

**Beacon Hill Water and Sewer District Board Meeting**  
**Wednesday, December 21, 2016 5:15 PM**  
**1121 West Side Hwy, Kelso, WA 98626**

Meeting called to order at 5:22 PM.

In Attendance:

Members: Commissioners Monte Roden, Bonnie Decius and Keath Huff  
Staff: Dell Hillger, General Manager and Debbie, Finance Administrator and Alan Engstrom, Legal Counsel

Commissioner Huff made a motion to approve the minutes for the November 3, 2016 City Council and Beacon Hill Water & Sewer District joint special meeting. Motion carried.

Commissioner Huff made a motion to approve the minutes for the District's November 16, 2016 regular meeting. Motion carried.

**1. Customer Request – 145 Villa Road**

Dell presented to the Board a customer's request to waive penalties as detailed in the Managers Report. After a brief discussion, the Board declined waiving the penalties based on the District's policy.

**2. 2014-15 State Audit Reports**

The Board briefly discussed the District's published State Audit Reports as presented in the Managers Report.

**3. Water System Plan Update**

Commissioner Huff made a motion to approve the proposal from BergerABAM for completing our water system plan in 2017 in the amount of \$163,789 and authorized Dell to execute the agreement. Motion carried.

**4. Project Updates**

- a. New Office – Dell presented an update of the project to the Board.
- b. Skyline Pump Station Improvements – Dell reviewed with the Board the completed improvements.
- c. Lexington Pump Station Improvements – Dell presented to the Board the need to update the pump controls and requested additional funding on this project to purchase them. The Board unanimously agreed to approve the additional funding to update the controls.

**5. Resolution No. 490 – Indemnity/Hold Harmless Policy**

Alan reviewed with the Board the revised Resolution No. 490. He requested the Board review and decide if they want to include the optional sections. After a brief discussion, it was the consensus of the Board to include the optional sections in the resolution. Alan will update the resolution to include the optional sections for final review and approval at the January 2017 Board meeting.

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**Confirmation of Lien Filings** - The Board reviewed the monthly lien synopsis. It was moved by Commissioner Huff to approve the filing of November liens 1652 and 1654. Motion carried.

**Financial Report** – The Board reviewed the financial report.

**Expenditures** – After reviewing the District claims from the lists provided, Commissioner Decius made a motion to approve the claims as of this date, December 21, 2016 for 2016 claims submitted after November 16, 2016 for \$87,552.44, claims submitted to date for December 2016 for \$170,709.36 and payroll for November and December 2016. Motion carried. The November 2016 credit card statements were provided to the Board electronically prior to the December 2016 meeting.

**Other Business:**

1. Dell let the Board know about the WASWD 2017 Workshop on February 4, 2017 in Lynnwood, WA if they wanted to attend.
2. Dell reminded the Board of the filing due date of May 19, 2017 for the Board members up for reelection in 2017.
3. Dell discussed the need to replace the 2013 Dodge Pickup due to continued mechanical issues. He would like to trade it in on a replacement vehicle. The Board recommended including the maintenance records with the vehicle and to determine if the District can trade it in on the State bid. Commissioner Roden declared the 2013 Dodge Ram 1500 surplus and for Dell to surplus it in the best interest of the District. Motion carried
4. Commissioner Decius and Dell gave a review of the TRRWA Board of Directors meeting held on December 14, 2016 at 8:00 AM.

The next regularly scheduled Board meeting is January 18, 2017 at 5:15 PM.

There being no further business, the Board adjourned at 7:06 PM.

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Monte J. Roden, President

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Bonnie L. Decius, Secretary

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Keath B. Huff, Commissioner