

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
December 19, 2023**

The second regular meeting of the month of December 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 December 19, 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, Emily Brown, and Kim Thur.

Visitors Present for Regular Meeting: City of Ridgefield: Councilors Lee Wells and Clyde Burkle.

Interested Citizens: Dan Clark (virtual attendance).

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

**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 (2024 Strategic Goals & Initiatives Update – Final Draft Document)** – John Peterson reviewed his report, including the 2024 Strategic Goals & Initiatives Update – Final Draft document. Mr. Peterson reported that the final version would be adopted on Consent Agenda at the December 26 Board meeting.

**Business Services Manager: Business Services Manager/Board Clerk Activities Report (2024 Board Meeting Conflicts, 2024 Board Member Delegations, and Additional Minor Handbook Updates)** – Kim Thur presented her report, including:

**2024 Board Meeting Conflicts** – Ms. Thur reviewed the memo, which noted there were four Board meetings in 2024 that could create a lack of a quorum for a Board meeting. The Board then decided to act on the four conflicts.

Commissioner Kimsey moved to cancel the regular February 13, 2024 Board meeting and further to schedule a special Board meeting on February 6, 2024 at 4:00 PM in the District Board meeting room.

Commissioner Harker seconded the motion, and it passed unanimously.

Commissioner Kimsey moved to cancel the regular April 16, 2024 Board meeting.

Commissioner Harker seconded the motion, and it passed unanimously.

Commissioner Kimsey moved to cancel the regular September 24, 2024 Board meeting and further to schedule a special Board meeting on September 23, 2024 at 8:00 AM in the District Board

meeting room.

Commissioner Harker seconded the motion, and it passed unanimously.

Commissioner Kimsey moved to cancel the regular December 24, 2024 Board meeting and further to schedule a special Board meeting on December 23, 2024 at 3:00 PM in the District Board meeting room.

Commissioner Harker seconded the motion, and it passed unanimously.

**2024 Board Member Delegations** – Ms. Thur reviewed the memo. The Board concurred with keeping the current 2023 delegations and alternates for the 2024 period.

**Additional Minor Employee Handbook Updates** – Ms. Thur reviewed the two additional minor updates related to Pay Period and Paydays and Vacation Buy Back within the Employee Handbook. The Board concurred with the proposed edits and requested to include the updates in the Employee Handbook for adoption at the December 26 Board meeting.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS: AB #23-080 – Salmon Creek Treatment Plant Door Repair & Replacement Construction Contract Award** – Mr. Peterson briefly reviewed the agenda bill, noting that the District received two bids for the project and staff is recommending awarding the contract to the lowest responsible bidder.

Commissioner Kimsey moved to award the construction contract as advertised for the Salmon Creek Treatment Plant Door Repair and Replacement project to ATK Construction Inc., authorize the General Manager to sign a contract with ATK Construction Inc. for the bid amount of \$376,495.00 (including sales tax), and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed fifteen (15) percent of the original contracted amount.

Commissioner Harker seconded the motion, and it passed unanimously.

**HEARINGS:** None.

With no further business to discuss, Commissioner Kiggins adjourned the meeting at 7:23 AM.

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Secretary