

Two Rivers Special Road District  
Board of Directors Meeting  
November 2<sup>nd</sup>, 2022

The meeting was called to order by President Megan Tucker, at 6:01 p.m. on Wednesday, November 2<sup>nd</sup> at the Sunriver Library, in the Sunriver Business Park & via Microsoft Teams.

In attendance:

Megan and Joe Tucker, Heather and Zach Johnson, Savannah Stein, Doug and Cherie Hanson, George and Carol Chambers, Arleigh and Kerry Coons, Jack Rundle and Lorna Turner via Teams.

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

**Public Testimony**

George stated the muck on the roads is from the dust abatement and expressed concern with Husky and Whittier. Megan asked if we could discuss that during the road maintenance section.

George also asked about getting assistance with addresses who receive mail on Whittier. There has been an increase in mail theft at those boxes. George talked to the mail carrier, and she advised that a petition would need to be started, in order to move the boxes further down Whittier. Jack explained the process he went through to move his box to Lazy River. Suggestions for George included going on Dial Deschutes to get the addresses or get them off the boxes themselves. Megan mentioned she had been contacted by the Lazy River Road District board, who want to move the mailboxes on Lazy River. Megan hasn't heard anything else but will share info when/if she hears something.

**Treasurer Report**

Heather presented the treasurer's report. Our ending account balance as of the last meeting was \$7,618.92.

We received 2 checks, one for \$3.76 deposited via mobile app and one our big check of the year for \$24,419.42 not yet deposited.

We had no expenses paid.

Current account balance as of 11/02/2022 is: \$7,622.68.

Bills to be paid include Reimbursement to Megan Tucker for certified mailings \$15.70, Reimbursement to Doug and Cherie for speed sign pole and cement \$33.80, and SDAO Membership Dues \$140.00. Megan motioned to pay presented bills, Heather seconded the motion, all were in favor.

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

## **Old Business**

### **Road Maintenance**

Megan spoke with Rodney, and he stated we missed our window to put rock down this fall unless good weather comes for a couple weeks. It was difficult to schedule the contractors due to busy schedules, so we'll be waiting until spring to place the rock at Husky and Kasserman as previously discussed and approved at the Oct meeting.

### **Road Maintenance Committee**

Doug hasn't hosted a meeting yet. Megan said at this point the committee really doesn't need to meet until Jan/Feb. Megan explained the committee role and what they offered to the board in the past.

### **Speed Signs**

The signs weren't put up at the time of the meeting. Zach and Joe were hoping to have them done the following weekend. It was asked if the weather would prevent the installation of the signs, and it was thought that they should be ok. Once placed if they appear to not be sturdy, we'll address it in the spring. Megan received an email from a concerned community member asking about the possibility of adding an OHV speed to the signs. It was said that they don't want them prohibited, but drivers need to be respectful of speed, which has become an issue. Heather mentioned that while the signs could be a good idea, those misbehaving won't care what the sign says. Discussion was had and agreed that at this time we won't be adding the OHV speed signs. The community is encouraged to call the police if they see someone acting erratically.

### **Open Board Position**

It was asked if anyone was interested in filling the open position and there is still no interest. Megan gave Heather her application for reappointment. Heather explained that since no one has shown real interest or returned applications that were taken, if she didn't suggest reappointment to the county for Megan, the board and road district would dissolve. It was asked what would happen if the board/district dissolved. Megan explained no more road maintenance and the funds already collected would be returned to the county. Steven asked if the president position was the open position. Megan explained that the current position that is open is for the Secretary. However, we will be re-appointing positions for the current board in January to align with other boards, so all the positions could rotate then. Heather asked if anyone was interested knowing that information and no one showed interest, so she went ahead with her recommendation to reappoint Megan for another 3-year term. A reappointment letter will be sent to the county for consideration.

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

The final draft was attached to the Oct meeting minutes. Megan asked if everyone had a chance to review them. There was some confusion where they had been sent out. Megan explained that they were attached to last month's meeting minutes. Cherie asked what the oath of office is, as she's never seen any board member take one. Megan explained we'll have to find an oath to adopt, but that the new board members were supposed to be taking an oath upon accepting the position. Arleigh offered to help put an oath together for us to use. No additional questions or concerns, Heather and Megan signed to adopt the final draft. A copy will be sent with the Nov meeting minutes.

### **Easement encroachment:**

Certified mail was sent to both properties. The Poles were removed from the one property, but the boulders remain. Discussed what the next steps would be, as the board stated they would remove the

items. Zach suggested we wait a bit longer, as maybe they haven't had time to remove them or don't have the equipment to. Megan mentioned that the board will possibly visit the residence to discuss further. She is also contacting the county and/or SDAO to confirm that we can move them if they choose not to. The boulders need to be removed before we get large amounts of snow, as that was the concern in asking for them to be moved.

### **New Business**

No new business at this time.

### **Open Forum**

Lorna thanked everyone who cleared the roads and personal driveways during the storm.

Steven asked if we could re-discuss rock concern that ¾ will disappear. He talked to several contractors that build roadways and they all suggested using 1 ½ rock. Megan stated that every contractor that the board has spoken to in the recent past has said ¾ and that is what was used on Wolf and is holding up good. Megan mentioned the use of cinders, which she understands disappear, but over a long span of time 10-15 years. Megan asked for clarification on Steven's recommendation. He stated that the contractors that he spoke with all say to use bigger rock to build the base of the road. Zach agreed that bigger rock can build a better base, but it also goes less distance so we wouldn't be getting much for our money. Zach also mentioned that he hasn't been working with the roads in the area long enough and will follow Rodney's recommendations as he works for the county and has been dealing with roads for years.

Joe brought up that we don't have a lot of money, so while it's understood to build the roads perfectly, we should do one thing, but to get the most for the dollars we have, we need to find a happy medium.

George mentioned using pit run, as he's used it in the past and it holds up well. Megan mentioned that is one perk to not putting down the rock now, we will be able to see how the pit run holds up that we brought in earlier this year. It was also mentioned that Pinewood uses a pit run type material and their roads hold up well.

Steven asked if the \$3,000 that was allotted for the fall rock would be rolling over until spring, Heather and Megan answered yes. Discussion was tabled for spring.

Zach mentioned that Johnson Dump Truck Services would be out the following weekend to do storm clean up. He also mentioned that he can help those in need when it comes time to plow driveways or clear berms. Lorna raised her hand to let him know she was interested. Heather provided contact info via Teams Chat.

There was a comment about snow plowing and Megan shared that Mike Shields will still be doing our snow removal. We call him out when there is 6 inch of snow.

### **Next Meeting Date**

The next meeting has been set for Wednesday, December 7<sup>th</sup> @ 6:00PM at the Sunriver Library.

There being no further business, meeting was adjourned at 6:55 p.m. by President Megan Tucker.

Respectfully submitted,

Megan Tucker

Two Rivers Special Road District President

**Two Rivers Special Road District  
Treasurer's Report  
November 2nd 2022**

Our ending account balance as of last meeting was: \$7,618.92

*Income:*

- Check #492025 in the amount of \$3.76 mobile deposit
- Check #493198 in the amount of \$24,419.42 not deposited yet

*Expenses:*

- *None at this time*

Current account balance as of 11/02/2022 is: \$7,622.68

*Bills to be paid:*

- Reimbursement to Megan for certified mailing- \$15.70
- Reimbursement to Doug and Cheri for speed sign pole-
- SDAO Membership- \$140.00

TWO RIVERS SPECIAL ROAD DISTRICT – NO. 2022-02

A RESOLUTION OF THE TWO RIVERS SPECIAL ROAD DISTRICT BOARD OF DIRECTORS  
APPROVING THE DISTRICT BY-LAWS FOR THE ROAD DISTRICT

WHEREAS, it has come before the Board of Directors ("Board") of Two Rivers Special Road District that the District did not have original District By-Laws when the district was created.

WHEREAS, the Board has solicited ideas and suggestions for the creation of District By-Laws.

WHEREAS, a Committee was formed and new District By-Laws were drafted.

WHEREAS, the draft District By-Laws were submitted for community input.

WHEREAS, the Board, in a regularly scheduled board meeting, voted on adopting the District By-Laws.

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

1. The Board has approved the District By-Laws as presented.
2. The Board has signed, therefore, adopting Two Rivers Special Road District District By-Law.

ADOPTED by the Board of Directors of the District on this 2<sup>nd</sup> day of November, 2022.

  
\_\_\_\_\_  
Megan Tucker, President  
\_\_\_\_\_  
Heather Johnson, Treasurer

# **Two Rivers Special Road District District By-Laws**

## **Two Rivers Special Road District Board of Directors:**

<b>President:</b>	<b>Treasurer:</b>	<b>Secretary:</b>
Megan Tucker	Heather Johnson	Vacant

## **ARTICLE 1**

### Name and Purpose

#### Section 1 - Name:

This organization shall be known as the Two River Special Road District (TRSRD).

#### Section 2 – Purpose:

- To maintain and improve roads within the boundaries of the Two River Special Road District.
- To assess, levy and collect taxes on all taxable real property within the district
- To do any other act necessary to carry out the purpose of ORS 371.005. If these By-Laws in any way conflict with Oregon Law, then said laws shall control.

## **ARTICLE 2**

### Compliance

1. COMPLIANCE WITH THE LAW: TRSRD will comply with all applicable federal, state, and local laws and regulations as defined by the By-Laws of the Special District Association of Oregon and the Deschutes County Special Road District Guidebook.

2. COMPLIANCE WITH POLICIES: Should District develop a "District Policy and Procedure Manual" all policies shall comply with all applicable federal, state, and local laws and regulations as stated in Article 2, Item 1.
3. POLICIES DO NOT CREATE RIGHTS: Policies of the District shall not create any enforceable right or expectation on the part of any person; and any deviation from a District policy shall not in and of itself render any District action invalid, void, or voidable, nor shall such deviation constitute evidence of negligence.
4. COMPILATION OF POLICY MANUAL: The Board of Directors at their discretion shall compile all the policies and procedures adopted by the board into a "District Policy and Procedure Manual". Any suggestions and recommendations by patrons of the District shall be submitted in writing to the Board of Directors at their regular monthly meeting for consideration.
5. DISTRICT POLICY MANUAL TO BE AVAILABLE TO PATRONS: The Policy and Procedure Manual is a public record and shall be made available for inspection by patrons of the District upon request.
6. PROCEDURES: The Board of Directors shall conduct meetings under the basic principles of Parliamentary Procedure as defined by Robert's Rules of Order and in accordance with the By-laws of the Special District Association of Oregon.

### **ARTICLE 3**

#### **Directors**

1. QUALIFICATIONS: No person appointed to the Board shall be sworn in unless such person meets the following specific qualifications: a). A resident of the State of Oregon and (b) must be registered to vote (or eligible to register to vote) in the district.
2. APPOINTMENTS: The Board of Directors shall consist of a President, Secretary and Treasurer. The Board of Directors selects the seats each January.
3. OATH OF OFFICE: Each newly appointed Board Member shall take an oath of office at the Board Meeting.



4. **TERM:** The term for each Board seat will be 3 years. Terms are appointed each January and are staggered.
5. **QUORUM:** A majority of the Board of Directors shall constitute a quorum for the transaction of business by the District.
6. **VACANCIES:** Any vacancy in the Board shall be filled by a majority vote of the remaining Directors, at any regular monthly meeting or special meeting called for such purpose. If there is not a majority of the board available or if a majority of the board cannot agree on filling the vacancy, the county commissioners will fill the position.
7. **PUBLIC MEETING AND RECORDS:** All meetings of the Directors shall be public, and all records of the Board of Directors shall be open to public inspection upon request.

## **ARTICLE 4**

### **Powers and Duties of the Board of Directors**

1. **MEETING THE NEEDS OF THE DISTRICT:** The Board of Directors shall exercise the powers granted to it, and carry out those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the District.
2. **FORMULATION AND INTERPRETATION OF DISTRICT POLICY:** The board shall actively formulate and interpret District policies. The board shall establish policy, reserving to itself all authority and responsibility.
3. **BOARD MEMBERS AUTHORIZED BY OFFICIAL BOARD ACTION ONLY:** No individual board member may speak for or act on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines or policies of the District.

## ARTICLE 5

### Duties of the Directors

1. **PRESIDENT:** The President of the District shall preside at all meetings of the Board of Directors of the District. The President may sign, together with the Secretary, or any other person designated by the District, any contract, evidence of indebtedness or other document authorized to be executed by the Board of Directors, except where the Board of Directors, these By-laws or applicable law has authorized execution by other parties. To the extent permitted by applicable law and these By-laws, the President shall have all powers and perform all duties incident to the Office of President, or as otherwise designated by the Board.

The President shall have the same right as other members of the Board to discuss and to vote on questions before the Board. The President may call special meetings of the Board with a 24 hour notice.

2. **SECRETARY:** The Secretary shall keep the minutes of all meetings of the District; act as custodian of the records, execute documents on behalf of the District as provided by these By-laws, by authority of the Board or applicable law.

The Secretary shall perform all duties and functions of Secretary in conduct of the District as designated by the Board, as provided by these By-laws or applicable law.

3. **TREASURER:** The Treasurer shall deposit funds of the District in such banks or other depositories and in such manner as provided in these By-laws, as directed by the Board, or as required by law.

The Treasurer shall collect all fees, charges and assessments of the District; shall be responsible for preservation and maintenance of all funds, securities and related items of the District, and shall maintain full and complete books of account with respect thereto.

The Treasurer shall perform all duties and functions of Treasurer in conduct of the District as designated by the Board, as provided by these By-laws or applicable law.

## **ARTICLE 6**

### **Budget, Contracts, Checks, Deposits and Funds**

1. **BUDGET:** The budget committee made up of the governing body and an equal number of appointed registered voters of the district conducts annual public meetings to hear the proposed budget message and review and approve the budget proposed by the budget officer. This annual meeting that is held prior to the beginning of the fiscal year.
2. **FINANCIALS:** District shall keep and maintain books and records of account, minutes of all meetings of the Board, and shall keep a record giving the names of owners of lands subject to charges and assessments of the District. The District shall maintain, and make available for inspection, such records as may be required by federal and state law. Any books and records of the District, not subject to exclusion under Oregon's Public Records law, shall be open to public inspection upon request. All requests for copies of public records must be submitted in writing to the Board of Directors.

## ARTICLE 7

### Amendment to By-Laws

1. POWER TO AMEND OR APPEAL: These By-laws may be amended, or repealed and new By-laws adopted, by a majority of the Board at any regular annual meeting thereof, or at any duly noticed and constituted meeting thereof.

By the signature(s) below, these By-laws are hereby certified to be a complete and correct copy of the above-named District, duly adopted by the Board of Directors on November 2<sup>nd</sup>, 2022

Name: [Signature]

Title President Date 11/2/22

Name: [Signature]

Title Treasurer Date 11-2-22

Name: \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_