

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, January 16, 2025

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

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

Pledge of Allegiance

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

SROA: Ex Officio Randy Schneider

SSD Staff: Fire Chief Boos, Police Chief Lopez, Captain Tory Kornblum, Acting Captain Jason Van Meter and Administrator Holliday

Public Input: No Public Input. Two letters were read for the record by Chair Fister. The first letter was an endorsement for Jason Van Meter for Chief of Police written by Sgt. John Beck and signed by employees of the Sunriver Police Department. The second letter is in support of Jason Van Meter for Chief of Police written by the Sunriver Police Officer's Association.

Chair Fister presented Chief Lopez and Captain Kornblum with a shadow box with their badges while at Sunriver Police Department. Members of the board thanked them for their service. Chief Lopez and Captain Kornblum spoke and thanked the board and the community for their support.

Consent Agenda

1. Motion to approve:

- a. December 19, 2024, Regular Board Meeting Minutes
- b. Deschutes County Legal Contract Invoice in the Amount of \$6,000.00
- c. SROA Monthly Invoice in the amount of \$5101.04

Dir. Ralston moved to approve the consent agenda as presented; seconded by Vice Chair Shoemaker. The motion passed unanimously.

Old Business

2. Public Safety Building

a. Public Safety Building Construction Update

Congratulatory statements were given to the construction team for meeting the deadline of occupying the new Public Safety Building in time for the January SSD Board meeting.

The Kirby Team stated the following:

- The Kirby Team has moved their office to a corner of the Wildland Apparatus Bay as they are wrapping up their work. By the end of next week, they will have all of their belongings out with the exception of the corner where their office is. They will be offsite within two weeks.
- There will be an air barrier test on Tuesday.
- Still waiting on the arrival of the chair lift. Once it arrives, it is a four day install with inspection.

OR/PM Nelson added they are working on close out documents and materials, owners representatives and warranties, maintenance, and trainings.

b. Motion to Approve December 2024 Funding Requests in the total amount of \$659,946.94

- i. KMB Architects invoice in the amount of \$12,952.00
- ii. Systems West Engineers invoice in the amount of \$1140.00
- iii. Carson Testing invoice in the amount of \$275.00
- iv. Live Junkless invoice in the amount of \$2499.50
- v. Nelson Capital invoice in the amount of \$9500.00
- vi. Sage Springs invoice in the amount of \$328.47
- vii. Kirby Nagelhout Construction invoice in the amount of \$551,515.19
- viii. Day Wireless invoice in the amount of \$21,200.00
- ix. Cedar Grove Workshop invoices in the amount of \$5,500.00
- x. Best Vu Blinds invoice in the amount of \$6,550.33
- xi. Johnson Brothers invoice in the amount of \$1758.97
- xii. CXtec invoice in the amount of \$371.04
- xiii. Cook Solutions Group invoice in the amount of \$28,082.41
- xiv. Watchdog Security invoice in the amount of \$400.00
- xv. LaPorte Insurance invoice in the amount of \$7,874.03

Vice Chair Shoemaker moved to approve the funding request in the amount of \$659,946.94; seconded by Dir. Ralston. The motion passed unanimously.

Chair Fister advised there is a potential change order (1 of 4) that was discussed at the last meeting for \$103,642.78, but it was never voted on. Chair Fister asked for a Motion to Approve Potential Change Order (PCO) 104, which was corrected to 09 by OR/PM Nelson.

Dir. Ralston moved to approve PCO 09 for miscellaneous owner additions and RFI costs in the amount of \$103,642.78; seconded by Vice Chair Shoemaker. The motion passed unanimously.

OR/PM Nelson advised there were some last-minute costs from police not considered earlier, including computers and audio-visual aids in the report writing area and offices. The total is \$6,807.67 for the computers and monitors, and the audio-visual portion is \$11,041.50. Chair Fister asked if they were items in the approved budget but had not been bought. OR/PM Nelson advised they were the last remaining items in the furniture piece. Chair Fister shared it is approved spending, but he would entertain a motion to approve for FFE, not to exceed \$19,000.

Dir. Ralston moved to approve FFE spending not to exceed \$19,000 for computers, monitors and audio-visual equipment; seconded by Vice Chair Shoemaker. The motion passed unanimously.

c. Review Reserve Study with Included Public Safety Building Costs

Dir. Ralston advised CERTA Building Solutions, Inc. would like to meet to discuss changes to the reserve study, specifically separating the new building from the rest of the items in the study. Vice Chair Shoemaker would like to be involved with the discussion, which will be scheduled for early February.

d. Open House/Task Force Open House

Chair Fister advised the Open House/Ribbon cutting ceremony will be Feb. 20, 2025.

Administrator Holliday advised an announcement has been placed in The Scene. The ribbon

cutting will be at 11 a.m. and tours going from 11 a.m. to 1 p.m. and 3 to 5 p.m. It will also be posted on the SSD website, and a media release will be sent.

In order to thank the Public Safety Building Task Force and the Board for their hard work and dedication, there will be a special sneak peek open house on Feb. 18, 2025 at 2 p.m. for these individuals.

e. Review of Monthly Memo to Deschutes County Commissioners

Chair Fister asked for input regarding the future of this monthly memo for the Deschutes County Commissioners since the project is wrapping up. He suggested it is stated in the current monthly memo that this is the final report, and it will be reviewed in person at the joint meeting next month. The Board will provide the commissioners with a closing document.

3. Update on SSD Strategic Plan

Vice Chair Shoemaker advised there is a public forum at Seator Hall on Jan. 22, 2025 from 2 to 4 p.m. He is looking for a couple of volunteers who would like to attend with him. Chair Fister will attend. Vice Chair Shoemaker encouraged both chiefs to attend. There will be five areas discussed: Financial Diligence, Staffing Demographics, Facility and Equipment, Stakeholder Relationships, Emergency Preparedness. He hopes to get some great public input.

4. Update to SSD Nominating Committee

Chair Fister advised the SSD is responsible for identifying future board members. The intent is to form a nominating committee and Dir. Ralston and Ron Schmid have been working diligently to do so. There is a copy of the draft charter and application in the board packet. Chair Fister advised the application will be available online and pointed out the nominating committee is going to act as an independent body. The committee will inform the managing board of its decisions, but the recommendation will go directly to the governing board. Dir. Ralston added utilizing this process will allow the managing board to provide input if they have an issue with the nominee. Administrator Holliday asked if both chiefs should be a non-voting member, just like the Administrator. Through discussion, it was determined the chiefs should be afforded the opportunity to provide input but should not be committee members. Due to the HR responsibilities, the Administrator is practical to be a non-voting member. The nominating committee can have no less than three members and no more than seven members, so there is flexibility. Three members must be Sunriver district property owners. The other members can be district property or business owners, or registered voters in the district. Dir. Hepburn asked what the guidelines would be if there was one opening and two people nominated. Dir. Ralston advised if there was one position, there would be only one recommendation. The committee would conduct interviews, notify the SSD board of their selection and make a recommendation to the governing body.

New Business

5. Monthly Chief/Administrator's Reports

Administrator Holliday:

- Moved into the new building, which has been time consuming.
- Continuing with the mentorship program through the Government Finance Officer's Association and was accepted to the program to be licensed as a OGFOA Finance Officer.
- Finished W2's, which were sent out.
- Met with Deschutes County Legal on some payroll items.
- Worked with the PERS Administrator to ensure reporting is being done correctly.
- Posted the Captain and Police Chief positions, responding to applicant questions, posting applicant material to the One Drive board link. Collaborating with the board on the police leadership transition.

- Worked on the SDAO best practices compliance to get the insurance discounts.
- Worked with the Deschutes County Commissioners on the logistics for the open house and joint meeting on February 20.
- Received training on the Cook Security System, which controls access throughout the building.
- Worked with WHA to get the schedule finalized for building insurance to start Feb. 1, 2025.
- Prepared various information for the CBA Negotiations.
- All agencies have been migrated to the .gov website. Only Fire has migrated to the .gov emails. Police and District will be migrating next month.
- Posted the open house announcement in the Scene.

Fire Chief Boos:

- Reviewed monthly statistics.
- Chief Boos thanked Chief Lopez and Captain Kornblum for their service at Sunriver Police.
- Deputy Chief Bjorvik has been keeping up on what still needs to be done in the new building. Waiting on our FSA (Fire Station Alerting) system to get dialed in and then Bend Fire will come down to check it out.
- Union negotiations begin next week.
- Attended ODF Governor's Funding Committee to make recommendations for stable funding for wildfires in the State of Oregon. There were discussions about using transient room tax (TRT). A bill will be introduced next session that will give priority to public safety to capture some of those dollars. The committee meets again in March. Chair Fister pointed out that in the past, Special Districts have not been included, and we need to make sure the County includes Sunriver public safety agencies.
- Engineer training has been completed.
- The move is completed, and the fitness room is up and running.
- As the Fire Defense Board Chief for Deschutes County, Chief Boos was able to send a Task Force Team from Central Oregon to the fires in California. Chief Ellison from Black Butte Fire Department is Task Force Leader. The crews are doing well and are making some good progress. The devastation is enormous. No water, limited power. Two or three additional Water Task Force units were sent to assist with the water situation. There seems to be chaos with accepting items and giving items and it will be interesting what is learned from these fires.

Police Chief Lopez

- Reviewed the monthly and yearly statistics and cases, personnel changes, annual reports on complaints, pursuits and use of force. There was one complaint that went directly to the Board and is not noted in complaints handled by the Police Department. Chair Fister advised there has been a meeting requested between the PD and the complainant, and it is ongoing. Chair Fister asked if there is anything that the board should know moving forward regarding oversight on the annual reports. Chief Lopez feels we are trending in the right direction. Expectations in modern policing are changing. Training has been heightened.
- Discussed software implementations, new training manuals, new forms, established monthly in-service training, new processes that occurred in 2024.
- Discussed community outreach programs in 2024 that were implemented and attended.
- Chief Lopez wanted to note that in his opinion, Sunriver PD's drone program is the best in Central Oregon.
- All documentation for accreditation has been submitted. Their onsite visit will be conducted shortly. Thank you to Katie Warren, Executive Assistant.

Chair Fister asked if Chief Lopez had any recommendations on how to keep the drone program going. Chief Lopez suggested filling the second drone operator position. He would consider a drone position on CERT and continued growth on the software side of the drone program.

6. Police Chief Transition Discussion

Chair Fister thanked Jason Van Meter for stepping up as AIC Captain and pointed out he has significant support in the department and the board appreciates everything he has done. It was decided former Police Chief Darling has agreed to the position of Interim Police Chief for a couple of months, and the District is awaiting an Inter-Governmental Agreement (IGA) with his current employer. Jason Van Meter will remain as Acting Captain.

Dir. Kelley moved to authorize Chair Fister's signature on an appropriately approved IGA to appoint Cory Darling as Interim Police Chief; seconded by Dir. Ralston. The motion passed unanimously.

Dir. Shoemaker added this Police Chief hiring process will be well vetted like the last process. Chair Fister advised a swift process would be necessary.

7. Discussion Agenda Items for Joint Meeting with Deschutes County BOC in February

Administrator Holliday asked for feedback on the preliminary agenda for the joint meeting. Chair Fister would like to work with OR/PM Nelson to make sure the PSB update is accurate, and there is a good understanding of the cost discussions and what will be needed to budget for in the future. He also wants to add discussion regarding the Sunriver Siren System. During the course of the construction of the new building, the line between SROA and the Fire Department was cut, which disabled the Siren System. Chair Fister and Captain Van Meter will be meeting with SROA to assess future needs.

8. Consideration of a Contract for Art in the Public Safety Building Public Areas

Chair Fister advised there was money in the budget for art in the lobby area of the new PSB, but plans changed and it was no longer needed. Chair Fister recused himself from acting as the Chair for further discussion. Vice Chair Shoemaker pointed to a preliminary MOU in the SSD Board packet, of which Chair Fister is a co-owner of the art gallery referenced. The MOU is between the District and the Artist Gallery to place art in the lobby periodically. It wouldn't cost the District anything and it would be rotated occasionally and removed if the District found it to be inappropriate. The art would be placed in public spaces in the building. Jim Fister advised it is not the gallery's intent to profit significantly from the art and if the District has other ideas, that would be fine. Chief Boos advised when they built their new building at Bend Fire, they would allow local artists to display their art. Chief Boos said it enforced a sense of community. Vice Chair Shoemaker had concerns about a potential monetary gain for a board member and how that would look. The MOU states that the Art Gallery would be a curator of art, and the art wouldn't necessarily belong to them. Jim Fister advised it is very similar to what the library does. Vice Chair Shoemaker suggested the MOU get vetted through legal and address the issues discussed and then bring it back to the board.

9. Registration Open for SDAO Conference in Bend this February

Chair Fister advised the SDAO conference is in Bend, and he would encourage all the board members to register.

10. Motion to Approve Resolution 2025-001, Public Meeting Policy Update

Administrator Holliday requested to table this until the February meeting.

11. Budget Committee Update

Treasurer Kelley would like to step down from the budget committee because he is now the Treasurer for the district. Budget Committee members must be electors in the district. Kent Van Zook, who was appointed to the committee in a previous meeting, is moving to Sunriver and will be changing his voting status to become an elector in the district. SSD is still looking for one budget committee member. The positions have been advertised and there is interest. The position will be held open for one more month and then a decision will be made.

12. Motion to Approve December 2024 Unaudited Financials

Administrator Holliday noted the following:

- Need to move the conflagration funds from the misc. police income account to the proper line items.
- Interest income has exceeded the yearly budget projection, but we received a notification from the US Treasury that interest rates are changing.
- It is recommended to do the annual transfer of money from 715 into the Reserve Fund at the end of the year. The board still needs to decide if the capital transfer is coming from the operating budget or the 717 budget. Chair Fister advised there are still questions as to whether to have a single reserve or a capital reserve and a building maintenance reserve. Administrator Holliday advised there are already two reserves, and the District could keep 717 the way it is and the funds in it would be used for building costs moving forward.
- The Police Department Personnel and Materials and Services are slightly under budget for the year. The Fire Department Personnel is slightly over budget, but once all the conflagration fire money is received and applied their budget should look much better. Fire Materials and Services are significantly under budget because they have been waiting for completion of the building to purchase additional supplies.
- Administrative Personnel is slightly over budget due to Executive Assisting working 29 hours a week instead of 20 to 25 hours a week. Materials and Services are under budget due to savings on contract changes. Interim Chief Darling's wages will also be paid out of the administrative budget.
- The only capital expense in December was the new police vehicle. The SCBA's for Fire will be purchased after the budget adjustment is approved by Deschutes County this month.
- The PSB is on track. OR/PM Nelson and Administrator Holliday will meet next month to do a full audit to see if there will need to be a budget adjustment for 717.

Vice Chair Shoemaker moved to approve December 2024 unaudited financials; seconded by Dir. Ralston. The motion passed unanimously.

13. Review of December 2024 SROA Board Meeting

Ex-officio Schneider advised SROA created a Public Task Force for pathway safety and would like a member from both the Police and Fire Department. It will have about 20 to 30 members and be a short-term task force.

Dir. Hepburn moved to adjourn; seconded by Dir. Ralston. The motion passed unanimously.

Meeting adjourned at 2:58 p.m.

Submitted by Administrator Holliday