

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, July 16, 2026

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

Call to Order: Chair Fister called the meeting to order at 1:05 PM

Pledge of Allegiance

Roll Call: Chair Fister, Treasurer Zook, Dir. Kelley, Dir. Stephens and SROA Ex Officio Harrison were all present. Vice Chair Shoemaker was absent.

SSD Staff: Fire Chief Boos, Fire Deputy Chief Bjorvik, Police Chief Rasic, Police Lt. Van Meter and Administrator Holliday

Public input:

Gary Westwell addressed the Board regarding concerns about transparency and accountability.

Chair Fister acknowledged the service of Randy Schneider, former SROA Ex Officio Board Member, and presented an appreciation gift for his service.

Consent Agenda

1. Motion to approve:

- a. June 18, 2026 regular meeting minutes - with minor grammatical edits.
- b. SROA invoice in the amount of \$10,406.52
- c. SSD/SROA joint meeting minutes 5.15.26 – A revision to add statement from President Bill Burke per SROA Request was added.
- d. Deschutes County Sheriff's Office invoice in the amount of \$28,997.14
- e. Axon invoice in the amount of \$22,895.89

Dir. Kelley moved to adopt the consent agenda (including revisions to Item 1.a.); seconded by Treasurer Zook. The motion passed unanimously.

Old Business

2. Update and Motion to Approve Contractor: Public Safety Building Construction/ Drywell Project

Fire Chief Boos provided an update on the drywell project for the Public Safety Building. Bid solicitation closed on July 3, 2026. All bids were opened July 6, 2026, by the reviewing committee which included Chief Boos, Fire Deputy Chief Bjorvik, and prior SSD Board Member John Ralston.

The District received a total of three bids from Willow Creek Excavation, Alpine Septic and Tim Bloom Construction respectively. Each bid was evaluated for completeness of application, pricing and reputation of the business. Alpine Septic failed to sign their bid and was disqualified. Willow Creek submitted a bid totaling \$107,800 and Tim Bloom Construction submitted a bid totaling \$230,000.

After reviewing references and consulting local industry professionals, the committee recommended Willow Creek Excavation based on strong performance reviews and competitive pricing. Ralston recommended budgeting for up to a 20% contingency. Chair Fister noted that even with the contingency, the total remains under the Board's original cost estimate.

Chair Fister introduced a motion to approve Willow Creek Excavation as the contractor of record for the Drywell Project. Dir. Stephens moved to approve the motion; seconded by Dir. Kelley. The motion passed unanimously.

3. Review: Draft Copy of SSD Reserve Study

Administrator Holliday shared the most recent draft copy of the SSD Reserve Study. Best practice is for each fund to be at a target reserve level of 70%-80%. The study is split into two target funds.

First, the Public Safety Building Reserve focuses on capital replacements of building specific items. Based on current funding projections, shows that the 70%-80% goal is achievable through reasonable planned contributions, accrued interest, and saved project funds.

Second, the Police and Fire Capital Reserves focuses on capital replacements of items such as police cars, fire trucks, ambulances, equipment, etc. Surpluses from unbudgeted revenues—including state conflagration reimbursements, staff training cost recovery, and returned Social Security funds—will be targeted for reserve placement.

The proposed reserve fund transfer will be presented to the Board at the August meeting. Additional budget adjustments will also include Bike Patrol funding (following SROA contract finalization), personnel increase in Administration, and capital line-item cost updates. Administrator Holliday will coordinate with Chair Fister and Treasurer Zook to present a formal budget adjustment to the Board next month for submission to Deschutes County by September.

Dir. Stephens requested an executive summary or final summative statement be added to the Reserve Study documents.

4. Final Update: Caldera/Crosswater Expansion

Dir. Stephens reported she and Vice Chair Shoemaker will transmit relevant District documentation to Caldera and Crosswater management prior to the conclusion of his term. Chair Fister confirmed further action rests with Caldera and Crosswater. This item is considered complete and will be removed from future agendas.

5. Final Update: Status of Board Candidate Nominations

Administrator Holliday reported the two board candidates, Brian Tienken and Corey Boudreau, successfully completed background checks and screening. Their names were forwarded to the Deschutes County Board of Commissioners for approval at the August 5, 2026, meeting. Candidate terms will officially begin September 1, 2026, with orientation in late August and the Annual Board Orientation scheduled for October. This item is considered complete and will be removed from future agendas.

6. Update: Annual Performance Reviews of Chiefs and Administrator

Chair Fister reported performance reviews for the Chiefs and Administrator will be delivered by the end of the month.

New Business

7. Monthly Chief/Administrator's Reports

Police Chief Rasic

Police Chief Rasic reviewed the Sunriver Police Department June Activity Report with the Board. He reported volume increased over last month but remained lower year-over-year, primarily due to staffing

levels. Switchover to ADP scheduling software was completed. The holding facility passed state inspection and is fully operational. Chief Rasic, Fire Chief Boos and District Administrator Holliday met with SROA and clarified items on the contract regarding rule enforcement. Contract negotiations with the Sunriver Police Association are ongoing. The Police Department is coordinating with SROA and the Chamber of Commerce on traffic control for upcoming events (Oktoberfest, July 4th operations). Swift Water Rescue training was completed alongside the Fire Department. Chief Rasic is researching a new wellness provider for the department. Conditional/formal offers were extended to two officers (one lateral, one entry-level) with onboarding set for late July. Bike Patrol operations and Citizen Patrol activities are fully deployed for the summer season. Citizen's Patrol assisted in planning and running the July 4th event and foot traffic control for the Nature Center's Wildflower Event. Both Chief Rasic and Fire Chief Boos met with the Sunriver Rotary Club in June.

Administrator Holliday

Administrator Holliday reviewed the monthly administrative report with the Board, including updates on financial activities, human resources, and operations. She is coordinating with Moss Adams on the FY 25/26 year-end audit closeout, resolving open PERS administrative items, working with staff that are dual assigned to administrative and public safety roles to track hours separately for SAIF workers' compensation premium optimization, drafted an addendum for the SROA Rules and Regulations contract regarding payment requirements, engaged with a Bend-based HR consulting firm for the state-mandated Equal Pay Analysis, and formed an internal Employee Recognition Committee. She continues to work with legal counsel to revise policy and the employee handbook. Finally, she is working with Kirby Nagelhout Construction Company to submit the Building a Better Oregon award.

Fire Chief Boos

Fire Chief Boos reviewed the Sunriver Fire Department June Activity Report, which included updates on calls for service as well as administrative and operational activities. Chief Boos stated call volume increased compared to last year and average turnout time improved to 1:40. Mutual aid was rendered eight times and received nine times during June. The Fire Department completed Hazmat, USFS, and Swift Water Rescue training. Extensive wildfire activity across Oregon (particularly Umatilla and Wheeler counties) has drawn heavily on regional resources. Chief Boos noted the retirement of La Pine Deputy Chief Dan Dougherty and attended the memorial service for Redmond Firefighter Kenzel who recently passed. There was a Civil Service meeting the week of July 13, 2026. The Fire Department is working on their biannual maintenance certification with the Department of Public Safety Standards and Training.

8. Review & Vote: Motion to approve payment Addendum for SROA Rules and Regulations Contract

Chair Fister explained that in effort to get this document to the SROA board quicker, it will be discussed and voted on in the same session.

District Administrator Holliday presented a standard payment terms addendum developed with Deschutes County Legal Counsel, which was missing from the most recent SROA Rules and Regulations contract. SROA management reviewed the document without objection, pending formal approval by the SROA Board next month.

Dir. Stephens moved to approve the motion; seconded by Treasurer Zook. The motion passed unanimously.

9. Review: June 2026 unaudited financials

Administrator Holliday presented the June financial report and noted that the Board would review the report at this meeting, with approval anticipated at the August meeting. The June financials represent the year-end financials and are kept open longer to allow time for any outstanding revenues or expenses to be received and recorded.

Fund 715

Revenue:

Overall, revenues are tracking as expected, with the return of funds related to the Social Security payroll error from several years ago providing some additional income. Property tax revenues also came in strong at the end of the year. Contract payments are at 75% due to the renegotiation of the Rules and Regulations contract with SROA. Rather than receiving a lump-sum payment from SROA for these services, the District will now bill SROA monthly. As a result, this line item may appear to be under budget, but the variance is due to the change in the payment process.

Expenses:

Police Department salaries and benefits are under budget. While a few minor materials and services line items have exceeded projections, overall spending in this category remains under budget.

Fire Department salaries are also under budget, while benefits are tracking as expected. Administrator Holliday explained that overtime costs are currently under budget when excluding conflagration overtime, which is reimbursed to the District. She provided an additional document showing the total percentage of overtime and explained that once the reimbursed conflagration overtime is excluded, overall overtime spending remains under budget. Materials and services expenses are also well under budget.

Bike Patrol expenses are tracking right on budget. The District recently received the first SROA payment for May, which will be recorded on the revenue side.

Administration salaries, benefits, materials and services are all under budget.

The budgeted transfer from Fund 715 to the Fund 716 Reserve Fund was completed last month.

Fund 716

Administrator Holliday reported the fund is right on track. There are still invoices pending for the specialized equipment ordered for Police Officer Tristen Ardaiz's promotion to the Central Oregon Emergency Response Team.

Fund 717

Administrator Holliday reported that the fund is currently under budget. However, the Drywell Project was expected to help equalize the budget if the project were paid for in FY26. At this time, it appears the project will not begin or be invoiced until FY27.

Administrator Holliday has a meeting with CERTA, the organization that conducts the District's reserve study, later this month. She will provide updated financial figures once the books are closed, which will be used to help assess and update the reserve study.

12. SROA June Board Meeting Minutes

Ex-Officio Board Member Harrison provided an update on the recent SROA Board meeting, which included discussion on the design manual, rules and regulations contract, Board vacancies, and the Fire Protection workgroup.

Harrison wanted to thank the Police and Fire departments for their participation in the Community Bible Church Vocational Camp barbeque.

Other Business

None

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

Meeting adjourned at 2:19 p.m.

Submitted by Ashley Steinbrecher