

## Consolidated Diking Improvement District No. 1

### Board of Supervisors Meeting Minutes

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

**January 28, 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 28, 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**

Dave Spencer

#### **Guests:**

Brett Bates, White River Development  
Jim White, White River Development  
Scott Gilliland, PLS Engineering

### **Agenda**

The following items were added/corrected on the agenda:

#### **Old Business:**

- District Manager Position

#### **New Business:**

- ~~Satisfactory Completion of Probationary Period, Pete Cuttonaro~~

#### **Acknowledge Staff Changes:**

- Satisfactory Completion of Probationary Period, Pete Cuttonaro

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 January 14, 2020, copies of which had been submitted to the Board, was waived and the minutes were approved as if read.

### **Timed Agenda Item**

#### **9:00 a.m., Permit No. 20-01, 3<sup>rd</sup> Avenue Plan Review, White River Development**

Troy Cole, Engineer Specialist, introduced Scott Gilliland, PLC Engineering, Brett Bates White River Development, LCC, and Jim White, White River Development, LLC, present to discuss the following for a proposed Encroachment Application at 1217 3<sup>rd</sup> Avenue:

- Replacing existing 8-inch discharge pipe with a 12-inch discharge pipe.
- Purchasing into the District's Regional Detention Basin for stormwater detention.
- Replacing existing fence with a new fence in the same location.
- Building encroachment of approximately 12-feet onto District easement.

Ms. Blain stated upsizing the discharge pipe will not create a maintenance issue, but detention capacity for additional water runoff must be addressed. Discussion followed regarding the capacity of Ditch No. 4, ineligibility to participate in the Regional Detention Program due to distance and conveyance limitations, and options to improve or construct additional storage volume elsewhere in Ditch 4. Ms. Blain asked whether all options had been exhausted to incorporate onsite detention. Mr. Gilliland stated the proposed development is constrained by the available space, and soil condition would make underground stormwater detention extremely costly, causing developers to revisit the project feasibility. Mr. Cox and Ms. Blain will visit the site and surrounding area to determine if there is a location within Ditch No. 4 that can be improved to construct an equivalent active storage volume.

Mr. Cox stated the building encroachment and fence replacement will not hinder District maintenance access. Mr. Cole noted the fence should be staked before installation for inspection by the District before installation to ensure there is no further encroachment. Ms. Blain recommended the Board consider vacating a portion of the easement such that the building will not encroach, rather than allowing the building to be constructed on top of easement area. Ms. Blain asked if parking spots could be eliminated or reconfigured in such a way that the building could be situated outside of the easement. Mr. Gilliland stated that several design iterations had been created to modify the site layout but, due to setbacks and other requirements, all other options significantly limit building size.

Discussion was tabled until further research is completed regarding storage capacity in Ditch No. 4 and easement research.

### **Stormwater Manager's Report**

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

### Engineer's Report

Amy Blain, District Engineer, reported on the following:

Project No. 20-10 Website Redesign: Content pages were submitted to Civic Plus to begin formatting the District's website. A website reveal is scheduled for February 13, 2020 in draft form for staff to make edits. Ms. Blain stated new forms and checklists were created to simplify the permitting process. Ms. Blain explained encroachment permits are now tiered to distinguish between simple permits like fences, gardens and chicken coops, complex permits still in the internal system of the District, and other permits involving approval from the U.S. Army Corps of Engineers (USACE).

Vibration Analysis Test: Ms. Blain recalled discussion of the Vibration Analysis Test completed by Northwest Motor Services (NWMS) at the January 14, 2020 Regular Meeting. Ms. Blain reported NWMS submitted proposal costs of reconditioning pump motors including Washington State sales tax as follows:

Pump No. 1 at Main Pump Station	\$15,115.00
Pump No. 8 at Main Pump Station	\$15,013.00

Ms. Blain explained the motor reconditioning scopes include: disassemble, inspect, test and measure, check bearing fits, replace bearings, steam clean parts and bake dry, re-treat windings with new varnish, dynamically balance rotor, assemble motor, paint and detail, perform test run and final quality control, and deliver and assist with reinstallation. Ms. Blain noted the Pump No. 8 motor recondition includes a \$2,000 allowance for crane rental services, stating the Main Pump Station has a crane for onsite removal with assistance from NWMS. Ms. Blain also stated the amounts budgeted have small allowances for potential problems found once the pump motors are pulled. Ms. Blain explained NWMS indicated it is not uncommon to find additional machining work that is undetectable until motors are pulled. Supervisor Kilmer asked about the warranty on the pump motors once reconditioned. Ms. Blain stated there is a 1-year warranty.

Ms. Blain stated this work would be scheduled to occur in the summer and will potentially coincide with replacement of the switchgear and motor control center in the main pump station. The motors will be out for approximately 4 weeks.

A motion was made, and seconded, to approve the motor reconditioning of Pump No. 8 and Pump No. 1 at the Main Pump Station, as presented. Motion carried.

### Operations Foreman Report

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

- Fabricating a motorized wench onto the airboat to assist lifting the rake in and out of the water. Mr. Cox explained the airboat is now easily operated by one person

allowing another to assist with hauling. Mr. Cox noted Cutoff Slough homeowners have voiced compliments of how nice the ditch looks.

- Moving flood fight supplies to the Fisher's Lane storage building. Mr. Cox stated the District is prepared for a flood event at both the Main Pump Station and the Fisher's Lane storage building.
- Finishing placing jersey barriers along Ditch No. 10 at Memorial Park Drive to prevent debris dumping and unauthorized vehicle access. Mr. Cox noted reflective tape is being added to the barriers to improve night visibility.
- The District crew continue to work on routine maintenance.

Oregon Way Outfall: Fisk Communications bored a hole into the District's Oregon Way outfall while working in the area. District staff patched the hole with a stainless-steel threaded rod centered in concrete epoxy while using a heat gun to speed up the curing process. Mr. Cox noted an eight-inch riser with cap is being used as to mark the repair location and to observe leakage. Ms. Blain stated the District is investigating options for long-term repair during summer time.

Project No. 20-11, Backhoe Purchase: Mr. Cox recalled the District's recent sale of the 2007 Caterpillar 430 backhoe to Beacon Hill Water and Sewer District (BHWSD) for \$62,000.00 to put toward the purchase of a new backhoe. Mr. Cox presented the following quotes for a new backhoe:

- |                                   |                           |
|-----------------------------------|---------------------------|
| • Caterpillar 450 Backhoe Loader  | \$222,000 (incl. options) |
| • Case 590 Super N Loader Backhoe | \$136,400 (less options)  |
| • John Deere 710L Loader Backhoe  | \$176,000 (less options)  |

Mr. Cox stated after demonstrating each backhoe the Caterpillar 450 backhoe, though more expensive, seems to be the best fit for District maintenance activities and recommended approval. Mr. Cox explained the Caterpillar 450 backhoe has additional safety provisions, would be the correct size for the District's tight maintenance access points, and includes an angled broom attachment, pallet fork attachment, and five-year warranty. Mr. Cox stated with the broom attachment the District will be able to clean after their own truck tracks when necessary instead of depending on the City of Longview Streets Department. Mr. Cox noted with the money collected for the surplus backhoe the District will still be under budget for the new backhoe.

A motion was made, and seconded, to approve the purchase of the Caterpillar 450 Backhoe Loader at a price of \$222,000.00 including Washington State sales tax. Motion carried.

### **Attorney's Report**

Dave Spencer, Legal Counsel, reported on the following:

Proposed Senate Bill 6324: Ms. Blain stated she spoke with Patrick Harbison, Cowlitz County Public Works Utilities Manager, regarding the proposed bill and they also have opposition along with other Diking District concerns mirroring CDID No. 1's.

Proposed Senate Bill 2588: On reexamination Mr. Spencer stated this proposed bill would require the District to publish all financial information and meeting minutes on the District's website. Ms. Blain stated she will contact Civic Plus to ensure a module is created for the District's website if the bill is approved.

### **Old Business**

CDID No. 1 Employee Handbook Revisions: Ms. Blain discussed the extent of the change in the CDID No. 1 Employee handbook. Ms. Blain explained several District adopted policies were added and the manual itself is much more comprehensive. Ms. Blain stated she would like to revisit the On-Call Memorandum that hasn't been revised since 1995 and look at the Paid Protective Equipment (PPE) Policy which introduces a lot more work for the District Operations Foreman and crew. Supervisor Bean asked about revisiting the Clothing and Boot Stipend. Ms. Blain stated she will review the Clothing and Boot Stipend. Ms. Blain requested the Board review the handbook and welcomed all comments and edits.

Paid Time Off Policy: Ms. Blain presented the Paid Time Off (PTO) Policy and reviewed a comparison with other like entities. Supervisor Bean asked why the accrual limit was 1,000 hours. Ms. Blain explained other entities have an 800-hour limit with additional cash out clauses. Ms. Blain stated the District's policy is a use it or lose it policy with the accrual limited to a maximum of 1,000 hours at the end of any calendar year and a one-time annual cash out clause requiring employees to keep banked 80 hours before being able to do so. Supervisor Bean also asked if there was an accrual limit for temporary employees. Ms. Blain stated according to Washington State law there is no accrual limit to temporary employees who accrue 1 hour of paid leave for every 40 hours worked. Ms. Blain noted the policy also states PTO shall not be used in increments smaller than one-half (1/2) hour.

Following discussion, a motion was made, and seconded, to approve the Paid Time Off Policy as presented. Motion carried.

District Manager Position: Ms. Blain presented a comparison of salaries with multiple other entities with like positions to the District Manager. Ms. Blain proposed staying at the current salary for the District Manager approved at the January 14, 2020 Regular Meeting and two additional steps with a 5 percent salary increase the next two years.

Following discussion, a motion was made, and seconded, to approve a 5 percent salary increase plus COLA for the District Manager the next two years. Motion carried.

### **New Business**

Fence Damage – 400 Block of West Side Highway, Parcel # 10422: Mr. Cole reported on December 31, 2019 a car was ran into the District's fence on the 400 block of West Side Highway on parcel # 10422. Mr. Cole stated United Services Automobile Association (USAA) contacted the District to request photographs of the damage and a quote to repair the fence. Mr. Cole stated he had contacted Able Fence to request a proposal for the repair and, when received, he would submit it to USAA.

### **Board of Supervisors Report**

The Board of Supervisors had nothing new to report.

### **Approval of January 28, 2020 Claim Summary**

After review of the District claims, a motion was made and seconded to approve and execute the Claim Summary submitted in the amount of \$103,888.78. Motion carried.

### **Ratification of January 15, 2020 Payroll and Benefits**

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending January 15, 2020 were approved in the amount of \$47,658.62. Motion carried.

### **Acknowledge Staff Changes**

Satisfactory Completion of Probationary Period, Pete Cuttonaro: On January 29, 2020, Pete Cuttonaro will successfully have completed his probationary period and attain regular status as a CDID No. 1 employee. Ms. Blain stated Mr. Cuttonaro has the ability to communicate effectively, problem solve, and consistently project a positive demeanor making him an asset to the District.

Ms. Blain stated the District Manager has discretion, on a case by case basis, to credit current employee PTO account balances with a "catch-up" Personal Leave based on similar criteria afforded to new employees. Ms. Blain recommended moving Mr. Cuttonaro to a 5-year accrual rate give his 13 years of experience at Cowlitz County Solid Waste.

A motion was made, and seconded, to approve crediting Pete Cuttonaro, District Operator, to a Paid Time Off accrual rate of 5 years. Motion carried.

**Adjourn Meeting**

There being no further business, the meeting adjourned at 10:50 a.m.

The next regular Board of Supervisors' meeting is scheduled for February 11, 2020.

The next Advisory Committee meeting is scheduled for February 20, 2020.

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Sherry Bean, Chair

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Tim Kilmer, Vice-Chair

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Bill Hallanger, Secretary