

**Beacon Hill Water and Sewer District  
Commissioners' Meeting Minutes  
Friday, March 22, 2013**

President Branch called the special meeting to order at 4:10 pm on Friday, March 22, 2013 at the District office at 1121 West Side Highway in Kelso, Washington. Those in attendance were:

Commissioners Dean Takko, Ted Branch, Monte Roden  
Kim Adamson, General Manager  
Debbie Vela, Finance Administrator  
Vicki Kruse, Office Staff

It was moved by Monte Roden, seconded by Dean Takko, to approve the minutes of the February 22, 2013 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 – PUD Interlocal Agreement.** Kim notified the Board that the Interlocal Agreement has been removed from the agenda for this meeting because the agreement was not reviewed in time. The PUD will be replacing the John Street Substation and the District has a water main that runs in the area. The District would replace the pipe concurrent with the PUD Substation project.

**Item 2 – New Facility.** Kim updated the Board that she and Ted will meet with Commissioners at Cowlitz 2 Fire and Rescue on March 27, 2013 to discuss the option of a shared facility. Cowlitz 2 was contacted by Cowlitz County about purchasing the strip of land adjacent to the existing property to the entrance to Riverside Park. The District has a sewer line that runs through the parcel that would have to be relocated. Kim and Alan Engstrom met with Chris Roewe about the Fishers Lane building. They discussed leasing a smaller space, which would be an option. The District still has inventory at Cowlitz PUD that needs to be relocated. Kim stated that they are assessing the valuation of our building.

**Item 3 – Drinking Water State Revolving Fund Loan.** Kim advised the Board that the District has funding for Engineering fees for the Grandview project. Richmond Engineering reviewed our water system plan and suggested that rather than rebuilding the Grandview pump station, that we look at eliminating Grandview and build a new reservoir at Skyline which would pump to the customers currently served by Grandview. The funding application, which provides a very detailed scope of work, has already been submitted.

**Item 4 – Grandview Engineering.** Kim presented the Board with a scoring matrix as well as background information to assist in determining an engineering firm to proceed with the design of the Grandview pump station. Dean stated that he does not feel confident making a recommendation on selection of an engineering firm and would prefer that Kim make the selection since she has more interaction with both firms. Ted recommended that the District

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Commissioners' Meeting Minutes  
Friday, March 22, 2013**

select Richmond Engineering. Similar to Dean, Monte recommended that Kim make the selection. Kim will rate the two firms and issue a Notice to Proceed.

**Item 5 – Leak Adjustment Program.** At a recent Water and Sewer Risk Management Pool meeting, Kim stated that agencies discussed their various policies relating to leak adjustments. While most agencies had varying limits on the length of time between adjustments, one District had no limit on the number of adjustments and bill at the raw water cost regardless of loss. The reasoning is that the water lost to a leak is not budgeted for. Ted recommended that special consideration be kept on a case-by-case basis. The Board discussed and agreed to leave the current policy as is.

**Item 6 – Consumer Confidence Report.** Kim stated that Consumer Confidence Reports will be available electronically, saving the District approximately \$2,500.00 per year.

**Action Items:**

**Item 2 – Grandview Engineering Selection.** It was moved by Monte Roden, seconded by Dean Takko to authorize Kim to issue a Notice to Proceed based on the results of the scoring matrix. Motion carried.

**Item 3 – Modification of General Terms and Conditions (Low Income Discount).** It was moved by Dean Takko, seconded by Monte Roden to approve Resolution 452 modifying the General Terms and Conditions Low Income Discount program retroactive to January 1, 2013 to include disabled citizens and veterans with a 100% service related disability. Motion carried.

**Item 4 – Customer Request.** Kim provided a letter submitted from customer Scott Slater requesting relief from the water consumption as a result of someone breaking into his back yard and leaving the water on. After discussion, the Board denied the request and asked staff to send a letter.

**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, March 22, 2013, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: February claims in the amount of \$217,553.25; and March invoices in the amount of \$85,035.45, payroll for February. The February Visa statements were delivered electronically prior the meeting.

**Confirmation of Lien Filings.** The Board reviewed the monthly lien synopsis. It was moved by Monte Roden, seconded by Dean Takko, to approve the filing of liens 1494 through 1496. Motion carried.

**Beacon Hill Water and Sewer District  
Commissioners' Meeting Minutes  
Friday, March 22, 2013**

**Other Business.** Kim advised the Board that she has applied for a position in California and has received notice that she is a finalist. She has had a telephone interview and will be flown down for a final interview in April. Kim stated that if she does accept the job, she would give a 60-day notice as per the contract.

Monte asked if Kim has had an opportunity to review moving meter reading in house. Kim will gather some information to bring to next month's meeting.

There being no further business, the Board adjourned at 5:30 p.m. The next meeting was scheduled for April 19, 2013 at 4:00 p.m.

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Ted A. Branch, President

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Dean A. Takko, Secretary

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Monte J. Roden, Commissioner