

# SUNRIVER SERVICE DISTRICT

## MINUTES OF BOARD REGULAR MEETING

2:00 p.m. Thursday, March 19, 2026

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

**Call to Order:** Chair Fister called the meeting to order at 2:00 PM

### **Pledge of Allegiance**

**Roll Call:** Chair Fister, Vice Chair Shoemaker, Treasurer Zook, Dir. Kelley were all present. Dir. Stephens was not present.

**SROA:** Ex Officio Randy Schneider

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

**Public input:** None

### Consent Agenda

#### 1. Motion to approve:

##### a. February 19, 2026 Regular Board meeting minutes

Vice Chair Shoemaker moved to adopt the consent agenda; seconded by Dir, Kelley. The motion passed unanimously.

### Old Business

#### 2. Public Safety Building

##### a. Construction Update

Chair Fister provided a construction update, noting it is substantially complete with only a small list of remaining items. He highlighted a few larger items, including grinding work on the hose room floor and an update to the exhaust system sensor. He clarified the final payment to Kirby Nagelhout Construction Company (KNCC) is \$167,444.52, correcting the amount listed on the agenda. This payment represents the release of remaining retainage and will close out the project, with only minor warranty work remaining. KNCC reported the Guaranteed Maximum Price (GMP) scope of work is now 100% complete.

Chief Boos reported there was still some work with the decontamination floor and the dry well. He is evaluating options and obtaining cost estimates. Chief Boos is meeting with past SSD Board member John Ralston soon to review the scope and develop a path forward, building on preparatory work already completed. Funding for these fixes is available in the current fiscal year's budget, with additional provisions included in next year's budget to accommodate any potential carryover.

##### b. Motion to approve January 2026 funding requests in the total amount of \$173,184.52

- i. KNCC invoice in the amount of \$167,444.52
- ii. Nelson Capitol invoice in the amount of \$5,740.00

Vice Chair Shoemaker moved to approve the KNCC invoice in the amount of \$167,744.52; seconded by Treasurer Zook. The motion passed unanimously.

The Nelson Capitol invoice is a total of the last few months of work.

Treasurer Zook moved to approved Nelson Capitol invoice in the amount of \$5,740.00; seconded by Dir. Kelley. The motion passed unanimously.

**3. Update: Status of SSD Reserve Study**

Administrator Holliday indicated she will proceed based on the estimated costs. She plans to schedule a meeting with the reservist to restart the project and aims for a timely completion.

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

Chief Rasic reported he, Chair Fister, and Lieutenant Van Meter met with SROA leadership for an in-depth discussion on the service contract, which reinforced positions previously discussed with SROA General Manager James Lewis. Despite presenting options to reduce the immediate financial impact on SROA, no progress was made. Lewis indicated the matter would be revisited at the upcoming SROA board meeting. Chief Rasic stated if no progress is made by April 1, he intends to cease HOA enforcement. To date, the police department has maintained the status quo. He reiterated the department's focus will always remain on community safety and responding to all public safety calls. However, no action will be taken on rules violations. Officers will contact the reporting party but will not engage with the alleged violator, instead directing residents to SROA for resolution.

Chair Fister summarized both parties are currently operating without an active contract, though prior agreements had covered rules enforcement and bike patrol separately. He noted SROA requested a return to the previous bike patrol-only contract; however, after consultation with legal counsel, the District was advised to proceed with the proposed comprehensive contract that combines rules enforcement and bike patrol services. Legal also recommended updating and improving contract language rather than reverting to the older agreement. While the District is open to adjusting service levels or terms, any changes would be considered within the framework of the proposed contract rather than returning to the prior version.

Administrator Holliday added the second contract payment was due in January, and the District has continued providing services through January, February, and March without receiving payment.

Chair Fister added a small portion of the bike patrol contract payment covering May and June may need to be refunded to SROA if an agreement is not reached.

Chair Fister noted the District remains open to a proposal from SROA but emphasized rising service costs have outpaced contract payment increases, making it financially unsustainable to continue operating at a loss, particularly considering the District's projected budget deficit.

**5. Update: Caldera/Crosswater expansion**

Vice Chair Shoemaker reported he and Administrator Holliday met with retained counsel, who is preparing a forthcoming memo with recommendations, particularly addressing the split district rate issue. In the meantime, Vice Chair Shoemaker has developed a preliminary report outlining his research, including relevant statutes and timelines, for review by Caldera and potentially Crosswater. He plans to incorporate counsel's guidance into the report and then schedule a meeting with Caldera leadership to discuss next steps.

**6. VOTE: Motion to approve Resolution 2026-002, approving adoption of PERS Sick Leave Program for Tier 1 and Tier 2 Employees**

Administrator Holliday reported that as payroll, accounting, and HR functions were transitioned internally a few years ago, certain issues have been identified. Specifically, missing documentation was

found regarding Tier 1 and Tier 2 PERS employees' ability to apply accrued sick leave toward their final average salary. The proposed resolution formalizes this documentation, with no additional fiscal impact to the District.

Dir. Kelley moved to approved Resolution 2026-002, approving adoption of PERS Sick Leave Program for Tier 1 and Tier 2 Employees; seconded by Treasurer Zook. The motion passed unanimously.

**7. Review: FY27 Draft Budgets for Funds 715, 716, and 717**

The Board reviewed and discussed the FY27 draft budgets for Funds 715, 716, and 717, however, no formal decisions or approvals were made at this time. It was agreed a secondary board meeting will be held on April 2, 2026, to allow for a more in-depth review, further discussion, and finalization of the budgets.

**New Business**

**8. Monthly Chief/Administrator's Reports**

Police Chief Rasic reviewed the Sunriver Police Department February Activity Report with the Board, which included updates on calls for service as well as administrative and operational activities. Refer to page 30 of the 3.19.26 Board meeting packet for the full report, or [click here](#).

Fire Chief Boos reviewed the Sunriver Fire Department February Activity Report with the Board, which included updates on calls for service as well as administrative and operational activities. Refer to page 36 of the 3.19.26 Board meeting packet for the full report, or [click here](#).

Administrator Holliday reviewed the monthly administrative report with the Board, including updates on financial activities, human resources, and operations. Refer to page 38 of the 3.19.26 Board meeting packet for the full report, or [click here](#).

**9. Update: SSD Board Chair/SROA Board President quarterly meeting**

The SSD Board Chair/SROA Board President quarterly meeting was addressed as part of the SROA Rules and Regulations/Bike Patrol contracts contract discussion.

**10. Update: Nominating Committee Update and Status of Board Candidate Nominations**

Chair Fister reported the Nominating Committee did not meet due to a scheduling conflict but continues work on the handbook. Recruitment efforts are underway, including outreach and social media postings, with applications due April 15. He noted two board member positions are up for reappointment.

**11. Review and approve November 2025 unaudited financials**

**Fund 715**

Administrator Holliday reported the 715 fund is currently below budget year-to-date at approximately 60%, compared to the expected 67% based on the annual calendar.

The Police Department salaries are currently at approximately 67% of the year-to-date budget. While certain areas, such as uniforms and vehicle repair and maintenance, are slightly over budget due to variability. However, overall materials and services are under budget, providing sufficient capacity to absorb those costs.

The Fire Department personnel budget is slightly below budget overall. Overtime has decreased, with regular overtime at 50% of budget and reimbursable conflagration overtime at 18%, keeping total overtime well under budget. Most materials and services are also below budget, with only a few areas approaching or slightly exceeding projections, such as vehicle repair and maintenance and a special supplies line item.

No movement in Bike Patrol account.

Administrator Holliday noted the administrator position line item is slightly higher due to a vacation hour accrual payout, but overall administrative salaries and benefits remain below budget. Year-to-date expenses for membership dues and education appear higher, reflecting one-time costs for multiple training and membership renewals, with limited additional education or training anticipated for the rest of the year. Administrative materials and services are overall under budget.

#### **Fund 716**

Administrator Holliday reported all items are on budget or slightly below. Chief Rasic confirmed the majority of capital items have been received and installed, with any remaining payments likely just delayed in the financials.

#### **Fund 717**

Administrator Holliday reported approximately \$300,000 remains in the construction budget. After accounting for the recently approved \$167,000 payment to Kirby, there should be sufficient funds to complete some projects this fiscal year; if not, the project will be carried forward. Administrator Holliday requested \$5,000 be allocated for a plaque honoring Doug Seator's, as well as for chairs and trashcans at the front of the facility. Chair Fister requested to review the pricing of all prior and a design review would be required.

Vice Chair Shoemaker moved to approve the February 2026 unaudited financials; Treasurer Zook seconded. The motion passed unanimously.

### **12. Review: February 2026 SROA Board meeting**

Ex Officio Schneider reviewed the SROA February Board Meeting, which included topics such as the proposed property transfer fee, staffing updates, concerns regarding the fuel tank, and the member pool hours and staffing.

### **Other Business**

#### **1. Resolution 2026-003 proposes reappointing Civil Service Commissioner Carolyn Barr**

Chief Boos explained that the Fire Department Civil Service Commission operates independently of the SSD board, primarily certifying promotional and entry-level firefighter exams and providing a venue for employees to appeal disciplinary actions under the collective bargaining agreement. Carolyn Barr has agreed to be reappointed for another term, while Ron Angel plans to step down, leaving two vacancies on the commission.

Chair Fister added the SSD board appoints Civil Service members, who operate independently and can challenge board or departmental decisions. Resolution 2026-003 proposes reappointing Carolyn Barr to maintain a quorum, with plans to recruit additional members.

Treasurer Zook moved to approve Resolution 2026-003 proposes reappointing Civil Service Commissioner Carolyn Barr; seconded by Dir. Kelley. The motion passed unanimously.

Vice Chair Shoemaker moved to adjourn; seconded Treasurer Zook. The motion passed unanimously. Meeting adjourned at 3:49 p.m.

Submitted by Rachel Popp

APPROVED