

**Beacon Hill Water and Sewer District Regular Board Meeting
Wednesday, August 21, 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, Debbie, Financial Administrator, Alan Engstrom and Allen Unzelman, Legal Counsel

Commissioner Decius made a motion to approve the minutes for the District's July 17, 2019 regular meeting. Motion carried.

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

1) CUSTOMER REQUESTS UPDATES

- a) Ken Matkowski, developer for the four new lots off upper Columbia Heights Rd (Livingston Heights).

After discussion, it was the consensus of the Board to allow the pressure test and inspection of the sewer line without connecting to the main. The connection and re-inspection charges would then have to be paid within one year of the first inspection.

- b) Aaron Drive and West Side Hwy 4-plex

- c) Lone Oak at Columbia Heights Rd – several SFR homes

After discussion it was the recommendation of the Board to allow the installation of a 2-inch poly as a service line for the two existing and four new connections. The service line would be around 900 to 1,200 feet with an easement required.

2) PROJECT UPDATES

- a) Cedar Gates Reservoir Improvements

- b) Nevada Canyon Main Improvements

- c) Hillside Pump Station

They are still working on a few punch list items. Air Vacs will be installed on the discharge end of the pipes to allow any air that gets into the pipes to be pushed out of the system and to allow air into the system after the pumps are off so it is not pulling the air through the seals.

- d) Longview Water Updates – No known complaints about air in the lines since increasing the D.O. to 4.0 mg/L. Inspection of the hatches and filters by another corrosion engineer will provide a second opinion. Waiting for the PUD to approve rebates for the new VFD's on the water plant pumps. The Water Operating Board approved setting the wholesale rate back to \$0.46/ccf.

3) ADMINISTRATIVE

- a) Public Works Limits and Unit Price Contracting

Commissioner Roden made a motion to approve Resolution No. 515 amending the District Purchasing Policy, which revises limits, additional language added to Material, Supplies & Equipment Purchases of \$50,000 and over and the inclusion of Unit Price Contracting. Motion carried.

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b) PSN Agreement

It was the consensus of the Board to allow Dell to sign the PSN Agreement with the added language to minimize the risk.

Legal Counsel recommended the District require the customer to acknowledge risks associated with using the online payment portal upon registration. Before the District launches the new payment portal, the staff will make sure this language is part of the registration process.

c) Backhoe Replacement – The Board requested estimated usage of the backhoe. They also suggested keeping the backhoe and maybe adding a mini excavator (6,500#). Dell will put together the usage information and discuss the Board’s recommendation with the field crew.

d) Field Crew Vacancy

e) WASWD Voting

f) Rescheduling September’s regular meeting to a special meeting.

It was the consensus of the Board to move the September 2019 regular meeting to a special meeting on September 25, 2019.

4) PROPOSED DEVELOPMENTS

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

b) North Lexington PUD (44 SFR, 80 apts.) – waiting for revised project plans.

c) River Terrace Apts. (198 apts.) – waiting for revised plans.

d) Lexington Fire Station – in plan review.

e) Riverside Apts. – waiting for revised project plans.

f) Lexington Elementary School – Waiting for revised project plans.

Confirmation of Lien Filings - The Board reviewed the monthly lien summary. It was moved by Commissioner Decius to approve the filing of the July 2019 Liens 1707-1711. 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 July 17, 2019 in the amount of \$81,138.75, claims submitted to date for August 2019 in the amount of \$178,387.97 and payroll for July and August 2019. Motion carried. The July 2019 credit card statements were provided to the Board electronically before the August 21, 2019 meeting.

Other Business – The County is moving forward with their Hazard Mitigation Plan update. They hired a group that is working with FEMA who also met with Dell and went over information he will need to gather for this plan. Part of this information includes anticipated projects that are vulnerable to acts of nature. FEMAS’s approach to this would be agency’s that put forth projects that may not have funding or projects not on the District’s capital improvement list that meet the criteria, may qualify for a grant from FEMA to pay for these projects prior to

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the anticipated events. There are Federal requirements for the grant money and it is offered country wide. There will be a scheduled signing ceremony upon completion of the plan.

Other Business - In October 2018 the AWIA Title II expands on the 2002 Bio Terrorism Act by requiring community water systems serving more than 3,300 people, to prepare a risk and resilience assessment emergency response plan (ERP). The District will need to have their compliance letter in by June 30, 2021 and the ERP letter by December 2021.

Since the District is pretty integrated with the City of Longview in the sharing of water, reservoirs, etc., Brian Murphy, Dell and the City of Longview met to discuss the Americans Water Infrastructure Act (AWIA Title II). By working with the City of Longview on this plan, Brian thought there could be some economy in scale for cost savings. It could result in an overall savings of about \$50,000 to the District if we do this with the City of Longview. It was the consensus of the Board to allow Dell to work on this with the City of Longview.

Other Business – The District continues to hold retainage for Parker Excavation & Contracting for the Monticello Drive and Sunset Way project that ended on January 6, 2015. In order to release the funds and officially close out the project, the District continues to wait for an affidavit to be filed by the contractor. There is a lien against their bond and, per legal counsel; these funds can be held indefinitely.

The next scheduled Board meeting will be a special meeting on September 25, 2019 at 5:15pm.

There being no further business, the Board adjourned at 8:06 pm.

Monte J. Roden, President

Bonnie L. Decius, Secretary

Michelle L. Hollis, Commissioner