

# WOODLAND PARK ROAD DISTRICT

## Meeting Minutes

January 13, 2020, Chiloquin Community Center

All three Commissioners were present for a full quorum. TJ joined via conference call as he is in Arizona enjoying some sunshine.

- **Call to Order:** This meeting was Chaired by Tena Crum who called the meeting to order at 6pm.
- **New Board of Commissioners:** The new Board of Commissioners as assign by Klamath County introduced themselves, as well as took role call around the room for introductions.
- **Welcome:** Tena welcomed everyone to the meeting with a special welcome to Jeremy Morris, Director Klamath County Public Works.
- **December 2019 Minutes:** The Commissioners discussed the December minutes of record by the departing Commissioners. Due to the fact that the minutes were derogatory and did not provide any pertinent information it was decided not to accept or deny these minutes but to include them as an attachment to current minutes of record.

**Tena made a motion not to accept or deny December 2019 minutes but to include them as an attachment to January 2020 minutes.**

**Faye second the motion, vote 3.0 Unanimous Motion Carries**

- **Financials and Records** Tena reported that the current records were impeccable. All bank statement, reports and documentation have been carefully kept and were accurate, as far as we could tell. We give our appreciation to the outgoing Commissioners for all their hard work and for giving us a solid foundation to move forward. The district started 2020 with a bank balance of **\$14,193.66**. After close examination of past budgets, incomes and expenditures the Commissioners will work diligently on creating a current, 5yr and 10yr budget for operations. This will be moved forward to an agenda item at our next regular meeting.
- **Assign Board roles:** The board discussed the current roles of each Commissioner. After a short discussion: **Tena made the motion to assign the positions as follows: Tena Crum, Chair/Secretary; Faye Foster, Treasurer; TJ Eftekhari, Commissioner.**  
**Faye seconded the Motion**  
**Vote 3.0 Unanimous Motion Carries**
- **Assign check signatories:** After discussion Tena made the motion to assign Tena Crum and Faye Foster as check signatories for the District Bank account. **Faye second the motion, vote was 3.0 Unanimous Motion Carries**
- New Business

- a. **Future meeting time and place:** Commissioner and attendees discussed an additional meeting for January to Accept tonight's decisions. **Tena made the motion to schedule an additional meeting for January 16, 2020 at 6pm at the Community Center to continue emergent business of this meeting. Faye second, vote 3.0 unanimous Motion Carries**  
A new meeting place, day and time was also discussed. Tena will investigate a convenient, cost effective facility to have the meetings and this will be an agenda item for the Next regular Board meeting.
- b. **Discuss public notification:** The Commissioners discussed the proper way to give public notifications for the monthly meetings as it was brought to our attention that previous notification was not enough. We asked Director, Jeremy Morris for his input on this matter. He suggested flyers downtown, the road sign and maybe make agenda available at the road sign. There was a discussion of a small kiosk for posting District business, we will discuss this further at the February meeting
- c. **Interim emergency snow removal:** Commissioners and attendees discussed the need for emergency interim snow removal. We are currently experience very high snow levels. Dave Kasik, Kasik Enterprises, LLC was in attendance. He provided the Board with insurance binders and resume. His original informal bid was for \$150.00 an hour for snow removal services. Mike Cox stated that we had been paying \$125.00 an hour and requested Kasik Enterprises agree to the \$125.00. Dave Kasik agreed to the lower price.  
**Tena made the motion to hire Kasik Enterprises, LLC to provide snow removal services for \$125.00 an hour, on a short term contract, while we are taking bids and finding a permanent solution. Faye second the motion. Vote 3.0 unanimous Motion Carries**
- d. **Cost and feasibility of website and District computer, gotomeeting, versus 30 per month:** We had a very short discussion regarding digital meetings occasionally. There were concerns from attendees that not everyone had computers and internet. After a short discussion we decided to move this item forward to our next regular meeting agenda.
- e. **Posted Speed limit signs:** It was brought to the attention of the Board of Commissioners that the current signs posting a speed limit on Old Korral and Bronco, were not legal and a serious liability to the district and the Board. Jeremy Morris, Klamath County Public Works, explained the danger and liabilities of the signs. The Board discussed options. It was suggested that a couple of the posts holding the speed limit signs could stay for posting suggestive "slow down" signs. One suggestion was "please respect our roads, slow down, don't dust us out."

After discussion. Tena made the motion to remove the existing signs and to leave the posts for District approved suggestive signs. If new suggestive signs are not posted in an undetermined short period of time the posts will removed.

Faye second the motion, vote 3.0 unanimous motion carries.

- f. **Assign Road Maintenance Supervisor:** Commissioners discussed assigning a community member as a Road Maintenance Liaison to the board. The purpose of this position is to field and investigate road problems, suggestions and complaints. Also, to supervise, inspect and provide quality control to work being done for District business. Ultimately this person would have experience in road maintenance, engineering and general District needs.

Tena made the motion to assign Mike Cox, Woodland Park community member, to this position. Mike would report all issues and needs to the Board and recommend actions and will be the main contact for community members and contractors. He will work closely with the Board of Commissioners for guidance.

Faye Second the Motion, vote 3.0 unanimous motion carries

- g. **Budget Committee:** This item has been moved to the agenda for the special meeting Jan 16, 2020 at 6pm
- h. **Suggestion Box:** A discussion was held about having a suggestion box. It was suggested that maybe this would be a good thing for the potential information kiosk. We will continue discussions, and this will be added to the agenda at our next regular Board meeting

**6:45: Public Comments/Suggestions or open discussion**

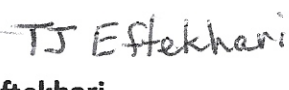
For the public comment portion of our meeting, Chair gave the floor to Jeremy Morris, Public Works Director. Jeremy explain to us how the road district works, the Counties role, the role of the District. He also provided a question and answer session which was very helpful. Our special thanks and appreciation to Jeremy for his time and expertise.

**Chair adjourned the regular meeting at 7:30pm**

**Read and approved on this day 16, Jan , 2020**

  
Tena Crum; Chair/ Secretary

  
Faye Foster, Treasurer

  
TJ Eftekhari