

Consolidated Diking Improvement District No. 1
Board of Supervisors Meeting Minutes
CDID No. 1 Office, 5350 Pacific Way, Longview, Washington
January 10, 2023

The Regular Meeting of the Board of Supervisors of Consolidated Diking Improvement District No. 1 was called to order by Chair, Tim Kilmer, at 9:00 a.m., January 10, 2023.

Present:

Board of Supervisors:

Tim Kilmer, Chair
Bill Hallanger, Vice-Chair
Sherry Bean, Secretary

Staff:

Amy Blain, District Manager
Morgan Atkins, Administrative Finance Assistant
Chance Cox, Operations Foreman

Legal Counsel:

Frank Randolph

Timed Agenda Item: 2350 Ocean Beach Highway – Building Encroachment

Ms. Blain reported the homeowner of 2350 Ocean Beach Highway is constructing a lean to on a garage encroached on District ownership and the homeowner indicated he would be present at the meeting today. Ms. Blain explained the garage was constructed decades ago within the District easement which has been allowed to remain but not structurally repaired until it deteriorates and will not be eligible to be rebuilt. The City of Longview reported permitting for current construction was not completed. Ms. Blain reported the homeowner was given 90 days to remove the lean to.

Agenda

The following item was added to the agenda:

Attorney's Report:

- Project No. 23-02, General Electrical Services

A motion was made and seconded to approve the agenda as amended. Motion carried.

Minutes

On a motion made, seconded and carried the reading of the minutes of the CDID No. 1 Board of Supervisors regular meeting, held on December 27, 2022, copies of which had been submitted to the Board, was waived and the minutes were approved as if read.

Stormwater Manager's Report

Steve Haubner, City of Longview Stormwater Manager, was absent from the meeting.

Engineer's Report

Building Resilience in Communities Grant: Ms. Blain reported the Building Resilience in Communities Grant for an emergency standby generator was submitted. Ms. Blain stated the grant will now compete within the state and nationally with grant recipients announced summer of 2023.

Ms. Blain noted when West Consultants completed modeling for the grant it was done in a Flo 2D model she recommends updating in the future.

Operations Foreman Report

Chance Cox, Operations Foreman, reported on the following maintenance activities:

- Staging to replace a valve at the Industrial Way Pump Station that will be installed in the summer of 2023.
- Hauling ditch debris along 26th Avenue to the Oregon Way Pump Station.
- Stockpiling rock at the District's West Side Highway Storage building and District shop for repairs.
- Jeff Wilson, 4723 Mt. Solo Road, verbally agreed to grant the District 25' of easement for access to Ditch No. 10 and a formal agreement is to follow.
- Cowlitz Fire 2 and the Cowlitz County Sheriff's Office were dispatched to assist a trespasser in the water yelling for help. A nearby citizen rammed the District shop's electronic gate, causing substantial damage and deputies rammed a second gate. The trespasser was transported for hypothermia and will be okay. Quotes are being collected to repair the gates.
- In person pesticide training was scheduled for the crew in February 2023.

Attorney's Report

Project No. 23-02, General Electrical Services: Pacific Northern Environmental LLC (PNE) doing business as Advanced Electrical Technologies (AET) submitted the 2023 rate schedule with minor cost increases for General Electrical Services. Ms. Atkins presented an Agreement for Services of Independent Contractor with PNE doing business as AET for approval by the Board of Supervisors reviewed by Legal Counsel.

A motion was made and seconded to approve and execute the Agreement for General Electrical Services between CDID No. 1 and Pacific Northern Environmental LLC for the period January 1, 2023, through December 31, 2023, as submitted. Motion carried.

Project No. 23-03, General Ditch Maintenance Service – B&B Landscaping: B&B Landscaping submitted 2023 rate schedule with minor cost increases. Ms. Atkins

presented an Agreement for Services of Independent Contractor with B&B Landscaping for approval by the Board of Supervisors reviewed by Legal Counsel.

A motion was made and seconded to approve and execute the Agreement for Services of Independent Contractor with B&B Landscaping as presented. Motion carried.

Project No. 23-03, General Ditch Maintenance Service – Carney Construction: Carney Construction submitted 2023 rates with cost increases. Ms. Atkins presented an Agreement for Modification and Continuation of Independent Contractor with Carney Construction for approval by the Board of Supervisors reviewed by Legal Counsel.

Following discussion, a motion was made and seconded, to approve the Agreement for Services of Independent Contractor with Carney Construction as presented. Motion carried.

Project No. 23-03, General Ditch Maintenance Service – Champ’s Tree Service: Champ’s Tree Service submitted 2023 rate schedule for ditch maintenance. Ms. Atkins presented an Agreement for Modification and Continuation of Independent Contractor with Champ’s Tree Service for approval by the Board of Supervisors reviewed by Legal Counsel.

A motion was made and seconded, to approve the Agreement for Services of Independent Contractor with Champ’s Tree Service as presented. Motion carried.

New Business

Cowlitz County Treasurer Investment Pool: Ms. Atkins reported the Cowlitz County Treasurer’s Investment Pool is adding the diversification of a portion of investment from State Local Government Investment Pool to laddered investment structure with guidance from Investment Advisory: Government Portfolio Advisors.

Public Comment

There was no one present for public comment.

Board of Supervisors Report

The Board of Supervisors had nothing new to report.

Approval of January 10, 2023 Claim Summary

After review of District claims, a motion was made and seconded to approve and execute the January 10, 2023 Claim Summary submitted in the amount of \$64,499.29. Motion carried.

Approval of the Board of Supervisors December 2022 Time and Expense

Upon a motion made, seconded and adopted, the Board of Supervisors elected to waive the December 2022 Board of Supervisors Time and Expense. Motion carried.

Ratification of December 31, 2022 Payroll and Benefits

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending December 31, 2022 were approved in the amount of \$33,590.52. Motion carried.

Adjourn Meeting

There being no further business, the meeting adjourned at 10:05 a.m.

The next regular Board of Supervisors' meeting is scheduled for January 31, 2023.

The Advisory Committee meeting is scheduled for January 19, 2023.

Tim Kilmer, Chair

Sherry Bean, Secretary

Bill Hallanger, Vice-Chair