

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, August 17, 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. Chair Fister advised there would be changes to the agenda. After public input, there would be a swearing-in ceremony for Corporal Kornblum and Item 8, Unaudited Financials, would be moved to the beginning of the meeting.

Roll Call: Chair Fister, Vice Chair Shoemaker, Treasurer Beenen, Dir. Ralston, Dir. Foster, and Dir. De Alicante were present. Dir. Hepburn was not present, and Vice Chair Shoemaker advised he would be a few minutes late.

SSD Staff: Board Administrator Holliday, Interim Fire Chief Boos, and Police Chief Womer

SROA Staff: Susan Berger

Public Input: Randy Schneider expressed his support for Lt. Lopez for the Police Chief position. He feels he communicates well with the public and his team supports him. He thanked Sunriver Fire and Police for disposing of flags properly and said he noticed more American flags being flown in Sunriver recently.

Corporal Swearing-In: Chief Womer introduced Tory Kornblum and gave a short bio. Corporal Kornblum heard about the Sunriver police officer position through Lt. Lopez, whom she knew from the FBI National Academy. She was promoted to Corporal and was sworn into her new position during the meeting.

Recognitions: Director Foster was appointed three years ago to the Sunriver Service District Board. Chair Fister thanked him for his service and presented him with some tokens of appreciation.

Chair Fister also thanked Dir. De Alicante for serving his three-year term and was pleased he will continue to serve for another term.

Sunriver Police Department Foundation Update: Dennis Dishaw, Foundation President, presented an update to the Board. He stated last year he was presented with the idea of a foundation by Chief Womer and Lt. Lopez. The foundation needed to be an independent, non-profit corporation, with no expense to homeowners. With the assistance of Dir. De Alicante, the foundation is a legally formed 501c3 non-profit organization and all donations are tax deductible. Through their designation, donated monies can only be used to assist the Sunriver Police Department. The foundation is receiving their funds through corporate sponsors and are currently seeking event sponsors. The foundation recently purchased \$35 pre-paid debit cards to be handed out by police staff to those in need. First Interstate Bank waived all fees associated with the cards. President Dishaw advised the foundation needs more board members and would like to recruit more volunteers. Chair Fister thanked President Dishaw for his efforts of forming the foundation and his continued hard work.

Vice Chair Shoemaker joined the meeting remotely at 3:15 p.m. Future board member Denney Kelley also joined the meeting in person.

Consent Agenda

1. Motion to approve:

- a) June 15, 2023 Regular Board meeting minutes
- b) July 13, 2023 Regular Board meeting minutes
- c) August 7, 2023 Special Board meeting minutes

- d) SROA monthly invoice in the amount of \$14,103.68
- e) Lexipol LLC invoice in the amount of \$8,516.76
- f) Portland HR Solutions invoice in the amount of \$7,716.50

Administrator Holliday stated the July 13, 2023 Regular Board meeting minutes were not available for this vote.

Dir. Foster moved to approve the Consent Agenda, with the exception of item b; seconded by Dir. Ralston. The motion passed unanimously.

Old Business

2. Public Safety Building Update

Dir. Ralston gave the update, as PM Doug Nelson was out of town and unavailable. A Special Board Meeting was held the previous week to approve the Guaranteed Maximum Price (GMP) budget and Fire Alarm System (FSA). The mechanic and plumbing permit reviews are complete with no comments. The structural review has begun and should be done soon. The District is waiting on furniture costs and the Builders Risk insurance policy is close to being completed.

KNCC reviewed the five-week schedule. The first concrete pour for the was completed and underground plumbing and electrical continues. Framing will begin in the middle of September. Dry wells have been blasted, installed, and tested. Work on the main water line on the south side has begun. There was continued discussion about dry wells. Chair Fister asked if there were any concerns moving forward and KNCC advised there were little issues here and there, but nothing of concern. All immediate disruptions will be highlighted in the five-week schedule. KNCC explained everyone would be notified of any changes to the master schedule. The master schedule is transparent, and the end date has not changed. Dir. Ralston requested that the master schedule be included with the board packet materials monthly, and the Board be apprised of any changes at the Board meeting.

a. Motion to Approve July 2023 Building Funding Requests in the total amount of \$649,742.77

- i. KMB Architects invoice in the amount of \$79,888.55
- ii. Systems West Engineers invoice in the amount of \$3,155.00
- iii. Spring River Tree Service invoice in the amount of \$142.50
- iv. Evren Northwest invoice in the amount of \$888.75
- v. Local Government Law Group invoice in the amount of \$167.50
- vi. Nelson Capital invoice in the amount of \$9,500.00
- vii. Kirby Nagelhout Construction invoice in the amount of \$551,125.48
- viii. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
- ix. AmeriGas invoice in the amount of 384.99
- x. Day Wireless Systems invoice in the amount of \$2,490.00

Treasure Beenen said the budget shows \$16.4 million in committed costs, and there is just under \$1,000,000 uncommitted but spoken for leaving a \$583,000 owners' contingency. In addition, KNCC has a construction contingency of roughly \$611,000. There was continued discussion around the \$1,000,000 uncommitted funds, and the cost of furniture and fixtures. KNCC stated there is a \$40,000 allowance as part of the GMP which includes engineering and footings for covered parking. Continuing discussion ensued regarding the parking structure, footings, and the ability to hold snow. Treasurer Beenen asked if KMB Architects work is completed. Dir. Ralston advised there is about \$400,000 remaining in their contract, and they are still engaged in various areas.

Dir. Ralston moved to approve the Sunriver Public Safety Facility funding request #011 for July 2023 in the total amount of \$649,742.77; seconded by Dir. Foster. The motion passed unanimously.

Discussion continued after the vote regarding the construction schedule and if the building will be framed before winter.

b. Review of monthly memo to Deschutes County Commissioners

Administrator Holliday advised she will add information about the construction live feed on the SSD website. Chair Fister said he would send Deschutes County an update on the approval of the GMP. There were no additional comments to the memo and Administrator Holliday will send out immediately.

3. Update on the Police Chief Hiring Process

Vice Chair Shoemaker welcomed Fire Chief Boos to his first official Board meeting as Fire Chief. The Police Chief hiring process is on schedule, and he is confident the next Police Chief will be named at the next regularly scheduled board meeting. Administrator Holliday advised the Board members are set to interview the candidate in Executive Session Sept. 12, 2023 at SHARC.

Dir. De Alicante wanted it on the record that he was on the Board when they brought in the current Police Chief. At the time, the Board felt there was someone perfectly suited to follow the current chief and he continues to hear positive things about Lt. Lopez. He added that Lt. Lopez is well-liked, and he has heard there may be negative results if they do not follow through on what was discussed, not promised. Dir. De Alicante reiterated he wanted that on record.

Treasurer Beenen advised his recollection was they recognized Lt. Lopez as a very viable candidate for Police Chief, but no commitment was made. Chair Fister said Lt. Lopez is a viable candidate and has received a lot of verbal and written support from the community, but they are still running a fair and honest process.

New Business

4. Motion to approve the July 2023 unaudited financials (Previously item 8 on the agenda, moved to the top of New Business)

Treasurer Beenen advised the financials for June are in the Board packets. The July financials were not ready due to switching accounting processes. Treasurer Beenen and Brenna Glass (NowCFO) are working diligently with new programming and getting processes switched over to QuickBooks. The goal is to provide the Board similar looking reports.

Fund 715 June revenues came in \$32,500 over budget. Property taxes came in about \$13,000 under budget. All expense categories, year to date, are under budget. The District is roughly \$521,000 to the good for the 22-23 fiscal year, with the majority of savings coming from position vacancies.

Fund 716 is roughly \$42,000 ahead on revenue, which was primarily due to interest income. Fire came in slightly under and Police was significantly over due to the approval of the new patrol vehicles. The ending net capital for the year was on target.

Fund 717 is \$285,000 ahead due to interest income. The expenses came in well below what was planned. The District has only spent roughly \$2.56 million due to starting construction later than expected. Net capital at the end of June was just under \$13 million.

Treasurer Beenen stated the auditors are expected be on site in early September. They will provide a draft financial statement by October 2, 2023, and issue the report no later than October 20, 2023. The fee is \$10,300. Treasurer Beenen will respond to the auditors and state the schedule is acceptable.

Board Admin Holliday advised the Board would need to approve the fee, as it is over \$5,000, and would like Treasurer Beenen to forward the auditor's email to her. Treasurer Beenen also included in his financial packet a Sunriver Service District Financial Control Policies outline for everyone's review and feedback.

Chair Fister commented that a motion will not be needed for the June financials as it had already been approved, and the July financials will be reviewed at the August meeting.

Administrator Holliday introduced Brenna Glass from NowCFO, who is supporting the District's accounting needs and will be at every board meeting.

4. Monthly Chief/Administrator's Reports

Fire Chief Boos:

- Review of the Fire Statistical Dashboard
- Large increase in the total dollar amount for Ambulance Billing in July.
- Explained the response times and how impressed he is with the crews in Sunriver.
- Motor vehicle crashes were down, most likely due to the Hwy 97 corridor improvements.
- Chief Boos is meeting with each firefighter individually regarding pros and cons, and any needs they may have professionally or personally. He is also meeting with outside partners, such as Josh Willis, Tom O'Shea, La Pine Fire Chief Eric Hulsey and Deputy Fire Chief Dan Doherty. Chief Boos and Deputy Chief Bjorvik have had limited time together due to a scheduled vacation.
- Chief Boos is learning the various processes from administrative staff, Chief Womer, and Lt. Lopez.
- Chief Boos attended the Central Oregon Fire Chiefs meeting, where Measures 47 and 50 were discussed.
- Departments in Central Oregon are bringing in outside training and Sunriver will start taking advantage of this opportunity.
- Chief Boos has been meeting about HR and Payroll processes. Staff are meeting with SDAO soon.
- Moved some apparatus around due to the south apron being affected by construction. It was not a huge impact.
- There is concern over shutting down the heat pump for two days. The crews are flexible and excited about the new building.
- Due to not having the training program log in, Fire was not able to report training hours.
- Sunriver has extended an offer to Evan Allen for the position of firefighter/paramedic and he is currently going through the hiring process.
- Chief Boos gave a briefing on the fires affecting the area and the weather predictions.
- The crews conducted joint training with the Forest Service on Friday.

Police Chief Womer:

- Review of statistics. July was a busy month.
- Officers Lyman and Mai are currently in training. Officer Lyman is back from the academy.
- Promoted Tory Kornblum to Corporal and there is another Corporal position yet to fill.
- Officer Thommen resigned effective August 7 and is currently working for the Port of Portland.
- Drone Sense is up and running and works great. When the drone is deployed, officers can review the footage on their phone in real time. It also pairs up with Evidence.com.
- The new glocks have arrived and are currently being fitted with red dot optics. Sgt. Davis has completed the Red Dots Optics Firearms Instructor course. Once issues, all staff will be trained.

- The Chief and Lt. received SR Alerts training from 9-1-1. It was tested prior to the construction blasting that recently took place.
- A conditional offer of employment was extended to a candidate, but he declined and accepted an offer from Redmond PD. Another applicant is in the final stages of the background process.
- Received an update that DPSST received approval from the legislature to double the output from the academy over the next couple of years. Currently, the backlog to get someone into the academy is about 8 months. They are predicting in 2024 there will be no backlog.
- Officer Guffey is now off FTEP and Officer Mai goes to the academy in September.
- Officer Wilson responded to a self-inflicted fire on Lava Butte and was able to remove the victim from his vehicle before it burned up.
- Officers Guffey and Thommen had a foot pursuit/disorderly conduct arrest off Meadow.
- Subject was shooting at Deschutes County drones and Officer Wilson pulled him over and was arrested after admittance.
- The wet lab training went well.
- Officer Kornblum was on light duty for a couple of weeks, but fully recovered and is back out on the road.
- National Night Out was a huge success. Community members provided many donations and Citizen Patrol volunteers cooked the food. Dir. Foster asked about the attendance of Coffee with a Cop. Chief Womer stated it draws different people, some are not coming intentionally attending for event, but are staying once they realize what is going on.
- Treasurer Beenen was curious what the reasons were for the bike crashes and Chief Womer stated mostly inexperienced riders. To Chief Womer's knowledge, there have been no crashes involving E bikes directly or indirectly. The department has received many complaints that E bikes go too fast and scare people.
- Chief Womer advised Lt. Lopez received his master's degree through the University of Virginia and Administrator Holliday advised there is a congratulatory card if Board members would like to sign.

Administrator Holliday:

- Has been working on creating a list of duties regarding Accounting, Payroll, and HR to identify who they will be assigned to. Administrator Holliday is the only one with access to the District's First Interstate Bank account and she has been working with Joe and Brenna to learn their processes. Dana is managing the update to QuickBooks by updating the vendors, W9's, etc. SROA has been supportive and responsive in answering questions.
- Administrator Holliday has taken the lead on the ADP software to ensure the withholdings and deductions are correct, learning specifics on PERS and Social Security deductions, etc.
- Administrator Holliday is looking forward to meeting with SDAO soon to provide support and guidance.
- There was discussion about ADP upping the timeline for payroll to administer the third quarter taxes. Treasurer Beenen pointed out the ADP has dropped the ball in a lot of areas and there needs to be a discussion when the invoice arrives.
- Administrator Holliday met with management at NowCFO about the current invoice amount. They committed to more hours at no cost due to issues with their ability to meet deadlines earlier this summer. Treasurer Beenen stated Brenna has been fantastic to work with.
- The first ADP test payroll has been completed to assess data. Areas were identified to correct and there will be a second test run soon.
- Chief Womer stated it has been great to have Chief Boos on board and pointed out the administrative staff are doing an amazing job, but they are also still in addition doing the

same jobs they were doing before. Administrator Holliday also commended the Chiefs for being supportive of the whole work from home model.

5. Review and Discussion on Patrol Vehicle Expenditure Request

Chief Womer shared Wheeler County had over ordered three trucks and Sunriver was presented with the option to purchase them, as there is roughly a long lead time to receive new vehicles. Treasurer Beenen asked the status of vehicles currently. Chief Womer advised we will be losing another 2019 from the fleet. Two new trucks are currently at the upfitter and the third one will be delivered in October and will go straight to the upfitter. In the budget process, the intention was to request one vehicle a year to keep the fleet updated. In lieu of ordering one next year, Chief Womer would like to purchase one of these trucks this year.

The Board expressed concern about having five vehicles rolling over simultaneously. Dir. De Alicante asked if the department was fully staffed and if there were enough vehicles. Chief Womer said yes and added if the Board doesn't approve the purchase now, the vehicle would be requested in the next budget cycle. Treasurer Beenen asked if there is currently a spare if another vehicle goes in for repair. Chief Womer advised the department kept an older car for this reason.

Dir. De Alicante asked about the budget and Treasurer Beenen said it would be spent from the 716-capital account a year early. There was concern shared about the upcoming Reserve Study findings and the rotation schedule of the vehicles. Dir. Foster asked if purchasing this vehicle save money. Chief Womer said it would if the price of the vehicle goes up next year.

6. Reviewing the July 2023 SROA Board Meeting

Dir. De Alicante said the SROA Board recommended and approved Denney Kelley for the Sunriver Service District Board. He also gave an update on the SROA budget, TRT task force discussions, SSD ground lease, the annual homeowners meeting, sharing letters from homeowners at the SROA Board meeting, an email sent with the SROA logo that was not sent by SROA Administration, and SROA's Strategic Plan Task Force for 2030. Treasurer Beenen stated the SROA board will be voting on whether to stay with the recommendation of Larry Ishmael for the SSD Board or to change that recommendation. Treasurer Beenen said he would remain as the Treasurer until one is chosen.

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

This item was moved to the next Board meeting agenda.

Other Business

Dir. Foster thanked the Chief's for the Fire Department hat and Police Department shield and shared how much they meant to him. Treasurer Beenen commented on how much he enjoyed working with Dir. Foster.

Director Foster asked if our siren system had a PA System and was advised it does not, because upon hearing the siren you are supposed to check SR Alerts. Discussion ensued and there is still some work to be done.

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

Meeting adjourned at 5:17 p.m.

Submitted by Board Administrator, Mindy Holliday