

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
November 21, 2023**

The second 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 52nd Court, Vancouver, Washington on November 21, 2023. Commissioner Kiggins called the meeting to order at 7:00 AM.

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

District Staff: John Peterson, Heath Henderson, David Logan, and Laine Keniston.

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

ADDITIONS & DELETIONS TO AGENDA: John Peterson reported that there were two items to consider adding to today's meeting: the final versions of the General Manager's Employment Contract and Evaluation, which could be addressed as New Business if the Board was ready to take action. The Board agreed to address these items under New Business.

WORK SESSION: None.

COMMUNICATIONS: Items from the Audience: None.

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

General Manager: General Manager Activities Report – John Peterson, General Manager, presented his report, including:

2023 General Manager/Organization Goals: 3rd Quarter Update – John Peterson provided an update on the progress made through third quarter 2023 on the General Manager/Organization Goals. In addition, detailed status updates were provided on the following:

Goal 1b: Further Develop Septic Elimination Program – Heath Henderson presented a report summarizing the ranking criteria for future Septic Elimination Program (SEP) projects. Mr. Henderson then presented the results of the Project Ranking Criteria, with assessments for projects being reviewed by their public health and environmental protection impacts, as well as by median household income. The work confirmed that the District's highest ranking SEP project was Wallace Heights.

Goal 23c: Adopt Annual Employee Handbook Update – Mr. Peterson reviewed a number of amendments made to the Employee Handbook as part of the District's annual handbook review process. The Board supported the required, administrative, and recommended edits to the Employee Handbook, and the administrative edits suggested for the District Compensation Plan.

2024 Strategic Goals & Initiatives Update – First Draft – Mr. Peterson reviewed the 2024 Strategic Plan Update, providing insight into the proposed priorities for 2024. Mr. Peterson communicated to the Board that the final version would be presented before the Board for ratification at an upcoming meeting.

UNFINISHED BUSINESS: None.

NEW BUSINESS: The Board took action on the following item added to today's agenda:

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

Commissioner Harker seconded the motion, and it passed unanimously.

Commissioner Kimsey moved to authorize the President, Vice President, and Secretary of the Board to sign the November 2022-October 2023 US Performance Review Form for the General Manager.

Commissioner Harker seconded the motion, and it passed unanimously.

HEARINGS: None.

With no further business to discuss, Commissioner Kiggins adjourned the meeting at 8:07 AM.

Secretary