

**Consolidated Diking Improvement District No. 1**  
**Board of Supervisors Regular Meeting Minutes**  
**CDID No. 1 Office, 5350 Pacific Way, Longview, Washington**  
**November 14, 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., November 14, 2023.

**Present:**

**Board of Supervisors:**

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

**Staff:**

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

**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 October 31, 2023, copies of which had been submitted to the Board, was waived and the minutes were approved as if read.

**Stormwater Manager's Report**

Ms. Blain reported a box culvert has been installed and six dewatering wells are in place for the City of Longview's street widening and bridge replacement project on 46<sup>th</sup> Avenue. Ms. Blain stated calculations show the box culvert is properly sized for the ditch, but noted the overall height and clearance provided by the culvert appears lower than it needed to be to accommodate utilities. Supervisor Hallanger asked if the City is installing sidewalks along the bridge. Ms. Blain stated the project includes both sidewalks and bike lanes.

**Engineer's Report**

**Main Pump Station Bridge Crane Load Test:** Ms. Blain reported during the U.S. Army Corps of Engineer's (USACE) pump stations inspection the Main Pump Station bridge crane was requested to be load tested. Ms. Blain stated the District hired Crane Consultants, Inc. to perform testing who used 25,500 pounds in weights rented locally

from Snell Crane Service. The USACE has suggested the District load test the bridge crane annually. Ms. Blain stated annual testing is costly and has asked the USACE's Guidance Department due to the crane's infrequent use to test every four years; which is recommended by Occupational Health and Safety Administration (OSHA).

Discussion followed regarding a swing arm never utilized nor needed which was not load tested being a concern. Ms. Blain stated the swing arm is bolted in place and can easily be removed to eliminate potential questioning.

Ms. Blain noted the District's Electrician began the annual electrical inspection of all the District's pump stations and is keeping a list of items for improvement/repair.

Project No. 23-24, Shop Renovation: Demolition started for the shop breakroom renovation project. Ms. Blain reported the eye wash station currently drains directly onto the ground behind the building and will be re-plumbed to meet code. An air compressor stored in the chemical room is being relocated for better utilization and outdated lighting/smoke detectors are being rewired/replaced.

Supervisor Bean asked if the eye wash station is plumbed to be at the correct temperature. Mr. Cox stated it is.

### **Operations Foreman Report**

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

- Placing "Do Not Feed Wildlife" signs along 32<sup>nd</sup> Avenue to deter current duck feeding. Straw for erosion control was placed to areas damaged until weather improves to reseed for grass.
- Widening access along Ditch No. 8 near Island Drive.

Trailer Damage, 4223 Pennsylvania Avenue: A trailer being removed caused damage on District property along Drain No. 17 at 4223 Pennsylvania Avenue. Ms. Blain was contacted by the Longview Police Department (LPD) about the trailer initially because it was stuck in the mud, half on District property and half on adjacent private property. Ms. Blain stated she is working with LPD to contact the trailer owner and pursue repairs.

### **Attorney's Report**

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

### **Board of Supervisors Report**

The Board of Supervisors had nothing new to report.

**Approval of November 14, 2023 Claim Summary**

After review of District claims, a motion was made and seconded by the Board of Supervisors to approve and execute the November 14, 2023 Claim Summary submitted in the amount of \$301,061.14. Motion carried.

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

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

**Ratification of October 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 October 31, 2023 were approved in the amount of \$52,828.38. Motion carried.

**Adjourn Meeting**

There being no further business, the meeting was adjourned at 9:20 a.m.

The next Board of Supervisors Regular Meeting is scheduled for November 28, 2023.

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

\_\_\_\_\_  
Tim Kilmer, Chair

\_\_\_\_\_  
Sherry Bean, Secretary

\_\_\_\_\_  
Bill Hallanger, Vice Chair