

Mary's River Estates Road District Extra Meeting

Date: September 14, 2023 Zoom meeting hosted by Joe

Meeting will be recorded for the purpose of note taking by secretary. Recording will be kept for one year on personal computer and approved written minutes will be kept on website indefinitely.

Attendees: Joe Chambers (President), Debbie Jackson (Treasurer), Sandy Chapman (Secretary), Rick Veronen, Kevin Cornelius, TR Gregg, Yvette Spitz, James Roush

Call to Order: 7:01 By Joe

Additions/Deletions to agenda: Treasurer nomination letter from Benton Co. for Debbie

Review minutes/approval: August 10 and 31, 2023 Aug 10: Debbie spelling correction from edible to eligible. *Debbie moves that we accept minutes with that correction. Sandy seconds. Joe: All in favor? All Commissioners agree.* Aug 31: Spelling correction stripping to striping. *Debbie moves that we accept minutes with that correction. Sandy seconds. Joe: All in favor? All Commissioners agree.*

Financial Report and Mail:

Financial:

Debbie screenshared: (Fiscal Year 23-24)

1) MRERD Income/Expenses by Category YTD: 07/01/2023 through 09/11/2023

INCOME:

Interest Inc	\$	1,274.82
Taxes Received	\$	<u>592.22</u>
TOTAL INCOME	\$	<u>1,867.04</u>

BILLS:

Capital Expenditures	\$	3621.43
Mowing	\$	2,142.50
Office & Professional	\$	335.90
Signs & Lights	\$	<u>52.23</u>
TOTAL EXPENSES	\$	<u>6,152.06</u>
NET INCOME	\$	<u>(4,285.02)</u>

Bank Account Balances as of: 09/11/2023

Citizens Bank Balance	\$	1,485,72
LGIP Balance	\$	<u>172,513.23</u>

Total Bank Accounts \$ 173,998.95

2) MRERD Transaction report 08/08/2023 through 09/11/2023

Citizens Bank

8/30/2023	Trans	LGIP	Transfer	to cover checks	3,700.00
8/31/2023		885 Blacktop NW LLC	capital	postponed chip seal	
			expenditure	project rental/labor cost	(3,621.43)
9/1/2023	DebitDJ	Consumers Power	Signs/Lights	Utilities	(17.41)
9/5/2023		886 Secretary of State		In lieu of Audit FY22/23	<u>(20.00)</u>
					41.16

INCOME

8/11 & 9/8/2023	EFT	LGIP	Taxes received from Benton Co.	592.22	
8/30/2023	TRANS	Citizens Bank	Transfer	To Cover checks	(3,700.00)
8/31/2023	DEP	LGIP	Interest	Interest Income Accrual	<u>685.17</u>
					(2,449.61)

OVERALL TOTAL

\$(2,408.45)

Mail: 1) Reminder from insurance co. best practice survey for ?10% discount. 2) Updated package renewal for insurance due Nov 1. Debbie will let us know when she sends it in. 3) Email from Secretary of State Ethics Commission on training for grievance on public meetings law. Oregon Government Ethics Commission. Training starts in January 2024. Information at: www.oregon.gov/ogec.

Open Forum: in person, letter, email, phone: none

Review of Action items:

PO Box name change and automatic payment plan: Debbie: went back to the post office and they were aware that the technical owner was Lee Kitzman. The post office knows he signed something that says he is no longer the owner of the PO Box, but they cannot find it. There is a worker that remembers this. They will try to locate it. Debbie filled out application for MRERD c/o herself as treasurer, to have the same locks because we have the keys to the box. Info was given that Lee moved to an unknown address on Jackson Street in Corvallis if we need to try and find him. Post Office will continue to research.

Dust Abatement: Sandy: Because of the fact that when we approved the dust abatement for NutrienAg and we were told they were out of product, she did some research and found out about a product through Envirotech Services based out of Colorado. They have many products available. The

Road districts and counties in central Oregon use the magnesium chloride product for their gravel roads. She was told that when applied it is resistant to rains washing it away and inhibits potholes from forming better than the lignin product we have been using. And it lasts for months and creates a stabilization base for the roads. James gives his input on working in Deschutes County with this product being applied in the spring. It is a process to put it in, a water truck would come in then a grader, the mag chloride would be applied then another grader come through and get it all mixed in. Then a roller would come to pack it down. You can lay it down on top, but to have a good affect it needs to be processed in. James adds that when it is processed and applicated right it works wonders, gives a strong structural base, highly reduces dust for longer periods of times, more resistant to potholes. The company rep said that restructuring the base is important to abating the appearance of potholes.

Best practice survey: Debbie will do the survey

Update on projects:

Ditch cleanup: Sandy: Email from Adam May from Cutaway INC, said he has not forgotten about the ditches and when he gets weather dependent work done, he will get to them probably by mid to late October to beginning of November.

Chip seal: Sandy: received the revised contract from Frank at Blacktop NW. The same date was on from the old contract in June and she got it updated by calling Frank. In the revised contract he wants 50% down before he starts the chip seal project and within 5 days the remainder 50%. So, we have to approve that new request in the contract. Discussion: Debbie does not think that is unreasonable. There is no increase in the cost of the project. Discussion: How much is the contract for? Total of \$129,903.25 with a breakdown of chipseal and fog seal from Hwy 20 to Brightstar Lane for \$94,088.25 and chip seal for Queen Anne for \$35,815.00. **Sandy makes motion that we approve the revised contract with the new revisions. Debbie makes amendment to authorize Sandy to go ahead and execute the contract. Joe seconds. All in favor? All commissioners agree. Action Item: Debbie and Sandy will get together to sign the check. Debbie to transfer money into Citizens Bank, and write check for 50% of chip seal proposal.**

Joe requests information on the ordinance which Debbie gives a short explanation again on the genesis of the Ordinance 2014-01 and the lawyer involved and who is no longer practicing. Joe surprised that it did not require any signatures outside of our organization. (Please, see detailed explanation in August 10 meeting minutes when the ordinance was discussed). Discussion by community that when the ordinance first came out it was a little more restrictive than State law and thus complied with State law. Says if we would like someone to look at it to see if it still complies with current State law, there is a law firm in Eugene that MRERD used previously that specializes in local government and municipal law. Rick will send us the name of the company.

Crack seal: Sandy: Crack seal got done for the most part today. When the company first came out last spring to assess the project, we figured there was not going to be any more product used than last year. As it turned out over the summer the cracks down here on Daisy widened out to over an inch in width, on both sides of the road and also widened on Iris. Most of Daisy was redone this year (covering more smaller cracks that opened up). When they got to the end of Daisy the process was to fill the wide cracks with sand and then cover them with the hot crack seal. They put twelve 50 lb. bags of sand into less than 50 feet of cracks and ran out of sand. The crack seal job was complete expect for most of the very large cracks on Iris and Daisy and the smaller wide cracks on Iris that are

beyond Queene Anne to the end of the pavement. Several smaller wide cracks on the end of Daisy and one on Columbine by Finch Lane did not get done. Some of the cracks on Daisy are all the way through the asphalt and into the dirt. The road is falling away. We need to really look at what else needs to be done, maybe redo that area of road and not just crack seal. Maybe an engineer needs to look at this also. Discussion: Because of the clay soil the cracks are formed. To get rid of the cracks the roadbed would need to be dug down 2-3 feet and a good rock base applied and repaving done. It was a yearly occurrence in working at Deschutes Co. that crack seal had to be applied. Poor road base is the cause 9 out of 10 times. Sandy asks to meet with James for his opinion on what he sees what needs to be done. The crack seal job was complete except for all of the very large cracks on Iris and Daisy and smaller wide cracks on Iris beyond Queene Anne, and several smaller wide cracks on the end of Daisy and one on Columbine by Finch Lane.

Tree/Branch Trimming/ & Grant Work: Report from Kasey of Riddle tree service that he did not want to start on any tree trimming until we had some rain and to be able to work a full day without fire restrictions.

New Business:

Approve engineer to look at Daisy Drive: road edge fall-off: Discussion: we need to find an engineer to come out to review the problem of the road being undermined before it gets any worse. What was seen was a structural problem that exceed any typical problem that the road district has been up against. We need someone that has expertise and skill set to assess the situation and get a professional opinion on what is really the problem and how do we proceed. **Action Item: Sandy will contact K&D to ask about them looking at the fall off of the road on Daisy.**

Approve sweeping after leaves fall: Debbie asked if there are more than yearly contracts? Discussion on this topic was passed over as we started talking about striping.

Approve new striping: Community will go drive the roads and see if we need to redo the whole of MRERD. Also, how much of the roads are covered with debris **Action Item: Sandy will call striping company to confirm availability of striping the hill after the new chip seal is applied and possibly the redo of the roads again.**

Update on finding the Contractor Ordinance: Joe: found the original signed Contract Ordinance 2014-01 in the "president boxes". We can add it to the website for future reference. **Action Item: Joe will give document to Debbie to scan into PDF form and get on the website.**

Send out RFPs now (again) for deep pothole repair, grading and gravel work for Iris when the rains start: We had sent them out last spring, but the returned proposals have expired and some were not sent in. We can send them out to the parties that responded previously and ask for any other company to send their proposal to us. **Action Item: Sandy to get hold of Val and ask her to resend them out to interested parties.**

Thanks to Janet Cornelius and all others who contributed to the fire watch information sent to MRE community. It was very much appreciated!

Treasurer nomination from Benton Co: Debbie's term is expiring as of the end of 2023. Benton Co has asked for a replacement. The letter Debbie received states that if she would like to continue her roll, to fill out the application, which is a nomination form, and have it signed by another board member. Debbie agrees to volunteer for another term as treasurer. Joe moves to approve Debbie's acceptance to remain as a MRERD Commissioner in the roll of treasurer. Sandy seconds. Joe: All in favor? Joe and Sandy say "aye". Action Item: Sandy will sign nomination form with Debbie.

October meeting change: Due to conflict of a commissioner there is agreement to move October meeting to the FIRST week of October. It will be on WEDNESDAY OCTOBER 4. Zoom meeting date has been changed.

MRERD meetings on the website: Discussion on where the notice is for the MRERD meetings on the website: Home page is where all notices go, whether MREPOA or MRERD. The dated HOME page notice disappears and is archived once the date has come and gone. Zoom links can change depending on when the meetings are scheduled on Zoom website.

There is an outdated zoom meeting link on the website under MRERD meetings tab that should not be there. Joe will remove it.

Meeting adjourned: 8:25 PM