

**Beacon Hill Water and Sewer District Board Meeting
Wednesday, July 19, 2017 5:15 PM
1121 West Side Hwy, Kelso, WA 98626**

Meeting called to order at 5:15 PM.

In Attendance:

Members: Commissioners Monte Roden, Bonnie Decius and Keath Huff
Staff: Dell Hillger, General Manager, Debbie, Finance Administrator and
Alan Engstrom, Legal Counsel
Audience Amy Blain, Engineer with the City of Longview

Commissioner Huff made a motion to approve the minutes for the District's June 21, 2017 regular meeting. Motion carried.

Commissioner Huff made a motion to approve the minutes for the joint meeting with the City of Longview Council on July 6, 2017. Motion carried.

The Board welcomed Amy Blain to the meeting. Amy presented to the Board the bids for the Mint Farm RWTP Dissolved Oxygen Injection project with Tapani, Inc. being the low bidder. During the discussion and review of the bids, Amy provided the Board with a list of additional items that were added to the bid. The Board questioned the relevance of some of the items added and requested additional information. The Board discussed waiting after the Longview City Council meeting discussion before scheduling a special meeting the first week of August to review the additional information and consider the bid approval.

1) Fisher Lane Disposition of Assets

Update as presented in the Manager's Report.

2) Project Updates

Dell presented an update of the following projects to the Board as outlined in the Manager's Report:

a) New District Office

Commissioner Huff made a motion to approve Amendment No. 2 with Gibbs & Olson for special testing and inspections in the amount of \$17,200.00. Motion carried.

b) Hillside Pump Station

c) Ostrander Avenue Water Improvements

Commissioner Huff made a motion to accept the Ostrander Avenue Water Improvement project as complete and authorized the release of retainage in the amount of \$3,182.20. Motion carried.

d) Lexington Sewer Pump Station Improvements

e) Water System Plan

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f) Nevada Drive Water Main Replacement

g) Beacon Hill Water Tower

3) Employee Handbook

The Board discussed the proposed change regarding temporary/seasonal employees receiving a prorated boot allowance as outlined in the Manager's Report. The Board agreed not to change the policy but to give Dell discretion with the pay rate of the temp employees.

Dell also asked the Board to think about expanding the District's temporary hiring practice in the future to include applicants that may not be attending college.

Confirmation of Lien Filings - The Board reviewed the monthly lien synopsis. It was moved by Commissioner Huff to approve the filing of June 2017 liens 1671-1675. Motion carried.

Financial Report – The Board reviewed the financial report.

Expenditures – After reviewing the District claims from the lists provided, Commissioner Decius made a motion to approve the claims as of this date, July 19, 2017 for claims submitted after June 21, 2017 for \$136,995.45, claims submitted to date for July 2017 for \$252,358.09 and payroll for June and July 2017. Motion carried. The June 2017 credit card statements were not available prior to the Board meeting. They will be provided to the Board electronically after the July 19, 2017 meeting.

Other Business: The sewer repair on West Main went well with no issues and no adverse effect on our sewer mains.

Other Business: Commissioner Roden reopened the discussion of how we hire temporary or seasonal employees. To be proactive on succession planning, Commissioner Roden suggested the District may want to bring on a new hire the first part of 2018.

Other Business: Dell conveyed to the Board that Ostrander Pump Station has a control valve that gets stuck and the pump keeps running and overflowing the reservoir. The best option was to put in VFD valves. The District's field crew has been working on some of the improvements and Dell expressed to the Board how valuable the field crew has been by taking on some of these projects in-house.

Other Business: Commissioner Decius asked if we were going to have a District picnic. Dell will check the schedules and follow up with the Board.

The next regularly scheduled Board meeting is August 16, 2017 at 5:15 PM.

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There being no further business, the Board adjourned at 7:17 PM.

Monte J. Roden, President

Bonnie L. Decius, Secretary

Keath B. Huff, Commissioner