

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, February 15, 2024

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

Call to Order: Dir. Hepburn convened the meeting at 3:00 p.m.

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

SSD Staff: Police Lt. Lopez, Captain Tory Kornblum, Fire Chief Boos. Board Administrator Holliday was present via Teams.

SROA Staff: Susan Berger

Public Input: Chad Van Meeteren from 1 Tan Oak came to thank Fire Chief Boos for personally responding to an emergency call at his home. Chief Boos was new to the department, and La Pine Fire was called in for mutual aid as the Sunriver crew were out on another call. He wanted to ensure a high level of care was being given. Mr. Van Meeteren thanked the Chief and the District for the care and compassion shown to the community.

Consent Agenda

1. Motion to approve:

- a. January 18, 2024 Regular Board meeting minutes
- b. SROA Invoice in the amount of \$5,912.82
- c. Moss Adams LLP invoice in the amount of \$9,200

Administrator Holliday explained the Moss Adams invoice was for the remaining 22/23 FY Audit and the previously Board approved mid-year assessment cost.

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

Old Business

2. Public Safety Building Update

a. Public Safety Building Construction Update

OR/PM Nelson provided an update on the Public Safety Building. He reviewed the various invoices for the funding request submitted this month and stated the master schedule has changed slightly. Fire staff will be relocated in July instead of April, due to utility connections for power. The electrical switch is scheduled to be delivered in August instead of September/October.

Inside the new police station, soft fits are being built and insulation is going into the ceilings. Once ceiling inspection for electrical has passed, drywall will begin. For the new fire station, subcontractors are staggered by a week to allow for their work to be completed. Insulation will begin the week of Feb. 26, followed by drywall. Ceilings and walls of the apparatus bay will be completed within a week. Trusses are sent to be delivered Feb. 26.

Temporary living quarters for Fire staff will be granted through a temporary occupancy permit from Deschutes County. KNCC has been working closely with the inspector to allow

occupancy of certain locations of the building throughout construction. Without this collaboration, the District would incur costs of temporary facilities for the Fire staff.

Signage on the building will not be placed on the stone as originally discussed. SROA has approved stone pattern for exterior of the building, which will begin in April. Additional paperwork will be submitted to SROA for covered parking when stone is complete.

b. Motion to Approve January 2024 Building Funding Requests in the total amount of \$1,372,375.23

- i. Nelson Capital invoice in the amount of \$9,500.00
- ii. KMB Architecture invoice in the amount of \$115,569.57
- iii. Carlson Testing Inc. invoice in the amount of \$1,777.75
- iv. Kirby Nagelhout Construction invoice in the amount of \$1,096,547.68
- v. Eds Propane invoice in the amount of \$12,665.33
- vi. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
- vii. North Rim Electric, LLC invoice in the amount of \$132,680.00
- viii. SROA permit fee in the amount of \$2,000.00
- ix. SSD Reimbursement in the amount of \$634.90

Chair Fister moved to approve the invoices as presented; seconded by Dir. Ralston. The motion passed unanimously.

c. Review of monthly memo to Deschutes County Commissioners

Administrator Holliday added a levy loan payment added as a line item, as she felt it was important to include in the budget breakdown. If there are no changes, she will send out as soon as possible.

3. Discussion on Management Agreement changes

Chair Fister presented and reviewed the changes with the Sunriver Owners Association Board. At this time, there are no requested changes, and he was able to answer outlying questions. The District will attend the Deschutes County Board of Commissioners Work Session on Feb. 26, 2024 to discuss the changes and ask for feedback on the management agreement.

4. Discussion on updating the SSD Strategic Plan

Dir. Shoemaker met with Administrator Holliday, Chief Lopez and Chief Boos. He will provide a more detailed update at the next meeting, as he was not present.

New Business

5. Monthly Chief/Administrator's Reports

Police Chief Lopez

- Nine out of 22 cases were outside Sunriver.
- Chief Lopez's short-term priorities include hiring, and policy and standard operating procedures updates. Primarily the new tow and volunteer policy.
- Moving away from patrol training program. Parts of patrol training will be incorporated into field training.
- Corporal Elizabeth Lawrence started Feb. 5, 2024.
- The department adopted digital performance evaluations to streamline the process and keep records in one location.

- Chief Lopez and Captain Kornblum attended the ELTS conference in Seaside. They were able to network with leaders throughout Oregon and attend various seminars. Chief Lopez attended new Chiefs dinner as well.
- The department is researching new scheduling software, Vector, to replace Aladtec. Staff are making sure the program integrates well with ADP. Looking for transition at the start of the new fiscal year.
- Officer Mai graduated from the academy on Jan. 26 and is in field training.
- Officer Mann was able to get into the academy on Jan. 29, two months earlier than expected. She will be back and in field training in time for busy season this summer.
- Officer Ardaiz, Officer Mai, and Corporal Lawrence are currently in field training.
- Officer Weaver is retiring at the end of February.
- Drone flew 52 times in January; three SWAT callouts, training and agency assists.
- Community Events: Polar Plunge, currently raising funds for Special Olympics Oregon.

Fire Chief Boos:

- Calls for service were down just less than 50% compared to January. No mutual aid was given but was received from La Pine Fire. Training hours were up considerably.
- There was a fire on Acer Lane caused by small lithium batteries in heated gloves.
- The department is currently testing for the Firefighter/Paramedic position. They are all lateral candidates.
- There are staffing shortages due to injuries or family leave; Chief Boos worked a shift and really enjoyed it.
- Developing FY 24/25 budget.
- Working with Dennis Dishaw and Jill Stephens on the Fire and Police Foundation; received \$45 visa gift cards to give to community members that might need gas or food.
- Chief Boos, Chief Lopez and Capt. Kornblum met with Oregon State Rep. Reschke, who oversees this area.
- Working with Administrator Holliday on property, casualty, and workers compensation insurance update.
- Chief Boos will be attending the Northwest Leadership Seminar in Portland.
- Operations update: More shift-level training, and schedules have been altered to accommodate training throughout the day.
- Sunriver Fire has started training with La Pine Fire Station 102.
- Sunriver Resort has been working with crews on facility tours of the Great Hall and Lodge to become familiar with the facilities.

Administrator Holliday:

- Accounting: Mid-year assessment with auditor, Moss Adams, went well. They went through examples of payroll, accounts payable, fund transfer process and financial policies. Feedback was positive, and current practices are on track for another clean audit. Administrator Holliday continues to meet with Brenna Glass, NowCFO, weekly to address financial questions and concerns. Meetings are getting shorter and shifting to every other week as efficiencies are created. The FY 24-25 budget kick-off meeting was last month, and she is working with departments to gather information, and to troubleshoot issues and make corrections.
- Payroll: This month had some challenges with sending out W-2's, however, Administrator Holliday was able to work with ADP to get things corrected and documents out to employees. She also met with PERS to get updated information for worker's compensation reporting due to recent claims to ensure accuracy.

- Human Resources: Troubleshooting workers compensation and Paid Leave Oregon claims. Administrator Holliday would like to eventually attend Police and Fire staff meetings to share updated information and changes in the SSD Handbook. She also met with legal counsel on handbook changes, gathered and submitted necessary year-end information to OSHA, and sent out a 60-day notice to all employees of benefit year change.
- Operations: Administrator Holliday attended the SDAO conference. She met a lot of people and learned a lot from the seminars. Will be working with Administrative Assistants Warren and on the 2023 SSD Annual Report. Working with Chief Boos on updating the property insurance schedule. Gathering information for Deschutes County health insurance plan to see if non-represented staff could utilize that plan, which might be a cost savings for the District.

6. Motion to approve Resolution 2024-001 approving changes to the SSD Employee Handbook

Administrator Holliday met with Dee Rubanoff, legal counsel, to discuss the updates and changes. The first update is in regard to adding stricter language if an employee changes their marital/dependent status and does not let the District know, as this may cost the District extra in benefits. Second, the chiefs and all represented employees are able to sell back any unused sick leave to their HRA VEBA account upon leaving the District. It was recommended, in accordance with the Equal Pay Act, the District make this available to all employees. The last change references updates with Paid Leave Oregon (PLO). An Oregon Senate bill passed removing a cap of how much an employee can claim of vacation, sick or accrued time to offset the amount received from PLO. Many agencies are moving towards not putting a mandated amount of time taken and having employees decide the accrued hours taken per payroll, not to exceed their scheduled hours during that time period. Capping time for employees is very difficult to track since they get a portion of their pay from the State under PLO and the District does not know how much the employee receives until after payroll has been issued.

Treasurer Beenen stated he felt the copy of the handbook in its current revised state is difficult to read and would like to see a copy with the revisions made. Dir. Hepburn asked Administrator Holliday if the changes can be tabled until the following Board meeting. She advised these changes impact employees currently on leave and is time sensitive. It was determined the Board would put the motion to a vote to approve the changes as they appear.

Chair Fister moved to approve Resolution 2024-001 approving changes to the SSD employee handbook; seconded by Dir. Ralston. Dir. De Alicante and Treasurer Beenen vote no, all others voted yes. Motion passed.

7. Motion to approve Resolution 2024-002 increasing the FY 2023/24 716 fund Police Capitol Auto Expense budget by \$1,000:

Administrator Holliday stated two new patrol vehicles were approved for the current fiscal year, however, due to inflation the 716 Capital expense budget originally presented does not cover all the costs. The additional amount needed is \$1,000 to properly upfit radar units in the new patrol vehicles. The District was advised to approve any additional expenses above the approved budgeted amount be by resolution.

Dir. Ralston moved to approve Resolution 2024-002; seconded by Treasurer Beenen. Motion passed unanimously.

8. Motion to approve Resolution 2024-003 approving the FY 24/25 Fee Schedule:

Administrator Holliday stated the District Fee Schedule was approved during January's Board meeting by motion, but Deschutes County advised the Board to approve a resolution for the changes.

Dir. Ralston moved to approve Resolution 2024-003 approving the FY 24/25 Fee Schedule; seconded by Treasurer Beenen. Motion passed unanimously.

9. Motion to approve Fire and Police FY 2024/25 716 fund Capital Outlay budget requests.

Administrator Holliday stated this motion is not to approve budget, but to approve the FY 24-25 Capital expenditures. This allows the Budget Committee to move forward in the budget preparation process.

Chief Lopez requested a new patrol truck with an upfit to continue the plan of replacing one fleet vehicle each year to avoid the high cost of fleet breakdown. Chief Boos requested replacement of the SCBA units, per the reserve schedule. The department is applying for a grant to assist with the cost, but will not know until the next fiscal year if awarded. Chief Boos also requested to replace Deputy Chief Bjorvik's truck, as it has over 100,000 miles. His current truck will be kept and added to the fleet for use by the crews.

Treasurer Beenen moved to approve Fire and Police FY 24/25 716 fund Capital Outlay budget requests; seconded by Dir. Ralston. Motion passed unanimously.

10. Motion to approve the January 2024 unaudited financials

Treasurer Beenen provided the January 2024 unaudited financials.

715: Revenue came in under than expended, which is primarily due to ambulance charges being down. Property taxes received were also down, but Treasurer Beenen stated he hopes it catches up as more payments start coming in. Police and Fire expenses were under budget for the month as well as YTD. Administration was well over budget for the month, primarily due to underbudgeting for financial services needed for the District. Administrator Holliday stated there was also a \$15,000 payroll tax that was not expected. She is researching this but was advised by ADP that it can be reimbursed by the IRS. Treasurer Beenen stated the District as a whole is underbudget.

716: There were no expenses for the month, but a small amount of revenue due interest income.

717: Revenue for this budget is higher than expected, due to interest income. Dir. Ralston said he is working with OR/PM Nelson to have a Reserve Study done specifically on the new building.

Dir. Ralston moved to approve the January 2024 unaudited financials; seconded by Chair Fister. Motion passed unanimously.

11. Review January 2024 SROA Board meeting

Dir. De Alicante provided an update on the last SROA Board meeting, which included tree protection, increase in costs from Midstate Electric, the current police space once moved into the new building, dog park task force, owners survey, and the SROA Transient Room Tax request for funds.

Meeting adjourned at 5:07 p.m.

Submitted by Board Administrator, Mindy Holliday