

**Beacon Hill Water and Sewer District
Commissioners' Meeting Minutes
Wednesday, June 8, 2011**

President Roden called the meeting to order at 5:00 pm on Wednesday, June 8, 2011 at the District office at 1121 West Side Highway in Kelso, Washington. Those in attendance were:

Commissioners Monte Roden, Ted Branch, Dean Takko
Alan Engstrom, Legal Counsel
Kim Adamson, General Manager
Jan Zintz and Vicki Kruse, Office Staff
Brian Wilson, Field Lead

It was moved by Dean Takko, seconded by Monte Roden, to approve the minutes of the May 11 and May 18, 2011 meeting as drafted. Motion carried.

The Manager Report, which was delivered to the Board prior to the meeting, was the first item of discussion. A copy of said report is attached as a part of this permanent record.

Item 1 – Draft Hazard Mitigation Plan. Kim presented a copy of a Hazard Mitigation Plan drafted by the Council of Governments. The mitigation plan, once adopted, qualifies the District to apply for a FEMA grant other than emergency funds.

Item 2 – Audit/Harris. Kim explained that office staff worked with Harris to track funds through the Accounts Receivable system in InHance and having located a few discrepancies, Harris is working to identify and correct those issues.

Kim received notification from Tina Watkins at the State Auditor's Office that a pre-exit meeting on June 10, 2011 at 8:30 a.m. at the District Office.

Item 3 – Summer Help. Kim informed the Board that she received 4 applications for the Summer Help position. The fourth applicant withdrew after getting into a summer class and the remaining 3 applicants were interviewed. A decision was made to offer the position to Jose Ramirez pending Board approval. He is available to start June 20, 2011 at a rate of \$10.00 hourly. By consensus, the Board agreed to hire Jose Ramirez.

Public Hearing. President Roden called the Public Hearing to order. Having no public attendance, the public hearing was adjourned and the regular meeting reconvened. A motion was made by Dean Takko, seconded by Ted Branch, to approve Resolution 437 which adopts the Hazard Mitigation Plan as drafted. Motion carried.

Other Business. Kim presented a letter from resident Larry Davis regarding the process he went through in determining that he had a leak and her written response. A second letter, from Neal Stader, was written in regards to his parent's vacant mobile

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home located in the Tim-Wa Mobile Home Park. Mr. Stader explained his circumstances and requested vacancy backdated to January 2011. After discussion, the Board approved Mr. Stader's request.

Claims and Payroll.

Vouchers audited and ratified by the auditing officers as required by RCW 42.24.080, and those reimbursement claims ratified by auditing officers as required by RCW 42.24.09, have been made available to the Board.

As of this date, June 8, 2011, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: Shaded May invoices the amount of \$354,379.90; and June invoices in the amount of \$7,416.69 as well as the Visa statements.

Lien Information. The Board reviewed the monthly lien synopsis. It was moved by Dean Takko, seconded by Ted Branch, to confirm the filing of Lien Nos.1406-1410. Motion carried.

The Board moved to Executive Session at 5:30 p.m. to discuss personnel issues with no action taken and expected to last 30 minutes.

There being no further business, the Board adjourned at 6:15 p.m. and the next regular meeting was scheduled for July 13, 2011 at 5:00 p.m.

Monte J. Roden, President

Ted A. Branch, Secretary

Dean A. Takko, Commissioner