

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, September 18, 2025

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

Call to Order: Chair Fister called the meeting to order at 1:14 PM

Pledge of Allegiance

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

SROA: Ex Officio Randy Schneider

SSD Staff: OR/PM Nelson, Fire Chief Boos, Police Chief Rasic, and Administrator Holliday

Public Input: None

Jill Stephens and Kent Zook were sworn in as new Board members.

Consent Agenda

1. Motion to approve:

- a. August 21, 2025 Regular Board meeting minutes
- b. SROA Invoice in the amount of \$5,397.40

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

Vice Chair Shoemaker joined the meeting via Teams at 1:19 p.m.

Old Business

2. Public Safety Building

a. Public Safety Building Construction Update

OR/PM Nelson reported he met with the KNCC team on September 11, 2025. During the meeting, KNCC confirmed they have assigned a representative to be on site to complete the remaining work. Additionally, electrical trades will be present to carry out their respective tasks. Nelson also noted the geotechnical report for the South Apron Project returned favorable results, supporting the installation of the planned drywell in the area. A revised fee proposal has been received from the landscaping contractor for review. Lastly, individuals have been identified to address the lock replacement issue at the Police Department.

b. Motion to approve August 2025 funding requests in the total amount of \$9,485.00

- i. Systems West Engineers invoice in the amount of \$1,330.00
- ii. 3BK Signs invoice in the amount of \$2,440.00
- iii. Bridgetown Builders invoice in the amount of \$675.00
- iv. Nelson Capital invoice in the amount of \$5,040.00

Treasurer Kelley moved to approve the August 2025 funding requests in the total amount of \$9,485.00; seconded by Dir. Zook.

Administrator Holliday noted only \$14,000 was originally budgeted for project administration. Following the approval of the current invoice from Nelson Capital, approximately \$2,000 would remain in that budget line. She requested the Board discuss the duration of Nelson's contract and consider whether a transfer of funds might be necessary. Nelson explained he had allocated all project-related costs for September—excluding those from Systems West—under the construction building code. However, Administrator Holliday clarified that, historically, all Nelson Capital invoices for the project have been charged to the project administration budget.

While Nelson stated this month's invoice was coded under construction, Administrator Holliday emphasized maintaining consistency with past accounting practices is important. She advised rather than charging the invoice to the account with more available funds, it would be best to apply the cost to the appropriate account and transfer funds if needed. In agreement, Chair Fister recommended the invoice code be revised so the Nelson Capital charge is properly allocated to project administration.

Chair Fister called for the vote. The motion passed unanimously.

Chair Fister asked Nelson to provide a timeline for the completion of project administration. Nelson responded he anticipates all project activities will be concluded by the November board meeting. Chair Fister then requested Nelson provide Administrator Holliday with an estimate of the funds required to complete the project through the end of the year. Administrator Holliday clarified the District's budget structure differs from Nelson's internal project budget, but it is the District's budget that must be adhered to for accountability purposes. She asked Nelson to assess whether additional funds will be needed in each budget account to complete the project and to provide that information.

c. Motion to approve:

i. Bridgetown Builders for added sandbags on South Apron, Fire Extinguisher Cabinets and install shower doors.

Nelson reported additional 20 feet of sandbagging is required as part of the ongoing work. He also noted the shower doors have been quoted, with an estimated lead time of approximately three weeks. In addition, fire extinguisher cabinets for the Fire Department are included in the remaining items to be completed.

Dir. Stephens moved to approve an additional committed cost of no more than \$19,000 to the project; seconded by Dir. Zook. Motion passed unanimously.

ii. Revised HHPR proposal for engineering South Apron.

Dir. Zook moved to approve additional engineering costs not to exceed \$5,000 for HHPR; seconded by Treasurer Kelley. Motion passed unanimously.

3. Update and status of SSD Reserve Study

Chair Fister noted Nelson is still awaiting information in order to move forward with the Reserve Study. He also mentioned both new board members had received an email from former Board Director John Ralston, providing background and an update on the study's status. Administrator Holliday asked Nelson to confirm whether any bids had been received for the items listed in the document she had previously sent him. Nelson responded he is still waiting on various figures and rough order of magnitude (ROM) costs, and no formal quotes have been received yet. Chair Fister requested Nelson provide an estimate to give the reservists—even if the numbers are high—as it would still be helpful. Administrator Holliday stated she would resend the log to assist in gathering the necessary figures. Chair Fister added it would be beneficial to get the Reserve Study completed as soon as possible.

4. Motion to approve Resolution 2025-013 to accept the updated SSD Policies

At the August meeting, the Board reviewed a list of revised policies and updates. No changes were requested, and the final version of the document was included in the current board packet.

Dir. Stephens moved to approve Resolution 2025-013 to accept the updated SSD Policies; seconded by Treasurer Kelley. The motion passed unanimously.

5. SSD Nominating Committee Update

Administrator Holliday reported she submitted information to The Scene seeking volunteers to serve on the Nominating Committee. In addition, it has been promoted through social media. However, no applications have been received to date. She encouraged everyone to help spread the word, with the goal of recruiting one to three members. Administrator Holliday is also working with Committee Chair John Ralston to develop a Nominating Committee manual and noted an online application form is available on the SSD website.

Director Stephens inquired about the nature of the commitment. Administrator Holliday explained it involves approximately 25 hours per year and is not a significant time investment. Committee members are expected to convene when there is a vacancy, review applications, and participate in the interview and selection process. This typically occurs annually in the spring, with appointments made in July. She added that serving on the Nominating Committee is a great entry point for community members interested in becoming more involved with the District.

New Business

6. Monthly Chief/Administrator's Reports

➤ Administrator Holliday

Administrator Holliday referenced her written report included in the Board packet and provided an overview of recent activities. She has been working closely with external auditors to prepare the necessary documentation for the FY25 audit and to finalize the on-site fieldwork. She noted the process is going well and expressed hope the final audit will be completed by next month. In addition, year-end financials were finalized to ensure an accurate and timely close of the fiscal year.

Administrator Holliday reported she has been working with ADP to resolve a few tax issues. She also met with ADP to explore additional service offerings—such as timekeeping—that may benefit the organization. She is evaluating how the District might better utilize the full range of ADP's services.

She explained the SAIF payroll audit process, which is expected to result in a refund of approximately \$6,000. Administrator Holliday continues to manage employee onboarding and offboarding processes and has participated in ongoing labor contract negotiations with the Fire Department. She has also onboarded the new board members, providing them with an overview of the District's history, financials, roles, and responsibilities.

Administrator Holliday shared her recent professional development activities, including attendance at OSHA training, PERS updates, an Employment Law session, HR training in Redmond, and a fire services funding session hosted by the NSDA.

She reiterated the update on the Nominating Committee status previously discussed during the meeting. For the October issue of The Scene, Administrator Holliday submitted several stories, including a feature on past board members John Ralston and Bill Hepburn, information about Nominating Committee openings, details about the upcoming SSD Board meeting, and news about Police Corporal Jason Van Meter's upcoming attendance at the FBI Academy. Lastly, she is coordinating with a photographer to take updated professional photos of the Board and senior staff for use on the website and in the Public Safety Building lobby.

Dir. Stephens asked about the ADP taxes and if employees were affected. Administrator Holliday stated no, it is only employer paid taxes.

➤ **Fire Chief Boos**

Chief Boos reviewed the dashboard of operational statistics included in the board packet. He reported total monthly calls for August 2025 were 78, compared to 55 in August 2024. The breakdown of fire responses included structure fires, wildland fires, open illegal burns, vehicle fires, and miscellaneous incidents. Turnout times remain consistent with 2024, while overall response times have improved. He also noted improvements in scene back-to-service times. In terms of EMS activity, the Chief explained the data includes both transport and non-transport calls, as well as walk-ins, but only reflects calls the department actually responded to. Training hours for the department are higher this year compared to the same time last year. Vehicle accident calls have remained roughly the same, while public assist calls—which include incidents such as gas odor investigations and changing smoke alarm batteries—continue to be a regular service. The Chief also reviewed mutual aid activity, noting Sunriver continues to support nearby agencies such as La Pine and Bend as needed. He explained ambulance billing figures for new board members, reporting that over \$61,000 was billed for the month of August 2025.

Labor negotiations were discussed in Executive Session. The Chief also shared updates from his participation on the Deschutes County Fire Defense Board, where meetings are ongoing. At the state level, he reported the Oregon Fire Chiefs Board is relatively quiet at this time due to the absence of a legislative session. However, the State Fire Marshal's Office is currently reviewing its budget following travel restrictions imposed by the Governor on out-of-state travel. The Chief participated in a recent Central Oregon Fire Chiefs roundtable and attended a Project Wildfire meeting focused on defensible space initiatives. With the District's strategic plan now completed, WHA will assist in the development of a strategic plan specifically for the fire department.

Operationally, the department has expended the funding received from the Oregon State Fire Marshal's Office for fire season upstaffing. The Chief also reported on Sunriver's involvement in various conflagration fires around the state. Lastly, he mentioned the department regularly has Physician Advisor training to review cases.

Chair Fister stated while doing the fire department strategic plan to have metrics for annual indicators, such as five key metrics to have and accomplish this fiscal year.

➤ **Police Chief Rasic**

Chief Rasic reviewed the department's dashboard and call statistics, reporting a total of 898 calls for service—an increase over the previous year. He noted calls are up across all categories, with the most significant increases seen in non-emergency and self-initiated calls. This uptick is largely attributed to increased staffing levels and the presence of the Bike Patrol throughout the summer.

Community engagement numbers for SRPD are also higher, particularly in areas such as HOA-related issues and community policing. This increase reflects officers' proactive efforts to connect with the community during the summer months. In August, the department conducted 58 investigations, 11 of which were outside the Sunriver area. Call volume in Caldera Springs and Crosswater also saw a slight increase, with 31 total calls—26 handled by SRPD, 4 by Deschutes County Sheriff's Office (DCSO), and 1 managed jointly.

Chief Rasic praised the Bike Patrol team for their performance this year, noting they set a high standard for future seasons. The six Bike Patrol officers made over 2,000 community contacts in August alone. All Bike Patrol officers remained on duty through August, with a few continuing into September. He also acknowledged the continued value of the Citizen Patrol, which recorded 229 public assist contacts and contributed 166 hours of community service. He

emphasized their involvement is critical to the department's ability to deliver a wide range of services.

Officer Piontek has successfully completed field training. The department is currently reviewing resources and standard operating procedures (SOPs) with the sergeants to streamline processes and maximize effective use of funding. Sgt. Davis recently completed a comprehensive revision of the Field Training Manual, creating a detailed, step-by-step guide used for new hires through their training until they are fully independent officers.

Chief Rasic informed the Board of the need to begin preparations for advertising and hiring to fill the vacant Captain's position, which is scheduled to begin January 1, 2026.

National Night Out was an enormous success, with approximately 250 attendees. The event provided a great opportunity for community engagement. Efforts are underway to increase the department's presence on social media to further enhance outreach. He also noted he has met several times with the Police and Fire Foundation to discuss collaborative efforts. One of which is a training session in October focused on internet scams and fraud prevention.

7. Motion to approve Chair signature on the Fire 2025-2029 Collective Bargaining Agreement

In Executive Session, held with legal counsel, the Board discussed the tentative labor union contract for the Fire Department covering the period of 2025–2029.

Treasurer Kelley moved to approve the Chair's signature on the Fire 2025-2029 Collective Bargaining Agreement; seconded by Dir. Zook. The motion passed unanimously.

8. Discussion and nominations for SSD Board Chair, Vice Chair, Treasurer, and Finance Committee Member

Chair Fister announced it is time to begin the Board officer nomination process, with the vote scheduled to take place next month in accordance with District policy. Treasurer Kelley nominated Jim Fister for Chair, John Shoemaker for Vice Chair, and Kent Zook for Treasurer. Chair Fister nominated Denney Kelley to serve on the Finance Committee. No additional nominations were submitted.

9. Motion to approve Resolution 2025-014 establishing signature authority

Administrator Holliday presented a resolution authorizing signers for the First Interstate Bank Operations and Payroll accounts. The resolution requires signatures from each Board member as well as the Administrator.

Dir. Zook moved to approve Resolution 2025-014 establishing signature authority; seconded by Treasurer Kelley. The motion passed unanimously.

10. Discussion on Sunriver Service District Police expansion

Chair Fister informed the Board that the Deschutes County Commissioners—the governing body for the SSD—have received a letter from the Crosswater and Caldera Springs Homeowners Associations requesting the District consider a potential expansion of police services to include their communities. Chair Fister shared this information for transparency, noting no actions or decisions are currently being forwarded to the Managing Board at this time.

He encouraged Board members to ask any questions and emphasized the District's primary responsibility is to serve the citizens of Sunriver. Chair Fister and Chief Rasic will attend the SROA Board meeting the following day to provide further information and address any inquiries.

There was discussion among the Board regarding how a potential vote would be conducted and the associated logistics. In response to a question from Director Stephens, Chair Fister stated that the request includes a proposed vote in May, though no formal process has been initiated.

11. Review and approve August 2025 unaudited financials

Administrator Holliday requested voting on the August 2025 financial reports be tabled until next month, as some expenses were inaccurately charged to the wrong accounts. She will make the necessary corrections and present updated reports at the next meeting. Chair Fister asked Board members to review the current reports in the meantime.

For the benefit of the new Board members, Administrator Holliday explained her approach to financial reporting. She outlined on the financials a section where expenditures are tracked based on the percentage of the fiscal year completed and highlights any line items that exceed that threshold for further review. She also explained a portion of the District's financial duties is outsourced to an external accountant to ensure proper separation of duties. Once the financial reports are prepared, Administrator Holliday formats them by adding headings and percentage indicators to make them more accessible and easier for the Board to review.

Vice Chair Shoemaker left the meeting at 2:21 p.m.

Fund 715

Receivables:

Administrator Holliday reviewed current receivables and reported that payments for the Bike Patrol and Rules and Regulations contracts have been received from SROA.

Expenses:

Police Department

Personnel costs are slightly elevated due to the temporary overlap of Executive Assistants during the transition period. Several items under Materials & Services (M&S) require review and correction and Administrator Holliday has discussed these adjustments with Chief Rasic. Workers' compensation is currently at 91% of the budgeted amount. She noted the District pays this annually and the budget estimate appears to have been accurate for each department.

Fire Department

Salaries are currently over budget due to overtime related to recent conflagration fire deployments. An attachment was provided showing the fires involved and the amounts billed for reimbursement to offset these overtime costs. For FY25, all reimbursements have been received except for one federal reimbursement, which typically takes longer to process. Some reimbursements for FY26 have already been received. Administrator Holliday noted it is important to distinguish between conflagration-related overtime and regular staffing overtime expenses, as the District is reimbursed for the conflagration-related overtime. Vehicle repair and maintenance (R&M) expenses are higher than expected due to a significant truck repair completed in early July, which fell within the current fiscal year and was unexpected.

Bike Patrol

Spending appears slightly elevated at 66%, which is due to increased staffing. This program spans two fiscal years and operates only during the summer months. Sufficient funds remain for next season's operations, which begin in May 2026 and continue through June, aligning with the fiscal year-end.

Administration

FICA/Medicare is over budget, but the overage is minor. Administrator Holliday explained when a new employee is hired into a PERS-eligible position, the District pays Social Security during their waiting period. Once they are fully enrolled in PERS, Social Security contributions cease, as the District does not participate in the Social Security program. She added legal expenses are currently higher than budgeted due to the county requesting an increase after the budget had already been approved.

Fund 716

There was no financial movement in August. However, the Fire Department purchased some equipment under this account in July.

Fund 717

Administrator Holliday referenced her earlier comments regarding concerns about having sufficient funds in certain line items. She noted some expenses are trending over budget and it may be necessary to move funds between accounts. She plans to obtain updated estimates from OR/PM Nelson to determine whether a formal budget adjustment will be required.

She provided a brief overview of capital accounts:

- Account 715 is currently tracking on target.
- Account 716 is monitored closely, with reconciliation of Board pre-approved payments ensuring alignment final billing and budget requirements.
- Account 717 will require additional review and adjustments.

12. Review of August 2025 SROA Board meeting

Ex-Officio Schneider provided an update on the recent SROA Board meeting, which included discussion on the various capital projects, making a sign or art on the Cottonwood entrance like the Century Drive entering circle, Pathway Safety Task Force and an ambassador program, and Wildfire Safety and ladder fuel reductions.

Dir. Kelley moved to adjourn; seconded by Dir. Zook. The motion passed unanimously.

Meeting adjourned at 2:40 p.m.

Submitted by Administrator Holliday