

**Consolidated Diking Improvement District No. 1**

**Board of Supervisors Meeting Minutes**

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

**March 31, 2020**

Due to the public health emergency and the restrictions ordered by the Governor of the State of Washington prohibiting in-person public meetings to control the spread of COVID-19, this meeting was being conducted by teleconference. Before the meeting was called to order, participants stated their name and position.

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 31, 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

**Legal**

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 10, 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. 20-04, 4717 Pennsylvania Street (Rob Peters)**

Ms. Blain presented an Encroachment Permit Application from Rob Peters, 4717 Pennsylvania Street, for stormwater discharge to Drain No. 15 from a single residence. Ms. Blain recalled discussion at the March 10, 2020 regular meeting for the proposed stormwater discharge. Ms. Blain explained the District would be accepting up to 784

cubic feet of stormwater and recommended approval if the permittee agrees to remove four large trees downstream to improve District maintenance access. Ms. Blain proposed equally sharing the tree removal cost with the permittee. Champ's Tree Service quoted the cost of the tree removal at \$5,198.00 costing each party \$2,594.00. Ms. Blain explained in comparison if the property were eligible to purchase into the Regional Stormwater Detention Pond it would cost approximately \$2,500.00.

A motion was made and seconded, to approve Permit No. 20-04, 4717 Pennsylvania Street (Rob Peters), as presented, including an equal cost share for the removal of four trees downstream with the District. Motion carried.

### **Engineer's Report**

Amy Blain, District Manager, reported on the following:

**Project No. 19-10, Main Pump Station Switchgear and MCC Replacement:** The District, Hamer Electric (contractor), North Coast Electric (supplier), and ABB (manufacturer), met via teleconference to resolve submittal issues followed up with control information and the District is awaiting final resubmittals from the manufacturer. Ms. Blain noted that revenue and property tax collection are uncertain due to the COVID-19 pandemic. Ms. Blain explained the District's current fund balances, stating the District should be okay to continue the project in the 2020 budget as planned. Ms. Blain stated if the Board of Supervisors are uncomfortable allowing the project to proceed, it can be delayed a year to meet the summer construction window. Supervisor Kilmer cautioned manufacturer times could delay the project into next year regardless, noting if the District takes possession of any product to ensure warranties are not in effect until installation occurs.

Following discussion, it was the consensus of the Board of Supervisors to proceed with the project unless the manufacturer is unable to meet the allotted time frame. If not, the project will have to be delayed a year to meet the summer construction window.

**Project No. 20-13, Protected Keying System:** Legal Counsel and Ms. Blain presented the contract with Keys Plus for the protected keying system discussed at the March 10, 2020 regular meeting.

**Project No. 20-14, Misc. Pipe and Culvert Repairs:** Molecular Inc. submitted a quote of \$70,000 to repair the following three areas of concern in pipes and culverts:

- Oregon Way Outfall temporarily fixed by District after a contractor bored a hole.
- Correcting cracks, spalls and exposed rebar in the box tunnel to suction Pump No. 1 and Pump No. 4.
- Coating exterior and interior portions of the metal pipe culvert from Clark Creek Slough to the Main Pump Station.

Ms. Blain explained water and freeze/thaw cycles tends to create larger issues and explained fixing the areas of deterioration will improve the District's long term operating condition. Ms. Blain noted the quote includes approximately half of the metal pipe culvert

from Clark Creek Slough to the Main Pump Station, noting the second half of the pipe can be budgeted for in the year 2021. Ms. Blain recommended proceeding with the Molecular, Inc. proposal stating proposed repairs are budgeted in 2020 for \$75,000. Supervisor Hallanger asked if there was a cost savings to complete the entire metal pipe culvert from Clark Creek Slough to the Main Pump Station. Ms. Blain stated there are minimal savings because Molecular, Inc. is a local company and mobilization costs are marginal.

A motion was made and seconded, to approve the Molecular, Inc. miscellaneous pipe and culvert repairs at a cost of \$70,000 including Washington State sales tax. Motion carried.

NPDES Municipal Stormwater Annual Report: The District's National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Annual Report has been submitted. Ms. Blain presented a revised copy of the District's Stormwater Management Plan. Ms. Blain explained the old plan was very minimal and did not explain what the District is doing for stormwater management. The new plan has an event log for illicit discharge, tracking for spills and illegal dumping, and a spill response plan. Ms. Blain stated the District's Operation and Maintenance Plan will be revised to meet Stormwater criteria required and Troy Cole, Engineering Specialist, will be inspecting all outfalls annually. Ms. Blain stated the District relies on the City of Longview for Stormwater enforcement, noting she is researching if the District can adopt their own enforcement plan.

### **Operations Foreman Report**

Chance Cox, Operations Foreman, reported in response to COVID-19, the District crew is working socially distanced from one another in the field and completing various online training opportunities from home when possible.

Mowing operations continue in areas accessible from roads or gravel walking trails.

BNSF Training: The District crew completed Burlington Northern Santa Fe Railroad (BNSF) training covering contractor safety orientation, general safety, critical exposure work protection, roadway worker protection overview, intermodal automotive operations, safety action plan overview, and roadway worker protection. Mr. Cox explained this training is required to do any maintenance near BNSF railways.

Boating Certification Training: The District crew has been working on obtaining Washington State Boating certification. Mr. Cox explained the certification is required to drive the District's airboat on the Cowlitz and Columbia Rivers for levee inspections.

Cellular Phone Upgrades for Win911 Mobile Alarm System: Upgrades to the District's Win911 mobile alarm system have created some issues on two District employee's phones to view the application and receive pump alarm calls. Mr. Cox explained after conversations with the cell phone providers the phones are too old to run the newer application. Mr. Cox would like to propose a cost share with the District and the two employees to upgrade their phones for the application to work, explaining the application is critical to viewing the District's SCADA system and receiving alarm calls. Ms. Blain

noted the District recently cancelled their Verizon plan of approximately \$190/month to have alarm calls be forwarded directly to the on-call employee's personal phone.

Following discussion, Mr. Cox will get quotes for new phones to present at the next Board of Supervisors regular meeting.

### **Attorney's Report**

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

### **New Business**

Resolution No. 20-02, Acknowledgement of State-Wide Emergency Declaration:  
Resolution No. 20-02, acknowledging a state-wide declaration of emergency by the District and authorizing the District Manager to implement measures to reduce the risk of COVID-19 in the workplace.

Following review and discussion a motion was made and seconded to approve and execute Resolution No. 20-02 as follows:

### **RESOLUTION NO. 20-02**

### **CONSOLIDATED DIKING IMPROVEMENT DISTRICT No.1** **of** **COWLITZ COUNTY, WASHINGTON**

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A Resolution acknowledging a state-wide declaration of emergency by CONSOLIDATED DIKING IMPROVEMENT DISTRICT No.1 of Cowlitz County, and authorizing the District Manager to implement measures to reduce the risk of COVID-19 in the workplace.

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WHEREAS, On January 21, 2020, the Washington State Department of Health confirmed the first case of coronavirus (COVID-19) in the United States in Snohomish County, Washington; and

WHEREAS, COVID-19, is caused by the SARS-CoV-2 virus, a new strain of coronavirus not previously identified in humans which can easily spread from person to person and result in serious illness or death; and

WHEREAS, The CDC identifies the potential public health threat posed by COVID-19 both globally and in the United States as "high", and has advised that person-to-person spread of COVID-19 will continue to occur; and

WHEREAS, On January 31, 2020, the United States Department of Health and Human Services Secretary, Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, On March 13, the President of the United States, Donald Trump declared the COVID-19 outbreak a national emergency, beginning March 1, 2020; and

WHEREAS, The Washington State Department of Health confirmed the person-to-person spread of COVID-19 in Washington State, significantly increasing the risk of exposure and creating an extreme public health risk; and

WHEREAS, The Washington State Governor, Jay Inslee proclaimed a State of Emergency in all counties, and directed the Washington State Comprehensive Emergency Management Plan to be implemented, beginning February 29, 2020; and

WHEREAS, CONSOLIDATED DIKING IMPROVEMENT DISTRICT No. 1 of Cowlitz County, Washington, is committed to doing everything reasonably possible to prevent the spread of COVID-19 and to ensure the ability of its employees to respond to flood fight emergencies during and after the outbreak;

NOW, THEREFORE, BE IT RESOLVED by CONSOLIDATED DIKING IMPROVEMENT DISTRICT No.1 of Cowlitz County, Washington, that given the essential service the District provides its customers, pre-emptive action is required to prevent widespread transmission of COVID-19 amongst District employees. The Manager of CDID#1 is hereby authorized to implement alternate work schedules/arrangements to segregate staff, and authorize leave in accordance with the Supplemental and Pandemic Leave Policy for absences for reasons associated with preventing or containing the spread of COVID-19.

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

Motion carried.

COVID-19 Supplemental and Pandemic Leave Authorization: Ms. Blain presented a COVID-19 Supplemental and Pandemic Leave Authorization Policy and reviewed comparisons to like entities. Ms. Blain explained specifications of how employees would be able to utilize this leave if necessary and noted after the pandemic the leave time if unused is forfeited. Supervisor Bean asked if forty hours of Supplemental Leave is sufficient if employees need to be away from work for a two week minimum and can't return to work until symptoms don't show for at least seventy-two hours. Ms. Blain stated

she can update the Supplemental Leave for full-time employees to eighty hours and part-time employees to thirty-two hours if recommended by the Board of Supervisors.

Following discussion, a motion was made, and seconded, to approve the COVID-19 Supplemental and Pandemic Leave Authorization Policy as presented with eligibility of full-time employees Supplemental Leave to receive eighty hours paid time off and eligibility of part-time employees Supplemental Leave to receive thirty-two hours of paid time off. Motion carried.

### **Board of Supervisors Report**

The Board of Supervisors had nothing new to report.

### **Approval of March 31, 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 \$18,850.67. Motion carried.

### **Approval of the Bank of America Claim Summary**

After review of the District claims, a motion was made and seconded to approve and execute the Bank of America Claim Summary submitted in the amount of \$5,605.15. Motion carried.

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

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending March 15, 2020 were approved in the amount of \$38,901.39. Motion carried.

### **Adjourn Meeting**

There being no further business, the meeting adjourned at 9:50 a.m.

The next regular Board of Supervisors' meeting is scheduled for April 14, 2020.

The Advisory Committee meeting scheduled for May 21, 2020 is cancelled and the next Advisory Committee meeting is scheduled for June 18, 2020.

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Sherry Bean, Chair

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Tim Kilmer, Vice-Chair

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Bill Hallanger, Secretary