

**Beacon Hill Water and Sewer District  
Commissioners' Meeting Minutes  
Wednesday, May 21, 2014**

Commissioner Roden called the meeting to order at 5:19 pm on Wednesday, May 21, 2014 at the District office at 1121 West Side Highway in Kelso, Washington. Those in attendance were:

Commissioners Monte Roden, Dean Takko and Bonnie Decius  
Dell Hillger, General Manager  
Alan Engstrom, Legal Counsel  
Debbie, Finance Administrator

It was moved by Dean Takko and seconded by Monte Roden to approve the minutes of the April 16, 2014 meeting. 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 Request – 117 Ponderosa.** The new owner of this property contacted us on the day the property closed to apply for new service and have the water turned on. When the water was turned on, it was found that the lock had been cut with no registered water usage. The new owner was unaware the lock had been cut. It is uncertain but possible that the inspectors or realtor had cut the lock. In this instance, the Commissioners agreed with Dell that it was acceptable to waive the tampering fee.

**Item 2 – Project Update – Curtis Drive Waterline Intertie and Grandview.** The Curtis Drive Waterline Intertie project started the week of May 12. A small section of new pipe and valves had to be installed in order to isolate the construction site, which disrupted service for one day for 116 of our customers. There are no other issues or delays at this time with the project.

The Grandview project has encountered new delays due to unforeseen requirements from Cowlitz County Building and Planning's environmental planning review. They are asking for several different permits such as, Geological Hazard Area, Critical Area Aquifer Recharge, Variance for Property Line Offset and Specialty Permits. The last two permits alone are \$2,500 each. In Dell's opinion, all the work is in an existing right of way or on an existing lot that has already been developed. We should have a SEPA Categorical Exemption for this project. The District's engineer working on this project has brought this Categorical Exemption to the County's attention and they will be meeting the week of May 26 to discuss.

**Item 3 – Revision to Capital Budget Improvement Schedule.** One of our capital improvement projects for 2014 is the Sunset Way PRV/Main replacement. The way it was written in the budget was to replace the PRV/main so that if there were a break on Sunset Way the customers on Lone Oak would still have water service. The problem with that is the water comes through Sunset Drive and if there is a break in the line at this location, all of the customers below that point will lose water service. Another proposal would connect Monticello Drive with Lone Oak instead, so if there was a break on Sunset Drive or Monticello we would be able to

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back feed in both directions from the Lone Oak Reservoir. The Water System Plan includes this alternative on the list of projects but should be a higher priority than the project budgeted. When the field crew was out recently shutting valves and closing PRV's we noticed that they are both in bad shape. The valves and PRV's are budgeted for repair but before we can proceed, it would be best to make this connection so we can back feed and isolate only the areas we need to shut off instead of shutting everyone off. The Board agreed to the new priority of budgeting these projects.

**Item 4 – Utility Rate Study.** FCS Group provided the scope of work and budget for this study. There are two different approaches to the report. The full report would include background and educational information and the executive report would not. Since the District took over the water system from the PUD there has not been a rate study done nor has there been one completed for both water and sewer. This study will give the District a good base line going forward for rate setting. The Commissioners agreed to engage the FCS Group for the rate study as budgeted with the exclusion of the board presentation and executive report (task 7 & 8) and the inclusion of Water and Sewer SDC Update (Task 9) and the Full Report.

**Item 5 – Standby and Call Back Compensation.** Currently the District's Monday through Thursday after hour calls are filled by contacting the first available field crew member from a predetermined list provided to the call center by the District. No one is required to be on call for those days. It would be beneficial to the District to have a standby time assigned to an employee for these days as we currently do for the weekends. The proposed change in the Districts Standby Policy would be to assign a field employee, on a weekly rotating basis, emergency telephone standby duties for evenings and weekends. A minimum of one hour at time and a half per day will be credited to an employee on standby. The Call Back Policy would be changed to award an employee with a minimum of 2 hours call out time or, if longer, the time involved way from home on District business until he/she returns at a rate of time and a half. The Commissioners agreed to the changes and a resolution will be presented at the next board meeting for final consideration.

**Item 6 – Legislative Changes for Government Employees.** Legislation (SSB 5173) passed during the 2014 session, which entitles local and state government employees to two unpaid holidays per calendar year for reasons of faith or conscience or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization. These two days are required to be available for the local government employees, unless the employee's absence would impose an undue hardship on the employer or the employee is necessary to maintain public safety. The legislation goes into effect June 12, 2014. A resolution will be presented at the next board meeting for the Commissioner's consideration, to be effective June 12, 2014. Monte asked if we could require the employee to use available vacation days before using the unpaid holidays. Dell will review the legislation for the answer to his question.

**Item 7 – Security Incident.** In review, a customer had been shut off for non-payment, had a lien due and had informed the District that we could not turn her water off when she was incarcerated. From the customer's record, a printout summarizing the customer contact was

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given to the Commissioners for their review. The customer's friends had come in to pay the past due amount and lien fees so the water could be turned back on but they were short the amount needed. Later the customer came in to pay the past due amount and lien fees but appeared to be short the amount needed to have the water turned back on. After being told the amount due to have the water turned back on, the customer became very upset and agitated to the point of yelling, swearing and threatening the District's employees. The customer's irrational and threatening behavior escalated to the point that a call was placed to 911 and the customer was arrested. This incident was recorded on two different devices capturing both audio and video.

Since this incident, the District has installed security locks on the doors and added additional lighting in the entryway/lobby. Monte also suggested placing a visual monitor in the entryway/lobby so the customer is aware they are being recorded. Monte discussed continued customer service training on how to handle these types of situations. Dell said the District would continue to promote that type of training and look at getting a monitor for the entryway/lobby. We have since received a call from someone claiming to be the customer's friend letting us know that the lock had been cut by the customer's neighbor. The account was found to have usage after the lock was cut so a tampering fee was added to this customer's account.

**Item 8 – Facility Improvements – Property Acquisition.** Dell handed out a draft survey with red lines showing the additional area the District would like to acquire from the Church. Dell has walked the property with the pastor from the Church and talked to their attorney, out of Oregon, representing the Church. Their attorney said their preference was to give the District a perpetual easement and Dell said the District would prefer to purchase the property so we would have full control over it and because we cannot build on an easement if we want to extend the building. Their attorney would like to know the exact area the District wants to purchase in order to negotiate the terms of the purchase. Their attorney's main concern in terms of the District purchasing the property is how it would affect the existing Church property as far as any limitation to acreage for the Church to do future improvements if needed. Dell will have the surveyor calculate the square footage. We will then get an appraisal before we can talk to the Church's attorney about a purchase price. The District will do the same with the Lexington Flood Control Zone District for acquiring a 20-foot strip of land. The District has a small piece of land that goes beyond the Church's fence and recommends vacating it and retain the easement or just leave it as it. Monte asked if the property's ownership issue was resolved. Dell said based on Gibbs & Olson's research, the Church can legally sell it to the District. The Church was concerned about the area proximity of District vehicles to the where the playground is and so the District plans to put up a fence.

**Confirmation of Lien Filings.** The Board reviewed the monthly lien synopsis. It was moved by Dean Takko, seconded by Bonnie Decius, to approve the filing of liens 1538, 1539 & 1540. 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.

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As of this date, May 21, 2014, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: April 2014 claims submitted after April 16, 2014 in the amount of \$57,551.16; and May 2014 claims to date in the amount of \$160,283.45 and payroll for April and May to date. The April Visa statements were provided to the Board electronically prior to the meeting.

**Other Business – Cowlitz Wahkiakum Council of Governments (CWCOG) 2013 Annual Report.** Dell handed out the CWCOG's 2013 Annual Report. It addresses regional planning, development, transportation and other topics that affect our community.

**Other Business – Open Public Meetings Act Webinar.** Dell attended the Open Public Meetings and Records Act webinar that was put on by WASWD. After the webinar, the presenter gave instructions on how to get on to the Attorney General's website and download a certificate for attending the class. This may be an option for the commissioners to fulfill this requirement.

The next meeting will be a special meeting and was scheduled for Monday, June 16, 2014 at 5:15 p.m. There being no further business, the Board adjourned at 6:47 p.m.

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Monte J. Roden, President

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Dean A. Takko, Secretary

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Bonnie L. Decius, Commissioner