

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, April 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 1:00 PM

Pledge of Allegiance

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

SROA: Ex-Officio Randy Schneider

SSD Staff: Fire Chief Boos, Police Chief Rasic, Police Lt. Van Meter, Administrator Holliday, Executive Asst. Popp

Public input: None

Consent Agenda

1. Motion to approve:

- a. March 19, 2026 Regular Board meeting minutes
- b. April 2, 2026 Special Board meeting minutes
- c. Deschutes County 911 invoice in the amount of \$22,830.63

Treasurer Zook moved to adopt the consent agenda; seconded by Vice Chair Shoemaker. The motion passed unanimously.

Old Business

2. Update: Public Safety Building Construction

Chair Fister reported that the final payment has been issued to Kirby Nagelhout Construction Company. The investigation and bidding process for deferred work remains ongoing. Concrete work on the south apron is currently underway, along with construction of the decontamination floor. Former Board Director John Ralston has agreed to return and assist with these projects.

Ex-Officio Randy Schneider joined the meeting at 1:05 p.m.

3. Update: Status of SSD Reserve Study

Administrator Holliday reported that the most recent draft of the reserve study, along with supporting financial data, has been forwarded to both Chiefs for review and confirmation. The reserve study will be separated into two funds: Fund 716 for capital items and Fund 717 for building items. A finalized version is expected in the near future.

Chief Boos joined the meeting at 1:09 p.m.

4. Update: SROA Rules and Regulations/Bike Patrol contracts

Chair Fister reported SROA notified SSD it will not pursue the rules contract for this year. Administrator Holliday is coordinating with SROA to reconcile previously paid funds for bike patrol with Rules and Regulations services already rendered for quarter 1, with final adjustments expected.

Discussion was held regarding the SROA Rules and Regulations/Bike Patrol contract. Chief Rasic clarified that without a contract, SSD lacks statutory authority to enforce HOA rules. He emphasized continued collaboration with SROA and reaffirmed SSD's focus on public safety.

Discussion included the continued role of the Volunteer Citizen Patrol, which will support education and visibility on pathways but will not perform enforcement duties. Chief Rasic stated that response to

incidents will be handled on a case-by-case basis, with coordination among relevant agencies and notifications to SROA as appropriate.

Chair Fister noted that public safety matters remain under SSD jurisdiction. Chief Rasic added that parking-related issues will be handled based on location and authority, with roadway obstructions addressed by law enforcement under ORS, and other matters deferred to SROA.

Chief Rasic and Dir. Stephens emphasized the importance of coordinated public communication with SROA, focusing on clear, non-adversarial messaging. Ex Officio Schneider added that communications should also be shared with rental agencies.

5. Update: Caldera/Crosswater expansion

Vice Chair Shoemaker reported he is awaiting a response from legal counsel regarding their findings. He noted an initial expectation of a relatively quick turnaround, with an update anticipated by this point. However, counsel has indicated the complexity of the issues may require additional time for review. He reiterated that, although a response was expected sooner, they will continue to await further legal guidance.

6. Update: Nominating Committee Update and Status of Board Candidate Nominations

Chair Fister reported the application process concluded the previous day, with a sufficient number of qualified applicants to fill the open seats. He added that review of the applicants is scheduled to be discussed next week by the SSD Nominating Committee.

New Business

7. Monthly Chief/Administrator's Reports

Fire Department

Fire Chief Boos reviewed the Sunriver Fire Department March Activity Report with the Board, which included updates on calls for service as well as administrative and operational activities. Refer to page 46 of the 4.16.26 Board meeting packet for the full report, or [click here](#).

Police Department

Police Chief Rasic reviewed the Sunriver Police Department March Activity Report with the Board, which included updates on calls for service as well as administrative and operational activities. Refer to page 65 of the 4.16.26 Board meeting packet for the full report, or [click here](#).

Administration

Administrator Holliday reviewed the monthly administrative report with the Board, including updates on financial activities, human resources, and operations. Refer to page 70 of the 4.16.26 Board meeting packet for the full report, or [click here](#).

8. Motion to approve FY 2026/27 Operating Budget (715 account)

Chair Fister stated that the SSD Board oversees district finances and historically approves the budgets prior to submission to the Deschutes County Budget Committee. The budgets are then forwarded to the Deschutes County Commissioners, the SSD governing body, for final approval.

Chair Fister noted a special meeting was held on April 2, 2026, to review the budgets in detail. Administrator Holliday confirmed no significant changes have been made since that meeting.

Dir. Stephens moved to approve FY 2026/27 Operating Budget (715 account); seconded by Treasurer Zook. The motion passed unanimously.

9. Motion to approve FY 2026/27 Reserve Budget (716 account)

Administrator Holliday confirmed no significant changes have been made since the April 2 special meeting. Chair Fister noted that the ambulance remains part of the budget requirements; however, delivery is not expected during FY 2027. At the recommendation of Deschutes County Finance, the item was included in the budget in the event delivery occurs within the fiscal year. If not, the allocated funds will carry forward to the next fiscal year.

Vice Chair Shoemaker moved to approve FY 2026/27 Reserve Budget (716 account); seconded by Treasurer Zook. The motion passed unanimously.

10. Motion to approve FY 2026/27 Public Safety Building Budget (717 account)

Administrator Holliday confirmed no significant changes have been made since the April 2 special meeting.

Dir. Stephens moved to approve FY 2026/27 Public Safety Building Budget (717 account); seconded by Treasurer Zook. The motion passed unanimously.

Chair Fister stated the district will present the budget at the Deschutes County Budget Committee on May 14. Administrator Holliday was asked to send the meeting invite out to Board members, and it is open to the public.

11. Training Session: Viewing of the OGEC Updated Public Meeting Law Class

The Oregon Government Ethics Commission stated the public meetings law training previously completed by the board no longer meets current standards, as the state has updated its training materials. Board members will be required to complete the new training video, which was moved to the end of the meeting.

12. Review: Required updates to SSD Policy, Section IV (Agendas & Meetings)

The proposed updates to SSD Policy Section 4 (Agenda and Meetings) are intended to bring the district into compliance with new requirements from the Oregon Government Ethics Commission, which now oversees public meeting policies in Oregon. The policy itself remains largely the same in substance but has been expanded to provide more detailed guidance and clearer language throughout.

Additional updates include a new section addressing meetings held by electronic means, as well as more explicit language outlines when executive sessions are permitted, including specific references to applicable Oregon Revised Statutes. The policy also now includes provisions for accessibility, such as interpreters for individuals who are hearing impaired, along with other minor adjustments to ensure full compliance with current state requirements.

The board reviewed the updates with formal approval planned for next month. The revised draft and clean version are included in the public meeting packet, page 113 [click here](#).

13. Review and Approve: March 2026 unaudited financials

Fund 715

Administrator Holliday reported the 715 fund tax revenues are slowly still trickling in. She discussed the reconciliation of SROA contract payments for rules and regulations and bike patrol.

Police Department salaries and benefits are currently below budget for the year, and overall materials and services are also well under budget, with no major concerns noted aside from minor fluctuations in smaller line items.

For the Fire Department, salaries are tracking on target, and benefits are slightly above projections but not significantly. Materials and services remain below budget, and when excluding reimbursable conflagration overtime, overall overtime costs are also well below budget.

Bike patrol shows no financial activity.

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

A planned \$150,000 transfer to the reserve fund is expected to be completed in May following account reconciliation, with further discussion scheduled regarding reserve funding, particularly in light of no reserve fund transfer budgeted for next year.

Fund 716

Administrator Holliday reported most capital purchases have been completed and invoiced. All items have come in at or under budget.

Fund 717

Administrator Holliday reported sufficient funds remain available to complete deferred projects this fiscal year, if necessary. If the projects are not completed this year, the associated costs have already been incorporated into next year's budget. At this time, no significant additional expenses are anticipated, and no budget adjustments are expected to be needed.

Dir. Stephens moved to approve the unaudited financials March 2026; Treasurer Zook seconded. The motion passed unanimously.

14. SROA Board Meeting Update

Ex-Officio Schneider provided an update on recent SROA Board meetings, which included: the joint meeting with the Deschutes County Commissioners, traffic and infrastructure improvements in the Business Park and on Spring River Road, and the fiber optic/TDS project.

Other Business: None

Fire Chief Boos, Police Chief Rasic, Ex-Officio Randy Schneider exited the meeting at 2:12 PM

11. Training Session: Viewing of the OGEC Updated Public Meeting Law Class (moved from above)

Vice Chair Shoemaker, Treasurer Zook, Director Kelley, Director Stephens, and Administrator Holliday were all present; Chair Fister joined virtually. All viewed the OGEC updated public meeting law class.

Motion to Adjourn

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

Meeting adjourned at 2:39 p.m.

Submitted by Rachel Popp