

**Beacon Hill Sewer District  
Commissioners' Meeting Minutes  
Wednesday, October 13, 2010**

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President Branch called the regular meeting to order at 5:15 pm on Wednesday, October 13, 2010 in the Cowlitz PUD Auditorium, 961 12<sup>th</sup> Avenue, Longview, Washington. Those in attendance were:

Commissioners Ted Branch, Dean Takko and Monte Roden  
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 September 8, 2010 minutes 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 – Change in Consumption Calculations.** Kim apprised the Board that we are moving to billing water consumption based on a daily average. The Board was in agreement.

**Item 2 – Finance Policy/Treasurer Resolution.** Kim presented Resolution 421 that adopts the Finance Policy that was agreed upon at the last meeting. This resolution would declare our intention of becoming our own Treasurer effective January 1, 2011. It was agreed that there would be 3 signatories on the newly established checking account and 2 signatures required on checks. It was moved by Dean Takko, seconded by Monte Roden, to approve Resolution 421. Motion carried.

**Item 3 – Investment Pool Resolution.** Approval of Resolution 422 establishes investment of District funds through the Washington State Investment Pool. It was agreed that Kim and Jan would be authorized to invest District funds. It was moved by Dean Takko, seconded by Monte Roden, to approve Resolution 422. Motion carried.

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**Item 4 – Easement Transfer.** Kim discussed extinguishment of existing easement for the property adjacent the Eastside Pump Station. The current easement, which is not in use, runs through the property owner's garden. The owners have agreed to grant the District an easement along the dredge spoils in the back of their property. It was moved by Monte Roden, seconded by Dean Takko, to extinguish the existing easement and authorize a new easement along the back of the property at Tax Lot 4A-1 in the Thomas Roe DLC. Motion carried.

**Item 5 – Budget.** Kim presented a draft budget for water and sewer. Discussion turned to insurance, treatment costs. Monte would like to see what percentage of insurance other agencies in the County are paying. Kim will research and present at the November meeting.

**Item 6 – Water Rates.** Kim displayed a PowerPoint presentation of three COSA rate scenarios discussed at last month's meeting. The first included \$50,000 depreciation funded, 2016 Bond Sale, Columbia Heights Reservoir and Pump Station. The second includes the depreciation funding but no bond sale or reservoir and the third option offered no depreciation or bonding. Kim showed how each option would affect the overall rates as well as scenarios showing an average family monthly usage with the rate increase. Also included was a comparison of the proposed increase to that of the City of Longview. Following discussion, the Board unanimously agreed to move forward with scenario two for a period of three years.

**Item 7 – Small Works and Consultant Roster.** Kim informed the Board that she recently attended a meeting hosted by Municipal Research and Services Center (MRSC) to join a shared small works roster. After discussion, it was moved by Monte Roden, seconded by Dean Takko, to approve Resolution 423 which adopts the MSRC Roster as the official District roster for small public works and professional services which is required by policy. Motion carried.

**Item 8 – Letter to County Commissioners.** Kim presented Resolution 424 and a letter to be signed by the Commissioners which changes the name to Beacon Hill Water and Sewer District. It was moved by Dean Takko, seconded by Monte Roden, to approve Resolution 424. Motion carried.

**Claims and Payroll.** The Board reviewed the monthly VISA statements, including detailed backup.

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.

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As of this date, October 13, 2010, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: Shaded September invoices the amount of \$3,341.25; and October invoices in the amount of \$191,028.57.

**Lien Information.** The Board reviewed the monthly lien synopsis. It was moved by Dean Takko, seconded by Monte Roden, to confirm the filing of Lien Nos.1378-1382. Motion carried.

A joint PUD/BHSD meeting was scheduled for November The next regular meeting was scheduled for November 10, 2010 at 5:00 p.m. followed by a joint PUD/BHSD meeting at 6:00 p.m. There being no further business, the meeting was adjourned at 6:50 pm.

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Ted A. Branch, President

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Monte J. Roden, Secretary

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Dean A. Takko, Commissioner