

**Scappoose Drainage Improvement Company Board of Directors Monthly Meeting**  
**Minutes – May 11, 2023**

President Hostettler opened the meeting at 6:00 pm.

**Present:** Rob Hostettler, Karen Kessi, Amanda Hoyt, Gary Wheeler, Chase Christensen, Janell Greisen, Bob Short, Caroline Lobdell with WRLC, Geoff Wenker, Margaret Magruder, Jeremy Jones, Kyle Hoyt, Jeff Condit, Susie Dahl, Debbie Murphy, Megan Augeri (joined 6:07), Suzanne Ellis (joined 6:10), Craig (joined 6:13).

**Public Comment:** None

**Agenda Approval:** Karen moved to approve the agenda as presented. Amanda seconded. Motion passed with 4 votes, 1 absent.

**Meeting Minutes Approval:** Karen moved to approve the 04/13/23 and 05/04/23 minutes. Gary seconded. Motion passed with 4 votes, 1 absent.

**Presidents Message:** See attached.

**Financials:** See attached

The trapper submitted a bill for \$1,120 after the reports were ran. Need to increase the State Pool request to \$21,000 to allow for this bill. Amanda moved to approve the financials and to transfer \$21,000 from the State Pool account. Megan seconded. Motion passed unanimously.

**Initial Budget Review:** Chase submitted an initial budget for review with a global picture of money in and out. Current projections to the end of the fiscal year, as of 05-07-23, are indicated in "red". No budget decisions are required tonight. Non-typical and big-ticket items for consideration for next month's budget meeting:

- Levee mowing was done last year before the Army Corp. inspection. Mowing has gone up in cost, about \$185 per hour.
- Inspection of perimeter and sub-levee culverts. They traverse from the landward side to the riverward side through the levee. They require an inspection from the Army Corp every 5 years and are underwater most of the year. Chase is looking at options such as sonar for inspecting.
- Cleaning of Cherry Orchard ditches. It was planned for this year as current farmer is tilling land and replanting so a good time for this.
- The shop needs a new roof, budget unknown at this time.
- North has damage and needs repairs in the future.
- Discharge Pipe repairs are needed. The Honeyman and Sternberg regularly leak; Kessi occasionally leaks.
- Removed from projected budget the Professional Engineer category due to non-use.
- Anticipated cash, after loan payment, is \$99,000.

Rob commented that the initial budget looks good. Would like to look at projected savings and see how it can be used for S.W.O.T. Analysis and strategic planning.

Comments on the mowing budget:

- Gary: Do we anticipate landowners doing any of the mowing this year. Chase doesn't anticipate it as the mowing will happen in late spring or early summer.
- Megan: Is \$185 a standard rate? Gary thinks it's high unless special equipment is involved. The rate previously was all-in and included any repairs to equipment.
- Historically there has been variability in the areas of the dike that were mowed. It is better since the city is doing more mowing. Rocks and old fences have been removed. Historically it was mowed every year. Mowing improves the look of the area.
- Chase would like to focus on the riverward side by benches; this is above the cost listed.
- The Army Corp rules that grass must be 8-10" tall and nothing else in order to inspect. Having vegetation won't get you removed, but the report will indicate they were unable to inspect the area. Blackberries and other vegetation have been controlled better recently.
- The next inspection is 2-3 years out.
- Inspection of tide gates does need to be completed. Unknown impact on budget at this time but could be quite involved.
- Sub-levee and tide gates anticipated budget numbers should be available by the budget meeting.

**Public Comment on Budget:** None

**Manager's Report:** See attached – Discussion of topics is below:

**Employee Handbook:** Karen moved for the Board to adopt resolution #2023-\_\_ approving the employee handbook as presented, with Chase to insert the resolution #. Amanda seconded. There was no discussion. Motion passed unanimously.

**408 Heidelberg Materials (formerly Cadman):** In the past had a board member attend 408 meetings as a point of contact. Rob recused himself from dialog and voting. Jeff Condit advised since it is not required to have someone present, then a vote is not required. Time requirement is a monthly meeting, 1-2 hours. We have a consultant so it would be good to have a person present. There may be off-shoot meetings. Meetings are currently virtual. Gary is willing to participate. Amanda will be backup.

**Accreditation/Lomar:** Army Corp certification is 5 years; FEMA is 10 years.

- Karen inquired how we get a version of the new maps. Chase indicated we are hoping to get the maps from the City of Scappoose eventually since West has a current contract with the city.

- Gary inquired what is the major obstacle and is the city ready to move forward. Chase Sauvie Island and Columbia County are ahead of us. That will give us an idea of a time frame and whether the 5-year requirement will still be part of the 10-year FEMA. City and county area ready to move forward. The problem will be if the certification expires during the process. We need to find out the potential problems.

**Best Practices – Strategic Planning/S.W.O.T. Update:** Discussed an appropriate time in the process for a reasonable deadline. It will be a valuable component but should wait until it has been developed more. Will revisit the topic when the process is closer to completion.

**Rental Home:** Karen sent an informal email to board members on whether we should renew the lease, if the rent should be increased and if so, how much. Karen moved to renew the tenant's month-to-month lease and to not increase the tenant's rent. Amanda seconded. Discussion:

- Rob – Have the costs increased? None that Karen or Chase is aware of.
- Rob – Has the property management company increased the percentage they charged? Neither Karen nor Chase believes the percentage has changed. Gary says typically percentages stay steady.
- Gary – Should we do a walk through before we commit? Karen said the walk through is in June and the letter goes out July 31<sup>st</sup>. Chase reminded board members we can increase the rent with 90-day notice. Not reasonable to get the walkthrough completed in time this year, but Karen will talk with the Property Management company about how we can do this in the future. Megan inquired how we recoup costs if there is damage. Karen indicated the property management company said rent could be increased up to 14.6% but did not recommend it. Chase indicated a 14.6% increase is \$300 per month.

Motion passed unanimously.

**Upcoming Meetings:** Discussion about returning to in-person meetings at the suggestion of George Dunkel. Need to discuss whether to continue virtual only, or to start in-person, with virtual option, before being required to do so. Discussion:

- Would the current internet support it? During the day the internet is great. We would need to determine if the evening traffic slows it down. Would suggest having someone, possibly Todd, offsite as a 2<sup>nd</sup> host, in case the meeting at the office crashes.
- Possibly investigate using space at the City of Scappoose, not the council chambers, as they are set up for it. Don't anticipate the cost would be excessive.
- Need to be aware of speaking into microphones properly.
- The consensus of board members is Zoom is more convenient.
- Rob will contact his IT person to make recommendations.

**Public Comment:**

Susie: The Planning Commission has been required to have hybrid meetings. The Commissioners have the same requirement. Jeff Condit will look at the statute to double check if it impacts us.

June 8<sup>th</sup> meeting. Karen and Megan have prior commitments and will not be at the June 8<sup>th</sup> meeting. Access to internet and east-coast time difference may impact access. Moving the meeting one week impacts the paying of the power bill and the transfer of funds from the State Pool account. Chase has authority to pay utilities under the resolution and to make the State Pool transfer of the same amount.

Karen moved, to move the regularly scheduled monthly meeting June 8<sup>th</sup> to June 15<sup>th</sup>. Amanda seconded. Motion passed unanimously.

**Action Items:**

Amanda Transfer \$21,000 from the state pool account.  
Rob Contact IT person on potential items needed for hybrid meetings.  
Karen Contact Harlow regarding the lease.  
All Board Review initial budget.  
Chase Obtain resolution number for handbook.  
Chase Have JR and Chase sign the handbook.  
Chase Update notice on change in meeting date  
Gary/Amanda Checks on the table in the office to be signed.

Board reviewed online master calendar.

The meeting was adjourned at 7:44 pm.

**Attachments:**

5-07-2023 Initial Budget for Review

5-11-2023 Agenda

5-11-2023 P&L vs. Budget

5-11-2023 P&L This vs. Last

5-11-2023 Balance Sheet

5-11-2023 Transaction List

5-11-2023 Presidents Message

5-11-2023 Managers Report

Approved by the Board of Directors on this date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title \_\_\_\_\_

DRAFT