

Scappoose Drainage Improvement Company Board of Directors Monthly Meeting
Minutes – December 12, 2024

President Hostettler called the meeting to order at 6:01 pm.

Present: Rob Hostettler, Karen Kessi, Amanda Hoyt, Gary Wheeler, Megan Augeri, Chase Christensen, Janell Greisen, Jeff Condit, Geoff Wenker, Bob Short, Jeremy Jones and Suzie Dahl.

Public Comment: None

Agenda Approval: Karen moved to approve the agenda as presented except with the change of moving item #8b to #5. Amanda seconded. No discussion. Motion passed unanimously.

Meeting Minutes Approval: Several edits were suggested and were indicated as “tracked changes” in the draft. The revised draft was sent to the board and posted on the website ahead of the meeting. Karen moved to approve the 11-14-24 minutes with the suggested changes. Amanda seconded. No further discussion. Motion passed unanimously.

Presidents Message: None

Annual Meeting: February 25 and 26, 2025 were proposed as dates for the Annual Meeting. After discussion, it was decided to proceed with February 26, 2025, as the date, and to schedule the space with the city.

One implication of having the Annual Landowners’ Meeting later in the month is the approval of February bills and the State Pool Transfer. One option is to approve the February bills and related transfer at the January meeting, or to have a special meeting on February 13, 2025, just to approve the bills and related transfer. For winter months, our checking account cushion is not enough to cover the Columbia River PUD bill. After discussion, it was decided a State Pool transfer should be authorized at the January 2025 meeting for amount of the Columbia River PUD bill.

After discussion, and potential scheduling conflicts, Megan may have a conflict on February 26th but can’t confirm at this time, it was decided to schedule the Annual Landowners’ and Board of Directors meeting for February 26, 2025. Rob will follow up with Susan at the city, to schedule the meeting and will send a confirmation email to board members, staff and Jeff Condit. The meeting time will probably be 5:00 pm, to be confirmed with the city. Chase will also contact Todd Graham for IT assistance.

Financials: See attached with revisions

Chase informed the board that the invoice from Bay Valve, for the Evans pump, was more than the estimate reflected in the Transaction List, but the price is on track for previous repairs.

Janell will print the check in the morning. Also, Miller Nash invoice for \$187.20 was received. Transfer will need to be increased to \$74,000.

Amanda moved to approve the financials as presented and a \$74,000 State Pool transfer. Karen seconded. No discussion. Motion passed unanimously.

Manager's Report: See attached – Expanded discussion of various topics is below.

Infrastructure & Field Operations: Evans #3 pump rebuild is completed.

Accreditation/LOMR: Karen asked if the monitoring would be an ongoing item in case the toe drains aren't ever located, and does it need to be added to the OEM Manual? Chase advised that yes, it will be ongoing, but it will be added to the Emergency Action Plan, as during a flood or high-water event, those are areas we would want to pay closer attention to.

Best Practices/Farnham Electric: Gary asked if there is a time element on the grant funding if we push the project out? Chase advised there really isn't a time element, it is just whether there is grant funding still available at that time of application. If not, we will reapply next year. Rob asked if our 20% commitment of \$5,780 comes at the end of the project. Chase verified that is correct. Karen asked if the Farnham Electric quote is for a set amount of time, or if it could go up? Rob said he wouldn't anticipate much of an increase based on his previous experience with Farnham.

Chase has reservations about Business Oregon putting work into the grant if we can't proceed due to financial constraints. We recently put financial resources into the electrical failure project and would suggest waiting until further into our budget year to see if we have the funds available for our portion.

Rob and Chase think the collaboration on the project could take a few months, which may make it align with the new budget year. There was public feedback on this project as part of the strategic plan. Board members agreed they should move forward with the grant process so that funding doesn't go away, and the price doesn't increase.

Rental: Rent has been paid. Nothing to report.

The board went into ORS192.660(2)(i) Executive Session at 6:36 pm for the GM Annual Review.

The board returned from the Executive Session at 7:04 pm.

(Continued in meeting: Rob Hostettler, Karen Kessi, Amanda Hoyt, Gary Wheeler, Megan Augeri, Chase Christensen, Janell Greisen and Jeff Condit.)

Personnel: The General Manager Annual Review was completed.

Rob prepared a COLA worksheet which was shared at the meeting. The COLA through November is about 2.85%. There is room in the budget to accept a 2.85 % COLA increase at this time and to change it in January 2025 if needed. Jeff Condit agrees this is acceptable.

Our step system requires that both employees are entitled to a 1/2% increase per year. The board has the right to use their discretion to increase it, but not lower it. Rob reviewed charts with the board using various step possibilities.

Rob moved to approve a roughly *2.85% CPI increase, a 2% step increase for both the GM and FOT, and a \$1,500 bonus for the GM. Karen seconded. Motion passed unanimously.

*May change slightly after January's numbers come in.

Upcoming Meeting: January 9, 2024

Master Calendar: The Board reviewed the online master calendar.

The Annual Report is needed about three weeks prior to the mailing.

Action Items:


All Board	Submit items for the Annual Report prior to the January meeting
Rob	Confirm with the city that 2/26/25 is available for the Annual Meeting
Rob	Snacks and water for the Annual Meeting
Chase	Send goals
Chase	Start grant process
Chase	Post upcoming meetings on website
Chase/Amanda	FOT Evaluation

The meeting was adjourned at 7:28 pm

Attachments:

- 12-12-24 Agenda
- 12-12-24 P&L vs. Budget
- 12-12-24 P&L This vs. Last
- 12-12-24 Balance Sheet
- 12-12-24 Transaction List with Revisions
- 12-12-24 Manager's Report

Approved by the Board of Directors on this date: 1/9/2025

Signature: 

Title Sec/Treas