

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
November 16, 2021**

The second regular meeting of November was held at the District Operations Building Conference Room with also an optional Remote GoToMeeting attendance option, 8000 NE 52nd Court, Vancouver, Washington on November 16, 2021. Commissioner Kimsey called the meeting to order at 7:00 AM.

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

District Staff: John Peterson, Shawn Moore, Rich Ludlow, David Logan, Heath Henderson, Vanessa Johnson, and Kim Thur.

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark. City of Ridgefield: Mayor Don Stose and Councilor Lee Wells.

ADDITIONS & DELETIONS TO AGENDA: John Peterson reported that there were two items to add to today's meeting: the final versions of the General Manager's Employment Contract and Evaluation, which could be addressed at the Board's request.

COMMUNICATIONS: Items from the Audience – No one present wished to speak.

REPORTS: Board Members – Each Commissioner reported on their recent activities.

Commissioner Harker moved to approve the Employment Agreement for the General Manager and authorize the President of the Board to sign the Employment Agreement.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Harker moved to authorize the President, Vice President, and Secretary of the Board to sign the November 2020-October 2021 US Performance Review Form for the General Manager and further to authorize the President of the Board to sign the 2020-2021 General Manager Annual Review letter.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Draft Agenda Bill re: District/Alliance Operator Agreement Amendment – John Peterson briefly reviewed the agenda bill, noting the agreement has been reviewed by District staff and District legal counsel. Once approved by the District, the agreement will then be presented to the Alliance Board of Directors for approval at the December 17 Alliance Board meeting.

The Board concurred with the proposed agenda bill and requested to include on a future

Consent Agenda for approval.

2022 Strategic Goals & Initiatives Update – First Draft – John Peterson presented the first draft of the proposed 2021 strategic goals and initiatives update. The Board concurred with the updates recommended by the General Manager.

Employee Handbook & Compensation Plan – Annual Amendments – Shawn Moore briefly reviewed required and administrative edits to the Employee Handbook and Compensation Plan. Mr. Moore then discussed staff recommended edits requiring Board approval to the following areas of the Employee Handbook: 1) allowing management to authorize the purchase of replacement PPE gear upon a documented exception (e.g., stolen, damaged), 2) applying a consistent tax mark-up rate for all levels of the performance recognition program, and 3) providing District recognition of Juneteenth as a paid holiday.

The Board provided input and request to include the items for adoption at a future Board meeting.

District staff will prepare the edits to the Employee Handbook and Compensation Plan for adoption at a future Board meeting.

2022-2027 Capital Program Virtual Tour – Heath Henderson and Vanessa Johnson provided a virtual tour of the projects in the 2022-2027 Capital Program for the Board's information. The Board thanked staff for the virtual tour.

Commissioner Harker thanked the City of Ridgefield for supporting the process to administer COVID-19 relief funds to Ridgefield customers in arrears on their utility bills.

UNFINISHED BUSINESS: No items to discuss.

NEW BUSINESS: No items to discuss.

At 8:33 AM, Commissioner Kimsey adjourned the meeting.

Secretary