

# SUNRIVER SERVICE DISTRICT

---

## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, June 15, 2023

Meeting In Person at the SROA Board Room 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.

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

**SROA Staff:** Susan Berger

### Public Input:

Officer Kecia Waver acknowledged Lt. Lopez and Chief Womer with an accommodation letter. They responded to a call for a suicidal individual where they deescalated the potentially lethal situation.

Treasurer Beenen introduced Larry Ishmael, a recent SROA Board Member, who has volunteered to take Beenen's position on the SSD Board. Beenen has one year remaining in his term but will be resigning effective Sept. 1, 2023.

The SSD Board recognized 2023 Police Officer and Firefighter Appreciation Week. They presented staff with posters signed by community members thanking them for their services, along with treats to take back to their departments.

Interim Chief Bjorvik bestowed a campaign ribbon style award to Sunriver Fire Engineer Nic Newcomb who participated in the 2020 Labor Day fires.

Chief Womer and Lt. Lopez introduced Katie Warren, the new Sunriver Police Department Administrative Assistant.

### Consent Agenda

1. **Motion to approve:**
  - a. **The April 13, 2023 Regular Board meeting minutes**
  - b. **SROA monthly invoice in the amount of \$17,370.45**
  - c. **NowCFO invoice in the amount of \$5,525.95**

Dir. Foster moved to approve the Consent Agenda; seconded by Treasurer Beenen. Motion passed unanimously.

### Old Business

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

OR/PM Nelson gave an update on the Public Safety Building construction. Bid Package 1 closed June 1, 2023. There were five addendums issued during this period. The building permit will hopefully be issued at the end of June from Deschutes County. Kirby Nagelhout Construction Company (KNCC) will not mobilize on site until after the fourth of July holiday. Midstate Electric completed the utility work on site. The camera to provide a live feed of the site is on hand and will be up and running soon.

Kenny Tyler, KNCC, reviewed the construction schedule, which includes installing a fence and excavators mobilizing on site to grub the area. KNCC will create an area for fire staff to park on site, however, there was continued discussion about parking concerns. Key dates are the apparatus bay additions, which will be scheduled closely with weather and fire department logistics. A switchgear line item has been ordered but it has a very long lead time.

Treasurer Beenen shared concerns about the completion percentages being accurate in the report. He also had questions regarding the architecture fees charged versus the budgeted amount.

**a. Motion to Approve May 2023 Building Funding Requests in the total amount of \$10,293.60**

- i. Nelson Capital invoice in the amount of \$9,500.00
- ii. Local Government Law Group invoice in the amount of \$130.00
- iii. Bend Mapping invoice in the amount of \$663.60

Treasurer Beenen moved to approve the May 2023 Building Funding Requests in the total amount of \$10,293.60; seconded by Vice Chair Shoemaker. The motion passed unanimously.

**b. Builders Risk Insurance Policy**

In an effort to save costs, the District will buy the builders risk insurance policy. OR/PM Nelson is waiting on the final cost and is utilizing Brown and Brown Insurance, which is the same agency the District uses for other insurance needs.

**c. Motion to approve Geotech Construction Services agreement**

OR/PM Nelson stated the geotechnical provided their first investigation and this provides follow up for construction services.

Dir. De Alicante moved to authorize the chair's signature on the agreement; seconded by Dir. Foster. The motion passed unanimously.

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

Treasurer Beenen provided Administrator Holliday a few changes.

**e. Groundbreaking Event June 22 at 11 a.m.**

Administrator Holliday reminded the Board of the Public Safety Building Groundbreaking Event and gave updates on the logistics. She noted all three Deschutes County Commissioners will be in attendance.

**f. Update on SSD/SROA Ground Leases and Police Department Amended Lease**

Dir. Hepburn gave an update on the building ownership transfer, property lease, and the amended lease for the Police Department. Legal for both SROA and SSD Boards have reviewed the contract, and the goal is to make it effective Aug. 1, 2023.

**3. Update on the Police and Fire Chief hiring process**

Vice Chair Shoemaker gave an update on the Fire Chief hiring process. Three candidates will be interviewed June 26, 2023. The interview panel will provide the Board with recommendations of final candidates. The Board will interview the finalists in Executive Session on July 11, 2023. There were 12 total applicants.

The Police Chief job application posting closes July 12, 2023 and the interview committee will score the applicants towards the end of the month. Interviews will be Aug. 29, 2023 and the panel will submit their recommendations to the Board shortly thereafter. The SSD Board will hold an Executive Session Sept. 12, 2023 for the final interviews.

### **SSD Loan Amortization Schedule**

Treasurer Beenen recommended at a previous meeting discussing with Zion's Bank the amortization schedule for the \$7 million dollar loan as there may be a possibility to adjust it to save the District money on interest. He reviewed the existing loan schedule along his proposed new schedule, and there was not a significant enough change to warrant the efforts to update the schedule with the lender. Chair Fister thanked Treasurer Beenen for his work on this project.

### **New Business**

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

- **Police Chief Womer**
  - May 2023 Calls for Service: 35 cases, 9 outside of Sunriver
  - Katie Warren started as the Administrative Assistant to the Chief
  - Officer Thommen moved forward with his hiring process for Port of Portland Police
  - Chief Womer and Lt. Lopez met with the Resort to discuss Marina issues.
  - Sunriver Police Foundation is moving forward.
  - Moving forward with FTO program software.
  - Sgt. Davis attended a pistol mounted optic course in preparation for transition.
  - Monthly training days have been scheduled. First was yesterday 6/14.
  - Seven bike patrol positions have been filled.
  - Officer Guffey is at the Academy, projected early July 2023 sign off.
  - Officer Mai has started in FTEP.
  - Overdose save by Officer Wilson and Fire. Subsequently the subject was arrested later on a warrant.
  - The Village and Resort Burglar/Prowler was identified and arrested.
  - The "Jesus loves U" vandalism suspect was identified and arrested.
  - A suspect was arrested for public indecency.
  - Arrested a subject for disorderly conduct for hitting girlfriend with a vehicle.
  - Responded to a suicidal subject at the Marina.
  - Active Threat training presented by Lt. Lopez to Redmond PD sergeants and command staff.
  - Community Events: Coffee with a Cop, Kids Day, Lt. Lopez facilitated a Firearms Safety Course at Community Bible, Chamber of Commerce talk
  - The Department traded used patrol vehicles with the upfitter company to offset costs to upfit new patrol vehicles and to dispose easily of unusable assets.
- **Interim Fire Chief Bjorvik**
  - May 2023 was slower than last year, however, there were more Advance Life Support (ALS) calls. Total call volume is down, but training hours are up.
  - The Siren Alarm testing went well, but it took two tries to get them all to run properly and four tries to get them all to turn off.
  - Attending Fire Officers' meetings, Central Oregon Fire Chiefs meeting, Public Safety Building /PM/ Design Team
  - Hiring process update: There are seven candidates for soon to be vacant firefighter/paramedic position. They were screened, and five were selected to move forward in the testing process.
  - Training: Three-day water rescue training is coming up, Acting in Capacity training

- Community Events: Station Tours
- **Administrator Holliday**
  - Public Safety Building: Continue to participate in meetings, provide support where necessary, write Scene stories, and manage logistics for the Groundbreaking Event scheduled for June 22, 2023. All three Deschutes County Commissioners will be in attendance and other stakeholders have been invited.
  - The main door to the fire station will be inaccessible beginning June 20. SSD and Fire Administration will be relocated to the Police Department
  - Budget: Attended the Public Hearing for the SSD Budget at Deschutes County. Also worked with the Deschutes County Budget Office to finalize the LB-1 document for the District and answer questions about the FY23/24 budget.
  - Accounting/Payroll Transition: Continue to work diligently and attend meetings and help facilitate the payroll, timekeeping, human resources, and accounting needs for the District. This includes drafting a workflow for payroll, gathering details about the various pay types and benefit information of each employee, learning about the benefits the District offers and how to administer those benefits, and providing all the information in the file type and/or ways ADP needs for the new system.
  - Attended an HR conference in Redmond presented by SDAO. Learned more about the Paid Leave Oregon benefit, which will present a few challenges for the District, as well as wage and hour law, various training needed for all staff and Board members on a regular basis, employee file management, records retention law and maintenance, onboarding and offboarding, and more. Administrator Holliday shared worries about the logistics administering PLO for the District.
  - Police Chief Position: Posted the Police Chief application materials on the SSD website and submitted advertising to the Oregon Association Chiefs of Police website. I also posted the position to the Washington State Sheriff's Association, California State Sheriffs' Association, and the Oregon Department of Public Safety Standards and Training/Law Enforcement Data System. As the point of contact, I am fielding emails and calls with inquiries and questions about the position.
  - Fire Chief: I continue to support Vice Chair Shoemaker and the Interview Panel, such as making binders with application materials, managing logistics for interviewing, and notifying candidates of their application status.
  - Intern: Hana Welch is the District intern this summer and she will scan documents to be available on the server, so it is easily accessible during construction and while everything is in storage.

#### **5. Assignment of Chiefs and Board Administrator's annual performance reviews**

Dir. Foster will manage Interim Chief Bjorvik's review, Dir. De Alicante will manage Chief Womer's review, and Chair Fister will manage Administrator Holliday's review.

#### **6. Update on Accounting, Human Resources, and Payroll services for the District**

Administrator Holliday shared a document stating her current workload and the amount of duties that will now be the District's responsibility as of July 1, 2023. She shared with the Board her concerns about the amount of work and everything getting completed on time. There continues to be a large number of meetings to address these areas for the District. She stated Accounting and Payroll seem to be moving forward with NowCFO and ADP, however, there has been no movement at that point on Human Resources for the District. Administrator Holliday is working to learn the intricacies of all duties and responsibilities regarding Payroll, HR and Accounting, but there is a lack of staff to take on many of the pieces. NowCFO will help assist with the payroll liabilities. Chair Fister talked about hiring an Administrative Assistant to relieve

some duties from Administrator Holliday's workload to take on some of these pieces. Chair Hepburn stated the Administrator job is bigger picture and not departmental, and duties need to stay within their respective departments. Chair Fister said it is up to the Board to manage these aspects and workloads. He also said we might look for someone with an HR background. He said there is no resolution right now, but Administrator Holliday wanted to bring this forward and understand the pressure and the scope creep it is putting on her. Shoemaker suggested to Administrator Holliday to outline what the new person could take on and identify needs for discussion.

**7. Update on Employee Retention Program offerings/logistics**

Administrator Holliday shared a memo she would like to send out to staff to get feedback. She investigated utilizing EventBrite to schedule the SHARC and golf passes. She is working with Resort and SHARC to accept the tickets sent through the software. She shared worries about abuse and the lack of time she has to devote to managing the program. She gathered feedback from the chiefs and Board on how to administer the benefits. Chair Fister recommended reviewing the program again in six months.

**8. Review status of Moss Adams audit timeline**

Treasurer Beenen managing the communication between SROA, SSD and Moss Adams for the FY 22-23 audit. He will ask Moss Adams to give a status on the Board's recent request for more information pertaining to the FY 21-22 audit.

**9. Motion to approve the May 2023 unaudited financials**

Treasurer Beenen reviewed the 715 operations financials and stated property taxes came in slightly less than anticipated but are still positive year to date. He added interest income has done very well and that is ahead year to date. Year to date Police, Fire and Administration are below budget and he said the financial status of the District is in good shape.

Regarding the Reserve 716 account, Treasurer Beenen said there has been very little activity.

The Public Safety Building 717 account is seeing movement, as expenditures are starting to come in. The interest income has been very high, and he noted to the expenses were slightly higher due to the Midstate expense from contingency.

Dir. De Alicante moved to approve the May 2023 unaudited financials; seconded by Dir. Ralston. The motion passed unanimously.

**10. Review of May 2023 SROA Board meeting**

Dir. De Alicante gave an update on the May 2023 SROA Board Meeting, which included department updates, design manual discussions, and ending COVID vaccine mandates for employees. Treasurer Beenen also updated the SSD Board on his meetings with the Deschutes County Commissioners regarding Transient Room Tax (TRT) funds being directed to Sunriver.

Meeting adjourned at 5:55 p.m.

Submitted by Board Administrator, Mindy Holliday