

SUNRIVER SERVICE DISTRICT

MINUTES OF SPECIAL BOARD MEETING

Friday, April 4, 2025 at 9 a.m.

Sunriver Public Safety Building, Seator Hall, 57475 Abbot Drive, Sunriver, OR 97707

Call to Order: Treasurer Kelley called the meeting to order at 9:04 a.m.

Pledge of Allegiance

Roll Call: Treasurer Kelley, Dir. Ralston, Dir. Hepburn, and Chair Fister were present. Vice Chair Shoemaker not present.

SROA: Ex-Officio Schneider

SSD Staff: Fire Chief Boos, Police AIC Captain Van Meter, and Administrator Holliday

SSD Finance Committee: Mitch Cooney, Dennis Dishaw

Public Input: None.

Business

1. Updated SSD Budget Advisory Committee roles and responsibilities

- a. Administrator Holliday reviewed the Sunriver Service District (SSD) Budget Committee process. She was looking into policy and verifying the District was following the correct processes. Working with the Oregon Department of Revenue and Deschutes County, they researched the correct makeup of the SSD Budget Committee. For many years the District has had its own Budget Committee of electors and one board member.

However, it was determined that the Deschutes County Budget Committee is the voting body for the SSD budget. Therefore, current SSD Budget Committee members are being asked to be a part of an SSD Finance Committee to help provide support to the District.

The SSD Board believes keeping Sunriver electors a part of the SSD Finance Committee is critical to have a say/input. The process is now the SSD Finance Committee will provide input and guidance with the budget and District financial matters. The SSD budget would be approved by the SSD Board and then go to the Deschutes County Budget Committee for approval. Chair Fister added that he recuses himself as a member of the Deschutes County Budget Committee to vote on the SSD Budget per a conflict of interest due to his role on the SSD Board.

- b. The FY 26 budget will go to the SSD Board at the April 18 meeting for approval, and then to the Deschutes County Budget Committee May 14 for approval. Administrator Holliday can send out invitations to get on the calendar.

2. Motion to approve FY 24-25 Fund 717 budget adjustment

Administrator Holliday stated the construction project can complete more in this fiscal year than previously budgeted. Therefore, there needs to be a budget adjustment for Fund 717 to include these extra expenses. She shared an overview of the current budget, and the estimates for additional costs to add provided by OR/PM Nelson. The District will need to move roughly \$1.4 million from contingency to complete these projects, which leaves \$286,000 remaining in contingency. Once the SSD Board approves this budget adjustment, it will go to Deschutes County as a resolution for approval.

Dir. Ralston stated he would like to utilize any remaining funds for a reserve account to ensure future replacement monies for the building.

Dir. Hepburn moved to approve the FY 24-25 Fund 717 budget adjustment: seconded by Dir. Ralston. The motion passed unanimously.

3. Review and discussion of most recent drafts of the 715, 716 and 717 FY 25-26 budgets

Administrator Holliday shared the most recent drafts of the 715, 716 and 717 FY 26 budgets. She noted it is still in draft form and asked the Board to focus on the three department expenditures, as the other tabs in the Excel document are still in progress. She is reviewing discrepancies between the previous year's audits and her budget documents and will have an update at the Board meeting.

Administrator Holliday is working with both Chiefs to provide the figures for their year-end projections. This is used to help identify the Beginning Working Capital Balance for the new fiscal year. Previous Budget Committee member Bette Butler has offered her time to assist, which is much appreciated.

715

The document includes two previous fiscal years, showing both budgeted and actual year-to-date figures. The current fiscal year-end projection is an estimate based on current spending patterns and anticipated income, offering a forecast. There are discrepancies in the working capital figures at the bottom, which differ from the final audit compared to the spreadsheet. Administrator Holliday is looking into this to ensure everything reconciles accurately.

Chair Fister arrived at 9:28 a.m.

Dir. Hepburn raised concern about transferring only \$150,000 into the 716 Capital Reserve Fund while the 715 Operating Fund budget reflects a negative year-end balance. In response, Chair Fister emphasized the importance of continuing contributions to the reserve fund, even if it results in presenting a negative budget to Deschutes County. He noted the District cannot sustain its current rate of spending, as it would deplete available funds within three to four years.

Due to both police and fire labor union negotiations still ongoing, figures in the spreadsheets represent the District's best estimates in the absence of confirmed agreements. If salary increases exceed the projected 3%, the District may need to cut overtime, withdraw from the Central Oregon Rescue program, and reduce staffing levels.

The contingency fund is budgeted at less than \$60,000, and although the District has historically not drawn from it, there has been past use of the contingency in the 716 Capital Fund. While reserves are traditionally intended for capital projects, more agencies are now using them to support operating budgets.

The Resources tab includes revenue sources for the District, which remain largely unchanged since the last meeting. Chief Boos asked about the SROA contract, noting the District charges them roughly \$36,500 annually for rules enforcement, while SROA charges the District \$40,000 per year for the land lease agreement. He noted this to be a financial imbalance. Administrator Holliday acknowledged that while the contract may currently seem like a wash, over time our service costs and operational fees have and will continue to increase, while the lease rate remains static. She emphasized the need to renegotiate the SROA contract. Chair Fister agreed and noted that ongoing conversations with SROA are essential. Lastly, conflag fire reimbursement figures are best estimates and highly dependent on fire activity.

Each department has a tab, which shows previous fiscal year actuals, the current fiscal year spending to date, projected year end spending, and their requested FY 26 budget.

To make the budget balance, the Chiefs and Administrator Holliday proposed:

1. Keeping the Police Captain position open for the first six months of the new fiscal year.
2. Not moving the Administration Executive Assistant position to full-time.
3. Reducing Fire overtime and the reserve program expenses by \$50,000 each.
4. Reducing the contingency from \$90,000 to \$40,000.
5. The Fire and Police Chief foregoing the 3% COLA.

For the administration budget, additional savings are being achieved contracting legal services with Deschutes County. Administrator Holliday is also taking on more accounting responsibilities, further reducing the need for external contractors.

Administrator Holliday also stated the budget includes a 6% increase in health insurance costs, a 4% increase in PERS, and an increase in workers compensation and property insurance. In addition, some expenses previously budgeted under police and fire are being shifted to the administration budget.

Administrator Holliday asked the Finance Committee if there were any comments or questions. Mr. Dishaw expressed concern, stating the budget remains too tight and not enough significant changes have been made to identify a clear and sustainable funding pattern.

There was discussion about expanding police services to neighboring areas as a potential to increase revenue.

Mr. Dishaw and Mr. Cooney verbalized the District is in financial trouble. They shared concern on how to get through the next couple of years when this year is not in good standing.

716

Administrator Holliday stated all previous fiscal year figures have been reviewed and are in balance with the audit. Fire department is requesting a new Ford F-250, Lucas 3 Chest Compression Systems, and a Supervac PPV Fan for a total of \$121,698. Police is requesting rifle suppressors for a total of \$9,650. Currently, the transfer from Fund 715 to Fund 716 is \$150,000. The FY 26 716 budget reflects a projected positive balance of \$43,000. There was discussion about vehicle replacement and the current fleet.

Mr. Cooney acknowledged that while the presentation was well-prepared, he feels that no substantial action has been taken to address the District's financial challenges. He stated the SSD is in serious trouble and that, at best, this year's approach has only served as a temporary fix. He warned the reserve fund could be depleted very quickly if more meaningful changes are not implemented.

717

Administrator Holliday review this document and stated the Resources tab for the upcoming fiscal year reflect levy proceeds and estimated interest earnings. As far as the Requirements tab, construction costs have increased from the original estimate of \$100,000 to \$140,000, leaving the account with very slim margins.

As property values continue to rise, the levy is expected to generate increased revenue to assist in creating a sustainable reserve.

Administrator Holliday asked the Board if they had any changes or suggestions for the 715, 716 or 717 budgets as presented. None were provided, so she will continue to process these budgets accordingly to present final documents at the April 17, 2025 Board meeting.

4. Discussion on SSD 5-year financial forecast

Chair Fister shared financial forecast. It is a digital Excel document where multiples scenarios can be used and auto populates. This document is in development and will continue to be refined as more accurate numbers become available.

A key consideration is understanding the current amount of property tax being collected this fiscal year, as it forms the foundation for future projections. The plan includes major expense categories such as personnel salaries, healthcare, PERS contributions, and materials and services.

Chair Fister changed various numbers to provide projections to visualize the impacts for future years. Key figures to monitor are the surplus/deficit and the operational reserve surplus/deficit. This financial model serves as a tool to explore "what-if" scenarios and assess SSD's long-term sustainability. Based on current projections, a 3% annual increase is the most the district can afford over the next five years. Chair Fister stated that continuing to present a deficit to the county is not sustainable, and adjustments will be necessary to bring the budget back into balance.

The Board discussed the need to identify new sources of income and consider a full restructuring of the district to ensure long-term financial sustainability. The current financial model serves as a tool to explore different strategies and scenarios. Including past employment history in the model would enhance accuracy and trend analysis. A possible solution could be to build a "vacancy dial" into the spreadsheet—an adjustable feature that accounts for unfilled positions and adjusts totals accordingly. This would give greater flexibility and precision in future planning.

Motion to Adjourn

Chair Fister moved to adjourn; seconded by Dir. Ralston. The motion passed unanimously.

Meeting adjourned at 11:10 a.m.

Submitted by Executive Assistant Fobi

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, April 17, 2025

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

Call to Order: Chair Jim Fister called the meeting to order at 1 p.m.

Pledge of Allegiance

Roll Call: Chair Fister, Dir. Ralston, Dir. Hepburn, Treasurer Kelley, Vice Chair Shoemaker were all present.

SROA: Randy Schneider, Ex Officio

SSD Staff: OR/PM Nelson, Fire Chief Boos, Police AIC Captain Van Meter, Administrator Holliday, and Executive Assistant Fobi.

New Employees: Chair Fister, on behalf of the board, formally welcomed Brittany Fobi, Michelle Mertins, and Officer Stephanie Allen, expressing appreciation for their early contributions and noting the value of strengthening administrative capacity as the district continues to grow.

Public Input: Chair Fister read a letter received by Sunriver resident, Debbie Baker, sharing her concern over the budget and the fiscal future of the District.

Consent Agenda

1. Motion to approve:

- a. March 20, 2025, Regular Board Meeting Minutes
- b. April 4, 2025, Special Board Meeting Minutes – Not ready for meeting/not approved
- c. SROA Invoice in the amount of \$5,313.18

Vice Chair Shoemaker moved to approve consent agenda as presented; seconded by Dir. Hepburn. The motion passed unanimously.

Old Business

2. Public Safety Building – Nelson

a. Public Safety Building Construction Update

OR/PM Nelson provided an update on the ongoing Public Safety Building project, noting progress is on schedule with a current focus on final interior installations and systems testing. No major delays have been reported. However, he did highlight a failure in the exhaust bay extraction system at the existing fire station, specifically on the fire side, and stated he is working on both repairs and associated costs. There was an issue with the installed exhaust meters, which were not waterproof and failed after being sprayed with water. The sensors were also installed in impractical locations, making them unfeasible. OR/PM Nelson mentioned he is collaborating with engineering teams and just received a report regarding these issues. One of the proposed improvements involves tying the system into the vehicle ignition switch to ensure proper engagement, but there is consideration of reverting to the previous system, which had worked reliably. OSHA is actively involved in overseeing the situation. Lastly, the team continues to address smaller building projects and finalize furniture installations.

b. Motion to approve March 2025 funding requests in the total amount of \$78,990.37

- i. Team Fitz Graphics invoice in the amount of \$1,180.00
- ii. Systems West Engineers invoice in the amount of \$8,768.00

- iii. Nelson Capital invoice in the amount of \$15,152.00
- iv. Cedar Grove Woodshop invoice in the amount of \$150.00
- v. Structured invoices in the total amount of \$853.14
- vi. Day Wireless – DAS invoice in the amount of \$50,075.54
- vii. Cook Solutions Group invoice in the amount of \$3,312.00

Chair Ralston moved to approve March 2025 funding requests in the total amount of \$78,990.37 as presented; seconded by Dir. Hepburn. The motion passed unanimously.

c. Discuss final construction costs

A discussion followed regarding the final expected costs for the building. OR/PM Nelson shared updated projections, noting some fluctuations due to increased costs in systems integration and security. Board members asked clarifying questions on contingency reserves and expected completion timelines.

d. Motion to approve Addendum No. 2 for OR/PM Services through July 2025

The addendum provided to the Board for approval would extend OR/PM Nelson’s services through July 2025, ensuring support through final phases of construction and early occupancy.

Dir. Ralston moved to Addendum No. 2 for OR/PM Services through July 2025 as presented; seconded by Dir. Hepburn. The motion passed unanimously.

3. Update of Reserve Study with included Public Safety Building costs

Dir. Ralston provided a summary of the draft Reserve Study, which now includes detailed line items for the long-term maintenance and replacement of assets associated with the Public Safety Building. They are still awaiting final numbers before the Reserve Study can be finalized. As of now, no final figures have been confirmed. Administrator Holliday will revisit this as finalized FY 25 data becomes available.

4. Update on most recent SSD Strategic Plan

VP Shoemaker reported the Strategic Plan is currently in the refinement stage, incorporating feedback gathered from both staff and community members. He has sent a draft version to all board members for review, noting there have been no changes since the last update. However, the completion of the Strategic Plan is pending final numbers from the Reserve Study, which are still needed to move forward.

5. Update on SSD Nominating Committee

Administrator Holliday and Dir. Ralston provided an update to the board regarding the formation and timeline of the Nominating Committee. The Nominating Committee Charter requires the board to approve members of the committee, and the formal appointments were scheduled under New Business later in this meeting. The committee will be responsible for assisting with board recruitment and making recommendations. Discussions also included staggering board positions and terms, with term extensions noted as follows: Schmid through 2026, Ralston through 2027, and both Hepburn and Schneider through 2028.

New Business

6. Monthly Chief/Administrator’s Reports

➤ **Fire Chief Boos**

Chief Boos provided a comprehensive update on fire department activity, trends, and upcoming initiatives. So far in 2024, the department has responded to 89 total calls this year compared to 101 last year, reflecting a continued downward trend in call volume. The new building has helped reduce turnout times, and over 500 training hours have already been logged in preparation for wildland fire season.

Boos highlighted the department's participation in the upcoming first annual Wildfire Preparedness Fair at the SHARC on April 29 from 1:00 to 3:00 p.m., alongside County Emergency Management. Sunriver also hosted the Oregon State Fire Marshal's IMT conference and the Office of Emergency Management, drawing 440 attendees from across the Pacific Northwest. OSHA completed an inspection with no major issues, noting only a minor drywall repair in a stairwell closet on the fire department side.

The department is actively working on budget and union negotiations. Boos announced the successful award of the Oregon State Fire Marshal Staffing Grant, totaling just over \$13,000 to support summer staffing increases. Additionally, he has been appointed to the Oregon State Fire Marshal's Wildfire Staffing Response Grant Program Advisory Board. The department is also preparing for the Central Oregon Wildfire School in Redmond this May and ongoing EMS recertification, including RT-130 wildland training and self-contained breathing apparatus drills. Boos will be participating in the Central Oregon Wildfire Simulation Panel on April 23.

➤ **AIC Chief Van Meter**

The police department experienced several staffing changes and operational updates. Officer Wilson has departed for the Bend Police Department. Officer Allen started as a new lateral officer, Officer Piontek is also a new lateral and is scheduled to begin May 1, and two additional lateral officers are currently undergoing clearance. Five bike patrol officers are in the background check phase, with a potential start date of May 23. Chief Rasic is preparing to come on board, and excitement is building around his arrival. The department is also halfway through the accreditation process, reviewing compliance with required standards.

AIC Chief Van Meter wanted to share with the board that his brother owns a PI firm and is providing background investigations for Bike Patrol. He wanted to disclose this for transparency. No comments from the Board.

Collaborative wellness efforts between the Fire and Police departments are showing positive results. Work continues on implementing tow policies and finalizing administrative contracts, with progress now at about 50%. Last month, the department assisted the county with a high-alert call involving two individuals initially thought to be armed in the La Pine area; they were ultimately unarmed, but the incident highlighted the importance of proper equipment and training.

Officer Ardaiz, a former Marine, is leading initiatives in firearms handling and use of force, helping position Sunriver Police as a destination for firearms excellence. The department hosted a successful FTEP-DPSST training with 18 officers from various counties, who praised the facility. Other training highlights include a Wet Lab field sobriety session with Oregon State Police. The department is also seeking to train a second drone pilot to support Officer Lyman, the current lead.

Discussions are ongoing about incorporating suppressors into the budget to improve officer safety by reducing sound exposure during firearm use—important for hearing protection and in active shooter scenarios.

➤ **Administrator Holliday**

Administrator Holliday presented a comprehensive report covering key areas of administrative operations, financial oversight, budget preparation, and project coordination across the District. A special meeting was recently held with Deschutes County to clarify the SSD Budget Committee is the Deschutes County Budget Committee. Several Sunriver residents who expressed interest in joining the SSD Budget Committee will instead be considered for roles on a Finance Committee to provide ongoing support. Administrator Holliday is preparing and submitting 717 budget adjustments, as discussed

during the special meeting, which will go to Deschutes County for approval on April 30. These adjustments exceed the 10% threshold required by budget law, meaning they cannot be part of the consent agenda and must be publicly noticed and placed as an action item on the Deschutes County Commissioners' meeting agenda. In addition, Administrator Holliday submitted the proposed fee schedule for the upcoming fiscal year to the county and is awaiting confirmation of its approval date.

She is actively involved in onboarding and offboarding staff, as well as participating in recent contract negotiations. Meetings with WHA regarding the District's workers' compensation renewal revealed notable cost impacts, which are reflected in the budget. Administrator Holliday also continues to support employees with various HR needs.

Operationally, efforts are underway to finalize documents for the Nominating Committee. Board members were reminded to submit their applications for reappointment by the May 10 deadline. Administrator Holliday also announced that she has joined two regional groups—Central Oregon Human Resources Group and Central Oregon Procurement Group—to strengthen collaborative efforts. She will be on vacation from May 15 to 31 and will miss the next board meeting.

7. Motion to approve FY 2025/26 Operating Budget (715 account)

Administrator Holliday shared the final copy of the FY 26 715 Operating budget. She stated the only change from the last copy was an increase in the workers' compensation expense.

Chair Fister stated he is a member of the County Budget Committee, and because he has been involved in this budget preparation, he will recuse himself in the vote when it is presented to the county.

Vice Chair Shoemaker moved to approve FY 2025/26 Operating Budget (715 account) as presented; seconded by Dir. Hepburn. The motion passed unanimously.

8. Motion to approve FY 2025/26 Reserve Budget (716 account)

Administrator Holliday was directed by the Board to keep the contribution of \$150,000, despite concerns about sufficiency voiced during public input and prior discussions.

Dir. Hepburn moved to approve FY 2025/26 Reserve Budget (716 account) as presented; seconded by Vice Chair Shoemaker. The motion passed unanimously.

Vice Chair Shoemaker stated he would like to have more discussions with AIC Van Meter prior to purchasing the suppressors.

9. Motion to approve FY 2025/26 Public Safety Building Budget (717 account)

Administrator Holliday said the budget numbers are inclusive of the budget adjustment approved, as well as the projections from OR/PM Nelson.

Treasurer Kelley moved to approve FY 2025/26 Public Safety Building Budget (717 account) as presented; seconded by Dir. Ralston the motion passed unanimously.

10. Motion to approve Resolution 2025-004 to Appoint Ron Schmid to the SSD Nominating Committee

Dir. Ralston moved to approve Resolution 2025-004 to Appoint Ron Schmid to the SSD Nominating Committee; seconded by Vice Chair Shoemaker. The motion passed unanimously.

11. Motion to approve Resolution 2025-005 to Appoint John Ralston to the SSD Nominating Committee

Dir. Hepburn moved to approve Resolution 2025-005 to Appoint John Ralston to the SSD Nominating Committee; seconded by Vice Chair Shoemaker. Dir. Ralston abstained, the motion passed.

12. Motion to approve Resolution 2025-006 to Appoint Bill Hepburn to the SSD Nominating Committee

Dir. Ralston moved to approve Resolution 2025-006 to Appoint Bill Hepburn to the SSD Nominating Committee; seconded by Vice Chair Shoemaker. Dir. Hepburn abstained, the motion passed.

13. Motion to approve Resolution 2025-007 to Appoint Randy Schneider to the SSD Nominating Committee

Dir. Ralston moved to approve Resolution 2025-007 to Appoint Randy Schneider to the SSD Nominating Committee; seconded by Dir. Hepburn. The motion passed unanimously.

14. Motion to approve March 2025 unaudited financials – Holliday

Administrator Holliday reviewed the unaudited March 2025 financials. She stated Police and Fire seem to be right on track overall. Bike patrol is just getting started, so there will be changes in those financials next month. Administration personnel is over budget, as one of the Executive Assistants is overlapping new hires for training. As for the 716 Capital Fund, there will be more invoices to come in, but most of the items are purchased for the year.

Dir. Ralston moved to approve March 2025 unaudited financials as presented; seconded by Dir. Hepburn the motion passed unanimously.

15. Review of March 2025 SROA Board meetings

Ex-Officio Schneider provided a brief report summarizing the Sunriver Owners Association (SROA) March Board meeting, which focused on shared concerns such as community safety and budget transparency. Key updates included discussions on golf memberships, pathway safety and e-bikes, and the SROA Administration building remodel. He also stated SROA is introducing a Welcoming Committee aimed at educating new residents and visitors on rules, expectations, and community standards, including fines and regulations.

Motion to Adjourn

Dir. Ralston moved to adjourn; seconded by Dir. Kelley seconded. The motion passed unanimously. Meeting adjourned at 2:45 PM.

Submitted by Executive Assistant Fobi.

SUNRIVER SERVICE DISTRICT

MINUTES OF SPECIAL BOARD MEETING

Thursday, June 5, 2025 at 10:30 a.m.

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

Call to Order: 10:43 a.m.

Pledge of Allegiance

Roll Call: Chair Fister, Vice Chair Shoemaker, Treasurer Kelley, and Dir. Ralston were all present. Dir. Hepburn was not present.

SSD: Administrator Holliday, Police Chief Rasic (via phone)

Public Input: No Public Input

Business

1. Motion to approve Resolution 2025-008, SSD Board Agreement to Facilitate Background Checks

Administrator Holliday stated the District, through the Nominating Committee, has created a new policy to ensure all future board members undergo a background check as part of their application process. The resolution was also written to provide Sunriver Police Department the approval to provide background checks on District employment applicants. This resolution fulfills a requirement of the Criminal Justice Information Services (CJIS). This expanded policy has been reviewed by legal counsel, and background investigations will be conducted in collaboration with the police department, who will provide a simple recommendation on whether to proceed or not. The level of background check, whether criminal or credit-related, will depend on applicable Oregon Revised Statutes (ORS) guidelines. Importantly, only the Chief and the designated background investigator will have access to the results, which will be treated as strictly confidential. All records will be retained in sealed personnel files in accordance with applicable state statutes. The cost of these checks will vary depending on whether the subject is a board member or new employee and depending on the level of investigation.

Chair Fister moved to approve Resolution 2025-008, SSD Board Agreement to Facilitate Background Checks: seconded by Dir. Ralston. The motion passed unanimously.

2. Discussion on Public Safety Building budget items

OR/PM Nelson and Dir. Ralston did not receive the final numbers for the various remaining construction items to complete. However, they gave an update on the status of various SROA form submissions and issues to resolve, fixing the exhaust system in the Fire apparatus bay, and temperature inconsistencies throughout the building.

Vice Chair Shoemaker inquired about the cause of the delay in receiving the numbers from Kirby Nagelhout Construction Company (KNCC). OR/PM Nelson explained there was a miscommunication between subcontractors and engineers, particularly around understanding the scope of work.

Motion to adjourn

Dir. Ralston moved to adjourn; seconded by Treasure Kelley. The motion passed unanimously. Meeting adjourned at 11 a.m.

Submitted by Executive Assistant Fobi

SUNRIVER SERVICE DISTRICT
SUNRIVER, OR 97707

06/13/25

INVOICE FOR SERVICES RENDERED May25

\$6,935.28

TOTAL DUE

\$ 6,935.28

SROA

VENDOR #	Vendor	Dept	Description	Month	Amount	Account #
	Fleet	Police	Fuel	May-25	3,125.37	715-4000-422-6220
	Fleet	Fire	Vehicle repairs	May-25	2,493.61	715-5500-425-4325
	Fleet	Fire	Fuel	May-25	1,316.30	715-5500-425-6220
	Public Works	Fire	Snow Removal	May-25		715-5500-425-4320
	Total services				<u>\$ 6,935.28</u>	715-0000-200-2003



Sunriver Service District

Premium estimate for Guaranteed Cost

Period: 07/01/2025 - 07/01/2026

Policy: 752158

Group: Special Districts Association of Oregon - Services

Plan: Version #1 (1)

Rating period: 07/01/2025 to 07/01/2026

Location 1: 57475 Abbot Dr, Sunriver, OR

Classification description	Class	Subject payroll	Rate	Premium
Ambulance/Ems (Emer-Med-Ser) & Drs	7705	\$0.00	3.82	\$0.00
Firefighters And Drivers	7710	\$1,887,871.00	5.0	\$94,393.55
Police Officers & Dr	7720	\$1,364,272.00	2.74	\$37,381.05
Seasonal Bike Patrol	7720	\$32,448.00	2.74	\$889.08
Vol Citizen Patrol	7720	\$25,000.00	2.74	\$685.00
Vol Fire Fighter-Dr @ 800/Mo Ea	8411	\$0.00	1.42	\$0.00
Vol Police Reserve @ 800/Mo Ea	8411	\$0.00	1.42	\$0.00
Salesperson-Outside-No Delivery	8742	\$0.00	0.17	\$0.00
Vol Board Members-7	8742	\$11,000.00	0.17	\$18.70
Office Clerical	8810	\$334,331.00	0.07	\$234.03
Total manual premium		\$3,654,922.00		\$133,601.41

Description	Basis	Factor	Premium
EL Increased Limits premium (Part II)	\$133,601.41	1.004	\$534.41
Total subject premium			\$134,135.82

Description	Basis	Factor	Premium
Experience Rating	\$134,135.82	1.08	\$10,730.87
Total modified premium			\$144,866.69

Description	Basis	Factor	Premium
Pre-pay credit	\$144,866.69	0.965	-\$5,070.33
Total standard premium			\$139,796.36

Description	Basis	Factor	Premium
Oregon Total Premium			\$139,796.36
Premium Discount	\$139,796.36	0.1644	-\$22,988.34
Terrorism Premium	\$3,654,922.00	0.005	\$182.75
Catastrophe Premium	\$3,654,922.00	0.01	\$365.49
DCBS Assessment	\$116,799.29	1.098	\$11,446.33
Total premium and assessment			\$128,802.59

Premium discount schedule		
First	\$5,000	0.00%
Next	\$10,000	10.50%
Next	\$35,000	16.50%
Over	\$50,000	18.00%



Sunriver Service District

Notice of Election for Guaranteed Cost Plan

Period: 07/01/2025 - 07/01/2026

Policy: 752158

Group: Special Districts Association of Oregon - Services

Plan: Version #1 (1)

Agency: WHA Insurance Agency Inc
Producer: Jennifer King

Total estimated premium and assessments: \$128,802.59

Payroll reporting frequency: Annual

Please visit **saif.com** and choose *Safety and health* for information about safety or choose *Employer Guide* for information about reporting payroll, paying online, filing and managing a claim, and coverage.

Initial installment due by 07/25/2025: \$128,802.59

I, the undersigned, as a legal representative of the Company listed above, do hereby authorize SAIF Corporation to issue the policy and determine workers' compensation premiums according to the plan selection on this form. I have read, understand, and agree to the terms and conditions of this plan as set forth in the proposal.

Authorized signature of insured

Date signed

Please return this page with remittance. You may choose to pay online at saif.com, or write the quote or policy number indicated in this document on your check. Make check or money order payable to:

**SAIF CORPORATION
400 High St SE
Salem, OR 97312-1000**

SAIF use only	D: \$0	I: \$128,803	Lyn L Zielinski-Mills
Date received _____	Amount received _____	Check no. _____	
Bond Company _____	Bond no. _____		



DESCHUTES COUNTY SHERIFF'S OFFICE

Attn: Jeff Price
 63333 W. Hwy 20
 Bend, OR 97703
 (541) 617-3390

INVOICE

Invoice Date	Invoice No.
6/10/2025	
Customer Number	
6236	
Invoice Total Due	
\$15,611.00	
Amount Paid	

Sunriver Police Department
 Attention: Chief Cory Darling
 P.O. Box 4788
 Sunriver, OR 97707

Please remit payment within 30 days of invoice date.

Description	Original Invoice	Adjusted	Paid	Amount Due
CODE - Local Gov't Payments	\$6,003.00	\$0.00	\$0.00	\$6,003.00
COLES - Local Gov't Payments - Other	\$9,608.00	\$0.00	\$0.00	\$9,608.00
CODE and COLES Assessments FY26				
Write Invoice Number on your check Make checks payable to: Deschutes County Sheriff's Office Remit to: Attention: Jeff Price 63333 W. Hwy 20 Bend, OR 97703			Invoice Total:	\$15,611.00

FY 2026

**Proposed Assessments
 COLES | CODE FY 2026 Budget**

Agency	Liability/ Property (Quote)	CISM	Reserve Academy	Member Fees	Contg	Rent	CERT Vehicle	Auto Ins (Quote)	Annual Audit	Buy Money	FY 2026 Assessment	FY 2025	Var. '26 v. '25
COLES						CODE					Total	FY 2025	Var. '26 v. '25
DCSO	7,358	27,000	-	150	300	13,230	-	2,455	1,570	9,000	61,063	59,043	2,020 3.4%
Bend PD	7,358	27,000	-	150	300	13,230	2,187	2,455	1,570	9,000	63,250	61,230	2,020 3.3%
Redmond PD	7,358	5,400	-	150	300	1,050	2,187	2,455	1,570	5,500	25,970	24,530	1,440 5.9%
Prineville PD	7,358	4,500	-	150	300	987	2,187	2,455	1,570	5,000	24,507	23,070	1,437 6.2%
Crook Co SO	7,358	5,400	-	150	300	1,015	2,187	2,455	1,570	5,000	25,435	23,997	1,438 6.0%
Jeff Co SO	7,358	5,400	-	150	300	1,015	2,187	2,455	1,570	5,000	25,435	23,997	1,438 6.0%
Madras PD	7,358	4,500	-	150	300	851	2,187	2,455	1,570	5,000	24,370	22,940	1,430 6.2%
Black Butte PD	7,358	900	-	150	300	536	187	2,035	1,570	1,500	14,536	13,240	1,296 9.8%
Warm Springs PD	-	1,800	-	150	300	477	-	-	-	5,000	7,727	7,641	86 1.1%
Sunriver PD	7,358	1,800	-	150	300	711	187	2,035	1,570	1,500	15,611	14,307	1,304 9.1%
State Police	-	-	-	-	-	-	-	-	-	5,000	5,000	10,500	(5,500) -52.4%
Total FY 2026	66,222	83,700	-	1,500	3,000	33,101	13,496	21,253	14,130	56,500	292,903	284,495	8,408 3.0%
Total FY 2025	61,236	83,700	-	870	3,000	31,525	13,496	15,168	13,500	62,000	284,495		
Var. '26 to '25	4,986			630		1,576		6,085	630	(5,500)	8,408		



DESCHUTES COUNTY SHERIFF'S OFFICE

Attn: Joe Brundage
 63333 W. Hwy 20
 Bend, OR 97703
 (541) 617-3390

INVOICE

Invoice Date	Invoice No.
10/14/2022	3262
Customer Number	
6236	
Invoice Total Due	
\$12,400.00	
Amount Paid	

Sunriver Police Department
 Attention: Chief Michael Womer
 P.O. Box 4788
 Sunriver, OR 97707

Please remit payment within 30 days of invoice date.

Description	Original Invoice	Adjusted	Paid	Amount Due
COLES - Local Gov't Payments - Other	\$7,639.00	\$0.00	\$0.00	\$7,639.00
CODE - Local Gov't Payments - Other	\$4,761.00	\$0.00	\$0.00	\$4,761.00
COLES and CODE Assessments FY 2023				
Write Invoice Number on your check				
Make checks payable to:	Deschutes County Sheriff's Office		Invoice Total:	\$12,400.00
Remit to:	Attention: Joe Brundage			
	63333 W. Hwy 20			
	Bend, OR 97703			

FY 2023

**Proposed Assessments
 COLES and CODE FY 2023 Budget**

Agency	Liability/ Property (Quote)	CISM Prior Yr. Assessment	Reserve Academy	Member Fees	Contg	Rent	CERT Vehicle Maint	Auto Ins (Quote)	Annual Audit	Buy Money	FY 2023 Assessment	FY 2022	Var. '23 v. '22
	COLES					CODE					Total		
DSCO	6,252	15,000	-	87	300	12,000	-	1,552	1,500	8,772	45,463.00	47,473	(2,010) -4.2%
Bend PD	6,252	15,000	-	87	300	12,000	2,187	1,552	1,500	8,772	47,650.00	47,661	(11) 0.0%
Redmond PD	6,252	3,000	-	87	300	952	2,187	1,552	1,500	5,000	20,830.00	20,841	(11) -0.1%
Prineville PD	6,252	2,500	-	87	300	896	2,187	1,552	1,500	4,386	19,660.00	19,671	(11) -0.1%
Crook Co SO	6,252	3,000	-	87	300	921	2,187	1,552	1,500	4,386	20,185.00	20,196	(11) -0.1%
Jeff Co SO	6,252	3,000	-	87	300	921	2,187	1,552	1,500	4,386	20,185.00	20,196	(11) -0.1%
Madras PD	6,252	2,500	-	87	300	771	2,187	1,552	1,500	4,386	19,535.00	19,546	(11) -0.1%
Black Butte PD	6,252	500	-	87	300	487	187	1,552	1,500	877	11,742.00	10,753	989 9.2%
Warm Springs PD	-	1,000	-	87	300	432	-	-	-	4,386	6,205.00	9,405	(3,200) -34.0%
Sunriver PD	6,252	1,000	-	87	300	645	187	1,552	1,500	877	12,400.00	11,411	989 8.7%
State Police	-	-	-	-	-	-	-	-	-	9,322	9,322.00	9,322	- 0.0%
Total	56,268	46,500	-	870	3,000	30,025	13,496	13,968	13,500	55,550	233,177.00	236,473	(3,296) -1.4%
Total FY 2022	48,476	46,500	24,000	870	5,000	30,025	1,500	11,052	13,500	55,550	236,473		
Variance	7,792	-	(24,000)	-	(2,000)	-	11,996	2,916	-	-	(3,296)		

SUNRIVER PUBLIC SAFETY BUILDING

MONTHLY REPORT

STATUS REPORT NO. 34

Report Period: May 09, 2025 – June 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
 - Activities associated with Close Out
 - 11 Month Warranty Walk, FD Temp Space with KNCC
 - Engineering Review of Modifications required for Apparatus Bay Exhaust System and HVAC System in remodeled Building.
2. SROA
 - Close Out Pending.
 - i. Form ‘E’ related to incomplete paint finishes and South Apron temporary stabilization.
 - ii. Rereview with the Design Committee on Entry Finishes at Exposed Wood.

OTHER CONSULTING ACTIVITIES

- Cooks Security – Schedule CCTV and Access Controls Training

CONSTRUCTION - Kirby Nagelhout Construction Co - CM/GC

1. Construction Activities to Note.
 - a. Final Punch List Corrections remaining. Status Update
 - b. Warranty Program. Status Update.
 - c. Pending Issues Remaining.
 - i. Apparatus Bay Exhaust System
 - ii. HVAC issues in renovated FD
 - iii. FD Steam Shower
 - iv. Landscape Punch and Warranty
 - v. SROA Permit Final (complete by June 1, 2025)
 1. See above. Remaining Work to be completed by 3rd party Contractor.

FURNITURE, FIXTURES AND EQUIPMENT (“FF&E”).

- Furniture Installations pending final deliveries.
 - FD Final Items – Completed 6/9/2025
 - Door Hardware Ordered – Completed 6/6/2025
 - Final Door Hardware Changes to be completed end of June 2025

FUTURE PROJECT SCHEDULE

- Pending Board Approval of Scope of Work Items.

SUNRIVER PUBLIC SAFETY BUILDING MONTHLY REPORT

FINANCIAL INFORMATION

NEW REQUEST TO COMMIT COSTS - None

PROJECT BUDGET SUMMARY:

As of June 10, 2025, the total approved/capped budget for the Project is equal to \$18,781,570 dollars.

	Last Month	This Month
• Current Project Budget	\$18,423,880	\$18,781,570
• Committed Costs -	\$18,403,967	\$18,775,798
• Uncommitted Costs –	\$ 14,141	\$ 0
• Current Owners Contingency -	\$ 5,773	\$ 5,773
• Total Costs to Date -	\$17,650,267	\$17,932,417

- **Current Funding Draw Request:**
 - Request No. 033 – June 10, 2025, attached.
 - Invoices Total = \$ 276,678.38

Attachments

- Funding Request No 33 – May 2025
- Budget Summary as of May 2025

SUNRIVER PUBLIC SAFETY FACILITY MONTHLY FUNDING REQUEST LOG

			FUNDING REQUEST NO 32	FUNDING REQUEST NO 33	CURRENT BALANCE COMMITTED COSTS
			Apr-25	May-25	
			APPROVED BUDGET		
ID #	Item Description	ADJUSTED COST	COMMITTED COSTS		
100	START-UP EXPENSES				
200	SALES & MARKETING				
210	Sales and Marketing Consultant				
250	Preopening and Grand Opening Expenses	\$ 10,000	\$ 10,000		\$960.00
290	Project Web Camera	\$ 4,590	\$ 4,590		\$0.00
	Sub Total	\$ 14,590	\$ 14,590		
400	DESIGN/PROFESSIONAL SERVICES				
405	Design Architect - Design Fees	\$ 1,325,784	\$ 1,325,784		\$323.04
406	Design Architect - Reimbursables	\$ 39,727	\$ 19,727	\$1,493.63	\$1,283.39
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	\$6,790.00	\$3,313.00
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	\$ -			
	Sub Total	\$ 1,588,787	\$ 1,568,787		
500	LEGAL & GOVERNMENTAL SERVICES				
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	\$ -			
	Sub Total	\$ 32,500	\$ 18,540		
600	PROJECT ADMINISTRATION				
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	\$ 330,336	\$ 330,336	\$10,080.00	\$6,580.00
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
	Sub Total	\$ 342,797	\$ 342,797		
700	CONSTRUCTION				
701	Preconstruction Services Fees	\$ 59,870	\$ 59,870		\$0.00
703	CM Fee	\$ -	\$ -		
710	Hard Construction Cost	\$ 14,893,981	\$ 14,893,981	\$0.00	\$256,083.75
711	CM General Conditions	\$ -	\$ -		
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
	Sub Total	\$ 15,258,164	\$ 15,258,164		

SUNRIVER PUBLIC SAFETY FACILITY MONTHLY FUNDING REQUEST LOG

750	SYSTEMS & EQUIPMENT					
751	TBD Build-out (Community Areas FF&E)	\$ -				
752	SFD Personal Equipment & Smallwares	\$ -				
755	SFD Technical Systems - FSA	\$ 215,963	\$ 215,963			\$3,450.75
760	SFD-SPD-SSD FF&E	\$ 521,334	\$ 521,334	\$1,139.18	\$250.00	-\$22,744.83
765	SPD Personal Equipment & Small Wares	\$ -				
770	SPD Technical Systems	\$ -				
775	SFD-SPD-SSD Appliances	\$ 17,000	\$ 17,000			\$836.39
776	Audio Video Systems	\$ 97,767	\$ 97,767			\$3,087.12
777	Telecommunication Systems - MITEL	\$ 14,821	\$ 14,821			\$2,727.11
778	DAS-ERCES Antenna System Upgrades	\$ 47,993	\$ 47,993			-\$2,082.54
780	Signs	\$ 4,025	\$ 4,025		\$2,440.00	\$1,585.00
785	Security Electronics Systems - CCTV -Access Controls	\$ 113,703	\$ 113,703			-\$1,293.60
790	Other Sys & Equip Contingency	\$ 20,330	\$ 20,330		\$9,831.00	\$285.13
	Sub Total	\$ 1,052,936	\$ 1,052,936			
800	PERMITS, TESTING, FEES & SPECIAL TAXES					
801	Building Permit Fees/Approvals	\$ 227,453	\$ 227,453			\$400.86
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)	\$ -				
	Sub Total	\$ 419,390	\$ 419,390			
900	INSURANCE, FINANCING & TRANSACTION COSTS					
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					
	Sub Total	\$ 100,593	\$ 100,593	<i>check</i>	<i>check</i>	\$849,153.22
Group Totals		\$ 18,809,757	\$ 18,775,798	\$18,009.18	\$276,678.38	\$849,153.22
1000	CONTINGENCY					
1001	Owner Design Development Contingency	\$ -				
1002	Owner Construction Contingency	\$ (394,227)				
1003	Owner General Project Contingency	\$ 400,000				
	Sub Total	\$ 5,773				
MANAGED BUDGET TOTAL		\$ 18,815,530				

SUNRIVER PUBLIC SAFETY FACILITY - Budget Summary

ID #	Group	Budget Estimate SEPT 2022	Client Approved Adjustments	Contingency Allocation/ Budget Transfers	Adjusted Cost	Committed	Uncommitted	Potential Exposures	Projected Cost	Variance from Adjusted Costs
Project Budget										
100	START-UP EXPENSES									
200	SALES & MARKETING	\$ 30,000	\$ (15,410)		\$ 14,590	\$ 14,590			\$ 14,590	
300	LAND ACQUISITION & SITE DEVELOPMENT	\$ 30,000	\$ (30,000)							
400	DESIGN/PROFESSIONAL SERVICES	\$ 1,743,544	\$ (221,258)	\$ 46,501	\$ 1,568,787	\$ 1,568,787			\$ 1,568,787	
500	LEGAL & GOVERNMENTAL SERVICES	\$ 55,000	\$ (22,500)	\$ (13,960)	\$ 18,540	\$ 18,540			\$ 18,540	
600	PROJECT ADMINISTRATION	\$ 271,456	\$ 19,391	\$ 51,950	\$ 342,797	\$ 342,797			\$ 342,797	\$ 0
700	CONSTRUCTION	\$ 12,000,000	\$ 1,337,560	\$ 1,920,604	\$ 15,258,164	\$ 15,258,164			\$ 15,258,164	
750	SYSTEMS & EQUIPMENT	\$ 1,155,000	\$ (375,118)	\$ 273,054	\$ 1,052,936	\$ 1,052,936	\$ 0		\$ 1,052,936	\$ 0
800	PERMITS, TESTING, FEES & SPECIAL TAXES	\$ 635,000	\$ (361,061)	\$ 145,451	\$ 419,390	\$ 419,390			\$ 419,390	\$ 0
900	INSURANCE, FINANCING & TRANSACTION COSTS	\$ 80,000	\$ 15,737	\$ 4,856	\$ 100,593	\$ 100,593	\$ 0		\$ 100,593	
	Sub Total	\$ 16,000,000	\$ 347,341	\$ 2,428,456	\$ 18,775,797	\$ 18,775,798	\$ 0		\$ 18,775,798	\$ 0
1000	CONTINGENCY	\$ 2,000,000	\$ 434,229	\$ (2,428,456)	\$ 5,773				\$ 5,773	
TOTAL PROJECT BUDGET		\$ 18,000,000	\$ 781,570	\$ (0)	\$ 18,781,570	\$ 18,775,798	\$ 0		\$ 18,781,571	\$ 0



Date: **May 10, 2025**

To: SUNRIVER SERVICE DISTRICT BOARD OF DIRECTORS

Mindy Holliday
57455 Abbot Drive
Sunriver, Oregon 97707

Re: Sunriver Public Safety Facility Funding Request No. 033 – May 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
KMB Architects	406	22074-30	05/31/2025	\$ 1,493.63
Nelson Capitol CPM	620	SSD 033	06/03/2025	\$ 6,580.00
Kirby Nagelhout Const. Co.	710	022	06/10/2025	\$ 256,083.75
Cedar Grove Woodshop	760	1086	06/10/2025	\$ 250.00
3BK Sign Co	780	4071	06/10/2025	\$ 2,440.00
Mountain Sky Inc	790	6036	06/10/2025	\$ 1,246.00
Bridgetown Builders	790	na	06/06/2025	\$ 2,160.00
Bridgetown Builders	760	na	06/10/2025	\$ 6,425.00
TOTAL				\$ 276,678.38

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



Sunriver Service District
 57455 Abbot Drive
 Sunriver, OR 97707
 Doug Nelson

Invoice number 22074-30
 Date 05/31/2025

Project **Sunriver Public Safety Building Addition
 & Renovation**

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
A/E Services					
Schematic Design	68,734.00	100.00	68,732.01	68,732.01	0.00
Design Development	76,371.00	100.00	76,371.00	76,371.00	0.00
Construction Documents	118,375.00	100.00	118,375.00	118,375.00	0.00
Bidding	7,637.00	100.00	7,637.00	7,637.00	0.00
Construction Administration	103,101.00	100.00	103,101.00	103,101.00	0.00
Closeout	7,637.00	100.00	7,637.00	7,637.00	0.00
Pinnacle Architecture Services	300,029.00	100.00	300,029.00	300,029.00	0.00
Mechanical HVAC Engineering	129,030.00	100.00	129,030.00	129,030.00	0.00
Mechanical Plumbing Engineering	67,375.00	100.00	67,375.00	67,375.00	0.00
Fire Protection Engineering	8,030.00	100.00	8,030.01	8,030.01	0.00
Electrical Engineering	120,890.00	100.00	120,890.00	120,890.00	0.00
Civil Engineering	98,978.00	100.00	98,978.00	98,978.00	0.00
Landscape Architecture	25,685.00	100.00	25,685.00	25,685.00	0.00
Security Electronics and Communications Engineering	31,772.00	100.00	31,772.00	31,772.00	0.00
Cost Estimating	26,840.00	100.00	26,840.00	26,840.00	0.00
Subtotal	1,190,484.00	100.00	1,190,482.02	1,190,482.02	0.00
Amendment 1 - Additional A/E Services					
Project Management and Architecture	10,580.00	100.00	10,580.00	10,580.00	0.00
Additional Structural Engineering	7,920.00	100.00	7,920.00	7,920.00	0.00
Subtotal	18,500.00	100.00	18,500.00	18,500.00	0.00
Amendment 2 - Additional Services Design through Post Construction					
KMB Additional Design Services (Amend. 2)	5,575.00	100.00	5,575.00	5,575.00	0.00
KMB Additional Construction Administration Services (Amend. 2)	28,224.00	100.00	28,224.00	28,224.00	0.00
Pinnacle Additional Architecture Services (Amend. 2)	22,176.00	100.00	22,176.00	22,176.00	0.00
Additional Structural Engineering Services Plus Mark-Up (Amend. 2)	6,766.10	100.00	6,766.10	6,766.10	0.00
Subtotal	62,741.10	100.00	62,741.10	62,741.10	0.00
Total	1,271,725.10	100.00	1,271,723.12	1,271,723.12	0.00

Reimbursables

	Cost Amount	Multiplier	Billed Amount
Travel - KMB	517.28	1.10	569.01



906 Columbia Street SW, Suite 400
Olympia, Washington 98501
Office 360.352.8883

Sunriver Service District
Project **Sunriver Public Safety Building Addition & Renovation**

Invoice number * Draft *
Date 05/31/2025

Reimbursables

	Cost Amount	Multiplier	Billed Amount
Travel - KMB	578.61		636.47
Subtotal	1,095.89		1,205.48
Meals - KMB	261.95	1.10	288.15
Reimbursables subtotal	1,357.84		1,493.63

Invoice total **1,493.63**

COST CODE 620
TOTAL DUE = \$6,580.00

STANDARD INVOICE OWNER REPRESENTATIVE - PROJECT MANAGEMENT SERVICES CONTRACT

PROJECT: SUNRIVER PUBLIC SAFETY FACILITY	Invoice #: 033	Invoice Date: June 3, 2025
CONSULTANT;	SUNRIVER SERVICE DISTRICT	Billing Period:
Nelson Capitol Construction Program Management, LLC PO BOX 2352 BEND, OR 97709	Mindy Holliday - SSD Board Administrator 57455 Abbot Drive Sunriver Oregon 97707	From: May 1, 2025 To: May 31, 2025 <i>Services as detailed below</i>

Total Amount Due this Request \$6,580.00

	Original Contract Total	Approved Changes	Amended Contract Total	Total Amount Previously Requested	Total Amount of this Request	Balance Remaining on Contract
Basic Services						
Final Invoice - Contract Balance	\$246,456.00	\$57,000.00	\$303,456.00	\$303,456.00	\$0.00	\$0.00
Original Contract Total	\$246,456.00	\$57,000.00	\$303,456.00	\$303,456.00	\$0.00	\$0.00
SUPPLEMENTAL SERVICES						
Addendum No 2 thru 7/31/2025	\$0.00	\$26,880.00	\$26,880.00	\$10,080.00	\$6,580.00	\$10,220.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Supplemental Services	\$0.00	\$26,880.00	\$26,880.00	\$10,080.00	\$6,580.00	\$10,220.00

1 -Summary Employee tasks - costs this work period	<i>hours</i>	<i>hourly fee</i>	<i>Amount</i>
D. Nelson, May 1 - 4, Basic Services, Construction Close Out Phase Services	9.00	\$140.00	\$1,260.00
D. Nelson, May 5 - 11, Basic Services, Construction Close Out Phase Services	15.00	\$140.00	\$2,100.00
D. Nelson, May 12 - 18, Basic Services, Construction Close Out Phase Services	8.00	\$140.00	\$1,120.00
D. Nelson, May 19 - 25, Basic Services, Construction Close Out Phase Services	6.50	\$140.00	\$910.00
D. Nelson, May 26 - 31, Basic Services, Construction Close Out Phase Services	8.50	\$140.00	\$1,190.00
TOTAL DUE			\$6,580.00

TO OWNER/CLIENT:

Sunriver Service District
PO Box 2108
Sunriver, Oregon 97707

PROJECT:

Sunriver Public Safety Building
57475 Abbot Drive
Sunriver, Oregon 97707

APPLICATION NO: 22

INVOICE NO: 22

PERIOD: 05/01/25 - 05/31/25

FUND CODE 710

FROM CONTRACTOR:

Kirby Nagelhout Construction Company
20635 Brinson Blvd
Bend, Oregon 97701

VIA ARCHITECT/ENGINEER:

Mark Rossi (Pinnacle Architecture)

PROJECT NO: 1757

CONTRACT DATE: 8/7/2023

CONTRACT FOR: Sunriver Public Safety Building

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$13,725,552.00
2. Net change by change orders	\$1,198,299.06
3. Contract Sum to date (Line 1 ± 2)	\$14,923,851.06
4. Total completed and stored to date (Column G on detail sheet)	\$14,827,470.49
5. Retainage:	
a. <u>4.88%</u> of completed work	\$723,823.50
b. <u>0.00%</u> of stored material	\$0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$723,823.50
6. Total earned less retainage (Line 4 less Line 5 Total)	\$14,103,646.99
7. Less previous certificates for payment (Line 6 from prior certificate)	\$13,847,563.24
8. Current payment due:	\$256,083.75
9. Balance to finish, including retainage (Line 3 less Line 6)	\$820,204.07

CONTRACTOR: Kirby Nagelhout Construction Company

By: Kirby Nagelhout

State of: OREGON

County of: Deschutes

Subscribed and sworn to before

me this 10th day of June 2025

Notary Public: Kerry Jo Heering

My commission expires 05/04/2028

Date: 6/10/2025



ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief the Work has progressed as indicated and the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

\$256,083.75

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By: _____

Date: _____

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

OWNER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Owner that to the best of the Owner's knowledge, information and belief the Work has progressed as indicated and the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

\$256,083.75

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm to the amount certified)

Owner: _____

By: DR

Date: 6/10/2025

This certificate is not negotiable. The amount certified is payable only to the contract named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

A	B	C			D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Approved Changes	Revised Scheduled Value	Work Completed		Materials Presently Stored	Total Completed and Stored to Date (D + E + F)	% (G/C)	Balance to Finish (C-G)	Retainage
					From Previous (D+E)	This Period					
	DIV: 00 - MOBILIZATION	\$351,007.00	\$0.00	\$351,007.00	\$351,007.00	\$0.00	\$0.00	\$351,007.00	100.00%	\$0.00	\$0.00
	DIV: 01 - GENERAL CONDITIONS	\$1,485,279.00	\$0.00	\$1,485,279.00	\$1,510,975.37	\$0.00	\$0.00	\$1,510,975.37	101.73%	(\$25,696.37)	\$75,549.02
	DIV: 02 - EXISTING CONDITIONS	\$103,197.00	\$100,907.62	\$204,104.62	\$204,104.62	\$0.00	\$0.00	\$204,104.62	100.00%	\$0.00	\$10,205.24
	DIV: 03 - CONCRETE	\$367,914.00	\$104,140.55	\$472,054.55	\$471,401.25	(\$17,166.70)	\$0.00	\$454,234.55	96.23%	\$17,820.00	\$22,711.72
	DIV: 04 - MASONRY	\$236,000.00	\$7,473.42	\$243,473.42	\$243,473.42	\$0.00	\$0.00	\$243,473.42	100.00%	\$0.00	\$12,173.67
	DIV: 05 - METAL	\$190,540.00	\$19,837.00	\$210,377.00	\$210,377.00	\$0.00	\$0.00	\$210,377.00	100.00%	\$0.00	\$10,518.85
	DIV: 06 - WOOD	\$2,024,038.00	\$6,477.74	\$2,030,515.74	\$2,007,091.00	\$23,424.74	\$0.00	\$2,030,515.74	100.00%	\$0.00	\$101,525.79
	— SEC: 06.1 - FRAMING	\$1,034,000.00	(\$16,947.00)	\$1,017,053.00	\$1,017,053.00	\$0.00	\$0.00	\$1,017,053.00	100.00%	\$0.00	\$50,852.65
	— SEC: 06.2 - EXTERIOR SIDING	\$651,503.00	\$12,049.74	\$663,552.74	\$651,503.00	\$12,049.74	\$0.00	\$663,552.74	100.00%	\$0.00	\$33,177.64
	— SEC: 06.3 - CASEWORK	\$338,535.00	\$11,375.00	\$349,910.00	\$338,535.00	\$11,375.00	\$0.00	\$349,910.00	100.00%	\$0.00	\$17,495.50
	DIV: 07 - THERMAL AND MOISTURE DETECTION	\$394,940.00	\$10,972.50	\$405,912.50	\$410,889.38	\$0.00	\$0.00	\$410,889.38	101.23%	(\$4,976.88)	\$20,544.48
	DIV: 08 - OPENINGS	\$768,864.00	\$49,538.00	\$818,402.00	\$816,166.33	\$0.00	\$0.00	\$816,166.33	99.73%	\$2,235.67	\$40,808.34
	DIV: 09 - FINISHES	\$1,080,208.00	\$142,134.09	\$1,222,342.09	\$1,125,293.00	\$76,228.69	\$0.00	\$1,201,521.69	98.30%	\$20,820.40	\$60,076.09
	— SEC: 09.1 - GYP & ACT	\$707,077.00	\$72,679.56	\$779,756.56	\$730,589.00	\$28,347.16	\$0.00	\$758,936.16	97.33%	\$20,820.40	\$37,946.81
	— SEC: 09.2 - FLOORING	\$200,935.00	\$0.00	\$200,935.00	\$200,935.00	\$0.00	\$0.00	\$200,935.00	100.00%	\$0.00	\$10,046.75
	— SEC: 09.3 - PAINTING	\$172,196.00	\$69,454.53	\$241,650.53	\$193,769.00	\$47,881.53	\$0.00	\$241,650.53	100.00%	\$0.00	\$12,082.53
	DIV: 10 - SPECIALTIES	\$73,538.00	\$11,191.00	\$84,729.00	\$78,004.00	\$6,725.00	\$0.00	\$84,729.00	100.00%	\$0.00	\$4,236.46
	DIV: 13 - CAR SHELTER	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00%	\$0.00	\$2,000.00
	DIV: 14 - WHEELCHAIR LIFTS	\$83,536.00	\$16,841.65	\$100,377.65	\$66,825.00	\$16,841.65	\$0.00	\$83,666.65	83.35%	\$16,711.00	\$4,183.33
	DIV: 21 - FIRE SUPPRESSION	\$188,846.00	\$106,233.00	\$295,079.00	\$295,079.00	\$0.00	\$0.00	\$295,079.00	100.00%	\$0.00	\$14,753.95
	DIV: 22 - PLUMBING	\$1,141,038.00	\$6,888.00	\$1,147,926.00	\$1,141,038.00	\$6,888.00	\$0.00	\$1,147,926.00	100.00%	\$0.00	\$57,396.31
	DIV: 23 - HVAC	\$1,457,510.00	\$0.00	\$1,457,510.00	\$1,457,510.00	\$0.00	\$0.00	\$1,457,510.00	100.00%	\$0.00	\$72,875.51
	DIV: 26 - ELECTRICAL	\$1,223,328.00	\$1,628.00	\$1,224,956.00	\$1,224,956.00	\$0.00	\$0.00	\$1,224,956.00	100.00%	\$0.00	\$61,247.80
	DIV: 31 - EARTHWORK	\$935,613.00	\$0.00	\$935,613.00	\$935,613.00	\$0.00	\$0.00	\$935,613.00	100.00%	\$0.00	\$46,780.64
	DIV: 32 - EXTERIOR IMPROVEMENTS	\$460,774.00	(\$57,439.60)	\$403,334.40	\$396,584.40	\$0.00	\$0.00	\$396,584.40	98.33%	\$6,750.00	\$19,829.23

m o.	B Description of Work	C			D	E	F Materials Presently Stored	G		H Balance o Finish (C-G)	Re ainage
		Scheduled Value	pprov d Changes	Re ised Scheduled Value	Work Comple d			Total Completed and Stored to Date (D + E + F)	% (G/C)		
					From Previous (D+E)	This Period					
	DIV: 98 - CO TINGE CY	\$612,758.00	(\$608,169.68)	\$4,588.32	\$112,941.38	(\$112,941.38)	\$0.00	\$0.00	0.00%	\$4,588.32	(\$0.01)
	DIV: 99 - FEE	\$506,624.00	\$0.00	\$506,624.00	\$506,624.00	\$0.00	\$0.00	\$506,624.00	100.00%	\$0.00	\$25,331.19
	DIV: 100 - CHANGE ORDERS	\$0.00	\$1,279,645.77	\$1,279,645.77	\$951,955.51	\$269,561.83	\$0.00	\$1,221,517.34	95.46%	\$58,128.43	\$61,075.89
	— SEC: Buy-Out Savings	\$0.00	(\$67,357.00)	(\$67,357.00)	(\$67,357.00)	\$0.00	\$0.00	(\$67,357.00)	100.00%	\$0.00	(\$3,367.85)
	— SEC: PCO #01	\$0.00	\$244,557.60	\$244,557.60	\$244,557.60	\$0.00	\$0.00	\$244,557.60	100.00%	\$0.00	\$12,227.88
	— SEC: PCO #02	\$0.00	\$161,022.24	\$161,022.24	\$161,022.24	\$0.00	\$0.00	\$161,022.24	100.00%	\$0.00	\$8,051.12
	— SEC: PCO #03	\$0.00	\$85,724.69	\$85,724.69	\$85,724.69	\$0.00	\$0.00	\$85,724.69	100.00%	\$0.00	\$4,286.24
	— SEC: PCO #04	\$0.00	\$58,554.37	\$58,554.37	\$58,554.37	\$0.00	\$0.00	\$58,554.37	100.00%	\$0.00	\$2,927.72
	— SEC: PCO #05	\$0.00	\$65,193.24	\$65,193.24	\$65,192.99	\$0.00	\$0.00	\$65,192.99	100.00%	\$0.25	\$3,259.66
	— SEC: PCO #06	\$0.00	\$131,344.53	\$131,344.53	\$131,344.53	\$0.00	\$0.00	\$131,344.53	100.00%	\$0.00	\$6,567.23
	— SEC: PCO #07	\$0.00	\$87,926.61	\$87,926.61	\$87,926.61	\$0.00	\$0.00	\$87,926.61	100.00%	\$0.00	\$4,396.33
	— SEC: PCO #08	\$0.00	\$81,346.71	\$81,346.71	\$81,346.71	\$0.00	\$0.00	\$81,346.71	100.00%	\$0.00	\$4,067.33
	— SEC: PCO #09	\$0.00	\$103,642.77	\$103,642.77	\$103,642.77	\$0.00	\$0.00	\$103,642.77	100.00%	\$0.00	\$5,182.13
	— SEC: PCO #10	\$0.00	\$160,514.30	\$160,514.30	\$0.00	\$132,014.17	\$0.00	\$132,014.17	82.24%	\$28,500.13	\$6,600.71
	— SEC: PCO #11	\$0.00	\$22,431.73	\$22,431.73	\$0.00	\$13,481.73	\$0.00	\$13,481.73	60.10%	\$8,950.00	\$674.10
	— SEC: PCO #12	\$0.00	\$144,743.98	\$144,743.98	\$0.00	\$124,065.93	\$0.00	\$124,065.93	85.71%	\$20,678.05	\$6,203.29
	Grand Total:	\$13,725,552.00	\$1,198,299.06	\$14,923,851.06	\$14,557,908.66	\$269,561.83	\$0.00	\$14,827,470.49	99.35%	\$96,380.57	\$723,823.50

INVOICE

Andrew Segal
3031 NE Stonebrook Dr.
Bend, OR 97701

Cedargrovetwoodshop@gmail.com
+1 (541) 610-4279



Bill to

Sunriver Service District c/o Doug Nelson
PO Box 2108
Sunriver, OR 97707

Invoice details

Invoice no.: 1086
Invoice date: 02/10/2025
Due date: 02/25/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Delivery / Install	police department table cover	3	\$50.00	\$150.00
2.		Police Table cover			\$100.00	\$100.00

Total **\$250.00**

Ways to pay



Overdue 02/25/2025

Note to customer

Thank you for your business.

[View and pay](#)

3BK Sign Company, LLC.
 512 SE Glenwood Drive
 Bend, OR 97702
 +1 5413827446
 hello@3bksign.com

Invoice 4071



BILL TO
 Doug Nelson
 Sunriver Service District
 PO Box 2108
 Sunriver, OR 97707

DATE 06/10/2025	PLEASE PAY \$2,440.00	DUE DATE 06/10/2025
--------------------	---------------------------------	------------------------

DATE		DESCRIPTION	QTY	RATE	AMOUNT
06/10/2025	Fabrication	60" x 48" Double Sided Monument Sign - Constructed of (2) 4" x 4" Square Tube Steel Posts and Sign Frame - Professionally Painted - Aluminum Panel w/ Digitally Printed and Laminated Vinyl Graphics	0.50	4,295.00	2,147.50
06/10/2025	Install/Service	Installation of Outlined Sign - Ground Mounted w/ Concrete	1.50	195.00	292.50
06/10/2025	Graphic Design	Please Note *Additional Design Work is Not Included and Will be Billed at \$80/hr.	1	0.00	0.00
06/10/2025	NOTE	This Invoice is for 50% Deposit - Remaining Balance Due at Time of Installation	1	0.00	0.00

Please note: A 3.5% processing fee will be added to your invoice total when paying by credit card. This fee is waived when paying by Cash or Check.

TOTAL DUE **\$2,440.00**

CHECKS PAYABLE TO: 3BK SIGN COMPANY, LLC.

THANK YOU.



Mountain Sky, Inc.
64640 Old Bend Redmond Hwy
Bend, OR 97703
Phone: (541) 389-8474
Fax: (541) 389-5765

INVOICE

INVOICE NO
6036

SOLD TO Sunriver Service District
c/o Doug Nelson, OR/PM

SHIP TO Sunriver Public Safety Bldng

ACCOUNT NO	PO NUMBER	SHIP VIA	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
SUNRIVSD				6/10/25	5/27/2025	1

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	0	Sunriver Public Safety Building - Entry Gate	0.00	0.00
	1	FOBS & Receiver -Provide (6) FOBS -Provide and install (1) Receiver at each gate -Program to gate for operation	1,246.00	1,246.00

TOTAL AMOUNT 1,246.00



BRIDGETOWN BUILDERS, LLC
CCB # 202170 | 503.490.5499

Contact: Doug Nelson
Sunriver Station - 57475 Abbot Dr, Sunriver, Oregon 97707
Phone: (503) 539-6712 Email: dnelcap@gmail.com

PROJECT INVOICE

Description:

Locksets, Cores, and Strike Plate Adjustments

Scope of Work:

Includes time and materials for the procurement of hardware from Bell Hardware. Installation services provided for the following:

- 11 pass-through door handles
- 9 lock cores
- 1 additional handle installation for a medical room

Materials: (Bell Hardware, Gas) **\$160.00**
Labor: 16 Hours at \$125.00 HR = **\$2,000.00**

Total for All Work: \$2,160.00



BRIDGETOWN BUILDERS, LLC
CCB # 202170 | 503.490.5499

Contact: Doug Nelson
Sunriver Station - 57475 Abbot Dr, Sunriver, Oregon 97707
Phone: (503) 539-6712 Email: dnelcap@gmail.com

PROJECT SUMMARY

Ramp at Hose Room

Scope: Custom fabrication, paint, and install pyramid ramp. Includes shop fabrication, finish prep, and field installation. 90" Length x 24" Width x 1 3/4" Height at threshold (Pyramid rise).

Schedule availability: Week of **June 16th**

Quote: \$2,150.00

Sandbag Installation – South FD Apron

Scope: Install 60 linear feet of black UV-resistant sandbags at two locations (top and bottom of slope), stacked 2 bags high (2 bags on the bottom row, 1 bag on top). Sandbags will be filled with approximately 50 lbs of construction sand. Includes relocation and compaction of on-site gravel materials to restore upper slope.

Schedule availability: Week of **June 9th**

Quote: \$3,480.00

Description:

Kaba Simplex - Mechanical Pushbutton Replacement

Scope of Work:

Replacement pushbutton lever lock with key override. No labor has been included in this portion of the invoice. This is materials only. Installation will be additional and billed and T&M.

Kaba Simplex - LR1021S26D - Right Hand - Satin Chrome Finish + New Core

Sourced from **Bell Hardware:**

Quote: \$795.00

Total for All Work: \$6,425.00

Change order due to differing site conditions when compared to the original bid assumptions will require a change work order.

All details are to be discussed prior to performing work and agreed upon by both parties via email or text

Payment: Checks made out to Bridgetown Builders, LLC | Cash + Venmo (@kpflix).



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: June 18, 2025

SUBJECT: Approval of Resolution No. 2025-029 adopting a supplemental FY2025 budget for the Sunriver Service District to increase appropriations in the Public Safety Building Fund and transfer appropriations from the General Fund

RECOMMENDED MOTION:

Move approval of Resolution No. 2025-029 increasing appropriations within the Public Safety Building Fund and transferring appropriations from the General Fund for the 2024-25 Sunriver Service District Budget.

BACKGROUND AND POLICY IMPLICATIONS:

Construction on the new Sunriver Public Safety Building is nearing completion. However, final project costs are exceeding original estimates made during the FY 2025 budget planning process. As a result, additional expenditures will be incurred this fiscal year. To accommodate this, expenses within the Public Safety Building Fund (717) will increase by a total of \$500,000.

BUDGET IMPACTS:

Increase Transfers In revenue of \$500,000 and increase Program Expense by the same amount in the Public Safety Building Fund.

Increase Transfers Out appropriations by \$500,000 and decrease Reserves for Future Expenditures by the same amount in the General Fund.

ATTENDANCE:

Cam Sparks, Budget & Financial Planning Manager, Deschutes County Finance

Doug Nelson, Project Manager

Jim Fister, SSD Board Chair

Mindy Holliday – Administrator, Sunriver Service District

REVIEWED

LEGAL COUNSEL

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON
ACTING AS THE GOVERNING BODY OF THE
SUNRIVER SERVICE DISTRICT

A Resolution Increasing and Transferring *
Appropriations Within the Sunriver Service District * RESOLUTION NO. 2025-029
Budget for Fiscal Year 2024-25. *

WHEREAS, the 2024-25 Fiscal Year necessitates increased appropriations within the Sunriver Service District Budget to account for changes that have occurred since budget adoption, and

WHEREAS, ORS 294.471 allows a supplemental budget adjustment when authorized by resolution of the governing body, and

WHEREAS, it is necessary to increase and transfer appropriations to accommodate this request; now, therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, ACTING AS THE GOVERNING BODY OF THE SUNRIVER SERVICE DISTRICT, as follows:

Section 1. That the following revenue be recognized in the 2024-25 District Budget:

PUBLIC SAFETY BUILDING FUND	
Transfer In – General Fund	\$ 500,000
Public Safety Building Fund Total	\$ 500,000

Section 2. That the following amounts be appropriated in the 2024-25 District Budget:

GENERAL FUND	
Transfer Out – Building Fund	\$ 500,000
Reserves for Future Expenditures	\$ (500,000)
General Fund Total	\$ -

PUBLIC SAFETY BUILDING FUND	
Public Safety	\$ 500,000
Public Safety Building Fund Total	\$ 500,000

Section 3. That the Deschutes County Chief Financial Officer make the appropriations as set out herein for the 2024-25 fiscal year.

DATED this _____ day of June, 2025.

BOARD OF COUNTY COMMISSIONERS OF
DESCHUTES COUNTY, OREGON, ACTING AS
THE GOVERNING BODY OF THE SUNRIVER
SERVICE DISTRICT

ANTHONY DEBONE, Chair

ATTEST:

PATTI ADAIR, Vice-Chair

Recording Secretary

PHIL CHANG, Commissioner

Deschutes County
Appropriation of New Grant

REVENUE				Current Budgeted Amount	To (From)	Revised Budget
Line Number	Project Code	Segment 2	Account Number			
1			717-0000-391-5000	-	500,000	500,000
Transfers In Revenue						
TOTAL				-	500,000	500,000

APPROPRIATION				Current Budgeted Amount	To (From)	Revised Budget
Line Number	Project Code	Segment 2	Account Number			
1			715-9700-491-9617	-	500,000	500,000
2			Reserves	3,874,072	(500,000)	3,374,072
3			717-4000-422-9225	5,189,357	500,000	5,689,357
TOTAL				9,063,429	500,000	9,563,429

Construction on the new Sunriver Public Safety Building is nearing completion. However, final project costs are exceeding original estimates made during the FY 2025 budget planning process. As a result, additional expenditures will be incurred this fiscal year.

Fund: Sunriver - Funds 715 & 717
 Dept: Operating and Building Funds
 Requested by: Mindy Holiday
 Date: 6/18/2025



Sunriver Service District

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



MEMORANDUM

Date: June 13, 2024

To: Sunriver Service District Governing Board

From: Jim Fister, Chair, Sunriver Service District Managing Board

RE: Budget Adjustment for Fund 717

This memo accompanies our final budget adjustment request for Fund 717. We are requesting an additional transfer of \$500,000 from Fund 715 for future expenditures. We are adjusting our budget for two reasons.

First, we are addressing the need to boost the building reserves for future maintenance. We have budgeted one project, a completion of deferred paving and structural work on the South Fire Apron, for FY'26. However, we believe that there will be other opportunities to do additional maintenance or improvements that we could not do during regular construction.

Also, we had significant savings in this current fiscal year in Fund 715, along with additional savings in prior years. While we are drawing our operations reserves, we believe that it will not have a significant impact on the district's ability to perform normal operations.

We remain committed to appropriate use of taxpayer funds to operate a functioning public safety operation for South Deschutes County. We appreciate your support for our efforts.

Sincerely,

Jim Fister, representing the Sunriver SD



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

June 19, 2025

Mindy Holliday

I took a 2 week vacation to Europe with my aunt and had an amazing time! Feel free to message me about a photo slide show 😊



Accounting

- Attended the Deschutes County Board of Commissioners meeting to secure approval of the Fiscal Year 2025–2026 Fee Schedule.
- Collaborated with OR/PM Doug Nelson to reconcile the Public Safety Building project budget and actual expenditures, ensuring alignment with the District’s financial statements.
- Prepared the third budget adjustment for Fiscal Year 2026, reallocating resources from Funds 715 and 717.
- Maintained ongoing updates to year-end financial projections to ensure the District’s expenditures remain within budgetary limits.

Human Resources

- Managed onboarding and offboarding processes for District employees.
- Took part in labor contract negotiations for the Fire department.
- Worked with WHA Insurance Agency to finalize 2025 Benefits Resource Guide for staff.

Operations

- SSD Nominating Committee: Coordinated and participated in interviews with candidates applying for the four open positions on the SSD Managing Board. Collaborated with Chief Rasic to develop and finalize the necessary documentation and identify staff responsible for conducting background checks—a process that had not yet been formally established. This effort also included organizing a special SSD Board meeting to adopt the candidate background check procedures by resolution.
- Interagency Collaboration: Accompanied Chair Fister and Chief Boos in a meeting with the La Pine Fire District Board and staff to explore opportunities for increased collaboration and mutual support between agencies.



SUNRIVER FIRE DEPARTMENT / Memorandum

Date: June 13th, 2025
To: SSD Board of Directors
From: Bill Boos, Fire Chief

Subject: **SSD Board Meeting – June 19th, 2025**

Calls for Service:

- Emergency Response Update.

Administrative Update:

- Negotiations is full steam ahead.
- Accreditation for DPSST.
- Taught at the USFS Interagency IMT 3 workshop.
- Met with LaPine Fire Departments Board.
- Met with the Deschutes County Transportation Safety Advisory Committee
- Participating on the Oregon State Fire Marshalls Wildfire Staffing Committee.
- Evaluator for the Klamath County Fire District #1 Assessment Center.

Operations Update:

- Euston Fire in Redmond.
- Prescribe Burns throughout Central Oregon.
- Water Rescue Training.
- New SCBA's are in service.

Community Events:

- Kids Day at The Village
- Station Tours

SUNRIVER FIRE DEPARTMENT DASHBOARD

Community ~ Honor ~ Integrity ~ Pride



May

Comparison Statistics

May

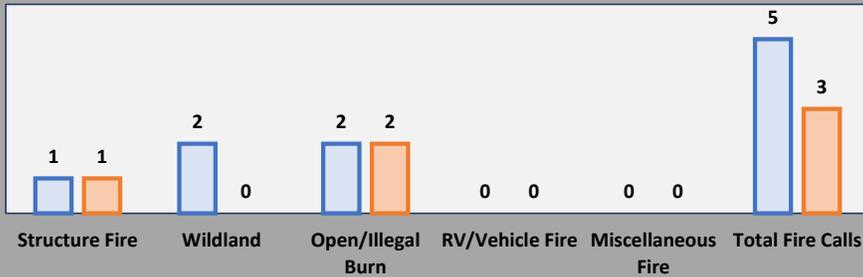
2024 2025

Total Monthly Calls

47 **44**

FIRE RESPONSES

■ 2024 ■ 2025



RESPONSE TIMES (Min:Sec)

2024 2025

Turn-Out Time

(Dispatched to Enroute)

1:46 **2:15**

Response Time

(Enroute to Arrived)

7:01 **9:06**

Scene to Back In-Service

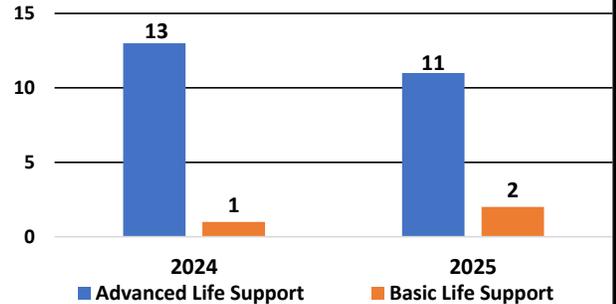
40:48 **53:19**

EMS RESPONSES



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

LEVEL OF CARE

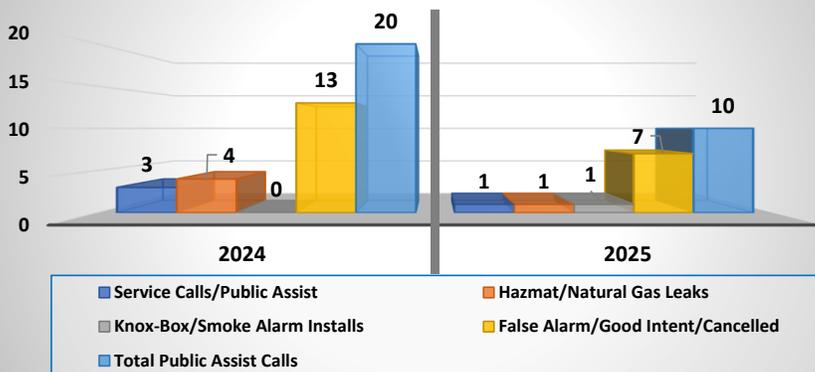


May 2024 2025

MOTOR VEHICLE CRASHES

0 **3**

PUBLIC ASSIST CALLS

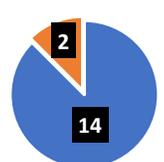


2024



■ Mutual Aid Given
■ Mutual Aid Received

2025



■ Mutual Aid Given
■ Mutual Aid Received

May 2024 2025

TRAINING HOURS

387 **265.5**

May 2025

Ambulance Billing

\$ 49,739.80

TOTAL CALLS (Year-to-Date)

184 **136**



SUNRIVER POLICE DEPARTMENT MEMO

TO: SSD Board of Directors
FROM: Pete Rasic, Chief of Police
DATE: June 19, 2025
TOPIC: May Report

Calls for Service:

See attached May 2025 calls for service (606 total calls for service)

- 9 of the 25 investigations were outside of Sunriver.
- There were 22 total calls for service in Caldera/Crosswater. SPD officers responded to 13, DCSO 5, and 4 both SPD and DCSO.
- Of those responded to by SPD
 - 7 traffic stops
 - 3 security/alarm checks
 - 3 community patrols
 - 1 roadway hazard
 - 1 medical response

Administrative Update:

- Recruitment campaign kick-off for lateral police officer
- Provisional offer of employment made to Rob Piontek
- Later police officer interviews.
- Two lateral police officer candidates in backgrounds
- One lateral officer candidate disqualified
- Bike Patrol update
 - On-boarding and medical exams completed.
 - Training (First aid/CPR, rules & regs., radio, etc.) completed

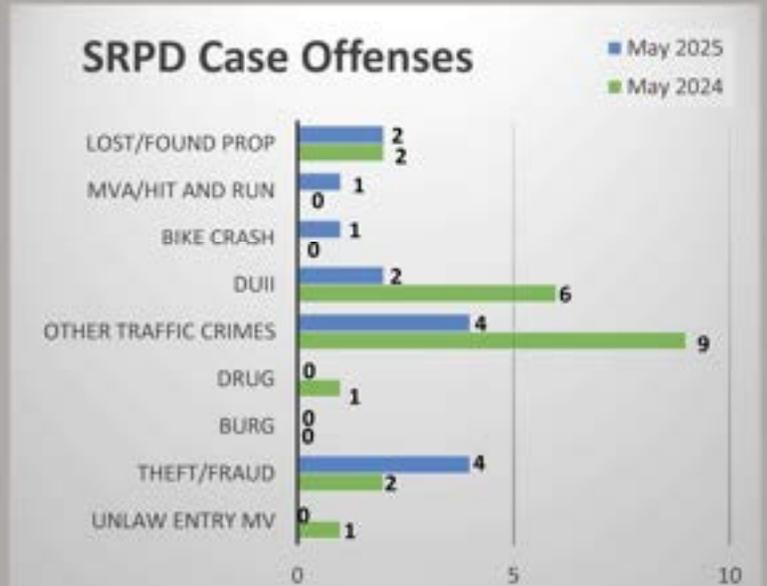
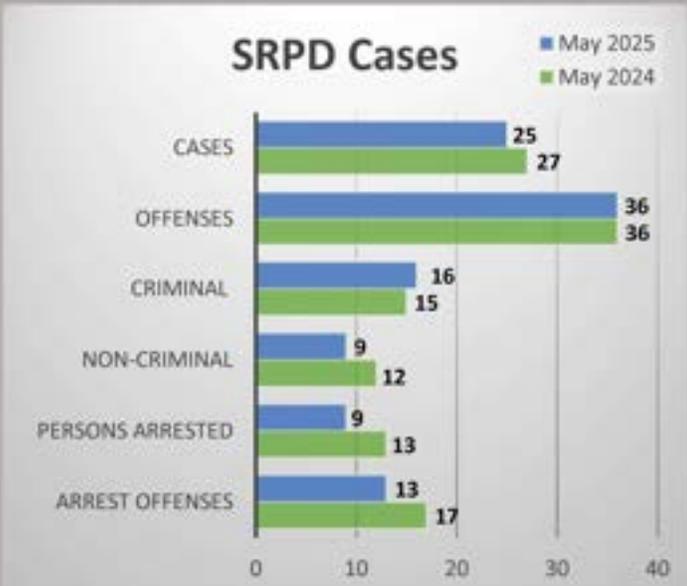
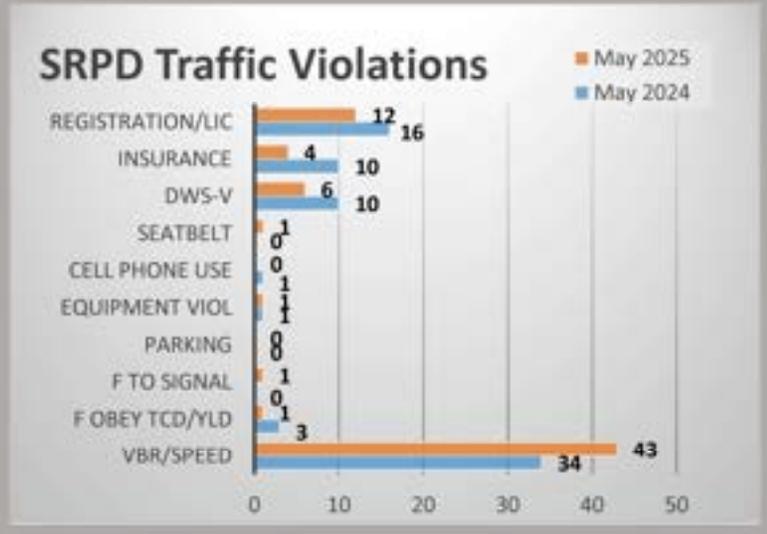
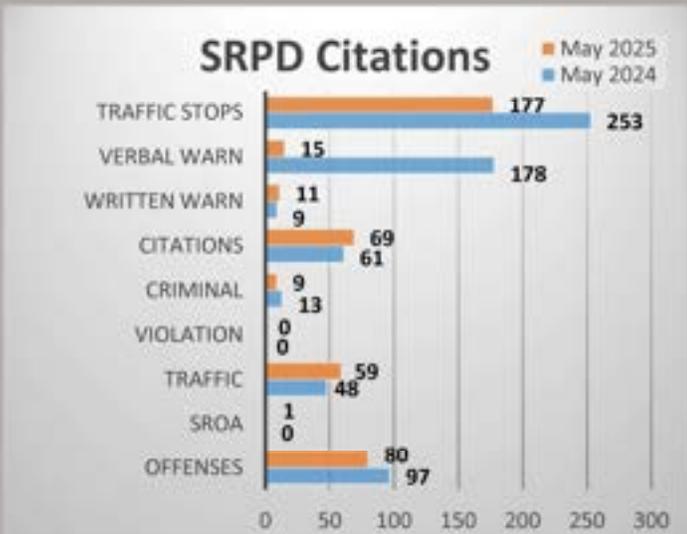
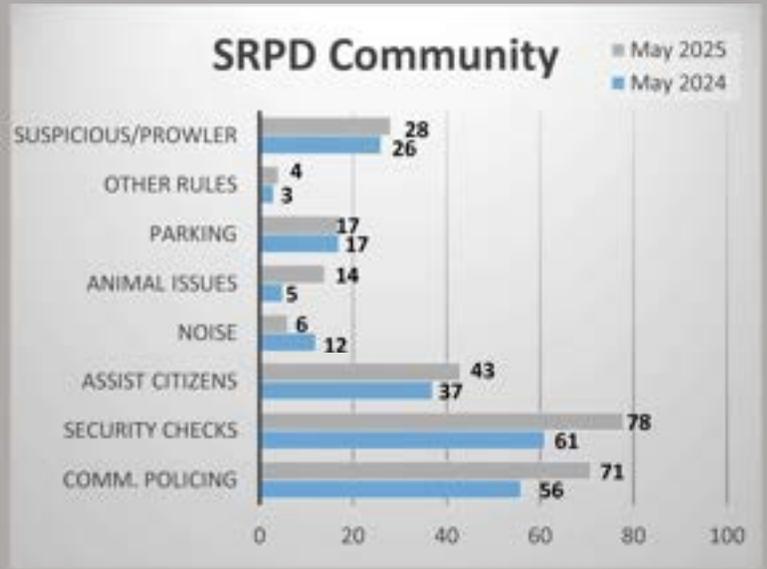
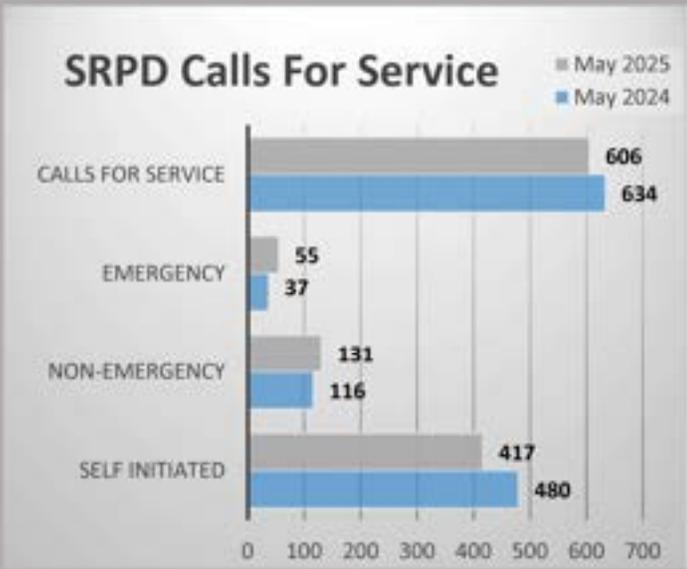
Operations:

- No reportable activity

Community Events:

- Police Officer Memorial in Bend (May 15)
- Kids Day in May

Sunriver Police Department Statistical Comparison May 2024-2025



SRPD Incidents for May

Date: 05/01/2025 **Time:** 0913 **Place:** Abbot **Incident Type:** Criminal Mischief

Narrative: On 05/01/2025 at approximately 0917 hours, Sunriver Police investigated graffiti on a pad-mounted transformer located near the listed streets.

Date: 05/18/2025 **Time:** 1123 **Place:** Hwy 97 **Incident Type:** Welfare

Narrative: Sunriver Police assisted with a welfare check at Lava Lands Visit Center.

Date: 05/26/2025 **Time:** 0959 **Place:** Center **Incident Type:** Theft

Narrative: On 5/26/25 a Sunriver guest reported their E-bike had been stolen overnight during their stay at the Sunriver lodge.

Date: 05/27/2025 **Time:** 0925 **Place:** Great Hall **Incident Type:** Criminal Mischief

Narrative: On 05/27/2025 at approximately 0925 hours, Sunriver Police responded to a report of a criminal mischief at Homes House Keeping at the Sunriver Resort. The Director of Housekeeping reported a company van had gasoline siphoned out of it over Memorial Day weekend.

Date: 05/28/2025 **Time:** 0808 **Place:** Pro Staff **Incident Type:** Burglary

Narrative: On 05/28/2025 at approximately 0808 hours, Sunriver Police responded to a reported cold burglary. The victim later advised the items had been accidentally "donated" with other property and were not stolen.

MAY 2025 Caldera & Cross Water Calls For Service

SUNRIVER Police Department Responded:

05/31/2025 Code 99 Caldera (SRPD and County)

05/28/2025 CPC Caldera

05/27/2025 Security Check Caldera

05/20/2025 Traffic Stop Cross Water *Canoe Camp Rd/S Century

05/19/2025 Traffic Stop Caldera *Caldera Springs/ S Century

05/19/2025 CPC Caldera

05/17/2025 Traffic Stop Cross Water *Canoe Camp Rd/S Century

05/17/2025 Hazard Caldera

05/17/2025 CPC Caldera

05/17/2025 Alarm Caldera

05/11/2025 Traffic Stop Cross Water *Canoe Camp Rd/S Century

05/09/2025 Traffic Stop Cross Water *Canoe Camp Rd/S Century

05/05/2025 Alarm Caldera (SRPD and County)

05/04/2025 Traffic Stop Caldera *Caldera Springs/ S Century

05/01/2025 Traffic Stop Cross Water *Canoe Camp Rd/S Century

DCSO Responded:

05/31/2025 Code 99 Caldera (SRPD and County)

05/30/25 Theft Caldera Springs

05/21/25 Noise Complaint

05/12/2025 Scam Caldera Springs

05/05/2025 Alarm Caldera (SRPD and County)

05/03/2025 Assault Caldera Springs

05/02/25 Alarm Caldera Springs

In total:

Sunriver PD responded to 14 calls in person and 0 over the phone. 7 of those calls were traffic stops.

DCSO responded to 2 calls in person and 3 over the phone.

The agencies partnered to respond together on 2 calls.

Case Number	Case Offense Statute Description	Case Status
2025-00001963	Criminal Mischief II - (\$500-\$999) (Damaged occurred while committing another crime)	Administratively Closed
2025-00002046	Trespassed from Location	Administratively Closed
2025-00002048	Theft by Deception	Suspended/Inactive
2025-00002056	Disturbing the Peace (Sunriver Rule)	Administratively Closed
2025-00002091	Welfare Check	Administratively Closed
2025-00002119	Theft II - of Bicycle	Open
2025-00002181	Found Property	Administratively Closed
2025-00002214	Resisting Arrest	Arrest (Home)
2025-00002214	Resisting Arrest	Arrest (Home)
2025-00002214	Reckless Driving	Arrest (Home)
2025-00002214	Reckless Driving	Arrest (Home)
2025-00002214	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2025-00002214	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2025-00002257	DWS /Revoked - Misdemeanor	Arrest (Home)
2025-00002273	Mental Hold by Peace Officer (POH) (AMI) (Directors Hold)	Arrest (Home)
2025-00002273	Mental Hold by Peace Officer (POH) (AMI) (Directors Hold)	Arrest (Home)
2025-00002274	MVA Property Damage	Administratively Closed
2025-00002302	Warrant Arrest - In State	Arrest (Home)
2025-00002313	Death Investigation (Natural)	Pending
2025-00002338	Warrant Arrest - In State	Arrest (Home)
2025-00002379	Theft II - All Other Larceny	Administratively Closed
2025-00002381	Found Property	Suspended/Inactive
2025-00002402	Bicycle Crash	Administratively Closed
2025-00002432	Reckless Driving	Arrest (Home)
2025-00002432	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2025-00002432	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2025-00002432	Refusal to take a test for intoxicants	Arrest (Home)
2025-00002436	Theft I - of Bicycle	Suspended/Inactive
2025-00002445	DWS /Revoked - Misdemeanor	Arrest (Home)
2025-00002457	Unlawful Entry Vehicle - All Other (UEMV)	Suspended/Inactive
2025-00002457	Criminal Mischief III - (\$0-\$499) (Damaged occurred while committing another crime)	Suspended/Inactive
2025-00002457	Theft II - from Motor Vehicle	Suspended/Inactive
2025-00002485	DWS /Revoked - Misdemeanor	Arrest (Home)
2025-00002508	DWS /Revoked - Misdemeanor	Arrest (Home)
2025-00002532	Outside Agency Assist	Administratively Closed



Sunriver Service District

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



Seator Hall Training Room, Public Use Policy

Purpose

Seator Hall is the public room and training center in the Sunriver Service District Public Safety Building. The District allows public use of certain facilities in a manner that is reasonable and consistent with District policy. Visitors are allowed in District facilities, subject to limitations described in this policy. Visitors to District facilities should always be treated in a courteous and professional manner. The room is provided to support meetings, training sessions, and community programs that align with the mission of the District. Use of the room must not interfere with regular building operations or public safety.

Availability

At this time, the conference room is available during regular business hours, Monday through Friday, 9:00 AM to 4:00 PM. It is not available on weekends, holidays, or outside these hours. Visitors are allowed on District property as long as their presence does not interfere with District operations.

Supervisory personnel may restrict visitors on non-official business when their presence interferes with a planned activity or District business. Children under 18 are not allowed in District facilities, unless accompanied by a member of the District or other adult.

Eligibility and Priority of Use

Priority Order:

1. Sunriver Service District official meetings and events.
2. Other government agencies or groups with broad public interest, including but not limited to school districts, special districts, public safety organizations, and the like.
3. Elected officials, excluding campaign-related activities.
4. Designated not-for-profit 501(c)(3) organizations
5. Public use by individuals, private groups, or community organizations.

Public eligibility and restrictions:

The room may be used by political parties but must not be used for the purpose of endorsing a political candidate or measure. No political material may be displayed in the room.

The room may not be used for gambling of any type.

Events that involve the subject or use of drugs, alcohol, or lascivious conduct are not permitted.

Exceptions to the above are permitted with the written permission of the District Board Chair or specific designee.

The District reserves the right to “bump” scheduled events to accommodate emergent District or emergency services needs.

Reservations

How to Reserve:

Call the Sunriver Service District at 541-593-1014 to make a reservation.

Advance Notice: Reservations must be made at least 5 business days in advance.

Time Limit: Maximum of 4 hours per day per group unless approved otherwise.

Cancellations: Must be made at least 24 hours in advance.

The reserving individual must be at least 18 years of age.

A responsible party must be present during the entire event.

Room Use Guidelines

No admission fees, commercial sales, or fundraising without prior approval.

The room must be cleaned and restored to its original setup after use.

No alcohol, smoking, open flames, or incense.

Food and non-alcoholic beverages are permitted with proper cleanup.

Noise must be kept to a level that does not disturb others.

Children must be supervised at all times.

The District building has five public parking spaces available. Use of more parking spaces must be coordinated at the time of reservation with the Sunriver Owners' Association for use of their parking lot.

Setup and Equipment

Tables and chairs are available for use. Furniture outside the training room may not be used or moved.

A/V equipment must be requested in advance. No A/V support is available beyond basic setup. All setup and takedown must occur within the reserved time.

Liability and Enforcement

The reserving party is financially responsible for any damages.

Repeated violations may result in loss of access privileges.

The District may, at its discretion, request a liability waiver for activities in the room.

The facility reserves the right to cancel reservations for policy violations or operational needs.

Contact for Reservations

Sunriver Service District

541-593-1014

Fiscal Year 2024 - 2025

715			716			717		
Approved Budget	YE Projections	Difference	Approved Budget	YE Projections	Difference	Approved Budget	YE Projections	Difference
\$ 6,456,235	\$ 6,299,705	156,531	\$ 350,400	\$ 350,400	-	\$ 7,028,398	\$ 7,197,540	(169,142)

Sunriver Service District
715 Operating Fund - Working Cap

	FY 24-25					
	Actual YTD		Year End Proj		APPROVED	DIFFERENCE
	6.15.25	% of Bud	Amount	% of Bud	BUDGET	
Beg Net Working Capital	3,962,367	98%	3,962,367	98%	4,023,939	-
Revenues	6,875,869	102%	7,500,948	111%	6,746,368	-
TOTAL RESOURCES	10,838,236	101%	11,463,315	106%	10,770,307	
REQUIREMENTS						-
Police	2,074,384	82%	2,256,586	90%	2,520,428	263,842
Bike	23,210	57%	25,320	62%	40,561	15,241
Fire	3,114,682	93%	3,393,180	102%	3,332,006	(61,173)
Admin	588,179	104%	624,619	111%	563,240	(61,379)
Total Dept Requirements	5,800,455	90%	6,299,705	98%	6,456,235	156,531
Excess of Rev over Exp	1,075,414		1,201,243		290,133	
End Net Working Capital before Transfer & Contingency	5,037,781		5,163,610		4,314,072	
CAPITAL OUTLAY						-
Trans to Reserve Fund		0%	(345,000)	100%	(345,000)	-
Trans to Public Safety Bldg	-	0%	-	0%	-	-
CONTINGENCIES AND WORKING CAPITAL						-
Contingencies in each dept as of 24-25	-	0%		0%	(95,000)	-
End Net Working Capital	5,037,781	130%	4,818,610	124%	3,874,072	



Sunriver Service District

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



June 16, 2025

To: SSD Managing Board
From: Mindy Holliday, Administrator
Subject: Explanation of FY 24–25 Budget Overages

This memo outlines the key factors contributing to the budget overages for the Fiscal Year 2024–2025 Administrative budget. Several unanticipated and necessary expenses have resulted in expenditures exceeding original projections. These costs supported critical services, infrastructure, and personnel continuity.

1. **Contracts Account (\$39,048.00)**

This account incurred an unexpected cost of \$39,048 due to a temporary staffing contract for the Chief of Police position. This was not part of the initial budget but necessary to fulfill operational needs.

2. **Public Safety Building Reserve Study (\$6,295.00)**

This study is essential to evaluate the long-term maintenance and capital needs of the Public Safety Building, however, the need was not realized until after the Administrative budget was finalized.

3. **Personnel Costs (\$9,500.00)**

The Administration budget absorbed roughly an additional \$9,500.00 in personnel costs due to a support position working for the Police Department during a transition period with staffing.

4. **Increased Insurance Premiums Including Public Safety Building (\$25,057.00)**

Insurance premiums increased more than anticipated across the board. A significant portion of the increase came from the cost of insuring the newly constructed Public Safety Building, bringing an additional insurance cost of \$25,057.

5. **Public Safety Building Utilities (\$7,609.00)**

Utility costs for the new Public Safety Building have been consistently higher than budgeted, resulting in an overage of \$7,609. This is due to the size of the facility, increased usage, and higher energy rates.

Total of Unexpected Expenses: \$87,509.00

Estimated Year-to-Date Administrative Budget Overage: \$61,379.00

The above-listed unanticipated costs more than account for the \$61,379 overage in the Administrative budget for FY 25. I will continue to monitor budget performance and incorporate these insights into future planning efforts.

Please let me know if you require additional details or supporting documentation.

Sunriver Service District
716 Capital Reserve Fund - Requirements

FUND 716 REQUIREMENTS		FY 24-25					
Account Number	Account Description	Actual YTD		Year End Proj		APPROVED	DIFFERENCE
		4/29/2025	% of Bud	Amount	% of Bud	BUDGET	
716-4000-422-9210	FIRE TRAINING FACILITY	-	0%	-	0%	0	-
716-4000-422-9215	FIRE/POLICE BUILDING DESIGN	-	0%	-	0%	0	-
716-4000-422-9422	AUTO - FIRE DEPARTMENT	67,961	90%	75,586	100%	75,586	-
716-4000-422-9424	AUTO - POLICE DEPARTMENT	58,060	58%	99,399	100%	99,399	-
716-4000-422-9435	POLICE OPERATING EQPMT		0%	-	0%	-	-
716-4000-425-9430	FIRE EQUIPMENT	175,415	100%	175,415	100%	175,415	-
		301,436	86%	350,400	100%	350,400	-
CAPITAL OUTLAY							
	Reserve for Future Expnd (Beginning Net Working Capital)	2,852,661	-	2,852,661	-	2,832,119	
716-4000-501-9701	Contingency	0	0%	30,359	40%	75,000	
TOTAL REQUIREMENTS		3,154,097	97%	3,233,420	99%	3,257,519	

Sunriver Service District
717 Capital Reserve Fund Budget for Fiscal Year 2024-2025 - Requirements

FUND 717 REQUIREMENTS		FY 24-25					
Account Number	Account Description	Actual YTD		Year End Proj		APPROVED	DIFFERENCE
		6.15.25	% of Bud	Amount	% of Bud	BUDGET	
717-4000-422-9110	START-UP EXPENSES	-	0%	-	0%	-	-
717-4000-422-9115	SALES & MARKETING	8,879	118%	8,879	118%	7,500	(1,379)
717-4000-422-9120	LAND ACQ & LAND DEVELOPMENT		0%		0%	-	-
717-4000-422-9210	DESIGN/PROFESSIONAL SERVICES	160,138	83%	174,696	90%	194,000	19,304
717-4000-422-9215	LEGAL & GOVERNMENTAL SERVICES	-	0%	-	0%	7,500	7,500
717-4000-422-9220	PROJECT ADMINISTRATION	111,794	98%	121,957	106%	114,652	(7,305)
717-4000-422-9225	CONSTRUCTION	4,628,630	89%	5,049,415	97%	5,189,357	139,942
717-4000-422-9230	SYSTEMS & EQUIPMENT	922,805	135%	1,006,696	148%	681,900	(324,796)
717-4000-422-9235	PERMITS, TESTING, FEES	9,534	64%	9,534	64%	15,000	5,466
717-4000-422-9240	INSURANCE, FINANCING	7,874	0%	7,874	0%	-	(7,874)
717-4000-422-9460	LOAN PAYMENT	818,381	100%	818,489	100%	818,489	-
717-4000-422-9435	SOFT COSTS	-	0%	-	0%	-	-
CAPITAL OUTLAY		6,668,035	95%	7,197,540	102%	7,028,398	(169,142)
717-4000-501-9701	CONTINGENCY	0	0%	-	0%	286,179	286,179
TOTAL REQUIREMENTS		6,668,035	91%	7,197,540	98%	7,314,577	117,037

Sunriver Service District
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
May 2025 and YTD July 2024 - May 2025

	May 2025				July 2024 - May 2025				FY25			
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
Revenue												
715-1000-311-1000 PROPERTY TAX COLLECTIONS	31,017.28	511,584.00	(480,566.72)	6.06%	5,925,675.09	6,139,008.00	(213,332.91)	96.52%				
715-1000-311-1500 PRIOR YR TAX COLLECTIONS	3,523.84	2,500.00	1,023.84	140.95%	39,971.48	30,000.00	9,971.48	133.24%				
715-1000-331-1200 GRANT REVENUE	13,567.00	-	13,567.00		13,567.00	-	13,567.00	0.00%				
715-1000-335-2100 CONFLAG REIMBSMT-STATE	-	2,916.67	(2,916.67)	0.00%	185,782.80	35,000.00	150,782.80	530.81%				
715-1000-342-1400 CONTRACT PAYMENTS	-	2,868.75	(2,868.75)	0.00%	35,455.17	34,425.00	1,030.17	102.99%				
715-1000-342-3100 AMBULANCE CHARGES	47,784.10	41,666.67	6,117.43	114.68%	352,085.05	500,000.00	(147,914.95)	70.42%				
715-1000-342-3120 BAD DEBT EXPENSE	(15,699.83)	(19,166.67)	3,466.84	81.91%	(170,884.71)	(230,000.00)	59,115.29	74.30%				
715-1000-342-3200 FIRE/AIRLIFECHARGES	565.50	291.67	273.83	193.88%	3,306.00	3,500.00	(194.00)	94.46%				
715-1000-342-3300 BIKE PATROL CHARGES	-	3,286.25	(3,286.25)	0.00%	40,921.46	39,435.00	1,486.46	103.77%				
715-1000-343-1300 MISC. INCOME POLICE	-	833.33	(833.33)	0.00%	5,981.70	10,000.00	(4,018.30)	59.82%				
715-1000-343-1301 MISC. INCOME FIRE	-	416.67	(416.67)	0.00%	225.50	5,000.00	(4,774.50)	4.51%				
715-1000-343-1302 MISC. INCOME DISTRICT	2,401.20	-	2,401.20		2,401.20	-	2,401.20	0.00%				
715-1000-351-2300 COURT FINES & FEES	2,566.33	1,250.00	1,316.33	205.31%	19,320.77	15,000.00	4,320.77	128.81%				
715-1000-361-1100 INTEREST INCOME	20,088.35	10,416.67	9,671.68	192.85%	255,402.55	125,000.00	130,402.55	204.32%				
715-1000-365-1000 GEMT REVENUE	-	3,333.33	(3,333.33)	0.00%	5,144.00	40,000.00	(34,856.00)	12.86%				
715-1000-392-1200 PROCEEDS-F/A DISPOSITION	-	-	-		-	-	-	0.00%				
716-0000-331-1200 GRANT REVENUE..	-	-	-		-	-	-	0.00%				
716-0000-361-1100 INTEREST INCOME-RSVE	11,605.51	8,333.33	3,272.18	139.27%	132,501.86	100,000.00	32,501.86	132.50%				
716-0000-391-5000 TRANSFERS IN REVENUE	-	28,750.00	(28,750.00)	0.00%	-	345,000.00	(345,000.00)	0.00%				
716-0000-392-1200 PROCEEDS F/A DISPOSITION	-	-	-		-	-	-	0.00%				
717-0000-311-1200-1 DESCHUTES CNT TRT FUNDS-1	-	166,666.67	(166,666.67)	0.00%	2,000,000.00	2,000,000.00	-	100.00%				
717-0000-311-1400 LEVY PROCEEDS	4,575.81	69,694.08	(65,118.27)	6.57%	811,608.27	836,329.00	(24,720.73)	97.04%				
717-0000-361-1100 INTEREST INCOME - PS BLDG	3,555.31	12,500.00	(8,944.69)	28.44%	132,448.29	150,000.00	(17,551.71)	88.30%				
717-0000-391-5000 TRANSFERS IN REVENUE..	-	-	-	0.00%	-	-	-	0.00%				
Total Revenue	\$ 125,550.40	\$ 848,141.42	\$(722,591.02)	14.80%	\$ 9,790,913.48	\$ 10,177,697.00	\$(386,783.52)	96.20%				
Gross Profit	\$ 125,550.40	\$ 848,141.42	\$(722,591.02)	14.80%	\$ 9,790,913.48	\$ 10,177,697.00	\$(386,783.52)	96.20%				

Sunriver Service District
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
May 2025 and YTD July 2024 - May 2025

	May 2025				July 2024 - May 2025				FY25			
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
Expenditures												
POLICE DEPARTMENT												
715-4000-422-0000 POLICE DEPT SALARIES	-	-	-		-	-	-	0.00%	-	-	-	0.00%
715-4000-422-1020 POLICE CHIEF	11,676.76	11,576.83	99.93	100.86%	116,702.68	138,922.00	(22,219.32)	84.01%	116,702.68	138,922.00	(22,219.32)	84.01%
715-4000-422-1141 POLICE SERGEANT	17,973.20	17,973.42	(0.22)	100.00%	197,705.24	215,681.00	(17,975.76)	91.67%	197,705.24	215,681.00	(17,975.76)	91.67%
715-4000-422-1142 POLICE CAPTAIN	-	10,050.00	(10,050.00)	0.00%	71,188.08	120,600.00	(49,411.92)	59.03%	71,188.08	120,600.00	(49,411.92)	59.03%
715-4000-422-1143 POLICE PATROL OFFICER	28,124.57	41,527.83	(13,403.26)	67.72%	352,184.08	498,334.00	(146,149.92)	70.67%	352,184.08	498,334.00	(146,149.92)	70.67%
715-4000-422-1144 CORPORAL	18,821.63	16,677.17	2,144.46	112.86%	165,270.13	200,126.00	(34,855.87)	82.58%	165,270.13	200,126.00	(34,855.87)	82.58%
715-4000-422-1145 POLICE COMMUNITY SERVICE OFFICER	4,678.88	4,333.33	345.55	107.97%	44,771.73	52,000.00	(7,228.27)	86.10%	44,771.73	52,000.00	(7,228.27)	86.10%
715-4000-422-1155 POLICE OVERTIME	2,535.88	2,250.00	285.88	112.71%	56,281.37	27,000.00	29,281.37	208.45%	56,281.37	27,000.00	29,281.37	208.45%
715-4000-422-1156 WAGE REIMBURSEMENT	-	-	-		-	-	-	0.00%	-	-	-	0.00%
715-4000-422-1815 ADMINISTRATIVE EXECUTIVE ASSISTANT	6,851.36	7,150.00	(298.64)	95.82%	70,563.82	85,800.00	(15,236.18)	82.24%	70,563.82	85,800.00	(15,236.18)	82.24%
715-4000-422-1901 VACATION PAY POLICE	-	2,083.33	(2,083.33)	0.00%	27,487.92	25,000.00	2,487.92	109.95%	27,487.92	25,000.00	2,487.92	109.95%
Total 715-4000-422-0000 POLICE DEPT SALARIES	\$ 90,662.28	\$ 113,621.91	\$ (22,959.63)	79.79%	\$ 1,102,155.05	\$ 1,363,463.00	\$ (261,307.95)	80.83%	\$ 1,102,155.05	\$ 1,363,463.00	\$ (261,307.95)	80.83%
715-4000-422-2000 POLICE DEPT BENEFITS	-	-	-		-	-	-	0.00%	-	-	-	0.00%
715-4000-422-2110 LIFE/DISABILITY/SEC 125	1,476.10	742.75	733.35	198.73%	8,412.19	8,913.00	(500.81)	94.38%	8,412.19	8,913.00	(500.81)	94.38%
715-4000-422-2150 HEALTH/DENTAL INSURANCE	30,895.33	34,841.92	(3,946.59)	88.67%	351,186.95	418,103.00	(66,916.05)	84.00%	351,186.95	418,103.00	(66,916.05)	84.00%
715-4000-422-2201 FICA/MEDICARE	2,451.58	2,701.08	(249.50)	90.76%	23,091.92	32,413.00	(9,321.08)	71.24%	23,091.92	32,413.00	(9,321.08)	71.24%
715-4000-422-2301 PERS/Ee & Er	19,823.82	29,924.67	(10,100.85)	66.25%	274,358.15	359,096.00	(84,737.85)	76.40%	274,358.15	359,096.00	(84,737.85)	76.40%
715-4000-422-2501 UNEMPLOYMENT INS	18.29	666.67	(648.38)	2.74%	669.81	8,000.00	(7,330.19)	8.37%	669.81	8,000.00	(7,330.19)	8.37%
715-4000-422-2505 OREGON PAID LEAVE	359.78	448.83	(89.05)	80.16%	4,370.79	5,386.00	(1,015.21)	81.15%	4,370.79	5,386.00	(1,015.21)	81.15%
715-4000-422-2601 WORKERS' COMP INS	-	2,083.33	(2,083.33)	0.00%	19,830.63	25,000.00	(5,169.37)	79.32%	19,830.63	25,000.00	(5,169.37)	79.32%
Total 715-4000-422-2000 POLICE DEPT BENEFITS	\$ 55,024.90	\$ 71,409.25	\$ (16,384.35)	77.06%	\$ 681,920.44	\$ 856,911.00	\$ (174,990.56)	79.58%	\$ 681,920.44	\$ 856,911.00	\$ (174,990.56)	79.58%
715-4000-422-3399 CONTRACT SERVICES	4,293.50	9,984.08	(5,690.58)	43.00%	116,619.35	119,809.00	(3,189.65)	97.34%	116,619.35	119,809.00	(3,189.65)	97.34%
715-4000-422-3410 EMPLOYEE MEDICAL EXPENSES	1,336.00	266.67	1,069.33	500.99%	6,517.00	3,200.00	3,317.00	203.66%	6,517.00	3,200.00	3,317.00	203.66%
715-4000-422-4110 WATER & SEWER	-	83.33	(83.33)	0.00%	558.77	1,000.00	(441.23)	55.88%	558.77	1,000.00	(441.23)	55.88%
715-4000-422-4210 GARBAGE	-	170.83	(170.83)	0.00%	912.98	2,050.00	(1,137.02)	44.54%	912.98	2,050.00	(1,137.02)	44.54%
715-4000-422-4220 CUSTODIAL SERVICES	875.00	708.33	166.67	123.53%	4,945.00	8,500.00	(3,555.00)	58.18%	4,945.00	8,500.00	(3,555.00)	58.18%
715-4000-422-4260 DRY CLEANING-UNIFORMS	-	25.00	(25.00)	0.00%	34.85	300.00	(265.15)	11.62%	34.85	300.00	(265.15)	11.62%
715-4000-422-4320 R & M-BLDG/GROUNDS	-	62.50	(62.50)	0.00%	342.73	750.00	(407.27)	45.70%	342.73	750.00	(407.27)	45.70%
715-4000-422-4325 VEHICLE R & M	2,622.57	1,541.67	1,080.90	170.11%	15,661.74	18,500.00	(2,838.26)	84.66%	15,661.74	18,500.00	(2,838.26)	84.66%
715-4000-422-4330 EQPMT R&M(NON OFFICE)	-	83.33	(83.33)	0.00%	413.00	1,000.00	(587.00)	41.30%	413.00	1,000.00	(587.00)	41.30%
715-4000-422-4340 EQPMT R&M -OFFICE	-	-	-		162.80	-	162.80	0.00%	162.80	-	162.80	0.00%
715-4000-422-4460 BLDG RENTAL	-	625.00	(625.00)	0.00%	7,903.23	7,500.00	403.23	105.38%	7,903.23	7,500.00	403.23	105.38%
715-4000-422-5010 DUES & MEMBERSHIPS	-	717.50	(717.50)	0.00%	5,211.88	8,610.00	(3,398.12)	60.53%	5,211.88	8,610.00	(3,398.12)	60.53%
715-4000-422-5020 PROFESSIONAL LICENSES & FEES	360.49	425.00	(64.51)	84.82%	3,949.42	5,100.00	(1,150.58)	77.44%	3,949.42	5,100.00	(1,150.58)	77.44%
715-4000-422-5040 EDUCATION & TRAINING	969.40	1,208.33	(238.93)	80.23%	9,751.26	14,500.00	(4,748.74)	67.25%	9,751.26	14,500.00	(4,748.74)	67.25%
715-4000-422-5390 COMMUNICATION SERVICES	1,329.53	1,835.00	(505.47)	72.45%	18,901.18	22,020.00	(3,118.82)	85.84%	18,901.18	22,020.00	(3,118.82)	85.84%
715-4000-422-5510 PRINTING/BINDING	-	83.33	(83.33)	0.00%	1,027.77	1,000.00	27.77	102.78%	1,027.77	1,000.00	27.77	102.78%
715-4000-422-5820 TRAVEL EXPENSES	-	166.67	(166.67)	0.00%	566.52	2,000.00	(1,433.48)	28.33%	566.52	2,000.00	(1,433.48)	28.33%
715-4000-422-6101 AMMUNITION	-	208.33	(208.33)	0.00%	2,849.56	2,500.00	349.56	113.98%	2,849.56	2,500.00	349.56	113.98%
715-4000-422-6122 PUBLIC EDUCATION SUPPLIES	-	83.33	(83.33)	0.00%	630.03	1,000.00	(369.97)	63.00%	630.03	1,000.00	(369.97)	63.00%
715-4000-422-6134 GEN'L SUPPLIES	364.48	416.67	(52.19)	87.47%	2,215.58	5,000.00	(2,784.42)	44.31%	2,215.58	5,000.00	(2,784.42)	44.31%
715-4000-422-6135 POLICE VOLUNTEER SUPPLIES	-	41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%	-	500.00	(500.00)	0.00%
715-4000-422-6155 OFFICE SUPPLIES	285.83	166.67	119.16	171.49%	1,322.70	2,000.00	(677.30)	66.14%	1,322.70	2,000.00	(677.30)	66.14%
715-4000-422-6161 POSTAGE/FREIGHT	77.62	100.00	(22.38)	77.62%	869.36	1,200.00	(330.64)	72.45%	869.36	1,200.00	(330.64)	72.45%
715-4000-422-6197 UNIFORMS	1,946.28	708.33	1,237.95	274.77%	12,408.07	8,500.00	3,908.07	145.98%	12,408.07	8,500.00	3,908.07	145.98%
715-4000-422-6210 ELECTRICITY	-	191.67	(191.67)	0.00%	1,202.84	2,300.00	(1,097.16)	52.30%	1,202.84	2,300.00	(1,097.16)	52.30%

Sunriver Service District
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
May 2025 and YTD July 2024 - May 2025

	May 2025				July 2024 - May 2025				FY25			
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
715-4000-422-6220 FUEL	2,721.99	3,500.00	(778.01)	77.77%	29,981.38	42,000.00	(12,018.62)	71.38%				
715-4000-422-6240 NAT'L GAS	-	83.33	(83.33)	0.00%	413.74	1,000.00	(586.26)	41.37%				
715-4000-422-6320 MEETING SUPPLIES	-	125.00	(125.00)	0.00%	1,412.03	1,500.00	(87.97)	94.14%				
715-4000-422-6650 MINOR TOOLS & EQUIPMENT	-	1,267.92	(1,267.92)	0.00%	10,313.56	15,215.00	(4,901.44)	67.79%				
715-4000-422-6665 OFFICE EQPMT(MINOR)	-	125.00	(125.00)	0.00%	1,871.97	1,500.00	371.97	124.80%				
715-4000-422-9701 CONTINGENCY	-	1,250.00	(1,250.00)	0.00%	-	15,000.00	(15,000.00)	0.00%				
TOTAL POLICE DEPARTMENT M&S	17,182.69	26,254.49	(9,071.80)	65.45%	258,970.30	315,054.00	(56,083.70)	82.20%				

Sunriver Service District
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
May 2025 and YTD July 2024 - May 2025

	May 2025				July 2024 - May 2025				FY25			
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
715-5500-425-6320 MEETING SUPPLIES.	-	145.83	(145.83)	0.00%	164.24	1,750.00	(1,585.76)	9.39%				
715-5500-425-6650 MINOR TOOLS & EQUIPMENT.	44.95	583.33	(538.38)	7.71%	6,898.39	7,000.00	(101.61)	98.55%				
715-5500-425-6665 OFFICE EQPMT(MINOR).	160.41	733.33	(572.92)	21.87%	6,343.40	8,800.00	(2,456.60)	72.08%				
715-5500-425-9701 CONTINGENCY.	-	2,916.67	(2,916.67)	0.00%	-	35,000.00	(35,000.00)	0.00%				
TOTAL FIRE DEPARTMENT M&S	25,448.82	33,640.00	(8,191.18)	75.65%	250,662.98	403,680.00	(153,017.02)	62.09%				

Sunriver Service District
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
May 2025 and YTD July 2024 - May 2025

	May 2025				July 2024 - May 2025				FY25			
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
BIKE PATROL												
715-6800-428-0000 BIKE PATROL DEPT SALARIES & BENEFITS	-	-	-		-	-	-	0.00%				
715-6800-428-1145 PATHWAY RANGER	2,263.44	2,704.00	(440.56)	83.71%	13,937.85	32,448.00	(18,510.15)	42.95%				
715-6800-428-2201 FICA/MEDICARE..	-	206.92	(206.92)	0.00%	1,093.12	2,483.00	(1,389.88)	44.02%				
715-6800-428-2501 UNEMPLOYMENT INS..	-	41.67	(41.67)	0.00%	72.82	500.00	(427.18)	14.56%				
715-6800-428-2505 OREGON PAID LEAVE	-	10.83	(10.83)	0.00%	57.16	130.00	(72.84)	43.97%				
715-6800-428-2601 WORKERS' COMP INS..	-	125.00	(125.00)	0.00%	503.06	1,500.00	(996.94)	33.54%				
Total 715-6800-428-0000 BIKE PATROL DEPT SALARIES & BENEFITS	\$ 2,263.44	\$ 3,088.42	\$ (824.98)	73.29%	\$ 15,664.01	\$ 37,061.00	\$ (21,396.99)	42.27%				
715-6800-428-3410 EMPLOYEE MEDICAL EXPENSE	-	83.33	(83.33)	0.00%	767.12	1,000.00	(232.88)	76.71%				
715-6800-428-6134 GENERAL SUPPLIES.	-	41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%				
715-6800-428-6197 UNIFORMS..	-	41.67	(41.67)	0.00%	2,401.69	500.00	1,901.69	480.34%				
715-6800-428-6650 MINOR TOOLS & EQUIPMENT...	765.00	125.00	640.00	612.00%	813.00	1,500.00	(687.00)	54.20%				
TOTAL BIKE PATROL DEPARTMENT M&S	765.00	291.67	473.33	262.28%	3,981.81	3,500.00	481.81	113.77%				

Sunriver Service District
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
May 2025 and YTD July 2024 - May 2025

	May 2025				July 2024 - May 2025				FY25			
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
ADMINISTRATION												
715-9700-425-0000 ADMIN SALARIES & BENEFITS	-	-	-		-	-	-	0.00%				
715-9700-425-1815 ADMINISTRATIVE EXECUTIVE ASSISTANT	9,128.15	3,844.17	5,283.98	237.45%	54,985.52	46,130.00	8,855.52	119.20%				
715-9700-425-1888 DISTRICT ADMINISTRATOR	9,439.76	8,990.33	449.43	105.00%	99,342.36	107,884.00	(8,541.64)	92.08%				
715-9700-425-2100 LIFE/DISABILITY/SEC 125..	134.04	70.83	63.21	189.24%	877.15	850.00	27.15	103.19%				
715-9700-425-2150 HEALTH/DENTAL INSURANCE..	2,925.50	3,416.67	(491.17)	85.62%	34,780.50	41,000.00	(6,219.50)	84.83%				
715-9700-425-2201 FICA/MEDICARE...	560.32	208.33	351.99	268.96%	4,538.59	2,500.00	2,038.59	181.54%				
715-9700-425-2301 PERS/Ee & Er..	2,966.11	2,666.67	299.44	111.23%	31,019.20	32,000.00	(980.80)	96.94%				
715-9700-425-2501 UNEMPLOYMENT INS...	4.45	41.67	(37.22)	10.68%	79.92	500.00	(420.08)	15.98%				
715-9700-425-2505 OREGON PAID LEAVE	73.95	51.67	22.28	143.12%	641.57	620.00	21.57	103.48%				
715-9700-425-2601 WORKERS COMP INS	-	20.83	(20.83)	0.00%	84.94	250.00	(165.06)	33.98%				
Total 715-9700-425-0000 ADMIN SALARIES & BENEFITS \$	25,232.28	\$ 19,311.17	\$ 5,921.11	130.66%	\$ 226,349.75	\$ 231,734.00	\$ (5,384.25)	97.68%				
715-9700-425-3320 AUDIT SVCS/RESERVE STUDY	405.00	766.67	(361.67)	52.83%	17,304.00	9,200.00	8,104.00	188.09%				
715-9700-425-3370 LEGAL	-	2,500.00	(2,500.00)	0.00%	14,614.50	30,000.00	(15,385.50)	48.72%				
715-9700-425-3399 CONTRACTUAL SERVICES	10,174.40	9,728.33	446.07	104.59%	120,632.65	116,740.00	3,892.65	103.33%				
715-9700-425-3410 EMPLOYEE MEDICAL EXPENSES..	-	8.33	(8.33)	0.00%	650.00	100.00	550.00	650.00%				
715-9700-425-4110 WATER & SEWER..	524.91	609.67	(84.76)	86.10%	4,953.84	7,316.00	(2,362.16)	67.71%				
715-9700-425-4210 GARBAGE..	578.56	433.33	145.23	133.51%	4,159.08	5,200.00	(1,040.92)	79.98%				
715-9700-425-4460 BUILDING RENTAL	-	3,333.33	(3,333.33)	0.00%	40,000.00	40,000.00	-	100.00%				
715-9700-425-5010 MEMBERSHIP & DUES	344.99	709.58	(364.59)	48.62%	8,830.31	8,515.00	315.31	103.70%				
715-9700-425-5040 EDUCATION & TRAINING..	75.00	564.58	(489.58)	13.28%	2,188.23	6,775.00	(4,586.77)	32.30%				
715-9700-425-5050 BANK/TRUSTEE CHARGES	0.25	62.50	(62.25)	0.40%	86.21	750.00	(663.79)	11.49%				
715-9700-425-5204 INSURANCE PREMIUMS	-	6,666.67	(6,666.67)	0.00%	109,144.00	80,000.00	29,144.00	136.43%				
715-9700-425-5401 PUBLIC NOTICES	428.75	20.83	407.92	2058.33%	507.50	250.00	257.50	203.00%				
715-9700-425-5820 TRAVEL & MEALS	38.00	250.00	(212.00)	15.20%	940.82	3,000.00	(2,059.18)	31.36%				
715-9700-425-6134 GENERAL SUPPLIES..	322.76	166.67	156.09	193.65%	4,334.39	2,000.00	2,334.39	216.72%				
715-9700-425-6161 POSTAGE/ FREIGHT	19.77	41.67	(21.90)	47.44%	317.95	500.00	(182.05)	63.59%				
715-9700-425-6210 ELECTRICITY..	4,014.17	975.42	3,038.75	411.53%	14,106.73	11,705.00	2,401.73	120.52%				
715-9700-425-6240 NATURAL GAS..	1,368.65	537.92	830.73	254.43%	8,346.86	6,455.00	1,891.86	129.31%				
715-9700-425-6335 DISTRICT FUNCTIONS	94.96	83.33	11.63	113.96%	378.34	1,000.00	(621.66)	37.83%				
715-9700-425-6665 OFFICE EQUIPMENT	-	166.67	(166.67)	0.00%	1,540.41	2,000.00	(459.59)	77.02%				
715-9700-491-9616 TRANSFER TO RESERVE FUND	-	28,750.00	(28,750.00)	0.00%	-	345,000.00	(345,000.00)	0.00%				
715-9700-501-9701 CONTINGENCY..	-	3,500.00	(3,500.00)	0.00%	-	42,000.00	(42,000.00)	0.00%				
TOTAL ADMINISTRATION DEPARTMENT M&S	18,390.17	59,875.50	(41,485.33)	30.71%	353,035.82	718,506.00	(365,470.18)	49.13%				

Sunriver Service District
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
May 2025 and YTD July 2024 - May 2025

	May 2025				July 2024 - May 2025				FY25			
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
716 CAPITAL FUND												
716-4000-422-9422 AUTO - FIRE DEPARTMENT	-	6,298.83	(6,298.83)	0.00%	67,961.44	75,586.00	(7,624.56)	89.91%				
716-4000-422-9424 AUTO POLICE DEPARTMENT	1,954.30	8,283.25	(6,328.95)	23.59%	58,060.30	99,399.00	(41,338.70)	58.41%				
716-4000-425-9430 FIRE EQUIPMENT	(39.20)	14,617.92	(14,657.12)	(0.27%)	175,415.00	175,415.00	-	100.00%				
716-4000-501-9701 CONTINGENCY...	-	3,720.08	(3,720.08)	0.00%	-	44,641.00	(44,641.00)	0.00%				
TOTAL 716 M&S	1,915.10	32,920.08	(31,004.98)	5.82%	301,436.74	395,041.00	(93,604.26)	76.31%				

Sunriver Service District
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
May 2025 and YTD July 2024 - May 2025

	May 2025				July 2024 - May 2025				FY25			
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
717 PSB FUND												
717-4000-422-9115 SALES & MARKETING	-	625.00	(625.00)	0.00%	8,879.21	7,500.00	1,379.21	118.39%				
717-4000-422-9210 DESIGN/PROFESSIONAL SERVICES	6,790.00	16,166.67	(9,376.67)	42.00%	158,643.84	194,000.00	(35,356.16)	81.78%				
717-4000-422-9215 LEGAL & GOVERNMENTAL SERVICES	-	625.00	(625.00)	0.00%	-	7,500.00	(7,500.00)	0.00%				
717-4000-422-9220 PROJECT ADMINISTRATION	10,080.00	9,554.33	525.67	105.50%	105,213.83	114,652.00	(9,438.17)	91.77%				
717-4000-422-9225 CONSTRUCTION	-	432,446.42	(432,446.42)	0.00%	4,372,320.96	5,189,357.00	(817,036.04)	84.26%				
717-4000-422-9230 SYSTEMS & EQUIPMENT	1,309.18	56,825.00	(55,515.82)	2.30%	903,514.35	681,900.00	221,614.35	132.50%				
717-4000-422-9235 PERMITS, TESTING, FEES	-	1,250.00	(1,250.00)	0.00%	9,534.00	15,000.00	(5,466.00)	63.56%				
717-4000-422-9240 INSURANCE, FINANCING					7,874.48	-	7,874.48	0.00%				
717-4000-422-9460 LOAN PAYMENT	726,744.64	68,207.42	658,537.22	1065.49%	818,380.80	818,489.00	(108.20)	99.99%				
717-4000-501-9701 CONTINGENCY...	-	23,848.25	(23,848.25)	0.00%	-	286,179.00	(286,179.00)	0.00%				
TOTAL 717 M&S	744,923.82	609,548.09	135,375.73	122.21%	6,384,361.47	7,314,577.00	(930,215.53)	87.28%				

Sunriver Service District
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
May 2025 and YTD July 2024 - May 2025

	May 2025				July 2024 - May 2025				FY25			
	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget	Actual	Budget	Over (Under) Budget	% of Budget
Total Expenditures	\$ 1,216,354.29	\$ 1,216,904.49	\$ (550.20)	99.95%	\$ 12,388,642.98	\$ 14,633,213.00	\$ (2,244,570.02)	84.66%	\$ 12,388,642.98	\$ 14,633,213.00	\$ (2,244,570.02)	84.66%
Net Operating Revenue	\$ (1,090,803.89)	\$ (368,763.07)	\$ (722,040.82)	295.80%	\$ (2,597,729.50)	\$ (4,455,516.00)	\$ 1,857,786.50	58.30%	\$ (2,597,729.50)	\$ (4,455,516.00)	\$ 1,857,786.50	58.30%
Net Revenue	\$ (1,090,803.89)	\$ (368,763.07)	\$ (722,040.82)	295.80%	\$ (2,597,729.50)	\$ (4,056,393.77)	\$ 1,458,664.27	64.04%	\$ (2,597,729.50)	\$ (4,056,393.77)	\$ 1,458,664.27	64.04%
Expense Category Summary - FUND 715												
Personal Service	407,728.69	454,374.66	(46,645.97)	89.73%	4,836,193.86	5,452,496.00	(616,302.14)	88.70%	4,836,193.86	5,452,496.00	(616,302.14)	88.70%
Materials & Service	61,786.68	83,644.99	(21,858.31)	73.87%	866,650.91	1,003,740.00	(137,089.09)	86.34%	866,650.91	1,003,740.00	(137,089.09)	86.34%
Transfer to Reserve Fund	-	28,750.00	(28,750.00)	0.00%	-	345,000.00	(345,000.00)	0.00%	-	345,000.00	(345,000.00)	0.00%
Contingencies	-	7,666.67	(7,666.67)	0.00%	-	92,000.00	(92,000.00)	0.00%	-	92,000.00	(92,000.00)	0.00%
Totals	469,515.37	574,436.32	(104,920.95)		5,702,844.77	6,893,236.00	(1,190,391.23)	83%	5,702,844.77	6,893,236.00	(1,190,391.23)	83%
Expense Category Summary - FUND 716												
Materials & Service	1,915.10	29,200.00	(27,284.90)	6.56%	301,436.74	350,400.00	(48,963.26)	86.03%	301,436.74	350,400.00	(48,963.26)	86.03%
Contingencies	-	3,720.08	(3,720.08)	0.00%	-	44,641.00	(44,641.00)	0.00%	-	44,641.00	(44,641.00)	0.00%
Totals	1,915.10	32,920.08	(31,004.98)		301,436.74	395,041.00	(93,604.26)	76%	301,436.74	395,041.00	(93,604.26)	76%
Expense Category Summary - FUND 717												
Materials & Service	18,179.18	517,492.42	(499,313.24)	3.51%	5,565,980.67	6,209,909.00	(643,928.33)	89.63%	5,565,980.67	6,209,909.00	(643,928.33)	89.63%
Debt Payment	726,744.64	68,207.42	658,537.22	1065.49%	818,380.80	818,489.00	(108.20)	99.99%	818,380.80	818,489.00	(108.20)	99.99%
Contingencies	-	23,848.25	(23,848.25)	0.00%	-	286,179.00	(286,179.00)	0.00%	-	286,179.00	(286,179.00)	0.00%
Totals	744,923.82	609,548.09	135,375.73		6,384,361.47	7,314,577.00	(930,215.53)	87%	6,384,361.47	7,314,577.00	(930,215.53)	87%

Sunriver Service District

Statement of Financial Position

As of May 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
715-0000-100-1001 CASH FIB OPERATING	272,804.94
715-0000-100-1002 CASH FIB PAYROLL	0.00
715-0000-100-1005 CASH FIB MONEY MARKET	0.00
715-0000-100-1006 CASH LGIP ACCOUNT 5427	4,645,530.29
716-0000-100-1006 CASH LGIP ACCOUNT- RSVE 5521	2,982,159.42
717-0000-100-1006 CASH LGIP - PUBLIC SAFETY BLDG	911,919.32
Total Bank Accounts	\$8,812,413.97
Other Current Assets	
715-0000-100-1170-1 AMBULANCE RECEIVABLES-1	79,981.16
715-0000-100-1171-1 ALLOWANCE FOR BAD DEBTS-1	-38,437.95
715-0000-100-1172-1 PROPERTY TAX RECEIVABLES-1	82,309.53
715-0000-100-1174-1 ACCOUNTS RECEIVABLE-MISC-1	0.00
715-0000-100-1178-1 DUE FROM FUND 716-1	298,433.30
715-0000-100-1179-1 DUE FROM FUND 717-1	-149,106.67
Total Other Current Assets	\$273,179.37
Total Current Assets	\$9,085,593.34
TOTAL ASSETS	\$9,085,593.34
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
715-0000-200-2001 ACCOUNTS PAYABLE	1,871.86
Total Accounts Payable	\$1,871.86

Sunriver Service District

Statement of Financial Position

As of May 31, 2025

	TOTAL
Other Current Liabilities	
000000 Suspense	0.00
715-0000-200-2005-1 PERS ACCRUAL-1	-0.17
715-0000-202-2020-1 MEDICARE WITHHELD-1	-1.45
715-0000-202-2021-1 FICA WITHHELD-1	0.00
715-0000-202-2022-1 FEDERAL TAX WITHHELD-1	0.00
715-0000-202-2023-1 STATE TAXES WITHHELD-1	0.00
715-0000-202-2024-1 WORKERS' COMP WITHHELD-1	0.00
715-0000-202-2025-1 PLO - ER-1	0.00
715-0000-202-2026-1 PLO - EE-1	-0.59
715-0000-203-2027-1 AFLAC W/H NCP-1	319.28
715-0000-203-2028-1 AFLAC W/H -CP-1	721.12
715-0000-203-2031-1 HEALTH INS W/H 125 PLAN-1	0.00
715-0000-203-2032-1 MED & DEP EXP W/H- CP-1	-3,629.08
715-0000-203-2035-1 457 DEF'D COMP W/H-1	0.00
715-0000-203-2036-1 NW 457 W/H-1	0.00
715-0000-203-2037-1 NW 457 ROTH W/H-1	0.00
715-0000-203-2038-1 PERS WITHHOLDING-Ee-1	122.67
715-0000-203-2039-1 UNIT W/H-Ee-1	3.44
715-0000-203-2040-1 GARNISHMENT-EMPLOYEE-1	1,135.50
715-0000-210-2090-1 ACCRUED PAYROLL-1	134,782.35
715-0000-210-2100-1 MEDICARE TAXES-EMPLYR-1	0.01
715-0000-210-2101-1 FICA TAXES EMPLOYER-1	0.01
715-0000-210-2102-1 OREGON STATEWIDE TRANSIT TAX-1	0.00
715-0000-210-2103-1 FUTA FED'L-1	0.00
715-0000-210-2127-1 DEFERRED REVENUE-1	82,309.53
716-0000-200-2017-1 FUND 716 DUE TO FUND 715-1	298,433.30
717-0000-200-2017-1 717 DUE TO FUND 715-1	-149,106.67
Total Other Current Liabilities	\$365,089.25
Total Current Liabilities	\$366,961.11
Total Liabilities	\$366,961.11
Equity	
715-0000-511-9801 ENDING FUND BALANCE.	0.00
715-1000-301-0000 DON NOT USE - BEG NET WRK CAP	3,962,366.73
716-4000-511-9801 ENDING FUND BALANCE	2,852,661.00
717-4000-511-9801 ENDING FUND BALANCE...	4,501,334.00
Net Revenue	-2,597,729.50
Total Equity	\$8,718,632.23
TOTAL LIABILITIES AND EQUITY	\$9,085,593.34