

**Beacon Hill Water and Sewer District
Commissioners' Meeting Minutes
Wednesday, August 19, 2015**

Commissioner Roden called the meeting to order at 5:15 pm on Wednesday, August 19, 2015 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 Council
Debbie, Finance Administrator
Audience: Mary L. Howell
Keath Huff

It was moved by Commissioner Takko and seconded by Commissioner Decius to approve the minutes of the July 15, 2015 meeting. Motion carried.

Items 1 – Cross Connection Control Program – Dell introduced Mary Howell with Backflow Management Inc. (BMI) and then gave an overview of her background. Ms. Howell is well known throughout the region as well as nationally for her knowledge in cross connection control and backflow prevention. Dell has had some concerns with how the District's current program is set up and so he contacted Ms. Howell to discuss. At Dell's invitation, she is here tonight to talk about the District's current cross connection control and backflow prevention program, where it is at, and where she thinks it should be going. Mary presented and reviewed with the Board an informational packet on BMI and cross connection control and backflow prevention in the State of Washington. The packet also contained an outline of the ten elements the State of Washington requires all water systems to have, WAC regulations, a cross connection control program outline and a cross connection questionnaire form. The questionnaire form is one that Ms. Howell recommends we send out to all of the District's customers. The District's enforcement document and written program plan are currently rolled into one document. Ms. Howell recommends separating them into two separate documents due to legal issues. She mentioned looking at all service connections and not just new connections as the District currently does. Her biggest concern is with our existing connections. She would be happy to work with Dell and Jennifer on the questionnaire and have it sent out over time to all existing customers. Ms. Howell also highly recommends public education regarding this program. She commented that not every connection needs a backflow assembly, only customers that are determined to have a potential cross connection. If, after sending out the questionnaire, the customer does not return it, that would be the same as the customer denying us entry. The Washington State Administration Code states that if we are denied entry then we can require an assembly at that meter. In this case, if we did not require the assembly, then the District would have the liability. From a management standpoint, Dell's concern is our number of connections (4,000) and the cost of testing. Another concern would be how to implement public education. With Ms. Howell's recommendation to write a strong enforcement document you would also need to have the tools in place to enforce it. BMI has several cross connection specialists that can help the District set up the program and implement. Ms. Howell also emphasized that the District is not required to install the assembly. The installation could be put out to bid and then the District could then offer the service. Another idea and incentive to the customer would be to

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have the District purchase the assemblies in bulk and offer them to the customer at cost. Commissioner Roden requested a list of SW Washington agencies from Ms. Howell that BMI works with, the number of meters they service and the level of devices installed. Ms. Howell said she would be happy to provide that to the Board. Ms. Howell's final comment to the Board was that whoever owns the cross connection owns the cost of the assembly's installation, testing and repair, which would be the District's customers. The Board thanked Mary for her presentation and she left.

After a brief discussion, it was moved by Commissioner Takko to enter into a personal services agreement with BMI for the scope of work and cost of services dealing with backflow prevention as proposed by BMI, seconded by Commissioner Decius. Motion carried.

Keath Huff attended the meeting to observe only. He thanked the Board and left at the same time as Ms. Howell.

Item 2 – Project Updates

a) *Grandview Pump Station Project* – The demolition of the reservoir has been started.

b) *West Side Highway Emergency Water Main Replacement* – In the Board packet, Dell pointed out the e-mail sent from one of the customers that had been affected by this project and his positive feedback from the results. In addition, Dell provided the Board with a handout showing the District costs as well as the overall cost of the project.

Without any further discussion, it was moved by Commissioner Takko to accept the work as completed on the West Side Highway Emergency Water Main Replacement project in the amount of \$51,177.20, seconded by Commissioner Decius. Motion carried.

c) *Williams Finney* – Dell reviewed the information in the board packet with regards to using Williams Finney as a test case to convert one of the pumps to VFD controls. The results were as expected in keeping the pressure more stable. Dell also reviewed the new proposal from Gibbs & Olson for the design phase for the Williams Finney Water Main Replacement project. The revised proposal came in at \$52,500.00.

After a brief discussion, it was moved by Commissioner Takko to enter into an agreement for engineering services with Gibbs & Olson for the Williams Finney Water Main Replacement project not to exceed \$52,500.00, seconded by Commissioner Decius. Motion carried.

Item 3 – Staff Hours – Dell reviewed the change in the hours of work effective September 8, 2015 as discussed and approved at the last Board meeting.

After a brief discussion, it was moved by Commissioner Decius to adopt Resolution No. 475 amending the District's Personnel Manual in regards to hours of work and seconded by Commissioner Takko. Motion carried.

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Item 4 – Bid Limits – According to the Gross Substitute House Bill 1410, effective July 24, 2015, the bid limits for contracts and competitive bidding has increased from \$20,000.00 to \$50,000.00. Dell requested the Board adopt Resolution No. 476 to update this new limit in the District's Purchasing Policy.

After a brief discussion, it was moved by Commissioner Decius to adopt Resolution No. 476 amending the District's Purchasing Policy in regards to bid limits and seconded by Commissioner Takko. Motion carried.

Item 5 – General Terms and Conditions – After reviewing our cost for backflow assembly testing and going out to bid for those services, the District's General Terms and Conditions and Schedule of Fees required a modification.

After a brief discussion, it was moved by Commissioner Decius to adopt Resolution No. 477, retroactive to July 1, 2015, modifying the District's General Terms and Conditions and Exhibit 1 - Schedule of Fees with regards to the District's Cross Connection Control Program plan and Backflow Assembly Test Fees and seconded by Commissioner Takko. Motion carried.

Item 8 – Interlocal Agreement with Cowlitz County – This agreement is with Cowlitz County Department of Public Works for the West Canyon View road reconstruction project. Because of funding issues, the County will be pushing this project out into 2018 but will start on the design now. The Board's bid concerns are addressed in Section 7 of the Interlocal Agreement.

After a brief discussion, Commissioner Decius made a motion to enter into an Interlocal Agreement with Cowlitz County Department of Public Works for the West Canyon View road construction project, seconded by Commissioner Takko. Motion Carried.

Confirmation of Lien Filings - The Board reviewed the monthly lien synopsis. It was moved by Commissioner Takko, seconded by Commissioner Decius, to approve the filing of liens 1596 and 1598. 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, August 19, 2015, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: 2015 claims submitted after July 15, 2015 for \$215,102.94; and August 2015 claims to date in the amount of \$214,146.45 and payroll for July and August 2015. The July 2015 Visa statements were provided to the Board electronically prior to the meeting.

Other Business – Bank Signature Cards – Due to Heritage Bank system upgrades new signature cards were presented to Commissioner Roden for his signature.

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Other Business – District Savings Account – After a brief discussion, Commissioner Takko made a motion to authorize the manager to open a savings account at Heritage Bank, seconded by Commissioner Decius. Motion carried.

Other Business – WASWD Conference – Dell let the Board know that he signed up to attend the WASWD conference in late September. At the conference, they will be covering succession planning and legislative updates.

Other Business – Base Rates and Lock offs – Dell recently reached out to other Water and Sewer Districts through WASWD to find out what their policy is regarding ongoing base rate charges to customers that have had their water locked off and liens filed. He had an overwhelming response to this request and found that 90-95% do continue to charge base rates based on the fact that the District is not preventing them from getting the connection. The customer has chosen for whatever reason not to pay their bill.

Executive Session – The Board moved to an Executive Session at 5:57 p.m. for the purpose of considering a personnel matter for an undetermined amount of time, under RCW 42.30.110 section 1(g). The Board returned from Executive Session at 7:17 p.m. with no action taken.

The next Board meeting will be a special meeting and scheduled for Tuesday, September 15, 2015 at 5:15 p.m. The next CAC meeting is special meeting scheduled for Thursday, August 20, 2015 at 6:00 p.m. There being no further business, the Board adjourned at 8:30 p.m.

Monte J. Roden, President

Bonnie L. Decius, Secretary

Dean A. Takko, Commissioner