

**Scappoose Drainage Improvement Company
Board of Directors Regular Meeting Agenda**

November 20th, 2020 @ 8:00 am

1) Public notice & Virtual Meeting by computer or phone:

Scappoose Drainage Improvement Company (SDIC) will have a Special Board Meeting on Staffing Issues on November 20th, 2020 @ 8:00 am

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

2) Geoff Wenker is inviting you to a scheduled Zoom meeting.

Topic: SDIC Special Meeting-Staffing Issues

Time: Nov 20, 2020 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87871937411?pwd=bjMycjY0Y0h1L3Eva3d1ckZ6NmQxdz09>

Meeting ID: 878 7193 7411

Passcode: 849061

One tap mobile

+13462487799,,87871937411#,,,,,0#,,849061# US (Houston)

3) 8:00 am Call meeting to order

4) Agenda approval

5) 8:04 Public comment on agenda items

- a) Emails?

6) 8:05 pm Consent Agenda

- a) Nothing

7) 8:10 am Financial Issues:

- a) 11/16/20 Received IFA Loan invoice for first of 7 annual payment due \$37,401.85

8) 8:15 8m Smith Pump Issues presentation by Gary Wheeler:

- a) 11/16/20 Smith pump foundation “sinkhole” discovered
- b) Plan of action to repair or replace?
- c) Budget authority limit?
- d) Subcommittee?

9) 8:30 Staff Issues:

- a) Revised job descriptions approved
- b) Revised employment agreement
- c) Revised Employee rental agreement
- d) Final Job offers approved—**Is Executive Session needed?**
 - i) Wage rate
 - ii) Benefits
 - iii) PERS?
 - iv) House rental amounts
- e) Slow internet problem? Invest in <https://www.ubifi.net/> ?
- f) Remodel delay start?
- g) Screening status?
- h) Reference calls status?

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10) 8:35 pm If Needed Call Executive Session to Order to review applications citing the following:

- a) ORS 192.660(2)(a)
Individual Agent or employee negotiation

11) House & Office Renovation:

- a) 11/01/20 Roofing Contract for Comfort signed
- b) 11/19/20 Renovation sub-committee status update
- c) Internet Equipment investment?
- d) Office furniture replacement?

12) Tech Issues (if we have time):

- a) 11/06/20 Renewed Microsoft 365 Home \$99.99 for scappoose Drainage@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
- b) Dropbox free limit of 2.0 GB is not adequate. OneDrive has 5.0 GB free and 1 TB with Office 365
<https://www.microsoft.com/en-us/microsoft-365/onedrive/compare-onedrive-plans?activetab=tab%3aprimar yrl>
- c) 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>
- d) Recommend setting up specific SDIC emails for Staff & Board members using Outlook included in Office 365 such as:
 - i) gwenker.hsdc@outlook.com
 - ii) gwheeler.hsdc@outlook.com
 - iii) kkkessi.sd ic@outlook.com
 - iv) lwaggoner.sd ic@outlook.com
 - v) jmapes.sd ic@outlook.com