

## SUNRIVER SERVICE DISTRICT

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### MINUTES OF BOARD REGULAR MEETING 3:00 p.m. Thursday, May 19, 2022 Meeting In Person and Via Zoom

**Call to Order:** Chair Hepburn convened the meeting at 3:03 p.m.

**Roll Call:** Chair Hepburn, Dir. Dishaw, Dir. Ralston, and Dir. Beenen were present. Dir. De Alicante joined the meeting at 3:07 p.m. Dirs. Foster and Stephens were not present.

**SSD Staff:** SSD: Interim Board Administrator Mindy Holliday  
Fire: Deputy Chief Bjorvik  
Police: Lt. Michael Womer, Dana Whitehurst, Intern Hana Welch

SROA Staff: Susan Berger

#### **Public Input:**

Debbie Baker, former Board Administrator, read a letter to the Board regarding her separation from employment. In the letter, Baker stated that she had differences with the Board Chair and made the decision to resign in June 2022, but that the Board Chair wanted her to accelerate her resignation date, which she did. According to Baker, the Board Chair referred to friction between Baker and the two Chiefs. Baker disputed that and said that there were no allegations against her of misconduct or poor performance. Baker would like the record to show that she had 10 years of excellent service to the District and the Community. Baker expressed her feeling that she was not treated with respect in this process. The Board does not make public comment regarding personnel matters, but respects Baker's right to express her concerns.

#### **Consent Agenda**

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

- a. The April 14, 2022 Regular Board meeting minutes
- b. The April 25, 2022 Special Board meeting minutes
- c. The May 2, 2022 Special Board meeting minutes
- d. SROA monthly invoice in the amount of \$17,789.33

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

Interim Board Admin. Holliday introduced Mike Applegate from the SROA nominating committee. Mr. Applegate reminded Board members with expiring terms intending to run again, to turn in their applications. The deadline for applications is the end of the month. He stated the committee would appreciate any assistance finding new applicants. The nominating committee interviews are June 7, 2022.

## Old Business

### **2. Update on Public Safety Building**

Chair Hepburn congratulated everyone on the levy passing and said everyone should be proud of the work that was done. Dir. Ralston advised there was 55% voter turnout in Sunriver, compared to 25% overall in Deschutes County. Of the 55%, 70% voted to approve the levy.

Dir. Ralston has been working with Local Government Law Group in Eugene to create Requests for Proposals for the project manager and design. He hopes to have them posted in mid-June and proposals received in late July. Interviews will be conducted with the top candidates and contracts signed in August. The project manager will hire the contractor, and construction will not exceed \$18 million. Construction is expected to begin spring of 2023 and be completed in early summer of 2024.

To clarify, last year the Board approved \$78,075 from the 715 fund for equipment and design, which resulted in a balance of \$4,700. Then the Board approved \$200,000 to be set aside in the 716 fund. Anything billed until the end of this fiscal year will be paid with those funds. On July 1, 2022 the 717 fund for the Public Safety Building will house all activity associated with the project.

Interim Board Administrator Holliday advised the next dates for the County Clerk's Office release of vote count are May 25 and June 8, and the final release and certification is June 13. Dir. Dishaw advised the bank loan does not have a pre-payment penalty. There was discussion about frequency of payments and the impact to interest. Dir. Beenen inquired if the agreement with SROA needs to be in place before loan approval. Dir. Dishaw advised the lender is requesting it, but not requiring it. Once the land lease and sale of the building is negotiated, the District will get the planning and zoning approved

Dir. Dishaw advised the lender has asked the District to complete a questionnaire. The following questions were discussed:

**Question 1:** *Provide a breakdown on the expected cost of the new Public Safety Facility, including any sources of funding.* Dir. Beenen has a cash flow schedule that has all the necessary information. Dir. Ralston advised once the construction teams are assembled, this will need to be reviewed to ensure the schedule is correct.

**Question 2:** *What is the District's expectation regarding how quickly the proceeds of the obligation, which is the loan, will be spent on costs of the facility?* Dir. Beenen advised using the schedule of costs for the architect will show in 2022/2023 there are no issues. The schedule shows a deficit in 2023/2024, however, the District will be able to cover that expense. In 2024/2025, there is positive cashflow.

**Question 3:** *Are there any costs previously paid by the district for initial design or construction of the Facility that will be reimbursed with proceeds of the Obligation?* Interim Board Admin. Holliday advised she has an Expense Report for the Public Safety Building year to date. Dir. Ralston said the answer should be zero, because the funds that have been spent were paid out of the SSD working capital.

**Question 4:** *Does the District expect to own and use the Public Safety Facility for at least the entire term of the obligation? Yes.*

**Question 5:** *Does the District expect to have any arrangements with other entities for the use of any space in the Facility, such as leasing part of the space to another entity, or to provide any services with respect to the Facility, such as having an outside contractor run or manage a particular scope of operations?* Dir. Dishaw will be discussing question #5 with the attorney. The District will not lease any part of the new facility, but in certain situations, such as emergencies, other agencies may be utilizing the building. The community will also be using the community room.

Interim Board Admin. Holliday advised the Task Force members are meeting on May 31, 2022 and there are thank you cards for Board members to sign.

## **New Business**

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

#### **Acting Fire Chief Bjorvik**

- In April, there were more total fire calls than EMS. This was primarily driven by a rash of gas leak responses over a couple of different weeks. When Cascade Natural Gas introduces Mercaptan (to create the odor) into the mainline on the east side of the highway, there is a build up that occurs and sends a surge into the Sunriver system and people start smelling gas. There were 13 EMS transports during the month.
- Training hours have increased. There is a new physician advisor that is very positive. There were nearly 100 hours of specialized training in April, primarily driven by Heavy Vehicle Rescue Training with Bend Fire.
- Fire assisted three other agencies with fire calls: (1) in La Pine and (2) in Bend.
- Chief Moor attended meetings and participated in presentations and facility tours to educate homeowners on the new Public Safety Facility. He participated in employee contract negotiations, which are still ongoing.
- The department worked with Sunriver Village to update their fire alarm system.
- AIC Bjorvik discussed training. Fire will be focusing on RT130 Wildland Refresher Training, joint training with Bend Fire, and joint training with La Pine Fire.
- Fire hosted the Central Oregon Wildfire School classroom training at SHARC, and over 70 students attended. The field training was cancelled due to inclement weather.
- The department provided an apparatus and help at Project Ponderosa by planting and watering trees. Fire also provided apparatus and personnel for both prescribed

burns on Cottonwood. AIC Bjorvik advised the perimeter around Sunriver is in good shape if there was a fire threatening Sunriver proper.

- The accreditation process has been completed and Sunriver Fire passed.

#### AIC Police Chief Womer

- Cases and calls were down last month, but traffic stops and citations increased.
- Police has applied for a \$5,000 traffic safety grant.
- The department met with Sunriver Resort management and discussed emergency preparedness for the upcoming summer.
- The Patnode lawsuit has been settled.
- There are two returning Bike Patrol members, and five new hires in backgrounds.
- Officer Palmer starts with Deschutes County Sheriff's Office on June 1.
- Officer Ross has a tentative job offer with Redmond Police.
- There are two background checks in process for a police officer. The two candidates will both need to go to the academy.
- Officer Davis attended the 40-hour Crisis Intervention Training (CIT) in Redmond. Two officers still need to go through CIT training, and they are currently scheduled to attend soon.
- ICS tabletop exercise for Citizen Patrol was conducted by Sgt. Lopez. There will be a live scenario out in the field coming soon.
- Bike Patrol training class for Citizen Patrol was conducted.
- Officer Weaver attended the Western States Hostage Negotiator Conference. Her team placed well in the team competitions, and she brought back information to share with the department.
- Lt. Womer attended Active Threat Training that was sponsored through the FBI NA Oregon Chapter in Albany. It included members of Law Enforcement Public Safety, including Fire, Parole and Probation, etc. On the education side there were a lot of school board members, etc. Active Shooter Training is in the works with Sunriver Fire for the near future.
- Citizen Patrol is more active with training and patrol. They are assisting with the Three Rivers School Otter Walk and Sunriver Art Fair, etc.
- The siren test will be conducted on May 26.
- Dir. Beenen inquired if it is normal to release a DUII to a third party. During COVID, when the jail was not housing DUII's, it was. The jail has opened back up and the officers have been instructed to take their arrestees to the jail.
- Staffing challenges were discussed, but there will still be 24-hour coverage in Sunriver.

#### Interim Board Admin. Holliday

- Continued to work with the task force and the various marketing and communication pieces that went out, such as the direct mailer, social media campaign, brochures, and displays.
- Requested from the Deschutes County Clerk's Office updated voter information.

- Budget has been finalized and submitted to the County. The County Commissioners Budget Committee Meeting is on May 25. She completed a budget summary and narrative with Dir. Beenen.
- She shared having Dana at Fire is working great. It gives her more time to work on District items. Dana's expertise in the Police field works nicely for Fire, such as organization, budgets, etc.
- Interim Board Admin. Holliday has been attending numerous meetings, such as budget committee, executive, and Public Safety Building project manager/design inquiries.
- She has been reviewing the position description and taking notes on potential changes and needs and will be sharing those later. Hope to have a draft position description soon.

#### **4. Update on SSD Administrator Position**

Dir. Hepburn advised with Dana over at Fire, Interim Board Admin. Holliday has more time to devote to the position and can review the job description. A report will be forthcoming at the July meeting.

AIC Womer pointed out that intern, Hana Welch was present at the meeting and she introduced herself. She was attending Corban University and majoring in Criminal Justice, with a minor in Forensic Psychology. She is currently a sophomore, but credit-wise she is a junior. She is interested in Law Enforcement and chose to do her internship with Sunriver Police. She has already shadowed with Deschutes County 911, Bend Police Department and the Deschutes County Sheriff's Office. She has also sat on a few ride-a-longs with Sunriver officers. She will be interning through July. Dana expressed how important the internship program is and that Officer Ross started as a Sunriver Police Department Intern.

#### **5. Presentation of Proposed 2022-2023 Budget to Deschutes County**

Dir. Beenen advised the FY 22/23 Public Safety Facility Fund 717 is projecting \$100,000 in interest income and includes a bank loan for \$7,000,000, levy proceeds just under \$800,000, and the Deschutes County TRT grant of \$4,000,000, which totals just under \$12,000,000. Expenses are estimated at \$1,000,000 for planning and design, \$2,500,000 on construction, \$1,500,000 on soft costs and loan payments, and a \$500,000 contingency.

Capital Reserves Fund 716 is in good shape. The chiefs capital requests are not significant, and District will have an estimated balance of \$2,500,000 at the end of FY 22/23.

Fund 715 has an assumption of 3% increase in property values and the Fire Department is adding an additional Firefighter/Paramedic. There is a \$325,000 contribution to Fund 716 and a \$75,000 contingency that is included but assumed not to be used. At the end of FY 22/23 there is a \$403,000 surplus. If the labor contract negotiations come in higher than what is expected, the chiefs have been instructed to find those funds in their respective budgets.

## **6. Report on the Projected 5-year Forecast**

Dir. Beenen stated there have been surpluses in the past, but this year has a negative surplus, primarily because of the large transfer to the 716 Reserve account. He shared concern about future fiscal year projections, as well as minimizing the contingencies to balance the budget. He advised the Board to consider discussing the millage rate, even though there is a history of underspending the budget.

## **7. Discussion About Changes to SSD Employee Handbook**

Interim Board Admin. Holliday advised there have been a couple of requests for changes in the District Employee Handbook.

The first request is to add Juneteenth as an observed holiday, which keeps in line with Deschutes County observed holidays and it has been requested by both CBA negotiation teams.

The other requested change is removing the language for the six-month waiting period before an employee can use the vacation benefit. The question was asked if the vacation benefit waiting period should be the same for a recruit versus a lateral hire. AIC Womer advised for the sake of making it fair and equitable, it should be the same for everyone. Management still has discretion on approving vacation or not. He also added vacation time is being preloaded for lateral officers as an incentive to work at Sunriver. Currently, in the handbook, the chiefs can approve vacation time within an employee's first six months of employment. However, SROA requires documentation. It has also become a norm in the industry to remove the waiting period for use of the vacation benefit.

The draft changes are in the employee handbook on the Google drive. There will be a resolution to vote on next month.

## **8. Discussion on Reserve Study**

Interim Board Admin Holliday presented the most recent replacement component list from the Reserve Study, so Board members could see what was on the list in relation to the 716 Fund. The dates reflected on the list are more of an evaluation date and not necessarily a replacement date.

## **9. Report on OFCA Health Insurance Renewal**

Interim Board Admin Holliday presented the renewal for the next years health insurance. There are only a couple plan changes related to alternative care and chiropractic benefits, and to the health savings account option. The plan rates are staying the same for the next year.

## **10. 2021 Police and Fire Annual Reports**

Both annual reports were presented to the Board. Dir. Ralston commented that the way the reports are put together make them very enticing to read. Dir. De Alicante asked AIC Womer if he has noticed any trends in law enforcement. AIC Womer advised that he has noticed an increase in DUII's. It is unknown if that is a result of COVID or if it is due to some

highly trained DUII driven officers at the Sunriver Police Department. Driving While Suspended citations seems to be increasing as well. Interim Board Admin. Holliday has sent the Annual Reports to partner agencies and posted them on the District website.

**11. Report on the Quarterly Meeting Between SSD Chair and SROA President**

Dir. Hepburn is to meet with Keith Mobley tomorrow but is unable to make it. Dir. Ralston will meet with him instead.

**12. Motion to Approve the April 2022 Unaudited Financials**

Dir. Beenen advised the District is in good financial shape for the fiscal year. He is concerned about receiving less than budgeted projected property taxes this fiscal year. Ambulance charges were also under for the month. Interim Board Admin. Holliday will investigate the Ambulance financials for the month of April more closely and report back. Police expenses are under for the month and year to date. Fire/Emergency Services are under by \$17,000 for the month and \$145,000 year to date. Administrative Services are under for the month, but over year to date due to an unexpected legal fee. Total revenue is just under \$37,000 short, but expenses are \$42,000 under budget

Dir. Dishaw asked when the \$3,000,000 transfer from Fund 715 to Fund 717 will take place. Dir. Beenen advised the District wouldn't need to make the transfer until FY22/23.

Dir. Dishaw moved to approve the April 2022 Unaudited Financials; seconded by Dir. Ralston. Motion passed unanimously.

**13. Review April 2022 SROA Board Meeting**

Dir. De Alicante advised the SROA April meeting had many of the same topics discussed from March. There have been more sales of the SHARC passes, which brought in more income. Further discussion involved hiring more staff, ebikes, the Public Safety Building, speed on the bike paths, and recycling.

**Other Business**

Budget Hearing date with Deschutes County Commissioners May 25 at 4:20 p.m. The next SSD Regular Board meeting is June 16, 2022 at 3:00 pm; items on the agenda: Initiate Chiefs and Administrator's annual review; Semi-annual report on Police & Fire performance measures.

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

Meeting adjourned at 4:59 p.m.

Chair Bill Hepburn  
Interim Board Administrator, Mindy Holliday