

**Beacon Hill Water and Sewer District Regular Board Meeting**  
**Wednesday, May 15, 2019 5:15 p.m.**  
**1121 West Side Hwy, Kelso, WA 98626**

Meeting called to order at 5:15pm

**In Attendance:**

Members: Commissioners Monte Roden, Bonnie Decius and Michelle Hollis  
Staff: Dell Hillger, General Manager, Alan Engstrom, Legal Counsel and  
Debbie, Finance Administrator  
Audience: Allen Unzelman, partner with the law firm of Vander Stoep, Remund,  
Blinks & Jones

Commissioner Hollis made a motion to approve the minutes for the District's April 10, 2019 special meeting. Motion carried.

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

**1) PROJECTS**

- a) Nevada Canyon Sewer Main Replacement
- b) Inglewood Sewer Main Improvements  
This project is going out to Bid on May 21, 2019 with the bid opening on June 11, 2019.
- c) Hillside Pump Station
- d) Utility Billing Software  
After reviewing the proposal, Commissioner Hollis made a motion to authorize the approval of the Caselle proposal for Utility Billing and Financial Software in the amount of \$89,536. Motion carried.
- e) Cedar Gates Reservoir Improvements
- f) C2FR West Side Hwy Water Main Extension
- g) D.O. Update  
The Board discussed adding an educational piece to our website regarding the dissolved oxygen project.

**2) PROPOSED DEVELOPMENTS**

- a) Maxwell Farms – need extension agreements (23 SFR connections) – waiting for revised project plans
- 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 – under construction
- e) Riverside Apts. – waiting for revised project plans
- f) Lexington Elementary School – Reviewed and submitted edits to preliminary plans.

**3) CONSIDERATION OF NEW ATTORNEY FOR LEGAL COUNSEL**

The Board, Mr. Engstrom and Mr. Unzelman discussed various scenarios where the District seeks legal counsel from their attorney. Mr. Unzelman offered an overview of his professional experience and the services offered by his firm. After further discussion, the Board reached a consensus to hire the Law firm of Vander Stoep, Remund, Blinks & Jones as legal counsel for the District.

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Commissioner Roden made a motion to enter into an hourly agreement with Vander Stoep, Remund, Blinks & Jones in the amount of \$200 per hour. Motion carried.

**Confirmation of Lien Filings** - The Board reviewed the monthly lien summary. It was moved by Commissioner Decius to approve the filing of the April 2019 Liens 1703 and 1704. Motion carried.

**Financial Reports** – The Board reviewed the financial reports.

**Expenditures** – After reviewing the District claims, Commissioner Decius made a motion to approve the claims submitted after April 10, 2019 in the amount of \$275,879.39, claims submitted to date for May 15, 2019 in the amount of \$158,421.84 and payroll for April and May 2019. Motion carried. The April 2019 credit card statements were provided to the Board electronically before the May 15, 2019 meeting.

**Other Business** – Commissioner Roden requested adding an item to the next meeting’s agenda to discuss new hires, previous applicants and probationary period policy.

The next scheduled Board meeting will be a special meeting on June 20, 2019 at 5:15pm.

There being no further business, the Board adjourned at 07:35 pm.

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Monte J. Roden, President

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Bonnie L. Decius, Secretary

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Michelle L. Hollis, Commissioner