

**Scappoose Drainage Improvement Company**

**Board of Directors Meeting Minutes August 11, 2022**

**Present via Zoom/Teleconference:** Len Waggoner, Amanda Hoyt, Gary Wheeler, Karen Kessi, Rob Hostettler, Jeff Condit, Marie Gadotti, Debbie Murphy, Geoff Wenker, Caroline Lobdell, Bob Short, Terri Dressler, Kyle Hoyt, 503-799-1927, Steve Miles, Doug Bean, Chase Christensen

The board meeting was called to order at 18:00 on 8/11/22.

**Public Comment:** Marie Gadotti was pleased about our long-term planning ideas. She suggested we need to look at adding another pump station to pump over the dike. Marie said she would volunteer to help with planning that.

**Agenda Approval:** Rob noted that Teri Dressler will be joining the meeting at 18:30 so we may switch gears at that time when she joins the meeting. Karen Kessi moved to approve the agenda. Gary Wheeler seconded. The motion was approved unanimously at 18:05.

**Meeting Minutes Approval:** Karen noted she would like to change some verbiage on the previous minutes to stating she has a "potential" conflict of interest. Karen moved to approve the minutes with that correction. Rob seconded. There was no discussion. Meeting minutes were unanimously approved.

**Presidents Message:** Caroline commented she had taken steps in contacting the city and county and met with Columbia Economic Group. SDAO should jump in on funding sources shared by Paul Vogel.

At 18:17 Teri Dressler joined the meeting. Teri Dressler discussed options for long term/strategic planning. The planning process document is not cookie cutter, but will be tailored to our needs and should cost around \$2500 or less, but could cost more depending on where we go with it. We can plan for capital projects and look at our organizational and office help needs we can also potentially collaborate with other districts and discuss funding for big projects. The plan could look at goals for two five years out.

Karen moved to engage Teri and SDAO's priority planning process. Amanda seconded. The motion was passed unanimously. Rob asked if we should create a list before we meet with Terry. Terry said yes, she has some things she likes people to do first before the initial meeting. When we have planning sessions it is a public meeting, land owners could participate too like a regular meeting. SDAO has the fee agreement which she will send and once signed she will get the ball rolling. We will come up with a date to schedule a meeting. We can utilize City Hall for meetings. Rob will call City Hall and report back with date options. He said he would look at dates at least a month out. Marie Gadotti suggested at least a couple months out in order to miss harvest time for those that want to participate but will still be busy farming.

**Financials:** Three invoices came in since Janelle reported the financials which adds about \$3000. We need to transfer \$4000 to cover the expenses. Amanda Hoyt moved to approve the financials as presented. Karen Kessi seconded. The motion passed unanimously. Amanda Hoyt moved to transfer the funds needed to cover the payments. Gary Wheeler seconded. The motion was passed unanimously.

**Best practices – Minutes:** we need to plan for taking minutes going forward. If a board member is taking minutes it is really hard for that board member to fully engage in the meeting. Lynn suggests recording then transcribing. You can just record the meetings and not have written minutes. It's hard to store recorded meetings at the files are huge. Caroline Lobdell offered how she did it when she was on the school board. She said to try abbreviated written minutes and recording for more detailed minutes. Geoff Wenker says TEAM meeting offers audio recording maybe we should look into that as well.

**Best practices- Employee Policy:** Chase- while working on the employee policy we've reached out to more information to SDAO HR answers. Received a long handbook. Probably more involved than what we need. Rob got a three page list of work rules from Cal PDX. Employees sign it at hiring. Karen looked through the SDAO handbook and reported probably a lot doesn't apply to us. Chase wants board members to check out the documents to consider edits. He and Rob will start soon as well.

**Best practices- Conflict of Interest:** Jeff Condit gave a presentation on actual versus potential conflicts of interest. Rob thanked Jeff and thinks we should have his presentation each year as a refresher.

### Managers Report

See Attached Managers Report.

Chase has a meeting scheduled with DEQ on August 16th in regards to the Mercury TMDL plan. Amanda will attend the meeting with Chase. Chase is also working with Tim Couch.

**Rental home:** The renter plans to stay long term and pay month to month. There will be annual inspections of the rental home. The general contractor used for remodeling was Double D. The rubber base in a couple rooms is coming off the walls. Karen called Double D and they tried nailing it on which didn't work. It's pulling away in other places now too. Karen tried contacting Double D again, and after multiple messages and no responses found a person from All Surfaces. She got a bid to remove and reinstall another base. 24 linear feet needs to get new base. It looks like the wrong adhesive was used to begin with. All Surfaces will install for about \$360 and can do it next week. Karen moved to engage All Surfaces for the repair. Rob Seconded. The motion passed unanimously.

**Stormwater Master Plan:** Len shared that he had heard comments from others that the city manager doesn't seem to want to be involved with these issues. Len and Rob will meet soon so Len can share some of the history of the Storm Water Master Plan issues with Rob. Geoff Wenker asked if we should make a public records request to the city for the master plan draft.

The next meeting will beheld on September 8, 2022 at 18:00.

The meeting was adjourned at 20:17 by Rob Hostettler.

Approved by Board 9/8/22

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