

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

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

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

**August 29, 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., August 29, 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  
Cameron Clawson, Electrician

**Legal Counsel:**

Frank Randolph

**Guest:**

Steve Haubner, City of Longview

### **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 August 8, 2023, copies of which had been submitted to the Board, was waived and the minutes were approved as if read.

### **Permit No. 23-08, Cowlitz PUD 1<sup>st</sup> Avenue Boring**

An Encroachment Permit Application was retroactively submitted by Cowlitz PUD for a horizontal directional boring of new electrical conduits on 1<sup>st</sup> Avenue. The U.S. Army Corps of Engineers (USACE) issued a determination of potential impacts to the levee and requested a Letter of No Objection from the District to proceed with Section 408 Review. Ms. Blain recommended issuing the Letter of No Objection explaining work has already been completed and was discovered by the District during construction.

Following discussion, a motion was made and seconded to issue a Letter of No Objection to the USACE for Permit No. 23-08, Cowlitz PUD 1<sup>st</sup> Avenue Boring. Motion carried.

### **Permit No. 19-02, Westrock Cable Tray Supports**

Ms. Blain recalled Permit No. 19-02, Westrock Cable Tray Supports approved at the May 28, 2019 Board of Supervisors regular meeting. Ms. Blain reported Westrock Paper Mill is now removing two existing power poles that were previously abandoned in place when the cable trays were installed. District staff provided guidance for means and methods to properly remove and backfill the holes. A separate encroachment permit was not issued.

### **Permit No. 23-13, Norpac Pacific Paper Company Utility Poles**

Ms. Blain explained Norpac is replacing five power poles at the landward toe of the Columbia River Levee right-of-way. Ms. Blain stated the project includes driving steel casings up to 20-ft below grade, and installing new wood poles in the casings. The annular space in the casing will be filled with stratified layers of controlled density fill, aggregate and bentonite clay. Ms. Blain explained the vertical casing provides a conduit for seepage and the backfill is designed to mitigate water intrusion. The District will submit a preliminary application to the Corps of Engineers for a Section 408 determination.

### **Stormwater Manager's Report**

Steve Haubner, City of Longview Stormwater Manager, reported on the following:

The Divert Project at the Mint Farm received excavation and grading permits to begin site work. The project is anticipated to break ground in September 2023.

At 4505 Ocean Bach Highway a landscaping company is proposing building a facility to house equipment and materials. Ms. Blain contacted the business and property owners and they both verbally agreed to allow temporary access through the property so the District can improve Cutoff Slough for maintenance access. Ms. Blain is hoping to complete ditch bank improvements this fall before the business begins construction.

Mt. Solo Estates Development Phases IV / V are progressing with hopes of completing ground work prior to the wet season.

Ms. Blain inquired about the Bud Clary Ford parking lot expansion. Mr. Haubner stated the City provided stormwater comments and are awaiting a response from Bud Clary Ford's engineering team.

Cowlitz Clean Water Partners (CCWP) have been airing ads with KPTV participating in a larger regional effort for stormwater educational outreach. Mr. Haubner shared several of the ads being aired and how often they are run on television, noting it has been a worthwhile investment for CCWP to participate.

### **Engineer's Report**

**USACE Pilot Program for Small/Disadvantaged Communities:** The USACE announced June 21, 2023 they are launching a pilot program to fully fund small water resources projects for economically disadvantaged communities. Ms. Blain explained the program is 100% funded by Consumer Assistance Program (CAP) with applications due by October 20, 2023. Ms. Blain anticipates applying for revetment and for low spots of the Cowlitz River Levee.

### **Operations Foreman Report**

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

- Farming disposed aquatic vegetation at the Regional Detention Pond. Mr. Cox noted there are chip piles onsite that bind with the soil and help it dry.
- Continued cleaning of vegetation from the Cutoff Slough using the airboat.
- Carney Construction is cleaning and culverting Drain No. 24 where it turns to Drain No. 17 improving for continued mowing access.
- Spraying the Sewer Lagoons for the City of Longview. Beacon Hill Water and Sewer District has also contacted the District regarding spraying for them as well.
- Mowing with the Mini Excavator along Ditch No. 8 near Mt. Solo Middle School. This area has never been accessible prior and 18' blackberries were removed. Mr. Cole and Ms. Blain are working with the Longview School District to acquire easements for maintenance access. Discussions will continue between the Longview School District, staff and Legal Counsel regarding easement details.
- Herbicide spray operations continue weather permitting.

### **Attorney's Report**

Frank Randolph, Legal Counsel, reported on the following:

**Purchasing Agreement for Manual Transfer Switches, JH Kelly:** An agreement was presented for Manual Transfer Switches to be purchased by JH Kelly for the District. Ms. Blain explained the switches are in the approved budget and the agreement describes the terms for procurement. Mr. Randolph reviewed and edited the agreement and recommended approval.

Supervisor Kilmer asked if the District would be better off to purchase the equipment themselves and have JH Kelly install only. Ms. Blain stated the project will be billed time and material allowing the District's Electrician to assist with installation, noting the project itself will take multiple hands and more electrical tools than the District possesses.

A motion was made and seconded, to approve the District Manager to sign the Purchasing Agreement for Manual Transfer Switches with JH Kelly as presented. Motion carried.

Memorandum of Understanding for Data Exchange, City of Longview: District and City Legal Counsels have reviewed a Memorandum of Understanding for Data Exchange between the City and the District. Ms. Blain stated the memorandum will allow the District access to the City's updated Longview aerial imagery and allow the City access to the District's drainage study with West Consultants.

Following discussion, a motion was made and seconded, to approve the Memorandum of Understanding for Data Exchange between the City of Longview and the District, as presented. Motion carried.

### **Old Business**

Columbia River Treaty: Ms. Blain reported she participated in a tour with the USACE and federal dignitaries from the Federal Office of Management and Budget to discuss the renegotiation of the Columbia River Treaty. Feedback received from the participants of the tour about the District's concerns was very positive. Talking points included a concern of potential impacts if the river level is higher than the levee was designed to handle. Increased saturation from high water levels can cause instability, and the increased probability of failure together with reduced storage volume impacts the level of protection afforded by the levee. Increased sedimentation from high flows could create a potential for inundation during operating lulls. Increased debris from unpredictable flows has caused issues in the past with the Reynolds Pump Station outfall. High water levels in the river also directly translate to additional pumping and increased operating cost.

Ms. Blain highlighted three takeaways for the tour group:

- Reliance: We are a community that lives and relies on the river.
- Uncertainty: A plan is needed before the treaty's flood risk components expire in September 2024. The absence of a well-defined plan creates uncertainty.
- Time Delays: Once we have a plan, how long does it take to evaluate impacts, engineer a design, fund improvements and construct mitigation? And what is our exposure and risk in the interim?

Overall Ms. Blain stated she was proud the District was invited for discussion noting the tour was strictly informational with minimal attendance to limit external pressure.

### **New Business**

Extreme Machine Event, September 23, 2023: The City invited the District to participate in their Extreme Machine Event at the Longview Expo Center on September 23, 2023 by bringing the airboat for citizens to view and discuss stormwater and the District.

Supervisor Kilmer asked if kids would be climbing on the airboat. Ms. Blain stated some of the equipment at the event kids can explore, but the District's equipment will be in the non-interactive section for viewing only.

Advisory Committee Vacancy: Ms. Blain reported Thuy Vo, Advisory Committee representative resigned from the committee leaving a District appointed position vacant. Ms. Blain reported after recommendations she reached out to science teachers in the Longview School District and received a commitment from high school biology teacher who plans to attend the next Advisory Committee meeting.

### **Acknowledge Staff Changes**

Cameron Clawson, Electrician, hired effective August 16, 2023. Mr. Cameron introduced himself to the Board of Supervisors and provided insight on his electrical background and excitement for joining the District team.

### **Public Comment**

There was no one present for public comment.

### **Board of Supervisors Report**

Supervisor Bean reported she will not be able to attend the September 12, 2023 Board of Supervisors regular meeting. Supervisor Hallanger also reported he will not be in attendance.

It was the consensus of the Board of Supervisors to cancel the September 12, 2023 Board of Supervisors regular meeting and move it to a Board of Supervisors special meeting on September 13, 2023.

### **Approval of August 29, 2023 Claim Summary**

After review of District claims, a motion was made and seconded by the Board to approve and execute the August 29, 2023 Claim Summary submitted in the amount of \$107,464.30. Motion carried.

### **Approval of the August 2023 Bank of America Claim Summary**

After review of the District claims, a motion was made and seconded by the Board to approve and execute the August 2023 Bank of America Claim Summary submitted in the amount of \$4,448.56. Motion carried.

### **Ratification of August 15, 2023 Payroll and Benefits**

Upon a motion made, seconded and adopted by the Board, the payroll and benefits expenditures for the pay period ending August 15, 2023 were approved in the amount of \$40,584.66. Motion carried.

**Adjourn Meeting**

There being no further business, the meeting was adjourned at 9:52 a.m.

The next Board of Supervisors regular meeting scheduled for September 12, 2023 is cancelled. A Board of Supervisors special meeting is scheduled for September 13, 2023.

The Advisory Committee meeting is scheduled for September 21, 2023.

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Tim Kilmer, Chair

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Sherry Bean, Secretary

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Bill Hallanger, Vice-Chair