

**Two Rivers Special Road District  
Board of Directors Zoom Meeting  
August 4, 2021**

The meeting was called to order by President Lorna Turner, at 6:00 PM on the Zoom platform.

In attendance: Lorna Turner, Joe & Megan Tucker, Cherie Hansen, Nicole Phelps

**Approval of prior Meeting Minutes:**

Megan motioned to approve the last meeting minutes, Nicole 2nd motion.

**Treasurer's Report:**

See attached full report from Megan.

Our account balance as of last meeting: \$15,727.05

Income received: 2 property tax checks amount \$10.91 & \$10.49

Reimbursed paper stmt fee of \$10.00

Paid expenses: LaPine Equipment grading \$1,455.00

Envirotech \$10,283.94

Paper statement fee \$2.00 x 2 = \$4.00

Zoom Platform \$14.99 x 2 = \$29.98

Current account balance 7/30/2020 is \$3,985.53

Bills to pay: Report in Lieu of Audit to State of OR \$20.00

Megan talked to the bank and they will correct the paper statement fee. Megan has the Report in Lieu of Audit report ready to file, she needs a signature from Lorna. Lorna motioned to pay State, Megan 2nd motion. Megan will attach a copy of Report in Lieu of Audit to meeting minutes.

**Old Business:**

**Road Maintenance**

Lorna did not contact Envirotech to discuss the dust abatement application quality, she felt it was unnecessary, due to the amount of rain we had after application. Megan disagreed with her decision. Group discussed a meeting that Nicole and Lorna had with Mike S. See excerpt :

Nicole repeated conversation with Mike S. in a letter to Megan, "He said the roads are broken down from the original cinders they were built with, so if the road is scraped further than a few inches, you still risk pulling up large cinder chunks- ice or not.

Our district road width is 60ft wide, and all roads should be 22ft wide. He recommends removal of all trees on district property, so they are not a more costly problem in the future.

Mike's opinion on dust abatement has changed, he feels it is hard on roads. When the product was first being applied years ago, he thought it was ok, but then after time he observed the damage it can cause. It keeps dust down, but it also prevents water from soaking in. The water pools and runs, making the road surface more uneven.

I asked Mike what his opinion is on Husky, how to make all the roads better. He said gravel all our roads. The dust is too fine, and will never hold with the traffic we have. Spend money on gravel. I asked if he thought it was a good idea to apply dust abatement on gravel roads, and he said no. It does the same damage if the road cannot drain properly."

Quotes Nicole needed from Mike to put together rock ballot for November:

Tree removal/roadside clearing	12,000 per mi x 1.5 =	18,000
Road widening	6,000 per mi x 1.5 =	9,000
Grading/compact rock	3,000 per mi x 2.25 =	8,000
Rock variable 4in 22ft wide	49,500 per mi x 2.25 =	111,375
Survey of Roads	prior 1.5 miles =	1,075

Megan felt the meeting Lorna and Nicole had with Mike was inappropriate, as she was not notified or included. Group discussed how this happened and how to move forward, correctly.

Joe gave his opinion on Mike's answers and advice given to Nicole and Lorna. Joe thinks Mike doesn't have the district's best interests in mind- maybe Mike's equipment has limits and Mike advises according to his capabilities, rather than what the district wants or needs. Nicole disagrees that Mike doesn't have our best interests in mind. Lorna trusts Mike's advice. Megan suggests that Mike tells us what he thinks we want to hear, and not what is really happening. Nicole suggests the district seek help elsewhere, if there is no trust in Mike. Megan asked Nicole what she expected to do with Mike's information, and Nicole responded that Mike was getting back to her regarding a prior email request for information on costs concerning the ballot. Any further information gained at this meeting she would discuss with Board members and Mike at a later time.

### **Street Sign Replacement**

Nicole left a message for Cody about pricing, as he was out of the office. A 4x4x12 PT post is \$33.98 each. Street signs have been taken, Nicole looked for them, and will get a quote to order replacements.

### **5 Year Tax Option**

Group discussed the deadline to submit a ballot is August 13. We need more information on road widening and clearing costs, to move forward. Megan asked Nicole if she had any further information on a district loan, and she did not. Group discussed that the loan is possibly secured with a lien on each property, rather than on existing tax money, as Nicole assumed prior. Group had more discussion about road widening, and we can agree we don't want to spend money to widen like we did on Wolf and Whittier, if not necessary. It looks terrible and may encourage

speeding.

Cherie asked if we had any complaints about the rock down and dust abatement over it? None. More road surface discussion, do we need ditches? Joe said ditches are a preference for Mike and beneficial for his snow removal. Cherie suggested an in person meeting. We miss the Road Maintenance crew, and their input. Group agreed to hold the next meeting at Lorna's house on Kasserman. Megan suggested we hold off on the ballot until we have more community input, maybe survey district members. Agreed.

### **20 MPH Signs**

Nicole will get size information from Cody when he calls back. Lorna looked up the price on Amazon, a package of 4 signs is approx. \$60.00. Size 12in x 18in.

### **New Business:**

None

### **Open Forum:**

Megan contacted SDAO about meeting rules, and informed Lorna and Nicole that we all need to make changes in our communications to be compliant. 24 hour notice to the community if we have a meeting among Board Members. Megan will forward SDAO email to Lorna and Nicole for reference. Megan suggested we use SDAO for any questions in the future. Joe shared his opinion on educating or updating Mike on meeting rules, to ensure he helps with compliance. Who will we move forward with as a contractor? We cannot afford Shay. Joe explained why he thinks roads need to be graded deeper, and that Mike has his reasons for not doing as we request. Lorna asked Joe who we should look to for correct answers? Joe will seek advice to compare conflicting information, and get back to us at the next meeting. Nicole wants to have trust in the contractor employed and suggests a signed contract to move forward with our exact expectations. More road talk. Does Mike have a ripper blade to do proper grade? We will look for qualified answers to road condition fixes. Board members will educate further on meetings and communication rules.

### **Next Meeting Date:**

The next meeting is set for Wednesday September 1, 2021 at 6:00 PM on the Zoom Platform **as well as Lorna's house at 17019 Kasserman Dr.** Please bring your own chair. Megan will bring her computer for Zoom attendees.

There being no further business to discuss, Lorna motioned to adjourn the meeting at 7:21 PM.

Respectfully submitted,  
Nicole Phelps  
Two Rivers SRD Secretary

Two Rivers Special Road District  
Treasurer's Report  
August 3rd, 2021

Our ending account balance as of last meeting was: \$15,727.05

*Income:*

- We received 2 check from the county for property taxes:
  - Check # 473673 – Dated 06/04/2021 – \$10.91- Deposited 06/16/2021 Via Mobile App
  - Check # 473673 – Dated 07/06/2021 – \$10.49- Deposited 07/13/2021 Via Mobile App
- Paper Statement Fee Refund \$10.00 on 07/13/2021

*Expenses:*

- 06/08/2021 – Check #1207 – Envirotech – Dust Abatement - \$10,283.94
- 06/08/2021 – Check #1206 - La Pine Equipment, Inc. – Grading for Dust abatement - \$1,455.00
- 06/22/2021 – Debit Card – Zoom Platform - \$14.99
- 06/29/2021 – Paper Statement Fee - \$2.00
- 07/22/2021 – Debit Card – Zoom Platform - \$14.99
- 07/29/2021 – Paper Statement Fee - \$2.00

Current account balance as of 7/30/2021 is: \$3,985.53

*Bills to be paid:*

Report in Lieu of Audit – State of Oregon - \$20.00

*Other Updates:*

Spoke with the bank several times and they finally have it corrected on their end to send us electronic statements instead of paper statements and refunded us \$10.00 for paper statement fees.

Report in Lieu of Audit is due at the end of September. I have it completed and need to send it in with a check.

Respectfully submitted,  
Megan Tucker  
Two Rivers Special Road District Treasurer





8/17/21 - Sent via Regmail  
**Oregon Secretary of State – Audits Division**

# Report in Lieu of Audit

Print blank copy	Reset form
Print filled form	Save form

paid 8/4/21 v#1208 \$20<sup>00</sup>

<b>Fiscal year reported (MM/DD/YYYY):</b>	<input type="checkbox"/> Final report — municipality dissolved	<b>Municipal customer number*:</b>
First day*: 07/01/2020	Last day*: 06/30/2021	002918MUNI

**Name of municipality (use the official legal name)\*:**

Two Rivers Special Road District

**Mailing address** ☐ New or change of address

Street or P.O. box\*: PO BOX 3037

City*: Sunriver	County*: Deschutes	ZIP code*: 97707
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**Registered agent (ORS 198.340)** ☐ New registered agent

<b>Name:</b>	<b>Address (street/city/state/ZIP code):</b>
Megan Tucker	PO BOX 3037 Sunriver OR 97707

**Officers\***

Name:	Title:	Address (street/city/state/ZIP code):
Lorna Turner	President	17019 Kesserman Dr Bend OR 97707
Nicole Phelps	Secretary	17155 Mayfield Dr Bend OR 97707
Megan Tucker	Treasurer	54775 Robin Ln Bend OR 97707

**Fidelity or faithful performance bond (ORS 297.435 (2)(c))**

Name of company\*: SDIS Special District Insurance Services

Name of person(s) covered\*: Two Rivers Special Road District

Amount of coverage (should equal or exceed total receipts/revenues [Part A total])\*: \$25,000

## Account balances

Please list the balances, per your accounting records, as of the last day of the year reported:

Cash (from banks, credit unions, county/state investment pools, etc.):	\$ 3,982
Other assets (from land, buildings, equipment, vehicles, etc.):	
Accounts payable (e.g., to rents, payroll, utilities):	
Long-term debt (from bonds, loans, leases or other outstanding debt):	

☐ By checking this box\*, I hereby certify that the information contained in this report is true and correct to the best of my knowledge and belief. Sign (or type, if submitted electronically) the name of the publicly elected official responsible for the information described in this report.

<b>Elected official's signature:</b>	<b>Date (MM/DD/YYYY)*:</b>	<b>Title*:</b>
	08/04/2021	Treasurer
<b>Elected official's printed name*:</b>		<b>Phone number*:</b>
Megan Tucker		(559) 359-6262



<b>Fiscal year reported (MM/DD/YYYY):</b>		<b>Municipal customer number*:</b>
First day*: 07/01/2020	Last day*: 06/30/2021	002918MUNI

# **Budgeted and actual transactions**

*Note: Budget columns are required if your organization is subject to the requirements of Local Budget Law (ORS 294).*

<b>Part A:</b> Revenues/receipts	General operating fund		Fund:		Fund:		Totals (actual columns only)
	Budget	Actual	Budget	Actual	Budget	Actual	
Property taxes	21,000	21,906					21,906
Charges for services							\$0
Assessments							\$0
Grants (state and federal)							\$0
Long-term debt proceeds							\$0
Other revenues							\$0
<b>Part A total:</b>							21,906

<b>Part B:</b> Expenditures/disbursements	General operating fund		Fund:		Fund:		Totals (actual columns only)
	Budget	Actual	Budget	Actual	Budget	Actual	
Personal services	33,972	30,924					30,924
Material and services							\$0
Capital outlay							\$0
Debt service							\$0
Contingencies							\$0
Other expenditures							\$0
<b>Part B total*:</b>							30,924

## **Part C: Transfers between funds**

Transfer-in							
Transfer-out							

## **Report summary**

Enter total expenditures/disbursements (Part B total <sup>†</sup> )	30,924
Filing fee (see table, right)	0

## **Filing fee (per ORS 297.285)**

Total expenditures (Part B total <sup>†</sup> )	Filing fee
\$0-\$50,000	\$20
\$50,001-\$150,000	\$40

## **Filing instructions**

This report is due within 90 days from the end of your fiscal year. Save a copy for your records. Please submit the completed report and required filing fee to the following address or email:

**Secretary of State — Business Services Division**  
 255 Capitol Street NE, Suite 180  
 Salem, OR 97310  
[MunicipalFilings.SOS@oregon.gov](mailto:MunicipalFilings.SOS@oregon.gov)

*\*This is a required field.*

*<sup>†</sup>If total expenditures/disbursements (Part B total, above) exceed \$150,000, the municipality must have an audit or review for this fiscal year (per ORS 297.435).*

<b>Save form</b>	<b>Submit via email</b>	<b>Print filled form</b>
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