

**Consolidated Diking Improvement District No. 1**  
**Board of Supervisors Meeting Minutes**  
**CDID No. 1 Office, 5350 Pacific Way, Longview, Washington**  
**July 11, 2023**

The Regular Meeting of the Board of Supervisors of Consolidated Diking Improvement District No. 1 was called to order by Chair, Tim Kilmer, at 9:00 a.m., July 11, 2023.

**Present:**

**Board of Supervisors:**

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

**Staff:**

Amy Blain, District Manager  
 Morgan Atkins, Administrative Finance Assistant  
 Chance Cox, Operations Foreman

**Legal Counsel:**

Frank Randolph

**Guest:**

Steve Haubner, City of Longview

**Agenda**

**New Business**

- Designation of Authorized Agents – Cowlitz County Treasurer's Office

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 June 27, 2023, 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:

A culvert is being proposed in the easement for Drain 27, from the Railroad property to and under 33<sup>rd</sup> Avenue. The property is being platted for a housing development and site improvements include a private catchment system. The developer will need to submit an application to vacate the easement before constructing private drainage improvements.

The Olive Way / Shelly Place subdivision is in preliminary stages and proposing to purchase regional stormwater detention from the District. Ms. Blain stated the District's only communication with developers has been about improvements required to extend Olive Way near where known damage exists to the culverted section of Ditch 13.

Riverfront Flats, a 12-unit apartment complex, is being proposed on River Road in the Cowlitz River levee right-of-way. Ms. Blain noted she contacted the realtor prior to the property sale to express the District's interest in purchasing the parcel and advised of restrictions a potential buyer would have relative to the levee. Ms. Blain is participating in pre-application meetings with the developer and the City of Longview.

Bud Clary Ford is proposing to expand their parking lot. New stormwater runoff will be conveyed along the Department of Transportation right-of-way along Tennant Way and discharge to Ditch No. 4. Mr. Haubner stated Bud Clary Ford may reach out to the District to inquire about the fee-in-lieu of program for stormwater detention. Ms. Blain reported the 3rd Avenue Pump Station transfer switch upgrades could be a great Fee-in-Lieu program alternative for them, but application needs to happen soon because design is currently underway and the project will be constructed later this year.

Crypto mining has been proposed at 3700 Memorial Park Drive with a stormwater pipe under Memorial Park Drive discharging directly to Ditch No. 12. The District conditionally approved the sale of regional detention pending approval and issuance of City building permits. Mr. Haubner reported the project has drawn a lot of discussion from the public and City Counsel.

### **Permit No. 22-05, Mt. Solo Estates Phases IV / V**

Mt. Solo Estates Development Phases IV / V are progressing. Ms. Blain reported open tracked areas are planning to be deeded to the District for maintenance with the developer installing three driveway approaches and a 15-foot access and maintenance road following the ditch bank.

### **Engineer's Report**

Website Updates: Mr. Blain reported the District's webpage was updated to include information regarding recent projects with photos. Ms. Blain also updated all forms to be fillable PDF's to assist constituents and added informational sections regarding the use recycled concrete for bank erosion repairs.

Project No. 23-02, Pump Station Transfer Switches: Industrial Systems created one-line diagrams to install transfer switches at the 3<sup>rd</sup> Avenue and Industrial Way Pump Stations. Ms. Blain noted there is a development interested in purchasing into the District's Fee-in-Lieu of program for stormwater detention that could potentially assist offsetting cost.

### **Operations Foreman Report**

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

- Homeless camp abatement with assistance from the City of Longview's Community Outreach Coordinator and Longview Police Departments Behavioral Health Unit on Ditch No. 3 near California Way and Ditch No. 4.
- Testing and training on the pump station transfer switches alongside J.H. Kelly.
- Herbicide application for vegetation management.
- Mowing operations continue.
- Repairing Ditch No. 1 and 3 from damage caused by ducks. Signs are posted to deter people from feeding the ducks.

### **Attorney's Report**

Frank Randolph, Legal Counsel, had nothing new to report.

### **Old Business**

On-Call Vehicle: Ms. Blain presented a formal policy to provide a take-home vehicle to the alternating on-call employee. The policy was reviewed by Legal Counsel and discussed at the June 27, 2023 Board of Supervisors regular meeting.

Following discussion, a motion was made and seconded to approve the On-Call Vehicle Policy and adopt it into the CDID No. 1 Employee Personnel Manual. Motion carried.

### **New Business**

Designation of Authorized Agents – Cowlitz County Treasurer's Office: Ms. Atkins presented an authorization form from the Cowlitz County Treasurer assigning Designation of Representative for Purpose of Certification and Authentication of Electronic Funds Transfer. Ms. Atkins explained the document will standardize the Treasurer's payroll transfers for special purpose districts and streamline the process.

A motion was made and seconded, to approve the Designation of Representative for Purpose of Certification and Authorization of Electronic Funds Transfer for Ms. Atkins and Ms. Blain with the Cowlitz County Treasurer as presented. Motion carried.

### **Public Comment**

There was no one present for public comment.

### **Board of Supervisors Report**

The Board of Supervisors had nothing new to report.

**Approval of July 11, 2023 Claim Summary**

After review of District claims, a motion was made and seconded to approve and execute the July 11, 2023 Claim Summary submitted in the amount of \$98,948.25. Motion carried.

**Approval of the June 2023 Board of Supervisors Time and Expenses**

Upon a motion made, seconded and adopted, the Board of Supervisors' June 2023 Time and Expense were approved. Motion carried.

**Ratification of June 30, 2023 Payroll and Benefits**

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending June 30, 2023 were approved in the amount of \$42,034.42. Motion carried.

**Adjourn Meeting**

There being no further business, the meeting adjourned at 10:00 a.m.

The next regular Board of Supervisors' meeting is scheduled for July 25, 2023.

The Advisory Committee meeting is scheduled for July 20, 2023.

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Tim Kilmer, Chair

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Sherry Bean, Secretary

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Bill Hallanger, Vice-Chair