

# SUNRIVER SERVICE DISTRICT

## MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, July 17, 2025

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

**Call to Order:** Chair 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:** OR/PM Nelson, Fire Deputy Chief Bjorvik, Police Sergeant Davis, and Administrator Holliday

**Public Input:** None

### Consent Agenda

#### 1. Motion to approve:

- a. June 19, 2025, Regular Board meeting minutes
- b. Hughes Fire Equipment invoice in the amount of \$7,594.29
- c. SROA invoice in the amount of \$7,351.63
- d. Finalize Vote by Board via Email 7-1-25: To authorize the expenditure of funds not to exceed \$10,000 for repair, towing, and servicing of Fire Department Vehicle #292 (Ford F150)

Treasurer Kelley moved to approve the consent agenda; seconded by Dir. Ralston; The motion passed unanimously.

### Old Business

#### 2. Public Safety Building

##### a. Public Safety Building Construction Update

OR/PM Nelson gave an update on the Public Safety Building construction. He said it is progressing, though he is still in the process of closing out a few remaining bid items. He is actively working on obtaining the SROA permit and completing the remaining project components. Efforts are ongoing to resolve the exhaust system issue, with a quote received from the Kirby team. Several warranty items are in the final touch-up stage, and he has yet to receive a quote for floor finishing. OR/PM Nelson discussed various other costs and quotes for the remaining work and the permitting needed from Deschutes County, the State of Oregon, and SROA. He stated there is a possibility the project may extend into winter.

**New Approved Building Cost:** The Fire South Apron project is estimated at \$30,087.50. Additional costs include \$3,980.00 for removing spikes at the gate, \$5,797.50 for installing a laundry sink and eye wash station, and \$4,850.00 for exterior painting required by SROA. These items are planned for Fiscal Year 2026 and do **not** include the estimated \$55,000 for the apparatus bay exhaust system. The combined total for all listed items comes to \$98,915.00, with a proposed project cap **not to exceed \$100,000**.

Dir. Ralston moved to approve the new approved building cost; seconded by Treasurer Kelley; The motion passed unanimously.

##### b. Motion to approve June 2025 funding requests in the total amount of ~~\$553,003.98~~ **\$10,136.04**

- i. Nelson Capital invoice in the amount of \$5,740.00
- ii. Rose City Office Furnishings invoice in the amount of \$3,234.04
- iii. Cascade Graphics invoice in the amount of \$490.00
- iv. Cook Security invoice in the amount of \$672.00
- v. Kirby Nagelhout Construction Company invoice in the amount of ~~\$542,867.94~~

\*The Kirby invoice totaling \$542,867.94 was rejected by Doug due to discrepancies and unmet contract obligations. Specifically, the invoice included documentation related to the contract affidavit and liens, but key items were not properly addressed. As a result of these issues, a revision to the total amount was made, adjusting the total to \$10,136.04.

Dir. Ralston moved to approve the June 2025 funding requests; seconded by Vice Chair Shoemaker; The motion passed unanimously.

Administrator Holliday is currently working with the auditor to prepare and finalize the Fiscal Year 2025 financials, with the process set to begin in late August. Per OR/PM Nelson, Administrator Holliday has received all invoices associated with the project for FY25, and we will begin working on closing the books accordingly.

**3. Update and status of SSD Reserve Study**

Dir. Ralston stated there has been no change since the last meeting.

**4. Update and status of Fire Chief and Administrator annual performance reviews**

Chair Fister stated Police Chief Rasic is scheduled to receive an end-of-probation performance review. The Board, including Ex Officio Schneider, have received a draft of the reviews for Chief Boos and Administrator Holliday and have provided feedback. All additional comments or feedback should be submitted by next Friday, July 25, 2025. If necessary, an executive session will be scheduled to discuss the review in more detail.

**5. Discussion on Public Safety Building art**

Chair Fister recused himself from the decision-making process, as he is part of the Artist Gallery Sunriver (AGS), but will participate in the discussion. Included in the board packet was a draft memorandum from the AGS regarding the proposed art program for the Public Safety Building. Dir. Ralston expressed interest in participating in the jury selection process. The AGS would ensure coverage for loss or damage to any artwork, including artist fees. Additionally, the District will add coverage to the property insurance policy. Administrator Holliday will share with the Board the cost for the additional insurance coverage. More information regarding the design and layout of the art displays will be discussed in future meetings to ensure alignment with the District's goals and AGS standards.

Dir. Ralston moved to approve the memo between the AGS and SSD; seconded by Dir. Hepburn. Treasurer Kelley abstained, Chair Fister recused himself, all other board members voted yes. Motion passed.

**New Business**

**6. Monthly Chief/Administrator's Reports**

➤ Police Sargeant Davis

The June report highlights a busy and productive month for the Sunriver Police Department. A total of 748 calls for service were recorded, with 33 investigations—six of which occurred outside Sunriver. The Caldera Springs and Crosswater areas saw 23 calls for service, with SPD handling 17 and Deschutes County taking the remaining six.

The department continues to provide around-the-clock patrol coverage, including both vehicle and bike patrols. Sargeant Davis stated Chief Rasic would like to commend the bike patrol team for their excellent work, as they responded to 14 bike-related collisions and property reports.

Officers logged 335 community assists and 188 community policing/public assistance contacts. Parking enforcement efforts focused on improving conditions at Cardinal Landing, which has

resulted in fewer complaints this year. In terms of safety outreach, officers issued 221 helmet warnings and made 581 contacts to educate the public on regulations. Additionally, there were 171 other SROA-related violations reported.

Citizen Patrol contributed a remarkable 1,400 hours of service between June 1, 2024, and June 30, 2025, and are currently preparing for National Night Out.

Administrative update includes hiring Officer Rob Piontek, who is undergoing FTEP training, and the provisional hiring of Chris Conway, who will also complete FTEP training. The department has also revised and released its policy manual.

Operationally, officers successfully responded to a distressed individual suffering from an opioid overdose, administering Narcan and saving their life. The Sunriver Emergency Management Committee continues to engage with local stakeholders to address concerns about fire risks and other high-level emergencies.

Administrator Holliday was asked to follow up with both chiefs to determine whether building tours should be scheduled or continue to operate on a drop-in basis.

➤ Administrator Holliday

She has officially begun preparations for the Fiscal Year 2025 audit. As part of this process, Administrator Holliday has shared communication from the auditors with the board, as requested. Moss Adams has been acquired by Baker Tilly, though the team remains the same, only the company name has changed. The audit team is scheduled to be on-site in late August to begin their work. The year-end interfund transfer has been successfully completed. Final financial projections indicate the organization should close the year with a surplus of approximately \$175,000 to \$200,000.

For the Administrative update, Executive Assistant Fobi has proven to be a tremendous asset. In addition to many other duties, she has taken over social media management for both Police and Fire. She is maintaining a strong and stable online presence within the community. She is also leading the revamp of both the police and fire department websites.

Onboarding efforts are underway for the new bike patrol members and police officers. The Employee Assistance Program is also under review, with Administrator Holliday exploring more options in Central Oregon instead of relying solely on a national 1-800 service. The two new board members' appointment resolutions have been sent to the Deschutes County Board of Commissioners, with a vote scheduled for next week. The Police Department has successfully transitioned all emails to the .gov domain, with plans for the board and administrative team to follow. The Fire Department recently provided AED training to all administrative staff in preparation for potential medical emergencies.

➤ Fire Chief Bjorvik

Fire Chief Bjorvik provided an update on department operations, noting the overall call volume continues to follow a downward trend, with 10 fewer calls in June compared to the previous month. Vice Chair Shoemaker had some questions regarding the stats and asked Executive Assistant McGuire to verify and provide an update. Year-to-date, the department is still down approximately 30–40 calls compared to last year. The chief commented that things have been unusually quiet, though no specific cause has been identified.

To reduce costs, the department is focusing on minimizing overtime and has not entered into mandatory training during this slower period. On the administrative side, Firefighter Wright

celebrated his badge pinning ceremony. Chief Boos has also been actively involved in broader emergency management efforts, including assisting with Deschutes County Emergency Manager interviews, attending the Tri-County Fire Defense Board meeting, and participating in the Local Emergency Planning Committee, 911 coordination, and Project Wildfire initiatives.

Operationally, Chief Bjorvik was deployed to the Sunrise Willow Fires, while Chief Boos is currently assigned to the Cram Fire. Given the current red flag warning, the department is utilizing temporary fire personnel funded through a grant to maintain readiness.

Community engagement has picked up as well, with a notable increase in building tours compared to last year. The department continues to host its monthly “Coffee with the Chief” event on the second Wednesday of each month to foster open communication with residents.

#### **7. Review and Discussion: Inclusion of Domestic Partners in Health Insurance Coverage**

It has come to Administrator Holliday’s attention recently that the District’s health benefits do not currently extend to domestic partnerships, whether same-sex or opposite-sex. She asked the Board to decide if this benefit should be extended to domestic partners of full time District employees. In addition, Administrator Holliday presented to the Board for a vote the Dependent Verification Policy, which requires employees to provide documentation to support dependent status on the health insurance program.

As of January 2024, domestic partnerships are recognized by the State of Oregon, although they are not recognized at the federal level. Administrator Holliday consulted with Deschutes County Legal and Human Resources to gather information on the county’s process. It was confirmed that if the District offers health benefits to a domestic partner like those offered to a spouse, the difference in the benefit amount is treated differently for federal tax purposes. Specifically, the additional amount is not subject to Oregon State income tax but is considered a taxable benefit under federal law. To ensure fairness and consistency, Administrator Holliday recommends a full audit of benefit records, not focused on any individual—to verify dependent status, as outlined in the Depended Verification Policy. This would involve collecting documentation such as marriage certificates, birth certificates, or official domestic partnership registrations. The audit would also support accurate forecasting for future budgeting needs. Deschutes County’s policy, which Administrator Holliday is proposing to mimic, states to formally recognize a domestic partnership, couples must register and certify their partnership through the county, addressing concerns about the sufficiency of affidavits alone.

Dir. Ralston moved to approve Resolution 2025-011; seconded by Dir. Hepburn. The motion passed unanimously.

#### **8. Consideration and Approval of CSO Wage Scale: Resolution 2025-010**

Administrator Holliday noted during an audit of personnel files and wage scales, there was not a wage scale for the Community Service Officer (CSO) position. All District full time positions have a wage scale, most of which follow a standardized 5-step wage scale. Step increases are applied on the anniversary date, ensuring consistent progression in pay and benefits. This system maintains equity, supports timely recognition of service, and upholds departmental standards across all roles. Administrator Holliday is presenting to the board a 5-step wage scale for the CSO position, with the standard 5% increase per step.

Treasurer Kelley moved to approve Resolution 2025-010; seconded by Dir. Ralston. The motion passed unanimously.

#### **9. Introduction of Newly Appointed SSD Board Members**

Dir. Ralston gave an update on the progress of the four upcoming vacant SSD Board positions. The four finalists have successfully gone through the process, and their names have been sent to the Deschutes County Board of Commissioners for appointment approval. Returning to the Board are Jim Fister, serving a 2-year term, and John Shoemaker, continuing with a 1-year term. Joining as new members for 3-year terms are Jill Stevens and Kent Zook. Both bring tremendous experience and qualifications. They will be invited to attend the August board meeting to introduce themselves, and Administrator Holliday will meet each individually to address any questions and provide an overview of the District. Dir. Ralston added there was a pool of excellent candidates, and making the selection was especially challenging.

Dir. Ralston added there will be a need to find a replacement for a member of the SSD Nominating Committee, as well as finding additional members to ensure an odd number for voting. The Nominating Committee is set to meet in August to discuss lessons learned for this first round of appointments and establish processes and procedures for future selections to ensure consistency and transparency moving forward.

#### **10. Review June 2025 unaudited financials**

Administrator Holliday reviewed the June unaudited financials. She stated these will be the final, year end financials, therefore, the board will not vote to approve them at this time, as they will stay open until mid-August for outstanding year end transactions.

715 Operations Fund:

On the revenue side, Ambulance receivables remain below projection.

Police overtime costs were over budget, but overall salaries remain under budget, resulting in minimal overages. Police materials and services expenditures are under budget for the month and the year.

Fire Department overtime costs went over budget and a detailed breakdown is being prepared. Total wages were slightly higher than budget, with the department at 104% of actual versus budget overall. Materials and services expenditures were also over budget due to travel, equipment repairs, and building maintenance.

Bike Patrol is under budget on wages but over on materials and services expenditures. However, overall, Bike Patrol was under budget for the year.

In Administration, Administrator Holliday provided a detailed report to the providing showing the reasoning for the over budget items. They included an overlap in staffing with the Executive Assistant role staying on longer than anticipated due to other administrative staff vacancies, Board requested additional Reserve Study expenses, unanticipated increased insurance premiums, and contractual coverage for the Police Chief position not originally budgeted. In addition, minor operational items, such as garbage and supplies, also exceeded expectations due to unforeseen needs being in the new building. These areas will be refined for future budgeting. Despite these items, the overall Administration budget remained under budget for the year.

716 Capital and 717 Public Safety Funds:

The 716 fund is expected to come in under budget, and the 717 account is also trending under, particularly with the most recent budget adjustments.

Vice Chair Shoemaker requested the Board discuss adjusting approval limits at the next meeting. Specifically, the proposal is to increase the chiefs' and Administrator in-house purchasing and expenditure authority from the current \$5,000 limit to \$10,000. This change aims to streamline operations and reduce delays for routine purchases. The topic will be added to the next board meeting agenda for discussion and consideration.

**11. Review of June 2025 SROA Board meetings**

Ex-Officio Schneider provided an update on the recent SROA Board meeting, which included discussion on capital improvement projects, the 2024 audit report, a special election regarding a proposed transfer fee for new property owners, tree protection wire options, TDS update, the completion of the new SROA building, the transition to an online election format, sprinter vans parking and size in driveway, and restrooms at the dog park.

Dir. Ralston moved to adjourn; seconded by Dir. Hepburn. The motion passed unanimously. Meeting adjourned at 2:53 p.m.

Submitted by Executive Assistant Fobi

DRAFT