CLARK REGIONAL WASTEWATER DISTRICT
BOARD OF COMMISSIONERS
<u>MINUTES</u>
REGULAR MEETING
July 21, 2026

The second regular meeting of the month of July 2026 was held at District Board Meeting Room, with the option to attend remotely via GoToMeeting, 8000 NE 52nd Court, Vancouver, Washington on July 21, 2026. Commissioner Harker called the meeting to order at 8:00 AM.

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

District Staff: John Peterson, Heath Henderson, Maria Swinger-Inskeep, David Logan (virtual), Marc Yarlott, Kayla Brown (virtual), and Kim Thur. District legal counsel Eric Frimodt (virtual).

Visitors Present for Regular Meeting: Interested Citizens: Leah Lothspeich (virtual) and Zach Girod (virtual).

Visitors Present for Special Presentations: Not applicable.

Visitors Present for Public Hearing: Not applicable.

ADDITIONS & DELETIONS TO AGENDA: John Peterson noted that a supplemental agenda bill was provided to the Board ahead of the meeting related to a customer refund request. Staff is requesting the Board consider acting on the item at today's meeting.

The Board decided to address the agenda bill at this time.

AB #26-043 – Customer Refund Request – 640 S. Shobert Lane, Ridgefield WA – A customer recently notified the District of a payment processing error involving a payment submitted through the District's lockbox. The error resulted from incorrect payment information entered by the customer, causing an overpayment of $12,196.80 to be applied to the customer's account.

Because the overpayment was the result of a customer input error and does not represent charges owed to the District, staff recommend issuing a refund in the amount of $12,196.80. Upon Board approval, staff will process the refund and return the overpaid funds to the customer.

Commissioner Kiggins moved <u>to authorize the General Manager to issue a refund totaling $12,196.80 to the property owners of 640 S. Shobert Lane, Ridgefield WA</u>.

Commissioner Clark seconded the motion, and it passed unanimously.

SPECIAL PRESENTATIONS: None.

WORK SESSION: None.

CONSENT AGENDA: Commissioner Clark moved <u>to approve the Consent Agenda, approving Agenda Bill #26-042, authorizing the General Manager to sign a Purchased Services Contract with Pacific Power Group, LLC, for a three-year duration for a total not to exceed amount of $437,899.03 and further authorize the General Manager, or written designee, to sign supplemental amendments not to exceed fifteen percent (15%) of the total contracted amount</u>.

Commissioner Kiggins seconded the motion, and it passed unanimously.

COMMUNICATIONS: Items from the Audience: No one wished to speak.

REPORTS: Board Members: No reports.

General Manager: General Manager Activities Report (2026 General Manager/Organization Goals: 2nd Quarter Update) – John Peterson briefly reviewed his report, including:

Goal 16, City of Vancouver Annexation Coordination: Mr. Peterson and Eric Frimodt reviewed the initial draft Memorandum of Understanding with the Board.

Goal 5, Plan/Program Alliance Capital Work: Mr. Peterson reviewed the draft agenda bill for the Board's consideration. The District and Alliance 10-year financial forecast includes the addition of one engineering team member in 2027 to better balance workload, reduce dependency on active engineering roles for the General Manager, and work toward less reliance on consultants for project development and delivery. District staff are requesting that the Board create the new Alliance engineering position in mid-2026 to allow for additional time to recruit a qualified candidate.

Commissioner Kiggins moved <u>to approve Agenda Bill #26-044, authorizing the General Manager to create the Senior Project Manager (Treatment) at Salary Range 17, adding the position to the Organization Chart. The General Manager is further authorized to establish an appropriate compensation package for the position, including a starting salary and vacation accrual rate appropriate for very qualified candidates with significant experience</u>.

Commissioner Clark seconded the motion, and it passed unanimously.

Goal 17, District Board Clerk Processes/Functions: Mr. Peterson presented draft updates to the Board delegations for the Board's initial review. Following discussion, staff will bring the item forward for additional discussion/review at the July 28 Board meeting.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: None.

Commissioner Harker adjourned the meeting at 9:16 AM.

____
Secretary