

**MULTNOMAH COUNTY DRAINAGE DISTRICT #1**  
**MINUTES OF THE BOARD OF SUPERVISORS MEETING**  
**March 13, 2008**

Pursuant to advertised notice, the Board of Supervisors' meeting of Multnomah County Drainage District No. 1 was held at 8:00 a.m. on Thursday, March 13, 2008, at the District's administrative office, 1880 NE Elrod Drive, Portland, Oregon.

President Tim Warren called the meeting to order at 8:07 a.m. and requested that the secretary note the role. Eaton acknowledged that the proper meeting announcements had been made.

Those present were:

Tim Warren, President  
Chuck Harrison, Supervisor  
George Lingelbach, Supervisor  
Bob Eaton, Executive Director and Secretary/Treasurer  
Dave Hendricks, Deputy Director  
Evie Moore, District Accountant  
Kim McRobbie, Secretary Pro Tem

Excused Absence:

Larry Cooper, Supervisor  
Bruce Holte, Supervisor  
Phil Ralston, Port of Portland Liaison

**APPROVAL OF MINUTES**

Chuck Harrison moved to approve the minutes from the January 17, 2008 meeting by adding the word financial before audit. George Lingelbach seconded and the motion passed unanimously.

Bob Eaton stated the Landowner minutes from the January 17 landowner meeting were presented today for review only. He added they could not be approved until the next landowner meeting, but feels that while topics are still fresh in everyone's mind this is a good time to review.

**INTRODUCTION TO CREW LEADER – JUSTIN KRUEGER**

Dave Hendricks introduced the newest addition to the District. He is the crew leader Justin Krueger. Krueger spoke to his experience of environmental and safety issues as well as construction and demolition on both large and small projects. President Warren and the Board welcomed Krueger. Hendricks added that he is very happy with the work Justin is doing. When he asks him to do something, he is right on it or has already thought of it and completed the task. He feels Justin will continue to do a great job for the District. In addition, he will be a good person to step into some positions later down the road that will be vacated by retirement.

**BUSINESS**

**FY 2008-2009 Proposed Goals** – Eaton began with the summary report for FY 2007-2008 included in the packet. He added the color-coding represents different phases of the process. Blue represents goals that are completed. Black show goals that have been started, but not finished. Goals highlighted in red represent goals that have not been started.

Eaton then asked all to turn to the staff proposed FY 2008-2009 Goals included in the pre-meeting packet. The goals highlighted in green represent new goals. Under Policy and Procedural, there are two. The first is: Maintain safe, acceptable, and certified levees. The second is: Continue to meet the needs of the residential, commercial, and industrial landowners within the District. Tim Warren feels that the above-mentioned goals are either too broad or too obvious. Warren suggested a change to the wording of the goals. New goal #2: Continue to meet the flood control needs of residential, commercial and industrial landowners. All agreed this made more sense and will be changed in the final copy. Chuck Harrison why we only received an acceptable rating for the levees when in the past the District has always come through with an excellent rating? Hendricks responded this is a new rating system that has two levels, only, acceptable or unacceptable.

Eaton moved to the administrative portion of the proposed goals stating there is one new goal, the salary comparison for the 2009 year. Eaton added this is similar to the comparisons done in 2007 for the 2008-2009 salary years.

Eaton added that this year the crew would be going through training in the Unified Incident Command System.

Chuck Harrison moved to approve the goals with the discussed changes. George Lingelbach seconded and the motion passed unanimously.

**Executive Session** - At 8:30 a.m. president Warren excused all staff and non Board members under ORS 192.660 (2) (a). He stated that the Board would meet at this time to do a performance evaluation of the Executive Director. The Board will reconvene once the executive session is complete.

**At 8:55 a.m., President Warren adjourned the executive session and called the Board meeting back in session.**

**Review and Adopt FY 2006-2007 Financial Audit Report** – The Audit is not completed at this time. Evie Moore gave some background. In FY 05-06, the problems began with some major corruptions within QuickBooks. The reason, Moore was told, was our files were too large. Moore stated it was at that time the District chose to upgrade QuickBooks and start over. A consultant was hired to assist with the upgrade and to teach Moore the new systems and job costing capabilities. Even after the upgrade and consultants assistance, Moore stated there was even more corruption within the financial files. When Moore spoke to another consultant, she was told that we were using the wrong version of QuickBooks for what we do.

**Review and Adopt FY 2006-2007 Financial Audit Report** – Continued

We should have been using QuickBooks Enterprises rather than the previous upgrade of Contractors Edition. At that point, the District hired another consultant to install the QuickBooks Enterprises program and assist Moore with writing the financial report after untangling the data from the previous consultant. Moore stated that the corruption issues are almost finished and they feel that they are reaching the end of the road for upgrades and corruptions.

Moore spoke to the status of the audit, which has not been completed and not submitted as she is still trying to gather last FY data. The audit was due December 31 and an extension was approved. The January 2008 request for extension was denied. The February 2008 request was also denied. Moore stated the reasons for the denials were lack of sufficient documentation that accompanied the requests by the auditor. Moore stated she spoke to the state of Oregon and they told her to file as soon as she can. Penalties will arise but not until June and Moore feels the District will have submitted by then and be clear of any penalties. Moore states she feels it is not ok to be late but with the corruptions, she experiences along with her tasks increasing each year it was unavoidable.

Moore moved on to the cash available report stating that with the corruptions it too may not be accurate. She added that with the upgrade to QB Enterprise the data would be accurate and will provide a recovery and back up system. Moore presented the balance sheet full report as well as a summary. She asked the Board which they would prefer for future meetings. The Board agreed that the full report is more useful to answer the financial questions they may have. Moore talked about Board designated reserves stating MCDD is doing well at \$1,369,691.00.

President Warren stated the Board would like to see a category breakdown as detailed as possible.

**STAFF UPDATES**

**PDX (Portland International Airport) Report** – None at this time

**PROJECTS**

**Civil Engineer Advertisement** – Eaton spoke to the District's search for a Civil Engineer. The application deadline was Monday with about a dozen applications received. Eaton and Hendricks have reviewed and narrowed the applicants to eight possible candidates. They hope to narrow the pool down to about two or three candidates and expect to interview on March 24.

## **PROGRAMS/POLICIES**

**Proposed Sale of Equipment** – Hendricks stated the District has decided to purchase a new excavator in the near future. The excavator being looked at is larger than the one the District currently has. The current trailer is too small to carry the new excavators' weight requirements. Therefore, Hendricks is looking into purchasing a new trailer and plans to sell the old trailer with the excavator. While the District was contemplating which way to go, Sauvie Island Drainage became interested in purchasing some of our equipment. Hendricks put together a package with several items for sale including the excavator and trailer. They took it to their Board for discussions and chose to purchase. The contractual agreements were \$10,000 a year to be paid in January of each year for three years for a total of \$30,000. See attached list of all items sold. Hendricks concluded that the contract would be signed on Friday.

**4MAT Roundtable – January 24, PEN Hosted** – Eaton spoke briefly on the 4MAT Roundtable held on January 24 with PEN 1 hosting. Tom McGuire of ESA Adolfson was the guest speaker discussing codes and regulation conflicts. Tom has been awarded the City of Portland's Columbia Corridor Scoping Contract for 2008. He shared the scope of work, who he wants to talk with and what the timeline looks like.

**Four Board Training and Staff BBQ on March 20, 2008** – Eaton spoke briefly to the upcoming Four Board training and BBQ to be held next Thursday, March 20. It will begin at 9:00 a.m. with the Districts' attorney, Andy Jordan, talking about statutory authority, policies and procedures, new ethics laws and legislation. At 11:00 a.m., David Ulbricht will discuss bond issues and flex leases. The afternoon will conclude with a BBQ prepared by MCDD staff. Eaton also plans to honor three retired Board members - Steve Shaw of Sandy Drainage Improvement Company as well as Rich Halsten and Mike McBride both of PEN 2.

**4MAT Roundtable – April 27, PEN 2 Hosting** – Eaton spoke to the upcoming roundtable session that will be held on April 27. The guest speaker is Phil Volker, former TV weatherman and currently owner and president of ERF Company, Inc. ERF is the company that provides the District with the 30-60 day extended weather forecast.

## **PLANNING**

**Emergency Preparedness Planning** – Hendricks stated because of the large snowfall amounts in the mountains this winter there has been some concerns over flooding. The District has been coordinating with the City of Portland and Multnomah County to prepare for such an instance. He stated the Districts are ready if needed, however, he feels nothing is going to happen. To stay up on the weather conditions Hendricks and Eaton attended a recent webinar put on by the National Weather Service.

**Regional Stormwater Plan** – Eaton stated the stormwater plan model is undergoing some tweaking. However, the report is done. The model shows there is no incentive for the cities in East Multnomah County to invest in the Districts' capital improvements. Eaton feels that the District will most likely be looking into an IGA with those cities to help recover maintenance costs.

**Multnomah County Drainage District #1**  
**Board of Supervisor's Meeting Minutes**  
**March 13, 2008**  
**Page 5 of 5**

**Strategic Planning for 2008** – Eaton stated the internal planning process is completed. He has included the final draft in the pre-meeting packet for review. He asked the Board for any input on the document. There are a couple of new features this year such as the glossary and upgrades. The document remains an 8-page document. Eaton said he has been using this process since 2003 and is proud of staff and the efforts they put into it.

**Columbia Corridor Environmental Regulatory Implementation** – Eaton stated the process is following the old scoping process. He added the District wrote a letter of support of the implementation. He concluded by stating that the costs are somewhere at \$100,000-\$200,000 to complete the work over the next two years.

**ADJOURNMENT:**

There being no further business to come before the Board, Tim Warren adjourned the meeting at 10:00 a.m.

**APPROVAL:**

These minutes were approved at a duly called meeting of the Multnomah County Drainage District #1 Board of Supervisors on April 17, 2008.

Attested: \_\_\_\_\_  
Secretary