

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
December 17, 2013**

The second regular meeting for the month of December was held at the District Board meeting room, 8000 NE 52nd Court, Vancouver, Washington on December 17, 2013. Commissioner Harker called the meeting to order at 7:05 AM.

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

District Staff: John Peterson, Ken Andrews and Kim Thur.

Visitors Present: Dan Clark

ADDITIONS & DELETIONS TO AGENDA: There were none.

REPORTS: Board Members: Commissioner Harker reported on his recent activities.

Executive Assistant: Board Event Attendance Confirmation (November 20 – December 17, 2013) – Kim Thur reviewed and confirmed the Board's attendance at events from November 20 through December 17, 2013. The Board then signed the confirmation sheet.

Board Calendar of Events (December 18, 2013 – January 21, 2014) – Ms. Thur reviewed the calendar with the Board.

Memo re: 2014 Board Roles & Responsibilities – Ms. Thur reviewed the memo with the Board. The Board made one change to the current delegations: in 2014, Commissioner Kiggins will be the City of Ridgefield delegate, with Commissioner Kimsey as the alternate. All other delegations will remain the same.

Ms. Thur provided the Board information on the Utility Management Conference, which will be held February 25-28, 2014 in Savannah, GA. The Board will advise whether they will be attending by January 14, 2014, so Ms. Thur can make the necessary arrangements.

General Manager: General Manager Activities Report – District Strategic Plan – 2014 Goals & Initiatives – John Peterson presented the proposed final list of focus areas for 2014, which are aligned with the anticipated needs of the organization, the current Strategic Plan objectives and the Effective Utility Management attribute overlay. The Board did not have any further comments. The item will be presented for approval on the December 23 Consent Agenda.

Discovery Clean Water Alliance (Alliance) Capital Plan Contract Support – John Peterson reviewed the memo, which outlines the need for targeted consultant support for several technical areas to complete the Capital Plan and Capital Budget documents and explains the consultant selection process. Staff anticipates requesting Board action authorizing the General Manager to sign a contract at a future Board meeting.

2014 Budget Process – Final Draft Budget – Ken Andrews presented the draft 2014 budget for the Board's review. The Board commended staff for the high-quality, professional Budget document. The Budget will be presented for Board approval at the December 23, 2013 Board meeting.

UNFINISHED BUSINESS: No items to discuss.

NEW BUSINESS: No items to discuss.

Commissioner Kiggins moved to adjourn the meeting.

Commissioner Kimsey seconded the motion, and it passed unanimously.

At 8:04 AM, Commissioner Harker adjourned the meeting.

Respectfully submitted,

Secretary