

**Beacon Hill Water and Sewer District
Commissioners' Meeting Minutes
Wednesday, December 14, 2011**

President Roden called the meeting to order at 5:05 pm on Wednesday, December 14, 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
Vicki Kruse, Office Staff
Brian Wilson, Field Lead
Pat Lloyd, Interim Finance Administrator

Also in attendance:
Mr. Jim Zintz

Oath of Office. The Oath of Office for Monte Roden was executed by him and sworn in by Vicki Kruse at this time. Term of Office for Commissioner #1 position is January 1, 2012 through December 31, 2017.

It was moved by Dean Takko, seconded by Ted Branch, to approve the minutes of the November 18, 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 – Attorney Fee. Kim provided the Commissioners with a copy of a letter received from Attorney Engstrom requesting an increase of \$5.00 per hour for non-retainer items and \$40.00 per month for retainer. It was moved by Ted Branch, seconded by Dean Takko, to approve an increase for 2012. Motion Carried.

Item 2 – General Terms and Conditions. Kim presented a revision to the General Terms and Conditions to clarify minimum monthly charges for customers whose meters are locked. Brian noticed that the revision does not include customers that had their meter removed after cutting their lock. After discussion, it was decided that Kim would further clarify the definition of receiving or capable of receiving water and present the revision at the next meeting.

Item 3 – Kelsey Court Safe Hatch. Kim presented photographs of the area to the Board for review. Brian explained that the new safety hatch will allow pumps to be pulled and repaired without renting additional equipment. The existing access is 24" in diameter and the new hatch would be larger at 25"x32". After discussion, the Board agreed to installation of the safety hatch without additional colored concrete.

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Public Hearing

President Roden called the public hearing to order at 5:35 pm. Having no public attendance at that time, the public hearing was adjourned at 5:36 p.m. and the meeting reconvened at 5:37 p.m.

Item 4 – Water Rates. Kim presented the Board with rate increase information and cost of service. The Board reviewed the PowerPoint presentation and it was moved by Dean Takko, seconded by Ted Branch, to approve Resolution 442. Motion Carried.

Item 5 – Finance Administrator. Kim advised the Board that the Finance Administrator position has been posted in The Daily News, Oregonian, AWC and WASWD. The posting closes December 16, 2011 and to date, the District has received 7 applications.

Item 6 – Finance Report. Pat Lloyd, Interim Finance Administrator, presented the Board with a written update of the District's financials. A copy of said report is attached as a part of this permanent record.

Other Business. Kim notified the Board that a District vehicle was vandalized earlier in the week. According to the responding Sheriff's Deputy, the suspect has been arrested.

Kim provided an update regarding the Infrastructure Funding Bill she participated in Washington D.C. last week. The meetings went very well and both legislative staff expressed support for the bill. Kim discussed the impact to the ratepayers.

Alan informed the Board that the parcel of land on West Side Highway, adjacent the Cowlitz River, will be subdivided into smaller parcels and sold. The District inquired about the parcel previously and it was going to be sold as 1 large parcel.

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 42.24.90, have been made available to the Board.

As of this date, December 14, 2011, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: Shaded November invoices the amount of \$129,936.40; and December invoices in the amount of \$40,529.65, payroll for November. The November Visa statements were provided to the Board at the meeting with exception of Kim's Visa which will be provided electronically later next week.

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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.1436-1440. Motion carried.

There being no further business, the Board adjourned at 6:24 p.m. and the next meeting was scheduled for January 13, 2012 at 3:30 p.m.

Monte J. Roden, President

Ted A. Branch, Secretary

Dean A. Takko, Commissioner