

## **Consolidated Diking Improvement District No. 1**

### **Board of Supervisors Meeting Minutes**

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

**February 11, 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., February 11, 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

#### **Guest:**

Steve Haubner, City of Longview

### **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 January 28, 2020, 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, reported on the following:

Village Pointe LLC modified their design to include onsite stormwater detention. The overall project concept is for multiple phases of mixed-use development. Mr. Haubner stated as part of the SEPA Village Pointe LLC is required to provide access to the nearby park with a pedestrian bridge to meet building code. After progressing to more phases, the bridge will be required to support vehicles to meet fire code. Mr. Haubner noted the City will not allow the Village Pointe LLC to install any culverts restricting ditch capacity. Mr. Haubner noted Village Pointe LLC is anticipated to start preliminary grading spring of 2020 if all paperwork is submitted.

Bids for the Beech Street Box Culvert Replacement project are expected by March 2020.

### **Permit No. 20-01, 3<sup>rd</sup> Avenue Site Plan, White River Development**

Ms. Blain recalled discussion at the January 28, 2020 Regular Meeting of determining a location within Ditch No. 4 to improve to construct an equivalent active storage volume for stormwater detention for White River Development. Ms. Blain stated she and Mr. Cox visited the site to view potential options and identified a site north of Hudson Street. Carney Construction was contacted and gave an estimate for the work which was passed along to White River Development. Ms. Blain noted White River Development requested to do their own construction. Ms. Blain stated using Carney Construction, a contractor familiar with the District's system, is preferred. Mr. Spencer stated because the location determined is on District property White River Development can be required to use a specific contractor.

Mr. Haubner noted the City of Longview supports White River Development improving a location within Ditch No. 4 to construct an equivalent active storage volume for stormwater detention.

Following discussion, the permit is on hold until the City of Longview approves the building site plan. Motion carried.

### **Engineer's Report**

Amy Blain, District Engineer, reported on the following:

Project No. 18-14, SCADA Upgrades: Advanced Electrical Engineering (AET) is working on programming and developing the overview screens for the SCADA system.

Project No. 19-16, Cowlitz River Bathymetric Survey: A Flood Protection Meeting was held on February 6, 2020 at Cowlitz County. Ms. Blain reported the U.S. Army Corps of Engineers (USACE) was in attendance and progress is being made to provide an update on results of protection levels. Ms. Blain noted an additional hydro survey is anticipated in July 2020 and will know more about the survey funding at a later date.

### **Operations Foreman Report**

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

Ditch No. 5 Rollover Accident: On February 2, 2020, an unloaded log truck rolled onto the bank of Ditch No. 5. Mr. Cox stated the truck did not roll into the water and doesn't anticipate any bank repairs.

Industrial Way Pump Station Breaker Replacement: Advanced Electrical Technologies (AET) replaced a breaker at the Industrial Way Pump Station during a scheduled power outage with the Cowlitz Public Utilities Department (PUD). Mr. Cox reported problems seem to originate from valving issues. Ms. Blain stated she is reviewing an Industrial Way

Pump Station report from several years ago identifying multiple resolution options to determine a way to proceed.

Project No. 20-07, Animal Damage Control: Mr. Cox reported the District has been extremely effective with the in-house animal damage control to ensure public safety and invasive species damage control. Mr. Cox stated the District's current air rifle is losing velocity and after calling the manufacturer discovered it will cost more than the item in time and materials to have it fixed. Mr. Cox requested to upgrade the District's air rifle. Discussion followed regarding the purchase of a new air rifle for animal damage control.

A motion was made, and seconded, to approve purchasing a new air rifle at a cost not to exceed \$2,500.00 including Washington State sales tax. Motion carried.

Project No. 20-11, Backhoe Purchase: Mr. Cox recalled at the January 28, 2020 Regular Meeting a motion was made to approve the purchase of the Caterpillar 450 Backhoe Loader at a price of \$222,000.00 excluding Washington State sales tax. Mr. Cox explained there was a misunderstanding with the quote received and an additional \$7,000.00 is needed to include the auxiliary circuit which is critical to the machine. Mr. Cox stated if the Board of Supervisors do not want to approve additional funds alternate attachments can be eliminated to make up for the difference.

Supervisor Kilmer asked if the warranty is still valid if the backhoe loader is modified to include the auxiliary circuit. Ms. Blain stated if the auxiliary is done directly through Caterpillar faults will be covered under warrant.

A motion was made, and seconded, to approve an additional \$7,000.00 for the purchase of the Caterpillar 450 Backhoe Loader for a total cost of \$229,000.00 excluding Washington State sales tax. Motion carried.

### **Attorney's Report**

Easement Vacation, Ditch No. 4: Dave Spencer, Legal Counsel, presented a quit claim deed prepared to vacate a portion of the District's easement at 1217 3<sup>rd</sup> Avenue to White River Development. Mr. Spencer stated Permit No. 20-01, 3<sup>rd</sup> Avenue Site Plan and the easement vacation should not be approved until White River Development's building site plan is approved by the City of Longview. Mr. Spencer explained if the project is denied by the City of Longview for any reason it would not be easy to get the easement back.

A motion was made, and seconded, to approve the quit claim deed subject to the City of Longview's approval of the building site plan. Motion carried.

### **Old Business**

2020 Election Results: Ms. Blain reported Supervisor Hallanger was re-elected for an additional six years. Ms. Blain noted there were some issues/complaints including: insufficient public notice, alleged electioneering and six votes were challenged.

CDID No. 1 Employee Handbook Revisions: Ms. Blain highlighted the following key changes to the CDID No. 1 Employee Handbook:

- Section 1: Definitions of family and full-time employee
- Section 2: Time to file complaints and begin/complete investigation
- Section 5:
  - Added sections for “On-Call Pay” and “Work Out of Classification”
  - Added clause to recover processing fees for garnishment
  - Job description and proposed rate of pay will be “approved” by Board of Supervisors
  - Boot Allowance: Increase to \$300.00, amount “as approved by Board of Supervisors”
  - Reimbursements for CDL and PE licensing
- Section 7: Cited all references to military leave as (15) working days
- Section 9: Tightened language under substance abuse violation
- Section 10: Time limit stipulations for grievances

Following discussion, a motion was made, and seconded, to approve the CDID No. 1 Employee Handbook as presented. Motion carried.

Ms. Blain stated the District’s current On-Call Compensation Policy has not been reviewed since 1997. Ms. Blain stated the District’s currently On-Call Compensation is an additional \$0.53/hour per employee. After presenting/comparing several other like entities On-Call Compensation, Ms. Blain proposed the District change the policy to credit on-call employees one hour at the overtime rate for each day on-call including weekdays, weekends and holidays. On-call pay shall be in addition to the two-hour minimum call out time or time actually worked. Ms. Blain stated employees entitled to overtime pay for on-call compensation may elect to be credited one and one-half hours of compensatory time instead of cash payment. Ms. Blain recommended the On-Call Compensation Policy proposed changes be effective January 1, 2021 to allow budgeting for additional funds.

Following discussion, a motion was made, and seconded to approve changing the On-Call Compensation Policy as presented effective January 1, 2021. Motion carried.

### **New Business**

Resolution No. 20-01, Surplus Items: Resolution No. 20-01, declaring certain personal property to be surplus to the needs of the District was prepared and authorized the sale or other disposal thereof.

Following review and discussion a motion was made and seconded to approve and execute Resolution No. 20-01 as follows:

**RESOLUTION NO. 20-01**  
**CONSOLIDATED DIKING IMPROVEMENT DISTRICT No.1**  
**of**  
**COWLITZ COUNTY, WASHINGTON**

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A Resolution declaring certain personal property to be surplus to the needs of CONSOLIDATED DIKING IMPROVEMENT DISTRICT No.1 of Cowlitz County, and authorizing the sale or other disposal thereof.

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WHEREAS, CONSOLIDATED DIKING IMPROVEMENT DISTRICT No.1 of Cowlitz County, Washington, (CDID #1) possesses certain personal property that is obsolete, broken beyond reasonable repair and/or of no present or foreseeable use or benefit to the district and should be disposed of; and

WHEREAS, said personal property that is not sold as herein provided is believed to have no market value except as scrap;

NOW, THEREFORE, BE IT RESOLVED by CONSOLIDATED DIKING IMPROVEMENT DISTRICT No.1 of Cowlitz County, Washington, that the items of personal property described and listed in exhibit "A", attached hereto and incorporated herein by this reference, are hereby declared to be surplus to the present and foreseeable needs of the District and should be sold or disposed of as scrap if no there are no interested buyers. Said property shall be advertised for sale, and reasonable opportunities for people to inspect the items shall be provided; purchasers shall submit sealed bids for the items they are interested in purchasing. Said property also may be advertised, listed and sold using internet facilities including "craig's list". Items not sold as herein provided shall be disposed of as scrap.

BE IT FURTHER RESOLVED, that the Manager of CDID #1 is hereby authorized and directed to affect such disposal.

<b>"Exhibit A"</b>			
<b>CDID #1 Surplus Items</b>			
<b>Qty</b>	<b>Inventory #</b>	<b>Description</b>	<b>Serial #</b>
1	1107	Quasar Video Viewer	N/A
1	1160	Dell Precision Computer	N/A

1	1165	Dell Laptop Computer	CN-OHN341-48643-78F-2133
1	1241	Optiplex 990 Desktop - Foreman	N/A
1	1245	Western Digital My Passport Essential SE 1TB USB 3.0 Portable External Hard Drive	N/A
1	1246	ASUS RT-N66UIEEE 802.11a/b/g/n, IEEE 802.3/3u/3ab Dual Ban Wireless-N900 Gigabit Router	N/A
1	1266	Bissel Powerfresh Steam Mop	1940A
1	1281	Samsung S24E310HL 23.6-Inch Screen LED-Lit Monitor (Manager's Computer)	N/A

Motion carried.

### **Board of Supervisors Report**

The Board of Supervisors had nothing new to report.

### **Approval of February 11, 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 \$15,537.68. Motion carried.

### **Ratification of January 31, 2020 Payroll and Benefits**

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending January 31, 2020 were approved in the amount of \$46,181.61. Motion carried.

### **Adjourn Meeting**

There being no further business, the meeting adjourned at 10:35 a.m.

The next regular Board of Supervisors' meeting is scheduled for February 25, 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