

**Beacon Hill Water and Sewer District  
Commissioners' Meeting Minutes  
Monday, September 16, 2013**

President Branch called the meeting to order at 4:05 pm on Monday, September 16, 2013 at the District office at 1121 West Side Highway in Kelso, Washington. Those in attendance were:

Commissioners Ted Branch, Dean Takko and Monte Roden  
Alan Engstrom, Legal Counsel  
Dell Hillger, General Manager  
Debbie, Finance Administrator  
Vicki, Office Staff

Audience: Teresa Johnson, TDJ CPA  
Haley Swihart

The Board welcomed Ms. Swihart to the meeting. Ms. Swihart explained that she received a door hanger in June to notify her of high usage. Ms. Swihart stated that staff came back out to do a meter accuracy test and she met with District Staff. She stated that she was not home during the time of the high meter read and presented the Board with her PUD usage during the period of time in question to substantiate that she was not home. Ms. Swihart explained that there is construction going on next door to her home. Monte explained that the Board tries to be fair and consistent for all ratepayers. Ted advised that the Board would need some time to discuss and will notify her of their decision. Ms. Swihart thanked the Board and left.

The Board discussed Ms. Swihart's situation and based on her PUD usage substantiating that she was not home during the time of the high usage. After further discussion, the Board agreed to charge Ms. Swihart raw water cost for the unaccounted for usage in June 2013. Monte recommended that the adjustment be a one-time adjustment and the Board concurred. Monte recommended that a file be kept for these extenuating circumstances.

It was moved by Monte Roden, seconded by Dean Takko, to approve the minutes of the August 21, 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 – Customer Water Shut Off at 3403 Columbia Heights Road.** Dell notified the Board that since the last meeting, the customer had cut the lock again. The meter was locked again, and the homeowner threatened staff, demanding that they turn his water on. Cowlitz County Sheriff's Office was called and a deputy responded and talked with the customer. The lock was cut again and the Sheriff's deputy was called out again to stand by while staff removed the meter. A letter was sent to the homeowner of a timeline of events and a lien was filed on the properties. Dean asked if staff could check to see if the property is not connected and Dell will have staff verify.

**Beacon Hill Water and Sewer District  
Commissioners' Meeting Minutes  
Monday, September 16, 2013**

**Item 2 – Pending Foreclosures.** Dell updated the Board that the four properties discussed at the August meeting are current on their property taxes. Alan will send letters to the lenders and Dell will send letters to the homeowners offering one final 30-day notice prior to commencing with the foreclosure process.

**Item 3 – Water Quality Complaints.** Dell advised the Board that he met with Amy Blain and Janet Snedecor recently and has been brought up to speed on what is being done to improve water quality. Dell presented a copy of a statement insert that originated from the City of Longview that will be included in billing statements at the end of this month and next month. He stated that the most common issue with customers in the District is with the water hardness. The Board questioned whether the statement insert, as it was presented, should be included, as the District's customers have not experienced some of the water quality issues that the City of Longview customers are experiencing. Vicki will check with the printer to see if the job has been completed and if it has not been prepared, the statement insert will be modified to define what is applicable to our customers.

**Item 4 – Accounting Assistance.** Dell introduced Teresa Johnson to the Board. The Board welcomed Ms. Johnson to the meeting. Ms. Johnson reported that she met with Dell and Debbie to review financial statements. Ms. Johnson reported that the statements Debbie has prepared are clean and recommends reviewing the grant reporting process with Debbie. Ms. Johnson does not foresee any problems going forward and suggested that Debbie send her the financial statement before filing with the State Auditor's Office. Ms. Johnson thanked the Board and left.

**Item 5 – TRRWA Summary.** Dell notified the Board that there was discussion of the leachate line during the September meeting. A fourth pump would need to be added to handle the additional flow from the leachate line as the General Sewer Plan did not account for the leachate line as it is out of the service boundary. Some members of the TRRWA feel that the County should fund the additional pump. The County's position is that the SDC's they have paid should be used for improvements. The discussion centered on whether the General Sewer Plan allows the landfill to be included in the designated service area. The attorney for the TRRWA, Dave Spencer, will research whether the service boundary area can include the landfill and whether Board members would consider a percentage contribution from TRRWA funds towards the purchase and installation of the fourth pump. If neither is allowable, the County will be responsible for all costs associated with installing the fourth pump.

**Action Items:**

**Item 1 – Customer request – Constance Bates.** Dell presented a letter from Ms. Bates requesting consideration of minimum monthly charges she incurred after her account was removed from vacancy for delinquency. Ted confirmed she had put in a change of address. Monte stated the District sent her bills and she had the opportunity to remove the confusion. After discussion, the Board denied the request noting that the customer had the multiple opportunities to contact the District if she felt her statement was incorrect.

**Beacon Hill Water and Sewer District  
Commissioners' Meeting Minutes  
Monday, September 16, 2013**

**Item 2 – Engineering Services Agreement with Gibbs & Olson for 103 Kelsey Court.**

The homeowner at 103 Kelsey Court had concerns that the concrete lid of the manhole cover for the Kelsey Court Pump Station was outside the District's easement. Gibbs & Olson was selected to identify survey lines for a total not to exceed \$750.00. Gibbs & Olson surveyed the property on September 13 and found that the District is within the easement. The surveyor will provide the District with a map of the easement. The homeowner also mentioned that the former General Manager had promised that the District would have an electrician inspect the work that was done because of the contractor cutting the electrical line to the house and damaging appliances while completing the Kelsey Court Pump Station remodel. Dell has scheduled an electrician to complete this work.

**Item 3 – Accept Beacon Hill Pump Station Upgrades.** It was moved by Monte Roden, seconded by Dean Takko to approve the completion of the Beacon Hill Pump Station upgrade project for \$488,266.00 plus sales tax and \$61,484.04 in change orders plus sales tax, which includes total retainage due of \$32,496.61. Motion carried.

**Item 4 – Consultant Budget.** Dell explained that Kennedy-Jenks is requesting a budget augmentation of \$3,493.00 for final review of O&M manuals, review and approval of contractor's final pay request and support for warranty period. It was moved by Dean Takko, seconded by Monte Roden to authorize budget augmentation not to exceed \$3,493.00. Motion carried.

**Item 5 – District Boundary Consolidation.** At the August meeting, the Board asked Dell if the Boundary Consolidation would allow ratepayers to receive election mailings. Discussion with Matt Hermen of the Boundary Review Board found that the District would need to provide a legal description of the service boundary. The Board reviewed the existing and future service boundary map as submitted to the Boundary Review Board by the previous General Manager. Monte suggested Dell contact Ray Johnson of the Cowlitz PUD to review the map with the future service area.

**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, September 16, 2013, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: August claims in the amount of \$43,155.03; and September invoices in the amount of \$43,910.67, payroll for August. The August Visa statements were not available as of the date of the meeting and will be provided to the Board electronically once received.

**Other Business.** Dell informed the Board that he is registered for the WASWD Fall Conference September 25 to 27, 2013 in Pasco, WA.

**Beacon Hill Water and Sewer District  
Commissioners' Meeting Minutes  
Monday, September 16, 2013**

Dell mentioned that WASWD was seeking contributions for a case in the courts regarding Utility Tax. Monte mentioned that contributions should be paid from WASWD dues. Dean agreed that contributions should be paid from WASWD dues.

The next meeting was scheduled for Wednesday, October 16, 2013 at 4:00 p.m. The Board moved to Executive Session at 6:28 p.m. to discuss contractor claims for the Yelton, Niblett, and Kelsey Pump Stations Upgrade project. The Board resumed the regular meeting at 6:40 p.m.. There being no further business, the Board adjourned at 6:41 p.m.

---

Ted A. Branch, President

---

Dean A. Takko, Secretary

---

Monte J. Roden, Commissioner