

**Scappoose Drainage Improvement Company Board of Directors Monthly Meeting**  
**Minutes – June 6, 2024**

President Hostettler opened the meeting at 7:00 pm.

**Present:** Rob Hostettler, Karen Kessi, Amanda Hoyt, Gary Wheeler, Megan Augeri, Chase Christensen, Janell Greisen, Jeff Condit, Wyatt Roseman, Bob Short (joined at 7:02).

**Public Comment:** None

**Agenda Approval:** Karen moved to approve the agenda as presented. Amanda seconded. Discussion, none. Motion passed unanimously.

**Meeting Minutes Approval:** Karen moved to approve the 05/09/24 minutes as presented. Amanda seconded. Discussion, none. Motion passed unanimously.

**Presidents Message:** None

**Financials:** See attached

Chase informed the board the CRPUD bill was estimated at \$5,000 but we have since received the actual bill in the amount of \$7,397. ALM has been on site. The bill will be about \$13,000 and paid with payroll. Requested the transfer to be increased to \$27,400 to include these bills.

Amanda moved to approve the Transaction List as presented and to transfer \$27,400 from the State Pool. Karen seconded. Discussion, none. Motion passed unanimously.

**2024/25 Annual Budget Review/Approval**

Chase explained he used a cashflow spreadsheet to capture items that don't appear on the P&L such as the loan payment since they are a Balance Sheet item.

There were questions regarding the budget and clarifications are below:

- Building repairs would come out of unanticipated expenses.
- Bookkeeping and labor budget is comfortable. Includes 5% increase for employees for 6 months. Bookkeeping budget could go over if boxes in the office are tackled this year.
- 6.6% of the total budget is set aside for unanticipated expenses.
- \$1,500 in the budget for new signs.
- Not all pump stations need a sign. Maybe the Kessi station since the public could be close to it.
- Vehicles are less this year than last year, as last year included tires.
- Will be vibration testing of the Evans and may be a \$9,000-\$12,000 savings if not rebuilding.

Amanda moved to approve the 2024-25 budget as represent, resolution #2024-623. Karen seconded. No further discussion. Motion passed unanimously.

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

**408:** Gary mentioned the 408 Risk Analysis seems unclear. What is our involvement in this process? Karen mentioned the impacts of the project could be felt long after Heidelberg leaves. What are our legal obligations and risks to our landowners? What is the process going forward? Jeff Condit replied with the following:

- 408 has been submitted by the landowner.
- For several years there was a conflict between SDIC and Cadman/Heidelberg as we didn't want to issue a Letter of No Objection until it had full information about impact.
- The District won't know much more until the 90% package.
- Letter of No Objection would come from the District towards the end of the project. If the District denies, then USACE may choose not to approve the 408.
- The interior impact and cost to the district is unknown. To recover future unanticipated cost, we could request a bond, also as assurance if Heidelberg sells.

Karen clarified that we would go through this process again at 90% and wondered if there is a timeframe. Jeff Condit replied there is no timeframe on when to sign the letter. We can request from Heidelberg specific concessions, bond, etc. at 90%. To be credible with USACE we need evidence-based objection if not signing the letter.

Gary asked who should oversee risk assessment? In the past we had a consultant to work with. Jeff Condit replied the applicant is responsible for submitting "proving" information. We have a reimbursement agreement with Heidelberg for a review function only. If we want to do more than that, the cost would be SDIC's. Chase mentioned a SAR applicant must have an independent 3<sup>rd</sup> party review and report to USACE.

**Rent:** Karen reported the rent is being paid on time and Harlow will be doing a walk through.

**Upcoming Meeting:** July 11, 2024, at 6:00 pm.

**Master Calendar:** The Board reviewed the online master calendar.

Karen & Rob volunteered to look at the Government & Partner Agency Contact List.

Karen mentioned the city is proposing an increase in water and storm water rates. Rob mentioned that perhaps a board member can attend the meeting.

Rob mentioned there is a meet and greet of City Manager candidates on June 11, 2024, from 6:00 – 8:00 pm, at Scappoose High School. Rob is available if Chase isn't available to attend.

**Action Items:**

Amanda	State Pool transfer of \$27,400.
Chase	Budget Resolution is ready to be signed.
Board	Alerted to short turnaround on payroll this month.
Gary/Amanda	Sign checks

The meeting was adjourned at 7:52p.

**Attachments:**

06-06-24 Agenda  
06-06-24 P&L vs. Budget  
06-06-24 P&L This vs. Last  
06-06-24 Balance Sheet  
06-06-24 Transaction List  
06-06-24 Manager's Report

Approved by the Board of Directors on this date: 8/1/2024

Signature: 

Title Sec/Treasurer