

**Beacon Hill Water and Sewer District
Commissioners' Meeting Minutes
Wednesday, March 16, 2011**

President Roden called the special meeting to order at 5:10 pm on Wednesday, March 16, 2011 at the Beacon Hill Water and Sewer District in Kelso, Washington. Those in attendance were:

Commissioners Ted Branch, Monte Roden
Commissioner Dean Takko, via telephone conference call
Kim Adamson, General Manager
Jan Zintz and Vicki Kruse, Office Staff

It was moved by Ted Branch, seconded by Monte Roden, to approve the minutes of the February 9 and 21, 2011 meetings as drafted. Motion carried.

The special meeting agenda includes: Interlocal agreement for Columbia Crest Water System Operating Agreement, Eastside Pump Station Upgrade change request, state audit, and review of Peggy Skeahan job description as well as approval of claims, lien filings.

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 – Columbia Crest Interlocal Agreement. Kim presented a copy of an operation agreement with Cowlitz County for Columbia Crest Water System. She advised that Attorney Engstrom has also reviewed the agreement and requested approval to enter into the Interlocal Agreement with Cowlitz County. It was moved by Ted Branch, seconded by Dean Takko, to approve Kim to sign the agreement. Motion carried.

Item 2 – Eastside Change Order. Kim requested approval for the change order at Eastside Pump Station as discussed at the last meeting. The home owner, whose property adjoins the pump station, expressed concern that the original configuration for the fence would limit access to his property. Originally, it was estimated that the cost to modify the fence location would be approximately \$4,000.00. After meeting on site with the home owner, it was mutually agreed that installing the fence in a triangular shape coming to a point in the front would benefit both parties. The initial design allowed for a square shape and would be difficult to maneuver District vehicles in/out should a pump need to be repaired. The total cost of the change is \$1,464.75. By consensus, the Board approved the change.

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Item 3 – Audit. Kim advised that employees from the Washington State Auditor's Office are on-site and currently examining records from 2008/2009/2010. Kim notified the Board that since our State Report was late being submitted, there will likely be a management letter or a finding reported.

Item 4 – Employee Structure/Job Descriptions. As requested at the last meeting, Kim presented Peggy's original job description and her current job description for salary review. Kim explained that Peggy, who was initially hired as a temporary employee, has taken on additional duties as a permanent part-time employee. Her duties have moved beyond the job duties of an Office Assistant and are more consistent with that of an Accounting Clerk. Kim explained that Vicki and Peggy are cross training between payroll, claims and billing and is requesting to move Peggy to the Accounting Clerk wage of \$22.52 at the same step she is currently at. After review, it was moved by Ted Branch, seconded by Dean Takko to approve the wage adjustment for Peggy Skeahan from Office Assistant to Accounting Clerk. Motion carried.

Claims and Payroll. The Board reviewed the previous month's 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, March 16, 2011, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: Shaded February invoices the amount of \$375,538.67; and March invoices in the amount of \$185,753.72.

Lien Information. The Board reviewed the monthly lien synopsis. It was moved by Monte Roden, seconded by Ted Branch, to confirm the filing of Lien Nos.1398. Motion carried.

The next regular meeting was scheduled for April 20, 2011 at 5:00 p.m. After discussion, the Board adjourned at 6:02 p.m.

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Monte J. Roden, President

Ted A. Branch, Secretary

Dean A. Takko, Commissioner