

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday October 15, 2020

Virtual Meeting Via Zoom

- Call to Order:** Chair Bill Hepburn convened the meeting at 3:10p.m.
- Roll Call:** Chair Hepburn, Dir. Schmid, Dir. Foster, Dir. Hepburn, Dir. Dishaw, Dir. Murray, Dir. Ralston Present. Dir. Stephens via Zoom.
- SSD Staff:**
- | | |
|---------|---|
| SSD: | Administrator Baker
Office Assistants Candice Trapp & Mindy Holliday |
| Fire: | Chief Moor |
| Police: | Chief Darling
Lt. Womer |
- SROA Staff:** Susan Berger via Zoom
- Other:** None
- Public Input** None

Chair Hepburn welcomed and swore in new Board member, Jackie Schmid.

Consent Agenda

1. Motion to approve:
 - a) The September 17, 2020 Regular Board meeting minutes
 - b) SROA monthly invoice in the amount of \$15,912.67
 - c) Purchase order for budgeted turnouts for new employees in the amount of \$5,500
 - d) Purchase order for budgeted annual hose testing in the amount of \$5,112.13

Dir. Dishaw moved to approve the consent agenda; seconded by Dir. Ralston. Motion passed unanimously.

Old Business

2. Strategic Plan:

Dir. Dishaw shared an update on the Strategic Plan process and that he met with consultant Jim Fister recently to discuss who should be invited to contribute. Chair Hepburn suggested looking for two homeowners-at-large that are not directly connected with any other Sunriver groups, committees or boards. There was discussion on timeline and hiring an outside facilitator. Chair Hepburn shared that he thinks a facilitator for the Work Group is crucial, and the number of Board members attending should not constitute a quorum. He also said the Board needs to develop a strategy for Work Groups. The Board can receive input and at the same time provide information to the community about the District, including future challenges.

Dir. Dishaw suggested that the first Work Group would be educational and meet in November, and the second Work Group would meet in early December and cover these topics:

- Facility and Equipment
- Financial Diligence

New Business

3. Monthly Chief/Administrator Reports:

Fire Chief Moor-

- Wildfire Update: September was the worst fire season ever and After-Action Reviews will be coming soon. Chief Bjorvik was at 3 fires and is coming back to Sunriver Fire Department with information about his deployment. Chief Bjorvik achieved Division Group Supervisor, where he can supervise 50-500 people on wildfire teams.
- There are 2 new Full Time Employees starting October 19. Chief Moor added that he wished there was a state fire academy, but that they have a great in-house program. He also mentioned that the first week will be dedicated to employee training.
- One Reserve Employee will be brought on for 3 months to fill a career staff position who is off work on FMLA.
- Chief Moor is working with Police on hiring and vice versa.
- CWPP: Community Wildfire Prevention Program document was shared with the SROA.
- Calls for service are back to pre-COVID numbers.
- Chief Moor highlighted mutual aid calls.
- Ambulance transports are up.
- Chief Moor is working with the Sunriver Resort and La Pine Fire on the ladder fuel reduction program between Sunriver and La Pine.

Police Chief Darling-

- September 2020 calls for service, (52) total cases. There were (8) calls for service outside of Sunriver.
- Officer initiated stats were down and prowlers were up.
- Investigated a burglary in process.
- Calls for service are slightly up from last year.
- Hiring process: 7 interviews, extended a conditional job offer to one and he is slated to attend the Police Academy at the end of November. Chief Darling found out today that one police officer has been given a conditional offer at a larger agency. He will begin process for hiring for that position.
- DA Domestic Violence Investigator position: There is a year left on the grant and we will put an officer in that position once the Federal Government approves the change in assignment.
- Chief Darling did not have the Citizen Patrol numbers yet from the month.

Administrator Baker-

- Submitted Jackie Schmid for Deschutes County Board of Commissioners appointment.
- The SAIF dividend of \$10,192 was received and based on how they do as an organization.
- There for 3 applications for Office Asst. Trapp's position. Mindy Holliday was hired.
- Admin. Baker needs to review the employee handbook and will provide an update at the next meeting.
- Rental Registry Task Force: Admin. Baker stated that it was very successful and they had great discussion on dealing with ongoing issues. The group would like to have a

homeowner that uses Air BnB or VRBO attend. They are meeting once a month, the 1st Thursday of every month.

4. Dir. Foster is willing to serve on the Budget Committee.

Dir. Dishaw moved to approve Robert Foster to the Budget Committee; seconded by Dir. Murray. Motion passed unanimously.

5. Admin. Baker discussed the changes to the District Policies regarding i-pads, and that if they need any repair to come to her or the office for help. Final policy will be voted on next month.

6. Financial update:

- Dir. Murray shared information on the financials, and suggested moving to modified accrual accounting versus cash. The process is simple and he would work with the Controller.
- Fund 715:
 - Interest income is down, we can put funds in LGIF and earn 1.75% for the District.
 - Police expenses are average.
 - Fire emergency services are running high due to the high fire danger and deployments.
 - Reimbursements from conflagrations are expected.
 - Police has vacant positions, which shows as personnel savings. Should be using savings for over-hiring, since they are always playing catch up.
 - Supplemental Bike Patrol – only able to hire one instead of two.
 - It is early in the year, and we are drawing down on reserves until November when property tax revenue is deposited.
- Fund 716:
 - Nothing of significance.
 - Discussion on proposed collection rates that were lowered due to anticipated COVID impact. Dir. Murray believes it will be higher than 94% projected collection rate.
 - Fund is well reserved, but need to look closely at 5-year plan/forecast.

Dir. Ralston moved to approve the September 2020 unaudited financials; seconded by Dir. Dishaw. Motion passed unanimously.

7. Dir. Murray gave a report on the audit process. It is close to completion and he should have preliminary draft next week. It will be coming to the Board next month.
8. Admin. Baker stated that when there is a change to Board members, they need to be approved to sign checks and approve expenditures through a District Resolution.

Dir. Dishaw moved to approve Resolution 2020-008 Signature Authority; seconded by Dir. Foster. Motion passed unanimously.

9. The annual meeting with the Deschutes County Board of Commissioners to share updates is coming up. Admin. Baker suggested holding the breakfast at the SHARC in December with boxed breakfasts.

10. The Handbook revision discussion is deferred to next month.

11. Dir. Ralston gave a recap of the Executive Advisory Committee meeting:

- Rules Agreement meeting next week
 1. Issues on bike paths
 2. Signage that isn't enforceable
 3. Cardinal Landing parking along roadway
 4. Chief Darling said language for sanction to bring to Committee on nuisance homes, and it to address repeat offenders.
- Emergency Preparedness
 1. Emergency Preparedness Community event was held on October 12th at the SHARC.
 2. Requested information for Board member responsibility during an emergency.
- Annual Appraisals
- Support to AT&T for towers needed for better coverage
- Hiring updates for Police & Fire

12. Dir. Murray discussed the following topics from the September 2020 SROA Board meeting:

- Cardinal Bridge issues
- Community Development – design review
- Parking enforcement
- High grass, need to enforce rules
- Preliminary presentation on the budget
- SROA approved 25% reimbursement to recreation pass holders
- SROA has a \$1 million deficit, but are well reserved and do not have cash flow issues.
- Owner Enrichment Committee is active again and will meet once a month.
- Rental Registry Task Force
- COVID management
- Recycle Facility
- Pathway Masterplan
- River Access Masterplan
- 258 active residential projects; most are remodel, with a few new construction

Other Business:

Discussion about the next SSD Regular Board meeting, which is November 19, 2020. Items on the agenda: Presentation and acceptance of the annual audit; Annual review District, Police and Fire Department Policies

Dir. Schmid motioned to Adjourn into Executive Session; seconded by Dir. Dishaw. Meeting adjourned at 4:45 p.m.

SSD Chair, Bill Hepburn
Office Assistant, Mindy Holliday