

Consolidated Diking Improvement District No. 1

Board of Supervisors Meeting Minutes

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

March 10, 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., March 10, 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

Agenda

The following item was added to the agenda:

Engineer's Report:

- Project No. 20-13, Protected Keying System

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 February 25, 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, was absent from the meeting.

Permit No. 20-03, 46th Avenue Geotechnical Investigation

Ms. Blain reported the City of Longview recently completed multiple boring tests for a 46th Avenue geotechnical investigation to widen the road. Ms. Blain explained initially all proposed boring test locations were out of District property, but it was discovered during

drilling one is not and equipment used to drill the boring caused damage to District property. Ms. Blain stated the City's contractor will repair the damage and this permit will allow the work completed to be properly documented.

A motion was made and seconded, to approve Permit No. 20-03, 46th Avenue Geotechnical Investigation, as submitted. Motion carried.

4717 Pennsylvania Street (Drain No. 15)

Ms. Blain reported an inquiry regarding a single residence being built at 4717 Pennsylvania Street and proposed stormwater discharge to Drain No. 15. Ms. Blain noted the property is within Cowlitz County and out of zones applicable to purchase into the District's Regional Stormwater Detention. Ms. Blain explained the property owners are proposing stormwater discharge to Drain No. 15 to determine feasibility prior to submitting an Encroachment Permit Application. Ms. Blain stated Patrick Harbison, Cowlitz County Public Works Diking Engineer, and Sara Kalal, Cowlitz County Public Works Engineering Tech III, indicated if a letter is received from the District permitting the stormwater discharge into Drain No. 15, building permits can be approved. Ms. Blain stated the proposed development includes a home, shop and driveway and is approximately 13,200 square feet of impervious surface. Ms. Blain noted the developer is trying to apply low impact development where stormwater discharge comes only from the home/shop and a vegetated strip filters discharge from the driveway before reaching Drain No. 15. Ms. Blain and Mr. Cox visited the site to determine if the additional stormwater discharge would be acceptable. Ms. Blain reported flow in Drain No. 15 is minimal and suggested removal of several trees to reduce flow restriction and improve District access and maintenance to make the potential permit feasible. Ms. Blain stated she brought the preliminary ideas to the Board of Supervisors for suggestion of other options or ideas.

Following discussion, the Board of Supervisors were in consensus accepting stormwater discharge from a single residence home would be considered if a formal Encroachment Permit Application were submitted.

Engineer's Report

Amy Blain, District Manager, reported on the following:

Project No. 19-10, Main Pump Station Switchgear and MCC Replacement: Hamer Electric produced submittals for the project on March 3, 2020, leaving little time for review. Ms. Blain reported the submittals are very lengthy and the District and Industrial Engineers are beginning review on detailed information and drawings showing the switchgear and MCC components, wire and breaker sizing, etc. Ms. Blain reported she asked Hamer Electric to re-verify equipment's physical footprint and it was determined what was submitted is too large for the Main Pump Station's space constraints.

Ms. Blain stated a meeting was scheduled with Hamer Electric (contractor), North Coast Electric (supplier), and ABB (manufacturer) to find a resolution for specifications not being

met and to ensure the project will be completed in the time frame allotted. If not, the project will have to be delayed another year to meet the construction window.

Project No. 19-20, Website Redesign: CivicPlus is set to launch the District's website to the public today. Ms. Blain stated a link of the District's website was sent to the Board of Supervisors and the Advisory Committee for edits prior to the launch. Supervisor Kilmer suggested adding the website to the District's voicemail.

Project No. 20-13, Protected Keying System: Troy Cole, Engineering Specialist, reported the following bids were requested/submitted for a protected keying system:

- Keys Plus \$16,000
- NW Security & Lock \$24,000
- Loc Doc Declined to quote
- Chown Hardware Unresponsive

Mr. Cole explained the system will replace 201 cores, 55 keys, and provide 10 new padlocks. The new system will consist of 3 keys to unlock the entire system categorized by levee system, interior gates, and buildings. Mr. Cole recommended using Keys Plus for the project noting \$20,000 was budgeted in 2020 for the project.

Following discussion, a motion was made and seconded to accept the quote from Keys Plus for the protected keying system at a cost not to exceed \$16,000 including Washington State sales tax. Motion carried.

Operations Foreman Report

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

- Continue clearing Ditch No. 15 for improved flow, storage and accessibility.
- AET repaired the 48th Avenue Pump Station to relay pump data with the SCADA system upgrades.
- The District's Challenger mower is at Holt Machinery for repairs.
- Herbicide spraying operations have begun.
- Inspecting a metal pipe below Pump No. 8 while water levels are low.

HASA Fire, Industrial Way: On March 5, 2020 District staff responded to a fire at HASA. Mr. Cox explained the District was requested to shut off pumps at the Industrial Way Pump Station to let the Aquinas Film Forming Foam (AFFF) used to put out the fire to settle before being pumped into the river. Mr. Cox noted no chemicals were released from HASA into the waterways.

Attorney's Report

Dave Spencer, Legal Counsel, had nothing new to report.

Old Business

Board of Supervisors Elections: Ms. Blain reported the Cowlitz County Elections Department stated they are opting out of contracting with the District for the next Board of Supervisors Election. Ms. Blain stated statutorily the Elections Department is only required to handle candidate filings and publish the notice of election. The District will need to compile a list of all eligible registered voters from information Cowlitz County holds and administer the election on the Election Day. It has not yet been determined who will be responsible to count votes and report election results. Ms. Blain noted the next election will be held in February 2022.

Board of Supervisors Report

The Board of Supervisors had nothing new to report.

Approval of March 10, 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 \$80,592.24. Motion carried.

Ratification of February 29, 2020 Payroll and Benefits

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending February 29, 2020 were approved in the amount of \$63,941.53. 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 March 31, 2020.

The next Advisory Committee meeting is scheduled for March 19, 2020.

Sherry Bean, Chair

Tim Kilmer, Vice-Chair

Bill Hallanger, Secretary