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

**Minutes – November 16, 2023**

President Hostettler opened the meeting at 6:00 pm.

**Present:** Karen Kessi, Amanda Hoyt, Gary Wheeler, Megan Augeri, Chase Christensen, Janell Greisen, Bob Short, Kyle Hoyt, Jeremy Jones, iPhone (did not identify during roll call) Bruce Estok (joined at 6:13).

**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 10/12/23 minutes as presented. Gary seconded. Discussion, none. Motion passed unanimously.

**Presidents Message:** None

**Financials:** See attached

Amanda moved to approve the transactions list as presented and a State Pool transfer of $37,000. Karen seconded. Discussion, none. Motion passed unanimously.

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

**Personnel**

General Manager Annual Review. Will follow the same procedure as in prior years. The board will be emailed an evaluation form to complete and return it to Karen by Friday, December 1st. Karen will compile; Rob volunteered to assist with review.

**Accreditation/Lomar**

Our Army Corp certification is now on a 5-year periodic inspection, paid for by USACE, and will happen in the next couple of months. As for the impact with FEMA, if any part of their MP2 package is known to expire, it will flag FEMA to automatically revisit the accreditation. All the federal interest pump stations will be inspected in February 2024 and the levee and related infrastructure will be inspected in March.

Karen clarified that if we have conditional accreditation now and pass the early 2024 inspection, we still have conditional accreditation after. Chase confirmed that is correct.

Karen wondered about the impact of this happening with other winter weather and project plans Chase already had. Chase advised the toe drain expirations will complicate digging around. The full levee inspection will be conducted by a dive team so that won’t be impacted. Chase will need clarification on the pump discharge lines as they are to be inspected every five years and was completed the end of 2019 and whether it will be acceptable by the Army Corp for the inspection.

Public Comment: Bob Short

The Army Corp is saying they want work done six months before their September fiscal year-end. What will that do to the FEMA accreditation process?

Chase replied for instance if we submit MP2 in January, there is a 90-day period for FEMA to complete their review and within that they will flag their expiration dates, then when we send recertification, they will remove the flag for 5-years.

**Community Outreach & Branding**

Chase has been working on a pamphlet and branding and hopes to have to ready for the next meeting.

**Rental Home**

The rent is up to date; nothing else to report.

**Legal**

Chase reached out to Jeff Condit regarding the last legislative session and there is nothing that would impact us.

**Master Calendar**

The Board reviewed the online master calendar.

**Upcoming Meetings**

**Landowner Meeting** is an in-person meeting in February. The best possible date for all board members is February 13, 2024. Rob will check with the city on availability for that date as well as the following week. Verified that Amanda is the only Board Member up for re-election.

**Monthly:** December 14, 2023, at 6:00 pm.

**Action Items:**

Amanda State Pool transfer is completed.

Rob Complete logo

Rob Check with city for February 13th meeting Landowner Meeting

Chase Email General Manager Review template to board members

Chase Add Executive Session to Master Calendar for December

All Board Complete GM review and hard copy to Karen by December 1st

Karen Compile GM review responses in advance of December 14th meeting.

The meeting was adjourned at 6:42 pm.

**Attachments:**11-16-23 Agenda
11-16-23 P&L vs. Budget
11-16-23 P&L This vs. Last
11-16-23 Balance Sheet
11-16-23 Transaction List

11-16-23 Manager’s Report

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

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

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