

**Beacon Hill Water and Sewer District Regular Board Meeting
Wednesday, December 18, 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
Audience: Margaret Engstrom

Commissioner Hollis made a motion to approve the minutes for the District's November 20, 2019 regular meeting. Motion carried.

The District recognized and thanked Alan Engstrom for his 37 years of service as the District's legal counsel.

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

1) PROJECT UPDATES

- a) Longview Water Update
Reviewed and discussed the Water Operating Board's December 17, 2019 meeting.
- b) Nevada Canyon Sewer Main Improvements
- c) Inglewood Sewer Main Improvements
- d) Hillside Pump Station
- e) Pleasant Hill Road Bridge Water Main

2) ADMINISTRATIVE

- a) Alan Engstrom is retiring as the Districts Attorney in December 2019.
- b) District Christmas Party is scheduled for Thursday, December 19th at 6 pm at Teri's Restaurant.
- c) TRRWA Board of Directors
Reviewed and discussed the December 18, 2019 TRRWA Board of Directors Meeting. The Board unanimously agreed to appoint Commissioner Roden as the 2020 Chair of the TRRWA Board of Directors and Commissioner Hollis as the alternate.
- d) BHWSD Oath of Office
Commissioner Roden administered the Oath of Office to Bonnie Decius for Commissioner Position 2 and Michelle Hollis for Commissioner Position 3 .
- e) Commissioners Workshop
Commissioner Decius and Commissioner Hollis will attend the January 2020 Commissioners Workshop.
- f) Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)

3) FINANCIAL

- a) Budget
- b) Backhoe

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Commissioner Hollis made a motion to adopt Resolution No. 518 authorizing the surplus and sale of the District's 2004 2WD John Deere backhoe, with a minimum sale price set at \$15,000. Motion Carried.

- c) 151 McMillan Drive Lien and Foreclosure

4) PROPOSED DEVELOPMENTS

- a) Maxwell Farms – need extension agreements (23 SFR connections). We had a preconstruction meeting. Some changes to the sewer design are recommended to remove the need for air vacs and potential odor issues. Contractor is expected to start soon on the utility portion.
- 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 – under construction.
- e) Riverside Apts. – waiting for revised project plans.
- f) Lexington Elementary School – Under construction. The District will realize about \$200,000 in General Facility Charges for Capital Budget.
- g) Laulainen Estates Phase 2 – waiting for developer to start project.

Confirmation of Lien Filings - The Board reviewed the monthly lien summary. It was moved by Commissioner Decius to approve the filing of the November 2019 Lien 1713. 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 November 20, 2019 in the amount of \$128,211.75, claims submitted to date for December 2019 in the amount of \$396,866.03 and payroll for November and December 2019. Motion carried. The November 2019 credit card statements were provided to the Board electronically before the December 18, 2019 meeting.

Other Business – Discussion of the Fisher Lane Treatment Plant's sewer hookup. Dell will contact the City of Longview to discuss their options.

Executive Session

The Board went into executive session at 6:46 to 7:05 pm for a discussion of personnel issues.

The Board returned from executive session at 7:05 pm.

The Board returned to executive session at 7:05 pm to 7:30 pm to continue the discussion of personnel issues.

The Board returned from executive session at 7:20 pm with no action taken.

Other Business – The Board reviewed an outline presented by Dell for a District sponsored Certification Training Program. Dell was instructed by the Board to present a revision to the Employee Handbook for this program at the January 15, 2020 regular Board meeting for the Board's consideration.

The next scheduled Board meeting will be a regular meeting on January 15, 2020 at 5:15 pm.

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There being no further business, the Board adjourned at 7:22 pm.

Monte J. Roden, President

Bonnie L. Decius, Secretary

Michelle L. Hollis, Commissioner