

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
August 16, 2022**

The second regular meeting of August was held at the District Operations Building Conference Room with also an optional Remote GoToMeeting attendance option, 8000 NE 52nd Court, Vancouver, Washington on August 16, 2022. Commissioner Harker 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, David Logan, Heath Henderson, and Kim Thur.

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

ADDITIONS & DELETIONS TO AGENDA: None.

COMMUNICATIONS: Items from the Audience – No one present virtually or in person wished to speak.

REPORTS: Board Members – Commissioner Kiggins reported on his recent activities.

General Manager – General Manager Activities Report – John Peterson, General Manager, and the District staff noted below provided updates on the following 2022 General Manager/Organizational Goals:

Goal 2a – Deliver District Capital/R&R Program: Heath Henderson, Engineering Director, provided an update on the District’s NE 99th Street Trenchless Sewer project.

Goal 10 – HRIS/Timekeeping/Payroll System – Review/Recommendation: David Logan, Finance Director/Treasurer, reviewed a memo outlining staff’s recommendation to develop a contract with UKG for the District’s new HRIS/Timekeeping/Payroll system. The Board concurred with staff’s recommendations. Mr. Logan will plan to review the draft agenda bill at a future Board meeting.

Goal 12 – Conduct Strategic Plan/Annual Business Plan Update – Mr. Peterson reported that staff is beginning the process to update the District’s strategic business plan for 2023 and future years. Mr. Peterson recommended re-engaging the Effective Utility Management (EUM) framework as the District’s overarching guidance with application of the 10 EUM attributes as the basic structure. He further recommended a “Wastewater 101 – Establishing Complete District

Programs and Practice” theme for the 2023-2024 period. The Board concurred with both recommendations.

Goal 16 – Perform Alliance Administrative Lead Executive/Administrative Services: John Peterson briefly reviewed the draft fact sheet related to PFAS and its potential impact to the biosolids program. The Board did not have any comments on the proposed fact sheet.

Goal 20a – Engineering PM/CM Software – Start Implementation: Mr. Henderson reviewed the memo with the Board, including staff’s recommendation to enter a contract with UpShift to develop a prototype by the end of 2022 for the District to begin testing using the General Manager’s authority granted within District Code. The Board concurred with staff’s recommendations.

Goal 21e – Compensation Mid-Cycle Review for Select Positions: Shawn Moore, Business Services Director, reviewed the mid-cycle compensation study results with the Board.

Business Services Director: Memo re: District Campus – South Parcel: Update – Mr. Moore reviewed the memo with the Board. Following review and discussion, the Board provided guidance for both the temporary construction easement and sale of a small portion of the District’s south parcel. Staff will implement the direction provided by the Board and continue to provide updates on the process.

UNFINISHED BUSINESS: No items to discuss.

NEW BUSINESS: No items to discuss.

With no further business to discuss, Commissioner Harker adjourned the meeting at 8:38 AM.

Secretary