

Consolidated Diking Improvement District No. 1
Board of Supervisors Regular Meeting Minutes
CDID No. 1 Office, 5350 Pacific Way, Longview, Washington
October 31, 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., October 31, 2023.

Present:

Board of Supervisors:

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

Staff:

Amy Blain, District Manager
 Darren Frye, Lead Person
 Morgan Atkins, Admin. Finance Assistant

Legal Counsel:

Frank Randolph

Agenda

Permits:

Permit No. 23-16, Port of Longview Berth 5/6 Wastewater and Stormwater Improvements

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 October 10, 2023, copies of which had been submitted to the Board, was waived and the minutes were approved as if read.

Timed Agenda Item 9:00 a.m. Public Hearing CDID No. 1 2024 Budget

9:00 a.m. was the time set for an open public hearing to review the proposed CDID No. 1 2024 Budget. The Board of Supervisors reviewed and discussed the proposed 2024 Budget as submitted. Supervisor Kilmer noted no members of the public were present.

Supervisor Kilmer closed the public testimony portion of the public hearing.

At 9:05 a.m. the Board of Supervisors reconvened to the regular meeting.

CDID No. 1 Budget Approval

A motion was made and seconded to adopt the CDID No. 1 2024 Budget totaling \$3,618,774 and requested of the Cowlitz County Board of Commissioners a levy amount of \$3,454,423. Motion carried.

The adopted 2024 Budget and Certifying Resolution submitted to the Cowlitz County Board of Commissioners is as follows:

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF COWLITZ COUNTY, WASHINGTON

In the Matter of fixing the 2024 Budget)	CERTIFYING THE 2024 BUDGET
for CONSOLIDATED DIKING IMPROVEMENT)	FOR CONSOLIDATED DIKING
DISTRICT NO. 1 of Cowlitz County, Washington)	IMPROVEMENT DISTRICT NO. 1

WHEREAS, the Board of Supervisors of CONSOLIDATED DIKING IMPROVEMENT DISTRICT NO. 1 of Cowlitz County, Washington, does hereby adopt, approve, and recommend to the Board of County Commissioners of Cowlitz County, Washington that the following budget be certified and adopted for and on behalf of CONSOLIDATED DIKING IMPROVEMENT DISTRICT NO. 1 of Cowlitz County for the fiscal year 2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Cowlitz County, Washington that the budget of CONSOLIDATED DIKING IMPROVEMENT DISTRICT NO. 1 for the fiscal year 2024 be fixed and determined in sums and amounts per the attached documents.

RESOLUTION NO. 23-03

RESOLUTION NO. _____

ADOPTED this 31st day of October, 2023

CERTIFIED this ___ day of _____, 2023

BOARD OF SUPERVISORS OF CONSOLIDATED DIKING IMPROVEMENT DISTRICT NO. 1 OF COWLITZ COUNTY, WASHINGTON

BOARD OF COUNTY COMMISSIONERS OF COWLITZ COUNTY, WASHINGTON



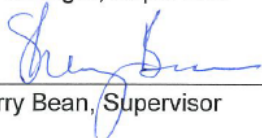
Tim Kilmer, Supervisor

Arne Mortensen, Commissioner – District 1



Bill Hallanger, Supervisor

Dennis Weber, Commissioner – District 2



Sherry Bean, Supervisor

Richard Dahl, Commissioner – District 3

ATTEST:

ATTEST AND FILED BY:



Morgan Atkins, Admin. Finance Assistant

Kelly Dombrowsky, Clerk of the Board of County Commissioners

CDID #1 YEAR 2024 BUDGET PREPARATIONS *** 51000 SALARIES AND WAGES ***						
SUB-CLASS	DESCRIPTION	NUMBER EMPLOYEES	RATE	MONTHS, HOURS, ETC.	SUBTOTAL	BUDGET TOTAL
51001	DIRECT LABOR					
	Supervisor, Chair	1	90	2	180	4,532
			128	34	4,352	
	Supervisor, Vice-Chair	1	128	36	4,608	4,608
	Supervisor, Secretary	1	128	36	4,608	4,608
	District Manager	1	14,303	12	171,636	171,636
	Associate Engineer	1	9,143	12	109,710	109,710
	Administrative Finance Assistant	1	8,501	12	102,012	102,012
	Operations Foreman	1	10,854	12	130,244	130,244
	Operator/Lead (Step 3)	1	49.82	2088	104,014	
	On-Call Compensation	1	74.72	60	4,483	108,497
	Operator (Step 2)	1	41.82	520	21,746	
	On-Call Compensation	1	62.73	30	1,882	23,628
	Operator (Step 3)	2	43.92	2088	183,410	
	On-Call Compensation	2	65.88	60	7,906	
	Operator (Step 3 Increase Effective 4/1/24)	1	43.92	1568	68,867	
		1	65.88	30	1,976	262,158
	Electrician	1	49.16	1479	72,712	
	On-Call compensation	1	73.74	30	2,212	
	Step Increase Effective 8/16/24	1	52.60	609	32,036	
		1	78.91	30	2,367	109,328
	TOTAL DIRECT LABOR =					<u>1,030,961</u>
51010	OVERTIME DIRECT LABOR (Est. at 1.5 times 4% of the total base rate for Operations positions.)	N/A	N/A	N/A	36,782	<u>36,782</u>
51078	CELL PHONE USAGE	9	50	12	5,400	<u>5,400</u>
51001	EXTRA LABOR	0	0	0	0.00	<u>0</u>
TOTALS =						1,073,143

- NOTES:**
- Underlined figures are category totals.
 - All permanent positions budgeted at 2024 salary study plus 3.5% estimated 2024 COLA.
 - On-call hours are weekends, holidays, and nonworking hours.

CDID #1 YEAR 2024 BUDGET PREPARATIONS *** 52000 PERSONNEL BENEFITS ***				
SUB-CLASS	DESCRIPTION	RATE	MULTIPLIER (hr, mth, \$)	BUDGET TOTAL
52001	INDUSTRIAL INSURANCE			
	Supervisors & Administrative Positions	0.1314	4,409	579
	5306 Current Rate = 0.13140			
	Supervisors included at 16 hr/m/each			
	Maintenance Staff	1.1287	10,556	11,914
	1501 Current Rate = 1.12870			
	TOTAL INDUSTRIAL INSURANCE =			<u>12,493</u>
52002	MEDICAL INSURANCE	1,850	108	199,800
	Budgeted for nine full-time permanent positions. (9x12=108 months). Includes disability insurance premium			
52003	MEDICARE CONTRIBUTION			
	Budget = 1.45% of Salary FT Positions	1.45%	687,909	9,975
	Budget = 7.65% of Supervisors & Temp. Positions	7.65%	13,748	1,052
				<u>11,026</u>
52004	PERS II & III RETIREMENT CONTRIBUTION			
	Rate = 9.53% Effective 9/1/23 (All full-time employees)	9.53%	658,881	62,791
52006	LIFE & LTC INSURANCE	500	12	6,000
	Approved Resolution No. 21-02 to set aside \$500/mo. for premium payments			
52007	SEVERANCE PAYMENTS (PTO Cashout)			15,000
52009	DEFERRED COMPENSATION (All full-time employees)	6.20%	944,668	58,569
52010	WA STATE PAID FAMILY MEDICAL LEAVE	0.58%	1,073,143	6,224
TOTALS =				382,931

- NOTES:** - Underlined figures are category totals.

CDID #1 YEAR 2024 BUDGET PREPARATIONS *** 53000 SUPPLIES ***		
SUB-CLASS	DESCRIPTION	BUDGET TOTAL
53101	OFFICE SUPPLIES (Stationery, computer supplies, etc.)	3,500

53132	ROCK & SAND	50,000
53136	CHEMICALS (Vegetation control chemicals.)	40,000
53140	MISC. OPERATIONS & MAINTENANCE SUPPLIES	
	Equipment (lubricants, filters, etc.)	35,000
	Building and grounds.	35,000
	TOTAL MISC. O & M SUPPLIES =	<u>70,000</u>
53141	UNIFORMS (Safety Boot & Logo Apparel Allowance)	2,700
53201	GASOLINE	18,000
53203	DIESEL FUEL	42,000
53501	SMALL TOOLS (Hand tools, small power tools, etc.)	5,500
	TOTALS =	231,700

NOTES: - Underlined figures are category totals.

CDID #1 YEAR 2024 BUDGET PREPARATIONS *** 54000 OTHER SERVICES AND CHARGES ***		
SUB-CLASS	DESCRIPTION	BUDGET TOTAL
54112	PROFESSIONAL SURVEYING SERVICES	<u>10,000</u>
54113	PROFESSIONAL ENGINEERING SERVICES (Projects Consulting Service)	<u>260,000</u>
54116	PROFESSIONAL JANITORIAL SERVICES	<u>5,000</u>
54120	PROFESSIONAL LEGAL SERVICES	<u>20,000</u>
54130	PROFESSIONAL PAYROLL/ACCOUNTING	<u>15,000</u>
54132	PROFESSIONAL TECHNICAL/WEBSITE SVC	<u>30,000</u>
54150	INTERGOVERNMENTAL SERVICES	<u>5,000</u>
54205	COMMUNICATIONS	<u>15,000</u>
54302	MILEAGE	<u>2,000</u>
54304	TRAVEL SUBSISTANCE	<u>9,000</u>
54401	ADVERTISING	<u>1,000</u>
54502	RENTAL EQUIPMENT	<u>10,000</u>
54601	INSURANCE	<u>300,000</u>
54706	PUBLIC UTILITIES (Water, Sewer, Electricity, Solid Waste)	<u>200,000</u>
54801	CONTRACTED REPAIRS & MAINTENANCE	
	Buildings, Electrical, Misc.	40,000
	Vegetation Control, Weed Removal, Mowing	60,000
	Equipment, Pumps, Trucks, Etc.	70,000
	Roads and Levee Maintenance	30,000
	Ditch/Drain Maintenance	80,000
	Vegetation Restoration & Improvement.	15,000
	Paint Various Buildings	5,000
	TOTAL CONTRACTED REPAIR & MAINT. =	<u>300,000</u>
54920	MISCELLANEOUS	
	Educational	20,000
	License Renewal, Use Tax, Misc.	18,000
	AutoCad Subscription Fee, etc.	7,000
	Stormwater Waste Discharge Permit Fee	4,000
	County Mosquito/Stormwater Assessment Fee	5,500
	TOTAL MISCELLANEOUS =	<u>54,500</u>
54999	COUNTY TREASURER ASSESSMENT FEE	<u>30,000</u>
	TOTALS =	1,266,500

NOTES: - Underlined figures are category totals.

CDID #1 YEAR 2024 BUDGET PREPARATIONS *** 56000 CAPITAL OUTLAYS ***		
SUB-CLASS	DESCRIPTION	BUDGET TOTAL
56101	LAND	30,000
56201	IMPROVEMENTS TO BUILDINGS	
	Other Improvements	10,000
	Fencing	30,000
	Shop Breakroom Updates	30,000
	TOTAL IMPROVEMENTS TO BUILDINGS =	<u>70,000</u>
56301	OTHER IMPROVEMENTS (PS Generator Transfer Switches / Misc. Other Improvements)	<u>157,000</u>
56401	MACHINERY AND EQUIPMENT	
	Miscellaneous Machinery and Equipment	10,000
	Trailer Mounted Portable Generator	360,000
	Server/Computer Replacements	15,000
	TOTAL MACHINERY & EQUIPMENT =	<u>385,000</u>
56501	CONSTRUCTION (Rehab Drain No. 17 – Pine St. to Drain No. 24)	22,000
	TOTALS =	664,000

NOTES: - Underlined figures are category totals.

CDID #1 YEAR 2024 BUDGET PREPARATIONS *** 58000 DEBT SERVICE - INTEREST AND ISSUANCE COSTS ***		
SUB-CLASS	DESCRIPTION	BUDGET TOTAL
58001	Debt Service - Leases	500
TOTALS =		500

NOTES: - Underlined figures are category totals.

CDID #1 PREVIOUS EXPENDITURES AND BUDGET COMPARISONS

SUB-CLASS	DESCRIPTION	2024 BUDGET AMOUNT	2023 ACTUAL AMOUNT	2022 ACTUAL AMOUNT	2021 ACTUAL AMOUNT
51000	Salaries and Wages	1,073,143	968,739	740,892	708,127
52000	Personnel Benefits	382,931	357,880	302,001	298,538
53000	Supplies	231,700	257,200	219,306	213,931
54000	Other Services and Charges	1,266,500	1,155,000	1,264,853	906,693
55000	Intergovernmental Services	0	6,000	15,114	0
56000	Capital Outlays	664,000	944,500	1,491,574	1,011,321
58000	Debt Service - Interest & Issuance Cost	500	1,752	0	0
TOTALS =		3,618,774	3,691,071	4,033,741	3,138,611

CDID #1 PREVIOUS BUDGETED AMOUNTS, APPRAISED VALUE AND LEVY COMPARISONS

	2024	2023	2022	2021
CDID #1 BUDGETED AMOUNTS	3,618,774	3,645,539	3,198,037	3,250,629
APPRAISED VALUE OF PROPERTIES WITHIN CDID#1 BOUNDARIES	6,642,649,977	6,361,092,720	5,719,948,846	5,089,132,872
LEVY AMOUNT TO FUND CDID #1 BUDGET	3,454,423	2,956,555	2,640,106	2,383,823
MILLAGE TO FUND CDID #1 BUDGET (\$/\$1,000)	0.5200	0.4648	0.4616	0.4684

Permit No. 23-13, Norpac Utility Pole Replacement

Ms. Blain recalled discussion at the August 29, 2023 Board of Supervisors Regular Meeting, Norpac Pacific Paper Company replaced five power poles at the landward toe of the Columbia River Levee right-of-way. Ms. Blain reported at that time the District submitted a preliminary application to the U.S. Army Corps of Engineers (USACE) for a Section 408 determination post construction and the USACE issued a Letter of No Impact for the project. Ms. Blain recommended permit approval now that the USACE signed off.

A motion was made and seconded, to approve Permit No. 23-13, Norpac Utility Pole Replacement, as presented. Motion carried.

Permit No. 23-16, Port of Longview Berth 5/6 Wastewater and Stormwater Improvements

Ms. Blain reported the Port of Longview intends to upgrade its stormwater utilities in the Columbia River Levee right-of-way in the areas of Berth 5 and 6. Ms. Blain stated the USACE requested the District provide a Letter of No Objection in order to proceed with

the Port's application for Section 408 review. Ms. Blain reviewed plans and provided initial feedback for the proposed 10" pipe and 16" pipe crossing the levee prism to backfill the utility trench, and fill the annular space between each pipe and casing with flowable controlled density fill (CDF).

Supervisor Hallanger asked how the Port would know if there was a leak. Ms. Blain stated there's a manhole on the upstream side and the lines are pressurized so a water bleed would visibly become evident. Ms. Blain noted there is an onsite water quality swale for pretreatment before stormwater is pumped to the Columbia River.

Following discussion, a motion was made and seconded, to issue a Letter of No Objection for Permit No. 23-16, Port of Longview Berth 5/6 Wastewater and Stormwater Improvements. Motion Carried.

Stormwater Manager's Report

Ms. Blain reported the District along with Cowlitz County Public Works and the City of Longview manned a booth on behalf of the Cowlitz Clean Water Partners (CCWP) for the City's Trick or Treat Walk around Lake Sacajawea on October 28, 2023. Ms. Blain stated the event was well attended and stated it was a great public education opportunity and spread the word about CCWP's upcoming calendar contest.

Engineer's Report

USACE Periodic Inspection: District staff with a team from the USACE including Structural, Electrical, Seismic and Mechanical Engineers completed inspection of the District's Pump Stations. Ms. Blain reported the following takeaways:

- Reynolds Pump Station: Rust was observed on the outside of the pole mounted transformers. Ms. Blain stated the rust is a Public Utilities District (PUD) issue and she has contacted the PUD to discuss replacement. Ms. Blain would like to see them replaced with pad mount transformers, upgraded to an underground service, and modified such that the service cabling enters the pump station from the west side of the ditch. This would eliminate two power poles and an aerial crossing over the ditch, vastly improve maintenance access, safety and operations.
- 3rd Avenue Pump Station: Both pumps initially had start issues. Ms. Blain explained the District electrician identified an error on the soft start the following morning and she sent video of the pumps operating to the USACE the same day. District staff is troubleshooting a transient start-up issue and had the PUD install a voltage meter to monitor and rule out a phase imbalance.
- Main Pump Station: The USACE requested documentation of an annual load test was for the bridge crane. Ms. Blain stated the District has scheduled a load test for this week and will report the results to the USACE. Ms. Blain recommends testing the bridge crane every four years according to OSHA standards, but stated it is impractical and cost prohibitive to conduct annual load testing.

Ms. Blain stated the inspectors did not offer an opinion regarding how they felt the inspection went, except to say the District's Pump Stations were above average. Ms. Blain anticipates reports from the inspection in approximately three months.

Operations Foreman Report

Darren Frye, Lead Person, reported on the following maintenance activities:

- The City assisted cleaning the Drain No. 17 culvert at 42nd Avenue with a vac truck.
- Demolition of the shop breakroom. Cameron Clawson, District Electrician, has been preparing wiring.
- Removed a steel cable discovered in District access along the Cowlitz River Levee near J.E. McAmis.
- Using the Mini Excavator to clean Ditch No. 15 near Island Drive. Mr. Frye explained the Mini Excavator is allowing us to improve this area which has previously been inaccessible. Several neighboring homeowners have expressed positive feedback for the improvements. The District plans to build out the entrance to this for additional maintenance in the future.

Attorney's Report

Independent Contract, JH Kelly: Frank Randolph, Legal Counsel, reported he reviewed the proposed Independent Contract with JH Kelly for transfer switches and recommended approval. Ms. Blain noted the contract is based on time and materials.

A motion was made and seconded, to approve the Independent Contract between JH Kelly and CDID No. 1, as presented. Motion carried.

Old Business

USACE Pilot Program Grant Application: Ms. Blain reported she submitted a USACE Pilot Program Grant application on behalf of the District to close an approximate 65' gap in the Cowlitz River Levee. Ms. Blain stated Patriot Rail wrote a letter in support of the project over their railway and announced in the letter that they're starting the abandonment process of this railway section. Ms. Blain stated the application was sent to the USACE Portland Division for feedback prior to submittal and made changes according to their comments to add zoning and critical facility locations.

Cowlitz Levee Encroachment, 1404 River Road: Ms. Blain met onsite with the USACE and the homeowner to discuss encroachments of concern. Ms. Blain explained the City issued building permits to the homeowner without realizing construction was occurring in the levee and the homeowner failed to contact the District and the USACE before constructing retaining walls at the landward toe of the levee using landscaping blocks. Ms. Blain stated the homeowner was issued a letter stating three options:

- Remove existing improvements and restore the levee to original slope.
- Submit geotechnical analysis stating no impact to the levee.
- Submit design for engineered retaining walls that mitigate impacts to the levee.

The homeowner was not pleased with options provided. Ms. Blain offered assistance to survey the property and generate cross sections through the levee, and previously helped the homeowner fill out a USACE Section 408 checklist. Ms. Blain expressed frustrated about new improvements that are identified each time District staff visits the site and listed examples including an open excavation, new concrete pad, fence posts, etc. Ms. Blain stated the USACE supported and re-iterated the District's concerns to the homeowner, and the homeowner has been given a November 30, 2023 deadline to demonstrate good faith efforts to come into compliance.

Board of Supervisors Report

Supervisor Hallanger noted an atmospheric river event is anticipated into the weekend and recommended the District prepare accordingly.

Approval of October 31, 2023 Claim Summary

After review of District claims, a motion was made and seconded by the Board of Supervisors to approve and execute the October 31, 2023 Claim Summary submitted in the amount of \$79,169.41. Motion carried.

Approval of the October 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 October 2023 Bank of America Claim Summary submitted in the amount of \$1,669.66. Motion carried

Ratification of October 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 October 15, 2023 were approved in the amount of \$52,828.38. Motion carried.

Adjourn Meeting

There being no further business, the meeting was adjourned at 9:55 a.m.

The next Board of Supervisors regular meeting is scheduled for November 14, 2023.

The next Advisory Committee meeting is scheduled for November 16, 2023.

Tim Kilmer, Chair

Sherry Bean, Secretary

Bill Hallanger, Vice Chair