

**MULTNOMAH COUNTY DRAINAGE DISTRICT #1**  
**MINUTES OF THE BOARD OF SUPERVISORS MEETING**  
**November 12, 2009**

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, November 12, 2009, at the District's administrative office, 1880 NE Elrod Drive, Portland, Oregon.

Board President, Tim Warren, called the meeting to order at 8:08 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  
George Lingelbach, Supervisor  
George Donnerberg, Supervisor  
Bob Eaton, Executive Director, and Secretary/Treasurer  
Janet Olson, District Accountant  
Kim McRobbie, Secretary Pro Tem  
Phil Ralston, Port of Portland Liaison

Those with excused absence:

Bruce Holte, Supervisor  
Larry Cooper, Supervisor

**APPROVAL OF MINUTES**

George Lingelbach moved to approve the minutes from the June 25, 2009 meeting as written. George Donnerberg seconded and the motion passed unanimously.

George Donnerberg moved to approve the minutes from the October 15, 2009 annual tour of facilities as written. Tim Warren seconded and the motion passed unanimously.

**FY 2009-2010 Budget Update** – Eaton spoke to the staff report he drafted for the pre-meeting packet. Eaton stated there may be changes in the budget and he wants the Board to be aware. He added these changes are not major at this point but still wanted to bring it to the table. MCDD has received 2009-assessment information from Multnomah County that may require a change to the FY 09-10 budget. Warren asked if we re-allocated the expenses. Eaton stated there were changes from Ethernet to DSL for the pump station cameras to allow for better readouts. Eaton concluded that the numbers to be changed so far are small and they could be made up elsewhere during the course of the year with added revenue or decreased expenses. Phil Ralston added that if any of the levee recertification, deicing, or boring outfall would require the Army Corps of Engineers' to come and re-inspect at a charge to the District, he would like the District to know the Port of Portland will pay for any of these added expenses.

**Draft Letter to Cities Re: Review and Approval of Stormwater** – Eaton presented a draft letter that would go from the Sandy Drainage Improvement Company to the City of Troutdale. He would like the Board to look at it to see if they feel it is acceptable since a similar letter may go to City of Fairview from MCDD. Eaton is also looking for input on a concluding paragraph. Tim Warren had a couple of changes he noted. The Board gave a few suggestions on how to end the letter with all agreeing that it needs to reflect a positive note on working together to achieve goals. Eaton, when asked when the letter was going out, responded anytime between now and the first week in December. Eaton is working with David Nelson to schedule the District tour of SDIC. He feels it would be more powerful for the Cities to see how we operate and then follow up with the letter.

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**Plans for January Annual Landowner Meeting** – Eaton presented a staff report of the draft agenda for the landowner meeting. Eaton stated he is using the same format as last year. He noted that Tim Warren is up for a nomination for re-election this year for a term to end in 2013. Eaton added he is looking to the Board on the special recognition award. He feels the Board may have insight on folks the staff would not necessarily think of. Warren does not want to present a special recognition award just to present one. He feels doing this only lowers the value of the award. All agree, and will continue to think of a worthy recipient.

## **STAFF UPDATES**

**First Quarter Financial Report** – Olson presented the Profit & Loss Budget vs. Actual reflecting July 2009 through September 2009. She added things are a little different this time at the request of Tim Warren. She exported the QuickBooks data into Excel and added the features that reflect the requested changes. Olson added that this is just a test run and additional changes can be made if needed.

Olson stated the District is right on track for the first quarter. There were, however, a few categories that were over budget, but as the year goes on, she feels this will even out. She noted that health insurance for example is reflecting four payments not three due to their billing cycle. This she added, will even out by the end of the year. Olson also spoke to dues and subscriptions a little over as the support payment for Columbia Slough Watershed Council was paid up front this year. Olson also noted that she has been given notice that the payroll service fees are going up a small amount. She added this would be offset with all of the cuts that have been made in the office with things such as no more water coolers, and janitorial services once a week rather than twice a week. Tim Warren thanked Olson for her report changes and had a few requests that would make it even better. He would like to see highlighted fields on items that are out of their normal levels. Warren is also requesting a couple of columns be added to reflect the year to date numbers as well as a running total of percentage of the annual budget. He would also like to see the red and black text be switched. He suggested that at the bottom of each page make a note section to reflect any highlighted areas on the page. Warren stated he feels this new format will be more informative. Olson stated she would work on these new changes with Bob and then send a test to Warren to see if the changes made are what he is looking for. All members agree these changes would be helpful. Phil Ralston stated that Ron Bielstiene at the Port would be very helpful as he creates budget spreadsheets all day if Olson would like he will get her his information.

**Audit Status and Options** – Olson spoke about the audit. Accountant Robert Yingling will be at MCDD next week. She is a little frustrated at the timing as she was hoping to have it available to present to the Board today. She explained how Mr. Yingling is one of only a handful that does perform municipal audits. He also came in with the lowest bid last year when the District put out request for bids. She added that some organizations have tax returns attached to their audit, which means he needs to handle those first due to deadlines. Olson stated that PEN 1 and SDIC audits are complete and PEN 2 is nearly done. She would like to be ahead of the game next year or this will continue to happen. He has looked at the data and does not feel there will be any issues. Eaton added that Mr. Yingling is heading to retirement age. MCDD should think about that now, as the costs associated with an audit from a new firm will double if not triple in costs. Warren said the audit is a formality and he feels confident in the data the Board is receiving from Olson

**PDX (Portland International Airport) Report** – Phil Ralston began stating that business at the Port of Portland is down. He added the PDX last year was down about 10% in ridership, this year it is showing an additional 2.5%. Ralston stated that PDX is currently in negotiations with the airlines on an operational agreement. He stated that as things progress we might see articles in the paper. He added currently there are 15 airports nationwide that are negotiating with the airlines. Ralston said these negotiations would in no way affect the Drainage District.

Ralston spoke to the new administration building, still on for a May opening. The Port will give tours when it is completed. He also spoke to the new baggage area saying that project is going well. Ralston stated the Deicing system is up and operating normally with good flows.

Ralston spoke to a program where the Port of Portland will be working with a few students from OSU to help define the term “significant habitat” with the goal of putting good science to policy in the City of Portland’s Natural Resource Inventory.

Ralston spoke briefly on a trip he recently took to Malaysia for an International Airport development and Guidelines training. He added they were very forward thinking and optimistic. He found the whole experience very fascinating. The group will be developing reports that can be used worldwide for more unionization. He stated the report should be completed in about a year from now. Ralston also spoke to the Airport Futures and specifically State Goal Five that covers zoning overlays in three steps.

## **PROJECTS**

**112<sup>th</sup> Street Culvert Removal** – Eaton spoke to the culvert removal project at the end of 112<sup>th</sup>. He stated the City of Portland wanted the culvert removed but ran into troubles with permits. They later were able to gather the permits needed and the District went back in to remove the culvert and reshape bank slopes.

**Whitaker Ponds Culvert to Bridge Replacement** – Eaton spoke to the offer that came last August or September from someone who had been fined by DEQ. They were interested in the fine monies going to the District. Staff contacted the Columbia Slough Watershed Council to discuss a partnership between MCDD, CSWC and the City of Portland Parks to remove the Whitaker Pond culvert and replace it with a bridge. The culvert was collapsing and causing an inconsistent flow. The details were negotiated and the District will go back in early spring and summer to do the work. The bridge has been ordered. CSWC will fund the project.

## **PROGRAMS/POLICIES**

**Engineer Hiring Update** – Eaton spoke to the District’s advertisement for an Engineer II. To date the district has received about 45 applications. Eaton and Dave Hendricks went through the applications and narrowed the 45 down to 15. They asked the 15 applicants in for coffee just to talk about the District. From those 15, they narrowed that group down to 6 great candidates to interview on the second week of December. They hope to have an Engineer on board by the first of the year. Eaton concluded that the District had some excellent candidates this time around.

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**Temporary Employee** – Eaton stated the District has opened an account at WorkSource Oregon for seasonal laborers. The District is also down a member of the field crew due to a non-work related accident that will keep him away from his position until at least spring. There are currently two temporary positions at 4 hours a day available for employment. Eaton concluded the WorkSource Oregon program would be pre-screening the applicants prior to sending them to us, which should speed up the process.

**Small Change in Employee Handbook** – Eaton noted a small change that has been made to the employee handbook. Originally, it stated that temporary and seasonal employees would receive holiday pay. This was an error and has recently been changed to read temporary employees will not receive holiday pay.

**4MAT Roundtable** – Eaton and Warren spoke to the roundtable that was held on October 29 and was hosted by SDIC. The primary discussions were the Reynolds site as well as new technology and variable speed pumps.

**DEQ/District MOU (Memo of Understanding) for sediment management** – Eaton spoke to the letter from Bruce Gilles included in the pre-meeting packet. Staff called Bruce Gilles to ask if a MOU could be put in place as a maintenance agreement. The team worked together and drafted a MOU that categorizes maintenance work as clean up, not construction. Although there will be additional costs associated, things are better than prior to having the MOU. Phil Ralston stated the District should be very proud of that MOU. He added it is unique to have a MOU with such and agency. It shows the great reputation of the District in working together with other agencies.

**PLANNING**

**COP Tree Ordinance** – Eaton briefly spoke to the stakeholder meeting that will be held in December.

**COP Natural Resource Inventory for PDX Master Plan** – Eaton said the Natural Resource Inventory had been touched on by Phil Ralston during the PDX report.

**2010 Annual Calendar of MCDD Meetings** – Eaton presented the MCDD 2010 calendar of meetings and events. He asked that all Board members get the dates into their schedules when they get a chance.

**ADJOURNMENT:**

There being no further business to come before the Board, Chairman Tim Warren adjourned the meeting at 10:20 a.m.

**APPROVAL:**

These minutes were approved at a duly called meeting of the Multnomah County Drainage District #1 Board of Supervisors on January 14, 2010.

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