

**Beacon Hill Water and Sewer District  
Commissioners' Meeting Minutes  
Wednesday, April 11, 2012**

President Takko called the regular meeting to order at 5:02 pm on Wednesday, April 11, 2012 at the District office at 1121 West Side Highway in Kelso, Washington. Those in attendance were:

Commissioners Dean Takko, Monte Roden, Ted Branch  
Alan Engstrom, Legal Counsel  
Kim Adamson, General Manager  
Brian Wilson, Field Lead  
Debbie Vela, Finance Administrator  
Vicki Kruse, Office Staff

Also in attendance:

Mr. Ken Guse  
Ms. Chris Turner  
Mr. & Mrs. Dwain Lytle

It was moved by Monte Roden, seconded by Dean Takko, to approve the minutes of the March 23, 2012 meeting as drafted. Motion carried.

The Board welcomed Mr. Guse, Ms. Turner and Mr. & Mrs. Lytle to the meeting. Mr. Guse stated that he has been a customer of the District for 30 years and was here to dispute usage. He stated that last July, he had a spike in his usage five times that of his normal usage of 200/cubic feet per month. He brought it to the attention of staff that checked his meter read and tested meter accuracy to find that meter was accurate within one tenth of a cubic foot. Staff discussed possible reasons for the spike; all of which Mr. Guse denied. It was explained that the District does not have a policy for unaccounted for usage. Mr. Guse left.

Mr. Lytle was next to address the Board. He stated that he broke the valve on the meter stop when attempting to turn it off to do plumbing repairs in his home. He was charged \$254.00 for repairs and was charged a meter tampering fee of \$250.00. Monte explained that staff is limited in their ability to waive such charges and customers are encouraged to make their request to the Board for case-by-case consideration. Kim stated that customers are notified via annual newsletter that meters are District property. She said that if it's a customer who turned their meter on or off, she will give a warning the first time unless it is a customer who is drawing water illegally. After discussion, it was moved by Monte Roden, seconded by Ted Branch, to approve the reversal of the \$250.00 meter tampering fee for Mr. & Mrs. Lytle. Motion carried.

Ms. Turner stated that she was in attendance regarding wireless communication towers. She presented a copy of an ordinance from Lewis County pertaining to wireless towers as a sample. Ms. Turner expressed concerns for lighting and vegetation near towers as well as tower height and proximity to neighbors. Kim stated that there is an

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interference clause in the lease as well as a good neighbor clause. Kim suggested Ms. Turner contact her to review the recently signed lease between the District and Verizon.

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 – Deferred Compensation.** Kim advised the Board that the District has received an employee request for participation in a Deferred Compensation program. Deferred Compensation was an employee benefit option when payroll was processed through Cowlitz County. Since the District processes payroll and benefits in house, a Resolution would need to be adopted to establish this as a supplemental retirement savings program. Staff will check to see if the Commissioners are able to participate in the program.

**Item 2 – Title Company Charges.** Kim reminded the Board that the topic of title company charges was tabled to this meeting pending review of the RCW by legal counsel. Alan stated that following his review of the legislation regarding the title companies, it would be his recommendation to talk with the title companies to see if we can come to a mutual agreement. He spoke to one title company who stated they are not submitting requests for payoff until they know the junior lien holder has approved the sale. He feels that if the other title companies follow that policy, it should eliminate many unnecessary requests. Staff noted that they deal with numerous title companies from across the country, not just local companies.

After lengthy discussion, it was agreed that Alan would discuss this further with staff and next month, present options to the Board for review.

**Item 3 – Draft 2012 Budget.** Kim presented a draft version of the budget. An Executive Summary was added and some minor modifications to the line items in Safety & Health, Locates and Maintenance of Mains. There being no major concerns, a final version of the budget with the discussed changes will be presented for adoption at the May meeting.

Kim suggested transitioning to a two-year budget as it is used solely as a management tool. On the second year of a two-year budget, a single budget amendment would be approved as well as the current year wage grid. The Board concurred.

**Action Items:**

**Item 1 – Beacon Hill Pump Station Construction Administration.** Kim presented a modified agreement from Kennedy- Jenks which reduces the original estimate by approximately \$10,000.00. It was moved by Monte Roden, seconded by Ted Branch, to authorize Kim to sign the agreement with Kennedy- Jenks. Motion carried.

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**Item 2 – Curtis Road Intertie.** Kim presented an agreement for engineering services for the Curtis Road Intertie project. It was moved by Ted Branch, seconded by Monte Roden, to authorize Kim to sign the agreement with Richmond Engineering for \$79,511.00. Motion carried.

**Item 3 – Resolution 445 – Deferred Compensation.** It was moved by Ted Branch, seconded by Monte Roden, to adopt Resolution 445 relating to Deferred Compensation benefits. Motion carried.

**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, April 11, 2012, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: Shaded March invoices the amount of \$43,598.58; and April invoices in the amount of \$36,986.61, payroll for Mach. The March Visa statements were not available at the time of the meeting and will be provided to the Board electronically once received.

There being no further business, the Board adjourned at 7:00 p.m. The next meeting was scheduled for Wednesday, May 9, 2012 at 5:00 p.m.

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Dean A. Takko, President

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Monte J. Roden, Secretary

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Ted A. Branch, Commissioner