

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD SPECIAL MEETING

1:00 p.m. Thursday, August 6, 2026

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

Call to Order: Vice Chair Shoemaker called the meeting to order at 1:01 PM

Pledge of Allegiance

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

SSD Staff: Police Lt. Van Meter, District Administrator Holliday and AIC Executive Assistant Steinbrecher

Public input:

None.

Business

1. Motion to Approve Resolution 2026-006: SSD Full-Time Executive Assistant Job Description

Administrator Holliday explained the District currently has a vacancy for a part-time Executive Assistant. Additionally, following Rules and Regulations contract negotiations with SROA, the Community Service Officer (CSO) position within the Police Department was eliminated. However, District leadership have recognized removing the CSO position created a critical administrative shortfall. Historically, an additional staff member, most recently the CSO, has supported the Police Department Executive Assistant in managing the substantial workload associated with public records requests, citations, and other administrative responsibilities.

Administrator Holliday, Police Chief Rasic, and Chair Fister evaluated solutions to address these operational needs. The part-time District Executive Assistant position has experienced high turnover, as previous employees routinely transitioned into full-time roles within or outside the District. Reclassifying the position to a full-time role with benefits will significantly enhance recruitment and retention efforts while providing the essential administrative support needed by the Police Department. Additionally, it was determined the position should provide support to the Fire Department as well, providing backup and additional administrative support for both departments as needed.

An updated job description transitioning the position from 0.5 FTE (part-time) to 1.0 FTE (full-time) and showing the expanded scope was reviewed by the Board. Feedback provided by Dir. Stephens was incorporated into the updated draft. The goal is to provide a position that has improved retention and recruitment, but also solidifies the extra support needed for the Police Department.

Funding for the role for FY27 will be partially offset by reallocating funds previously budgeted for the CSO position. The additional burden for the District for the current year would be roughly \$25,000 to \$35,000. Administrator Holliday stated on an ongoing basis, it would be an additional \$45,000 added to the budget.

Vice Chair Shoemaker asked for Police Lt. Van Meter's thoughts on the position. Van Meter explained this role is not a duplication of efforts, but rather a necessary redundancy for the Police Department. With no backup role, there would be one person on the Police Department side to manage time sensitive administrative tasks. The position will also support accreditation, evidence management, and

report-writing software assistance for officers, reducing administrative delays. Furthermore, the three newly hired officers will increase the department's overall administrative workload.

SROA Ex Officio Harrison asked if the District Executive Assistant would be able to assist with providing SROA the data submitted from the Police Department monthly. Administrator Holliday confirmed the role will have access to Police data management systems, enabling them to assist with or fulfill monthly SROA data requests when the Police Executive Assistant is unavailable.

Chair Fister noted that establishing one full-time District Executive Assistant position was more efficient long-term than creating two separate part-time roles. The board discussed potential applicant pool impacts; however, qualifications, job descriptions, and pay scales closely align across all three Executive Assistant roles, which historically attract strong applicant pools.

Vice Chair Shoemaker entertained a motion to approve Resolution 2026-006. Treasurer Zook moved to approve the motion; seconded by Director Kelley. The motion passed unanimously.

Dir. Stephens disconnected from the virtual meeting at 1:16 p.m.

Administrator Holliday added the budget adjustment for this role, Bike Patrol, and the annual transfer to the reserve fund will be discussed at the Aug. 20, 2026 Regular Board Meeting.

2. Motion to Approve Chief Boos' Signature on the Public Safety Drywell Contract with Willow Creek Excavation

Administrator Holliday briefed the Board on the status of the Public Safety Building Drywell project. While the Board previously approved the contract, legal counsel advised a formal motion authorizing Chief Boos' signature is required.

Vice Chair Shoemaker entertained a motion to approve Chief Boos' Signature on the Public Safety Drywell Contract with Willow Creek Excavation. Treasurer Zook moved to approve the motion; seconded by Dir. Kelley. The motion passed unanimously.

Other Business

None.

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

Meeting adjourned at 1:20 p.m.

Submitted by Ashley Steinbrecher.