

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, December 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.

Pledge of Allegiance

Roll Call: Chair Fister, Dir. Ralston, and Vice Chair Shoemaker were all present at the beginning of the meeting. Dir. Hepburn joined via Teams at 1:04 p.m. Treasurer Kelley was present at the meeting at 1:29 p.m.

SROA: Ex Officio Randy Schneider

SSD Staff: Fire Chief Boos, Police Chief Lopez, Captain Kornblum, and Administrator Holliday

Public Input: No Input. A letter to the SSD Board from Sunriver resident Debra Baker, regarding the future budget, was read by Chair Fister at Baker's request.

Consent Agenda

1. Motion to approve:

- a. November 21, 2024, Regular Board meeting minutes
- b. SROA monthly invoice in the amount of \$6,809.59
- c. Fire Innovations quote \$6,120.13
- d. Moss Adams invoice in the amount of \$5,609.00 (added-see below)

Chief Boos explained that the Fire Innovations quote is for a rope system that allows extrication from upper floors. It was budgeted.

Administrator Holliday asked to add the Moss Adams invoice for \$5,609.00 to the consent agenda for approval as item "d." It is the final audit invoice and was budgeted.

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

Old Business

2. Public Safety Building

a. Public Safety Building Construction Update

OR/PM Doug Nelson reported construction is wrapping up and moves are being coordinated for January 6, 2025. The project on Kirby's side is to be completed on January 3, 2025.

Kirby Team:

- Getting ready for final inspections today and tomorrow. An electrical inspection is occurring right now, and a plumbing inspection is scheduled for Monday.
- Misc. equipment is being installed as it arrives, such as lockers and furniture.
- Painting, exterior handrails, construction clean up, etc. will be finished around Christmastime.
- The team is working hard to get all the proper certificates so that occupancy can take place on time.

Chair Fister asked the Kirby if they had any concerns regarding the schedule. Kenny advised there are no major concerns other than some illnesses going around that could affect key players, such as inspectors. Also, once Deschutes County 911 can bring up the servers and internet, it will kick start a whole new set of vendors and Kirby will not have control over the timeline. Kenny advised he will be attending the SSD Board meetings until his team is finished with the project.

Chair Fister and the Kirby team thanked each other for their hard work and partnership during this project.

Nelson included PCO #9 that needs to be reflected in the record for approval to the Kirby team in the amount of \$103,642.78. It will be billed next month. This amount covers the owner's added items and other changes that occurred this week. Chair Fister asked Nelson to capture what is allocated for this fiscal year vs. next fiscal year.

b. Acknowledgement of email vote to approve mid-month expenses

Chair Fister advised there was a meeting held to approve mid-month expenses for \$37,506.74 by email vote. The vote passed but needs to be formalized to acknowledge the vote. Chair Fister has requested a policy change for any expenses made by staff for the new building will need to have Chief approval. At that time, it can be determined if the expenses need to be paid by credit card or if a check will suffice. Vice Chair Shoemaker advised there is oversight of expenses to make sure they are properly vetted through chain of command. Administrator Holliday asked expenses on credit cards be limited and to pay with a check whenever possible.

For the record, votes to approve the mid-month expenses were as follows:

Chair Fister – Yes
Vice Chair Shoemaker – Yes
Dir. Ralston – Yes
Dir. Hepburn – Yes
Treasurer Kelley – Did not vote, not present.

Email vote to approve the mid-month expenses for \$37,506.74 passed with four “yes” votes and one vote not accounted for.

c. Motion to approve November 2024 funding request in the total amount of \$636,298.13

- i. Carlson Testing invoice in the amount of \$336.00
- ii. Nelson Capital Invoice in the amount of \$9,500.00
- iii. Sage Springs invoice in the amount of \$682.70
- iv. Kirby Nagelhout Construction invoice in the amount of \$605,828.55
- v. SROA invoice in the amount of \$600.00
- vi. SSD invoices in the amount of \$19,350.88

Dir. Ralson moved to approve the funding request in the amount of \$636,298.13; seconded by Vice Chair Shoemaker. The motion passed unanimously.

d. Discussion on SPD, SRFD, and District Administration Move Plan

Nelson advised Fire personnel will be moved to their new space soon, so administrative staff can move in. Administrator Holliday said as soon as move in dates were determined, the cleaners will be scheduled. Information has been sent to the Scene regarding office closures and how assistance can be obtained, as well as on websites and social media.

e. Review Reserve Study with Included Public Safety Building Costs

Dir. Ralston advised the first copy of the Reserve Study was received and includes the new building, police and fire capital items. Dir. Ralston would like to see the new building separated from police and fire, so the 717 fund can be tracked with ease. Dir. Ralston will be meeting with reserve study specialists to work on another draft. Vice Chair Shoemaker said this reserve study is much more comprehensive and useful, although he doesn't necessarily agree with all their numbers. He also advised the reserve study effects the Strategic Plan he is working on, so he would like to receive the final copy. Administrator Holliday met with Deschutes County Finance and there is no reason why we can't keep 717 open and keep all the tax revenue from the separate levy going to that account. The loan would be paid out of that account, and those funds could be used for future building costs. Chair Fister pointed out that there are currently building related items in 716 that would need to be moved to 717 if we kept the fund open for building related items.

Administrator Holliday will work with Nelson to review the budget in case an adjustment is needed.

Administrator Holliday advised it is a three-year cycle for the SSD reserve study, and it was done last year by a different company. Chair Fister advised the Board to assess if this will mark the start of the cycle during the budget purposes. It was suggested to have this new company conduct the reserve study in the future due to its comprehensive nature.

f. Review of monthly memo to Deschutes County Commissioners

Chair Fister suggested adding to the memo that the construction fence is down.

3. Update on SSD Strategic Plan

Vice Chair Shoemaker advised he has been waiting on the reserve study to incorporate into the Strategic Plan. The Public Stakeholder's meeting has been scheduled for January 22, 2025. Administrator Holliday asked for direction and clarification on the initial email to stakeholders for the meeting. Vice Chair Shoemaker is looking for a Board volunteer to assist with the meeting for public inquiries or questions. Chair Fister and Dir. Kelley both offered to assist.

4. Update on the Creation of the SSD Nominating Committee

Dir. Ralston, Ron Schmid, and Chair Fister have been working on the creation of an SSD Nominating Committee now that SROA no longer nominates SSD Board candidates. The committee has put together a draft charter and nomination forms which were sent to the Board, Administrator Holliday, and the Chiefs to review. The committee is asking for input and would like to present the finished product at the January or February board meetings. Chair Fister advised the nominating committee will be fully independent and pass its recommendations onto the governing board.

New Business

5. Monthly Chief/Administrator's Reports

Police Chief Lopez:

- Chief Lopez reviewed the year-to-date and monthly statistics included in the board packet.
- A background check is currently being done on a lateral officer, with a projected start date of March or April 2025.
- Executive Assistant interviews were conducted and there were numerous qualified candidates. An offer has been extended to one candidate who is currently in backgrounds and will start sometime after the first of the year.

- The Police Department Strategic Plan is nearing the first draft but still needs input from the District.
- Accreditation has been submitted with Northwest Accreditation Alliance for their review. The site visit will take place in January or February 2025.
- In preparation for the move, department equipment was inventoried, and the unneeded equipment will be disposed. The department contacted Northwest Accreditation for the best practice method to move evidence and it is anticipated it will take one or two days for that to be completed.
- Corporal Van Meter has been signed off for solo duty and has been an incredible addition to the police department.
- Officer Lyman has been selected to be part of the Major Incident Team (MIT) for Deschutes County. He has been rotated through a couple of Detective Divisions for additional training and deployed to a homicide.
- Training – Officer Ardaiz attended “Interview and Interrogation” training and had rave reviews of the class. “Tactical Medicine” in-service training was conducted by Bend Fire.
- Sunriver Police and Fire Foundation hosted a “First Responder Health and Wellness Seminar.” The speakers were excellent, but Chief Lopez wished there were more in attendance.
- The drone report was not submitted this month due to the drone operator assisting an outside agency during the normal submission period. Officer Wilson (drone operator) also removed a bear from inside of Sunriver utilizing his drone.
- Chief Lopez received information regarding a person who had a warrant working in the area. The person had left prior to notification and the License Plate Readers (LPR’s) were used to figure out direction of travel and he was apprehended.
- LPR’s have been used to assist with several investigations recently, some were high profile.
- Police and Fire attended the Wonderland Express and Shop with a Cop, along with Citizen Patrol.

Vice Chair Shoemaker asked to receive a rough draft copy of the Police Strategic Report.

Administrator Holliday:

- Met with the Deschutes County Finance Office to discuss budget adjustments.
- Sent initial FY 25/26 budget information out to utilize for the upcoming budget planning meetings.
- Applied to the Government Finance Officers Certification Program to become certified in Oregon. Waiting to hear if the application has been accepted.
- Assisted Nelson with the procurement for the Public Safety Building.
- Preparing end of the year payroll, to include W2’s.
- Continue working with PERS to obtain information for an audit. Also, ask employees to contact PERS and have an audit done from their perspective to ensure everything is correct.
- Passed the course and test to receive International Public Management Association for HR Certification. Will need to receive a certain amount of HR credits each year to keep the certification.
- Submitted FSA Benefit information for District employees.
- Conducted interviews for the Police Department Executive Assistant.
- Working with our insurance agent to obtain insurance for the new building.
- Met with both Chiefs and Deschutes County Legal to assist with CBA negotiations.
- Police, Fire and SSD have all moved to the new website at sunriversdor.gov and are being educated on how to manage the sites.
- Sunriver Fire has moved all their emails to the .gov email system. SSD and Police will migrate in late January.

- Public Safety Building open house is scheduled for February 20, 2025. Working on an invitation list and open house logistics.

Fire Chief Boos:

- The Chief reviewed the year to date and monthly statistics included in the board packet.
- Deschutes County 911 will begin working in the I.T. room, installing equipment, etc.
- Phone lines will be moved over January 6 and 7.
- Working on all finishes to the Fire Department; making sure everything is installed. Chief Boos praised Deputy Chief Bjorvik for catching a few critical items that had been overlooked in the architect phase. He also acknowledge what pleasure it has been to work with the Kirby team.
- Attended Central Oregon Fire Chief's meeting. Deputy Bjorvik was nominated for Secretary and accepted. There was discussion about changing the numbering system for fire apparatus.
- Chief Boos also commented on how fantastic the Sunriver Police and Fire Foundation did on the "First Responder Health and Wellness Seminar" and believes if it were offered a second time, there would be a lot more first responders there. Dennis Dishaw did a great job putting the seminar together.
- Lt. Gaede continues to work with Citizen Patrol.
- Met with Deschutes County Legal. Kim Riley is going to be the District's labor attorney, and we look forward to working with her.
- SRFD lost the training calendar during the .gov migration but met with the training committee and currently have the training calendar completed for the next six months. Engineer training is occurring today and tomorrow. The training is to ensure engineers have been keeping up their skills.
- Probationary Firefighter Wright is doing very well with his training. He is very talented and well-liked.
- Participated in the Wonderland Express, Sunriver Resort Community Appreciation Dinner, and in a fund raiser for Leukemia and Lymphoma at the Sunriver Commons Tap House. Thank you to Bennington Properties, Sunriver Resort, Village Bar and Grill, The Fold Pizza Kitchen, The Haven, Four Seasons Recreation Outfitters, Sunriver Sports and West Moon for donating to the Silent Auction. Over \$2,400 was raised. The Stair Climber event takes place in March.

6. Interim Police Chief Discussion

Chief Lopez has accepted a position with Redmond PD. Chair Fister would like to talk about in the strategic plan meeting recruiting and retention of this position. At the end of this meeting, there will be an Executive Session to further discuss this topic.

7. Discussion and Vote for Chair's Signature on Police MOA

Administrator Holliday presented a letter between the Sunriver Police Officer's Association (union) and Sunriver Service District regarding several items pertaining to Military Leave not lined out in the current CBA. Chief Lopez advised there was a change in statute and to be in line with current law changes need to be made to the CBA. The memorandum has been signed by SPOA. Chair Fister asked if there were any issues with the new language and there were not.

Vice Chair Shoemaker moved to authorize Chair Fister to sign the MOA; seconded by Dir. Ralston. The motion passed unanimously.

During the discussion Dir. Hepburn asked why the Fire CBA isn't being addressed and it was mentioned Fire has not brought it to the Chief's attention and with their current personnel, it does not affect them.

8. FY 24-25 Budget Adjustments Review

Administrator Holliday explained budget adjustments are needed, and it requires a vote from the governing board. Deschutes County Finance recommended receiving Sunriver Service District Board approval prior. Administrator Holliday wrote a memo for the 716 adjustments and is currently working with Nelson for the 717 adjustments.

The 716 adjustments are as follows:

- Fire – SCBA's increased a total of \$14,000.00. The budget amount was \$161,415.00 and the quote came in at \$175,415.00.
- Police – MDT (2) – Requesting the purchase of two MDT's. One for the unmarked CSO vehicle and one for the Captain's vehicle. Approx. \$14,959.00
- Police – (3) Tauno Cover's for (1) patrol truck – Approx. \$1,400.00

Treasurer Kelley moved to make a budget adjustment of \$30,359.00 from contingency to active funds in 716; seconded by Dir. Ralston. The motion passed unanimously

9. Discussion and vote for Chair's signature on Deschutes County Payment Agreement

Administrator Holliday received an agreement from Deschutes County due to the recent Supreme Court ruling regarding returning equity to a homeowner when foreclosed property is sold. The agreement states the District agrees Deschutes County will withhold any potential funds due to the county from this ruling from the monthly tax disbursement. The total liability is roughly \$30,000 to \$35,000, but the District has not received any notice of legal actions in this regard.

Vice Chair Shoemaker moved to allow for Chair Fister's signature on the Deschutes County Payment Agreement; seconded by Dir. Ralston. Motion passed unanimously.

10. Board Direction for FY 25-26 budget

Administrator Holliday sent out updated personnel costs to prepare for the upcoming budget meetings. She asked for direction from the Board as departments start to prepare their budget. PERS will have a 4.5% increase, the new building will be about a \$10,000 to \$15,000 increase in insurance premiums, and medical insurance could be going up. Chair Fister would like to see where the departments think there could be some savings, and would like to hold materials and services to the same amount as last year. The Board would like to see the desired outlook first and then give their recommendations.

11. Motion to Approve November 2024 unaudited Financials

Administrator Holliday reviewed the November 2024 unaudited Financials and pointed out the following

- The District has begun receiving tax revenue for the year.
- Towards the end of November, the District received numerous large deposits from the DOJ. They were put in Miscellaneous Police Income until Administrator Holliday could investigate further. These deposits are reimbursements from the wildfires Chief Boos and Deputy Chief Bjorvik responded to last summer. Administrator Holliday is working with Fire to allocate these funds to the various general ledger accounts.
- Police Overtime is over budget.
- The Health/Dental Insurance accounts are high for the month of November due to the annual VEBA contributions for employees each year. However, the year-to-date budget versus actuals for all three departments is on track and this benefit is budgeted.
- Fire Department Overtime is over budget for November. The Board will have a better sense of the year-to-date figures once the wildfire reimbursement funds are credited to this account.
- Fire Special Supplies and Tools and Equipment are over budget for the month and the year.
- The only 716 Capital Funds spent were for the new Fire Department pickup truck.

- The Board will be voting on where to move the 717 unallocated funds to finish the construction project and to make a 716 Reserve Fund contribution. If passed, this vote will also be going to the Deschutes County Board of Commissioners.

Treasurer Kelley moved to approve the November 2024 unaudited financials; seconded by Dir. Ralston. Motion passed unanimously.

12. Review of November 2024 SROA Board Meeting

Because the SROA Board meeting happened prior to the November SROA Board meeting, he was able to provide this update last month. He shared plans SROA received regarding the map for the bike path coming from Pilot Butte.

Dir. Ralston moved to adjourn; seconded by Vice Chair Shoemaker. The motion passed unanimously.

Meeting adjourned at 2:43 p.m.

Submitted by Administrator Holliday

APPROVED