

Beacon Hill Water and Sewer District Regular Board Meeting
Wednesday, November 21, 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
Audience: Sharon Laulainen and Tom Harold

Commissioner Hollis made a motion to approve the minutes for the District's October 17, 2018 regular meeting. Motion carried.

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

1) CUSTOMER REQUEST

- a) Tri-plex off Columbia Heights and Olson Rd.
Dell resolved the issue with the customer prior to the Board meeting.
- b) Ms. Laulainen regarding boundary line adjustment and water services off Lone Oak.
After discussing Ms. Laulainen's request, Commissioner Hollis made a motion permitting Ms. Laulainen to move her two existing pre-2004 lots to her larger lot at the end of Strawberry Lane and then combine them with a boundary line adjustment while keeping the same parcel numbers and the two allowed connections from the pre-2004 lots. Motion carried.

2) POLICIES

- a) Equipment and Personnel Rates
Commissioner Hollis made a motion to approve Resolution No. 510, adopting a revised schedule of rates and charges for equipment and personnel. Motion Carried.
- b) Employee Handbook
Commissioner Hollis made a motion to approve Resolution No. 511, adopting various revisions to the policy for the Employee Handbook. Motion carried.

3) FINANCIALS

- a) Draft 2019-2020 Budget
The Board discussed the budget items listed in the manager's report, including applying for a \$2,000,000 DWSRF loan for the Skyline reservoir and pump station project. Commissioner Hollis made a motion to adopt the 2019-2020 Draft Budget with a revision to the labor increase to 3.5%. Motion carried.

4) PROJECTS

- a) Inglewood Sewer Main Replacement
- b) Cedar Gates Reservoir Improvements
It was the consensus of the Board to have Dell request a proposal from G&O for engineering services for this project.
- c) Emergency Water Line Replacement

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Commissioner Hollis made a motion to approve Resolution No. 512 and hire Advanced Excavation Specialists (AES) for the emergency replacement of the 2-inch galvanized iron pipe line and appurtenances serving customers off Parke Lane. Motion carried.

d) New District Office

Commissioner Hollis made a motion to accept the work as complete for the New District Administration Office. Motion carried.

e) Nevada Drive Water Main Improvements

Commissioner Hollis made a motion to accept the work as complete for the Nevada Drive Water Main Improvements in the amount of \$582,479.39 and release the retainage bond after review by L&I, DOR and ESD. Motion carried.

f) Nevada Canyon Sewer Main Improvements

g) Hillside Pump Station

h) D.O. Update

5) Proposed Developments

a) Maxwell Farms – need extension agreements (23 SFR connections) – project plans reviewed and comments submitted to developer.

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. It was moved by Commissioner Decius to approve the filing of the October 2018 Lien 1698. Motion carried.

Financial Reports – The Board reviewed the financial reports.

Expenditures – After reviewing the District claims from the lists provided, Commissioner Decius made a motion to approve the claims submitted after October 17, 2018 in the amount of \$149,169.45 and for claims submitted to date for November 2018 in the amount of \$166,365.59 and payroll for October and November 2018. Motion carried. The October 2018 credit card statements were provided to the Board electronically after the November 21, 2018 meeting.

Other Business – Ken Stone with LFCZD is still working through issues with regards to the transfer of the pump station and property to the District.

Other Business – Dell reviewed with the board a customer's letter regarding charges paid for tampering with District property. After a brief discussion, the Board agreed to have Dell review the charges for a partial refund.

Other Business - Christmas Party is scheduled for December 6, 2018 at 6 p.m. at Teri's Restaurant.

Other Business - Dell invited the Board to the November 29, 2018 WASWD Section II meeting at the District at 4 p.m. followed by dinner at Lexi's Pizza.

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Other Business - Commissioner Decius was nominated as the Water Operating Board's (WOB) alternate for 2019. Commissioner Roden requested the District be more engaged in the WOB going forward and he would like to set up a tour of the Mint Farm Water Treatment Plant in the spring of 2019.

The WASWD Section II meeting is scheduled for November 29, 2019 at 4:00 p.m. at the District office.

The next scheduled Board meeting will be a regular meeting on December 19, 2018 at 5:15 p.m.

There being no further business, the Board adjourned at 9:04 p.m.

Monte J. Roden, President

Bonnie L. Decius, Secretary

Michelle L. Hollis, Commissioner