

SUNRIVER SERVICE DISTRICT

Managing Board – Meeting Agenda

3:00 p.m. Thursday, September 14, 2023

Sunriver Homeowners Association Board Room, 57455 Abbot Drive Sunriver, OR

**Instructions for joining the meeting remotely are on page two of this document*

Call to Order

Roll Call

Public Input

Welcome and Oath of Office for new SSD Board Director Denney Kelley

Consent Agenda

1. Motion to approve:
 - a. July 13, 2023 Regular Board meeting minutes
 - b. August 17, 2023 Regular Board meeting minutes
 - c. NowCFO invoice in the amount of \$7,168.80 - Holliday
 - d. PowerDMS, Inc. invoice in the amount of \$5,150.00 - Womer
 - e. Hughes Fire Equipment invoice in the amount of \$7,134.83 - Boos

Old Business

3. Motion to approve the Chair's signature on conditional offer of employment letter to Lt. Stephen Lopez as the Sunriver Police Chief - Shoemaker
4. Public Safety Building Update – Nelson
 - a. Motion to Approve August 2023 Building Funding Requests in the total amount of \$578,601.71
 - i. KMB Architects invoice in the amount of \$25,245.03
 - ii. Truss Components invoice in the amount of \$1,200.00
 - iii. Evren Northwest invoice in the amount of \$11,068.75
 - iv. Nelson Capital invoice in the amount of \$9,500.00
 - v. Kirby Nagelhout Construction invoice in the amount of \$444,589.70
 - vi. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
 - vii. Honeywell Intl' invoice in the amount of \$85,785.12
 - viii. Reimbursement to the Sunriver Service District in the amount of \$213.11
 - b. Motion to approve Cook Solutions Group Low Voltage Contractor for CCTV/Access Controls contract
 - c. Motion to approve new Mitel Phone System contract
 - d. Discussion and motion for approval of SROA legal invoice in the amount of \$17,958.00 – Fister/Hepburn
 - e. Review of monthly memo to Deschutes County Commissioners - Holliday

New Business

5. Motion to approve the August and July 2023 unaudited financials – Glass/Beenen
6. Monthly Chief/Administrator's Reports
 - a. Fire Chief Boos
 - b. Police Chief Womer
 - c. Administrator Holliday
7. Update on SSD Payroll, Accounting, and Human Resources/Meeting with SDAO – Holliday/Chiefs
8. Motion to approve Administrator Holliday's signature on auditor engagement letter – Holliday
9. Discussion and nominations for SSD Board Chair, Vice Chair, Treasurer, and Budget Committee – Fister

**additional agenda items listed on second page*

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10. Selection of two Board members to represent the District at the annual review of the Rules Agreement with SROA – Fister
11. Motion to approve Resolution 2023-005 establishing signature authority – Holliday
12. Review and discuss MASA Medical Transport coverage for future Board members – Holliday/Fister
13. Update on Board Administrator, Police Chief and Fire Chief annual reviews – Fister
14. Discussion on November 2023 Board Work Session Orientation - Holliday
15. Review August 2023 SROA Board meeting – De Alicante

Motion to Adjourn

To participate remotely:

Join on your computer, mobile app or room device

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGI4N2ZkMDEtZDgwZC00YWJILWJkNmEtNjUxNzhhN2E5ZGQw%40thread.v2/0?context=%7b%22Tid%22%3a%22d8a3543b-3e34-459b-9d24-24a2ddc587fa%22%2c%22Oid%22%3a%2256a306dd-0af9-4e2e-8f70-7aedc820b0a3%22%7d%7d)

([https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGI4N2ZkMDEtZDgwZC00YWJILWJkNmEtNjUxNzhhN2E5ZGQw%40thread.v2/0?context=%7b%22Tid%22%3a%22d8a3543b-3e34-459b-9d24-24a2ddc587fa%22%2c%22Oid%22%3a%2256a306dd-0af9-4e2e-8f70-7aedc820b0a3%22%7d%7d)

[join/19%3ameeting_MGI4N2ZkMDEtZDgwZC00YWJILWJkNmEtNjUxNzhhN2E5ZGQw%40thread.v2/0?context=%7b%22Tid%22%3a%22d8a3543b-3e34-459b-9d24-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGI4N2ZkMDEtZDgwZC00YWJILWJkNmEtNjUxNzhhN2E5ZGQw%40thread.v2/0?context=%7b%22Tid%22%3a%22d8a3543b-3e34-459b-9d24-24a2ddc587fa%22%2c%22Oid%22%3a%2256a306dd-0af9-4e2e-8f70-7aedc820b0a3%22%7d%7d)

[24a2ddc587fa%22%2c%22Oid%22%3a%2256a306dd-0af9-4e2e-8f70-7aedc820b0a3%22%7d\)](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGI4N2ZkMDEtZDgwZC00YWJILWJkNmEtNjUxNzhhN2E5ZGQw%40thread.v2/0?context=%7b%22Tid%22%3a%22d8a3543b-3e34-459b-9d24-24a2ddc587fa%22%2c%22Oid%22%3a%2256a306dd-0af9-4e2e-8f70-7aedc820b0a3%22%7d%7d)

Meeting ID: 215 910 907 709

Passcode: pRo3ZC

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting.

To request accommodations or services, please call 541.593-8622 (TTY at Deschutes County 911: 541.693-6911), or by email at: ssdadmin@sunriversd.org