

SSD/SROA Joint Board Meeting Minutes

9:00 A.M. on Friday, April 18, 2025

Sunriver Public Safety Building, 57475 Abbot Drive, Sunriver, Oregon 97707

Call to Order: Chair Fister convened the joint meeting at 9:01 a.m.

Pledge of Allegiance

SSD Board Present: Bill Hepburn, Jim Fister, Randy Schneider, Denney Kelley, and John Ralston. John Shoemaker was not present.

SROA Board/Staff Present: Keith Kessar, James Lewis, Clark Pederson, Randy Schneider, Bill Burke, Gerhard Beenen, and Keith Mobley.

SSD Staff Present: Fire Chief Boos, Police AIC Chief Van Meter, Administrator Holliday, Executive Assistant Fobi, and CSO Steinbrecher.

Public Input: None

1. Welcome & Overview:

SROA Board President Beenen and SSD Board Chair Fister provided welcome statements. They commented on how nice it is to finally be in the new building and host this meeting. Chair Fister stated they are working on a policy to ensure the community can reserve Seator Hall, particularly during working hours. There was discussion about various people to thank, how these individuals coordinated with SROA and the County to make this project a reality, and an update on the finances. Finally, a big thank you to the SROA staff for managing the move-out process and handling the growing pains of the transition.

2. Bike Patrol & Pathway Safety

The Pathway Safety Program is working in close collaboration with the SROA Public Safety Task Force, including James Lewis and Clark Pederson, to improve education and enforcement around e-bike usage, ensuring pathways remain safe for both homeowners and guests. The focus includes reinforcing passing, courtesy rules, and addressing concerns related to dogs being on or off leash. The Task Force is also refining regulations, with a draft report of updated rules and recommendations expected for board review in May or June. These efforts include improvements in signage, communication, and education enforcement, along with ideas like distributing small cards outlining bike rules and promoting community-wide cleanliness. The Task Force is also coordinating with nearby communities like Bend, Black Butte, and Caldera to align rules and avoid duplicating work.

To support effective operations, combined training sessions will be held for Bike Patrol and Citizen Patrol members, with input from the District Attorney's office to clarify what each group can and cannot legally do. CSO Steinbrecher stated there are six bike patrol officers who will begin their roles on Memorial Day weekend. She stated all patrol members will be equipped with radios for clear communication. SROA shared enthusiasm about working with CSO Steinbrecher, especially given the high volume of pathway-related calls, making strong coordination essential.

3. Police Report, Summary of LPR & Drone Activity

AIC Chief Van Meter provided the police report, beginning with the introductions of Michelle Mertins as the new Police Department Executive Assistant and Brittany Fobi as the SSD Executive Assistant to Administrator Holliday. AIC Chief Van Meter reviewed 2024 statistics, provided staffing updates, and shared examples of continued partnerships with state and regional agencies further establishing its reputation as a center of law enforcement excellence. The new building and Seator Hall have been instrumental in hosting various trainings and meetings.

Community engagement continues to be a priority with events like Shop with a Cop, the 4th of July celebration, Halloween, Oktoberfest, and the Polar Plunge. In drone operations, the program is temporarily grounded following the departure of the lead pilot, however, Officer Lyman is currently in training to take over with plans to onboard a second pilot. Once operational, internal CERT (Community Emergency Response Team) training will be implemented to integrate drone capabilities into emergency planning. Drones have proven effective in public safety, including an incident where one was used to track a bear in Sunriver.

The Flock Safety Program remains an invaluable investigative and public safety tool. Since launching last summer, the system has scanned 363,000 license plates. It enables officers to run investigations using license plate data, capture alerts for “hot” plates via mobile devices, and conduct nationwide searches. It has already contributed to solving a homicide by identifying a vehicle from Kansas City. Flock provides visibility of vehicles entering and exiting Sunriver and integrates with Deschutes County emergency services for real-time response.

Finally, Police Chief Rasic is in the final stages of hiring and will officially begin his role on April 28, 2025.

4. Rules Enforcement Discussion – Contract Update

SROA has maintained a longstanding contract with the District to enforce SROA rules and regulations. A key development was the introduction of the nuisance property rule, which holds property owners accountable for the behavior and condition of their properties. Citations are now issued directly to both owners and the property managers, leading to a significant reduction in complaints. SSD continues to enforce SROA rules under the current agreement, which is now due for renewal. As part of this renewal, there is interest in integrating bike patrol into the existing framework, potentially blending the two agreements into a cohesive plan. Maintaining consistent language across contracts is crucial, especially when addressing responsibilities, enforcement capabilities, and cost-sharing structures. SROA emphasized ensuring operational efficiency and fiscal responsibility is key to the success of the partnership. Additionally, strong relationships between personnel from both organizations continue to play a critical role in preventing issues and fostering collaboration.

5. Emergency Communications Discussion

There have been positive and strategic discussions with the Deschutes County Sheriff’s Office, which oversees Emergency Management for the region. A top priority moving forward is to develop a consistent, countywide emergency communication system. The goal is to ensure that if evacuations occur, whether in Sunriver, Black Butte, or Bend, the processes and procedures remain unified and streamlined to avoid confusion.

Sunriver has unique assets to support this effort, including a 5G tower. There is interest in exploring whether Sunriver could serve as a pilot site for expanded 5G access to enhance emergency communications. SROA has been approached by various cellular providers and remains open to discussions if there is a demonstrated need. With infrastructure like power access already in place, these assets could play a vital role in supporting emergency management initiatives. Additionally, pathway signage related to emergency alerts is being reviewed, as many are outdated and reference the old siren system. The transition will focus on modernized communication methods that are practical and responsive to today’s needs.

Given Sunriver’s layout, which is divided into multiple districts, evacuation efforts will likely need to be phased and customized by area. There is an ongoing discussion about introducing color-coded signage at traffic circles and along Highway 97. While change will take time, SROA is committed to working collaboratively and leveraging its multiple communication channels to reach both residents and guests.

Continued conversation, planning, and partnership with emergency management leaders will be key to successfully implementing these improvements.

6. Fire and EMS Report

Fire Chief Boos provided the fire and EMS report and stated total calls for service have continued to decline, following a long-term downward trend since 1993, with an average of around 600 calls per year considered normal. Despite the overall decrease, the department provided a substantial amount of mutual aid to the La Pine area over the past year, due in part to combined operational efforts between the two communities.

One notable event was the Bachelor Complex Fire, during which Sunriver escalated from a Level 1 to a Level 2 evacuation. The community responded exceptionally well, with coordinated support from county officials and Search and Rescue (SAR) teams, particularly in assisting vulnerable populations. Effective emergency response during such events requires close coordination with both the county and ODOT, which was successfully demonstrated with the establishment of a satellite command center and mobilization of necessary resources. Looking ahead, SSD is partnering with SROA to form an emergency management team to meet quarterly to enhance preparedness. An annual wildfire preparedness fair has been introduced, with the next event scheduled for April 29 at the SHARC. This event will offer education, resources, and practical guidance to help the community prepare, with the understanding prevention and preparation are key.

Chief Boos highlighted his greatest concern: a structure fire occurring during a high wind event, which could lead to a rapidly moving and dangerous situation. He also emphasized the fire risk posed by the rail line on Sunriver's east side, where trains frequently carry hazardous materials pose a potential threat.

He thanked SROA for its patience and collaboration during ongoing construction and planning efforts and acknowledged the strong support from the community and the valuable contributions of the Citizen Patrol. Looking to the future, Boos noted a desire to improve event promotion and awareness to encourage even greater community participation in safety and preparedness initiatives.

7. SROA & SSD Strategic Planning Impacts

The District is finalizing its strategic plan, which is expected to be approved next month. This follows the approval of SROA's strategic plan in September 2024, which incorporated shared guiding principles across both organizations, including excellence in governance, environmental stewardship, enhanced quality of life, a strong Sunriver experience, and community engagement. Both entities identified specific goals, policies, and action items, with some flagged as high priority. In October 2024, SROA conducted a goal-setting session in collaboration with SSD to clarify roles and responsibilities, reduce overlap, and establish clear expectations. These efforts were integrated into the 2025 budget planning process.

The strategic plan is set to span five years, which is considered the maximum effective timeframe for long-term planning. Alongside this, there are efforts to build comprehensive community partnerships with the Sunriver Resort, Village, and the District. The SSD Strategic Plan is primarily operational, focused on maintaining a healthy organization, fostering strong internal relationships, and ensuring long-term capacity to deliver reliable public safety services. However, budgeting remains a challenge.

Looking ahead, the District is exploring long-term funding strategies, such as issuing bonds, reassessing rates, or expanding the service boundary. Expansion would require careful consideration, as it comes with increased responsibilities and potential costs. Discussions are ongoing with nearby communities like Caldera Springs, Crosswater, and Vandervert Ranch about potential police coverage. However, fire

service expansion appears less feasible in many of these areas, as La Pine Fire District already provides effective coverage. SSD leadership remains committed to evaluating these options strategically and ensuring any changes are both sustainable and beneficial to the broader Sunriver community.

8. SSD Boundary Expansion Update

SSD Chair Jim Fister provided an update on potential boundary expansion, with early conversations underway with neighboring communities such as Caldera Springs, Crosswater, and Vandervert Ranch. These discussions are in the very preliminary stages. SSD leadership emphasized any expansion will only move forward if it clearly aligns with the district's capabilities and serves the best interests of the Sunriver community.

9. Building/Campus Updates & Parking Lot Discussion

SROA stated the remodel of the existing police department is progressing well, with Phase 1 completed and a new operational entrance in use until June 9. Phase 2 of the project is now underway in the existing SROA area, with the main lobby expected to open by mid-June. The construction remains on budget. However, the project has temporarily reduced available parking due to the presence of a dump trailer, tools, and active construction zones. This has highlighted the importance of ongoing communication between SROA and SSD to coordinate parking logistics and minimize disruption. Patience and flexibility are needed from both sides during this time.

Parking challenges are particularly evident during events at Seator Hall. While a few SROA staff or guests using the lot isn't an issue, simultaneous events at Seator Hall and SROA can cause significant congestion. Improved coordination around event scheduling will help ease these pressures. While adding more parking is an option, it would come at a high cost.

It was noted the SROA parking lot is scheduled to be paved from May 19 to 23, 2025 with work being staggered to allow one side to remain open at a time to minimize disruption.

10. Coordination on External Activities (ODOT Messaging, TRT, Traffic Circles)

Significant transportation and infrastructure discussions are underway involving ODOT, regional leaders, and the Sunriver community. A key concern is the future of Highway 97, with reports indicating there may be no funding available for regular maintenance beyond 2027. This raises serious concerns, especially in the context of a potential Cascadia Subduction Zone event, where Highway 97 would serve as the primary north-south corridor for freight and emergency movement through Oregon. The urgency of the issue has prompted coordinated efforts among area representatives to develop a consistent message for state legislators. Letters have already been sent during past winter maintenance issues, and collaborative meetings including one at OSU Cascades with over 30 stakeholders have taken place. Increased commuter traffic from La Pine to Bend further strains Highway 97.

SROA is also focused on specific intersection improvements near Sunriver, including South Century, Spring River, and Venture Lane. A public comment process allowed SROA to submit a response for the Spring River/South Century intersection, which could impact Sunriver properties. SROA recommended moving the intersection further south into an open area with fewer residential impacts. There is also consideration of a pedestrian and bike tunnel on Venture Lane, due to high traffic volumes in that area. SROA and Caldera have not yet engaged the designers on this topic, but SROA emphasized the need for a comprehensive and safety-focused approach. Concerns around design practicality remain, particularly regarding emergency vehicle access. SSD stressed any long-term traffic changes must account for the ability to navigate large apparatus, like ladder trucks. Emergency access during construction phases also needs to be guaranteed.

SROA continues to advocate for solutions that reflect long-term community interests rather than short-term fixes and is working to ensure these plans positively impact homeowners.

The meeting concluded with Bill Hepburn recognizing SROA's vital contributions in supporting the new public safety building and expressing thanks to Doug Seator, a former SSD board member, Civil Service Commission member, and Citizen Patrol volunteer, now honored through the naming of Seator Hall.

Motion to Adjourn

Dir. Ralston moved to adjourn; seconded by Dir. Hepburn. The motion passed unanimously. Meeting adjourned at 11.09 a.m.

Submitted by Executive Assistant Fobi.

DRAFT

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, May 15, 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 1:00 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: Fire Chief Boos, Police Chief Rasic, Administrator Holliday, and Executive Assistant Fobi.

Public Input: None

Consent Agenda

1. Motion to approve:

- a. April 4, 2025, Special Board meeting minutes – Not ready for meeting/not approved
- b. April 17, 2025, Regular Board meeting minutes - Not ready for meeting/not approved
- c. April 18, 2025, Joint SSD/SROA Board meeting minutes - Not ready for meeting/not approved
- d. SROA Invoice in the amount of \$6,671.31
- e. Loan payment to Zion's Bank in the amount of \$726,744.64

Dir. Ralson moved to approve the consent agenda of the SROA Invoice & Zion's Bank Loan Payment; seconded by Vice Chair Shoemaker. The motion passed unanimously.

Old Business

2. Public Safety Building

a. Public Safety Building Construction Update

The security gate installation has been completed, with training scheduled through the Cook Security Group. OR/PM Nelson is working to close out warranty-related items with the contractors and have addressed the sinkhole forming near the catch basin. For the SROA permit final due June 1, all applicable items have been completed; however, still awaiting material deliveries for the sheet metal and gate, so the active dates are not yet confirmed. OR/PM Nelson is actively pushing Kirby for final timelines, as delays could result in fines from SROA. Hardware replacements and furniture are expected to arrive next week. Additionally, a revised proposal from 3BK for the monument sign has come in and is being reviewed. Lastly, the gate operator remotes and receivers still need to be ordered, which are essential to prevent vehicles from sliding into the security gates during icy conditions.

b. Motion to approve April 2025 funding requests in the total amount of \$18,009.18

- i. Systems West Engineers invoice in the amount of \$6,790.00
- ii. Nelson Capital invoice in the amount of \$10,080.00
- iii. Amazon First Aid Kits invoice in the amount of \$164.18
- iv. Cedar Grove Woodshop invoice in the amount of \$150.00
- v. Bridgetown Builders invoice in the amount of \$825.00

Dir. Ralson moved to approve April 2025 funding as presented; seconded by Vice Chair Shoemaker. The motion passed unanimously.

c. Motion to approve PD conference table cover \$350.00

Due to the softness of the wood used for the Police and Fire Department conference tables, a glass/vinyl cover is being requested. The Fire department has already been approved and

ordered their cover. The Police Department is looking to get something similar approved by the Board. The cost will be covered in the FFE budget and categorized as a committed cost.

Dir. Ralson moved to approve PD conference table cover as presented; seconded by Vice Chair Shoemaker. The motion passed unanimously.

d. Discuss final construction costs

Although the building was completed on time, final construction bills are still coming in. Some of these need to be paid this fiscal year if the work was completed within the year, while others will carry into the next fiscal year. Additional work is also required due to OSHA inspection findings. To manage this, fund transfers will be necessary. Chair Fister has spoken with Deschutes County, and they do not appear concerned about the movement of funds related to ongoing construction and enhancements. The final budget adjustment of the year is being prepared to cover all remaining construction expenses.

Vice Chair Shoemaker raised concerns about whether these figures are firm and emphasized the numbers must be finalized without further shifts. OR/PM Nelson shared estimated additional costs from various vendors and contractors. Discussions are ongoing about which non-critical projects could be deferred to future years when new property tax revenue becomes available, as some building-related expenses may stretch over several years.

Administrator Holliday has incorporated interest income projections and prepared two budget documents: one for this fiscal year and another for next year. With OR/PM Nelson's numbers included, the upcoming budget currently shows a deficit. She emphasized the importance of locking in these year-end figures to avoid further adjustments and potential audit issues. She also noted cash flow is tight due to the original \$18 million building allocation and over \$2 million in loan repayments.

Dir. Ralson moved to approve \$357,690.00 from uncommitted to committed funds as presented; seconded by Vice Chair Shoemaker. The motion passed unanimously.

3. Motion to approve 2025-2029 SSD Strategic Plan

The final 2025-2029 SSD Strategic Plan is included in the board packet. Vice Chair Shoemaker recognized the great work done by everyone through this process. The plan remains unchanged from previous updates, reflecting consistent direction and alignment throughout its development.

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

This item is currently on hold until all financial data is compiled by Administrator Holliday and OR/PM Nelson. Dir. Ralston has created a rough spreadsheet as a starting point, which will be further developed. Administrator Holliday will need to add projections for interest income and anticipated revenue through 2032 to help estimate a potential reserve fund balance. Chair Fister expressed concern, noting he remains uneasy until the final numbers are available. He acknowledged while there are significant future expenses ahead, the team will work through finding a solution to cover them.

5. Update on SSD Nominating Committee process

The Nominating Committee is scheduled to conduct interviews with Board candidates June 9 and 10, with five applications received by the deadline. All applicants appear to be strong candidates, with no current issues or conflicts. The committee has already met with Chair Fister to discuss the desired traits, skills, and needs for the open positions. Following the interviews, the committee will finalize its selections, and Administrator Holliday will submit recommendations to Deschutes County. Background

checks are part of the process. The board will be informed of the recommended candidates, though the Nominating Committee holds the final decision-making authority. Chief Rasic has expressed concern about having current police staff conduct background investigations and recommends low-level background checks instead by an independent person. The Nominating Committee will meet again on May 28 to review these matters in greater detail.

New Business

6. Monthly Chief/Administrator's Reports

➤ Police Chief Rasic

Newest lateral hire, Police Officer Allen, will be off training and working independently starting June 1. The current staffing is at nine people, with potentially three openings. The Chief thanked Corporal Van Meter for completing the re-accreditation process. Bike Patrol staff are completing their training this upcoming weekend and will be out patrolling by June 1. The Police Department completed CJIS and NIBRS crime reporting technology audit and passed.

Vice Chair Shoemaker asked to have a report that separated calls per service between Caldera, Business Park, Vandervert Ranch, and Crosswater.

➤ Fire Deputy Chief Bjorvik

Call volume is currently down. Interestingly, spring break did not appear especially busy. However, when visitors do arrive in larger numbers, call volume typically increases. Turnout times remain strong. Overall response times are slightly higher, but this is largely due to distance-related factors. The "back in service" times have improved significantly. CBA negotiations are still in progress, with another session scheduled soon. The Chief is currently attending the Oregon Fire Chiefs Association (OFCA) conference in Bend. The Fire Department also had a meeting with the DPSST office regarding maintenance and recertification review. Recently Chief Boos assisted in the Prineville Battalion Chief hiring process. EMS certification is nearly complete and should be finalized soon. T130 Wildland Fire Training has been completed successfully. Additionally, the new SCBAs have arrived, and training/in-service took place. No issues or push back currently about the controlled burns. Sunriver did apply for a grant for additional staffing for summer and received nearly \$14,000.

➤ Administrator Holliday

The County Budget Committee has approved the budget for the next fiscal year, along with the first 717 budget adjustment. The District will return on June 18 for the second 717 budget adjustment. The County has also approved the new fee schedule for FY 2025–2026, which will go into effect on July 1. Administrator Holliday is working closely with OR/PM Nelson to finalize construction cost estimates. As part of the Wildfire Grant requirements, she attended a webinar focused on wildfire administration. In Human Resources, onboarding efforts are going very well with several new staff members joining the team. Labor negotiations are in progress, with ongoing meetings scheduled. Executive Assistant Fobi has been actively improving the social media presence for both the Police and Fire departments. The Nominating Committee is scheduled to meet soon to prepare for board applicant interviews. Working to finalize the numbers for the Reserve Study submission. Once complete, it will be ready for submission. Re-launching "Chat with a Chief" program to improve community engagement. Lastly, staff celebrated Administrative Professionals Day with lunch and treats to show appreciation.

7. Motion to Approve Chair's Signature on SSD/Sunriver Police Officer's Association MOU

This MOU is a formal agreement with the Sunriver Police Officers Association to delay collective bargaining agreement (CBA) negotiations for six months until the new chief has a chance to get settled.

Dir. Kelley moved to approve Chair's Signature on SSD/Sunriver Police Officer's Association MOU as presented; seconded by Dir. Ralston. The motion passed unanimously.

8. Discussion on FY25 Fund Contributions

As part of the ongoing budget planning process, it was confirmed that Account 716 is balanced and requires no further adjustments. The focus has shifted to transferring funds from Account 715 to Account 717, which will now cover building costs and operational funding moving forward. Administrator Holliday recommended transferring at least \$400,000, which includes the known obligation of \$376,485 plus a small buffer, ensuring that at least \$200,000 would be available at the start of the next fiscal year. Chair Fister suggested increasing the transfer amount to \$500,000 to provide a stronger start, noting that funds could be transferred back to Account 715 if necessary.

Vice Chair Shoemaker moved to approve a \$500,000 transfer from Fund 715 to Fund 717; seconded by Dir. Ralston. The motion passed unanimously.

9. Review of FY25 Year-End Budget vs. Actuals

Administrator Holliday shared an overview of each fund projected year end expenses versus the budget. Fund 715 currently shows a positive balance of \$257,000, savings primarily from police department understaffing. The administrative budget is over budget, mainly due to unbudgeted building property insurance costs, a two-month contract for Cory Darling to step in as interim Police Chief, and compensation paid to an Executive Assistant supporting the Police Department. Notably, this is the first year the District is not starting with a much larger ending surplus, and Administrator Holliday advised closer monitoring of expenditures in future fiscal years to maintain financial stability.

Fund 716 reflects a \$39 overage. There was a shipping charge mistakenly added and Fire will be returned this overpayment, which will balance the account.

Account 717 will be adjusted to reflect a projected net gain of \$125,000 by the end of the fiscal year.

10. Annual Performance Review Discussion

Performance reviews for the police chief, fire chief and administrator are completed annually, however, Chief Rasic's review will be postponed given his recent start date. Chair Fister has expressed his willingness to lead the performance review process for Chief Boos and Administrator Holliday. There was a question regarding how these reviews are typically conducted. Dir. Hepburn emphasized the importance of defining the desired outcome of the reviews and ensuring time is used effectively. Chair Fister will draft a formal performance review document and distribute it to the Board members for feedback.

11. SSD Board Members Building Secure Access Discussion

Board members will be granted limited access to the building, specifically to the admin/fire side and the back parking lot. Access to the police station will not be permitted to comply with CJIS requirements and ensure supervised entry where necessary. Board members have said they do not wish to have full access. Access will be restricted to designated workdays and specific timeframes and be managed under a separate access group to maintain proper control. Administrator Holliday will draft a formal agreement for each board member to review and sign, acknowledging these access limitations.

12. Motion to approve April 2025 unaudited financials

Administrator Holliday reviewed the April 2025 unaudited financials.

715

She noted the ambulance receivables were not available for the deadline for this report, so next month will include the April and May figures. The Police Department is under budget, while Fire is trending slightly over. Bike Patrol uniform expenses were a bit higher than usual, partly due to summer-related needs through June 30. Administration has some overlap between Executive Assistants, which is why that line item is over budget. Overall, year-end projections indicate a net surplus and the District is in good shape for this fiscal year. However, property tax estimates are low—aiming for 96 or 97% in collections. There is some concern about delayed property tax revenue, and Chair Fister will contact Deschutes County to investigate whether distributions have been delayed.

716

All Fire expenditures remain within budget and are processed. There are a few outstanding items for Police. Chief Rasic will coordinate with staff to ensure police auto equipment spending stays on track.

Dir. Kelley moved to approve April 2025 unaudited financials; seconded by Dir. Hepburn. The motion passed unanimously.

13. Review of April 2025 SROA Board meetings

Remodeling is expected to be completed by mid-June, which is great news. There was also a discussion about the Nature Center contract, which SROA provides funding support, and in return the center assists with tree planting initiatives. The observatory is currently being remodeled as well. SROA is transitioning to online voting, with paper ballots available upon request. The Nominating Committee is in the process of interviewing five new candidates, along with one incumbent seeking reappointment. The Pathway Safety Task Force continues to focus on education and communication efforts related to pathway safety. A presentation was given regarding firearm discharge zones, and a smoke policy was also discussed, which includes the potential for business closures during smoke events to protect employee health. This policy will remain in place to ensure staff safety. It was noted that private companies retain the right to make their own operational decisions—such as the golf facility, which is not open to the public and is reserved for members only.

Other Business

Chair Fister shared he will be meeting with La Pine Fire District Board June 12, 2025 to discuss mutual aid, coverage, resources, and community involvement.

Dir. Ralston moved to adjourn; seconded by Dir. Kelley. The motion passed unanimously. Meeting adjourned at 3:03 p.m.

Submitted by Executive Assistant Fobi

SUNRIVER SERVICE DISTRICT
CHECK REQUEST

FIRE

see below

6/18/2025

VENDOR #

INVOICE #

DATE

Pay to the Order of: Oregon Health Authority

For the Payment of: Non-Federal Share of GEMT Services / Administrative Fee

Total Amount of Check: \$33,011.12

ACCOUNT	AMOUNT	INVOICE #	LINE ITEM
715-5500-425-3399	\$27,509.27	NF Share	Contract Services
715-5500-425-3399	\$5,501.85	Admin Fee	Contract Services

Mail:

Return:

Requested by: Heather McGuire

Approved by: _____

Date Required: 6/18/2025

Additional Information:

24/25 FY

Agreement Number 185146

**STATE OF OREGON
INTERGOVERNMENTAL TRANSFER AGREEMENT**

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to dhs-oha.publicationrequest@state.or.us or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

This Agreement is between the State of Oregon, acting by and through its Oregon Health Authority, hereinafter referred to as "OHA" and

**Sunriver Service District
57475 Abbott Drive
Sunriver, OR 97707
Contact: William Boos
Phone: 541-593-8622**

Email: bboos@sunriverfire.org; danaw@sunriverfire.org; heatherm@sunriverfire.org
hereinafter referred to as "Agency."

Work to be performed under this Agreement relates principally to OHA's

**OHA Health Systems Division
Fee For Service Operations and Quality Assurance
500 Summer Street NE
Salem OR, 97301
Agreement Administrator: Carmen Armendariz
Telephone: 503-891-4395
E-mail address: carmen.armendariz@oha.oregon.gov**

1. Effective Date and Duration.

This Agreement shall become effective on the date this Agreement has been fully executed by every party and, when required, approved by Department of Justice. This Intergovernmental Transfer Agreement is an expense reimbursement agreement for approved costs for the period beginning on or after **July 1, 2023** and ending **June 30, 2024**. Unless extended or terminated earlier in accordance with its terms, this Agreement shall expire on **December 31, 2025**.

Agreement termination or expiration shall not extinguish or prejudice either party's right to enforce this Agreement with respect to any default by the other party that has not been cured.

2. Agreement Documents.

a. This Agreement consists of this document and includes the following listed exhibits which are incorporated into this Agreement:

(1) Exhibit A, Part 1: Agreement

EXHIBIT A

**Part 2
Payment and Financial Reporting**

1. Payment Provisions.

- a. Agency shall submit documentation to OHA supporting Agency’s claim for uncompensated Medicaid costs for GEMT services provided to Medicaid recipients for the time period beginning July 1, 2023 and ending June 30, 2024 (the “eligible period”).
- b. On or before April 30, 2025, Agency shall pay OHA the amount set forth in the table below, the non-federal share of the provider’s reconciled claim for the uncompensated Medicaid cost of GEMT services provided to Medicaid recipients for the eligible period based on the applicable match rate, provided by OHA, in effect at the time of the claim.
- c. Along with payment of the non-federal share, Agency shall pay OHA the administrative fee, as established by OHA and set forth in the table below, for administration of the GEMT intergovernmental transfer program.
- d. Agency’s payments to OHA shall be through either an electronic transfer to a bank account specified by OHA or by submitting written checks to OHA.

Mail payments to:

Oregon Health Authority
OFS Receipting Unit
P.O. Box 14006
Salem, Oregon 97309

For electronic transfer setup contact:
Daniel Spurrier, DHS/OHA OFS Receipting Unit
Email: daniel.spurrier@dhsaha.state.or.us
Phone: 503-945-6858

- e. OHA shall make payment to Agency the amount set forth in the table below equal to 100 percent of the Agency’s allowable reconciled claim for the uncompensated Medicaid cost of GEMT services provided to Medicaid recipients.
- f. OHA’s payment to Agency shall be made by electronic transfer not later than May 31, 2025, to a bank account specified by Agency.
- g. Agency’s claims to OHA for overdue payments on invoices are subject to ORS 293.462.

Agency’s Payment to OHA – Non-Federal Share of GEMT Services	\$27,509.27
Agency’s Payment to OHA – Administrative Fee	\$5,501.85
OHA’s Payment to Agency	\$67,095.78

2. Travel and Other Expenses.

OHA will not reimburse Agency for any travel or additional expenses under this Agreement.

SUNRIVER SERVICE DISTRICT
Managing Board
Seator Hall Conference Room Reservation Policy
Resolution 2025-009

Whereas, the Sunriver Service District (SSD) was created on June 12, 2002 by Order No. 2002-085 of the Deschutes County Commissioners; and

Whereas, the Deschutes County Commissioners, acting as the Governing Board of the Sunriver Service District on June 26, 2002 in Agreement No. 2002-147 did specify that the Sunriver Service District provide, law enforcement, fire prevention and protection services, emergency medical services including ambulance, security services by contract; and

Whereas, the Deschutes County Commissioners, acting as the Governing Board of the Sunriver Service District on June 26, 2002 in the Memorandum of Understanding Contract No. 2002-201 and Agreement No. 2002-147 did delegate managing authority for the Sunriver Service District to the District Managing Board created within these documents; and

Whereas, the District has developed a comprehensive policy to govern the public use of the Seator Hall Conference Room in a manner that ensures access, fairness, and alignment with operational needs and public safety; and

Whereas, the proposed policy outlines clear eligibility criteria, priority of use, reservation procedures, guidelines for use, and liability provisions; and

Whereas, it is in the best interest of the District to formally adopt this policy to support orderly and equitable public access to District facilities;

NOW, THEREFORE, BE IT RESOLVED BY THE SUNRIVER SERVICE DISTRICT BOARD, that:

1. The Seator Hall Training Room, Public Use Policy, as presented in the attached document, is hereby adopted and shall take effect immediately upon approval.
2. District staff are authorized to administer and enforce this policy, including the right to amend procedures as necessary to ensure compliance and operational efficiency.
3. This resolution shall remain in effect unless repealed or amended by the Board.

PASSED AND ADOPTED by the Sunriver Service District Board this ____ day of _____, 2025.

Jim Fister, Chair