

# SUNRIVER SERVICE DISTRICT

## MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, August 21, 2025

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

**Call to Order:** Chair Fister called the meeting to order at 1:00 PM

**Pledge of Allegiance**

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

**SROA:** Ex Officio Randy Schneider

**SSD Staff:** OR/PM Nelson, Fire Chief Boos, Police Chief Rasic, and Administrator Holliday

**Public Input:** None

Board members and staff expressed heartfelt appreciation to Bill Hepburn and John Ralston for their many years of dedicated service. Their contributions were recognized with gratitude, and their lasting impact on the district was warmly acknowledged.

Jill Stephens and Kent Zook were introduced as new Board members and each shared some background information about themselves.

### Consent Agenda

#### 1. Motion to approve:

- a. June 19, 2025, Regular Board meeting minutes
- b. SROA invoice in the amount of \$6,791.45
- c. Flock Safety LPR invoice in the amount of \$12,000.00
- d. Lexipol, LLC invoice in the amount of \$9,614.58
- e. Deschutes County Legal invoice in the amount of \$18,000.00

Treasurer Kelley moved to approve the consent agenda; seconded by Dir. Ralston; The motion passed unanimously.

### Old Business

#### 2. Public Safety Building

##### a. Public Safety Building Construction Update

OR/PM Nelson reported on several project updates. Work with SROA is ongoing on the gates and paint, with the final remaining item being the monument sign at the end of the road. A completion notice is pending, after which a final walkthrough will be conducted. Dir. Ralston also noted the downspout color will be changed, as the current color did not meet expectations.

KNCC has a number of warranty items outstanding. Communication efforts have been increased, and KNCC is now assigning someone to address the items in a timely manner.

Regarding the South Apron Project, a geotechnical meeting was held, and preparations are moving forward. A drilling rig will be mobilized for sampling and testing, and civil engineering work is underway. The county is being consulted regarding permit requirements, and a permit from SROA will also be needed. Construction is anticipated for spring 2026.

Finally, it was noted numerous smaller projects have been completed over the past month.

##### b. Motion to approve July 2025 funding requests in the total amount of \$24,964.50

- i. Nelson Capital invoice in the amount of \$6,860.00
- ii. Bridgetown Builders invoices in the amount of \$17,054.50

- iii. Cook Security invoice in the amount of \$445.00
- iv. DAY Wireless invoice in the amount of \$605.00

Dir. Ralston moved to approve the July 2025 funding requests in the total amount of \$24,964.50; seconded by Vice Chair Shoemaker; The motion passed unanimously.

### **3. Update and status of SSD Reserve Study**

Dir. Ralston provided an update on the Reserve Study, noting they are awaiting final construction numbers from KNCC to complete the report. Dir. Ralston and Administrator Holliday have also updated an internal spreadsheet to assist with forecasting. Dir. Ralston added he would like to make sure this project continues and is completed soon after his departure from the Board.

### **4. Update and status of Fire Chief and Administrator annual performance reviews**

Chair Fister reported the performance reviews for both the Fire Chief and Administrators had been delivered to each employee. He will follow up with each for final discussions and signatures. He also thanked the Board for their input throughout the process.

### **5. Update and status of Public Safety Building art**

Chair Fister met with Dir. Ralston to select a collection of photographs by Holly Fisher for the Public Safety Building. They plan to meet again soon to choose another set for a different space. The artwork is expected to be installed by September 1. Dir. Ralston emphasized there was a focus on Oregon/Central Oregon themes. A schedule will also be developed for rotating and transitioning the art.

### **6. Motion to approve Resolution 2025-012 to accept the 2025-29 SSD Strategic Plan**

Chair Fister noted the Board had not formally approved the strategic plan. Some errors were identified, and the Board agreed to approve the plan with the necessary corrections.

Treasurer Kelley moved to approve the Resolution 2025-012 to accept the 2025-29 SSD Strategic Plan with corrections; seconded by Dir. Ralston; The motion passed unanimously.

### **7. SSD Nominating Committee Update**

Dir. Ralston reported the Nominating Committee recently met to review lessons learned and identify ways to improve the process. The committee is developing a handbook for members, which will include standard operating procedures to help share information and ensure continuity. Mr. Schmid will be rotating off the committee, and per the charter, one member must be an SSD Board member. Dirs. Ralston and Hepburn have previously filled that role, and Chair Fister has offered to serve going forward. An additional member is still needed. Administrator Holliday has prepared a marketing plan to advertise the vacancies. Dir. Ralston noted the SSD Board is responsible for selecting Nominating Committee members and emphasized the need for the committee to be prepared to fill board roles in the event of an unexpected vacancy.

## **New Business**

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

#### **➤ Fire Chief Boos**

Chief Boos reviewed the July dashboard of statistics, comparing them with July 2024. Motor vehicle accidents were down compared to last year, as well as the overall call volume. An OSFM fire upstaffing grant was received. Dir. Hepburn inquired about turnout time statistics, noting they appeared higher. Chief Boos explained turnout time varies depending on the type of call, the need to move gear, and other situational factors.

Union negotiations remain ongoing. Chief Boos also met with the Newberry Regional Partnership regarding defensible space and attended the Central Oregon Fire Chiefs meeting. He

further reported a meeting with Sunriver Utilities, where it came to light that trench work was being performed without notifying the Fire Department about road closures. A traffic flow plan has since been developed to ensure emergency access.

An operations meeting was held with all company officers, which Chief Boos described as very productive. He noted Oregon has experienced six conflagration fires so far this year, three of them in Central Oregon, but most in Jefferson County. Favorable weather has helped keep conditions manageable.

AIC engineer training is scheduled for completion this month, which Chief Boos hopes will help reduce overtime. Community engagement events included National Night Out and Coffee with a Chief.

➤ **Police Chief Rasic**

Chief Rasic reviewed the dashboard of statistics, noting calls for service are up slightly while crime reports are down, which he added was an encouraging sign of a healthy police department. Bike Patrol continues to provide excellent service to the community, with over 2,000 contacts recorded this summer. While most of the Bike Patrol staff returning to school, a few will remain in some capacity through September. Citizen Patrol also continues to be an important resource.

The department is currently fully staffed, which the Chief described as a positive milestone. He noted the benefits of being fully staffed are clear both to leadership and to employees. Regular meetings are held with sergeants and corporals to discuss a range of topics, and the Chief expressed appreciation for the level of involvement and enthusiasm among supervisors. The department continues to evaluate operations for effectiveness, efficiency, and fiscal responsibility.

The Chief also meets regularly with Chief Boos to ensure consistency between fire and police operations. He serves as Chair of the Central Oregon Law Enforcement Group. Officer Mann was recognized with an internal commendation as well as a commendation from Deschutes County for providing lifesaving medical treatment while first on scene during a recent call.

Community engagement events included Chat with a Chief, the Fourth of July bike parade and festival, and ongoing station tours.

➤ **Administrator Holliday**

Administrator Holliday reported on follow-ups from the previous board meeting. The June fire statistics contained a calculation error, which has been corrected, and the updated report is attached. Regarding insurance for artwork in the building, the cost is \$200 annually, effective August 1. On the matter of electronic check signatures, Administrator Holliday noted QuickBooks does not offer this service. She is exploring third-party applications as well as the option of using Adobe electronic signatures for a full check package review and approval process. Work on this solution is ongoing.

Administrator Holliday also provided an overtime breakdown requested by the Board, separating staff overtime from conflagration fire overtime. For FY25, conflagration overtime totaled approximately \$74,000, with staff overtime at \$292,000, for a combined total of \$366,000. The report also details conflagration-related financials submitted for reimbursement. The only outstanding reimbursement is for Tropical Storm Helene, which is federal takes longer to process.

She further reported that preparations were underway for the FY25 audit, with auditors scheduled to be on-site September 5, 2025. Administrator Holliday is also working with ADP to resolve tax discrepancies, reviewed year-end financial projections to ensure the district remains on track, and met with representatives regarding employee benefits.

Additional updates included ongoing contract negotiations, collaboration with Police and Fire to enhance the Employee Assistance Program, and staffing changes. The SSD Executive Assistant role remains open to assess future needs. Lastly, all district emails and websites have been successfully transitioned to the .gov domain.

#### **9. Discussion and review of proposed changes to SSD Financial Policy**

Administrator Holliday noted it is best practice to hold discussion at one meeting and finalize approval at the following meeting to allow the public an opportunity to provide comment.

She reported receiving a request from Vice Chair Shoemaker to increase the spending authority for the Chiefs and Administrator from \$5,000 to \$10,000. The Board discussed the proposal and expressed concerns regarding potential financial risk.

As part of preparing this draft change, Administrator Holliday reviewed the district's financial policies and made updates to reflect current procedures, processes, and role changes.

Administrator Holliday will prepare a resolution for Board consideration and approval at the next meeting.

#### **10. Review and approve June/FY25 Year End and July 2025 unaudited financials**

Administrator Holliday reviewed the June/FY25 financial statements, noting they roughly represent the year-end figures. Revenues came in higher than anticipated in several areas, including receivables, prior year tax collections, and interest income. On the expenditure side, overtime exceeded the budget in both the Fire and Police Departments, an issue that will need to be addressed in future budgets. The Police Department finished the year under budget overall, while the Fire Department was over budget for salaries and benefits but came in well under budget for materials and services. The Bike Patrol program, which spans two fiscal years, is currently tracking slightly higher than projected but remains within budget capacity for the remainder of the year. Administrator Holliday also provided the Board with a memo explaining minor overages within the Administration budget. Fund 715 closed the year at 98% of budget with a surplus of \$145,000, which is significantly lower than in prior years. Fund 716 ended under budget, as the Police Department did not purchase all budgeted items while the Fire Department finished on budget. Fund 717 also closed under budget, though there are known costs expected to occur later in the current fiscal year.

Treasurer Kelley moved to approve the FY 25 unaudited financials; seconded by Dir. Ralston; The motion passed unanimously.

Administrator Holliday reviewed the unaudited July 2025 financial statements. She noted that the month-to-date and year-to-date figures are the same since July is the first month of the new fiscal year. On the revenue side, ambulance charges are trending higher due to increased summer activity, and court fines and fees are also coming in above expectations. Regarding expenses, Police Department salaries and benefits are on budget, however, Materials and Services appear slightly higher because certain FY25 costs were paid in July at the start of the fiscal year. Fire Department salaries are on track, and Materials and Services are currently under budget. The Bike Patrol program is seasonal, with positions active through the summer and paused until next May. In Administration, the departure of the Executive Assistant has reduced salary expenditures, and Materials and Services show little activity at this point. For Fund 716, the Fire Department has already ordered its capital items, while the Police

Department has not yet placed any orders. For Fund 717, an invoice was submitted under systems and equipment; however, all budgeted expenditures for the year were allocated to construction. Administrator Holliday stated she would reclassify this item. She further noted there have been limited transactions in this fund so far, as the Board approved the first expenditures for this fiscal year earlier in the meeting.

Treasurer Kelley moved to approve July FY 26 unaudited financials with changes; seconded by Dir. Hepburn; The motion passed unanimously.

**11. Review of July 2025 SROA Board meeting**

Ex-Officio Schneider provided an update on the recent SROA Board meeting, which included discussion on Rules and Regulations Task Force, Design Committee restructuring, election results, capital transfer fee and what those funds will be used for, and the golf membership issue with the Resort.

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

Meeting adjourned at 2:20 p.m.

Submitted by Administrator Holliday

APPROVED