

PANORAMIC ACCESS SPECIAL ROAD DISTRICT

Panoramic Access Special Road District

P.O. Box 1226, Sisters, OR, 97759; Email: panoramicroads@gmail.com

MINUTES: Regular meeting: 11 December 2019

IN ATTENDANCE:

Jim Becker, Brian Bubak, Nela Deutmeyer, Doug & Laura Duey, Sonya Gangstead, Nyle Head, Ashley Hills, John Leason, Whitney Lowe, Lee Lucas, Jerry Nehring, and Annie Wittenberg.

PREVIOUS MINUTES: Minutes of the 11.13.2019 regular board meeting are approved as distributed: **MSP** (motion made, seconded, and passed; vote is unanimous unless otherwise indicated).

TREASURER’S REPORT: Paid \$960 for snow removal. Current balance is \$63,464.39.

VISITOR COMMENTS: See snow removal feedback below.

BUSINESS

Bills: We expect a bill for rock hammering – not received yet.

Insurance: Insurance cost will be \$1458, due in Jan 2020. Sonya questioned whether some of our coverage is really needed. Annie will check into possible cost savings and report back in January. Coverage questionnaire is taken care of.

ROAD MAINTENANCE

Status of road drainage repair at Lake ‘S’ curve: Waiting on engineering study; will need catch basin for drainage runoff.

Status of gravel at Buck Horn and Green Ridge and on Lake at Hinkle Butte: Waiting for snow to melt.

Grading status: roads are in fair shape; may be able to delay grading until spring.

Status of sinkhole at Buck Horn and Lake: Waiting on bid.

Snow plowing feedback: Night-time snow removal and driveway clearing minimized traffic problems; a few glitches: one driveway on Sisters View was missed; “snow triangles” at road junctions constricted traffic – probably best to clear the snow off the road; end of Pine Ridge should be treated as a driveway and not leave a snow berm on the road.

ROAD IMPROVEMENT/PAVING

Committee report/status: Jim set up a conference call with Lee and the attorney Jim Shannon to clarify Board authority to make property assessments - Board has the authority to contract for road upgrades and to assess property owners for the work – assessments should be based on benefits of road upgrades to each property. Eventually, if we go ahead, we will need an attorney on retainer to hand legal aspects of financing and assessments, and a collection agency to receive payments from property owners and to make payments to lenders.

Status of new FAQ’s for website: Approved by Board and on the website; Board approves mailing printed copies of FAQ’s to all property owners of record: **MSP**. Brian suggested we add an “about us” tab to the website – Brian and Lee will write something up for Board approval. We also agreed to put meeting agendas on the website at the same time they are emailed.

Status of letter of engagement with SDAO: Board reviewed it; Jim negotiated some wording changes; letter is now signed.

Status of OSU engineering student project: dead; will remove item from future agendas

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Engineering study proposal: Nyle received a proposal from H. A. McCoy Engineering & Surveying LLC to conduct a study of district roads and prepare bid documents; to obtain and evaluate project bids including background checks of all bidders and recommend a finalist to the Board; and to administer the construction contract. The total “not to exceed” fee is \$23,240 with \$6,000 to start. Any extra work such as surveying or road bed testing that is negotiated between the engineer and the Board would be billed on an hourly basis. Board authorizes Nyle to sign proposal on behalf of the district once he and Jim are satisfied with the proposal: **MSP**. (Note: Proposal was signed 18 December 2019).

Nyle noted that the proposed road upgrade would provide: a 28’ width with two 12’ lanes and 2’ shoulders on primary roads; a 24’ foot width with two 11’ lanes and 1’ shoulders on secondary roads; and a 14’ width with one lane and 1’ shoulders on cull de sacs. The “grindings” sections of Panoramic and Buck Horn would be completely redone. Primary and secondary roads would include humps to slow traffic (similar to those on Olney in Bend).

ADMINISTRATIVE

Website status: need more meeting minutes on website – Lee will take care of it.

Redrawing district boundaries: Board decided to do nothing at this time, since the owner must apply to the County Board of Commissioners. Lee will relay this to the new owner.

ADD ITEMS

Annie has her letter of appointment to the Board from the county.

Lee will prepare a district policies statement for review at a future meeting.

Numbers from checkbook need to be entered into either Quicken or Quick Books to facilitate financial statements to support future solicitation of lenders. Board approves purchase of Quicken: **MSP**. Jim volunteered to help do this.

FUTURE MEETINGS

General Meeting: 7pm, Wednesday, 8 January 2020 at Oregon Department of Forestry

Lee Lucas, Secretary