

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING 3:00 p.m. Thursday, November 17, 2022 Meeting In Person and Via Zoom

**Call to Order:** Chair Fister convened the meeting at 3:01 p.m.

**Roll Call:** Chair Fister, Vice Chair Shoemaker, Treasurer Beenen, Dir. De Alicante, Dir. Foster, Dir. Hepburn and Dir. Ralston were present.

**Public Input:** None

**SSD Staff:** Board Administrator Holliday, Fire Chief Moor, AIC Police Chief Lopez, OR/PM Nelson

**SROA Staff:** Susan Berger

Congratulations was given to the Public Safety Building Task Force volunteer members for winning the 2023 SDAO Volunteers of the Year Award!

### Consent Agenda

#### 1. Motion to approve:

- a. The Oct. 13, 2022 Regular Board meeting minutes
- b. SROA monthly invoice in the amount of \$16,980.95
- c. Moss Adams LLP invoice in the amount of \$7,000
- d. Zions Bank Public Safety Building Loan payment in the amount of \$107,483.05

Dir. Foster moved to approve the Consent Agenda; seconded by Vice-Chair Shoemaker.

Treasurer Beenen suggested changing the loan payment larger to put towards principal, which would save the District on total interest. Dir. Hepburn asked the impact to the budget, especially in years two and three where the District may have some constraints. Treasurer Beenen stated the District just received property tax payments and are “cash rich,” and will likely stay “cash rich” for the duration of the loan. He doesn’t believe there will be a negative impact and the District can always go back to a lower schedule.

Treasurer Beenen moved to amend the consent agenda to reflect the payment for the Public Safety Building loan to Zion Bank is \$414,000; Dir. De Alicante seconded. The amendment to the motion passed unanimously.

The amended motion passed unanimously.

### Old Business

#### 1. Public Safety Building

##### a. Motion to Approve October 2022 Building Funding Requests:

- i. Nelson Capital invoice in the amount of \$9,500.00
- ii. KMB Architecture invoice in the amount of \$43,017.22
- iii. Local Government Law Group invoice in the amount of \$916.00
- iv. North 45 West invoice in the amount of \$6,150.00

OR/PM Nelson reviewed the funding request and stated all are within budget. Treasurer Beenen had questions regarding the KMB report and completion percentages in relation to the invoice.

Dir. Foster moved to approve the October 2022 building funding requests; Vice Chair Shoemaker seconded. The motion passed unanimously.

Dir. Hepburn moved to approve an \$5,000 retainer for Spring River Tree Service; seconded by Dir. Foster. Spring River Tree Service is known in the community and approved by SROA. The tree arborist will provide tree impact analysis to support the District's SROA Design Review. This is a budgeted item; however, it is not addressed in the funding request. The motion passed unanimously.

**b. Project Status/Review of monthly memo to Deschutes County Commissioners**

The Board reviewed the draft memo to the Deschutes County Commissioners and provided feedback and changes.

Dir. Ralston stated he met with members of the Circle 4 cabins, and they sent a letter to the SROA Design Review Board stating they approve the plans. The District must submit letters to all those living within 500 feet of the site with information on a neighborhood meeting 30 days in advance. Information will also be sent out via the Scene, social media, and email to invite the entire community. The Neighborhood Meeting must be held before submitting to the SROA Design Review Committee.

**New Business**

**3. Monthly Chief/Administrator's Reports**

**Fire Chief Moor**

- Calls for service were up slightly for fire and EMS responses. In addition, the training hours from 2022 versus 2021 are down due to a pause in the Reserve Program and Reserve training numbers are not reflected in the calculation. Response times continue to be good and are well within parameters.
- There was an active shooter scare in La Pine. The situation provided a great test for the central Oregon response team. Chief Moor recognized Capt. O'Keefe for receiving a grant to provide central Oregon firefighters bullet proof vests and helmets.

Treasurer Beenen requested breaking out the mutual aid number to show if they are EMS, Fire or both.

- Administrative: Chief is working with other central Oregon fire chiefs to update the wildfire plan.
- Operations: There were seven candidates for the Firefighter/Paramedic position and interviews will be held Dec. 5 and will include a panel interview, Fire Chief Interview, and an EMS/ALS scenario.
- Fire continues to work with La Pine on mutual aid updates to build on a more collaborate deployment plan for all central Oregon. If there is a fire in Sunriver, the District is backed up by the two closest areas, which is now automated in the CAD system. These units can be asked to either physically come to the station, backfill, or go to the scene directly.
- Community events: The department participated in Halloween at Village, two wildfire home inspections, and Deputy Chief Bjorvik presented the ladder fuels reduction plan for Sunriver You.

### **AIC Police Chief Lopez**

- Calls for service: there were 40 cases and 40 calls (13 outside of Sunriver). This is comparable to October of last year, despite staffing difficulties. Community Policing contacts are much higher than last year, as there has been an emphasis in this area so the public sees and gets to know officers.
- Admin: Officer Lyman was hired and in the training phase, and there is one candidate in background. The department is preparing entry level interviews in later November or early December.
- Lt. Lopez applied for the SDAO Safety Grant, which will match up to \$5,000 for funding of the drones. Treasurer Beenen asked about a drone policy and AIC Lopez stated he has been in discussions with the Covenants Committee to get an exception.
- Officer Guffey is in Salem at the academy until February.
- The new badge design has arrived.
- Training/Operations: All line staff attended skid car training. Officers Kaping and Wilson completed crisis intervention training in Bend. Officer Weaver helped facilitate the training. Officer Wilson finished his PTO and is on his own. Officer Kornblum completed lateral orientation training and is on her own too.
- All personnel participated in body worn camera training. All have been trained, the policy has been adopted, and they are all being worn.
- The new tasers have arrived. Staff are going through training and implementation is occurring over the coming weeks.
- Community events: The Faith and Blue event was a tremendous success. Staff participated in the Halloween in Village and the Trunk or Treat at the Door. SPD attended the job fair in Bend, and had a few people interested that were sent applications. The department is also exploring a "coffee with a cop" event.

### **Board Administrator Holliday**

- Public Safety Building: 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 and updated plans. There were also meetings about various financial questions regarding Fund 717.
- The volunteer members of the Public Safety Building Task Force won the SDAO Volunteer of the Year! Each member, and their spouse, will be invited to the Awards Banquet at the SDAO annual conference this February, which happens to be in Sunriver. Also, a professional video team will be coming this winter to interview the recipients.
- Administrative: Starting January 1, 2023, employees and employers must contribute to the Paid Leave Oregon state fund. Administrator Holliday is attending workshops to learn more and will continue to do so as more information becomes available.
- Collaborating with Deschutes County to schedule the joint meeting with the Board of Commissioners. Administrator Holliday also scheduled and negotiated the room rental fee at the Sunriver Resort.
- The District will be contracting with a tech company to assist in moving the SSD to the Microsoft 365 platform.
- SDAO/SDIS: Administrator Holliday finished the Best Practices survey, which gives the District credits on its property/casualty insurance contributions and will take an estimated 8% off the general liability, auto liability, and property insurance contributions for the 2023 policy year.
- The annual inventory review was completed. This gives the liability insurance carrier accurate information for replacement coverage, etc.

- Audit: The auditors were on site Oct. 20 and everything seemed to go well. They have followed up for further information. The first draft should be shared soon.
- Board Orientation: Administrator Holliday worked with SDAO to create the SSD Board Orientation materials in order to cover all relevant topics, and also complete requirements for the Best Practices programs and those stated in the District policies.

#### **4. Discussion on Sunriver Fire Department matters: Work Back Policy, Captain's Vacation/Temporary Memorandum of Understanding (MOU), and Acting-In-Capacity incentive increase/MOU**

Chief Moor presented three draft MOUs for the Board to review.

First, Sunriver and Black Butte Ranch have been exempt from the PERS work back rule. A full PERS retiree is eligible to work at Sunriver and Black Butte Ranch and can still collect 100% of their PERS pension while working full time. In 2020, the state of Oregon passed HB 1049 where everyone was provided this opportunity. However, it is designated to sunset in 2024. The District currently does not have a policy regarding this topic, and there are currently three employees utilizing this program. Chief Moor is introducing a policy surrounding this issue, even if HB 1049 sunsets or stays in place. He will work with Administrator Holliday to add this to the SSD Handbook upon approval.

Second, is the Acting in Capacity (AIC) for engineers and captain positions. The current wage scales are set up in a way that employees do not receive much of a financial benefit to take on the extra responsibilities and skill set needed for this role. Chief Moor is recommending a 5% raise for those service in an AIC function, which is currently the policy at the Police Department. This will also help with succession planning. Vice Chair Shoemaker asked for more information on the financial impact.

The last area is in regard to captain vacations. When a captain schedules vacation time, to fill this shift vacancy one of the other two captains is paid overtime or a firefighter with AIC qualifications can work as an AIC Captain. However, due to issue with the AIC pay, there are currently no staff interested in taking on the AIC Captain role.

Items two and three would be MOUs to the current Fire CBA, whereas the first would be a change to the SSD Employee Handbook. Chief Moor will bring these MOUs back to the Board next month to vote on approval, as well as the financial impact of the AIC pay.

#### **5. Report on quarterly meeting between SSD Chair and SROA President**

Chair Fister reported he met with SROA President Beenen and they discussed SROA ending Accounting, Payroll and HR services for the District on June 30, 2023. They also spoke about the upcoming Deschutes County Commissioner joint meeting, the TRT task force, and the water tender issue. SROA needs a water truck a couple of times a year for dust control and SROA President Beenen asked Chief Moor if he would be willing to share the Fire water tender with SROA. Chief Moor stated he met with Mark Smith, SROA Public Works, and they came to a solution. Chief Moor is drafting a document outlining the various conditions and parameters.

#### **6. Development of Agenda Items for BOC/SSD annual meeting**

Chair Fister is creating a District summary to present, which includes highlights, pressure points, and objectives for the year. Other items are the Public Safety Building status, Fire and Police annual update, and the potential rework of SSD budget line items.

Dir. De Alicante shared some concerns about curbside recycling he would like to share with the Commissioners. Chair Fister suggested he share this during the Public Input section.

## **7. Discussion of the Oregon Paid Leave Program**

Administrator Holliday gave an update on the Oregon Paid Leave Program, which is a new task on all employees and employers starting Jan. 1, 2023 but employees cannot use the benefit until September of 2023. The contribution rate is 1% of the total payroll contributions, where 40% is paid by the employer and 60% is paid by the employee. She provided a breakdown of how much the District will be paying for the remainder of this fiscal year. This program is similar to the state unemployment program, where the employee applies for the leave and is approved through the state of Oregon. The state is still finalizing the logistics of the program and more information is to be shared as it is available.

Administrator Holliday needed the Board's guidance on one aspect of the program, which is if the District would like to utilize the state of Oregon's fund to house collected monies until payment is due for the program or if the District would like to research and create its own fund. The Board instructed Administrator Holliday to utilize the state fund as this is such a new program with many details left unresolved, the District wants to ensure compliance.

## **8. Discussion of the 2023 Task Calendar**

Board Administrator shared the task calendar for next year, which she utilizes to make ensure the District stays on track with certain projects and to help draft the monthly meeting agendas. Dir. Hepburn provided feedback on the removal of a couple items.

## **9. Motion to approve 2023 Meeting Calendar**

Administrator Holliday stated SDAO recommends the Board approve the yearly meeting calendar as part of the public record, therefore everyone is aware of the schedule if interested in attending a meeting.

Treasurer Beenen moved to approve the 2023 SSD Board of Directors monthly meeting schedule; seconded by Dir. Ralston. The motion passed unanimously.

## **10. Motion to approve the October 2022 unaudited financials**

Treasurer Beenen reviewed the October 2022 unaudited financials. He stated property taxes coming in less than expected. However, in the Operating Budget, the Police, Fire and Administration departments are underbudget. Bike Patrol was over budget. Had a surplus this year.

Dir. De Alicante moved to approve the October 2022 unaudited financials; seconded by Dir. Foster. The motion passed unanimously.

## **11. Review October 2022 SROA Board meeting**

Dir. De Alicante gave an update on the last SROA Board meeting, which included topics on drones, the Grand Illumination event and fireworks display, telecommunications, and committee appointments.

## **Other Business**

The next SSD Board meeting is Dec. 15, 2022 at 3 p.m. The annual joint breakfast meeting with Deschutes County Commissioners is Dec. 16, 2022 at 9 a.m. at the Sunriver Resort.

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

Meeting adjourned at 5:40 p.m.

Submitted by Board Administrator, Mindy Holliday