

# **Minutes for Panoramic Access Special Road District (PASRD)**

## **Regular Meeting June 10, 2024**

### **Called to order by Nyle Head:**

The regular meeting of PASRD was held on June 10, 2024 by Zoom teleconference. It began at 7:13 pm. Officers in attendance were: Nyle Head and Deanna Jolly.

### **Alan Weible**

**Brian and Cathy**

**Mark Rubbert**

**Wil Hansen**

**Lee Lucas**

**Sheila Kelley**

**Peggy Maco**

### **Agenda Items**

#### **1. Call to Order/Record Meeting**

Details of the meeting conversations can be reviewed on the meeting recording which can be reviewed at:

**No recording available for this meeting.**

#### **2. Introduction of Attendees: Nyle Head thanked all attendees for attending.**

#### **3. Announcements:**

#### **4. A motion made by Deanna Jolly to approve the May 2024 Regular Meeting Minutes, seconded by Nyle Head and adopted by unanimous vote of the board.**

#### **5. Treasurer's report/Budget: Sheila Kelley presented the Treasurer's report, The bank balance is \$49,424.52 with a working capital of \$33,934.52, the full report can be read on the website.**

#### **6. Outstanding Bills: None**

#### **7. Other Business Items: The Second and Final reading of the proposed budget was read by Sheila Kelley. The floor was opened for any questions or explanations of the budget and there were none.**

##### **1. Resolution 2024-2: Adopting the Budget**

Be it resolved that the Board of Commissioners of the Panoramic Access Special Road District hereby adopts the budget for Fiscal Year 2024-2025 in the sum of \$89,424.52 now on file in the Panoramic Access Special Road District Google Drive and at the residence of the District's Administrative Treasurer, Sheila Kelley, 17295 Emerald Valley Road, Sisters, OR 97759.

##### **2. Resolution 2024-3: Making Appropriations**

Be it resolved that the Board of Commissioners of the Panoramic Access

Special Road District hereby appropriates funds for the fiscal year beginning July 1, 2024 and ending June 30, 2025 as follows:

**General Fund:**

Administrative Fund:	\$ 3,595.00
Contractual Services Fund	70,284.52
Professional Services Fund	8,045.00
Subtotal	\$81,924.52

Contingency Set-aside           \$ 7,500.00

Total                               \$89,424.52

**3. Resolution 2024-4: Levying and Categorizing taxes**

Be it resolved that the Board of Commissioners of the Panoramic Access Special Road District hereby imposes the taxes provided for in the adopted budget at the rate of \$1.1860 per \$1,000.00 of assessed value for the permanent tax rate and that these taxes are hereby imposed and categorized as General Government for tax year 2024-2025 upon the assessed value of all taxable property within the Panoramic Access Special Road District:

A motion made by Deanna Jolly to approve The above resolutions 1 thru 3 and seconded by Nyle Head and adopted by unanimous vote of the board.

8. Special Committee Reports: A motion was made by Deanna Jolly to approve the "Agreement Between Panoramic Access Special Road District and a Group of Property Owners to Pave Part of Panoramic Drive." A copy of the agreement, along with all supporting documents are attached to these minutes and incorporated herein by reference. The motion was seconded by Nyle Head and approved by unanimous vote of the board.

Mark Rubbert will inform the board when construction will begin on the Panoramic Drive project.

9. Road Maintenance: There is not a schedule for the spring grading or crack sealing at this time. Nyle Head will check with additional contractors to see about getting the work completed this year.

**10. Future Projects:**

11. The Board position of Treasurer was open as of January 1, 2024 and is a 3 year term. The board has not received any applications for this position. There had been an ad running in the Nugget for a month and it is posted on the Website. The board is continuing to accept applications for the open position. Applicants can send their applications to [panoramicroads@gmail.com](mailto:panoramicroads@gmail.com). The position of president will be vacant on December 31, 2024. Wil Hansen will be sending his application to the board in July to fill any position needed on the board.

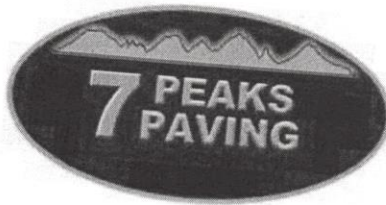
12. The Next Board Meeting will be July 8, 2024 at 7:00 PM via Zoom.

**13. Adjournment**

The meeting was adjourned at 7:40 PM

PASRD Secretary  
Deanna Jolly  
6/10/2024

7 PEAKS PAVING, LLC  
PO BOX 2085  
BEND, OREGON 97709



Phone (541) 550-5989  
Fax (541) 550-5987  
CCB# 193290

Estimator: Eric Fury

Cell No.: (541) 480-6780

Email: ericf@7peakspaving.com

TO:

MARK RUBERT  
69482 PANORAMIC  
SISTERS, OR

Date: 3/25/2024

Fax:

Phone: (541) 408-7826

**PROJECT: COMMUNITY ROAD PAVING ON PANORAMIC IN SISTERS**

7 Peaks Paving, LLC is pleased to submit the following proposal on the above referenced project. The following shall serve as a breakdown:

Item No.	Description	Quantity	U/M	Unit Price	Total Price
1	GRIND EXISTING CHIP SEAL FOUND ON THE FIRST 900 FT OF PANORAMIC DRIVE AND LEAVE IN PLACE, GRADE AND COMPACT AT A WIDTH OF 24 FT / PAVE AT 2" FINISH DEPTH OF ASPHALT / INCLUDES PLACING 2 FT SHOULDERS ON EACH SIDE AFTER PAVING IS COMPLETED	21,600.00	SF	\$1.89	\$40,824.00
2	PLACE 2" OF 3/4 COMMERCIAL BASE ROCK OVER THE EXISTING TO ENSURE A 4" MINIMUM COMBINED DEPTH WITH WHATS THERE AND TO CROWN THE ROAD DURING PREP OF 3045 X 24 SECTION OF PANORAMIC FROM THE END OF ITEM 1 TO JUST PAST THE SECOND ENTRANCE TO THE PROPERTY AT 69482 PANORAMIC / INCLUDES 2FT SHOULDERS	73,080.00	SF	\$1.83	\$133,736.40
3	GRIND TIE INS THEN TAC AND OVERLAY ENTRANCE ROAD AT 24 FOOT WIDTH FROM CAMP POLK INTO THE 3 WAY AT 2" FINISH AC DEPTH " INCLUDES MAIL BOX AREA" ALSO INCLUDES 2 FT SHOULDERS AFTER PAVING	43,585.00	SF	\$1.44	\$62,762.40

**Total Proposal Price: \$237,322.80**

**Special Conditions:**

- 1 Proposal assumes that mutually agreeable contract terms and construction schedule will be negotiated with the prime contractor.
- 2 Proposal excludes all engineering, permits, permit acquisition, fees, right-of-way acquisition, erosion control, survey, staking, QC/QA, testing, over excavation, header boards, saw cutting, soil sterilization, weed killer and unsuitable material.
- 3 Proposal excludes all slurry seal, fog seal, aggregate base prime coat, utility lowering or raising, concrete aggregate base placement and traffic control.
- 4 Proposal is valid for ten (10) calendar days. 7 Peaks Paving, LLC reserves the right to change this proposal if not accepted.

Musselshell

Sonya Gangstead 5/10/2024

County of ~~Deschutes~~ )

Personally appeared before me this day of 5-10-24  
foregoing instrument to be her voluntary act and deed.

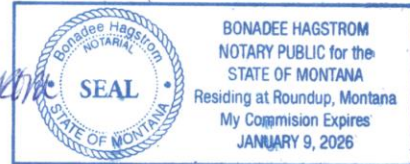
Notary Public for ~~Oregon~~ Montana

My Commission Expires: 1-9-2026

State of ~~Oregon~~ Montana

2024 Sonya Gangstead . and acknowledged the

Bonadee Hagstrom



County of Deschutes )

Personally appeared before me this day of  
instrument to be his voluntary act and deed.

Notary Public for Oregon

My Commission Expires:

State of Oregon

2024 John Morter and acknowledged the foregoing

County of Deschutes )

Personally appeared before me this day of  
foregoing instrument to be her voluntary act and deed.

Notary Public for Oregon

My Commission Expires:

State of Oregon

2024 Dave Elpi and acknowledged the

County of Deschutes )

Personally appeared before me this day of  
instrument to be his voluntary act and deed.

Notary Public for Oregon

My Commission Expires:

State of Oregon

2024 Karen Waddell and acknowledged the foregoing

2/12

~~County of Deschutes )  
Personally appeared before me this day of \_\_\_\_\_ 2024 Nyle Head, President of the  
Panoramic Access Special Road District, and acknowledged the foregoing instrument to be his voluntary act and  
deed.  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_  
State of Oregon~~

~~County of Deschutes )  
Personally appeared before me this day of \_\_\_\_\_ 2024 Alan Weible r. and acknowledged the  
foregoing instrument to be her voluntary act and deed.  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_  
State of Oregon~~

~~County of Deschutes )  
Personally appeared before me this day of \_\_\_\_\_ 2024 William Willits . and acknowledged the  
foregoing instrument to be her voluntary act and deed.  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_  
State of Oregon~~

County of Deschutes )  
Personally appeared before me this day of 5-13 - 2024 Dana Jenkins , and acknowledged the foregoing  
instrument to be his voluntary act and deed.  
Notary Public for Oregon Danielle Dee Stevens  
My Commission Expires: 4-6-2027  
State of Oregon

Dana Jenkins 5-13-2024



~~Personally appeared before me this day of , \_\_\_\_\_ 2024 Deanna Jolly . Secretary of the  
Panoramic Access Special Road District, and acknowledged the foregoing instrument to be his voluntary act and  
deed.  
Notary Public for Oregon  
My Commission Expires: \_\_\_\_\_  
State of Oregon~~



Agreement between Panoramic Access Special Road District and a group of property owners to pave part of Panoramic Drive

1. This agreement is between PASRD and the group of property owners providing funding for the project, represented by Gangstead & Rubbert. The Board must agree to the project and it must be signed and notarized by the Board and all owners before any work commences. Res 2022-4, lines 1 and 5. Identical copies of this agreement may be executed individually by the parties and combined to form the complete agreement.

The parties are:

Gangstead, 69482 Panoramic Drive

Jenkins, 69430 Panoramic Drive

Willits, 69500 Green Ridge Loop

Weible, 69435 Hinkle Butte

Waddell, 69470 Green Ridge Loop

Elpi, 69490 Green Ridge Loop

Morter, 69480 Green Ridge Loop

2. The project will pave over the failed RAP section of Panoramic Drive, beginning at the 3-way intersection with Buckhorn and Green Ridge Loop. The existing material will be ground, leveled, compacted, and a 2" layer of compacted hot mix asphalt placed on top. The paved road will be 24' wide. 1' gravel shoulders will be installed after paving.
3. 7 Peaks Paving will be the contractor. The work is described in item #1 of the attached bid. Items 2 and 3 will not be done.
4. This work will be wholly financed by the property owners at no expense to the district. Res 2022-4, line 4.
5. There are no expected maintenance expenses for many years. Whenever maintenance is required, the cost will be much lower than repairing the failed RAP currently in place. Res 2022-4, line 6. The District assumes responsibility for maintenance after satisfactory completion of the proposed work.
6. A traffic management plan will be produced after the board approves this agreement, before any work commences. Re 2022-4, line 13.

Supporting Documents

Resolution 2022-4 authorizing private financing of paving project

Contractor proposal

Map of proposed work area

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County of Deschutes )  
Personally appeared before me this day of  
foregoing instrument to be her voluntary act and deed.  
Notary Public for Oregon  
My Commission Expires:  
State of Oregon

2024 Sonya Gangstead , and acknowledged the

County of Deschutes )  
Personally appeared before me this day of  
instrument to be his voluntary act and deed.  
Notary Public for Oregon  
My Commission Expires:  
State of Oregon

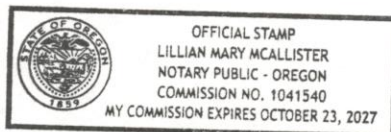
2024 John Morter and acknowledged the foregoing

County of Deschutes )  
Personally appeared before me this day of  
foregoing instrument to be her voluntary act and deed.  
Notary Public for Oregon  
My Commission Expires:  
State of Oregon

2024 Dave Elpi and acknowledged the

County of Deschutes )  
Personally appeared before me this day of May 15<sup>th</sup>, 2024 Karen Waddell and acknowledged the foregoing  
instrument to be his voluntary act and deed.  
Notary Public for Oregon  
My Commission Expires: October 23, 2027  
State of Oregon

*Karen L Waddell*





County of Deschutes )

Personally appeared before me this day of \_\_\_\_\_ 2024 Nyle Head, President of the  
Panoramic Access Special Road District, and acknowledged the foregoing instrument to be his voluntary act and  
deed.

Notary Public for Oregon

My Commission Expires: \_

State of Oregon

County of Deschutes )

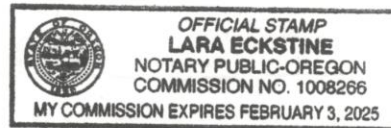
Personally appeared before me this day of Alan Weible 2024 Alan Weible  
foregoing instrument to be her voluntary act and deed. 5/20/24

Notary Public for Oregon

My Commission Expires: 02/03/2025

State of Oregon

*[Signature]*



County of Deschutes )

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Notary Public for Oregon

My Commission Expires:

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County of Deschutes )

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instrument to be his voluntary act and deed.

Notary Public for Oregon

My Commission Expires:

State of Oregon

2024 Dana Jenkins , and acknowledged the foregoing

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Panoramic Access Special Road District, and acknowledged the foregoing instrument to be his voluntary act and  
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Notary Public for Oregon

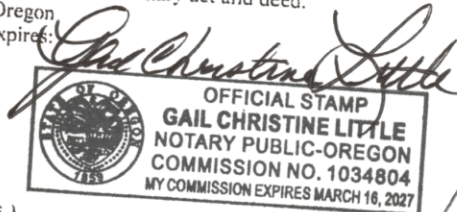
My Commission Expires:

State of Oregon

2024 Deanna Jolly , Secretary of the

County of Deschutes )  
Personally appeared before me this day of 29th May 2024 Nyle Head, President of the  
Panoramic Access Special Road District, and acknowledged the foregoing instrument to be his voluntary act and  
deed.  
Notary Public for Oregon  
My Commission Expires: March 16, 2027  
State of Oregon

County of Deschutes )  
Personally appeared before me this day of  
foregoing instrument to be her voluntary act and deed.  
Notary Public for Oregon  
My Commission Expires:  
State of Oregon



~~2024 Alan Weible~~ . and acknowledged the

County of Deschutes )  
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Notary Public for Oregon  
My Commission Expires:  
State of Oregon

~~2024 William Willits~~ . and acknowledged the

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Notary Public for Oregon  
My Commission Expires:  
State of Oregon

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Notary Public for Oregon  
My Commission Expires:  
State of Oregon

~~2024 Deanna Jolly~~ . Secretary of the

