

## SUNRIVER SERVICE DISTRICT

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### MINUTES OF BOARD REGULAR MEETING 3:00 p.m. Thursday, May 18, 2023 Meeting In Person and Via Microsoft Teams

**Call to Order:** Chair Fister convened the meeting at 3:01 p.m.

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

**Public Input:** None

**SSD Staff:** Board Administrator Holliday, Deputy Chief Bjorvik, Police Chief Womer, Police Lt. Lopez

**SROA Staff:** Susan Berger

**Presentation: Annual FY 2021/22 Audit report from Moss Adams**

Kevin Mullerleile presented findings from the fiscal year 2021/2022 annual audit. Moss Adams audited the financial statements in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS), assisted in drafting the financial statements and reviewing the financial statements for compliance with GAAP, compliance testing/reporting under Oregon minimum audit standards, and reporting-overall audit plan, audit results, communicating internal control findings and noncompliance.

Mr. Mullerleile provided information on the significant audit areas including the cash and investments, property taxes, capital assets and bond payables. He noted cash investments have gone up substantially due to the \$7 million loan for the Public Safety Building. There were no issues found with the deposits, and the property taxes were confirmed with Deschutes County. There were limited capital assets, which included a few vehicles and additional up-front costs on the new public safety building which was added to the capital assets. There was discussion about some of the liabilities, such as pensions.

Results of the audit:

- a. Audit report: Unmodified Clean Opinion
- b. Oregon State Regulations: No control findings, no noncompliance to report
- c. There were no findings on internal controls.
- d. No issues were found on working with management on the audit.
- e. No audit adjustments.
- f. There is no fraud or noncompliance with laws and regulations.

The Moss Adams team asked for numerous extensions over the course of the last year, which resulted in the District being late with the final report. Mr. Mullerleile stated that the District is in good shape moving forward and it will be submitted to the state of Oregon this week. The Board discussed ways to prevent the audit from being delayed in the future and needed more time to review and accept the final report.

Vice Chair Shoemaker moved to have the Chair send a letter to Moss Adams asking for a timeline and detail of the audit process due to the lateness; seconded by Treasurer Beenen. The motion passed unanimously.

## Consent Agenda

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

- a. The April 13, 2023 Regular Board meeting minutes
- b. The April 14, 2023 Joint SROA/SSD Regular Board meeting minutes
- c. The May 9, 2023 Special Board meeting minutes
- d. SROA monthly invoice in the amount of \$18,582.57
- e. Zions Bank Public Safety Building Loan payment in the amount of \$671,115.34

Treasurer Beenen inquired about discussing with Zions Bank a potential re-amortization of the loan with a uniform payment. There was continued discussion around the loan and payment schedule. Chair Fister asked Treasurer Beenen to provide a summary of his request. Administrator Holliday will get Treasurer Beenen the contact information for the District's Zions Bank representative. Director Ralston stated the District will receive the building permit soon for the Public Safety Building. At that point, the District will have ownership of the fire station and no longer pay rent.

There was a change to April 13, 2023 minutes. Chair Fister attended remotely, and Vice Chair Shoemaker convened the meeting. Administrator Holliday will make the changes.

Director Ralston moved to approve the consent agenda with the change to the April 13, 2023 minutes; seconded by Director Foster. Motion passed unanimously.

## Old Business

### **2. Update on the Fire Chief hiring process**

Vice Chair Shoemaker said there are currently six applicants. The timeline is in draft form, but the goal is to have approval of a fire chief at the July 13, 2023 regular Board meeting. The seven-member interview panel has been identified. This group will administer the first round of interviews and submit to the Board recommendations for candidates for a final round to be held in Executive Session. The expected start date for the new fire chief position is still open for discussion.

### **3. Public Safety Building**

Dir. Ralston provided an update on the Public Safety Building and stated construction bids are due June 1, which will provide key data for the budget. There was discussion about the Guaranteed Maximum Price (GMP) and Bid Packages 1 and 2. There was an all-staff meeting held last week to discuss upcoming construction logistics and impact. There will be one Fire staff member attending the weekly construction meetings to then report back to the entire department, and Police are invited if they wish to attend. He gave an update on the various Deschutes County permits and the webcam posting a live feed to the District's website.

Treasurer Beenen stated he has been asking for a project schedule for many months. Dir. Ralston committed that there will be one available for the July Board meeting.

#### **a. Motion to Approve May 2023 Building Funding Requests in the total amount of \$247,418.78**

- i. Nelson Capital invoice in the amount of \$9,500.00
- ii. KMB Architecture invoice in the amount of \$179,789.06
- iii. Local Government Law Group invoice in the amount of \$2,822.60
- iv. Bend Mapping invoice in the amount of \$1,337.12
- v. Kirby Nagelhout Construction Company in the amount of \$50,970.00

Treasurer Beenen motioned to approve May 2023 building funding request in the total amount of \$247,418.78; seconded by Dir. Ralston. Motion passed unanimously.

**b. Approve the Chair's signature on Spring River Tree Service Inc. contract to remove trees marked and accepted by SROA Natural Resources**

Spring River Tree Service Inc. will begin cutting trees in the second week of June. SROA owns the trees and will determine how they are disposed of. The District has identified a few trees to keep for use as future conference tables or furniture for the new building.

Vice Chair Shoemaker moved to approve the chair's signature on the Spring River Tree Service Inc. contract not to exceed \$25,000; seconded by Dir. Ralston. The 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. To authorize the final signature of the negotiating of the parking contract with the church.**

There is not enough space for all the subcontractors on the site. The District has worked with the Sunriver Christian Fellowship to utilize their parking area across the street from the north Shell station. The cost is \$1,000 per month for the parking spaces, and the District will stripe this area of the parking lot at the end of the contract.

Dir. Foster recused himself from this discussion and vote, as he is a member of the Sunriver Christian Fellowship financial committee.

Dir. Ralston moved to authorize final negotiation and signature on the parking contract with the church; seconded by Dir. De Alicante. All Board members voted yes, except for Dir. Foster voted present, the motion passed.

## New Business

### **4. Monthly Chief/Administrator's Reports**

#### **Interim Fire Chief Bjorvik**

- Interim Chief Bjorvik stated that this year was busier than April of last year.
- There are currently prescribed burns happening and the smoke should be gone in two or three weeks.
- May is fire awareness month.
- The staffing grant from the Oregon State Fire Marshalls was not successful. There were 102 applicants, and the funds were given to only 33 agencies. Interim Chief Bjorvik stated he will be looking for other opportunities in the future.
- Operations update: Training hours were over 600 hours for the group due to various additional training days this month.
- No applications have been received for a new fire fighter paramedic.
- Dir. Hepburn asked for both chiefs to schedule a siren testing.
- There continues to be many families stopping by the station for tours.

#### **Police Chief Womer**

- There were 33 cases, 9 of which were outside of Sunriver. Chief Womer stated that the department is busier than last year.

- Administrative update: Administrative Assistant Hagen resigned to take a job at Bend Fire. A candidate has been identified and is currently going through background investigation. Chief Womer stated that he would like to bring the new administrative employee at step 5 with 40 hours of vacation and 16 hours of sick leave. The Board was supportive of that decision on a case-by-case basis.
- Officer Kaping resigned, and Officer Thommen is in the background process with Portland PD and will be leaving around July.
- Officer Lyman started the academy in Salem. Officer Guffey should be able to patrol independently beginning in June.
- Lieutenant Lopez attended the PIO conference in Sunriver and did the Police Chief's conference with Chief Womer. Lieutenant Lopez is also providing active threat training.
- Operations: There are currently 9 applicants for Bike Patrol, two of which are returning employees.
- Two drone deployments last month to provide a 360 degree of two domestic violence home cases.
- Community events: Coffee with the Cop and the Kid's Center luncheon.
- Chief Womer provided an update on the tagging in the Sunriver Village and there is extra traffic look out on Cottonwood.

#### **Administrator Holliday**

- Public Safety Building: continue to participate in meetings and email chains and support where needed.
- The Public Safety Building Task Force continues to meet and will assist on the logistics for the Groundbreaking Event on June 22. All three Deschutes County Commissioners will be in attendance and other politicians and stakeholders will be invited.
- Organized a voluntary all staff to update employees on the construction timeline, as well as impacts on site in the coming weeks.
- The main door to the fire station will be inaccessible starting June 26. Fire and District Administrative offices will relocate to the Sunriver Police Department. Signage will be posted for emergencies as well as accessing both departments.
- Budget: I finalized the FY 23/24 budget spreadsheets for the 715, 716, and 717 accounts as well as the budget narrative. The Deschutes County Budget Committee will meet on Thursday, May 25, 2023 at 10:20 a.m. to vote on the District's budget.
- Administrative: I continued to attend meetings and demonstrations for various payroll and timekeeping platforms, and bookkeeping/accounting firms.
- Participated in professional development opportunities this month, one on ethics from the Oregon Government Ethics Commission and the other showcasing the various benefits provided by SDAO.
- Posted the Fire Chief application materials on the SSD website and submitted advertising to the Daily Dispatch, which is a very popular website and daily email newsletter sent to fire/EMS personnel. I continue to work with Vice Chair Shoemaker on logistics and am the point of contact for the hiring process.
- The District was awarded a \$3,000 grant from SDAO to help sponsor an internship this summer. Hana Welch has started and will support all three department administrative areas.

#### **5. Motion to approve Resolution 2023-002 for Staff Overtime Exclusion for Emergency Response Deployment**

When Interim Chief Bjorvik is sent out on a state or federal fire deployment, there is a reimbursement process for his wages and equipment. The most recent fire in John Day was through

the Oregon State Fire Marshals office and they now require documentation to show exempt employees can receive overtime as part of their reimbursement. It is past practice that Interim Chief Bjorvik receives overtime pay when deployed to a fire, but now it is needed to be a part of a documented and Board approved policy. The resolution was kept general in case the Police department needs to use for an emergency deployment.

Vice Chair Shoemaker moved to approve Resolution 2023-002 for Staff Overtime Exclusion for Emergency Response Deployment; seconded by Dir. Ralston. The motion passed unanimously.

- 6. Motion to approve Resolution 2023-003 to re-appoint Doug Seator to the Civil Service Commission**  
Mr. Doug Seator's position time expired on the Civil Service Commission and has agreed to commit to another term.

Dir. Foster moved to approve Resolution 2023-003 to re-appoint Doug Seator to the Civil Service Commission; seconded by Dir. De Alicante. The motion passed unanimously.

- 7. Motion to approve Resolution 2023-004 to Approving Police Corporal Job Description**  
Chief Womer shared a copy of the job description. The Board previously approved the position, this is now to approve the job description and salary. Legal has reviewed the job description and provided feedback. This position is covered by the CBA and a Memo of Understanding has been sent to the Police Union president. There was discussion about supervision on each shift and having this capability internally.

Dir. Ralston moved to approve Resolution 2023-004 to Approving Police Corporal Job Description; seconded by Treasurer Beenen. The motion passed unanimously.

- 8. Discussion on the Police Chief hiring process**

Vice Chair Shoemaker stated Chief Womer is set to retire later this year and he shared the hiring announcement. This process will mimic the Fire Chief hiring process with most of the same interview panel members. The job will be posted June 1 through July 12 and the starting salary is \$129,833.

- 9. Update on the SSD 2022 Annual Report**

District staff continue to work on this document and will present a final draft to the Board as soon as possible. Administrator Holliday shared with the Board that staff are overwhelmed with more urgent matters and are working as diligently as possible. Therefore, there are some items that are taking longer than usual.

- 10. Update on Accounting, Human Resources, and Payroll services for the District**

Administrator Holliday and administrative staff continue to work diligently on the accounting transition from SROA to NowCFO. Meetings continue with NowCFO representatives, Mr. Joe Healy, and Treasurer Beenen. Regarding Payroll, Administrator Holliday and staff continue to work with ADP on this transition and supplying data and information. The focus is to be able to cut a check on July 1, 2023 and provide payroll for July 20, 2023.

Treasurer Beenen shared his concern and lack of confidence with the new accounting firm due to not knowing these individuals, their processes, etc. He stated he has worked with Mr. Joe Healy for years and is confident in the numbers and reports he provides to share with the Board.

Administrator Holliday shared concerns about the Human Resources functions for the District as of July 1, 2023 when the contract with SROA expires. She is trying to learn how to do these tasks but is worried about bandwidth. Overall, there is a lot of work and not enough people.

**11. Discussion on proposed changes to the SSD Employee Handbook**

Administrator Holliday continues to work on drafting updates, in conjunction with legal, and hopes to have a final draft to the Board soon.

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

For revenue the District is \$132,000 above budget year to date, even though ambulance charges were behind and lower than expected. As for expenses, Police came in \$20,000 under budget for the month, and \$153,000 under YTD. Bike Patrol did not have much change but are \$22,000 under budget YTD. Fire and emergency services are above budget for the month due to the payouts for Fire Chief Moor retirement but are under budget YTD. Administrative services are right on budget for the month. Overall, the District came in on budget for the month, but YTD are underbudget and finishing the year off in great shape.

The non-operating fund is in good shape, but the reserve study is occurring this summer. There is also concern about the reserves for the Public Safety Building once it is finished. Dir. Ralston asked for a 30-year forecast for the building.

Dir. Ralston moved to approve the April 2023 unaudited financials; seconded by Vice Chair Shoemaker. The motion passed unanimously.

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

Dir. De Alicante gave an update, which included the four open Board positions, raising the storage rates, adopted the fuel reduction plan, drones, and at home mail delivery.

Treasurer Beenen provided an update to the SSD Board regarding the SROA work to receive Transient Room Tax dollars from Deschutes County. He has met with the commissioners on this topic.

Dir. De Alicante moved to adjourn; seconded by Dir. Ralston. The motion passed unanimously.

Meeting adjourned at 5:55 p.m.

Submitted by Board Administrator, Mindy Holliday