

**Beacon Hill Water and Sewer District  
Commissioners' Meeting Minutes  
Friday, February 10, 2012**

President Roden called the special meeting to order at 3:30 pm on Friday, February 10, 2012 at the District office at 1121 West Side Highway in Kelso, Washington. Those in attendance were:

Commissioners Monte Roden, Ted Branch  
Kim Adamson, General Manager  
Debbie Vela, Finance Administrator  
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 13, 2012 special meeting as drafted. Motion carried.

Monte moved to audience participation noting that a customer arrived, had his questions answered by Kim and left prior to commencement of the meeting.

Kim stated that items requiring Board approval would be presented prior to the Manager's report.

**Action Items:**

**Item 1 – General Manager Contract.** Kim presented a final revision of the General Manager contract as previously discussed. It was moved by Ted Branch, seconded by Monte Roden, to approve the General Manager contract as presented. Motion carried.

**Item 2 – Bank Signatories.** Kim advised that new signature cards have been signed by herself, Debbie Vela and Monte Roden. It was moved by Ted Branch, seconded by Monte Roden, to approve the removal of Pat Lloyd as signatory and approve Debbie Vela, Kim Adamson and Monte Roden as current bank signatories. Motion carried.

**Item 3 – General Terms and Conditions.** Kim presented revisions to the policy language relating to the base rate and ongoing charges when a customer is removed from service for non-payment as well as modifications to the vacancy program. It was moved by Ted Branch, seconded by Monte Roden, to approve revisions to the General Terms and Conditions as presented. Motion carried.

**Item 4 – Columbia Crest Assessment.** It was moved by Ted Branch, seconded by Monte Roden, to approve a letter to the Cowlitz County Commissioners requesting assessments for reimbursement relating to the costs the District incurred for Columbia Crest as drafted. Motion carried.

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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 – Verizon Lease.** Kim advised the Board that she has signed the contract for Verizon on January 25, 2012. She will be contacting Shannon at Verizon for payment of the option.

**Item 2 – Finance/Budget Update.** Kim updated the Board that she is currently working on the budget and hopes to have a draft budget for review at the March meeting. Debbie provided an update to the Board on the District finances noting that October – December 2011 have been reconciled and she is reviewing January – September in closer detail. Debbie stated that 2012 is reconciled daily as well as monthly and in balance. She will continue to work on 2011 with Pat Lloyd, Interim Finance Administrator. Monte inquired about a timeline for reconciling the remaining 9 months in 2011 to which Debbie replied that it should be reconciled within the next 3 months. Kim advised that Debbie hasn't worked with Budget Accounting Reporting System (BARS), the standardized system of Accounting for Local Governments. She has been unable to get into a BARS class prior to the State Audit report submission due date. Kim will be looking to other Districts to assist with BARS. Kim informed the Board that an adjustment may be needed for 2011 due to General Ledger account discrepancies found in the first three quarters of the year, explaining that there are entries made and reversed without supporting documentation.

**Item 3 – Williams – Finney On-site Generator.** Kim informed the Board that the initial design of the Williams-Finney pump station that originated with the PUD, did not include an on-site generator. An emergency loan was secured ahead of the Public Works Trust Fund loan due to system failure. PWTF loan funds have now become available which were applied for this project as well as Beacon Hill Pump Station. Kim stated that she would like to use any leftover funds to put an on-site generator at Williams-Finney because it is the only water location with no on-site storage. She has received a design proposal of \$7,000 and estimates the project to cost \$60,000 - \$70,000. The Board mutually agreed that they would like to take a closer look at this project and Kim will put this on the agenda for the March meeting after bids are received for the Beacon Hill Pump Station project.

**Item 4 – Meeting Schedule.** A workshop was scheduled for Friday, February 24, 2012 at 3:30 p.m. to discuss the Water System Plan. An engineer from Kennedy- Jenks will be on hand to present the plan and answer questions.

The next Commissioner meeting was scheduled in conjunction with bid award for the Beacon Hill Pump Station project for Friday, March 23, 2012 at 3:30 p.m.

**Item 5 – Hillside Pump Station.** Kim notified the Board that a recently completed evaluation of the issues at the Hillside Pump Station found they are as a result

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of inadequate pump net positive suction head (NPSH) which limits full use of the reservoir for both the District and the City of Longview. The pumps cannot draw from the bottom of the reservoir. The NPSH issue also overworks the pumps causing ongoing maintenance issues. Kim added that the logical solution would be a new pump station, shared with the City of Longview, which would allow turn over as well as full use of the three largest reservoirs. Kim noted that one of the Hillside pumps must be rebuilt before the summer.

**Other Business.** Kim advised that all agencies served by the TRRWA need to adopt a pre-treatment resolution/ordinance. The TRRWA has put together a pre-treatment policy for our NPDES permit, which is needed to operate the Wastewater Treatment plant. The City of Longview has scheduled a joint meeting on Thursday, March 1, 2012 at 6:00 p.m. at Longview City Hall and Kim has requested members of the Board be in attendance. Each of the agencies needs to have the policy approved by June 2012.

**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, February 10, 2012, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: Shaded January invoices the amount of \$129,718.46; and February invoices in the amount of \$39,602.27, payroll for January. The January Visa statements were not available as of the date of the meeting and will be provided to the Board electronically once received.

**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. 1447-1450. Motion carried.

There being no further business, the Board adjourned at 4:43 p.m.

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Monte J. Roden, President

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Ted A. Branch, Secretary

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Dean A. Takko, Commissioner