

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
August 26, 2025**

The third regular meeting of the month of August 2025 was held at the District Board Meeting Room, with the option to attend remotely via GoToMeeting, 8000 NE 52nd Court, Vancouver, Washington on August 26, 2025. Commissioner Harker 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, Vanessa Johnson (virtual), Melissa Moe, Lisa Standiford, Bob Sanguinetti, David Logan (virtual), Britny Carrier, Maria Swinger-Inskeep, Matt Jenkins, and Kim Thur.

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

Visitors Present for Special Presentations: John Perala.

Visitors Present for Hearings: Not applicable.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: 10 Years of Service Award: Lisa Standiford, Administrative Assistant 3 – Lisa Standiford was recognized for her 10 years of service with the District.

25 Years of Service Award: John Perala, Senior Construction Inspector – John Perala was recognized for his 25 years of service with the District.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving the August 12, 2025 regular meeting minutes; August 19, 2025 regular meeting minutes; ratifying and confirming previous payments issued including electronic payments dated 08/11/25 and 08/15/25 in the amount of \$1,691,385.33; Voucher #s 61392-61420 dated 08/11/25 in the amount of \$137,398.21; payroll benefits warrants #10780-10785 dated 08/07/25 in the amount of \$184,447.56; payroll direct deposit authorizations dated 08/25/25 in the amount of \$297,263.83; and Agenda Bill #25-037, adopting Resolution #1935, approving the final cost and pro rate share of District installed laterals for 58th Avenue (NE) Subdivision and authorizing staff to reimburse the developer, RVHB LLC, \$120,480.83 for installation of the laterals.

Commissioner Kimsey seconded the motion, and it passed unanimously.

COMMUNICATIONS: Items from the Audience: No one wished to speak.

REPORTS: Board Members: Each Commissioner reported on their 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.

Board Clerk: Board Confirmation of Events (July 2025) – The Board signed the confirmation sheet.

Board Calendar of Events (September 2025) – Kim Thur briefly reviewed the calendar.

Business Services Director: Maria Swinger-Inskeep reported on the status of Employee Handbook updates (changes in state law) that are authorized to be implemented under General Manager authority, noting the Board would be receiving an updated Handbook soon.

Ms. Swinger-Inskeep also reported that staff is developing a Leave Utilization Workforce Study for the 2019-2024 period and will be presenting to the Board at an upcoming Board meeting.

Collection Infrastructure Director (Engineering Director): Collection Infrastructure Director (Engineering Director) Activities Report (Development Program) – Heath Henderson briefly reviewed the report, including a draft agenda bill related to Lanlu Short Plat District Lateral Reimbursement. The Board concurred with the proposed agenda bill and requested to include on a future Consent Agenda for action.

Semi-Annual 2025 Engineering Department Report – Mr. Henderson reviewed the first-half 2025 report with the Board.

Semi-Annual 2025 Collection Operations Department Report – Mr. Henderson reviewed the first-half 2025 report with the Board.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team) – David Logan reviewed the report, including a memo related to Ridgefield Collection System Re-Transfer Annual Calculation.

Semi-Annual 2025 Finance Department Report – Mr. Logan reviewed the first-half 2025 report with the Board.

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

District Legal Counsel: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

HEARINGS: None.

With no further business to discuss, Commissioner Harker adjourned the meeting at 4:50 PM.

Secretary