

**CLARK REGIONAL WASTEWATER DISTRICT  
BOARD OF COMMISSIONERS  
MINUTES  
REGULAR MEETING  
February 21, 2017**

The second regular meeting of February was held at the District Board meeting room, 8000 NE 52<sup>nd</sup> Court, Vancouver, Washington on February 21, 2017. Commissioner Kiggins called the meeting to order at 7:00 AM.

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

District Staff: John Peterson, Tom Burns and Kim Thur.

Visitors Present for Regular Meeting: City of Ridgefield: Lee Wells and Don Stose.  
Interested Citizens: Dan Clark.

**ADDITIONS & DELETIONS TO AGENDA:** There were none.

**COMMUNICATIONS: Items from the Audience** – No audience members wished to provide testimony.

**UNFINISHED BUSINESS:** No items to discuss.

**NEW BUSINESS:** No items to discuss.

**REPORTS: Board Members** – Each Board member reported on his recent activities.

**Board Clerk: Board Event Attendance Confirmation (January 18 – February 21, 2017)** – The Board signed the attendance confirmation sheet.

**Board Calendar of Events (February 22 – March 21, 2017)** – Ms. Thur reviewed the calendar with the Board.

Ms. Thur noted there was no work session planned for the February 28 Board meeting, which is regularly scheduled for 3:00 PM. Ms. Thur requested the Board continue today's meeting until Tuesday, February 28 at 4:00 PM.

**Operations Manager: District Capacity, Management, Operation and Maintenance (CMOM) Program Gap Analysis Report** – Tom Burns reviewed his memo related to the District CMOM Gap Analysis Report. District staff performed a self-assessment and developed the report, which was included in the Board packet. The review utilized evaluation criteria developed by the Environmental Protection Agency. The review totaled 545 review questions and included all departments of the District. District staff found that the District had 448 fully

compliant, 90 functionally compliant and 7 non-compliant practices. It was noted that a significant contributor to the high level of compliance is the District's ongoing investment in the APWA Accreditation program. Though the two programs have a different focus, they overlap in multiple areas, which provided program development and the supporting documentation. The Board commended Mr. Burns and all of the staff who participated in the process.

**General Manager: 2016 General Manager/Organization Goals – Year-End Review –**

John Peterson reported that staff has completed its work on the 20 organizational goals for 2016, as well as the four additional strategic initiatives that we added during the year. Overall, the District achieved 90% of the goals. Mr. Peterson discussed the goals briefly with the Board. The Board commended staff for its efforts in achieving the goals.

**2017 General Manager/Organization Goals – Initial Review** – Mr. Peterson reviewed the 2017 General Manager/Organizational Goals with the Board.

**Discovery Clean Water Alliance** – Mr. Peterson provided an update on recent Alliance activities with the Board.

**UNFINISHED BUSINESS:** No items to discuss.

**NEW BUSINESS:** No items to discuss.

Commissioner Harker moved to continue the meeting until Tuesday, February 28, 2017 at 4:00 PM at the District office.

Commissioner Kimsey seconded the motion, and it passed unanimously.

At 8:15 AM, Commissioner Kiggins continued the meeting.

Respectfully submitted,

Secretary