

# SUNRIVER SERVICE DISTRICT

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## Managing Board – Meeting Agenda

1:00 p.m. Thursday, October 16, 2025

Sunriver Public Safety Building, Seator Hall Conference Room, 57475 Abbot Drive, Sunriver, OR

\* Instructions for joining the meeting remotely are on last page of this document

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Public Input**

### **Consent Agenda**

1. Motion to approve:
  - a. September 18, 2025 Regular Board meeting minutes

### **Old Business**

2. Public Safety Building – Nelson
  - a. Public Safety Building Construction Update
  - b. Motion to approve September 2025 funding requests in the total amount of \$8,023.37
    - i. Day Wireless invoice in the amount of \$2,493.37
    - ii. Nelson Capital invoice in the amount of \$5,530.00
3. Update and status of SSD Reserve Study – Holliday/Nelson

### **New Business**

4. Monthly Chief/Administrator's Reports
  - Police Chief Rasic
  - Administrator Holliday
  - Fire Chief Boos
5. Report on quarterly meeting between SSD Chair and SROA President – Fister
6. Election of Board Officers (Chair, Vice Chair, Treasurer) - Fister
7. Discussion Regarding 2025 Board Work Session – Holliday
8. Motion to approve Resolution 2025-015, approving the title change of the position of Police Captain to Police Lieutenant – Rasic/Holliday
9. Review and approve August and September 2025 unaudited financials – Holliday
10. Review of September 2025 SROA Board meeting - Schneider

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## INSTRUCTIONS TO PARTICIPATE REMOTELY

### Microsoft Teams

#### [Join the meeting now](#)

([https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTI1MGJmJctY2Y0YS00MGU0LWJmNDItNTA2Yjk1MmYwZTA1%40thread.v2/0?context=%7b%22Tid%22%3a%22d8a3543b-3e34-459b-9d24-24a2ddc587fa%22%2c%22Oid%22%3a%229c7f5e69-ef1d-4f17-bc2a-2564c3cfc916%22%7d)

[join/19%3ameeting\\_MTI1MGJmJctY2Y0YS00MGU0LWJmNDItNTA2Yjk1MmYwZTA1%40thread.v2/0?context=%7b%22Tid%22%3a%22d8a3543b-3e34-459b-9d24-24a2ddc587fa%22%2c%22Oid%22%3a%229c7f5e69-ef1d-4f17-bc2a-2564c3cfc916%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTI1MGJmJctY2Y0YS00MGU0LWJmNDItNTA2Yjk1MmYwZTA1%40thread.v2/0?context=%7b%22Tid%22%3a%22d8a3543b-3e34-459b-9d24-24a2ddc587fa%22%2c%22Oid%22%3a%229c7f5e69-ef1d-4f17-bc2a-2564c3cfc916%22%7d))

Meeting ID: 297 249 632 326 1

Passcode: ky36Zn3A

Individuals needing special accommodations must request such services at least 48 hours prior to the meeting.  
To request accommodations or services, call 541-585-1400 or email [ssdadmin@sunriversdor.gov](mailto:ssdadmin@sunriversdor.gov).

# SUNRIVER SERVICE DISTRICT

## MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, September 18, 2025

Meeting In Person at Seator Hall Conference Room and Via Microsoft Teams

**Call to Order:** Chair Fister called the meeting to order at 1:14 PM

**Pledge of Allegiance**

**Roll Call:** Chair Fister, Vice Chair Shoemaker, Treasurer Kelley, Dir. Zook and Dir. Stephens were all present.

**SROA:** Ex Officio Randy Schneider

**SSD Staff:** OR/PM Nelson, Fire Chief Boos, Police Chief Rasic, and Administrator Holliday

**Public Input:** None

Jill Stephens and Kent Zook were sworn in as new Board members.

### Consent Agenda

**1. Motion to approve:**

- a. August 21, 2025 Regular Board meeting minutes
- b. SROA Invoice in the amount of \$5,397.40

Treasurer Kelley moved to approve the consent agenda; seconded by Dir. Zook. The motion passed unanimously.

Vice Chair Shoemaker joined the meeting via Teams at 1:19 p.m.

### Old Business

**2. Public Safety Building**

**a. Public Safety Building Construction Update**

OR/PM Nelson reported he met with the KNCC team on September 11, 2025. During the meeting, KNCC confirmed they have assigned a representative to be on site to complete the remaining work. Additionally, electrical trades will be present to carry out their respective tasks. Nelson also noted the geotechnical report for the South Apron Project returned favorable results, supporting the installation of the planned drywell in the area. A revised fee proposal has been received from the landscaping contractor for review. Lastly, individuals have been identified to address the lock replacement issue at the Police Department.

**b. Motion to approve August 2025 funding requests in the total amount of \$9,485.00**

- i. Systems West Engineers invoice in the amount of \$1,330.00
- ii. 3BK Signs invoice in the amount of \$2,440.00
- iii. Bridgetown Builders invoice in the amount of \$675.00
- iv. Nelson Capital invoice in the amount of \$5,040.00

Treasurer Kelley moved to approve the August 2025 funding requests in the total amount of \$9,485.00; seconded by Dir. Zook.

Administrator Holliday noted only \$14,000 was originally budgeted for project administration. Following the approval of the current invoice from Nelson Capital, approximately \$2,000 would remain in that budget line. She requested the Board discuss the duration of Nelson's contract and consider whether a transfer of funds might be necessary. Nelson explained he had allocated all project-related costs for September—excluding those from Systems West—under the construction building code. However, Administrator Holliday clarified that, historically, all Nelson Capital invoices for the project have been charged to the project administration budget.

While Nelson stated this month's invoice was coded under construction, Administrator Holliday emphasized maintaining consistency with past accounting practices is important. She advised rather than charging the invoice to the account with more available funds, it would be best to apply the cost to the appropriate account and transfer funds if needed. In agreement, Chair Fister recommended the invoice code be revised so the Nelson Capital charge is properly allocated to project administration.

Chair Fister called for the vote. The motion passed unanimously.

Chair Fister asked Nelson to provide a timeline for the completion of project administration. Nelson responded he anticipates all project activities will be concluded by the November board meeting. Chair Fister then requested Nelson provide Administrator Holliday with an estimate of the funds required to complete the project through the end of the year. Administrator Holliday clarified the District's budget structure differs from Nelson's internal project budget, but it is the District's budget that must be adhered to for accountability purposes. She asked Nelson to assess whether additional funds will be needed in each budget account to complete the project and to provide that information.

**c. Motion to approve:**

**i. Bridgetown Builders for added sandbags on South Apron, Fire Extinguisher Cabinets and install shower doors.**

Nelson reported additional 20 feet of sandbagging is required as part of the ongoing work. He also noted the shower doors have been quoted, with an estimated lead time of approximately three weeks. In addition, fire extinguisher cabinets for the Fire Department are included in the remaining items to be completed.

Dir. Stephens moved to approve an additional committed cost of no more than \$19,000 to the project; seconded by Dir. Zook. Motion passed unanimously.

**ii. Revised HHPR proposal for engineering South Apron.**

Dir. Zook moved to approve additional engineering costs not to exceed \$5,000 for HHPR; seconded by Treasurer Kelley. Motion passed unanimously.

**3. Update and status of SSD Reserve Study**

Chair Fister noted Nelson is still awaiting information in order to move forward with the Reserve Study. He also mentioned both new board members had received an email from former Board Director John Ralston, providing background and an update on the study's status. Administrator Holliday asked Nelson to confirm whether any bids had been received for the items listed in the document she had previously sent him. Nelson responded he is still waiting on various figures and rough order of magnitude (ROM) costs, and no formal quotes have been received yet. Chair Fister requested Nelson provide an estimate to give the reservists—even if the numbers are high—as it would still be helpful. Administrator Holliday stated she would resend the log to assist in gathering the necessary figures. Chair Fister added it would be beneficial to get the Reserve Study completed as soon as possible.

**4. Motion to approve Resolution 2025-013 to accept the updated SSD Policies**

At the August meeting, the Board reviewed a list of revised policies and updates. No changes were requested, and the final version of the document was included in the current board packet.

Dir. Stephens moved to approve Resolution 2025-013 to accept the updated SSD Policies; seconded by Treasurer Kelley. The motion passed unanimously.

## **5. SSD Nominating Committee Update**

Administrator Holliday reported she submitted information to The Scene seeking volunteers to serve on the Nominating Committee. In addition, it has been promoted through social media. However, no applications have been received to date. She encouraged everyone to help spread the word, with the goal of recruiting one to three members. Administrator Holliday is also working with Committee Chair John Ralston to develop a Nominating Committee manual and noted an online application form is available on the SSD website.

Director Stephens inquired about the nature of the commitment. Administrator Holliday explained it involves approximately 25 hours per year and is not a significant time investment. Committee members are expected to convene when there is a vacancy, review applications, and participate in the interview and selection process. This typically occurs annually in the spring, with appointments made in July. She added that serving on the Nominating Committee is a great entry point for community members interested in becoming more involved with the District.

## **New Business**

### **6. Monthly Chief/Administrator's Reports**

#### **➤ Administrator Holliday**

Administrator Holliday referenced her written report included in the Board packet and provided an overview of recent activities. She has been working closely with external auditors to prepare the necessary documentation for the FY25 audit and to finalize the on-site fieldwork. She noted the process is going well and expressed hope the final audit will be completed by next month. In addition, year-end financials were finalized to ensure an accurate and timely close of the fiscal year.

Administrator Holliday reported she has been working with ADP to resolve a few tax issues. She also met with ADP to explore additional service offerings—such as timekeeping—that may benefit the organization. She is evaluating how the District might better utilize the full range of ADP's services.

She explained the SAIF payroll audit process, which is expected to result in a refund of approximately \$6,000. Administrator Holliday continues to manage employee onboarding and offboarding processes and has participated in ongoing labor contract negotiations with the Fire Department. She has also onboarded the new board members, providing them with an overview of the District's history, financials, roles, and responsibilities.

Administrator Holliday shared her recent professional development activities, including attendance at OSHA training, PERS updates, an Employment Law session, HR training in Redmond, and a fire services funding session hosted by the NSDA.

She reiterated the update on the Nominating Committee status previously discussed during the meeting. For the October issue of The Scene, Administrator Holliday submitted several stories, including a feature on past board members John Ralston and Bill Hepburn, information about Nominating Committee openings, details about the upcoming SSD Board meeting, and news about Police Corporal Jason Van Meter's upcoming attendance at the FBI Academy. Lastly, she is coordinating with a photographer to take updated professional photos of the Board and senior staff for use on the website and in the Public Safety Building lobby.

Dir. Stephens asked about the ADP taxes and if employees were affected. Administrator Holliday stated no, it is only employer paid taxes.

➤ **Fire Chief Boos**

Chief Boos reviewed the dashboard of operational statistics included in the board packet. He reported total monthly calls for August 2025 were 78, compared to 55 in August 2024. The breakdown of fire responses included structure fires, wildland fires, open illegal burns, vehicle fires, and miscellaneous incidents. Turnout times remain consistent with 2024, while overall response times have improved. He also noted improvements in scene back-to-service times. In terms of EMS activity, the Chief explained the data includes both transport and non-transport calls, as well as walk-ins, but only reflects calls the department actually responded to. Training hours for the department are higher this year compared to the same time last year. Vehicle accident calls have remained roughly the same, while public assist calls—which include incidents such as gas odor investigations and changing smoke alarm batteries—continue to be a regular service. The Chief also reviewed mutual aid activity, noting Sunriver continues to support nearby agencies such as La Pine and Bend as needed. He explained ambulance billing figures for new board members, reporting that over \$61,000 was billed for the month of August 2025.

Labor negotiations were discussed in Executive Session. The Chief also shared updates from his participation on the Deschutes County Fire Defense Board, where meetings are ongoing. At the state level, he reported the Oregon Fire Chiefs Board is relatively quiet at this time due to the absence of a legislative session. However, the State Fire Marshal's Office is currently reviewing its budget following travel restrictions imposed by the Governor on out-of-state travel. The Chief participated in a recent Central Oregon Fire Chiefs roundtable and attended a Project Wildfire meeting focused on defensible space initiatives. With the District's strategic plan now completed, WHA will assist in the development of a strategic plan specifically for the fire department.

Operationally, the department has expended the funding received from the Oregon State Fire Marshal's Office for fire season upstaffing. The Chief also reported on Sunriver's involvement in various conflagration fires around the state. Lastly, he mentioned the department regularly has Physician Advisor training to review cases.

Chair Fister stated while doing the fire department strategic plan to have metrics for annual indicators, such as five key metrics to have and accomplish this fiscal year.

➤ **Police Chief Rasic**

Chief Rasic reviewed the department's dashboard and call statistics, reporting a total of 898 calls for service—an increase over the previous year. He noted calls are up across all categories, with the most significant increases seen in non-emergency and self-initiated calls. This uptick is largely attributed to increased staffing levels and the presence of the Bike Patrol throughout the summer.

Community engagement numbers for SRPD are also higher, particularly in areas such as HOA-related issues and community policing. This increase reflects officers' proactive efforts to connect with the community during the summer months. In August, the department conducted 58 investigations, 11 of which were outside the Sunriver area. Call volume in Caldera Springs and Crosswater also saw a slight increase, with 31 total calls—26 handled by SRPD, 4 by Deschutes County Sheriff's Office (DCSO), and 1 managed jointly.

Chief Rasic praised the Bike Patrol team for their performance this year, noting they set a high standard for future seasons. The six Bike Patrol officers made over 2,000 community contacts in August alone. All Bike Patrol officers remained on duty through August, with a few continuing into September. He also acknowledged the continued value of the Citizen Patrol, which recorded 229 public assist contacts and contributed 166 hours of community service. He

emphasized their involvement is critical to the department's ability to deliver a wide range of services.

Officer Piontek has successfully completed field training. The department is currently reviewing resources and standard operating procedures (SOPs) with the sergeants to streamline processes and maximize effective use of funding. Sgt. Davis recently completed a comprehensive revision of the Field Training Manual, creating a detailed, step-by-step guide used for new hires through their training until they are fully independent officers.

Chief Rasic informed the Board of the need to begin preparations for advertising and hiring to fill the vacant Captain's position, which is scheduled to begin January 1, 2026.

National Night Out was an enormous success, with approximately 250 attendees. The event provided a great opportunity for community engagement. Efforts are underway to increase the department's presence on social media to further enhance outreach. He also noted he has met several times with the Police and Fire Foundation to discuss collaborative efforts. One of which is a training session in October focused on internet scams and fraud prevention.

**7. Motion to approve Chair signature on the Fire 2025-2029 Collective Bargaining Agreement**

In Executive Session, held with legal counsel, the Board discussed the tentative labor union contract for the Fire Department covering the period of 2025–2029.

Treasurer Kelley moved to approve the Chair's signature on the Fire 2025-2029 Collective Bargaining Agreement; seconded by Dir. Zook. The motion passed unanimously.

**8. Discussion and nominations for SSD Board Chair, Vice Chair, Treasurer, and Finance Committee Member**

Chair Fister announced it is time to begin the Board officer nomination process, with the vote scheduled to take place next month in accordance with District policy. Treasurer Kelley nominated Jim Fister for Chair, John Shoemaker for Vice Chair, and Kent Zook for Treasurer. Chair Fister nominated Denney Kelley to serve on the Finance Committee. No additional nominations were submitted.

**9. Motion to approve Resolution 2025-014 establishing signature authority**

Administrator Holliday presented a resolution authorizing signers for the First Interstate Bank Operations and Payroll accounts. The resolution requires signatures from each Board member as well as the Administrator.

Dir. Zook moved to approve Resolution 2025-014 establishing signature authority; seconded by Treasurer Kelley. The motion passed unanimously.

**10. Discussion on Sunriver Service District Police expansion**

Chair Fister informed the Board that the Deschutes County Commissioners—the governing body for the SSD—have received a letter from the Crosswater and Caldera Springs Homeowners Associations requesting the District consider a potential expansion of police services to include their communities. Chair Fister shared this information for transparency, noting no actions or decisions are currently being forwarded to the Managing Board at this time.

He encouraged Board members to ask any questions and emphasized the District's primary responsibility is to serve the citizens of Sunriver. Chair Fister and Chief Rasic will attend the SROA Board meeting the following day to provide further information and address any inquiries.

There was discussion among the Board regarding how a potential vote would be conducted and the associated logistics. In response to a question from Director Stephens, Chair Fister stated that the request includes a proposed vote in May, though no formal process has been initiated.

#### **11. Review and approve August 2025 unaudited financials**

Administrator Holliday requested voting on the August 2025 financial reports be tabled until next month, as some expenses were inaccurately charged to the wrong accounts. She will make the necessary corrections and present updated reports at the next meeting. Chair Fister asked Board members to review the current reports in the meantime.

For the benefit of the new Board members, Administrator Holliday explained her approach to financial reporting. She outlined on the financials a section where expenditures are tracked based on the percentage of the fiscal year completed and highlights any line items that exceed that threshold for further review. She also explained a portion of the District's financial duties is outsourced to an external accountant to ensure proper separation of duties. Once the financial reports are prepared, Administrator Holliday formats them by adding headings and percentage indicators to make them more accessible and easier for the Board to review.

Vice Chair Shoemaker left the meeting at 2:21 p.m.

#### Fund 715

##### Receivables:

Administrator Holliday reviewed current receivables and reported that payments for the Bike Patrol and Rules and Regulations contracts have been received from SROA.

##### Expenses:

##### Police Department

Personnel costs are slightly elevated due to the temporary overlap of Executive Assistants during the transition period. Several items under Materials & Services (M&S) require review and correction and Administrator Holliday has discussed these adjustments with Chief Rasic. Workers' compensation is currently at 91% of the budgeted amount. She noted the District pays this annually and the budget estimate appears to have been accurate for each department.

##### Fire Department

Salaries are currently over budget due to overtime related to recent conflagration fire deployments. An attachment was provided showing the fires involved and the amounts billed for reimbursement to offset these overtime costs. For FY25, all reimbursements have been received except for one federal reimbursement, which typically takes longer to process. Some reimbursements for FY26 have already been received. Administrator Holliday noted it is important to distinguish between conflagration-related overtime and regular staffing overtime expenses, as the District is reimbursed for the conflagration-related overtime. Vehicle repair and maintenance (R&M) expenses are higher than expected due to a significant truck repair completed in early July, which fell within the current fiscal year and was unexpected.

##### Bike Patrol

Spending appears slightly elevated at 66%, which is due to increased staffing. This program spans two fiscal years and operates only during the summer months. Sufficient funds remain for next season's operations, which begin in May 2026 and continue through June, aligning with the fiscal year-end.

## Administration

FICA/Medicare is over budget, but the overage is minor. Administrator Holliday explained when a new employee is hired into a PERS-eligible position, the District pays Social Security during their waiting period. Once they are fully enrolled in PERS, Social Security contributions cease, as the District does not participate in the Social Security program. She added legal expenses are currently higher than budgeted due to the county requesting an increase after the budget had already been approved.

### Fund 716

There was no financial movement in August. However, the Fire Department purchased some equipment under this account in July.

### Fund 717

Administrator Holliday referenced her earlier comments regarding concerns about having sufficient funds in certain line items. She noted some expenses are trending over budget and it may be necessary to move funds between accounts. She plans to obtain updated estimates from OR/PM Nelson to determine whether a formal budget adjustment will be required.

She provided a brief overview of capital accounts:

- Account 715 is currently tracking on target.
- Account 716 is monitored closely, with reconciliation of Board pre-approved payments ensuring alignment final billing and budget requirements.
- Account 717 will require additional review and adjustments.

## **12. Review of August 2025 SROA Board meeting**

Ex-Officio Schneider provided an update on the recent SROA Board meeting, which included discussion on the various capital projects, making a sign or art on the Cottonwood entrance like the Century Drive entering circle, Pathway Safety Task Force and an ambassador program, and Wildfire Safety and ladder fuel reductions.

Dir. Kelley moved to adjourn; seconded by Dir. Zook. The motion passed unanimously.

Meeting adjourned at 2:40 p.m.

Submitted by Administrator Holliday

# SUNRIVER PUBLIC SAFETY BUILDING

## MONTHLY REPORT

### STATUS REPORT NO.38

Report Period: September 10, 2025- October 10, 2025

#### SUMMARY

This monthly report ("Report") was prepared by Nelson Capitol CPM LLC, (the "Owners Representative/Project Management Consultant" or "OR/PM") for submission to the Sunriver Service District ("Owner"). This report provides information on the status of the Sunriver Public Safety Facility the "Project" covering high-level information on the "Project" including design, permitting, schedule, budget, construction, and other pertinent activities relating to the Project for the current Report Period.

#### DESIGN, PERMITTING AND BIDDING

General Progress:

1. KMB Architects
  - Engineering Review of Modifications required for Apparatus Bay Exhaust System and HVAC System in remodeled Building.
2. SROA
  - Close Out Pending final report from SROA.

#### OTHER CONSULTING ACTIVITIES

- Cooks Security – Schedule CCTV and Access Controls Training for PD

#### CONSTRUCTION - Kirby Nagelhout Construction Co - CM/GC

1. Construction Activities to Note.
  - a. Final Punch List Corrections remaining. Status Update
  - b. Warranty Program. 11 Month Warranty Review Notice issued to project Team. Status Update.
  - c. Pending Issues Remaining. Status Update.
  - d. Apparatus Bay Exhaust System – Final Pricing Received – See attached
  - e. HVAC Revisions in FD Renovation areas, 1<sup>st</sup> and 2<sup>nd</sup> Floor - Pending

#### FURNITURE, FIXTURES AND EQUIPMENT ("FF&E").

#### FUTURE PROJECT SCHEDULE

- South Apron Project
  - Geotechnical completed drilling and assessment.
  - Civil Engineering issued Draft Design for Owner Review
  - SSD Staff to review preliminary designs. TBD

#### FINANCIAL INFORMATION

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#### NEW REQUEST TO COMMIT COSTS

- Apparatus Bay Exhaust System – PCO #13
  - Total Cost \$67,106.92

# SUNRIVER PUBLIC SAFETY BUILDING

## MONTHLY REPORT

### PROJECT BUDGET SUMMARY:

As of October 10, 2025, the total approved/capped budget for the Project is equal to \$18,881,570 dollars.

	<b>Last Month</b>	<b>This Month</b>
• Current Project Budget	\$18,881,570	\$18,881,570
• Committed Costs -	<b>\$18,797,914</b>	<b>\$18,797,914</b>
• Uncommitted Costs –	\$ 0	\$ 0
• Current Owners Contingency -	\$ 82,979	\$ 82,979
• Total Costs to Date -	\$17,971,230	\$ 17,979,253
• <b>Current Funding Draw Request:</b>		
○ Request No. 037 – October 12, 2025, attached.		
○ <b>Total Invoices = \$8,023.37</b>		

### Attachments

- Funding Request No 37 – September 2025
- KNCC PCO #13

**SUNRIVER PUBLIC SAFETY FACILITY MONTHLY FUNDING REQUEST LOG**

			FUNDING REQUEST NO 35	FUNDING REQUEST NO 36	FUNDING REQUEST NO 37	CURRENT BALANCE COMMITTED COSTS
			Jul-25	Aug-25	Sep-25	
ID #	Item Description	APPROVED BUDGET				
		ADJUSTED COST	COMMITTED COSTS			
<b>100</b>	<b>START-UP EXPENSES</b>					
<b>200</b>	<b>SALES &amp; MARKETING</b>					
210	Sales and Marketing Consultant					
250	Preopening and Grand Opening Expenses	\$ 9,040	\$ 9,040			\$0.00
290	Project Web Camera	\$ 4,590	\$ 4,590			\$0.00
	<b>Sub Total</b>	<b>\$ 13,630</b>	<b>\$ 13,630</b>			
<b>400</b>	<b>DESIGN/PROFESSIONAL SERVICES</b>					
405	Design Architect - Design Fees	\$ 1,325,784	\$ 1,325,461			\$0.04
406	Design Architect - Reimbursables	\$ 39,727	\$ 18,444			\$0.39
407	Additional Services No 1 - Architecture	\$ 18,500	\$ 18,500			\$0.00
410	Additional Services No 2 - Architecture	\$ 62,741	\$ 62,741			\$0.00
411	Truss Components Pre-Engineering - Long Lead Assist	\$ 1,200	\$ 1,200			\$0.00
412	Other - Reimbursables					
413	Other - Subconsultant Reimbursables					
415	Landscape Design					
420	Acoustical Consultant					
425	Building Commissioning	\$ 40,300	\$ 40,300	\$1,330.00		\$1,983.00
444	Additional Services (A/V & Broadcast Systems)					
450	Site Surveying (Boundary & Topographic)	\$ 11,478	\$ 11,478			\$0.00
455	Traffic and Parking Studies					
456	Environmental Testing, Inspections and Reporting	\$ -				
457	Environmental Remediation Site Oversight					
460	Arborist	\$ 3,353	\$ 3,353			\$0.50
465	Special Inspection/Testing	\$ 24,419	\$ 24,419			\$0.00
470	Geotechnical Report/Ground Water Analysis	\$ 20,141	\$ 20,141			\$0.00
472	Geotechnical Inspections During Construction	\$ 35,778	\$ 35,778			\$0.68
473	Moving Expenses	\$ 5,366	\$ 5,366			\$0.50
475	Experiential & Graphic Design - Theming					
480	Seismic Study					
485	Surrounding Building Testing & Inspections					
490	Other Design Related Contingency	\$ -				
	<b>Sub Total</b>	<b>\$ 1,588,787</b>	<b>\$ 1,567,181</b>			
<b>500</b>	<b>LEGAL &amp; GOVERNMENTAL SERVICES</b>					
510	Legal Services (Transaction & Administrative)	\$ 25,000	\$ 11,040			\$0.49
515	Legal Services (Insurance / Risk Mgmt)	\$ -				
530	Legal Services (Construction Related)	\$ -				
540	City Facilitator Services (Zoning & Permits)	\$ -				
550	BOLI Fee	\$ 7,500	\$ 7,500			\$0.00
590	Other	\$ -				
	<b>Sub Total</b>	<b>\$ 32,500</b>	<b>\$ 18,540</b>			
<b>600</b>	<b>PROJECT ADMINISTRATION</b>					
605	Sunriver Service District (SSD)					
610	SSD Management & Administration Expenses					
611	SSD Staff Reimbursables	\$ 1,100	\$ 1,100			\$0.37
612	Board Expenses					
620	Owner Representative - Project Mgmt	\$ 332,716	\$ 332,716	\$6,860.00		\$0.00
621	Owner Representative - Project Mgmt - Reimbursables					
625	MWESB Consultant					
626	Public Relations Consultant					
627	Project Office Expense					
628	Furniture, Fixtures, & Equipment (administration related)					
630	Equipment/Computer Maintenance					
635	Printing/Reproduction Expenses	\$ 6,276	\$ 6,276			\$0.13
640	Other Administrative Expenses					
645	Sage Springs Corporate Dues	\$ 5,085	\$ 5,085			\$0.73
	<b>Sub Total</b>	<b>\$ 345,177</b>	<b>\$ 345,177</b>			
<b>700</b>	<b>CONSTRUCTION</b>					
701	Preconstruction Services Fees	\$ 59,870	\$ 59,870			\$0.00
703	CM Fee	\$ -	\$ -			
710	Hard Construction Cost	\$ 14,893,981	\$ 14,893,981	\$13,947.50	\$8,155.00	\$8,023.37
711	CM General Conditions	\$ -	\$ -			\$816,671.58
712	CM Design Contingency	\$ -	\$ -			
713	CM Construction Contingency	\$ -	\$ -			
714	CM Schedule Contingency / OT Premium	\$ -	\$ -			
720	Utility Costs During Construction	\$ 37,610	\$ 37,610			\$0.74
730	Off-site Infrastructure Improvements	\$ -	\$ -			
735	Tree Removal Services	\$ 18,150	\$ 18,150			\$0.00
740	Trades Parking at SCF	\$ 17,000	\$ 17,000			\$0.00
741	Direct Purchase - Long Lead Electrical	\$ 231,553	\$ 231,553			\$0.00
	<b>Sub Total</b>	<b>\$ 15,258,164</b>	<b>\$ 15,258,164</b>			

**SUNRIVER PUBLIC SAFETY FACILITY MONTHLY FUNDING REQUEST LOG**

<b>750</b>	<b>SYSTEMS &amp; EQUIPMENT</b>						
751	TBD Build-out (Community Areas FF&E)	\$	-				
752	SFD Personal Equipment & Smallwares	\$	-				
755	SFD Technical Systems - FSA	\$	212,512	\$	212,512		-\$0.45
760	SFD-SPD-SSD FF&E	\$	550,420	\$	550,420	\$3,107.00	\$0.00
765	SPD Personal Equipment & Small Wares	\$	-				\$0.13
770	SPD Technical Systems	\$	-				
775	SFD-SPD-SSD Appliances	\$	16,164	\$	16,164		\$0.39
776	Audio Video Systems	\$	94,680	\$	94,680		\$0.00
777	Telecommunication Systems - MITEL	\$	12,094	\$	12,094		\$0.12
778	DAS-ERCES Antenna System Upgrades	\$	50,076	\$	50,076		\$0.46
780	Signs	\$	2,930	\$	2,930		\$0.00
785	Security Electronics Systems - CCTV -Access Controls	\$	116,114	\$	116,114	\$445.00	\$0.00
790	Other Sys & Equip Contingency	\$	20,650	\$	20,650	\$605.00	\$0.00
	<b>Sub Total</b>	\$	<b>1,075,639</b>	\$	<b>1,075,640</b>		
<b>800</b>	<b>PERMITS, TESTING, FEES &amp; SPECIAL TAXES</b>						
801	Building Permit Fees/Approvals	\$	227,052	\$	227,052		-\$0.01
805	Independent Testing Fees	\$	-				
810	Water Tap Fees	\$	-				
815	Sanitary Sewer Utility Fees	\$	-				
820	Electrical Distribution Design/Improvements	\$	154,960	\$	154,960		\$0.00
825	Wastewater Distribution Design/Improvements	\$	-				
830	Natural Gas Distribution Design/Improvements	\$	4,523	\$	4,523		\$0.00
831	Water Distribution Design/Improvements	\$	50	\$	50		\$0.00
832	Telephone/Cable TV Distribution Design/Improvements	\$	-				
835	SROA ARC	\$	18,200	\$	18,200		\$0.00
840	SROA Permit Fees	\$	5,900	\$	5,900		\$0.00
841	Deschutes County LUR	\$	5,429	\$	5,429		\$0.00
842	Misc Project Costs	\$	2,875	\$	2,875		\$0.01
845	Storm Drain Impact Fee	\$	-				
850	Health Department Fees	\$	-				
855	Street Closures and Traffic Mitigation Fees	\$	-				
860	Utility & Other Fees (Tap Fees)	\$	-				
	<b>Sub Total</b>	\$	<b>418,990</b>	\$	<b>418,990</b>		
<b>900</b>	<b>INSURANCE, FINANCING &amp; TRANSACTION COSTS</b>						
905	Builder's Risk Insurance	\$	100,593	\$	100,593		\$0.80
910	Construction Insurance - General Liability						
911	Construction Insurance - Workers Compensation						
912	Construction Insurance - Property						
920	Financing Costs / Cost of Issuance						
930	Bonds & Insurance						
935	Capitalized Interest						
940	Capitalized Relocation Expenses						
941	Other						
950	Other						
	<b>Sub Total</b>	\$	<b>100,593</b>	\$	<b>100,593</b>	check	check
						check	\$818,661.04
<b>Group Totals</b>		\$	<b>18,833,480</b>	\$	<b>18,797,914</b>	<b>\$24,964.50</b>	<b>\$9,485.00</b>
							<b>\$8,023.37</b>
							<b>\$818,661.04</b>
<b>1000</b>	<b>CONTINGENCY</b>						
1001	Owner Design Development Contingency	\$	-				
1002	Owner Construction Contingency	\$	(394,227)				
1003	Owner General Project Contingency	\$	477,206				
	<b>Sub Total</b>	\$	<b>82,979</b>				
<b>MANAGED BUDGET TOTAL</b>		\$	<b>18,916,459</b>				



Kirby Nagelhout Construction Co.  
 20635 NE Brinson Blvd  
 Bend, Oregon 97701  
 Phone: (541) 389-7119

**Project:** 1757 - Sunriver Public Safety Building  
 57475 Abbot Drive  
 Sunriver, Oregon 97707

**Potential Change Order #13: Add Nederman Vehicle Transmitters**

<b>TO:</b>	Sunriver Service District PO Box 2108 Sunriver, Oregon 97707	<b>FROM:</b>	Kirby Nagelhout Construction Company 20635 Brinson Blvd Bend , Oregon 97701
<b>PCO NUMBER/REVISION:</b>	13 / 0	<b>CREATED BY:</b>	Kenny Tyler ( <b>Kirby Nagelhout Construction Company</b> )
<b>REFERENCE:</b>		<b>CREATED DATE:</b>	10/10/2025
<b>SCHEDULE IMPACT:</b>		<b>TOTAL AMOUNT:</b>	\$67,105.92

**CHANGE REASON:** Client Request

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

CE #212 - Add Nederman Vehicle Transmitters for App Bay Exhaust System  
 Upgrade the existing app bay exhaust system to include the following:

- Relocate (2) existing Toxalert CO/NO2 sensors to east and west walls of the app bay up high.
- Install (1) New Nederman BAE Austostart Control Panel
- Provide (12) new Nederman BAE Behicle Transmitters to go into the SFD emergency vehicles. Fire Depart to install the transmitters.
- Start-up and commissioning by Benz-Air for the Nederman system.

**ATTACHMENTS:**

#	Change Event	Description	Amount
1	CE #212 - Add Nederman Vehicle Transmitters for App Bay Exhaust System	Added Nederman Vehicle Transmitters for App Bay Exhaust	\$56,416.00
2	CE #212 - Add Nederman Vehicle Transmitters for App Bay Exhaust System	Relocate The Toxalert CO/NO2 Sensors to exterior walls	\$3,500.00
<b>Subtotal :</b>			<b>\$59,916.00</b>
OH&P:			\$7,189.92
<b>Grand Total :</b>			<b>\$67,105.92</b>

**Sunriver Service District**  
 PO Box 2108  
 Sunriver, Oregon 97707

**Kirby Nagelhout Construction Company**  
 20635 Brinson Blvd  
 Bend , Oregon 97701

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE



Date: 09/05/25

**Kenny Tyler**

Kirby Nagelhout Construction  
20635 NE Brinson Blvd,  
Bend, OR 97701

**RE: CP-035 - App Bay Re-Sequence – Option 2**

Project Name: Sunriver Public Safety Building  
Southland Industries Proposal # 035.02

Dear: Kirby Nagelhout Construction

Southland requests that a modification be issued to our contract to reflect the following:

**CP-035 - App Bay Re-Sequence – Scope Of Work:**

- Pricing includes material and labor to replace (2) existing Toxalert CO/NO<sub>2</sub> sensors and relocate them to 8ft AFF on the existing column location.
- (1) New Nederman BAE Controls PN#9100021 Autostart Control Panel Gas Detection Panel: Install a new panel next to the existing gas detection controller and power from the existing panel.
- (12) New BAE Controls PN#9100006 Vehicle Transmitters to go into the SFD fire trucks. Procurement only, install by others.
- (2) Backdraft Dampers to be installed in Supply Duct locations per attached plans.
- Start-Up and Commissioning by Benz–Air for Nederman System only.
- Southland assumes start-up and or commissioning for the scope of work.
- Pricing assumes the existing EF-3, the existing control damper, the existing Toxalert Panel and the new Nederman Fire Control Panel to be onboarded to JCI building controls for functionality.
- Scope of Work to be completed by Southland and JCI.
- Pricing does not include air rebalance.

**Total Price: \$ 56,416**

southlandind.com  
OR CCB #195400  
WA# SOUTH#825PB  
UT# 7509086-5501

Southland Industries  
4750 N Channel Avenue  
Portland, OR 97217

1.800.613.6240  
| P +1.503.285.9851  
| F +1.503.285.9978



**General Exclusions:**

- Site utilities
- Fire protection
- Roof cutting or patching
- Painting
- Concrete
- Material or man-lift usage charges
- Ceiling removal or replacement
- Patching and repairing
- Equipment pads
- Architectural sheet metal
- Premium labor unless indicated
- Sales and use tax
- Waiver of subrogation
- Permitting of any kind
- Third-party inspection

This proposal is valid for 30 calendar days from the date of this letter. After that date, we reserve our right to reconsider our pricing based on any changed conditions either in the market or at the job site.

We have made every effort to make this proposal concise, thorough, and helpful.

If you have any questions on anything stated in this proposal, please contact me at (971) 678-7500 at your earliest convenience.

Sincerely,

**Southland**

Devan Sauerbrey  
Project Manager



9100021 Control Panel Instruction Manual

---



# Emergency Vehicle Exhaust Auto-Start System

*revision 2022A*

### **Installing the Radio Transmitter:**

1. It is recommended that the radio transmitter be installed in a location that is accessible by the vehicle operator or crew. The transmitter has a switch that allows personnel to turn the system off to allow the vehicle to operate outside the station for a long period of time. The transmitter has mounting holes and can be attached permanently or can also be attached in the vehicle using Velcro-strips.
2. For negative ground vehicles, connect the black wire to a solid ground. Connect the red wire to a source of ignition voltage. This voltage should be present only when the ignition is in "on" position. This allows the operator to supply the vehicle with power to check equipment (i.e., lights, radios, etc.) without starting the vehicle and exhaust fan. When the ignition switch is then turned on, the power supplied by the battery, the transmitter will activate the fan.

### **Special Note:**

Do not connect the red wire to voltage on starter switch as this source is commonly bypassed when the vehicle is in gear.

Do not connect the red wire to gauges on dashboard as these voltage sources do not supply enough power to sufficiently energize the transmitter.

On older positive ground vehicles, simply reverse the black and red wires.

## Teaching the Transmitter to the Control Panel:

1. Once the transmitter is installed, the receiver must be “learned” to the transmitter in the control panel. In addition, if an optional relay box is set-up in large stations, the transmitter must also be “learned” to that receiver. See Figure 2 and Figure 3 and follow the instructions below.
  - a. Dip Switches – upon initial installation, the dip switches on the receiver must be set as per Figure 2.
  - b. With the panel powered up, press the red button, and hold for 3 seconds (a red light will come on). Then with the vehicle transmitter powered up, start with the transmitter in the “off” position. Within 10 seconds of releasing the red button on the receiver, turn the transmitter on and off two times quickly within 10 seconds. ( If the transmitter and receiver are far apart, it may take two people to do this within the 10 second time period).

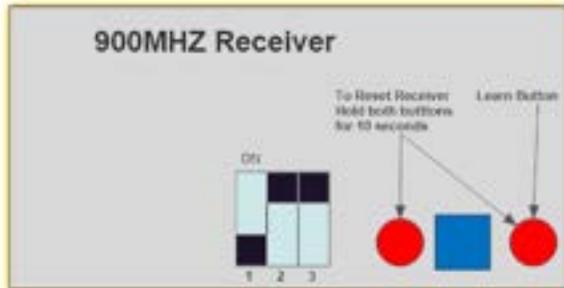


Figure 2 Receiver



Figure 3 Transmitter



Date: **October 12, 2025**

**To: SUNRIVER SERVICE DISTRICT BOARD OF DIRECTORS**

---

Mindy Holliday  
57455 Abbot Drive  
Sunriver, Oregon 97707

**Re: Sunriver Public Safety Facility Funding Request No. 037 – September 2025**

In accordance with the process established by the project team, Nelson Capitol CPM has assembled all available and applicable project payment requests for the above-mentioned month(s). The requests listed below have been reviewed and agreement has been reached that the values indicated below are accurate and valid for the portions of the work completed and reviewed.

**Disbursement Summary:**

Vendors to be paid by the Sunriver Service District through this request period.

Payable to:	Code	Invoice No	Date	Approved Amount
Day Wireless	710	1779	09/25/2025	\$ 2,493.37
Nelson Capitol CPM	710	SSD 037	10/03/2025	\$ 5,530.00
<b>TOTAL</b>				<b>\$ 8,023.37</b>

***Kirby Nagelhout Const. Co.710 023 revision pending \$***

---

***\*\* Pending Contract Close Out Documents***

Please see the accompanying documentation for further details about this month's funding request. Should you have any questions or concerns, please feel free to contact me at (503) 539-6712.

Sincerely,  
Doug Nelson OR/PM, Nelson Capitol CPM. [dnelcap@gmail.com](mailto:dnelcap@gmail.com)



# Invoice #INV891779

Customer ID: 6003

**Day Management Corp.**  
 Day Wireless Systems  
 63710 Paramount Drive  
 Bend OR 97701  
 United States

**Date** 09/25/2025  
**Terms** NET 30  
**Due Date** 10/25/2025  
**PO#** Rod  
**SO#** SO46300061  
**Lead Shop** 1203 T2-A3 (East) : 2112-Bend  
**Shop Phone** (541) 330-8807  
**Project Name** Base Install

Bill To
Sunriver Service District Fire 57475 Abbot Dr Sunriver OR 97707 United States

Ship To
Sunriver Service District Fire 57475 Abbot Dr Sunriver OR 97707 United States

Item	Inventory Detail	Qty	Rate	Amount
<b>Description</b>				
Base Install				
<b>429150</b>	2112-Primary(100)	100	\$2.27	\$227.00
1/2" FOAM HELIAX CABLESOLD BY THE FOOT!				
<b>377273</b>	2112-Primary(1)	1	\$17.20	\$17.20
N Male heliax connectorL4TNM-PSA				
<b>307941</b>	2112-Primary(1)	1	\$23.86	\$23.86
N Female Positive Stop™ for 1/2 in AL4RPV-50, LDF4-50A, and HL4RPV-50 Cable				
<b>302528</b>	2112-Primary(1)	1	\$41.82	\$41.82
Jumper, N-Male to Mini-U, 3 Ft				
<b>247184</b>	2112-Primary(1)	1	\$33.49	\$33.49
Cold Shrink Type N Connection-LMR-400 Cable				
<b>MISC HARDWARE for RESALE</b>			1	\$100.00
Fixed Shelf, 2U Cantilever Mount, 60 lbs (553800)				
<b>Description</b>				
07/23/2025 - Part 235674				
<b>2112 TECH</b>		1	\$1,960.00	\$1,960.00
2 tech's (Includes site walk, design, travel to and from, Install of Antenna, Cable				
<b>SHIPPING</b>			1	\$90.00
Shipping				
<b>Description</b>				
Change Order 08/06/2025				
<b>Description</b>				
Change Order as of 08/05/2025				
LMR-400 - 1,200 Ft				



# Invoice #INV891779

Customer ID: 6003

**PLEASE REMIT TO:**  
Day Management Corp.  
Day Wireless Systems  
PO Box 22169  
Milwaukie OR 97269-2169  
United States

Subtotal	\$2,493.37
Tax Total:	\$0.00
<b>Total</b>	<b>\$2,493.37</b>
Payments/Credits	(\$0.00)
<b>Amount Due</b>	<b>\$2,493.37</b>

- \* \$25 NSF Charge - 20% Restocking Fee - 1.5% Late Fee \*
- \* If paying by credit card, a processing fee up to 3.5% of the transaction total will be charged \*
- \* PAPERLESS BILLING is Available! \*
- \* Send an email to: [paperlessbilling@daywireless.com](mailto:paperlessbilling@daywireless.com) \*



**STANDARD INVOICE OWNER REPRESENTATIVE - PROJECT MANAGEMENT SERVICES CONTRACT**

<b>PROJECT: SUNRIVER PUBLIC SAFETY FACILITY</b>	<b>Invoice #: 037</b>	<b>Invoice Date: October 3, 2025</b>
<b>CONSULTANT;</b>	<b>SUNRIVER SERVICE DISTRICT</b>	<b>Billing Period:</b>
<b>Nelson Capitol Construction Program Management, LLC</b> <b>PO BOX 2352</b> <b>BEND, OR 97709</b>	<b>Mindy Holliday - SSD Board Adminstrator</b> <b>57455 Abbot Drive</b> <b>Sunriver Oregon 97707</b>	<b>From: September 1, 2025</b> <b>To: September 30, 2025</b> <i>Services as detailed below</i>

**Total Amount Due this Request      \$5,530.00**

	<b>Original Contract Total</b>	<b>Approved Changes</b>	<b>Amended Contract Total</b>	<b>Total Amount Previously Requested</b>	<b>Total Amount of this Request</b>	<b>Balance Remaining on Contract</b>
<b>Basic Services</b>						
Final Invoice - Contract Balance	\$246,456.00	\$57,000.00	\$303,456.00	\$303,456.00	\$0.00	\$0.00
<b>Original Contract Total</b>	<b>\$246,456.00</b>	<b>\$57,000.00</b>	<b>\$303,456.00</b>	<b>\$303,456.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SUPPLEMENTAL SERVICES</b>						
Addendum No 2 thru 7/31/2025	\$0.00	\$26,880.00	\$26,880.00	\$26,880.00	\$0.00	\$0.00
SROA & South Apron (SA)	\$0.00	\$0.00	\$0.00	\$3,080.00	\$560.00	
Close Out and Additonal Projects (Hourly)	\$0.00	\$0.00	\$0.00	\$4,340.00	\$4,970.00	
<b>Total Supplemental Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$34,300.00</b>	<b>\$5,530.00</b>	<b>\$0.00</b>

<b>1 -Summary Employee tasks - costs this work period</b>	<i>hours</i>	<i>hourly fee</i>	<i>Amount</i>	<i>SROA \$ SA</i>
D. Nelson, Sept 1 - 7, Basic Services, Construction Close Out Phase Services, SROA (5 hrs)	8.00	\$140.00	\$560.00	\$560.00
D. Nelson, Sept 8 - 14, Basic Services, Construction Close Out Phase Services, SROA (5 hrs)	9.00	\$140.00	\$1,260.00	\$0.00
D. Nelson, Sept 15 - 21, Basic Services, Construction Close Out Phase Services, SROA (5 hrs)	11.00	\$140.00	\$1,540.00	\$0.00
D. Nelson, Sept 22 - 30, Basic Services, Construction Close Out Phase Services, SROA (5 hrs)	11.50	\$140.00	\$1,610.00	\$0.00
<b>TOTAL DUE</b>			<b>\$4,970.00</b>	<b>\$560.00</b>



Lakeview Millworks Sales, Inc



October 7, 2025

To: Sunriver Service District  
57475 Abbot Drive  
Sunriver OR 97707  
Bill Boos

-

From: Brad King  
Bestvue Blinds  
P.O. Box 2401  
Sisters OR 97759  
[brad.king@lakeviewmillworks.com](mailto:brad.king@lakeviewmillworks.com)

Re Project: Sunriver Fire Department - Added Units  
Window Covering Proposal **BVC 2369-2 Added**

Please find our attached window covering proposal for the noted project above. A summary and notes regarding the proposal are as follows:

- *Hunter Douglas single manual roller shades. 3" fascia in white with end caps. Sheerweave Infinity2 3% fabric.*

**Total Estimate** \$830.80

- \* Scope of Work and Product Specs are included with the proposal
- \* Proposal includes product, mobilization, man lifts (If required) and installation.
- \* Prevailing wage project: **NO**

Please let us know if you have any questions and we look forward to the possibility of working with you on this project.

*Bradford Jay King*

Brad King  
Vice President

261 East Sun Ranch Drive P.O. Box 2401, Sisters, OR 97759  
Sales: (541) 549-0968 Fax: (541) 549-8594  
CCB #210187



**BESTVUE**  
BLINDS

CCB #210187

P.O. BOX 2401, 261 EAST SUN RANCH DRIVE, SISTERS, OR 97759  
PH: 541-588-6201 FAX: 541-549-8594

QUOTE	
DATE	10/7/2025
ORDER NUMBER	BVC 2369-2 Added

**CUSTOMER INFORMATION**

Page 1

CUSTOMER NAME	Sunriver Service District			JOB NAME	Sunriver Fire Department - Added Units		
BILLING ADDRESS INFO.	57475 Abbot Drive				Sunriver	OR	97707
INSTALL ADDRESS	57475 Abbot Dr				Sunriver	OR	97707
PHONE NUMBER		CONTACT	Bill Boos	Cell Phone	541-419-6741		
E-MAIL		CONTRACT		PUBLIC P/W	NO	COUNTY	Deschutes

LINE	BRAND	TYPE	INST	QTY	LOCATION	DESCRIPTION	TOTAL PRICE
1	HUNTER DOUGLAS	MAN SINGLE ROLLER	Yes	1	Office 110 W1 41x46	Ext. Window RB500 3" Fascia White Bottom Up Outside Mount Sherweave Infinity 2 - 3%	\$415.70
2	HUNTER DOUGLAS	MAN SINGLE ROLLER	Yes	1	Office 108 W2 42x46	Ext. Window RB500 3" Fascia White Bottom Up Outside Mount Sherweave Infinity 2 - 3%	\$415.10
3							
4							
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18							
						<b>NO BLIND REMOVAL</b>	

2:00	2	TOTAL	\$830.80
		DEPOSIT	
		BALANCE	\$830.80

JOB DESCRIPTION AND NOTES			
NEW CONST.		OCCUPIED	MULT. FLOORS
LADDERS REQUIRED	Size	LIFTS / EQUIPMENT REQUIRED	QTY

I AGREE TO THE TERMS AND INFORMATION CONTAINED IN THIS ORDER

**Brad King** 10/7/25  
BESTVUE REPRESENTATIVE DATE

**Contractor:** Sunriver Service District  
**Project Name:** Sunriver Fire Department - Added Units  
**Address:** 57475 Abbot Dr  
**Prevailing Wage:** NO

**Bid Due Date:** Thu 1/2/25  
**Exp Start Date:** Jan-25  
 Sunriver OR

BVC 2369-2 Added



**Product Specs/Notes**

Hunter Douglas single manual roller shades. 3" fascia in white with end caps. Sheerweave Infinity2 3% fabric.

Line #	Brand	Shade Type	Install	Qty	Location	Unit Sym / Size	Install type	Product Type	Fascia	Operation	Mount	Fab Type / Color	Notes
1	HUNTER DOUGLAS	MAN SINGLE ROLLER	Yes	1	Office 110	W1 41x46	Ext. Window	RB500	3" Fascia White	Bottom Up	Outside Mount	Sherweave Infinity 2 - 3%	
2	HUNTER DOUGLAS	MAN SINGLE ROLLER	Yes	1	Office 108	W2 42x46	Ext. Window	RB500	3" Fascia White	Bottom Up	Outside Mount	Sherweave Infinity 2 - 3%	
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Page Total 2

Project Total 2

# Custom Tint

Energy Efficient Solutions

Advanced Window Films & Coverings

## Customer / Job Location

Sunriver Fire Department  
57475 Abbot Dr  
Sunriver, OR 97707  
Contact: Bill Boos

Estimator: BOB SAILORS 541 419-9578  
Est. Date: 10/10/2025 12:26:57PM  
Inst. Time: 3.33 Hrs  
Problem: Privacy

Location / Area	Dir.	# of Panes				Rmvl	Privacy Film		
Executive Door	( )	1				No	\$97.78		
Chief Of Police	( )	1				No	\$97.78		
Sidelite	( )	1				No	\$81.43		
Captain Door	( )	1				No	\$97.78		
Sidelite	( )	1				No	\$81.43		
Sergeant Door	( )	1				No	\$97.78		
Sidelite	( )	1				No	\$81.43		
District Admin Door	( )	1				No	\$97.78		
Sidelite	( )	1				No	\$81.43		
Executive Asst Doors	( )	3				No	\$293.33		
Fire Chief Door	( )	1				No	\$97.78		
Deputy Door	( )	1				No	\$97.78		
Captain Door	( )	1				No	\$97.78		

Total # of Panes: 15

Subtotal: \$1,401.29

Grand Total: \$1,401.29



# SUNRIVER POLICE DEPARTMENT

## MEMORANDUM

**TO: SSD BOARD OF DIRECTORS**  
**FROM: PETE RASIC, CHIEF OF POLICE**  
**DATE: OCTOBER 16, 2025**  
**SUBJECT: SEPTEMBER ACTIVITY REPORT**

---

### **Calls for Service:**

See attached September 2025 calls for service (643 total calls)

- 6 of the 24 investigations were outside of Sunriver
- There were 71 total calls generated in Caldera Springs/Crosswater. SPD officers responded to 28, DCSO 39, both DCSO and SPD 4
- Of those responded to by SPD
  - 1 traffic stops
  - 1 person stop
  - 2 animal calls
  - 1 parking complaint
  - 1 alarm
  - 1 follow up investigations
  - 1 security check
  - 21 community patrols
  - 2 suspicious circumstances

Bike Patrol Statistics Total (Summer 2025) – 7989 contacts

- 46 bike collisions
- 47 lost/found property
- 123 skating/blading
- 1266 public assist
- 138 officer assist
- 3011 riding through tunnel
- 6 missing persons
- 62 vehicles on pathway
- 32 animal
- 77 riding on roadway
- 1164 helmet warnings
- 329 parking warnings
- 19 parking citations
- 655 other (SROA violations)
- 1014 Community Policing Events

Citizen Patrol

- 114 CP Bike Patrol miles
- 75 public assist contacts
- 136.5 community service hours

### **Administrative Update:**

- Meeting with Flock to renegotiate FY25/26 & FY26/27 contract price.
- Coordination meetings for Oktoberfest
- SROA meeting (9/19)

### **Operations:**

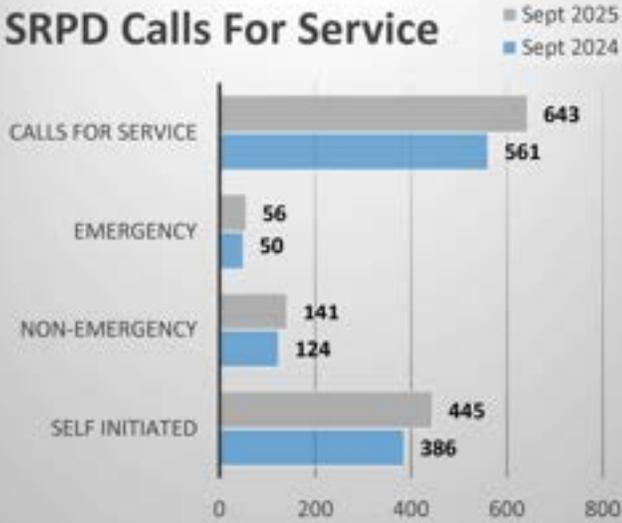
- Seasonal bike patrol ceased operations Sept. 27.

### **Community Events**

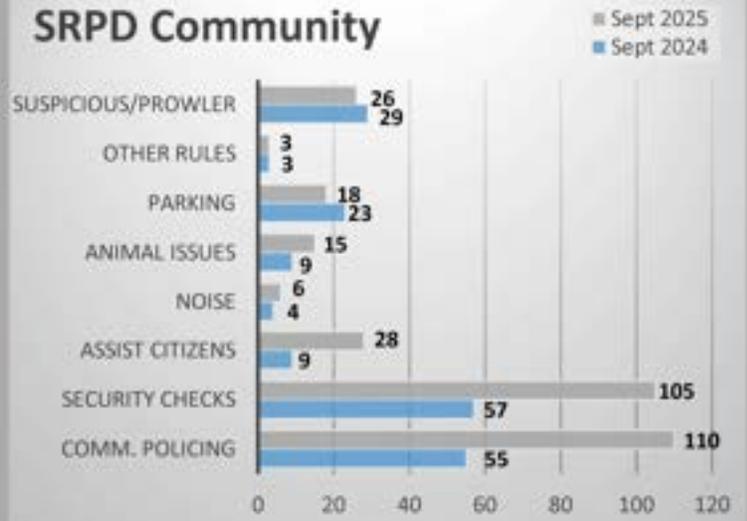
- Three Rivers School
- Station Tours

# Sunriver Police Department Statistical Comparison September 2024-2025

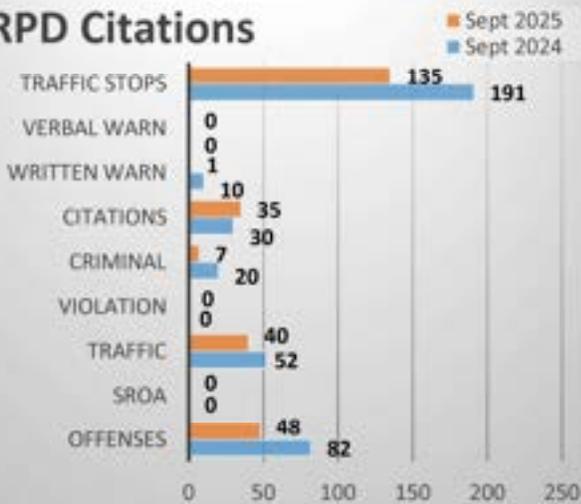
## SRPD Calls For Service



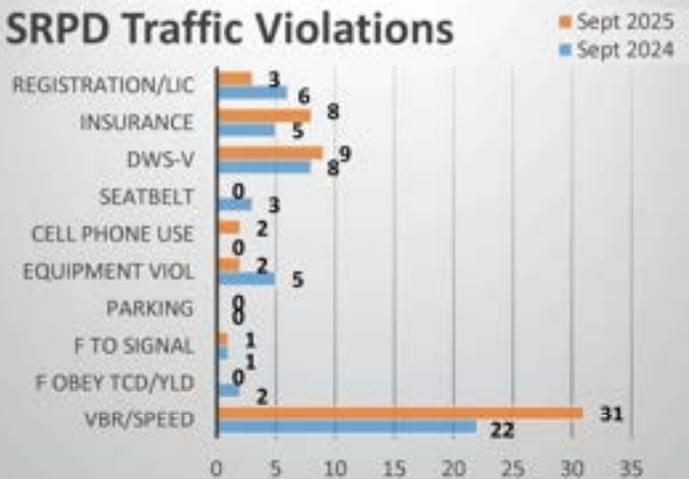
## SRPD Community



## SRPD Citations



## SRPD Traffic Violations



## SRPD Cases



## SRPD Case Offenses





	06/07-06/14	06/15-06/29	06/30-07/13	07/14-07/31	08/01-08/15	08/15-08/31	09/1-09/14	9/16/-09/30	Total for Season
Bike Crashes	3	11	13	6	3	6	2	2	46
Lost/Found Properties	0	9	8	6	14	3	1	6	47
Missing Persons	0	0	4	0	1	1	0	0	6
Public Assists	49	286	319	208	178	119	38	69	1266
Officer Assists	0	10	9	5	21	15	60	18	138
Community Policing Events	38	150	290	179	202	67	13	75	1014
Animals	3	7	8	7	4	1	0	2	32
Parking Warnings	18	69	55	66	59	39	14	9	329
Parking Cites	2	2	4	8	2	1	0	0	19
Helmets	40	181	271	311	187	152	6	16	1164
Riding on Roadways	0	13	8	11	16	20	6	3	77
Skating/Blading	1	34	34	29	12	6	0	7	123
Riding Through Tunnels	169	412	724	825	521	277	46	37	3011
Vehicles on Pathway	0	0	0	4	11	23	19	5	62
Other	37	134	116	137	89	106	16	20	655
Total	360	1318	1863	1802	1320	836	221	269	7989



# Incident Analysis Report

## Summary By Incident Type

**Print Date/Time:** 10/08/2025 13:11  
**Login ID:** dc911sd\brittanyfo  
**Incident Type:** All  
**Call Source:** All

**From Date:** 09/01/2025 00:00  
**To Date:** 09/30/2025 23:59

Sunriver Police Department  
**ORI Number:** OR0090500

**Officer ID:** All  
**Location:** All

Incident Type	Number of Incidents
Abandoned Vehicle	1
Admin Call	3
Alarm	6
AMI or POH	1
Animal Control Problem	15
Assist	28
Bar or Security Check	105
Burglary	1
Civil	2
Code 6	53
Code 99	1
Code or Ordinance	2
Community Policing	110
Death Investigation	1
Dispute	3
Domestic	6
DUII	8
Harassment	2
Hazard	17
Hit and Run	1
Info	2
Intoxicated	3
Juvenile	2
Lobby	9
Missing	3
MVA Injury	3
MVA Non Injury	3
MVA Unk	5
Noise	6
Parking	18
Person Stop	4
Property	9
Pursuit	1
Shots	2
Suicidal Subject	3
Suspicious or Prowler	26
Traffic Complaint	18
Trespass	1



# Incident Analysis Report

## Summary By Incident Type

**Print Date/Time:** 10/08/2025 13:11  
**Login ID:** dc911sd\brittanyfo  
**Incident Type:** All  
**Call Source:** All

**From Date:** 09/01/2025 00:00  
**To Date:** 09/30/2025 23:59

Sunriver Police Department  
**ORI Number:** OR0090500

**Officer ID:** All  
**Location:** All

Incident Type	Number of Incidents
TS	135
Unknown	10
Unwanted	2
Weapon	1
Welfare Check	10
Wood	1
<b>Total:</b>	<b>643</b>



## Sunriver Service District

541-593-8622  
ssdadmin@sunriversd.org  
57475 Abbot Dr, Sunriver  
PO Box 2108, Sunriver, OR 97707



### MONTHLY REPORT TO DISTRICT MANAGING BOARD

October 16, 2025

Mindy Holliday

#### Financial

- Coordinate with external auditors to prepare required documentation for the FY25 audit and finalize on-site fieldwork. Hope to have final audit for November Board meeting.
- Worked with PD and FD executive assistants to make changes to August unaudited financials.
- Collaborating with ADP to address and resolve tax matters.
- Ongoing management of QuickBooks Online transactions, including reconciliation of PERS statements, accounts payable and receivable, payroll liability reconciliations, and oversight of District cash flow between First Interstate Bank accounts and Oregon Treasury LGIP funds.

#### Human Resources

- Reviewing upcoming changes to FSA benefits for the 2026 plan year; meeting with provider representatives scheduled for next week.
- Compiling information in preparation for upcoming police union bargaining discussions.
- Managing employee onboarding and offboarding processes.

#### Operations

- Responded to multiple public records requests in a timely manner.
- Conducting research related to potential police-only service expansion to the Crosswater/Caldera area.
- Posted the part-time SSD Executive Assistant position; several applications have already been received.
- Engaged in professional development through participation in PERS updates and Budget Law training in Redmond.
- Nominating Committee: Promoting openings via social media, website, and Scene story; continuing development of committee manual.
- Continue to gather information for professional photos for board and senior staff for the website and Public Safety Building lobby.

**Reminder:** SSD/Deschutes County Joint Meeting scheduled for December 16 at 1:00 p.m.



# SUNRIVER FIRE DEPARTMENT / Memorandum

Date: October 13<sup>th</sup>, 2025  
To: SSD Board of Directors  
From: Bill Boos, Fire Chief

Subject: **SSD Board Meeting – October 16<sup>th</sup>, 2025**

---

## A) Calls for Service

- Emergency response update.

## B) Administrative Update

- OSFM staffing grant evaluation committee.
- Central Oregon Fire Chiefs meeting.
- Recognized Kim Riley from Deschutes County legal office.
- Newberry Regional Partnership was awarded a \$3.4 million grant for wildfire mitigation.
- Deschutes County kicked off the Deschutes Natural Hazards Mitigation Plan.

## C) Operations Update

- Operations meeting.
- Wildfire season is slowing down.
- We are hosting a Lithium – Ion Battery class Nov. 8th
- Natural Gas and Pipeline Emergency Responder training at Lapine Fire Dept. Oct. 20<sup>th</sup>.
- Remond Fire Dept. is having their Mass Causality drill on October 23<sup>rd</sup> at Redmond Airport.

## D) Community Events

- Otter Run

# SUNRIVER FIRE DEPARTMENT DASHBOARD

Community ~ Honor ~ Integrity ~ Pride



## September Comparison Statistics

September

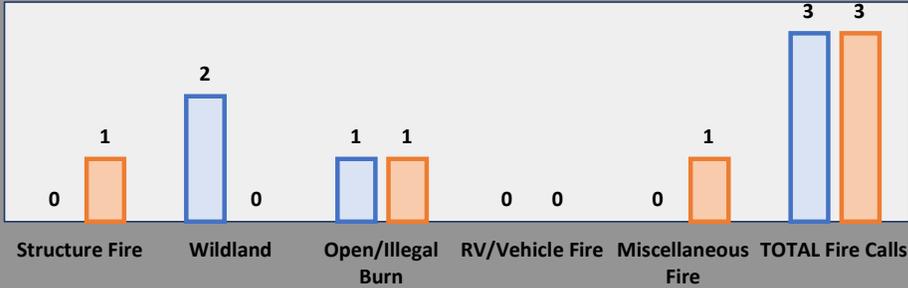
2024 2025

### Total Monthly Calls

**41** **37**

### FIRE RESPONSES

■ 2024 ■ 2025

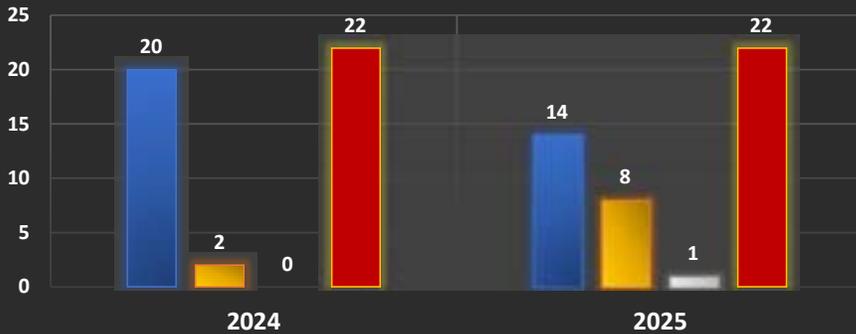


### RESPONSE TIMES (Min:Sec)

(Min:Sec)

	2024	2025
<b>Turn-Out Time</b> (Dispatched to Enroute)	<b>1:46</b>	<b>1:44</b>
<b>Response Time</b> (Enroute to Arrived)	<b>9:41</b>	<b>6:20</b>
<b>Scene to Back In-Service</b>	<b>34:59</b>	<b>43:25</b>

### EMS RESPONSES



■ Transports ■ Non-Transports ■ Station Walk-In\* ■ TOTAL EMS Calls

\*Walk-ins are included in Transport / Non-Transport Totals

September

2024 2025

### TRAINING HOURS

**120.5** **259.8**

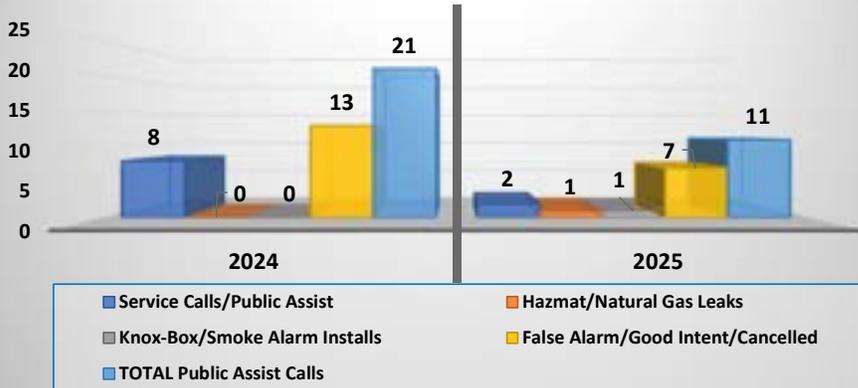
September

2024 2025

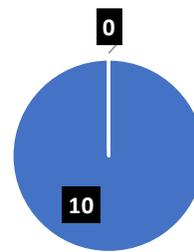
### MOTOR VEHICLE CRASHES

**3** **1**

### PUBLIC ASSIST CALLS

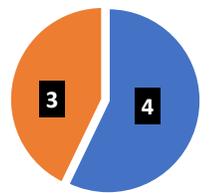


2024



■ Mutual Aid Given  
■ Mutual Aid Received

2025



■ Mutual Aid Given  
■ Mutual Aid Received

September 2025  
Ambulance Billing

**\$ 34,085.20**

### TOTAL CALLS (Year-to-Date)

**425** **430**

# **SUNRIVER SERVICE DISTRICT**

## **Managing Board**

### **Approving the title change of the position of Police Captain to Police Lieutenant 2025-015**

Whereas, the Sunriver Service District (hereinafter "District") was created on June 12, 2002 by Order No. 2002-085 of the Deschutes County Commissioners; and

Whereas, the Deschutes County Commissioners, acting as the Governing Board of the Sunriver Service District on June 26, 2002 in Agreement No. 2002-147 did specify that the Sunriver Service District provide, law enforcement, fire prevention and protection services, emergency medical services including ambulance, security services by contract; and

Whereas, the Deschutes County Commissioners, acting as the Governing Body of the District, on June 26, 2002 in the Memorandum of Understanding Contract No. 2002-201 and Agreement No. 2002-147, as amended on January 31, 2005 under Document 2005-011, did delegate managing authority for the District to the District Managing Board (hereafter "Board") created within those documents; and

Whereas, the District currently maintains the position of Police Captain within the Police Department; and

Whereas, it has been determined that the title of "Police Lieutenant" more accurately reflects the organizational structure and operational responsibilities; and

Whereas, this change is administrative in nature and involves minimal revisions to the job description, which has been cleaned up and condensed to remove redundancies, with no changes to the core duties, expectations, or salary associated with the position; and

NOW, THEREFORE, BE IT RESOLVED by the District, that:

1. The title of the current position known as "Police Captain" shall be changed to "Police Lieutenant."
2. The job description has been minimally revised for clarity, with duties and salary remaining unchanged.
3. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 16th day of October, 2025.

---

Jim Fister, Chair



# Sunriver Service District

541-593-8622  
ssdadmin@sunriversd.org  
57475 Abbot Dr, Sunriver  
PO Box 2108, Sunriver, OR 97707



**POSITION: POLICE ~~CAPTAIN~~ LIEUTENANT**

**JOB DESCRIPTION**

**DEPARTMENT: SUNRIVER POLICE**

**DATE: 10/23/2023**

**REPORTS TO: Sunriver Police Chief**

**Non-Represented / Exempt Status**

### **JOB TYPE**

Full-time

### **ANNUAL SALARY**

\$120,589.44

### **SUMMARY**

~~The position of Captain is a "supervisory" position as defined in ORS 243.650 (23) thereby excluding Captains from representation by a labor organization. Under the general direction of the Chief of Police, this middle manager/executive provides an administrative function. The Captain supervises, provides assistance, and mentors personnel under their command. Tasks are governed by established rules and regulations, policies and procedures, statutes, and precedent. The position, however, does have substantial latitude.~~

The position of Police Lieutenant is a "supervisory" position as defined in ORS 243.650(23), thereby excluding Lieutenants from representation by a labor organization.

Under the general direction of the Chief of Police, the Lieutenant serves as a key member of the department's leadership team, providing direction, coordination, and mentorship to personnel and teams. This is a middle management/executive role responsible for turning strategy into action, ensuring that department goals are achieved through sound leadership, professional accountability, and consistent performance.

The Lieutenant is expected to lead by example, demonstrating integrity, initiative, and a commitment to excellence. This position provides administrative oversight while fostering teamwork, professional growth, and problem-solving.

Work is governed by established laws, policies, and procedures, yet the position carries substantial latitude in determining the most effective ways to meet objectives. The Lieutenant must be equally comfortable managing operations, mentoring others, and stepping forward when leadership is needed most.

### **NATURE AND SCOPE**

~~The position of Captain supervises, directs, and evaluates the work of subordinates to ensure compliance with department policies and procedures. Investigates and effectively initiates or recommends disciplinary action for employees when determined appropriate using their own independent discretion.~~

~~The work is performed under the general supervisor of the Chief of Police, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over designated personnel as assigned. Provides management and executive leadership for established programs. Identifies and proposes new programs. Assists with budget development and management. Acts as the hiring manager for the department as well as establishing promotional processes.~~

~~The position of Captain establishes and maintains close working relationships with the Chief of Police, Service District personnel, elected and appointed officials, state and county officials, judges, attorneys, the District Attorney's Office, other law enforcement agencies, social agencies, and the community to meet the needs and desires of the community.~~

The position of Lieutenant supervises, directs, and evaluates the work of subordinates to ensure compliance with department policies, law and industry best practice. The work is performed under the general supervisor of the Chief of Police, but considerable leeway is granted for the exercise of independent judgment and initiative. This position provides management and executive leadership for programs and personnel, identifies and proposes new programs, and assists with budget development. Acts as the hiring manager for the department as well as establishing promotional processes.

The Lieutenant works closely with the Chief of Police, department staff, and community partners to strengthen collaboration and ensure responsive public service. This position is expected to actively engage with district officials, the justice system, and community members to maintain confidence in the department's leadership and mission.

## **ESSENTIAL DUTIES**

- ~~● Carries out the mission of the agency as defined in the mission statement; models and promotes the core values of the organization.~~
- ~~● Represents the department in related committee activities as directed.~~
- ~~● Leads by example as a strong role model.~~
- ~~● Oversees the management of units under their command and completes projects as assigned.~~
- ~~● Supervises, manages and reviews the work of staff, employee evaluations and disciplinary actions.~~
- ~~● Responsible for recruitment, hiring and promotional processes.~~
- ~~● Evaluates current practices and proposes the implementation of efficient work practices and future needs of the organization.~~
- ~~● Plans and manages the deployment of adequate personnel and equipment to fulfill the mission of the department.~~
- ~~● Ensures procedures are in conformity with laws and policy.~~
- ~~● Participates in the formation of policy and is responsible for the implementation of policy.~~
- ~~● Monitors, inspects, and is accountable for the appearance, morale, public image, and performance of subordinates.~~
- ~~● Receives, reviews, and investigates complaints. Prepares reports of activity and progress, including recommendations for action.~~
- ~~● Supervises all departmental activities. Assumes the duties and responsibilities of the Chief of Police when directed.~~
- ~~● Ensure the Chief of Police is fully and accurately informed of all unusual, serious or difficult problems.~~
- ~~● Supervises all subordinate employees and makes recommendations in administrative staff meetings on personnel actions such as performance evaluations, hiring, discipline up to and including termination.~~
- ~~● Evaluate employees on the job performance.~~

- ~~• Develop, implement, and monitor departmental programs, the budget expenditure and short and long-range goals and objectives as delegated by the Chief of Police.~~
- ~~• May, if assigned, direct the organization and maintenance of the departmental records and evidence records system. Revise forms and procedures necessary in reporting of statistical data.~~
- ~~• Directly oversees the day-to-day operations of the Patrol Division.~~
- ~~• Provide departmental employees with technical and/or professional assistance as needed. Coordinate training and development of all staff members.~~
- ~~• Establish and maintain positive working relationships with other county, state and federal officials, social agencies, and community members to meet the goals and objectives of the Sunriver Police Department.~~
- ~~• Review court decisions and case law regarding law enforcement, rights of individuals, and the due process procedures. Ensure that all members of the department are informed of the latest legal activities, which may have an impact on departmental policies and procedures.~~
- ~~• Supervises the Sergeants and their activities during assigned work shifts; assigns Sergeants, Corporals, and Officers to patrol or special details.~~
- ~~• Mentors and trains Sergeants, Corporals, and Officers to assist in their personal and professional growth.~~
- ~~• Performs duties of a Sergeant or Police Officer when not acting in an administrative capacity.~~
- ~~• Complies with safety requirements of the position and actively promotes safe work practices.~~
- ~~• Must be able to render credible testimony in a court of law.~~
- ~~• In an emergency event or an officially declared State of emergency will respond as directed to ensure the restoration of essential public services, facilities, and infrastructure.~~
- ~~• Performs other related duties as required to achieve position objectives.~~

- Carries out the mission of the agency and models the department's core values.
- Leads by example and serves as a strong role model for professionalism, integrity, and accountability.
- Works closely with the Chief of Police to manage assigned divisions, oversee day-to-day operations, and complete projects and initiatives.
- Supervises, mentors, and evaluates Sergeants, Corporals, and Officers; provides guidance for their personal and professional growth.
- Conducts and reviews employee performance evaluations; manages discipline, hiring, and promotional processes.
- Plans and manages the deployment of personnel and resources to ensure effective delivery of police services.
- Evaluates and improves operational practices to enhance efficiency and support organizational goals.
- Participates in the development, implementation, and interpretation of department policy, ensuring alignment with law and best practice.
- Ensures procedures and operations comply with laws, policies, and court rulings affecting law enforcement.
- Monitors and is accountable for the appearance, morale, public image, and performance of assigned personnel.
- Receives, reviews, and investigates complaints; prepares clear and thorough reports with recommendations for action.
- Develops, implements, and monitors division programs, budgets, and short- and long-range goals as directed by the Chief of Police.
- Keeps the Chief of Police fully informed of significant issues, incidents, or emerging challenges.
- Provides technical and professional support to staff; coordinates and facilitates training and development programs.

- Builds and maintains positive working relationships with local, county, state, and federal agencies, the justice system, and community partners.
- May direct or oversee records management, evidence control, and statistical reporting systems as assigned.
- Performs duties of a Sergeant or Police Officer when necessary to ensure operational readiness.
- Complies with all safety standards and promotes safe work practices.
- Must be able to render credible testimony in court proceedings.
- Responds to emergencies or declared states of emergency to assist in the restoration of essential public services and infrastructure.
- Other related duties as required to achieve position objectives.

## **KNOWLEDGE AND SKILLS**

- ~~All phases of law enforcement principles, practices, methods, and procedures, including crime prevention, criminal investigation, criminal identification, apprehension, rules of evidence, rules of search and seizure, care and transport of prisoners, and supervisory practices.~~
- ~~Management and administrative practices, the judicial system, and Oregon Criminal Code.~~
- ~~Executive leadership practices.~~
- ~~Pertinent federal, state, and local codes, ordinances, rules, and regulations.~~
- ~~Departmental service objectives and policies, procedures, and operational functions necessary to accomplish them.~~
- ~~Departmental policies, procedures, protocols, guidelines, and agreements as they relate to both emergency situations and daily departmental operations.~~
- ~~Organizational policies, procedures, and guidelines.~~
- ~~Safety practices related to work.~~
- ~~English language, grammar, and punctuation.~~
- ~~Conflict resolution techniques.~~
- Contemporary policing philosophies, including community engagement, procedural justice, and evidence-based policing.
- Modern law enforcement practices related to crime prevention, investigations, and response, integrating technology, data analysis, and ethical decision-making.
- Constitutional and Oregon law governing criminal procedure, use of force, arrest, search and seizure, and due process.
- Leadership, management, and supervision principles that promote accountability, teamwork, and professional development.
- Organizational planning, budgeting, and performance measurement in a public safety environment.
- Use of technology and information systems in law enforcement, including CAD/RMS, body-worn cameras, digital evidence management, and data security.
- Departmental and organizational policies, procedures, and operational guidelines related to both daily operations and emergency response.
- Risk management, safety practices, and employee wellness principles relevant to law enforcement operations.
- Effective communication, report writing, and public presentation skills.
- Conflict resolution, mediation, and de-escalation techniques.

## SKILL IN:

- ~~Interpreting and applying applicable federal, state, and local laws and regulations, which apply to problem situations involving numerous aspects of law enforcement.~~
- ~~Interpreting and applying departmental and organizational policies and procedures.~~
- ~~Skilled at managing programs and units.~~
- ~~Preparing and presenting proposals.~~
- ~~Budget construction and analysis.~~
- ~~Initiating and completing projects and assignments with little supervision.~~
- ~~Carrying out investigations.~~
- ~~Analysis and evaluation of pertinent facts to reach correct conclusions when all facts have been analyzed.~~
- ~~Understanding and executing oral and written instructions.~~
- ~~Supervising, evaluating, and training employees.~~
- ~~Preparing reports and maintaining accurate records.~~
- ~~Using computers and applicable software applications.~~
- ~~Using proper English, grammar, punctuation, and spelling.~~
- ~~Operation of firearms, patrol vehicles and other police equipment.~~
- ~~Making sound judgments.~~
- ~~Obtaining information through interviews and interrogations.~~
- ~~Communicating effectively in situations where cooperation is difficult to achieve.~~
- ~~Problem solving complex issues and rational reasoning.~~
- ~~Organizational skills.~~

## WORK ENVIRONMENT

Work is performed in an office environment and in the field in a variety of high-risk emergency and non-emergency situations, which may involve exposure to potential danger. Work duties may require working at any time of the day or night. This position requires the Lieutenant to perform the duties of police officer and be able to satisfactorily pass the Oregon Physical Abilities Test (ORPAT).

## QUALIFICATIONS

- Must have a valid Oregon Driver's License. Must be at least 21 years of age.
- Must pass a Criminal History and valid Driver's License check prior to an interview. Must pass Background Investigation prior to employment.
- Must pass a pre-employment drug screening.
- Preferred bachelor's degree in criminal justice and/or related field or have considerable experience (8-10 years) in law enforcement field work.
- Two (2) years experience as law enforcement supervisor.
- ~~Demonstrate competency in firearms, self-defense, physical fitness, law enforcement management, and vehicle operation.~~
- Must currently possess a Supervisors Certificate from the State of Oregon.
- Must be able to obtain a Management Certificate from the State of Oregon within 2 years of appointment.

## REQUIREMENTS

- ~~Must be willing to work 8, 10, or 12 hour shift assignments.~~
- ~~Must be willing to work day, swing, graveyard shift assignments including weekend and holiday work. Job may require working a 7 or 9 day work cycle.~~
- ~~Must pass a Criminal History and valid Driver's License check prior to an interview. Must pass Background Investigation prior to employment.~~
- ~~Must pass a pre-employment drug screening.~~

SRPD requires all applicants to complete the criminal history fields on their application. Applicants with incomplete criminal history fields will not be considered for a position.

### **HIRING PROCESS & TESTING**

Applicants for the Police ~~Captain~~ Lieutenant position will be required to complete the following:

- ~~Application submission to the Sunriver Police Department~~
- ~~Application review and pre-screening Criminal Background Check Interviews~~
- ~~Written Test~~
- ~~Scenario Test~~
- ~~Peer Review~~
- ~~Oral Board Interview Final Chief Interview~~
- ~~Statement of Personal History Background Investigation Conditional Job Offer~~
- ~~Medical Evaluation & Psychology Evaluation~~
- ~~Formal Job Offer~~

Applicants for the Police Lieutenant position will be required to complete the following:

- Professional resume along with three letters of recommendation.
- Written statement demonstrating their supervisory abilities in a law enforcement environment.
- Oral Board Interview
- Final Chief Interview
- Formal Job Offer

If you are a veteran and would like to apply for Veteran's Preference, please select the attached form and submit with your application.

The Sunriver Police Department is a full-time, professional agency providing life and property protection to the community of Sunriver. A staff of 13 includes the Chief, Lieutenant, two Sergeants, two Corporals, six Officers, an Executive Assistant, seasonal summer Bike Patrol, and Reserve Officers. There is also a strong contingent of Citizen Patrol volunteers. The department embraces community policing strategies to address quality of life issues with full authority of a certified sworn staff to address criminal acts.

### **BENEFITS**

- Comprehensive Medical, Dental & Vision Coverage
- MASA Coverage
- PERS Pension Employee and Employer Contribution
- Annual VEBA Contribution
- Optional FSA & Deferred Compensation Plans
- Paid Time Off (vacation and sick leave)
- ~~Accrual Paid On Duty Workout Time~~
- Family Access to Sunriver Amenities
- State of the Art New Public Safety Facility



# Sunriver Service District

541-593-8622  
ssdadmin@sunriversd.org  
57475 Abbot Dr, Sunriver  
PO Box 2108, Sunriver, OR 97707



**POSITION: POLICE LIEUTENANT**

**DEPARTMENT: SUNRIVER POLICE**

**DATE: 10/7/2025**

**REPORTS TO: Sunriver Police Chief**

**Non-Represented / Exempt Status**

## **JOB TYPE**

Full-time

## **ANNUAL SALARY**

## **SUMMARY**

The position of Police Lieutenant is a “supervisory” position as defined in ORS 243.650(23), thereby excluding Lieutenants from representation by a labor organization.

Under the general direction of the Chief of Police, the Lieutenant serves as a key member of the department’s leadership team, providing direction, coordination, and mentorship to personnel and teams. This is a middle management/executive role responsible for turning strategy into action, ensuring that department goals are achieved through sound leadership, professional accountability, and consistent performance.

The Lieutenant is expected to lead by example, demonstrating integrity, initiative, and a commitment to excellence. This position provides administrative oversight while fostering teamwork, professional growth, and problem-solving.

Work is governed by established laws, policies, and procedures, yet the position carries substantial latitude in determining the most effective ways to meet objectives. The Lieutenant must be equally comfortable managing operations, mentoring others, and stepping forward when leadership is needed most.

## **NATURE AND SCOPE**

The position of Lieutenant supervises, directs, and evaluates the work of subordinates to ensure compliance with department policies, law and industry best practice. The work is performed under the general supervision of the Chief of Police, but considerable leeway is granted for the exercise of independent judgment and initiative. This position provides management and executive leadership for programs and personnel, identifies and proposes new programs, and assists with budget development. Acts as the hiring manager for the department as well as establishing promotional processes.

The Lieutenant works closely with the Chief of Police, department staff, and community partners to strengthen collaboration and ensure responsive public service. This position is expected to actively engage with district officials, the justice system, and community members to maintain confidence in the department’s leadership and mission.

## **ESSENTIAL DUTIES**

- Carries out the mission of the agency and models the department's core values.
- Leads by example and serves as a strong role model for professionalism, integrity, and accountability.
- Works closely with the Chief of Police to manage assigned divisions, oversee day-to-day operations, and complete projects and initiatives.
- Supervises, mentors, and evaluates Sergeants, Corporals, and Officers; provides guidance for their personal and professional growth.
- Conducts and reviews employee performance evaluations; manages discipline, hiring, and promotional processes.
- Plans and manages the deployment of personnel and resources to ensure effective delivery of police services.
- Evaluates and improves operational practices to enhance efficiency and support organizational goals.
- Participates in the development, implementation, and interpretation of department policy, ensuring alignment with law and best practice.
- Ensures procedures and operations comply with laws, policies, and court rulings affecting law enforcement.
- Monitors and is accountable for the appearance, morale, public image, and performance of assigned personnel.
- Receives, reviews, and investigates complaints; prepares clear and thorough reports with recommendations for action.
- Develops, implements, and monitors division programs, budgets, and short- and long-range goals as directed by the Chief of Police.
- Keeps the Chief of Police fully informed of significant issues, incidents, or emerging challenges.
- Provides technical and professional support to staff; coordinates and facilitates training and development programs.
- Builds and maintains positive working relationships with local, county, state, and federal agencies, the justice system, and community partners.
- May direct or oversee records management, evidence control, and statistical reporting systems as assigned.
- Performs duties of a Sergeant or Police Officer when necessary to ensure operational readiness.
- Complies with all safety standards and promotes safe work practices.
- Must be able to render credible testimony in court proceedings.
- Responds to emergencies or declared states of emergency to assist in the restoration of essential public services and infrastructure.
- Other related duties as required to achieve position objectives.

## **KNOWLEDGE AND SKILLS**

- Contemporary policing philosophies, including community engagement, procedural justice, and evidence-based policing.
- Modern law enforcement practices related to crime prevention, investigations, and response, integrating technology, data analysis, and ethical decision-making.
- Constitutional and Oregon law governing criminal procedure, use of force, arrest, search and seizure, and due process.
- Leadership, management, and supervision principles that promote accountability, teamwork, and professional development.
- Organizational planning, budgeting, and performance measurement in a public safety environment.

- Use of technology and information systems in law enforcement, including CAD/RMS, body-worn cameras, digital evidence management, and data security.
- Departmental and organizational policies, procedures, and operational guidelines related to both daily operations and emergency response.
- Risk management, safety practices, and employee wellness principles relevant to law enforcement operations.
- Effective communication, report writing, and public presentation skills.
- Conflict resolution, mediation, and de-escalation techniques.

### **WORK ENVIRONMENT**

Work is performed in an office environment and in the field in a variety of high-risk emergency and non-emergency situations, which may involve exposure to potential danger. Work duties may require working at any time of the day or night. This position requires the Lieutenant to perform the duties of police officer and be able to satisfactorily pass the Oregon Physical Abilities Test (ORPAT).

### **QUALIFICATIONS**

- Must currently be employed by the Sunriver Police Department and have at least 2 years of experience in law enforcement supervision or management.
- Preferred bachelor's degree in criminal justice and/or related field.
- Must possess a DPSST Supervisory Certificate.
- Demonstrate competency in firearms, self-defense, physical fitness, law enforcement management, and vehicle operation.
- Must be able to obtain a DPSST Management Certificate from the State of Oregon within 2 years of appointment.

### **REQUIREMENTS**

- Must be willing to work 8, 10, or 12-hour shift assignments.
- Must be willing to work during day, swing, graveyard shift assignments including weekend and holiday work.
- Must have a valid Oregon Driver's License. Must be at least 21 years of age.
- Must pass a pre-employment drug screening.

### **HIRING PROCESS & TESTING**

Applicants for the Police Lieutenant position will be required to complete the following:

- Professional resume along with three letters of recommendation.
- Written statement demonstrating their supervisory abilities in a law enforcement environment.
- Oral Board Interview
- Final Chief Interview
- Formal Job Offer

If you are a veteran and would like to apply for Veteran's Preference, please select the attached form and submit with your application.

The Sunriver Police Department is a full-time, professional agency providing life and property protection to the community of Sunriver. A staff of 13 includes the Chief, Lieutenant, two Sergeants, two Corporals, six Officers, an Executive Assistant, Community Service Officer, and seasonal summer Bike Patrol. There is also a strong contingent of Citizen Patrol volunteers. The department embraces community policing strategies to address quality of life issues with full authority of a certified sworn staff to address criminal acts.

## **BENEFITS**

- Comprehensive Medical, Dental & Vision Coverage
- MASA Coverage
- PERS Pension Employee and Employer Contribution
- Annual VEBA Contribution
- Optional FSA & Deferred Compensation Plans
- Paid Time Off (vacation and sick leave)
- Family Access to Sunriver Amenities
- State of the Art New Public Safety Facility

# Sunriver Service District

## Police Lieutenant Wage Scale

	7/1/2025
Step 1	\$114,302.08
Step 2 With DPSST Mgt. Certificate +5.5% <i>Inc.</i>	\$120,589.28

### Eligible for longevity pay as follows:

Completion of five years of service through nine years = \$100/month

Completion of ten years of service through nineteen years = \$150/month

Completion of twenty years plus = \$200/month

**Sunriver Service District**  
**Budget vs. Actuals: Budget FY26 P&L - FY26 P&L**  
**August 2025 and YTD July - August 2025**

	August 2025				July - August 2025		FY25		
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget	
<b>Revenue</b>									
715-1000-311-1000 PROPERTY TAX COLLECTIONS	11,516.80	530,093.92	(518,577.12)	2.17%	-	6,361,127.00	(6,361,127.00)	0.00%	
715-1000-311-1500 PRIOR YR TAX COLLECTIONS	0.00	3,333.33	(3,333.33)	0.00%	-	40,000.00	(40,000.00)	0.00%	
715-1000-331-1200 GRANT REVENUE	0.00	-	-		-	-	-	0.00%	
715-1000-335-2100 CONFLAG REIMBSMT-STATE	0.00	7,083.33	(7,083.33)	0.00%	-	85,000.00	(85,000.00)	0.00%	
715-1000-342-1400 CONTRACT PAYMENTS	17,989.57	3,043.25	14,946.32	591.13%	17,989.57	36,519.00	(18,529.43)	49.26%	
715-1000-342-3100 AMBULANCE CHARGES	61,911.60	33,333.33	28,578.27	185.73%	122,816.80	400,000.00	(277,183.20)	30.70%	
715-1000-342-3120 BAD DEBT EXPENSE	-18,258.87	(17,916.67)	(342.20)	101.91%	(44,179.81)	(215,000.00)	170,820.19	20.55%	
715-1000-342-3200 FIRE/AIRLIFECHARGES	217.50	291.67	(74.17)	74.57%	609.00	3,500.00	(2,891.00)	17.40%	
715-1000-342-3300 BIKE PATROL CHARGES	42,149.10	3,286.25	38,862.85	1282.59%	42,149.10	39,435.00	2,714.10	106.88%	
715-1000-343-1300 MISC. INCOME POLICE	205.00	833.33	(628.33)	24.60%	225.00	10,000.00	(9,775.00)	2.25%	
715-1000-343-1301 MISC. INCOME FIRE	90.00	416.67	(326.67)	21.60%	90.00	5,000.00	(4,910.00)	1.80%	
715-1000-343-1301 MISC. INCOME DISTRICT	314.65				314.65				
715-1000-351-2300 COURT FINES & FEES	2,545.59	1,250.00	1,295.59	203.65%	4,281.53	15,000.00	(10,718.47)	28.54%	
715-1000-361-1100 INTEREST INCOME	10,608.58	10,416.67	191.91	101.84%	23,267.05	125,000.00	(101,732.95)	18.61%	
715-1000-365-1000 GEMT REVENUE	0.00	1,666.67	(1,666.67)	0.00%	-	20,000.00	(20,000.00)	0.00%	
716-0000-361-1100 INTEREST INCOME-RSVE	11,923.34	8,333.33	3,590.01	143.08%	23,800.28	100,000.00	(76,199.72)	23.80%	
716-0000-391-5000 TRANSFERS IN REVENUE	0.00	12,500.00	(12,500.00)	0.00%	-	150,000.00	(150,000.00)	0.00%	
717-0000-311-1400 LEVY PROCEEDS	1,344.79	72,215.67	(70,870.88)	1.86%	-	866,588.00	(866,588.00)	0.00%	
717-0000-361-1100 INTEREST INCOME - PS BLDG	5,555.02	8,333.33	(2,778.31)	66.66%	11,085.88	100,000.00	(88,914.12)	11.09%	
<b>Total Revenue</b>	<b>\$ 148,112.67</b>	<b>\$ 678,514.08</b>	<b>\$ (530,716.06)</b>	<b>21.83%</b>	<b>\$ 202,449.05</b>	<b>\$ 8,142,169.00</b>	<b>\$ (7,939,719.95)</b>	<b>2.49%</b>	
<b>Gross Profit</b>	<b>\$ 148,112.67</b>	<b>\$ 678,514.08</b>	<b>\$ (530,716.06)</b>	<b>21.83%</b>	<b>\$ 202,449.05</b>	<b>\$ 8,142,169.00</b>	<b>\$ (7,939,719.95)</b>	<b>2.49%</b>	

**Sunriver Service District**  
**Budget vs. Actuals: Budget FY26 P&L - FY26 P&L**  
**August 2025 and YTD July - August 2025**

	August 2025				July - August 2025		FY25	
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
<b>Expenditures</b>								
<b>POLICE DEPARTMENT</b>								
<b>715-4000-422-0000 POLICE DEPT SALARIES</b>								
715-4000-422-1020 POLICE CHIEF	11,676.76	11,576.83	99.93	100.86%	23,353.52	138,922.00	(115,568.48)	16.81%
715-4000-422-1141 POLICE SERGEANT	18,512.44	18,957.25	(444.81)	97.65%	37,024.88	227,487.00	(190,462.12)	16.28%
715-4000-422-1142 POLICE CAPTAIN	0.00	5,175.33	(5,175.33)	0.00%	-	62,104.00	(62,104.00)	0.00%
715-4000-422-1143 POLICE PATROL OFFICER	44,572.52	44,422.92	149.60	100.34%	88,832.32	533,075.00	(444,242.68)	16.66%
715-4000-422-1144 CORPORAL	18,748.20	18,120.17	628.03	103.47%	37,783.20	217,442.00	(179,658.80)	17.38%
715-4000-422-1145 POLICE COMMUNITY SERVICE OFFICER	5,137.60	4,713.58	424.02	109.00%	9,257.60	56,563.00	(47,305.40)	16.37%
715-4000-422-1155 POLICE OVERTIME	1,455.11	2,500.00	(1,044.89)	58.20%	4,187.93	30,000.00	(25,812.07)	13.96%
715-4000-422-1815 ADMINISTRATIVE EXECUTIVE ASSISTANT	8,812.31	6,676.33	2,135.98	131.99%	17,921.66	80,116.00	(62,194.34)	22.37%
715-4000-422-1901 VACATION PAY POLICE	677.43	2,083.33	(1,405.90)	32.52%	5,370.20	25,000.00	(19,629.80)	21.48%
<b>Total 715-4000-422-0000 POLICE DEPT SALARIES</b>	<b>\$ 109,592.37</b>	<b>\$ 114,225.74</b>	<b>\$ (4,633.37)</b>	<b>95.94%</b>	<b>\$ 223,731.31</b>	<b>\$ 1,370,709.00</b>	<b>\$ (1,146,977.69)</b>	<b>16.32%</b>
<b>715-4000-422-2000 POLICE DEPT BENEFITS</b>								
715-4000-422-2110 LIFE/DISABILITY/SEC 125	911.02	714.92	196.10	127.43%	1,669.75	8,579.00	(6,909.25)	19.46%
715-4000-422-2150 HEALTH/DENTAL INSURANCE	42,718.14	38,948.25	3,769.89	109.68%	43,302.64	467,379.00	(424,076.36)	9.26%
715-4000-422-2201 FICA/MEDICARE	2,905.94	1,626.08	1,279.86	178.71%	5,468.83	19,513.00	(14,044.17)	28.03%
715-4000-422-2301 PERS/Ee & Er	29,196.45	34,417.50	(5,221.05)	84.83%	41,151.53	413,010.00	(371,858.47)	9.96%
715-4000-422-2501 UNEMPLOYMENT INS	23.69	166.67	(142.98)	14.21%	45.10	2,000.00	(1,954.90)	2.26%
715-4000-422-2505 OREGON PAID LEAVE	439.86	448.58	(8.72)	98.06%	853.57	5,383.00	(4,529.43)	15.86%
715-4000-422-2601 WORKERS' COMP INS	0.00	3,344.83	(3,344.83)	0.00%	36,698.76	40,138.00	(3,439.24)	91.43%
<b>Total 715-4000-422-2000 POLICE DEPT BENEFITS</b>	<b>\$ 76,195.10</b>	<b>\$ 79,666.83</b>	<b>\$ (3,471.73)</b>	<b>95.64%</b>	<b>\$ 129,190.18</b>	<b>\$ 956,002.00</b>	<b>\$ (826,811.82)</b>	<b>13.51%</b>
715-4000-422-3399 CONTRACT SERVICES	21,614.58	9,210.00	12,404.58	234.69%	45,576.86	110,520.00	(64,943.14)	41.24%
715-4000-422-3410 EMPLOYEE MEDICAL EXPENSES	0.00	508.33	(508.33)	0.00%	-	6,100.00	(6,100.00)	0.00%
715-4000-422-4220 CUSTODIAL SERVICES	775.00	291.67	483.33	265.71%	775.00	3,500.00	(2,725.00)	22.14%
715-4000-422-4260 DRY CLEANING-UNIFORMS	0.00	25.00	(25.00)	0.00%	-	300.00	(300.00)	0.00%
715-4000-422-4325 VEHICLE R & M	1,841.61	1,625.00	216.61	113.33%	5,857.08	19,500.00	(13,642.92)	30.04%
715-4000-422-4330 EQPMT R&M(NON OFFICE)	0.00	83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
715-4000-422-4340 EQPMT R&M - OFFICE	64.99				64.99			
715-4000-422-5010 DUES & MEMBERSHIPS	0.00	295.83	(295.83)	0.00%	-	3,550.00	(3,550.00)	0.00%
715-4000-422-5020 PROFESSIONAL LICENSES & FEES	252.21	366.67	(114.46)	68.78%	252.21	4,400.00	(4,147.79)	5.73%
715-4000-422-5040 EDUCATION & TRAINING	70.00	1,375.00	(1,305.00)	5.09%	70.00	16,500.00	(16,430.00)	0.42%
715-4000-422-5390 COMMUNICATION SERVICES	1,050.48	1,220.00	(169.52)	86.10%	1,050.48	14,640.00	(13,589.52)	7.18%
715-4000-422-5510 PRINTING/BINDING	77.20	143.42	(66.22)	53.83%	924.36	1,721.00	(796.64)	53.71%
715-4000-422-5820 TRAVEL EXPENSES	22.78	183.33	(160.55)	12.43%	22.78	2,200.00	(2,177.22)	1.04%
715-4000-422-6101 AMMUNITION	0.00	250.00	(250.00)	0.00%	-	3,000.00	(3,000.00)	0.00%
715-4000-422-6122 PUBLIC EDUCATION SUPPLIES	305.83	137.50	168.33	222.42%	305.83	1,650.00	(1,344.17)	18.54%
715-4000-422-6134 GEN'L SUPPLIES	1,319.17	416.67	902.50	316.60%	1,319.17	5,000.00	(3,680.83)	26.38%
715-4000-422-6135 POLICE VOLUNTEER SUPPLIES	0.00	41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
715-4000-422-6155 OFFICE SUPPLIES	165.23	100.00	65.23	165.23%	165.23	1,200.00	(1,034.77)	13.77%
715-4000-422-6161 POSTAGE/FREIGHT	186.16	70.83	115.33	262.83%	186.16	850.00	(663.84)	21.90%

**Sunriver Service District**  
**Budget vs. Actuals: Budget FY26 P&L - FY26 P&L**  
**August 2025 and YTD July - August 2025**

	August 2025				July - August 2025		FY25		
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget	
715-4000-422-6197 UNIFORMS	3,648.08	833.33	2,814.75	437.77%	6,431.89	10,000.00	(3,568.11)	64.32%	
715-4000-422-6220 FUEL	3,446.97	3,608.33	(161.36)	95.53%	3,446.97	43,300.00	(39,853.03)	7.96%	
715-4000-422-6320 MEETING SUPPLIES	0.00	141.67	(141.67)	0.00%	-	1,700.00	(1,700.00)	0.00%	
715-4000-422-6650 MINOR TOOLS & EQUIPMENT	0.00	666.67	(666.67)	0.00%	-	8,000.00	(8,000.00)	0.00%	
715-4000-422-6665 OFFICE EQPMT(MINOR)	0.00	125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%	
715-4000-422-9701 CONTINGENCY	0.00	833.33	(833.33)	0.00%	-	10,000.00	(10,000.00)	0.00%	
<b>TOTAL POLICE DEPARTMENT M&amp;S</b>	<b>34,840.29</b>	<b>22,552.58</b>	<b>12,222.72</b>	<b>154.48%</b>	<b>66,449.01</b>	<b>270,631.00</b>	<b>(204,246.98)</b>	<b>24.55%</b>	

**Sunriver Service District**  
**Budget vs. Actuals: Budget FY26 P&L - FY26 P&L**  
**August 2025 and YTD July - August 2025**

	August 2025				July - August 2025		FY25	
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
<b>FIRE DEPARTMENT</b>								
<b>715-5500-425-0000 FIRE DEPT SALARIES</b>								
715-5500-425-1022 FIRE CHIEF	11,676.78	11,576.83	99.95	100.86%	23,353.56	138,922.00	(115,568.44)	16.81%
715-5500-425-1023 ASST CHIEF	11,262.44	11,538.50	(276.06)	97.61%	22,524.88	138,462.00	(115,937.12)	16.27%
715-5500-425-1151 FIRE CAPTAIN	27,686.21	30,210.33	(2,524.12)	91.64%	56,872.93	362,524.00	(305,651.07)	15.69%
715-5500-425-1152 FIRE ENGINEER	24,455.10	27,230.83	(2,775.73)	89.81%	50,861.84	326,770.00	(275,908.16)	15.57%
715-5500-425-1153 FIREFIGHTER/PM	41,446.73	46,835.50	(5,388.77)	88.49%	86,266.73	562,026.00	(475,759.27)	15.35%
715-5500-425-1155 FIRE OVERTIME	36,381.82	22,916.67	13,465.15	158.76%	70,924.45	275,000.00	(204,075.55)	25.79%
715-5500-425-1158 FIRE RESERVE	1,470.00	4,166.67	(2,696.67)	35.28%	4,650.00	50,000.00	(45,350.00)	9.30%
715-5500-425-1885 ADMINISTRATIVE EXECUTIVE ASSISTANT.	5,557.44	6,577.83	(1,020.39)	84.49%	11,644.16	78,934.00	(67,289.84)	14.75%
715-5500-425-1901 VACATION PAY FIRE	2,891.85	2,500.00	391.85	115.67%	2,891.85	30,000.00	(27,108.15)	9.64%
<b>Total 715-5500-425-0000 FIRE DEPT SALARIES</b>	<b>\$ 162,828.37</b>	<b>\$ 163,553.16</b>	<b>\$ (724.79)</b>	<b>99.56%</b>	<b>\$ 329,990.40</b>	<b>\$ 1,962,638.00</b>	<b>\$ (1,632,647.60)</b>	<b>16.81%</b>
<b>715-5500-425-2000 FIRE DEPT BENEFITS</b>								
715-5500-425-2110 LIFE/DISABILITY/SEC 125.	1,047.05	775.42	271.63	135.03%	2,059.10	9,305.00	(7,245.90)	22.13%
715-5500-425-2150 HEALTH/DENTAL INSURANCE.	39,002.25	43,585.58	(4,583.33)	89.48%	40,402.25	523,027.00	(482,624.75)	7.72%
715-5500-425-2201 FICA/MEDICARE.	2,251.89	2,323.25	(71.36)	96.93%	4,710.20	27,879.00	(23,168.80)	16.90%
715-5500-425-2301 PERS/Ee & Er.	55,265.95	49,959.67	5,306.28	110.62%	84,590.39	599,516.00	(514,925.61)	14.11%
715-5500-425-2501 UNEMPLOYMENT INS.	31.14	166.67	(135.53)	18.68%	65.69	2,000.00	(1,934.31)	3.28%
715-5500-425-2505 OREGON PAID LEAVE	617.89	640.92	(23.03)	96.41%	1,292.45	7,691.00	(6,398.55)	16.80%
715-5500-425-2601 WORKERS' COMP INS.	0.00	7,297.42	(7,297.42)	0.00%	91,003.03	87,569.00	3,434.03	103.92%
<b>Total 715-5500-425-2000 FIRE DEPT BENEFITS</b>	<b>\$ 98,216.17</b>	<b>\$ 104,748.93</b>	<b>\$ (6,532.76)</b>	<b>93.76%</b>	<b>\$ 224,123.11</b>	<b>\$ 1,256,987.00</b>	<b>\$ (1,032,863.89)</b>	<b>17.83%</b>
715-5500-425-3399 CONTRACT SERVICES..	709.01	5,250.00	(4,540.99)	13.50%	7,897.62	63,000.00	(55,102.38)	12.54%
715-5500-425-3410 EMPLOYEE MEDICAL EXPENSES.	214.83	2,466.67	(2,251.84)	8.71%	214.83	29,600.00	(29,385.17)	0.73%
715-5500-425-4320 R & M-BLDG/GROUNDS			-	0.00%				
715-5500-425-4320 R&M-BLDG/ROUND								
715-5500-425-4325 VEHICLE R & M.	3,765.55	3,750.00	15.55	100.41%	11,146.18	45,000.00	(33,853.82)	24.77%
715-5500-425-4330 EQPMT R&M(NON OFFICE).	0.00	1,208.33	(1,208.33)	0.00%	-	14,500.00	(14,500.00)	0.00%
715-5500-425-5010 DUES & MEMBERSHIP	570.00	391.67	178.33	145.53%	645.00	4,700.00	(4,055.00)	13.72%
715-5500-425-5020 PROFESSIONAL LICENSES & FEES.	100.00	458.33	(358.33)	21.82%	100.00	5,500.00	(5,400.00)	1.82%
715-5500-425-5040 EDUCATION & TRAINING.	466.05	2,191.67	(1,725.62)	21.26%	466.05	26,300.00	(25,833.95)	1.77%
715-5500-425-5390 COMMUNICATION SERVICES.	660.39	1,416.67	(756.28)	46.62%	660.39	17,000.00	(16,339.61)	3.88%
715-5500-425-5510 PRINTING/BINDING.	502.00	62.50	439.50	803.20%	502.00	750.00	(248.00)	66.93%
715-5500-425-5820 TRAVEL EXPENSES.	512.87	208.33	304.54	246.18%	512.87	2,500.00	(1,987.13)	20.51%
715-5500-425-6122 PUBLIC EDUCATIONAL SUPPLIES	181.83	300.00	(118.17)	60.61%	803.33	3,600.00	(2,796.67)	22.31%
715-5500-425-6134 GENERAL SUPPLIES	790.64	1,000.00	(209.36)	79.06%	790.64	12,000.00	(11,209.36)	6.59%
715-5500-425-6143 MEDICAL SUPPLIES	3,111.62	3,333.33	(221.71)	93.35%	6,375.80	40,000.00	(33,624.20)	15.94%
715-5500-425-6155 OFFICE SUPPLIES.	608.04	100.00	508.04	608.04%	608.04	1,200.00	(591.96)	50.67%
715-5500-425-6161 POSTAGE/FREIGHT OUT	712.59	41.67	670.92	1710.08%	-	500.00	(500.00)	0.00%
715-5500-425-6188 SPECIAL SUPPLIES	0.00	1,166.67	(1,166.67)	0.00%	928.59	14,000.00	(13,071.41)	6.63%
715-5500-425-6197 UNIFORMS.	244.03	1,666.67	(1,422.64)	14.64%	244.03	20,000.00	(19,755.97)	1.22%
715-5500-425-6200 PERSONAL PROTECTIVE EQUIPMENT	0.00	3,286.92	(3,286.92)	0.00%	-	39,443.00	(39,443.00)	0.00%
715-5500-425-6220 FUEL.	1,746.00	2,018.75	(272.75)	86.49%	1,820.58	24,225.00	(22,404.42)	7.52%

**Sunriver Service District**  
**Budget vs. Actuals: Budget FY26 P&L - FY26 P&L**  
**August 2025 and YTD July - August 2025**

	August 2025				July - August 2025		FY25		
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget	
715-5500-425-6320 MEETING SUPPLIES.	0.00	145.83	(145.83)	0.00%	-	1,750.00	(1,750.00)	0.00%	
715-5500-425-6650 MINOR TOOLS & EQUIPMENT.	242.48	583.33	(340.85)	41.57%	378.31	7,000.00	(6,621.69)	5.40%	
715-5500-425-6665 OFFICE EQPMT(MINOR).	0.00	733.33	(733.33)	0.00%	-	8,800.00	(8,800.00)	0.00%	
715-5500-425-9701 CONTINGENCY.	0.00	833.33	(833.33)	0.00%	-	10,000.00	(10,000.00)	0.00%	
<b>TOTAL FIRE DEPARTMENT M&amp;S</b>	<b>15,137.93</b>	<b>32,614.00</b>	<b>(17,476.07)</b>	<b>46.42%</b>	<b>34,094.26</b>	<b>391,368.00</b>	<b>(357,273.74)</b>	<b>8.71%</b>	

**Sunriver Service District**  
**Budget vs. Actuals: Budget FY26 P&L - FY26 P&L**  
**August 2025 and YTD July - August 2025**

	August 2025				July - August 2025		FY25	
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
<b>BIKE PATROL</b>								
<b>715-6800-428-0000 BIKE PATROL DEPT SALARIES &amp; BENEFITS</b>								
715-6800-428-1145 PATHWAY RANGER	13,118.32	3,714.58	9,403.74	353.16%	28,464.90	44,575.00	(16,110.10)	63.86%
715-6800-428-2201 FICA/MEDICARE..	1,249.64	284.17	965.47	439.75%	2,263.21	3,410.00	(1,146.79)	66.37%
715-6800-428-2501 UNEMPLOYMENT INS..	9.79	41.67	(31.88)	23.49%	17.87	500.00	(482.13)	3.57%
715-6800-428-2505 OREGON PAID LEAVE	65.36	83.33	(17.97)	78.44%	118.37	1,000.00	(881.63)	11.84%
715-6800-428-2601 WORKERS' COMP INS..	0.00	164.83	(164.83)	0.00%	857.15	1,978.00	(1,120.85)	43.33%
<b>Total 715-6800-428-0000 BIKE PATROL DEPT SALARIES &amp; BENEFITS</b>	<b>14,443.11</b>	<b>4,288.58</b>	<b>10,154.53</b>	<b>336.78%</b>	<b>31,721.50</b>	<b>51,463.00</b>	<b>(19,741.50)</b>	<b>61.64%</b>
715-6800-428-3410 EMPLOYEE MEDICAL EXPENSE	0.00	119.17	(119.17)	0.00%	-	1,430.00	(1,430.00)	0.00%
715-6800-428-6134 GENERAL SUPPLIES.	0.00	41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
715-6800-428-6197 UNIFORMS..	3.59	41.67	(38.08)	8.62%	3.59	500.00	(496.41)	0.72%
715-6800-428-6650 MINOR TOOLS & EQUIPMENT...	30.00	125.00	(95.00)	24.00%	30.00	1,500.00	(1,470.00)	2.00%
<b>TOTAL BIKE PATROL DEPARTMENT M&amp;S</b>	<b>33.59</b>	<b>327.51</b>	<b>(293.92)</b>	<b>10.26%</b>	<b>33.59</b>	<b>3,930.00</b>	<b>(3,896.41)</b>	<b>0.85%</b>

**Sunriver Service District**  
**Budget vs. Actuals: Budget FY26 P&L - FY26 P&L**  
**August 2025 and YTD July - August 2025**

	August 2025				July - August 2025		FY25	
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
<b>ADMINISTRATION</b>								
<b>715-9700-425-0000 ADMIN SALARIES &amp; BENEFITS</b>								
715-9700-425-1815 ADMINISTRATIVE EXECUTIVE ASSISTANT	0.00	4,365.92	(4,365.92)	0.00%	4,411.98	52,391.00	(47,979.02)	8.42%
715-9700-425-1888 DISTRICT ADMINISTRATOR	9,722.96	9,723.00	(0.04)	100.00%	19,445.92	116,676.00	(97,230.08)	16.67%
715-9700-425-2100 LIFE/DISABILITY/SEC 125..	82.02	50.17	31.85	163.48%	154.04	602.00	(447.96)	25.59%
715-9700-425-2150 HEALTH/DENTAL INSURANCE..	3,091.50	3,358.33	(266.83)	92.05%	3,041.50	40,300.00	(37,258.50)	7.55%
715-9700-425-2201 FICA/MEDICARE...	308.89	204.33	104.56	151.17%	771.30	2,452.00	(1,680.70)	31.46%
715-9700-425-2301 PERS/Ee & Er..	2,669.92	3,450.42	(780.50)	77.38%	4,178.29	41,405.00	(37,226.71)	10.09%
715-9700-425-2501 UNEMPLOYMENT INS...	2.08	41.67	(39.59)	4.99%	4.88	500.00	(495.12)	0.98%
715-9700-425-2505 OREGON PAID LEAVE	46.30	56.50	(10.20)	81.95%	103.01	678.00	(574.99)	15.19%
715-9700-425-2601 WORKERS COMP INS	0.00	20.83	(20.83)	0.00%	243.65	250.00	(6.35)	97.46%
<b>Total 715-9700-425-0000 ADMIN SALARIES &amp; BENEFITS</b>	<b>\$ 15,923.67</b>	<b>\$ 21,271.17</b>	<b>\$ (5,347.50)</b>	<b>74.86%</b>	<b>\$ 32,354.57</b>	<b>\$ 255,254.00</b>	<b>\$ (222,899.43)</b>	<b>12.68%</b>
715-9700-425-3320 AUDIT SVCS/RESERVE STUDY	0.00	1,116.67	(1,116.67)	0.00%	-	13,400.00	(13,400.00)	0.00%
715-9700-425-3370 LEGAL	18,000.00	1,250.00	16,750.00	1440.00%	18,000.00	15,000.00	3,000.00	120.00%
715-9700-425-3399 CONTRACTUAL SERVICES	5,934.26	8,723.33	(2,789.07)	68.03%	6,905.30	104,680.00	(97,774.70)	6.60%
715-9700-425-3410 EMPLOYEE MEDICAL EXPENSES..	0.00	208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
715-9700-425-4110 WATER & SEWER..	517.09	666.67	(149.58)	77.56%	517.09	8,000.00	(7,482.91)	6.46%
715-9700-425-4210 GARBAGE..	627.41	458.33	169.08	136.89%	627.41	5,500.00	(4,872.59)	11.41%
715-9700-425-4220 CUSTODIAL/JANITORIAL SVCS	346.82	833.33	(486.51)	41.62%	602.65	10,000.00	(9,397.35)	6.03%
715-9700-425-4320 BLDG/GROUNDS MAINTENANCE	385.00	1,012.50	(627.50)	38.02%	385.00	12,150.00	(11,765.00)	3.17%
715-9700-425-4460 BUILDING RENTAL	0.00	3,333.33	(3,333.33)	0.00%	-	40,000.00	(40,000.00)	0.00%
715-9700-425-5010 MEMBERSHIP & DUES	0.00	715.83	(715.83)	0.00%	695.00	8,590.00	(7,895.00)	8.09%
715-9700-425-5040 EDUCATION & TRAINING..	455.00	237.92	217.08	191.24%	455.00	2,855.00	(2,400.00)	15.94%
715-9700-425-5050 BANK/TRUSTEE CHARGES	0.20	83.33	(83.13)	0.24%	20.07	1,000.00	(979.93)	2.01%
715-9700-425-5204 INSURANCE PREMIUMS	49.00	11,250.00	(11,201.00)	0.44%	49.00	135,000.00	(134,951.00)	0.04%
715-9700-425-5390 COMMUNICATIONS SERVICES	1,428.79	1,033.33	395.46	138.27%	2,240.15	12,400.00	(10,159.85)	18.07%
715-9700-425-5401 PUBLIC NOTICES	0.00	166.67	(166.67)	0.00%	-	2,000.00	(2,000.00)	0.00%
715-9700-425-5820 TRAVEL & MEALS	0.00	291.67	(291.67)	0.00%	-	3,500.00	(3,500.00)	0.00%
715-9700-425-6134 GENERAL SUPPLIES..	258.81	308.33	(49.52)	83.94%	328.41	3,700.00	(3,371.59)	8.88%
715-9700-425-6155 COPIER CHGS	616.41	416.67	199.74	147.94%	1,109.41	5,000.00	(3,890.59)	22.19%
715-9700-425-6161 POSTAGE/ FREIGHT	0.00	83.33	1,633.80	2060.64%	-	1,000.00	(1,000.00)	0.00%
715-9700-425-6210 ELECTRICITY..	1,717.13	1,083.33	(849.45)	21.59%	1,717.13	13,000.00	(11,282.87)	13.21%
715-9700-425-6240 NATURAL GAS..	233.88	750.00	(750.00)	31.18%	233.88	9,000.00	(8,766.12)	2.60%
715-9700-425-6335 DISTRICT FUNCTIONS	0.00	83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
715-9700-425-6665 OFFICE EQUIPMENT	0.00	41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
715-9700-491-9616 TRANSFER TO RESERVE FUND	0.00	12,500.00	(12,500.00)	0.00%	-	150,000.00	(150,000.00)	0.00%
715-9700-501-9701 CONTINGENCY..	0.00	1,666.67	(1,666.67)	0.00%	-	20,000.00	(20,000.00)	0.00%
<b>TOTAL ADMINISTRATION DEPARTMENT M&amp;S</b>	<b>30,569.80</b>	<b>48,314.57</b>	<b>(17,744.77)</b>	<b>63.27%</b>	<b>33,885.50</b>	<b>579,775.00</b>	<b>(545,889.50)</b>	<b>5.84%</b>

**Sunriver Service District**  
**Budget vs. Actuals: Budget FY26 P&L - FY26 P&L**  
**August 2025 and YTD July - August 2025**

	August 2025				July - August 2025		FY25	
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
<b>716 CAPITAL FUND</b>								
716-4000-422-9422 AUTO - FIRE DEPARTMENT	0.00	6,649.50	(6,649.50)	0.00%	-	79,794.00	(79,794.00)	0.00%
716-4000-422-9435 OPERATING EQPMT-CAPITAL	0.00	804.17	(804.17)	0.00%	-	9,650.00	(9,650.00)	0.00%
716-4000-425-9430 FIRE EQUIPMENT	0.00	3,492.00	(3,492.00)	0.00%	32,612.98	41,904.00	(9,291.02)	77.83%
716-4000-501-9701 CONTINGENCY...	0.00	6,250.00	(6,250.00)	0.00%	-	75,000.00	(75,000.00)	0.00%
<b>TOTAL 716 M&amp;S</b>	<b>-</b>	<b>17,195.67</b>	<b>(17,195.67)</b>	<b>0.00%</b>	<b>32,612.98</b>	<b>206,348.00</b>	<b>(173,735.02)</b>	<b>15.80%</b>
<b>717 PSB FUND</b>								
717-4000-422-9120 LAND ACQ & LAND DEVELOPMENT	0.00	-	-		-	-	-	0.00%
717-4000-422-9210 DESIGN/PROFESSIONAL SERVICES	0.00	416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
717-4000-422-9220 PROJECT ADMINISTRATION	6,860.00	1,166.67	5,693.33	588.00%	6,860.00	14,000.00	(7,140.00)	49.00%
717-4000-422-9225 CONSTRUCTION	18,104.50	11,666.67	6,437.83	155.18%	21,284.50	140,000.00	(118,715.50)	15.20%
717-4000-422-9230 SYSTEMS & EQUIPMENT	0.00	-	-		-	-	-	0.00%
717-4000-422-9235 PERMITS, TESTING, FEES	0.00	1,500.00	(1,500.00)	0.00%	-	18,000.00	(18,000.00)	0.00%
717-4000-422-9435 SOFT COSTS	0.00	250.00	(250.00)	0.00%	-	3,000.00	(3,000.00)	0.00%
717-4000-422-9460 LOAN PAYMENT	0.00	69,395.08	(69,395.08)	0.00%	-	832,741.00	(832,741.00)	0.00%
717-4000-501-9701 CONTINGENCY...	0.00	8,333.33	(8,333.33)	0.00%	-	100,000.00	(100,000.00)	0.00%
<b>TOTAL 717 M&amp;S</b>	<b>24,964.50</b>	<b>92,728.42</b>	<b>(67,763.92)</b>	<b>26.92%</b>	<b>28,144.50</b>	<b>1,112,741.00</b>	<b>(1,084,596.50)</b>	<b>2.53%</b>
<b>Total Expenditures</b>	<b>\$ 582,744.90</b>	<b>\$ 701,487.16</b>	<b>\$ (118,807.25)</b>	<b>83.07%</b>	<b>\$ 1,166,330.91</b>	<b>\$ 8,417,846.00</b>	<b>\$ (7,251,515.09)</b>	<b>13.86%</b>
<b>Net Operating Revenue</b>	<b>\$ (434,632.23)</b>	<b>\$ (22,973.08)</b>	<b>\$ (411,908.81)</b>	<b>1891.92%</b>	<b>\$ (963,881.86)</b>	<b>\$ (275,677.00)</b>	<b>\$ (688,204.86)</b>	<b>349.64%</b>
<b>Net Revenue</b>	<b>\$ (434,632.23)</b>	<b>\$ (22,973.08)</b>	<b>\$ (411,908.81)</b>	<b>1891.92%</b>	<b>\$ (963,881.86)</b>	<b>\$ (275,677.00)</b>	<b>\$ (688,204.86)</b>	<b>349.64%</b>
<b>Expense Category Summary - FUND 715</b>								
Personal Service	477,198.79	487,754.41	(10,555.62)	97.84%	971,111.07	5,853,053.00	(4,881,941.93)	16.59%
Materials & Service	80,581.61	87,975.33	(7,393.72)	91.60%	134,462.36	1,055,704.00	(921,241.64)	12.74%
Transfer to Reserve Fund	-	12,500.00	(12,500.00)	0.00%	-	150,000.00	(150,000.00)	0.00%
Transfer to PSB Fund	-	-	-		-	-	-	
Contingencies	-	3,333.33	(3,333.33)		-	40,000.00	(40,000.00)	
<b>Totals</b>	<b>557,780.40</b>	<b>591,563.07</b>	<b>(33,782.67)</b>		<b>1,105,573.43</b>	<b>7,098,757.00</b>	<b>(5,993,183.57)</b>	
<b>Expense Category Summary - FUND 716</b>								
Materials & Service	-	10,945.67	(10,945.67)	0.00%	32,612.98	131,348.00	(98,735.02)	24.83%
Contingencies	-	6,250.00	(6,250.00)	0.00%	-	75,000.00	(75,000.00)	0.00%
<b>Totals</b>	<b>-</b>	<b>17,195.67</b>	<b>(17,195.67)</b>		<b>32,612.98</b>	<b>206,348.00</b>	<b>(173,735.02)</b>	
<b>Expense Category Summary - FUND 717</b>								
Materials & Service	24,964.50	15,000.01	9,964.49	166.43%	60,757.48	180,000.00	(119,242.52)	33.75%
Debt Payment	-	69,395.08	(69,395.08)	0.00%	-	832,741.00	(832,741.00)	0.00%
Contingencies	-	8,333.33	(8,333.33)	0.00%	-	100,000.00	(100,000.00)	0.00%
<b>Totals</b>	<b>24,964.50</b>	<b>92,728.42</b>	<b>(67,763.92)</b>		<b>60,757.48</b>	<b>1,112,741.00</b>	<b>(1,051,983.52)</b>	

## CONFLAGS & ODF FIRES FY 25-26 REIMBURSEMENTS

NAME OF FIRE	LABOR	EQUIPMENT	LODGING/MEALS	TOTAL	FUNDS RECEIVED	NOTES
Cram	\$23,213.76	\$7,621.65	\$0.00	\$30,835.41	YES	
Sunrise	\$11,572.32	\$3,510.00	\$0.00	\$15,082.32	YES	
Flat (Bjorvik)	\$5,317.76	\$1,642.50	\$0.00	\$6,960.26	NO	Sent 9/15/25
Marks Creek	\$3,829.86	\$1,305.00	\$0.00	\$5,134.86	NO	Sent 9/15/25
Black Rock	\$18,350.36	\$5,715.00	\$0.00	\$24,065.36	NO	Sent 9/15/25
Flat (Line Staff)	\$25,437.11	\$4,250.00	\$112.65	\$29,799.76	NO	Sent 10/7/25
<b>TOTALS</b>	<b>\$87,721.17</b>	<b>\$24,044.15</b>	<b>\$112.65</b>	<b>\$111,877.97</b>		

Overtime Costs YTD	
Conflag Fire	\$50,856.63
Regular OT	\$43,557.98
Total	\$94,414.61

FY 25/26 OT Budget	\$275,000.00
Regular OT Percent of Budget	16%

# Board of Directors Actions – September 20, 2025

There were 9 Board members in attendance at the September 20, 2025, meeting. The meeting was held live/in person at the Sunriver Homeowners Association Administrative Office and via Zoom and was available for viewing via internet broadcast on Youtube.

At its regular monthly business meeting, the SROA Board of Directors took the following actions:

## FINANCIAL

- The Board received the August 2025 Financial Report from the Board Treasurer.
- Approved the August 2025 unaudited financials.
- The Board approved a 3% discount for full payment of 2026 Maintenance Fees prior to January 25, 2026.
- The Board approved an amendment to Section 10. A., of the SROA contract with General Manager, James Lewis, regarding compensation.

## COMMITTEE/TASK FORCE MEMBERSHIP ACTIONS

- The Board approved the following committee and task force actions:
  - **Appointments**
    - Finance – Bill Burke as Board Member
    - Finance – John Vogel from alternate to voting member
    - Nominating – Holly Lekas
    - Nominating – Sheri Serfling
    - Nominating – Joe McArthur
    - Nominating – John Hiser
  - **Appointment to Additional Term of Service**
    - Finance – Luis Bayol
    - Finance – Michael Applegate
  - **End of Term of Service**
    - Election – Ann Parrish
    - Election – Jim Montroy
    - Finance – Don Costa
    - Nominating – Debbie Baker
    - Nominating – Ron Angell
    - Nominating – Mike Gocke
    - Nominating – Tony Selle
  - **Resignations**

- Election & Nominating – Pam Hays (due to election to Board)
- **Chair Appointments**
- Covenants – Tony De Alicante
- Design – Charlie Meyer
- Election – Open
- Finance – Clark Pederson
- Nominating – Laureen Anderson
- Nominating Vice Chair – Jane Shoemaker
- Owner Enrichment – Mark Fisler

## **COMMITTEE/TASK FORCE ACTION REQUESTS**

- None.

## **NON-FINANCIAL**

- Approved minutes from the August 15, 2025, Work Session and August 16, 2025, Business Meeting; and, the August 16, 2025 Annual Meeting.
- The Board received the monthly General Manager’s report for SROA Departments for the month of August 2025.
- The Board received the monthly committee/liason reports for the month of August 2025.
- The Board approved revised Board Officer, Task Force liaison and Workgroup liaison assignments.
- The Board approved Resolution 2025-001 designating authorized signatories (Board Members) for SROA accounts.

**EXECUTIVE SESSION:** An executive session was held at the September 19<sup>th</sup> work session to consult with legal counsel regarding pending litigation and personnel issues; an executive session was not held at the September 20<sup>th</sup> business meeting.

**OWNERS FORUM - Three owners spoke at the Friday (19<sup>th</sup>) work session and two spoke at the Saturday (20<sup>th</sup>) business meeting. There were six owner letters read/summarized into the record at the Friday work session (five owners but six letters). A brief summary of the comments are as follows:**

### **FRIDAY, September 19<sup>th</sup>:**

#### **(LETTERS/COMMENTS READ INTO THE RECORD)**

**Susy Franich, 21 Maury Mountain Lane:** Ms. Franich expressed her belief that the pools (specifically the members pool) should be open longer in the season. She included suggestions about how operations could continue.

**Tina Freel, 28 Maury Mountain Lane:** Ms. Freel commented that she would like to see the responses provided from the Board members to those who spoke at the Annual meeting – she believes they should be made available for owner viewing.

**Michelle Walsh, 5 Fifteenth Tee Lane:** Ms. Walsh commented in regard to the proposed Capital Transfer fee. She specifically asked how the Sunriver Resort contributes to the capital projects/amenities in Sunriver and what the transfer fee equivalent would be for the Resort. She believes an auditor should be employed by SROA to examine best practices in relation to the proposed Capital Transfer Fee.

**Wayne Greene, 12 Cypress Lane:** Mr. Greene stated that over the past year he has noticed less adherence to parking regulations – and that messaging to owners and property managers in this regard needs to be done.

**Paul Conte, 7&8 McKenzie Lane:** Mr. Conte (two letters) first commented with regard to the SROA Board adjourning into executive session. He provided references to statutes about the requirements for executive session and the need to take action on items from the executive session during an open meeting. Second he commented about his past complaints about barbed wire fences enclosing the meadows/pastures in Sunriver. He stated that there had been no response to his comments and formal complain but also acknowledged that Board member Mobley did reply to him. He believes that there is unequal enforcement of rules between SROA and Resort properties as compared to other owners.

**(IN PERSON SPEAKERS)**

**Kathy Brown, 9 Quelah:** Ms. Brown commented that she would like to see the power point presentations provided to the Board made available to the owners – perhaps on the SROA webpage as part of the Board packet. She questioned the maintenance fee agreement between SROA and the Sunriver Resort – she would like an explanation of that agreement.

**William Gill, 16 Whistler Lane:** Mr. Gill commented about wildfire safety in Sunriver. He believes that there are still more trees that could be removed/thinned within Sunriver. He also suggested SROA meeting with the railroad and US forest service about additional fire protection in the areas adjacent to Sunriver.

**Lori Menalia, #7 Aquila Lodges:** Ms. Menalia indicated that she would like to see the cost breakdown for elements of the Fort Rock Park phased improvements.

**SATURDAY, AUGUST 16<sup>th</sup>:**

**Kathy Brown, 9 Quelah Lane:** Ms. Brown spoke on two issues: First is her belief that the outdoor pools should be open longer than they are – that they should be open weather dependent. Second she stated that the proposed cabanas that will be considered for installation in 2026 will not solve all the shade needs at SHARC and other improvements will still be needed.

**Joe Keenan, 1 Trophy Lane:** Mr. Keenan spoke about his opposition to the prohibition on Class 2 and 3 e-bikes on SROA Pathways (more so about Class 2). He acknowledged his request for past information about how the prohibition was first implemented and the extensive packet of information provided to him (meeting minutes, etc.) documenting the Board discussions on such for the past 6 years. He believes there should be a separate task force to further address e-bike use.

PC: Board Members  
Committee Chairs  
Department Heads & SSD Chiefs  
Sunriver Service District Board Chair

**SUNRIVER OWNERS ASSOCIATION  
BOARD OF DIRECTORS WORK SESSION  
SROA BOARD ROOM  
AUGUST 15, 2025**

**DIRECTORS PRESENT:** Bill Burke, Keith Mobley, Gerhard Beenen, Veronica Jacknow, Linda Beard, Clark Pederson, Brad Banta & Randy Schneider

**DIRECTORS VIA ZOOM:** Veronica Jacknow

**STAFF:** James Lewis, Keith Kessariss, Susan Berger, Mark Smith, Joe Healy, Gary Seifert & Richie Villagrana

The meeting was called to order at 9:00 A.M.

**OWNERS IN ATTENDANCE (not including Board members): 6**

**OWNERS FORUM**

Cindy McCabe, 13 River Village Condo, suggested several actions she would like at Mary McCallum Park including the removal of the old porta potty enclosure, better signage at the gate, what protocol is in place for groups using the park, and an existing opening near the gate. Ms. McCabe would also like to see more benches added along the river, and the addition of a brief biography honoring Mary McCallum to the kiosk that is located there. In regard to pathways, Ms. McCabe noted the crossing at Circle 3 has two road crossings close together that make it dangerous and that needs to be reviewed for safety. Ms. McCabe noted one of the crossings is blocked off so she is hopeful that means it is going to be removed. Ms. McCabe also wondered if anything has been done regarding her request for dogs to be leashed on pathways (dogs are not required to be leashed in Sunriver but are to be under effective voice control). Ms. McCabe also commented that the new golf restrictions the Resort has adopted are indicative that they do not value the relationship with the rest of the community and she added that golf carts on the roads need to follow rules.

Judy Calkins, 1 Lost Lane, commented on renter/visitor use of recycling services. Ms. Calkins stated that visitors do not use the side-yard services because they do not know the rules and throw recyclables into the trash (as do residents) because there is not a recycling facility in Sunriver.

Ron Reimer, 1 Peppermill Circle, commented on the proposed Capital Transfer Fee and the actions of the Resort regarding golf course access. Mr. Reimer believes that capital improvements should be funded with assessments as was done for SHARC and owners have consistently supported such. Mr. Reimer noted the Resort's shift to exclusivity for golf course access and noted that such action moving away from working with owners should result in daily use/facility fees being imposed on Resort guests for equitability with owners who carried the burden of providing amenities for all.

Brian Skeahan, 10 Sequoia Lane, commented on two topics, the Design Review Committee and golf. Mr. Skeahan believes that Design Committee members should be able to accept criticism of their decisions and that they sometimes exhibit stereotypical HOA behavior in being overly controlling and lacking judgement (while also acknowledging it is a tough job). Mr. Skeahan believes the SROA Board accepted the decisions of the Resort regarding golf course access and conveyed that to owners and that this was not a fair/appropriate representation of owners.

Paul Conte, 7 & 8 McKenzie Lane, commented on the Covenants Task Force (actually the Rules & Regulations Taskforce)—requesting the charter (creation document) for the taskforce and also that the

taskforce should take into consideration early in the process the thoughts and concerns of owners and that this should continue throughout the taskforce's work to ensure it is a community document and not just the work of a few owners.

### **ANNOUNCEMENT OF 2025 SROA ONLINE ELECTION RESULTS & PROCESS**

President Beenen reported that the candidates that were elected for a three-year term beginning at the close of tomorrow's Annual Meeting and ending at the close of the Annual Meeting in 2028 are:

Linda Beard (incumbent)  
Dale Harrison  
Pam Hays

President Beenen congratulated the new Board members, all of whom were in attendance, welcomed them aboard, and thanked them for their participation and willingness to serve.

Mr. Kessarlis reminded those in attendance that this was SROA's first online election, The election was launched in early July and closed last Saturday, August 9<sup>th</sup> at noon.

Two Election Committee members, Sandra Henderson and Jim Montroy were present on Saturday, August 9<sup>th</sup> when the election closed and took part in a meeting via Zoom with our partners at Election Trust, the company we used for this year's election. The entire process took approximately 30 minutes.

There were 43 paper ballots received that were scanned first and there were no discrepancies identified in those paper ballots that required the need to be adjudicated. There were a total of 1,623 online ballots cast for a total of 1,666 ballots voted, which is approximately 100-200 more than the number we generally receive in our annual elections of three board members. The Election Committee members watched the online ballot scanning process and it was noted that Election Trust uses the same scanning system as Deschutes County does for its elections. The Election Committee members then certified the election and the SROA President, Vice President and General Manager were notified.

On Monday of this week, Assistant GM Kessarlis along with Executive Assistant Becki Sylvester and Communications Director Susan Berger met via Zoom with the Election Trust staff to recap what we thought worked well and what did not. They have already started working on a fix to the write-in candidate lines being in rotation with the candidates, something that made it a bit confusing for some so going forward it will be a cleaner process.

Assistant GM Kessarlis noted that both of the Election Committee members who represented the committee said they had both voted online and found the process to be extremely easy and they appreciated the swiftness and effectiveness of the online voting. Additionally, this process saved the Association approximately \$2,500.

### **ADMISSIONS MODEL WORKGROUP UPDATE**

The Board was provided a breakdown of recreation statistics for the month of July.

As of July 31, 2025, a total of 5,576 Member Preference Program (MPP) cards have either been purchased or renewed. Of that total, 5,403 were renewals and 173 were new cards. When including extended household, long-term renter, or commercial passes the total number of cards issued totals 6,299. This is 522 fewer than at the end of July 2024. New MPP cards sales are down and this was the first time Mr. Kessarlis saw no new cards issued in the month of July. Some of that could be related to a somewhat sluggish real estate market and/or people have just not been here yet to purchase their cards. The Admissions Model Workgroup at their meeting this week discussed the possibility of surveying some of the owners who have not updated their MPP cards this year to determine why. Mr. Kessarlis is working with the IT Department to

identify which of those owners we have email addresses on file for, which is approximately 80% or more. That will help staff and the Board with budgeting and planning for next year. At the end of July, the MPP revenue totaled \$614,550 or 93.9% of the annual budget.

We had 3,859 fewer patrons at SHARC in July this year over last year. Assistant GM Kessarlis indicated that some of the MPP numbers are currently inaccurate due to the change in the Jonas system and staff is working on it. SHARC hosted a total of 55,432 attendees at the facility in the month of July compared to 59,291 in 2024, a decrease of 3,859. Of that 55,432, there were 1,996 were member preference, 41,924 were RPP pass holders, 283 were member guests, and 8,012 were gate admissions. Year to date attendance is 73,803 compared to 74,447 in 2024, a decrease of 644.

Regarding the 2025 Recreation Plus Program (RPP), as of July 31, 2025, there were 897 homes and/or condominiums signed up for the program. Of those 818 are renewals and 79 are new properties to the program. Last year at the same time there were 882 properties participating in the program. Mr. Kessarlis also provided a breakdown of the RPP's by the number of bedrooms. RPP revenue is at \$2,619,479 or 101.7% of the 2025 budget. We may see a couple additional signups prior to Labor Day but for the most part RPP's that are going to participate this year have already signed up.

Gate revenue is currently sitting at \$434,697 or 66.8% of the budgeted \$650,100 which is attributable in part to seven straight days of thunder storms in July.

By the end of July 2025, staff have issued 51,720 paper guest passes and of those 7,146 have been redeemed at SHARC and 2,729 have been redeemed at the Member Pool.

Year to date, there have been 129,235 guests at the SHARC facility compared to 135,479 by the end of July 2024, a decrease of 6,244 visitors.

Owners can purchase or renew their cards for 2025 in person at SHARC, or if just renewing it can be done over the phone, 541-585-5000 and online at [sunriversharc.com/Programs/SROA Member Preference Program](http://sunriversharc.com/Programs/SROA%20Member%20Preference%20Program). The Member Services office is open seven days a week from 9:00 A.M.– 4:30 P.M.

Regarding facility event space, for the month of July revenue is sitting at \$91,119 or 57.68% of the monthly budgeted amount of \$110,800 and the annual budget of \$157,950. Booked revenue through the end of the year is projected at \$52,972 for private events and \$5,000 for Special Events for a total of \$57,972.

Events Coordinator Beth Heron continues to receive lots of inquiries about the SHARC spaces available for different functions. Mr. Kessarlis noted the highly successful Sunriver Music Festival concert that was held in Benham Hall last weekend with over 200 people in attendance. The performance included an “instrument” petting zoo so kids could come up and see all the instruments and touch them. The concert was excellent, the acoustics sounded great and we are hoping this might become a yearly event.

Uncorked did well despite the numbers being down this year over last year. There was a huge music festival in Redmond that weekend that drew over 100k attendees as well as a large three-day wine event at Central Oregon Community College (COCC). It is tough in the summer time to find a time when you are not competing with other offerings in the area.

We did have a much better food source/pairing tied to the Uncorked event this year than the last time it was held in 2023, the event having been cancelled in 2024 due to smoke from an area wildfire, which also contributed to the move from September to July for the event. The other reason we moved it is because holding it in September conflicts with “crush” season for the wineries so they prefer to do it earlier in the season.

Sales for the upcoming Oktober Fest event on September 26<sup>th</sup> & 27<sup>th</sup> got off to a slow start but will pick up as the event gets closer. Visit Central Oregon provided a nice sponsorship for this event and are also helping with co-marketing of the event. Additionally, the SR Area Chamber of Commerce, the SR Business Park and Sunriver Resort are all involved. There will be both a 5k and 10k race along with the events that will take place at SHARC.

Sunriver Brewing will feature a variety of German-themed brews, and German style food including bratwursts and giant pretzels. Face painting will be available for the younger crowd along with family-friendly activities and live music. Tickets are available at BendTicket.com or at the door on the days of the event.

Assistant GM Kessarlis reported tennis/pickleball is sitting at \$1,600 to the positive as of July 31<sup>st</sup>. This includes lessons, equipment rentals, and general admission. We are approximately \$2,900 down when compared to budget, the majority of which is due to the Sunriver Solstice tournament which happened in June but payment was held up through the United States Tennis Association (USTA) an issue that has since been identified and addressed and those funds were actually finally received yesterday.

Café sales were up for the month of July with SROA's portion increasing by \$7,186.45 over the same time last year. So far things have been very busy in August so we anticipate they will have another good month. People are happy with both the food, the selection, and prices.

Asked to provide a sample of the groups using the event space at SHARC, Mr. Kessarlis commented that the Central Oregon Relator's meet at SHARC on a weekly basis, the Sunriver Women's Club does a couple of big events at SHARC yearly, we have a vascular doctors group that comes on a yearly basis. We just finished a company retreat and next week we have one of the larger medical companies holding an employee event. While some of these are repeat users, we have also added a number of new clientele as well.

The Board thanked Mr. Kessarlis for his thorough reporting on these statistics on a monthly basis. President Beenen thanked Assistant GM Kessarlis noting that in addition to his regular job duties and overseeing the Recreation Department, he also oversaw the remodel of the Administration building which came in on time and on budget. Well done Assistant GM Kessarlis, well done.

**CAPITAL TRANSFER FEE – SPECIAL ELECTION**  
**BALLOT MEASURE LANGUAGE DISCUSSION**

It was noted that this topic has been moved to Executive Session to allow the Board to hear from our legal counsel over some questions on the ballot language itself. Legal counsel plans to join the meeting this morning at 11 A.M.

**SPECIAL BOARD MEETING SEPTEMBER 17<sup>TH</sup>**  
**CAPITAL PLANNING/2026 WORK PLAN**

GM Lewis noted the special meeting on September 17<sup>th</sup> will begin at 9 A.M. in the Board room and will be a two-fold meeting. The first is capital planning and the second is the 2026 work plan.

GM Lewis commented that last year a 2025 work plan meeting was held in early October following the completion and acceptance of the SROA 2030 Strategic Plan. Items from the Strategic Plan were used along with items recognized by staff and recognized by the Board.

We anticipate the same thing for 2026. GM Lewis will be sending an email to all of the Board members and SROA Department heads that will include the top priorities from the Strategic Plan and that need to be

taken into account when preparing individual lists of priorities. GM Lewis referenced the three-legged stool approach the combining of the Board, staff, and Strategic Plan items. When those three lists are compared you will see the overlap between those and what really rises to the top.

There will also then the other items that may only be on one list or two lists. That is where the discussion comes in. Last year, just as a reminder, the Board looked at the proposed improvements to the Admin building, the pathway safety taskforce and the rules and regulations update taskforce, etc. All of those things that we have either completed or are in the process of completing came out of that meeting last year. It was a very good meeting to have it in early October. This year we are doing it even earlier, which is great as it helps staff shape the budget that is ultimately brought to the Board for approval in November. Having these earlier meetings also speeds up some of the deliberation during the budget process.

Similarly, regarding capital planning, which came out of the budget discussions last year when there were a number of requests such as the Circle 2 to 3 pathway, Fort Rock Park improvements, etc. and how to prioritize and pay for those requests. Staff will provide their input on which items have risen to the top for them. Those items will be shared with the Board for discussion and will include the details such as cost and implementation. The Board items the Board members have prioritized will be considered and discussed as well.

GM Lewis noted that the Special Board Meeting on September 17<sup>th</sup> is an open meeting and will also be available on You Tube in real time as well as being available for owners to watch after the fact. That will allow owners to weigh in earlier and provide their comments if they choose while allowing staff to put together a budget that is more concise.

President Beenen reminded the Board that when we did the budget last year there were approximately \$5 million in capital items initially requested. The Finance Committee and Board were in agreement that the Association needed to seriously consider spending that much money in a single year. The result was the meetings GM Lewis referred to being held prior to the draft budget coming to the Board for consideration where by the Board could decide how much capital they were comfortable spending and within that, what were the top priorities.

Director Jacknow added that establishing what the Board is comfortable spending on the different proposed capital projects is key to setting the guard rails for the upcoming discussions at the September 17<sup>th</sup> meeting on what we can afford and what are the ongoing expenses we need to consider. What are the compliance, regulatory, and safety things that must be addressed first and then what is left over for possible enhancements and improvements. This sets the expectations early rather than in the middle of the budget discussions.

GM Lewis expects the meeting to last between two and three hours but he feels it will be time well served as it will cut down on the time necessary as we get further into the budget. GM Lewis commented that he will be sending the Board an email asking for their top five work plan items based on input they have received from owners as well as their individual priorities.

**SUNRIVER YOU FORUM – OCTOBER 2<sup>ND</sup>**  
**CAPITAL TRANSFER FEE – SPECIAL ELECTION BALLOT MEASURE**

GM Lewis reported he has been working with Sunriver You representatives to do a virtual forum like we have done in the past to address the proposed capital transfer fee and the special election that will be associated with that. Sunriver You works as the educational arm of the Owner Enrichment Committee and

this will be a good opportunity for us to present information to the owners and provide a question and answer time during the forum.

These forums have proven greatly beneficial in the past for us to get the word out to owners on a variety of issues. This forum will provide SROA that same kind of opportunity to explain how the capital transfer fee is intended to work. This forum will be recorded and be available on the SROA website. Once posted to the website we can eblast owners to make them aware it is available for viewing and include a link to the presentation encouraging them to watch the forum so they can better understand what is being proposed. It is but one piece of what would likely be necessary in the broader campaign to get information to owners on this issue.

GM Lewis along with Controller Joe Healy and Directors Pederson and Burke will participate in that forum. The forum will begin at 4 P.M. on October 2<sup>nd</sup> and President Beenen encouraged the other Board members to help spread the word of this forum.

Treasurer Pederson noted the initial push to explain the proposal will be at the Annual meeting on Saturday. At that time, we will also inform owners of the upcoming forum on October 2<sup>nd</sup> and encourage them to bring their questions and participate. GM Lewis added that we will do the virtual forum, in person meetings, have printed materials available and include information on both our website and upcoming editions of the Scene.

#### **REVIEW OF ANNUAL MEETING AGENDA**

The Board reviewed the agenda for tomorrow's Annual Meeting that begins at 1:00 P.M. in Benham Hall at SHARC.

#### **REVIEW OF 8/16/25 REGULAR BOARD MEETING AGENDA**

The Board reviewed the agenda for tomorrow's regular Board meeting.

#### **OTHER BUSINESS**

GM Lewis provided a roster of those chosen to serve on the Rules & Regulations Review Taskforce. We received 41 applications from owners wishing to participate. The selection was done by the Board and committee liaisons with staff participation in that discussion. All applications were reviewed and out of those 41 received, twelve individuals were chosen to participate in this effort. All of the taskforce members have been notified and their first meeting will be held on Tuesday, September 9<sup>th</sup>, which will be an organizational meeting. GM Lewis feels it is a well-rounded group with a good mix of resident and non-resident owners, people who rent their homes and those that do not.

An email was also sent to the folks who were not chosen thanking them for applying and encouraging them participate in other opportunities that might be available.

Director Mobley, as one of the participants in the choosing of members for this taskforce, noted the exceptional qualifications that exist with our owners in Sunriver. Mr. Mobley commented that he was duly impressed with the knowledge and expertise that we have available to us. GM Lewis noted a lot of these folks are new to serving on a taskforce for SROA which is great to see.

#### **ADJOURN**

There being no other business, President Beenen asked for a motion to adjourn the public meeting and move into executive session.

Director Beard moved to close the public meeting to owners and reconvene in an Executive Session under the authority given in the SROA Bylaws, Article IV, Section 11 to consult with legal counsel and to consider certain personnel and legal matters. The Board does not anticipate disclosing these deliberations to owners. Seconded by Director Schneider, motion passed unanimously.

The public meeting recessed at 10:37 A.M.

The public meeting reconvened at 12:43 P.M.

There being no other business, President Beenen asked for a motion to adjourn the meeting.

Director Schneider moved to adjourn the meeting. Seconded by Director Jacknow, motion passed unanimously.

The meeting adjourned at 12:45 P.M.

Respectfully submitted,

Linda Beard, Secretary

**SUNRIVER OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SROA BOARD ROOM  
AUGUST 16, 2025**

**DIRECTORS PRESENT:** Gerhard Beenen, Bill Burke, Clark Pederson, Keith Mobley, Brad Banta, Linda Beard, Veronica Jacknow & Randy Schneider (one seat is vacant and was not filled by board appointment, following the resignation of Mark Murray)

**STAFF:** James Lewis, Susan Berger & Jesus Mendoza

The Board of Directors meeting was called to order at 9:00 A.M.

**NUMBER OF OWNER ATTENDEES (not counting the Board members): 2**

**OWNERS FORUM:** Greg Slater, 13 Fir Cone Lane, commented about the number of trees that have been marked for removal on the Woodlands golf course. Mr. Slater stated that originally 800+ trees had been marked and that half of those trees were removed in the spring of this year. Mr. Slater believes that the additional trees are too many. Mr. Slater asked if the additional removal is allowed and specifically what the Board thinks about the proposed removal.

**OWNER FORUM FOLLOW-UP FROM PREVIOUS MONTH**

Director Banta planned follow-up with Mary Beth Collon, 6 McNary, Theresa Youmans, 15 Big Sky, and Bev Cook, 3 Three Iron regarding their comments relative to the Design Committee once the issue is resolved.

Treasurer Pederson followed up with Monica Sweet, 6 Colonial, and Rick McDowell, 16 Sequoia regarding their questions/concerns about the proposed capital transfer fee. Treasurer Pederson had a very pleasant conversation on the phone with Ms. Sweet. She feels the transfer fee is unfair and she would prefer an increase in maintenance fees instead.

Treasurer Pederson also spoke with Mr. McDowell, who is a relator and who had questions on the legality of a transfer fee. Treasurer Pederson informed Mr. McDowell that it has all be run through our legal counsel to ensure that it is all legal and allowable. Mr. McDowell would rather see a special assessment to owners than an ongoing transfer fee.

Vice President Burke asked Treasurer Pederson to share the numbers he worked out in relation to raising maintenance fees instead of having a capital transfer fee. Treasurer Pederson commented it would require an increase of \$167 per owner per year which is about \$15 per month, an increase of 8.4% on top of the normal approximate 3.5% yearly increase resulting in 12-13% increase in monthly maintenance fees. Treasurer Pederson does not feel that is very feasible or equitable as you would be charging a two-bedroom homeowner the same as a six bedroom homeowner. This would be a continual charge that would be ongoing and would exclude the Village @ Sunriver and the Resort as we have agreements in place limiting their increases to 4%. Treasurer Pederson noted he did share that information with Ms. Sweet as well.

GM Lewis followed up with Paul Conte, 7 & 8 McKenzie Lane regarding his concerns about what recently passed legislation, specifically as it relates to multi-family housing that is currently not permitted

in portions of Sunriver. Mr. Lewis has conveyed to Mr. Conte that what he is concerned about is not applicable to Sunriver, which has been confirmed by legal counsel.

There was a request from Barbara Siudy, 1 Red Cedar Lane to make modifications to the April 18, 2025, Work Session minutes that failed due to lack of a motion.

GM Lewis followed up with Paul Conte regarding his concerns about the Rules & Regulations Taskforce and his desire to see a transparent process that includes ongoing owner input and that committee policies are being followed. President Beenen added one of Mr. Conte's concerns was about non-owners on a taskforce voting on items that affect Sunriver. GM Lewis commented that neither staff members nor community members are allowed to vote and the only outside person participating in this taskforce is Ashley Steinbrecher, Sunriver Community Service Officer.

For this month's input, Treasurer Pederson will follow up with Ron Reimer, 1 Peppermill Circle, regarding his concerns about the transfer fee and golf.

Director Jacknow will follow up with Judy Caulkins, 1 Lost Lane regarding the confusion visitors have with recycling now that there is no longer a central drop site.

Director Banta will follow up with Brian Skeahan, 10 Sequoia Lane regarding his comments relating to the Design Committee and the Resort's new golf membership requirements.

Treasurer Pederson will follow up with Cindy McCabe, 13 River Village regarding her input on improvements she would like to see at Mary McCallum Park, dogs on bike paths, and the Resort's decision to change the golf program.

Director Schneider will follow up with Greg Slater, 13 Fir Cone, regarding the number of trees the Resort plans to remove on the Woodlands golf course.

### **RECAP OF 8/15/25 BOARD WORK SESSION**

President Beenen reported the Board started the meeting as always with the Owner Forum followed by the announcement of the election results and how the online voting process worked. We have two new board members, Pam Hays and Dale Harrison as well as incumbent Linda Beard, who were all elected to a three-year term on the Board that will begin at the close of the Annual Meeting later today.

Assistant GM Kessariss provided an update on the recreation and events statistics for July. We are ahead of budget on the Recreation Plus Program (RPP). Member Preference Program (MPP) card sales are down by approximately 500 compared to last year and staff is looking into what shifted this year.

The Board held a discussion on their upcoming Special Board Meeting on September 17th to discuss Capital Projects and the 2026 Work Plan. The Board also held a discussion on the upcoming Sunriver You Forum on October 2<sup>nd</sup> that will address the proposed capital transfer fee and the need for a special election sometime in the first half of 2026.

The Board reviewed the agenda for the Annual Meeting and today's business meeting. An executive session was held to discuss a legal matter and a personnel matter.

### **BOARD ACTION** **BOARD MEETING MINUTES**

Director Burke moved to approve the minutes of the July 18, 2025, board work session minutes as corrected. Seconded by Director Banta, the motion passed unanimously.

Director Banta moved to approve the minutes of the July 19, 2025, board meeting minutes as corrected.  
Seconded by Director Schneider, the motion passed unanimously.

### **BOARD ACTION** **FINANCIALS**

Treasurer Pederson reported that our finances are in very good shape for the month of July. We finished the month with an operating surplus of \$174,798 which was \$13,806 better than budget. Operating revenue was down by \$23k, \$11k of which was attributable to less Member Preference Program (MPP) passes being sold. We also had a slight reduction in events and swim lessons due to reduced staff. In the operating expense area, we were under budget partly due to open positions, and a reduction in materials and services expenses. For the year, operating expenses are \$79k better than budget due to some of the items previously mentioned.

On the non-operating side, we finished the month with a surplus of \$17,876 better than budget. Some of that is due to timing on ladder fuels reduction payments and asphalt expenses. Year to date, we are ahead of budget by \$60,983, of which \$44k is better than expected interest income. Our two big positives this year have been lower legal fees and better than expected interest income.

We are ahead of last year on cash balances, by the amount of the pathway tunnel that did not happen in 2024. Our portfolio is earning an average of 4.07% interest on those cash balances. Two five-year treasuries were purchased as authorized by the Board in July. One was purchased the day prior to the Fed meeting and one was purchased the day after. Interest rates did not change and we got a 3.965% rate on those two treasuries.

Treasurer Pederson reviewed the aging summary noting a number of the 30 day or less is tied to RV storage invoices that went out the first of July. Those can take a couple of months to catch up as people are often traveling in the summer and may not get their mail right away. We were still working on a settlement with one owner in the over 120 days category, however it now appears that has stalled.

In terms of staff, the Public Works (PW) Department is down two employees and the Recreation Department is down three employees. One of the PW spots has since been filled meaning they are now down just one employee.

For the month ending July 31, 2025, there was a net operating surplus of \$174,798, which was \$13,806 better than the budget. Operating revenues were under budget by \$23,272 due to the Member Preference Program (MPP) sales, events, swim lessons, and SHARC merchandise sales. These negative variances were partially offset by Recreation Plus Program (RPP) pass sales. Operating expenses were under budget by \$37,078 for the month. Salaries and wages were under budget by \$6,870 due to open positions in recreation and public works. Materials and services expenses were under budget by \$22,242 due to savings in election expenses, road resurfacing, and chemicals for the Member Pool. Legal fees were under budget by \$10,896 for the month and \$74,296 year-to-date.

For the seven months ending July 31, 2025, there was a net surplus of \$65,356 which was \$88,366 better than the budgeted amount. Operating revenues were over budget by \$9,106, mainly due to advanced payments for Scene advertising, SHARC admissions, and RPP passes. There were fifteen additional RPP properties signed up and 480 fewer MPP passes than at the same time last year. Salaries and burden were under budget by \$18,216 due to open positions and burden savings. Materials and services were under budget by \$1,883 for the first six months. A 2015 Ford F150 was sold in July for \$7,500. Operating interest income is over budget by \$12,413 year-to-date, and total operating and non-operating interest through the first seven months was \$453,905.

As of July 31, 2025, there was a combined operating and non-operating surplus of \$1,004,195, which was \$149,349 better than budget.

As of this report, 814 homes have been converted to bulk fiber billing.

Total assets as of July 31, 2025, were \$41,290,845. Cash and investments totaled \$17,957,449, a decrease of \$176,098 from the previous month. As of July 31, 2025, \$17,827,580 was invested in the Goldman Sachs Financial Square Government Fund and US Treasuries with durations ranging from 90-days to five years, yielding an annual rate of 4.07%. Two five-year \$1M treasuries were purchased at the end of July with a yield of 3.965. Annual storage yard billings were processed in July. Construction expenditures included the Winners Circle pocket park and a new Ford Ranger.

Director Mobley moved approval for the unaudited SROA financial statements for the month ending July 31, 2025, as presented. Seconded by Director Banta, motion passed unanimously.

### **GENERAL MANAGER'S REPORT**

GM Lewis reported his recap is for activities in July.

GM Lewis attended the regular monthly meeting with the Sunriver/LaPine Economic Development (SLED) Board regarding coordination with south county efforts for economic development. This will continue to be a monthly, on-going participation.

GM Lewis continued follow-up work with SROA legal counsel regarding fine/fee lawsuits and the ongoing potential settlement agreement language with one owner.

GM Lewis attended and participated in the monthly meetings of the Finance and Covenants Committee and Admissions Model Workgroup.

GM Lewis participated in the on-going Newberry Regional Partnership Strategic Action Plan for South Deschutes County.

GM Lewis continues the ongoing/regular meetings with TDS staff regarding the physical construction and eventual migration of owners to high-speed fiber and SROA account.

GM Lewis met with Tom O'Shea from Sunriver Resort regarding the proposed capital transfer fee which Mr. O'Shea opposes.

GM Lewis participated in the July 24<sup>th</sup> Capital Projects meeting for owners discussing multiple capital items and potential funding sources.

GM Lewis met with the Executive Director and Finance Officer for the Sunriver Nature Center for a quarterly check-in.

GM Lewis met with the Board chair and GM for Caldera to discuss ebike use and rental from local bike shops.

GM Lewis met with Sunriver Service District Managing Board members and the Sunriver Police Chief regarding a proposal for expanding the SSD boundaries for police services.

GM Lewis conducted follow-up interviews for the Recreation Director position.

GM Lewis met with Benjamin Clapa (part owner of the former Sunriver Aquatics/Mavericks property). Mr. Clapa is interested in selling the property.

The Accounting Department presented month end July 2025 financial statements.

Accounting staff continued with TDS bulk fiber billing and communication with owners.

Accounting staff assisted with the Jonas rollout for Point of Sale (POS), inventory, and online court bookings for the Recreation Department.

The SROA Controller worked on the proposed capital transfer fee/special election issue.

The SROA Controller invested \$2 million in five-year Treasury Bonds.

The IT department reported there were a couple storm related power surges that took out two older uninterruptible power supply (UPS) power systems at SHARC and an older audio power amplifier. Replacement UPS units and amplifier have been ordered and should be received in early August.

A new modem with a new VPN connection has been installed at the Ranch Cabin Tennis Courts after the old Verizon cellular modem stopped working.

Board Room sound quality issues have been traced to the underground conduit connection. A temporary over the carpet fix has been installed and IT staff are working Bend Electric to find a solution.

IT staff installed a Davis Air Quality Index (AQI) sensor at SHARC and updated the SHARC website to reflect the air quality reading. Once testing is completed, the IQ air sensor will be removed.

IT staff modified the Community Development Department's call routing.

In the Communications Department, Scene advertising was at \$22,338 (\$27,584 in 2024).

There were 336 reads of the online July Scene including Ireland, Canada, and Mexico.

There were 29,000 visits to the SROA/SHARC websites with top pages being today's schedule, admission rates, aquatic hours, FAQs, weather, pickleball/tennis, and Member Pool.

Sunriver Style received 5,500 site visits in the last month. Most visited pages include river adventures, pathways, and what's going on.

Social media: Oktoberfest, Last Turf Tunes concert, yoga at SHARC, emergency alerts, no fireworks, and wildlife.

Eblasts: Speed reduction on West Core Road, bike parade traffic delay, email ballots sent, and rules and regulations review taskforce members sought.

Other projects included posting the final report of the Pathway Safety Taskforce on the SROA website. Updated the presentation for July's capital projects forum. Communications staff went out and picked up all but a couple of the "No Fireworks" signs that were scattered throughout the community during the month of July.

The Community Development Department reports the Design Committee meetings continue to occur on a regular schedule. There were no projects for the first meeting in July. The second meeting consisted of one re-review of a previous Design Committee decision.

There are currently approximately 250 active projects/building permits (up by 15 from the previous month.)

The number of applications submitted in July was the slightly lower than in 2024 with 86 this year and 93 last year.

Community Development staff continued issuing compliance letters for design and rule violations where appropriate.

Community Development staff participated in Magistrate Hearings for background on violations and citations.

Continued to discuss with the Design Committee the procedural elements in the new Design Manual of Rules and Procedures (ongoing training).

Re-inspections of the homes on the 2024 paint survey were done and 98 second letters were sent in July.

The IT Department had developed an interactive citation document for staff. The new process has been implemented for the August 6<sup>th</sup> & 7<sup>th</sup> Magistrate hearings and no major issues were brought to light.

Community Development staff have been responding to owner's questions regarding tree protection barriers. A high percentage of the calls are for clarification from owners who want to gain compliance, which is very encouraging to staff. The second round of tree protection compliance inspections has begun. Properties that are still out of compliance will be sent a postcard reminder of the items to correct and the deadline for completion of those corrections.

The Natural Resources (NR) Department continued overseeing the 2025 ladder fuels reduction (LFR) and tree thinning on commons.

NR staff completed condominium and commercial property noxious weeds inspections.

NR staff prepared and mailed Ladder Fuels Reduction (LFR) notice of violation letters and citations.

NR staff prepared and mailed noxious weed notice of deficiency letters.

NR staff prepared and mailed noxious weed courtesy letters.

NR staff continue the bull frog monitoring.

NR staff continued the planning for the 25<sup>th</sup> annual War on Weeds (WOW) which runs from August 1<sup>st</sup> through August 14<sup>th</sup>.

NR staff responded to phone calls and performed site visits for private property LFR and tree removal requests.

In Public Works (PW), the Winners Circle Pocket Park is 85% complete including 3,500 square feet of pavers. The rock garden and natural balance beam will be completed in the fall.

The Apollo play structure webbing/ropes will need to be replaced this year as it is showing signs of failure. We have made it safe to use until it can be repaired.

All of the sports courts have been very busy and PW crews continue cleaning them on a weekly basis.

Fall road project contracts are being developed.

It took all 31 days of July to finish all the roadside LFR chipping in July. A new round will start again next week.

Ongoing sweeping of roads and pathways necessary after summer storms.

Survey work for the Circle 2 to 3 is nearly complete; easements from three separate entities will be required.

Fleet Services took delivery of a new Ford Escape and sold the one that it replaced.

The clutch and other items were replaced on the chipper.

Two trucks that were replaced were prepared for sale and both were purchased by the City of Bend.

In Facilities/Aquatics, there have been some necessary equipment repairs at the Café at SHARC.

The annual fire suppression service was completed.

The former recycling enclosure has been repaired and painted to house equipment implements.

The fencing contract for the PW yard has been signed and work will be completed by mid-October. This is a reserve item that has been paused for years waiting for decisions on recycling and the completion of the new PW building.

The PW Parks/Landscaping Lead position has been offered and filled by Bryan McLaughlin who comes to SROA with several years of USFS and landscaping background.

In Recreation, 6,299 Member Preference Program (MPP) memberships have been purchased to date and 897 homes are enrolled in the Recreation Plus Program (RPP) program.

Migration to the Jonas Point of Sale (POS) continues. We have been able to make some internal updates to attendance reporting for MPP and RPP as of mid-July.

The month of July was very steady for operations as was witnessed at all our recreation outlets.

Pickleball courts have been consistently reaching close to capacity limits for the morning hours of play each day in July.

The Member Pool will close for recreational swim sessions post September 1<sup>st</sup>. Lap swim times will be available through the end of the month.

Tennis and Pickleball clinics will be consistently offered through Labor Day with private pickleball lessons available on request.

### **LIAISON AND COMMITTEE REPORTS**

Copies of the minutes received from committees that met last month were included in the Board binders.

### **SUNRIVER SERVICE DISTRICT (SSD) REPORT**

Ex-officio member Randy Schneider reported the SSD Board does not meet until next week so he will double report next month.

### **BOARD ACTION COMMITTEE APPOINTMENT**

Director Pederson moved approval of the appointment of Tom Pepple as a member of the Covenants Committee. Seconded by Director Burke, motion passed unanimously.

### **BOARD ACTION CERTIFY 2025 2024 ELECTION RESULTS**

Director Pederson moved to certify the results of the 2025 SROA election of three SROA Board members; Linda Beard, Dale Harrison, and Pam Hays for a three-year term beginning at the close of the annual meeting and ending in August 2028. Seconded by Director Jacknow, motion passed unanimously.

### **OTHER BUSINESS**

Director Mobley noted the recent unfortunate conflict was difficult for all. We need to acknowledge that we regret that those things have happened and hope that the parties who have been involved recognize that the effect on all of us collectively is negative, deserving of some apologies, and something we hope will not be repeated.

Director Beard noted that in rereading the minutes from last months meeting relating to the comments that were made by a Design Committee member included mistruths about her and violated the SROA Civility Code. This was started as a result of Ms. Beard witnessing comments made by this Design member to a fellow homeowner regarding a project in Sunriver. Ms. Beard apologized for not addressing this initially in an executive session instead of during an open forum. She was upset by the situation but should not have addressed during a public meeting. Ms. Beard went on that it does not dismiss the fact that it happened and that it was inappropriate and that this person lied about her four times which violates the civility code to her and she feels something more than an apology should be done, something she feels very strongly about.

Ms. Beard added that as far as the other Design Committee members that spoke up last month, they were not there and did not witness what Ms. Beard did. President Beenen and GM Lewis have spoken with the owner and yet nothing has happened. Director Mobley noted that things are happening and are going to happen. Director Mobley went on that while we are not done addressing this situation, we would like to put this unfortunate episode and the difficulties it has created behind us and move on. Director Beard agreed but added that she has been in business for a long time and has always spoken the truth and has never been treated this way before.

Ms. Beard noted she is being asked to remove herself as the Design Committee liaison and that's fine but she is not seeing any repercussion of it or disciplinary action that's involved.

Director Banta noted Director Mobley's appreciation for the volunteer work of the Design Committee and as a past member of that committee Director Banta know first hand that it takes a lot of time to be a

Design Committee member. You have to visit the different sites, look at the plans, assess the lay of the lot, sign that you were there, etc. prior to preparing your motions for the meeting. In his experience on the committee, the members take their job very seriously because they know they are affecting a persons project, possibly the cost, and ultimately what the community looks like. Director Banta appreciates the hard work of those individuals who have been doing that work.

Director Mobley added it is probably one of the most thankless positions in SROA. Vice President Burke noted starting next week, he would like this wrapped up in three or four days. Additionally, he will be recommending that Brad Banta assume the liaison position for the Design Committee going forward.

Treasurer Pederson commented that he feels it is important for owners to know that a letter of censure is going to the committee member as well.

Director Beard went on that she still has a question in regard to the civility matter. In her opinion, she was violated four times, which should result in some fines and is that going to be ignored? Treasurer Pederson responded that the Board made their decision yesterday about what is going to take place.

The last thing in other business was Director Banta taking a moment to acknowledge and thank our outgoing President. President Beenen said he plans to take some time off from serving on things but that he has greatly enjoyed his time on the Board. He has had the opportunity to work with a great bunch of people both in terms of the Board and Finance Committee. President Beenen noted he is leaving with some regrets as he has really had a good time serving. He will not miss it cramping his style the third week of each month and plans to spend more time with his kids and grandchildren.

There being no other business, President Beenen asked for a motion to adjourn.

Director Banta moved to adjourn the meeting. Seconded by Director Mobley, motion passed unanimously.

The meeting adjourned at 10:25 A.M.

Respectfully Submitted,

Linda Beard, SROA Secretary