

**Beacon Hill Water and Sewer District Board Meeting**  
**Wednesday, October 18, 2017 5:15 p.m.**  
**1121 West Side Hwy, Kelso, WA 98626**

Meeting called to order at 5:15 p.m.

In Attendance:

Members: Commissioners Monte Roden and Bonnie Decius  
Staff: Dell Hillger, General Manager, Debbie, Finance Administrator and Alan Engstrom, Legal Counsel  
Audience: Michelle Hollis and Ted Branch

Commissioner Decius made a motion to approve the minutes for the District's September 20, 2017 regular meeting. Motion carried.

Commissioner Decius made a motion to approve the minutes for the District's October 3, 2017 emergency meeting. Motion carried.

**1) Customer Comment/Request**

Dell reviewed with the Board a customer's comment and request on the District's Vacancy Policy.

**2) Project Updates**

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

- a) New District Office
- b) Lexington Sewer Pump Station Improvements
- c) Water System Plan
- d) Nevada Drive Water Main Replacement Design
- e) Maddock Place Water Main

Commissioner Decius made a motion to approve the proposal from Gibbs & Olson for engineering services in the amount not to exceed \$22,500. Motion Carried.

- f) West Side Highway Emergency Sewer Replacement
- g) Ostrander Pump Emergency Replacement
- h) Hillside Pump Station

After a brief discussion, Commissioner Decius made a motion to adopt Resolution Number 496, which authorized a loan from the sewer fund to the water system not to exceed \$1,000,000. Motion carried.

**3) Finance Policy**

Dell reviewed with the Board Resolution Number 498, which revises the District's Finance Policy. After a brief discussion, Commissioner Decius made a motion to adopt Resolution Number 498 to modify the District's Finance Policy. Motion Carried.

**4) 2016 Audit**

This audit is scheduled as noted in the Manager Report.

**Confirmation of Lien Filings** - The Board reviewed the monthly lien synopsis. It was moved by Commissioner Decius to approve the filing of September 2017 Liens 1679-1681. Motion carried.

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**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, October 18, 2017 for claims submitted after September 20, 2017 for \$186,408.64, claims submitted to date for October 2017 for \$434,237.97 and payroll for September and October 2017. Motion carried. The September 2017 credit card statements were provided to the Board electronically prior to the October 18, 2017 meeting.

**Other Business** – Dell reminded the Board of the family bowling night scheduled for October 25, 2017 at 6:00 p.m.

**Other Business** – Dell presented to the Board the next newsletter draft. During the initial review it was decided to take out the rate section. The Board will get back to Dell if they have further edits and/or suggestions by October 26.

**Other Business** – Dell has been getting a lot of requests from developers wanting to develop properties with existing moratoriums. After a brief discussion the Board agreed to review and make decisions to lift moratoriums based on the results of the Water System Plan. If any moratoriums are lifted, the District will publish the notice on its website and in the public notice section of the local newspaper.

**Other Business** – The District would like to do smoke testing with the main focus on the Beacon Hill area due to high inflow and infiltration. Most testing will be done in the dry months. Dell will bring the results of the test(s) to the Board to discuss any issues that may require customers to repair lines.

**Other Business** – The Board interviewed two candidates, Michelle Hollis and Ted Branch, who were interested in the third position of District Commissioner. Upon completion of the interviews the candidates left and the Board proceeded to review and discuss their qualifications. The Board reached a consensus to appoint Michelle Hollis to the position.

Commissioner Roden made a motion to appoint Michelle Hollis as a replacement for Keith Huff as Commissioner in the third position to complete the remainder of his term. Motion carried.

The next regularly scheduled Board meeting is November 15, 2017 at 5:15 p.m.

There being no further business, the Board adjourned at 9:25 p.m.

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Monte J. Roden, President

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Bonnie L. Decius, Secretary