

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING 3:00 p.m. Thursday, September 15, 2022 Meeting In Person and Via Zoom

**Call to Order:** Chair Hepburn convened the meeting at 3:04 p.m.

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

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

**SROA Staff:** Susan Berger

Chair Hepburn welcomed the new Board members, John Shoemaker and Jim Fister. They both introduced themselves and read their oaths of office.

### Consent Agenda

#### 1. Motion to approve:

- a. The Aug 18, 2022 Regular Board meeting minutes
- b. The Sept 7, 2022 Special Board Meeting
- c. SeaWestern invoice in the amount of \$6,182.00
- d. SROA monthly invoice in the amount of \$20,862.68

Chief Moor stated the Board approved the SeaWestern invoice, but the total did not include an addition \$98 for shipping. Approval is needed for the additional amount.

Treasurer Beenen moved to approve the Consent Agenda; seconded by Vice-Chair Ralston.

Dir. Fister asked to remove a sentence from the Aug. 18, 2022 Board Meeting minutes.

The motion passed unanimously.

### Old Business

#### 2. Update on Sunriver Public Safety Building

The Design contract was signed, and they are moving forward with plans. Vice Chair Ralston has encouraged all departments to meet prior to the Kickoff meeting with the Design team to review the preliminary plans. The survey was completed, and the files will be sent to the Design team. The geotechnical contract was approved, and they will be drilling five different holes. OR/PM Nelson will know the schedule once a drill rig is available. The Board will get an update every monthly meeting, but there is not a lot to report on right now.

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

Dir. Fister recommended sending a copy of the update to the SSD Budget Committee, as well as SROA, the SROA Board, the Deschutes County Treasurer and the Deschutes County CFO. Board Administrator Holliday will add them to the distribution list.

Treasurer Beenen suggested the Board request a meeting with the new Deschutes County CFO for introductions and share information about the District.

Dir. Fister moved to approve the aforesaid letter with the discussed organizations copied; seconded by Vice Chair Ralston. The motion passed unanimously.

**b. Review financial procedural outline for Fund 717 (Public Safety Building)**

The invoices for the Public Safety Building will be directed to OR/PM Nelson. All invoices received by the fifth of the month will be included in a packet for Board approval as part of the Consent Agenda each month. The Board will receive this information by the Monday before each meeting to review, and questions are due by noon on Wednesday. This allows OR/PM Nelson time to prepare a response for the Board meeting. Vice Chair Ralston stated the invoices need to be approved at that Board meeting to get payment out in time. The invoices will be a part of the Consent Agenda. After the approval, Board Administrator Holliday will send the packet to SROA for payment. This will be the process moving forward. Chair Hepburn stated the financial policies did not need changed, and the Board is able to approve every invoice at the monthly regular meetings without holding up payment.

**c. Discussion and vote on Resolution 2022-007 updates to District Policies**

Administrator Holliday shared the draft changes to the District Policies to reflect the Public Safety Building Fund (717), as well as adding the Liaison position on the Board. This provides a distinction for Vice-Chair Ralston's and Chair Hepburn's co-roles between the Board and the Public Safety Building project. Dir. Fister suggested it read "The Public Safety Liaison is a temporary position appointed by the Board for the duration of the Public Safety Building construction."

Treasurer Beenen moves approve of Resolution 2022-007 as amended; seconded by Dir. Fister. Motion passed unanimously.

**d. Motion to approve Resolution 2022-011 to move \$3 million from the 715 account to the 717 account**

Treasurer Beenen stated the District promised to transfer \$3 million to the construction of the Public Safety Building and he recommends making the transfer as soon as possible.

Dir. Fister moved approve Resolution 2022-011 to move \$3 million from the 715 account to the 717 account; seconded by Vice Chair Ralston. The motion passed unanimously.

**New Business**

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

**➤ Fire Chief Moor**

- Chief Moor stated Dana, the new Fire Department Administrative Assistant, is providing outstanding work. She is looking at current practices and finding better and more efficient ways of doing business.
- Correction on monthly stats, Total Fire Calls for 2021 should be 10, not 4.
- There were 31 transports last month, which is significant amount of revenue for the District. The department found a better way to calculate response times in a more efficient way. Scene to in service time is a great tool. It shows how many minutes it takes to transport someone to the hospital and back. This is an important number, as Sunriver is roughly 20 miles from St. Charles Hospital.

- Wildfire update: Deputy Chief Bjorvik is a member of the incident management team. He was in Leavenworth, WA and is currently in Skykomish. The most recent amount Sunriver Fire Department billed for reimbursement for Deputy Chief Bjorvik's deployment was \$23,000, which covers wages and equipment use while he is on these fires.
- Cedar Creek Fire: Chief Moor said it has been on his radar. He told Deschutes County Emergency Management that if Sunriver needs to be evacuated that it be done during the daylight and at a level 1. He went to Mt. Bachelor and introduced himself to group. If any evacuations were needed information would go out via SRAAlerts, radio, web, social media, etc.
- Chief Moor recognized the team who assisted in the near drowning at of a 4-year-old male at the SHARC. The lifeguards initially provided care, and the Sunriver Police department was involved.
- Administrative: The firefighter/paramedic position has been open, but there haven't been many applicants. The department needs to reevaluate hiring practices and job requirements, as there are many open positions in central Oregon. This is the same issue with the Reserve program, which Chief has paused for the time being.
- Community: There have been many families with children stopping by to tour the stations.
- Vice-Chair Ralston thank Chief Moor for his outstanding work on the Public Safety Building and being an integral part of the project.

#### ➤ **Police Chief Womer**

- There were 91 calls for service, 14 outside of Sunriver. Calls for service are down, and self-initiative policing activities were up. It was not a busy summer for emergency calls, which gave the department opportunities to do more community policing activities.
- Administrative: There are two officer candidates currently in backgrounds. Chief Womer is hoping to get them into the academy as soon as possible, however, it is booked through to March.
- An offer has been extended to Officer Kornblum. She will need to additional training as she is moving here from out of state. This can be done in person or virtually.
- Officer Wilson should be in solo status in mid-October.
- The department is struggling with staffing as there are vacancies and staff on light duty.
- Calvin Davis was promoted to the Sergeant position.
- Chief Womer attended FBINAA national conference in Cleveland. Officer Kaping completed a background investigation course, and Sgt. Beck completed a firearms instructor course certification.
- Chief Womer updated the Board on the active shooter incident and the Bend Safeway, and Sunriver Police Department's response and role.
- Citizen Patrol assisted with the Sunriver Women's Club Art Fair.
- Officer Kaping and Lt. Lopez are partnering with local faith organizations to host a faith in Blue event.

#### ➤ **Interim-Board Administrator Holliday**

- Public Safety Building: The Task Force meeting for August was postponed to late September. The Scene story for the month of October will focus on those selected for Design and OR/PM, as well as the construction timeline. Continued to work with Vice Chair Ralston on the Design and OR/PM RFP process. Field questions from various

entities about the RFP process and selection. Lastly, met with a few of the agencies not chosen over the course of the last few weeks for a debrief and to answer questions.

- Treasurer Beenen, Vice-Chair Ralston, Mr. Joe Healy, Chair Hepburn, OR/PM Nelson and Board Administrator Holliday met to update the financial policies for Fund 717.
- New SSD Board Members: Completed the on and offboarding of the new and previous SSD Board members. Administrator Holliday also met with Dir. Shoemaker individually to provide a short orientation.
- Administrative: Attended the SDAO Board of Directors and Management Staff Training Seminar in Redmond. Organized and prepared the documents for Chief Womer's Swearing in Ceremony and sent out a press release announcing the succession. In process of moving all the SSD email addresses to Microsoft 365.
- Audit: Administrator Holliday is collecting various documents and information needed for the yearly audit. The auditors this year are new and are asking for an extensive list of items.

**\*This agenda item was moved up as Treasurer Beenen needed to leave the meeting early.**

### **11. Motion to approve the Aug 2022 unaudited financials**

#### *715 Account*

Treasurer Beenen reviewed the August 2022 unaudited financials and stated revenue came in over budget. A large portion is ambulance charges, as some was carryover from July. Year to date revenue is over budget. As far as expenses, Police, Bike Patrol, Fire and Administration is under budget. Treasurer Beenen said the District 715 fund is in very good shape.

#### *716 Account*

There was not a lot of activity. Treasurer Beenen said the interest rates are up significantly, which will be reflected in interest revenue.

#### *717 Account*

There is not a lot of activity in this account, but there should be more next month.

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

Treasurer Beenen stated at last month's meeting there was an error in the report for the July 2022 financials. The Board voted to accept the financials when it is needed to vote to approve the financials. The change was minor and has been made.

Dir. Fister moved to approve the amended July 2022 financials; seconded by Vice Chair Ralston. The motion passed unanimously.

Treasurer Beenen said he is proposing a small joint committee to request from the Deschutes County Commissioners an ongoing source of revenue from TRT taxes. He would like representatives from both the SROA and SSD Board to work together on a strategy and plan. He added Sunriver has a very solid case, as homeowners are putting in place infrastructure and public safety personnel but not benefitting from TRT revenue. He envisions this committee would meet later this year or early next year with the goal to be included into the next fiscal year budget.

Treasurer Beenen left at 4:45 p.m.

**4. Motion to approve Resolution 2022-008 to Amend the SSD Board Administrator Job Description**

Dir. Foster moved approve Resolution 2022-008 to Amend the SSD Board Administrator Job Description; seconded by Dir. Shoemaker. The motion passed unanimously.

**5. Motion to approve Resolution 2022-010 to appoint Mindy Holliday as the SSD Board Administrator**

Dir. Fister moved to approve Resolution 2022-010 to appoint Mindy Holliday as the SSD Board Administrator; seconded by Vice Chair Ralston. The motion passed unanimously.

**6. Discussion on Board Orientation Day/Work Session**

Board Administrator Holliday shared a draft schedule for a Board Orientation/Work Session to be scheduled this fall. Dir. Fister suggested making it shorter. Vice Chair Ralston said it is important to have Board involvement with the Police and Fire staff, and even encouraged Board members stop by for lunch or go on a ride along. Board Administrator Holliday will send out a few date options to see what works best for everyone.

**7. Nominations for SSD Board Chair, Vice Chair and Treasurer**

Chair Hepburn noted this is the first year of the changed procedures for nominating and electing Board Officers. Nominations will be accepted at the September Board Meeting, and the vote will occur at the October Board meeting. Board members can nominate another Board member or themselves for the position.

Chair:

Vice-Chair Ralston nominated Dir. Fister for Chair

Vice Chair:

Dir. Fister nominated Dir. Shoemaker for Vice Chair

Vice Chair Ralston nominated Dir. Foster for Vice Chair

Treasurer:

Vice Chair Ralston nominated Treasurer Beenen for Treasurer

**8. Selection of two board members to represent the District at the annual review of the Rules Agreement with SROA**

Chair Hepburn stated two SSD Board members are needed to attend the yearly review meeting of the Rules Agreement. Chair Hepburn and Dir. Fister offered to attend.

**9. 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.

**10. Motion to approve Resolution 2022-009 establishing signature authority**

Each time a new District Board member is sworn in the bank signature card must be changed and signed by all Board members.

Dir. Shoemaker moved to approve Resolution 2022-009 establishing signature authority; seconded by Dir. Fister. The motion passed unanimously.

**12. Review July 2022 SROA Board meeting (Approved June 2022 minutes on Drive)**

Dir. De Alicante mentioned the last SROA Board meeting included the annual meeting. He unfortunately had technical difficulties and was not able to provide more of a report.

**Other Business**

Next SSD Board meeting is October 13, 2022. Auditors will begin the annual audit this month and the SSD Board officer positions will be selected. Quarterly meeting between Chair and SROA President to take place as well.

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

Meeting adjourned at 5:25 p.m.

Submitted by Board Administrator, Mindy Holliday

APPROVED