

**Consolidated Diking Improvement District No. 1**

**Board of Supervisors Meeting Minutes**

**CDID No. 1 Office, 5350 Pacific Way, Longview, Washington**

**January 14, 2020**

The Regular Meeting of the Board of Supervisors of Consolidated Diking Improvement District No. 1 was called to order by Chair, Sherry Bean, at 9:00 a.m., January 14, 2020.

**Present:**

**Board of Supervisors:**

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

**Staff:**

Amy Blain, District Engineer  
Morgan Atkins, Admin. Finance Assistant  
Chance Cox, Operations Foreman  
Troy Cole, Engineer Specialist

**Legal Counsel:**

Dave Spencer

**Agenda**

The following items were added to the agenda:

**New Business:**

- Election of Officers
- Advisory Committee Vacancy and Appointment

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 31, 2019, copies of which had been submitted to the Board, was waived and the minutes were approved as if read.

**Introduction of New Employee, Troy Cole, Engineer Specialist**

Ms. Blain introduced Troy Cole, CDID No. 1 Engineer Specialist. Mr. Cole joined the CDID No. 1 team on January 14, 2020 and comes to the District with twenty-four years' experience working for the City of Longview. The Board of Supervisors welcomed Mr. Cole to the District.

## **Stormwater Manager's Report**

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

### **Permit No. 19-03, Pre-Design Investigation Sampling Drilling Program on Columbia River Levee**

Ms. Blain reviewed an Encroachment Permit Application submitted by Northwest Alloys and Millennium Bulk Terminals-Longview (MBT-L) for a pre-design investigation within the Columbia River Levee right-of-way. Ms. Blain explained the plan includes six drilled borings and three cone penetration tests (CPT). The bore holes and CPT's will reach a target depth of 40 feet and will be backfilled with bentonite grout. The purpose of this work is to collect data to refine the design parameters for cleanup action at the former Reynolds Metals Reduction Plant.

Ms. Blain stated the U.S. Army Corps of Engineers (USACE) Section 408 review was approved and recommended approval of the permit application by the District noting all stipulations are covered in the USACE Section 408 permit.

A motion was made and seconded to approve Permit No. 19-03, Pre-Design Investigation Sampling Drilling Program on Columbia River Levee, as submitted. Motion carried.

## **Engineer's Report**

Amy Blain, District Engineer, reported on the following:

**Vibration Analysis Test:** Ms. Blain presented and reviewed the Vibration Analysis Test completed by Northwest Motor Services (NWMS). Ms. Blain highlighted issues and discrepancies as follows:

- Pump No. 8 motor a bearing fault is detected on the lower (DE) bearing. This fault has multi-points with sidebands and raised noise floor. Sidebands and raised noise floor are an indicator of forces being stronger. Overall amplitudes are higher than normal. NWMS recommended this motor be considered for bearing replacement and/or motor recondition.
- Pump No. 7 the overall amplitude is higher than normal for this type of pump/motor. NWMS recommended this motor be monitored for a deteriorating condition.
- 48<sup>th</sup> Avenue Pump Station, Pump No. 1's motor has higher than normal amplitudes. The elevated amplitudes were first noticed May 2018 on the first collection. Suspect debris collecting on the pump intake. NWMS recommended a thirty-day follow-up be scheduled to collect trending data to see if this is an increasing issue.

Discussion followed regarding the Vibration Analysis report. Ms. Blain explained NWMS was asked to revise the report to include analysis and recommendation for a similar bearing fault on the motor for Pump No. 1 at the Main Pump Station. Ms. Blain stated there are a few pumps the District will keep an eye on and the cost/timing of the Pump No. 8 and Pump No. 1 at the Main Pump Station motors considered for bearing replacement and/or motor reconditioning will be presented at the next regular meeting.

### **Operations Foreman Report**

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

- Longview Police Department (LPD) sent a thank you for assisting in the report of a submerged vehicle in the slough near Memorial Park Drive. The physical area made it difficult to determine from the bank if there was a vehicle in the water. Mr. Cox responded to the scene for assistance and volunteered to jump in and swam to the spot to ensure there was not a submerged vehicle in the water. Jim Duscha, Chief of Police, stated Mr. Cox's actions were above and beyond and vital to LPD's investigation and thanked Mr. Cox for his outstanding cooperation and resourcefulness.
- Mr. Cox attended a meeting regarding the SR 432-411 Interchange to ensure the District would not acquire increased flow or additional maintenance due to construction.
- Darren Frye, Chance Cox, and Gordon Bolar, District Operators recently attended the Washington State University (WSU) Pesticide License Recertification Training in Vancouver, Washington. The conference provides District employees the opportunity to obtain credits for certification as licensed applicators. Ryan Johns and Pete Cuttonaro District Operators, attended the WSU Pesticide Pre-License Certification course and tested for the aquatic pesticide license endorsement.
- Repair of a gate knocked over on Ditch No. 8 by a vehicle.
- The District crew continue to work on routine maintenance.

**Storm Response:** The District crew worked a 24-hour shift during the January 6, 2020 storm event. Champ's Tree Service provided two men to assist with debris removal. Mr. Cox reported some issues with Pumps No. 7 & 8 were arising causing a failure alarm and a power wire from the Main Pump Station to the Coal Creek transducer burned up. Ms. Blain noted the Pump No. 7 & 8 issue maybe a siphoning issue to be resolved. Mr. Cox stated Advanced Electrical Technologies (AET) worked to rewire power to the level transducer.

### **Attorney's Report**

Dave Spencer, Legal Counsel, reported on the following:

Project No. 20-02, General Electrical Services: Advanced Electrical Technologies (AET) submitted the 2020 rate schedule for General Electrical Services.

Following review and discussion, a motion was made and seconded to approve and execute the Agreement for General Electrical Services between CDID No. 1 and Advanced Electrical Technologies for the period January 1, 2020, through December 31, 2020, as submitted. Motion carried.

H-3367.4 Relating to Conforming Elections for Certain Special Districts with Title 29A: Mr. Spencer presented his comments on H-3367.4, which could potentially redefine qualified voter requirements and the qualifications of being a District Supervisor. Supervisor Bean asked if it would be beneficial to draft a letter to Washington State legislature representatives opposing the H-3367.4. Mr. Spencer stated he would draft a letter on behalf of the District if requested.

Following discussion, the Board of Supervisors made a motion to instruct Legal Counsel to draft a letter to Washington State legislature representatives opposing H-3367.4. Motion carried.

### **Old Business**

CDID No. 1 Employee Handbook Revisions: The Board of Supervisors made a motion to add Martin Luther King Jr. Day to the recognized holidays and increase floating holidays from two days to four days per eligible full-time employee. The first two floating holidays would be available annually on January 1<sup>st</sup> and the second two floating holidays available after July 1<sup>st</sup>. Motion carried.

Discussion of changing sick leave and vacation accrual to paid time off (PTO) was tabled until the next Regular Meeting.

Spirit Lake Tunnel Intake Gate Replacement and Geotechnical Drilling Project Update: Ms. Blain presented a comment letter drafted on behalf of the District in support of Alternative B: Windy Ridge to Pump Station, Spirit Lake Tunnel Intake Gate Replacement and Geotechnical Drilling Project.

Following review, the Board of Supervisors were in consensus of signing and sending the letter in support of Alternative B: Windy Ridge to Pump Station, Spirit Lake Tunnel Intake Gate Replacement and Geotechnical Drilling Project.

### **New Business**

**Advisory Committee – Amended Provisions:** The Board of Supervisors reviewed and signed the amended CDID No. 1 Advisory Committee Provisions to change the meeting location language as approved at the December 31, 2019 Regular Meeting.

**Advisory Committee Vacancy and Appointment:** Ms. Blain stated Jeff Cameron, a City of Longview Representative, will be retiring at the end of January 2020 and resigning from the Advisory Committee Board. Ms. Blain presented a letter from Kurt Sasha, City of Longview Manager, acknowledging Mr. Cameron's resignation and appointing Ken Hash, City Engineer, for replacement of the City of Longview appointed seat on the Advisory Committee Board. The Board of Supervisors acknowledged Mr. Cameron's resignation recognizing his extensive history of community service and thoughtful suggestions and comments over the last 17 years.

**District Manager Position:** The Board of Supervisors discussed appointing Ms. Blain to the District Manager position while Ms. Strayer uses some time off before full retirement and a pay increase to more accurately reflect increased responsibilities.

Following discussion, the Board of Supervisors made a motion to approve the promotion of Amy Blain from District Engineer to District Manager with a 10 percent salary increase effective January 1, 2020. Motion carried.

**2020 Election of Officers:** On a nomination duly made and seconded Sherry Bean was elected as Chair of the CDID No. 1 Board of Supervisors for the year 2020.

On a nomination duly made and seconded Tim Kilmer was elected as Vice-Chair of the CDID No. 1 Board of Supervisors for the year 2020.

On a nomination duly made and seconded Bill Hallanger was elected as Secretary of the CDID No. 1 Board of Supervisors for the year 2020.

### **Board of Supervisors Report**

The Board of Supervisors had nothing new to report.

#### **Approval of January 14, 2020 Claim Summary (2019 Budget)**

After review of the District claims, a motion was made and seconded to approve and execute the Claim Summary submitted in the amount of \$6,618.07. Motion carried.

#### **Approval of January 14, 2020 Claim Summary (2020 Budget)**

After review of the District claims, a motion was made and seconded to approve and execute the Claim Summary submitted in the amount of \$11,865.36. Motion carried.

**Ratification of December 31, 2019 Payroll and Benefits**

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending December 31, 2019 were approved in the amount of \$43,161.91. Motion carried.

**Adjourn Meeting**

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

The next regular Board of Supervisors' meeting is scheduled for January 14, 2020.

The next Advisory Committee meeting is scheduled for January 16, 2020.

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Sherry Bean, Chair

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Bill Hallanger, Vice-Chair

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Tim Kilmer, Secretary