

Two Rivers Special Road District  
Board of Directors Meeting Minutes  
June 14<sup>th</sup>, 2022

The meeting was called to order by President Megan Tucker, at 6:00 p.m. on Tuesday, June 14th, 2022 at the Sunriver Library, in the Sunriver Business Park & via Microsoft Teams.

**In attendance:**

Megan & Joe Tucker, Heather & Zach Johnson, Kerry & Arleigh Coons, Steven Emerson, Michelle Assia, Cherie Hanson, Aaron Phelps, Derek Steen, Lorna, Jack, Mike Hurley, and Elijah Stein.

The group reviewed the minutes from the prior board meeting. Heather motioned to approve the minutes. Megan seconded the motion. All were in favor of approving the minutes.

**Treasurer Report**

Our ending account balance as of the last meeting was \$23,684.84

We received 2 checks from the county one for \$2.33 & one for \$5.81, deposited via mobile deposit.

We had 3 expenses to be paid: 5/6/2022 Check 1214-\$2,400 Johnson Dump Truck Services (Pit Run), 5/9/2022 Check 1213-\$3,150 Red Rock grading (road grading), 5/12/2022 Check 1215-\$300 Red Rock grading (pit run grade out).

Current account balance as of 6/14/2022 is \$17,842.98

We owe one bill: Red Rock Grading for \$675 for Dust Abatement touch up grading. Megan made a motion to pay Red Rock Grading for \$675. Heather seconded the motion. All were in favor.

**\*\*Please see attached treasurer report for full report.\*\***

**Old Business:**

**Road Maintenance**

Second grade was done and dust abatement has been rescheduled for June 29<sup>th</sup> due to the rain. Derek questioned if the touch-up grade was done only because of the Mayfield cone due to the cost. Megan explained no, it was already scheduled. We needed to touch up different areas in the district prior to dust abatement application.

Megan would like to see the Road Maintenance Committee be formed again. In the past they would meet outside of the monthly meetings, every 1-3 months to survey the roads, address downed trees, what other districts are doing etc. and make recommendations to the board on what needs to be done. Would someone like to chair this committee? Who would like to be on the committee? Derek, Mike, Doug, Kerry and Zach showed possible interest. Will finalize at the August meeting.

Steven asked about the possibility of neighbors pooling funds together to rock their section of road. Megan advised this was brought up before and the board approved it, but the work must be done through the District using approved contractors. Also discussed work would need to be done at

appropriate times, i.e.: spring/fall. Aaron asked if the district had access to a dump truck to bring in supplies now, Megan stated that Zach has one and lives in the neighborhood and has been approved to haul in for the district. Aaron asked if neighbors in a different section wanted to also put down material that should be coordinated so all the work was done at the same time. Joe mentioned yes, so the contractors weren't doing multiple short days.

#### **Community Clean-Up Day**

Thank you to all that took the time to come out for the community clean-up day! We trimmed up trees, cleaned up trash and cleared dead trees from the easements. Thank you to the board for donating the food, Thank you Doug & Cherie for BBQing, and thank you Zach & Heather for burning all the debris.

#### **Speed Signs**

Megan presented the sign drawing for approval-see attached. The cost for 4 signs is \$204.50. Signs will be posted near the entrances of the neighborhood. Heather motioned to approve ordering signs. Megan seconded the motion. All were in favor. Megan will order.

#### **Reimburse for Sign Restoration**

Doug has only completed the Whittier sign that was damaged. Will have final total after all signs are restored – Tabled for next meeting.

#### **Budget Review:**

Heather and Megan signed the Board Resolution (attached) to approve the budget for the year 2022/2023. This document will be filed with the county.

#### **Open Board Position:**

We have an open board position. This is a board appointed position. The term ends 12/31/23. No one was interested at the meeting. If you are interested, attend monthly meetings and are registered to vote in our district, please contact the board for more information.

#### **New By-Laws Update:**

Megan explained we'd be meeting with community member Arleigh, who has chaired several boards to help draft our new by-laws and ensure meetings are being run correctly. Updates will be provided at the August meeting.

#### **Rock Levy:**

Poll results 35 total (No rock fund- 20, 5yr- 9, 3yr-6) discussion about what the levy would do, when the funds would be allotted. Mike brought up that with inflation, asking people for more money is not going to happen. Motioned to not move forward with levy at this time due to poll results. Will revisit at a later date, if needed.

#### **New Business:**

##### **Microsoft Teams Meeting – Purchasing of a Computer**

We need to purchase a district computer. Megan went into Best Buy to talk to a computer expert. Currently they have computers as low as \$129.00. They will not work for our needs. They have a Zenbook 14" laptop on sale for \$469.00 – savings of \$250. Cherie questioned how much rock would \$469 buy us? Heather said about a box load. It was asked if we are required to offer a remote option?

Yes, January 2022, it is required that we offer a remote option. The district needs to purchase a computer. Heather made a motion to approve buying the \$469.00 computer. Megan seconded the motion. Megan will get a check from Heather and go purchase a computer.

**Open Forum:**

Cherie mentioned that directly after the last meeting there was a sign posted on the district notice board that said #F Megan Tucker. She brought up that it wasn't appropriate and caused concern for security. Steven agreed it wasn't appropriate and stated that it should be noted that the board doesn't tolerate harassment of any kind. Additionally, if there is a concern or frustration, the person should come to the meetings at the library so it can be discussed and addressed.

Lorna would like for people to be called upon by name prior to speaking. We will continue to work on this. Hopefully when we have the new By-Laws, we will be able to address this better.

Steven mentioned he is concerned about the dust abatement being pushed back so far after touch up grade, as there are pot holes from the heavy rain and after dust abatement they may be worse. Megan said the dust abatement should bind the road together better. There was discussion about Husky being one of the worst roads in the district and the excessive traffic cutting through on it. Arleigh asked why Husky was so bad and if it was due to the traffic. It was advised that it was due to traffic and excessive speed. She also suggested that maybe instead of all the roads being treated equal, they be evaluated individually and based on severity. Discussion about Whittier – the section that doesn't belong to the district and how bad it is. Again, that section is not a part of our district.

UTV/ATV discussion all in agreement they don't want to see signs like on Shawnee saying no off-road vehicles. We just need to remind people to be respectful.

Kerry asked about incoming traffic through our district and if a traffic counter would help. Megan stated this had been brought up and Nicole had looked into it, but since we didn't have 1000 cars a day, they wouldn't set one up. Steven mentioned there had been one set up a few weeks ago on the asphalt part of Whittier before the turn around. Megan also reminded everyone that our roads are public county roads and that we can't stop people from driving through our district. It is our responsibility to maintain the roads. Also, if you see someone driving erratically, you should contact the sheriff's department. The board is not an enforcement agency.

Discussion about Wolf if grading and rock will continue – and if it's cost effective. Was advised that grading will continue to remove potholes.

**Next Meeting Date:**

Due to not having a quorum for July, the next meeting is scheduled for August 3<sup>rd</sup> at 6 pm at the Sunriver Library and via Microsoft Teams.

There being no further business, the meeting was adjourned at 6:46 p.m. by President Megan Tucker.

Respectfully submitted,  
Megan Tucker  
Two Rivers Special Road District President

# Two Rivers Special Road District

## Treasurer's Report

June 14th 2022

Our ending account balance as of last meeting was: \$23,684.84

### *Income:*

- We received 2 check from the county for tax turnover:

Check # 486139- \$2.33 mobile deposit

Check # 487442- \$5.81 mobile deposit

### *Expenses:*

- 5/6/2022 Check 1214- \$2,400 Johnson Dump Truck Services (Pit Run)
- 5/9/2022 Check 1213 -\$3,150 Red Rock grading (road grading)
- 5/12/2022 Check 1215- \$300 Red Rock grading (pit run grade out)

Current account balance as of 06/14/2022 is: \$17,842.98

### *Bills to be paid:*

- 06/10/2022 – *Invoice # 0031 Red Rock Grading - \$675.00 Dust abatement touch up grading*

### *Other Updates:*

Respectfully submitted,

Heather Johnson

Two Rivers Special Road District Treasurer

# Submittal Drawing



TRAFFIC SAFETY  
SUPPLY COMPANY

**Job Number:** SQN 39193

**File Name:** SQN 39193 Megan.fs

**Drawn By:** AIM

**Date:** 5/23/2022

Note: Colors shown are for reference only. Because of variations in monitors & printers, the colors in this drawing may not match the exact colors used.



## ● REVISIONS &/OR ADDITIONS REQUESTED

**Sheeting & Materials:**  
HIP 0.080 AL

**Colors:**  
● Traffic Black

**Fonts:**  
HWYE-Regular HWYB-Regular

## ● APPROVED FOR PRODUCTION

By checking & signing customer agrees to purchase sign  
as it appears on this artwork proof.

Once approval is received by TSSCO, production will begin  
& any changes &/or cancellations will not be possible.

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APPROVAL SIGNATURE:

**TWO RIVERS SPECIAL ROAD DISTRICT-RESOLUTION NO. 2022-01**

**A RESOLUTION OF THE TWO RIVERS SPECIAL ROAD SISTRICK BOARD OF DIRECTORS APPROVING THE BUDGET FOR FISCAL YEAR 2022-2023 AND APPROVING SUBMISSION OF THE BUDGET TO THE DESCHUTES COUNTY ASSESSOR**

WHEREAS, the Budget Committee ("Committee") of Two Rivers Special Road District ("District") has prepared a budget for the District for fiscal year 2022-2023 (the "budget").

WHEREAS, the Committee held a meeting and public hearing to approve the Budget.

WHEREAS, the registered voters of the District passed Measure 9-106 during the May 17, 2016 general election to approve a permanent tax rate limit of \$2.00 per \$1,000 of assessed value upon all taxable property within the District (the "Tax Rate").

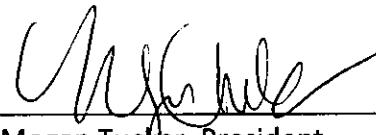
WHEREAS, the Committee has decided to keep the same Tax Rate for fiscal year 2022-2023.

WHEREAS, the Board of Directors ("Board") has approved the Budget and is instructed by the District to submit the Budget to the Deschutes County Assessor.

NOW~~T~~ THEREFORE, BE IT RESOLVED by and through the Board meeting in regular session as follows:

1. The Committee and the Board have approved the Budget for fiscal year 2022-2023, attached hereto for reference as Exhibit A.
2. The Board shall submit Form LB50 for the District to the Deschutes County Assessor, attached hereto for reference as Exhibit B.
3. The property taxes are hereby imposed for tax year 2022-2023 upon the assessed value of all taxable property within the District at the rate of \$2.00 per \$1,000 of assessed value for the permanent rate tax.
4. The taxes imposed are hereby categorized for purposes of Article XI section 11b as a permanent rate of \$2.00/\$1,000.00
5. The District shall use funds as directed in the Budget.

ADOPTED by the board of Directors of the District on this 9<sup>th</sup> day of June, 2022.



Megan Tucker, President

Attest:



Heather Johnson, Treasurer

Two Rivers Special Road District  
Adopted Budget for 2022-2023  
Exhibit A

Rollover Money From Previous Year:	\$ 4,500.00
Income:	\$ 24,000.00
Total Money For The Year:	\$ 28,500.00
<b>General Fund - Materials &amp; Services</b>	
Snow Plow/Grading	\$ 8,000.00
Maintenance	\$ 15,400.00
Legal Series/SDAO Membership	\$ 1,300.00
Liability Insurance	\$ 1,300.00
Administrative Expenses (Bank fees, PO BOX, etc..)	\$ 1,500.00
Reserve Fund	\$ 1,000.00
<b>Total</b>	<b>\$ 28,500.00</b>

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment, or Charge on Property

# FORM OR-LB-50 2022-2023

To assessor of Deschutes County

Check here if this is  
an amended form.

• Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions.

The Two Rivers Special Road District has the responsibility and authority to place the following property tax, fee, charge, or assessment

on the tax roll of Deschutes County. The property tax, fee, charge, or assessment is categorized as stated by this form.

<u>PO BOX 3037</u>	<u>Bend</u>	<u>OR</u>	<u>97707</u>	<u>Date submitted</u>
<u>Mailing address of district</u>	<u>City</u>	<u>State</u>	<u>ZIP code</u>	
<u>Megan Tucker</u>	<u>President</u>	<u>541-280-7587</u>		<u>2riversrrd@gmail.com</u>
<u>Contact person</u>	<u>Title</u>	<u>Daytime telephone number</u>		<u>Contact person e-mail address</u>

## CERTIFICATION—You must check one box if you are subject to Local Budget Law.

The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.

The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

## PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits	Excluded from Measure 5 Limits	Dollar Amount of Bond Levy
		Rate — or — Dollar Amount		
1.	Rate per \$1,000 or total dollar amount levied (within permanent rate limit) ... 1	2.00		
2.	Local option operating tax ..... 2			
3.	Local option capital project tax ..... 3			
4.	City of Portland Levy for pension and disability obligations ..... 4			
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001..... 5a			
5b.	Levy for bonded indebtedness from bonds approved by voters after October 6, 2001 ..... 5b			
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)..... 5c			

## PART II: RATE LIMIT CERTIFICATION

6.	Permanent rate limit in dollars and cents per \$1,000..... 6	2.00
7.	Election date when your new district received voter approval for your permanent rate limit ..... 7	05/17/2016
8.	Estimated permanent rate limit for newly merged/consolidated district..... 8	

## PART III: SCHEDULE OF LOCAL OPTION TAXES— Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount — or — rate authorized per year by voters

## PART IV: SPECIAL ASSESSMENTS, FEES, AND CHARGES\*

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1			
2			

\*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

\*\* The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

## Worksheet for Allocating Bond Taxes

Debt service requirements for bonds approved **prior to October 6, 2001** (including advanced refunding issues to redeem them):

	Principal	Interest	Total
Bond Issue 1			
Bond Issue 2			
Bond Issue 3			
Total A			

Debt service requirements for bonds approved **on or after October 6, 2001**:

	Principal	Interest	Total
Bond Issue 1			
Bond Issue 2			
Bond Issue 3			
Total B			
Total Bond (A + B)			

### Total Bonds

$$\text{Total A} = \$ \underline{\hspace{2cm}} = \text{Allocation \%} \times \text{Bond Levy} = \$ \underline{\hspace{2cm}} \text{ (enter on line 5a on the front)}$$

$$\text{Total A + B} = \$ \underline{\hspace{2cm}} \% \underline{\hspace{2cm}} \times \$ \underline{\hspace{2cm}}$$

$$\text{Total B} = \$ \underline{\hspace{2cm}} = \text{Allocation \%} \times \text{Bond Levy} = \$ \underline{\hspace{2cm}} \text{ (enter on line 5b on the front)}$$

$$\text{Total A + B} = \$ \underline{\hspace{2cm}} \% \underline{\hspace{2cm}} \times \$ \underline{\hspace{2cm}}$$

Total Bond Levy \$        (enter on line 5c on the front)

### **Example—Total Bond Levy = \$5,000**

Debt service requirements for bonds approved **prior to October 6, 2001** (including advanced refunding issues to redeem them):

	Principal	Interest	Total
<b>Bond A:</b>			
Bond Issue 1	5,000.00	500.00	5,500.00
Bond Issue 2	3,000.00	250.00	3,250.00
Bond Issue 3	1,000.00	100.00	1,100.00
Total A			

Debt service requirements for bonds approved **on or after October 6, 2001**:

	Principal	Interest	Total
<b>Bond B:</b>			
Bond Issue 1	3,000.00	50.00	3,050.00
Total B			
Total Bond (A + B)			

### Formula for determining the division of tax:

$$\text{Total A} = \$ \underline{\hspace{2cm}} = \text{Allocation \%} \times \text{Bond Levy} = \$ \underline{\hspace{2cm}} \text{ (enter on line 5a on the front)}$$

$$\text{Total A + B} = \$ \underline{\hspace{2cm}} = \underline{0.7636 \%} \times \$ \underline{\hspace{2cm}}$$

$$\text{Total B} = \$ \underline{\hspace{2cm}} = \text{Allocation \%} \times \text{Bond Levy} = \$ \underline{\hspace{2cm}} \text{ (enter on line 5b on the front)}$$

$$\text{Total A + B} = \$ \underline{\hspace{2cm}} = \underline{0.2364 \%} \times \$ \underline{\hspace{2cm}}$$

Total Bond Levy \$        (enter on line 5c on the front)