

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, October 19, 2023

Meeting In Person at the SROA Board Room and Via Microsoft Teams

Call to Order: Chair Fister convened the meeting at 3:00 p.m. Chair Fister noted an earlier agenda stated there would be a walk through of the construction site, but due to the amount of people present that would not be happening. If a walk-through is desired, contact OR/PM Doug Nelson.

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

SSD Staff: Board Administrator Holliday, Police Chief Womer, Lt. Lopez, Fire Chief Boos

SROA Staff: Susan Berger

Public Input: None

Consent Agenda

1. Motion to approve:

- a. September 14, 2023 Regular Board meeting minutes
- b. SROA September & August 2023 invoices in the total amount of \$25,639.52
- c. SeaWestern Purchase Order 02872 for Fire Capital Expense in the amount of \$10,118.50
- d. NowCFO invoices in the amount of \$14,935.00
- e. Moss Adams invoice in the amount of \$5,000.00

Administrator Holliday stated the September 14, 2023 Regular Board meeting minutes were not available for this vote. She also stated the SROA invoice included two months of charges, and she was able to get \$100.80 credited back due to there no longer being a streetlight.

Treasurer Beenen moved to approve the Consent Agenda, minus item 1.a.; seconded by Dir. Ralston. The motion passed unanimously.

Old Business

2. Public Safety Building Update

OR/PM Nelson stated the final permits for Bid Package 2 were issued from Deschutes County. They will be issuing a \$2,000.00 credit due to an overpayment on permit fees. The architects have issued a conformed set, including all plans to date, that has been turned over to the construction team to confirm scope. The team continues to build packages for revisions that need to go to SROA for approval. OR/PM Nelson confirmed there will be no more permits, apart from the covered parking, which is a separate permit.

KNCC said the framing of the fire station's first floor continues and the trusses are scheduled to arrive Nov. 6, 2023. Once installed, weather protection between the old building and the new building will be added. In addition, crews will begin sheeting the second floor. Ice and water shield will start mid-November, which is a big milestone to get the building dried in before winter weather. The limited amount of plumbing that teams are able to do prior to being dried in is happening and the electrical room slab is being poured on next week. Phase 1 of the structural concrete is mostly complete.

SROA approved the eastside addition footings and lay out, framing should start next week and is ahead of schedule. Roof sheeting will begin mid-November and dry in should be done the last week of November to mitigate impact of snow. KNCC stated there have been no major issues and everything is moving along well.

a. Motion to Approve September 2023 Building Funding Requests in the total amount of \$658,944.35

- i. KMB Architects invoice in the amount of \$19,240.53
- ii. Systems West Engineers invoice in the amount of \$470.00
- iii. Carlson Testing Inc. invoice in the amount of \$2,796.50
- iv. Evren Northwest invoice in the amount of \$3,548.57
- v. Nelson Capital invoice in the amount of \$9,500.00
- vi. Kirby Nagelhout Construction invoice in the amount of \$547,281.55
- vii. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
- viii. Deschutes County 911 invoice in the amount of \$14,490.00
- ix. Structured invoices in the amount of \$5,505.92
- x. Cook Solutions Groups invoice in the amount of \$49,999.28
- xi. JJR Construction invoice in the amount of \$850.00
- xii. Brown & Brown/SDIS invoice in the amount of \$4,262.00

New committed cost last month of \$88,456 for the builders' risk insurance policy was paid mid-month. Treasurer Beenen asked if Doug Nelson felt the project was on budget and he agreed it was. There have been some items that have been phased out, such as the walkway ice melt system and the metal roof. A 50-year composite roof was purchased instead on approval from the stakeholders. The covered parking plan needs to go through SROA Design Committee and will require roughly \$100,000 more in steel cost.

Dir. Beenen moved to approve the expenditure of \$658,944.35 for payment on construction; seconded by Chair Fister. Motion passed unanimously.

b. Motion to approve and sign Cooks Solutions contract of \$13,704.40

OR/PM Nelson informed the Board there were slight modifications to the original contract, which included adding an additional scope after a meeting with the stakeholders and 911 staff.

Discussion of the security system included the following topics: cameras inside and outside, auto-locking doors requiring a key card, fob, or code; security for the police and holding areas; and management of the security being internal and independent from 911.

Dir. Shoemaker moved to approve the Cooks Solutions contract of \$13,704.40; seconded by Dir. Hepburn. Motion passed unanimously.

c. Review of monthly memo to Deschutes County Commissioners

There were no changes to the document. Administrator Holliday will send out.

d. Fee associated with Boli requirement to monitor new building.

OR/PM Nelson said there is a public wage requirement that the construction of the new building be monitored by the Oregon Bureau of Labor and Industries (BOLI), and the max fee is \$7,500.00. The invoice has not been received but would like approval from the Board to pay once received.

Dir. Beenen moved to approve the motion to preauthorize up to \$7,500 for the payment of BOLI; seconded by Dir. De Alicante. Motion passed unanimously.

New Business

3. Motion to approve the August and September 2023 unaudited financials.

Treasurer Beenen advised the financials for August and September are in the Board packets. Treasurer Beenen advised focusing on the YTD numbers, since there has been some overlap in the last couple months. For example, the ambulance charge of \$65,000 is for July and August. Treasurer Beenen suggested the Board focuses on the September statement.

715:

Ambulance charges were down, which Chief Boos associated with low call volume. Police and Bike Patrol are on or under budget. Fire and Emergency Services personnel are slightly high, but both chiefs were on wildfire duty in which the District will get reimbursement for these costs. Administration material and services were slightly high for the month, which is due to SSD reimbursing SROA for legal fees associated with the lease.

Revenue came in over budget and the fund balance is \$2.4 million. This needs to carry the District through October when additional cash from tax revenue is received.

716:

Treasurer Beenen discussed with the Board the transfer from operating to revenue. In the past, it has been transferred as total amount at the end of the year. He recommends doing the transfer monthly, because it gives the District Board better visibility of the current status of the fund. Chair Fister will meet with Deschutes County to discuss whether this is allowable due to the budget being already approved. Administrator Holliday stated there should not be any additional capital expenditures for the year.

717:

Treasurer Beenen stated the revenues are ahead of budget, due to interest income, and the expenses are under budget. Dir. Fister stated construction project will come in at \$18 million and the cash flow for the project, with an additional \$2 million coming from Deschutes County, is on track. Dir. Ralston asked what the total interest earned is, and Administrator Holliday stated it is roughly \$550,000. Chair Fister stated there has not been a decision on what to use that money for yet. There was discussion around utilizing the interest income being utilized for ongoing maintenance of the new structure.

Dir. DeAlicante pointed out some errors in the financial statements. Due to this, the Board decided to wait until next month to approve the August and September unaudited financials.

4. Monthly Chief/Administrator's Reports

Fire Chief Boos:

- Chief Boos recognized Deputy Chief Bjorvik for his work on the Fire Storm in 2020. The state gave out ribbons for work on that fire and Bjorvik gave his ribbon to Engineer Newcomb a few months ago. Chief Boos was able to secure another ribbon and presented it to Deputy Chief Bjorvik.
- A couple of the fire crew were heading to a prescribed fire in the Ochoco Forest to receive experience in this area.
- Chief Boos review the Fire dashboard comparing September 2022 to 2023: Fire and paramedic responses were down from last year; however, turnout and response times were close to last year. Chief Boos did not have ambulance numbers at the time of the meeting. Training hours up from 253 to 412, due to water rescue and forceable entry training.
- Administrative update: participated in a SROA strategy meeting.

- Chief Boos is attending SDAO Listen and Learn series virtually. Attended one on how to run executive sessions and another on conflicts of interest.
- The department held the Officers' meeting, which went well, and all were in attendance. There was discussion about more integration with La Pine. Chiefs from both agencies will meet soon.
- Chief Boos reported the morale in the station is good.
- Chief Boos attended the 911 user-board meeting, where there was discussion about potentially opening a 911 backup center in Redmond.
- Crews are participating in multiple trainings. Fire Chiefs are setting expectations with crews as to how their 48-hour shifts will break out.
- Crews attended a health and wellness/work life balance class.
- Participated in case review with Dr. Peterson, the SFD physician advisor.
- Firefighter Johnson was off duty and assisted on scene at an accident near Suttle Lake. Chief Boos shared accolades he had received, and echoed, for Firefighter Johnson jumping into action in this situation.
- Community events: Deputy Chief Bjorvik attended a wildfire roundtable at the SHARC, and crews attended the Otter Run fundraiser at Three Rivers School.
- Dir Ralston asked if Chief Boos about the structural analysis of the weight limit on the Cardinal Bridge. This would eliminate the need to go all the way around to the other side of the river. The estimate is \$2,500.00 to perform a structural analysis to know if a firetruck can go over the bridge safely. Once the analysis, the information will be turned over to Sunriver and the Forest Service since they both own the bridge.

Police Chief Womer:

- Chief Womer reviewed the dashboard comparison from September 2022 to 2023. Calls and activity have been higher this past month, but cases and offenses were lower. Traffic citations are on par with last year. There were 24 case reports, 9 outside Sunriver. There were 30 suspicious prowlers, but no break-ins.
- Dir. Shoemaker asked what community policing referred to and Chief Womer said it was a broad topic but included events such as Coffee with a Cop and Faith in Blue. Community Policing is officers going to the Village to interact with business owners and guests.
- Dir. De Alicante asked about the use of Ring cameras and if they could integrate with police surveillance. There is limited scope due to privacy. There was further discussion on additional surveillance that could be utilized to make Sunriver more secure.
- Administrative: Numerous applicants for the Corporal position. They are entry level, and one is currently in a background check.
- Officers are training with new Glock pistols and red dot optics. Sgt. Davis is a certified instructor.
- The last bike patrol officer finished on Sept. 20, 2023.
- Sgt. Lopez is working with suicide prevention staff on firearm safe storage.
- Officer Wilson attended drone conference in Bend.
- Department radios were updated by 911, however, Citizen Patrol radios were not since they are no longer updatable. Chief Womer said this will be an issue at some point.
- Sgt. Lopez continues to work on the Captain promotional process.
- Chief Womer and Lt. Lopez are working on restructuring Citizen Patrol.
- Officer Lyman is progressing well, should be out on his own soon.
- Officer Mai started at the police academy.
- Officer Wilson was assigned to the tri-county SWAT team as drone technician.
- One of the SPD veteran officers responded to an infant death just outside of Sunriver. Lt. Lopez said they brought in a Chaplin and debriefed with the officer.

- There was cougar activity in the area and ODFW assisted.
- There has been an uptick in rental scams.
- There were two warrant and DUI arrests.
- Chief Womer will add a drone category to the monthly Board report. There were 42 drone deployments, most for training, two were actuals for SWAT and one on a tri-county mission for domestic violence suspect possibly carrying a firearm and was barricaded.
- The department purchased Drone Sense, which provides the ability to monitor the drones while deployed. Officer Wilson is fully certified and can fly in any space without restriction.
- Lt. Lopez shared that Black Butte Ranch is installing a range facility and SPD needs one too. SPD currently uses BPD's facility, which is 45 minutes away, with limited access for a cost of \$2,000 per year.
- Community events include Coffee with a Cop, Faith in Blue, Every Child in Central Oregon coat drive and a local food drive. Officers did a presentation at La Pine High School and helped with the Otter Run at Three Rivers School.

Administrator Holliday:

- Administrator Holliday continues to work with Treasurer Beenen on financial policy updates. She also continues to work with Ms. Glass, NowCFO, on best practices for transferring funds between accounts.
- She reported payroll with ADP is going well. Administrator Holliday is drafting processes to review the data to verify information is correct when it comes hourly, salary, overtime, and various contributions for all employees. She added there are additional pieces to calculate PERS and how to upload that information after each payroll. Administrator Holliday has been meeting with the District's PERS representative to ask questions and learn the process.
- Administrator Holliday has met with ADP regarding filing Q3 tax filings, and the District is now in the post implementation phase.
- Administrator Holliday joined the national and local chapter of the Society of Human Resources Management.
- An offer has been extended to Heather McGuire for the part-time office assistant position. She is currently undergoing a background check.
- The chiefs and Administrator Holliday met with executive leadership from Deschutes County to get a better understanding of their practices.
- The audit is in final stages and the District received a draft. The reserve study is in process, with the intended completion date to be early November.
- The District received a dividend check from SAIF in the amount of \$13,601.
- Administrator Holliday is signing up for as much training as possible to gain a better knowledge of various practices within HR to move forward with policy updates.

5. Elections for the SSD Board Chair, Vice Chair, Treasurer, and Budget Committee member

Dir. De Alicante moved to appoint Gerhard Beenen as Treasurer; seconded by Vice Chair Shoemaker. The motion passed unanimously.

Dir. De Alicante moved to appoint Denney Kelley as Budget Committee Member; seconded by Dir. Hepburn. All voted yes, except Dir. Kelley abstained. Motion passed.

Dir. De Alicante moved to appoint John Shoemaker as Vice Chair; seconded by Dir. Hepburn. All voted yes, except Vice Chair Shoemaker abstained. Motion passed.

Dir. De Alicante moved to appoint Jim Fister as Chair; seconded by Dir. Hepburn. All voted yes, except Chair Fister voted present. Motion passed.

6. Discuss MASA Medical Transport coverage for future Board members.

The District contracted with the medical transport provider, MASA, many years ago as an additional employee benefit. The benefit is also offered to Citizen Patrol members while they are serving as volunteers. The benefit costs \$14/month. The District pays the employee's cost, and the Citizen Patrol members pay their cost.

Chair Fister said the Board could not vote on a benefit to give to the current Board, which is the advice from legal and the state ethics commission. However, the Board can vote to extend this offer as a benefit for future Board members while they are serving on the Board. There was discussion about how this benefit could help recruit future board members. Administrator Holliday needs to follow up to get clarification on whether the benefit would be offered to current sitting members if they are reelected to another term. It was suggested that future board members pay the cost of this benefit like the members of the Citizens Patrol.

Chair Fister said he sits on the Board as a volunteer selflessly and is not looking for any incentives or benefits, or the appearance of any incentives or benefits. He thinks it is unseemly. Vice Chair Shoemaker and Dir. De Alicante didn't take this job for a benefit, they did it to make a positive contribution and to donate their time. Chair Fister added the District gets a discounted rate going through the District, as opposed to a higher rate to purchase it independently. Treasurer Beenen said he doesn't think it's a bad idea to make it available to Board members at their own expense, like Citizens Patrol. He added it is a discounted rate, but there is no cost to the District. Vice Chair Shoemaker said he agreed with Treasurer Beenen on this point.

Dir. Beenen moved to offer the MASA coverage to future board members at the District rate at their own expense; seconded by Dir. Ralston. Dir. Shoemaker and Dir. Fister voted no, everyone else voted yes. Motion passed.

7. Motion to approve Sunriver Police Department Captain position.

Lt. Lopez proposes the Lieutenant position be replaced by the Captain position in name. This will make it more acceptable for the Captain to receive an executive DPSST certification, which is important when the Captain is working as AIC Chief. Salary will remain the same, as will the department leadership structure. Externally, this change will align Sunriver with other organizations where the Captain is second in command.

Dir. De Alicante moved to accept the Captain job position description as written effective December 1, 2023 to replace the current Lieutenant position; seconded by Treasurer Beenen seconded. Motion passed unanimously.

Dir. Fister asked Lt. Lopez to discuss the new hiring process for the Captain position. Lt. Lopez said the new process will be more robust. There will be a written test, scenario evaluation (rank specific), peer evaluation, oral board score, and Chief score. Based on total scores, the Chief will decide between the top three. If the number one pick declines, the Chief will decide between the other two.

8. Update on 2023 Reserve Study and FY 22-23 Audit

Administrator Holliday said the reserve study should be available next month and there is a draft audit in the packet of materials. Feedback can be given to Treasurer Beenen or Administrator Holliday. Treasurer Beenen pointed out the second paragraph, the most important paragraph in his opinion, which is the audit states there were no issues with our financial statements. He recommends everyone also concentrate on the section that talks about responsibilities of management for the financial statements for the Board, and the auditors' responsibilities section. Treasurer Beenen added next year's

audit will be a little more challenging because there were two different accountants (SROA and NowCFO) and the information will be in different locations.

9. Update on Board Administrator, Police Chief and Fire Chief annual reviews

Chief Boos is new to the position so a probationary review will be held after four months. Chief Womer will receive a final review for his file. Lastly, within the next month a review will be scheduled for Administrator Holliday, which will be conducted by Dir. Fister.

10. Discussion on November 2023 Board Work Session/Orientation

Administrator Holliday is working on the agenda and scheduling multiple speakers: David Doyle, Dee Rubanoff for employment related legal issues, Robert Felix regarding the reserve study, and Jeff Griffin, SDAO, will sponsor the lunch and talking about board member roles and responsibilities.

11. Discussion on agenda for Deschutes County annual meeting

Chair Fister said he will talk about the District's vision, mission, and yearly goals. The meeting is Dec. 19, 2023 from 11 a.m. to 1 p.m. at the Sunriver Resort. Chair Fister asked Chief Boos to do an update on the first 100 days and any new developments. Lt. Lopez was also asked to share a plan for the first 100 days and introduce the Captain, who should be hired by then. Dir. Ralston suggested extending an invitation to OR/PM Nelson to provide a building construction update.

12. Review September 2023 SROA Board meeting

Dir. De Alicante gave an update on the most recent SROA Board meeting, where they discussed the following topics: new members to the Board, tree protection, task forces, budget review process, and GIS capability.

Meeting adjourned at 5:13 p.m.

Submitted by Board Administrator, Mindy Holliday