

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday September 17, 2020

Virtual Meeting Via Zoom

Call to Order: Chair Bill Hepburn convened the meeting at 3:00p.m.

Roll Call: Dir. Hepburn, Dir. Dishaw, Dir. Ralston, Dir. Stephens, Dir. Foster Dir. Murray present.

SSD Staff:

SSD: Administrator Baker, Candice Trapp

Fire: Chief Moor

Police: Chief Darling
Lt. Womer

SROA Staff: Susan Berger, Sunriver Scene

Other: Blake Jamison, Tactical Business Solutions

Public Input None

Chair Hepburn welcomed and swore in new Board member, Robert Foster.

Blake Jamison of Tactical Business Solutions gave a presentation on a Federal grant designated for Coronavirus relief. Twenty Million has been allocated for special districts and dissolves in December if un-used. The District qualified for a reimbursement of \$250,000. Reimbursement rates will increase in October so the District may see an additional reimbursement of up to \$100,000.

Consent Agenda

1. Motion to approve:
 - a) August 13, 2020 Regular Board meeting minutes.
 - b) SROA monthly invoice in the amount of \$17,459.14
 - c) Purchase order in the amount of \$25,000 to Tactical Business for consulting fee.

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

Old Business

2. Chair Hepburn shared he was in need of a Board Liaison to work with consultant, Jim Fister on the Strategic Plan, Dir. Dishaw volunteered.

New Business

3. Monthly Chief/ Administrator Reports:

Fire Chief Moor-

- August 2020 (64) calls for service. Mutual Aid calls: (11) given, and (0) received.
- Chief Moor noted calls for service have returned to a year-to-date average.
- Good intent calls for service have increased.
- SRFD continues to operate with full PPE as a precaution.
- The application process closed with twenty-five candidates. The Civil Service Commission was presented with the top fourteen candidates for approval.
- Chief Moor reported SRFD will begin the transition to First Net.
- Chief Moor attended the Elk Lake Homeowners meeting to discuss HOA access issues.
- Deputy Chief Bjorvik has been deployed to three fires this season.
- SRFD received \$250,000 from the COVID Relief Fund Grant.
- Chief Moor shared the two seasonal Paramedics made a positive difference this season.
- SRFD has responded to three conflagration deployments which are reimbursable.
- Chief Moor overstaffed as a precaution due to limited resources regionally. Reserves worked a twenty-four-hour shift.
- SRFD assisted Bend FD with three fires.

Police Chief Darling-

- August 2020 calls for service, (91) total cases. Outside of Sunriver, there were (14) calls for service. Calls for service are slightly above the year-to-date average.
- After a successful trial, SRPD will be moving forward with the transition to FirstNet.
- The hiring process closed with thirty-five applicants. Interviews for two lateral officers are scheduled for next week.
- Police Academy funding is currently not secured. Classes will stop after November. This is only an issue for entry level officers.
- Chief Darling and Chief Moor met with the Resort management team to discuss fire updates and evacuation preparedness.
- Arrest of suspects in a stolen vehicle, drug possession, ID theft and search warrant application.
- SRPD assisted SRFD with a fire just south of Sunriver.
- Chief Darling attached the end of season Bike Patrol Stats. There were 15,000 contacts made with the community with no major incidents.
- Chief Darling attached the end of peak season Bike Crash data. Fifteen crashes with a hot spot identified at the new tunnel by Abbot Drive.
- In-service training cancelled due to excessive smoke.
- SRPD Officers attended Domestic Violence Strangulation Training through the DA's Office.
- SRPD hosted the annual shred event where two tons of paperwork was shredded along with fifteen pounds of medication.
- Citizen Patrol provided 158.5 hours in the month of August.

Administrator Baker-

- Agenda Request: Administrator Baker shared she submitted an agenda request to Deschutes County Commissioners for the appointment of Robert Foster to Position #5. They approved him on August 26, 2020. Position #1, the joint SSD/SROA board member, was not selected by SROA at the August meeting and they deferred until the September meeting.
- Office Assistant: Administrator Baker shared she advertised for Candice’s replacement in the Scene for two months, hoping to find a local person who wanted to work a few hours a week. One application has been received.
- I-pads: Administrator Baker shared the I-pad’s have been set-up for Board members and will be distributed once cases and pens arrive. A tutorial session will be offered for those who want it.
- October Meeting: Administrator Baker requested the Board discuss if they would like to meet in person with appropriate social distancing and masks in October. There is also an option for some to attend in-person and others to attend remotely via Zoom.
- COVID Policy: Administrator Baker worked with Chief Moor and Chief Darling on the Temporary Policy for Employees related COVID.
- Executive Order: Administrator Baker shared President Trump signed an Executive Order for deferral on social security payments for employees. Employees would be responsible for paying back the deferred amount in April. If not repaid, the District is liable. Further discussion is on the agenda.

4. Chair Hepburn initiated the election of offices:

Chair Hepburn nominated Dir. Murray for the office of Treasurer. The vote passed unanimously.

Dir. Hepburn	YES
Dir. Dishaw	YES
Dir. Stephens	YES
Dir. Foster	YES
Dir. Ralston	YES
Dir. Murray	Abstained

Chair Hepburn nominated Dir. Ralston for the office of Vice-Chair. The vote passed unanimously.

Dir. Hepburn	YES
Dir. Dishaw	YES
Dir. Stephens	YES
Dir. Foster	YES
Dir. Murray	YES
Dir. Ralston	Abstained

Dir. Dishaw nominated Dir. Hepburn for the office of Chair. The vote passed unanimously.

Dir. Dishaw	YES
Dir. Stephens	YES
Dir. Foster	YES
Dir. Murray	YES
Dir. Ralston	YES
Dir. Hepburn	Abstained

5. Chair Hepburn shared the Temporary Policy for Employees related to COVID-19.

Dir. Ralston moved to approve the Temporary Policy for Employees related to COVID-19; seconded by Dir. Foster. Motion passed unanimously.

6. Administrator Baker discussed the service agreement with Eide Bailly for the audit. The District has contracted with Eide Bailly for the annual audit the last four years. This years' audit will be conducted virtually with an estimated cost of \$8,600.

Dir. Dishaw moved to approve Admin. Baker's signature on a service agreement with Eide Bailly for the annual audit; seconded by Dir. Murray. Motion passed unanimously.

7. Chair Hepburn discussed the need for two Board members to join the SSD/SROA Rental Registry Task Force. Dir. Stephens volunteered. Chair Hepburn encouraged the remaining Board members to contact him before Monday if interested.

8. Dir. Ralston discussed the installation of a card-lock system. The District is able to link on Deschutes County 911's established door lock system to save money. The replacement will allow for more control over access to the Board Administrators office, medication room, and Police Department. The estimated cost of \$21,265.72 will come from capital expenses. Chair Hepburn and Chief Darling thanked Dir. Ralston for all of his hard work on the project.

Dir. Ralston moved to approve the replacement of door locks with a card-lock system in the amount of \$21,265.72; seconded by Dir. Stephens. Motion passed unanimously.

9. Chief Darling discussed an MOU with the Deschutes County DA for the Domestic Violence Investigator. The opportunity to assign one officer for a one-year period to the position builds relationships with all agencies within the region as well as professional development for the officer assigned. The Officer who was selected was chosen based on seniority.

Dir. Murray moved to approve the offer from Deschutes County DA for a Domestic Violence Investigator; seconded by Dir. Ralston. Motion passed unanimously.

Chief Darling discussed a request to approve the over hire of one police officer to cover the position of the officer assigned to the DA's office. He has an established list of candidates for the hiring process which would begin no later than December. There are two anticipated retirements before the end of the fiscal year and the over hire will not have a negative impact

on the budget, since the DA Investigator is paid by grant funds. The over hire will also help to maintain full staffing.

Dir. Dishaw moved to approve the over-hire of one officer effective immediately; seconded by Dir. Ralston. Motion passed unanimously.

10. Chief Moor discussed the hiring of two additional budgeted Firefighter Paramedics. The hiring process is complete, and three candidates have been approved by the Civil Service Commission for testing.

Dir. Ralston moved to approve the hiring of two additional Firefighter Paramedics; seconded by Dir. Murray. Motion passed unanimously.

11. Chief Moor discussed an MOU with IAFF regarding starting pay steps for new employees. Chief Moor noted changes allow the District to select the appropriate step for new employees based on experience.

Dir. Murray moved to approve Chair Hepburn to sign the MOU with IAFF local; seconded by Dir. Dishaw. Motion passed unanimously.

12. Chair Hepburn discussed complaints from a community member regarding enforcement at Cardinal Bridge. There have been ongoing issues with parking, foot traffic, and exiting the river. Chair Hepburn will address the various concerns with SROA at the annual rules' enforcement meeting in hopes there is a resolution.

13. Chair Hepburn shared Brad Skinner is the new SROA President. An in-person meeting has been arranged for next week to discuss collaborating on issues this coming year.

14. Treasurer Murray discussed the unaudited August 2020 financials. The District is two months into the fiscal year and has received \$250,000 from the COVID-19 reimbursement grant. Expenditures are in line with budget and the District will see property tax revenue deposited in November. Overtime was more than budgeted for the fire department due to precautionary overstaffing during the fires. Overall the District is doing well and is not at risk of deficit in cash flow.

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

15. Dir. Murray reported on SROA's meeting;
 - Owners Forum
 - _ Better access to the Police non-emergency line for reporting
 - _ Short-term rentals
 - _ Bridge Issues
 - _ Pathway crowding and masks
 - Budget deficit
 - _ Healthy reserves
 - _ No cash flow issues
 - Telecommunications Task Force

- Rental Registry Task Force
- Task Force for the Recycle Center
- Approved Robert Foster for Position #5 on the SSD Board
- Discussion on recreation pass reimbursements.

16. Administrator Baker shared in her report, President Trump signed an Executive Order for deferral on social security payments for employees. Employees would be responsible for paying back the deferred amount in April. If not repaid, the District is liable. The District has the option of opting out of this program.

Dir. Dishaw moved the District to opt-out of the social security deferral program; seconded by Dir. Foster. Motion passed unanimously.

17. Chair Hepburn discussed meeting in person vs. on zoom for the October regular Board meeting. After thoughtful discussion, the Board has decided to meet in person with masks and social distancing. Zoom will be available for Board members who wish to attend virtually.

Other Business:

The next SSD Regular Board meeting is October 15, 2020. Auditors will be conducting the audit remotely at the end of September; Appoint new members to the budget committee; Board orientation work session; Approve resolution granting signature authority and updating bank cards.

Dir. Dishaw moved to adjourn the meeting; seconded by Dir. Murray Meeting adjourned at 5:30pm.

SSD Chair, Bill Hepburn
Office Assistant, Candice Trapp