

**Scappoose Drainage Improvement Company Board of Directors Monthly Meeting**  
**Minutes – January 11, 2024**

President Hostettler opened the meeting at 6:03 pm.

**Present:** Karen Kessi, Amanda Hoyt, Gary Wheeler, Chase Christensen, Janell Greisen, Bob Short, Jeff Condit, Jeremy Jones, Kyle Hoyt, Robert Salisbury, Debbie Murphy (joined at 6:06) and Megan Augeri (joined at 6:09).

**Public Comment:** None

**Agenda Approval:** Karen moved to approve the agenda as presented. Amanda seconded. Discussion, none. Four yes votes; one absent. Motion passed.

**Meeting Minutes Approval:** Karen moved to approve the minutes from 12/14/23 as presented. Gary seconded. Discussion, none. Four yes votes; one absent. Motion passed.

**Presidents Message:** See attached. No Public Comment.

**Financials:** See attached

Cornforth bill was received for approx. \$4,700. The request for the State Pool transfer will need to be increased to \$46,700. Amanda moved to approve the transactions as presented and a State Pool transfer of \$46,700. Karen seconded. Motion passed unanimously.

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

**Personnel**

JR's review will be in the next 1-1/2 weeks.

**Branding**

Rob received feedback from Dan Rocha at Paulson Printing and a quote which has been forwarded to board members. It is about \$650 to put together three logos and once one has been approved it will be saved in multiple formats. The quote includes 250 business cards for Chase. Well within Chase's capabilities to move forward with it.

**O&M Manual Review**

Draft O&M is available on the website.

A landowner suggested to include a table of ditch level elevations which is included. These will be baselines with notation that water levels will be adjusted for mutual benefit. Gary clarified that the interior levels of the pump stations is what we have done for decades. It is nothing different, just getting it down in writing. This is a living document and will be reviewed at least annually and updated as needed.

Public Comment: Debbie Murphy said the document must be approved by the Corps, but it doesn't prohibit making changes. Needs to be discussed with the Corps.

Gary moved to approve the O&M Manual as revised. Megan seconded. No further discussion. Motion passed unanimously.

### **Flood Emergency Response Plan**

It was previously included in the O&M Manual; now is a stand-alone document. Locations along the levees are referenced by Station numbers. Chase revised various portions of the document during the meeting. Page 7 refers to "Known Trouble Locations" of which there are none at this time. Karen moved to approve the SDIC Flood Emergency Response Plan as revised. Gary seconded. Motion passed unanimously.

### **Rental House**

Renter would like her own mailbox. It is approved but she needs to coordinate with the postal service.

**Legal:** None

### **Annual Meeting**

Laurie Mapes is not available to help.

### **COLA**

The SDIC Compensation Plan adopted the Western Consumer Price Index, averaging the previous 12 months and adopt that number as the COLA adjustment. For 2024 this would be 4.32% for the General Manager and Field Operations Technician. Effective retroactive to January 1<sup>st</sup>.

Karen moved to approve a COLA of 4.32%. Gary seconded. Karen amended the motion to include 2024. Gary seconded the revision. Motion passed unanimously.

## **Upcoming Meetings**

**Annual Landowner Meeting:** This is an in-person meeting on Tuesday, February 13, 2024, at 5:30 pm in the Scappoose City Council Chambers, followed by a Board of Directors Meeting. Confirmed the February 8<sup>th</sup> Regular Meeting will be cancelled. No notice of cancellation is needed since notice hasn't scheduled yet and was adopted at the last meeting.

Amanda will assist at the meeting in establishing a quorum. If votes need to be counted, Karen will help since Amanda is on the ballot. Also, By Laws need to be there 7 days ahead of time.

## Master Calendar

The Board reviewed the online master calendar.

### Action Items:

Amanda	State Pool transfer is completed.
Chase	Change the O&M from "draft" to "adopted" on the website.
Chase	Change the Flood Emergency Response Plan from "draft" to "adopted" on the website.
Chase	Add Flood Emergency Response Plan to November Master Calendar.
Rob	Put Pay Raise Tracking Document on Share Point.
Rob	Email Annual Report to Board Members.
All Board	Have anything for the Annual Report to Landowners in by January 22 <sup>nd</sup> , via text to Rob.

The meeting was adjourned at 6:57 pm.

### Attachments:

- 01-11-24 Agenda
- 01-11-24 P&L vs. Budget
- 01-11-24 P&L This vs. Last
- 01-11-24 Balance Sheet
- 01-11-24 Transaction List
- 01-11-24 Manager's Report
- 01-11-24 President's Message

Approved by the Board of Directors on this date: 3/7/2024

Signature: 

Title Sec/Treasurer