

Consolidated Diking Improvement District No. 1
Board of Supervisors Meeting Minutes
CDID No. 1 Office, 5350 Pacific Way, Longview, Washington
December 14, 2021

The Regular Meeting of the Board of Supervisors of Consolidated Diking Improvement District No. 1 was called to order by Chair, Sherry Bean, at 9:00 a.m., December 14, 2021.

Present:

Board of Supervisors:

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

Staff:

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

Legal Counsel:

Dave Spencer

Guest:

Todd Wade, Woodford Commercial Real Estate

Agenda

The following changes were made to the agenda:

Timed Agenda Item 9:00 a.m.:

Columbia Valley Gardens No. 1 Covenant Restriction

Permits:

Permit No. 21-09, Finch Drive Apartments

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 November 30, 2021 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., Columbia Valley Gardens No. 1 Covenant Restriction

Ms. Blain recalled Legal Counsel recommended the Board of Supervisors not sign a document received in support of removing a covenant on Columbia Valley Gardens 4 (CVG4) discussed at the November 9, 2021 Board of Supervisors regular meeting because it appeared to be conveying rights without compensation. Todd Wade, Woodford Commercial Real Estate, explained in 1920 R.A. Long did the original platting for CVG4 with restrictions on the properties so no commercial construction is allowed without removal of the plat restriction. Removal requires enough CVG4 property owners

to release the original plat restriction to exceed 50% square footage of the total plat area. Mr. Wade stated document language can be revised for the District, noting intent is for the District to retain all current ownership/easements and remove only the CVG4 covenant. Mr. Wade stated he would send a revised document to Ms. Blain and District Legal Counsel to revisit.

Stormwater Manager's Report

Steve Haubner, City of Longview Stormwater Manager, reported:

The Stormwater Management Action Planning Guidance (SMAP) was presented. Mr. Haubner explained each permittee is required to build a SMAP with a goal of providing mechanisms for permitted communities to look at constituent permittees and see if there are parts of the community in need of more focus and devote stormwater and capital improvement activities toward. Mr. Haubner stated he would like the District as well as Cowlitz County, noting a consultant maybe hired to assist.

The Village Point Development may be coming back. Mr. Haubner stated the developer has revisited plans for mini storage units/ multi-family homes and may contact the District regarding Regional Stormwater Detention.

The Cowlitz Clean Waters Partners (CCWP) finalized the 2022 CCWP Calendar Contest calendar.

Permit No. 21-09, Finch Drive Apartments

Ms. Blain recalled Permit No. 21-09, Finch Drive Apartments, was approved at the July 27, 2021 Board of Supervisors regular meeting to upsize an existing 12" stormwater outfall according to PLS Engineering flow calculations. Ms. Blain reported Washington State Fish and Wildlife issued a permit to remove the tree with the eagle nest located on the property. Ms. Blain explained the nest was deemed inactive after it was reported unoccupied for 10 days. Ms. Blain stated the developer will have to mitigate within two years by retrofitting 45 power poles to help eliminate local electrocution hazards such as: insulting live conductors, insulating ground, providing 60" between live conductors, all the way up to full pole replacement.

Ms. Blain also stated revised plans were recently submitted for review and comments to be provided next week by District staff and the City of Longview.

Engineer's Report

Amy Blain, District Engineer, reported on the following:

County Wide Flood Plan: Mr. Frye and Ms. Blain met with local and state agencies to discuss a Cowlitz County Flood Planning Comprehensive Flood Management Plan Update. Ms. Blain reported the meeting discussed future projects, special considerations, agency priorities, local area knowledge and formed a steering committee. Ms. Blain

reported a consultant will be selected February of 2022 and the final plan is anticipated June of 2023.

Cowlitz Economic Development Planning – Cowlitz Levee Raise: Cowlitz-Wahkiakum Council of Government (COG) will include the Cowlitz Levee Raise as a potential project in the Cowlitz Economic Development Strategic Plan (CEDSP) to be updated in 2023. Ms. Blain explained the proposed project would eliminate a gap in the Cowlitz River levee and provide passive flood control reducing the dependency on temporary measures (AquaFence) and the manpower required to deploy them. Ms. Blain noted having the project in the CEDSP will gain points toward potential federal/grant monies when the project comes to light.

Operations Foreman Report

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

- Twin City Glass repaired a broken window at the Pioneer Pump Station.
- Bank repairs to Ditch No. 2 where a vehicle slid off the road.
- Completed cleaning aquatic weeds along Ditch No. 6 and are now cleaning to Ditch No. 5 toward Ditch No. 14 and Reynolds Pump Station.
- Installing Citizens Band (CB) radios in all the District vehicles to improve communication.

Project No. 21-07, Animal Damage Control: A game camera was purchased and implemented to track beaver and nutria activity. Mr. Frye stated the camera is currently being used to narrow down a time frame of a beaver on Ditch No. 2.

Fence Damage – 400 Block of West Side Highway: A vehicle ran into the District's fence near the 400 block of West Side Highway on parcel number 10422. Ms. Blain followed up with the Cowlitz County Communications Center to find out if an accident was reported. The Cowlitz County Sheriff's Department responded with a vehicle description and owner contact information. District staff will contact the owner's insurance to assist with repair costs. Ms. Blain stated this is the third accident in this area and advised jersey barriers or something less susceptible to damage to replace the fence.

Attorney's Report

Project No. 21-02, General Electrical Services: Pacific Northern Environmental LLC (PNE) doing business as Advanced Electrical Technologies (AET) submitted the 2022 rate schedule for General Electrical Services.

Following review and discussion, a motion was made and seconded to approve and execute the Agreement for General Electrical Services between CDID No. 1 and Pacific Northern Environmental LLC for the period January 1, 2022, through December 31, 2022, as submitted. Motion carried.

New Business

2022 Health Benefits Contribution: Ms. Atkins requested the Board of Supervisors approve an expenditure of \$1,650.00 per employee for health, dental and basic life insurance for the 2022 calendar year as budgeted. Ms. Atkins noted the 2021 contribution for health, dental and long-term disability insurance is \$1,550.00 per month, per eligible employee.

A motion was made, and seconded to approve an expenditure of \$1,650.00 per month, per eligible employee for health, dental and basic life insurance for the 2022 calendar year. Motion carried.

2022 Cost of Living Adjustment: During the 2022 budget preparations the Board of Supervisors included a 5.0% Cost of Living Adjustment (COLA) for all permanent full-time employees of the District.

Ms. Atkins recommended the Board of Supervisors approve the 5.0% COLA as budgeted, effective January 1, 2022.

Following discussion, and in consideration of the research presented, a motion was made and seconded to approve a 5.0% Cost of Living Adjustment for all permanent full-time employees, effective January 1, 2022. Motion carried.

Cowlitz Clean Water Partners Interlocal Agreement Amendment: The CCWP interlocal agreement expired October 27, 2021. Ms. Blain requested the Board of Supervisors authorize the District Manager to sign a memorandum extending the interlocal agreement for an additional five years and amending the annual funded amount from \$10,000 to \$15,000. Ms. Blain stated the District would be accountable for 5% of the funds to go toward public outreach and CCWP advertising.

Following discussion, a motion was made and seconded, for the District Manager to sign a memorandum extending the interlocal agreement with the Cowlitz Clean Water Partners and CDID No. 1 for an additional 5 years with annual funding of \$15,000 at 5% funded by CDID No. 1. Motion carried.

Board of Supervisors Report

Supervisor Kilmer asked about wood debris near culverts on the Mint Valley Golf Course. Mr. Frye reported District staff removed wood debris early this week.

Approval of December 14, 2021 Claim Summary

After review of District claims, a motion was made and seconded to approve and execute the December 14, 2021 Claim Summary submitted in the amount of \$212,414.93. Motion carried.

Approval of the November 2021 Board of Supervisors Time and Expenses

Upon a motion made, seconded and adopted, the Board of Supervisors' November 2021 Time and Expense were approved. Motion carried.

Ratification of November 30, 2021 Payroll and Benefits

Upon a motion made, seconded and adopted, the payroll and benefits expenditures for the pay period ending November 30, 2021 were approved in the amount of \$33,137.52. Motion carried.

Adjourn Meeting

There being no further business, the meeting adjourned at 10:20 a.m.

The next regular Board of Supervisors' meeting is scheduled for December 28, 2021.

The Advisory Committee meeting is scheduled for December 16, 2021 via Zoom.

Sherry Bean, Chair

Tim Kilmer, Secretary

Bill Hallanger, Vice-Chair