

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, May 15, 2025

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

Call to Order: Chair Jim 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: Fire Chief Boos, Police Chief Rasic, Administrator Holliday, and Executive Assistant Fobi.

Public Input: None

Consent Agenda

1. Motion to approve:

- a. April 4, 2025, Special Board meeting minutes – Not ready for meeting/not approved
- b. April 17, 2025, Regular Board meeting minutes - Not ready for meeting/not approved
- c. April 18, 2025, Joint SSD/SROA Board meeting minutes - Not ready for meeting/not approved
- d. SROA Invoice in the amount of \$6,671.31
- e. Loan payment to Zion's Bank in the amount of \$726,744.64

Dir. Ralson moved to approve the consent agenda of the SROA Invoice & Zion's Bank Loan Payment; seconded by Vice Chair Shoemaker. The motion passed unanimously.

Old Business

2. Public Safety Building

a. Public Safety Building Construction Update

The security gate installation has been completed, with training scheduled through the Cook Security Group. OR/PM Nelson is working to close out warranty-related items with the contractors and have addressed the sinkhole forming near the catch basin. For the SROA permit final due June 1, all applicable items have been completed; however, still awaiting material deliveries for the sheet metal and gate, so the active dates are not yet confirmed. OR/PM Nelson is actively pushing Kirby for final timelines, as delays could result in fines from SROA. Hardware replacements and furniture are expected to arrive next week. Additionally, a revised proposal from 3BK for the monument sign has come in and is being reviewed. Lastly, the gate operator remotes and receivers still need to be ordered, which are essential to prevent vehicles from sliding into the security gates during icy conditions.

b. Motion to approve April 2025 funding requests in the total amount of \$18,009.18

- i. Systems West Engineers invoice in the amount of \$6,790.00
- ii. Nelson Capital invoice in the amount of \$10,080.00
- iii. Amazon First Aid Kits invoice in the amount of \$164.18
- iv. Cedar Grove Woodshop invoice in the amount of \$150.00
- v. Bridgetown Builders invoice in the amount of \$825.00

Dir. Ralson moved to approve April 2025 funding as presented; seconded by Vice Chair Shoemaker. The motion passed unanimously.

c. Motion to approve PD conference table cover \$350.00

Due to the softness of the wood used for the Police and Fire Department conference tables, a glass/vinyl cover is being requested. The Fire department has already been approved and

ordered their cover. The Police Department is looking to get something similar approved by the Board. The cost will be covered in the FFE budget and categorized as a committed cost.

Dir. Ralson moved to approve PD conference table cover as presented; seconded by Vice Chair Shoemaker. The motion passed unanimously.

d. Discuss final construction costs

Although the building was completed on time, final construction bills are still coming in. Some of these need to be paid this fiscal year if the work was completed within the year, while others will carry into the next fiscal year. Additional work is also required due to OSHA inspection findings. To manage this, fund transfers will be necessary. Chair Fister has spoken with Deschutes County, and they do not appear concerned about the movement of funds related to ongoing construction and enhancements. The final budget adjustment of the year is being prepared to cover all remaining construction expenses.

Vice Chair Shoemaker raised concerns about whether these figures are firm and emphasized the numbers must be finalized without further shifts. OR/PM Nelson shared estimated additional costs from various vendors and contractors. Discussions are ongoing about which non-critical projects could be deferred to future years when new property tax revenue becomes available, as some building-related expenses may stretch over several years.

Administrator Holliday has incorporated interest income projections and prepared two budget documents: one for this fiscal year and another for next year. With OR/PM Nelson's numbers included, the upcoming budget currently shows a deficit. She emphasized the importance of locking in these year-end figures to avoid further adjustments and potential audit issues. She also noted cash flow is tight due to the original \$18 million building allocation and over \$2 million in loan repayments.

Dir. Ralson moved to approve \$357,690.00 from uncommitted to committed funds as presented; seconded by Vice Chair Shoemaker. The motion passed unanimously.

3. Motion to approve 2025-2029 SSD Strategic Plan

The final 2025-2029 SSD Strategic Plan is included in the board packet. Vice Chair Shoemaker recognized the great work done by everyone through this process. The plan remains unchanged from previous updates, reflecting consistent direction and alignment throughout its development.

4. Update of Reserve Study with included Public Safety Building costs

This item is currently on hold until all financial data is compiled by Administrator Holliday and OR/PM Nelson. Dir. Ralston has created a rough spreadsheet as a starting point, which will be further developed. Administrator Holliday will need to add projections for interest income and anticipated revenue through 2032 to help estimate a potential reserve fund balance. Chair Fister expressed concern, noting he remains uneasy until the final numbers are available. He acknowledged while there are significant future expenses ahead, the team will work through finding a solution to cover them.

5. Update on SSD Nominating Committee process

The Nominating Committee is scheduled to conduct interviews with Board candidates June 9 and 10, with five applications received by the deadline. All applicants appear to be strong candidates, with no current issues or conflicts. The committee has already met with Chair Fister to discuss the desired traits, skills, and needs for the open positions. Following the interviews, the committee will finalize its selections, and Administrator Holliday will submit recommendations to Deschutes County. Background

checks are part of the process. The board will be informed of the recommended candidates, though the Nominating Committee holds the final decision-making authority. Chief Rasic has expressed concern about having current police staff conduct background investigations and recommends low-level background checks instead by an independent person. The Nominating Committee will meet again on May 28 to review these matters in greater detail.

New Business

6. Monthly Chief/Administrator's Reports

➤ **Police Chief Rasic**

Newest lateral hire, Police Officer Allen, will be off training and working independently starting June 1. The current staffing is at nine people, with potentially three openings. The Chief thanked Corporal Van Meter for completing the re-accreditation process. Bike Patrol staff are completing their training this upcoming weekend and will be out patrolling by June 1. The Police Department completed CJIS and NIBRS crime reporting technology audit and passed.

Vice Chair Shoemaker asked to have a report that separated calls per service between Caldera, Business Park, Vandervert Ranch, and Crosswater.

➤ **Fire Deputy Chief Bjorvik**

Call volume is currently down. Interestingly, spring break did not appear especially busy. However, when visitors do arrive in larger numbers, call volume typically increases. Turnout times remain strong. Overall response times are slightly higher, but this is largely due to distance-related factors. The "back in service" times have improved significantly. CBA negotiations are still in progress, with another session scheduled soon. The Chief is currently attending the Oregon Fire Chiefs Association (OFCA) conference in Bend. The Fire Department also had a meeting with the DPSST office regarding maintenance and recertification review. Recently Chief Boos assisted in the Prineville Battalion Chief hiring process. EMS certification is nearly complete and should be finalized soon. T130 Wildland Fire Training has been completed successfully. Additionally, the new SCBAs have arrived, and training/in-service took place. No issues or push back currently about the controlled burns. Sunriver did apply for a grant for additional staffing for summer and received nearly \$14,000.

➤ **Administrator Holliday**

The County Budget Committee has approved the budget for the next fiscal year, along with the first 717 budget adjustment. The District will return on June 18 for the second 717 budget adjustment. The County has also approved the new fee schedule for FY 2025–2026, which will go into effect on July 1. Administrator Holliday is working closely with OR/PM Nelson to finalize construction cost estimates. As part of the Wildfire Grant requirements, she attended a webinar focused on wildfire administration. In Human Resources, onboarding efforts are going very well with several new staff members joining the team. Labor negotiations are in progress, with ongoing meetings scheduled. Executive Assistant Fobi has been actively improving the social media presence for both the Police and Fire departments. The Nominating Committee is scheduled to meet soon to prepare for board applicant interviews. Working to finalize the numbers for the Reserve Study submission. Once complete, it will be ready for submission. Re-launching "Chat with a Chief" program to improve community engagement. Lastly, staff celebrated Administrative Professionals Day with lunch and treats to show appreciation.

7. Motion to Approve Chair's Signature on SSD/Sunriver Police Officer's Association MOU

This MOU is a formal agreement with the Sunriver Police Officers Association to delay collective bargaining agreement (CBA) negotiations for six months until the new chief has a chance to get settled.

Dir. Kelley moved to approve Chair's Signature on SSD/Sunriver Police Officer's Association MOU as presented; seconded by Dir. Ralston. The motion passed unanimously.

8. Discussion on FY25 Fund Contributions

As part of the ongoing budget planning process, it was confirmed that Account 716 is balanced and requires no further adjustments. The focus has shifted to transferring funds from Account 715 to Account 717, which will now cover building costs and operational funding moving forward. Administrator Holliday recommended transferring at least \$400,000, which includes the known obligation of \$376,485 plus a small buffer, ensuring that at least \$200,000 would be available at the start of the next fiscal year. Chair Fister suggested increasing the transfer amount to \$500,000 to provide a stronger start, noting that funds could be transferred back to Account 715 if necessary.

Vice Chair Shoemaker moved to approve a \$500,000 transfer from Fund 715 to Fund 717; seconded by Dir. Ralston. The motion passed unanimously.

9. Review of FY25 Year-End Budget vs. Actuals

Administrator Holliday shared an overview of each fund projected year end expenses versus the budget. Fund 715 currently shows a positive balance of \$257,000, savings primarily from police department understaffing. The administrative budget is over budget, mainly due to unbudgeted building property insurance costs, a two-month contract for Cory Darling to step in as interim Police Chief, and compensation paid to an Executive Assistant supporting the Police Department. Notably, this is the first year the District is not starting with a much larger ending surplus, and Administrator Holliday advised closer monitoring of expenditures in future fiscal years to maintain financial stability.

Fund 716 reflects a \$39 overage. There was a shipping charge mistakenly added and Fire will be returned this overpayment, which will balance the account.

Account 717 will be adjusted to reflect a projected net gain of \$125,000 by the end of the fiscal year.

10. Annual Performance Review Discussion

Performance reviews for the police chief, fire chief and administrator are completed annually, however, Chief Rasic's review will be postponed given his recent start date. Chair Fister has expressed his willingness to lead the performance review process for Chief Boos and Administrator Holliday. There was a question regarding how these reviews are typically conducted. Dir. Hepburn emphasized the importance of defining the desired outcome of the reviews and ensuring time is used effectively. Chair Fister will draft a formal performance review document and distribute it to the Board members for feedback.

11. SSD Board Members Building Secure Access Discussion

Board members will be granted limited access to the building, specifically to the admin/fire side and the back parking lot. Access to the police station will not be permitted to comply with CJIS requirements and ensure supervised entry where necessary. Board members have said they do not wish to have full access. Access will be restricted to designated workdays and specific timeframes and be managed under a separate access group to maintain proper control. Administrator Holliday will draft a formal agreement for each board member to review and sign, acknowledging these access limitations.

12. Motion to approve April 2025 unaudited financials

Administrator Holliday reviewed the April 2025 unaudited financials.

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She noted the ambulance receivables were not available for the deadline for this report, so next month will include the April and May figures. The Police Department is under budget, while Fire is trending slightly over. Bike Patrol uniform expenses were a bit higher than usual, partly due to summer-related needs through June 30. Administration has some overlap between Executive Assistants, which is why that line item is over budget. Overall, year-end projections indicate a net surplus and the District is in good shape for this fiscal year. However, property tax estimates are low—aiming for 96 or 97% in collections. There is some concern about delayed property tax revenue, and Chair Fister will contact Deschutes County to investigate whether distributions have been delayed.

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All Fire expenditures remain within budget and are processed. There are a few outstanding items for Police. Chief Rasic will coordinate with staff to ensure police auto equipment spending stays on track.

Dir. Kelley moved to approve April 2025 unaudited financials; seconded by Dir. Hepburn. The motion passed unanimously.

13. Review of April 2025 SROA Board meetings

Remodeling is expected to be completed by mid-June, which is great news. There was also a discussion about the Nature Center contract, which SROA provides funding support, and in return the center assists with tree planting initiatives. The observatory is currently being remodeled as well. SROA is transitioning to online voting, with paper ballots available upon request. The Nominating Committee is in the process of interviewing five new candidates, along with one incumbent seeking reappointment. The Pathway Safety Task Force continues to focus on education and communication efforts related to pathway safety. A presentation was given regarding firearm discharge zones, and a smoke policy was also discussed, which includes the potential for business closures during smoke events to protect employee health. This policy will remain in place to ensure staff safety. It was noted that private companies retain the right to make their own operational decisions—such as the golf facility, which is not open to the public and is reserved for members only.

Other Business

Chair Fister shared he will be meeting with La Pine Fire District Board June 12, 2025 to discuss mutual aid, coverage, resources, and community involvement.

Dir. Ralston moved to adjourn; seconded by Dir. Kelley. The motion passed unanimously. Meeting adjourned at 3:03 p.m.

Submitted by Executive Assistant Fobi