

AGENDA
Deschutes County R.F.P.D. #2
Board of Directors Meeting
Tuesday May 12, 2020 at 11:00 A.M.
Attendance for Public Teleconference due to Governors Physical Distancing Order
Call In Number is 1-503-946-5336 ID is 239 282 235#

1. For the Record: Open Meeting and Introductions
2. Public Comment
3. Approval of minutes of last meeting
4. Consideration of monthly expenses

OPERATING ACCOUNT/FUND:
May, 2020 Checks Written

12-May	5524	Central OR Media Group	Ads	352.89
12-May	5525	Mastercard	See Below	\$2,409.06
12-May	5526	Gary Marshall	Reimburse cell, internet	200.00
12-May	5527	IAFC	Membership	260.00
12-May	5528	Keep Oregon Green Assoc	Membership	25.00
12-May	5529	Kay Johnson	Accounting	1,000.00
30-Apr	DD	Gary Marshall	Payroll	6,947.81
30-Apr	EFT	Payroll Taxes	Payroll Taxes	3,414.60
7-May	EFT	Precisely Payroll	Payroll Processing Fee	47.70
				14,657.06
		<u>Mastercard</u>		
		Century Link-phone		56.91
		Office Max	office supplies	70.99
		Wilco	Address sign posts	826.20
		Dell	computer	1,434.98
		DRI Crash Plan		19.98
				19.98
			Total paid	2,409.06

Need to transfer \$13,614 to City of Bend from LGIP for tax receipts
Need to transfer on 5/27 to US Bank from LGIP for 2012 Bond \$16,091.24
Need to transfer on 5/29 to US Bank from LGIP for 2018 Bond \$163,650.00
No transfer needed to Operating Fund

Bank Balances as of April 30, 2020

Money Market: \$57,562.83
Checking: \$54,456.66

LGIP ACCOUNT/FUND: As of April 30, 2020

Opening Balance: \$1,561,580.93
Closing Balance: \$1,568,979.03
Dividends: \$ 2,267.18

5. Reports:

- A. Fire Department Reports / Fire Chief Riley
- B. Bookkeeping Report / Kay Johnson
- C. Executive Director Report / Marshall

6. Old Business:

- A. Office
- B. Newsletter

7. New Business:

- A. New LGIP Account for Capital Improvement Discussion
- B. Public Contracting Rules

8. Next Regular Board Meeting: June 16, 2020 at 11:30 A.M.

May, 2020 Checks Written

Operating Fund

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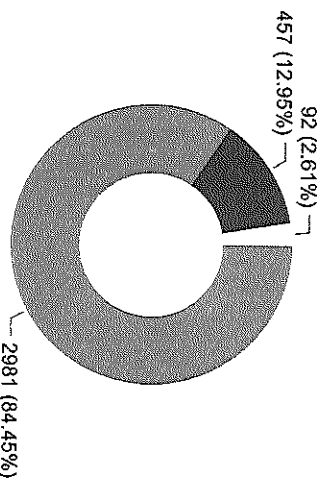
4/30/2020 Bank Balances:

LGIP	1,568,979.03
Money Market	57,562.83
Checking	54,456.66

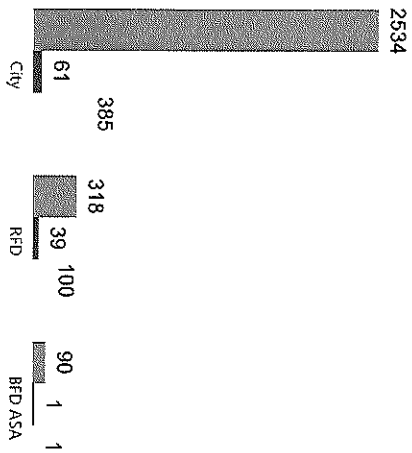


TOTAL INCIDENTS YTD

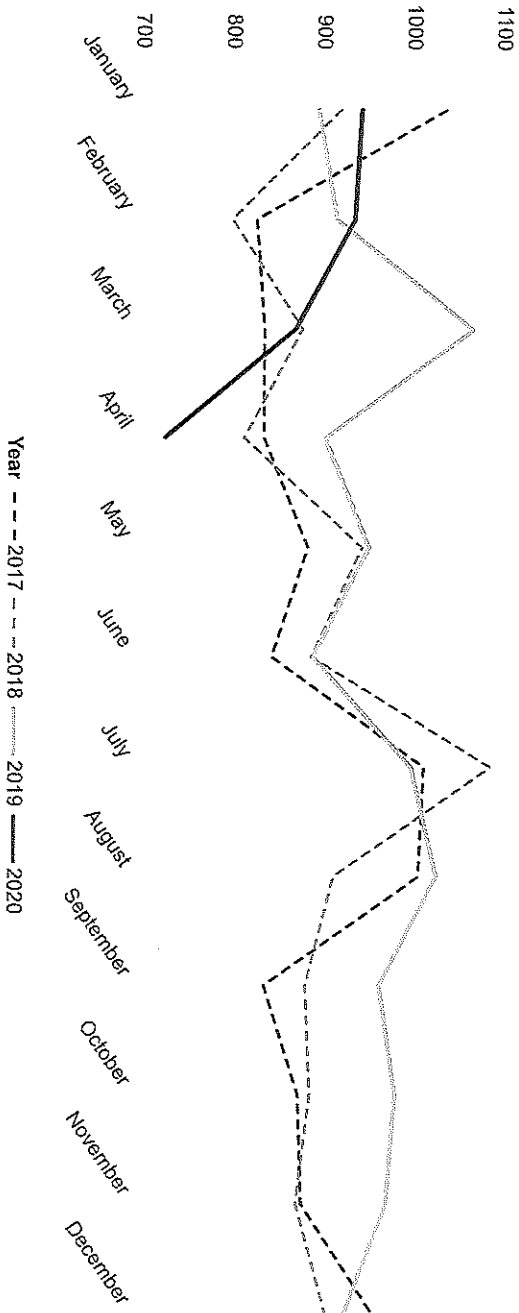
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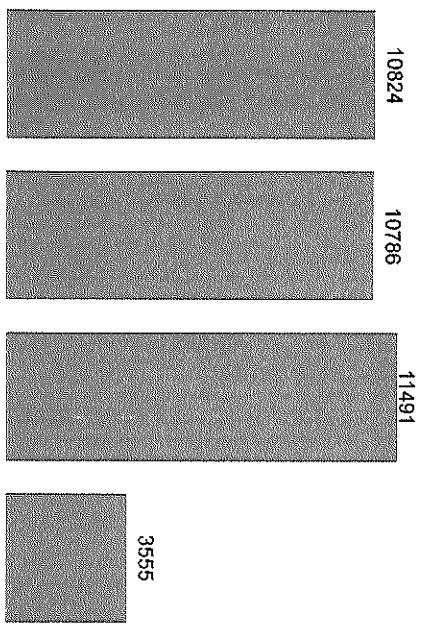
TOTAL INCIDENTS BY AREA



TOTAL INCIDENTS BY MONTH AND YEAR

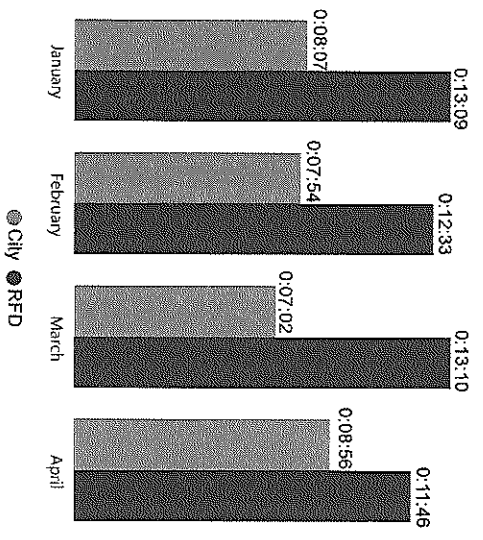


TOTAL INCIDENTS BY YEAR



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80th PERCENTILE EMERGENCY RESPONSE TIMES BY AREA





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ACTUAL FY 18/19	DESCHUTES COUNTY FIRE DIST #2 OPERATING FUND	BUDGET FY 19/20	ACTUAL FY 19/20	% of Budget 83%
REVENUE				
193,495.00	Beginning Fund Balance	303,791.00	377,589.13	124%
4,666,134.16	Current Year Taxes	4,887,869.00	4,784,370.41	98%
66,241.81	Prev Levied Taxes Est to be Rec'd	50,000.00	136,865.71	274%
25,704.28	Interest	8,355.00	7,201.03	86%
-	Annexation Fees	1,000.00	-	0%
190,404.50	Transferred from Other Funds	-	-	0%
6,000.00	Capital Reimbursement	-	-	0%
3,208.72	Rents/Leases	166,920.00	-	0%
1,345.00	Sign / Candles Income	1,500.00	1,635.50	109%
-	Grant Income	-	-	0%
-	Training Fees	-	160.00	0%
33,199.92	Personal Services Contract Revenue	39,200.00	32,666.60	83%
316.00	Other	1,000.00	783.38	78%
19,404.00	Solar Income	19,000.00	21,891.39	115%
5,205,453.39	TOTAL REVENUE	5,478,635.00	5,363,163.15	98%
EXPENDITURES				
PERSONAL SERVICES				
112,500.06	Executive Director	115,500.00	96,250.00	83%
9,161.32	Payroll Taxes / Benefits	10,206.00	8,672.29	85%
121,661.38	TOTAL PERSONAL SERVICES	125,706.00	104,922.29	83%
MATERIALS AND SERVICES				
3,486,132.00	City of Bend Contract Fees	3,686,585.00	3,726,439.00	101%
574,640.57	City of Bend Levy Fees	597,320.00	597,488.00	100%
296,088.33	Debt Service	455,640.00	275,887.45	61%
	Fire Free Program	12,500.00	-	0%
	Fire Prevention / Education	2,500.00	-	0%
569.28	Office Expense	3,000.00	411.96	14%
1,047.46	Association Dues	1,000.00	1,009.27	101%
2,560.94	Conferences	6,000.00	2,181.21	36%
7,652.39	Elections	-	-	0%
865.00	Legal	2,500.00	210.00	8%
6,870.00	Audit	7,600.00	10,325.00	136%
1,843.86	Miscellaneous	1,700.00	1,272.27	75%
19,090.39	Public Relations / Social Media	20,000.00	2,461.19	12%
10,378.20	Accounting	13,000.00	10,689.40	82%
4,007.24	Vehicle Expense	3,000.00	214.62	7%
3,728.97	Staff Expenses	1,500.00	853.43	57%
	Uniforms	2,000.00	141.97	7%
	Board Meetings	2,400.00	1,839.98	77%
-	Fire Protection Annex	750.00	-	0%
4,632.00	Insurance	9,100.00	14,346.35	158%
441.98	Sign Program / Candles	2,000.00	1,891.70	95%
1,286.56	Communications	2,500.00	891.30	36%
-	Training Expense	-	-	0%
5,041.57	Software	5,000.00	7,129.05	143%
-	Tumalo House	-	-	0%
4,426,876.74	TOTAL MATERIALS AND SERVICES	4,837,595.00	4,655,683.15	96%
CAPITAL OUTLAY				
29,326.14	Capital Outlay	2,000.00	1,434.98	72%
29,326.14	TOTAL CAPITAL OUTLAY	2,000.00	1,434.98	72%
TRANSFERRRED TO OTHER FUNDS				
250,000.00	Capital Improvement Fund	200,000.00	-	0%
-	FireFree/Education	-	-	0%
-	General Operating Contingency	148,959.00	-	0%
250,000.00	TOTAL TRANSFERS AND CONTINGENCY	348,959.00	-	0%
4,827,864.26	TOTAL EXPENDITURES	5,314,260.00	4,762,040.42	90%
377,589.13	Unappropriated Ending Fund Balance	136,874.00	601,122.73	439%
5,205,453.39	TOTAL EXPENDITURES	5,451,134.00	5,363,163.15	98%

BUDGET FY 18/19	PROJECTED FY 18/19	ACTUAL TO DATE FY 18/19	DESCHUTES COUNTY FIRE DIST #2 CAPITAL IMPROVEMENT FUND	BUDGET FY 19/20	ACTUAL TO DATE FY 19/20	% of Budget
REVENUE						
1,416,393.00	1,521,473.00	1,521,472.88	Beginning Fund Balance	4,448,776	3,619,012	81%
-	-	-	Other Income	-	1,700	0%
250,000.00	250,000.00	250,000.00	Transferred from other Funds	200,000	-	0%
7,000,000.00	8,102,903.00	8,102,902.61	Bond Proceeds	-	-	0%
35,000.00	124,400.00	122,083.43	Interest	52,216	69,018	132%
-	-	-	Sale of Property	-	-	0%
-	-	-	Sale of Engine	-	-	0%
8,701,393.00	9,998,776.00	9,996,458.92	TOTAL REVENUE	4,700,992	3,689,731	78%

EXPENDITURES						
8,200,000.00	5,400,000.00	6,227,446.48	Station Development	3,400,000	2,836,823	83%
8,200,000.00	5,400,000.00	6,227,446.48	TOTAL CAPITAL OUTLAY	3,400,000	2,836,823	83%
	150,000.00	150,000.00	TRANSFERRRED TO OTHER FUNDS			
501,393.00	4,448,776.00	3,619,012.44	Reserved for Future Expenditures	1,300,992.00	852,907.97	66%
8,701,393.00	9,848,776.00	9,846,458.92	TOTAL EXPENDITURES	4,700,992	3,689,731	78%

Tumalo	TOTAL	2019/2020	2018/2019	2017/2018
.....Architectural Fees	196,470	3,733	35,551	157,186
.....Construction Costs	4,274,460	1,102,978	3,171,482	
.....Application Fees	73,413	-	62,570	10,842
.....Other	56,056	12,450	42,368	1,238
TOTAL Tumalo	4,600,399	1,119,161	3,311,971	169,267
Pilot Butte				
.....Architectural Fees	280,815	4,956	49,062	226,797
.....Construction Costs	4,383,381	1,683,393	2,699,988	
.....Application Fees	174,912	1,526	132,006	41,381
.....Other	63,445	27,787	34,420	1,238
TOTAL Pilot Butte	4,902,553	1,717,662	2,915,476	269,416
TOTAL PAID	9,502,952	2,836,823	6,227,446	438,683

Commitment from Bond		8,102,903
Interest Revenue from Bond		191,102
Deschutes County Fire Dist #2		1,539,728
Griffin Construction Commitment	8,657,684	
Architect, Fees, Other	845,111	
Bond Payment #1	165,468	
Bond Payment #2	165,468	
	9,833,732	9,833,732

Carolyn H. Connelly
Christy K. Monson
Ross M. Williamson*
Diana Moffat
Mark A. Wolf
Dan Lawler
*Also Admitted in Washington

April 29, 2020

Gary Marshall, Executive Director
Deschutes County Rural Fire Protection District #2
1212 SW Simpson Avenue
Bend, OR 97702

Re: 2020 Public Contracting Rules Update Packet

Dear Director Marshall:

Hello from the Local Government Law Group. During these challenging COVID-19 times and ever-changing legal landscape, one thing we've been advising our clients is that certain laws are *not* changing. No temporary amendments are proposed to Oregon's Public Contracting Code at this time, despite other COVID-19 accommodations issued at the state and federal level.

In reviewing our records, we see that Deschutes Co. Rural Fire Protection District #2 originally received our Public Contracting Rules Packet on February 22, 2005, and subsequently purchased two updates. The last purchased update was on May 24, 2017. While our records do not reflect whether your District actually adopted those Rules, assuming that they are in place, they are now out of date. ORS 279A.065(6)(b) requires public entities which adopt their own rules to review them each time the AG modifies *its* rules. The goal is to determine whether local amendments are required to ensure statutory compliance.

Because your District purchased our rules in the past, I conduct this review for you and periodically let you know when amendments are required. We have modified our rules since the District last updated its rules, and the 2019 legislature adopted several modifications to the Oregon Public Contracting Code. I have included and tailored those I deem required for our clients in our 2020 Public Contracting Rules Packet. It includes the following modifications:

1. Divisions 47, 48 and 49 have been modified to allow your District to consider debt to the state when assessing a contractor's qualifications.

Gary Marshall, Executive Director
April 29, 2020
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2. Your District must now place amounts deducted as retainage into an interest-bearing escrow account upon the contractor's election or for contracts over \$500,000. Interest on that amount must accrue from the date the payment request is approved until the date the retainage is paid to the contractor, unless a contractor provides an alternative retainage method in lieu of depositing the retainage in an interest-bearing escrow account.

3. The change with the most impact (which we've been anticipating for nearly a decade) will again allow your District to use pricing information in A/E consultant selection procedures. The legislation also requires that disappointed A/E proposers be allowed to protest solicitation documents and awards. As protest procedures have always been provided in our rules, only minor changes were needed to our Division 48 protest provisions.

As with our prior rule updates, our 2020 packet includes an explanatory letter, updated rules, an adopting resolution, and accompanying findings for a flat fee. As your District last updated in 2017, our full packet update is only \$175.

I understand that this is a stressful time for everyone. We hope that District staff and officials are staying safe. If there is any silver lining, perhaps social distancing measures may provide staff with an opportunity to address needed updates that have been put off due to day-to-day demands. Please contact me, or my assistant, Kim Dahlgren, if your District wishes to move forward with our 2020 public contracting packet.

Sincerely yours,

Carolyn H. Connelly

Carolyn H. Connelly
chc@localgovtlaw.com

CHC:kad

AGENDA
Deschutes County R.F.P.D. #2
Budget Committee Meeting
Tuesday May 12, 2020 at 12:00 P.M.
Attendance for Public Teleconference due to Governors Physical Distancing
Order
Call In Number is 1-503-946-5336 ID is 239 282 235#

- 1. For the Record: Open Meeting and Introductions**
- 2. Public Comment:**
- 3. Nominations for Budget Chairman:**
- 4. 2020 /2021 Budget Review: Budget Officer Marshall**
- 5. Approval of 2020 /2021 Budget and Taxing Rate:**
- 6. Budget Meeting May 19th Needed: Yes or No**
- 7. Adjournment:**