

**Beacon Hill Water and Sewer District
Commissioners' Meeting Minutes
Tuesday, September 15, 2015**

Commissioner Roden called the meeting to order at 5:18 pm on Tuesday, September 15, 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
Debbie, Finance Administrator

It was moved by Commissioner Takko and seconded by Commissioner Decius to approve the minutes of the August 19, 2015 meeting. Motion carried.

Items 1 – Project Update – Dell told the Board that today was the final walk-through on the Grandview project with just a few minor punch list items that will be completed this week. Commissioner Roden inquired as to how it was working and Dell said that it works as designed. It is a booster station but more complex in that it pumps up but also feeds back. If there is a demand on the Skyline pressure zone it pumps up and as soon as it shuts off you hear water coming back through the pressure-reducing valve to feed those in the lower zone. In looking back on the project history, it appears that this option was chosen over reconstructing a pump station and a reservoir due to space restrictions on the lot. Commissioner Roden asked if we had any customer complaints during this project. Dell said that the project was in the Grandview and Skyline areas, and we did not receive any customer complaints from either area. The District was proactive in sending out letters to the customers in these areas regarding the project.

The District entered in to an Interlocal Agreement with Lexington Flood Control Zone District for jetting and inspecting their pump station outfall pipes to the Cowlitz River. The Army Corps of Engineers requires them to have a visual inspection of their outfall pipes that go through the dike. Dell shared with the Board the process and results of these inspections.

Item 2 – Master Interlocal Agreement with Cowlitz County – Dell presented the Master Interlocal Agreement with Cowlitz County to the Board. This agreement would cover administration, engineering, construction and maintenance sharing of resources. Commissioner Roden said there is great value in these types of agreements. He also asked if we had these agreements with the Cities and Dell said that he is currently working on these.

Commissioner Decius made a motion to approve the Master Interlocal Agreement with Cowlitz County, seconded by Commissioner Roden. Motion carried.

Item 3 – Staff Needs – Dell reviewed with the Board the staffing needs as outlined in the Board packet. After a lengthy discussion, the Board authorized Dell to advertise for a Field Maintenance III position with the flexibility to hire as a Maintenance I or II depending on the individual's qualifications. The Board recommended the District hire for one Field Maintenance position now, then, after a couple of months, evaluate the new hire and the District's needs before hiring for the second position. Dell recommended and the Board agreed to continue its summer help program. Commissioner Roden recommended using the Bennett Mechanical Comprehensive Test (BMCT) and the Wonderlic Scholastic Level Exam (SLE) to help pinpoint a candidate's potential. The BMCT is an assessment of mechanical aptitude and SLE assesses

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problem-solving abilities. He felt these two relatively short tests were a real good indicator of a candidate's aptitude. Commissioner Roden also recommended taking out some of the requirements, such as a CDL, but require they be attained within a certain amount of time after being hired and Dell agreed.

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 1599 and 1602. 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.

Other Business – Dell gave the Board members a copy of the City of Longview's Final City Council Minutes for Thursday, August 20, 2015 that included:

- CAC (Customer Advisory Committee) Recommendation – 08.20.15 REV
- Interim Improvements 08.20.15
- Longview CAC Report final July 2015

As of this date, September 15, 2015, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: 2015 claims submitted after August 19, 2015 for \$117,410.91; and September 2015 claims to date in the amount of \$242,664.60 and payroll for August and September 2015. The August 2015 Visa statements were provided to the Board electronically prior to the meeting.

The next Board meeting will be a regular meeting and scheduled for Wednesday, October 21, 2015 at 5:15 p.m. There being no further business, the Board adjourned at 6:27 p.m.

Monte J. Roden, President

Bonnie L. Decius, Secretary

Dean A. Takko, Commissioner