

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, June 20, 2024

Meeting In Person at the SROA Board Room and Via Microsoft Teams

Call to Order: Vice Chair Shoemaker convened the meeting at 1:00 p.m.

Roll Call: Vice Chair Shoemaker, Dir. Ralston, Dir. Kelley, Dir. Hepburn present. Chair Fister present via Teams. Dir. De Alicante joined the meeting via Teams at 2:09 p.m. Treasurer Beenen was not present.

SSD Staff: Fire Chief Boos, Police Captain Kornblum, Administrator Holliday

SROA Staff: None

Public Input: Doug Seator shared a tribute to the passing of a long time Deschutes County Clerk who was very helpful during the creation of the District.

Consent Agenda

1. Motion to approve:

- a. May 16, 2024, Regular Board meeting minutes
- b. SROA Invoice in the amount of \$10,992.12
- c. NowCFO invoice in the amount of \$5,996.60
- d. Tactical Business Group invoice in the amount of \$5,000
- e. Deschutes County Sheriff's Office COLES/CODES invoice in the amount of \$12,928.88
- f. Annual SAIF worker's compensation invoice in the amount of \$85,581.16

Chair Fister moved to approve the consent agenda; seconded by Dir. Ralston. Motion passed unanimously.

Old Business

2. Public Safety Building Update

a. Public Safety Building Construction Update

Paving has been completed and SROA has paid their portion of the cost, supportive documentation will be added to QuickBooks for this payment. Amendment from KMB Architecture is in place for additional services approved in last month's Board meeting. Inspections for temporary certificate of occupancy are happening to move Fire personnel into the new living quarters. Stonework design has been done and stonework placement will begin. Landscaping team placing irrigation lines, decorative rocks, topsoil and planting will begin by the beginning of July. In the Police Station, specialty coating is being placed in the holding rooms. Block of time for exterior stonework, two crews working on different locations. On the East Apparatus Bay addition, rough-ins, insulation, drywall and paint are in process. Appliances are in the new living quarters; movers are scheduled and will assist with getting Fire personnel out of the old living quarters. Mattresses will arrive soon; temporary internet will be installed. It was discovered that the current radio antenna systems are deficient for radio broadcast outside of the building; a DAS (distributed antenna system) System will be brought in as a booster, and Day Wireless will assist. Current roof trusses on Fire Station will be disassembled beginning July 15.

b. Motion to Approve May 2024 Building Funding Requests in the total amount of \$975,342.15

- i. KMB Architects invoice in the amount of \$27,634.24

- ii. Carlson Testing Inc. invoice in the amount of \$5,568.25
- iii. Evren NW invoice in the amount of \$7,498.75
- iv. Local Government Law Group invoice in the amount of \$378.00
- v. Nelson Capital invoice in the amount of \$9,500.00
- vi. Kirby Nagelhout Construction invoice in the amount of \$872,348.44
- vii. Eds Propane invoice in the amount of \$1,667.71
- viii. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
- ix. North Rim Electric invoice in the amount of \$33,603.00
- x. Levi's Sawmill invoice in the amount of \$750.00
- xi. Johnson Brothers invoice in the amount of \$1,758.97
- xii. Reimbursement to SSD in the amount of \$13,634.79

Chair Fister moved to approve the invoices as presented; seconded by Dir. Ralston. The motion passed unanimously.

- c. **Review of monthly memo to Deschutes County Commissioners**
No changes.

3. **Update on SSD Strategic Plan**

Vice Chair Shoemaker stated there was no update at this time.

New Business

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

Fire Chief Boos:

- Calls for Service: When compared to May 2023: Calls down, zero motor vehicle accidents, response time up slightly, mutual aid received and given for calls in La Pine, training hours down due to wildland training.
- Administrative Update: Fully staffed, new firefighter started June 16, 2024; No one currently injured; Oregon State Fire Marshall held a Local Emergency Planning Committee for plan for emergencies within our area; Prescribed fire tour with Dir. Ralston; Oregon Wildfire Funding Workgroup meet to determine funding mechanisms for wildfires; Working on move into new PSB; Wildfire season starting to ramp up with fires around the PNW, concerns over camping in the forest and what to do about this ongoing.
- Operations Update: Field Day at the training grounds with USFS for Preparedness Review; shift level training, La Pine joint training slowing down due to the busy season.
- Community Events: Attended Kids Day event in the village, Bingo Night at the SHARC hosted by the Sunriver Police and Fire Foundation.

Update on Cardinal Landing load capacity testing: Walker Structural Engineering determined pedestrians and bicycles were safe, but not vehicles. SROA plans to do an additional load test with a company that tests bridges only to compare information. Vice Chair Shoemaker has a source for additional testing as well.

Police Captain Kornblum:

- Calls for Service: Compared to this time last year, calls are down, most likely due to understaffing. 27 calls for service, 18 outside of Sunriver. Vice Chair Shoemaker requested number of calls responded to in Caldera Springs housing development.
- Administrative Update: CSO candidate selected and currently going through background, anticipated start date mid-July; two Bike Patrol Officers hired; Citizen Patrol applications received, and applicants selected as the CP division transitioned under PD; License plate readers

currently in permitting process; Accreditation process taken on by Chief Lopez and Executive Assistant Warren.

- Operations: Officer Mann graduated and received Outstanding Defensive Tactics Award, she is currently in field training with Officer Wilson; Evacuation tabletop training in Black Butte Ranch; De-escalation training; DA's office did a training on Victim's Assistance; Firearm safe storage training; onboarded and trained Bike Patrol Officers. Numerous drone deployments, primarily outside our jurisdiction; numerous DUII, theft, and warrant arrests.
- Community Events: Law Enforcement Memorial held in Bend, Chief Lopez spoke; Women's Self Defense Course led by Corporal Lawrence; Kids Day in May; ALPR (License Plate readers) Forum held for Sunriver community.

Administrator Holliday:

Accounting

- Met with Deschutes County Finance and SROA staff to review SSD FY 23-24 year end. Created FY 23-24 year end analysis documents to ensure budget compliance. Worked to reconcile payroll cash accounts, such as FSA and AFLAC. Continue to meet with Brenna Glass, NowCFO, weekly to address financial questions, etc. Continue to manage District cash flow between payroll, money market, and operations First Interstate Bank accounts through transfers from Oregon State Treasury LGIP funds.

Payroll

- Met with ADP to troubleshoot various payroll issues and corrections. Administered payroll through ADP. Reviewed all data to ensure all information is accurate. Reconciled PERS statements after each payroll. Calculated and paid various payroll liabilities; 457 plans, FSAs, Aflac, pre-tax vs after tax, etc.

Human Resources

- Continue to work with Deschutes County HR to gather information on Deschutes County for health insurance plan. Met with WHA Insurance: Jennifer King on workers compensation renewal and assessment, Kim Nicholsen on health insurance/benefit education and assessment.
- Assisted on a few employee personnel issues. Reviewing Employee Handbook for updated PLO and OFLA changes. Assisted with onboarding new firefighter and Bike Patrol officers.

Operations

- Assisted with FLOCK contract implementation. Attended various professional development opportunities, such as: State of Oregon contracting/procurement webinar, in person SDAO HR training in Redmond. Attended various meetings with the Board, SROA, and Deschutes County staff to review the SSD/Deschutes County Management Agreement. Attended the Deschutes County Board of Commissioners meeting to answer questions for approval of the FY 24-25 SSD Budget. Assisted County with any questions leading up to approval. Public Safety Building: attended meetings, submitted Scene story, managed accounts payable. Training Heather McGuire on various payroll, AP, and HR functions to assist in new Executive Assistant role.

Administrator Holliday received information back from Deschutes County about moving non-represented staff to their health plan. This health plan is self-insured, and they require a reserve contribution of an additional 20.7% on monthly premiums for each employee for the first three years. Administrator Holliday is looking into whether there is any negotiation room on those numbers. Numbers vary based on how many employees are on the plan and which type of plan they are on (employee only, employee-family, employee-spouse). She met with the Deschutes County Benefits Coordinator to offer information to employees; there is a huge benefit to employees to move to this plan and could also create incentive for non-represented employees from Deschutes County to transfer to SSD.

5. Motion to approve Resolution 2024-008, updates to the Deschutes County/SSD Management Agreement

There were additional changes to the Deschutes County/SSD Management Agreement as set forth in the document presented to the Board. Some of the changes include returning to a five-member Board of all at-large members, adding an Ex-Officio position from Sunriver Owners Association, and moving to an SSD nomination system for new Board members. The governing Board (Deschutes County) will review the Management Agreement as presented once the SSD Board approves to present the agreement as currently written. It is recommended the new agreement take effect Sept. 1, 2024 when the two current SROA Board members' terms expire.

Dir. Hepburn moved to approve Resolution 2024-008, updates to the Deschutes County/SSD Management Agreement; Dir. Kelley seconded. Dir. De Alicante voted no; all others voted yes. Motion passed.

6. Motion to approve moving \$6,923.66 from Administration personnel to Police personnel for joint Office Assistant wages

The Office Assistant role was financially shared position by Police and District Administration from Nov. 1, 2023 through April 30, 2024. Administrator Holliday was advised to obtain formal Board approval to officially transfer funds from Police to Administration to offset half of the personnel expense.

Dir. Hepburn moved to approve moving \$6,923.66 from Administration Personnel to Police Personnel for joint Office Assistant wages; seconded by Dir. Ralston. Dirs. Ralston, Hepburn, Fister, De Alicante, and Shoemaker voted yes; Dir. Kelley was absent for the vote. Motion passed.

7. Review of budget/actuals FY 23-24 year-end

Administrator Holliday shared the budget versus actuals prior to the fiscal 23/24-year end in case budget adjustments were needed. She worked closely with Fire and Police administration to identify what has been spent YTD, and projected remaining expenses. The 715, 716 and 717 funds are all projected to come under budget.

8. Annual performance review discussion

Chair Fister discussed the annual reviews for Chief Boos, Chief Lopez, and Administrator Holliday. He would like to have reviews completed by the end of August so Chief Boos, Chief Lopez, and Administrator Holliday have clear goals going into the new Board year beginning Sept. 1, 2024.

9. Motion to approve the May 2024 unaudited financials

715 Operating Fund:

Overall, revenue came in slightly under budget. For the month of May the Police Department came in under budget for personnel, but over budget for materials and services. Year to date (YTD) the department is under budget overall. Bike Patrol came in under budget. Fire/EMS came in under budget for the month of May, but over budget for materials and services. YTD the department is under budget overall. For the month of May, Administration came in over budget for personnel, and materials and services. YTD the department is over budget.

716 Reserve Fund:

Interest income came in, and YTD the fund is ahead of budget for revenue.

717 Public Safety Building Fund:

Expenses came in over budget, primarily for construction. But YTD the actuals are under budget.

Dir. Ralston moved to approve the May unaudited financials; seconded by Dir. Hepburn. Motion passed unanimously.

10. Review of May 2024 SROA Board meeting

Dir. De Alicante provided an update on the last SROA Board meeting, which included an update on the upcoming SROA Board election, financials, officer positions for next year, RV storage fee increases, longevity bonuses for employees, and the strategic plan.

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

Meeting adjourned at 3:25 p.m.

Submitted by Administrator, Mindy Holliday

APPROVED