

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, May 21, 2026

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

Call to Order: Vice Chair Shoemaker called the meeting to order at 1:03 PM

Pledge of Allegiance

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

SSD Staff: Fire Chief Boos, Police Chief Rasic, and Administrator Holliday

Public input:

Gary Westwell addressed the Board regarding concerns about transparency and accountability within the Police Department.

Chief Rasic introduced new police officer, Morgan Jobert. He is currently going through orientation and will be beginning the FTEP program next week.

Consent Agenda

1. Motion to approve:

- a. April 2, 2026 Special Board meeting minutes
- b. April 16, 2026 Board meeting minutes
- c. May 15, 2026 SSD/SROA Joint meeting minutes – not available in time for the meeting
- d. Zions Bank Invoice in the amount of \$751,235.39

Director Kelley moved to adopt the consent agenda, except for item C, seconded by Treasurer Zook. The motion passed unanimously.

Old Business

2. Update: Public Safety Building Construction

Chair Fister reported work on the South Apron project continues, with previous SSD Board member John Ralston taking a lead role in the effort. He thanked Ralston for his ongoing service on both the project and the Nominating Committee. Fister noted several items, including the steam shower and other minor repairs, are currently on hold. Reworking of the decontamination room floor has been completed and stated funding for the South Apron project has been included in the Fiscal Year 2027 budget if needed.

3. Update: Status of SSD Reserve Study

Administrator Holliday reported she is currently working with both Chiefs to review the reserve study, which includes data on capital equipment, facilities, and building systems. She noted the financial components of the study have been submitted for review. The target completion date is anticipated in June.

Vice Chair Shoemaker noted the reserve study had been identified as lacking in prior years but stated the district conducted a more in-depth review with the new consulting firm. He expressed the updated reserve study will significantly improve long-term tracking and planning for the district.

4. Update: Caldera/Crosswater expansion

Vice Chair Shoemaker stated the district engaged a law firm with expertise in annexation, taxation, and special districts. The law firm is currently in the research phase, and more information should be available at a future meeting.

5. Update: Nominating Committee Update and Status of Board Candidate Nominations

Chair Fister reported there are two open positions on the SSD Board beginning in September. He noted there are two candidates that have been interviewed. Administrator Holliday will send out an update to the board after the Nominating Committee reviews information and makes selections next week.

6. Motion to approve Resolution 2026-004, required updates to SSD Policy, Section IV (Agendas & Meetings)

Director Kelley moved to approve Resolution 2026-004, required updates to SSD Policy, Section IV (Agendas & Meetings); seconded by Director Stephens. The motion approved unanimously.

New Business

7. Monthly Chief/Administrator's Reports

Fire Chief Boos

Fire Chief Boos reviewed the Sunriver Fire Department April Activity Report with the Board, which included updates on calls for service as well as administrative and operational activities. Refer to page 37 of the 5.21.26 Board meeting packet for the full report, or [click here](#).

Police Chief Rasic

Police Chief Rasic reviewed the Sunriver Police Department April Activity Report with the Board, which included updates on calls for service as well as administrative and operational activities. Refer to page 39 of the 5.21.26 Board meeting packet for the full report, or [click here](#).

Administrator Holliday

Administrator Holliday reviewed the monthly administrative report with the Board, including updates on financial activities, human resources, and operations. Refer to page 41 of the 5.21.26 Board meeting packet for the full report, or [click here](#).

8. Review & Vote: SROA Rules and Regulations Contract

The District and the SROA negotiating teams have reached an agreement on a contract that will initiate rules enforcement and bike patrol services. The contract is scheduled to take effect on May 22, 2026. Bike Patrol personnel have been hired and will begin patrolling the pathways for Memorial Day weekend.

The District emphasized that any contract must maintain the District's level of service to the community, provide full cost recovery for services rendered to SROA, and uphold the professionalism of the organization.

Vice Chair Shoemaker noted that the agreement does not currently include terms and a timeline for payment. He stated that these items can be addressed through an addendum without affecting the vote on the contract. Administrator Holliday will work with SROA to develop and incorporate the addendum.

Chair Fister moved to approve the SROA Rules and Regulations contract; seconded by Treasurer Zook. The motion approved unanimously.

Administrator Holliday added she is working with SROA to reconcile payments from the previous contract. SROA General Manager Lewis added she can work with Controller Healy to finalize the remaining reconciliation items.

9. Review & Vote: FY26 716 Budget adjustment

Chief Rasic reported Officer Ardaiz has been selected to participate in the Community Emergency Response Team (CERT) program, the regional SWAT team serving Crook, Jefferson, and Deschutes counties. The specialized training and experience gained through the program will benefit the district and strengthen regional public safety collaboration.

To support participation, two capital items required procurement. Chief Rasic requested the addition of a ballistic vest to the purchase list, noting that it provides enhanced body coverage and a higher level of ballistic protection, which accounts for its increased cost. The second item is a set of night vision goggles, which are standard issue for CERT personnel. These goggles enable officers to operate effectively in low-light and night-time conditions, particularly in rural environments where limited lighting can present operational challenges.

Administrator Holliday added that, pending approval at this meeting, the item is scheduled to be placed on the agenda next week for consideration by the Deschutes County Commissioners.

Director Kelley moved to approve FY26 716 Budget adjustment; seconded by Treasurer Zook. The motion approved unanimously.

10. Review & Vote: Motion to approve Resolution 2026-005, Bike Patrol Wage Scale

Chief Rasic requested an adjustment to the bike patrol hourly wage to start at \$21.50, with a three-step scale including 5% incremental increases. The proposal is intended to maintain competitiveness with other seasonal employment opportunities in Sunriver and to attract qualified applicants capable of meeting background standards and performing effectively in a public safety environment.

Administrator Holliday noted that cost-of-living adjustments (COLA) had not been provided to bike patrol staff in several prior years. She further stated that comparable seasonal positions in the area, such as lifeguards, have wage levels aligned with the proposed adjustment.

Director Stephens moved to approve Resolution 2026-005, Bike Patrol wage scale; seconded by Director Kelley. The motion approved unanimously.

11. Review and Approve: April 2026 unaudited financials

Administrator Holliday presented the April financial report, noting there are two months remaining in the fiscal year and staff have begun receiving invoices for the next fiscal year. She explained these invoices have been separated to ensure they are not paid prior to July 1.

Fund 715

Revenue:

Overall revenues are tracking as expected, and GEMT revenue is anticipated soon. She added the budgeted one-time contribution to the 716 Reserve Fund will be completed in June as part of an overall reconciliation.

Expenses:

Police department expenses are currently under budget. Salaries and benefits are under budget and while a few minor materials and services line items have exceeded projections, overall spending in that category remains under budget.

Fire department salaries are also under budget and benefits are on target. She explained overtime costs include both regular overtime and conflagration-related overtime which is reimbursed. When separated, regular overtime spending remains within budget expectations. Materials and services are under budget.

Bike patrol will begin this weekend, which will be reflected in future financial reports.

Administration salaries, benefits, and materials and services are all under budget, and overall operations remain on track, with a reminder regarding the transfer to the reserve fund previously discussed.

Fund 716

Administrator Holliday reported the fund is right on track and will reflect changes next month due to the recently approved budget adjustment. Most capital fund items have already been received and paid.

Fund 717

Sufficient funds are available for any outstanding projects but have also been budgeted for FY 27 in case of a rollover. The bank loan payment was just approved and will be reflected in next month's financial reporting.

Director Stephens moved to approve the April 2026 unaudited financials; Director Kelley seconded. The motion passed unanimously.

12. SROA April/May Board meeting minutes

SROA Ex Officio Randy Schneider resigned from the board. Until a replacement is announced, SROA President Burke will serve in the role on an interim basis. He thanked Mr. Schneider for his participation and contributions to the meetings and for continuing to assist with the nominating committee.

President Burke provided an update on the recent SROA Board meeting, which included discussion on the annual slate of board assignments, communication to be sent to homeowners regarding the signed SROA Rules/Regulations and Bike Patrol Contract, and that SROA Board meeting minutes and action items are routinely included in the packet provided to the board as part of the regular reporting materials.

Other Business

None

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

Meeting adjourned at 2:15 p.m.

Submitted by Rachel Popp