

Scappoose Drainage Improvement Company Board of Directors Monthly Meeting
Minutes – December 14, 2023

President Hostettler opened the meeting at 6:00 pm.

Present: Karen Kessi, Amanda Hoyt, Gary Wheeler, Megan Augeri, Chase Christensen, Janell Greisen, Debbie Murphy (rejoined at 6:04), Bob Short, Geoff Wenker, Jeff Condit, Suzie Dahl (Columbia County) Jeremy Jones, Bruce Estok, Wyatt Roseman.

Public Comment: None

Agenda Approval: Karen moved to approve the agenda as presented. Amanda seconded. Discussion, none. Motion passed unanimously.

Meeting Minutes Approval: Karen moved to approve the 11/16/23 minutes as corrected by Chase, on page 1 regarding the levee inspection. Amanda seconded. Discussion, none. Motion passed unanimously.

Presidents Message: None

Financials: See attached

Amanda moved to approve the transactions list as presented and a State Pool transfer of \$14,000. Karen seconded. Discussion, none. Motion passed unanimously.

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

Community Outreach & Branding

The person Rob was working with is now too busy to continue providing help. Rob has reached out to Dan Rocha at Paulson Printing. Dan will work up three different logo options.

Annual O&M Manual Review

Chase is currently working on the O&M Manual. He will send a copy to board members in advance so it can be approved at the January meeting.

Legal

Jeff Condit reported there wasn't much from the last legislative session that impacts the district. Nothing related to ORS Chapter 554. Small housekeeping items related to general special district statute 198. Changes that will affect the district operationally:

- Significant revisions to the public meetings law to codify the Lane County decision that says if you have communication by a quorum about a decision coming before the body, that would be in violation of the law. Exceptions such as

sharing of information that doesn't result in deliberations, scheduling and matters that won't come before the board for a decision.

- Expanded the Ethics Commission to enforce the whole meetings law, not just the executive session. Also, any person who wants to file a complaint about a meeting violation must complain to the local government first, allowing for a local response prior to filing with the Ethics Commission.
- Also are requiring those districts with a budget of \$1,000,000 or more to hold an annual training session. We are not required, but it might be helpful.
- Amendment to the Public Contracting Code. Non-construction contracts of \$25,000 or less can be directly negotiated and won't need to go through the procurement process. Non-construction Intermediate procurement, where three bids are required, was increased to \$250,000. Construction contracts of \$25,000 or less are direct negotiation, \$100,000 or more require full competitive bidding.

Upcoming Meetings

Annual Landowner Meeting: This is an in-person meeting on Tuesday, February 13, 2024. After discussion, it was decided the meeting will be at 5:30 pm. Chase will reach out to Laurie Mapes to see if she is available to help establish a quorum and to Todd to see if he is available to operate the computer.

Personnel: Next month is the review for the Field Technician. A board member is needed to review with Chase. Board members to email Chase if interested in helping, otherwise Rob will help with the review.

The board went into ORS192.660(2)(i) Executive Session at 6:33 pm for the GM Annual Review.

The board returned from Executive Session at 7:01 pm.

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

Personnel: The General Manager Annual Review was completed, and Chase will be sticking around for a while. Last year Chase received a step increase and bonus in December and a COLA increase in January. Discussion as whether to continue this way or to do everything in January. As per the Compensation Adjustment Plan it is required on the anniversary date. Last year the General Manager step increase was 5% and the Field Operations Tech was 2%. The budget was for a total 5% increase for both the General Manager and Fields Operation Tech. Could be slightly over budget depending on COLA increase in January.

Karen moved to prepare a 5% step increase to the General Manager and a \$1,000 bonus; and a 2% step increase to the Field Operations Tech. Megan seconded. No further discussion. Motion passed unanimously. Jeff Condit advised that nothing legally prevents us from revisiting personnel compensation during the year.

Master Calendar

The Board reviewed the online master calendar.

Monthly: January 11, 2024, at 6:00 pm.

Action Items:

Amanda	State Pool transfer is completed.
Rob	Advise the city the Annual Meeting will be at 5:30 pm
Rob	COLA Information
Rob	Mail Janell minutes from the Executive Session
Chase	Contact Laurie and Todd for assistance at the Annual Meeting
Amanda	Willing to sit in on Field Operation Tech review.
Karen	Take Chase's evaluation to the office for signing and filing
All Board	Provide input for the President's Annual Report that must be provided with the Annual Meeting notice mailer.

The meeting was adjourned at 7:23 pm.

Attachments:

- 11-16-23 Agenda
- 11-16-23 P&L vs. Budget
- 11-16-23 P&L This vs. Last
- 11-16-23 Balance Sheet
- 11-16-23 Transaction List
- 11-16-23 Manager's Report

Approved by the Board of Directors on this date: 1/11/2024

Signature: 

Title Sec/Treasurer