

## Consolidated Diking Improvement District No. 1

### Board of Supervisors Meeting Minutes

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

October 11, 2022

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., October 11, 2022.

**Present:**

**Board of Supervisors:**

Tim Kilmer, Chair  
Sherry Bean, Secretary  
Bill Hallanger, Treasurer via Zoom

**Staff:**

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

**Legal Counsel:**

Frank Randolph via Zoom

### Agenda

The following item was added to the agenda:

**Acknowledge Staff Changes**

- Cameron Parsons, Temporary Laborer, Resignation Effective October 11, 2022

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 September 27, 2022, 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.

Ms. Blain reported the Cowlitz Clean Water Partners (CCWP) banner ads for the pet waste campaign are live and target those who specifically search or visit pet related webpages throughout Cowlitz County.

### **Engineer's Report**

Amy Blain, District Manager, reported on the following:

National Incident Management System Training: Ms. Blain attended Incident Command System (ICS) training at the Hall of Justice provided by the Department of Emergency Management (DEM) as a component of the National Incident Management System (NIMS).

Ms. Blain reported the training was attended by but not limited to Public Works, hospital, and fire representatives etc. Ms. Blain noted she is taking steps to apply for opportunities to be deployed in a disaster and act as an Engineering Manager or assess damage to utilize training in the field for hands on additional preparedness.

Supervisor Bean asked if the Board of Supervisors ICS trainings need renewal. Ms. Blain stated she would research when ICS training expires.

Pre-Winter Levee Assessment: Ms. Blain and Mr. Cox inspected the Columbia and Cowlitz River Levees via airboat on October 6, 2022 and observed the following:

- Areas to cut and treat saplings in levee right of way (ROW).
- Localized soughing on the Cowlitz River Levee to be monitored and evaluate need for future repairs.
- Downspouts to investigate at the Levee House Condos.
- Three Rivers Waste Water Authority (TRRWA) pipeline crossing and signage on the Cowlitz River Levee.
- Several transient camps were observed and the City will be notified.
- Investigate ownership "gap" in Cowlitz Rive Levee on Catlin Street to West Main.

Ms. Blain stated findings are compiled and documented in an annual report.

### **Operations Foreman Report**

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

- Removing aquatic weeds from the Cutoff Slough and Ditch No. 10.
- Final mowing for the season.
- Assisting the City to measure a pipe culvert running along Clark and 5<sup>th</sup> Street to Ditch No. 6. Mr. Cox reported the City is purchasing a valve for the pipe to be able to increase Lake Sacajawea flushing flow and reduce algae growth. The District will repurpose steel grate from the demolished sewer treatment structure to create access for opening and closing the valve.
- Researching Swiftwater Flood Rescue training for the District crew in 2023. Training would be applicable if the District's airboat is needed for flood response procedures and rescue.

### **Attorney's Report**

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

### **New Business**

FY 2019-2022 Accountability and Financial Statement Audit: Ms. Atkins reported the Washington State Auditor will begin the District's 2019 through 2022 Accountability and Financial Statement Audit this week. The audit is expected to last approximately three weeks.

2022 Budget Preparations: Ms. Atkins provided a detailed review of the preliminary 2022 Budget. Discussion followed regarding prioritization of capital expenditures.

### **Public Comment**

There was no one present for public comment.

### **Board of Supervisors Report**

The Board of Supervisors had nothing new to report.

### **Acknowledge Staff Changes**

Cameron Parsons, Temporary Laborer, Voluntary Resignation Effective October 11, 2022.

### **Approval of October 11, 2022 Claim Summary**

After review of District claims, a motion was made and seconded to approve and execute the October 11, 2022 Claim Summary submitted in the amount of \$107,793.96. Motion carried.

### **Approval of the September 2022 Board of Supervisors Time and Expenses**

Upon a motion made, seconded and adopted, the Board of Supervisors' September 2022 Time and Expense were approved. Motion carried.

### **Ratification of September 30, 2022 Payroll and Benefits**

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending September 30, 2022 were approved in the amount of \$36,922.71. Motion carried.

**Adjourn Meeting**

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

The next regular Board of Supervisors' meeting is scheduled for October 25, 2022.

The Advisory Committee meeting is scheduled for October 20, 2022.

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Tim Kilmer, Chair

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Sherry Bean, Secretary

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Bill Hallanger, Vice-Chair