

**Beacon Hill Water and Sewer District
Commissioners' Meeting Minutes
Wednesday, April 20, 2011**

President Roden called the special meeting to order at 5:05 pm on Wednesday, April 20, 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

Also in attendance:
Stephen Chapel, Richmond Engineering

It was moved by Ted Branch, seconded by Dean Takko, to approve the minutes of the March 13, 2011 meeting as drafted. Motion carried.

The special meeting agenda includes: Yelton/Kelsey Pump Stations, Employee Manual, Purchase Policy, General Manager Employment Contract 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 – Yelton/Kelsey Court Pump Stations. Stephen Chapel discussed easement issues with the Board. The current Yelton Drive Pump Station borders a gabion wall that is presenting a safety concern for staff accessing the pump station. Stephen presented an option of rehabbing the pump station at a cost of approximately \$195,000.00 plus an additional \$18,000.00 to \$25,000.00 for storm water and geo work, or relocate the pump station estimated at a cost of \$270,000.00. By consensus, the Board agreed to relocate the Yelton Drive Pump Station. Kim presented a proposal from Richmond Engineering to relocate the Kelsey Court Pump Station. After discussion, the Board chose to leave the Kelsey Court Pump Station at its current location while relocating the controls into the easement. The Board thanked Stephen Chapel for his presentation.

Items 2, 3 – Employee Manual, Purchase Policy. Kim presented the Employee Manual and Purchase Policy for review and approval by resolution. Kim explained modifications to the Employee Manual and the Board requested time to review. The Employee Manual and Purchase Policy will be revisited at the May meeting.

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Items 4 – General Manager Contract. Kim presented a contract created from templates received from Jefferson County, Oregon and Clark Regional. Monte requested a workshop to discuss this matter in more detail. A workshop date will be set and notification will be made to The Daily News for advertisement.

Claims and Payroll. The Board reviewed the previous two month's of 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, April 20, 2011, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: Shaded March invoices the amount of \$197,450.19; and April invoices in the amount of \$102,582.96.

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.1398-1401. Motion carried.

The next regular meeting was scheduled for May 11, 2011 at 5:00 p.m. After brief discussion, the Board adjourned at 6:55 p.m.

Monte J. Roden, President

Ted A. Branch, Secretary

Dean A. Takko, Commissioner