

**Beacon Hill Water and Sewer District  
Commissioners' Meeting Minutes  
Wednesday, June 16, 2014**

Commissioner Roden called the meeting to order at 5:15 pm on Monday, June 16, 2014 at the District office at 1121 West Side Highway in Kelso, Washington. Those in attendance were:

Commissioners Monte Roden and Bonnie Decius  
Dell Hillger, General Manager  
Alan Engstrom, Legal Counsel  
Debbie, Finance Administrator  
Audience: Margaret Roulette

It was moved by Bonnie Decius and seconded by Monte Roden to approve the minutes of the May 21, 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 Complaint – 105 Saratoga – Level Billing.** The Board welcomed Margaret Roulette to the meeting. Ms. Roulette is on the level-billing program and stated that she would like to see the water usage for the billing period, the level billing amount accumulating and any discounts received on her monthly statements. She also commented that she did not see the value in the sewer service fee charged each month. Ms. Roulette expressed her dissatisfaction with how the District's customer service representatives addressed her billing concerns. Ms. Roulette's last comment was regarding the accessibility of the drop box. She said she was unable to drop the payment into the box from her car and would have preferred the location of the box to be on West Side Highway. Commissioner Roden thanked Ms. Roulette for her comments and concerns.

**Item 2 – Customer Request – 1965 West Side Hwy #26 – Sewer Issue.** Mrs. Byers called the office due to a sewer backup and discovered she was hooked up to a septic tank rather than to Tim WA Park's sewer system, which feeds into the District's sewer main. She asked the District for reimbursement or a credit to her account for the past two years of sewer service payments. Dell reviewed the service agreement between the District and Tim WA Park and found that Tim WA Park is responsible for the construction and maintenance of the laterals and collection of the sewer system on the Park's property. Also in the agreement, if the District discovers that the Park did not make a proper connection we can require them to do so or the District can make the connection and charge the Park the cost for doing so. The District referred Mrs. Byers back to the park manager since it is the Park's responsibility for not properly connecting her lateral to the Park's internal sewer collection piping. Commissioner Decius had concerns about other customers in the Park not being properly connected to the sewer and recommended the District perform an inspection on all connections. Dell will follow up on past inspections for proper connections, missing connections and perform our own inspections if needed. Commissioner Roden was in agreement with that.

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**Item 3 – Resolution No. 463– Personnel Manual Revisions.** Dell presented Resolution No. 463 to the Board for consideration in making the following revisions to the Personnel Manual:

- Add two unpaid holidays, as legislated, with a model policy marked as exhibit D.
- Change the clothing and boot allowance from two pools to one with a rollover limit of \$600 for two years.
- Revise the Standby and Call Back sections to guarantee the availability of staff on standby for weekdays and weekends. Standardize Standby time to one hour at time and a half and Call Back time to two hours call out at time and a half.

After discussion, it was moved by Bonnie Decius, seconded by Monte Roden to approve Resolution No. 463 with recommended revisions for State Legislated unpaid holiday, Clothing Allowance and Standby and Call Back sections of the Personnel Manual. Motion carried.

**Item 4 – Security.** The lobby entry camera monitor has been installed. New LED lights have been installed in the back of the building to brighten up the back corners of the yard. Punch pad keyless entry locks have been installed on the rear entrance doors.

**Item 5 – WASWD Retrospective Rating Program Rebate.** The District participates in WASWD's retrospective rating program for its Department of Labor & Industries (L&I) premiums. For the premium year 2013-2014, the District will be receiving its share of a \$460,184.88 rebate of premiums paid. Also, in 2013 the District was assessed additional premiums due to a claim covering a three-year period. This claim was appealed by WASWD, the appeal won, which in turn, will return some if not most of the assessments paid. The District estimates its share of the returned premiums and assessments to be approximately \$12,600.

WASWD has revised the Retrospective Rating Program agreement to reflect which program WASWD is participating in with L&I. It also clarifies the responsibilities of participating districts in the event of an appeal to share in the cost of any attorneys' fees and interest that might be assessed by L&I in conjunction with an appeal. If the District wants to continue in the Retrospective Rating Program, WASWD requires the new agreement to be signed and returned no later than June 30, 2014. The Board agreed to have Dell sign the agreement on behalf of the District.

**Item 6 – Surplus and Purchase of Vehicles.** Dell requested the 1984 Dump Truck and 2000 Jeep Cherokee to be declared surplus. Both vehicles are past their useful life. The Commissioners agreed to declare both vehicles as surplus. Monte recommended using Ritchie Bros. Auctioneers in Chehalis, WA to sell these two vehicles.

In place of these two vehicles, there is a need for a new 4WD pickup with a crew cab for transportation of staff and gear. The cost to purchase the new vehicle is approximately \$35,000. This item is not on the budget but there will be adequate savings on a couple of capital projects that can be shifted towards this purchase. The Commissioners agreed to have Dell go ahead with the purchase of the new truck through the State bid.

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**Item 7 – Monticello to Lone Oak Water Main Loop Design.** This discussion was a continuation from the last board meeting. Dell discussed the project with the engineer, Gibbs & Olson, and determined that both projects could be done under the same budget. The new scope of the project would be to intertie the upper zone on Monticello Drive with the lower zone on Lone Oak Road and intertie the end of the existing waterline off Sunset Way with the end of the existing waterline on Lone Oak Road. Since they are so close in proximity and based on the per linear foot prices we are getting, it makes sense to do them together. If the bid climate is still good, both projects are estimated to come in at around \$85,000. The proposal from Gibbs & Olson to survey, design, prepare bid, ad and award for both projects is \$15,800.

It was moved by Bonnie Decius to approve the proposal from Gibbs & Olson to survey, design, and prepare bid, ad, and award for the water main loop project from Monticello Drive to Lone Oak Road and from Sunset Way to Lone Oak Road for \$15,800, second by Monte Roden. Motion carried.

**Confirmation of Lien Filings.** The Board reviewed the monthly lien synopsis. It was moved by Bonnie Decius, seconded by Monte Roden, to approve the filing of liens 1541 & 1542. 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, June 16, 2014, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: 2014 claims submitted after May 21, 2014 in the amount of \$36,237.77; and June 2014 claims to date in the amount of \$287,427.24 and payroll for May and June to date. The May Visa statements were provided to the Board electronically prior to the meeting.

**Other Business – Training Certificates for the Open Government Training Act.** Dell contacted WASWD about getting certificates for the Open Government training Act for the Commissioners. The class Bonnie attended was considered general information rather than official training. The class Dean attended was an approved class so he was issued his certificate of completion. Other options are online training classes (Webinars) and the power point presentation from the Webinar Dell attended online. By reviewing the power point presentation, this would satisfy the training requirement. Dell will forward the power point presentation and any other online training sources he finds to all the Commissioners.

**Other Business – Political Signs on District Property.** Dell brought to the attention of the Commissioners a request he received to place political signs on District property. Dell let the interested party know that since we are a public agency we cannot promote a party by having signs on our property and therefore declined the request. The Commissioners agreed with Dell's response to this request.

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**Other Business – River Crossing to Ostrander.** In reviewing the financials, Monte brought up his concerns about high water events and the river crossing. The District commissioned the wells in Ostrander for emergencies to provide a water source for the customers on the East side of the river. We need to retain our water rights to these wells and keep up the sampling. Monte recommended this as a project for the new foreman down the road.

Dell commented on how well the new foreman has been doing in getting many projects taken care of and finding other needs to be added to the list. Monte and Dell discussed running monthly or a six-month evaluation process on the new foreman.

The next meeting will be a regular meeting and was scheduled for Wednesday, July 16, 2014 at 5:15 p.m. There being no further business, the Board adjourned at 6:32 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