Canyon View Road District
Board Meeting
Friday June 14, 2019 12:00 P.M.
66 SE D Street
Jefferson County

Agenda

1. Call to Order

2. Consent - Agenda/Minutes
    a. Approval of Agenda.
    b. Approval of May 10, 2019 meeting Minutes.

3. Visitor Comments

4. Continuing Discussions
    a. Treasurer's Report: Income, expenses, District assets to date
    b. Filing of LB-50 form with County for tax collection.
    c. Schedule For Road Work

5. Additional comments, reports, etc.
    a. Snow Plowing Policy Review - Change in By-Laws - see attached By-Laws for changes.
    b. Status of Barber Road

6. Adjourn.

This agenda and future Canyon View Road District Board Meetings will be posted on the Road District's web page on the Jefferson County website.

https://www.jeffco.net/bc/page/canyon-view-special-road-district

The agenda will also be sent to the email accounts currently on file with the Road District. If you are not receiving electronic notices of meeting agendas you will need to submit name, address, phone and email information to the district at canyonviewsrd@gmail.com. Write "I would like to receive email notifications of future meetings" in the subject line.

CANYON VIEW SPECIAL ROAD DISTRICT
Madras, OR
BY-LAWS

Red Text Deleted
Yellow Text Added

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 snow is three (3) inches, accumulating and 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 Road District web page on Jefferson County web site.
        2. Electronic notice to the local paper, if requested.
        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:

_____
Richard Raschke, Secretary