

Beacon Hill Water and Sewer District Board Meeting
Wednesday, February 15, 2017 5:15 PM
1121 West Side Hwy, Kelso, WA 98626

Meeting called to order at 5:15 PM.

In Attendance:

Members: Commissioners Monte Roden, Bonnie Decius and Keath Huff

Staff: Dell Hillger, General Manager, Debbie, Finance Administrator, Vicki, Billing & Collecting and Alan Engstrom, Legal Counsel

Audience: Dale Cooper and Marvin Zueger

Commissioner Huff made a motion to approve the minutes for the District's January 18, 2017 regular meeting. Motion carried.

1) Customer Request – 838 & 780 Skyline View Drive and 3652 Columbia Heights.

Mr. Cooper of 838 Skyline View Dr. and Mr. Zueger of 780 Skyline View Dr attended the meeting. Dell reviewed the issue as presented in the manager's report along with aerial views of the areas affected by the overflows of the Skyline Reservoir. A discussion by the Board and audience of the issues and possible solutions followed. The Board unanimously agreed that option A as presented in the manager's report, with the possibility of adding more pipe for drainage, was the best solution in addressing the overflow issue. Commissioner Roden recommended contacting the other customer affected by this project. Alan recommended the District obtain easements from all property owners involved for future maintenance of the culvert. Mr. Cooper and Mr. Zueger were in agreement with the solution, thanked the Board and left.

2) Project Updates and Proposals:

a. New District Office

Dell reviewed with the Board the revised estimated project costs as presented in the manager's report. He shared information on the cost per square foot excluding the site work and a comparison to three other projects in the area. The cost per square foot on our project is questionably higher than originally estimated.

The Board initiated a conference call with Galen Page, the Districts architect, to discuss the estimation process and higher costs.

Galen shared with the Board that we now have more detail on the electrical and mechanical and have determined the actual systems being selected for HVAC, fire alarms, telecommunications, security control and generators. With some of these items being added to the original estimate and the current level of detail it increased the estimate.

In determining the design costs Galen received three bids from consultants and the results are in line with what he expected. Galen will be going back to the same estimator to look at the building as if it is being priced for a bid. He was hoping that the project cost would come in closer to \$250 per square foot as opposed to the most recent estimate of \$366 per square foot, excluding site work.

Commissioner Roden was wondering about the timeline in getting the building permit. In reviewing the progress to date and the County's permitting process, it was estimated to be around mid-April at the soonest.

The Board thanked Galen and ended the conference call. The Board continued to briefly discuss the estimating process and then moved on to the next agenda item.

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b. Dell presented an update of the following projects to the Board as outlined in the Manager's Report:

- Hillside Pump
- Beacon Hill Reservoir Improvements
- Lexington Pump Station Improvements
- 2017 Water System Plan Update

3) General Terms & Conditions

The first area of discussion was the proposed vacancy policy changes. Vicki attended the meeting to answer any questions the Board may have on this section of the proposed changes. There are three commercial properties directly affected by the proposed change in the vacancy policy. After discussion, the Board unanimously agreed that in order to go on vacancy only living units that have a lockable meter can qualify for vacancy. Commercial apartments that want to have vacancy available to them will have one year to modify their service lines with lockable meters to each unit and pay the local facility charges to install the meters. Vacancy rates will not be available to sewer only customers.

Dell reviewed the remaining changes in the General Terms & Conditions as outlined in the manager's report. The Board agreed with the changes with the following revisions:

Page 8 Section 12 C change wording to: "in order to use, or attempt to use, water".

Page 20 change Water Reconnection Charge to: "Water Reconnection Charge before 4:30 p.m. on District workdays"

Commissioner Huff made a motion to adopt Resolution No. 492 General Terms and Conditions with the modifications that were approved during the Board meeting on February 15, 2017. Motion carried.

4) State Audit – No Board discussion on this agenda item.

5) Health & Wellness – In addition to the information provided in the Board packet, Dell let the Board know that a bowling night is scheduled for April 6.

6) 2016 Year End and 2017/2018 Revised Budgets – Dell reviewed the revised budget with the Board. After a brief review and discussion, Commissioner Huff made a motion to approve the 2017/2018 revised budget. Motion carried.

Confirmation of Lien Filings - The Board reviewed the monthly lien synopsis. It was moved by Commissioner Huff to approve the filing of January 2017 liens 1657-1659. Motion carried.

Financial Report – The Board reviewed the 2016 annual and 2017 monthly financial graphs and reports.

Expenditures – After reviewing the District claims from the lists provided, Commissioner Decius made a motion to approve the claims as of this date, February 15, 2017 for claims submitted after January 18, 2017 for \$141,994.45, claims submitted to date for February 2017 for \$169,078.48

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and payroll for January and February 2017. Motion carried. The January 2017 credit card statements were not provided to the Board electronically prior to the February 2017 meeting.

Other Business: Emergency Sewer Repair

Dell presented to the Board Resolution No. 493 for an emergency repair for a 230 foot section of 8-inch concrete sewer main that serves approximately ten connections on Nevada Drive. The field crew was able to get into the pipe with a push camera today and based on what Dell saw on the videos, he found the corrugated metal pipe to be in good shape. The emergency repair request is now revised to the first 80 feet of broken concrete pipe before manhole 480. Dell has already called out locates and contacted AES for a bid and should be able to start the repairs on Monday, February 20.

After a brief discussion, Commissioner Huff made a motion to adopt Resolution No. 493 for the emergency sewer repair. Motion carried.

Commissioner Huff then made a second motion to amend Resolution No. 493 for the emergency sewer repair by changing 230 feet of pipe to 80 feet of pipe and by removing “and CMP” from the resolution. Motion Carried.

Other Business: Michael Dyer, who is the chair for the Lexington Flood Control Zone District for this area, met with Dell. He wanted to find out if our District was interested in being a member of a flood protection planning group like Levy Ready Columbia or a group similar to COG but relating to flood protection. After a brief discussion the Board unanimously agreed with Dell that at this time the District would be unable to participate in this type of group.

Other Business: Dell and Commissioner Roden will not be available for a period of time in March. In case something should arise while they are unavailable, Dell will compile a list of all the main contacts on these projects and give it to Commissioner Huff. Commissioner Decius will then be his backup.

Other Business: VFW called to make a payment for a customer who had their service disconnected. The VFW could not cut the check for a week. Normally we do not reconnect service until the past due amount is paid. In this case Dell made a call to the City of Longview to see what their experience with the VFW has been and confirmed that the City has never had a problem with their pledges. Based on this information he authorized the reconnection of the customer’s water service. Dell asked the Board if this was something he could do on a case by case basis. After a brief discussion, the Board unanimously agreed to authorize Dell to make these decisions on a case by case basis.

Other Business: In the spirit of trying to minimize our costs on the new building project, Dell let the Board know that the cost was higher for the ramp versus the stairs that are necessary to access the upper and lower level of the District property. Overall, the ramp would better serve the District’s needs. Another idea to reduce project costs would be to eliminate the drive through loop. After a brief discussion, the Board unanimously agreed to go with the ramp and keep the drive through loop.

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Other Business: Dell will follow up with Amy at the City of Longview to see if they have gotten the results back on the EC samples.

The next regularly scheduled Board meeting will be a special meeting on March 22, 2017 at 5:15 PM.

There being no further business, the Board adjourned at 9:15 PM.

Monte J. Roden, President

Bonnie L. Decius, Secretary

Keath B. Huff, Commissioner