

**Beacon Hill Water and Sewer District  
Commissioners' Meeting Minutes  
Wednesday, June 13, 2012**

President Takko called the regular meeting to order at 5:00 pm on Wednesday, June 13, 2012 at the District office at 1121 West Side Highway in Kelso, Washington. Those in attendance were:

Commissioners Dean Takko, Monte Roden, Ted Branch  
Alan Engstrom, Legal Counsel  
Kim Adamson, General Manager  
Brian Wilson, Field Lead  
Debbie Vela, Finance Administrator  
Vicki Kruse, Office Staff

It was moved by Monte Roden, seconded by Dean Takko, to approve the minutes of the April 11, 2012 meeting as drafted. Motion carried.

The Manager Report, which was delivered to the Board prior to the meeting, was the first item of discussion. A copy of said report is attached as a part of this permanent record.

**Item 1 – Property/Architect.** Kim advised the Board she contacted the realtor for a 14 acre parcel along West Side Highway that has been for sale for some time. The property owner, who previously wasn't interested in subdividing, is now willing to consider. The District has outgrown its current location. Since it is unknown what size of a facility would accommodate the District's needs, Kim met with an architect who does this. Steve Masini, who specializes in this type of work, prepared a proposal for his services. After discussion, the Board felt that this information could be provided from the County and meeting with other Districts.

**Item 2 – On-Call Agreements.** Kim presented a scoring matrix of engineering firms to the Board as requested. Kim explained the scoring matrix and recommended selecting two or three firms to be granted on-call agreements. After discussion, the Board selected the top 3 as listed in the matrix.

**Item 3 – Nevada Drive Pump Station Study.** Kim explained the on-call agreement with Richmond Engineering had expired. If Richmond is selected for the on-call roster, the Board would need to reaffirm the agreement for the Nevada Drive pump station study.

**Item 4 – Summer Employee.** Four individuals were interviewed for the summer help position. Following a successful background check, Kim recommends the Board approve William Landry at the rate of \$10.00 per hour as approved with the 2012 wage grid.

**Item 5 – Annual Financial Report.** The annual financial report was submitted electronically to the State Auditor's Office on time. Kim reminded the Board that she, Debbie

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and Pat met with Tina Watkins earlier this year to discuss the progress the District has made towards reconciling accounts. There are documented corrections totaling \$76,806.22 for 2011. After necessary corrections were made, investments were overstated by \$55,105.82 and cash was understated by \$46,387.66 for a net adjustment of \$8,718.16.

**Item 6 – Payoff Requests.** Kim reminded the Board of the discussion at the March meeting regarding multiple requests for payoff for a single property. It was discussed and agreed that the District would charge for each request. Requests made by a title company would be charged to the active account and requests received from a realtor or other interested party would be prepaid by the individual making the request.

**Item 7 – Pre-Treatment Policy.** Kim presented Resolution 447 to adopt the TRRWA Pre-Treatment policy as required for the NPDES permit.

**Item 8 – Emergency Declaration.** Kim presented Resolution 446 to declare a sewer emergency caused by land movement in the area of Beacon Hill Drive. The sewer overflow was discovered by a neighboring homeowner and reported to the District on June 1, 2012. Five Rivers Construction was called in and repair work began June 2, 2012.

**Item 9 – Columbia Crest Estates.** Kim informed the Board that the Cowlitz County Commissioners approved the request for assessment and statements were mailed to residents earlier this month. The residents have formed a private water association. The court approved residents request to name the newly formed water association as the owner and are negotiating the cost. If a settlement is not reached, a conference will be held June 29, 2012 to determine the terms and conditions of the settlement.

**Action Items:**

**Item 2 – On-Call Agreement.** It was moved by Monte Roden, seconded by Ted Branch, to approve the top three engineering firms as presented in the matrix. The three firms selected include Richmond Engineering, Kennedy Jenks and Gray and Osborne. Motion carried.

**Item 3 – Nevada Pump Station Study.** It was moved by Monte Roden, seconded by Ted Branch, to re-affirm the original motion presented at the May 9, 2012 meeting authorizing Kim to sign the agreement with Richmond Engineering for \$11,800.00. Motion carried.

**Item 4 – Summer Help.** It was moved by Ted Branch, seconded by Monte Roden, to hire William Landry at a rate of \$10.00 per hour. Motion carried.

**Item 6 – Pre-treatment Policy.** It was moved by Monte Roden, seconded by Ted Branch, to approve Resolution 447 pertaining to the TRRWA Pre-treatment Policy. Motion carried.

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**Item 7 – Emergency Declaration.** It was moved by Monte Roden, seconded by Ted Branch, to approve Resolution 446 declaring a sewer related emergency in the area of Beacon Hill Drive. Motion carried.

**Confirmation of Lien Filings.** The Board reviews the monthly lien synopsis. It was moved by Monte Roden, seconded by Ted Branch, to approve the filing of liens 1458 through 1459. Motion carried.

**Expenditures.** Vouchers audited and ratified by the auditing officers as required by RCW 42.24.080, and those reimbursement claims ratified by auditing officers as required by RCW 42.24.90, have been made available to the Board.

As of this date, June 13, 2012, the Board, by unanimous vote, does approve those vouchers in the above lists and further described as follows: May claims in the amount of \$104,106.56; and June invoices in the amount of \$155,999.86, payroll for May. The April Visa statements were provided to the Board electronically prior to the meeting and the May statements were delivered at the meeting.

There being no further business, the Board adjourned at 7:20 p.m. The next meeting was scheduled for Wednesday, July 18, 2012 at 5:00 p.m.

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Dean A. Takko, President

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Monte J. Roden, Secretary

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Ted A. Branch, Commissioner