ACTION MINUTES
CANYON VIEW SPECIAL ROAD DISTRICT
BOARD OF COMMISSIONER'S MEEETING
AUGUST 10, 2018

MEMBERS PRESENT:

Commissioner Hurd; Commissioner Mehlberg; Commissioner Raschke
Members: Jim Mehlberg; Ron Perry; Stacy Strickland; Kelly Simmelink; Chris Tatro; Glennys Lindsay; Israel Reynoso; Blanca Reynoso

1. Call to Order

Meeting called to order at 12:00 Noon, August 10, 2018 at the Jefferson County Board Room, 66 SE D St., Madras.

2. Consent Agenda

Commissioner Mehlberg moved that the agenda and minutes of the July 12, 2018 meeting be approved. Commissioner Raschke seconded the motion. The motion passed by a 3 to 0 vote.

3. Visitor Comments

None

4. Discussion on Appointed vs. Elected Directors

a) There was a general agreement that elected would be preferred over appointed. ORS 371.318 allows for the County Commissioners to change the board from appointed to elected by passing an ordinance. No one was sure if there were any costs associated with being on the ballot and R. Perry volunteered to look into this item. K. Simmelink would talk to the County Commissioners about this also.

b) **Members not at the meeting may express their preference by emailing their comments to the District at**: canyonviewsrd@gmail.com

5. What should we do first & what should overall program of the District entail?

a) It was suggested at a previous meeting that the District look into doing a complete fix vs. just doing maintenance. Commissioners Raschke and Hurd will get together and develop a plan, including bringing the roads up to County standards, and try to come up with an estimate of cost. It was suggested that the money for a complete fix might be borrowed from the County. Commissioner Mehlberg will look into interest rates and terms with the County. Commissioner Hurd will get a copy of the latest County road standards, and if possible a copy of the standards at the time of the original construction.

b) Several Members brought up the problem of vegetation on the shoulders of the roads being a traffic and fire hazard and suggested clearing the shoulders be a high priority. It was suggested that members could be asked to clear their own road frontage but it was also noted that at the time of the formation of the District the proposal had the District doing this work. Commissioner Raschke noted that in the past when he kept the shoulders clear of vegetation there would be wash outs in the shoulder during heavy thunder storms and any brush clearing should leave the roots intact and herbicides be used to prevent future growth. This item needs further discussion at the next meeting. **Member should email comments to the gmail account before the next meeting.**

6. Proposed Bylaws for the District

a) The bylaws will reflect that regular monthly meetings would be on the second Friday of the month at Noon in the Jefferson County board room at 66 SE D St., Madras. The bylaws will show District commissioners to be appointed and will be changed if the County approves electing District commissioners.
b) Commissioner Mehlberg made a motion to approve the new long form of the bylaws that was emailed to the members. Commissioner Raschke seconded the motion. The motion passed on a 3 to 0 vote. See attached copy of bylaws.

7. Additional Comments, Reports, Etc.

a) K. Simmelink said he thought we could get a spot for our District on the County website where we could post meeting notices, agendas and minutes and that he would look into it.

b) After a short discussion about paying the County to plow our roads it was decided Commission Hurd would get some bids for snow removal since the County would put us last on their schedule.

c) Commissioner Hurd said he had not heard from Delita Cordes about the snow plowing account she currently has for the subdivision but as far as he knows she is still going to donate the money to the District. Commissioner Mehlberg will set up a checking account at the Columbia Bank for the Canyon View Special Road District so this transfer can be made.

d) Commissioners Hurd and Raschke will look into the costs of full depth recycling for A/C pavement. They will also try to find out what process and materials ODOT used for the latest chip seal work on highway 26 around mile post 12

e) Commissioner Hurd will look into cost to join Special District Association of Oregon

8. Adjourn

A motion to adjourn was made by Commissioner Hurd at 12:52 PM and was seconded by Commissioner Raschke. The motion passed by a vote of 3 to 0.

Attachments:

BYLAWS

CANYON VIEW SPECIAL ROAD DISTRICT
Madras, OR
BY-LAWS

Article 1

A. Purpose
   1. Formulated as guideline for management of the established Canyon View Special Road District

Article 2

A. Membership
   1. Any resident who is a property owner within the established boundaries of Canyon View Special Road District is a qualified member

Article 3

A. Board of Commissioners of the Road District:
   1. As determined by Oregon State Law, there shall be three (3) Road District Commissioners. Each Commissioner's term of office will be three calendar years, ending on December 31. These terms will alternate, so that no two Commissioners' terms should expire in the same year.
      i. Any member may volunteer and may serve as a Road District Commissioner If approved by and appointed by the Jefferson County Commissioners.
      ii. Vacancies of the Board shall be filled by appointment by the Jefferson County Commissioners upon submitted recommendation by the Canyon View Special Road District Board. Appointment will be for the duration of the current term.
      iii. Recommendations for appointment to the Board shall be submitted to the Jefferson County Commissioners, from the results of a vote of the majority of those members present at a meeting.
      iv. Elections to guide the recommendations for appointment for the outgoing Board positions shall be held at the time of need.

Article 4

A. Duties of the Board of Commissioners of the Road District
   1. The Board of commissioners of the Road District:
      i. Following the selection of a President, Treasurer and Secretary for the District, a letter of notification, signed by any Board member, shall be sent to the Jefferson County Clerk.
   2. The Board is responsible for maintenance, repairs and improvements to existing roads and right-of-ways within the district including but not limited to

snow plowing, pavement preservation, capital improvement projects, ditch maintenance including vegetation, and road signage. All work Road work must be submitted for bids in accordance with current Oregon Revised Statutes before the Board approves work and any work started.

Exceptions:

1. If emergency snow plowing is needed.
2. If the Board has a current signed contract with a road maintenance provider, bids are not required.

3. The Board is responsible for the operations of the Road District in accordance with Oregon Revised Statutes.
4. Two Board members needed to decide if snow plowing is necessary. Proxy may be used in the absence of a quorum. Standard Policy for plowing snow will not be until accumulations on the open ground shall approach six (6) inches and is not expected to immediately melt.

B. Duties of individual Commissioners:

1. Duties of the President:
   - i. The President of the board shall preside at all meetings of the board. The president shall perform all of the duties prescribed by the Oregon Revised Statutes.
   - ii. The President shall consult with the Secretary of the board regarding preparation of each board meeting agenda.
   - iii. The President shall have the same right as other members of the board to discuss and to vote on questions before the board.
   - iv. The President may call special meetings of the board as described by the Oregon Revised Statutes related to Special Road Districts.
   - v. The President of the board shall sign official district documents on behalf of the board when authorized to do so by a majority of the board.
   - vi. The President of the board shall sign checks, with one other Commissioner, to pay district bills.
   - vii. The President shall oversee the repairs of the roads within the boundaries of the district and shall obtain bids in accordance with ORS 279A, 279B, and 279C respectively. Exception: Procurements between $1,000 and $100,000 shall follow the Intermediate Procurement process as identified in ORS 279A, 279B, and 279C respectively. All such final bids must be approved by a 2/3 vote of the Board prior to commencing any work.
   - viii. The President shall submit a report to the Board quarterly the conditions of the roads relating to their needs for impending and future repairs.
   - ix. The President shall report to the Jefferson County Board of Commissioners annually the Districts status of work, overall road conditions, and any other pertinent information during January of each year. This shall be an agenda item for the Jefferson County board of Commissioners.

2. Secretary:
    i. The Secretary of the board shall cause accurate minutes of each board meeting to be taken, transcribed, and distributed to each board member in a timely manner for review prior to approval. the Secretary of the board shall maintain properly authenticated official minutes. Any of the foregoing responsibilities may be delegated to members of the district under supervision of the secretary.
    ii. The Secretary of the board shall maintain records of all board records including but not limited to correspondence, agendas, meeting minutes, any and all records as required by Oregon Revised Statues pertain to Special Road Districts.
    iii. The Secretary of the board shall preside over regular meetings In absence of President.
    iv. The Secretary of the board shall give reasonably calculated notice of meetings to interested persons, including news media that have requested notice. Typical locations for postings are:
        1. Canyon View Subdivision Sign
        2. Electronic notice to the local paper.
        3. To any and all members who wish to receive notice. Notice can be made electronically or in cases where electronic notice is not feasible a notice can be mailed or hand delivered to the residence.
    v. The Secretary of the board shall sign all checks, with one other Commissioner, In absence of President.
    vi. The Secretary of the board shall keep an updated list of members living within the District.
3. Treasurer:
    i. The Treasurer of the board shall assure that accurate accounting and financial records are maintained by the district.
    ii. The Treasurer of the board shall maintain all financial records and prepare all financial reports.
    iii. The Treasurer of the board shall verify all invoices received and write checks for payment. All checks will contain invoice number or job description of work completed and must be signed by two Commissioners
    iv. The Treasurer of the board shall prepare Treasurer's Report to be presented at each regular meeting. Reports will include:
        1. Previous and current balance.
        2. Receipts and source of revenue.
        3. Disbursements of preceding month's expenses.
        4. Outstanding bills.
    v. The Treasurer of the board shall submit District Budget Information to the County by July 15 of each year for the coming fiscal year.
    vi. The Treasurer of the board shall submit Audit Report to Secretary of State each year by Sept 30.
    vii. The Treasurer of the board shall submit all other required reports to

Jefferson County and to the State of Oregon.

Article 5

A. Contents of Minutes and Reports
   1. Minutes of the meetings need not be verbatim transcripts, nor are tape recordings required. Minutes, in whatever form, must give a true reflection of matters discussed at the meeting and the views of the participants.
   2. At a minimum, minutes shall contain:
      i. Members present
      ii. Motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
      iii. Results of all votes taken.
      iv. The substance of any discussion of any matter
      v. A reference to any document discussed at the meeting.
      vi. All motions and any business of the meeting.

Article 6

A. Meetings
   1. Regular meetings will be held on the second Friday of each month unless circumstances require cancellation. Cancellations, other than emergency in nature, will be announced at a regularly scheduled meeting.
   2. Meeting place will be as agreed upon by the Board of Commissioners.
   3. Special meetings, if needed, will be at a time and place determined by the President.
      i. Unless of an emergency nature, notice of the meeting must be as heretofore prescribed for regular meetings.
   4. The presence of two (2) Commissioners at a regular or special meeting shall constitute a quorum.

Article 7

A. Procedure for Recall
   1. A petition of recall must contain the signature of at least fifty percent of the resident members to be valid.
   2. A petition of recall must be presented to the Board at a regular meeting.
   3. Upon receipt of a valid petition, the Board will designate that a recall election is to be on the agenda of the next regular meeting.
      i. A majority vote of those present at the time of the recall election will be presented to the Jefferson County Board of Commissioners for their action.

Article 8

A. Adoption of By-Laws
   1. These By-Laws must receive the majority vote of the board members to be adopted.
   2. Proposed amendments to these By-Laws shall be presented to members

present at a regular meeting thirty day prior to any action taken.

3. If these By-Laws in any way conflict with Oregon State Law, the State law will prevail.
4. Copies of the approved By-Laws shall be sent to the bank and Jefferson County Commissioners.

Article 9

A. Roberts Rules of Order (Revised) shall govern in all matters not covered in these By-laws or by State law

BE IT RESOLVED that these By-Laws become effective on the date of adoption.

ADOPTED BY THE CANYON VIEW SPECIAL ROAD DISTRICT BOARD OF DIRECTORS THIS _____ DAY OF _____ 2018.

_____

Jeff Hurd, President

ATTEST:

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Richard Raschke, Secretary