

Scappoose Drainage Improvement Company Board of Directors Monthly Meeting
Minutes – April 13, 2023

President Hostettler opened the meeting at 6:00 pm.

Rob Hostettler, Karen Kessi, Amanda Hoyt, Gary Wheeler, Megan Augeri, Chase Christensen, Janell Greisen, Bob Short, Caroline Lobdell with WRLC, Geoff Wenker, Margaret Magruder, Marie Gadotti, Kyle Hoyt, Jeff Condit, Susie Dahl (joined at 6:33).

Public Comment: Caroline Lobdell asked if the district was accepting written comments on the SWOT planning or if it will even be open to public comment. Rob replied that we have a template up for approval tonight on how that process will look. Public will be received in a variety of ways. At some point there will be a termination date for public comments.

Board Comment: Chase said he spoke with Janell Greisen about taking minutes at the meeting, in order to allow board members to fully participate. She is an independent contractor, and the money is in the budget. Jeff Condit said a motion is not required. No board members objected.

Agenda Approval: Item added to the agenda for SDIC Representative to be at the 50-year city planning meetings. Karen moved to approve the agenda with the addition (7.f.iv). Gary seconded. Motion passed unanimously.

Meeting Minutes Approval: Gary moved to approve the 03/09/23 minutes. Megan seconded. Four aye votes. Karen abstained. Karen moved to approve the minutes from the 03/29/23 Special Work Session Meeting. Amanda seconded. Motion passed unanimously.

Presidents Message: No formal message to allow time for other items.

Financials: See attached

Chase mentioned the power bill was up due to the weather. The trapper submitted a bill back to February 1st. Need to increase the State Pool request to \$16,000 to allow for this bill. Amanda moved to accept the transactions as presented and to transfer \$16,000 from the State Pool account. Megan seconded. Motion passed unanimously.

Marie mentioned the description in the two VISA payments appears to have been duplicated and needs to be corrected in QuickBooks. Rob replied, it will be looked into.

Manager's Report: See attached

Accreditation/LOMR: Rob commented the meeting location is unknown at this time, anticipating the meeting will be April 24th or 25th. He will send the board information once he has it and how many can attend. Jeff mentioned if it is the city's meeting, then any number can attend. Bob mentioned it is a Columbia Economic Team meeting, so not a public meeting.

Mercury/Temperature TMDL: Bob asked the reason the district was named as a potential responsible entity. Chase replied they were trying to bring in water conveyance agencies. Prior lawsuits have created a need to broaden their position of authority.

COLA: Rob reminded the board that during our last round of employee reviews, we set up a process for COLA adjustments based on the western region CPI. Rob recently sent a document to the Board on how PERS does their COLA adjustments and asked the Board if we need to have further discussion on how we do ours. Karen asked what % of the overall budget is the total payroll; that answer is about 21% of assessments Gary asked if we are required to have a policy; that answer is no. Karen wanted to clarify if the question before them was to determine whether there should be a floor and/or ceiling. The board discussed the current compensation plan, as well as the benefits of having floor and ceiling limits, and how those are impacted by negative growth. No motion was received. COLA will be administered in December 2023 as it was done in December 2022.

Strategic Planning/S.W.O.T. Update/Approval of Draft Priorities:

Chase created a document, *Long Range Strategic Planning/S.W.O.T. Analysis-List of Priorities for Review and Approval*, with suggested dates, which was sent ahead for review and is on the website. The list has been broken down into goals; some will be more involved than others. Karen asked whether there was a comment period for the list of priorities. Chase replied it was open from prior to the annual meeting and as of now, no feedback has been received. We will determine which items need feedback and will solicit public comment on those items and perhaps include that on the document. Caroline referred to the section about improving outreach to landowners. Suggested adding to that section to identify areas where member input should be considered. Improving relations is good but there is also a need to improve engagement. Jeff mentioned it appropriate and would need to take many different forms. Karen suggested perhaps to identify areas where member feedback should be solicited and methods to be used and giving a date. Caroline suggested dates would box us in, but it may be better to have it happen in real time. Using the website tends to be a way of informing people but it is one-way in that it doesn't allow for feedback. Amanda commented that Social media could be explored as a way of informing the public and directing them to the website for commenting. Marie indicated meeting owners one-on-one to involve people. Amanda asked whether the mailer directed people to the website? Final comment from Rob, there is room for improving owner engagement. Rob and Chase currently talk with various landowners.

Long Range Strategic Planning/S.W.O.T. Analysis-List of Priorities for Review and Approval Document – discussion based on the list:

Develop a list of Non-Maintenance Infrastructure Improvement Projects

- Rob questioned whether bullet 2 and 3 be swapped. Chase – No, because feedback will be opened for projects as it helps the membership.

Establish Collaborative Relationships with Gov't and other entities

- Karen suggested adding other government entities such as SIDIC, Multnomah County, etc. Chase – the purpose of the priority to create the list.

Improve SDIC public relations, member outreach and education

- Karen suggested adding “methods to be used” with TBD as a timeline. Caroline suggested “a rolling basis” for the timeline.

Complete outstanding items in Organization Assessment

- Geoff commented on the Ditch Level Analysis and informed the assessment that was done in 2012 was very detailed. Part of that assessment was mapping and a large spreadsheet, done by West. There was discussion on easements for ditches and whether they were properly filed with the county. Geoff was sure it was properly filed by the previous attorney, Joe Hobson. Jeff believes it was properly filed but would need to look at it and verify. Rob indicated the information will be forwarded to Jeff for review and will reach out to Geoff for assistance if needed.

Ensure work climate is positive

- Verify all employees have received the handbook and have signed it.

Accreditation

- A 5-year provisional accreditation was received in December 2019.
- Discussion on what control do we have over accreditation, which isn't much. Levee needs to be certified prior to December 2024 expiration. SDIC is at the mercy of the Army Corp. Need to make sure we have the maps ready and see if the Army Corp extends the date.
- Maybe change the wording to “lead the process.”

General Comments on document as a whole

- It will be updated based on comments.
- Items are not in any particular order as dates are identified.
- Jeff was asked if it can be adopted as a draft. His reply was it can be and be revisited as needed. There is no legal obligation.

A final motion was made by Karen to adopt the SDIC Long Range Strategic Planning/S.W.O.T. Analysis-List of Priorities Draft as amended. It was seconded by Megan. Motion passed unanimously.

Meeting Minute Content: Discussion on when minutes could be available to the board. It was decided that minutes would be available in draft form in 2 weeks. Since it is a goal, no motion is required.

Schedule SDAO Board Training Session: Karen proposed for this year's annual board training to have George Dunkel do a 90-minute course, in a work session, on how to be a good board member which could include information on public meeting laws and conflict of interest. Three board members and the General Manager haven't received this training yet. It should not be a cost to the district as SDAO gives 8 hours for training each year. Karen is willing to attend again. Gary has the option to attend. It was determined Zoom would be the most flexible format. Possible dates will be given to George to see what works: April 27th, May 17th or May 24th at 6:00 pm. As per Jeff, no motion is required.

City 50-year Plan Committee Rep: SDIC needs someone to replace Len as our representative on the committee. Chase is willing to work these meetings into his schedule. Karen moved to have Chase represent us as an agency partner on the Scappoose 50-year planning committee and that his participation will be included in his paid work hours. Gary seconded the motion. Motion passed unanimously.

Rental Home: Rent is a little bit late this month. Was due on the 10th so is just a few days late. No concern as the property management company has been in contact with the tenant.

Legal: Rob had a meeting with Caroline from WRLC which went well. SDIC gave a formal response to the original letter which was reviewed by Rob & Chase, then sent to Caroline. Caroline shared in the beginning they had concerns but feel confident things are on track and will be checking in periodically. Will not be pursuing litigation.

Mercury & Temperature TMDL: Covered in Managers Report.

Upcoming Meeting: Confirmed for May 11, 2023 at 6:00 pm.

Action Items:

Amanda: Transfer \$16,000 from the state pool account.

Gary & Amanda: Checks on the table in the office to be signed.

Chase: Find out when the next 50-year Plan Committee meeting is.

Chase: Get the approved minutes ready for Amanda to sign.

Karen: Contact the property management company for status on rent.

Karen: Contact George Dunkel for available meeting dates.

The meeting was adjourned at 8:11 pm.

Attachments:

4-13-2023 Agenda

4-13-2023 P&L vs. Budget

4-13-2023 P&L This vs. Last

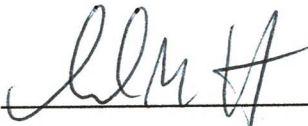
4-13-2023 Balance Sheet

4-13-2023 Transaction List

4-13-2023 Managers Report

Long Range Strategic Planning/S.W.O.T. Analysis-List of Priorities Document

Approved by the Board of Directors on this date: 5/11/2023

Signature: 

Title Sac/Treasurer