

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

Public notice & Virtual Meeting by computer or phone:

Scappoose Drainage Improvement Company (SDIC) will have a Monthly Board Meeting on May 13, 2021 @ 6:00 pm

Due to changing restrictions on public gatherings the meeting will take place by a virtual method. Members of the public may listen to the meeting using login information below

Geoff Wenker is inviting you to a scheduled Zoom meeting.

<https://us02web.zoom.us/j/82822687392?pwd=anRrZm51dnhyMWczNU5ncG5rTU1LUT09>

Meeting ID: 828 2268 7392

Passcode: 509569

One tap mobile

+12532158782,,82822687392#,,,,*509569# US (Tacoma)

Monthly Board Meeting Agenda

- 1) 6:00 pm Call meeting to order.**
- 2) Agenda approval.**
- 3) Public comment on agenda items.**
 - a) Written comments by email?
- 4) Consent Agenda.**
 - b) Past Meeting Minutes for approval: 04/08 (notice no Board signatures needed)
 - c) Financial Reports & Transactions per Reports
- 5) Manager's Monthly Report**
 - a) Smith pump foundation replacement
 - b) 2021 mowing?
 - c) Levee maintenance plan & Periodic Inspection items POA.
 - d) CalPortland Pit #2 high water surface elevation across from Cherry Pump Ditch Tee
 - e) House & office remodel complete? Exterior painting?
 - f) Internet to office & Evans pumps
- 6) President's Monthly Report.**
 - a) Annual Landowner (LO) Meeting: place & date?
 - b) Assessment Table & Map: 04/23/21 KMZ files finalized. Table in process
 - c) FEMA Accreditation MT-2 & LOMR Submittal: City & County delay status?
 - d) City Storm Water Master Plan (SWMP) status?
- 7) NW Agg Joint Permit Application to Expand Bates-Roth Operation by 132 acres**
 - a) 04/27/21 USACE waiting for CP to address completeness review comments.
 - b) What is status of seepage model?
- 8) Ellis Farm & CADMAN**
 - a) 04/17/21 SDIC: Cadman USACE -SDIC kick off meeting.
- 9) Pumping Levels:**
 - a) O&M Manual lacks guidance. Subcommittee or Special Meeting needed to correct?
- 10) House Rental:**
 - i) Employee or not? Executive session?
 - ii) 04/01/21 Projection Realty inspection & rental recommendations.

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May 13, 2021 @ 6:00 pm

11) Financial Issues:

- a) FY 2021-22 Budget Committee to develop budget for approval at June 10th meeting. Needed for assessment due to County by July 15th.
- b) JR role

12) Staff Issues & updates to Job Descriptions:

- a) Review recommendations in 2020-11-04 SDAO-SDIC Org Assessment
- b) Employee reviews advice from HR Answers by Karen Kessi
- c) Chase role
- d) JR role
- e) Janell role
- f) Laurie Mapes role
- g) Board role
- h) Restart Staff s/c?

13) Potential Internship

14) Schedule Upcoming Meetings:

- a) Regular Monthly Meeting June 10, 2020 @ 6:00 pm.

15) Adjourn meeting.

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May 13, 2021 @ 6:00 pm

Manager Report Details & History

1) Smith Pump Building Foundation Replacement:

a) For prior HISTORY 11/20 to 02/21 see prior Agenda

- a) 02/07/21 contracts issued.
 - i) AM to grind road, grade, compact.
 - ii) BCI contract for dewater, existing pump foundation replacement, exc. new foundation, backfill.
 - iii) Crow for Smith pumps re-install.
- b) Overall schedule to get operational is 5 weeks.
- c) 02/24/21 Road work started but having problems since road is very muddy and needs to dry out or would require a lot of new rock.
- d) 03/01/21 Chase worked w/ BCI on road repair pricing since there was not as much rock on road as expected. The estimated additional cost is \$6,000.
- e) 03/04/21 Landowner SL&L partners agreed to contribute a one-time cost of \$2475 to added cost.
- f) 03/11/21 Monthly Meeting: Chase reported that CRPUD confirmed that SDIC will be responsible for all costs to upgrade the electrical service, waiting on price
- g) 03/22/21 Estimate & contract rec'd & signed but stuck on easement issue.
- h) 04/088/21 See Chase report

2) CalPortland Pit #2 high water surface elevation across from Cherry Pump Ditch Tee

a) For prior HISTORY 2016-2017 see prior Agenda

- b) 02/11/21 Chase reported a substantial seepage boil located immediately west of Honeyman Rd at the west end of the ditch that feeds the Cherry Orchard pump. Water has remained turbid which is concerning.
- c) 02/24/21 Chase, who has pictures taken before, during, & after dredging stopped during snow & ice storm. When shut down got clearer, which shows a connection to pit. CalPortland has placed a 12"-16" steel pipe in the spring.
- d) CP plan to stop flow of dirty water to Cherry Pump which has been occurring in various amounts since 2016?
- e) 03/17/21 Chase reported meeting w/ CP to dig up wood flume & found it!
- f) Mystery solved? Extend culvert?

3) House & Office Renovation:

- a) 08/31/20 Geoff looking into house & office repairs & improvements-review Mayo 09/08/20 proposal
- b) 09/10/20 Reviewed Mayo 09/08/20 proposal
- c) 09/21/20 Wheeler & Kessi working to get 2 more bids
- d) 10/05/20 Special Meeting to discuss:
 - i) What is the goal for this house?
 - ii) What is the goal for the office space?
 - iii) What adjustments do we need to make to the scope of work?
 - iv) Any other decisions regarding this project?
 - v) What is the process going forward?
 - vi) Who will manage the job, choose materials, etc.?
- e) 10/20/20 Renovation sub-committee update
- f) 10/26/20 Renovation sub-committee update
- g) 11/01/20 Roofing Contract for Comfort signed
- a) 11/12/20 Renovation sub-committee update
- b) 11/19/20 Renovation sub-committee status update
- c) 12/01/20 Renovation sub-committee status did get 3 bids and presented an evaluation. After discussing all bid items decided to award to Double D for \$39,960

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

- d) Wenker made a motion to authorize Jeff Mapes to approve changes to the scope of work up to 15% above the bid of \$39,960, which was computed at \$5,994
 - i) 03/11/21 The 3 bids received in Oct-Nov were emailed to Board for review. And decided to proceed with low bid from Double D
 - e) 03/11/21 Meeting: Board approved proceeding w/ following:
 - i) Change order #3 \$4,400 Replace ceiling insulation & pest proofing, outlets & switches to white.
 - ii) Change order #4 \$950 for doorstops, exterior door painting, 2 towel bars.
 - f) **Internet Equipment investment?**
Change Order #? \$3,640 exterior painting
 - a) Remaining Issues:
 - i) Exterior lighting improvement for security & safety?
 - ii) **Extra stock of flooring storage location?**
 - iii) **Driveway potholes**
 - iv) **Regular janitorial service for the office (whether done by an employee or a subcontractor),**
 - v) **Our expectations for the upkeep of the grounds and on-going rodent mitigation,**
 - vi) **Long-term scheduling of routine structural maintenance of the house/office.**
 - vii) **Office furniture replacement?**
 - viii) **Exterior locks replaced or re-keyed**
 - b) **Internet?**
- 4) Tech Issues**
- g) 02/23/21 Wenker is on waiting list for <https://www.ubifi.net/> equipment.
 - h) Internet to office, house, & Evans pumps?
- 5) Levee Maintenance-2020**
- i) **Dike tree & vegetation clearing by ALM to start Oct. 5**
 - j) **Wenker working on spraying program**

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

President Report Details & History

1) NW Agg Joint Permit Application to Expand Bates-Roth Operation by 132 acres

k) See prior Agendas for HISTORY 2018-2020

- l) 01/27/21 Presentation by Golder's to USACE & SDIC indicating not much impact on SDIC flooding & pumping. Formal submittal deferred until NW Agg funds 408 review.
 - i) Attended by Geoff, Len, Chase, & Jason w/ GSI
- m) 02/08/21 Ross w/ USACE emailed that CP has done funding and will submit soon for completeness review
- n) 02/22/21: CP had Golder send the package to the SDIC after request from SDIC
- o) 03/04/21 Wenker asked GSI for estimate to review for SDIC concerns.
- p) 03/17/21 Email from Ross to: Tom,
We have finished our completeness review. I've attached here the commentary back from the team and I've organized them more or less by discipline. Formally, this means the package is incomplete.
- q) 03/23/21 SDIC submitted comments on Golder report to USACE.
- r) 03/30/21 Special Meeting for GSI review and Q&A.
- s) 04/01/21 SDIC-USACE comment discussion Ross-Geoff-Chase. CP has not replied yet.
- t) Status of agreement with NW Agg to reimburse SDIC for reasonable costs to participate in the 408-permit process?

2) Annual Landowner (LO) Meeting:

- a) 01/09/20 Scheduled by Karen after confirming City Council & Jeff Condit available
- b) 02/13/20 Handouts approved?
- c) 02/24/20 Bylaws Amendment 3 not voted on because of lack of notice?
- d) 02/24/20 Annual Landowner Minutes draft approved for adoption @ 2021 meeting?
- e) 02/24/20 Annual Board Minutes draft approved?
- f) 12/10/20 Board set-up Sub-Committee to prepare for Annual Landowner meeting
- g) 01/14/21 Board voted to investigating delaying
- h) 01/19/21 Condit confirmed Bylaws allow delay
- i) Approve Annual Report to landowners
- j) Proposed Amendment #3 authority to do the following:
 - i) Email to "the list" on Jan 15 requesting feedback on any potential objections to address if possible
- k) Include in the annual meeting notice that we plan to mail out USPS 1st class mail as soon as it is ready no less than 7 day (30-60 day window if sent regular mail) per Article 4.2
- l) Logistics of Zoom meeting for nominations & voting
- a) 03/08/21 Postcard mailing? Website?
- b) 03/09/21 Notice of delay to Annual Landowner meeting was added to home page and a postcard notice will be mailed to all about 1 week after approved by Board.
- c) 03/10/21 Janell posted the proposed amendments to the SDIC bylaws are now available at this webpage: <https://scappoosedrainage.org/district-information-and-charter-documents.html>
 - i) We also intend to include in LO meeting notice typically mailed out
 - ii) Should it be emailed to the list ahead of that asking for comments?
- d) 03/19/21 Postcard mailing about COVID delay sent out.
- e) 03/30/21 Can Board decide on new date yet?

3) Assessment Table & Map Update:

- a) 02/26/20 Assessment of new Casswell Subdivision common lots classed as Zone 6d Roads (not taxable)
- b) 03/26/20 Requested budget from GSI to update table for FY 2020-21
- c) 04/01/20 County sent FY 2020-21 data
- d) 04/09/20 Jeff Condit advised Board to make Casswell subdivision common lots not assessable
- e) 04/09/20 Budget from GSI to update table for FY 2020-21 approved by Board

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

- f) 04/27/20 Geoff requested GSI add Model area, City Limits & UGB to table
- g) 05/28/20 Jack Dahl of GSI provided draft table & Geoff forwarded to Board for review & comment
- h) 06/09/20 Geoff sent list of issues to Board to discuss
- i) 06/25/20 Received Condit opinion on SDIC taxing other government owned land.
- j) 07/10/20 Nicole send DRAFT #2
- k) 07/15/02 LB-50 & resolution due to County
- l) 08/20/20 Geoff sent County list of lots w/SA = 21
- m) 08/27/20 Nancy said ready for Helion upload
- n) 02/11/21 Marie Gadotti questioned assessment amount on their property, Wenker reviewed and consulted with GSI and determined there was a mistake which made an extra \$215.64 assessment.
- o) 03/04/21 GSI is estimating \$3,000 to update the FY 2021-22 assessment table. Refer to GSI AMENDMENT for details. Wenker needs authority to exceed the budget of \$2,150
- a) 04/05/21 Monday kickoff meeting w/ GSI went well
- b) Train Chase to manage process?

4) FEMA Accreditation Submittal

- a) 11/20/17 Geoff delivered IDA and flooding maps to City & County.
- b) 11/20/19 SDIC FEMA submittal meeting w/ Karen Schminke, Michael Sykes, Jeff, Len & Jack, Laurie
- c) 12/20/19 SDIC-City-County-State-FEMA video meeting on levee recertification next steps
- d) 12/20/19 Geoff emailed Paul.Sclafani@usace.army.mil to request budget to submit MT-2 & LOMR
- e) 12/26/19 Final copy of USACE certification report was delivered to Jack by Jim Burton
- f) 12/31/19 USACE Phase 2A & 2B Support Agreement-extension end date
- g) 01/08/20 Geoff talked to Tom of WEST about making a proposal FEMA MT-2 and LOMR and he agreed.
- h) 01/09/20 Board decided to see what WEST proposes
- i) 02/13/20 Regular Board Mtg: decided to proceed with WEST
- j) 02/28/20 USACE Levee Safety Program Updates and Public Comment on March 24 1 to 4 PM Attend?
- k) 03/06/20 West Contract to Condit for review
- l) 03/06/20 Conference call w/ WEST, Multnomah County & FEMA about mapping technical issues-recap?
- m) 03/16/20 WEST contract executed w/ clause recommended by Condit
- n) 03/31/20 Sauvie Island Flood Mapping Methodology conference call w/ Multnomah County, SIDIC, WEST, SDIC, City, Columbia County, & FEMA 1-3 pm
- o) 04/29/20 SDIC-CRPUD Grant finalized & emailed w/ attachments. Share with City & County asking to contribute?
- p) 05/11/20 WEST estimates finishing SIDIC in late May, then starting on SDIC
- q) 05/19/20 SDIC: CRPUD Board meeting @ 6:00 pm by Jack & 1 Board member to answer questions
- r) 05/19/20 Grant application for \$7,500 from CRPUD to help w/ this \$21,600 cost was accepted at their board meeting.
- s) 05/12/20 Email from Allison Boyd of Multnomah County on mapping @ 10,000 SF resolution.
- t) 06/02/20 Received \$7,500 check from CRPUD
- u) 06/09/20 James said WEST is hoping to have SIDIC maps in June and then after OK, will start on Rainier, then Scappoose. I requested meetings w/ Board soon after Sauvie maps are done as examples to discuss & make our own decision on the resolution to use.
- v) 07/29/20 Video Meeting WEST-SDIC-City-County on FEMA mapping to review Sauvie maps as examples an the 10/01/219 WEST Technical Memo Figure 4 of FINAL IDA.
- w) 07/29/20 City & County staff agreed that City adopts for portion inside City Limits and County adopts for the balance.
- x) 08/04/20 Wenker notified WEST to proceed w/ Board decision on mapping resolution as 10,000 sf
- y) 09/09/20 Draft maps from WEST emailed to Board review. James Heyen to field questions? Please note that this is draft is not intended for public review yet, just Board

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

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- z) 09/10/20 James Heyen from WEST joined the meeting by telephone at 7:39 p.m. and discussed the draft SDIC Flood Inundation mapping
- aa) 09/11/20 As requested by the Board, Wenker requested Condit review SDIC's role in the flood map updates before distributing. Learned he is not really an expert on this but will reach out to MCDC to see if already figured out. Also, busy on other work for at least another week. Is this worth delay before involving City & County staff?
- bb) 10/22/20 Wenker email link to Dropbox folder with five (5) applicable FIRM maps and the SDIC_WorkMaps_Oct2020 by WEST
- cc) 10/24/20 Wenker added a subfolder with current FIRM maps that apply to SDIC & the City of Scappoose
- dd) 10/28/20 SDIC update Workshop on FEMA map & MT-2 submittal Wednesday Oct. 28 @ 3:00 pm
- ee) 11/02/20 Email City about \$1,500 quote from GSI to determine which lots are affected
- ff) 11/03/20 City getting quote to get updated LiDar, which takes roughly 60 days
- a) 11/05/20 West send draft narrative for MT-2
- b) **What is the criteria to determine who is affected and needs to be noticed:** WEST suggests that it applies to any property where the mapping has changed, either adding a flood zone, or removing one. Whatever criteria is selected for 'affected' you'll likely be using an intersect tool to determine which tax lots it applies to. It's a very straight forward application of basic GIS tools, so I'm sure technicians at GSI are capable of doing this.
- c) **What exact GIS data will be provided?** WEST will provide the GIS shapefiles for the revised flood hazard linework, the underlying terrain used for the mapping.
- d) **Who will prepare the list of affected landowners to be sent the notice, which WEST excluded from their contract?** It's a very straight forward application of basic GIS tools, so any GIS technician should be capable of doing this.
- e) **Who prepares and mails the notice to the list of affected landowners?** The County is the "mapholder" but far more tax lots are inside the City limits 691 of 911 total. There are 89 more of the 911 inside the UBG
- f) **How much time does the City & County need for "due diligence?"**
- g) **When will WEST complete MT-2 DRAFT forms for review by City & County?**
- h) **What else will be needed before submitting to FEMA?**
- i) **Does anyone know how long FEMA takes to approve?**
- j) 11/12/20 City staff (Chris & Laurie and the Columbia County Planning Manager, Matt Laird, had a virtual meeting with three FEMA folks yesterday to inquire about the IDA completed by West Consultants and the assumptions used in the study so that we understand how those assumptions are affecting the proposed mapping.
- k) 12/01/20 City says LIDAR was acquired already and our consultant is now processing the data.
- l) 12/04/20 Wenker & Mapes conf call w/ Condit on letter to County & City about responsibilities
- m) 01/08/20 City has forwarded Lidar data to WEST
- n) 01/08/20 City & County are waiting for FEMA engineer who completed an informal review of the IDA to provide comments
- o) 02/04/21 City authorized WEST to integrate upgraded LiDar data to create new draft FIRM
- p) 02/25/21 The City hired West to use IDA FLO-2D model to evaluate 2 variations duration storm event (48 hours instead of 72), and a lower fixed stage in the Multnomah Channel/Columbia for \$7,106 cost & will take 3-4 weeks
- q) County & City approval, involvement, & cost sharing
- r) When to notify affected landowners schedule to submit LOMR?

5) Staff Issues:

- a) 07/25/20 Board accepted Jack Richards resignation as of 08/17/20 and thank Jack for the last 3+ years
- b) 08/13/20 Hiring replacement on hold for SDAO consulting of organizational structure

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

- i) Consider overall organizational structure to manage SDIC and reduce burden on Board
- c) 09/28/20 Laurie G of HR Answers available to discuss pros & cons of salary vs. hourly vs. part time along w/ BOLI rules
 - i) 09/28/20 Teri of SDAO to discuss applicant screening and subcommittee for initial interviews
 - ii) Hiring subcommittee & SDAO started advertising the 3 Positions
 - (1) General Manager
 - (2) Field Operations Technician
 - (3) Office Administrator
- d) 10/20/20 SDAO present evaluation of the applications for the 3 Positions
 - i) General Manager
 - ii) Field Operations Technician
 - iii) Office Administrator
 - iv) Select people to interview
 - i) Determine evaluation criteria
 - ii) SDAO recommend hiring process
- e) 11/20/20 Revised job descriptions approved, and revised employment agreements approved with edits
- f) Final Job offers approved—Is Executive Session needed?
- g) Wage rate
 - i) PERS?
 - ii) House rental amounts
 - iii) Slow internet problem? Invest in <https://www.ubifi.net/> ?
 - iv) Remodel delay start?
 - v) Screening status?
 - vi) Reference calls status? Benefits
- b) 12/03/20 Wenker update on Chase Christensen hiring
- c) 12/10/20 Introduce Chase Christensen as new General Manager
- d) 12/10/10 Wheeler update on part-time help for field work
- e) 12/10/20 Discuss staff training program & job descriptions
- f) 12/06/20 Chase Christensen first day as General Manager-comments?
- g) 01/25/21 JR Shadley first as day as SDIC Field Operations
- h) Chase is tracking his & JR time so we can evaluate job descriptions once we have sufficient data & experience to do so.

2) Tech Issues:

- a) 08/27/18 Tim met w/ Jack to train him on how to populate the website Tim built:
<http://scappoosedrainage.org/index.html>
- b) 09/13/18 Decided to post the current meeting notice & agenda and the budget, but not meeting notes
- c) 09/18/20 Website not updated with agendas & minutes since July
- d) 09/28/20 Website has a new page “Employment” to post job announcements & application for download by interested parties Website problems?
- e) 11/06/20 Renewed Microsoft 365 Home \$99.99 for scappoosedrainage@hotmail.com
 - i) Shared w/ sdic.manager@outlook.com
 - ii) Removed Office 2010 from SDIC01 & SDIC02
 - iii) Installed Office 365 desktop apps on SDIC01 & SDIC02
 - iv) Moved appropriate files from Dropbox to OneDrive
- a) 04/30/19 Hire Janell Greisen part time and restart file archive project
 - i) 11/07/19 Geoff emailed current file inventory & retention schedule to Board for review. Any concerns?
- g) SDIC Dropbox & archive files

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

- i) Dropbox free limit of 2.0 GB is not adequate. OneDrive has 5.0 GB free and 1 TB with Office 365 10/08/18 Geoff moved a bunch of files to archive to get below free size limit
 - ii) 05/14/20 Geoff moved a bunch of files to archive to get below free size limit
 - iii) <https://www.microsoft.com/en-us/microsoft-365/onedrive/compare-onedrive-plans?activetab=tab%3aprimarv1>
 - b) Recommend staff & Board be provided with Office 365 to get consistent file format, programs and adequate data storage and sharing. For cost & details see <https://www.microsoft.com/en-us/microsoft-365/buy/compare-all-microsoft-365-products>
 - c) Recommend setting up specific SDIC emails for Staff & Board members using Outlook included in Office 365 such as:
 - i) gwenker.sdic@outlook.com
 - ii) gwheeler.sdic@outlook.com
 - iii) kkessi.sdic@outlook.com
 - iv) lwaggoner.sdic@outlook.com
 - v) jmapes.sdic@outlook.com
 - d) Slow internet problem? Invest in <https://www.ubifi.net/> ?
 - e) 02/11/21 Office Internet :
 - i) 02/03/21 Barely working since office computers reset during remodel.
 - ii) Invest in <https://www.ubifi.net/> ?
 - f) SDIC Website:
 - i) 02/11/21 Assign uploading meeting public notices, agendas, & minutes, to Greisen?
 - ii) Not practical w/o better internet since best done in office to get paper & electronic versions updated
 - g) File Management:
 - i) Dropbox rearranged to stay in free limit of 2.0 GB
 - ii) Switch to OneDrive with 5.0 GB limit
 - h) SDIC Website:
 - i) 02/27/21 Janell uploaded meeting agendas, & minutes working from home
 - i) 03/10/21 Janell completed changes to website mentioned above.
 - i) PLEASE NOTE: Public notice will now only be on the Home page and not published in local paper.
- 2) House Rental:**
- iii) 03/28/21 River City Rentals recommendations.
 - iv) 03/24/21 Vacasa preliminary proposal
 - v) 04/01/21 Projection Realty inspection & rental recommendations.
 - vi) Employee or not? Executive session?
- 3) Manager's Report (Add when started & drop when completed or Resolved)**
- a) 07/11/18 Dispose of Evans pump motor puller?
 - b) 09/13/18 Columbia Blvd. dairy issues resolved?
 - c) 09/13/18 Ditch cleaning plan & start date
 - d) 11/08/18 Annual silt level survey?
 - e) 11/08/18 North Tide gate operations recap of river & ditch levels vs. Evans pumping time?
 - f) 11/08/18 North pump aquatic weeds status?
 - g) 12/07/18 Special Districts \$4,750 matching grant for safety project approved. Status of construction?
 - h) 11/08/18 Grant money from Special Districts for safety projects
 - i) 12/13/18 North Tide gate operations recap of river & ditch levels vs. Evans pumping time?
 - j) 05/14/19 Megger testing done & waiting on report
 - k) 09/27/19 New kayak purchased.
 - l) 10/01/19 Riprap identified in boat inspection
 - m) 2019 Ditch cleaning bids & status

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

- n) 10/01/19 Levee Inspection by boat of rip rap, trees, erosion, report?
 - o) Jackson Creek Diversion: Concerns from Feb 12 flood over topping? Structural inspection? O&M update?
 - p) Spraying? Pesticide license done? Equipment ready?
 - q) 06/01/20 Levee mowing started
 - r) 06/09/20 Rip-Rap project?
 - s) 06/09/20 Smith pump drainage basin trapping & search for reason not drying out
 - t) **08/17/20 Jack's last day.** Gary is working with Don Laica on pump maintenance & operation until manager hired
 - u) 08/24/20 Wheeler has met with Crow on pump issues @ Smith, North, & Evans. Status?
 - v) 09/18/20 BCI may start next week on Jackson Creek Diversion or October 5th depending on restart of jobs put on hold by forest fires.
 - w) Is irrigation done for the year?
 - x) Is North tide gate still open a bit and is that OK?
 - y) Schedule river inspection this year or skip?
 - z) 11/12/20 Ditch levels discussed w/ Marie Gadotti
- 2) SDIC-City of Scappoose Coordination:**
- gg) 11/20/17 Geoff delivered IDA and flooding maps to City & County.
 - hh) 08/21/17 City Council Work Session Work Session notes?
 - ii) 09/12/19 Geoff Wenker reminded everyone that it had been three years since SDIC went to the City of Scappoose to get their financial support
 - jj) 01/23/20 Email 25% cost share request to City w/ recap of the cost to date to complete the studies required on our path to achieve Accreditation. We respectfully request the City continue to share in 25% of the cost = \$75,000.
 - kk) 03/23/20 Karen Kessi scheduled City Council-SDIC Workshop on May 18 6:00-7:00 pm
 - ll) 03/27/20 Jeff Mapes found Inter-Governmental Agreement (IGA) & shared MCDD info to review
 - mm) 04/30/20 Meeting with Mike Sykes, Chris Negelspach and Dave Sukau to discuss Storm Water Master Plan RFP
 - nn) 05/03/20 Geoff let WEST know SDIC will need them to review the B&C draft scope of work for stormwater master plan soon.
 - oo) 05/14/20 City staff emailed that Brown & Caldwell proposed scope of work was outside of our budget and they are in the process of reworking the scope and said they have made Brown & Caldwell aware of your concerns of how our system impacts yours.
 - pp) 05/15/20 Received B&C SOW to review. Geoff sent to WEST
 - qq) 05/20/20 WEST emailed B&C SOW review comments to Board
 - rr) 06/01/20 Discuss sharing WEST review comments w/ City staff & decided to forward to Staff by email & offer meeting to discuss.
 - ss) ~~City Council Workshop May 18th, 6:00 to 7:00 pm canceled by City due to COVID-19. Reschedule?~~
 - tt) 06/15/20 SDIC sent WEST comments to City
 - uu) 07/21/20 Dave Sukau reported Brown & Caldwell is currently working with our Planning Dept. and GIS service to gather mapping information and establish understanding of the existing system and any missing data. He will set up meeting w/ SDIC when they are ready
 - vv) 08/21/20 Dave Sukau reported B&C still gathering and updating GIS data
- 2) 02/01/21 City Council Presentation to review:**
- i) What to present & goals
 - ii) Materials to City by 01/26/21
 - iii) How often should SDIC update City staff and/or Council?
- b) Master Stormwater Plan Update Status
 - i) Evaluate impact on SDIC

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Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

- ii) Are improvements needed that City & SDIC can partner on?
- 3) Financial Issues
 - i) SDIC Assessment vs. City monthly charges
 - ii) Inter-Governmental Agreement (IGA) like MCDD have merit?
 - iii) Parts of City beyond SDIC Boundary that drain to SDIC Issue
 - b) Chapman Landing Status and 408 Permit**

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

Old Business Deferred to future Regular Monthly Meeting

6) Western Resources Legal Center IDA records request

- a) 01/13/21 Rec'd public records request for items related to IDA.
 - i) Maps & data
 - ii) Ditch level records on which 2016 IDA was based
 - iii) Meeting minutes
- b) 01/29/21 Geoff & Janell reviewed minutes files & decided on a protocol to organize minutes to be appropriate for public records requests.
- c) 02/08/21 Mailed requested info on thumb drive

3) Jackson Creek Diversion:

- a) 1924 Year built per contract, but no plans
- b) 02/12/19 Jackson Creek flooding w/ boards in overtopped structure
- c) 12/01/20 Wenker meet w/ Pace engineers to look at Jackson Creek Diversion to evaluate
- d) 12/10/20 Wenker discuss concerns about possible failure & difficulty w/ boards
- e) 01/03/21 Chase & Gary met at diversion after report from Gadotti and found broken board and others that had floated up, which was cleared along with dirt blocking 2 hole concrete structure
- f) 01/14/21 Chase Christensen reported that he has been unable to find true 2x8 boards and that they probably will have to be milled

4) 11/12/20 Pump Issues presentation by Crow Water:

- d) Smith Pump estimate for Smith pump station grating and catwalk
- e) North pump low flow issues: suggest the motor cleaned up, go through the bearings, and purchase a new pump end for North pump No. 2, which pumps much less than pump No. 1
- f) Evans pump: Evans pump No. 2 that has made noise and at one-point smoke, there is some vibration coming from the shaft and bearings. The motors of the Evans pumps can be pulled and removed without a crane. The shafts and bearings are getting worn on all four pumps
- g) Johnson pump intake stays broken. New design?

7) SDIC Owned Tax Lots:

- a) 11/04/20 Email Board about Tax lot #28718 in Means Nursery area

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

Current Business Details & History for Future Reference Until Item Resolved
(Add history detail when on current agenda & drop when old, completed or resolved to shorten current agenda)

1) Financial Issues:

- a) Port of St Helens \$30k funds:
 - i) 05/31/17 Geoff signed the final version & Laurie delivered to the Port
 - ii) 06/14/17 Port check for \$30k arrived today!
 - iii) 02/13/20 Regular Board meeting: Asked Laurie to notify IFA & Port that USACE Certification is complete and we appreciate the grants
 - iv) 03/12/20 Board decided to defer SDIC "thank-you" letter to the Port of St. Helens until 100%
- b) IFA loan update:
 - i) 01/30/19: Becky extended payback start 1 year for seepage study completion
 - ii) 03/08/19 Sent additional info requested by underwriting to consider increasing the loan limit.
 - iii) 03/15/19 IFA underwriter said he will recommend load increase.
 - iv) 06/05/19 IFA loan Amendment docs received.
 - v) 06/22/19 IFA loan Amendment docs executed by SDIC
 - vi) 07/03/19 IFA loan Amendment executed
 - vii) 07/08/19 IFA loan draw #12 \$63,029 submitted
 - viii) 09/18/19 Draw #12 funded \$63,029.00
 - ix) 10/14/19 Geoff met w/ Becky of IFA for loan review. All good & she will be sending a report.
 - x) 02/13/20 Regular Board meeting: Asked Laurie to notify IFA & Port that USACE Certification is complete and we appreciate the grants
 - xi) 03/10/20 IFA emailed to confirm project complete by 03/31/20, which it should be.
 - xii) 03/12/20 Board decided to defer SDIC "thank-you" letter to the IF until 100%
- c) 02/24/20 \$600k Cash less \$250k IFA = \$350k operating funds. Set Reserve for \$100k?
- d) 06/25/20 SDIC CPA approved proposed Restricted Cash Account. Amount & purpose?
- e) FY 2020-21 Annual assessment & budget needed by July 15
- f) 07/09/20 Adopted budget distributed with this agenda to the "List"
- g) Review Fiduciary processes with CPA or SDAO?
- h) 08/03/20 SDIC FY 2019-20 tax return signed & submitted
- i) 11/20/20 IFA Loan invoice for \$37,401.85 first of 7 annual payment due 12/01/20 approved
- j) 11/20/20 IFA Loan invoice for first of 7 annual payment due \$37,401.85 approved

2) SDAO-SDIC Organizational Assessment Review

- a) 07/21/21 Special Board Training Meeting w/ George Dunkel
 - i) Meetings
 - (1) COVID-19?
 - (2) Recording?
 - (3) Public Comment at front of Agenda?
 - (4) Is Agenda too detailed?
 - ii) Minutes
 - iii) Are minutes too detailed?
 - iv) Who should do them?
 - v) How quickly to draft?
 - vi) OK to finalize draft by email, then approve at next meeting?
 - vii) Communications
 - (1) Emails?
 - (2) Avoiding discussions w/ more than 2 Board members?

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

- viii) Accounting protocols
 - (1) Separation of duties to prevent embezzlement.
 - (2) Spending authority of staff & Board
- ix) Organizational structure
 - (1) Staff hiring
 - (2) Consultants as staff
- b) 07/28/20 Karen Kessi report on contact with Special Districts Association of Oregon (SDAO) about the services available for organizational assessment and structuring as well as management recruitment.
- c) Geoff Wenker report on comprehensive list of tasks that need to be covered by Board, staff, & consultants.
- d) 08/02/20 Board approved Geoff, Karen, & Laurie to engage w/ SDAO (Teri Dresler)
- e) 08/13/20 Review, discuss, & decide to proceed w/ SDAO consultant contract to review Organizational Structure, but not executive search
- f) 08/26/20 SDIC-SDAO Company Review Kickoff Meeting with Teri Dresler, Geoff Wenker, Laurie Mapes, & Karen Kessi.
- g) 09/10/20 Progress Report #1 from SDAO consultant Teri Dresler presented & discussed
- h) 09/18/20 Progress Report #2 from SDAO consultant Teri Dresler
- i) 10/08/20 Progress Report #3 from SDAO consultant Teri Dresler
- j) 10/20/20 Progress Report #4 from SDAO consultant Teri Dresler
- b) 10/21/20 draft organizational assessment by SDAO consultant Teri Dresler report to s/c
- c) 11/04/20 organizational assessment by SDAO consultant Teri Dresler report to Board
- d) Questions?
- e) Recommendations?
- f) Set up a special meeting or subcommittee to Coordinate recommendations with new hire duties & SDIC policies & procedures
- g) Excuse Teri

3) Ditch Cleaning-2020

- a) Review Manager Report on Santosh silt depth:
- b) Depth of silt in ditches above hard clay or rock
- c) Amount of water over the ditch bottom or top of silt?
- d) Should silt depth be checked annually and recorded?
- e) Special silt survey after big storm events?
- f) Should silt check be when water surface elevation (WSE) is pumped to= 3.50 ft?
- g) What is an acceptable amount of silt?
- h) What is the minimum amount of water flow
- i) What is the ideal ditch profile?
- j) 07/31/20 Geoff resend 2019 email
- h) 08/02/20 Discussed @ Board meeting and authorized Wenker to pursue bids to:
 - i) Clean Smith & Honeyman pump ditches NTE \$15,000
 - ii) Both require a long reach excavator
- i) 09/10/20 Wenker has BCI committed to a tentative start about Oct 1. to clean at the same rates as their 2018 work. Kyle Hoyt is likely operator.
 - i) Also need to clean Jackson Creek Diversion & haul spoils to low area near Evans pump gate
- j) 10/03/20 BCI started with long reach excavator to clean Honeyman & Smith pump ditches 10/26/20 Wenker update BCI progress cleaning Honeyman & Smith pump ditches.
- k) 11/02/20 Wenker update BCI cleaning Honeyman (done 10/11) & Smith pump ditches (done 11/02).
- l) 11/05/20 Johnson pump ditch cleaning done, but pump intake setup needs broken stays repaired
- m) 11/09/20 Scheduled to clean Jackson Creek Diversion & haul spoils to low area near Evans pump gate

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

4) Ellis Farm & CADMAN:

- a) 01/17/20 CADMAN Preliminary Application to USACE & SDIC
- b) 05/20/20 Legal cost agreement amendment signed & sent to Cadman to be countersigned
- c) 06/25/20 USACE 408 - Cadman Initial Technical Meeting CANCELLED by USACE due to lack of funds
- d) 07/01/20 Legal Cost Agreement Amendment executed
- e) 07/01/20 Total Cost Agreement executed.
- f) 07/02/20 USACE suspended 408 review due to lack of funds
- g) 08/12/20 Legal cost invoice batch #4 was submitted for reimbursement.
- h) 08/13/20 USACE 408 Permit Review reimbursement Agreement executed?
- i) 08/24/20 USACE 408 Permit Review reimbursement Agreement in process per Ross Foster
- j) 09/30/20 Batch #4 reimbursed

5) Permits (encroachments):

- a) On 09/28/17 Tim & Jack began review of encroachments items and related permits
- b) Ron Davis PUD power?
- c) Should SDIC develop & publish a formal permit process?
- d) Adopt Sauvie Island permit forms & policy?
- e) Permit # 2018-09 Bernet Fence over Levee @ Chapman conference call
 - i) 11/15/19 Wenker email Bernet emailed Bernet request for fence details
 - ii) 12/12/19 SDIC: sign, scan, & email SONO to USACE for Bernet fence
 - iii) 02/05/20 USACE approved Bernet fence
- f) Chapman Landing (see separate item on this below)
- g) Send best 5 permits with USACE approval as trial run of "legacy permit" per discussion w/ Shane
- h) 09/24/20 Emailed SONO for 2020-09.1 Paradise Moorage NWNG Regulator Replacement & PI Item 0027 Gas Line
- i) 09/22/20 Emailed SONO for 2020-09.2 Dikeside Moorage NWNG Regulator Replacement & Item 0142 Gas Line

2) WDC 90-unit apartment complex in Scappoose (Peace Candle Site)

- a) 08/04/20 Received land use referral SDR1-20 from City for comments due by August 14th.
- b) 08/14/20 Geoff completed the Referral as "No Objection" & sent to Laurie Oliver @ city

3) Multi-Jurisdictional Hazard Mitigation

- a) 11/08/19 Board approved participation. Next step?
- b) 02/26/19 Dike District Mitigation Plan Meeting attended by Jack & Marie
- c) 04/03/19 Jack & Marie met to work on it
- d) 04/12/19 Jack emailed draft to Board for review
- e) 05/06/19 Jack emailed draft#4 to Board for review
- f) 05/20/19 Jack emailed to Shawn Brown for review & format
- g) 04/09/20 Took off just this time to get agenda back to 1 page
- h) 09/30/19 Jack emailed update to Shawn Brown for review & format. Status?

6) FEMA Accreditation-Gravel Seepage Evaluation

- a) 10/08/18 GSI final contract executed
- b) 10/15/18 SDIC: Request for Contribution to IDA Gravel Seepage Cost letter finished & emailed
- c) 10/29/18 Kickoff meeting & tour w/ Jack Dahl
- d) 11/08/18 Regular Board Meeting discussed Board & CP discussed reimbursement at length
- e) 01/11/19 Date of meeting #1 where GSI proposed conceptual model to SDIC & USACE engineers
- f) 02/20/19 Date of meeting #2 where GSI will review model calibration, scenarios, & sensitivities with SDIC & USACE engineers
- g) 03/27/19 GSI emailed "Preliminary Results from Groundwater Seepage Simulations" showing WSE does not rise above grade around the pits

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

- h) 04/03/19 USACE agreed GSI should proceed with preparing a technical report for their review.
- i) 05/01/19 Received GSI Draft technical memorandum describing evaluation of groundwater seepage during the 100-year flood event received & sent to Board, USACE, & West for review.
- j) 06/11/19 Received GSI Draft#2 technical memorandum & sent to WEST & USACE for review
- k) CP agree 10/15/18 request to reimburse SDIC for seepage study costs?
- l) 07/03/19 Meeting @ GSI Draft#2 technical memorandum
- m) Reviewed Agenda & discussed all items:
 - i) GSI to get hydrograph to West by 07/8/19?
 - ii) West needs about 1 month to update IDA?
 - iii) Jim Burton said \$40k of \$60 left, but ATR is \$30k
- n) 10/02/19 WEST IDA + Pit #2 seepage completed and submitted to USACE
- o) 10/04/19 SDIC: final IDA inc. seepage emailed to CalPortland cc Golder, USACE, WEST, GSI, & Board.
- p) 10/07/19 USACE ATR package sent to New Orleans w/ IDA + GSI seepage included, but buried in Appendix D
- q) 04/09/20 Took this subject off the revised agenda since no change & moved to Executive session to strategize w/ Condit. Betsy Johnson call to Miller Nash?
- r) 05/07/20 SDIC: Zoom Special meeting w/ Executive Session to discuss CP request to review Accreditation seepage model use for 408 permit seepage model. Condit working on agreement. See agenda & minutes for details
- s) 07/09/20 SDIC & CalPortland agreed to an amount for sharing GSI Seepage study model
- a) The info below was from 04/09/20 Executive Session for follow up if needed
 - i) 10/11/19, 10/15/18 Letters sent to CalPortland to renew reimbursement request
 - ii) 02/21/20 Issue discussed after USACE meeting on Bible College
 - iii) Alternates if no deal agreed to that might pressure CP:
 - iv) Meet with County about possible violation to permit & damage to road if flooded?
 - v) Notify DOGAMI of possible violation to permit?
 - vi) Ask Betsy Johnson to pressure CP to pay?
- b) 03/31/20 Discussed Betsy Johnson issues
 - i) Complaints from a landowner about flooding land & Airpark
 - ii) 04/09/20 Wenker draft letter requesting help with CP \$140k, but Board decided to wait & see if she responded to offer for a meeting
- c) 04/09/20 Discussed at length in Executive session w/ Condit & decided to wait & see if she contacts us.
- d) 01/27/21 and 02/04/21 Zoom meetings w/ City, County, FEMA, & WEST engineer to review of the IDA memo from City on 01/15/21.

2) Board Training & Meeting Issues

- a) 04/16/20 First meeting w/ Public Comment to front of Agenda
- b) 05/14/20 Karen Kessi suggested that the board consider hiring a consultant to educate the board on best practices for conducting its affairs
- a) 05/17/20 Scott Ellis asked for recording of Zoom meeting, but not using. Should we make this SOP?
- b) 06/04/20 Karen Kessi & Geoff Wenker met with SDAO Consultant George Dunkel. Brief report on the services suggested by George Dunkel as well as the services provided by Ann Macfarlane of Jurassic Parliament.

7) Len Waggoner introduce proposed modifications to SDIC assessment formula

- a) 07/11/19 Discussed & will inquire of the Multnomah Drainage District how, if at all, their assessment formula addresses impermeable surface issues both in and out of their district.
- b) 05/13/20 Len emailed Board "2020-05-13 Seven Oaks vs. spring lake Memo"
- c) 05/27/20 Len emailed Board "Spring Lake Mobile Home Park analogy with single family home"
- d) 06/01/20 Discussed at length & decided to seek opinion from Jeff Condit

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

e) 06/25/20 Condit sent his opinion of the issues

8) Manager's Authority Issues

- a) Repair of hole in road/interior levee at Santosh in August for \$2,500
- b) Ditch cleaning in early November within budget
- c) What are limits of Manager authority to proceed?
- d) Does budget approval mean Manager has more discretion to proceed if in budget?
- e) What is easiest & quickest way to have a Special Board meeting?
- f) How to make progress between monthly meetings?

2) USACE Periodic Inspection

- i) 2010 Last full Periodic Inspection
- j) 08/21/18 Tim & Jack meeting with Shane
- k) 10/11/18 Jack Richards is going to work with Tim Couch to get as many of the encroachments resolved as possible
- l) 12/18/19 USACE-contracted inspectors (Tetra-Tech) began the Periodic inspection at the main Evans pumps, which performed without any problems.
- m) March 4-8 2019 Levee inspection with Tetra Tech
- n) 03/09/19 Report from Tim Couch. Review recommendations
- o) 03/14/19 Routine inspection requested?
- p) 09/02/19 PI w/ cover letter dated 08/29/19 received in mail, which was scanned by Jack
- q) 09/09/19 Jack completed scan, saved to Dropbox, & emailed to Board
- r) 10/25/19 Tim called & is downloading & promised to work on it w/ Jack

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

Additional items deferred for future meetings

1) Financial:

- s) Invoice processing SOP review:
 - i) Typical monthly invoices approved & checks signed at Board Meeting
 - ii) Typical monthly bills that need to be paid before next Board meeting, such as payroll
- t) Spending Limits:
 - i) Board member approval limit of \$500 if needed before next Board meeting?
 - ii) Office Manager approval limit of \$? if needed before next Board meeting?
 - iii) District Manager approval limit of \$? if needed before next Board meeting?

2) Chapman Landing:

- a) 05/13/17 There was a cleanup event 9am to 3 pm per:
<http://www.ci.scappoose.or.us/bc-clahc/page/chapman-landing-cleanup-0>
- b) 05/17/17 emails from Marie provided report & pictures.
- c) 08/14/17 Email to USACE: Shane,
The attached is very preliminary, but I thought you should be aware of it. It seems the project is gaining traction. Here is a recent story in local paper:
A looming battle for Chapman Landing?
I am told the group did meet with USACE and are aware of needing to go through a "404 permit " process and plan to avoid anything that would trigger a "408 permit".
I am not asking you to spend any of your time on this, but just take a quick look and let me know if you have any concerns.
Also, if you know of any USACE design guidelines about parks near levees, we should share with the Chapman folks before they progress much further.
- d) 12/11/17 2 stories in Spotlight about Chapman land. The Port sold property to County w/ consent from City violating MOU
- e) 09/13/18 Regular Board meeting: discussed Bernet fence & garbage
- f) 05/09/19 Regular Board meeting: Jack reported on transfer of land & roads from County to City. Decided to resend email about concerns?
- g) 12/10/19 SDIC-City: Chapman Landing site meeting to discuss USACE rules. Next step?
- h) 04/30/20 During SDIC-CITY Workshop, Mike Sykes described project pretty limited now
- i) 05/05/20 County issued Preliminary Notice of City of Scappoose to change zoning of Chapman Landing Tax Lots 303 & 400 from Resource Industrial Planned (RIPD) to Community Service-Recreation (CS-R)
- j) 05/16/20 Replied no objection w/ comment all parties involved need to be aware that no physical changes can be done to the levee or within the 15 foot buffer zone extending from both the landside and waterside toes of the levee without going through the US Army Corps of Engineers' 408 permit process.

2) Permit 2020-03 Maple Street Cottage Housing Development

- a) 03/31/20 Board Reviewed ANX1-19--ZC2-19--SB1-19 REFERRAL 2020-03-30
- b) 04/01/20 Emailed comments to City, who had concerns & asked for revised comments
- c) 04/02/20 City policy on when SDIC review is requested is only at land use level, not permit level
- d) 04/10/20 Response due to City
- e) 04/14/20 Revised response sent to Laurie Oliver & was accepted

2) Columbia Blvd. Santosh DC-180 culvert replacement:

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

- a) 05/04/17 Marie sent letter w/ pictures to County requesting they repair/replace
- b) 05/24/17 Board authorized Len & Marie to attend Commissioner work session to lobby for approval of funds for the County to replace at their expense.
- c) 05/26/17 Marie reported County tried to fix. She had pictures, but hard to understand what looking at
- d) 06/24/17 Marie Gadotti attended a Commissioner's work session to lobby for approval for funds for the County to replace at their expense. The County indicated they had fixed the culvert. Marie presented pictures showing it is not. Discussions continue.
- e) 07/24/18 Len, Jack & Geoff meet w/ Mike Russell & Tristan Wood of County about Culvert
- f) 11/19/18 On site meeting to inspect & discuss w/ Mike Russell, Terry Miller & Tristan Wood of County about Culvert. Next step?
- g) 12/13/18 Board Meeting: Marie Gadotti and Jack Richards will monitor the culvert this wet season.
- h) 11/04/19 WEST said 100-year flow at the DC-180 culvert is 290 cfs.
- i) 11/13/19 Tapani budget to replace culvert
- j) 11/26/19 OTAK design budget of around \$15,000 with a topo survey budget of \$3,500.
- k) 01/07/20 Chris w/ City suggested SDIC propose a cost sharing plan to do in a few years to get funded?

3) Johnston 16.27 acres Annexation into the District

- t) 01/28/19 Johnston receptive to correcting the error of being just outside of boundary
- u) 02/13/19 Regular Board meeting: Josh Johnston property included in SDIC district discussed
- v) 04/08/19 Deeds & easements gathered by Ticor sent to Westlake & Miller-Nash for review
- w) 07/09/19 Condit status update
- x) 08/22/19 Draft LOI from Condit rec'd
- y) 09/12/19 Geoff Wenker asked the Board to review the LOI that SDIC attorney Jeff Condit provided on 08/22/19 wrote to the Johnston family regarding the annexation of their property into SDIC. If all satisfied with the letter we will send
- z) 09/12/19 Board Meeting: Board Ok'd sending letter & meeting w/ Josh
- aa) 11/07/19 Geoff emailed LOI to Johnston requesting they sign LOI to apply for annexation into SDIC with legal and surveyor costs to do so paid for by SDIC.

4) CalPortland:

- e) DOGAMI permit status
- f) CalPortland annual monitoring report overdue?

5) Permit # 2019-08 Scappoose Moorage - CRPUD 408 LONO request

- a) 09/12/19 Brooke Sisco with CRPUD explained the project for Scappoose Moorage. Documents reviewed
- b) 10/16/19 Geoff emailed LONO to USACE & Brooke Sisco of CRPUD

6) SDIC legal counsel & issues:

- a) 02/24/20 Bylaws Amendment 3 not voted on because of lack of notice?
- b) Permit review cost policy?

7) Special Districts Insurance Services (SDIS) Agent & renewal:

- a) 03/12/20 The board discussed a solicitation and proposal from WSC Insurance to become SDIC's insurance agent. WSC suggests SDIC could save money by raising deductible amounts. SDIC's current annual insurance premium is between \$10,000 and \$11,000. The board noted its lack of familiarity with WSC and took no action on the WSC proposal.

8) City of Scappoose Storm Water System effect on SDIC

- a) 05/25/18 Geoff & Jack took City staff on a tour pushing them to get going on master storm water plan coordinated with SDIC
- b) The following is from IDA page 4-6 and describes how the City was modeled:
Additionally, storm sewer systems, infiltration pits, and detention ponds within the City of Scappoose, which covers just under 10 percent of the total area contributing flow to the SDIC pump stations, were not

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

explicitly simulated. However, if a storm drain conveyed flow to the levee-protected area, these areas were included in the modeled extents and the runoff from the areas drained by the storm sewer systems was assumed to be conveyed overland. As most storm sewer systems are designed to convey only up to the 4% annual chance storm (25-year) event, it is expected that the City of Scappoose storm sewer systems would be overwhelmed during the 1% annual chance storm event and that a portion of the flow would be routed overland rather than through the storm sewer system. Infiltration pits and detention ponds were implicitly modeled, as the lower elevations of these areas were incorporated into the average grid element elevation. Therefore, water was allowed to pond in these areas and infiltrate based on the curve numbers assigned to these areas. A future effort could be conducted to determine the localized impact of incorporating the City of Scappoose storm sewer system.

- c) Does the City know where larger storm water facilities discharge directly to SDIC ditches?
- d) Figure 4-7 Shows how much more of the City is flooded in a 1% storm. How can City & SDIC work together to satisfy our common & competing goals?
- e) Is SDIC only receiving overflow amounts when 25 year storms are exceeded?
- f) Is SDIC receiving any storm water that is not directed to infiltration systems?
- g) Part of the City is above the SDIC assessment West boundary, but sending storm water to SDIC

9) Irrigation & water rights issues

- a) 07/06/18 Geoff & Jack tour of SDIC with Jake & Mike of WRD
- b) Review Jack's logs of Kessi backflow valve, Evans pump, Smith, & Honeyman pumps
- c) Status of WRD response to Gadotti complaint?
- d) 07/06/17 Regular Monthly Meeting: Discussed irrigation issue & water levels at Evans for the summer at length, but no agreement
- e) 07/11/17 Numerous calls and discussions among several parties, so decided to schedule special Meeting to finalize a POA
- f) 09/14/17 Regular Monthly Meeting: Discussed irrigation issue & water levels to set to 3.75 to 4.25 ft.
- g) 09/20/17 Special Meeting: Discussed at length and the Board directed Jack to experiment with the Kessi backflow valve, while keeping the Evans Slough between 4.0 & 4.3.

10) Operational System Study:

- a) Review 2018-05-10 West Operations Study Proposal
- b) Ditch level settings for all pumps to minimize pumping costs & ponding as designed
- c) Ditch levels as guidelines, not promised as recommended by Joe?
- d) Ditch cleaning procedure guidelines
- e) Irrigation guidelines that consider water rights & use of Kessi backflow valve & N Tide Gate
- f) North Tide gate open to reduce pumping cost as designed, yet consider water rights

11) O&M Manuals Revisions:

- a) Board comments on proposed changes to the SDIC O&M Part 1 Section IV?
 - i) Ditch cleaning procedure guideline
 - ii) Irrigation guidelines that consider water rights & use of Kessi backflow valve
 - iii) N Tide Box Station guidelines to open to reduce pumping cost as designed, yet consider water rights
 - iv) Procedures to turn off lift pumps if Evans pumps fail and backup is causing excessive flooding
- b) 07/15/19 Tim submit version for Board to authorize?

Scappoose Drainage Improvement Company
Monthly Board Meeting Agenda-Revisions in violet

May 13, 2021 @ 6:00 pm

Save for Executive Session Special Meeting

- 1) Call to order & Pledge of Allegiance**
- 2) Call Executive Session to Order Citing one or more of the following:**
 - a) ORS 40.225
(lawyer-client privilege).
 - b) ORS 192.355(9)
(to consider records or information made confidential or privileged under Oregon law)
 - c) ORS 192.660(2)(a)
Individual Agent negotiation
 - d) ORS 192.660(2)(a)
Individual Agent or employee negotiation
 - e) ORS 192.660(2)(f)
(information or records exempt by law from public inspection)
 - f) ORS 192.660(2)(i)
Manager Interviews
- 3) Schedule Upcoming Meetings:**
- 4) When? Call Executive Session to Order**
 - a) **7:00 p.m. Adjourn Executive Session & begin Special Meeting**
- 5)**