

Scappoose Drainage Improvement Company
Board of Directors Monthly Meeting Minutes – September 9, 2021

Present via Zoom video/teleconference:

Jeff Mapes, President	Geoff Wenker, Landowner
Gary Wheeler, Vice President	Marie Gadotti, Landowner
Amanda Hoyt, Secretary/Treasurer	Bob Short, CalPortland
Len Waggoner, Director	Debbie Murphy, CalPortland Attorney
Karen Kessi, Director	Christy McDonough, Cadman Materials
Chase Christensen, General Manager	Tate Justesen per Zoom ID
Laurie Mapes, Staff	estokb per Zoom ID
Shaun Brown, Col. County Em. Mgt.	Sen. Betsy Johnson

President Mapes called the meeting to order at 6:02 p.m. through the Zoom virtual meeting platform. Introductions were made. Minutes below associate with Agenda items.

Public Comment

There was none.

Agenda Approval

There were no objections to the agenda.

Meeting Minutes Approval

Approval of meeting minutes was postponed.

Hazard Mitigation Plan

Shaun Brown, Deputy Director of Columbia County Emergency Management, spoke to the board about hazard mitigation plans. The SDIC is not required to have a plan, but if anything is damaged and improvements are desired, a hazard mitigation plan is required in order to get help with funding. To participate, SDIC needs to draft an agreement and adopt a plan. Mr. Brown referred to a form plan that can be adopted. FEMA requires update of hazard mitigation plans every five years. Money can be made available for repairs if a plan is in place.

President's Message

President Mapes reported that he recently attended by Zoom a USACE Section 408 meeting but that he is too busy to be the designated board member on 408 matters. He noted the possibility of hiring immediate past president Geoff Wenker as an employee or consultant for tasks related to matters that might include 408 permits.

Financial Review & Expenditure Approvals

GM Christensen reviewed the transaction list. The expenditures not yet approved are dated August 25 through September 30, 2021 and include payroll (Janell Greisen, Robert Shadley, Chase Christensen, Laurie Mapes), Big Creek Lodge for \$540 for remote observation cameras for the past eight months, Zoom charge of \$14.99, bank service charge of \$15.95, Waste Management charge of \$60.92, and estimated September payroll of \$5,000. GM Christensen noted that the Miller Nash legal bill, not yet received, will be big because it will include costs related to the Western Resources Legal Center records request. President Mapes recused himself from discussion. GM Christensen added that there will be a credit card charge for the annual fee for iDrive backup. Director Kessi made a motion to approve the outstanding transactions dated

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from 8/25/21 to 9/30/21 and the anticipated iDrive backup annual fee not yet received. Director Wheeler seconded the motion. Directors Kessi, Wheeler and Hoyt voted in favor of the motion; President Mapes did not participate in the vote and Director Waggoner was not yet in attendance due to difficulty accessing Zoom.

President Mapes then rejoined the meeting discussion. Director Kessi made a motion to approve transfer of \$20,000 from the state pool to the checking account. President Mapes seconded the motion, and all directors present voted in favor of it.

Manager's Report

Infrastructure: GM Christensen reviewed his monthly report, noting that warning signs were installed on the district property before the renter moved into the district house. The Smith pump is fully operational, and electrical permits have been signed off by the county. GM Christensen reviewed repair projects that have been completed. (Director Waggoner joined the meeting at this point, 6:27 p.m.) GM Christensen continued that the Evans pumps have not been run for months. The Kessi pump also has been off for some time and the backflow valve operated. The North, Cherry, Honeyman, Sternberg, Johnson, Hovan and Smith pumps have been maintained at 1.5 to 2.0 feet, all running very little. GM Christensen reviewed anticipated costs for rebuilding of the Evans #2 pump, which appear to total approximately \$35,000. President Mapes made a motion to authorize GM Christensen to move forward on the Evans #2 rebuild as described on the 9-9-2021 summation of tasks/costs GM Christensen prepared. Director Waggoner seconded the motion, and all voted in favor of it. Director Kessi made a motion to approve a contract with The Pest Guy and authorize GM Christensen to sign the contract and spend up to \$5,000 for spot spraying of herbicide on the levee. Director Wheeler seconded the motion, and all voted in favor of it. President Mapes made a motion to authorize GM Christensen to upgrade the Jackson Creek Diversion with a budget of \$1,500. Director Kessi seconded the motion, and all voted in favor of it.

Personnel: Director Kessi reported that the staffing subcommittee (Director Kessi, GM Christensen and Laurie Mapes) met and is in the final drafting stages of documents for use in employee reviews. The subcommittee will meet on September 16 with a consultant from HR Answers to learn options for evaluating compensation and rewards for employees. The subcommittee's goal is to prepare documents for board members ahead of the October board meeting, including the performance evaluation process, evaluation forms, and guidance on compensation so that the board is prepared for annual review of the General Manager in December.

408s: GM Christensen reported on a meeting with USACE on September 1 regarding CalPortland's mining expansion into Bible College property, which GM Christensen attended virtually along with President Mapes and Director Wheeler. The meeting clarified some incorrect assumptions that were made in the Golder engineering modeling that is part of USACE's consideration of the project under Section 408. There was no review of the modeling during this meeting because SDIC representatives had not had time to review extensive materials that were sent to SDIC just 48 hours before the meeting. GM Christensen noted that there is a

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USACE meeting in a couple of weeks on the Cadman Materials 408 permit process for the Ellis property. Director Hoyt offered to be the board contact person for 408 matters.

Accreditation/LOMR: President Mapes reported that there is a possibility of another work session with City of Scappoose representatives and WEST Consultants. The city has asked WEST for a cost estimate on adding into the interior drainage analysis model some of the city's storm water management facilities. President Mapes noted that a letter was received today from Paul Vogel, Executive Director of the Columbia Economic Team and copied to various city, county, state, port, and PUD representatives. Mr. Vogel asked in the letter that SDIC make WEST Consultants available for a "broad stakeholder workshop." Director Kessi questioned what exactly is being asked and who would be expected to pay for WEST's charges. President Mapes noted that current accreditation of SDIC's levee system is provisional only, that all landowners were notified in early 2017 after WEST's initial interior drainage analysis mapping was completed that the flood maps may change, that interest in the project is welcome and that WEST is available for a meeting.

Discussion ensued about the uncertain nature of the workshop Mr. Vogel requested, who would organize it, and who would cover the cost of WEST's participation. Geoff Wenker was asked for input. He noted that the WEST contract to complete the MT-2 submission to FEMA for the LOMR request and flood maps FEMA requires for accreditation does include participation in meetings but that the time allocated in the contract for meetings may have been used up. Mr. Wenker noted that the city has asked WEST for an estimate of the cost to include additional city storm water facilities in the flood map analysis and that he expects the city to organize a meeting after that estimate is received. Director Waggoner stated that SDIC's job was to provide the studies and data required for accreditation, that it has done that job, that the city and county are now responsible for the next steps, that if WEST attends the meeting Mr. Vogel proposes someone other than SDIC should pay WEST's charges, and that the SDIC has neither the authority nor that capacity to solve the issues Mr. Vogel raises. Director Kessi stated she supports WEST's participation in a meeting if the meeting moves toward creative solutions.

Sen. Johnson stated that she interprets Mr. Vogel's letter as an offer to put the workshop together, that the proposed flood maps raise a matter of considerable economic concern, that she thinks Mr. Vogel is asking for the public to be able to participate in a significant issue, that there are legitimate concerns about the "baseline" WEST started with, and that she thinks SDIC has an obligation to give the public an opportunity to participate. President Mapes noted that the floodplain map holder is the county. Mr. Wenker noted that USACE certified the levee in December 2019, that SDIC since then has been working with the city and county on the details of the map technology required by FEMA for accreditation, that the city chose to obtain updated LiDAR and a preliminary review by FEMA of the mapping technology, that FEMA did not identify any problems with it, that incorporating the city's storm water drainage facilities as the city now proposes is not part of standard mapping process, and that he perceives the city did not want to publicize the new flood maps until it performed its due diligence.

President Mapes stated the SDIC is entirely supportive of Mr. Vogel organizing a meeting. Director Hoyt stated her perception is that what Mr. Vogel is requesting is an informational meeting. GM Christensen noted that it would be best if Mr. Vogel reached out to FEMA Region

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X and USACE officials to attend the workshop because their standards drive the mapping process that WEST used. The consensus of the board is that President Mapes should write a response to Mr. Vogel stating that SDIC welcomes a forum and supports WEST being there in addition to GM Christensen, up to two board members, and perhaps Geoff Wenker, and that the SDIC is happy to make information available. Director Kessi stated she believes it would be prudent for SDIC to cover the cost of WEST to attend the meeting.

Best Practices: Director Kessi reported that she is working on topics for consideration and that e-mail practices will be a priority. She noted that the board needs to think about the bylaws committee that was suggested at the annual landowner meeting.

Scappoose Storm Water Master Plan: Director Waggoner reported he expects to meet soon with GM Christensen to plan dialogue with the city.

Rental Home: Director Kessi reported that the rental situation is going well. The renter has requested permission to (1) have an electrical outlet installed on the exterior of the house by a licensed electrician at the renter's cost; (2) switch out the refrigerator with one owned by the renter; (3) replace the microwave with one owned by the renter, and (4) install deadbolts in both exterior doors at the renter's cost. Director Kessi plans to work with GM Christensen on a maintenance schedule for the house. It was noted that directors each have a \$500 spending authorization. It was the consensus of the board that the electrical outlet and deadbolts are improvements to the property and that Director Kessi use her spending authority to pay for them. Going forward, Director Kessi will work with GM Christensen to determine what house matters should wait for a board meeting.

Legal: It was noted that the Western Resources Legal Center public records request has been fulfilled and will result in significant expense for assistance from the Miller Nash law firm to extract e-mails. President Mapes will contact attorney Jeff Condit regarding a bylaws subcommittee.

Mercury: GM Christensen reported that he expects to consult with Tim Couch, Manager of the Sauvie Island Drainage Improvement Company, about the process for development of a management plan.

President Mapes explained that the board has been concerned about the loss of Geoff Wenker from the board because of his extensive knowledge and history with the SDIC as well as time he devoted to the job of president. President Mapes proposed an executive session under ORS 192.660(2)(a) to discuss the possibility of hiring Mr. Wenker for specific tasks; Mr. Wenker has expressed his interest in helping with matters including 408 permits, accreditation matters, technology issues such as district e-mails, file archiving, and helping get the whole board equipped with Office 365. There was discussion of whether an executive session could be called for this purpose and whether Mr. Wenker could be hired without putting the job out to public bid and/or advertising. It was the consensus of the board to obtain advice before moving forward. Director Kessi will look into this matter.

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President Mapes stated his opinion that the board needs to pay Jeff Condit to attend all board meetings.

Upcoming Meetings and Adjournment

The next SDIC board monthly meeting will be October 14 at 6:00 p.m. Director Waggoner made a motion to adjourn. Director Hoyt seconded the motion, and all directors voted in favor of it. The meeting adjourned at 8:15 p.m.

Associated documents:

- Meeting Agenda
- SDIC Monthly Manager's Report 9/9/2021
- Evans Pump #2 9/9/2021 estimate of costs to rebuild
- 20210909 Balance Sheet
- 20210909 P&L Budget vs Actual
- 20210909 P&L This vs Last
- 20210909 Check Register
- 20210909 Credit Card Register
- 20210909 Transaction List
- September 8, 2021 letter from Paul Vogel, Executive Director, Columbia Economic Team

Approved by the Board of Directors on : October 14, 2021

Laurie B. Mapes
Signature

Laurie B. Mapes, Staff
Printed Name and Title