

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, September 19, 2024

Meeting In Person at the SROA Board Room and Via Microsoft Teams

**Call to Order:** Chair Fister convened the meeting at 1:00 p.m.

**Roll Call:** Chair Fister, Dir. Ralston (via Teams), Dir. Kelley, Dir. Hepburn, and SROA Ex-Officio Schneider were present. Vice Chair Shoemaker was not present.

**SD Staff:** Fire Chief Boos, Police Chief Lopez, Captain Kornblum, Administrator Holliday

**SROA Staff:** Susan Berger

**Public Safety Building Project Manager:** Doug Nelson

**Public Input:** No Input.

### **Acknowledgements and Introductions:**

Administrator Holliday acknowledged Dana Whitehurst's upcoming retirement after serving nine and a half years with the Sunriver Service District; seven years with Sunriver Police Department and two and a half years with Sunriver Fire Department. Dana has 41 years with law enforcement overall. The District thanked her for her service and look forward to her working part-time as the Executive Assistant to Administrator Holliday through the winter. Chiefs Lopez and Boos also shared their thoughts and thank you's for the service and guidance Dana provided while working at both agencies. Director Kelley expressed his gratitude for all Dana did for Black Butte PD while working as the Records Manager at Deschutes County Sheriff's Office and Executive Assistant at Sunriver Police Department. Chair Fister acknowledged all the assistance Dana has provided to the District while working at both Sunriver Police and Fire. Executive Assistant Whitehurst thanked the District for her time spent working for the District.

Chair Fister welcomed Randy Schneider, the newly appointed SROA Ex-Officio to the Sunriver Service District Board. Ex-Officio Schneider introduced himself and provided insight on why he was excited to be part of the SSD Board.

### **Consent Agenda**

#### **1. Motion to approve:**

- a. August 15, 2024, Regular Board meeting minutes
- b. SROA Monthly invoice in the amount of \$9208.09

Dir. Hepburn moved to approve the consent agenda; seconded by Dir. Ralston. Motion passed unanimously.

### **Old Business**

#### **2. Public Safety Building**

##### **a. Public Safety Building Construction Update – Nelson/Kirby Team/KMB Architects**

OR/PM Doug Nelson introduced Sean Darnell from KMB Architects and acknowledged how easy it has been to work with him on this project and thanked him for his timeliness. Kenny from Kirby Nagelhout agreed.

Nelson advised all permits are still active. He is still waiting for the final review comments from the County for fire sprinklers Phase 2. He should have it by the end of the week.

Kenny from Kirby Nagelhout advised:

- The first floor of the fire department is roughed-in. After the inspection on Monday, they will start closing walls. Once the rough-in inspection is complete, they will schedule the rough-in inspection for the second floor. Simultaneously there will be mudding and taping ongoing.
- Working on apparatus bay siding. Once completed, they will side the fence.
- Tuesday, Sept. 24 is the power shut down and swap over date. Power will be shut down at 8 a.m. and will be brought back up as quickly as possible. There is a 10-hour window. Once the changeover is done, Kirby will be able to get final reporting done on the mechanical side in Phase 2. This will allow heat and a/c to be turned on in a few weeks.
- The original project end date is still tracking and there hasn't been anything to push it out.

Nelson pointed out that the stonework is done and it is very creative and makes a statement.

**b. Motion to Approve August 2024 Building Funding Requests in the total amount of \$795,674.00**

- i. KMB Architects invoices in the amount of \$11,559.05
- ii. Carlson Testing invoice in the amount of \$1612.25
- iii. Nelson Capital invoice in the amount of \$9,500.00
- iv. Sage Springs invoice in the amount of \$678.85
- v. Kirby Nagelhout Construction invoice in the amount of \$695,002.88
- vi. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
- vii. Ed Staub invoice in the amount of \$540.04
- viii. Stryker invoice in the amount of \$4568.80
- ix. Premier IT invoice in the amount of \$57,826.00
- x. SSD invoices in the amount of \$13,386.05

Nelson advised he had a couple of corrections to the funding requests. During an audit for the Ed Staub account, it was discovered that two of the invoices had already been paid. The total to Ed Staub has changed to \$540.04. The Stryker invoice didn't have shipping costs added in, so the total invoice is now \$4,568.80. This brings the total Funding Request to \$795,674.00

Dir. Ralston moved to approve the invoices as presented; seconded by Dir. Hepburn. The motion passed unanimously.

**c. Motion to approve \$200,000 of Public Safety Building Fund 717 contingency dollars**

Nelson advised it is time to purchase the final furniture, fixtures and equipment. The project has \$18 million of committed funds and is looking to utilize \$200,000 from the unallocated interest income revenue. The following items are pushing the budget over the threshold and were not anticipated:

- Covered parking, which was deferred but is on the land use permit and the District will not receive occupancy certificate unless it is completed.
- The sprinkler system for Phase 2 came in at about \$106,000 over what had originally been bid.
- The demolition cost came in at about \$90,000 more than anticipated. The radio antenna is another \$47,000 and is needed due the poor signal strength inside the new building.
- There are various (Request for Information) RFI change order items to be bid on next week at approximately \$140,000.

Dir. Ralston noted while these items are taking the project over the \$18 million threshold, the interest income is due to good investments on the funds and will still only cost the taxpayers \$18 million. The District can use the interest made and still have funds leftover for building maintenance once it is completed.

Administrator Holliday explained because OR/PM Nelson's budget is a project-based budget and the District's budget is a fiscal-year budget, there is no need to actually move funds until those line items are overspent. The District will most likely need to make a mid-year adjustment, and she has already been in touch with the county about it. Administrator Holliday advised the total interest income for the project to date is around \$950,000.

- d. Motion to approve additional committed funds in the total amount of \$486,758.34 - Nelson**
- i. Contract Addendum No 1, total amount requested to complete the project through March 21, 2025: \$57,000.00
  - ii. Central Oregon Office Interiors: purchase, shipping and installation of all furniture. Total quoted: \$209,355.47
  - iii. Spacesaver Specialists: Equipment Armory Package. Total quoted: \$12,963.00
  - iv. Spacesaver Specialists: High Density File System and Evidence Storage. Total quoted: \$37,819.00
  - v. Mystaire: PD Fume Hood. Total quoted: \$10,966.00
  - vi. Cascade Fire Equipment Co: Arctic Air SCBA Equipment: Total quoted: \$57,292.66
  - vii. Cascade Fire Equipment Co: Dual Purpose Hose Dryer. Total quoted: \$13,435.60
  - viii. KNCC PCO #07: Fire Department Covered Parking. Total PCO#07: \$87,926.61

Nelson explained each item listed above and made a change to viii. KNCC PCO #06. It should read PCO #07. (The change was made above.)

Dir. Hepburn motioned to approve committed funds in the total of \$486,758.34, including allocation of \$200,000 in interest income funds; seconded by Dir. Ralston.

Dir. Hepburn asked if it was the final cost for the additional funding. Nelson advised probably not, and they have identified up to \$400,000 total. Dir. Hepburn asked when the building reserve fund would be completed, and Administrator Holliday stated in November.

Dir. Ralston, Dir. Kelley, Dir. Hepburn voted yes. Chair Fister voted no. Motion passed.

**e. Discussion on remaining roadway paving charges**

Administrator Holliday noted that during an email exchange between Nelson and SROA, where SROA agreed to pay half of the cost to pave the roadway between SROA Administration Building and the Public Safety Building. Due to miscommunication and the invoice coming in slightly higher than anticipated, SROA still owes \$1,443.00 for their half. Administrator Holliday is asking if the board would like SROA to be invoiced for the additional amount. Through discussion it was decided not to invoice SROA for the additional amount.

**f. Review of monthly memo to Deschutes County Commissioners**

There were no changes to the memo, and Administrator Holliday will send it out.

**3. Update on SSD Strategic Plan**

Due to Vice Chair Shoemaker not being present, there was no update.

#### **4. SSD Post Incident Procedures**

Dir. Hepburn advised that both chiefs have been very busy so there is nothing to report at this time. Dir. Hepburn advised there is interest in creating a restrictive shooting zone in Sunriver. The discharge of a firearm in an unincorporated area in Deschutes County is not necessarily a law enforcement issue unless the person shooting the gun is pointing it at someone or threatening them with it. Just discharging a firearm without those elements is not necessarily a police matter, but just a Sunriver SROA rule. Setting up a restrictive shooting zone could make it so law enforcement could take action. To create a restrictive shooting zone, it requires 60% of voters to sign a petition and the County Commissioners to vote to create the zone or not. There are several restrictive shooting zones in Deschutes County already.

The SSD Board cannot take a stance on this issue and must remain neutral. Chair Fister advised he consulted with counsel and essentially Board Members, employees and sworn volunteers of the District cannot take a stance on this topic. This doesn't prevent them from signing the petition as Sunriver citizens. Chief Lopez added there are numerous state statutes that address the simple discharge of a firearm. Shooting in your backyard in the direction of a residence and endangering others is covered by state statute.

### **New Business**

#### **5. Monthly Chief/Administrator's Reports**

##### **Fire Chief Boos:**

- Overview of monthly statistics
- Chief Boos is still on the ODF/OSFM Wildfire Funding Committee to address sustainable funding for wildfire mitigation. The committee finishes up in November.
- Working on the 2030 SROA Strategic Planning Task Force.
- Chief Boos has been in the community discussing defensible space with homeowners.
- The department has a plan in place for the Tuesday power cut over.
- Bachelor Complex fire – Chief Boos advised he learned a lot about the community throughout the process. There will be a debrief next week. Chief Boos thanked the board, Chief Lopez, Team 3, Lapine Fire, Deschutes County EMS/Sheriff's Office/Road Department/ODOT, and especially Nathan Garibay at Incident Command and Administrator Holliday for staying late to answer phones. There will be a lot learned from this fire and it is way different than a tabletop.
- Completed hose testing this week.
- Swiftwater Rescue Training next week.
- The Academy is coming up. More people are going through the process to be qualified to work out of classification, which should reduce the need for overtime. Firefighter Johnston completed his AIC Engineer/Captain training.
- Central Oregon sent out a task force to the Rail Fire outside of Dayville. Sunriver didn't have one to send.
- Deputy Chief Bjorvik has been out on numerous fires this summer. Chief Boos advised that Bjorvik is good at what he does and if agencies can get him on their team, they will.
- The FD physician provided respiratory emergency case review.
- Attended the Sunriver Resort Employee appreciation luncheon.

Dir. Hepburn asked if there was anything the board could do when it comes to Chief Boos' discussions with SROA regarding defensible space. Chief Boos advised that he and Chief Lopez have talked about getting all the main players in Sunriver to meet so that when there is an emergency, they have a working knowledge of each other and what they bring to the table. Dir. Kelley asked if the recent fire has helped Sunriver against future fires and Chief Boos said it has created a barrier from the west against future fires for the next few years.

### **Police Chief Lopez:**

- Overview of monthly statistics.
- Completed Corporal and Officer interviews. Provided a background packet to a candidate for each position. The Corporal candidate is moving forward. The lateral officer candidate is currently on hold while working out some logistics.
- Have had two productive/positive meetings with Citizen Patrol to incorporate them into the Police Department as volunteers. Looking to make Citizen Patrol more of a public safety volunteer to incorporate the Fire Department, as well. CSO Steinbrecher is doing a great job with the volunteers and Chief Lopez would like everything to be ironed out by early next year.
- House Bill 4042 (recriminalization of drugs) went into effect September 1. There is a deflection program in place that SRPD has received training on.
- Bike Patrol statistics – Even with the limited staffing the program had this year, it was still successful. Reported bike crashes were down considerably. Bike Patrol responded to numerous code violations and issued several citations.
- Chief Lopez gave an overview of SRPD summer statistics.
- Officer Mann is entering phase 3 in her training program.
- Department training included Digital Forensics, Deflection Program, Diversity Equity Inclusion, License Plate Reader. Chief Lopez attended a couple classes at the FBI National Academy re-trainer. Sgt. Beck attended High Risk Vehicle training. Captain Kornblum, Corporal Lawrence and Officer Mann attended “Women’s Leaders in Law Enforcement” training in California.
- Drone Report – the drone pilot is currently training a trainee. Nothing to report.
- Attended the Sunriver Resort Employee Appreciation BBQ.
- Will be assisting with the Three River’s School Otter Run coming up soon.
- Faith in Blue is next month.
- Bachelor Complex Fire – Chief Lopez is proud of how Sunriver Police responded to the task. The department was upstaffed. He’s proud of the communication that took place from within the district and with our partners in the community. He believes Sunriver has a good system in place that can always be improved but overall, it was an effective operation.

Dir. Hepburn was curious if by hiring a Corporal and Officer if all positions would be filled in the Police Department. Chief Lopez advised all positions would be filled.

Dir. Hepburn wanted to know if the infrastructure is in place for the deflection programs to work regarding HB 4042. Chief Lopez advised it is in place to begin in a small capacity. He has been assured by our public and private partners they have enough beds and will not be turned away. Deschutes County Sheriff’s Office will be managing the deflection program and already has experience in doing so.

Dir. Hepburn inquired about the status of the sirens if the fire evacuation would have gone to Level 3. Chief Lopez said the department would have used the sirens due to the expectation but will be revisiting their effectiveness. He added the community/central Oregon partners were prepared in the event a Level 3 Evacuation occurred. Administrator Holliday commented on the effectiveness of SR Alerts.

Chair Fister inquired about how the License Plate Readers (LPRs) are working. Captain Kornblum advised they have already been utilized by law enforcement and will be even more effective once they are installed at the South Century entrance.

### **Administrator Holiday:**

- Received financial and personnel files from SROA. Dana will be archiving and expunging files.
- Auditors from Moss Adams were onsite a couple of weeks ago. She is working with them to provide documents, and the audit should be wrapped up in a few weeks.
- Continues to meet with her mentor through the Government Finance Officers Association.
- Worked with WHA Insurance to set up a virtual benefits fair for employees. Winter project is to set up an employee compensation packet so that they can see what benefits the District provides in detail with figures.
- Continue to work on the draft with the SSD Employee Handbook updates.
- Halfway through the Public Sector HR Association Certification Course to be certified in HR.
- SSD employees have utilized the SHARC 194 times since January 1, 2024 through Labor Day weekend, which is a huge increase from the previous year. This is a benefit the employees really enjoy and utilize.
- Attended an HR/Finance round table in Salem. Administrator Holliday discussed a cyber grant through SDAO to assist with .gov websites/email migration costs.
- Didn't receive very many applicants for the SSD Executive Assistant position. Dana has agreed to stay on and assist until the position is filled sometime next year.

#### **6. Update on Budget Committee Members**

Chair Fister advised that there have been three potential Budget Committee Members that he or Vice Chair Shoemaker have been talking to. Dir. Kelley and Chair Fister met with Kent Zook and felt he has the qualifications for the position. Chair Fister proposed to forward Mr. Zook's information to Deschutes County for acceptance.

Dir. Kelley made a motion to refer Kent Zook's resume to Deschutes County for review and acceptance; seconded by Dir. Hepburn. Motion passed unanimously.

Chair Fister advised if anyone knows of anybody interested in the Budget Committee to pass the information on to Dir. Kelley or him.

#### **7. Report on FY 23-24 SSD Audit**

Administrator Holliday said the Board was gracious in supporting a mid-year assessment last January and was very helpful to prepare for the audit. The onsite assessment and testing went well and she hopes to have the final audit to share next month.

#### **8. Discussion on ODOT Road/Snow Clearing**

Chair Fister received a request from SROA General Manager James Lewis to add the District to the discussion about ODOT snow removal on state highways, specifically Hwy 97. Chair Fister drafted a letter to ODOT and included it in the board packet. Many agencies around central Oregon have concerns and are also weighing in.

Dir. Kelley moved to allow Chair Fister's signature on the letter to ODOT regarding snow removal; seconded by Dir. Hepburn. Motion passed unanimously.

#### **9. Annual Review of the Enforcement of Rules & Regulations Agreement**

Administrator Holliday would like to confirm which two people will be reviewing the SROA Rules and Regulations Agreement this year, so she can provide the information to SROA. Chair Fister advised he and Dir. Kelley will attend the rules and regulations meeting.

#### **10. Nominate Board Officers (Chair, Vice Chair, Treasurer)**

Chair Fister advised it is time for Board officer nominations and the vote will occur next month per District policy. Dir. Ralston nominated Chair Fister for Chair, Vice Chair Shoemaker for Vice Chair, and Dir. Kelley for Treasurer. There were no other nominations.

**11. Motion to Approve June/FY 23-24 Year End and August 2024 Unaudited Financials**

Administrator Holliday advised there were a couple of expenses where there were no funds budgeted in the line item. The auditors have been contacted to see if they would like the expenses to be moved, and the overall budget will stay the same. Funds 715, 716, and 717 all had a surplus. The 715 fund's surplus is approximately \$260,000, 716 approximately \$7,000, and 717 approximately \$88,000 for year end. Corrections will be made based on auditors suggestions. Administrator Holliday recommended to approve because the overall totals will not change.

Dir. Hepburn moved to approve the FY 23-24 unaudited financials; seconded by Dir. Ralston.

Chair Fister said most of the savings were on personnel for police and fire, and it is not the best way to save money. Otherwise, the District was diligent in the rest of their budgeting, which he appreciates.

Motion passed unanimously.

Administrator Holliday advised the August P&L is received in a PDF format from the accountant, so to not be manipulated. The August financials only include totals for invoices paid in August and do not include year-to-date totals. Administrator Holliday explained the lows and highs of the August financials with the board. Year to date financials seem to be on track. She asked if the financials being provided were sufficient. Dir. Hepburn provided feedback.

Dir. Hepburn moved to approve the August 2024 unaudited financials; seconded by Dir. Ralston. Motion passed unanimously.

**12. Review of July 2024 SROA Board Meeting**

Ex- Officio Randy Schneider will provide an update next meeting.

Dir. Hepburn moved to adjourn; seconded by Dir. Kelley. The motion passed unanimously.

Meeting adjourned at 2:56 p.m.

Submitted by Administrator Holliday