

# SUNRIVER SERVICE DISTRICT

## MINUTES OF BOARD SPECIAL MEETING

2 p.m. Tuesday March 19, 2024

Sunriver Homeowners Aquatic & Rec Center (SHARC) Pringle Room, 57250 Overlook Rd. Sunriver, OR

**Call to Order:** 2:00 p.m.

**Roll Call:** Chair Fister, Vice Chair Shoemaker, Treasurer Beenen, Dir. Ralston, Dir. Kelley, and Dir. Hepburn were present. Dir. De Alicante was not present.

**Staff present:** Board Administrator Holliday, Chief Boos, Deputy Chief Bjorvik, Chief Lopez, Captain Kornblum

**Public Input:** Debbie Baker, Sunriver resident, provided thoughts on the budget, Reserve Fund contribution, and advised to increase the millage rate.

### Consent Agenda

**1. Deschutes County 911 invoice in the amount of \$19,673.22**

Dir. Ralston moved to approve the Deschutes County invoice; seconded by Dir. Hepburn. The motion passed unanimously.

### Old Business

**2. Review draft 715 Operating, 716 Capital, and 717 Public Safety Building budgets**

Administrator Holliday stated there have been no changes to 716 and 717 since the March 14, 2024 Regular Board meeting.

Chair Fister suggested the Board go through proposed budget savings by Administration, Fire and Police.

#### **Fire:**

1. Chief Boos proposed cutting \$50,000 from overtime (OT), however, he shared concern about unknowns such as staff getting sick, injuries, or employees out for other reasons. If a larger amount of the OT budget was cut, each shift would only have 2 full-time employees working each shift, as the contract has specific requirements for staffing levels.

Vice Chair Shoemaker suggested reducing the OT budget by \$70,000 but adding an additional \$20,000 to the Fire Contingency fund for a total of \$35,000. There was further discussion about leadership staff paying more attention to OT hours. The Board also discussed the potential concerns with only having two full-time employees working a shift. Dir. Kelley suggested looking at historical trends, as there could be times when more staff should be on duty and when reduced staffing levels are more feasible. Dir. Hepburn is concerned that reduced staffing levels will also impact La Pine and Bend Fire Departments.

The Board agreed to reduce the OT budget by \$70,000 and added an additional \$20,000 to Fire Contingency.

2. Chief Boos offered to increase Conflagration Revenue by \$60,000, as there is potential of Chief Boos and Deputy Chief Bjorvik could both be assigned to regional wildfires. The

District is reimbursed for wages, equipment, machinery, etc. while on these wildfires. Chair Fister suggested keeping this as budgeted. Treasurer Beenen also did not feel comfortable with both chiefs being out at the same time. Dir. Ralston agreed, and added the District should not be searching for ways to be gone just to raise revenue.

The Board agreed to leave the Conflagration Revenue as is.

3. Chief Boos already decided to cut \$12,000 from Employee Medical Expenses, which removed Wellness Coaching. Chief Boos feels strongly that employees need to be given the tools to deal with mental health issues. He explained there are currently no wellness trainings, and the department was exploring starting a program. Board members shared concerns about cutting wellness programs, however, they suggested Chief Boos come to the Board mid-year to assess the budget or to use contingency funds. Chief Boos is pushing for peer support training from other local agencies. Chief Lopez suggested Fire and Police work together on this with their budgets.

The Board agreed to remove the \$12,000 from Fire Employee Medical Expenses.

4. Chief Boos already decided to cut \$4,000 from Building Grounds and Maintenance, as the new building will open halfway through the year.

The Board agreed to remove the \$4,000 from Building Grounds and Maintenance.

5. Chief Boos already decided to cut \$1,000 from Travel/Lodging/Meals.

The Board agreed to remove the \$1,000 from Travel/Lodging/Meals.

#### **Police:**

1. Chief Lopez proposed cutting Bike Patrol staff from four to three. This would save roughly \$11,687.48. Police is hiring a CSO (Community Service Officer) to serve as the manager of bike patrol and to assist on the paths during the peak season and be available for other administrative functions during the shoulder seasons and winter. Discussion continued around reducing Bike Patrol centered on the need for presence of the CSO on the community bike paths. Citizens and visitors are concerned about speeding, etc.

The Board agreed to move Bike Patrol staff from four to three.

2. Chief Lopez stated Citizen Patrol will be incorporated into the department as a volunteer program. He could reduce their budget for uniforms and training by \$1,000 as Citizen Patrol does have funds available from previous events.

The Board agreed to remove \$1,000 from Volunteer Services.

3. Chief Lopez suggested reducing Public Education Supplies by \$650, as there may be additional funds to utilize for the Grand Opening of the Public Safety Building.

The Board agreed to remove \$650 from Public Education Supplies.

4. Chief Lopez proposed to cut the automated License Plate Readers, at a cost of \$14,500 for the first year. He stressed that having these could significantly aid in the identification of criminal activity coming in and out of Sunriver. He feels there is a direct

need for these based on instances that have occurred within this past year. There was follow up discussion to answer questions regarding placement, the lease, costs, etc. Board members shared concern about the public response and said education must be a priority.

The Board, except for Treasurer Beenen, agreed to keep the License Plate Readers in the budget.

5. Lastly, Chief Lopez said he could reduce the OT budget by \$3,000. He stated though, that current OT funds would only be available to cover 40 out of 1,500 shifts throughout the year.

Vice Chair Shoemaker suggested moving the projected \$3,000 cut from OT into Police Contingency, primarily due to the OT budget being significantly less than Fire with the same amount of employees.

The Board agreed to reduce the OT budget by \$3,000 and added an additional \$3,000 to Police Contingency.

**Administration:**

1. Administrator Holliday already decided to eliminate \$1,750 from District Functions. The District will not provide water and coffee at meetings, nor lunch for full-day training. In addition, the Deschutes County/SSD annual meeting will now be held in the new Public Safety Building Conference Room and catered by a local company, which will reduce costs as it historically is at the Sunriver Resort. In addition, Administrator Holliday will not pursue SSD logo shirts for Board members and there will not be an SSD Employee Holiday Party. It was agreed the party last year was appreciated and well received by all, but it makes sense at this time to make the proposed cut.

The Board agreed to remove \$1,750 from District Functions.

2. Administrator Holliday proposed cutting \$4,000 from Accounting for by eliminating an additional reserve study discussed last year to take place at the end of construction. This will now be completed as part of the 717 Public Safety Building budget.

The Board agreed to remove \$4,000 for the Reserve Study.

3. Administrator Holliday suggested cutting the Legal budget by \$5,000, but cautioned it is hard to predict based on unknowns and the next year could have additional costs due to collective bargaining. Overall, the Legal budget had been increased from \$30,000 to \$45,000 for the next fiscal year due to union negotiations.

The Board agreed to keep the Legal budget to \$30,000.

4. Administrator Holliday had budgeted \$7,500 for Streamline, a web development company, to build a new ADA compliant website for the District and move it to a .gov account. The redesign would allow one District website to house Fire, Administration, and Police. Chief Lopez added the current site is cumbersome and lacks necessary functions and professionalism. Chief Boos noted concerns about 911 integration for web and email addresses.

The Board agreed to keep the \$7,500 budget for updates to the SSD website.

5. Administrator Holliday proposed to cut \$5,000 from Contract Services to bring some of the outsourced duties in-house. The District is currently paying for these services at high rates, and she is hoping to cut \$5,000 by taking on some duties and moving part of her current workload to Heather McGuire in her new role as Executive Assistant. In addition, Chief Boos and Administrator Holliday are researching various CPAs to see if there are cost savings for the District.

Vice Chair Shoemaker is in favor of moving away from NowCFO as the District moves out of the transition period of taking payroll and finance in-house. Treasurer Beenen believes the District books should be kept by an accountant, but is in favor of looking into a new CPA service at a lower cost than the District is currently paying NowCFO.

The Board agreed to cut \$5,000 from Contract Services for NowCFO.

6. Lastly, Administrator Holliday proposed reducing the hours of the District Executive Assistant from 29 to 25 hours per week. This would reduce the budget by roughly \$8,000. She is not in favor of this option, as she is hoping to move some of her current workload to this role.

The Board agreed to keep the District Executive Assistant hours to 29 per week.

7. There was a discussion about the amount of District Contingency. Treasurer Beenen felt the District Contingency should be lower. Administrator Holliday stated the overall contingency for the District is \$75,000. \$15,000 is housed each in the Fire and Police Departments, and \$30,000 in the District Administration Department. She suggested if the Board would like to keep the overall contingency at \$75,000, then with the changes discussed in this meeting, that would put the District Contingency at \$42,000.

The Board agreed to move the District Contingency to \$42,000.

These changes equaled an overall reduction in the 715 Operating Budget of \$109,087.48.

### **3. Discuss SSD Budget Committee FY 24/25 recommendations**

The current recommendation from the SSD Budget Committee is to submit a budget without a reserve fund transfer from the 715 Operating Fund.

The Board is exploring the idea of the FY 24/25 Reserve Fund contribution be from excess funds from the Public Safety Building Fund when it is completed. If there are funds available, the Board can submit a revised budget during the fiscal year to account for this reserve contribution. There was discussion about whether a budget should be submitted with or without a reserve contribution. Treasurer Beenen strongly urged a reserve contribution at some point in the next fiscal year. Dir. Ralston agreed, but suggested waiting until the building is complete to propose a transfer from the remaining 717 funds.

The Board did not decide on the Reserve Fund contribution for FY 24/25.

### **4. Discussion and motion to approve SSD millage tax rate increase to \$3.45/\$1,000 of tax assessed value**

Treasurer Beenen suggested increasing the millage rate to \$3.45/\$1,000 of tax assessed value and put \$300,000 into the 716 Reserve Fund from the 715 Operating Fund. Dir. Hepburn

believes the Board should raise the rate now, since the funds are needed. The Board also discussed it will be necessary to raise the rate to help with the justification of needing TRT funds from Deschutes County. There was consensus that if the rate is raised, the District should continue to look for ways to save but utilize the money when and where it is needed.

It was decided to pass the edited FY 24/25 budget back to the Budget Committee agreeing to raise the rate to \$3.45, but no Reserve Fund contribution at this time. The Budget Committee can take these suggestions and will have time to review the updated proposed budget with the suggestions made by the Board. The Budget Committee can vote to make their final recommendations to send back to the Board with the final budget.

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

Meeting adjourned at 4:38 p.m.

Submitted by Board Administrator, Mindy Holliday

APPROVED