

Two Rivers Special Road District
Board of Directors Meeting
October 5th, 2022

The meeting was called to order by President Megan Tucker, at 6:00 p.m. on Wednesday, October 5th at the Sunriver Library, in the Sunriver Business Park & via Microsoft Teams.

In attendance:

Megan and Joe Tucker, Zach and Heather Johnson, Kerry and Arleigh Coons, Cheri and Doug Hanson, Jack Rundle, Michelle Assia, Steven Emerson. No participation via the Teams platform

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

No public input at this time.

Treasurer Report

Heather presented the treasurer's report. Our ending account balance as of the last meeting was \$7,638.29.

We didn't receive any checks this month.

We had 1 expense to be paid: Check 1221 on 09/25/2022 to State of OR for Report in Lieu of Audit for \$20.00.

Current account balance as of 10/05/2022 is: \$7,618.92

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

Report in Lieu of Audit was submitted on 09/25/2022. See attached report.

Old Business

Road Maintenance

Megan spoke with Mike Shields to confirm we are on his list for snow removal. He said yes and will be sending over a contract for the board to sign. He advised that he is short staffed so if we have a mild winter there shouldn't be any delays in him getting out to our area. If we have a heavy winter, there may be some delay. Kerry asked what the requirements were to operate a plow, like needing a CDL. It was advised a CDL is preferred, but common equipment knowledge was likely the only real requirement. Kerry stated he'd be interested in talking to Mike about the opportunity. Megan mentioned that Rodney was also looking for resources for snow removal that he could suggest for our district.

Fall grade: Megan and Heather met with Rodney and drove the district. It was decided that the roads are in good shape so no fall grade will be done. Rodney expressed concern that if we did grade, we'd disrupt the road pack that we have currently, which could make the road worse going into winter.

Rock: After completing the Report in lieu of Audit, we found that we have \$3,000 left outside what was budgeted to roll over to this year. In the past, we use leftover money for improvements on the roads. Megan stated that the board would like to use those funds towards putting in rock or pit run. Megan explained the troubled areas that were identified by our community and the contractors we work with:

1. The intersection of White Oak & Powell (Powell connects Helbrock & Mayfield): this intersection is a major intersection that sees a lot of traffic. It tends to get pretty muddy and rutted in the spring.
2. The intersection of Wolf & Kasserman: this corner gets soft and rutted when snow melts as it doesn't have much sun on it and it is a low spot in the area. This is the only intersection we didn't address in the spring with pitrun.
3. The corner of Kasserman & Husky: this area seems to get a lot of traffic on it from either our neighbors or people traveling through. By adding material to this area, it would firm up the road and also provide for a better crown in the road.

Megan reviewed the Quote for material with the group: Johnson Dump Truck provided two quotes for rock & Pitrun. No surprise, prices have increased since spring. In the spring we paid Johnson Dump Truck Services \$2400 for 8 boxes of pitrun or \$600 per load. Current prices for pit run is \$720 per load (which is 2 boxes per load). $\frac{3}{4}$ State Spec rock will cost us \$840 per load. We could do 4 loads of pit run for \$2880 or 3 loads of rock for \$2520. Discussion was had as to what would be better, pit run or rock. After community input and contractor suggestions the board, Megan motioned that do 3 loads of $\frac{3}{4}$ - will be brought in and applied to the Husky/Kasserman corner going towards Kasserman (2.5 truck/trailer loads) and a half load applied to the intersection of Kasserman and Wolf. Heather seconded the motion, all were in favor.

During the discussion Megan mentioned that homeowner have asked if they could pay to add rock to the roads in front of their homes and beyond. The board has approved that homeowner may purchase rock for in front of their house, through our approved contractors. Based on the rock prices Johnson Trucking gave us today, it would cost the homeowner approx. \$1,000 to rock & grade said rock in, in front of their home – based on 153' wide property – some properties are a little narrower some are wider. Megan asked if anyone was interested at this time, and a discussion was had that personalized quotes could be done as well. Megan and Zach both mentioned they'd like to pay to apply rock in front of their properties. Anyone interested in applying rock would need to let the board know by Oct 19th so they can make arrangements with contractors.

Easement encroachment: With winter around the corner we want to remind you that the easements need to be kept clear of debris, cars, trailers, motorhomes, landscaping, fencing etc. There are two homes that were identified while reviewing the roads with Rodney. A letter will be sent to those homeowners asking them to remove the items. If they aren't removed, the board will have them removed. It is important to keep the easements clear for snow removal.

Road Maintenance Committee

Doug has volunteered to chair the committee and hold meetings at his home. So far, we have Kerry, Zach, and Joe who have volunteered. Others have shown interest in the past but weren't in attendance at this meeting. If you would like to be on the committee, please email your phone number to the board so we can provide it to Doug.

Speed Signs

Joe and Zach have not had time but will make time soon to remove three of the old stop sign poles and install the speed signs. We need to purchase 1 new pole, as one is currently being used for our street

sign. Heather motioned to purchase a 4x4x10, Megan seconded, all were in favor. Steven said to let him know when they are going to do it and would help.

Open Board Position

Megan asked if there was anyone interested in the position and a community member mentioned Steven. It was stated that he attends all meetings and has good feedback and suggestions. Steven asked what the requirements were for the position, and it was explained taking notes at meetings, creating agenda and sending minutes to community. Megan also advised that in two months the board can appoint new roles to each member, so he could move into a different role at that time. He agreed to take an application and think about it more. Anyone else interested, please complete an application, and email it to the board.

New By-Laws Update

We presented the completed draft District By-Laws and have attached a copy to the minutes. The by-laws will be finalized and adopted at the Nov meeting. Megan addressed something that has been discussed regarding board appointments/elections - Article 3. After numerous emails with SDAO attorneys, it has been determined that we are in fact a board appointed district. Our board is appointed for a three year term and run from January 1st to December 31st. Elected terms are 4 years and run fiscally – July 1 to June 30th. Our by-laws clarifies this. If anyone has suggestions/feedback please email them to the board before October 19, 2022. We will take your suggestions into consideration prior to creating our final document. Big thank you to Arleigh for all her help creating them!

Storm Clean up

There are several piles throughout the district in the district easement that needs to be removed before snow falls. Megan contacted several contractors asking for bids, the only one that provided an estimate was Johnson Dump Truck Services. They will charge \$1,800 which includes machine rental, dump fees, & labor. They will clean up the all the storm debris. Megan voted to approve the estimate and move forward with the cleanup. It was noted that the estimate was for the current debris and anything new that was added would be the property owner's responsibility.

New Business

No new business at this time.

Open Forum

Michelle who works at the Deschutes County Tax office delivered our recent county turnover check.

Next Meeting Date

The next meeting has been set for Wednesday, November 2nd @ 6:00PM at the Sunriver Library.

There being no further business, meeting was adjourned at 7:18 p.m. by President Megan Tucker.

Respectfully submitted,
Megan Tucker
Two Rivers Special Road District President

Two Rivers Special Road District
Treasurer's Report
October 5th 2022

Our ending account balance as of last meeting was: \$7,638.92

Income:

- None at this time

Expenses:

- *10/04/22: Check # 1221 for \$20.00 State of OR for Report in Lieu of Audit*

Current account balance as of 10/05/2022 is: \$7,618.92

Bills to be paid: None at this time

Other updates: See attached Report in lieu of Audit

Respectfully submitted,
Heather Johnson
Two Rivers Special Road District Treasurer



Report in Lieu of Audit

Oregon Secretary of State – Audits Division

Instructions: You must fill in the fields required on this page before moving to the next page.

Save your progress and come back later to complete the form by clicking "Save" in the lower right. You will be given a link to come back and continue.

Fiscal year reported 1st day 7/1/2021	Fiscal year reported last day 6/30/2022	Is this the final report? No	Is this a revised report? No
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Name of municipality Two Rivers Special Road District	Municipal customer number 002918MUNi	Email 2riversrrd@gmail.com
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Mailing address PO Box 3037, Bend, Oregon 97707	Is this a new or change of address? No
---	--

Registered agent name Heather Johnson	Registered agent address [REDACTED]
---	---

Is this a new registered agent?
Yes

Officers

Title, first name, last name President Megan Tucker	Address [REDACTED]
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Email of officer

Do you have another officer to add?
Yes

Title, first name, last name Treasurer Heather Johnson	Address [REDACTED]
--	------------------------------

Email of 2nd officer

Do you have another officer to add?
No

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

Name of company

SDIS Special District Insurance Services

Name and title of person(s) covered

Two Rivers Special Road District

Amount of coverage (should equal or exceed total receipts/revenues [Part A total])

\$25,000.00

Account balances

	Other assets
Cash	
\$8,405.60	

	Long-term debt
Accounts payable	

Budgeted and actual transactions

Part A: Revenues/receipts**General Operating Fund**

General Operating Fund

Choose revenue/receipt	Budget	Actual
Property taxes	\$25,000.00	\$23,346.51
Charges for Services	\$0.00	\$0.00
Assessments	\$0.00	\$0.00
Grants (state and federal)	\$0.00	\$0.00
Long-term debt proceeds	\$0.00	\$0.00
	\$0.00	\$0.00
	\$25,000.00	\$23,346.51

Do you have an additional fund to add?

No

Part A Total

\$23,347.00

Part B: Expenditures/disbursements**General Operating Fund**

General Operating Fund

Choose expenditure/disbursement	Budget	Actual
Material and services	\$24,000.00	\$19,522.94
Contingencies	\$1,000.00	\$1,000.00
Capital outlay	\$0.00	\$0.00
Debt service	\$0.00	\$0.00
Personal services	\$0.00	\$0.00
	\$0.00	\$0.00
	\$25,000.00	\$20,522.94

Part B Total

\$20,523.00

Report Summary

Total Expenditures/Disbursements
\$20,523.00

Filing fee (per ORS 297.285)

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

Filing Fee
\$20.00

Acknowledgment

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.

Yes

Elected official's title and name
Treasurer Heather Johnson

Elected official's phone number

[REDACTED]

Date
9/25/2022

Your email
2riversrrd@gmail.com

Two Rivers Special Road District

District By-Laws

Two Rivers Special Road District Board of Directors:

President:

Megan Tucker

Treasurer:

Heather Johnson

Secretary:

Vacant

ARTICLE 1

Name and Purpose

Section 1 - Name:

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

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 _____, 2022

Name: _____ Title _____ Date _____

Name: _____ Title _____ Date _____

Name: _____ Title _____ Date _____