

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
November 14, 2023**

The first regular meeting of the month of November 2023 was held at the District Board Meeting Room, with the option to attend remotely via GoToMeeting, 8000 NE 52<sup>nd</sup> Court, Vancouver, Washington on November 14, 2023. Commissioner Kiggins called the meeting to order at 4:00 PM.

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

District Staff: John Peterson, Heath Henderson, Les MacDonald, David Logan, Britny Carrier, Elise Robbins, Emily Brown, and Kim Thur. District legal counsel Eric Frimodt.

Visitors Present for Regular Meeting: City of Ridgefield Councilor Judy Chipman. Interested Citizens: Dan Clark and a caller identified as Howard (virtual attendance).

Visitors Present for Special Presentations: James Lee, Bob Sanguinetti, and Jose Gonzalez.

**ADDITIONS & DELETIONS TO AGENDA:** John Peterson explained that David Gadbaugh is not present today and the item would be tabled until a later meeting.

**SPECIAL PRESENTATIONS: 5 Years of Service Award: James Lee, IT Services Manager**  
– James Lee, IT Services Manager, was recognized for his 5 years of service.

**10 Years of Service Award: Jose Gonzalez, Senior Engineering Technician (Inspection)**  
– Jose Gonzalez, Senior Engineering Technician (Inspection) was recognized for his 10 years of service.

**WORK SESSION: 2024 Budget Work Session #4: 2024 Operating and Expenses Budget, Including 10-Year IT, Facilities, & Fleet Programs** – David Logan and Britny Carrier presented the work session materials to the Board. No action was taken.

**CONSENT AGENDA:** Commissioner Kimsey moved to approve the Consent Agenda, approving the October 24, 2023 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments dated 11/07/23 in the amount of \$1,532,327.68; Voucher #s 59636-59703 dated 11/07/23 in the amount of \$368,332.39; Payroll Benefit Warrant #s 10591-10599 dated 10/12/23 and 10/31/23 in the amount of \$169,398.63; Payroll Direct Deposit Authorizations dated 11/09/23 in the amount of \$251,441.79; Agenda Bill #23-074, authorizing staff to schedule the 2024 budget public hearing on Tuesday, December 12, 2023 at 5:00 PM, or as soon thereafter as possible; and Agenda Bill #23-075, authorizing the General Manager to sign the Vendor Services Contract with The Master's Touch, LLC for utility billing, printing, inserting, and mailing services in an amount not to exceed \$108,481.56 and further authorizing the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the original contract amount.

Commissioner Harker seconded the motion, and it passed unanimously.

**COMMUNICATIONS: Items from the Audience:** None.

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

**General Manager (Agency Coordination, District and Professional Organization Functions, & Discovery Clean Water Alliance Update)** – John Peterson briefly reviewed the report.

**Business Services Manager/Board Clerk: Board Confirmation of Events (October 2023)**  
– The Board signed the confirmation sheet.

**Board Calendar of Events (November 2023)** – Kim Thur briefly reviewed the calendar with the Board.

**Collection Infrastructure Director (Engineering Director): Collection Infrastructure Director (Engineering Director) Activities Report (Mill Creek Pump Station Force Main Emergency; Capital Program; & Public Works Board Construction Loan)** – Heath Henderson briefly reviewed the report, including providing project status reports for several large capital projects through third quarter 2023 and a copy of the recent letter received from the Washington State Public Works Board notifying the District of being awarded \$10 million in construction loan funding for the Discovery Corridor Wastewater Transmission System Phase 2 project.

**Finance Director/Treasurer:** No report.

**District Legal Counsel: 2023 Legislative Session Report** – Eric Frimodt briefly reviewed the report.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

**HEARINGS:** None.

At 4:41 PM, Commissioner Kiggins recessed the meeting into Executive Session with District legal counsel for the purpose of considering a personnel matter, under RCW 42.30.110 section 1(g) for 20 minutes. No actions will be taken following the Executive Session.

At 5:00 PM, Commissioner Kiggins reconvened the regular meeting.

With no further business to discuss, Commissioner Kiggins adjourned the meeting at 5:01 PM.

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Secretary

Approved 11/28/2023