

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING 3:00 p.m. Thursday, November 18, 2021 Meeting in Person

- Call to Order:** Chair Hepburn convened the meeting at 3:00 p.m.
- Roll Call:** Chair Hepburn, Dir. Dishaw, Dir. Ralston, Dir. Beenen, Dir. Foster, Dir. Stephens present. Dir. De Alicante was not present.
- SSD Staff:** SSD: Administrator Debbie Baker, Office Assistant Mindy Holliday
Fire: Chief Moor
Police: Chief Darling
- Public Input:** None

Presentation - Annual FY 2020/21 Audit – Lealan Miller, Eide Bailly

Mr. Lealan Miller, CPA, Eide Bailly LLP, presented findings from the FY2020/2021 annual audit. He highlighted some of the final findings and other information listed below:

- Page 4: Best place to review changes from prior year.
- Page 9: Balance Sheet.
- Page 11: Fund Balance: there is not a standard as to what is a good fund balance. It is recommended to have up to 6 months' worth of expenditures. The District has a very strong fund balance.
- Page 15: There were no major changes from last year to this year. No footnotes.
- Page 48: This page identifies the internal controls of the accounting system and if there is a breakdown (no bank reconciliations, etc.). Based on the auditor's procedures and conversations nothing came to their attention. Another indicator of a great audit is the client is following internal controls.
- Page 51: Oregon specific compliance testing: nothing came to the auditor's attention of non-compliance issues.

Treasurer Beenen noted information on top of page 2 shows the reports Mr. Joe Healy prepares every month for the Board accurately reflect the financial positions of the District.

Mr. Miller concluded the audit has been completed and is final. He reported it as a clean audit.

Consent Agenda

1. Motion to approve:
 - a. The October 14, 2021 Regular Board meeting minutes
 - b. The October 29, 2021 Special Board meeting minutes

- c. SROA monthly invoice in the amount of \$17,824.85
- d. Purchase Order for Fire Dept purchase of required uniforms for new employees in the amount of \$6,245.00
- e. Payment to SDAO in the amount of \$50,000 for Board approved agreement from meeting on 10/29/21
- f. Invoice to Peck Rubanoff & Hatfield PC for legal services in the amount of \$7,107.79
- g. Invoice to Robberson for budgeted replacement police vehicle in the amount of \$39,555.91

Director Foster asked about vehicle pricing for the Police cars. Chief Darling replied it is a government contract and pricing and any dealership will provide the same pricing.

Director Dishaw moved to approve the consent agenda; seconded by Director Ralston. Motion passed unanimously.

Old Business

2. Update on Phase I of building analysis

Director Ralston said the some of the Task Force Members recently gave a presentation to the Sunriver Rotary and received helpful feedback. The presentation to the Sunriver community is tomorrow at the SHARC. He also met with Mr. Ron Schmid and Treasurer Beenen to discuss financing, and how and when to ask Deschutes County to participate.

Administrator Baker and Mr. Schmid met with Greg Munn, the Deschutes County Treasurer. He is presenting and overview of the Transient Room Tax (TRT) to the Deschutes County Commissioners next week. The presentation will be live-streamed and available for the public to view. The County recognizes the TRT funds should not only help bring tourists here, but to also invest in infrastructure and safety. Mr. Schmid and Administrator Baker will draft a proposal.

Chair Hepburn and Administrator Baker met with the attorneys to draw up a purchase option agreement for building ownership. The agreement will state all conditions have to be met before building ownership can be transferred.

Community Education events are scheduled and include a SunriverYou class on Dec. 7 and facility tours. Director Ralston encourages everyone to participate and address any misinformation.

Treasurer Beenen asked if there was any indication when the Public Safety Building request for funding would be discussed with the County Commissioners or when a decision will be made. Administrator Baker said the County will be discussing TRT fund distribution at a policy level on Monday, November 22. Strategy of timing the request will be discussed by the Task Force and the Board in the near future.

New Business

3. Monthly Chief/Administrator's Reports

Police Chief Darling

- October had 525 calls for service. There were 36 cases, and 14 were outside of Sunriver. Both emergency and non-emergency calls for the month are down from last year. Chief Darling said calls overall are getting back to seasonal normal, as there was a decrease in population in Sunriver during the month of October. Last year with remote work and school, more visitors stayed through the fall.
- Administrative Update: the department is mentoring a college intern. It is going well and the department maintains a good relationship with the college. Sunriver Police has hired a few people from the program.
- Sgt. Lopez finished week 5 and is halfway through the FBI National Academy Associate Training program.
- A final job offer was extended to a Grant Thommen, an officer from Lake Oswego. He accepted and will begin Dec. 1.
- Officer Ross has returned to light duty. He will be working on re-accreditations standards and PIO duties.
- Operations update: Chief Darling, Officers Ross and Palmer are participating in a program through the International Associations of Chiefs of Police to develop and implement a peer support program. Quarterly in-service training is taking place this month, consisting of firearms qualifications and ETHOS Leadership training.
- There was one Community Event, assisting at Three Rivers School for a School Board meeting.
- There was a question about the arrest offenses categories in Chief Darling's report. He said there could be more than one arrestable offense in a particular case, therefore the number could be higher than the case amount.

Fire Chief Moor

- There were 40 calls for service in October between Fire and EMS. Sunriver Fire assisted Bend 9 times, 2 of which were special calls for the ladder truck. Bend Fire Department's ladder truck was in the shop and unavailable. Fire also went to La Pine twice on mutual aid.
- Sunriver Fire was dispatched to La Pine, but then cancelled. Chief Moor stated in those mutual assistance situations La Pine may have had an ambulance or fire truck become available after asking Sunriver to assist. Chief Moor said it is a common practice and it occurs more often as central Oregon gets busier. It is easier to order mutual aid and then cancel it if needed.
- Administration update: Mindy Holliday has accepted the Administrative Assistant position and is also continuing to serve as the Office Assistant for Board Administrator Baker. There will be an evaluation in 3 months to assess.
- The department is working with the Insurance Services Office (ISO) to evaluate the insurance rating in Sunriver. This process hasn't been completed in Sunriver for 10 years. It evaluates water systems, public education, overall fire operations, etc. This score determines the insurance rating, which could affect individual house insurance premiums. Sunriver Fire should get the rating in late January or early

February. Currently Sunriver is rated as 3, and the best available score is 1. Major cities are at 1, and a 3 for Sunriver is a very good score. Chief Moor anticipates the Sunriver score could go to a 2 with the water department and 911 improvements.

- Operations update: Robert Redden retired last month after being with Sunriver Fire for 21 ½ years.
- La Pine update: the Deschutes County Commissioners signed their public/private ambulance contract. La Pine Fire lost five of their more veteran staff due to various reasons. If Sunriver assists La Pine, Bend Fire will automatically backfill Sunriver. Lastly, La Pine Fire is using the 800 radio system and it is working great. There are no communication issues.
- Staffing: there are two shifts with four people, and the third shift has three people. Reserves are down about 50%. The goal is to have 9-11, and currently there are five.
- Nic Newcomb completed the Blue Card Incident Command training. The program was developed by the Phoenix Fire Department and is being adopted by central Oregon to ensure all fires are being managed the same way.
- Attended the Dr. Kevin Gilmartin presentation on emotional survival for law enforcement.
- There was one Community Event, the SROA Wellness Clinic.
- There was no ambulance billing this month, as it is part of the Administrative Assistant transition.

Administrator Baker

- Submitted annual inventory paperwork to liability insurance carrier. SDAO has a best practices program where if the District meets all five of the categories they qualify for a 10 percent discount. This has been completed.
- Worked with Mindy on various communications tasks for the Public Safety Building events. Continue to work with both departments for social media needs, which is going well.
- Met with Greg Lynch, Bend lawyer and Chair Hepburn to discuss the Public Safety Building purchase option agreement.
- Met with James Lewis on the Management Agreement between the District and SROA. This is on the next SROA Board Meeting agenda for approval. The District Board previously approved the agreement at the October meeting. Deschutes County Legal has reviewed the document and there are no concerns with the proposed changes.
- Administrator Baker shared summary notes from the annual SROA Rules and Regulations meeting. Blue text was added to the summary to be clearer on some issues. There was discussion about setting a speed limit on the bike paths, however, enforcement would be an issue. Mr. Lewis will initiate discussion with the Forest Service to develop something across the river for watercraft access.
- Working on the schedule and agenda for the December meeting with the Deschutes County Commissioners. This will be a breakfast at the Hearth Room at the Sunriver

Resort. The Public Safety Building will be on the agenda and it was suggested to take the large foam core prints to share.

4. Motion to accept the 2020/21 annual audit

Director Foster moved to accept the 2020/21 annual audit; seconded by Director Ralston. Motion passed unanimously.

5. Board education on the Emergency Operations Plan

Both chiefs reviewed Chapter 1 of the Emergency Operations Plan with the Board. This all-hazards plan was created as part of a grant in Deschutes County in 2011. The Sunriver Emergency Operations Plan is tailored to Sunriver and recognized key stakeholders such as, Sunriver Police and Fire, SROA, and the Sunriver Resort. The document also outlines emergency support functions, shared duties, how to initiate a state of emergency in Sunriver, how to identify emergency related overtime costs and purchasing, and more. The Sunriver plan dovetails in with the Deschutes County plan, which then merges with the State of Oregon plan. The chiefs encourage the Board to review the document and their role.

Director Foster asked Chief Moor if the Sunriver Utilities Company has a contingency plan. Chief Moor said he will follow up.

6. Discussion of the 2022 Task Calendar

Administrator Baker explained the yearly Task Calendar is helpful for the Board and making meeting agendas. Various tasks on a cycle for review are listed at the end. Tasks can always be added throughout the year.

7. Motion to approve suspending fees to Sunriver homeowners for non-transport medical response

Chief Moor reminded the Board in July of 2020 they approved an additional revenue source on ambulance billing, which is a treatment without transport fee of \$250. Since the new fee has been in place, to date, Sunriver Fire has billed out about \$32,000 and collected about half. The issue is there has been pushback from people who live and pay taxes in Sunriver. It is challenging to find out from the reports who are homeowners and who are vacationers, etc. Most insurances pay this fee. Chair Hepburn suggested to table the conversation until there is more information provided. Chief Moor will investigate this more and report back.

8. Development of Agenda Items for BOC/SSD annual meeting

Administrator Baker asked Board members to suggested agenda items for this meeting. There was a request to add river access and Cardinal Bridge to the agenda. Director Ralston suggested adding the Public Safety Building, Task Force Committee Discussion and showing the videos of the deficiencies.

9. Report on quarterly meeting between SSD Chair and SROA President

Chair Hepburn shared he spoke with President Keith Mobley about the Public Safety Building project and transferring ownership of the building. He is also meeting with Mr. James Lewis and the chiefs to discuss last summer and the enforcement of SROA rules. The Rules Compliance Task Force will meet in early December, where the chiefs will provide direct feedback. A continued concern is sharing what rules are enforceable.

10. Motion to approve the October 2021 unaudited financials

Director Beenen provided the October 2021 unaudited financials.

715 Fund Revenue

Total revenue was lower than expected due to ambulance charges not being submitted for the month. These will be reflected in next month's financials. In addition, property taxes came in below expected, and November is a typically a large month for tax collection. However, the year-to-date revenue is on budget.

715 Fund Expenses

Police expenses for the month are under budget and continue to be under budget year to date. Bike Patrol expenses were slightly under for year to date, which is due to issues with staffing.

Fire and EMS were slightly over for the month and year to date. However, this is a small number in terms of total expenses.

Administration was slightly over for the month but remains underbudget for year to date.

Director Beenen concluded the 715 financial account is in reasonably good position, and it will be interesting to see how much tax revenue is collected next month.

Capital 716 Fund

Director Beenen stated this fund is in extremely good shape and there is nothing to worry about. He reminded Board members that part of conditions for purchasing the building will be to have it funded as part of the reserves.

Director Dishaw moved to accept the October 2021 unaudited financials; seconded by Director Ralston. Motion passed unanimously.

11. Review October 2021 SROA Board meeting

Director Beenen said he was not present at the October meeting and unable to share. The approved September 2021 minutes were included in the Board packets.

12. Discussion on selection of SSD Officers

Director Dishaw stated there is not a procedure for the elected SSD Board Officer positions. He recommends Chair Hepburn appoint a committee to create a process be developed, similar to the performance reviews recently created for the chiefs. He hopes to make the

procedure organized and transparent. Chair Hepburn added a challenge is getting individuals to volunteer for the positions. He said there are a couple of Board members missing from this meeting, and he would follow up later.

Other Business

- Next SSD Regular Board meeting is **December 16, 2021**. Police and Fire Departments will report on their 2021 Performance Measures; Approval of Resolution approving updated Management Agreement; Budget calendar and instructions presented.
- Last 2021 quarterly meeting with SSD Chair and SROA President to be held and reported in January.
- **Community Forum on Friday November 19, 2021, 4:00 – 6:00 pm at the SHARC.**
- Annual joint breakfast meeting with Deschutes County Commissioners will be **December 16, 2021 at 8:00 am**, Hearth Room in the Sunriver Lodge.

Director Dishaw moved to adjourn; seconded by Director Foster. Motion passed unanimously.

Meeting adjourned at 5:45 p.m.

SSD Chair, Bill Hepburn
Office Assistant, Mindy Holliday