

## **Consolidated Diking Improvement District No. 1**

### **Board of Supervisors Meeting Minutes**

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

**May 26, 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 26, 2020.

#### **Present:**

#### **Board of Supervisors:**

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

#### **Staff:**

Amy Blain, District Manager  
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 May 12, 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.

### **Engineer's Report**

Amy Blain, District Manager, reported on the following:

**Project No. 20-15, Pump Station E-Stops:** Advanced Electrical Technologies (AET), installed emergency stops at five pump stations with fabricated security covers. Ms. Blain explained the emergency stops are a safety measure for District staff to turn off a pump quickly, noting AET is incorporating the emergency stops with the District's Win911 mobile alarm system to alert staff if/when used.

**Project No. 20-16, Server Room Ductless AC:** Entek Corporation installed ductless air conditioning (AC) units in the server room and the upstairs office with the Docuware server. Ms. Blain stated the AC units were inspected and work well. Ms. Blain noted during installation AET was instructed to replace the service panel on the electrical panel. Ms. Blain explained the service panel was outdated and fit within the project budget.

**Ditch No. 6 East – Utility Easement:** The District owns twenty feet of ownership on Ditch No. 6 East centered about the ditch, which doesn't provide adequate access for District maintenance. Ms. Blain noted the District utilizes the City's sewer easement for the additional maintenance access needed. When recently assisting the City in removing sediment and vegetation it was discovered the ground is too soft for vehicle/equipment access. Ms. Blain stated the property owner is open to the District to purchasing an additional easement and rocking a road for maintenance access. Ms. Blain reported after research an additional twenty-foot easement at fifty percent assessed value would cost \$1,578.72 and the rock access road would be at District expense. Supervisor Hallanger asked if a gate will be installed for the rock road. Ms. Blain stated the District would provide a gate for the rock road to deter transients/trespassing.

Following discussion, staff was directed to contact the property owner, to purchase an additional twenty feet of easement along Ditch No. 6 East from the adjacent property owner for \$1,578.72, rock an access road, and provide a lock gate. Motion carried.

**Aquatic Plant and Algae Management Program:** At the May 12, 2020 Board of Supervisors regular meeting Ms. Blain presented an Aquatic Plant and Algae Management Program (APAM) for the District. Ms. Blain asked if the Board of Supervisors had any comments or feedback of the APAM prior to finalization. The Board of Supervisors had no corrections and commended Ms. Blain for her work on the APAM.

### **Operations Foreman Report**

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

- Mowing operations continue. District staff cut back a juniper bush at the District office for Kubota lawn mower gate access.
- Residual herbicide spray operations continue. Supervisor Hallanger asked about aquatic herbicide application. Mr. Cox stated District staff have been in contact

with SePRO Corporation regarding trial of a new product. Mr. Cox explained training or certification is necessary for the project from SePRO Corporation.

- Placing concrete pieces on the outside of the gate to Millennium Bulk to deter trespassing. Mr. Cox explained a motorcyclist recently bypassed the gate and rode along the levee, Longview Police were notified, but the motorcyclist escaped.
- NW Motor began the District's annual pump motor testing. Water levels are elevated to ensure accurate testing.
- Servicing equipment and electrical pumps. Pump valving is being placed on drains for safety and simplicity reasons.
- Removal of iris mats broken loose near the Industrial Way Pump Station.

Supervisor Hallanger asked about a District truck being parked outside the District Office at night and on weekends. Ms. Blain explained the truck is primarily used by the District Associate Engineer and as a security purpose providing the illusion someone is at the District Office. Ms. Blain stated if preferred the truck can be moved behind the locked gate. Following discussion, it was the consensus of the Board of Supervisors to allow the truck to remain parked at the District Office.

### **Attorney's Report**

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

### **New Business**

**Office Counter Top Replacement:** Ms. Atkins recommended replacing countertops in the downstairs bathroom and the conference room from the existing Formica to quartz. Ms. Atkins explained the countertops are dated and the new countertops would give the District office an appealing upgrade. Ms. Atkins stated the countertops can be replaced from Home Depot for \$2,979.32 including Washington State sales tax.

Following discussion, a motion was made and seconded, instructing District staff to proceed with the office counter top replacement as presented. Motion carried.

### **Board of Supervisors Report**

The Board of Supervisors had nothing new to report.

### **Approval of May 26, 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 \$62,655.06. 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 \$1,731.82. Motion carried.

### **Ratification of May 15, 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 \$40,066.28. Motion carried.

### **Adjourn Meeting**

There being no further business, the meeting adjourned at 9:25 a.m.

The next regular Board of Supervisors' meeting is scheduled for June 9, 2020.

The Advisory Committee meeting scheduled for June 18, 2020 is cancelled and the next Advisory Committee meeting is scheduled for July 16, 2020.

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Sherry Bean, Chair

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Tim Kilmer, Vice-Chair

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Bill Hallanger, Secretary