

Consolidated Diking Improvement District No. 1

Board of Supervisors Meeting Minutes

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

May 12, 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., May 12, 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 items were added to the agenda:

Engineer's Report:

- Project No. 18-20, City of Longview/CDID No. 1 Property Exchange

Operations Foreman Report:

- Riding Lawn Mower 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 28, 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.

Mt. Solo Estates Subdivision Phases 2/3 were submitted. Mr. Haubner stated majority of stormwater drainage is directed south toward Drain No. 15 which potentially cause capacity issues. District staff will have a chance for review and suggest modifying design for stormwater drainage before final approval.

The City will be contacting the District regarding maintenance access near their 48th Avenue reconstruction site. Mr. Haubner explained with the street expanding and bike lanes District maintenance access may be altered. Ms. Blain stated PBS Engineering sent project plans for review.

Gibbs & Olson, Inc. (G&O) is working on potential stormwater management for the Longview Business Park development providing public improvements for Alaska Street and **12th or 11th Street.**

Engineer's Report

Amy Blain, District Manager, reported on the following:

Project 18-14, Main Scada Upgrade: The IP address for viewing the main scada upgrade is available for use on computers and mobile devices. Ms. Blain stated the upgrades allow District staff the ability to pump down or turn off pumps remotely, explaining if/when a pump is altered remotely District staff are notified of the action reducing cause for error. Ms. Blain noted the IP addresses are using a self-signed certificate meaning the District does not have a dedicated website.

Project No. 18-20, City of Longview/CDID No. 1 Property Exchange: All documentation West Sewer Lagoon property exchange have been signed and recorded. The City provided a copy of the hazard assessment for the building the District is acquiring in regards to lead and asbestos. Ms. Blain stated an abatement contractor will be hired to remove asbestos before District staff demolish the building. Ms. Blain noted the City of Longview is removing materials left behind including an alum tank containing 2,000 gallons of product, reagents, ampules, etc. from the chem lab, and draining an algae tank.

Project No. 19-10, Main Pump Station Switchgear & MCC Replacement: A re-submittal was submitted by ABB (manufacturer) on May 4, 2020 and an approval conference was held on May 8, 2020. Ms. Blain explained the project footprint was adjusted to fit space

available, a pre-inspection is scheduled with the electrical inspector, changes still need to be finalized and an opportunity to for the District to review and approve a third submittal. Ms. Blain stated submittals are given a twelve-week lead time and e-mails indicate it could be a sixteen-week lead time. Ms. Blain stated if switchgear materials cannot be onsite by August 1, 2020 the project will have to be moved a year to meet the construction window. Supervisor Kilmer noted he is cautiously optimistic about meeting the time

Aquatic Plant and Algae Management Program: The District's Aquatic Plant and Algae Management Program (APAM) was issued in 2016, modified in 2019, expires March 31, 2021, and must be renewed by October 2, 2020 (180 days before expiring). Ms. Blain presented a District APAM plan created while working on the APAM permit renewal. Ms. Blain explained the District's APAM plan includes detail of methods and chemicals used along with disadvantages and advantages of all steps involved. Ms. Blain noted District staff are researching APAM learning opportunities with the Oregon and Washington Lakes Association.

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.
- Collaborating with the City to remove sediment and vegetation to open up Ditch No. 6 south of Fisher's Lane for the City's annual lake flushing operations.
- NW Motor and Ness Campbell and Crane are scheduled for the Pump No. 8 and No. 1 overhaul on June 29, 2020. Mr. Cox noted an electrician will cut power before the overhaul and a technician from NW Motor will assist with decoupling the motor from the pump.
- Resetting a safety rail ran over by a car on the head of Ditch No. 6 East.
- Moving a staff gauge at Clark Creek Slough near the radial gate to allow the airboat access without using a boom truck or equipment.
- Addressing sink holes located at the Cowlitz County Boat House on the Cowlitz River Levee. Cowlitz County cut the concrete/asphalt and District staff excavated material removing a large stump underground. The excavated material was backfilled and compacted with rock. The second sink hole location will be excavated later this afternoon. Mr. Cox noted Cowlitz County will be responsible for repaving the parking lot.
- Waite Machinery is repairing a pin is stuck on the District's John Deere tractor.

- Troy Cole, Engineering Specialist, has been trailed to operate a mower and is assisting in the field when available.
- Servicing equipment and electrical pumps.

Attorney's Report

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

New Business

2019 DRS Compliance Review: Ms. Atkins presented the District's 2019 Department of Retirement Systems (DRS) compliance review. Ms. Atkins stated the District reviewed comments on:

- Dksls

Riding Lawn Mower Purchase: Ms. Blain proposed replacing the District's 1995 John Deere lawn mower. The District crew have requested a 2020 Kubotta 54" zero turn lawn mower. The Kubotta would provide easier access for the District crew in areas the John Deere inaccessible in the past and could be used faster for minor complaints to keep the large mowers occupied. The John Deere can be traded in for a credit of \$500.00 and the Kubotta will cost approximately \$7,300.00 including Washington State sales tax. Ms. Blain stated with the backhoe coming in under budget there are funds available in machinery for the purchase.

Following discussion, a motion was made and seconded, to approve the purchase of a 2020 Kubotta 54" zero turn lawn mower as presented. Motion carried.

Title Change Engineer Specialist: The recently hired position was advertised as an Engineer Specialist, Ms. Blain proposed changing the title to Associate Engineer. Ms. Blain stated job duties and pay will remain the same, just changing the title of the position formally. Ms. Blain noted Mr. Cole can be titled an Associate Engineer legally with his Associates Degree in Engineering.

A motion was made and seconded, changing the title of the Engineer Specialist to the Associate Engineer effective immediately. Motion carried.

Board of Supervisors Report

The Board of Supervisors had nothing new to report.

Approval of May 12, 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 \$54,637.47. Motion carried.

Approval of April 2020 Supervisors' Time and Expenses

Upon a motion made, seconded and adopted, the Supervisors' April 2020 Time and Expense records were approved and included with the May 12, 2020 Claim Summary.

Ratification of April 30, 2020 Payroll and Benefits

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending April 30, 2020 were approved in the amount of \$32,549.20. 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 May 26, 2020.

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

Sherry Bean, Chair

Tim Kilmer, Vice-Chair

Bill Hallanger, Secretary