

# SUNRIVER SERVICE DISTRICT

## MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, April 18, 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, were present. Dir. Kelley joined the meeting at 1:37. Dir. De Alicante joined 2:58 p.m. Dir. Hepburn was not present.

**SSD Staff:** Fire Chief Boos, Police Chief Lopez, Board Administrator Holliday, Office Assistant McGuire

**SROA Staff:** Susan Berger

**Public Input:** Debbie Baker, Sunriver resident, shared continued concerns for the SSD FY 24-25 proposed budget as well as the future financial position of the District.

### Consent Agenda

#### 1. Motion to approve:

- a. March 14, 2024 Regular Board meeting minutes
- b. March 19, 2024 Special Board Meeting minutes
- c. SROA Invoice in the amount of \$6,024.13

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

### Old Business

#### 2. Public Safety Building Update

##### a. Public Safety Building Construction Update

KNCC representative, Cody Smith, provided an update on the Public Safe Building construction project. The layout for the curbs and sidewalks is underway, the excavation for carport began, the concrete generator pad was poured, and the generator was placed. Building siding is underway and fencing will begin soon. In the new Police station, most of the finishes are done, and flooring and casework will begin soon. The first floor of the Fire station is underway with Mechanical, Electrical, Plumbing (MEP) demolition. In the East Apparatus Bay, the east rooms are dried in, and the roof is on. The building studs are up, which allows for MEP rough-in. On the north side, a large concrete masonry unit (CMU) wall has been demoed. Excavation will begin to allow for footings to be placed.

KNCC representative, Kenny Tyler, wanted to stress the current exterior site work is being done in preparation for the critical asphalt date in the beginning of June, which has a very tight timeline. Dir. Ralston noted that during this two-week paving window access to the Sunriver Owner's storage will not be available. Extra effort will be made to notify owners.

##### b. Motion to Approve February 2024 Building Funding Requests in the total amount of \$658,020.71

- i. Spring River Tree Service invoice in the amount of \$380.00
- ii. Carlson Testing Inc. invoice in the amount of \$408.75
- iii. Nelson Capital invoice in the amount of \$9,500.00

- iv. Bend Mapping invoice in the amount of \$120.00
- v. Kirby Nagelhout Construction invoice in the amount of \$630,048.88
- vi. Eds Propane invoice in the amount of \$4,751.38
- vii. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
- viii. US Digital Designs invoice in the amount of \$11,811.70

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

Dir. Ralston discussed current exposures and where funds would come from to cover those costs. Dir. Beenen noted that the exposure seemed to increase over the previous month. Dir. Ralston said he would need to refer to OR/PM Doug Nelson when he returned from vacation.

**c. Update and motion to approve Public Safety Building Reserve Study in the amount of \$5,380.00**

This item was tabled from a previous meeting due to some additional information requested by the Board. There was concern about the previous SSD Reserve Study conducted last fall representing accurate information for the new building. OR/PM Nelson recommended another agency, who has conducted reserve studies on multiple public buildings and has an extensive background, to do a building-specific reserve study to be added to previous District-wide study.

Treasurer Beenen moved to approve \$5,380.00 to conduct a reserve study; seconded by Vice Chair Shoemaker. The motion passed unanimously.

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

Treasurer Beenen recommended to only list items that have been completed, rather than what is being worked on. Chair Fister shared he has received positive feedback on the monthly memos.

**e. Motion to approve Resolution 2024-007 regarding the recognition and memorialization of volunteers in the history of the District**

Chair Fister read the Resolution stating intentions to dedicate the public space in the new Public Safety Building to “community volunteers past, present and future.” Furthermore, the intention to name the conference/training room in the new Public Safety Building “The Doug Seator Conference Center” or colloquially, “Seator Hall.”

Treasurer Beenen moved to approve Resolution 2024-007, seconded by Dir. Ralston. The motion passed unanimously.

**3. Update on Deschutes County/SSD Management Agreement**

SSD Board members presented at a meeting with the Deschutes County Commissioners updates to the joint Deschutes County/SSD Management agreement. The Sunriver Owners Association was asked for and then provided feedback to these proposed changes. The draft included in the Board packet is set to be reviewed by the Deschutes County Commissioners at their meeting on April 22, 2024. If there are no further changes, the agreement will be presented to the SSD Board for a vote.

Treasurer Beenen stated he does not think the current agreement as it stands, with zero SROA Board appointed members, is in Sunriver’s best interest. Chair Fister stated that he would pass along Treasurer Beenen’s concerns to the County.

#### **4. Update on SSD Strategic Plan**

Vice Chair Shoemaker said his goal is to have it completed in the Fall of 2024. He has met with Chief Lopez, Chief Boos, and Administrator Holliday and will start gaining input from Sunriver citizens within the next couple of weeks.

#### **New Business**

##### **5. Motion to approve issuing notice of noncompetitive procurement for license plate readers**

The upcoming FY 24/25 budget includes funds to purchase license plate readers at both entries/exits of Sunriver. Chief Lopez has chosen a specific vendor, The Flock Group, due to multiple reasons including the readers having the least intrusive infrastructure, the allowance of a one-year contract, and back-end software availability. He is seeking approval from the Board to post a sole-source procurement notice on the state procurement website. This is required in public contracting and allows other companies an opportunity to come forward with proposals if they can meet the same requirements.

Treasurer Beenen expressed concern about public education and ensuring Sunriver citizens receive adequate information about the license plate reader project from Chief Lopez in addition to the Flock Group. Dir. Kelley inquired about access to the data collected from the readers. Chief Lopez ensured Sunriver Police Department alone will have access unless they grant access to another agency.

Dir. Kelley moved to approve issuing a notice of noncompetitive procurement for license plate readers; seconded by Vice Chair Shoemaker. Motion passed unanimously.

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

###### **Police Chief Lopez:**

- Calls for Service: March calls for service 34, with 15 outside Sunriver, primarily attributed to DUI cases or new trainee assists.
- Administrative Update: Short term priorities include hiring, policy updates, and standing operating procedure updates. The Community Service Officer (CSO) position has been posted and over 20 applications were received. Interviews are at the end of April with a start date of July 1. The department interviewed three Corporal applicants are the committee is in the process of deciding if any applicants will move on to the next stage. The Volunteer/Citizen Patrol policy is completed, and the tow policy is still in progress. Radio/IT agreements are being updated. Moved forward with Vector Solutions as the new scheduling software.
- Operations: Office Mann continues at Basic Academy. Officer Ardaiz has successfully passed his Field Training Evaluation Program (FTEP), and Officer Mai continues phase two of FTEP.
- Training: In-service Active Threat training conducted at Three Rivers School, Drug Recognition Expert (DRE) Training for Sergeant Davis, Public Information Officer (PIO) training for Executive Assistant Katie Warren, ICS-400 training for Cpt. Kornblum, Search Warrant training, and Field Training Officer (FTO) refresher for Crpl. Lawrence.
- There were several drone deployments.
- There was a burglary/assault incident in Sunriver and Deschutes County SWAT assisted. Drones were deployed and Incident Command established. Residents within ¼ mile of the incident were notified and put on alert. The suspect was taken into custody.
- Assisted Bend PD with an officer involved shooting (OIS). Numerous arrests, stabilization center transport, criminal mischief in the village, one Narcan deployment/save.
- Community Events: Job Fair, Healing Hearts for Kids Center, Women's Self Defense Course, Central Oregon Women in Law Enforcement (COWIL) Stampede.

### **Administrator Holliday:**

- Accounting: Continue to work on the Budget for FY 24/25, and ensured the March 26, 2024 Budget Meeting met all Budget Law requirements. Meet with NowCFO weekly to address any financial concerns or questions. Manage District cashflow for payroll and operations.
- Payroll: Met with ADP to learn how to utilize the recruitment module for job openings, which was utilized for the CSO position resulting in multiple applicants. Administered payroll, worked with PERS to reconcile statements, and calculated and paid various payroll liabilities.
- Human Resources: Drafted the new District Administrator District Executive Assistant job descriptions. Continue to work with Kathleen Hinman, Deschutes County HR Director, regarding moving non-represented staff to the County health insurance plan. Met with WHA Insurance Company Worker's Comp representative, representatives from PacificSource to go over the flexible spending accounts (FSA), and the HRA-VEBA representative to go over information and questions. Working with SROA staff to learn about the SAIF yearly audit.
- Operations: Gathered proposals for District insurance assessment. Attended Government Finance Officers Association online courses, as well as Oregon Department of Revenue online courses. Organized Public Safety Task Force meeting and tour. Continued management of the Public Safety Building accounts payable, Scene story, and meetings.

### **Fire Chief Boos:**

- Calls For Service: 45, compared to 65 last year during this time. Spring Break was not very busy. Gave 10 mutual aid requests to La Pine, and Sunriver received three. Training hours are up by 80%. Total calls for the year were just over 100, compared to 135 last year at this time. Provided a 10-year reflection report, which shows budget and incidents over the past 10 years.
- Administrative Update: Conditional job offer was extended to a Firefighter/Paramedic, and he is currently undergoing a background investigation. Met with SROA and OSFM (Oregon State Fire Marshall) on defensible space, and rental agencies regarding evacuation planning. Using Vector Solutions for staff scheduling, and the integration with ADP is smooth so far.
- Operations Update: Structure fire in Sunriver was caused by an element in the pool heater. Engine 221 is being stored at Redmond Fire Department during construction. Ventilation training was held in the Sunriver Business Park with the assistance of Portland Fire Department. Participated in Active Threat training at Three Rivers School.
- Community Events: None to report.

There was discussion around holding a Sunriver community-wide meeting to address evacuation plans and other scenarios. Chiefs Boos and Lopez agreed this would be beneficial for the community.

## **7. Motion to approve Resolution 2024-004 approving the new District Administrator job description and wage scale**

The new job description incorporates multiple new duties including financial and human resources oversight. This position will move from non-exempt to exempt. The job description and wage scale presented used data and information collected from multiple agencies in the region.

There was discussion around the duties involved with the new position compared to other similar Districts. Treasurer Beenen expressed concern over the expanding administrative budget and asked if the administrative functions would remain stable soon. Chief Lopez stated he feels the District has been at risk in certain areas historically, primarily in human resources. Adding these duties and job functions will help the District mitigate this risk. Chair Fister stated the District is looking at ways to reduce the budget in other areas to support new administrative roles long term.

Dir. Ralston moved to approve Resolution 2024-004 approving the new District Administrator position and wage scale; seconded by Vice Chair Shoemaker. Dir. De Alicante abstained from the vote. All others voted yes. Motion passed.

**8. Motion to approve Resolution 2024-005 approving Mindy Holliday as District Administrator.**

Treasurer Beenen asked if the District was going to go through a formal hiring process for this position. Chair Fister responded that Administrator Holliday was currently doing the job as presented and inquired from various sources whether a formal process was necessary, and the answer was no. There was discussion around the consistency of the hiring process for various District positions. Chair Fister and Dir. Ralston said the new District Administrator position was acknowledging a position Administrator Holliday was already performing.

Dir. Ralston moved to approve Resolution 2024-005 approving Mindy Holliday as District Administrator; seconded by Vice Chair Shoemaker. Treasurer Beenen voted no; all others voted yes. Motion passed.

**9. Motion to approve Resolution 2024-006 approving the Executive Assistant job descriptions and wage scale.**

Chair Fister explained the three Administrative Assistant positions have been updated to Executive Assistant job descriptions (Fire, Police, District) and will all be on the same wage scale. Administrator Holliday shared the reclassification was due to the District bringing numerous accounting, payroll and human resources job duties internally.

During this process, it was realized the wage scale utilized for the Administrative Assistant positions included inconsistencies in percentages between steps. By making a consistent 5% increase between each step, the wage scale will be more in line with similar positions regionally. Vice Chair Shoemaker also noted that cleaning up the Executive Assistant wage scale helps with budgeting going forward.

Dir. Ralston moved to approve Resolution 2024-006 approving the Executive Assistant job descriptions and wage scale; seconded by Treasurer Beenen. Motion passed unanimously.

**10. Motion to approve District Administrator, SSD Executive Assistant, Police Executive Assistant, and Fire Executive Assistant wage scales and 7% COLA be effective 5/1/2024**

Chair Fister stated this proposal would make a one-time exception to allow the current Executive Assistants to receive their 7% COLA increase on May 1 versus July 1, when COLA increases typically go into effect. Dir. De Alicante believes it would be cleaner to wait until the official effective COLA date of July 1, 2024. Treasurer Beenen suggested offering a bonus to say thank you for the extra work performed since 9/1/23 rather than begin the COLA increase two months early. Chair Fister proposed researching bonus amounts, based on additional COLA wages from May 1 to July 1. The item was tabled for the next meeting.

**11. Motion to approve FY 2024/25 Operating Budget (715 account)**

Administrator Holliday stated that the Budget Committee voted to approve the \$3.45 millage rate increase and agreed to transfer \$345,000 into the Reserve Fund from 715. She added the updated job descriptions and wage scales discussed already in this meeting are accounted for in the budget as presented.

Dir. Kelley moved to approve FY 2024/25 Operating Budget (715 account); seconded by Treasurer Beenen. Motion passed unanimously.

**12. Motion to approve FY 2024/25 Reserve Budget (716 account).**

Chair Fister noted the 716 budget reflects the \$345,000 contribution as presented.

Vice Chair Shoemaker moved to approve FY 2024/25 Reserve Budget (716 account); seconded by Dir. Kelley. Motion passed unanimously.

**13. Motion to approve FY 2024/25 Public Safety Building Budget (717 account)**

Vice Chair Shoemaker moved to approve FY 2024/25 Public Safety Budget (717 account); seconded by Dir. Ralston. Motion passed unanimously.

**14. Update on SSD Insurance and Accounting Firm bids**

Chief Boos sent out Request for Proposals (RFPs) to three insurance agencies. The RFPs needed to include points of contact, five comparable public entities around the size of the Sunriver Service District, and the costs of the various types of insurance requested. Chief Boos, Chief Lopez, and Administrator Holliday will review the bids and report more next month.

Chief Boos and Administrator Holliday will meet with an accounting firm in Bend to look at ways to decrease contract costs. This firm manages the finances for multiple districts and charitable organizations. Information from that meeting will be presented during the May Board meeting.

**15. Motion to approve the March 2024 unaudited financials**

Fund 715: Interest income came in over budget for the month of March and YTD. Ambulance charges are down for March and YTD due to calls being down. Total revenue is over budget for March and YTD. Expenses for Fire and Police are under budget for March and YTD. Administration is under budget for March, but over budget YTD.

Fund 716: No activity except for interest income.

Fund 717: Currently under projected budget YTD.

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

**16. Review of March 2024 SROA Boarding meeting**

Dir. De Alicante provided an update on the last SROA Board meeting, which included Chair Fister presenting the new SSD Management Agreement; the SROA Owner's survey is completed and being analyzed, discussions around tree protections and the dog park, budget, and the upcoming election for new Board members.

Meeting adjourned at 4:05 p.m.

Submitted by Board Administrator, Mindy Holliday