

**Beacon Hill Water and Sewer District
Commissioners' Meeting Minutes
Wednesday, February 9, 2011**

President Roden called the to order at 5:35 pm on Wednesday, February 9, 2011 in the Cowlitz PUD Auditorium, 961 12th Avenue, Longview, Washington. Those in attendance were:

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

It was moved by Ted Branch, seconded by Monte Roden, to approve the minutes of the January 11, 2011 meeting as drafted. Motion carried.

In lieu of a written Manager Report, this month, Kim provided brief updates to the Board.

Kim informed the Board that office staff are closing out year-end financials in preparation for an upcoming audit in March. Funds were transferred from the Cowlitz County Treasurer to the District for investment with the Washington State Investment Pool.

The Board was alerted that a broken water line in an upstairs restroom resulted in flood damage to areas on both floors. Industrial fans and dehumidifiers are in place and repairs will begin soon.

Following the recent repairs in the Sparks Drive area, Kim stated that GeoEngineers has provided the District with two options for private driveway restoration dependent on the time of the year in which repairs are made. When discussed with the affected homeowners, they opted to wait until summer.

The Board was advised that Kim will be presenting a modification to the recently adopted Financial Policy that would change the way funds are handled. The District currently operates with a single checking account and a savings account. After reviewing the workability of the two, it was decided to close the savings and open two additional checking accounts, resulting in three checking accounts. One account would serve

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strictly as a deposit account with funds sweeping to a designated "investment" checking. Funds would be transferred from the "investment" checking on an as-needed basis to pay claims and payroll from the third checking. Remaining funds in the "investment" checking would be invested in the Washington State Investment Pool.

Verizon Agreement. Kim presented the Board with a final draft agreement that has been modified by herself and Attorney Engstrom. She has submitted it to Verizon for final review and if approved, requests Board approval to sign. It was moved by Ted Branch, seconded by Monte Roden to authorize Kim to sign an Option and Land Lease Agreement with Verizon Wireless. Motion carried.

Change Order. A change order for the Nevada Drive Pump Station in the amount of \$10,055.38 was presented to the Board for approval. It was moved by Ted Branch, seconded by Monte Roden to approve payment for the change order. Motion carried.

Job Description for Peggy Skeahan. Kim advised the Board that Peggy Skeahan, originally hired as back up office staff has become the District Human Resources and Payroll Administrator. Peggy's currently compensated at File Clerk wages and Kim will present additional information at the next meeting.

Resolution 430. Kim presented Resolution 430 to adopt the Interlocal Agreement for Cowlitz-Wahkiakum Council of Governments medical insurance rate stabilization pool. It was moved by Ted Branch, seconded by Monte Roden to approve Resolution 430. Motion carried.

Claims and Payroll. The Board reviewed the current 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.

As of this date, February 9, 2011, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: Shaded January invoices the amount of \$890,492.71; and February invoices in the amount of \$322,796.59.

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Lien Information. The Board reviewed the monthly lien synopsis. It was moved by Ted Branch, seconded by Monte Roden, to confirm the filing of Lien Nos.1393-1396. Motion carried.

The next regular meeting was scheduled for March 9, 2011 at 5:00 p.m. After discussion, the Board convened at 6:55 p.m. to Executive Session to discuss personnel matters for a period of 20 minutes. No action will be taken. The Board reconvened at 7:15 p.m. and meeting was adjourned.

Monte J. Roden, President

Ted A. Branch, Secretary

Dean A. Takko, Commissioner