

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
August 9, 2022**

The first regular meeting of the month of August 2022 was held at the District Operations Building Conference Room with also an optional Remote GoToMeeting attendance option, 8000 NE 52<sup>nd</sup> Court, Vancouver, Washington on August 9, 2022. Commissioner Harker called the meeting to order at 4:00 PM.

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

District Staff: John Peterson, Shawn Moore, Les MacDonald, Vanessa Johnson, David Logan, Mike Allen, and Kim Thur. District legal counsel Eric Frimodt.

Visitors Present for Regular Meeting: Interested Citizen: Dan Clark.

Visitors Present for Special Presentations: Matt Jenkins, Hilary Gorham, Kevin Hossom, Tyler Schmitt, and Dustin Harris.

**ADDITIONS & DELETIONS TO AGENDA:** None.

**SPECIAL PRESENTATIONS: Promotion: Tyler Schmitt, Maintenance Specialist 2** – Dustin Harris, Maintenance Supervisor, announced Tyler Schmitt's recent promotion to Maintenance Specialist 2. The Board and staff congratulated Mr. Schmitt.

**Introduction: Kevin Hossom, Operator 2** – Matt Jenkins, Wastewater Operations Manager, introduced Kevin Hossom, Operator 2, of the District at the Salmon Creek Treatment. The Board and staff welcomed Mr. Hossom.

**Introduction: Mike Allen, Operator 2** – Mr. Jenkins introduced Mike Allen, Operator 2, of the District at the Salmon Creek Treatment. The Board and staff welcomed Mr. Allen.

**WORK SESSION:** None.

**CONSENT AGENDA:** Commissioner Kiggins moved to approve the Consent Agenda, approving July 26, 2022 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments Dated 08/03/22 in the amount of \$1,825,284.40; Voucher #s 58356-58381 Dated 07/28/22 and 08/03/22 in the amount of \$189,348.31; Payroll Benefits' Warrant #s 10362-10371 Dated 07/22/22 and 07/27/22 in the amount of \$175,438.97; Payroll Direct Deposit Authorizations Dated 07/25/22 in the amount of \$217,768.15; and Agenda Bill #22-054, authorizing staff to schedule a public hearing for the NE 130<sup>th</sup> Avenue Subdivision Latecomer Reimbursement on September 13, 2022 at 5:00 PM or as soon thereafter as possible.

Commissioner Kimsey seconded the motion, and it passed unanimously.

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

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

**General Manager: General Manager Activities Report (Agency Coordination; Transition of Salmon Creek Treatment Plant Operational Responsibility; District and Professional Organization Functions; and Discovery Clean Water Alliance (Alliance) Update)** – John Peterson briefly reviewed his report.

**Business Services Director: Business Services Director Activities Report (Human Resources; and Risk Management)** – Shawn Moore briefly reviewed his report.

**Engineering Director: Engineering Director (District Engineer) Activities Report (District Campus Facilities Program; Tenny Creek Emergency Repair; Capital Program – Construction; Capital Program – Design; Development Program; Engineering Department; and Operations Department – Wastewater Collection System)** – In Heath Henderson's absence, Les MacDonald, Development Program Manager, briefly reviewed the report, including:

a) A memo related to Felida Short Plat – District Laterals Reimbursement. Following review of the memo, the Board concurred with the proposed lateral costs and requested staff to move forward with calculating the assessments and informing the affected property owners. Further the Board requested to include this item on a future Consent Agenda for approval.

**Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team and Alliance)** – David Logan briefly reviewed his report, including a draft agenda bill related to Resolutions Amending the District's Purchasing (POL #002) and Capital Asset (POL #040) Policies. Following review of the proposed agenda bill, the Board decided to act on the item at this time.

**AB #22-054 – Resolutions Amending the District's Purchasing (POL #002) and Capital Asset (POL #040) Policies** – Commissioner Kimsey moved to adopt Resolution No. 1851, amending the District Purchasing Policy; authorizing the Finance Director/Treasurer to make certain changes to the Purchasing Policy; and repealing Resolution No. 1821.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Kimsey moved to adopt Resolution No. 1852, amending the District Capital Asset Policy; authorizing the Finance Director/Treasurer to make certain changes to the Capital Asset Policy; and repealing Resolution No. 1729.

Commissioner Kiggins seconded the motion, and it passed unanimously.

**Legal Counsel:** No report.

**Board Clerk: Board Confirmation of Events (July 2022)** – The Board signed the confirmation sheet.

**Board Calendar of Events (August 2022)** – Kim Thur briefly reviewed the calendar with

the Board.

**HEARINGS:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

With no further business to discuss, Commissioner Harker adjourned the meeting at 4:38 PM.

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Secretary

Approved 08/23/22