

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, August 20, 2026

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, Vice Chair Shoemaker, Treasurer Zook, Dir. Kelley, Dir. Stephens and SROA Ex Officio Harrison were all present.

SSD Staff: Fire Chief Boos, Police Chief Rasic, Police Lt. Van Meter, Administrator Holliday and Exec. Assistant Steinbrecher

Presentation: Jack Schafroth, Oregon Savings Growth Plan

Mr. Schafroth introduced the Oregon Growth Savings Plan as an additional voluntary retirement savings option for District employees, outlining potential benefits.

Public input:

No public input was presented at the meeting. The Board received written correspondence prior to the meeting regarding Flock Cameras. Chair Fister confirmed receipt of the letters (after the staff monthly reports) and noted they are publicly available at www.sunriversdor.gov under Public Input or located by clicking [here](#). He also thanked the public for their engagement, emphasizing that the District takes community feedback seriously.

Chair Fister formally acknowledged the upcoming completion of board terms for Vice Chair Shoemaker and Director Kelley on August 31, 2026. The Sunriver Service District expressed its gratitude for their years of dedicated service.

Consent Agenda

1. Motion to approve:

- a. July 17, 2026 Regular Meeting Minutes
- b. August 6, 2026 Special Meeting Minutes
- c. Deschutes County Legal Invoice in the amount of \$18,000.00
- d. Flock Invoice in the amount of \$12,000.00: invoice was adjusted to \$10,000.00 per an agreement with Flock
- e. Lexipol Invoice in the amount of \$10,239.53

Chair Fister noted the District is in the middle of its three-year contract with Flock, and this is the annual invoice to be paid per the contract.

Vice Chair Shoemaker moved to approve the consent agenda; seconded by Treasurer Zook. The motion passed unanimously.

Old Business

2. Update Public Safety Building Construction/ Drywell Project

Fire Chief Boos provided an update stating the District is currently waiting for Willow Creek Excavation to update its liability insurance coverage to finalize the contract for the drywell project. Permitting through Deschutes County is the next required step. All project permits have been approved by SROA.

3. Annual Performance Review of Chiefs and Administrator

Chair Fister reported that the annual performance reviews have been completed and delivered, pending final signatures from the respective employees.

New Business

4. Monthly Chief/Administrator's Reports

Fire Chief Boos

Fire Chief Boos reviewed the Sunriver Fire Department July Activity Report, which included updates on calls for service as well as administrative and operational activities. Boos highlighted an increase in monthly call volume (362 year-to-date compared to 315 the previous year) and a decrease in turnout times, though times may rise during the warm summer months due to responses in the high lakes area. The department provided 12 mutual aid responses and received three, with ambulance billing revenue up approximately \$16,000 year-over-year. Crews responded to the Round Butte and Akawa Butte fires. The department upstaffed for Red Flag Days; however, it did not qualify for an Oregon State Fire Marshal grant because budgeted revenues exceeded the minimum threshold. The Civil Service Commission Committee has two open positions with active recruitment underway. National Night Out was a successful community event managed by Citizens Patrol.

Police Chief Rasic

Police Chief Rasic noted calls for service increased significantly from June and remained consistent with the prior year, alongside 31 investigations conducted in July. Labor negotiations with the Police Union remain ongoing. Oktoberfest planning with SROA and the Chamber continues. Chief Rasic has contracted with Melissa Thompson as the Police Department's new wellness coordinator. Bike Patrol recorded 1,480 contacts in July prior to winding down operations for August. Citizens Patrol contributed 120 patrol hours alongside National Night Out support. The department welcomed lateral officer Lawson and entry-level officer Pochatko. Pochatko will start the police academy later this summer. Staff completed Swiftwater Rescue training in coordination with the Fire Department. Bike Patrol and Citizens Patrol played a pivotal role in successfully locating subjects during a weekend involving three missing persons reports. Sunriver Police Department hosted the Build a Better Oregon Committee/video team and a shred event, as well as attended the Community BBQ and Community Bible Church Vocational School lunch. Chiefs Rasic and Boos also met with the Rotary Club.

Administrator Holliday

Administrator Holliday reviewed the monthly administrative report with the Board, including updates on financial activities, human resources, and operations. She reported working on the FY 27 budget adjustments, reserve study finalization, PERS coordination, and the FY 26 audit with Moss Adams. An Equal Pay analysis is being conducted with an external HR provider. She sent SROA the final draft of the payment terms addendum for the Rules & Regulations contract. The Public Safety Building received the "Build a Better Oregon" award. Chair Fister and Administrator Holliday attended Coffee with Commissioner Phil Chang in Sunriver.

5. Adding the Oregon Savings Growth Plan (OSGP) as a Voluntary Retirement Savings Option for District Employees

Administrator Holliday led a discussion regarding the implementation of the OSGP after Mr. Schafroth's presentation earlier in the meeting. The Board raised some questions regarding plan insurance protections and administrative overhead, and Administrator Holliday agreed to follow up with additional details.

Police Lt. Van Meter left the meeting at 01:48 p.m.

6. Motion to Approve the FY27 Budget Adjustments for Fund 715 and Fund 716.

Administrator Holliday presented proposed budget adjustments, highlighting a projected surplus for FY 26 driven by unexpected revenues, including conflagration funds, Social Security payroll adjustments, and police academy/training reimbursement. A \$500,000 Reserve Fund transfer from Fund 715 (Operating) to Fund 716 (Reserve) was proposed to elevate reserve funding. Adjustments also incorporated revenue from the SROA Rules and Regulations contract, and expenses for the SSD Executive Assistant position moving from part-time to full-time and bike patrol. Pending approval, the adjustments will be forwarded to Deschutes County for final action on September 9.

Treasurer Zook moved to approve the FY27 Budget Adjustments for Fund 715 and Fund 716, seconded by Vice Chair Shoemaker. The motion passed unanimously.

7. Motion to Approve Resolution 2026-007, Updating the Fire Reserve Wage Scale

Administrator Holliday and Fire Chief Boos presented an updated wage scale for the Fire Reserve program to support fall recruitment efforts, aligning closely with Bike Patrol wages. The resolution requires subsequent review by the Civil Service Commission following Board approval.

Dir. Kelley moved to approve Resolution 2026-007, seconded by Treasurer Zook. The motion passed unanimously.

8. Motion to approve June and July Unaudited Financials

Administrator Holliday presented the unaudited year end financials for FY26 and the July 2026 financials.

FY 2026 Year End Financials

Fund 715

Revenue:

Administrator Holliday highlighted that property tax collections came in strong for the year. Conflagration reimbursements and ambulance billing were much higher than expected. The miscellaneous income includes Social Security Reimbursement from a prior year payroll issue and the police academy/training reimbursement for an officer that left for Deschutes County. Additionally, Court Fines and Fees came in much higher than anticipated for the year.

Expenses:

Police Department salaries and benefits, and materials and services are under budget.

Fire Department salaries and benefits were on track. Administrator Holliday noted that a significant portion of overtime was covered by Conflagration funds; excluding Conflagration-related overtime, the line item was under budget. Materials and Services were also under budget.

Bike Patrol expenses were higher than anticipated; however, the District is being reimbursed for these expenses. Materials and Services came in under budget.

Administration salaries, benefits, and Materials and Services were all under budget.

The total 715 fund came in underbudget.

Fund 716

Administrator Holliday reported that the fund is on track, with all line items coming in at or below budget.

Fund 717

Administrator Holliday reported that the fund came in under budget. The Drywell project was deferred to the next fiscal year, with funds already set aside for the project.

Dir. Stephens moved to approve the June 2026 Unaudited Financials; seconded by Vice Chair Shoemaker. The motion passed unanimously.

July 2026 Unaudited Financials

Fund 715

Revenue:

The contract payments for SROA Rules and Regulations/Bike Patrol will be added as part of the budget adjustment and reflected in the September Financial Report, as well as the 716 Capital Reserve Transfer. Ambulance revenue is off to a good start.

Expenses:

Administrator Holliday noted the Workers' Compensation line item for each department is an annual expense that has already been paid and, therefore, will not change throughout the fiscal year.

Police Department salaries, benefits, materials and services are under budget.

Fire Department salaries and benefits are slightly over budget due to overtime related to fires, which is expected to be reimbursed through Conflagration funds. Materials and services remain minimal.

Bike Patrol expenses will be reflected in next month's financials following the budget adjustment.

Administration salaries, benefits, materials and services are under budget.

Fund 716

Administrator Holliday reported that the fund is on track, with Police being the only department to purchase a capital item to date—the LRAD sound system.

Fund 717

Administrator Holliday reported there are no changes to the fund yet. A majority of the expenses will be from the Drywell project and loan payments.

Treasurer Zook moved to approve the June 2026 Unaudited Financials; seconded by Dir. Kelley. The motion passed unanimously.

9. SROA June Board Meeting Minutes

Ex-Officio Board Member Harrison provided an update on the recent SROA Board meeting, which included discussion on changes to the SROA board, the rules and regulations contract, the budget process, the Fire Protection workgroup, and the Sunriver Owner's Annual Meeting.

Other Business

Two Board members, Fire Chief Boos and Administrator Holliday attended the SDAO annual conference in Redmond earlier this month. They all shared it was very informative.

Treasurer Zook moved to adjourn; seconded by Vice Chair Shoemaker. The motion passed unanimously.

Meeting adjourned at 2:34 p.m.

Submitted by Ashley Steinbrecher

APPROVED