

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:06 p.m. Thursday, November 16, 2017

Fire Department Training Room

57475 Abbot Drive, Sunriver, OR 97707

Call to Order: Chair Jim Fister convened the meeting at 3:06p.m.

Roll Call: Dir. Fister, Dir. Nelson, Dir. Schmid present. Dir. Johnson and Dir. Keller by telephone

SSD Staff: SSD: Administrator Baker, Admin. Asst. Wright
Fire: Interim Chief Bjorvik
Police: Chief Mills

SROA: Susan Berger, Sunriver Scene
Joe Healy, SROA Controller

Public Input

Lealan Miller of Eide Bailly presented the findings of the audit to the Board. As of June 30, 2017, the Board had a fund balance of \$4.8 Million reserved for future projects. There was an increase of \$970,000 in operation expenses from last year. The audit was clean and nothing came to their attention in the review of internal controls. No management letter was needed due to clean review of internal controls and no recommendations regarding best practices were made. Mr. Miler stated that we have a strong district and thanked us for our collaboration.

Consent Agenda

1. Motion to approve the October 19, 2017 Regular Board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$13,977.27

Dir. Nelson moved to approve the consent agenda; seconded by Dir. Schmid. Motion passed unanimously.

Old Business

3. Dir. Nelson provided the Board with a Training Facility time line. The goal moving forward is to have 90% of documents such as cost estimates, ready prior to December 20, 2017 meeting with Deschutes County Commissioners and staff. We intend to advertise bids on or before January 24, 2018. They will open either February 14th or the 24th of 2018, and contractors will be required to hold the bid price for 120 days. Evaluation of engineering and negotiations will take place until March 7, 2018 with the hope a contract will be signed with the lowest bidder. By that time, construction should begin by May 2018 or earlier weather permitting. Work is being done to finalize the site

plan by January 1st, 2018. Discussion with Midstate Electric will take place regarding power to the gate as we continue to negotiate specifications for fencing and gates. Finalization of the budget and billing strategy is underway.

4. Dir. Keller briefed the Board on discussions between the members of the selection committee for the Fire Chief's replacement. The Committee has concluded cross training police and fire at the line level is not practical due to the complexities of each discipline. There are two options currently under review, Option #1 would be to maintain the current structure of each department. Option #2 would be to consider a Public Safety Director, overseeing both police and fire. The Committee is currently reviewing both effective and non-effective examples of the Public Safety Director model from other agencies. The committee is also analyzing cost savings involved in the potential changes. Due to the lengthy process of hiring an executive, the Board is encouraged to begin the process by January. Chair Fister suggested the Board be presented with a final report and financial analysis at the Board meeting in January.
5. Administrator Baker updated the board on the Accounting and Administrative Agreements. She reported the process began in March 2017 and has met with General Manager Palcic reaching an agreement on language. Legal counsel for both SSD and SROA have reviewed the documents. SROA authorized President Hensley to execute the agreements. President Hensley said she has suggested language changes and is waiting for a response from legal counsel.

New Business

6. Dir. Johnson moved to accept the annual audit; seconded by Dir. Keller. Motion passed unanimously.
7. Chief Mills and Interim Chief Bjorvik presented the year-end performance measures to the Board. The Board was pleased with the information. Comments for what to include in next years performance measures were encouraged.
8. Chair Fister discussed the drafted agenda for the breakfast meeting with Deschutes County Commissioners. The need to keep discussion on each point brief was discussed. Dir. Nelson expressed his desire to allow time for dialogue. The meeting will take place on December 20, 2017 at 8am in the Hearth room at Sunriver Lodge.
9. Administrator Baker reported the annual Rules Agreement meeting is scheduled for November 28th at 1pm.
10. Chair Fister reported that the SDAO annual Conference is scheduled to take place in Seaside on February 8th-11th. He found the conference beneficial and offered to go if there was room, but suggested Dir. Schmid and Administrator Baker attend and perhaps himself.
11. Chair Fister suggested the Board proceed with a review of the Strategic Plan and make suggested changes. This will determine if a formalized updating process is necessary or can be handled as an agenda item during a normal Board meeting.

12. Dir. Johnson moved to approve October 2017 unaudited financials; seconded by Dir. Keller. Motion passed unanimously. Dir. Johnson noted that the Fire Department was over budget only because the Department has not been reimbursed for overtime and backfill owed from the deployment to the California fire. The Department will see payment for overtime, material replacement, and cost attributed to the use of the truck.

13. Chair Fister briefed the SSD Board on the SROA October 2017 Meeting. The SROA Board received finance and reserves training and he was pleased to report that the discussion of allocated funds as well as future allocation of funds for Public Safety is in the works. Chair Fister also noted that Public Works has already begun to maintain the roads as the snow has made its arrival.

Chiefs' Reports

23. Chief Mills-

- Four reserves graduated. One of the reserves received the Academic Award.
- SRPD participated in Run for a Cause and Spooktacular.
- Goldilocks Program Training.
- Officer Gulbransen Instructed C.I.T. for Citizen Patrol Members

Interim Chief Bjorvik-

- The Department is 22 calls ahead of last year.
- The Engine crew mobilized to California returned the evening of October 21st.
- The on-duty crew participated in Halloween activities at the Village Mall and was tricked out of \$70 of candy.
- Smoke detector installation and maintenance continue.

Other Business

- SSD/SROA President Quarterly meeting to be held in late December.
- Meeting with GB December 20, 2017 8am, in the Harth Room.

December 14th Meeting Agenda items:

- Annual review: financial trends, projections and reserve funding to be used in budget preparations.
- Approval of SSD managing Board 2018 task Calendar.

Motion to adjourn

Dir. Nelson moved to adjourn; seconded by Dir. Keller. Meeting adjourned at 4:34pm

SSD Chair, Jim Fister
Administrative Assistant, Candice Wright