**Scappoose Drainage Improvement Company Board of Directors Monthly Meeting**

**Minutes – May 8, 2025**

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

**Present:** Rob Hostettler,Karen Kessi, Amanda Hoyt, Gary Wheeler, Chase Christensen, Janell Greisen, Jeremy Jones, Bob Short, Geoff Wenker, Debbie Murphy (joined 6:01).

**Absent:** Megan Augeri (Board Member), Jeff Condit (Legal Counsel)

**Public Comment:** None

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

**Meeting Minutes Approval:** Karen moved to approve the 04-10-25 Minutes as presented. Amanda seconded. No discussion. Motion passed with 4 yes.

**Presidents Message:** None.

**Financials:** See attached

Chase advised the financials were fairly standard and included an estimated bill for the Columbia River PUD. The actual bill was fairly close to the estimate so the transfer request will remain the same as there is and additional bill from Lawrence.

Amanda moved to approve the transaction list as presented and a $16,000 State Pool transfer. Karen seconded. No further discussion. Motion passed with 4 yes.

**Draft 2025-2026 Budget:** The Budget also is a Statement of Cash Flow as the IFA Loan is a Balance Sheet item; only the interest appears on the P&L.

House Rent (May & June) and Cadman Reimbursement will be an increase to Cash on Hand at the end of this Fiscal Year.

Budget line items are fairly standard. Large budget items are usually pumps and levee. The USACE Inspection Check List has a list of items to focus on, in priority order.

Budget Highlights:

* #39 (Rip-Rap): Part of original levee install in 1940’s. Extremely overgrown with trees and blackberries. More extensive over-growth than originally thought.
* #40 (Near North Tide Gate): Abandonment of 24” culvert that goes through the sub-levee, to ensure it doesn’t pose a risk to the levee system.
* #44-46 (Pump Station Discharge Lines): Last done in 2019; wasn’t required at that time but required to be done now. The Business Oregon Matching Grant is included as part of line #44.
* #54 (Relief Well near Bernet Farms): Relief Well rehabilitation.
* Receiving a lower rate on mowing since the current vendor is new to levee mowing.
* Budget is based on no increase in income.
* Projecting a $30,000 loss for the year; savings is sufficient to support the loss.
* Missing bids for the budget will be obtained by the next meeting.

Gary asked if the tree roots need to be chased down? Chase replied they can be cut to the surface. Rip Rap would then be monitored and filled as needed.

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

**Rental:** Karen spoke with Harlow and there was an error on the house increase as it was beyond the 10% cap.

Discussion on whether to raise the rent or leave it the same. Our rental isn’t typical due to the pump station. There are benefits to having a long-term single renter as opposed to the maximum tenancy of six people. Suggested raising the rent $25 per month (approx. 1.2%). Any increase would be in September due to required notification to the tenant.

Rob raised the question of any upcoming maintenance. Karen replied the walk-through is in July and maintenance issues would be noted at that time.

Karen moved to increase the rent on the house, beginning September 2025, to $2,050. Gary seconded. No further discussion. Motion passed with 4 yes.

**Upcoming Meeting:** June 12, 2025

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

**Action Items:**

Karen Advise Harlow of the rent increase

Chase Update O&M Manual and Emergency Action Plan with USACE Inspection Items

Chase Annual Assessment

Chase 2025-2026 Budget

Chase Share bids as they come on the Rip Rap and Culvert

The meeting was adjourned at 6:39 pm.

**Attachments:**
05-08-25 Agenda
05-08-25 P&L vs. Budget
05-08-25 P&L This vs. Last
05-08-25 Balance Sheet
05-08-25 Transaction List

05-08-25 Manager’s Report

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

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

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_