

**Beacon Hill Water and Sewer District
Commissioners' Meeting Minutes
Wednesday, July 13, 2011**

President Roden called the meeting to order at 5:00 pm on Wednesday, July 13, 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 Ted Branch, seconded by Dean Takko, to approve the minutes of the June 8, 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. Resolution 437, which was signed last month, had an incorrect heading and was corrected for signature at this meeting.

Item 2 –Harris/User's Conference. Kim stated that the annual Harris conference is located in Anaheim, California this year and the Board approved no out of state travel this year. Kim asked if an employee would be allowed to attend an out of state conference if he/she paid for their own travel expenses explaining that Vicki requested to attend the Harris conference and offered to pay her own travel. After discussion, the Board agreed to review on a case-by-case basis. Following review of the conference agenda, the Board agreed to allow Vicki to attend if Kim sees benefit for her to attend provided she pays her own travel expenses.

Item 3 – Alderwood/Beacon Hill Pump Station. Kim explained that the review of the design of the Alderwood/Beacon Hill Pump Stations is wrapping up and will go to bid next year. The current design does not include new controls or pumps. Additionally, there is a section of pipe which currently restricts fire flow to a nursing home in the area. Since the District received emergency funds for Williams-Finney, it freed up a portion of the funding from the PWTF loan that could be utilized for the modifications to the Alderwood/Beacon Hill pump stations. Kim presented a proposal from Kennedy Jenks to prepare the additional design and bid documents. A motion was made by Ted Branch, seconded by Dean Takko, to authorize Kim to sign the proposal from Kennedy Jenks not to exceed \$29,990.00.

Item 4 – Columbia Crest Update. Kim provided an informational update of expenses spent to date which total \$3,137.00 excluding legal fees. Income to date is \$3,513.00. The District's portion of the feasibility study is complete and awaiting advisement from DOH on who they want to review as a potential owner of the system.

**Beacon Hill Water and Sewer District
Commissioners' Meeting Minutes
Wednesday, July 13, 2011**

Neither the District nor Cowlitz County is being evaluated as potential owners since both have expressed opposition. Presently, there are 16 customers on the system with an additional 22 lots potentially served. There is an issue of ownership of a shared well that serves two properties which has been referred to the County's legal counsel for review.

Item 5 – NoaNet Easement Request. Kim was contacted by NoaNet, a non-profit agency that installs fiber optic lines, who has requested to attach a line to a power pole located on District property. By consensus, the Board allowed Kim to sign the easement documents.

Item 6 – Hillside Pump Station Access. Kim met with Jackie Masters with the City of Longview about cost sharing of the access road for the Hillside Pump Station. The City calculated the District's share as well as City of Longview Water Department and Stormwater based on number of times accessed. The District's portion, calculated at \$21,693.00, is only the portion leading up to the Pump Station and not the entire access road. Monte noted that Cowlitz PUD also accesses the road and questioned calculations that the Water Department only accesses twice per week. Kim has requested that this project be done next year to allow the District to budget for it. After discussion, Kim will review further.

Expenditures.

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, July 13, 2011, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: Shaded June invoices the amount of \$154,221.68; and July invoices in the amount of \$53,935.48, payroll for July as well as the Visa statements.

Lien Information. The Board reviewed the monthly lien synopsis. It was moved by Ted Branch, seconded by Dean Takko, to confirm the filing of Lien Nos.1411-1419. Motion carried.

The Board moved to Executive Session at 6:10 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 6:50 p.m. and the next regular meeting was scheduled for August 10, 2011 at 5:00 p.m.

**Beacon Hill Water and Sewer District
Commissioners' Meeting Minutes
Wednesday, July 13, 2011**

Monte J. Roden, President

Ted A. Branch, Secretary

Dean A. Takko, Commissioner