

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
September 23, 2025**

The second regular meeting of the month of September 2025 was held at the District Board Meeting Room, with the option to attend remotely via GoToMeeting, 8000 NE 52nd Court, Vancouver, Washington on September 23, 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, Shawn Moore, Matt Jenkins, Les MacDonald (virtual), David Logan, Britny Carrier, Elise Robbins, Maria Swinger-Inskeep, and Kim Thur.

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark and Leah Lothspeich.
Vendors: Colin Watts, Tyler Technologies.

Visitors Present for Special Presentations: Brielle Miller.

Visitors Present for Hearings: Not applicable.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: Introduction: Brielle Miller, Assistant Account Specialist –
Brielle Miller was introduced to the Board as the new Assistant Account Specialist in the Finance Department.

WORK SESSION: Health Reimbursement Arrangement/Voluntary Employee Beneficiary Association (HRA/VEBA) Plan Introduction Review (Follow-Up to 2024 Compensation & Benefits Study) – Shawn Moore, Policy & Program Development Director, presented the materials outlining the research conducted on HRA/VEBA plans. Following the presentation, the Board concurred with staff continuing forward with a comprehensive evaluation of plan options and implementation requirements.

10-Year Fleet Program Update 2026-2035 – Heath Henderson, Collection Infrastructure Director, presented the 10-year Fleet Program update. Following the presentation, the Board concurred with staff moving forward with ordering the replacement vector truck to secure 2025 pricing and allow for the approximate year for delivery.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving the September 9, 2025 regular meeting minutes; ratifying and confirming previous payments issued including electronic payments dated 09/08/25 and 09/16/25 in the amount of \$1,798,998.98; Voucher #s 61460-61494 dated 09/08/25 and 09/16/25 in the amount of \$463,486.33; payroll benefits warrant #s 10787-10791 dated 09/04/25 in the amount of \$184,526.42; Agenda Bill #25-040, authorizing the General Manager to sign the Temporary Construction Easement and the Sewer Easement for Tax

Parcel #186841000, the Temporary Construction Easement and the Sewer Easement for Tax Parcel #117893006, the Temporary Construction Easement and the Sewer Easement for Tax Parcel #117893012, the Temporary Construction Easement and the Sewer Easement for Tax Parcel #186765000, and the Temporary Construction Easement for Tax Parcel #186688000 and further authorizing payment to Legacy Health System for a total amount of \$122,400.00.38; and Agenda Bill #25-041, adopting Resolution #1938, amending the Service Plan with the City of Vancouver relating to Operations and Maintenance.

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, including a memo related to Proposed 2026 Budget – Items Excluded or Deferred.

Mr. Peterson reported that the District would be hosting a Water-Wastewater Forum sponsored by Congresswoman Marie Gluesenkamp Perez tomorrow at 12:30 PM. The Commissioners expressed interest in attending. Kim Thur reminded the Board to continue today's meeting if a quorum would be present at tomorrow's event.

Board Clerk: Board Calendar of Events (October 2025) – Ms. Thur briefly reviewed the calendar.

Business Services Director: Business Services Director Activities Report (Handbook Updates; District Campus Property Valuation; & Donations) – Maria Swinger-Inskeep briefly reviewed the report.

Collection Infrastructure Director (Engineering Director): Collection Infrastructure Director (Engineering Director) Activities Report (Capital Program and Development Program) – Heath Henderson reviewed the report, including:

a) Draft agenda bill related to Glenwood Air Release Valves Project – Professional Engineering Services Contract Amendment. The Board concurred with the proposed agenda bill and determined to take action at this evening's meeting.

AB #24-042 - Glenwood Air Release Valves Project – Professional Engineering Services Contract Amendment – Commissioner Kimsey moved to authorize the General Manager to sign the Professional Engineering, Land Surveying, Architecture, and Landscape Architecture Services Contract Amendment #3 with Parametrix, Inc. in an amount not to exceed \$37,230 for the Glenwood Air Release Valves project; and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed five (5) percent of the total contracted amount.

Commissioner Kiggins seconded the motion, and it passed unanimously.

b) Memo related to 58th Avenue (NE) Subdivision Latecomer Reimbursement. The Board concurred with the proposed Latecomer assessments and using the Area method to apply assessments to the properties. Staff will move forward with notifying the affected property owners and preparing an agreement for the developer's signature. The reimbursement will be presented at future Board meetings, including a public hearing.

c) Memo related to Lanlu Short Plat Latecomer Reimbursement. The Board concurred with the proposed Latecomer assessments and using the Front Foot method to apply assessments to the properties. Staff will move forward with notifying the affected property owners and preparing an agreement for the developer's signature. The reimbursement will be presented at future Board meetings, including a public hearing.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team) – David Logan reviewed the report, including:

a) Draft agenda bill related to Resolution Amending & Re-adopting District Investment Policy.

b) Draft agenda bill related to District Enterprise Resource Planning Tool – Request to Execute Agreement with Tyler Technologies.

The Board concurred with both agenda bills and requested to include on a future Consent Agenda for approval.

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

District Legal Counsel: Not present.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

HEARINGS: None.

Commissioner Harker continued the meeting until September 24, 2025 at 12:30 PM in the District Operations Conference Room.

Secretary