

**Beacon Hill Water and Sewer District Special Board Meeting
Wednesday, September 12, 2018 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, Bonnie Decius and Michelle Hollis
Staff: Dell Hillger, General Manager, Debbie, Finance Administrator and Alan Engstrom, Legal Counsel

Commissioner Hollis made a motion to approve the minutes for the District's August 15, 2018 regular meeting. Motion carried.

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

1) AGREEMENTS

Fishers Lane Water Treatment Plant Sale Agreement
The survey of easement needs to be completed.

2) FINANCIAL

Revenue Bond

3) POLICIES

- a) Employee Handbook revised Sick Leave Policy
Commissioner Hollis made a motion to approve Resolution No. 508, adopting various revisions to the policy for the Employee Handbook.
- b) General Terms and Conditions Leak Adjustment Policy
Commissioner Hollis made a motion to approve Resolution No. 509, adopting various revisions to the policy for the General Terms and Conditions.

4) PROJECTS

- a) West Side Highway Emergency Sewerline Project
Commissioner Hollis made a motion to accept the work as complete for the West Side Highway Emergency Sewer Improvements in the amount of \$608,214.53 and release the retainage bond after review by L&I, DOR and ESD.
- b) New District Office
- c) Nevada Drive Water Main Improvements
Final punch list items are being completed.
- d) Nevada Canyon Sewer Main Improvements Phase II
- e) Hillside Pump Station
The pump station building is complete. The pumps have been installed and they are waiting for the electrical equipment and working on other parts issues. Commissioner Roden requested current pictures of the project.
- f) Inglewood Sewer Main Replacement

5) Proposed Developments

- a) Maxwell Farms – reviewed project plans - need extension agreements (23 SFR connections)

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- b) North Lexington PUD (44 SFR, 80 apartments) – waiting for revised project plans.
- c) River Terrace Apartments (198 apartments) – waiting for revised project plans.
- d) Lexington Fire Station – in plan review.
- e) Riverside Apartments – waiting for revised project plans.
- f) Lexington Elementary School – nothing to report.

Confirmation of Lien Filings – The Board reviewed the monthly lien synopsis. No new liens were filed in August 2018.

Financial Reports – 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, September 12, 2018 for claims submitted after August 15, 2018 for \$76,771.60 and payroll for September 2018. Motion carried. The August 2018 credit card statements will be provided to the Board electronically after the September 12, 2018 meeting.

Other Business – Dell shared the results of the WASWD distribution of retrospective rating funds.

Other Business – The new administrative facility’s open house is scheduled for October 4, 2018 from 3:30 – 5:30 p.m.

Other Business – Commissioner Roden requested an update on the Mint Farm Water Treatment Plant D.O. project. Dell will follow up with the City of Longview.

The next scheduled Board meeting will be a regular meeting on October 17, 2018 at 5:15 p.m.

There being no further business, the Board adjourned at 6:05 p.m.

Monte J. Roden, President

Bonnie L. Decius, Secretary

Michelle L. Hollis, Commissioner