

**Beacon Hill Water and Sewer District Board Meeting
Wednesday, December 20, 2017 5:15 p.m.
1121 West Side Hwy, Kelso, WA 98626**

Meeting called to order at 5:17 p.m.

In Attendance:

Members: Commissioners Monte Roden, Bonnie Decius and Michelle Hollis
Staff: Dell Hillger, General Manager, Debbie, Finance Administrator and Alan Engstom, Legal Counsel
Audience: Chris Turner

Commissioner Decius made a motion to approve the minutes for the District's November 15, 2017 regular meeting. Motion carried.

Commissioner Roden welcomed Chris Turner to the meeting. Ms. Turner addressed the Board by reading her written statement of comments and concerns with regards to a new fertilizer plant proposal at the City of Longview Mint Farm, its water needs and possible contamination issues. After a brief discussion, the Board agreed to contact the City of Longview and inquire about the project and share with them our customer's comments and concerns.

The following agenda items were discussed as outlined in the Manager's Report:

1) Audit Results

After a brief discussion, the Board unanimously agreed that going forward, the District will return to a biennial State Audit cycle. Our next Accountability and Financial Audit will be scheduled in the Fall of 2019 for years 2017 and 2018. Dell will follow up with the State Audit Office regarding this change.

2) Developer Extension

After a lengthily discussion and before finalizing their decision in this matter, the Board requested Dell prepare a memorandum to formalize our moratorium policies. The memorandum would then be presented at the January 2018 Board meeting for further discussion and consideration.

3) PUD Loan

4) Project Updates

a) New District Office

Due to building code requirements, the ramp has to be extended at a cost increase of \$16,750. Dell received a new proposal for stairs instead of a ramp. This option was selected which was an increase of only \$3,588 over the original ramp cost.

b) Nevada Canyon Sewer Main Improvements

c) West Side Highway Emergency Sewer Replacement

d) Lexington Sewer Pump Station Improvements

e) Water System Plan

f) Nevada Drive Water Main Replacement Design

g) Maddock Place Water Main

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h) Hillside Pump Station

5) 2018 Wellness Program Grant Application

6) Cost of Living Adjustment (COLA)

Commissioner Hollis made a motion to approve a 4.4% wage increase for 2018 based on the 2017 Portland CPI semi-annual 1st half. Motion carried.

7) Succession Planning

Commissioner Roden recommended Dell stay with the same hiring process the District used to fill the last full time field maintenance position. The Board unanimously agreed to authorize Dell to start the hiring process now in order to fill a new field position in 2018. Commissioner Roden would like the District to continue opening up our summer help position(s) to college students as well as those not attending college. The Board also discussed apprenticeship programs and will continue the conversation at future Board meetings.

8) General Counsel Retainer Agreement

After a brief discussion, Commissioner Hollis made a motion to approve the 2018 General Counsel Retainer Agreement. Motion carried

Confirmation of Lien Filings - The Board reviewed the monthly lien synopsis. It was moved by Commissioner Hollis to approve the filing of November 2017 Liens 1686 & 1687. 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, December 20, 2017 for claims submitted after November 15, 2017 for \$195,442.30, claims submitted to date for December 2017 for \$481,282.91 and payroll for November and December 2017. Motion carried. The November 2017 credit card statements were provided to the Board electronically prior to the December 20, 2017 meeting.

Other Business – Alan Engstrom administered Commissioner Roden the Oath of Office for his 2018-2023 term.

Other Business – The next TRRWA Board of Directors meeting is scheduled for Wednesday, December 27, 2017 at 8:00 a.m. Commissioner Roden will attend.

Other Business – Dell asked the Board for their support in allowing him to write a letter recommending transferring the jurisdiction for environmental permitting from the in Seattle USACE office to the USACE Civil Section in Portland. The Board unanimously agreed to support Dell with his communications.

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Other Business – Dell let the Board know about the 2018 Commissioners Workshop on Saturday, January 27, 2018 at the Embassy Suites in Tukwila.

The next regularly scheduled Board meeting is January 17, 2018 at 5:15 p.m.

There being no further business, the Board adjourned at 8:35 p.m.

Monte J. Roden, President

Bonnie L. Decius, Secretary

Michelle L. Hollis, Commissioner