

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
July 23, 2024**

The second regular meeting of the month of July 2024 was held at the District Board Meeting Room, with the option to attend via GoToMeeting, 8000 NE 52<sup>nd</sup> Court, Vancouver, Washington on June 25, 2024. Commissioner Kiggins called the meeting to order at 4:00 PM.

Those in attendance were Commissioners Denny Kiggins and Norm Harker. Commissioner Neil Kimsey had an excused absence.

District Staff: John Peterson, Heath Henderson, David Logan, Les MacDonald, Vanessa Johnson, Bob Sanguinetti, Matt Jenkins, Sam Owen, Adam Rondeau, and Kim Thur.

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark and Leah Lothspeich.

Visitors Present for Work Session: Danielle Frazier with Trupp.

**ADDITIONS & DELETIONS TO AGENDA:** John Peterson noted that he would have a report on the proposed non-residential customer survey organization goal. He further noted the materials were provided to the Board as supplemental materials yesterday.

**SPECIAL PRESENTATIONS: Introduction: Sam Owen, Engineering Technician (Development)** – Sam Owen was introduced to the Board.

**Introduction: Adam Rondeau, Construction Manager** – Adam Rondeau was introduced to the Board.

**WORK SESSION: 2024 General Manager/Organization Goal #24f Update: District Staff Salary & Benefits Study – Interim Findings Report** – Kim Thur reported that staff have been working with Trupp HR on the 2024 Staff Salary & Benefits Study. The draft external market findings are ready for the Board's review. Danielle Frazier, Trupp, the consultant the District partnered with on the study, then presented the interim findings. Ms. Thur reminded the Board that staff will bring the final study with recommendations to a future Board meeting.

**CONSENT AGENDA:** Commissioner Harker moved to approve the Consent Agenda, approving the July 11, 2024 special meeting minutes; July 16, 2024 regular meeting minutes; ratifying and confirming previous payments issued, including Electronic Payments dated 07/16/24 and 07/17/24 in the amount of \$540,532.29; Voucher #s 60321-60365 dated 07/03/24 and 07/17/24 in the amount of \$689,212.75; Payroll Benefit Warrant #s 10668-10674 dated 07/10/24 in the amount of \$195,765.08; Payroll Direct Deposit Authorizations dated 07/10/24 in the amount of \$264,396.55; Agenda Bill #24-045, adopting Resolution #1904, approving the final cost and pro rata share of District installed lateral for the Trails at Whipple Creek (Project 11-2022-0025); and Agenda Bill #24-

046, authorizing the General Manager to sign the Sewer Extension, Reimbursement, and Service Agreement with the developer for the costs of designing the Reiman Road gravity main in an amount not to exceed \$63,250 and further authorizing the General Manager, or written designee, to sign supplemental amendments not to exceed ten (10) percent of the original Developer Extension, Reimbursement, and Service Agreement amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

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

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

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

Mr. Peterson then reviewed the draft non-residential customer survey that will be provided to approximately 1,700 customers. The Board concurred with the proposed survey and requested staff to continue with the development of the survey.

**Business Services Manager/Board Clerk: Board Calendar of Events (August 2024)** – Kim Thur briefly reviewed the calendar with the Board.

**Collection Infrastructure Director: Collection Infrastructure Director (Engineering Director) Activities Report (Emergency Project; Capital Program; & Development Program)** – Heath Henderson briefly reviewed the report, including:

a) memo relating to Trails at Whipple Creek Latecomer Reimbursement. The Board concurred with applying the Latecomer assessment using the Area method to the benefiting properties. Staff will move forward with notifying the affected property owners and prepare a Latecomer Reimbursement Agreement for the developer's signature. The reimbursement will be presented at future Board meetings, including a public hearing.

b) memo relating to NE 50<sup>th</sup> Avenue Subdivision Latecomer Reimbursement. The Board concurred with applying the Latecomer assessment using the Area method to the benefiting properties. Staff will move forward with notifying the affected property owners and prepare a Latecomer Reimbursement Agreement for the developer's signature. The reimbursement will be presented at future Board meetings, including a public hearing.

**Finance Director/Treasurer:** David Logan provided a brief verbal report.

**Treatment Operations Manager: Treatment Operations Manager Activities Report (Discovery Clean Water Alliance (Alliance) Operations Program Update; Alliance Engineering Program Update; & Alliance Regulatory Program Update)** – Matt Jenkins briefly reviewed the report.

**District Legal Counsel:** No report.

**HEARINGS:** None.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

With no further business to discuss, Commissioner Kiggins adjourned the meeting at 4:40 PM.

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Secretary

Approved 08/13/24