

**Scappoose Drainage Improvement Company**  
**Board of Directors Special Meeting Minutes – August 19, 2021**

**Present via Zoom video/teleconference:**

Jeff Mapes, President	Geoff Wenker, Past President
Gary Wheeler, Vice President	Robert Hostettler, CalPortland
Amanda Hoyt, Secretary/Treasurer	Marie Gadotti, Landowner
Len Waggoner, Director	Nancy Ward
Karen Kessi, Director	Aaron Bruner, WRLC
Chase Christensen, General Manager	g2odntgb (per Zoom ID)
Laurie Mapes, Staff	Miriam (per Zoom ID)
	estokb (per Zoom ID) joined 7:10 p.m.

President Mapes called this special meeting to order at 6:00 p.m. through the Zoom virtual meeting platform. Minutes below are associated with agenda items.

**Public Comment**

There was none.

**Agenda Approval**

There was no comment.

**Financial & Tax Filing Approvals**

President Mapes reported that the SDIC tax preparer completed the tax return, and it has been provided to the board and staff for review. President Mapes moved that the board approve the tax filing and authorize President Mapes to contact the CPA to take steps to file the return electronically. Karen Kessi seconded the motion, and all directors present voted in favor of it.

Chase Christensen reviewed the Check Register, Credit Card Register and Transaction List, all dated August 19, 2021 and reflecting bills and transactions for the period August 10 through August 31, 2021 to be paid by check or credit card and including an estimated amount for payroll/taxes. President Mapes moved that these bills for the period 8/10 to 8/31/2021 be paid either by check or by credit card. Gary Wheeler seconded the motion, and all directors voted in favor of it.

**President's Message**

President Mapes reported his understanding that the records request from Western Resources Legal Center has been fulfilled with the exception of the pump logs, which will require on-site physical inspection by WRLC because the logs are kept in the pump houses. President Mapes added that SDIC needed assistance from the IT department in the Miller Nash law firm in order to provide the e-mails WRLC requested and that there likely will be a significant bill for the IT department's services.

**Planning Transition to New Board**

The board discussed the main reason for this special meeting, which is planning for the board's operations after the departure of the immediate past president, Geoff Wenker, who devoted substantial time to his position. President Mapes had explained at the annual board meeting on August 9, 2021 that the amount of time Geoff Wenker devoted to the SDIC is more time than President Mapes can or should be expected to give as a volunteer. President Mapes explained

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his vision that Chase Christensen be the unified contact for SDIC matters and that board members divide up the following areas of responsibility to be Chase's main contact/support: infrastructure, 408s, accreditation and LOMR, city stormwater master plan, mercury, budget, legal contact for Jeff Condit, and best practices. The board and Chase discussed whether the board member would be the actual contact person in the area of responsibility versus advice/counsel when Chase requests assistance and whether the need for assigning areas of responsibility to board members reflects the need for more staff or consultants. President Mapes offered himself for legal and for accreditation/LOMR. Len Waggoner expressed his interest in matters of the city drainage. Karen Kessi expressed interest in best practices, staffing solutions, and the district house. Amanda Hoyt is willing to be involved in ditches and budget. Gary Wheeler expressed availability and history with infrastructure. President Mapes reviewed the assignments as discussed: Infrastructure and pumps: Gary Wheeler and Amanda Hoyt. LOMR/accreditation and legal: President Mapes. City stormwater: Len Waggoner. Budget: Amanda Hoyt. Best practices, district house and staffing solutions: Karen Kessi. No assignments were made for 408s, mercury, or IT solutions.

The board and Chase discussed possibilities for more efficient authorization of recurring bills such as garbage, internet, phone and power which often need to be paid before a board meeting is scheduled. Chase noted that credit card payments result in "points" and that payment of the power bills by credit card resulted in \$1,500 back last year. Payment of a \$10,000 power bill generates \$100 back on the credit card. Chase and Amanda Hoyt will work on a plan for bill payment before the next board meeting. Amanda Hoyt also will investigate options for setting up SDIC e-mail addresses for board members so that SDIC business is handled through e-mail that is separate from board members' personal accounts.

**Job Descriptions**

Karen Kessi made a motion to approve the three job description revisions as distributed from the staffing subcommittee to the board. Jeff Mapes seconded the motion, and all directors voted in favor of it. Karen Kessi noted that the staffing subcommittee next will develop a performance review process for employees and then develop a system or schedule for employee rewards/compensation. The subcommittee's goal is to have processes ready by the end of November because the General Manager is up for review in December. It was noted that Geoff Wenker will no longer participate on the subcommittee, whose other members are Chase Christensen, Karen Kessi and Laurie Mapes.

**Upcoming Meetings and Adjournment**

The next regular monthly board meeting is on September 9, 2021 at 6 p.m. via Zoom. Gary Wheeler made a motion to adjourn. Karen Kessi seconded the motion, and all voted in favor of it. The meeting adjourned at 7:11 p.m.

Associated documents:

- Meeting agenda
- 20210819 Check Register
- 20210819 Credit Card Register
- 20210819 Transaction List

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- Revised position descriptions for General Manager, Field Operations Technician and Office Administrator

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

Laurie B. Mapes

Laurie B. Mapes

**Printed Name**

Staff

**Title**