

Consolidated Diking Improvement District No. 1

Board of Supervisors Meeting Minutes

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

April 28, 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 28, 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

Guest:

Steve Haubner, City of Longview

Agenda

The following edits were made to the agenda:

New Business:

- Project No. 20-17, 2020 Chevrolet Silverado Purchase

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 April 14, 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:

The City of Longview is planning annual lake flushing operations to begin mid-May 2020. Mr. Haubner stated there is an issue with the hydraulic flow capacity through Ditch No. 6

south of Fisher's Lane, sediment and vegetation will limit the City to using one pump in this location. City and District staff are meeting onsite to discuss a potential collaborated removal of the sediment and vegetation.

Mt. Solo Estates Subdivision Phase 1 comprise of a fourteen-homes using an existing bioswale adjacent to Ditch No. 10 has been approved. Ms. Blain stated she will contact the developers to ensure culverts are included in the bid package.

Engineer's Report

Amy Blain, District Manager, reported on the following:

Project No. 20-15, Pump Station E-Stops: Advanced Electrical Technologies (AET), prepared a quote to install emergency stops at five of the pump stations for approximately \$14,000. Ms. Blain explained the emergency stops are a safety measure for District staff to turn off a pump quickly if someone were to fall into the water while raking a screen. Ms. Blain noted the emergency stops would be incorporated with the District's Win911 mobile alarm system to alert staff when used. Ms. Blain stated \$20,000 is in the 2020 budget for this project and recommended approval.

Following discussion, a motion was made and seconded, to approve Project No. 20-15, Pump Station E-Stops as presented. Motion carried.

Project No. 20-16, Server Room Ductless AC: The server room and the upstairs office with the Docuware server are beginning to overheat with technology and weather posing a problem to District servers. Ms. Blain contacted Entek for a quote to install ductless air conditioning (AC) units in both locations for approximately \$12,000. Supervisor Kilmer asked if the District's electrical panel was equipped to handle additional power. Ms. Blain stated electrical panels for the District are not equipped for the additional power and AET was contacted to modify the electrical panel all together making it compatible. Ms. Blain noted the electrical panel is outdated and current switches are no longer manufactured, making replacements difficult to find if needed. Ms. Blain stated \$15,000 is in the 2020 budget for this project and recommended approval of the project and electrical panel replacement.

A motion was made and seconded, to approve Project No. 20-16, Server Room Ductless AC and electrical panel modification as presented. Motion carried.

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.
- Residual herbicide spray operations continue weather permitting.
- Removal of a large tree at the District Office improving view of parking lot for staff.

- Replacing the scope on the District's air rifle. Mr. Cox stated the old scope will be returned under warranty and the new scope costs significantly less.
- Servicing equipment and electrical pumps.

The Daily News published a Letter to the Editor praising the District after postponing mowing operations near The Canterbury Park Independent Living facility to allow some Mallards to complete nesting in response to a request.

Cowlitz Levee Homeless Camp: During residual herbicide application a transient camp was discovered on the Cowlitz River Levee. Mr. Cox explained several transients burrowed into the toe of the Cowlitz River Levee leaving behind a lot of debris and damage. Mr. Cox stated District staff repaired the toe, hauled off garbage, and removed brush and trees in this location to make it less attractive for potential transient camps.

Cellular Phone Upgrades for Win911 Mobile Alarm System: Discussion was recalled from the March 31, 2020 Regular Meeting regarding upgrades to the District's Win911 mobile alarm system creating issues on District employee's cell phones to view the application and receive pump alarm calls. Mr. Cox presented costs from several carriers for a cell phone compatible with the District's Win911 mobile alarm system and the most inexpensive option cost \$179.00.

Following discussion, a motion was made and seconded, to approve a one-time payment of \$179.00 for each full-time employee to ensure personal cell phones are compatible with the District's Win911 mobile alarm system. Motion carried.

Attorney's Report

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

New Business

Project No. 20-17, 2020 Chevrolet Silverado Purchase: Mr. Cox stated staff research of the Washington State Purchasing Contract determined the Chevrolet Silverado best fits the District's criteria for the replacement 2012 Ford pickup truck and is within the 2020 budgeted amount. Mr. Cox recommended approval of the purchase at an estimated cost of \$38,898.26.

Ms. Blain noted the 2012 Ford pickup truck to be replaced will continue to be used by the District Engineer Specialist. The Board of Supervisors were in consensus to keep the 2012 Ford pickup truck.

A motion was made, and seconded, to approve the purchase of a Chevrolet Silverado through the Washington State Purchasing Contract, as proposed. Motion carried.

Board of Supervisors Report

The Board of Supervisors had nothing new to report.

Approval of April 28, 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 \$35,728.46. 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 \$3,508.96. Motion carried.

Ratification of April 15, 2020 Payroll and Benefits

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending April 15, 2020 were approved in the amount of \$40,403.31. Motion carried.

Adjourn Meeting

There being no further business, the meeting adjourned at 9:40 a.m.

The next regular Board of Supervisors' meeting is scheduled for May 12, 2020.

The next Advisory Committee meeting is scheduled for May 21, 2020.

Sherry Bean, Chair

Tim Kilmer, Vice-Chair

Bill Hallanger, Secretary