

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.