

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING 3:00 p.m. Thursday, April 14, 2022 Meeting via Zoom

Call to Order: Chair Hepburn convened the meeting at 3:00 p.m.

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

SSD Staff: SSD: Interim Board Administrator Mindy Holliday
Fire: Chief Moor
Police: Chief Darling, Dana Whitehurst

SROA Staff: Susan Berger

Public Input: None

Consent Agenda

1. Motion to approve:

- a) The March 17, 2022, Regular Board Meeting minutes
- b) SROA monthly invoice in the amount of \$18,026.64
- c) Deschutes County Sheriff's Office Invoice in the amount of \$11,410.67

Chief Darling explained consent agenda item c) is the yearly amount paid to Central Oregon Law Enforcement Services (COLES) and Central Oregon Drug Enforcement Team, which are services utilized by all central Oregon law enforcement agencies.

Dir. Ralston advised he had a correction to the March 17, 2022 minutes. Under Old Business, the minutes state Dir. Ralston had been "receiving recommendations and beginning to conduct interviews for project managers." The minutes should be changed to reflect Dir. Ralston has not been conducting interviews, but rather "receiving inquiries of interest from prospective project managers. Formal Interviews will be conducted at a later point."

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

Old Business

2. Update on Public Safety Building

Dir. Ralston is meeting with any interested contractors and project managers, as well as researching various legal services needed. David Doyle, Deschutes County Legal, and the Special Districts Association of Oregon (SDAO) can help interpreting the statutes, rules, and the RFP/RFQ process. Once a project manager is hired, then that person usually manages hiring the contractor, etc. Dir. Ralston stressed the scope of work needs written very carefully and would like the RFP/RFQ done and approved prior to the vote so it is ready right away. The project manager won't be hired until after the vote and after the certification. Construction is slated to begin in spring of 2023. Dir. Ralston explained further how to manage the costs once the general contractor provides his estimates as the project moves along.

Dir. Dishaw advised interest rates are increasing. The letter of intent with Commerce Bank is being changed, and the District was advised there will no longer be a 60-day rate lock. This would mean the District cannot lock the interest rate until after the vote is certified in early to mid-June. Dir. Dishaw advised he should know in a day or two. Dir. Beenen asked if there were any other banks the District is able to use at this point. Dir. Dishaw answered the only other letter of intent was USBank, and the Board chose to not utilize them for a variety of reasons.

Interim Board Administrator Holliday reviewed the most recent communications plan. The most recent Scene article focused on the benefits of the Public Safety Building to the community. The Scene Letters to the Editor remain positive, and the Sunriver Resort will submit one for the May issue. The informative direct mailer, scheduled to be mailed to registered voters in Sunriver, is almost complete. Deschutes County will mail out the ballots beginning April 27. The goal is to have the mailer hit a couple of days before the ballots. There are 1600 registered voters in Sunriver. Citizen Patrol will be at various locations to answer questions in the upcoming weeks, and there is a SunriverYou session devoted to the building on April 19. Additional facility tours and a presentation at SHARC are also scheduled. In addition, a few days before the election Task Force members will reach out to those who have not yet voted, encouraging them to vote. Mindy advised the May 10 forum was cancelled, as it was determined to be too late in the process. There was discussion about whether anyone has heard any negative comments or feedback. There was a suggestion to have an informational booth in the mornings at the SHARC to reach homeowners utilizing the workout area. Interim Board Admin. Holliday said there was a negative letter to the editor in the Scene last month, but the writer was upset about paying for numerous things and the Public Safety Building was a part of a list. Doug Seator has received a few phone calls from people who have had misunderstandings, but he was able to share correct information and educate each. In addition, there was a Deschutes County Newsletter email sent out that incorrectly stated the proposed building had received COVID relief funds. Interim Board Admin. Holliday worked with the county to issue a retraction and list ways for people to find out more information.

New Business

3. Monthly Chief/Administrator's Reports

Fire Chief Moor

- Overview of the statistics.
- Call volume is up slightly compared to the same month last year. Mutual aid has been active over the last few months. La Pine had a string of structure fires where Sunriver assisted. EMS training is picking up.
- There will be an update on the Reserve Program next month. The department is struggling to attract and keep members.
- Sunriver Fire is working with Deschutes County on the height requirement for the new construction on homes/hangers out at the Sunriver airport. There is a County Code that regulates if a fire is in a structure, the Fire Department needs to have the ability to reach the top of the structure. Sunriver Fire Department's ladder truck has a max height of 75'.
- The first round of contract negotiations has been conducted, and it went well.
- Central Oregon has created a fire investigation team, which Sunriver will join.
- The department has been partnering with La Pine and Bend on joint training.

Police Chief Darling

- Overview of the statistics.
- A conditional job offer has been extended to Kecia Weaver, a lateral officer from Bend Police Department.
- First round of negotiations has been completed for the CBA. The second round is scheduled for April 28, 2022.
- The burglary investigation on Cherry Lane has been completed. There has been an arrest, execution of a search warrant, and stolen property recovered related to this and a burglary in Crook County. The suspect was doing contract work on the house.
- Officers attended Emergency Vehicle Operations training at Bend PD.
- Officer Wilson is off to the academy next week, for 16 weeks.
- Sunriver assisted with the FBI PIO Conference. Sgts. Lopez and Beck also attended.
- Chief Darling, Lt. Womer and Sgt. Lopez are currently attending the Oregon Association of Chief's of Police Conference in Bend.
- Bike Officer recruitment efforts are struggling as hiring is down 50%. Currently, the Bike Patrol Officer job description has a minimum age of 18. Chief Darling met with James Lewis and they believe it would be helpful to reduce the age to 16. There are no legal requirements to keep it at 18. Would like to know if the board is accepting of reducing the minimum age to 16. A concern was raised that some of the visitors can be obnoxious, which might be tough on a 16-year-old. Chief Darling advised there would be careful vetting. The Board agreed to approve the age limit for Bike Patrol to 16.
- There are two vehicles in the capital budget, but Ford has closed their 2022 model procurement and the 2023 will not open for a few months. It could be a challenge

this year obtaining new vehicles. There is Board approval to order if the ordering window opens back up anytime in the next fiscal year. Maintenance has started to creep up on the current fleet.

Interim Board Admin. Holliday

- The Public Safety Building updates were covered under Old Business. James Lewis, SROA GM, is still reviewing the documents for the building ownership piece. They have not been sent to the District yet.
- The Budget Committee is meeting on the April 19.
- The Board will meet on the April 25 via Zoom to approve the budget, which will be presented in front of the Deschutes County Commissioners on May 25.
- Dana has begun helping with Fire Administrative Assistant duties. Chief Moor advised he met with Dana and identified projects and next steps. Interim Board Admin. Holliday has moved into providing more of the SSD support role now.
- There was a meeting with SROA to identify their needs for the Board Administrator position and to share various historical information. Chair Hepburn advised the true evaluation of the Board Administrator position can begin now.
- Interim Board Admin. Holliday advised she worked with 911 IT to set up SSD on their system, just like Police and Fire. The 3rd party vendor for backing up the system has now been cancelled. Dir. Dishaw asked about the progress of the monthly calendar/deadlines. She answered she utilizes that calendar frequently and discussion about the various items ensued.

SSD Proposed Building Update - During the meeting, Dir. Dishaw left to take a phone call from the attorney representing the SSD. In response to a memo Dir. Dishaw had sent the attorney outlining the District's concerns with the lender, the attorney spoke with Commerce Bank. They are concerned with the District's frustration to not honor the 60-day rate lock as previously agreed upon, but are not be able to make a decision until the next day. Dir. Dishaw said the executive committee at the bank must meet, but we have their attention.

10. Motion to Approve Increase in Compensation Package for Police and Fire Chiefs

(This item was moved up in the agenda due to its impact on agenda items that came later.)

Chair Hepburn and Vice-Chair Ralston reviewed and discussed with both chiefs their proposed compensation package. The chiefs agreed to eliminate two items discussed in a previous meeting: longevity compensation and education incentive. The proposal was reviewed and deemed comparable with other chiefs in central Oregon of similar size.

Executive/personal time off pay is common and is a standard benefit for police and fire chiefs. It is not compensable, as it is a use it or lose it benefit with no rollover from year to year. Chief Darling explained the Chief's positions are 24 hours a day, 7 days a week positions. They receive calls and respond after hours and on weekends.

Dir. Dishaw said he is in total support of the compensation packet, but sometime in the future, the Chiefs total contracts should be reviewed. Chair Hepburn agreed and advised they need to be updated.

Dir. Dishaw moved to approve the compensation package as presented; seconded by Dir. Ralston.

Discussion: Chair Hepburn clarified the language being voted on. Dir. De Alicante clarified and confirmed with the Chiefs that their vacation accrual was the same and that it was 24 hours a month.

Motion passed unanimously.

4. Update on SSD Administrator Position

This item was covered in Interim Board Admin. Holliday's update.

5. Discussion on Second Draft of Proposed 2022-2023 Budget

Treasurer Beenen explained revenue has increased by 3.3%, \$193,000. The Police/Bike Patrol budget is increasing by 2.1%, \$46,000 and the Fire budget is increasing by \$10%, \$285,000, mostly due to the additional Firefighter/Paramedic. To offset a part of this cost, Chief Moor reduced the overtime budget by \$25,000. District Administration is up 25%, \$59,000. Treasurer Beenen shared there are changes in the transfer of 716 Contingency Funds. This District is transferring less this year, due to a big contribution last year.

Currently, the budget is very close to balancing with the inclusion of an assumed 5% increase in payroll from the current collective bargaining process. There was discussion about submitting a budget with an annual deficit and if the collective bargaining agreement (CBA) comes in higher than 5%. Dir. Beenen also shared concerns about the administrative expenses, which are increasing due to salary and benefits being budgeted for that position. The current budget model is one part time administrator (.5) and one part time office assistant (.25), for a total of (.75) FTE with no benefits. It is being proposed to convert the position to (1) FTE, which requires additional benefits. There was discussion about the previous and proposed Board Administrative staffing models, as well as the back log of work and training from being understaffed in SSD and Fire. Chief Moor recommended to the Board to evaluate the Board Administrator position beyond the four months and to keep the budget as is. Chief Darling also added Dana was working a position and half at the Police Department. It was added from a recruitment standpoint, the previous model not including benefits might make it more difficult to find qualified people. The proposed structure is more advantageous for the future of the District.

Dir. De Alicante asked if there had been any further thoughts on approaching the County for an ongoing contribution of TRT funds. Dir. Hepburn said it is a good idea, but no additional follow-up has been conducted. Further discussion will take place in the future.

6. Motion to Approve Department FY 2022/23 Capital Outlay Budget Requests

Chief Darling requested two new patrol vehicles, and Chief Moor requested extraction tools and items for the bed of one of the department trucks. All are part of the reserve schedule. Chief Darling advised 2022 procurement is closed for the vehicles and will try for the 2023 models, which will result an increase in \$2,000 per vehicle.

Dir. Dishaw moved to approve the 2022/23 capital outlay budget requests; seconded by Dir. Foster. Motion passed unanimously.

7. Budget Special Meeting for Budget Approval via Zoom (April 25@10 a.m., via Zoom)

Interim Board Admin. Holliday reminded the Board of the Special Meeting on April 25 to approve the budget. Both the Fire and the Police Departments have their negotiations prior to the budget approval meeting.

8. Joint SSD/SROA Meeting Agenda Items (May 20@9:00 a.m., SHARC)

Chair Hepburn asked the Board to send any agenda items to Interim Board Admin. Holliday.

9. SSD Officer Elections

Dir. Dishaw would like to add more structure to the District Officer election process. The policy manual states to announce nominations in the August meeting and conduct the election in the September meeting. Dir. Dishaw proposed adding language that those interested in running for office submit their name to Board Administrator to announce at the September meeting. Then elections are held at the October meeting. Dir. Dishaw also provided an example of a more formal voting ballot to utilize. Dir. Ralston added this would allow the new Board members coming on in September to be more involved.

Dir. Dishaw moved that the duties of the Chair be amended to say, "For board members serving in elected positions are requesting and announcing nominations in the September meeting and conducting an election in the October meeting;" seconded by Dir. Foster. Motion passed unanimously.

11. Required 3-Year Cycle of Pay Equity Analysis Assigned

Chief Moor said every three years the District is required to review the Equal Pay Act for wage disparities at work. Since both departments have CBA's on the same cycle, it makes this process to complete easier. In addition, he stated there are no discrepancies with non-represented administrative staff either. The District is in compliance.

12. Motion to Approve the March 2022 Unaudited Financials

Director Beenen provided the March 2021 unaudited financials.

He stated the revenues had a shortfall, and the District is slightly trending under budget year to date. It is possible to even out as if the District receives tax revenue from those late to pay.

Treasurer Beenen said the District is doing well on the expense side. Police is \$40,000 under budget and Bike Patrol is staying at \$30,000 under budget, both year to date. Fire/Emergency services are \$120,000 under budget, year to date. However, Administrative Services is running about \$53,000 over budget, year to date, mostly due to an unexpected legal fee. Year to date, the District is \$292,000 under budget.

Dir. Dishaw inquired on what happens to the \$200,000 allotted for the Public Safety Building in FY 21/22 if it is not spent prior to the end of the fiscal year. Dir. Beenen advised those monies go into the working capital account, which is not allocated to any one specific item. The expenses associated with the new building will be transferred to a new account being created for that project.

Dir. Dishaw moved to approve the March 2022 unaudited financials; seconded by Dir. Ralston. Motion passed unanimously.

13. Review March 2022 SROA Board Meeting

There was a discussion about ebikes and bike path rule changes. Chief Darling advised when a rule is posted it gives an expectation it is enforceable, even when it can't be. He suggests the public is also educated at the same time. Chief Darling has presented the information to SROA.

Dir. Dishaw moved to adjourn; seconded by Dir. Beenen. Motion passed unanimously.

Meeting adjourned at 5:02 p.m.

Chair Bill Hepburn
Interim Board Administrator, Mindy Holliday