

Consolidated Diking Improvement District No. 1

Board of Supervisors Meeting Minutes

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

April 14, 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 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., April 14, 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

The following edits were made to the agenda:

Permits:

- Permit No. 20-03, Geotechnical Borings on 46th Avenue, City of Longview

Operations Foreman Report:

- ~~Cellular Phone Upgrades for Win911 Mobile Alarm 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 March 31, 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, Geotechnical Borings on 46th Avenue, City of Longview

Ms. Blain recalled Permit No. 20-03, Geotechnical Borings on 46th Avenue submitted by the City of Longview approved at the March 10, 2020 regular meeting. Ms. Blain explained the City of Longview submitted a new Encroachment Permit Application in the same vicinity for a monitoring well. Ms. Blain proposed amending the permit to include the monitoring well noting District maintenance will not be affected.

Following discussion, a motion was made and seconded, to amend Permit No. 20-03, Geotechnical Borings on 46th Avenue, City of Longview, to include a monitoring well. Motion carried.

Engineer's Report

Amy Blain, District Manager, reported on the following:

Project No. 20-14, Misc. Pipe and Culvert Repairs: Contracts were presented for the miscellaneous pipe and culvert repairs with Molecular, Inc. as approved at the March 31, 2020 regular meeting.

Illicit Discharge and Detection Elimination: Several illicit discharges were discovered in Ditch No. 12 including dumped grass clippings, soil, concrete, and a door used as a bridge across the ditch.

Ms. Blain contacted the City of Longview to inquire about stormwater enforcement and how much power the District holds. The City stated it's prudent to rely on them for stormwater enforcement, but the District can notify homeowners of their responsibilities. Ms. Blain stated she drafted a Notice and Order to notify homeowners of illicit discharges into the District's system. Ms. Blain noted the letter follows criteria for the City's code enforcement to issue fines. Ms. Blain stated the District will rely on the City for enforcement if homeowners do not comply with the Notice and Order or habitually offend.

5-Year Comprehensive Plan: Annually District staff prepare a list of projects to complete for budgeting purposes. Ms. Blain stated she would like to take a more global approach by creating a Comprehensive Plan which programs and prioritizes projects over a 5-20 year period and provides budgetary cost estimates. Ms. Blain stated 1-2 of the projects in the Comprehensive Plan could be developed in greater detail and used as a basis to create a System Development Charge as an alternative for developers who do not qualify for the District's Regional Stormwater Detention program. The company Parametric prepared a proposal to prepare cost estimates and prioritize projects based on the District's operating budget over the last five years. Ms. Blain explained Parametric would also be requested to tour District's facilities to assess infrastructure and recommend upgrades. Ms. Blain asked if the Board of Supervisors are in support of the added value in compiling a 5-Year Comprehensive Plan. Supervisor Bean expressed concern for District staff having Parametric prioritize projects versus District staff. Ms. Blain stated District staff would work closely with Parametric to provide input and develop the plan.

Following discussion, it was the consensus of the Board of Supervisors a 5-Year Comprehensive Plan is necessary and instructed staff to continue research.

Operations Foreman Report

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

- Mowing operations continue in areas accessible from roads or gravel walking trails.
- The District's 2007 Challenger 455 tractor is being repaired at Holt AG Solutions.
- Dozing at the Regional Stormwater Detention Pond to effectively maintain and actively farm the property.
- Residual herbicide spray operations continue weather permitting.
- Servicing equipment and electrical pumps.

Supervisor Bean asked if the District crew are provided masks while working. Mr. Cox stated staff members were fitted for paint respirators and can use them if preferred.

Project No. 20-13, Protected Keying System: Supervisor Hallanger asked if the protected keying system is underway. Ms. Blain stated Keys Plus received a partial order and are waiting on additional parts. Ms. Blain explained the first ten locks will be taken to replace old locks, Keys Plus will replace the cores on the old locks removed and that process will be repeated until the entire system is replaced.

Attorney's Report

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

Board of Supervisors Report

The Board of Supervisors had nothing new to report.

Approval of April 14, 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 \$37,162.67. Motion carried.

Approval of March 2020 Supervisors' Time and Expenses

Upon a motion made, seconded and adopted, the Supervisors' March 2020 Time and Expense records were approved and included with the April 14, 2020 Claim Summary.

Ratification of March 31, 2020 Payroll and Benefits

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending March 31, 2020 were approved in the amount of \$34,264.37. Motion carried.

Adjourn Meeting

There being no further business, the meeting adjourned at 9:35 a.m.

The next regular Board of Supervisors' meeting is scheduled for April 28, 2020.

The Advisory Committee meeting scheduled for April 16, 2020 is cancelled and the next Advisory Committee meeting is scheduled for May 21, 2020.

Sherry Bean, Chair

Tim Kilmer, Vice-Chair

Bill Hallanger, Secretary