

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, April 15, 2021

Virtual Meeting In Person and Via Zoom

- Call to Order:** Chair Hepburn convened the meeting at 3:00 p.m.
- Roll Call:** Dir. Dishaw, Dir. Ralston, Dir. Beenen, Dir. Foster, Dir. J. Schmid present. Chair Hepburn and Dir. Stephens attended via Zoom.
- SSD Staff:** SSD: Administrator Debbie Baker, Office Assistant Mindy Holliday
Fire: Chief Moor
Police: Chief Darling, Lt. Womer, Sgt. Lopez
- SROA Staff:** Susan Berger, Sunriver Scene
- Public Input:** None

Consent Agenda

1. Motion to approve:

- a) The March 18, 2021 Regular Board meeting minutes
- b) SROA monthly invoice in the amount of \$17,366.48
- c) Purchase Order for Fire Department trainings, renewals, and mileage reimbursement in the amount of \$5,311.30

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

Old Business

2. Update on Phase I of building analysis

Director Ralston gave an update to the Board about the status of the proposed Public Safety Building.

- Deschutes County Zoning identified 22 compatible zoning parcels beyond the existing location, which was narrowed to 3 sites: a plot adjacent to the old Mavericks, the previous Mavericks location, and a vacant piece of land owned by SROA adjacent to Fort Rock Park. Director Ralston and Chief Moor analyzed response times from each location. The two Maverick locations off of Cottonwood were deemed unsatisfactory. The Fort Rock Park location had the best response time.
- Any purchase of SROA property will require a vote by Sunriver homeowners.
- An appraisal for the current Fire Department location is scheduled for April 20. Mr. James Lewis and Director Ralston will attend.
- A Public Safety Building Task Force is being created to address the various elements of the project. Education for Sunriver homeowners may include town hall meetings in Portland, Eugene, and Seattle.
- Director Ralston shared the Phase 1 Proposal Agreement. Director Beenen gave feedback on the proposal for the Board to clarify various statements, wording, and contradictions. Director Ralston said he would make clarifying adjustments to the

agreement.

- Director Ralston offered to chair the Task Force. Any significant funding deviations would be brought to the Board for approval.
- Director Ralston said the goal of Phase 1 is to create a Task Force, analyze appropriate locations, provide basic plans, and propose a budget.
- \$75,000 is set aside in the 2021-22 budget and there will be roughly \$46,000 remaining after Phase 1. Director Ralston said the next step after Phase 1 would be schematic designs. The Board at that point may decide to move forward, and if they do, additional funds will be required. He recommended adding an additional \$200,000 to the \$75,000 already designated in the 2021-22 budget as a placeholder and can be drawn upon when needed. Money will not be spent until the Board decides to move forward and approves the project with funding is secured.
- Director Stephens asked if the Task Force can be delegated to manage money. Administrator Baker said the Task Force will provide input on sources of funding, not manage it. Ultimately all funding decisions are up to the Board.
- Director Beenen reminded the Board money from Deschutes County could take some time and work on this piece should start as soon as possible.

Director Schmid moved to approve Chair's signature to Consultant Agreement; seconded by Director Dishaw. Motion passed unanimously.

New Business –

1. Monthly Chief/Administrator's Reports

Fire Chief Moor

- Calls for service are back to pre-Covid numbers. In Bend there were two significant wildfires Sunriver Fire assisted in.
- Communications plan meeting: reviewed current tactics and discussed ways to improve. Need to reevaluate websites, prepare a standard emergency preparedness message for social media, and work with rental agencies on how to communicate better with vacationers. Both chiefs are creating a virtual emergency preparedness presentation.
- Operations update: the department is down 5 reserve positions. Interviewed 4 candidates and offered 2 positions.
- Community events: hosted a CPR class for wildland firefighters. Chief Moor also attended a Rotary breakfast with past Sunriver Service District Chair Ron Schmid. The subject was wildland fire building codes.
- La Pine radio: the 911 District finished its radio coverage analysis and the results are the same as the test completed in 2018. The test maps show no sign of red or dead spots in both La Pine and Sunriver. La Pine Fire District is creating a communications committee to transition to the new radio system.

Police Chief Darling

- Chief Darling introduced Sergeant Stephen Lopez. He is from Santa Clara Sheriff's Department and started with Sunriver Police recently.
- March 2021: (528) calls for service, (38) cases. There were (6) calls for service outside of Sunriver. Emergency calls were (58) and non-emergency calls were (125).
- Administration: the annual siren test is scheduled for May 19 at noon. Chief Darling continues to work on evacuation plans and shared an Emergency Preparedness

document he created in coordination with Fire and SROA. The chiefs met with Sunriver You and are scheduled to present to this group on June 9.

- There were a few Lexipol updates.
- The department conducted a Speed Survey and the average speed in Sunriver is 25.41 miles per hour. A radar sign is on loan from the City of Bend and is able to capture data. This is part of a comprehensive campaign on speed.
- Emergency Preparedness Operations Plan Training is scheduled for May 21 in partnership with Deschutes County Emergency Manager, Sgt. Nathan Garibay. The training is via Zoom and will be recorded.
- Chief Darling met with Mr. James Lewis to discuss bike patrol, which will begin Memorial Day weekend.

Administrator Baker

- Administrator Baker continues to work and finalize the District budget.
- Several agreements with SROA are due for review. There were minor changes to be brought to the Board next month.
- Strategic Plan stakeholder thank you letters are signed and will be sent out soon.
- Continue to work with and support Director Ralston and Chair Hepburn on Phase 1 of the building project.
- Coordinated with Christy Monson, an attorney at The Local Government Law Group, to provide an in-person training on Board responsibilities, guidelines, etc. in June.
- Administrator Baker now receives the monthly Deschutes County Transient Room Tax (TRT) revenue reports. This will provide historical information for the Board.
- The District and SROA Joint Board meeting is at the SHARC. All members need a laptop and headphones with speaker ability.
- Mindy completed the new website and will begin working on communication plans.

2. Updated Performance Measures

Chief Moor shared changes to the Performance Measures, which include a new format and additional alignment with the strategic plan research. The Board said the Word file is easier to read, however, they may have to use the previous Excel spreadsheet documents for reporting 6 and 12 month progress updates.

3. Motion to approve Resolution 2021-007 adopting changes to the Board Policies

Changes to the Board policies were discussed at the meeting last month. Director Foster asked if there are policies for employees on computer and internet use. Administrator Baker said the Employee Handbook and Lexipol policies cover the issue.

Director Dishaw moved to approve Resolution 2021-007 adopting changes to the Board Policies; seconded by Director Beenen. Motion passed unanimously.

4. Motion to approve the Reserve Study

Director Beenen proposed the Reserve Study be updated with the changes to the contribution recently approved, as well as with the information Chief Moor provided about apparatus lifespan. Administrator Baker reminded the Board that adjustments are made every year. The Board will vote to approve the final Reserve Study at the special meeting set for later in the month.

5. Discussion on FY 2021-22 Budget

Director Beenen gave a presentation of the FY 2021-22 budget, which included the 715 Operating Fund, 716 Reserve Fund, and the 5-year financial forecast.

The outstanding decisions for the Board were: the millage rate, whether or not to add an additional FF/Paramedic, Public Safety Building Advance Work, and the reserve contribution amount.

Millage Rate:

Director Dishaw said all three Strategic Plan task groups recommended to not increase the millage rate. Chair Hepburn asked if raising it this year would be premature and more appropriate to consider next year.

The Board recommended not to raise the millage rate this year. There were no differing opinions, and it was Board consensus to keep the millage rate at \$3.31/\$1,000 of tax assessed property value.

New Firefighter/Paramedic Position:

Chief Moor explained an additional position would provide balanced shifts with 4 staff on each. Currently there are two shifts with 4 staff members, and one shift with 3. Having a fourth firefighter on a shift allows more flexibility for training and absences without incurring additional overtime. There was discussion about responding to two medical calls at the same time and the department's ability to adequately cover Sunriver.

The Board was supportive of the chief's desire, but there were significant concerns about the impact to long-term budget stability. As the District is looking at a new facility both capital funding and long-term operational funding will be evaluated.

The Chair polled the Board members on this issue.

Dishaw – no, not now

Beenen – no

Ralston – conflicted, but yes

Schmid – because of so many unknowns, let's wait

Foster – do we have contingency money to add later in year? It is a possibility, but at this point I vote no.

Stephens – we are addressing the looming budget problem, but this is not how we should operate. There is an expectation that we can respond to a medical emergency. And if we can't provide the coverage, we need to come up with a way to cover those needs. Yes.

Hepburn – appreciate everyone's honesty. I vote yes.

The Board will not include the new firefighter/paramedic in this year's budget. It will be considered in the future.

Public Safety Building Advance Work:

Recommendation was made for the building advance work adding an additional \$200,000 for a total of \$275,000. The building is a capital project, which is the reason it is in the 716 Reserve account.

The Board voted to include \$275,000 for building advance work. The vote was unanimous to approve.

Reserve Contribution:

Director Beenen said if the Board transfers \$350,000 as originally planned and an additional \$200,000 just approved for the Public Safety Facility, the minimum contribution should be \$550,000. The Reserve Study was updated based on the Fire Department’s review of their capital assets. Director Beenen recommended a transfer of \$1.5 million to address future capital expenditures.

Director Foster moved to approve a \$1.5 million contribution to the 716 Reserve fund this year; seconded by Director Dishaw. Motion passed unanimously.

6. Motion to Approve Resolution 2021-008 reappointing Lloyd Swenson to the Civil Service Commission

Mr. Lloyd Swenson and Mr. Doug Seator Civil Service Commission positions need to be reappointed as their terms have expired.

Director Beenen moved to Approve Resolution 2021-008 reappointing Lloyd Swenson to the Civil Service Commission; seconded by Director Dishaw. Motion passed unanimously.

7. Motion to Approve Resolution 2021-009 reappointing Doug Seator to the Civil Service Commission

Director Ralston moved to Approve Resolution 2021-009 reappointing Doug Seator to the Civil Service Commission; seconded by Director Schmid. Motion passed unanimously.

8. Summary of Executive Advisory Committee meeting

Director Stephens gave an update on the Executive Advisory Committee meeting. The primary topic was the Emergency Operation Plan.

- An Emergency Preparedness Operations Plan Training is scheduled for May 21.
- There was discussion about the organization of the Emergency Operations Plan and the move to the NIMS standard.
- Chief Darling shared an emergency preparedness document he created in partnership with the Fire Department and SROA.
- Chief Moor gave an update on Zone-Haven, which is a new evacuation software. Zone-Haven can isolate zones in Sunriver depending on the emergency. It is able to provide information on the number of people in those areas and can also include real-time evacuation routes. Everbridge is another alerting system used by both Police and Fire Departments, which provides pop-up alerts on cellular phones. Zone-Haven can provide this service as well. Deschutes and Jackson counties are the only counties receiving grants to implement this software. Deschutes County Emergency Management is managing the roll out of this software.

9. Motion to approve the March 2021 unaudited financials

Director Beenen provided the March 2021 unaudited financials. He gave an update and concluded total revenue for the month is over budget, however, year to date is under budget. For expenses, the Bicycle program is over budget, Fire came in under budget, and Administration is slightly over budget. Director Beenen concluded the District is doing extremely well financially for this year so far.

In regards to the non-operating budget, the District came in short for total revenue and was

slightly over on expenses. Director Beenen shared the Operating budget is doing very well, and the Reserve will improve with the funds transfer just approved.

Director Dishaw moved to approve the March 2021 unaudited financials; seconded by Director Schmid. Motion passed unanimously.

10. Discussion on joint SSD/SROA meeting tomorrow at 9:00 am

At the joint Service District and SROA meeting Director Ralston will discuss the Public Service Building. The chiefs will go over preparations for summer and emergency preparedness.

11. Review March 2021 SROA Board meeting

Directors Schmid and Beenen provided an update to the Board on the March SROA Board meeting.

- The SHARC has restricted access, which is resulting in a decrease in income.
- Telecommunications task force is working on a contract and in discussions with Bend Broadband.
- Recycling center – there will be a side yard recycling option this summer through the trash service provider. Homeowners will vote to build a new recycling center.
- SROA received homeowner input that they must allow all types of bikes on the pathways and cannot choose which ebikes are approved. This question was sent to legal counsel.

Other Business

Special Board Meeting on Tuesday April 27, 2021 at 10:00 am to approve the final budget. The next SSD Regular Board meeting is May 13, 2021 at 3:00 pm items on the agenda: review budget expenditures to ensure year-end balance. Budget Hearing date with Deschutes County Commissioners will be end of May or early June. Chiefs and Administrator evaluations are due in July.

Director Schmid moved to adjourn; seconded by Director Beenen.

Meeting adjourned at 5:17 p.m.

SSD Chair, Bill Hepburn
Office Assistant, Mindy Holliday