

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, August 15, 2024

Meeting In Person at the SROA Board Room and Via Microsoft Teams

Call to Order: Chair Fister convened the meeting at 1:00 p.m.

Roll Call: Chair Fister, Vice Chair Shoemaker, Dir. Ralston (via Teams), Dir. Kelley, Dir. Hepburn, and Treasurer Beenen were present. Dir. De Alicante joined the meeting via Teams at 1:03 p.m.

SSD Staff: Fire Chief Boos, Police Chief Lopez, Community Service Officer Steinbrecher, Administrator Holliday

SROA Staff: Susan Berger

Public Input: Barbara Siudy described an incident that took place on July 25, 2024 on Acer Lane and another undisclosed incident that occurred in Sunriver involving firearms. She expressed her desire for the SSD Board to develop a crisis management procedure for the Sunriver Police and homeowners in Sunriver. She would like the Board to work with SROA to ensure rules and regulations are being followed and find ways to “beef up” these regulations when firearms are discharged. Ms. Siudy then described the incident and what her life has been like since. She commended the Sunriver Police Department for their actions and advised she looks forward to a solution.

Dan Burn spoke and supported Ms. Siudy’s comments. He said he is surprised that Sunriver does not have stricter laws regarding discharging a firearm and would like the Board to conduct a review and see if there is something else that can be done.

Acknowledgements and Introductions: Chair Fister shared that Harry Hamilton passed away. Although Mr. Hamilton was not a member of the Service District, he was a great friend to The Board and was instrumental in assisting with the passing of the recent bond measure. Chair Fister passed along condolences to Harry’s family.

Chief Lopez introduced Sunriver Police Department’s newest member, Community Service Office Ashley Steinbrecher. Ms. Steinbrecher started her career with Sunriver Police Department as a Bike Patrol Officer, loves the community and had a strong desire to return after being employed at Deschutes County Sheriff’s Office as an Evidence Tech.

Chair Fister acknowledged two members of the Budget Committee whose terms have ended, Betty Butler and Mike Goeke, and thanked them for their service. Administrator Holliday added that Ms. Butler was a huge help to her when she took over as Board Administrator and will be missed.

Chair Fister also acknowledged two members of the SSD Board whose terms have ended, Treasurer Gerhard Beenen and Dir. Tony De Alicante, and thanked them for their accomplishments. Dir. Hepburn commented that Treasurer Beenen’s financial analysis during the Public Safety Building was invaluable and thanked Dir. De Alicante for his assistance with the Public Safety Building.

Chair Fister introduced LeeAnn Nelson, CPA, Chris Mahr & Associates. This agency will begin managing the finance oversight responsibilities for the District. Administrator Holliday stated she has been working with LeeAnn to transition from NowCFO and feels it is going to be a great partnership. LeeAnn has 16 years’ experience in public accounting and feels the transition is going well.

Consent Agenda

1. Motion to approve:

- a. July 18, 2024, Regular Board meeting minutes**
- b. SROA Monthly invoice in the amount of \$10,771.02**
- c. Lexipol, LLC invoice in the amount of \$9,027.77**
- d. Deschutes County Legal invoice in the amount of \$6,000.00**

Administrator Holliday clarified the District has hired outside legal counsel for various HR matters or contract negotiations. Recently, there has been a need for more ongoing legal support. She worked with Chief Lopez to contract with Deschutes County Legal for a nominal fee of \$1,000 per month to provide all legal support to the Sunriver Service District, including Police and Fire. They have made a six-month commitment, at which time both parties will reevaluate the partnership and cost. Treasurer Beenen asked if this would replace the work that Dee has been doing and Administrator Holliday advised it would and Dee is retiring soon. Vice Chair Shoemaker asked what the cost saving would be, and Administrator Holliday advised somewhere between \$15,000 and \$20,000 annually. Chair Fister pointed out there is potential the District might have to retain outside counsel for anything that could be deemed a conflict with Deschutes County.

Dir. Kelley moved to approve the consent agenda; seconded by Dir. Hepburn. Motion passed unanimously.

Chair Fister asked Chief Boos if Fire has moved completely away from Lexipol and Chief advised that the Fire policies have all been moved to Vector Solutions.

Old Business

2. Public Safety Building

a. Public Safety Building Construction Update

Kirby staff stated the roof trusses are framed in and the demolition in the existing apparatus bay is complete. There were no major surprises, and it went well. All the original truss support points were utilized, and the switch gear ships next Thursday. Once it arrives, Kirby will work with their partners to get it connected as soon as possible. Masonry is expected to begin Friday on the rock work. The east apparatus bay jack trusses, for the addition, will be installed this week and then pouring walls will begin. Framing of the walls on the second-floor interior firehouse is taking place. Once framing in the apparatus bay is complete, sheathing and then siding will take place. Once the sheathing is on, the roof on that entire side of the building will start.

Dir. Beenen asked if Midstate will be ready once the switch gear arrives and was told they are about a week out, but it is a variable. When the switchover happens, there will be zero power in the entire building for about 10 hours. Chief Boos advised there were a couple of plans in place. They will utilize portable radios and the police station for power. If that doesn't work, Chief Boos has already talked to La Pine Fire Chief Hulsey and they would move apparatus to Station 102 and vacate the building completely. There is a different plan for if the cutover goes over the 10-hour threshold.

b. Motion to Approve July 2024 Building Funding Requests in the total amount of \$568,042.53

- i. KMB Architects invoices in the amount of \$19,989.07**
- ii. Carson Testing invoice in the amount of \$866.25**
- iii. Evren NW invoice in the amount of \$4168.75**
- iv. Nelson Capital invoice in the amount of \$9,500.00**

- v. Sage Springs invoice in the amount of \$678.85
- vi. Kirby Nagelhout Construction invoice in the amount of \$481,839.61
- vii. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
- viii. Levrack invoice in the amount of \$50,000.00

Chair Fister asked if this would be the last invoice from KMB Architects. Dir. Ralston advised KMB Architects will be on board until the completion of the project.

Vice Chair Shoemaker moved to approve the invoices as presented; seconded by Dir. Ralston.

Discussion: Dir. Kelley wanted to know if the Sage Springs invoice was going to end at some point. It will end at the completion of the project. Chair Fister advised the parking at Sunriver Christian Fellowship should end sometime prior to the project ending. The parking has been a significant savings, because the District is not paying for travel time.

The motion passed unanimously.

c. Review of monthly memo to Deschutes County Commissioners

No questions or modifications.

d. Update on Public Safety Building Reserve Study

Administrator Holliday has been in communication with the agency, and they requested items sent to them. They are looking to schedule an onsite visit closer to completion. Administrator Holliday is looking at a November date and the final report should be available about three weeks afterwards. If there is a need for the report right away, they will be happy to try to accommodate. Vice Chair Shoemaker would like to incorporate this reserve study into the strategic plan and the time set forth would be perfect for budgeting.

3. Update on SSD Strategic Plan

Vice Chair Shoemaker advised Sunriver homeowner Debbie Baker has agreed to assist with reviewing the plan, along with a couple of other community members.

4. Executive leadership annual performance review update

Chair Fister advised that the Board should receive the documentation for the three executives the board oversees. He thanked everyone for their feedback and his plan is to deliver the annual performances next week. If anyone has additional feedback, he asked to send it right away. The process worked well, and he will work with the three recipients to schedule times next week to review.

5. Update on letter to elected officials regarding public land safety

At a previous meeting, the Board made a motion to approve the Chair's signature on a letter to federally elected officials regarding land safety and wildfire threats. It is ready to send with a modification regarding the mile marker 123 incident north of Bend. Board members provided feedback and small edits to make prior to sending.

New Business

6. Motion to approve June and July 2024 unaudited financials

Administrator Holliday advised the June financials are not quite ready, and a handful of bills have not yet come in. Moving forward, she stated LeeAnn will be utilizing the financial statements Quickbooks provides for ease of use. Administrator Holliday gave an overview of the Balance Sheet. Most of the liabilities are personnel related and the goal is to have most of the accounts zeroed out during the

quarter based on payroll taxes. Currently, the actuals only show one month due to it being the first month of the new fiscal year, but moving forward the statements will show the current month and year to date actuals.

715 Operating Fund

In revenue, the Bike Patrol payment was received from SROA as well as the final \$2,000,000 infusion from Deschutes County for the Public Safety Building. The Fire Department received a \$5,400 credit to offset medical expenses for staff's annual physicals as part of the insurance program.

In expenses, it is worth noting the Worker's Compensation insurance was paid for the entire year and the increase in Fire OT spending is due to Chief Boos and Deputy Chief Bjorvik working fires outside the area. The District will be reimbursed for those costs, including their travel, which is reflected in the travel expense budget.

Administrator Holliday advised she is working with LeAnn Nelson to finalize the FY 23-24 financials. When that is done, there are funds that are due from 716 and 717 to 715. 715 is the operating account where we pay the bills. Currently, there is roughly \$765,000 from 717 due to 715, which is outstanding expense.

Tony De Alicante asked why there was an unbudgeted amount in the R&M Office Police account. Administrator Holliday advised she would move the \$281.76 to the correct account. Chair Fister asked if we should hold off on approving the financials until the move is made. Administrator Holliday advised that the amount would stay within the fund. Chair Fister advised he would be willing to approve with that understanding that the amount would be moved.

Dir. Beenen pointed out that the Police ammunition account was at 100% and Chief Lopez advised that they have already purchased all the ammunition for the year. Chair Fister advised you could overspend on a line item if you do not overspend on your overall budget in Materials in Services. Dir. De Alicante inquired if we should move funds around at the time the overage happens and LeeAnn advised Boards usually wait until it gets closer to the end of the budget. Sometimes if it is a large amount, they will do a resolution mid-year. It would be cumbersome to adjust line items monthly.

Vice Chair Shoemaker feels the new spreadsheet is much easier to read and Dir. De Alicante agreed.

Dir. Hepburn moved to approve the July 2024 unaudited financials; seconded by Vice Chair Shoemaker.

Dir. De Alicante confirmed that it is with the understanding that was mentioned earlier.

Motion passed unanimously.

Chair Fister wanted to publicly thank Cam at Deschutes County Finance for her assistance and congratulate her on her new appointment.

7. Monthly Chief/Administrator's Reports

Police Chief Lopez:

- Overview of Statistics – Although the calls for service are going down, the types of calls seem to be more significant.
- Hiring processes for Corporal and Lateral Officers are currently taking place.

- The two License Plate Readers (ALPR) have been installed on Cottonwood and the two at the main circle are working their way through Deschutes County permitting. The initial training to the Police Department has been sent out regarding their operation but will not be accessible to the officers until the training is complete.
- The accreditation process continues, should be completed by the end of the year.
- Most of the Citizen Patrol volunteers have signed the policy acknowledgement. This organization officially now resides under the Police Department.
- The Oregon Law Enforcement Small Chief's conference is in November in Sunriver.
- Officer Mann is doing great in the training program. She is in Phase 2 and will hopefully be in Phase 3 soon.
- In Service Training – Search Warrants, Less Lethal Munitions, Biased Base Training (Chief attended). Reviewed 9th Circuit Ruling and what effect it will have on Defensive Tactics.
- Drone deployments are down due to drone operator training.
- Arrest offenses are up.
- Chief Lopez thanked Chief Boos for tending the grill at National Night Out and thanked his department for attending.
- Admin/PIO Warren made some connections with outside agencies and put together a recruitment video for police officers. The video was played for the Board.

Administrator Holliday:

- She continues to meet with her mentor from the Government Finance Officers Association (GFOA). The mentor worked in Finance for the city of Los Angeles airport.
- Continues to compile documents for our upcoming audit.
- Working with previous and new accounting agencies on the transition. Administrator Holliday will be taking on additional financial duties that Brenna did prior in Quickbooks.
- Continue working with ADP reconciling payroll.
- Administrator Holliday was accepted into Public Sector HR Association Certification Course. It ends October 20, 2024 and there is a final exam. There are people from across the US involved, many of which are from Police and Fire agencies.
- Assisted with various HR related worker's compensation/employee issues.
- Working on updating the employee handbook. Deschutes County Legal is assisting with state and federal updates.
- WHA insurance was onsite to talk about the District needs and inventories.
- Worked with Chief Lopez to do the Deschutes County Legal working through their services and contract.
- Attend various professional development opportunities for PERS, BOLI and Paid Leave.
- Met with Streamline about the new Sunriver Service District website to include Fire and Police. Applied to move SSD website from a .org to a .gov.
- Continuing to work on Public Safety Building account payables and budgeting.
- The SSD Executive Assistant position has been posted. There is one applicant to date. Executive Assistant Whitehurst has offered to work back until the position is filled.

Fire Chief Boos:

- Overview of Statistics – More calls in July this year than last year. Response times are up due to more calls in the High Lakes. Fire billed out \$66,000 plus in July, which is high.
- WHA visited and was given a tour of the building, which should help us to have a better understanding of our equipment for insurance purposes.
- Participated in a Wildfire Sustainable Funding Committee. It is part of the Wildfire Senate Bill, which looks at ways funding can be sustainable through the Department of Forestry and the

Oregon State Fire Marshall. The Committee has various representations, such as the Cattleman's Association, Timber Association, Utility Companies, Fire Districts, legislators, etc.

- Met with Phil Chang regarding homeowners' insurance cancellations that occurring in the area.
- Met with the Fire association. They recently donated \$400 to the Chaplaincy program and \$700 to Chad Hicks, a 911 dispatcher who is battling cancer.
- Wildfire Update – Assisted with the Mile Marker 132 fire in Bend, the Elk Lane fire in Jefferson County and the Jackpine fire in La Pine. We have the Oregon State Fire Marshall Grant and were able to upstaff during the Wickiup and Jackpine fire and provided those fires with an extra rig and crew which made a huge difference. A brief discussion about the staffing grant revealed funds needed to be used or they must be given back to OSFM.
- Upstaffing for extreme weather conditions.
- Been conducting limited training to keep crews available. There has been some in-house tabletop training, but most of it is being prepared for wildland fires.
- Attended a couple of Bingo nights. There were about 50 participants.
- Assisted Chief Lopez with National Night Out. It was great working with the SPD and Citizen Patrol, and it was well received by the citizens. SFD ran two calls while there.

8. Review and discuss draft SSD post incident procedures

Chair Fister advised there were some concerns regarding the draft that was produced for the Post Incident Procedures Plan by Dir. Hepburn. Instead of producing a plan at the meeting, the Board engaged in discussion. Chair Hepburn clarified the plan is not intended to tell the Police and Fire Chief's how to do their job or to influence operational decisions by Police or Fire. He added there is an emergency plan for Sunriver, but it is geared toward very large incidents, such as wildfires and train derailments. This plan is more directed at smaller incidents that would not be on the Emergency Manager's radar. There was continued discussion regarding the Board's role in these situations, potential for personal liability, laws and regulations, and the Board's support of the chiefs.

Chair Fister would like the Dir. Hepburn to work with the chiefs on this plan. Vice Chair Shoemaker feels this procedure needs to be carefully vetted, even before it is brought up for discussion by Board members.

9. Report on FY 23-24 SSD Audit

Administrator Holliday advised the auditors will be on site September 5, 2024. They have provided a list of documents needed, and she has been gathering the information.

10. Appoint Treasurer for 9/01/2024-10/17/2024

Chair Fister advised an interim Treasurer will need to be elected, as Dir. Beenen steps down from the Board effective August 31, 2024. The Board will vote on next year's Treasurer at the October 17, 2024 meeting.

Vice Chair Shoemaker moved to appoint Dir. Kelley to be the Interim Treasurer; seconded by Dir. Hepburn. Motion passed unanimously; Dir. Kelley abstained.

11. Motion to approve Resolution 2024-009, clarifying exempt employee emergency deployment

Chair Fister advised the Board passed a resolution in 2023 to approve overtime for the Fire Chief, Deputy Chief, Police Chief and Captain, as necessary, when deployed for an emergency. The resolution stated two administrative staff members couldn't be deployed at the same time, but it was realized the Board might not have a say in it per State statute. Administrator Holliday clarified that it is the exempt staff, not the administrative staff. The new resolution allows for exempt staff to be deployed at the same time.

Dir. Kelley moved to approve Resolution 2024-009; seconded by Vice Chair Shoemaker.

Discussion: Dir. Beenen wanted to clarify that the resolution is only for emergencies. Chief Boos advised it is only for when overtime is being reimbursed by an outside entity. He cited an example: if he were to get called out to assist the Fire Chief in Jefferson County, he would consider that part of his normal duties and would not put in for overtime.

Motion passed unanimously.

12. Review of July 2024 SROA Board meeting

Dir. De Alicante provided an update on the last SROA Board meeting including the annual meeting is in two days at the SHARC; the Board fielded community questions regarding the TDS installations and the recycling center, which will permanently closed October 31, 2024; financial update; SROA cites and the recent covenants committee meeting; and the draft SROA strategic plan.

Dir. Beenen added SROA intervened on the water rate increase and came to an agreement on a 16% rate increase instead of 22%. He also added there will be three new SROA Board members beginning in September.

The ex-officio member of the SSD Board will be discussed at the next SROA meeting. Chair Fister asked he be made aware of the choice, and SSD will pass the baton with no issue. Also, Chair Fister confirmed with Chief Lopez that they were made aware of the recycling closure.

Treasurer Beenen moved to adjourn; seconded by Dir. Tony De Alicante. Chair Fister thanked Directors De Alicante and Beenen for their dedicated service to the SSD Board. The motion passed unanimously.

Meeting adjourned at 3:15 p.m.

Submitted by Administrator Holliday