

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
October 28, 2025**

The third regular meeting of the month of October 2025 was held at the District Operations Building Conference Room, with the option to attend remotely via GoToMeeting, 8000 NE 52nd Court, Vancouver, Washington on October 28, 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, Les MacDonald, Vanessa Johnson, David Logan (virtual), Britny Carrier, Elise Robbins, Maria Swinger-Inskeep (virtual), Matt Jenkins, and Kim Thur.

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

Visitors Present for Special Presentations: Emily Brown.

Visitors Present for Hearings: Not applicable.

ADDITIONS & DELETIONS TO AGENDA: None.

SPECIAL PRESENTATIONS: 5 Years of Service Award: Emily Brown, Accountant – The Board recognized Emily Brown for her 5 years of service.

WORK SESSION: 2026 Budget Work Session #3: Budget by Account – David Logan and Britny Carrier presented the work session materials to the Board. No action was taken.

CONSENT AGENDA: Commissioner Kiggins moved to approve the Consent Agenda, approving the October 14, 2025 regular meeting minutes and October 21, 2025 regular meeting minutes; ratifying and confirming previous payments issued including electronic payments dated 10/13/25, and 10/15/25 in the amount of \$327,344.30; Voucher #s 61545-61572 dated 10/13/25 in the amount of \$185,404.49; and Payroll direct deposit authorizations dated 10/24/25 in the amount of \$313,277.59.

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 (2025 General Manager/Organization Goals: 3rd Quarter Update; Agency Coordination, District and Professional Organization Functions, & Discovery Clean Water Alliance Update) – John Peterson briefly reviewed his report, including reviewing the status of the 2025 General Manager/Organization Goals through third quarter.

Board Clerk: Board Clerk Activities Report (Proposed Updates to Payroll Approval Documents and Port of Vancouver Legislative Outlook Event) – Kim Thur reviewed her report,

including:

1) Recommending an update to the Board's payroll approval process to change from including individual employee net pay amounts (after taxes and deductions) to instead presenting complete payroll costs in a concise, summary format. The Board concurred with the proposed change. Staff will implement the new payroll approval documents for future Board meetings.

2) Reporting the Port of Vancouver Legislative Outlook Event will be held on December 16 at 8:15 AM, which directly conflicts with the District Board meeting. If a quorum of the Board intends to participate in the event, staff recommend canceling the December 16, 2025 Board meeting.

Commissioner Kimsey moved to cancel the regular December 16, 2025 Board meeting.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Board Calendar of Events (November 2025) – Ms. Thur briefly reviewed the calendar.

Business Services Director: Business Services Director Activities Report (Handbook Update and Emergency Management) – Maria Swinger-Inskeep reviewed her report, including:

1) Recommending a proposed Employee Handbook update to be effective January 1, 2026, that changes FMLA to be calculated on a rolling 12-month reporting period, backward looking. This proposed change aligns the FMLA period more closely with Washington Paid Family and Medical Leave Law. The Board concurred with the proposed change. District staff will be notified on November 1 of the upcoming change.

2) Reviewed a memo outlining a recent tabletop exercise that the District's Emergency Management Team conducted, providing key observations and recommendations from the exercise. Staff will be making minor updates to the District's Emergency Plan, which will be presented to the Board at a later date for review and adoption.

Collection Infrastructure Director (Engineering Director): Collection Infrastructure Director (Engineering Director) Activities Report (Capital Program and Development Program) – In Heath Henderson's absence, Vanessa Johnson and Les MacDonald reviewed the report, including:

1) Providing copies of recent bid tabulations for Glenwood Pump Station Air Release Valves (low bidder was Slateco, LLC valued at \$199,531.50) and Abrams Park Pump Station Replacement (low bidder was Western United Civil Group, LLC valued at \$324,469.50) projects, noting both Small Works' contracts would be executed within the General Manager's authority.

2) Draft agenda bill related to Neil Kimsey Force Main Upgrade – Professional Engineering Services Contract with Grayling Engineers, PLLC. The Board concurred with the proposed agenda bill and requested to include on a future Consent Agenda for approval.

3) Les MacDonald provided a presentation on the status of the General Sewer Plan.

Discussion occurred on the new state law (ESSB 5814), which was enacted October 1.

Commissioner Harker questioned if professional services are now subject to retail sales tax. Mr. Peterson reported that District legal counsel has conducted research into this matter and has found that those services are not subject to retail sales tax. District legal counsel will provide a report at an upcoming Board meeting on the matter.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team) – David Logan reviewed his report, including: a memo related to Annual Employee Benefits Cost Review, noting that over the past six years (2020-2025), total employee benefit costs have increased by an average of 4.4% annually. Staff recommend maintaining the current cost-sharing framework for employee benefits in the 2026 budget process. The Board concurred with staff's recommendation.

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

District Legal Counsel: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

HEARINGS: None.

Commissioner Harker adjourned the meeting at 4:53 PM.

Secretary