

Consolidated Diking Improvement District No. 1

Board of Supervisors Meeting Minutes

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

June 30, 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., June 30, 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 June 9, 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.

Permits

Permit No. 20-05, Mt. Solo Estates Phase 1: Ms. Blain presented an Encroachment Permit Application for the Mt. Solo Estates Subdivision Phase 1. Ms. Blain stated the development will eventually connect Schneiter Drive to Branch Creek Drive and late phases will discharge to Ditch No. 15 with a dedication and easement to the City/District.

Ms. Blain explained the Phase 1 work includes fourteen buildable lots, redirection of existing private drains, modification of an existing swale and outlet to Ditch No. 10, with the addition of a second parallel outfall to separate discharge from the current Mt Solo Estates and the prior Village at Mt. Solo development. Ms. Blain stated the existing swale being modified will improve mowing access for the District and recommended permit approval. Ms. Blain voiced concern for a future ten-foot walking trail proposed in subsequent phases that provides inadequate access for District maintenance needs.

A motion was made and seconded to approve Permit No. 20-05, Mt. Solo Estates Phase 1, as presented. Motion carried.

Pre-Application, J.E. McAmis Bulkhead Improvements: Ms. Blain reported J.E. McAmis, a shoreline dredging contractor, will be submitting an Encroachment Permit Application in the future to replace a failing bulkhead. Ms. Blain explained J.E. McAmis is in the process of submitting permits to the U.S. Army Corps of Engineers (USACE) and will need a Letter of No Objection for the USACE Section 408 analysis of the project. Ms. Blain stated the proposed sheet pile for repairs would strengthen the levee and doesn't anticipate it being an issue. No action is currently needed, a Letter of No Objection has not been requested at this time.

Engineer's Report

USACE Flood Protection Update: Amy Blain, District Manager, reported the Cowlitz County Board of Commissioners (BOCC) anticipate drafting an agreement with the USACE allowing the County to pay for the USACE to complete another bathymetric survey (hydro survey) of the lower Cowlitz River to determine the current levels of protection (LOP) similar to that of 2019. Ms. Blain explained the USACE is responsible for performing this survey on an annual basis as determined by the 1985 Decision Document, however, Congress has not appropriated funding for the last four budget cycles. Ms. Blain noted 2019 financial participation from the local flood control entities was at a cost not to exceed \$20,000 and expects the 2020 financial participation to be similar in cost.

Operations Foreman Report

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

- Mowing continues along Ditch No. 4 towards Hudson Street.
- Continued working with Carney Construction on Ditch No. 10 near Schneiter Drive and Industrial Way creating a bench to Ocean Beach Highway.
- Expanding the District Office parking lot to create three additional gravel stalls.
- Champ's Tree Service continues removing trees along Pacific Way to create room for a bench.
- The City constructed two driveway approaches at 36th Avenue for District maintenance access to Cutoff Slough.

Project No. 20-12, Motor Reconditioning Main Pump Station Motors No. 1 and 8: Ms. Blain reported the Main Pump Station Motors No. 1 and 8 were pulled and hauled to Northwest Motors for reconditioning. Ms. Blain stated Pump No. 1 was easily removed, but Pump No. 8 had some difficulties. A second technician from Northwest Motors assisted with getting the rotor off the pump shaft. Ms. Blain recommended retrofitting the bridge crane in the Main Pump Station to provide additional safety while operating.

Oregon Way Outfall: Mr. Cox stated a hole bored into the Oregon Way outfall temporarily repaired by the District in early 2020 will receive a permanent repair by Molecular, Inc. in July using a shoreline box that meets all District specifications. Mr. Cox stated District staff are making arrangements to obtain and stage a shoreline box for Molecular, Inc. to facilitate repairs.

General Landscaping Services: The Cowlitz County Jail Work Crew are understaffed due to COVID-19 and unable to provide assistance cutting drains and ditches. Mr. Cox presented landscaping company bids to cut the District's drains and ditches as follows:

- Michael & Sons Landscape Service \$9,000
- B&B Landscaping Services, Inc. \$14,900
- Grunt Works Company \$17,500

Ms. Blain explained the bids include weed whacking twenty-five ditches, drains and other areas at approximately two-hundred ninety thousand square feet twice throughout 2020. Ms. Blain recommended selecting Michael & Sons Landscape Service noting they will be required to sign a contract with the District for cost and have provided adequate insurance, licensing and bond information.

Attorney's Report

Dave Spencer, Legal Counsel, reported on the following:

New Independent Contractor – Keystone Contracting: The agreement with Keystone Contracting for abatement work of the lagoon structures approved at the June 9, 2020 regular meeting were presented for signatures.

New Independent Contractor – Michael & Sons Landscape Service: An agreement with Michael & Sons Landscape Service to weed whack twenty-five ditches, drains, and other areas at approximately two-hundred ninety thousand square feet twice approved at the June 30, 2020 regular meeting were presented for signatures.

Old Business

Cell Phone Stipend: Ms. Atkins requested the District adjust the Cell Phone Stipend payment from per pay period to one annual payment. Ms. Atkins explained to correct deductions from stipends paid to the Department of Retirement Systems (DRS) Public

Employees Retirement System (PERS) discovered in the DRS Compliance Audit, Futcher Group has to pay the stipends separately per pay period creating two checks per employee. Ms. Atkins stated changing the stipend from a monthly to annual basis will improve efficiency for Futcher Group and District staff.

Following discussion, a motion was made and seconded, to prorate the 2020 calendar year Cell Phone Stipend, and pay the Cell Phone Stipend annually with the Boot and Clothing Allowance beginning January 2021. Motion carried.

New Business

Resolution No. 20-03, Surplus Items: Resolution No. 20-03, declaring certain personal property to be surplus to the needs of the District was prepared and authorized the sale or other disposal thereof.

Following review and discussion, a motion was made and seconded, to approve and execute Resolution No. 20-03 as follows:

RESOLUTION NO. 20-03

CONSOLIDATED DIKING IMPROVEMENT DISTRICT No.1

of

COWLITZ COUNTY, WASHINGTON

A Resolution declaring certain personal property to be surplus to the needs of CONSOLIDATED DIKING IMPROVEMENT DISTRICT No.1 of Cowlitz County, and authorizing the sale or other disposal thereof.

WHEREAS, CONSOLIDATED DIKING IMPROVEMENT DISTRICT No.1 of Cowlitz County, Washington, (CDID #1) possesses certain personal property that is obsolete, broken beyond reasonable repair and/or of no present or foreseeable use or benefit to the district and should be disposed of; and

WHEREAS, said personal property that is not sold as herein provided is believed to have no market value except as scrap;

NOW, THEREFORE, BE IT RESOLVED by CONSOLIDATED DIKING IMPROVEMENT DISTRICT No.1 of Cowlitz County, Washington, that the items of personal property described and listed in exhibit "A", attached hereto and incorporated herein by this reference, are hereby declared to be surplus to the present and foreseeable needs of the District and should be sold or disposed of as scrap if no there are no interested buyers.

Said property shall be advertised for sale, and reasonable opportunities for people to inspect the items shall be provided; purchasers shall submit sealed bids for the items they are interested in purchasing. Said property also may be advertised, listed and sold using internet facilities including "craig's list". Items not sold as herein provided shall be disposed of as scrap.

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

"Exhibit A"			
CDID #1 Surplus Items			
Qty	Inventory #	Description	Serial #
1	1018	30" x 60" Work Station Desk (Reception Desk)	32271R
1	1017	18" x 40" Work Station Left Hand Return	31831L
1	1104	Stacking Chairs for Maintenance Office (4)	
1	1022	Computer Work Station – Reception	
1	1058	Stacking Chairs (12)	
1	1180	Canon SD750 Digital Camera, Foreman	
1	1186	Dell Precision T7500 Engineering Monitor	MX-OG283H-7462-96B-1Y4S
1	1221	Western Digital My Book Essential 3B 3.0/2.0 Desktop External Hard Drive	
1	1223	Dell Pseries P2412H Widescreen 24" Monitor with Height Adjustable Stand	CN-0KG49T-74261-28A-1MUU

Board of Supervisors Report

Supervisor Hallanger presented an article from the Wall Street Journal regarding a potential increase in flood risk for Washington, noting information provided by the Federal Emergency Management Agency (FEMA) and recommended monitoring LOP's.

Approval of June 30, 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 \$62,420.28. 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 \$3,481.79. Motion carried.

Ratification of June 15, 2020 Payroll and Benefits

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending June 15, 2020 were approved in the amount of \$40,083.93. 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 July 14, 2020.

The Advisory Committee meeting scheduled for July 16, 2020 is cancelled and the next Advisory Committee meeting is scheduled for August 20, 2020.

Sherry Bean, Chair

Tim Kilmer, Vice-Chair

Bill Hallanger, Secretary