

# 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 the Sunriver Police Department with 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 Treasurer Kelley. The motion passed unanimously. Meeting adjourned at 11 a.m.

Submitted by Executive Assistant Fobi