

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, August 18, 2022

Meeting In Person and Via Zoom

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

Roll Call: Chair Hepburn, Dir. Dishaw, Dir. Ralston, Dir. Foster, Dir. Stephens and Dir. Beenen were present. Dir. De Alicante was not present.

SSD Staff: SSD: Interim Board Administrator Mindy Holliday
Fire: Chief Moor
Police: Chief Darling, Lt. Womer, Sgt. Lopez

SROA Staff: Susan Berger

Public Input:

Mr. Ron Schmid acknowledged and thanked Chief Darling for his service to the Sunriver community. He said the chief transformed and changed the Sunriver Police Department. Mr. Schmid also said he enjoyed working both with Dirs. Dishaw and Stephens, and they both contributed immensely to this Board and the community.

3:04 p.m. Dir De Alicante joined the meeting.

Chair Hepburn also recognized both Dirs. Stephens and Dishaw for their dedication and service to the SSD Board, as well as to Chief Darling and congratulated him on his years of service.

Consent Agenda

1. Motion to approve:
 - a. The July 14, 2022 Special meeting minutes
 - b. The July 15, 2022 Regular Board meeting minutes
 - c. SROA monthly invoice in the amount of \$20,862.68
 - d. Annual Lexipol invoice in the amount of \$8,004.47
 - e. Sea Western Fire Equipment invoice in the amount of \$6,082.50

Chief Moor stated the Sea Western invoice is for replacement of structural helmets, which need replaced every 10 years and are already included in the budget.

Chief Darling said the Lexipol invoice is just for the Police Department, the Fire Department is billed at a different time.

Dir. Dishaw moved to approve the Consent Agenda; seconded by Dir. Ralston. The motion passed unanimously.

Old Business

2. Update on Phase 2 of Sunriver Public Safety Building

- a. **Consideration of OR/PM Service Contract with Nelson Capitol Construction Program Management, LLC**

The Selection Committee is recommending Nelson Capitol Construction Program Management, LLC for the Owner's Representative/Project Manager (OR/PM) contract. His fee is not to exceed \$246,456 for the project. Mr. Nelson will review the Design budget and be at the SSD Special Meeting in September to vote on the Selection Committee's recommendation for the

Architecture/Design contract. Chair Hepburn added that the top candidates for each contract had excellent proposals.

Treasurer Beenen asked what happens to the fee if Mr. Nelson cannot continue with the project. Vice Chair Ralston said payment will stop, and the District does not have to pay the full amount. Dir. De Alicante noted Mr. Nelson's fee is slightly over what was budgeted, and Vice Chair Ralston responded that those numbers were best guestimates earlier this year and it will not put the District over budget. Once the construction budget has been vetted and approved, the team may need to recalibrate design. Vice Chair Ralston reiterated the budget for the Public Safety Building is \$18 million – that's it. The budget will be a living document to be verified throughout the course of design. There was continued discussion about the payment structure and timelines.

Vice Chair Ralston was asked how change orders will be approved. He answered that once the OR/PM is on board they will help determine that process. He will also assist in a project update report to the Deschutes County Commissioners every month.

Dir. De Alicante shared concern about the lack of language in the contract noting if Mr. Nelson shall be terminated that he doesn't get to keep the entire fee. Many Board members agreed. Dir. De Alicante will draft a provision to be added as an amendment to the OR/PM Service Contract and send it to Vice Chair Ralston.

Vice Chair Ralston moved to approve the Chair's signature on the OR/PM Service Contract with Nelson Capitol Construction Program Management, LLC as amended; seconded by Dir. Dishaw. The motion passed unanimously.

New Business

3. Monthly Chief/Administrator's Reports

- **Fire Chief Moor**
 - There was a structure fire in Sunriver earlier in the week. SFD was assisted by Bend and La Pine at the scene and Chief Moor said the crews did a great job. This was the first fire after transitioning to new incident command program and it worked out well.
 - The "response times" and "scene to hospital times" are higher as the ambulance service area is 330 square miles and during the summer months many calls are out at the high lakes.
 - Chief Moor sat in on Physician Advisor (PA) monthly meeting, as there were some serious calls last month. Chief was very pleased to hear that when the PA reviewed those cases, he gave the crews praise as they were all handled correctly.
 - Chief Moor was asked about coverage when the crews are out on a call for an extensive period. He answered crews from Bend or La Pine assist to cover Sunriver.
 - Administrative: The monthly Officer meetings have been productive and Sunriver will be issued its new ISO rating soon. This rating impacts the home insurance rates for Sunriver residents.
 - Hiring: Applications were due the previous day for the new Firefighter/Paramedic position. There were no applicants. Chief Moor is reviewing alternative options, as most agencies in the area are having the same issue. In central Oregon, for salary compared to the other fire departments, Sunriver is ranked 4th out of 6.
 - Operations: Overtime is higher due to mandatory water rescue and extrication trainings.
 - SFD has weekly updates with Department of Forestry staff for weather and wildfire risk.
 - Community events: Numerous tours for children visiting the station.

- **Police Chief Darling**
 - There were 65 cases, 13 outside of Sunriver. Emergency calls, non-emergency calls, and cases were down compared to last year, however, arrests were up.
 - The South Bend Bistro had items in their outdoor area stolen due to a false advertisement stating everything was free. Some individuals returned items, but there are still some missing. Sunriver Police is working with Interpol on this case.
 - There was an individual making significant threats and violence. It culminated in Officer Weaver getting an extreme risk protection order (ERPO) to prevent this individual being able to purchase any firearms. She also convinced him to get to a stabilization center and he is currently in custody at St. Charles Hospital.
 - Administrative update: The department conducted officer interviews this week, there were five applicants. They are scheduling final interviews with the top two candidates next week. Chief also posted internally for the Sergeant position and there are two applicants. Officer Austin Wilson graduated from the Police Academy.
 - Dir. Dishaw asked about the option to over hire, as he is worried about coverage. Lt. Womer stated the biggest struggle is getting individuals into the Academy, as it is back logged. He also said it is hard to get lateral officers that do not need to go to the Academy.
 - SROA and SPD purchased a new speed patrol sign with recording capabilities. It is portable and solar powered. It records the data, but there is no camera. Citizen and Bike Patrol have been doing manual speed surveys, especially in areas where there have been complaints.
 - Community Events: Citizen Patrol assisted in the Sunriver Women's Club Art Fair.

- **Interim-Board Administrator Holliday**
 - Public Safety Building: Continue to meet monthly with the Public Safety Building Task Force. The Scene story for the month of September will focus on the status of the RFPs and a tentative construction timeline. Continue to work with Vice Chair Ralston on the Design and OR/PM RFP process, including communications with the legal, being the point of contact for the RFPs, and making updates to the website. Also work closely with the Selection Committee to gather and disperse materials for the meetings, schedule interviews with the final candidates, attend the walk thrus, and keep track of all records and logs.
 - The Task Force met July 26 and much of the discussion was about the recent signing of the MOU with SROA for building ownership and the land lease, project management and RFP process, and continued communications with the Sunriver community.
 - New SSD Board Members: Worked with SROA to ensure the proper documents were provided to send the nominations for the four open seats on the SSD Board to the Deschutes County Commissioners. Also coordinated with the County to get approval of the new Board members on the agenda for the Aug. 10 meeting. Interim-Administrator Holliday reached out to the two new Board members to welcome them and gather information to begin the onboarding process.
 - Administrative: There have been numerous Public Records Requests over the last month that have taken a large amount of time. This included conferring with legal counsel, gathering materials and drafting responses.
 - Continued working with SROA, Fire and Police Department staff to ensure the new CBA salaries and benefits are incorporated for Payroll. The same process was utilized for the statuses submitted for the chiefs and their contracts are signed.

4. Discussion and approval of Sunriver Police Chief succession and selection

Chair Hepburn said there are internal candidates for the Police Chief position. He has spoken to Chief Darling, Lt. Womer and Sgt. Lopez. Chair Hepburn proposed naming Lt. Womer as interim-Police Chief until his retirement in 15 months.

Dir. De Alicante said he did not care for the interim title. Womer would be the Chief of Police and should have that title. He added for resume and performance evaluation purposes he would like to see Womer have the title of Police Chief. Many Board members agreed.

Dir. Dishaw moved to name Mike Womer the new Police Chief of the Sunriver Police Department; seconded by Dir. Stephens. The motion passes unanimously.

Dir. De Alicante moved to enter contract negotiations with the new Chief for the Sunriver Police Department; seconded by Dir. Dishaw.

Dir. De Alicante moved to amend his motion to authorize the Chair to represent the Board to enter contract negotiations with Chief Womer; seconded by Dir. Dishaw. The motion passed unanimously.

The original motion, as amended, passed unanimously.

5. Discussion on the creation of a Sunriver Police Foundation

The Sunriver Police Department was contacted by a member of the Eugene Police Foundation who happens to be moving to Sunriver soon. She inquired about creating a foundation for the department like Eugene's. The general purpose of the foundation is to help improve services, the well-being of officers, and the people they serve. This requires no taxpayer funding. Dir. Dishaw stated the foundation would not compete with the District in any item, service or supply. He will need to go through the process of filing it as a non-profit organization and has begun reaching out to different foundations nationally for guidance. Dir. Dishaw added the funds could be used for the Central Oregon Chaplains working with families of officers, funds to assist with community policing initiatives like neighborhood watch, to help with youth services programs, etc. Dir. Dishaw will be creating a Task Force for this project and is asking for feedback.

Dir. De Alicante shared he thought it was a great idea, however, it should not be attached to the District. Dir. Dishaw agreed.

Vice Chair Ralston asked if the Foundation would encompass both Police and Fire Departments. Dir. Dishaw answered he has talked to both chiefs, but at this time they are just focusing on the Police Department.

6. Motion to approve Resolution 2022-007 to accept changes to District Policies

Interim-Board Administrator Holliday revised the Sunriver Service District Financial policies to reflect the addition of the new Public Safety Building Fund, in addition to the changes in the nomination and election process of Board Officers already approved by the Board. She also drafted a new appendix to address some concerns about the spending limits and Board approval required by the current guidelines.

Vice Chair Ralston suggested the OR/PM be the initial approval in the process, then it goes to the Board Liaison, and then the Chair. He said if every check request for over \$5,000 needs Board approval as currently written in the policies, it will get very cumbersome and impact efficiencies. He also recommended having some sort of language that shows the difference between "normal construction expenses" to approve and those needing a different level of approval.

The Board asked that a smaller group work through the draft and bring it back to the meeting in September.

7. Update on annual Financial Audit

Interim-Board Administrator Holliday said the District has changed auditors to utilized the same one by Deschutes County. She will began gathering documents and information once the process starts next month.

8. Motion to approve Chair Hepburn's signature on letter to D. Baker

Chair Hepburn drafted a letter to previous Board Administrator Debbie Baker and is asking for Board approval for signature. The Board provided feedback and asked Chair Hepburn to bring an updated version to the next meeting.

9. Motion to approve June 2022 unaudited financials

The June 2022 unaudited financials were not approved in the July Board meeting due to an incorrect number logged under the Fire Department budget. Chief Moor worked with Mr. Joe Healy to correct the issue, which was a number was accidently recorded as a negative when it should have been a positive.

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

10. Motion to approve the July 2022 unaudited financials

This is the first month of the new fiscal year. Revenue came in under budget, partially due to the \$18,000 grant from the Oregon State Fire Marshall's Office to Sunriver Fire to assistance in handling wildfires. Interest income and ambulance charges also came in better than expected. As far as expenses, all departments came in under budget. Treasurer Beenen said the 715 Operating Fund is doing very well so far.

The 716 Fund is used for reserves or for capital expenses and there has not been much activity in this account over the past month.

The 717 Fund is for the Public Safety Building. This fund is new as of July 1, 2022. For revenue, the District received \$4 million in TRT funds from Deschutes County. The \$7 million bank loan was deposited before July 1, so it is reflected on last year's financial statements. Levy proceeds will not be reflected until received in November. This fund had zero expenses in the month of July.

Treasurer Beenen stated the District committed to putting \$3 million into the 717 account during the election and he recommends making the transfer as soon as possible.

Dir. Foster moved to accept the July unaudited financials; seconded by Dir. Dishaw. The motion passed unanimously.

Dir. Stephens left the meeting at 5:10 p.m.

11. Review July 2022 SROA Board meeting

Dir. De Alicante gave an update on the July SROA Board meeting. The Board took the recommendations of the Nominating Committee for the four open SSD Director search. They also discussed the SHARC, recycling, and telecommunications.

Other Business

Next SSD Board meeting is September 15, 2022. New Board members for positions #3 and 7 will join.

Treasurer Beenen moved to adjourn; seconded by Dir. Dishaw. The motion passed unanimously.

Meeting adjourned at 5:25 p.m.

Submitted by Interim Board Administrator, Mindy Holliday