

District Meeting Mary's River Estates Road

Date: January 12, 2023 Zoom meeting hosted by Debbie

Attendees: Joe Chambers sworn in as (president) Debbie Jackson (treasurer) Sandy Chapman: (secretary), TR Gregg, Rick Veronen, Robyn Lillehei

Call to order: 7:00 PM by Debbie Jackson Treasurer

Additions/Deletions to agenda: 1) Swearing in of new President Joe Chambers. 2) talk about recording of MRERD meeting minutes for the purpose of better transcription of the minutes. 3) TR Gregg has website "housekeeping" updates.

Debbie opens the meeting by asking if Joe has received the language for initiation for the position of President. He has it and raises right hand and proceeds to recite the declaration to accept the position of President for MRERD. Joe states he has sent in the oath signed via doc-u-sign to Darla Rush as the Benton County Elections and Passport Manager, Benton Co.

Debbie turns the meeting over to Joe as the new President of the MRERD.

Review RD minutes: Debbie makes motion to approve the MRERD minutes from December 8, 2022. Joe is asking for a review of the process for the minutes. It is explained that the minutes are sent for review to the board members, then out to the persons that have attended that meeting. Corrections are made if needed and any disputes (if a community member has wanted changes) are talked about at the next meeting. If agreed upon by the commissioners the minutes are approved with or without any changes. The minutes will then be posted to MRERD website.

Sandy seconds the motion to approve December 12, 2022 minutes. Joe approves the minutes.

Mail and Financials: Report by Debbie, Treasurer

Mail received: Yes, Insurance renewal is coming due March 1, 2023. A preliminary bill was sent for \$1,929.00. Same amount as last year even with the increase in liability coverage from \$100,000.00 to \$250,000.00. Debbie states because of the increase in our budgeted figures being just over the \$100,000.00, we were out of compliance for coverage and the next step up was for the \$250,000.00 amount.

Joe questions why we need liability insurance? Debbie says it is for general liability even though we have no employees, we are volunteers. Joe asks if we require the contractors to have their own liability insurance? Debbie says yes, they do need their own insurance.

Debbie asks for approval to pay the renewal of Insurance to WHA insurance. Joe makes motion to approve payment. Sandy seconds. Debbie will not pay until the end of February, leaving money in LGIP until then. No bill for sweeping has been received as yet

Financial:

Debbie screenshared:

- 1) MRERD Income/Expenses by Category YTD: 07/01/2022 through 01/09/2023
Interest Inc

Account balances as of: 01/09/2023

Interest Inc	\$ 1,026.19
Taxes	<u>\$118,289.28</u>
Total Income	\$119,315.47
Citizens Bank Balance \$	1,325.84
LGIP Balance	<u>\$168,504.06</u>
Total bank accounts	\$169,829.90

2) MRERD Transaction report 12/07/2022 through 01/09/2023

BILLS	State of OR Annual filing fee Audits Div	\$ (40.00)
	Gov Ethics Annual fee 07/01/23-06/30/24	\$ (43.91)
	Quicken Accounting software	\$ (59.88)
	ED Hughes grade gravel /potholes	\$ (2,650.00)
	CPI	\$ (15.83)
INCOME	Interest	\$ 439.16
	Taxes	<u>\$ 2,357.08</u>

Joe asks for process in transferring funds. Debbie reviews the funds are transferred from LGIP to Citizens Bank for payment of bills.

Upcoming Maintenance of Roads:

Joe asking if anything needs to be done right now for road maintenance. We still need the Snow Plowing contract written up with ED Hughes. John was unable to get that done prior to his departure of Presidential duties.

ACTION ITEM: Joe will contact ED Hughes and continue to get the contract negotiated.

Sandy says we have a tentative monthly agenda to go by that John had written up that we can review what we need to get done.

Rick asks that when Joe speaks with ED Hughes about the snow contract that he also talk about grading of the whole length of Iris. Joe asks why we do that in the winter and Rick explains that it creates better compacting after it is done and there is no need to bring in a water truck if it was done in dryer weather.

ACTION ITEM: Joe will ask about grading/gravel for all of Iris. (Have them write up a proposal?)

Discuss MRERD Presentation at POA Meeting:

Joe will give background on what the MRERD has done for the past year and upcoming projects needing to be done. (Sandy will help in compiling information). It will be a virtual only meeting Jan.17, 2023.

Authorization at Citizens Bank for President:

Joe needs to do new signing at Citizens Bank. John left his things in the safety deposit box at Citizens bank. He said John turned over four boxes of past history to Joe. New signature cards need to be done (by all Commissioners) Debbie still has her debit card in the safety deposit box. She does not need the card. She has her safety deposit box key and post office box key. She will continue to get the mail.

ACTION ITEM: Sandy to call Citizens Bank and get paperwork set up for new signatures for checking, safety deposit box and new debit card. This was done today 01/13/2023. All parties informed.

Recording of MRERD meetings:

Sandy asks that the meetings be recorded for the purpose of being able to more accurately transcribe the minutes. She cannot write fast enough to get everything written down and some things get lost. The recorded meetings will have to be kept on file for one (1) year if the minutes from the meeting are transcribed and those minutes saved for eternity on the MRE website.

Discussion follows: Joe asks if it can be done. Group is wondering where is it recorded and stored? Sandy says the recordings can be stored each month on our ZOOM account then be deleted as that yearly storage requirement is met. The recording can also be saved to a persons' own computer files, per information gleaned from investigating ZOOM info. TR says we could set up a data base of videos on the website. Sandy informs that they do not need to be stored on website and says that the purpose is to only record and then write minutes from the recordings and those minutes will be stored on the website as they have been done.

There has to be a change of "ownership" for the Zoom account. It is listed under MRERD, but the "owner" needs an email associated with it and John, the previous President, was that "owner". Debbie, Treasurer to be new "owner" of ZOOM account as she is the one that now is paying for it with one of the debit cards for MRERD. She will get the recordings of the meetings and send them to Sandy as Secretary to transcribe.

Website Concerns:

TR Gregg brings up the fact that he got the renewal notice for the Domain for the joint MREPOA & MRERD website that was created a couple of years ago. The bill comes due on March 10,2023. He says we do not want to lose the Domain and we need to check on who else is getting notice of the information. There was no one else cc'd on the email he received. Debbie finds information about past payments on the account. The web bill was paid on John's debit card says that MREPOA needs to pay their yearly share of the biyearly bill we received. She will contact Adam Treasurer of POA and ask for payment. Debbie will have the payment switched over to her MRERD debit card for payment.

ACTION ITEM: We will check on getting the billing notices sent to the proper places.

Webcam for MRE Community:

TR appreciates the communication of and to the community through Google Groups email on reporting of the weather. He is bringing up the idea of having a live webcam on the "Hill". He says we can change things up on the website to facilitate this and thinks it would be an interesting thing to pursue and it would be a value to the community at large. With the bad weather that we are having, the concept makes sense to have one. We need a future look to see how we can get it done.

Through one of the internet providers? Debbie says yes, that is a good idea. She says it is a problem knowing what the road conditions are to drive out. Sandy likes the idea. Joe adds that it could be a sharing of expense between the POA and RD. TR says he will start looking into it. There was talk about someone having a weather station.

Open Forum:

Robyn brings up the point that the RD is supposed to have open access to public meetings and only those that have permission to go into the website can review the minute notes. People can request them but there is a limited availability to the public. TR informs us that at the beginning of the creation of the new website that persons wanted security measures in place so that personal information was not available to any and all in the outside world. Anyone can log into the google groups, but only members can post to the forum. He says that can be changed easily. In regards to the minutes for the MRERD it was discussed that the minutes could be posted to the website and to the Google groups email for those that are interested in reading them. **ACTION ITEM:** Decisions on this was postponed to next meeting.

Review of Action Items: Sandy will send out to the Commissioners, the information she has found on the Benton Co website in regards to maintenance of Special Road District Roads.

Review of Projects:

No new projects.

The pot holes are showing up again at the same places that were supposed to be fixed by ED Hughes last month. Discussion reveals that people noticed the potholes coming back after about 3 weeks. Joe mentions that the cost of over \$10,000.00 is too costly to keep doing it again and again. Rick says there are subsurface voids in the roads and we need a proposal for more a substantial job. At previous times a better job was done to repair the road. Debbie says the job was only \$2,650.00. TR agrees it is a structural issue, but at the end of the day it is a gravel road. Says Commissioners have been doing an outstanding job so far, but we need to do something else as we have been dealing with these issues for years. He asks what can we practically do? What can be done to make them go away? It may be a perennial problem with gravel roads. Joe asks if there needs to be better drainage and build up? Rick says there needs to be a descriptive order present for the work that is to be done. Rick has done this in the past. Need to solicit multiple proposals. TR says there is a "developing of specifications needed" (with a job that is to be done). Joe wonders if ED Hughes has engineering background. Rick mentions to call the county for ideas. TR says Brian and Shea on Iris has an engineering degree. **ACTION ITEM:** Find out other methods of patching work for roads. Joe will contact James with ED Hughes about renewal of our snow removal contract.

8:19PM Meeting adjourned by Joe