

Consolidated Diking Improvement District No. 1
Board of Supervisors Special Meeting Minutes
CDID No. 1 Office, 5350 Pacific Way, Longview, Washington
September 13, 2023

The Special 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., September 13, 2023.

Present:

Board of Supervisors:

Tim Kilmer, Chair
Sherry Bean, Secretary

Staff:

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

Legal Counsel:

Frank Randolph

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 29, 2023, copies of which had been submitted to the Board, was waived and the minutes were approved as if read.

Permit No. 23-14, Bud Clary Ford Parking Lot

Application for an Encroachment Permit was submitted by Bud Clary Ford for a parking lot expansion including a 12” conveyance along WSDOT’s Tenant Way right-of-way along Tenant Way and discharging to Ditch No. 4. Ms. Blain recommended approval noting Bud Clary Ford will have an onsite collection system for water quality treatment and plans to use the District’s Fee-In-Lieu mitigation program for stormwater detention.

A motion was made and seconded, to approve Permit No. 23-14, Bud Clary Ford Parking Lot, as submitted. Motion carried.

Stormwater Manager’s Report

Steve Haubner, City of Longview Stormwater Manager, was absent from the meeting.

Engineer's Report

Salary Study: Amy Blain, District Manager, provided an overview of staff salaries based on several comparable agencies including Multnomah County Drainage District, Beacon Hill Water and Sewer District, Three Rivers Regional Wastewater Authority and Cowlitz County PUD. Ms. Blain was surprised to discover the District was consistently on the low end of the salary structure when comparing specific job descriptions for all employees. Ms. Blain stated the District is awaiting assessment values to determine if adjustments can be implemented into the 2024 budget. Ms. Blain reported District staff has taken on a lot more responsibility and job duties in the last few years and our overall efficiency has improved as a result. Ms. Blain proposed equitable adjustments and recommended implementing salary changes to the extent feasible in the 2024 budget.

Supervisor Kilmer stated he appreciates all the current District staff does and would like to see competitive wages to ensure employee retention. Supervisor Bean stated she was thankful for all the data and justification of where numbers are derived from.

Operations Foreman Report

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

- Carney Construction is cleaning Ditch No. 8 with trucking assistance from the District crew.
- Preparing areas for hydroseeding to begin next week.
- Housekeeping pump stations and mowing for the upcoming U.S. Army Corps of Engineers (USACE) inspection.
- Champ's Tree Service trimmed and removed several trees along Tennant Way after homeless camp abatement.

Attorney's Report

Agreement for Fee-In-Lieu Program, Bud Clary Ford: Frank Randolph, Legal Counsel reviewed and presented an Agreement for Fee-In-Lieu Program between Bud Clary Ford and CDID No.1. Ms. Blain explained funds from the agreement would be utilized for the 3rd Avenue Pump Station transfer switch project.

A motion was made and seconded, to approve the Agreement for Fee-In-Lieu Program between Bud Clary Ford and CDID No. 1, as presented. Motion carried.

Old Business

U.S. Army Corps of Engineers Inspection: The USACE notified the District the upcoming levee inspection will be done the week of October 2-6, 2023. Ms. Blain notified all mills and property owners adjacent to levees to ensure they completed all preparations required for the inspection.

Supervisor Bean asked if the Board of Supervisors should attend the inspection. Ms. Blain stated it's not required, but is happy to take a day and tour through the levees with any Supervisors interested prior or post inspection. Supervisor Kilmer agreed a separate tour through would be beneficial.

New Business

Municipal Stormwater MS4 Permit Renewal: Ms. Blain reported she submitted the Notice of Intent to renew the District's Municipal Stormwater MS4 Permit before it expires in July of 2024. Ms. Blain stated the draft permit was published and the comment period is between August 16 and November 10, 2023. Ms. Blain reported the following upcoming permit changes:

- Submit updated stormwater management plan annually.
- Provide map showing locations of all outfalls by March of 2027.
- Prepare an Operations and Maintenance Plan to minimize pollution generated by housekeeping of District facilities by July of 2027.
- Assess buildings built from 1950-1980 for materials containing polychlorinated biphenyls (PCBs).

Ms. Blain explained she reviews and updates the Stormwater Management Plan every one to two years, and has begun surveying outfalls 6-inch and larger and compiling the information in an AutoCAD file. The District's Operations and Maintenance Plan will be modified to address housekeeping and pollution. None of the District's buildings are believed to have been constructed between 1950 and 1980, but staff will verify.

CIAW Loss Control Scholarship Funding: Ms. Atkins reported the District applied for and received funding from the Cities Insurance Association of Washington (CIAW) Loss Control Scholarship to reimburse pesticide recertification for and certification for crew members along with lodging in the amount of \$2,182.92.

Board of Supervisors Report

The Board of Supervisors had nothing new to report.

Approval of September 13, 2023 Claim Summary

After review of District claims, a motion was made and seconded by the Board of Supervisors to approve and execute the September 13, 2023 Claim Summary submitted in the amount of \$57,531.30. Motion carried.

Approval of the August 2023 Board of Supervisors Time and Expenses

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

Ratification of August 31, 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 31, 2023 were approved in the amount of \$48,729.99. Motion carried.

Adjourn Meeting

There being no further business, the meeting was adjourned at 9:40 a.m.

The next Board of Supervisors regular meeting is scheduled for September 26, 2023.

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

Tim Kilmer, Chair

Sherry Bean, Secretary

Bill Hallanger, Vice-Chair