

Consolidated Diking Improvement District No. 1

Board of Supervisors Meeting Minutes

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

January 31, 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 31, 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

Agenda

The following item was edited on the agenda:

Engineer's Report:

- Project No. 23-04, 23-09, Trailer Purchase
- Project No. 23-02, 23-10, Mobile Diesel Generator

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 10, 2023, 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.

Permit No. 23-01, 2414 Corman Road

Ms. Blain presented an Encroachment Permit Application for an existing fence encroached onto District property at 2414 Corman Road. Ms. Blain explained the fence does not hinder District maintenance access, but should be permitted if allowed to remain.

Discussion followed regarding neighboring homeowners and setting a precedence. The Board of Supervisors tabled discussion for further research of neighboring property corners.

Engineer's Report

Project No. 22-02, Pump Station Transfer Switches: J.H. Kelly completed installing transfer switches at the 48th Avenue and Oregon Way Pump Stations. Ms. Blain presented photos of the electrical cabinets and connections noting the project was a major improvement and cleaned up electrical at both pump stations. Ms. Blain stated in the event of a power outage the mobile diesel generator could run both 48th Avenue Pump Station pumps and one at the Oregon Way Pump Station.

Project No. 22-09, Trailer Purchase: Quotes were received for a 25' long 3-axle deckover tilt trailer with 62,000 pounds hauling capability as follows:

Olympic:	\$54,296.01
Felling:	\$61,369.96
Trailmax:	No response

Ms. Blain stated the project was budgeted for \$55,000. Funds will be rolled into 2023 from the 2022 budget and will be awarded to Olympic. Mr. Cox noted the trailer specifications include extra d-rings for tie down capabilities, an oversized load sign and a built-in toolbox.

Project No. 23-10, Mobile Diesel Generator: A bid package with specifications for a trailer mounted diesel mobile generator with a 500 KW engine and 500-gallon fuel tank is being sent to Cummins, CAT and Kohler. Bids are due February 23, 2023. The lowest responsible bidder will be awarded the project. Discussion followed regarding use of the generator and expiration of diesel in the fuel tank.

Mr. Cox reported Summit Machinery requested to take the District's LinkBelt 160X4 mini excavator to a trade show in February 2023. Mr. Cox recommended allowing the machine to be borrowed for a few days if not in use. Ms. Blain stated she doesn't have issue as long as insurance is provided prior. Supervisor Kilmer noted it is testimony the District received a great machine if the company that customized it wants to use it to show off their capabilities and requested photos from the trade show. Supervisor Hallanger stated Summit should be responsible for hauling costs to move the long reach excavator if an emergency were to occur in the mini excavator's absence.

Ms. Blain noted a parcel was listed for sale on River Road along the Cowlitz River levee. Ms. Blain stated she contacted the realtor to inform them of parcel limitations being in the levee right-of-way.

Operations Foreman Report

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

- Carney Construction completed cleaning along Tennant Way and are currently cleaning along Drain No. 22 near 40th Avenue.
- Cleanup of blackberries at the Cutoff Slough along 40th Avenue. The homeowner moved a horse fence and animals for additional access. Mr. Cox noted the fence relocation allows continued maintenance access to streamline mowing operations and a gate will be installed to prevent trespassing.
- Repairs of the ditch bank including adding fabric and rock to prevent ivy from growing and reduce herbicide application and mowing operations at 2350 Ocean Beach Highway near the Lake Sacajawea inlet screen.
- Vehicle trespassing along River Road created deep ruts and damage to recent repairs. Mr. Cox stated the area will be regraded and a boulder barrier will be installed to prevent further trespassing while allowing access to reach over with a mower boom for maintenance.
- Homeless camp abatement along the Cowlitz River levee between Lakeside Industries and Peterson CAT in the District's right-of-way. Mr. Cox stated notification was posted prior to camp removal.

Attorney's Report

Project No. 23-02, General Electrical Services: Ms. Atkins presented the Agreement for General Electrical Services with language change requests from Advanced Electrical Technologies (AET) that were reviewed and approved by District Legal Counsel and additionally Propel Insurance recommended increasing the amount of General Liability Insurance for property damage.

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

Project No. 23-03, General Ditch Maintenance Service – AES: Advanced Excavation Services (AES) submitted the 2023 rate schedule with minor cost increases. Ms. Atkins presented an Agreement for Services of Independent Contractor with AES 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 AES as presented. Motion carried.

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 31, 2023 Claim Summary

After review of District claims, a motion was made and seconded to approve and execute the January 31, 2023 Claim Summary submitted in the amount of \$88,423.32. Motion carried.

Approval of the January 2023 Bank of America Claim Summary

After review of the District claims, a motion was made and seconded to approve and execute the January 2023 Bank of America Claim Summary submitted in the amount of \$2,508.27. Motion carried.

Ratification of January 15, 2023 Payroll and Benefits

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending January 15, 2023 were approved in the amount of \$44,424.10. Motion carried.

Adjourn Meeting

There being no further business, the meeting adjourned at 9:55 a.m.

The next regular Board of Supervisors' meeting is scheduled for February 14, 2023.

The Advisory Committee meeting is scheduled for February 16, 2023.

Tim Kilmer, Chair

Sherry Bean, Secretary

Bill Hallanger, Vice-Chair