

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

January 13, 2026

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 13, 2026.

Present:

Board of Supervisors:

Tim Kilmer, Chair
 Ken Hash, Secretary

Staff:

Amy Blain, District Manager
 Morgan Atkins, Admin. Finance Assistant

Legal:

Dave Nelson

Agenda

A motion was made and seconded to approve the agenda as published. 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 30, 2025, copies of which have been submitted to the Board, were waived and approved as if read.

Stormwater Manager's Report

Steve Haubner, City of Longview Stormwater Manager, was unable to attend the meeting.

Permit No. 25-14, Taylor Estates on Mt. Solo Road, Outfall to Ditch No. 15

Ms. Blain revisited the Encroachment Permit Application for the Taylor Estates development by Hinton Development on Mt. Solo Road, which was discussed at the previous Regular Board of Supervisors Meeting. Ms. Blain reported the revised plans have been reviewed and recommended approval of the permit for installation of two outfall lines to Ditch No. 15.

Ms. Blain further reported that Hinton Development will complete District-requested improvements, including installation of a mulch and grass buffer between the

development and the District's gravel maintenance access road. It was also noted that the development has previously been approved by the District for a Fee-In-Lieu of stormwater detention requirements.

A motion was made and seconded, to approve Permit No. 25-14, Taylor Estates on Mt. Solo Road, Outfall to Ditch No. 15, as presented. Motion carried.

Engineer's Report

Project No. 26-09, Main Pump Station Bridge Repairs: OTAK Engineering completed bridge inspections in August 2025 under Project No. 25-15, Bridge Inspections. The inspections identified several necessary repairs, including removal and replacement of a rot-damaged timber pile cap on the timber bridge. Additionally, a low spot in the asphalt pavement on the concrete bridge is allowing uncontrolled stormwater runoff to erode the soil embankment at the south end of the bridge.

Ms. Blain distributed an Invitation to Bid and scope of work to 12 certified businesses listed on the Municipal Research and Services Center (MRSC) roster, in accordance with the Washington State Auditor guidance and District policy. Ms. Blain noted only one of the 12 businesses is local. If no bids are received by the January 30 deadline, or if bids are excessively high and a contract cannot be negotiated, the District will select an alternative business from the MRSC roster and direct contract. Ms. Blain anticipates the work to be completed in summer 2026.

Operations Foreman Report

Amy Blain, District Manager, reported the following maintenance activities:

- Annual electrical inspections of pump stations, including safety updates.
- Repairs to outdoor light fixtures at the District Office.
- Terra Hydra completed ultrasonic testing on Pumps No. 1 through 5 at the Main Pump Station. Ms. Blain noted the steel discharge piping on all five pumps is showing signs of significant thinning, reduced from the original ½-inch to ¼-inch in numerous locations. Ms. Blain advised epoxy repair lining projects will need to be prioritized, starting as soon as possible.
- Removal of aquatic vegetation in areas accessible by dump truck.

Attorney's Report

Benefit Based Assessment Timeline: Dave Nelson, Legal Counsel, referenced Resolution No. 25-01, which adopts procedures under Revised Code of Washington (RCW) 85.18 et. seq., for determining the District's tax assessment beginning in calendar year 2027. Mr. Nelson reviewed the proposed 2026 timeline to ensure proper notification to constituents and compliance with public meeting notice requirements prior to consideration of a resolution, anticipated to begin in February 2026.

New Business

2026 Independent Contract – AES: Advanced Excavation Services (AES) submitted its 2026 rate schedule, which includes minor cost increases. Ms. Atkins reviewed the proposed Agreement for Services of Independent Contractor and recommended approval, noting the contract had been reviewed by Legal Counsel. Ms. Atkins further noted the agreement includes a provision allowing for rate adjustments effective June 1, 2026, subject to changes in applicable union labor contracts.

A motion was made and seconded to approve and authorize execution of the Agreement for Services of Independent Contractor with AES, as presented. Motion carried.

2026 Independent Contract – AET: Advanced Electrical Technologies (AET) submitted its 2026 rate schedule, which includes minor cost increases. Ms. Atkins reviewed the proposed Agreement for Services of Independent Contractor and recommended approval, noting the contract had been reviewed by Legal Counsel

A motion was made and seconded to approve and authorize execution of the Agreement for Services of Independent Contractor with AET, as presented. Motion carried.

2026 Independent Contract – Champ’s Tree Service: Champ’s Tree Service submitted its 2026 rate schedule, which includes a provision for fuel-related cost increases if current fuel rates change significantly. Ms. Atkins reviewed the proposed Agreement for Services of Independent Contractor and recommended approval, noting that the contract had been reviewed by Legal Counsel.

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

2026 Independent Contract –LaFave Brothers LLC: LaFave Brothers LLC submitted its 2026 rate schedule, which includes minor cost increases. Ms. Atkins reviewed the proposed Agreement for Services of Independent Contractor and recommended approval, noting the contract had been reviewed by Legal Counsel.

A motion was made and seconded to approve and authorize execution the Agreement for Services of Independent Contractor with LaFave Brothers LLC, as presented. Motion carried.

Resolution No. 26-01, Changing Business Credit Card Account: Ms. Atkins presented Resolution No. 26-01, authorizing the transition of the District’s existing Bank of America credit card accounts to another Bank of America credit card account with no annual fees and 1.5-percent cash back on all purchases, or to a substantially similar account offered by Bank of America.

Following discussion, a motion was made and seconded, to approve Resolution No. 26-01, authorizing changes to the District’s Bank of America business credit card account terms, as presented. Motion carried.

Approval of January 13, 2026 Claim Summary

After review of District claims, a motion was made and seconded by the Board of Supervisors to approve and execute the January 13, 2026 Claim Summary submitted in the amount of \$118,720.13. Motion carried.

Ratification of December 31, 2025 Payroll and Benefits

Upon a motion made and seconded, by the Board of Supervisors, the payroll and benefits expenditures for the pay period ending December 31, 2025 were reviewed in the amount of \$54,345.46. Motion carried.

Adjourn Meeting

There being no further business, the meeting was adjourned at 9:15 a.m.

The next Board of Supervisors Regular Meeting is scheduled for January 27, 2026.

The next Advisory Committee Meeting is scheduled for January 15, 2026.

Tim Kilmer, Chair

Ken Hash, Secretary

Bill Hallanger, Vice Chair