

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING 3:00 p.m. Thursday, October 13, 2022 Meeting In Person and Via Zoom

Call to Order: Chair Hepburn convened the meeting at 3 p.m.

Roll Call: Chair Hepburn, Vice Chair Ralston, Dir. Shoemaker, Dir. Fister, Dir. Foster were present. Dir. De Alicante and Treasurer Beenen were not present.

Public Input: None

SSD Staff: Board Administrator Holliday, Fire Chief Moor, Police Chief Womer, Police Lt. Lopez, OR/PM Nelson

SROA Staff: Susan Berger

Dir. Fister wanted to acknowledge Larry Buzan, a long-time Citizen Patrol member and trainer, for his service to the District. He recently passed, and the Board offered condolences to his family.

The Board thanked Bill Hepburn and John Ralston for serving as SSD Board Chair and Vice Chair.

Consent Agenda

1. Motion to approve:
 - a. The Sept. 15, 2022 Regular Board meeting minutes
 - b. Approve Carlson Sign invoice in the amount of \$5,435.00
 - c. Approve All American Canopies expense of \$368.00
 - d. SROA monthly invoice in the amount of \$17,480.55
 - e. Monthly invoices for Public Safety Building

The Carlson Sign invoice was to restripe two patrol vehicles. The All American Canopies expense is an additional amount to the capitol expense for the canopy already approved by the Board.

Dir. Fister moved to approve the Consent Agenda; seconded by Vice-Chair Ralston. The motion passed unanimously.

Dir. De Alicante joined the meeting at 3:07 p.m.

Old Business

2. Update on Sunriver Public Safety Building

a. Review of the CM/GC Request for Proposals

The District has been working with an attorney for the CM/GC RFP, contract, and general provisions. OR/PM Nelson shared a contract he had used prior, and all the information will be made public Friday, Oct. 14, 2022. There is a mandatory meeting for all proposers on Oct. 20. There will be no questions or answers at this meeting, as they will be addressed in addendum form. Proposals are due Nov. 10 by 4 p.m. Architect Bill Valdez and OR/PM Nelson are only advisory members of the Selection Committee and are not able to vote. The Selection Committee will meet Friday, Nov. 18, to select the

top candidates to interview. The notice of intent to award will go out on Dec. 8 and the contract will be executed at the Dec. 15 SSD Board meeting.

Vice Chair Ralston asked for the Board to review the draft RFP and provide feedback as soon as possible.

Board Administrator Holliday will post all the RFP materials to the SSD website and send the link to the Board with all the documents.

b. Motion to approve monthly OR/PM update to Deschutes County Commissioners

The Board provided feedback and suggested a template for the monthly update to the Deschutes County Commissioners. This includes a budget synopsis, executive summary, project timeline, etc. Keeping it short and to the point is important.

Board Administrator Holliday will email it to the Deschutes County Commissioners, as well as copying the SSD Board and those copied on last month's update.

Vice Chair Ralston, Mr. Joe Healy, Treasurer Beenen, and OR/PM Nelson will meet soon to discuss the budget and how items are allocated.

New Business

3. Monthly Chief/Administrator's Reports

Fire Chief Moor

- Call volume went down from 50 to 21 in September. This is normal going into the winter months.
- Chief Moor said the response times are good, and it was busy month with mutual aid calls. Sunriver assisted La Pine with numerous fire and medical calls.
- Administrative update: The Firefighter/Paramedic position was not successful in garnering applicants. Sunriver Fire will send out a direct mailer to every registered paramedic in the state of Oregon. Nov. 1 is the deadline to review applications.
- Chief Moor has completed the annual employee evaluations.
- Staff are working on a work back policy. Chief Moor will send out more information prior to the next Board meeting.
- The Resort is hosting the Grand Illumination event this year. Chief Moor signed the state fire marshal documents for fireworks.
- There was a SunriverYOU class next week about ladder fuels. The new ladder fuel reduction program draft is on the SROA website. Chief Moor's biggest concern are the canopies of trees and the amount of wood chords allowed per home. Chief is also waiting on the Oregon fire risk calendar, which should be published in March of 2023.
- Operations: Oregon State Fire Marshal Office is creating an Oregon Fire Service Capacity Program. Sunriver will apply for funding of two full time firefighter positions for years 1 through 3 and there is a percentage match by the District.
- Dir. Foster asked about the insurance information. Chief Moor reached out to the evaluator for the updated ISO rating and has not heard a response.

Police Chief Womer

- There were 43 cases, 10 outside of Sunriver. Chief noted things are slowing down too, however, self-initiated activity was high by SPD and officers are patrolling further out in the community.

- Administration: The department is finishing two officer backgrounds and have given one a conditional job. Lateral Officer Kornblum starts on the Oct. 18 and will ride along with Officer Weaver. Officer Wilson is close to finishing his training and then will be on his own.
- Calvin Davis was sworn in as Sergeant.
- The department is working on how to improve service level. The management team has identified pertinent needs, including an unmanned aerial drone and better personnel protective equipment. Lt. Lopez gave a presentation on these two areas and provided information on why they are needed, estimated cost, and the positive impact to the department and community. Dir. Fister stated he did not want to wait until the next budget cycle, but to look at immediate grants and funding or consider an amended budget. He asked Chief Womer and Lt. Lopez to provide a full proposal with a breakdown of expenses for the drone and protective equipment for the entire staff. In addition, add in the life cycles to use for reserve calculations.
- Body cameras are set to go live Nov. 1.
- The department has received information on a few providers of license plate reader cameras. Stationary cameras to cover the two entrances to Sunriver would be roughly \$10,000. These cameras capture license plates come through Sunriver and SPD will be notified if it is a stolen car, high risk, on an Amber alert, etc. If a car is not involved in a crime the images are only kept for 30 days.
- Received ODOT safety grant to cover overtime to put traffic detail in high-risk places.
- Operations: Officer Kaping is on light duty and working with Bend on homicides. Sgt. Beck completed firearms instructor certification.
- Community: Assisted in the Three Rivers School Otter Run, and Faith and Blue event.
- Academy update: it is an eight month wait.

Board Administrator Holliday

- Public Safety Building: The Task Force met in September, where OR/PM Nelson was introduced. The Scene story for the month of November will focus on the impact to the area for the geotechnical drilling, the CM/GC RFP status, and an update to the design process. Board Administrator Holliday continues to work with Vice Chair Ralston and OR/PM Nelson on the CM/GC RFP process, scheduling for the Selection Committee, and providing support where needed. There were also numerous meetings the past month with the design team to discuss the building schematics, as well as a debrief with one of the Architectural firms not selected for the project.
- Administrative: Starting January 1, 2023, employees and employers must contribute to the Paid Leave Oregon state fund. Board Administrator Holliday is attending online forums to learn more and is meeting with SROA HR to ensure the District will be in compliance. In addition, beginning with the third quarter filing in 2022, Frances Online will replace the Oregon Payroll Reporting System (OPRS) and the Employer Account Access (EAA) portal. The system will start supporting Statewide Transit Tax and Paid Leave Oregon contributions in the first quarter of 2023.
- The SSD email addresses will move to Microsoft 365 this fall or winter. This would provide consistency among all three departments: Administration, Police and Fire.
- Insurance: The District received a rebate from SAIF in the amount of \$6,886.57. This is available to the District when the yearly premium is paid in full prior to July 1. SAIF is Oregon's not-for-profit workers' compensation insurance company. In addition, Board Administrator Holliday is currently working on the Best Practices program through SDAO, which provides insurance savings based on the various trainings, organization

affiliations, staff safety protocols, etc. District employees or Board members have participated in. The savings are for general liability, auto liability, and property insurance contributions for the 2023 policy year.

- Audit: The auditors will be on site Oct. 20. The District is working with a new firm, therefore, there is a significant amount of information to provide.

4. Elections for SSD Board Chair, Vice Chair and Treasurer

Vice Chair Ralston moved to elect Gerhard Beenen as SSD Treasurer; seconded by Dir. De Alicante. The motion passed unanimously.

Dir. Fister moved to elect John Shoemaker as SSD Vice Chair; seconded by Dir. Foster. Chair Hepburn voted yes, Vice Chair Ralston voted yes, Dir. Shoemaker abstained, Dir. De Alicante voted yes, Dir. Foster voted yes, and Dir. Fister voted yes. The motion passed.

Dir. De Alicante moved to Jim Fister as SSD Chair; seconded by Vice Chair Ralston. Chair Hepburn voted yes, Vice Chair Ralston voted yes, Dir. Shoemaker voted yes, Dir. De Alicante voted yes, Dir. Foster voted yes, and Dir. Fister abstained. The motion passed.

5. Discussion and motion to approve Chair's Signature on Police Chief Womer employee contract

Dir. Hepburn provided a brief overview of the contract with Chief Womer. It is the same contract as the prior police chief, with a few modifications primarily to salary and simplifications of language due to Mr. Womer's tenure.

Dir. Foster moved to approve the Chair's signature on Police Chief Womer's employee contract; seconded by Vice Chair Shoemaker. Motion passed unanimously.

6. Discussion on Board Orientation/Work Session

Board Administrator Holliday shared the agenda and asked for feedback. The Board will meet on Wednesday, Nov. 16, 2022 from 9 a.m. to 3 p.m.

7. Motion to approve Administrator Holliday's signature to letter of understanding with Auditors

Unfortunately, this letter was not available at the time of the meeting, therefore it will be tabled until next month.

8. Motion to approve the September 2022 unaudited financials

The Board reviewed the September 2022 unaudited financials and discussed ambulance charges. There are many different insurance payers, some of which will only pay a certain amount, and the difference is categorized as bad debt. There is nothing the District can do about this, and it is budgeted every year. Chief Moor stated Medicaid has a reimbursement program called GEMT where the District receives funds each year to make up the difference.

Chair Fister suggested the SSD Budget Committee begin meeting shortly after the first of the year.

Vice Chair Shoemaker moved to approve the September 2022 unaudited financials; seconded by Dir. Ralston. The motion passed unanimously.

9. Review September 2022 SROA Board meeting

Dir. De Alicante gave an update on the last SROA Board meeting, which included topics on the TDS agreement, firewood limits, revenue increases, and reports from the different committee meetings.

The SROA Rules and Regulations annual meeting is Oct. 25, 2022 and Chair Fister and Dir. Foster will attend.

Other Business

The next SSD Regular Board meeting is November 17, 2022. Chair to report on quarterly meeting between Chair and SROA President. Annual joint breakfast meeting with Deschutes County Commissioners will be scheduled in December. Agenda items for this meeting will be discussed at the November Board Meeting.

Dir. Foster moved to adjourned; seconded by Dir. De Alicante. The motion passed unanimously.

Meeting adjourned at 5:15 p.m.

Submitted by Board Administrator, Mindy Holliday

APPROVED