transfer of plant operations to the Clark Regional Wastewater District on July 1, 2018.

**6. Capital Program Report – Second Quarter 2018**

Robin Krause reviewed the progress of the capital program to-date, providing a presentation on the repair and replacement (R&R) projects currently in the construction and design phases as depicted in the Capital Program Summary Report. Mr. Krause reported that four substantial R&R construction projects are now built and in the final stages of testing or project close-out. Overall, the R&R projects planned, designed and constructed in the 2017-2018 biennium have been constructed ahead of schedule and under budget, creating a net biennium budget underrun. A brief update was presented on the Capital Improvement Program (CIP) projects, followed by a discussion of the successful execution of the Capital Program.

**7. Draft 2018 Capital Plan Update**

Robin Krause presented the staff report, reviewing minor revisions to the draft 2018 Capital Plan update relating to the ongoing refinement of repair and replacement (R&R) projects. The Standing Committees continue to coordinate project updates with the 2019-2020 biennium budget process, and a final Capital Plan will be reviewed at a public hearing at the December Board meeting, followed by presentation to the Alliance Board for approval and adoption.

**8. Finance Report – Second Quarter 2018**

Ken Andrews presented the staff report, covering sources (income) and uses (expenses) through the second quarter of 2018, or sixth quarter of the 2017-2018 biennium budget. Mr. Andrews noted that administrative services remain under budget due to the timing of services related to capital program delivery. The final payout of insurance proceeds for the Salmon Creek Treatment Plant sludge blend tank project is expected to be processed by year end, and the initial fund transfer related to District operation of the Ridgefield Treatment Plant (RTP) has been executed. The remaining RTP fund balance will be transferred by year-end 2018. Overall, the Alliance continues to be on track for the biennium for currently-authorized expenditures.

**9. Draft 2019-2020 Operating and Capital Budget**

Ken Andrews presented the draft 2019-2020 Operating and Capital Budget, reviewing the uses (expenses) and sources (income) required to fund Alliance operations and maintenance (O&M), and to fund the capital program as presented to the Board at the June meeting. Mr. Andrews noted that Standing Committees and regional partners provided input on the budget as presented for Board consideration at this meeting.

Funding will come from Regional Service Charges (RSCs) of the funding Members, Battle Ground and Clark Regional Wastewater District, as well as reserves draw down and bond proceeds. Financial reviews with the funding Members are ongoing. A final draft 2019-2020 Operating and Capital Budget will be reviewed at a public hearing at the December Board meeting, followed by presentation to the Alliance Board for approval and adoption.

**10. Administrative Lead Report**

John Peterson presented the staff report, reporting that the Board received NPDES 100% compliance awards from the Department of Ecology for both the Ridgefield Treatment Plant (RTP) and Salmon Creek Treatment Plant (SCTP) for 2017. The Board presented the awards to RTP and SCTP staff, and Mr. Peterson joined them in acknowledging the efforts each plant staff member to earn these awards.

The Board was briefed on the current status of the collaborative Columbia River Water Quality Monitoring Program with the City of Vancouver. The 2018 sampling results from July through September will be included in a joint report of findings that will be sent to Ecology for consideration in the current 2016 Water Quality Assessment process. Mr. Peterson then reviewed the current quarterly Salmon Creek plant area e-mail outreach.

**11. Member Agency Staff Reports**

**Discussion:**

None.

**12. Board of Directors Reports**

**Discussion:**

Lee Wells reported that three new businesses recently opened in Ridgefield and noted the importance of ongoing planning for regional wastewater management into the future.

**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