

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, August 19, 2021

Meeting in Person and via Zoom

- Call to Order:** Chair Hepburn convened the meeting at 3:00 p.m.
- Roll Call:** Chair Hepburn, Dir. Dishaw, Dir. Ralston, Dir. Beenen, Dir. Foster, Dir. J. Schmid present. Dir. Stephens not present.
- SSD Staff:**  
SSD: Office Assistant Mindy Holliday  
Fire: Chief Moor  
Police: Chief Darling, Lt. Womer
- SROA Staff:** Susan Berger, Sunriver Scene

### **Public Input:**

Sunriver Homeowner Tony De Alicante asked about crime statistics in Sunriver, such as break-ins and burglaries. Chief Darling answered there were 22 in the last year, and 4 so far in 2021. Mr. De Alicante also expressed concern about parking issues in Sunriver, primarily motorhomes and trailers homeless typically use. He is worried about people he has seen on the bike paths and in neighborhoods that appear to be homeless scouting various homes. Mr. De Alicante called the non-emergency number to report these individuals as many Sunriver homeowners do not live here full time. He asked the Board about community alerts or a campaign to have owners install cameras on their properties. Chief Darling will look into these ideas and report back. Lt. Womer shared there is an option in the NextDoor app to connect with neighbors via the Ring device. He will look into it further and report back also. Mr. De Alicante would like to encourage people to get Ring doorbells. Chief Darling also said in the past there was a neighborhood watch program. There were challenges because there were not a lot of full-time residents in each neighborhood. However, Citizen Patrol has been working to bring it back.

Director Ralston said his neighborhood passed around a sign-up sheet with contact information so if anyone notices anything out of place they can get in touch with the homeowners. Director Schmid added Citizen's Patrol can check on a house while the owners are out of town too.

Mr. De Alicante concluded he has witnessed the rise in homeless and crime in Portland and Bend, and believes it's coming to Sunriver.

### **Board Member Jackie Schmid:**

This was the last Board meeting for Director Schmid. Chair Hepburn thanked her for her time on the SROA and SSD Boards. He presented her with flowers and a gift card to the Sunriver Brew.

### **Consent Agenda**

1. Motion to approve:
  - a) The July 15, 2021 Regular Board meeting minutes
  - b) The June 17, 2021 Regular Board corrected meeting minutes
  - c) SROA monthly invoice in the amount of \$27,901.13
  - d) Invoice for annual Police Lexipol policy in the amount of \$7,523.00

Item #2 was discussed and Director Beenen said the June 17, 2021 minutes should be corrected under Item 15, Review May 2021 SROA Board meeting: "SROA has an agreement that is under review."

Director Foster moved to approve the consent agenda with the above correction; seconded by Director Dishaw. Motion passed unanimously.

### **Old Business**

#### **2. Presentation from KMB and Pinnacle Architects/Update on Phase I of building analysis**

Mr. Bill Valdez, a partner at KMB architect, gave an update on the Public Safety Building and shared site/floor plans. He went through an extensive process with the chiefs to identify needs. The building is 30,589 square feet total. There was a structural assessment of the current building due to the damage caused to the apparatus bay by a heavy snow event. Ashely Vance, structural engineering company, was added to the team and provided an extensive report. They recommended retaining the existing roof structure, but use mending plates to address the failure points. Mr. Valdez said with the current roof configuration any snow load exceeding 18 inches should be removed. During a remodel of the Fire Station into a Public Safety building, the repairs can be made to the existing roof accommodating much greater snow loads. This is consistent with the essential building standards.

Director Beenen asked if the roof repairs should be done now. Director Ralston said it is a question for SROA. Mr. Valdez stated it could take up to 4-5 months to reinforce the beams. The apparatus bay is a small space and it would require the Fire Department to remove apparatus and all equipment from the area. Any repairs made now to the roof structure are a part of the planning for the Public Safety Building, and would not go to waste with further construction.

In review of the floor plans, Director Foster asked if there were enough sleeping rooms for the Fire Department personnel. Chief Moor said it would allow for double the number of current staff. Mr. Valdez added the second floor of the fire station, including the sleeping quarters, must be ADA compliant. Director Foster also asked about the elevations and Mr. Valdez said there will be a downward sloping drive lane on the north side.

Mr. Valdez shared the architectural renderings and the team previously met with Mr. Marty Seamons, SROA Community Development Department, regarding Design Review, construction materials, paint colors, etc.

The current estimate for the Public Safety Building is \$15.9 million, which does not include potential building acquisition costs.

If construction were to start in July 2022, a funding decision would need to be made by March of 2022. Securing funding and resolving ownership issues could take longer. Director Ralston said Mr. Valdez and his team have completed most of the Phase One objectives and will pause on the project until these items are resolved.

### **New Business –**

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

- July was the busiest month ever with 96 calls (majority were EMS). There were many mutual aid calls (14). Sunriver Fire had to ask for assistance 5 times, which is a large number for the department. This was due to one of the ambulances being offline for a few days.
- There was a structure fire at a rental home. It appeared to be an electrical malfunction on the rear porch light. Director Foster shared his appreciation for Chief Moor responding from his home in Redmond. Chief Bjorvik also responded during off duty hours. A La Pine fire engine assisted on the call and Bend Fire covered the Sunriver community during that time.
- There have been 4 local deployments to wildland fires. None of them were overnight. Chief Bjorvik went on a 2-week assignment northeast of Roseburg.
- Admin updated: Governor Brown has mandated all health care workers and school teachers be vaccinated by Oct. 18. Fire department staff and administrative personnel fall under this mandate. There are roughly 5 people in the department not vaccinated. The mandate does not include the Police department.
- SROA Covenants meeting: There was discussion about firewood and stacking it near homes. Chief Moor has asked for a reduction in firewood quantities from five chords to two. The current amount allowed is in conflict with ladder fuels program guidelines.
- There is one staff member pending medical retirement around Nov. 1, which will leave a vacancy. Chief Moor will begin the hiring process.
- Lexipol: there are 6 new policies Chief Moor is reviewing with his team.
- Met with the new physician advisor to go over case reviews and EMS. Chief Moor was extremely impressed with the physician's professionalism and ability to relate to the paramedics. The physician encouraged all Sunriver paramedics to call him at any time with questions.
- Provided fire engine ride for local family that purchased the ride at the annual music festival fundraiser.

#### **Police Chief Darling**

- July had 80 calls for service; only 8 were outside of Sunriver. Emergency and non-emergency calls were up slightly over last year.
- There has been a drop off in noise complaints. The Chief was asked for the reason and said it was too soon to tell, but may be related to the new nuisance ordinance.
- Officers Sosa and Lombardo have been offered positions at the Deschutes County Sheriff's Department. There are a lot of larger agencies hiring officers and it is hard for Sunriver Police to compete. Currently Bend Police has a \$9,000 signing bonus and many larger departments have detective, narcotics, traffic, and other divisions to branch out and specialize in. Chief Darling is working to make Sunriver Police attractive to incoming officers, but said this could be an ongoing problem.
- There is a Lateral police officer from Salem starting Sept. 1. He is a new officer and will not need to attend the police academy. There will be another job opening for a lateral officer.
- Sgt Lopez has been extended an offer to attend the FBI national academy. FBI pays for all expenses. However, Sunriver Police does incur a slight cost for uniforms and per-diem.
- Lexipol sent out 4 policies requiring updates, which are in the Board members packets.
- There have been 3 SAIF claims in the last month. Officer Ross tore his ACL in a foot pursuit, Administrative Assistant Whitehurst broke her leg transporting by circles, and a Bike Officer had a finger caught in a disc brake resulting in a laceration.

- There was a traffic stop that turned into a pursuit. The officers deployed the spike strips, however, they used the training set which doesn't have spikes. The suspect thought they hit the spikes and pulled over anyway. It was a great training opportunity.
- The major burglary on Oregon Loop earlier this summer resulted in arrest and police were able to return some of the victim's property.
- Training: In-service training to include high risk traffic stops and firearms qualifications. Officer Paranto and Sgt. Lopez attended Advanced Roadside Impairment Driving Enforcement training. Officer Ross to attend Field Training Officer certification. Sgt. Beck to attend Internal Affairs Training.
- Community events: Citizen Patrol assisted with the Sunriver Art Fair, as well as Bike Patrol duties because of staffing issues.
- Chief Darling was asked about the parking issue at Cardinal Landing. He said there have been more citations than ever.

#### **Administrator Baker**

- Administrator Baker thanked Director Schmid for her service to the SSD Board.
- Continues to work with the Building Task Force and the various sub-groups. Mrs. Holliday is working on the communications plan, has scheduled a videographer to be onsite August 24, and is preparing for the presentation to SROA at their monthly work session on September 17. She is also creating a page on the District website to provide updates on the building, FAQs, and an area for the public to submit questions/comments. There will also be links on the Sunriver Police and Fire websites to this page. Met with Jim Fister, Ron Schmid and Chair Hepburn in regards to narrowing the focus of the ownership analysis with SROA. Talked with James Lewis for an introduction to COIC regarding the building. No date has been established for the Owner's quarterly forum through Sunriver You as of yet, but the District is in the queue.
- Reached out to budget committee members Mike Gocke and Bette Butler. Their three-year terms are expired and have agreed to serve again. There is an agenda item to approve their reappointment.
- SSD Position #1, which is a joint SROA/SSD member is filled by Jackie Schmid and this is her last meeting. The SROA board discussed appointing a replacement at their July meeting and no volunteers came forward. They will have new board members this month to consider for the position. She spoke to James Lewis about how the last few openings have been difficult to fill and if their Board would like to limit the joint members to one or none? It would require a change to the Management Agreement with Deschutes County. Chair Hepburn will have that conversation with Keith Mobley as well. There is value to the collaboration of the two Boards with the joint members. The SSD term begins September 1<sup>st</sup>.

#### **4. New Community Service Officer**

Due to foreseeable staffing issues, Chief Darling proposed a new Community Service Officer (CSO) position that would utilize funds already budgeted for a vacant police officer position. The CSO is a non-sworn position, will be in full uniform, and utilize an officer patrol car. This position will respond to non-emergent calls to help free up time for officers to do investigations and criminal work. The CSO will be unarmed, can issue citations, and will work 40 hours per week.

Chief Darling stated the basic police academy classes are full through 2021, and the schedule for 2022 is not yet available. Hiring this CSO position early will help aid officers until there is an opening in the police academy in 2022. Bend Police currently has 7 of these positions. The Sunriver CSO is a

limited duration position for 12 months. Chief Darling added the CSO would not be a part of the Police Association, but they are supportive of the position.

Director Dishaw moved to approve the Community Service Officer position; seconded by Director Ralston. Motion passed unanimously.

**5. Report on 2nd quarterly meeting of Chair with SROA President Mobley**

Chair Hepburn met via phone with Mr. Mobley, the SROA interim president. Mr. Mobley said SROA General Manager James Lewis spoke with the Deschutes County Commissioners about numerous items, one of which was the Public Safety Building. He received good feedback from the Commissioners. Chair Hepburn will schedule another meeting with Mr. Mobley in the coming weeks.

**6. Motion to approve reappointment of Mike Gocke and Bette Butler to the Budget Committee**

Director Beenen moved to reappoint Mike Gocke and Bette Butler to the Budget Committee; seconded by Director Schmid. Motion passed unanimously

**7. Motion to approve final FY 2020-21 unaudited financials**

Director Beenen provided the final FY 2020-21 year-end unaudited financials. However, he stated the tax receipts are kept open for a couple more months for potential invoices. Director Beenen said the District did very well and there is nothing to be concerned about.

Director Dishaw moved to approve the final FY 2020-21 unaudited financials; seconded by Director Schmid. Motion passed unanimously

**8. Motion to approve the July 2021 unaudited financials**

Director Beenen provided the July 2021 unaudited financials. He stated revenue came in slightly ahead of planned and Police expenses came in under budget. Bike Patrol, Fire/EMS, and Administrative came in below budget. The financials are negative in the beginning of year because most of the revenue is deposited in November.

Director Beenen was asked if the changes to PERS will impact the District. He answered yes, however, the District has a bigger number budgeted than what the actual will be.

The District approved a \$1.5 million transfer of working capital to the 716 fund. SROA requested to make this transfer as part of the one transfer typically done in the fall after the audit, in the event there may be some adjustments needed to reconcile all the accounts. Director Beenen recommended the Board request the transfer to happen now instead so monies will be reflected in the various accounting documents to use for the Public Safety Building funding. The Board agreed. Director Beenen will director Mr. Joe Healy, SROA comptroller, to make the transfer.

The total 715 fund balance is \$6.6 million, which includes the \$1.5 million eventually being transferred to the 716 account. Director Beenen stated the 716 account is at \$2.5 million, and after the transfer from the working capital account it will be well funded from a reserve perspective.

Director Dishaw moved to approve the July 2021 unaudited financials; seconded by Director Foster. Motion passed unanimously

**9. Review July 2021 SROA Board meeting**

Directors Schmid and Beenen provided an update to the Board on the July SROA Board meeting.

- Sunriver Police now has the reporting capabilities for the nuisance ordinance.
- There was discussion about the Public Safety Building. If SROA sells the land or building, it must have homeowner approval.

**Other Business**

- SROA Annual Meeting Saturday 8/21/2021 at 1:00 at the SHARC. Next SSD Board meeting is September 16, 2021. New Board member for joint SSD/SROA position #1 will join.

**Motion to Adjourn**

Director Dishaw moved to adjourn; seconded by Director Foster. Motion passed unanimously.

Meeting adjourned at 5:20 p.m.

SSD Chair, Bill Hepburn  
Office Assistant, Mindy Holliday

APPROVED