

CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION

Board of Directors Agenda – Work Session

Monday, April 1, 2024

- I. Call to order
- II. Roll call
- III. Special topics
 - a. Derek Hofbauer – COIC/CET Update
 - b. Jake Waardenburg – (Jake from State Farm) - Insurance information
 - c. AFE # 293 – Road Maintenance Products – Road Maintenance Supervisor Jones
 - d. Annual Election Packet Approval – Ranch Manager LaPora
 - e. Nominating Committee Update – President Vickery
 - f. Board Vacancy – President Vickery
 - g. Fire Abatement Efforts Update – General Maintenance Supervisor McRae
 - h. Ranch Clean Up Day – June 8 tentatively (weekend of 15 is Father's Day weekend)
- IV. A/R log Review
- V. Regular Board Meeting Agenda Review – April 15, 2024
- VI. Vote to Adjourn to Executive Session for Contract and Employee Issues

Meeting Date:

AGENDA ITEM SUMMARY

Meeting Type: BOD Regular Meeting

Department: Roads

**CROOKED RIVER RANCH
BOARD MEETING**

Staff Contact: Jordan Jones

Estimated Time: 5 Minutes

ITEM TITLE: AFE # 293 – ROAD MAINTENANCE PRODUCTS

ACTION REQUESTED: Approve the following: That the Board approve the expenditure of \$78,000.00 for road maintenance products as listed on AFE # 293.

ISSUE STATEMENT: The Crooked River Ranch Road Crew has been completing the scheduled maintenance/improvements on Ranch roads. This AFE amount is \$78,000 of the \$156,000 amount budgeted in the FY 2023-2024 operating budget which is the final portion to be expended.

ATTACHMENTS: AFE # 293

**DISCUSSION/
FINANCIAL IMPACT:** The requested amount of \$78,000 is the final portion of the total allotted \$156,000 in the 2023-2024 FY Adopted Operating Budget. Material will be used to complete maintenance and upgrading of various roads as well as winter sanding of CRR Roads.
Staff recommends approving AFE # 293

CROOKED RIVER RANCH
AUTHORIZATION FOR EXPENDITURE

All expenditures over \$5000 must be justified on this form, endorsed by the Ranch Administrator before going to the Board of Directors for approval.

DATE: 03/28/2024

AMOUNT OF EXPENDITURE: \$78,000.00

A/E NUMBER: #293

REASON FOR EXPENDITURE: Final purchase of road materials for maintenance of Crooked River Ranch roads. The requested amount is \$78,000 of the \$156,000 amount budgeted in the FY 2023-2024 operating budget.

JUSTIFICATION FOR EXPENDITURE:

Expenditure is in alignment with the FY 2023/2024 budgeted dollars. Materials will be used to maintain various ranch roads for continuous improvement and enhancement. This will cover all materials used for our road maintenance including: $\frac{3}{4}$ "-0" commercial base gravel, cold patch, and crack seal material. This allotment provides materials to continue. Draw for \$78,000 of approved expenditure.

Requesting Department: Road Department

Supervisor: Jordan Jones Jordan D. Jones Date: 3-28-24

Ranch Manager Judy Rabora Date: 3/28/24

BOD Officer: _____ Date: _____

2024 Application Packet
for the
Crooked River Ranch Board of
Directors and Architectural
Review Committee Election

APPLICANT INFORMATION SHEET
2024 ELECTION TO CRR BOARD OF DIRECTORS/ARCHITECTURAL REVIEW COMMITTEE

GENERAL AND CONTACT INFORMATION

NAME: LAST: _____ FIRST: _____ MIDDLE INITIAL: _____

DATE: _____

POSITION DESIRED: BOARD OF DIRECTORS ☐ ARCHITECTURAL REVIEW COMMITTEE ☐

CRR PROPERTY OWNER: NO ☐ YES ☐ HOWLONG? _____

CRR RESIDENT: FULL-TIME NO ☐ YES ☐ HOWLONG? _____

CRR RESIDENT: PART-TIME NO ☐ YES ☐ HOWLONG? _____

CRR STREET ADDRESS: _____

PRESENT MAILING ADDRESS (If different from above): _____

TELEPHONE NUMBERS: HOME: _____ BUSINESS: _____

EMAIL ADDRESS: _____

QUALIFICATIONS

(Attach additional sheets if needed. It is not necessary to repeat information below that is contained in your Campaign Statement)

SERVICE IN SUPPORT OF THE CRR HOA BOARD *(Board and Committee Assignments with Dates)*:

LEADERSHIP AND BOARD EXPERIENCE WITH OTHER ORGANIZATIONS *(With Dates)*

EDUCATION AND TRAINING THAT WOULD BEAR ON THE CANDIDACY

Candidate Sign Guidelines for Election 2024

All Candidate signs must comply with all sign guidelines dated May 16, 2022.
(see website: Association, Governing Documents)

No candidate signs may be placed on private property within CRR without the expressed permission of the property owner. No candidate signs may be placed on road *rights-of-way* on CRR---35 feet from the center of road, or 3 feet behind the power line. Candidate signs must not be erected earlier than July 1st and are to be removed by September 3, 2024--within three (3) days after the last ballot due date. In the event of a special election, signs shall be erected no earlier than a date established by the Board of Directors and must be removed no later than three (3) days following the last ballot due date for said election.

The physical size of any candidate sign shall be limited to dimensions prescribed by Crooked River Ranch CC&R limitations regarding real estate "for sale" signs, and will not exceed five square feet in area.

Any candidate for office or spokesman for any political group wishing to place any campaign signs on the Ranch are required to sign a statement that they will abide by these limitations at the time of filing for office.

Failure to agree or abide by these limitations may restrict the violator from appearing in the candidate section of the CRR Newsletter. Failure may also initiate the placement of a statement, by the CRR Board of Directors, in the voter's pamphlet that would identify any candidate or political group unwilling to abide by the resolution.

Any sign or notices in violation of this resolution may be removed by CRR staff.

The Board of Directors of CRR will have the duty to enforce and uphold all actions as outlined above.

I, _____, have read and agree to abide with the above restrictions, limitations and consequences.

Signature

Date

Guidance for Campaign Statement

Applicants for nomination to open positions of the Board of Directors or Architectural Review Committee must submit a campaign statement of **300 words or less**. Campaign statements for applicants selected for the slate of candidates will be published in the Association Newsletter and Voters Pamphlet. The campaign statement will be published as received. No grammatical or spelling corrections will be made (but defamatory or inappropriate language would be expunged). If provided, a photo will be published with the campaign statement in both publications.

The Campaign Statement is an opportunity to speak directly to the voters and make the candidate's case for election. It should contain biographic information, a discussion of qualifications based on work experience, education or training, and a clear statement of why the candidate is running for the position.

To make it easier for the voters to compare the candidates, please use the following format:

CAMPAIGN STATEMENT (300 words or less)

Date _____

Name

Address

Biography (including background and experience): Provide a brief summary of your experience that would benefit the Board if you were elected. Include a statement of residency (full, part-time, not).

Reasons for Running: Provide a brief summary for the readers as to why you would like to be part of the Board or Architectural Committee. Be as clear as possible.

Signature

SCHEDULE OF EVENTS FOR CRR ELECTON 2024

- Nominating Committee meets to review and update standing election documents: *Schedule of Events, Rules and Procedures for Election*, and *Applicant Package (Rules and Procedures for Election, Application Instructions, Request to be a Candidate, Applicant Information Sheet, Guidance for Campaign Statement, and Candidate Sign Guidelines)*. Updated documents to be submitted to Board of Directors (BOD).
- Applicant package, schedule of election 2024 events, special rules and procedures posted by Admin Staff on web site and hard copies available at Admin Office for pick-up.
- Nominating Committee meets to review generic *voter's pamphlet, sample ballot* and *voting instructions* for newsletter and mailings to be finalized after BOD announcement of slate of candidates.
- Nominating Committee meets to review applications and discuss additional potential candidates to be encouraged to apply.
- **May 31, 2024 (May use letter-drop at Admin Office)** - Deadline for submission to Admin Office of *application package* for prospective candidates to Admin Office for transmission to Nominating Committee.
- **Date TBD** - Nominating Committee meets for final committee review of slate of candidates for the Board of Directors and Architectural Committee to be presented to the Board of Directors at the June 17, 2024 BOD Regular Meeting. The Committee also approves package of candidate-provided information to be published in the July newsletter; and finalizes voter's pamphlet, sample ballot and voting instructions for mailings to be submitted to the Board of Directors at the June 17th Regular BOD meeting.
- **June 17, 2024-** Nominating Committee presents its slate of candidates and voting materials to Board of Directors. Board approves ballot.
- **Date TBD** - Nominating Committee meets to ensure candidates informed of Candidates Forum and conduct critique of 2024 election process and develop lessons learned.
- **July 15, 2024 – 4:30pm Juniper Room** - Candidates Forum to be held before regular BOD Meeting- Nominating Committee members encouraged to attend.
- **August 1, 2024** - Ballots must be mailed to members eligible to vote no later than this date along with *Notice of Annual Meeting of Members*.
- **August 17, 2024, 9 AM** - CRRC&MA Annual meeting includes opportunity to meet the candidates-additional candidates may benominated by membersatannualmeeting. NominatingCommitteemembersencouragedtoattend.
- **August 31, 2024-** Mailed completed ballots due at Auditor's Office. Ballots may also be deposited at the Admin Office ballot box up to 4 PM. No Nominating Committee action.
- **September 4, 2024** – All candidates notified of results and results posted on website and at Admin Office. Final act of Nominating Committee 2024 is to ensure that candidates are informed of election results. BOD elected members are sworn in and seated at Work Session.

Board Candidate Instructions

2024

A minimum of three Board positions will be open for the September 2024 election. Individuals who consider themselves qualified must follow the process as laid out according to Policy and Procedures Handbook - Policy 4.14.

1. Any member in "good standing" may run for the board. In "good standing" is defined as having "all" Association dues and any outstanding debts to the Association current according to Board policy and having no outstanding County code and CC&R violations at the time of application.
2. Application submission deadline is Friday, May 31, 2024 at 4:00p.m. Application packets can be picked up at the Administration building.
3. Application packet information will include:
 - A. Rules & Procedures for Election
 - B. Request to be a Candidate Form
 - C. Guidance for Campaign Statement
 - D. Applicant Information Sheet
 - E. Candidate Sign Guideline Form
 - F. Crooked River Ranch Sign Guidelines
 - G. Schedule of Events sheet
4. Application submissions must adhere to the following:
 - A. A signed Request to be a Candidate form submitted to the Nominating Committee of your intent to run for the CRR Board of Directors.
 - B. A letter of no more than 300 words that contain your "Biography and Why I am Running" for the Board of Directors.
 - C. Return the Candidate Signs guidelines form.
 - D. Anyone unable to pick up an application packet may contact the office so one can be mailed to them.
5. In addition, submission of a recent 3"x4" photograph is requested.
6. If you have any questions or need further assistance, please call the Administration Office at (541) 548-8939.

REQUEST TO BE A CANDIDATE FOR 2024 CRR ELECTIONS

By signing this document and returning it with the completed application package to the Administration Office, no later than 4:30 p.m. on Friday, May 31, 2024, I am notifying the Nominating Committee of my desire to be considered for the slate of candidates for the CRR 2024 ballot. Please consider me for: (check desired)

_____The CRR Board of Directors _____The Architectural Review Committee.

I certify that I am an Association member and I meet the criteria of "good standing", defined as having "all" Association dues and any outstanding debts to the Association current according to Board policy, and having no outstanding County code and CC&R violations at the time of application.

I acknowledge the following:

- I am aware of the application process for the Board of Directors and will follow the stated requirements with strict observance.
- I understand that all candidate signs must comply with the guidance contained in the Ranch sign guidelines dated May 16, 2022. (See the separate form in the Applicant Package for details)
- I understand the requirements of the position I am seeking and the general terms under which I will be asked to serve, if elected. I will be expected to work constructively on behalf of the members of the Association by placing the interests of the Association as a whole above personal concerns and interests. In pursuit of this goal, I will be expected to become conversant with the governing documents of the association and the rules of order governing the conduct of meetings; to prepare myself sufficiently for each and every meeting by thoroughly reading the background material that is provided and soliciting inputs from the general membership for issues that are being considered; and to work well with my colleagues by expressing opinions while remaining professional and respectful to everyone.
- I recognize the significant commitment of time required in attending scheduled meetings of the body to which I am elected, as well as time required to discharge my duties between the meetings. If elected, I will make attendance at scheduled meetings a priority.

Completion of this form does not assure you a nomination. Your submission is an aid to the Nominating Committee in selecting a slate of candidates.

Signed: _____ Date: _____



Forest Service
U.S. DEPARTMENT OF AGRICULTURE

WILDFIRE CRISIS strategy

Central Oregon's focal landscape:

Deschutes National Forest & Crooked River National Grassland

The Central Oregon Landscape covers State, county, private and federally managed lands on the eastside of the Central Cascades. This area is experiencing the fastest and most extensive community growth in Oregon with some communities increasing nearly 30% in the past 10 years. Hundreds of thousands of acres of public land are adjacent to homes, subdivisions and valuable private land assets; and with human ignitions accounting for nearly 90% of wildfires nationwide, every fire puts our communities at risk.

Under the **Wildfire Crisis Strategy** (WCS), the Deschutes National Forest and Crooked River National Grassland are pioneering improvements to project planning to increase the pace and scale of wildfire risk reduction in our communities and across the landscape.

We are an area rich in collaborative successes from implementing the Collaborative Forest Landscape Restoration program and Joint Chief's Projects to executing the National Cohesive Strategy. Additional investments will build upon that success to continue reducing the risk of fire to numerous growing communities and critical infrastructure.

Central Oregon's economy is driven by recreation and tourism. The Deschutes National Forest is the primary destination, setting, and background for this economy. In 2021, in trail trips alone, \$136 million was spent in Deschutes County. Additionally, two popular Oregon State Parks border the Crooked River National Grassland—Smith Rock is internationally recognized as a rock-climbing destination and Lake Billy Chinook is a well-known destination for fishing and water sports. Mitigating wildland fire risks is not only critical for public safety, but it also contributes to a sustainable and robust local economy.

Launched in 2021 by the U.S. Forest Service, the **Wildfire Crisis Strategy** is a robust, 10-year plan to address western wildfires in the places where they pose the most immediate threats to communities. The strategy combines a historic investment of congressional funding with years of scientific research and planning into a national effort that will dramatically increase the scale of forest health treatments over the next decade.

Due to Central Oregon's high-risk for extreme wildfire, our region was chosen as one of the initial focal landscapes identified for targeted investments.

Central Oregon will receive up to **\$43.1 million** in Bipartisan Infrastructure Law (BIL) funding to implement the Wildfire Crisis Strategy through 2024. With that investment, the Deschutes National Forest and Crooked River National Grassland along with Tribal, State and local partners, expect to treat more than 50,000 acres by 2024.



WILDFIRE CRISIS strategy

National effort, local benefits

While the hiring and planning processes are ongoing, the Forest Service has been collaborating with partners to educate our school-aged youth and engage the public on the work that is being done and accomplish more work on the ground.

- Through the Wildfire Crisis Strategy, the Clackamas County Fire District No. 1. will provide increased opportunity to engage in prescribed fire and fuels reduction projects with a large element of cross training while completing important fuels reduction projects in an interagency collaborative environment, further facilitating effective collaboration across organizational
- Discover Your Forest, the non-profit partner of the Deschutes and Ochoco National Forests and Crooked River National Grassland, hired a wildland fire education coordinator. This new position plans and hosts community events, develops fire ecology curriculum for local youth and cultivates relationships with local fire education and mitigation specialists for outreaching into Central Oregon communities.
- Discover Your Forest is also spearheading a new volunteer group to serve as a conduit for delivering information related to the Wildfire Crisis Strategy at popular trailheads adjacent to areas that have or are currently undergoing landscape treatments. The program, and the newly hired Forest Stewards coordinator position, are funded in part by the Wildfire Crisis Strategy.
- The Crooked River National Grassland has entered into a Good Neighbor Agreement with the Oregon Department of Forestry to assist in planning invasive weed treatments and completing archaeological surveys on the Crooked River National Grassland.
- In coordination with the Mt. Hood National Forest, the Deschutes National Forest and Crooked River National Grassland are working with the Klamath Tribes, Burns-Paiute Tribes and the Confederated Tribes of Warm Springs to share information and resources and to coordinate treatments across boundaries to maximize efficiencies.

By taking steps to meaningfully address the wildfire crisis in the west in our own Central Oregon communities, we can preserve and protect our unique and cherished way of life for generations to come.

Years 1–2: First Steps

During the first two years of work on the Central Oregon Landscape, the Deschutes National Forest and Crooked River National Grassland have focused on securing partnerships to assist in implementation, and hiring more firefighters, environmental planners, wildlife biologists, archaeologists and other personnel needed to plan and implement future projects. Adding this additional capacity is possible through funding support provided by the Wildfire Crisis Strategy via the Bipartisan Infrastructure Law (enacted by Congress in Fiscal Year 2022) and the Inflation Reduction Law (enacted by Congress in Fiscal year 2023).

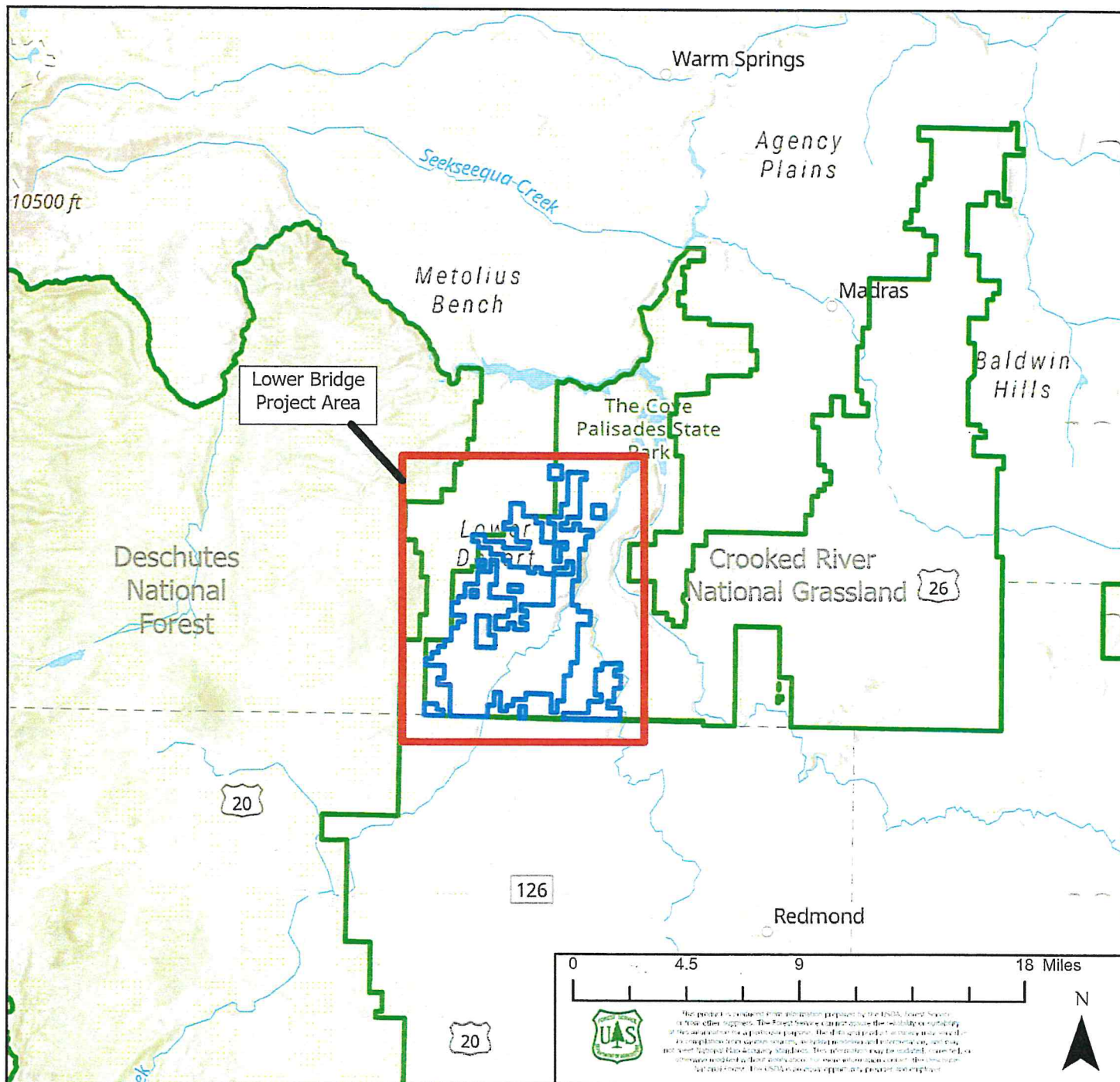
Year 3 and beyond

Multiple projects are slated to be implemented in Fiscal Year 2024 and beyond. These projects include treatments to thin overgrown forests, reintroduce low intensity fire back into a fire-adapted ecosystem, improve watershed conditions, remove invasive species and more.

But we can't do this work alone.

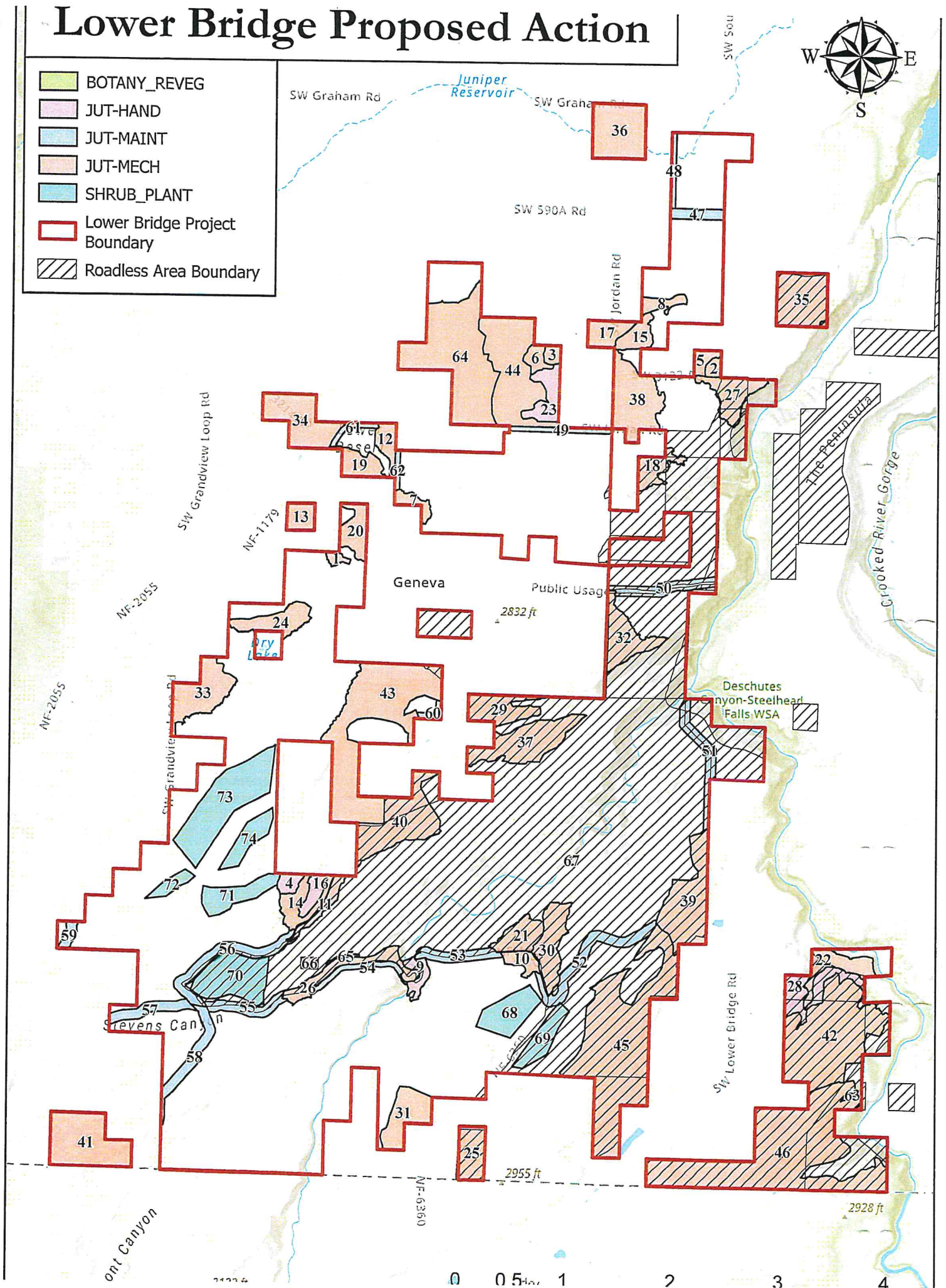
We rely on the scientific community and practitioners to help inform and refine our work; we rely on community members and partners to stay informed and involved; and finally, we rely on neighboring land managers and owners to engage in cross-boundary planning and all-lands implementation. We are building a foundation of shared values that include minimizing the risk of wildfire to our homes and communities, as well as protecting private property and public infrastructure.



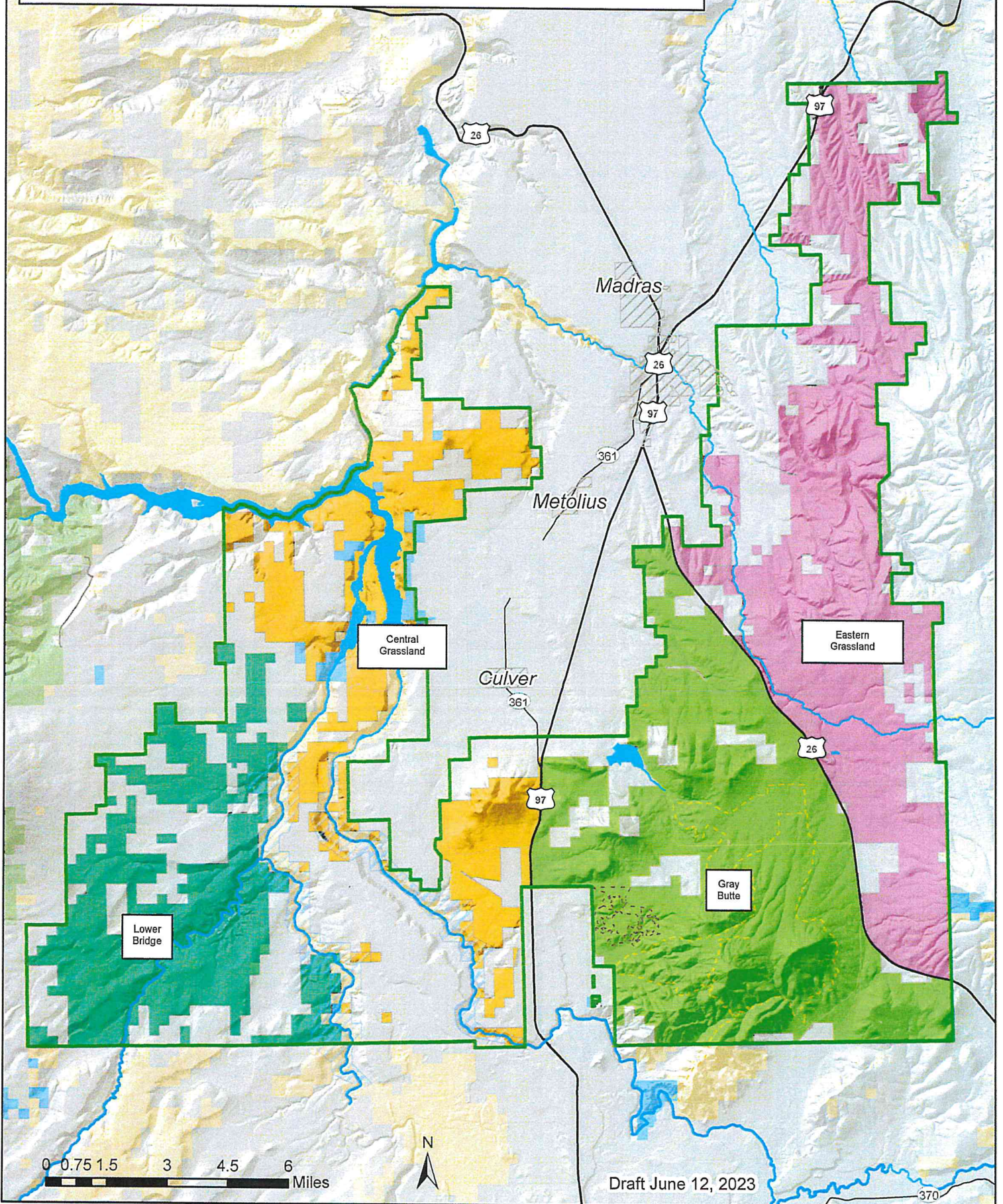


Lower Bridge Proposed Action

- BOTANY_REVEG
- JUT-HAND
- JUT-MAINT
- JUT-MECH
- SHRUB_PLANT
- Lower Bridge Project Boundary
- Roadless Area Boundary



Crooked River National Grassland Outyear Planning for Wildfire Crisis Strategy



AR Log for April 1, 2024

AR Log for April 1, 2024				
ACTION OFFICER (*CONTACT)	TASK	STATUS	TASK DESCRIPTION	COMMENTS
D McRae Sheryl Jones 1	Fire Abatement Project No. 1 - CRR owned properties	On-going	To reduce fire danger, all CRR-owned property to be surveyed for junipers and other brush to be limbed up or removed working with Well Springs, CRR Fire Department and Ranch personnel.	2/5/24 Gen Maint Supervisor Dan McRae reports that work is being done on Horny Hollow Trail and they are waiting for The Heart of Oregon team to complete the job, then will immediately move on to Hill Rd. This road has not been started. 3/4/24 Weather is inhibiting burning. 3/18/24 - No change.
D McRae Mike Dries 2	Fire Abatement Project No. 2 - Lower Pasture	On-going	To reduce fire danger on lower pasture. Lower pasture community garden project	3/4/24 Work party will be rescheduled for March 21 @ 8:00am for lower pasture. 3/18/24 - No change.
D McRae Mike Dries 3	Fire Abatement Project No. 3 - BLM Project	On-going	To reduce fire danger, all public lands adjoining CRR-owned properties. Ranch personnel and volunteers are working with BLM to identify areas of need. The total acreage on this project is about 1031. Areas are on the south side of the ranch and along the Deschutes River. Also 10 acres near Otter Bench Trailhead	1/15/24 - BLM has begun burning process 3/4/24 - Too wet to burn. 3/18/24 - No change
K Vickery 4	Commercial Loop Improvements	On-Going	Clean up appearance of Commercial Loop.	8/7/23 - President Vickery reported that another convex will be delivered mid-August. Sign stating "Appointment only" will be posted in front. Back fence is scheduled for late August/early September. 9/18/23 - One container has been painted. The new container has been added. Pres. Vickery will check on back fence area. 11/20/23 - Gate is being built, fence still pending 3/18/24 Improvements on hold for winter.

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

Monday, April 15, 2024, 6:00 P.M.

I. CALL TO ORDER: Pledge of Allegiance and Roll Call

Name		Name		Name	
Kari Vickery President		Bob Beveridge Vice President		Julia Randall Secretary	
Kelly Davis Treasurer		Sheryl Jones Director		Ara Erdekian Director	
Sarah Woolverton Director		Mike Carey Director		Director	

II. CONSENT ITEMS

- a. Agenda of Regular Meeting – April 15, 2024
- b. Minutes of Regular Session – March 18, 2024
- c. Minutes of Work Session – April 1, 2024

III. COMMITTEE & STAFF REPORTS – Representatives of Committees may request to report on committee's activities since last regular Board meeting. Each person's comments will be limited to three minutes. *(Available Committee minutes and staff reports have been provided in the Board books and on the website.)*

IV. RANCH MANAGER's REPORT –

- a. Collections Report

V. OLD BUSINESS

- a. AR Log

VI. NEW BUSINESS

- a. Possible Crooked River Ranch Motocross Event – Jeremy Mickelson

VII. SECOND READINGS

VIII. FIRST READINGS

IX. PUBLIC INPUT - Must sign up and identify issues to speak on before meeting starts and individuals will be limited to three minutes unless additional time is allowed by the President.

X. PREVIEW OF WORK SESSION – May 6, 2024

XI. ANNOUNCEMENTS & WRAP-UP:

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED