

Consolidated Diking Improvement District No. 1

Board of Supervisors Meeting Minutes

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

March 29, 2022

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., March 29, 2022.

Present:

Board of Supervisors:

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

Staff:

Amy Blain, District Manager
Morgan Atkins, Admin. Finance Assistant
Chance Cox, Operations Foreman

Legal Counsel:

Dave Spencer

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 March 8, 2022, 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. 22-04, Outfall 4305 Pacific Way

Ms. Blain presented an Encroachment Permit Application submitted by Shawn Erlandson, 4305 Pacific Way for an outfall. Ms. Blain explained the outfall would redirect an existing ditch beginning to cause problems in Mr. Erlandson's yard. Ms. Blain recommended approval stating the outfall would be an armored open ditch that would not hinder District maintenance activities.

Following discussion, a motion was made and seconded to approve Permit No. 22-04, Outfall 4305 Pacific Way, as presented. Motion carried.

Engineer's Report

Amy Blain, District Manager, reported on the following:

Nippon Dynawave Packaging completed emergency repairs along the Columbia River Levee. Ms. Blain explained the levee was partially excavated while cleaning bark chips. Ms. Blain communicated the repair to the U.S. Army Corps of Engineers (USACE) and Nippon Dynawave Packaging is using the District's specific provisions to fill, compact, materials and hydroseeding. Ms. Blain noted she will recommend armoring the ditch bank instead of hydroseeding for this particular location to prevent future damage while cleaning.

Project No. 22-11, Coal Creek Paving: Lakeside Industries completed paving the levee from the Main Pump Station to Coal Creek and additions. Ms. Blain reported Carney Construction is hauling additional rock to finish the gravel shoulderes.

Project No. 22-12, Generator Upgrades: District staff met onsite with R&W Engineering Inc. and are working to finalize manual transfer switch designs for the pump station generator upgrades. Ms. Blain explained R&W Engineering Inc. worked with Cowlitz Public Utilities Department (PUD) regarding load studies and estimate the manual transfer switches will cost approximately \$32,000 at 48th Avenue Pump Station and \$68,000 at Oregon Way Pump Station. Ms. Blain noted the difference in cost is to relocate an existing meter at the Oregon Way Pump Station. Ms. Blain stated once manual transfer switches are installed District staff will be able to connect a trailer mounted generator easily using color coded connections. Ms. Blain stated the City was involved with the design phase to make similar upgrades to their buildings in the future for potential shared use of generators and/or assistance in a storm event.

Discussion followed regarding upgrading other pump stations and budgeting for a trailer mounted generator.

Operations Foreman Report

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

- Changing the oil at all the pump stations.
- Mowing with the zero-turn riding lawn mower.
- Working to resolve water issues at the Main Pump Station with the City and Carney Construction.
- Pre-emergent spraying operations to ensure we're prepared for the 2023 USACE levee inspection.

Attorney's Report

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

Old Business

Request of Qualifications for Legal Counsel: Ms. Blain, Mr. Kilmer, and Mr. Spencer interviewed two candidates for Legal Counsel. Ms. Blain stated both candidates were qualified to suit the District and more than capable to do the job. Mr. Kilmer stated Frank Randolph was the favored candidate for knowledge specific to the District and time flexibility. Mr. Randolph proposed an hourly rate of \$220 plus actual expenses to which Mr. Spencer proposed a minimum monthly wage of \$1,000.

Following discussion, a motion was made and seconded to hire Frank Randolph as Legal Counsel effective May 1, 2022 at \$220 an hour, plus actual expense, but not less than \$1,000 per month. Motion carried.

New Business

City of Longview Bicycle and Pedestrian Master Plan: Ms. Blain and Mr. Cox met with the City regarding a master plan for a bicycle and pedestrian path containing 88 total projects. Ms. Blain explained 10 of the proposed projects are within the District's right-of-way (ROW), but will not hinder District operations. Ms. Blain stated the District would be interested in partnering with the City along applicable trails that would benefit District maintenance access. Ms. Blain is researching several parcels along Fisher's Lane to Peardale Lane that will need to be acquired for trail expansions, explaining the parcels would allow the Cowlitz River levee to be closed and potential use of neighboring rail lines. Supervisor Hallanger cautioned about opening walking trails behind homeowners inviting unwanted traffic.

Board of Supervisors Report

The Board of Supervisors had nothing new to report.

Approval of March 29, 2022 Claim Summary

After review of District claims, a motion was made and seconded to approve and execute the March 29, 2022 Claim Summary submitted in the amount of \$404,074.72. Motion carried.

Approval of the March 2022 Bank of America Claim Summary

After review of the District claims, a motion was made and seconded to approve and execute the March 2022 Bank of America Claim Summary submitted in the amount of \$877.29. Motion carried.

Ratification of March 15, 2022 Payroll and Benefits

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending March 15, 2022 were approved in the amount of \$32,187.93. Motion carried.

Acknowledge Staff Changes

Greg Bardal, Operator, hired effective April 1, 2022

Adjourn Meeting

There being no further business, the meeting adjourned at 10:00 a.m.

The next regular Board of Supervisors' meeting is scheduled for April 12, 2022.

The Advisory Committee meeting is scheduled for April 21, 2022 via Zoom.

Tim Kilmer, Chair

Sherry Bean, Secretary

Bill Hallanger, Vice-Chair