

Scappoose Drainage Improvement Company Board of Directors Monthly Meeting
Minutes – November 14, 2024

President Hostettler called the meeting to order at 6:00 pm.

Present: Rob Hostettler, Karen Kessi, Amanda Hoyt, Gary Wheeler, Chase Christensen, Janell Greisen, Geoff Wenker, Bob Short, Jeremy Jones, Suzie Dahl, Jeff Condit (joined 6:17).

Board Member Absent: Megan Augeri

Public Comment: None

Agenda Approval: Karen moved to approve the agenda as presented. Gary seconded. No discussion. Motion passed with 4 votes.

Meeting Minutes Approval: Regarding Bay Valve Condition, Chase advised the minutes need to be changed from “habitation damage” to “cavitation damage”. Karen moved to approve the minutes from 10-15-24 as amended. Amanda seconded. No further discussion. Motion passed with 4 votes.

Presidents Message: See attached

Gary asked for clarification and Chase confirmed, the electrical cable from Honeyman Rd to the Evans Pump Station was buried in conduit rather than direct burial.

Financials: See attached

Chase informed the board a Lawrence Oil bill for about \$600 was received and will be paid with payroll. There are enough funds maintained in the checking account to cover it, so the State Pool transfer does not need to be increased.

Amanda moved to approve the financials as presented and a \$7,000 State Pool transfer. Karen seconded. No discussion. Motion passed with 4 votes.

Manager’s Report: See attached – Expanded discussion of various topics is below.

Pumping: Heard from the landowner today near the Honeyman pump, and it will probably be off for the rest of the season for duck hunting.

Personnel: Karen and Rob met via phone for a refresher of the performance review process. Karen volunteered, and there were no objections, to being the board member to coordinate the performance evaluation of the General Manager (GM). The GM was notified at this meeting that the process is underway. Rob will send the Evaluation Forms to all board members and board members will need to submit the Evaluation Forms to Karen by December 6th.

As agreed to by Chase, there will be an Executive Session during the December meeting for the GM Evaluation, and possible compensation adjustment. The COLA % from January – November 2024 will be updated by Rob and Rob will also provide a summary of information received from our HR Answers inquiry.

Chase will coordinate the Field Tech evaluation, in January, as per our Performance Evaluation Document, with Amanda present to represent the board.

Accreditation: Regarding the delay in the accreditation process, Karen brought up that she thought the city was already ok with the maps. Chase clarified that yes both the city and county have accepted the maps, and the final package is being put together by West Engineering.

Suzie Dahl informed the board that West also did the Multnomah County package as well as working on maps for several counties. There was a staff change at West, and they are trying to catch up. Once final maps/draft internally are completed, then the county will start holding public comment periods. These are not required by FEMA but a part of the county's due diligence. Bob Short asked for an idea of when the maps will go to FEMA. Suzie advised that once they are submitted to FEMA there is a 150 or 180-day review period. If the comments from FEMA require adjustments or changes, then once they are made there is another review period. Suzie did confirm the county is able to generate letters to affected landowners along with other notices.

USACE Meeting: Chase has a meeting Tuesday, November 19th, at 12:30 via Webex, if any board members would like to join. Chase will forward the link to board members.

Best Practices/Farnham Electric: The quote was \$28,000.

Karen informed that if it is helpful, Senator Wyden's Field Representative lives in Warren.

Rental Home: Harlow advised Karen that rent is up to date.

Legal: Nothing to report.

Upcoming Meeting: December 12, 2024

Master Calendar: The Board reviewed the online master calendar.

Action Items:

All Board	Send Evaluation Forms to Karen by December 6 th
All Board	USACE Meeting on Tuesday, November 19 th
Chase	Agenda for December needs an Executive Session for Personnel
Rob	Have COLA update by the December meeting
Rob	Waiting for availability from the city the February meeting Karen
Amanda & Chase	Conduct Field Tech Evaluation in January

The meeting was adjourned at 6:51 pm.

Attachments:

11-14-24 Agenda
11-14-24 P&L vs. Budget
11-14-24 P&L This vs. Last
11-14-24 Balance Sheet
11-14-24 Transaction List
11-14-24 President's Message
11-14-24 Manager's Report

Approved by the Board of Directors on this date: 12/12/2024

Signature: 

Title Sec/Treas