CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
SPECIAL MEETING
November 10, 2025

A special meeting was held at the District Board Meeting Room, with the option to attend remotely via GoToMeeting, 8000 NE 52nd Court, Vancouver, Washington on November 10, 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, David Logan (virtual), Britny Carrier, Maria Swinger-Inskeep, and Narissa Strong. District legal counsel Eric Frimodt (virtual).

Visitors Present for Regular Meeting: Interested Citizens: Dan Clark. City of Ridgefield: Councilor Judy Chipman.

Visitors Present for 58th Avenue (NE) Subdivision Latecomer Reimbursement Hearing: None.

Visitors Present for Lanlu Subdivision Latecomer Reimbursement Hearing: None.

ADDITIONS & DELETIONS TO AGENDA: John Peterson reminded the Board of the special meeting status and reported that no items would be added to the published agenda distributed last Friday.

SPECIAL PRESENTATIONS: None.

WORK SESSION: 2026 Budget Work Session #4: Operations & Maintenance Account – 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 28, 2025 regular meeting minutes; ratifying and confirming previous payments issued including electronic payments dated 10/23/25, 10/27/25, and 11/03/25 in the amount of $1,209,598.76; Voucher #s 61573-61616 dated 10/23/25, 10/27/25, and 11/03/25 in the amount of $880,599.12; Payroll Benefits Warrant #10801 dated 10/23/25 in the amount of $137.35; Agenda Bill #25-048, authorizing staff to schedule a public hearing for the Carter Property Latecomer Reimbursement on December 9, 2025 at 5:00 PM or as soon thereafter as possible; Agenda Bill #25-049, authorizing staff to schedule the 2026 budget public hearing on Tuesday, December 9, 2025 at 5:00 PM or as soon thereafter as possible; and Agenda Bill #25-050, authorizing the General Manager to sign the Professional Engineering, Land Surveying, Architecture, and Landscape Architecture Services Contract with Grayling Engineers in an amount not exceed $1,172,677.00 for the Neil Kimsey Regional Force Main project and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed fifteen (15) percent of the total contracted amount.

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 his report, including providing a copy of the handwritten note from Congresswoman Marie Gluesenkamp Perez, thanking the District for hosting the recent Water-Wastewater Sector Forum.

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

Board Calendar of Events (November 2025) – John Peterson briefly reviewed the calendar. Commissioners Harker and Kiggins requested to include the November 6 Fire District 6 poster judging event to the calendar.

Business Services Director: Business Services Director Activities Report (Annual Employee Handbook and Compensation Plan Updates) – Maria Swinger-Inskeep reviewed her report, including the proposed edits with the Board in both the Employee Handbook and Compensation Plan. The Board concurred with the proposed edits. Staff will provide the items for approval on a future Consent Agenda.

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

a) Draft agenda bill related to Discovery Corridor Wastewater Transmission System (DCWTS) Phase 2B Project – Professional Engineering Services Contract Amendment 4. The Board concurred with the proposed agenda bill and requested to include on a future Consent Agenda for approval.

b) Project status reports reflecting spending through the third quarter of 2025 for the following projects: NE 179th at NE 29th Avenue, DCWTS Phase 2, Gee Creek Facilities Upgrade, Glenwood Pump Station ARV Replacement, Neil Kimsey Regional Force Main Upgrade, and Schuller Force Main.

Finance Director/Treasurer: No report.

Treatment Operations Manager: No report.

District Legal Counsel: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

At 4:32 PM, Commissioner Harker recessed the meeting for approximately 30 minutes.

At 5:00 PM, Commissioner Harker reconvened the meeting.

HEARINGS: AB #25-051 – 5:00 PM – 58th Avenue (NE) Subdivision Latecomer Reimbursement – Commissioner Harker opened the hearing on the establishment of a Latecomer Reimbursement area for the 58th Avenue (NE) Subdivision. Heath Henderson provided background information on the project.

Commissioner Harker then asked if anyone attending remotely or in person wished to provide testimony on the sanitary sewer facilities and the Latecomer reimbursement. No property owners within the proposed Latecomer Reimbursement area were physically or virtually present.

Commissioner Kiggins moved to close the public hearing.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Harker announced the public hearing was closed.

Commissioner Kiggins stated that he believed the proposed reimbursement area and cost is appropriate and meets the requirements of RCW Chapter 57.22. He then moved to direct staff to prepare a resolution for approval and adoption of the 58th Avenue (NE) Subdivision Latecomer Reimbursement that includes the properties and proposed assessments as shown in the Final Assessments Table at a future Board meeting.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Harker thanked everyone for attending the hearing.

AB #25-052 – 5:00 PM Lanlu Short Plat Latecomer Reimbursement – Commissioner Harker opened the hearing on the establishment of a Latecomer Reimbursement area for Lanlu Short Plat. Heath Henderson provided background information on the project.

Commissioner Harker then asked if anyone attending remotely or in person wished to provide testimony on the sanitary sewer facilities and the Latecomer reimbursement. No property owners within the proposed Latecomer Reimbursement area were physically or virtually present.

Commissioner Kiggins moved to close the public hearing.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Harker announced the public hearing was closed.

Commissioner Kiggins stated that he believed the proposed reimbursement area and cost is appropriate and meets the requirements of RCW Chapter 57.22. He then moved to direct staff to prepare a resolution for approval and adoption of the Lanlu Short Plat Latecomer Reimbursement that includes the properties and proposed assessments as shown in the Final Assessments Table at a future Board meeting.

Commissioner Kimsey seconded the motion, and it passed unanimously.

Commissioner Harker thanked everyone for attending the hearing.

With no further business to discuss, Commissioner Harker adjourned the meeting at 5:07 PM.

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Secretary