

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3 p.m. Thursday, April 13, 2023

Meeting in person and via Zoom

**Call to Order:** Vice Chair Shoemaker convened the meeting at 3:05 p.m.

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

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

**SROA Staff:** Susan Berger

### **Public Input:**

Community member Debbie Baker presented concerns about the upcoming SSD budget, and the future fiscal forecast. She provided potential solutions to address the budget and also encouraged the Board to be more transparent.

Appreciation and recognition to Chief Tim Moor for his service to the Sunriver Fire Department.

### **Consent Agenda**

#### **1. Motion to approve:**

- a. The March 16, 2023 Regular Board meeting minutes
- b. The March 23, 2023 Special Board meeting minutes
- c. SROA monthly invoice in the amount of \$16,343.55
- d. Training 4 Responders, LLC invoice in the amount of \$5,680.00
- e. Racom Corporation invoice in the amount of \$7,683.50

Chief Womer stated the Racom Corporation invoice was initially intended for the radio equipment to be installed in the new Police Tacoma's, however, it has been decided to place that equipment in the soon to be purchased vehicles F150s. He added the police department will use handheld radios in the unmarked vehicles.

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

### **Old Business**

#### **2. Public Safety Building**

OR/PM Nelson gave an update to the Board on the Public Safety Building. There was discussion on the roof trusses, including an issue on the east side of the roof. KMB asked for additional services of \$18,500 to modify the roof. Dir. Ralston stated KMB initially asked for more, but there was a negotiation. He added it isn't uncommon to find these types of problems during this part of the process.

Dir. Foster moved to approve moving \$18,500 from contingency to pay KMB; seconded by Dir. Ralston. The motion passed unanimously.

There was discussion about solid bids, schedules, long lead items, bid package 1 being posted, and Midstate Electric beginning work. Treasurer Beenen requested task completed percentages.

The District is waiting for the final design, and then will meet with SROA to review final conditions for approval. At this point the SROA Building Permit will be executed.

The Deschutes County Land Use review will be completed soon. Once they write their findings, there is a 14-day appeal period. The objective is to have the permit by June 23, 2023.

The design, construction, stakeholder teams are discussed furniture, fixtures, and equipment. There may be options to purchase gently used furniture to save on costs.

**a. Motion to Approve March 2023 Building Funding Requests:**

- i. Nelson Capital invoice in the amount of \$9,500.00
- ii. KMB Architecture invoice in the amount of \$175,551.97

Dir. Foster moved to approve the building funding requests for Nelson Capital for \$9,500 and KMB Architecture for \$175,551.97; seconded by Dir. Hepburn. The motion passed unanimously.

**b. Review of monthly memo to Deschutes County Commissioners**

There was a grammatical change, otherwise, the Board directed Administrator Holliday to submit.

**New Business**

**3. Monthly Chief/Administrator's Reports**

**a. Fire Chief Moor**

- Calls were up for last month and the response times were very good. Sunriver received more mutual aid than provided, relying on partners three times last month. Not all the ambulance revenue was posted prior to the Board meeting, therefore it isn't listed in the financials and Accounting will make the adjustment once those numbers are received.
- There were two fatal car accidents on highway 97 recently. Both were fatal but could have been prevented by wearing seatbelts.
- The Civil Service Commission (CSC) meets quarterly, and the department has had two firefighter/paramedic vacancies recently. In the last hiring process, there was a Sunriver Reserve in the pool, which allowed him to be promoted and he can start soon. CSC approved that hire earlier in the day.
- Operations: Deputy Chief Bjorvik did an outstanding for Acting in Capacity (AIC) captain position, and now the department actively has candidates ready to step into that position. He also managed the Central Oregon Wildfire School (COWS) training last weekend in Bend.
- There have been a lot of families visiting the station for tours due to Spring Break.

**b. Police Chief Womer**

- The statistics are consistent with the same time last year. There were 35 cases, 22 of which were outside of Sunriver.
- The two new Ford patrol vehicles have arrived, just waiting for upfitting.

- Officer Mai accepted a police officer position and will start on Monday. Officer Lyman starts the academy soon.
- The department applied for the COPS grant, still waiting to hear back.
- Drone operators have completed and received their licenses. Just waiting for the SROA rule about drone usage to be changed.
- The department continued to make DUI arrests by participating in county-wide traffic enforcement over spring break. A grant was received to pay for overtime during this program.
- Community events: This area was slow due to spring break other than the monthly Coffee with a Cop.

**c. Administrator Holliday**

- Public Safety Building: Continue to participate in meetings and email chains with the design team to discuss the building design and budget. Provided support where necessary to OR/PM Nelson and other members of the team. The Scene story for May will give an update on the construction process, timeline, building permit status, and other information. The Public Safety Building Task Force met and will begin organizing a gold shovel/ceremonial groundbreaking event later this Spring.
- Budget: Continued to update the FY 23/24 budget spreadsheets for the 715, 716, and 717 accounts. Administrator Holliday with each department and the Budget Committee to share information and evaluate current budget line items for changes. The Budget Committee met on April 7, 2023 to review the final spreadsheets and unanimously agreed they are ready for Board review.
- Administrative: Attended demonstrations for various payroll and timekeeping platforms, as well as to reach out to accounting firms. SDAO offers many HR services to members. Participated in two professional development opportunities this month.
- Fire Chief: Started gathering information for Vice Chair Shoemaker to begin the hiring process. Once the announcement is ready, it will be posted to the SSD website as well as advertised in a handful of locations.

**4. Motion to approve to approve COLA wage increase of 7% for non-represented full-time employees of Chiefs, Administrative Assistants, Deputy Fire Chief, Police Lieutenant, Police Sergeants, and Board Administrator, to be effective July 1, 2023**

Chair Fister said it is past practice for the Board to extend the same cost of living allowance for non-represented SSD employees as was approved in the Fire and Police collective bargaining agreements. These increases are already accounted for in the FY 23/24 budget.

Dir. Ralston moved to approve a COLA wage increase of 7% for non-represented full-time employees of chiefs, Administrative Assistants, Deputy Fire Chief, Police Lieutenant, Police Sergeants, and Board Administrator, to be effective July 1, 2023; seconded by Dir. Hepburn. The motion passed unanimously.

**5. Motion to approve Department FY 2023/24 Capital Outlay budget requests (Not to Exceed Amounts)**

The FY 23/24 Capital Outlay budget requests were approved by the Board at the April meeting. However, Chief Womer requested the Board approve the total amount of the FY 2023/24 Capital Outlay budget for Police, as opposed to the individual item amounts. He stated this provides him with flexibility due to when drafting the budget, he only has estimates for the equipment and vehicles. This allows him to pay for the vehicles when they are ready for pick up,

even if they are slightly over the initial individual item estimated budgeted amount, without having to wait until the next Board meeting for approval of any additional amounts.

Treasurer Beenen moved to approve the capital outlay for Sunriver Police vehicles, upfitting, and guns/holders not to exceed \$164,100; seconded by Dir. Ralston. The motion passed unanimously.

**6. Motion to approve both the FY 2023/24 operating budget (715 account), non-operating budget (716 accounting) and Public Safety Building budget (717 account)**

Administrator Holliday presented the three SSD budgets for FY 23-24 to the Budget Committee. Treasurer Beenen noted in the 715 operating budget it shows a deficit, however, the District historically always comes in underbudget. He mentioned raising the milage rate in the future and it would be important to start sharing this with homeowners. Treasurer Beenen also said he has been talking to Deschutes County about receiving part of the Transient Room Tax (TRT) funds. Chair Fister stated the District has a decent beginning working capital and he does not want to pursue increasing the milage rate until the District actually has to use some of their working capital at the end of a fiscal year. There was discussion about the budget, how much to contribute to the reserve fund, and the milage rate.

Dir. Foster moved to approve both the FY 2023/24 operating budget (715 account), non-operating budget (716 accounting) and Public Safety Building budget (717 account); seconded by Treasurer Beenen.

Chair Fister made note of the amounts listed in the Administration budget for SHARC passes and Crosswater Golf memberships. He wanted to make sure the Board was aware that this is an effort to attract more applicants for open positions, primarily police officers. Sunriver is not able to compete regarding salary with larger organizations, so he would like to explore offering some of the amenities that make our area unique and attractive. These passes and memberships would be available to all District employees. There was discussion and metrics are to be provided at the end of the next fiscal year showing the use and need for these benefits.

The motion passed unanimously.

**7. Motion to appoint Rod Bjorvik as Interim Fire Chief beginning April 28, 2023**

Chief Tim Moor is retiring at the end of April and there is a need for an interim chief during the hiring process.

Dir. Ralston moved to appoint Rod Bjorvik as interim Fire Chief beginning April 28, 2023; seconded by Treasurer Beenen. The motion passed unanimously.

**8. Discussion and update on Fire Chief hiring process**

Vice Chair Shoemaker is leading the hiring process for the new Sunriver Fire Department Police Chief. He is utilizing some of the same information from the 2013 hiring process, and the interview panel will consist of seven people. There was discussion about the starting salary on the job announcement. Dir. Ralston also said it was important to have on the announcement that it is critical to have a good working relationship with the Police Chief.

The job announcement will be published on Daily Dispatch, a very popular website and email newsletter for those in fire service, beginning April 19. The position will close on June 1. Vice

Chair Shoemaker hopes to hold interviews as soon as possible to get approval at the July Board meeting.

**9. Discussion on VEBA/Sick Leave benefit for non-represented full-time employees**

Per direction of the Chair, Administrator Holliday reviewed the Fire and Police CBAs and noted differences with the SSD Employee Handbook. One benefit that is not provided to SSD employees is the ability to sell back unused sick leave to an employee's VEBA account when leaving the District. Administrator Holliday asked the Board for direction and the consensus was to include these items in an updated draft of the SSD Employee Handbook to vote on at an upcoming meeting.

**10. Update on HR, Payroll and Accounting Services for District**

Administrator Holliday gave an update on the search for Human Resources, Payroll, and Accounting Services for the District beginning July 1. There have been numerous interviews and demonstrations with various agencies, and the Board just approved contracts to work with NowCFO accounting and ADP payroll. Administrator Holliday is working with representatives from each agency, along with SROA and SSD staff to begin the transition.

**11. Joint SSD/SROA meeting agenda items (April 14 at 9 a.m., Fire Department)**

Administrator Holliday reminded the Board of the joint SSD/SROA Board meeting the next day.

**12. Motion to approve the March 2023 unaudited financials**

715

Treasurer Beenen said the ambulance revenue was low due it not being received by the Board meeting. Overall, there is a surplus year to date and there are no concerns with the operating budget.

716

Treasurer Beenen said the reserve fund is in good shape and came in underbudget for month, however, it is over budget year to date due to the additional capital requests. He does not foresee any issues and the reserve study will be conducted this summer.

717

Interest income provides a significant amount of revenue for this fund; however, expenses are starting to come in as construction begins.

Dir. Hepburn moved to approve the March 2023 unaudited financials; seconded by Dir. Ralston. The motion passed unanimously.

**13. Review of March 2023 SROA Board meeting**

Dir. De Alicante gave an update on the last SROA Board meeting, which included discussion about the parks master plan update, admissions model presentation, SHARC staffing, and mail being delivered to homes in Sunriver.

Meeting adjourned at 5:55 p.m.

Submitted by Board Administrator, Mindy Holliday