

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, September 14, 2023

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

Call to Order: Chair Fister convened the meeting at 3:07 p.m.

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

SSD Staff: Board Administrator Holliday, Fire Chief Boos, Police Chief Womer, Lt. Lopez

SROA Staff: Susan Berger

Public Input: None

Consent Agenda

1. Motion to approve:
 - a. July 13, 2023 Regular Board meeting minutes
 - b. August 17, 2023 Regular Board meeting minutes
 - c. NowCFO invoice in the amount of \$7,168.80
 - d. PowerDMS, Inc. invoice in the amount of \$5,150.00
 - e. Hughes Fire Equipment invoice in the amount of \$7,134.83

Treasurer Beenen moved to approve the consent agenda; seconded by Dir. Ralston.

Treasurer Beenen wanted to confirm the credits from NowCFO were reflected on the invoice. Board Administrator Holliday confirmed the District has received all the credits.

The motion passed unanimously.

Old Business

3. **Motion to approve the Chair's signature on conditional offer of employment letter to Lt. Stephen Lopez as the Sunriver Police Chief**

Vice Chair Shoemaker moved to approve the Offer of Employment letter to be signed by the Chair and Lt. Lopez making him Chief of Police beginning Dec. 1, 2023; seconded by Dir. De Alicante.

Treasurer Beenen asked why Lt. Lopez was needed to go through a physical, psychological, and background examination even though he has been an officer with the District for years. Vice Chair Shoemaker stated it is standard practice for any law enforcement officer or executive when they are hired. It has been a few years and out of an abundance of caution it is the right thing to do. Dir. De Alicante also had the same question and did not want to repeat things already done. Chair Fister wants all Sunriver to be assured all steps were correctly followed.

The motion passed unanimously.

4. **Public Safety Building Update**

OR/PM Nelson said he received his final builders risk insurance policy and came in underbudget. There is a bridge continuance of coverage policy for \$2,000,000 in place. He is still working on furniture, fixtures, and equipment. The fire station alert system hardware has arrived.

KNCC reviewed the five-week schedule. Poured concrete slabs for fire station expansion and police station. Started framing on fire station. The underground electrical and gas are being placed. Chair Fister asked about the update to the switch equipment delivery. KNCC said it is set to be delivered September 2024.

Treasurer Beenen asked about the CCTV line item. OR/PM Nelson answered it is the parts and security for the door access throughout the building, as well as internally in the interview rooms, holding areas, etc. He also stated it would be helpful to have a completion date column on the detailed schedule for each item, or at least percentages or marked completed/not completed. KNCC and OR/PM Nelson stated they would meet to discuss. Lastly, Treasurer Beenen stated the critical path is dictated by the long lead electrical items, he asked what the next challenge is going forward since that issue is so far out on the schedule. Dir. Ralston said weather is a huge factor. OR/PM Nelson said it is hard to project any other issues, but right now the schedule is on track.

Dir. Kelley joined the meeting at 3:17 p.m.

a. Motion to Approve August 2023 Building Funding Requests in the total amount of \$578,601.71

- i. KMB Architects invoice in the amount of \$25,245.03
- ii. Truss Components invoice in the amount of \$1,200.00
- iii. Evren Northwest invoice in the amount of \$11,068.75
- iv. Nelson Capital invoice in the amount of \$9,500.00
- v. Kirby Nagelhout Construction invoice in the amount of \$444,589.70
- vi. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
- vii. Honeywell Intl' invoice in the amount of \$85,785.12
- viii. Reimbursement to the Sunriver Service District in the amount of \$213.11

Dir. Ralston moved to approve the August 2023 Building Funding Requests in the total amount of \$578,601.71; seconded by Vice Chair Shoemaker. Motion passed unanimously.

Chair Fister administered the Oath of Office to new SSD Board Director Denney Kelley.

b. Motion to approve Cook Solutions Group Low Voltage Contractor for CCTV/Access Controls contract.

This is the contract to install the CCTV system for the Public Safety Building. This system provides internal controls for providing or denying access to certain individuals.

Vice Chair Shoemaker moved to approve the Cook Solutions Group Low Voltage Contractor for CCTV/Access Controls contract for \$54,725.82; seconded by Dir. Ralston. The motion passed unanimously.

c. Motion to approve new Mitel Phone System contract.

OR/PM Nelson said this new phone system is fully integrated with both departments and Deschutes County 911. The phone systems need to be hardwired.

Treasurer Beenen moved to approve the Mitel Phone System contract \$14,820.99; seconded by Vice Chair Shoemaker. The motion passed unanimously.

d. Discussion and motion for approval of SROA legal invoice in the amount of \$17,958.00

Chair Fister said in the land purchase contract with SROA the SSD agreed to reimburse “reasonable legal expenses.”

Treasurer Beenen moved to approve the SROA invoice in the amount of \$17,958.00 to cover ground lease legal expenses; seconded by Vice Chair Shoemaker. The motion passed unanimously.

e. Review of monthly memo to Deschutes County Commissioners

There were no changes to the document. Administrator Holliday will send out.

Chair Fister stated that SSD delivered a check today for \$1 for the purchase of the fire station building.

New Business

5. Motion to approve the August and July 2023 unaudited financials.

Treasurer Beenen stated some of the areas for the July financials will show be reflected in the August financials due to timing.

July

715: Revenue came in slightly ahead of budget, even though there is only interest income and charges for services being received. Police, Bike Patrol, and Administration came in underbudget, and Fire/EMS came in on budget for expenses.

716: There were no expenses and revenue due to interest income. There is a monthly transfer into 716 from 715 that needs to occur.

717: The \$2 million was received from Deschutes County, along with interest income. Expenses were minimal. Treasurer Beenen stated there is another check for \$2 million from Deschutes County coming July 2024. Chair Fister added that those funds from Deschutes County are set aside in a separate account for use for the Public Safety Building.

Brenna stated the August numbers will be ready for the next meeting. Chair Fister asked how the transition is going, and Brenna stated running concurrent books for July and August was a lot of work. But coming into September, things are looking good.

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

6. Monthly Chief/Administrator’s Reports

○ Fire Chief Boos

- There were 66 total calls for service for August.
- Chief Boos has met with all the staff one on one to find out their needs, the department’s needs, and strengths.
- Met with SDAO regarding HR and Board Training. SDAO has a lot of information to help the Fire Department and Police Department with HR needs and training.
- Payroll transition was a big lift for Mindy, Dana and Katie and they did a great job. The crews are happy with the progress. After the ADP transition we need to look at a new staffing program. We will create a steering group made up of Management and Labor to look at the various staffing programs out there.

- Chief Womer and I spoke at the OSU College of Engineering about safety considerations in SR.
 - Crews are doing well with the new construction.
 - Monthly Training/Fire – Company Training, EMS
 - There was a cardiac arrest at the Crosswater golf course. Thanks to the quick response of Sunriver Staff and LaPine Fire Department. The patient survived. Sunriver hosted a BBQ recognizing all the people who helped with the incident.
 - Evan Allen our new Firefighter/Paramedic started September 5, 2023.
 - Wildfire Update: Attended the daily briefings and cooperators meetings for the Bensel Fire and Pete’s Lake Fires.
 - Deschutes County is looking at an annunciator air raid siren. Sunriver might be one of the pilot programs.
- Police Chief Womer
 - There were 663 calls for service. 43 cases, 10 were outside Sunriver.
 - Corporal Kornblum was promoted to Corporal.
 - New coins, name plates and tie bars have arrived.
 - One applicant failed to pass background investigation and one applicant rescinded their job offer and chose Redmond PD. Interviews are set for September 18th. Two potential lateral applicants.
 - Last Bike Patrol scheduled for September 20.
 - Lt. Lopez working with COSPA on a PSA for Firearms Safe Storage.
 - Corporal Kornblum and Officer Weaver attended Women in Law Enforcement Conference. Chief Womer and Lt. Lopez attended the FBINA Oregon Conference. Officer Lyman is progressing through FTEP and Officer Mai continues in FTEP with an Academy date in September 2023.
 - Officers assisted with a shooting just south of Sunriver.
 - Officers assisted with commercial burglary/ UUMV case.
 - Several arrests for warrants, DUII, Domestic violence, etc.
 - Defensive tactics and drone training was conducted on monthly training day.
 - Officer Wilson has been requested to be assigned to CERT. Over 30 drone deployments.
 - Community events included Coffee with a Cop and the Life Saver Award for Sgt. Beck.
- Administrator Holliday
 - Accounting: Getting access to LGIP and FIB accounts; ensuring proper safeguards continue to be in place; workflow/best practices for transferring funds between LGIP and FIB various accounts; gathering notes/data to adjust SSD Financial Policies; numerous meetings with Brenna Glass, NowCFO, to address workflow, processes, policy updates, etc.; met with Kris Peterson, NowCFO management, to discuss August and July billing to accommodate issues from earlier this summer; received past documentation and best practices on signatures needed for various tasks.
 - Payroll: administered two test run payrolls through ADP in August. Reviewed all data to ensure each employee’s information is accurate. Made adjustments as needed, such as PERS vs Social Security, Union dues payments, tax filings, etc.; numerous meetings with ADP to ensure all accounting details regarding payroll are mapped to correct general ledger accounts; numerous meetings with ADP to ensure each employee is accruing vacation, sick, etc. leave is being accrued correctly. In addition, reviewing these accruals on an individual employee basis to make corrections/changes; rolled out ADP sign up to all employees. Troubleshooting questions from employees after initial roll out; met with

ADP to ensure correct quarterly taxes information for Q3 have been assessed, for finish the quarter 9/30/2023.

- Human Resources: received training and login access for all payroll liabilities (AFLAC, Pacific Source, The Standard, HRA Veba, etc.). This includes learning which employees utilize pretax and after-tax options; received training on how to calculate PERS for each employee and posting it to the online portal. Working with Brenna on checks and balances for this when PERS posts expense; received training on how to allocate the correct general ledger accounts/funds to pay the health insurance, AFLAC invoice, worker's compensation bill, etc.; received training on various tax worksheets, reports, and responsibilities for quarterly reporting; received access and training on how to submit payroll liabilities after each payroll for deferred compensation plans and garnishments; learning past practice and various documentation for onboarding and offboarding employees. Administering the addition or removal of these employees to all appropriate benefits; learning the documentation needed to acquire to support each payroll, such as status updates, deferred compensation plan changes, per auditing protocols.
- The chiefs, administrative assistants, and I met with SDAO representatives to discuss how to move forward with Accounting, Human Resources, and Payroll to ensure compliance and proper workflows. We also went through the entire list of duties to discuss which employee will be responsible for each, training needed, and the process to update job descriptions with a salary analysis.
- In addition, I continued to work with Board members and SSD staff on facilitating the Police Chief interviews and process, onboarding the New Fire Chief, duties associated with Executive Session and Special Board meetings.
- I attended the SROA Board meeting and worked with Deschutes County on the approval of the new SSD Board member, as well as how to proceed with a nominated candidate that did not move forward in the process.
- Reached out to representatives from the Accounting, HR, and Payroll realm to meet or attend a training session on those various functions. I also attended an Employment Law class in Bend from SAIF that was very informative.
- I opened an Office Assistant position, and have sent information out via social media, the Sunriver Chamber, and including a classified ad in the October issue of the Scene. I have received a handful of resumes and hope to start interviewing candidates soon.
- The chiefs and I met with Robert Felix, The Felix Group, who will be administering the SSD reserve study. I am working with the chiefs to update their reserve component lists, as well as gaining access and learning how to facilities the reserve study software. This was a task previously administered by Joe Healy at SROA.
- Met with Joe Healy and the auditors to begin the 2022-2023 SSD Audit. I have a list of items they need and am working on gathering those documents. Joe is continuing to support the District through this audit, as SROA was responsible for the accounting during this time frame. I am also involved so I can learn the process to administer the audit for future years.
- Public Safety Building: Provided support where necessary to OR/PM Nelson and other members of the team. Submitted the Scene story for October.

Treasurer Beenen stated in this transition, a lot of duties have been put on Board Administrator Holliday in a centralized fashion. He asked if that is the model that was intended. Chair Fister said there needs to be discussion of rewriting job descriptions, along with the Administrative Assistants for Police and Fire. Fire Chief Boos said in a few months, hopefully there is the ability to offload some pieces to the Administrative Assistants. The Board needs to evaluate and be clear on what the model should be, and

input from SDAO will be helpful. Treasurer Beenen added that the District calls her a Board Administrator but treat her like an Executive Director and that is a big difference in his mind. Chair Fister would like something in front of the Board by the end of the calendar year about the recommended organization, duties, processes, and policies.

Administrator Holliday stated she is working to get ahead of the curve for the 23-24 audit to ensure compliance with the change in accounting duties and responsibilities. Treasurer Beenen said in the meantime there needs to be additional oversight until the financial processes have been updated.

7. Update on SSD Payroll, Accounting, and Human Resources/Meeting with SDAO

Administrator Holliday stated her, and the chiefs attended a meeting with key officials from SDAO to get feedback on the various tasks and processes regarding payroll, accounting, and HR duties now that they are internalized. SDAO shared a lot of great information and advice. One benefit is an evaluation of the Board to assess strengths, weaknesses, areas of liability, etc. The chiefs shared the meeting was positive and informational.

8. Motion to approve Administrator Holliday's signature on auditor engagement letter.

Treasurer Beenen commented that the audit is a Board function, and based on his experience it should be signed off by the Board.

Treasurer Beenen moved to approve the signature on the auditor engagement letter; seconded by Dir. Ralston.

Dir. De Alicante amended the motion to include the signatures of either the Treasurer or the President; seconded by Treasurer Beenen. The amendment to the motion passed unanimously.

The amended motion passed unanimously.

9. Discussion and nominations for SSD Board Chair, Vice Chair, Treasurer, and Budget Committee

Nominations are accepted at the September Board Meeting, and the vote occurs at the October Board meeting. Board members can nominate another Board member or themselves for the position.

Chair

Treasurer Beenen nominated Dir. Fister for Chair.

Vice Chair

Dir. Ralston nominated Dir. Shoemaker for Vice Chair.

Treasurer

Dir. De Alicante nominated Dir. Beenen for Treasurer.

Dir. Ralston nominated Dir. Hepburn for Treasurer.

Budget Committee

Chair Fister nominated Dir. Kelley for the Budget Committee.

10. Selection of two Board members to represent the District at the annual review of the Rules Agreement with SROA

Chair Fister stated two SSD Board members are needed to attend the yearly review meeting of the Rules Agreement. Chair Fister, Vice Chair Shoemaker, and Dir. Ralston offered to represent the District, pending scheduling.

11. Motion to approve Resolution 2023-005 establishing signature authority.

Each time a new District Board member is sworn in the bank signature card must be changed and signed by all Board members.

Treasurer Beenen moved to approve Board Resolution 2023-005; seconded by Vice Chair Shoemaker. The motion passed unanimously.

12. Review and discuss MASA Medical Transport coverage for future Board members.

This item was postponed until the next meeting.

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

This item was postponed until the next meeting.

14. Discussion on November 2023 Board Work Session Orientation

Board Administrator Holliday shared a draft schedule for a Board Orientation/Work Session to be scheduled this fall. She will send out a few date options to see what works best for everyone.

15. Review August 2023 SROA Board meeting

Dir. De Alicante gave an update of the most recent SROA Board meeting, which included the annual meeting, updates to policies for Paid Leave Oregon, the strategic plan, and current SROA Board members and terms.

Treasurer Beenen moved to adjourn; seconded by Vice Chair Shoemaker. The motion passed unanimously. Meeting adjourned at 4:58 p.m.

Submitted by Board Administrator, Mindy Holliday