

## PANORAMIC ACCESS SPECIAL ROAD DISTRICT

---

### Panoramic Access Special Road District

P.O. Box 1226, Sisters, OR, 97759; Email: [panoramicroads@gmail.com](mailto:panoramicroads@gmail.com)

**MINUTES:** Regular meeting: 6 October 2020

Zoom Video Conference meeting: hosted by Whitney Lowe

### IN ATTENDANCE:

Mel & Sue Bartels, Jim Becker, Brian Bubak, Melissa Cretsinger, Ronni Duff, Doug & Sheila Gannon, Wil Hansen, Nyle Head, Steven Johnson, Ron & Kay Landers, Whitney Lowe, Lee Lucas, Annie Wittenberg, and Kerry & Henry Zenich.

**PREVIOUS MINUTES:** Minutes of 7.14.2020 are corrected to change the outstanding check of \$144 to \$114. Minutes of 9.8.2020 are approved as distributed, with removal of "(copy attached)" on the 3<sup>rd</sup> to last line of page 1: **MSP** (motion made, seconded, and passed; the vote is unanimous unless otherwise indicated).

**TREASURER'S REPORT:** The current balance is \$35,113.74. The only check outstanding is \$20 for filing the in lieu of audit report.

### BUSINESS

**Bills:** None

**In lieu of audit report:** The in lieu of audit report has been filed electronically and a paper copy was sent with the check for the required fee of \$20.

**Upcoming board vacancy:** One person has indicated interest so far.

**Additional parcel lockers at mailboxes:** Home Depot sells two parcel locker units. One has 4 large parcel lockers for \$1724; the other has 8 medium parcel lockers for \$2484. Installation on a concrete pad would cost extra. The Post Office does not provide these mail box units. The road district paid for the existing mailbox units many years ago. Occasionally, the mail handler runs out of large parcel lockers and recipients must go into Sisters to pick up their packages. No one present had a problem with this. Nyle will talk to the mail handler and see how often there is a shortage of large parcel lockers.

### ROAD IMPROVEMENT

**Enewetak status update:** Brian reported on the conference call he and Lee had with attorneys at Karnopp Petersen: Ellen Grover and Jennilyn Aston. Karnopp Petersen sent a letter of engagement and estimated the cost would be between \$1,400 and \$2,700 to resolve the status of Enewetak and to look into the issues of maintaining/improving private roads within the district. After some discussion it was decided to hold off on engaging the law firm and (1) Brian and Lee will try to talk with the land owners abutting Enewetak; and (2) Whitney will arrange a Zoom meeting between the board and the owners on north Lake Drive. There is one property: 69710 Lake Drive that is not part of the road district yet the only access to the property is via Lake Drive.

**Committee report/Conference call with David Ulbricht (SDAO):** Jim discussed five points:

- (1) David advised that our only choice is 10 years for a bond term. OR law requires us to give land owners a minimum of 10 years on lien contracts; and federal tax law limits capital improvement bonds to 125% of the useful life of the capital improvement.
- (2) David said we should not allow owners to prepay any assessment before construction costs are known; otherwise it is legally tricky for the district to get paid when there are cost overruns.
- (3) David described the services of a trustee and estimated the cost to be \$750 to \$1,000 per year for the term of the bond. The trustee bills owners for lien payments, collects payments and makes required

## PANORAMIC ACCESS SPECIAL ROAD DISTRICT

---

payments to bond holders. This provides transparency and protection for board members and for the road district; plus, some lenders require that a trustee be used.

(4) The district is allowed to add an administrative fee to the bond interest rate. David said the purpose is to even out cash flow. Bond interest payments are not constant over the bond term because the interest rate increases in steps and the principal is being paid down. But, lien contract interest is constant over the term of the lien contract.

(5) A concern we have had from the beginning is to avoid foreclosing on properties in arrears on lien payments if at all possible. David said we were overthinking the problem. He recommended we include a reserve, sufficient to make bond payments for a year, in the lien contracts. This way there should always be enough in the trustee account to make the required bond payments. If at the end of the bond term, there would be funds left over, the trustee can reduce the final lien payments to account for this. This would require no special action by the board.

**Preparing for and scheduling the public hearing:** Our schedule has slipped since the last board meeting. We set a new schedule: Public meeting: Sat, November 7 with ballots to go out soon after that. Annie plans to have a power point presentation for that meeting. The presentation and background information would be mailed to all property owners about 2 weeks prior, target date: October 27. The ballots would go out the week of November 9. Deadline for ballot return is expected to be 7 December.

Bend Mailing Services (BMS) is available to do the mailing for both the letter and the ballot. BMS can use the tracking service of the Postal Service to confirm delivery. (Certified mail would cost \$909 and registered mail would cost \$1846). BMS recommends Ryder Election Services (RES) to mail and count ballots. Both BMS and RES are highly automated and work together often. RES can give us daily reports on returned ballots to follow up on nonvoters. Annie got an estimate of \$1,677.30 from RES which includes postage and envelopes.

PASRD will use Bend Mailing Services to mail out an information letter to owners prior to the public meeting: **MSP**.

PASRD will use Ryder Election Services to mail and count ballots: **MSP**.

### ROAD MAINTENANCE

**Fall grading plan:** As soon as we get a good rain, Robinson & Owen (R&O) will grade roads

**Lake 'S' curve repair status:** The contractor on this project is busy fighting fires. It may be next year before he can finish this work.

**Adding gravel to Green Ridge and Lake - status:** R&O will do this at the same time as grading.

**"Grindings" bid and status:** The bid to grind up and remove the bad section of Buck Horn and Panoramic is \$18,400. This amount requires us to get 2 more bids. The estimate to wait and do this as part of a paving project next year is \$7500; plus the grindings can be reused as part of the road base. It was agreed we should wait and see how the "paving" ballot turns out.

### **Chat side-bar items:**

- Is there training for new board members available? Who pays for it? Yes, The Special Districts Association of Oregon (SDAO) offers several training courses: two of particular value are: New Board Member Responsibilities and Public Records Laws. Currently, these training courses are offered online due to the COVID-19 restrictions. The road district pays any fees charged for the training of new board members.
- There is no public access to Wychus Creek or to the Deschutes Land Trust preserve via Lake Drive.

## **PANORAMIC ACCESS SPECIAL ROAD DISTRICT**

---

### **ADMINISTRATIVE**

**Website report/status:** Whitney stands ready to add documents as Annie approves them. The ballot counting process will need to be rewritten.

### **ADD ITEMS**

**Draft policy & procedures:** Ronnie offered to work on this with Lee. Lee will send Ronnie what he has so far.

### **FUTURE MEETINGS**

**Special Meeting:** TBD, Saturday, 7 November: Public meeting on proposed road project and financing plan – Sisters Fire District Community Hall – in person and via Zoom

**General Meeting:** 7pm, Tuesday, 10 November 2020 – Zoom teleconference

**General Meeting:** 7pm, Tuesday, 8 December 2020 – Zoom teleconference

Lee Lucas, Secretary