

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, July 13, 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. Foster, Dir. Hepburn and Dir. Ralston were present. Dir. De Alicante was not present.

SSD Staff: Board Administrator Holliday, Interim Chief Bjorvik, AIC Police Chief Lopez

SROA Staff: Susan Berger

Public Input: None

Consent Agenda

1. Motion to approve:

- a) May 18, 2023 Regular Board meeting minutes
- b) June 15, 2023 Regular Board meeting minutes
- c) June 29, 2023 Special Board meeting minutes
- d) SROA monthly invoice in the amount of \$18,443.99
- e) Tactical Business Group invoice in the amount of \$5,000.00

The June 15, 2023 minutes were not ready for approval.

Dir. Foster moved to approve the Consent Agenda, minus the June 15, 2023 minutes; seconded by Dir. Ralston. Motion passed unanimously.

Old Business

2. Public Safety Building Update

OR/PM Nelson introduced Kirby Nagelhout Construction Company (KNCC) Superintendent David Martin. Sup. Martin gave an update on construction and reviewed the five-week forecast. He stated there will be additional signage, and anyone on the site is required to wear hard hats, closed toed shoes, long pants, and high visibility attire.

OR/PM Nelson met with SROA to coordinate logistics for construction. He also received information about the fiber line to begin foundation work. He thanked SROA for jumping on this issue and facilitating the final fix. KMB will be submitting Bid Package 2 to Deschutes County for the Building Permit Amendment. The final Gross Maximum Price (GMP) is being negotiated. Each department has also reviewed the first round of furniture for their respective areas. The lead time for switch items has been reduced drastically than previously scheduled.

a. Motion to Approve June 2023 Building Funding Requests in the total amount of \$201,811.80

- i. Sunriver Service District reimbursement in the amount of \$150.00
- ii. Nelson Capital invoice in the amount of \$9,500.00
- iii. KMB Architects invoice in the amount of \$171,031.80
- iv. Systems West Engineers invoice in the amount of \$2,315.00
- v. Spring River Tree Service invoice in the amount of \$18,815.00

KMB missed the invoice date last month, therefore, the amount is for two months' worth of invoices.

Dir. Ralston moved to approve the June 2023 Building Funding Requests in the total amount of \$201,811.80; seconded by Vice Chair Shoemaker. Motion passed unanimously.

b. Motion to approve additional services to the geotechnical scope of work to Evren Northwest Inc. in the amount of 13,215.00

OR/PM Nelson was advised to enlist Evren Northwest for the logistics and duties regarding old and new drywells to submit to the Department of Environmental Quality (DEQ). There is an agreement in the Board packet for approval for this scope of work.

Dir. Foster moved to approve additional services to the geotechnical scope of work to Evren Northwest Inc. in the amount of \$13,215.00 and the Chair's signature; seconded by Dir. Ralston.

There was discussion about the services Evren will be providing, such as consulting, certification, monitor construction, and all paperwork needed for DEQ is done appropriately.

The motion passed unanimously.

c. Builders Risk Insurance Policy

OR/PM Nelson asked Kirby Nagelhout to get a policy with their provider, as it has been taking too long to utilize the insurance carrier the District uses.

d. Review of monthly memo to Deschutes County Commissioners

There were no changes and Administrator Holliday will send out.

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

Dir. Hepburn stated the contract presented to the Board is similar to the Memo of Understanding (MOU) signed previously with SROA. Dir. Hepburn reviewed some of the details, such as it is a 99-year lease with a 50-year extension, the District will pay \$40,000 per year to lease the land, and it is not a separate tax lot, just a portion of SROA's lot. SROA has engaged a surveyor for the property to better assess the area, which will revise Appendix C. The Board is being asked to approve the parameters of the contract, knowing Appendix C will be updated at a later date. The District will also always have to use the land for public safety, otherwise it reverts back to SROA. There were further discussions about the parameters of the contract.

Treasurer Beenen said he didn't feel comfortable voting on this lease as it was presented late to be included in the Board packet, and he hasn't spent enough time reviewing the document. He added he is not skilled to know if all the legal issues are covered, and wanted confirmation the lawyers approved the document as is and the SSD is covered. SROA GM James Lewis stated there is a lot of legal text in the document, and it just solidifies what was already preapproved with the MOU. There were not a lot of changes. Exhibit C, the document refers to the property as the entire SROA lot, the premises refers to the SSD area. It goes to the SROA Board later in the week for discussion and approval. GM Lewis said both sets of attorneys have signed off on the document.

Dir. Hepburn acknowledged the document was submitted late and Board members may have not had a chance to review it. Dir. Ralston is fine relying on the lawyers to make sure the document is okay.

Dir. Ralston moved to approve the updated SSD/SROA Ground Lease and Police Department Amended Lease with the revised appendix; seconded by Vice Chair Shoemaker.

Treasurer Beenen asked again if there is an impact to taking another month to reviewing the document. Dir. Hepburn said no, it would just require a calculation in back lease rates. GM Lewis also stated it is just the ground lease and bill of sale, nothing is changing with the Police Department lease.

Dir. Ralston withdrew his motion and moved to approve the updated SSD/SROA Ground Lease with the revised appendix; seconded by Vice Chair Shoemaker.

The motion passed unanimously.

4. Update on the Police Chief hiring process

The application is closed and there are eight applicants. There is a lack of investigators for background checks. Therefore, it may take a little longer for the Fire Chief final candidate to go through that process. The interview panel will meet in late July to begin reviewing the application packages. The goal is to have a final vote at the September Board meeting for the Police Chief position.

New Business

5. Motion to approve the Chair's signature on the conditional offer of employment letter to Mr. William Boos as the Sunriver Fire Chief

Vice Chair Shoemaker shared that the interview committee recommended Mr. Bill Boos out of the Bend Fire Department. He had a final interview with the SSD Board in Executive Session earlier in the week.

Vice Chair Shoemaker moved to approve the Chair's signature on the conditional offer of employment letter to Mr. William Boos as the Sunriver Fire Chief; seconded by Dir. Ralston. Motion passed unanimously.

Vice Chair Shoemaker reminded the Board that the background is delayed due to shortages of private investigators.

6. Monthly Chief/Administrator's Reports

AIC Police Chief Lopez

- June 2023 calls for service (total) 8 of the 42 cases were outside of Sunriver
- The Corporal position(s) have been announced.
- Officer Thommen has moved forward with his hiring process for Port of Portland
- Approximately 18 Oral Board Interviews were conducted for the Police Officer position. Two applicants have been provided a background packet.
- Sunriver Police Foundation is moving forward and provided community caretaking cards to the Police Department.
- FTO software has been purchased with training to come.
- Sgts. Davis and Beck attended a rifle instructor course.
- Monthly training days have been scheduled. A wet lab/DUII training was conducted in July.
- National Night Out has been scheduled for August 1 in the Village.
- Officer Wilson obtained CPR Instructor Certification.
- Police photographs were taken for official correspondence and the lobby.
- Officer Guffey is progressing in FTEP and is projected to be signed off any time. Officer Mai has started in FTEP.
- DUII arrests included a 13-year-old.
- Multi agency active threat training was conducted in Redmond.

- The annual shredding event was held.
- Warrant arrest on Cottonwood and another off Beaver.
- Two on-duty injuries on Bike Patrol
- Community Events: 4th of July, Groundbreaking Event

Interim Fire Chief Bjorvik

- Review of July statistics. There were more Advanced Life Support calls than the same month in prior years. Mutual aid update and shared various trends.
- Staff are working on training hours to be comparable to last year.
- Emergency Response Update
- Attended the Central Oregon Fire Chiefs meeting.
- Working on the Acting In Capacity (AIC) wage adjustments, as currently they just move to the next pay step. However, in some areas this wasn't a very large jump in compensation. The 5% adjustment to work out of class was a more fair and better compensation plan. This would increase interest to become AIC qualified.

Dir. Ralston moved to amend the existing MOU to add a second 5% for AIC for Captain (a two-step jump); seconded by Dir. Foster. Dir. Hepburn voted yes, Dir. Shoemaker abstained, Dir. Ralston yes, Dir. Foster yes, Treasurer Beenen yes, motion passed.

- Attended the Public Safety Building/PM/Design Team meetings, as well as the officer's meetings.
- Completed the three-day water rescue training.
- AIC Chief Bjorvik gave an update on the new ambulance design. The ambulance is scheduled to be replaced in 2026 and the wait time is roughly 3 years. There is no need for a down payment and the District can cancel at any time. AIC Chief Bjorvik received approval from the Board to put in the order.
- New Firefighter /Paramedic Hiring Process update.
- Community Events: Station Tours, 4th of July Parade and Village display
- **Administrator Holliday**
Administrator Holliday shared a prepared statement. She stated her current workload is more than one person can manage. She stated she had shared with the Board on numerous occasions, both individually and at Board meetings, her concerns to no avail. Due to the stress of the job and added workload, she experienced extreme health issues and was ordered by her physician to work a limited schedule for the near future. She said she is spread so thin she cannot effectively complete the tasks assigned to her and has not received the adequate training necessary. Administrator Holliday stated the District is at risk due to the lack of planning for a Human Resources department, and third parties for Payroll and Accounting falling short on the contractual obligations. She loosely compared SROA and SSD staff, stating that there are seven positions completing these duties for SROA and there is only one for the SSD, Administrator Holliday. She asked the Board to create a plan for these areas and be responsible for implementation and oversight.

Dir. Hepburn stated the Board Administrator should not be managing payroll, and those functions should live in the specific departments. He said the Board needs to have a discussion on where these functions should reside. He also reached out to SDAO for guidance and assistance. They provide information and support; they do not provide the services.

Chair Fister stated he sent a letter to SROA asking if they would be willing to continue payroll, accounting, and human resources functions for the next two months for the District. He believes it is the Board Administrator's responsibility to manage the transition, with the understanding some Board members might have to take on some tasks. Chair Fister also stated Human Resources should be brought to Administrator Holliday and himself, the Board Chair. Administrator Holliday shared she believed this is minimizing the amount of critical work this area provides, in which Chair Fister recommended resubmitting a Request for Proposals (RFP) for HR services.

Dir. Hepburn said looking at the additional duties the Board Administrator has absorbed, the Board needs to review tasks to be removed. Chair Fister stated the job description needs to be reviewed. He also stated a plan to deal with worker's compensation issues in the meantime. Chair Fister also spoke about hiring an office assistant. Dir. Hepburn added if Board members need to pick up tasks, it's critical they do so. Treasurer Beenen suggested Administrator Holliday focus on her job as outlined in her job description, and the Board picks up the duties associated with HR, etc. Chair Fister shared his concern about the Board being responsible for these duties due to their lack of training and it potentially falling outside of their protections. Treasurer Beenen stated it is the Board's responsibility to solve the problem and handle the responsibilities outside of the Board Administrator job description. Chair Fister said he will work with his contacts at Deschutes County regarding the HR functions. There was further discussion around this issue, but Treasurer Beenen stated the responsibility ultimately lands on the Board.

Dir. Ralston suggested Administrator Holliday only do her job description duties as well, and the chiefs and their administrative assistants help more in these areas.

Chair Fister stated both ADP and NowCFO fell short on their contracts. He shared his appreciation to Treasurer Beenen on his work with Accounting and Payroll, as well as Vice Chair Shoemaker with the police and fire chief hiring processes.

Administrator Holliday asked the Board to manage these complex issues, such as making decisions about the future of these contracts and hiring an HR professional to complete those critical pieces. She shared concern about not having the time to complete important tasks for the District as a Board Administrator that keep it in compliance with various public meeting laws, etc.

Chair Fister said he would spearhead resubmitting the RFP. He added there will be tasks pushed back to the departments. He will follow up with Deschutes County legal get insight about not overstepping their bounds for personal liability. Treasurer Beenen said, "Mindy you are not responsible for the ADP and Accounting transitions." Chair Fister said the "District is responsible for it." Treasurer Beenen added "it is the Board's responsibility."

Dir. Ralston stated the Accounting, Payroll and HR need to be taken care of. However, the Board needs the knowledge and bandwidth to take that on. Chair Fister reiterated the letter he sent to SROA asking for assistance.

Dir. Hepburn stated Administrator Holliday has made the Board fully aware of what's going on and it will be different moving forward.

Chair Fister gave an update on the status of ADP and Quickbooks. There was discussion about whether to continue utilizing SROA for accounting or NowCFO. Deputy Chief Bjorvik said SROA recommended continuing running everything only through their office.

Administrator Holliday agreed a meeting with a few Board members the following week is the next step.

Dir. Foster said he was worried Administrator Holliday was giving her notice at first, and shared kind words about her and his concern there was getting to be too much work. He added if these items hit the floor, it is the Board's fault.

Treasurer Beenen discussed the idea of having a District Administrator in addition to a Board Administrator. He added by bringing these functions internally, it has complicated the administration of the District. There was further discussion around reevaluating the job duties of each area, organizational structure, etc. in the future.

7. Update and discussion on SSD Payroll, Accounting, and Human Resources

This agenda item was discussed in Administrator Holliday's update.

8. Discussion on SSD Office Assistant Position and Job Description

Dir. Ralston said the Board Administrator position and the Board are fragile, and it is important to have this position as replacement if needed. Vice Chair Shoemaker cautioned the Board to move forward with this position until a deep evaluation of various positions and to not be reactionary. He also said it would be worthy to reach out to SDAO for assistance and to evaluate the District. Chair Fister said there might be opportunities to utilize a temporary service while assessing the situation. Chief Boos stated the chiefs and administrative assistants can take on more of the HR, Accounting and Payroll pieces to alleviate Administrator Holliday's workload. AIC Chief Lopez added that proper training needs to be provided in an expedited manner. Treasurer Beenen made clear that these transitions are not the responsibility of the Board Administrator.

9. Discussion on Drone Sense 3-year Contract

AIC Chief Lopez said this software and app assists in monitoring the drones and is available on all electronic devices. The system interacts with Axon, the department's body camera software, to store digital evidence. It also can track flights, which is required by law. AIC Chief Lopez added all allied agencies use this software for their drones.

Treasurer Beenen moved to approve the chief to go into contract with Drone Sense for a 3-year contract; seconded by Dir. Ralston. The motion passed unanimously.

Dir. Foster left the meeting.

10. Update on Board Administrator, Police Chief and Fire Chief annual reviews

This item was moved to the next Board meeting agenda.

11. Update on SSD Chair/SROA President Quarterly Meeting

This item was moved to the next Board meeting agenda.

12. Motion to approve the June 2023 unaudited financials

Treasurer Beenen went over the unaudited financials through June 30, 2023, which is the end of the fiscal year. There may be some adjustments as more invoices come in, but these numbers are close to

the final amounts. He reminded the Board there will be a reserve study this summer to assess the current amount in the 716 non-operating fund. In addition, the District should be receiving the next installment of \$2 million from Deschutes County in the 717 Public Safety Building fund.

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

13. Review June 2023 SROA Board meeting

Treasurer Beenen said at the upcoming SROA meeting the Board will approve the SSD Board vacancies. Dir. Ralston shared concerns about the current process, which results in four of the seven Board members' terms expiring at the same time.

In response to Administrator Holliday's concerns, Dir. Ralston stated it is important to get the committee started right away.

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

Meeting adjourned.

Submitted by Board Administrator, Mindy Holliday