

WOODLAND PARK SPECIAL ROAD DISTRICT
2020-2021 ANNUAL BUDGET

INCOME CATEGORIES

	AMOUNT	BALANCE
	Beginning	\$ 2,104.00
1. Tax Revenue		\$ 12,089.49
Total Revenue		\$ 14,193.66

BUDGET LINE ITEMS	AMOUNT	ACTUAL	BALANCE
2019 Outstanding expenses	Morello checks	\$1,200.00	\$ (1,200.00) \$0.00
OPERATING EXPENSES			
ROOM RENTAL	\$ 180.00	\$ (90.00)	\$ 90.00
Klamath County Fees	\$ 50.00		\$ 50.00
State Fees	\$ 20.00		\$ 20.00
Office Supplies	\$ 150.00	\$ (81.01)	\$ 68.99
Petty Cash	\$ 200.00	\$ (55.34)	\$ 144.66
Office Furniture	\$ 75.00		\$ 75.00
COMPUTER AND SOFTWARE	\$ 600.00	\$ (468.99)	\$ 131.01
Printer/copy/fax	\$ 200.00	\$ (24.95)	\$ 175.05
Insurance	\$ 895.00	\$ (895.00)	\$ -
SNOW REMOVAL	2019	\$ 2,500.00	\$ (2,468.75) \$ 31.25
Fall Grading	discretion:	\$ 1,500.00	\$ 1,500.00
SPRING GRADING		\$ 2,500.00	\$ 2,500.00
Road Improvements	Discretion:	\$ 3,000.00	\$ (75.00) \$ 2,925.00
Total Expense		\$ 13,070.00	\$ (5,359.04) \$ 7,710.96

Emergency Fund \$ 2,018.00

3/13/2020

Gmail - Updated Agenda and minutes



Woodland Park Road District <woodlandparkrd@gmail.com>

Updated Agenda and minutes

4 messages

Woodland Park Road District <woodlandparkrd@gmail.com>
To: Touraj Eftekhari <touraje49@hotmail.com>, Faye Foster <fayefoster12@yahoo.com>

Thu, Mar 12, 2020 at 8:25 PM

These are the final copies, if you guys have any additions please let me know asap.

2 attachments

 **March 17 agenda.docx**
15K

 **Feb 10 Minutes.docx**
17K

Touraj Eftekhari <touraje49@hotmail.com>
To: Woodland Park Road District <woodlandparkrd@gmail.com>

Fri, Mar 13, 2020 at 12:21 PM

To the Woodland Park Road District Commissioning Board.

This notice is to alert you that I am not going to attend the March 17th meeting due to the public health hazards that is threatening our communities. Since I am not going to be personally present to assure the safety and the cleanliness (Wipe Down) of the environment that we , as the **Board**, are providing for the public, I therefore am decline to attend this meeting and relieving myself as the third member of the this board for this meeting and any other Board activities that may not have been carefully or thoughtfully decided.

You are welcome to search for other options or bodies to replace my position. I will notify the county directly of my decision.

Respectfully submitted

Touraj Eftekhari

From: Woodland Park Road District <woodlandparkrd@gmail.com>
Sent: Thursday, March 12, 2020 8:25 PM
To: Touraj Eftekhari <touraje49@hotmail.com>; Faye Foster <fayefoster12@yahoo.com>
Subject: Updated Agenda and minutes

[Quoted text hidden]

Woodland Park Road District <woodlandparkrd@gmail.com>
To: Touraj Eftekhari <touraje49@hotmail.com>
Cc: Faye Foster <fayefoster12@yahoo.com>

Fri, Mar 13, 2020 at 12:54 PM

Thank you TJ for the notice. We have carefully investigated and are following the guidelines of the Center of Disease Control.
For you to think only you can ensure their safety is ludicrous. I will put you email behind the minutes as a matter of record

3/15/2020

Gmail - Resignation Notice



Woodland Park Road District <woodlandparkrd@gmail.com>

Resignation Notice

4 messages

Touraj Eftekhari <touraje49@hotmail.com>
To: Jeremy Morris <jmorris@klamathcounty.org>
Cc: woodland park Road District <woodlandparkrd@gmail.com>

Sat, Mar 14, 2020 at 3:30 PM

Dear Mr. Morris,

Please accept this email as my resignation notice as the member of Woodland Park Road District Board of Commissioning, effective immediately. I, however, will remain involved as a resident of Woodland Park with all the district road services and maintenance activities.

I would like to personally thank you for your close involvement with the WPRD Board Activities. It is desperately needed. I am always available via phone [541.887.9269] or my personal email if you would like to contact me.

Respectfully Submitted.

Touraj Eftekhari

Woodland Park Road District <woodlandparkrd@gmail.com>
o: Touraj Eftekhari <touraje49@hotmail.com>
Cc: Jeremy Morris <jmorris@klamathcounty.org>

Sat, Mar 14, 2020 at 3:32 PM

Thank you for letting us know.
[Quoted text hidden]

Woodland Park Road District <woodlandparkrd@gmail.com>
To: Faye Foster <fayefoster12@yahoo.com>

Sat, Mar 14, 2020 at 3:34 PM

[Quoted text hidden]

Jeremy Morris <jmorris@klamathcounty.org>
To: Touraj Eftekhari <touraje49@hotmail.com>
Cc: Woodland Park Road District <woodlandparkrd@gmail.com>, Sandra Cox <scox@klamathcounty.org>, Haley Huffman <hhuffman@klamathcounty.org>

Sat, Mar 14, 2020 at 7:03 PM

Touraj,

I am sorry to hear that you resigned.

I cc'd the BOCC office to let them know. They oversee the applications and appointments of Special Road District Board Members.

Take care,

Jeremy

3/14/2020 11:00 AM - Woodland Park Road District <woodlandparkrd@gmail.com> wrote:

3/13/2020

Gmail - Scheduled Monthly Meeting



Tena <tenashere@gmail.com>

Scheduled Monthly Meeting

1 message

Woodland Park Road District <woodlandparkrd@gmail.com> Fri, Mar 13, 2020 at 2:59 PM
To: Clay & Brenda Miller <brendamiller119@msn.com>, cristy Blaser <cblaser102@hotmail.com>, Dave Kasik <brushcutters@hughes.net>, Faye Foster <fayefoster12@yahoo.com>, Jason Pettigrew <Jason.W.Pettigrew@oregon.gov>, Jeremy Morris <jmorris@klamathcounty.org>, Joe <mojochill@hotmail.com>, Judith Benson-Sweet <sweetgrace4judyb@yahoo.com>, Lisa Yonekura <yone76@sbcglobal.net>, Lorna Rigdin <3736lorna@gmail.com>, Nancie Wilke <nanciedw@gmail.com>, "news@mybasin.com" <news@mybasin.com>, Rick Rose <JRFRose@yahoo.com>, Rigdin <fishrigdin@gmail.com>, Tena Crum <tenashere@gmail.com>, Touraj Eftekhari <touraje49@hotmail.com>, Westley Packer <wpacker@klamathcounty.org>

Hello Community Members,

We are aware of the current Corona Virus scare. It has been suggested that we cancel the meeting for the publics safety. The Community Center of Chiloquin has assured us that all possible sanitation measures for their meeting rooms have been addressed in accordance with the CDC.

We also assure you that we will additionally wipe down all hard surfaces with approved sanitizer in the meeting room and adjacent areas. And please if you are sick, stay home.

If you are still not comfortable with attending in person we can certainly create a group skype and you can participate via phone call. We have been doing this for our third Commissioner from the start.

Community participation is very important to us.

We are required to hold a public meeting each month. And as we stated we will make every effort for safety. We hope to see you all there or at least via skype.

If you would be more comfortable with phone attendance please send an email and let us know. We will start figuring out how to do it.

Thank you for your understanding, I have attached a copy of the meeting agenda so you can decide whether to come or not.

Tena Crum
Chair

 **March 17 agenda.docx**
15K

In the Matter of Policy Relating	}	RESOLUTION No. 2020-01
To the Assignments and Authority of	}	
Board Commissioners and	}	
creation of By-Laws and Policies and	}	
Procedures	}	

WHEREAS: The Woodland Park Special Road District Board of Commissioners find it necessary to set policy guidelines for operation and to create and adopt By-laws with Policies and Procedure outlines.

WHEREAS: There is no policy or procedure in place to designate authorities or to establish rules of operation.

WHEREAS: It is necessary for Woodland Park Special Road District to have these guidelines in place to operate productively, efficiently and provide rules of operation.

NOW, THEREFORE, IT IS HEREBY RESOLVED: that the following shall be Woodland Park Special Road Districts updated policies relating to Assignments and Authority of Commissioners and creation of By-Laws with Policies and Procedures, and other policies regarding these issues are repealed in entirety.

1. As the Woodland Park Special Road District Commissioners do not assign Board positions, we declare that in the absence of a part time Commissioner, only full time resident Woodland Park Special Road District Commissioners shall have authority to order Snow Removal, Road Work or Repairs until the part time Commissioners returns. We further resolve:

2. It is important that all three Commissioners consistently attend meetings. A Commissioner that misses three (3) meetings consecutively will be considered inactive. Extenuating circumstances can apply in cases of family or personal emergency. In the instance of an inactive Commissioner a request will be made to the Klamath Board of County Commissioners to find a suitable replacement.

3. Snow Removal, Road Work or Repairs shall be authorized by agreement of least two Commissioners. In the Absence of a second Commissioner, as an urgent matter arises, the remaining Commissioner shall make the order in their best judgement with the full support of the Board. In case of Safety Issues any Commissioner can and should immediately act to resolve and create safe roads.

- The Commissioner assigned as "Chairman" of Woodland Park Special Road District shall be the sole representative to Official Entities, this includes but is not limited to Klamath County Public Works. The Chair shall be the official spokesperson for the Board to the public with guidance and inclusion of the entire board and community.
- The Chair shall make every effort to ensure that the interests of the Board and all parties are addressed in these communications.

4. The Woodland Park Special Road District Board of Commissioners will create and adopt District By-laws and Policies and Procedures. These guidelines will mirror State policy ORS 371 with policies and outlines specific for this District.

Done and Dated on this 17, day of March 2020

Woodland Park Special Road District Board of Commissioners,



Tena Crum, Chair/Secretary



Faye Foster, Treasurer

3/29/2020

Gmail - Requirement for 3 Bids



Woodland Park Road District <woodlandparkrd@gmail.com>

Requirement for 3 Bids

2 messages

Woodland Park Road District <woodlandparkrd@gmail.com>

Sun, Mar 15, 2020 at 11:02 AM

To: Jeremy Morris <jmorris@klamathcounty.org>, Faye Foster <fayefoster12@yahoo.com>

Good Morning Jeremy,

Once again we find ourselves being challenged. In our quest to find a company to maintain our roads we have sent out 15 requests for bids to the Klamath basin community. Unfortunately, no response.

The one person who is interested in the Spring and Fall grading lives here in Woodland Park. He has been advised by a former Commissioner that it is not necessary for him to submit a bid.

As you know, we have a monthly meeting on Tuesday the 17th. Could you please give me specific wordage of the requirements for us to hire a contractor to work on the County Public Access Road. I am under the impression that the following applies:

- A minimum of 3 bids should be obtained for the Board to make an informed decision
- The Bidder must hold a contractors license (to move dirt and work on the road) and be properly insured in order to qualify.

We will follow what ever rules are set, I cannot find where our district has made policy so I turn to the County for guidance.

Please forward any and all County policies on this matter.

Your assistance is greatly appreciated

Tena

Jeremy Morris <jmorris@klamathcounty.org>

Mon, Mar 16, 2020 at 7:33 AM

To: Woodland Park Road District <woodlandparkrd@gmail.com>

Cc: Faye Foster <fayefoster12@yahoo.com>

Tena,

My responses are below based on how we operate. Sometimes the statutes change so ultimately you'll need to research and verify the statements.

You do not have to acquire three bids, only solicit three or more bids. Depending on the size of the project determines phone quotes vs local advertising (mail) vs public advertisements in news papers.

Here are the statues for procurement and bidding (quotes vs bids is also covered). https://www.oregonlegislature.gov/bills_laws/ors/ors279C.html

It is safest if the bidder is licensed and bonded through the state and insured. It is safest if they list your district as additional insured on the insurance certificate.

Not saying to do this but you can use unlicensed and uninsured contractors. The risk is the road district and board members will most likely be sued if an liability arises. It is far better to plan ahead and adjust your rates in order to pay for appropriately licensed and bonded and insured contractors.

Let me know if you have any questions or need additional information.

Thank you,