

**CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
MINUTES
REGULAR MEETING
March 10, 2026**

The first regular meeting of the month of March 2026 was held at District Board Meeting Room, with the option to attend remotely via GoToMeeting, 8000 NE 52nd Court, Vancouver, Washington on March 10, 2026. Commissioner Harker called the meeting to order at 4:00 PM.

Those in attendance were Commissioners Denny Kiggins, Norm Harker, and Dan Clark.

District Staff: John Peterson, Heath Henderson, Les MacDonald, Vanessa Johnson (virtual), Maria Swinger-Inskeep, David Logan (virtual), Bob Sanguinetti, Marc Yarlott, Narissa Strong, and Kim Thur. District legal counsel Eric Frimodt.

Visitors Present for Regular Meeting: Interested Citizens: Neil Kimsey, Greg Kimsey, Leah Lothspeich, Phil Roppo, Michael (virtual), and Michael (virtual).

Visitors Present for Special Presentations: Melissa Moe and Nolan Connolly.

Visitors Present for Public Hearing: None.

ADDITIONS & DELETIONS TO AGENDA: John Peterson noted that a draft agenda bill (#26-019, Discovery Corridor Wastewater Transmission System Phase 2B Project – Construction Contract Award) was provided as supplemental materials to the Board yesterday, and staff is requesting to add the item to New Business. The Board concurred.

SPECIAL PRESENTATIONS: 10 Years of Service Award: Vanessa Johnson, Capital Program Manager – Heath Henderson and the Board recognized Vanessa Johnson for her 10 years of service to the District.

Introduction: Nolan Connolly, Maintenance Specialist In Training – Melissa Moe introduced Nolan Connolly, the new Maintenance Specialist In Training, to the Board.

Introduction: Marc Yarlott, Assistant Construction Program Manager – John Peterson introduced Marc Yarlott, the new Assistant Construction Program Manager, to the Board.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Clark moved to approve the Consent Agenda, approving the February 24, 2026 regular meeting minutes; ratifying and confirming previous payments issued including electronic payments dated 02/17/26, 02/18/26, 02/24/26, and 03/03/26 in the amount of \$719,041.85; Voucher #s 61875-61916 dated 02/18/26, 02/24/26, 02/27/26, and 03/03/26 in the amount of \$241,565.51; Payroll Benefits Warrant # 10826 dated 02/25/26 in the amount of \$137.35; Payroll Authorizations dated 02/25/26 in the amount of \$445,491.96; Agenda Bill #26-016, adopting Resolution #1951, relating to the declaration of emergency situations, and repealing Chapter 2.36 in its entity and adopting a new Chapter 2.36 to the Clark Regional Wastewater District Code; and

Agenda Bill #26-017, authorizing the General Manager to approve the purchase of the 2026 Oxford White Ford F-250 4WD, Alternative Cab/Wheelbase: Extended Cab for the Salmon Creek Treatment Plant for a total amount not to exceed \$67,156.07 (including sales tax).

Commissioner Kiggins 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.

Board Clerk: Board Clerk Activities Report (Request to Schedule Special District Board Meeting) – Kim Thur noted that as a result of the planned attendance of a quorum of Board members attending the Utility Management Conference from March 23-27 in North Carolina, District staff recommended and the Board authorized canceling the regular March 24 Board meeting (action taken on February 10). The regular meeting was canceled.

Since the official cancellation of the regular Board meeting, two Board members will no longer be attending the conference. In addition, staff would like the Board to consider awarding two time-sensitive construction projects where bids will be opened during the week of March 16 before the next regularly scheduled Board meeting (April 14). Staff is requesting the Board consider scheduling a special Board meeting on March 24.

Commissioner Kiggins moved to schedule a special Board meeting on March 24, 2026 at 4:00 PM.

Commissioner Clark seconded the motion, and it passed unanimously.

Board Confirmation of Events (February 2026) – The Board signed the confirmation sheet.

Board Calendar of Events (March 2026) – Ms. Thur briefly reviewed the calendar.

Business Services Director: Business Services Director Activities Report (Training; Public Outreach; and Emergency Management) – Maria Swinger-Inskeep reviewed her report, including:

a) Memo related to Public Information & Outreach Program – 2025 Program Review.

b) Memo related to Emergency Response Plan Updates – Continuity of Government. The Board concurred with the proposed updates to the Emergency Response Plan as outlined in the memo. Staff will prepare the updates for final Board review/approval at a future Board meeting.

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

a) Draft agenda bill related to Ramble Creek Phase 1C and 7A District Lateral

Reimbursement. The Board concurred with the proposed agenda bill and requested to include on a future Consent Agenda for approval.

Mr. Henderson then provided an update on the planned retirement of the Development Program Manager. In 2025, the current Development Program Manager provided notice of intent to separate (retire) from the District during the second quarter of 2026. Staff proceeded with a recruitment effort in September 2025 to allow for sufficient onboarding of a new manager prior to the current manager's departure. Recruitment efforts have been unsuccessful to date even with engagement of a recruiting firm (Flux). Given feedback from Flux and market research, staff are relaunching the recruitment as an "Engineering Program Manager" and request that the General Manager be authorized to offer up to J.0 of the position's Range 17 classification.

Commissioner Kiggins moved to authorize the General Manager to develop an appropriate compensation package, including starting salary up to grade J.0 of Range 17 and an advanced vacation accrual rate, for the Engineering Program Manager (Development) position.

Commissioner Clark seconded the motion, and it passed unanimously.

Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Customer Accounts Team) – David Logan reviewed his report, including a draft agenda bill related to Resolution Replacing District Code Section 2.16.020 and Adopting New Section 5.32.110. The Board concurred with the proposed agenda bill and requested to include on a future Consent Agenda for action.

Treatment Operations Manager: Not present.

District Legal Counsel: Eric Frimodt reviewed his 2025 legislative session report, outlining new laws that relate to water-sewer districts.

UNFINISHED BUSINESS: None.

NEW BUSINESS: AB #26-019 – Discovery Corridor Wastewater Transmission System Phase 2B Project – Construction Contract Award – Heath Henderson briefly reviewed the agenda bill. The project was advertised on January 27, and bids opened on March 5, 2026. Three bids were received ranging from \$4,520,619.95 to \$5,947,381.39. Tapani, Inc. submitted the lowest responsive bid of \$4,520,619.95 (including sales tax), which is 13.8% lower than the project estimate of \$5,249,105.23 (including sales tax).

District legal counsel has reviewed the contract. Staff have reviewed the bids and recommend awarding the contract. A twenty-five (25) percent contingency is requested due to the complexity of the project, which includes installation of a section of the pipeline on the 20th Avenue Bridge over I-205 and trenchless installation of another section underneath NE 134th Street.

Commissioner Kiggins moved to award the construction contract as advertised for the Discovery Corridor Wastewater Transmission System Phase 2B project to Tapani, Inc., authorize the

General Manager to sign a contract with Tapani, Inc. for the bid amount of \$4,520,619.95 (including sales tax), and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed twenty-five (25) percent of the original contracted amount.

Commissioner Clark seconded the motion, and it passed unanimously.

At 4:50 PM, Commissioner Harker recessed the meeting for 10 minutes.

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

HEARINGS: AB #26-018 – 5:00 PM – Ramble Creek Phase 1C and 7A Latecomer Reimbursement – Commissioner Harker opened the hearing on the establishment of a Latecomer Reimbursement area for Ramble Creek Phase 1C and 7A project. 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 Clark 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 Ramble Creek Phase 1C and 7A Latecomer Reimbursement that includes the properties and proposed assessments as shown in the Final Assessments Table at a future Board meeting.

Commissioner Clark seconded the motion, and it passed unanimously.

Commissioner Harker thanked everyone for attending the hearing.

Commissioner Harker adjourned the meeting at 5:05 PM.

Secretary