# CLARK REGIONAL WASTEWATER DISTRICT
## BOARD OF COMMISSIONERS
## MINUTES
## REGULAR MEETING
## July 28, 2026

The third 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 28, 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, Maria Swinger-Inskeep, Shawn Moore, David Logan (virtual), Matt Jenkins, Bill Owen, Melissa Moe, Marc Yarlott, Bob Sanguinetti, Les MacDonald, Lee Tumminello, Heather Rowley (virtual), Kayla Brown (virtual), and Kim Thur.

Visitors Present for Regular Meeting: Interested Citizens: Leah Lothspeich and Phil Roppo.

Visitors Present for Special Presentations: Tyler Schmitt and Jeff Rike.

Visitors Present for Work Session: Elise Robbins and Natalie Stewart.

Visitors Present for Public Hearing: Not applicable.

**ADDITIONS & DELETIONS TO AGENDA:** None.

**SPECIAL PRESENTATIONS: 10 Years of Service Award: Tyler Schmitt, Maintenance Specialist 3** – Tyler Schmitt was recognized for his 10 years of service by the Board.

**Promotion**: **Jeff Rike, Treatment Plant Operator 2** – Jeff Rike was recognized by the Board for his recent promotion to Operator 2.

**WORK SESSION: District General Manager/Organization Goal 14 Update: Evaluate Schools Billing Methodology** – Shawn Moore presented the materials to the Board. Following the presentation, the Board expressed support of staff's recommendations to update sewage flow values for elementary and middle schools to 3 gallons per day per fulltime equivalent, to update the billing practices to fixed ERU billing, and to advise the schools of the upcoming change for the 2026/2027 school year. District staff will move forward with the District Code updates for Board approval.

**CONSENT AGENDA:** Commissioner Clark moved to approve the Consent Agenda, approving the July 14, 2026 regular meeting minutes and July 21, 2026 regular meeting minutes; ratifying and confirming previous payments issued including electronic payments dated 07/15/26 and 07/21/26 in the amount of $1,828,407.25; Voucher #s 62254-62287 dated 07/21/26 in the amount of $117,241.96; Payroll Authorizations dated 07/24/26 in the amount of $464,989.19; and Agenda Bill #26-045, authorizing the General Manager to sign the Professional Services Contract Amendment with Paradigm Strategic Communications LLC in the amount of $24,160.00.

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 (District Organization Goal 17, District Board Clerk Processes/Functions; Agency Coordination, District and Professional Organization Functions; and Discovery Clean Water Alliance Update)** – John Peterson briefly reviewed the report, including updates to the 2026 Board Delegations, assigning Commissioner Clark as the delegate for all federal and state legislative functions. The Board concurred with the recommendation.

**Board Clerk: Board Calendar of Events (August 2026)** – Kim Thur briefly reviewed the calendar.

**Business Services Director: Business Services Director Activities Report (Develop Workforce)** – Maria Swinger-Inskeep briefly reviewed the report.

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

Attachment A: Draft agenda bill re: Stutz Road Septic Elimination Program Project – Professional Engineering Services Contract with Wallis Engineering for design services. The Board concurred with the proposed agenda bill and requested to include it on a future Consent Agenda.

Attachment B: Memo re: Perry Sewer Extension Latecomer Reimbursement - The Board concurred with applying the Latecomer Assessment using the Area method to assess the cost of the sewers. Staff will move forward with notifying the affected property owners, preparing an agreement for the developer's signature, and requesting authorization for a public hearing at a future Board meeting.

Attachment C: Draft agenda bill re: Pleasant Valley North Pump Station C – Mt. Vista Logistics Phase II Reimbursement Agreement. The Board concurred with the proposed agenda bill and requested to include it on a future Consent Agenda.

**Finance Director/Treasurer: Finance Director/Treasurer Activities Report (Accounting Team)** – David Logan reviewed the report, including recent updates approved by the Finance Director/Treasurer to the District's Business Meals & Expenses Policy and Credit Card Policy. The Board concurred with the updates. Staff will implement effective August 1.

**Treatment Operations Manager: Treatment Operations Manager Activities Report (Discovery Clean Water Alliance Operations Program Update)** – Matt Jenkins briefly reviewed the report, including providing copies of letters received from Department of Ecology related to 2025 wastewater treatment plant outstanding performance awards for both the Salmon Creek Treatment Plant and the Ridgefield Treatment Plant.

**District Legal Counsel:** No report.

**HEARINGS:** None

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

**EXECUTIVE SESSION:** At 4:43 PM, Commissioner Harker recessed the meeting into Executive Session for 7 minutes until 4:50 PM, unless extended, with District staff Maria Swinger-Inskeep and Heath Henderson for the purpose of considering a personnel matter under RCW 42.30.110 section 1 (g), to review the performance of a public employee.

At 4:50 PM, Commissioner Harker reconvened the meeting.

Commissioner Kiggins moved to award a Platinum Award in the amount of $600 each and 16 hours of paid time off each for the significant efforts outlined in Nomination Form #484 to the following employees: Dustin Harris, Josh Broselle, Alberto Sanchez Munoz, Alan Johnson, Kyle Smith, and Luke Taylor.

Commissioner Clark seconded the motion, and it passed unanimously.

Commissioner Harker adjourned the meeting at 4:51 PM.

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Secretary