

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
November 18, 2025**

The first regular meeting of the month of November 2025 was held at the District Board Meeting Room, with the option to attend remotely via GoToMeeting, 8000 NE 52nd Court, Vancouver, Washington on November 18, 2025. Commissioner Harker called the meeting to order at 8:00 AM.

Those in attendance were Commissioners Denny Kiggins, Norm Harker, and Neil Kimsey.

District Staff: John Peterson, Heath Henderson, David Logan (virtual), Maria Swinger-Inskeep, Shawn Moore (virtual), Narissa Strong, and Kim Thur (virtual).

Visitors Present for Regular Meeting: None.

ADDITIONS & DELETIONS TO AGENDA: John Peterson provided the Board with a copy of a memo prepared by District legal counsel related to Application of ESSB 5814 to Professional Services, noting that Eric Frimodt will plan to review the memo with the Board at the December 9 Board meeting.

Mr. Peterson reported that there were two items to consider adding to today's meeting: the final versions of the General Manager's Employment Contract and Evaluation, which could be addressed if the Board was ready to act. The Board agreed to address the items under New Business.

SPECIAL PRESENTATIONS: None.

WORK SESSION: Workforce Study: Leave Utilization 2019-2024 – The District has experienced significant growth and has hired a new generation of workers. At the same time, the District is also adapting to managing in a new environment. Long-standing federal protected leave programs and new state programs continue to develop, providing more protection and benefits for employees. Collectively, this all has the potential to influence the District's workforce and staffing needs. This circumstance is not unique to the District but is common among public agencies.

Management has recently observed changes in employee leave behaviors, which have made it harder to maintain necessary staffing levels. A study was initiated to evaluate leave utilization between 2019 and 2024. Staff partnered with Trupp HR in the study, who provided an independent review and additional insight. Shawn Moore reviewed the study's findings and recommendations with the Board.

COMMUNICATIONS: Items from the Audience: None.

REPORTS: Board Members: No reports.

General Manager: General Manager Activities Report (2025 General Manager/Organization Goals: Update on Select Goals and Discovery Clean Water Alliance Update) – John Peterson reported on Goal 13, Strategic Plan/Annual Business Plan Update,

explaining that staff is conducting the annual update to the goals and initiatives elements of the 2025 Strategic Plan, stating the District Management Team has provided input on focus areas for 2026. Mr. Peterson reviewed the draft document with the Board, noting that the Board will be asked to adopt the new plan in December.

Mr. Peterson then reviewed the recent *Columbian* article related to completion of the Salmon Creek Treatment Plant Phase 5 expansion program.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Commissioner Kimsey moved to approve the Employment Agreement for the General Manager and authorize the President of the Board to sign the Employment Agreement.

Commissioner Kiggins seconded the motion, and it passed unanimously.

Commissioner Kimsey moved to authorize the President, Vice President, and Secretary of the Board to sign the November 2024-October 2025 US Performance Review Form for the General Manager and further authorize the President to sign the Annual Evaluation letter.

Commissioner Kiggins seconded the motion, and it passed unanimously.

EXECUTIVE SESSION: None.

Commissioner Harker adjourned the meeting at 8:41 AM.

Secretary