

PASRD Regular Meeting

MINUTES

Date | time 1/5/2021 7:00 PM| *Location* via ZOOM

Type of meeting	Regular Board Meeting	Attendees: Steve & Sue Anderson; Mel & Barb Bartels; Mike Baynes; Jim & Debbie Becker; Bryan & Jane Bubak; Jeff Burns; Nela Deutmeyer; Bill & Ronni Duff; Wil Hansen; Alex Head; Nyle Head; Pat & Roxanne Lenahan; Whitney Lowe; Lee Lucas; Dennis McGregor; Jay & Risa Monroe; Roy & Marsha Rathja; Annie Wittenberg; Kerry & Henry Zenich; LeeAnne ???
Facilitator	Nyle Head, President	
Note taker	Lee Lucas, Secretary	

Agenda Items

Topic	Action Item	Assigned to
ATTENDANCE/ANNOUNCEMENTS	none	none
APPROVAL OF DEC 15, 2020 MEETING MINUTES Minutes of 12/15/2020 approved as posted; minutes of 11/14/2020 corrected to change "general meeting" to "special meeting".	Post to website	Whitney
TREASURER'S REPORT/BILLS KP bill for \$2705 paid 12/31/2020. Checking balance \$62,035.44. No outstanding bills at this time. Expect to receive SDIS and Ryder election bills shortly. Previously authorized purchase of parcel locker delayed – lockers out of stock.	None Keep checking stock	None Annie
WEBSITE STATUS UPDATE Signed version of Bylaws are up on the website. Board approved posting approved minutes and draft policies on website for review.	Post to website	Whitney
DESIGNATION OF OFFICERS For the 2021 year Nyle will continue to serve as president; Jim Becker will take over for Annie as Treasurer; Annie Wittenberg will shift to the role of Secretary; Officers will need to stop by bank and update signature cards; Lee will transfer PO Box key to Annie; Annie will xfr checkbook to Jim.	Notify DES CO of roll changes; Prepare letter for Bank for Nyle's signature; Update SDAO	Annie
BALLOT RESULTS		

142 ballots sent; 124 ballots returned – 70 support road improvement proposal; 51 support status quo; 3 were blank.	Post Ryder official report to website	Annie/Whitney
ROAD IMPROVEMENT COMMITTEE Committee reorganized with new volunteer members: Steve Anderson (Chair), Mike Baynes, Brian Bubak, Sonya Gangstead; Whitney Lowe and Lee Lucas. Board authorizes committee to start to prepare draft annexation application for Enewetak Lane and 69710 Lake Drive. Board authorizes expenditure NTE \$1000 for this purpose. Not including legal fees. Emerald Valley Gravel – We have a bid for 1000' of gravel (R&O). Nyle will get bids for 3000' gravel.	Share committee email addresses with all committee members. Get more gravel bids	Jim Nyle
ADD ITEMS Otta Seal timeframe is late spring. Kerry urged Jim to get new board member training. Kerry and Ronni discussed the need for a letter from Board to all new owners. Nyle asked them to prepare a draft. ANNUAL TO DO LIST provided as a good reminder of monthly tasks. Provided in notes below.	Continue scheduling & contract preparation with contractor. Prepare draft NEW OWNER letter	Nyle/Jim Kerry/Ronni
NEXT MEETING(S)	February 9 th , 7PM via ZOOM	Whitney

Other Information

Resources: please see <https://www.panoramicroads.org/> for agendas, minutes, and other published documents.

Notes: If you would like to be added to our email list please send a request to panoramicroads@gmail.com

ANNUAL TO DO LIST:

January

- Elect officers
- Confirm Bylaws and Policy
- Notify SDAO and SDIS of new officers; renew insurance & officer bond
- Sign new signature cards for bank account
- Update PO Box records

February

March

- Plan for summer maintenance/improvements

April

- Prepare next year's budget

May

- 1st reading of budget

June

- 2nd reading of budget; adopt budget; pass necessary resolutions
- Submit budget and tax resolutions to county; budget forms to SDIS

July

August

September

- Advertise any expiring board position
- Submit In-Lieu audit report to secretary of state

October

November

- Select in-coming board nominee and forward to county

December

When needed: Grading, snow removal, crack sealing