

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, November 21, 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:

Chair Fister advised the Pledge of Allegiance will be conducted at the beginning of every SSD Regular Board Meeting moving forward to be consistent with other local government meetings. Pledge of Allegiance was conducted.

Roll Call: Chair Fister, Dir. Ralston, Treasurer Kelley, Dir. Hepburn (Via Teams), and Vice Chair Shoemaker were all present.

SROA: Ex Officio Schneider

SSD Staff: Fire Chief Boos, Police Chief Lopez, Administrator Holliday

Public Input: No Input.

Presentation of FY 2023/24 Audit Report by Moss Adams

Kevin Mullerleile from Moss Adams presented the FY 2023/24 Audit Report. The audit has been completed and two deliverables were issued on Nov. 18, 2024. The first deliverable is the Audited Financial Statements, which includes the financial statement balances and footnote disclosures required by generally accepted accounting principles (GAAP). Within that document there are two Moss Adams reports. The first is the Audit Report and it is an unmodified opinion stating the District's Financial Statements are materially correct in accordance with GAAP. The second report contained in the Audited Financial Statements is Oregon Municipal Standards where ORS requirements are considered and whether the District had any non-compliance that should be reported in the letter. There were no non-compliance issues reported. The other deliverable is a required communication geared toward the Board. It contains audit adjustments and there were no audit adjustments to report. Mullerleile pointed out that this being Mindy's first audit in her new role, he was uncertain how it would go, but it was a good report all the way around.

Chair Fister asked if Mullerleile had any advice for the District moving forward. Mullerleile advised there were delays receiving documents due to changing accounting firms during the year but doesn't anticipate this will be an issue next year. The audit was completed Nov. 2, 2024, and he expects it will be completed sooner in the future. In terms of the day-to-day transactions, there are good processes, procedures and checks and balances in place.

Chair Fister congratulated Administrator Holliday for "picking up a pretty hefty task and carrying it over the line."

Consent Agenda

1. Motion to approve:

- a. September 19, 2024, Regular Board meeting minutes
- b. SROA Monthly invoice in the amount of \$7,623.92
- c. SDAO Annual Membership invoice in the amount of \$6,250.00
- d. Zion's Bank Loan Payment in the amount of \$91,636.16

- e. Stryker Sales, LLC invoice in the amount of \$10,602.00
- f. HRA VEBA Annual Employee Contribution in the amount of \$62,200.00
- g. SROA/SSD Land Lease Annual Payment in the amount of \$40,000.00

Treasurer Kelley moved to approve the invoices/minutes as presented; seconded by Dir. Ralston. The motion passed unanimously.

Old Business

2. Public Safety Building

a. Public Safety Building Construction Update

OR/PM Doug Nelson reported the project is currently on schedule for the move-in date. Signage proposals will go before the SROA committee for approval tomorrow.

Kirby Team:

- Introduced Liz Silva as a new member of the Kirby Team. She will be assisting with the close out documentation.
- Everything on the Bid Package 2 section is getting painted and finishes are being installed.
- Siding is mainly finished, but gutters and metal roofing on the east end need to be installed.
- Close out and project milestones are happening from the middle to the end of December.
- Continue to texture and patch on the Bid Package 1 side.

Dir. Ralston commented electronics are being installed and the upstairs living space for the Fire Department looks great. There are now weekly architect meetings, rather than bi-weekly, due to the level of activity.

Kirby mentioned two milestones: finishing up the new garage doors so the apparatus bay is no longer exposed to the elements and testing the heaters in the apparatus bay to start providing heat.

b. Motion to approve October 2024 Building Funding Requests in the total amount of \$792,863.90

- i. KMB Architect invoices in the amount of \$29,619.45
- ii. System West invoice in the amount of \$910.00
- iii. Carlson Testing invoice in the amount of \$921.00
- iv. Nelson Capital invoice in the amount of \$9,500.00
- v. Sage Springs invoice in the amount of \$678.85
- vi. Kirby Nagelhout Construction invoice in the amount of \$651,246.77
- vii. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
- viii. Honeywell invoice in the amount of \$17,482.50
- ix. Midstate Electric invoice in the amount of \$8284.00
- x. SSD invoices in the amount of \$73,221.33

OR/PM Nelson gave an overview of the financials listed above. It was noted the total amount being requested had changed from what was listed in his initial report.

Administrator Holliday asked how much longer we will need to utilize the parking at Sunriver Christian Fellowship (SCF). Nelson advised there should be one more payment for January usage

and he will contact SCF and provide them with their 30-day notice per contract. Administrator Holliday also asked about Sage Springs membership and Chief Lopez suggested keeping the membership through January 2025.

Vice Chair Shoemaker moved to approve the funding request in the amount of \$792,863.90; seconded by Dir. Ralston. The motion passed unanimously.

c. Motion to Approve Additional Funding:

- i. Fire Dept. Tool Room in the amount of \$5,360.05 plus shipping (TBD)
- ii. Police Department Furniture in the amount of \$9,000.00
 1. Holding Interview Furniture - \$5,500.00
 2. Clearing Traps - \$3,500.00
- iii. Station Exterior Window Blinds
 1. Pending Final Measure and Quote (need to order)
 2. Budget Allocation - \$15,000.00
- iv. Fire Department Appliance Package
 1. Pending Final Quotes
 2. Budget Allocation - \$25,000.00

Total Request to Commit Funds - \$54,360.05

Nelson gave an overview of the final buyout items listed above. He has quotes for the items but is asking for a total amount of funds for all purchases, not to exceed \$54,360.05. Dir. Hepburn asked if the items would arrive in a reasonable amount of time and Nelson thought they would.

Vice Chair Shoemaker moved to approve the funding request not to exceed \$54,360.05; seconded by Dir. Ralston. The motion passed unanimously.

Chair Fister asked Nelson if he had any additional items to discuss. Nelson advised he is requesting an additional \$200,000 to his budget. Chair Fister would like to wait until the funds are needed before they are committed.

d. Public Safety Building Open House

Administrator Holliday advised the PSB Open House is being moved from Jan. 16, 2025 to Feb. 20, 2025 to provide more time in the event of delays. The plan is to have the Joint SSD/Deschutes County Commissioner meeting in the morning, the open house around 11 a.m., including the ribbon cutting, and then the SSD Regular Board Meeting at 1 p.m. All the Board members' calendars have been blocked out and all three County Commissioners have the joint meeting/open house on their calendars. The first SSD Board meeting in the new building is Jan. 16, 2025.

Chair Fister asked Ex-Officio Schneider to thank SROA for the use of their board room over the years. Dir. Ralston requested to have a separate celebration/tour for the PSB Task Force to celebrate the completion of the new building.

e. SPD/SSD Move-In Plan for December

Administrator Holliday, through discussions with staff and chiefs, decided during the physical move of the police department to the new building, the administrative offices would be closed to foot traffic. The business line will be answered, and customers can call in and make appointments if they have official business that needs to be conducted in the office. An article

has been submitted to The Scene with this information, along with an estimated time frame for the closure.

f. Report on Utilizing Public Safety Building Interest Income

Administrator Holliday attended a conference where arbitrage was being discussed and she felt further clarification was needed for funds used for construction. She spoke with legal counsel from The Orrick Group, the Arbitrage Consultant, and David Doyle and Robert Tintle from Deschutes County. After these meetings Administrator Holliday felt confident the District has met the requirements of the IRS. She has also received a letter from the Arbitrate Consultant noting the arbitrage liability remains at zero and the interest earned can be spent at the discretion of the Board.

g. Update on Public Safety Building Reserve Study

Dir. Ralston advised the Reserve Study would be completed by Christmas. He added his desire to see the additional interest from the PSB loan used to maintain the new building in the future. Chair Fister discussed how funds in the 716 Capital fund were not separate from other funds. Discussion ensued and it was agreed that SSD needs to investigate having a third fund to place the money to be used to support the Public Safety Building, and all interest accrued on the monies would go back into that fund. Chair Fister will get clarification from the County. Administrator Holliday reminded everyone in past meetings, it was discussed for those funds to go into 716 for various reasons.

Board members expressed an interest in receiving the Reserve Study as soon as it is received by Administrator Holliday.

h. Review of monthly memo to Deschutes County Commissioners

Chair Fister advised the memo is in the monthly packet and if the board sees any changes, they need to send them to Administrator Holliday.

3. Update on SSD Strategic Plan

Vice Chair Shoemaker advised an email will be going out regarding a Strategic Planning meeting Jan. 22, 2025 from 2 to 4 p.m. at Seator Hall in the new Public Safety Building. There will be an option to attend remotely. Administrator Holliday will send information to the Scene, as citizen input is also welcomed.

Vice Chair Shoemaker asked for one volunteer to represent the District and Chair Fister volunteered. Chair Fister, Administrator Holliday and Vice Chair Shoemaker will meet after the holidays to go over the content of the email. Vice Chair Shoemaker would like to have the SSD Strategic Plan completed by mid-February to be approved in the February or April meeting, as he will be gone the month of March. The Reserve Study will be a vital component to the SSD Strategic Plan.

4. Update on SSD Budget Committee Members

Chair Fister advised any member of the SSD budget committee must be an elector in the District. He is checking with the current budget committee member to see if he still qualifies. Chair Fister and Administrator Holliday will discuss it further to see if re-advertising is needed.

New Business

5. Monthly Chief/Administrator's Reports

Police Chief Lopez:

- Overview of monthly statistics. Refer to dashboard.

- One lateral police officer candidate is in backgrounds.
- Several meetings with the Citizen Patrol (CP) volunteers. Discussions about having CP be public safety volunteers to also assist with Sunriver Fire. The idea has been well received by the volunteers and the group would be renamed in the future. Chair Fister pointed out that someone needs to oversee their budget.
- Moved forward with interviews for entry level police officer, just in case lateral candidate backs out. A list of candidates has been developed.
- Chief Lopez is now the Oregon Police Chief's Association District 13 representative.
- The Police Executive Assistant position has been advertised and interviews will be conducted Dec. 4, 2024.
- Chief Lopez attended SROA Rules and Regulations meeting. SROA is mostly happy with the services provided. Discussion about streamlining the contracts and services moving forward.
- Community Service Officer (CSO) Steinbrecher is off training and will be taking a very active role with the move into the new building, community events, SROA pathway task force, etc. She is currently working Friday through Monday and will be driving an unmarked unit with magnetic signs.
- Corporal Van Meter is finishing up field training.
- Conducted Major Incident Team interviews and Officer Lyman has been selected to represent Sunriver Police on the team. Captain Kornblum is also a member of the team.
- Hosted the OACP Small Agency Conference in October. Chief Lopez and Captain Kornblum attended. Chief Lopez presented "Small Agency Drone Program," which was well received, and several Chiefs have reached out for more information. Officer Wilson assisted.
- Other training consisted of Night Range Session at Bend PD, and Use of Force updates provided by Corporal Lawrence and Deputy DA's.
- Drone deployments – See Report
- License Plate Readers (LPR) are being used to investigate criminal activity. SRPD have been given access to large retail stores' parking lots through the system.
- SRPD attended the Village and The Door's Halloween celebrations.
- Police and Fire foundation hosted the Range Day event and SRPD assisted.
- Chief Lopez spoke at La Pine High School about SRPD and spoke with Three Rivers School about community outreach ideas.

Vice Chair Shoemaker commented on the increase of numbers on the statistics and asked if it is because the officers are being more proactive or if it is just busier overall. Chief Lopez said it is due to the shoulder season taking a little longer to arrive. Also, there are more active officers on duty (almost full staff) and officers are looking for an opportunity for their trainees. Vice Chair Shoemaker wanted to know if there had been more officer complaints because of the uptick and Chief Lopez advised that there had been, but nothing that has rose to a formal investigation.

Administrator Holliday:

- Met with various procurement officers to explore this topic further. Working with Dana to identify which line items meet the threshold of obtaining bids. Would like to utilize state contracts to get better pricing.
- Finalized District Audit and met with legal regarding arbitrage.
- Continue mentorship with Government Finance Officers Association Mentorship Program. Attended GFOA conference in Eugene and it was very helpful.
- Met with legal regarding various payroll items, to include Social Security. Report forthcoming next month.
- Working with PERS administrators to audit all employees to make sure data was submitted correctly. Receiving requests from employees to verify other PERS items.

- Finished Public Sector HR Assoc. course. Must take a 3 hour exam by December 8, 2024.
- Administered Open Enrollment for FSA benefit.
- Working with Dana to create HR Policies.
- Reviewed applications for the police department Executive Assistant position.
- Verified employee status as it relates to insurance; married, single, dependents, etc.
- Working with CompuNet and Streamline for the .gov website and email migration.
- Beginning stages of planning for the open house/ribbon cutting for the new Public Safety Building. Setting up accounts for various Public Safety Building needs.
- Working with SROA to update the rules and regulations and contracts.
- Will be on vacation beginning tomorrow through Nov. 29, 2025.

Dir. Ralston advised contracts for cleaners will need to be obtained for the Public Safety Building.

Fire Chief Boos:

- Overview of monthly statistics. Refer to dashboard.
- SRFD received a lot of interest from people wanting to come and work for the department, although the Chief doesn't anticipate any openings.
- Lt. Gaede has been meeting with CP and hopes to have the volunteer program up and running on the fire side, as well.
- Chief Boos participated in the interview panel for the Oregon State Fire Marshall Regional Mobilization Coordinator.
- Chief Boos responded to North Carolina to assist with Hurricane Helene release efforts. Their mission was to transition from an Incident Response Team to a Recovery Team. He helped ensure people had water, sewer, power, phones (infrastructure) and how to distribute all the items collected.
- Chief Boos attended the SROA Rules and Regulations meeting.
- Chiefs Boos and Lopez met with local stakeholders about the wildfire evacuations and the impact on the businesses when it went to Level II.
- SRFD received Chief Bjorvik's new department truck. It is being outfitted and should be available in a couple of weeks.
- Chief Boos met with legislators and central Oregon fire chiefs to discuss the upcoming legislative session. The group would like them to proceed with the OSFM Upstaffing Grant, which Sunriver received in the past, and to proceed with grants to purchase apparatuses for agencies.
- Chief Boos seeks board approval to investigate a staffing grant for recruitment and retention.
- Three firefighters graduated probation and a ceremony was held.
- The department had a case review with Dr. Peterson.
- Officer's meetings have started back up. They were suspended due to the busy summer and vacations.
- SRFD participated in the SROA Health Fair and the Halloween celebrations.
- Chief Boos attended the Safe Schools Alliance meeting.

6. Motion to Accept the SSD 23-24 Fiscal Year Audit

Chair Fister stated the District traditionally votes to accept the audit.

Treasurer Kelley moved to accept the audit; seconded by Dir. Ralston. Motion passed unanimously.

7. Discussion on Department Food Expenses

Vice Chair Shoemaker would like to develop financial policies and procedures relating to travel.

Administrator Holliday stated the District has financial policies and inquired if Vice Chair Shoemaker

would like to add to the existing policies. Vice Chair Shoemaker advised to research GSA Travel policies or possibly we could utilize State of Oregon policies.

8. Discussion on Joint SSD/Deschutes County Meeting Agenda Items

Chair Fister requested agenda items for the joint meeting with the Deschutes County Board of Commissioners. He mentioned to have a Building Cost Summary be included. Deschutes County is aware the District will go over, but stayed within the bounds of the interest money earned. In addition, there should be discussion about the reserve funds from the Public Safety Building and reflections on the fire near Sunriver. Administrator Holliday said the Strategic Plan update should also be on the agenda.

9. Update on SSD Website and Email Migration to .gov

Administrator Holliday said the fire department emails have migrated to .gov. The district and police will migrate after Thanksgiving. Administrator Holliday would like to standardize people's name in their emails so that everyone uses the same methodology.

Sunriver Service District has migrated to the .gov website and after Thanksgiving Fire and Police will migrate. Executive Assistants and Administrator Holliday are training with Streamline to make updates to the website.

10. Update on the Creation of the SSD Nominating Committee

Dir. Ralston advised Ron Schmid is willing to assist with the creation of the SSD nominating committee. They will be meeting in December and have something put together by January. The information will be sent out to the board members for review. Chair Fister advised that a work session could be scheduled.

11. Motion to Approve the 2025 SSD Board Meeting Calendar

Administrator Holliday advised it is best practice to post and approve the yearly meeting calendar. All Regular Board meetings are scheduled for the third Thursday of every month at the Public Safety Building, beginning at 1 p.m. There will be a Teams option, as well.

Vice Chair Shoemaker moved to approve the 2025 SSD Board Meeting Calendar; seconded by Dir. Kelley. Motion passed. Dir. Ralston was not present.

12. Motion to Approve October 2024 Unaudited Financials

Administrator Holliday included the Statement of Financial Position to provide the Board with current asset and liability totals. She has been working with the accountant to get the final draft of the financial paperwork that will be included in the monthly board packets. She noted:

- 716 Reserve Fund has made a significant amount of interest
- Police overtime is high, but overall salaries are under budget for the year.
- Police building rental is high, but it is due to only having one more month of rent, at the most two.
- Fire overtime is high due to chiefs responding to fires/emergencies. These funds will be reimbursed.
- Fire Department Repair and Maintenance is high, but a couple of line items were wrongly categorized.
- Administrative Accounting and Auditing line item is high, but it is due to the one-time audit fees.
- The entire budget is right on track.

Administrator Holliday advised she will be putting together the 717 financials in more detail because there is a need to ask the County for a budget adjustment for that account. This should be completed

next month. Administrator Holliday asked for feedback on the new financials and received positive comments.

Dir. Ralston moved to approve the October 2024 unaudited financials; seconded by Vice Chair Shoemaker. Motion passed unanimously.

13. Review of October/November 2024 SROA Board Meeting

SROA Ex Officio Schneider provided an update on the last SROA Board meeting including, introducing new CSO Ashley Steinbrecher, discussion on the additional firearm regulation, the bike path being built from Bend to Lava Butte, SROA changing nominating committee language to reflect the recent changes with SSD nominations, and SROA creating a task force regarding pathway safety.

14. Other Business

a. Cardinal Landing Bridge – Vice Chair Shoemaker

Vice Chair Shoemaker advised that a while back Chief Boos had a report done for the Cardinal Landing Bridge and what it could handle. Vice Chair Shoemaker took the report and gave it to a friend of his who was the head bridge guy for Cal Trans and now he has his own business. He read it and said we could probably get a equipment over it, but recommended a full blown review and study and he doesn't have the capacity to do it right now. Vice Chairs friend offered to sit down with who is interested and go over what we are looking at and what would be recommended for the next steps. Chair Fister advised that SROA does have plans to have the bridge evaluated in the future and advised Ex Officio Schneider that if it does come up, SSD would offer any assistance that we could, as we have interest in terms of emergency management. Chief Boos advised the use of the bridge could save about 20 minutes, versus going all the way around.

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

Meeting adjourned at 2:58 p.m.

Submitted by Administrator Holliday