

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, May 16, 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, Vice Chair Shoemaker, Treasurer Beenen, Dir. Ralston, Dir. Kelley, Dir. Hepburn present. Dir. De Alicante joined the meeting at 1:07 p.m.

SSD Staff: Fire Chief Boos, Police Chief Lopez, Administrator Holliday, Executive Assistant McGuire

SROA Staff: Susan Berger

Public Input: None

Presentation: Kristen MacLeod from Flock Safety joined the meeting via Teams to give a presentation on the new License Plate Readers to be installed next fiscal year at both entries/exits of Sunriver. Ms. MacLeod provided information about their program and answered questions from the Board.

Consent Agenda

1. Motion to approve:

- a. April 18, 2024 Regular Board meeting minutes
- b. April 19, 2024 Joint SSD/SROA Board Meeting minutes
- c. SROA Invoice in the amount of \$7,407.27
- d. Ahava Healthcare invoice in the amount of \$23,493.00
- e. Loan payment to Zion's Bank in the amount of \$691,509.14
- f. Deschutes County 911 invoice in the amount of \$19,673.22

Vice Chair Shoemaker moved to approve the consent agenda; seconded by Dir. De Alicante. Motion passed unanimously.

Old Business

2. Public Safety Building Update

a. Public Safety Building Construction Update

OR/PM Nelson announced that the Public Safety Building has reached the 50% completion milestone. Paving the parking areas will happen from June 3 through June 11, 2024. The construction teams and Fire are preparing for the temporary move Fire personnel into the new living quarters. Going forward, all tours of the facility need to be scheduled on Tuesdays from 11 a.m. to 1 p.m. to allow for minimal interruptions to construction crews.

Cody Smith, KNCC representative, provided an update on construction progress. Three areas of focus are: getting site work prepped for asphalt, preparing new livable quarters for Fire personnel, and adding on to the North Apparatus Bay. All footings for the carport coverings have been installed, perimeter fencing is going up, and sidewalks are being prepped and poured soon. Installation of the flooring in the Fire Station expansion continues, and the mechanical, electrical, plumbing (MEP) top out is near completion. The Police Station top out is also underway. Exterior painting will begin within the next week and exterior stone will begin within

the next three weeks. The East Apparatus Bay structure is up, and drywall, taping and painting will begin soon. The project is on track for the January 3, 2025 completion date.

OR/PM Nelson discussed current financial exposures; these are projects that have been pending solid financial numbers based on start/completion of other projects. He stated the biggest risk at this time includes removing the old roof on the Fire Station and discovering hidden issues that could result in higher costs.

b. Motion to Approve February 2024 Building Funding Requests in the total amount of \$1,299,320.58

- i. KMB Architects invoice in the amount of \$45,886.83
- ii. Systems West invoice in the amount of \$1,244.00
- iii. Spring River Tree Service invoice in the amount of \$1,500.00
- iv. Carlson Testing Inc. invoice in the amount of \$1,292.50
- v. Nelson Capital invoice in the amount of \$9,500.00
- vi. Sage Springs invoice in the amount of \$678.85
- vii. Kirby Nagelhout Construction invoice in the amount of \$1,236,375.95
- viii. Eds Propane invoice in the amount of \$1,842.45
- ix. Sunriver Christian Fellowship invoice in the amount of \$1,000.00

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

c. Motion to approve:

- i. KMB Add Services in the amount of \$62,741.10

Dir. Ralston moved to approve KMB Add Services as presented; seconded by Dir. Hepburn. The motion passed unanimously.

- ii. FF/E Procurement in the amount of \$84,668.00

Vice Chair Shoemaker moved to approve FF/E Procurement as presented; seconded by Dir. De Alicante. The motion passed unanimously.

- iii. KNCC PCO #5: Paving for the driveway in the total amount of \$71,461.99 (Split with SROA/\$35,730.99 each).

Dir. Kelley moved to approve KNCC PCO #5; seconded by Dir. Ralston. The motion passed unanimously.

d. Discussion and motion to approve covered parking scope and cost

OR/PM Nelson discussed final pricing for the covered parking for Police and Fire vehicles. Structure design required changes based on geo-technical needs, resulting in higher costs as well as an increase in other material costs. The proposal includes two structures, one for the new Fire Station and one for the new Police Station.

There was discussion around whether the Fire Station wanted to move forward with covered parking at this time based on their needs and financial considerations. If the Fire Department chooses to complete the structure at a later date, there would be a slightly elevated cost versus completing it in conjunction with the Police Station covered parking. After further discussion, it

was decided to change the motion to only include the Police Station covered parking. Discussion regarding the Fire Station covered parking structure will be tabled to the August Board meeting.

Dir. De Alicante moved to approve \$131,344.53 for the Police vehicle shelter; seconded by Dir. Kelley. The amended motion passed unanimously.

e. Review of monthly memo to Deschutes County Commissioners

Chair Fister asked Administrator Holliday to add a note to the memo stating the Board's decision to defer a portion of the covered parking in order to adhere to the budget. OR/PM Nelson also noted the project is 52% complete. Treasurer Beenen asked Administrator Holliday to adjust the projection completion date from January 2025 to January 3rd, 2025.

3. Update on Deschutes County/SSD Management Agreement

Chair Fister discussed the requested change by the Deschutes County governing board to reduce the voting members of the Board from seven positions to five positions, with the two SROA Board designated positions to one ex officio position. Chair Fister pointed out the Sunriver Service District has been a five-member Board in the past. Treasurer Beenen expressed he does not feel like the agreement as presented is in the best interest of Sunriver. Dir. Ralston stated the Board should have seven members, including one position designated from the SROA Board. If this is not the decision, then he feels the ex officio positions should be taken seriously.

The Agreement is at Deschutes County, where the Board of Commissioners will be discussing it at an upcoming work session.

4. Update on SSD Strategic Plan

Vice Chair Shoemaker stated there was no update at this time.

New Business

5. Monthly Chief/Administrator's Reports

Fire Chief Boos:

- Calls For Service: Calls were up slightly; turn-out and response times are down; gave more mutual aid. Total calls are down YTD.
- Administrative Update: Erik Wright, Firefighter/Paramedic candidate, is in background checks. The department is moving to a new staffing program, Vector Solutions. The Oregon Fire Chiefs Conference was April 30 through May 3, 2024. Oregon Fire Marshalls Fire Defense Board Meeting was also during that time. The 2024 Central Oregon fire year briefing stated summer is projected to be warm and dry. Chief Boos sat on the SROA Strategic Planning Task Force Meeting.
- Operations Update: Ther was a structure fire at the North Country Store; Central Oregon Wildfire School put on by Chief Bjorvik; the crews participated in ventilation and motor vehicle extraction trainings.
- Community Events: Chief Boos attended the Scouts of America luncheon; working with Public Safety Foundation on a Heat Emergency/CPR class; provided a fire engine tour for kids at the Sunriver Nature Center.

Police Chief Lopez:

- Calls for Service: 38 cases, 22 outside of Sunriver. Calls YTD are down slightly, but arrests are up; mostly vehicle traffic.
- Administrative Update: Short term priorities continue to be hiring, policy updates, standard operating procedures, and bi-annual inventory. The department is also integrating Vector

Solutions. The Community Service Officer (CSO) position had multiple applicants, and a selection has been made with the goal to onboard the end of June. Bike Patrol has three applicants in background. The Corporal process yielded no viable applicants. Officer Wilson was chosen as the new Field Training Officer (FTO), and Officer Ardaiz was chosen as the new Firearm Instructor. Citizen Patrol (CP) application process has begun as a new program under the Police Department. Current CP members will be grandfathered with a submitted application. Chief Lopez met with Sunriver Resort regarding any upcoming concerns for summer. The department has started the reaccreditation process, met with auditors, and there are no issues to foresee. Chief Lopez attended a symposium in Salem regarding HB 4002.

- Operations Update: Officer Mann is almost done with Basic Academy. Officer Mai continues with Phase 2 of FTO training. Officer Wilson is at FTO training, and several officers attended Search Warrant training. There were several drone deployments. SPD assisted with an armed subject and a fatal motor vehicle accident in Bend; criminal mischief investigation; numerous arrests for DUII and warrants. Medical assist at Crosswater.
- Community Events: Rotary fundraiser auctioned off a day with Chief Lopez; Safe Storage Public Safety Announcement, Women's Self Defense Course is upcoming, and Chief Lopez spoke at the Law Enforcement Memorial.

Administrator Holliday:

- Accounting: Finalized all three FY 24-25 budgets and sent them to Deschutes County. Met with representatives from First Interstate Bank to review current services and to see what additional services they can offer, including fraud detection. Set the District up with OregonBuys, the State of Oregon procurement and contract website in order to begin meeting state requirements in purchasing; posted Flock Safety as Sole Source contract, have not received counter bids. Met with Chris Mahr and Associates, CPA in Bend to discuss accounting needs for the District with the intent to save costs. Continue to meet with Brenna Glass, NowCFO, each week to address financial questions and concerns. Continue to manage District cash flow.
- Payroll: Met with ADP to troubleshoot various payroll issues and concerns. Administered payroll; working with PERS to reconcile statements.
- Human Resources: Continue to work with Kathleen Hinman, Deschutes County HR Director, to gather information on the Deschutes County health insurance plan. Hoping to move to that program by January 2025. Met with SAIF auditor for yearly audit with the help of SROA staff.
- Operations: Met with Chief Lopez and Boos to assess insurance RFPs and make determination. Attended various professional development opportunities. Attended various meetings with the Board, SROA and Deschutes County staff regarding the SSD/Deschutes County Management Agreement. Attended the Deschutes County Board of Commissioners meeting to answer questions for approval of the FY 24/25 SSD Fee Schedule.
- Public Safety Building: Continue to attend meetings, manage accounts payable, submit Scene story.

6. Motion to ratify approval of Resolution 2024-004 approving the new District Administrator job description and wage scale

There was a typo in the original resolution, and there was a ratification to the resolution approved by the Board via email. The Board is publicly acknowledging the email ratification and approving it formally in this meeting.

Vice Chair Shoemaker moved to ratify the prior email approval of Resolution 2024-004; seconded by Dir. Kelley. The ratified motion was approved unanimously.

7. Fiscal Year 24-25 budget updates (presentation at Deschutes County May 23 at 11 am)

Administrator Holliday advised the budget is at Deschutes County for final approval. There might be some small changes based on receiving updated insurance rates or errors caught by County, but not adding any new item or costs to the budget.

8. Motion to approve 7% COLA for Fire Chief, Deputy Fire Chief, Police Chief, Police Captain, and Police Sergeants to be effective July 1, 2024.

Historically, the Board extends the annual wage increase as agreed upon by the CBA's to non-represented employees. There was discussion around the language of using "COLA" versus "a contracted negotiated rate increase for represented employees that is being offered to non-represented employees" as well. The Board recently approved a 7% increase for the Executive Assistants, and this motion would be to approve the rate for the remaining non-represented employees (Fire Chief, Deputy Fire Chief, Police Chief, Police Captain, and Police Sergeants). The new rates are included in the FY 24-25 budget. Vice Chair Shoemaker shared concern this annual increase can be conflicting when new employees have just been hired with a negotiated annual salary. He advised the Board to evaluate this going forward. Chair Fister pointed out the current wage increase structure helps with wage compression.

Dir. Ralston moved to approve 7% increase for Fire Chief, Deputy Fire Chief, Police Chief, Police Captain, and Police Sergeants to be effective July 1, 2024; seconded by Vice Chair Shoemaker. Motion passed unanimously.

9. Motion to approve Administrator Holliday's signature on Insurance Agent of Record Services with WHA Insurance for SSD property & casualty, workers' compensation, and cyber policies.

Administrator Holliday, Chief Boos and Chief Lopez reviewed proposals from three insurance agencies for property & casualty, workers' compensation, and cyber policies. They requested each agency provide information on who the District would be working with, cost for each policy, and to provide five references. Based on the provided information each proposal was scored by Administrator Holliday, Chief Boos and Chief Lopez. WHA scored the highest. Administrator Holliday pointed out WHA not only can provide better rates, but also far exceeds the current provider in customer service and services provided.

Dir. Kelley moved to approve Administrator Holliday's signature on the Insurance Agent of Record Services with WHA Insurance; seconded by Dir. Ralston. Motion passed unanimously.

10. Update on Accounting Firm proposal

Administrator Holliday and Chief Boos met with a CPA firm in Bend, Chris Mahr and Associates CPA, to discuss accounting services to be provided to the District in an effort to cut costs. This would replace our current provider, Now CFO. The goal is to begin working with the new firm beginning this summer, with an understanding of transition time from our current services to the new services. Administrator Holliday will continue to investigate this option and provide an update to the Board at the June meeting.

11. Motion to approve the Chair's signature on the Flock License Plate Reader contract

Chair Fister stated he would wait until after the FLOCK presentation the following day to the SROA Board to sign the contract if the motion passes, as a courtesy to their Board.

Vice Chair Shoemaker moved to approve the Chair's signature on the Flock License Plate Reader contract; seconded by Dir. De Alicante. Motion passed unanimously.

12. Motion to approve the April 2024 unaudited financials

Fund 715: Revenue is on target YTD. Police and Fire are under budget for the month of April and YTD. Administration is under budget for the month of April, but slightly over YTD primarily due to materials and services. Overall, the 715 Fund is under budget YTD.

Fund 716: No charges in April, however, interest income is up slightly.

Fund 717: The Public Safety Building is under budget YTD.

Dir. De Alicante moved to approve the March 2024 unaudited financials; seconded by Dir. Ralston. Motion passed unanimously.

13. Review of April 2024 SROA Boarding meeting

Dir. De Alicante provided an update on the last SROA Board meeting, which included announcing the new IT Director, Board candidates and vacant positions, proposed water rate increases, TDS cable, the new dog park, and the recent ballot recount.

Meeting adjourned at 4:17 p.m.

Submitted by Board Administrator, Mindy Holliday

APPROVED