

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

2 p.m. Thursday, January 19, 2023

Meeting in person and via Zoom

Call to Order: Chair Fister convened the meeting at 3:09 p.m.

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

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

SROA Staff: Susan Berger

Public Input: None

Consent Agenda:

1. Motion to approve:

- a. The December 15, 2022 Regular Board meeting minutes
- b. The December 20, 2022 annual Joint Meeting with Deschutes County Commissioners meeting minutes
- c. The December 20, 2022 Special Board meeting minutes
- d. The January 12, 2023 Special Board meeting minutes
- e. SROA monthly invoice in the amount of \$18,162.89
- f. SDIS invoice for 2023 liability insurance coverage in the amount of \$67,459
- g. Brown and Brown invoice for 2023 Coalition insurance in the amount of \$3,268.00
- h. Two invoices from Drive Unlimited for the total amount of \$17,550.87

Dir. De Alicante moved to approve the Consent Agenda; seconded by Vice Chair Shoemaker. Discussion yielded questions from Dir. Foster about the various insurance deductibles, coverages, and policy details. Board Administrator Holliday will follow up with him directly to provide answers. The motion passed unanimously.

2. Old Business

Public Safety Building

- a. Motion to Approve December 2022 Building Funding Requests:
 - i. Nelson Capital invoice in the amount of \$9,500.00
 - ii. KMB Architecture invoice in the amount of \$121,214.29
 - iii. Local Government Law Group invoice in the amount of \$1,073.65
 - iv. Bend Mapping invoice in the amount of \$1,142.15
 - v. SSD Reimbursement in the amount of \$190.59

Dir. Foster moved to approve the December 2022 Building Funding Requests; seconded by Vice Chair Shoemaker. Motion passed unanimously.

- b. Schematic Design/Design Development Discussion
OR/PM Nelson worked with District stakeholders, Kirby Nagelhout Construction Company (KNCC), and the architectural team on identifying areas to put in the “buyback” column to get the price analysis on budget, which the Board is reviewing today. The Public Safety Building will not go over the \$18 million budget. As the process moves forward and costs are more definitive, the buybacks will be evaluated. Approval of this package allows the team to move forward and into design development.

Dir. Ralston moved to instruct the design team to go from schematic design to design development to maintain the schedule, as the project is currently within the overall budget; seconded by Dir. Foster.

Dir. Ralston stated when in schematic design the architects are taking all the suggestions and ideas to create the project. Once that is complete and the group moves into design development, and any big project changes will have additional costs. OR/PM Nelson stated at the end of design development the District will receive another full estimate. A balanced budget is required before moving into the next step, which is creating construction documents. He added design development is roughly two months, and it authorizes the architects and KNCC to move forward. He recommends the motion.

The motion passed unanimously.

- c. Review of monthly memo to Deschutes County Commissioners
The Board provided feedback and changes.

New Business

3. Monthly Chief/Administrator's Reports

Police Chief Womer

- Calls for service: There were 36 cases, 21 were outside of Sunriver.
- Chief Womer and Lt. Lopez continue to participate in Public Safety Building meetings.
- The department purchased a drone and is currently meeting with SROA to discuss the UAV Rules and Regulations. Currently they are not allowed in Sunriver. Chief Womer is presenting initial materials to SROA for consideration. A decision will be made in May.
- The helmets, rifle plates, patrol rifles and drone are ordered from Board approval last month.
- The department received a DUI Grant to help with overtime to work more DUI enforcement. This was enacted in December.
- There was a burglary suspect that hit multiple locations. Sunriver Police apprehended him.
- Coffee with a Cop is going well and the first Wednesday of each month.
- Lt. Lopez is working with Three River School to talk to students about careers in law enforcement, as well as teaching a class at COCC.
- Shop with a Cop went great.
- Officer Weaver is participating in the Polar Plunge Feb. 11, 2023. The event raises funds for Special Olympics.

Fire Chief Moor

- There was a structure fire in La Pine where Sunriver Fire assisted. La Pine Fire had all their resources on other calls. The structure was engulfed when Sunriver arrived.
- Motor vehicle accidents and EMS responses were way down, and there were less transports than last month. There were two walk ins and Sunriver provided mutual aid to La Pine 11 times. Sunriver had to request mutual aid four times.
- Admin: Chief said the hiring of the Firefighter/Paramedic is going well. SPD is assisting with the background checks. The new person will begin March 1.
- Operations: The Training Task Force met and planned out the next six months of training. The focus is on AIC captain training.
- The department is revisiting the Reserve Program, as it was on pause due to construction unknowns. Chief Moor is working with COCC to add three Reserves to dayshift hours.

Dir. Ralston left the meeting at 4:07 p.m.

Administrator Holliday

- Public Safety Building: Coordinated the Jan. 12, 2023 Neighborhood Meeting, as required by SROA Rules and Regulations. Scene story for February will provide a recap of the Neighborhood Meeting, and the ongoing evaluation of schematic design. It will also share that Kirby Nagelhout Construction Company is providing probable construction cost estimates and constructability analysis.
- Budget: The Budget Committee had a kickoff meeting. Both departments began working on their respective budgets, as well as updating the reserve component list.
- Administrative: Attended the Coffee with a Cop and continue to create and disperse announcements for this monthly event.
- RFPs: Worked with Deschutes County Legal and Communications Team to finalize these documents. Administrator Holliday also utilized other municipalities examples for guidance. RFPs are due March 2, 2023 and all proposals will be reviewed.
- The transition of the SSD Board email migration from Google to Microsoft 365 will be paused until next month.

4. Report on Executive Advisory Committee Meeting

Chair Fister said these meetings were paused during COVID and started again this month. It is usually the Chair, Vice Chair, one other Board member, both chiefs, and the Board Administrator. It provides an opportunity for staff to meet with a group of Board members to candidly discuss various topics without meeting quorum. One of the goals is to make the Board meetings more efficient, as staff can address issues or questions and provide education. Chair Fister, Vice Chair Shoemaker met with Chief Womer, Lt. Lopez, Chief Moor and Board Administrator Holliday this month. Chair Fister and Vice Chair Shoemaker also met with two of the three fire crews to establish relationships, and Chair Fister was in attendance at the last Police Department all staff meeting.

5. Review Sunriver 2023 Public Protection Classification (PPC) ISO Rating

Chief Moor said the location of the fire department, water department, 911 center, and community risk reduction plan all are evaluated for the ISO rating. Ratings range from 1 to 10, which 10 being the worse. Sunriver was a three, and now are a two. This is very impressive, as many large cities are not even a two. This can decrease Sunriver property owner insurance premiums. Chief Moor added this assessment is tied to structural fire assessment, not wildland.

6. Status report on 2021/22 fiscal Year SSD Audit

Administrator Holliday shared Moss Adams requested and was approved for an extension. They should have the audit completed by Jan. 31, 2023.

7. Year-end Police report on Complaints, Use of Force and Vehicle Pursuits

Chief Womer provided the 2022 year-end Sunriver Police reports on complaints, use of force and vehicle pursuits. He stated use of force increased slightly, which was also a nationwide trend. There were 14 use of force incidents last year with no significant injuries. 13 were outside of Sunriver, however, 11 were in close proximity. There was one vehicle pursuit and no complaints filed against the department. The Board asked questions about use of force, deadly force scenarios and most current policies and practices.

Chief Womer added the department was reaccredited again, which is valid for two years. Lastly, Sunriver Police is almost fully staffed, as one candidate is still in background.

8. Discussion on SSD Public Employees Retirement System/Retirement Rehire Policy

Chief Moor stated two months ago this was a part of the packet for requested changes to the SSD Employee Handbook. It was suggested to get legal review, which was completed, and now is in front of the Board for approval.

Dir. Foster moves to approve the SSD Public Employees Retirement System/Retirement Rehire Policy language be added to the SSD Employee Handbook; seconded by Dir. Hepburn. The motion passed unanimously.

9. Update on SSD 2022 Annual Report

Administrator Holliday asked the Board for feedback on creating one comprehensive report for the District, to include sections for the Board, Administrative, Fire and Police. Historically, Fire and Police published their own separate reports.

10. Review Human Resources, Payroll and Accounting/Bookkeeping draft RFPs

Board Administrator Holliday stated SROA will not be renewing their contracts to provide Human Resources, Payroll and Accounting/Bookkeeping services for the District. She drafted Request for Proposal's (RFPs) for each of these services to receive input from the Board. Chief Moor said the Payroll and Accounting RFPs could be combined, however, Chair Fister would like to see the response before combining any of them. In addition, Treasurer Beenen said it would be beneficial for independent firms to be providing payroll and accounting services.

Treasurer Beenen shared his proposed changes for each RFP. He suggested adding to the Account RFP the ability to process credit cards, offering an electronic approval system, and additional experience with an accounting tool. In the HR RFP, he suggested removing exit interviews and managing employee terminations, as that should be done by the department chief. Lastly, for Payroll, he suggested the propose share their preferred provider, such as ADP or Paychecks.

Administrator Holliday will make the suggested edits and post the final drafts to the District website. She will also create a committee to evaluate proposals, conduct interviews, and provide recommendations for award to the Board.

11. Reminder of SDAO annual conference in February

Administrator Holliday reminded the Board that the SDAO annual conference is in Sunriver February 9 through 12, 2023. She encouraged the Directors to sign up, especially for the Awards Banquet Saturday evening when the Public Safety Building Task Force will be honored as SDAO Volunteers of the Year.

12. Motion to approve the December 2022 unaudited financials

715 Operating Budget

Treasurer Beenen shared the Property Tax line shows a positive variance, as opposed to the negative variance posted last month. He said this was a timing issue in the accounting. The budget is back on track and ahead for tax revenue. He reviewed the Police, Bike, Fire and Administrative monthly financials. All areas are doing well and ahead of budget for year to date.

716 Non-Operating Budget

Treasurer Beenen stated this account is doing well, especially regarding interest income. However, the Police department will be asking the Board for new vehicles. Vice Chair Shoemaker asked Police Chief Womer to provide an assessment of the department fleet and what needs need to be addressed.

717 Public Safety Building Budget

Treasurer Beenen stated 717 is well within budget year to date.

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

13. Review of December 2022 SROA Board meeting

Dir. De Alicante gave an update on the last SROA Board meeting, which included Natural Resources staff introductions, a presentation on an IT strategic plan, the admissions model, long term storage rates, wood chords, recycling, drones, and the license plate reader cameras.

Other Business

Next SSD Regular Board meeting is February 16, 2023. Approval of FY 2023/24 Capital Outlay budget requests; First draft of SSD annual reports.

Dir. De Alicante moved to adjourned; seconded by Treasurer Beenen. The motion passed unanimously. Meeting adjourned at 5:30 p.m.

Submitted by Board Administrator, Mindy Holliday