

**MULTNOMAH COUNTY DRAINAGE DISTRICT #1**  
**MINUTES OF THE BOARD OF SUPERVISORS MEETING**  
**January 15, 2009**

Pursuant to advertised notice, the Board of Supervisors' meeting of Multnomah County Drainage District No. 1 was held at 2:30 p.m. on Thursday, January 15, 2009, at the District's administrative office, 1880 NE Elrod Drive, Portland, Oregon.

Chair Tim Warren called the meeting to order at 2:30 p.m. and requested that the secretary note the role. Eaton acknowledged that meeting announcements had been made.

Those present were:

- Tim Warren, President
- Larry Cooper, Supervisor
- Bruce Holte, Supervisor via Teleconference
- Bob Eaton, Executive Director, and Secretary/Treasurer
- Dave Hendricks, Deputy Director
- Janet Olson, District Accountant
- Kim McRobbie, Secretary Pro Tem
- Phil Ralston, Port of Portland Liaison
- George Donnerberg, Guest
- Jane Van Dyke, Guest
- Andrew Jordan, Guest

Excused Absence:

- George Lingelbach, Supervisor

**APPROVAL OF MINUTES**

Larry Cooper moved to approve the Board Tour of Facilities minutes from October 16 as written. Tim Warren seconded and the motion passed unanimously.

Larry Cooper moved to approve the Board of Supervisors minutes from November 13 as written. Bruce Holte seconded and the motion passed unanimously.

**BUSINESS**

**Appoint New Supervisor to Replace Chuck Harrison** – Bob Eaton spoke to the staff report included in the pre-meeting packet. He stated when a seat on the Board becomes vacant for any reason; the Board nominates and votes on a replacement candidate who will serve for the remainder of the term of office. Earlier this year Chuck Harrison tendered his resignation from seat #5 on the Board of Supervisors. At previous meetings, the Board discussed persons who may be interested in serving on the Board. Tim Warren suggested and contacted George Donnerberg, owner of McGuire Point Marina on Marine Drive. Donnerberg expressed interest and spoke with Eaton to go over the responsibilities of a Board Supervisor. Staff is recommending the Board appoint George Donnerberg to fill seat #5 for a term ending in 2011. Tim Warren moved to appoint George Donnerberg to Board seat #5. Larry Cooper seconded and the motion passed unanimously. All welcomed Donnerberg to the Board.

**Resolution #0911 Establishing Board Policies and Procedures** – Eaton spoke to the staff report included in the pre-meeting packet. He added each year staff completes a best management practices questionnaire sent by Special District's Association of Oregon (SDAO). Based on the score for this returned questionnaire, the District gets a refund on their insurance premiums. Eaton added that last year MCDD received a refund check for \$10,206. Eaton stated there are, however, items on the questionnaire that the District has not directly dealt with. He added that he would be drafting a similar report for the other Districts. He went over the major points of the resolution. Staff is recommending that the Board review the proposals, ask questions, and modify as needed. Larry Cooper moved to adopt Resolution #0911. Bruce Holte seconded and the motion passed unanimously.

**Resolution #0912 Approving a Re-Drafted Employee Handbook** – Eaton spoke to the staff report included in the pre-meeting packet. He stated that in 2004 the Board reviewed and approved a new employee handbook for use by the District and its employees. At that time, the Board directed staff to review salaries every two years to keep them current with the local public and private sector salaries. Eaton added that a second salary update was completed in 2008 for the upcoming years of 2009-2010. He added that it was time to have the Districts consultant look at the Employee Handbook for any updates. This has been done and it is ready for Board review and approval. Eaton covered the most prominent changes page by page and is recommending the Board approve the Employee Handbook dated January 2009. Tim Warren asked Eaton if there would be financial impacts to the District with the changes being made. Eaton stated the only item that would cost the District money would be the Hepatitis B program costing about \$3,000 if all employees chose to participate. Bruce Holte moved to accept the revised Employee Handbook dated January 2009. George Donnerberg seconded and the motion passed unanimously.

**Resolution #0913 Approving Entering PERS Sick Leave Program** – Eaton stated that some years ago, under the term of the previous Executive Director, the District's role as a PERS affiliated agency was confirmed. There was one detail that was overlooked - that is the provision that 50% of a PERS employee's unused sick leave at time of retirement can go on the PERS account as additional time added to retirement. Eaton stated staff has spoken with PERS officials and held meetings with staff about the ramifications of such a change. He added that if passed, the change would not be retroactive and would begin at the time the Board passes the resolution. Donnerberg feels it to be beneficial as employees would be less likely to abuse their sick time. Warren would like more information on the program. He is recommending that the Board table this item until the next board meeting to allow gathering of more information regarding the PERS sick leave program and its affect on the retirement benefits.

**Review and Adopt FY 2007-2008 Audit Report** – Eaton stated that unfortunately there would not be an audit for review today. He had hoped to have a draft for the Board to review, but too much data was needed to complete in time. Eaton added that on a good note, this year the District is about 3 ½ months ahead of where it was last year. The District has filed an extension. Warren asked Janet Olson if there were things to overcome in the system. Olson responded that it is often hard to step into the middle of a process, but she is making her way through it all. She also added that this delay would not be an issue next year.

**Review of Landowner Meeting Agenda** – Bob Eaton referred to the Landowner agenda included in the pre-meeting packet, adding the Board did review the agenda some time ago. Eaton noted there would be two supervisor positions up for election this evening. Seat #3 currently held by Larry Cooper, as well as seat #4 currently held by George Lingelbach. He added that both gentlemen would need to be nominated and seconded. After the election, Eaton will administer the oath of office. Then he and Dave Hendricks will begin the PowerPoint presentation. To close out the meeting Eaton would like to hold a drawing for two door prizes. The first is a tour of all drainage districts for four people. In addition, thanks to Phil Ralston, a second door prize will be a behind the scenes tour of PDX. Eaton asked for any suggestions or changes to the agenda. With no response for change, the Landowner agenda will be presented as written.

## **STAFF UPDATES**

**Financial Update** – District Accountant Janet Olson presented handouts reflecting the first and second quarters through December 31, 2008. She began with the balance sheet adding things look pretty standard. Olson added there are things sitting in the system that should not be there and she is planning to clean things up as soon as possible. She then moved on to the Income Statement, as well as the Profit and Loss Budget versus Actual. She pointed out a couple of areas to look at. One is the employee support currently is over budget. Personnel expenses, however, are looking good at the half way point. The District is over budget in the areas of community education and communications. In addition, the levee recertification account is currently \$13,000 over. Costs for levee maintenance, as well as the 142<sup>nd</sup> Street cross levee pipes, are up as well. The remainder of the budgeted items seem to be on track. Eaton stated he will continue to keep a close eye on things and will provide an amended budget if necessary.

**PDX (Portland International Airport) Report with Phil Ralston** – Phil stated that PDX is currently being flooded with telephone calls about the airports bird program. This is due to the splash landing in the Hudson River this morning that allegedly was caused by a flock of geese. Ralston said PDX has about 300,000 departing flights a year with an average 50-100 bird strikes per year.

Ralston spoke to Deicing and stated PDX is violating its deicing permit. He added that DEQ is aware of the situation and PDX is looking at ways to comply as soon as possible as the collections systems are currently full. The Port is looking to speak with the City of Vancouver to talk about an Intergovernmental Agreement (IGA) to truck the stormwater to their treatment plant.

Ralston spoke to the latest winter storm and that it has caused some structural damage near the check-in roof area. PDX is looking at \$1 to \$2 million for repairs to the storm damaged areas.

The headquarters and parking structure is still under construction with a completion date of May 2010.

The North runway extension project is due to kick off this summer.

**Weather & Storm Preparedness** – Hendricks spoke to the three days of storms the area had. There were two rain events and one snow event. When the first storm came through, the system became full and draw down began. With drawdown, slides are bound to happen and 20 slides within the four Districts have been found. Each one being no more that about \$1,000-\$2,000 in repair costs. Hendricks stated with the second storm the District did lose pump #3 in pump station #1. Warren asked how old the pump is that failed. Hendricks responded that pump had been rebuilt in 1994-1997.

He added that it is the main running pump and is being rebuilt. Warren asked if the pump had failed before its time and inquired to the costs. Hendricks stated the motor runs about \$10,000 and the pump an additional \$6,500 but no quotes have come in as of yet.

Hendricks also led a discussion on the potential for the Port to fund a variable frequency drive motor that could run from about 70 cfs to 105 cfs. Staff is pricing out the costs associated with this change.

**181<sup>st</sup> Pump Station** – Hendricks reported the District learned lessons during the building of the pump station. There were questions regarding a culvert pipe that runs below the road. The City of Portland is saying that since the District connected to the pipe it is now our responsibility to maintain it. The District feels this should be a 50/50 cost share with the city of Portland. Staff states that it may just come down to disconnecting the pipe and running our own.

**Pump Station Cameras** – SDAO granted the Districts money for security cameras as part of their safety & security grant. The District had to make all the necessary improvements within two years of receiving the grant money, which was done. For this year there are funds granted to install a camera on pump station #2. The District is looking at how to tie them into the SCADA system.

**Levee Tree Removal** – Hendricks stated all trees have been removed on the Bridgeton Levee to meet United States Army Corps of Engineers' (USACE) standards. He added that all roots have been completely removed and fill and re-plantings have been done. Hendricks added that every year the District will analyze what trees may need to come down. There are about 100 trees identified on district levees that need to be removed.

## **PROGRAMS/POLICIES:**

**District Voting Policy Options** – Andy Jordan, legal council for all Districts, spoke with Hendricks after PEN 2 landowners made complaints about how the votes are figured. He said the statute states how landowners get an assessment but there is no voting policy other than one acre/one vote. Jordan has written a draft resolution but asks if it is written anywhere how the votes are made and counted? The Board talked about how the assessments were formed, adding that the methodology was changed a few years back. Jordan added that the statute is clearly not written well regarding how votes are apportioned, but there are several options to consider. After the Board spoke to some pros and cons of the voting policy, it was tabled for further research.

**City of Portland Stormwater Agreement** – Eaton stated that he and Hendricks met with staff at the City of Portland in November. They District is still waiting to hear back from them and as of today there is nothing new to report.

**4MAT Roundtable – January 29, PEN 1 Hosted** – Eaton spoke briefly on the 4MAT Roundtable to be held on January 24 with PEN 1 hosting. He stated guests would be two engineers - one to cover CRC and another to discuss I-5 widening. They will be speaking about the projects and how they affect stormwater issues.

## **PLANNING**

**Strategic Planning for 2009** – Eaton stated that staff had its final meeting yesterday. There were a few changes made and a final copy will be available at the March 12 meeting.

**Tree Codes and Regulations** – Six months ago Eaton began attending a meeting with City of Portland planning staff on tree codes and the elimination of confusing, and often contradicting, policies. The final meeting is coming up and a private meeting with MCDD and planning staff is being set up in February to assure the district concerns are addressed.

**Board Training in March** – Eaton spoke to the annual all Board training that will be held in March. He is looking for any ideas or suggestions. He plans to provide training on three things on the SDAO Best Management Practices that Board members need to be up to date on.

## **ADJOURNMENT:**

There being no further business to come before the Board, President Tim Warren adjourned the meeting at 4:00 p.m.

## **APPROVAL:**

These minutes were approved at a duly called meeting of the Multnomah County Drainage District #1 Board of Supervisors on March 12, 2009.

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