

## Mary's River Estates Road District Meeting

**Date: October 4, 2023** Zoom meeting hosted by Joe

Recording of the meeting failed. Minutes will be written from memory and kept on website indefinitely.

**Attendees:** Joe Chambers (President), Debbie Jackson (Treasurer), Sandy Chapman (Secretary), Rick Veronen, TR Gregg, James Roush, Val Bach

**Call to Order:** 7:01 by Joe

**Additions/Deletions to agenda:** Public Contracting Law change to thresholds and request for legal review

**Review minutes/approval:** September 14, 2023: Debbie spelling correction from stripping to striping and expect to except. [Debbie moves that we accept minutes with that correction.](#) [Sandy seconds.](#) [Joe: All in favor? All Commissioners agree.](#)

### **Financial Report and Mail:**

Debbie screenshared: (Fiscal Year 23-24)

1) MRERD Income/Expenses by Category YTD: 07/01/2023 through 10/02/2023

#### **INCOME:**

Interest Inc	\$	1,802.20
Taxes Received	\$	<u>592.22</u>
<b><u>TOTAL INCOME</u></b>	<b>\$</b>	<b><u>2,394.42</u></b>

#### **BILLS:**

<b>Capital Expenditures</b>	\$	68,573.43
<b>Crack Seal</b>	\$	10,500.00
<b>Mowing</b>	\$	2,142.50
<b>Tree trimming</b>	\$	1,600.00
<b>Office &amp; Professional</b>	\$	336.00
<b>Signs &amp; Lights</b>	\$	<u>52.23</u>
<b><u>TOTAL EXPENSES</u></b>	<b>\$</b>	<b><u>83,204.16</u></b>
<b><u>NET INCOME (loss)</u></b>	<b>\$</b>	<b><u>(80,809.74)</u></b>

#### **Bank Account Balances as of:** 10/02/2023

Citizens Bank Balance	\$	1,485.72
LGIP Balance	\$	<u>95,988.51</u>
<b><u>Total Bank Accounts</u></b>	<b>\$</b>	<b><u>97,474.23</u></b>

2)MRERD Transaction report 09/11/2023 through 10/02/2023

#### **Citizens Bank**

9/18/2023	Trans	LGIP	Transfer	to cover checks	64,952.00
9/19/2023	Trans	LGIP	Transfer	to cover checks	10,500.00
9/22/2022	Trans	LGIP	Transfer	to cover checks	1,600.00
9/18/2023		887 Blacktop NW LLC	Capital	½ advanced MRE chip seal	(64,952.00)
9/19/2023		888 Salem Seal Coat	Crack seal	Daisy, Columbine, Iris	(10,500.00)
9/22/2023		889 Riddle Tree Service LLC	Tree trimming		1,600.00)
10/2/2023	DebitDJ	Consumers Power	Signs/Lights	Utilities	(17.41)

**LGIP**

9/18/2023	TRANS	Citizens Bank	Transfer	To Cover checks	(64,952.00)
9/19/2023	TRANS	Citizens Bank	Transfer	To cover Checks	(10,500.00)
9/22/2023	TRANS	Citizens Bank	Transfer	To Cover Checks	(1,600.00)
9/01/2023	adjust	LGIP	Office Other	Transfer fees-adjust	(0.10)
9/29/2023	DEP	LGIP	Interest	Interest Income Accrual	<u>285.15</u>

**(76,766.95)**

**OVERALL TOTAL**

**\$(76,784.36)**

**Crack Seal Project cost report:**

Debbie: in regards to the amount to Salem Seal Coat for our crack seal project, the amount was more than what we approved. According to our Contractors Ordinance we can go over the \$10,000.00 threshold an amount up to \$12,000 limit including changes. We discussed the overage cost and the problems with the project last meeting with the excess of sand that needed and it was felt that we met the threshold to be able to pay the overage costs. They did give us a deduction on material costs of \$980.00 or it would have been more. A question was asked how long it was before the quote and the job being done in relation to them not having enough product to do the job? Answer: The quote was last spring and since then the cracks in the road opened up significantly.

**Open Forum: in person, letter, email, phone:** Rick sent in an email concerning issues from the recent rains. There are several areas where the soil and or vegetation adjacent to the road is higher than the road surface trapping water on the road. He suggests encouraging land owners to address the issue at their properties by opening up a drain from the road to the ditch for the water to flow. Another is to get a contractor to do it. There is an issue on Iris near the driveway of Baily's. The lip at the end of the driveway is gone which used to route the water across the driveway and into the ditch. The water coming off of the driveway is now cutting the road surface. His concern is that if this is not corrected there will be grater damage. Discussion: Sandy: With the last rain, yes there are places on MRE that have had the gravel eroded out of the edge of the roadside and onto the road. The grass/ditch edge is above the road surface in several places. Questions was brought up about when ditches are to be cleaned and that this problem could be taken care of with ditch cleaning. Ditches are to be addressed in mid-October to early November by Adam May with Cut Away Inc. and this information will be given to him for additional attention when the ditch cleaning will be done.

**Action Item: Sandy will talk with Adam May and let him know of these specific problems.**

**Review of Action items:**

**PO Box name change and automatic payment plan:** any update? Debbie: No further action has been received from the post office in Philomath. The keys are still working and Debbie is getting the mail without any problems.

**Insurance renewal form:** Debbie sent in the insurance renewal to WHA.

**Best practice survey:** Debbie will do the Best Practice survey for SDAO and she informs us that there can be a 2% reduction of our bill if one the Commissioners read the information in the Best Practice Program. There is a 2% reduction on each of 5 subjects, up to 10%. Most of these targets do not apply to our road district. Debbie says she will read the Emergency Preparedness Plan. Sandy will read it also for information, but no further deduction will occur.

**Update on projects:**

**Chip seal:** Sandy: The chip seal project is being done. Machines were seen going toward Queen Anne. Discussion by community members say that Queen Anne was being completed when we were starting this meeting. And MRE hill was seen as both lanes chipped sealed from Hwy 20. Sandy: Had a conversation on Tuesday Oct. 3 with Frank from Blacktop NW and he said that the fog seal would be applied on Saturday Oct 7. It needs to have some warm weather to "break it" and the temperature will be high 70's. (Speaking to Frank today Oct 5, the fog seal will be applied tomorrow Oct 6. There will be 3 good warm days after application.)

**Tree/ branch trimming/ & grant work:** The first day of tree trimming was done and community input was positive. There was not any debris left on the roads that showed any work was done but the clearance was noted. Question put out whether we should approve more days for cutting. Discussion by group saying there are specific places on MRE that are in need of cutting that were evident when it rained with branches hanging into the road. Other places such as at the Junction of Columbine and Iris Circle; there are a lot of branches hanging into the road and a second problem at that location with a lack of good line of site for oncoming traffic. Suggestion brought forth that we all contribute to create a list of places that require focused attention. An email could go out and we can all contribute to the list. Debbie says we have budgeted a total of \$7,500.00 for FY 23-24 tree cutting/removal. We have spent \$1,600.00 of that already. **Debbie makes a motion that we approve more days for tree/branch removal with Riddle Tree Service, not to exceed the \$7,500.00 for our current budgeted FY 23-24. Sandy seconds. Joe: All in favor? All commissioners agree. Action item: Sandy will send out email to group for gathering a list of places that need attention. And then review the list with Riddle Tree Service after we meet again in November.**

**Approve engineer to look at Daisy Drive:** Sandy: Will be meeting with Dan Watson from K&D, the same company that did the survey work on Iris Circle. He will come out and look at the road edge fall-off on Daisy Drive and also the cracks at the end of Daisy Dive and on Iris. It will October 10 at 2:00 PM meeting K&D. The rate is \$140.00/hour. TR asks to be included in the meeting as well as Joe. James asks if there will be a core sample taken of the area to be able to give an adequate answer to what needs to be done for the roads. We shall discuss those needs with the engineer. James will try and be available at the meeting for his expertise in road construction. **Motion brought forth seconded and approved by all commissioners for a "Not to Exceed" cost of \$1,000.00 for consulting at this point.**

**Approve new striping:** Discussion was done on the need to have the fog lines redone this year on all of MRE roads or just the MRE hill after chip seal project is complete? There was consensus by several in the meeting that the fog lines at night were bright enough to be seen, much better at night than in the day. The yellow center lines were wearing away and not as clear, but not in need of redoing on the rest of the roads. **Debbie makes a motion that we approve A1-Striping for the**

restriping of MRE Rd from Hwy 20 to Brightstar Lane (the extend of the chip seal project) We need an estimate for the job before they begin. NTE our \$8,000.00 budget. Sandy seconds. Joe: All in favor? All Commissioners agree. **Action Item: Sandy will contact A-1 Striping for proposal estimate and scheduling.**

**New Business:**

**RFP's for Iris Circle Pothole Repair & Grading:** We received one RFP from Roush Family Construction. It was the opinion of the Commissioners that was it well written and concise in description for the scope of the work to be done. The contract was discussed and questions were asked about the contract and answered by James as he was in the meeting. **Debbie makes a motion to accept the terms of the proposal from Roush Family Construction for \$8,650.00. Sandy seconds the motion. Joe: all in favor? All Commissioners agree. Action Item: Joe will docu-sign the proposal and send it out to the parties involved.**

**Secretary of State letter: Change of Registered Office Address:** Debbie makes note that we did not do all the changes that the Secretary of State requested a few months ago. We still need to change our PO Box address to a physical address to receive the annual report. As she is treasurer, she will use her physical address to receive all the mailings we get from the State of Oregon. She has a form that is filled out for MRERD c/o herself as treasurer with her physical address. **Action Item: Sandy will take the filled-out form to Citizens Bank and sign the form in front of a Notary for completion. It will then be mailed into the State for filing.**

**Contract Ordinance Update:** Debbie has gotten information from Local Government Law Group that informs us of increased thresholds for contracting limits. We have need of having our own Contracting Ordinance revised and updated to current standards. Debbie can convert our PDF file to a word document and make the changes and then present the old and new version to the Local Government Law Group for review and approval. If we do it this way, we should have less costs than to have them rewrite it or buy a copy of the brochure they have on the new contracting laws. **Motion brought forth and seconded with approval of all Commissioners, for a NTE \$2,000 estimate for services from Local Government Legal Group to review our Contracting Ordinance for updating to current thresholds.**

**Approve sweeping after leaves fall:** Discussion was done with concerns of build-up of more debris into the ditches than what is already there. (We already see the need for ditches to be cleaned out and the level at the roadside of some of them lowered, as discussed in ditch cleaning) It was discussed which type of sweeper to use; one that removed the new debris and then had to be disposed of or continue to have it pushed into the ditches for more accumulation. Information needed if there is an additional cost with the disposal sweeper versus the push sweeper. We can use the same company from last year and need to look back at invoices to find the name. (after reviewing past invoices on Oct. 6, Debbie says we paid A-1 Straight Line Striping LLC (on 8/8/22) as part of sweep and stripe, \$1,000.00 out of \$13,000.00) **Debbie makes a motion to approve a NTE amount of \$2,000.00 for sweeping of all the roads of MRERD. (The name is found to be Superior Power Sweep Inc.) Sandy Seconds. Joe: All in favor? All Commissioners agree. Action Item: Sandy will call the company, ask the needed questions and ask for a proposal for sweeping. If within limits have them get MRERD on their schedule for fall sweeping.**

Noted that next meeting will be at the regular meeting time and date of the second Thursday of the month November 9, 2023 at 7PM.

8:32 Meeting adjourned