

News & Risk Management Review

SPRING 2022



SDAO

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

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SDAO Board of Directors

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Jennifer Holland, Sisters Park & Recreation District

Paula Miranda, Port of Newport

Scott Stanton, Umatilla County Fire District #1

Brent Stevenson, Santiam Water Control District

Next Board of Directors Meeting

April 6 | 9am | Sisters FivePine Lodge | Joint Work Session with SDIS Board of Trustees

April 6 | 1pm | Sisters FivePine Lodge

June 15 | 10am | SDAO Salem Office

Executive Director

Frank Stratton

Services

Awards, Education and Training, Internship Grant, Legislative, Research and Technical Assistance, Scholarship and Grant Fund. and SDAO Advisory Services, LLC

Contact

Main Office

PO Box 12613 | Salem OR 97309-0613

Toll-Free: 800-285-5461

Phone: 503-371-8667

Email: sdao@sdao.com | Web: www.sdao.com

Claims Office

PO Box 23879 | Tigard OR 97281-3879

Toll-Free: 800-305-1736

Phone: 503-670-7066

2023 SDAO ANNUAL CONFERENCE

Wrap Up

By Frank Stratton, Executive Director

Thank you to everyone who attended the 2023 SDAO Annual Conference in Sunriver! I can't begin to express how wonderful it was to see everyone after having to move our last two annual conferences to a virtual platform. It was long overdue! We had over



420 attendees join us in person representing 190 different special districts in the state attend in person and 67 virtually representing 54 districts. These numbers don't include all over our wonderful sponsors, exhibitors, speakers, staff and guests. In total, we had about 700 people attend the conference either in person or virtually.

The conference kicked off on Friday, February 10th with keynote speaker Meagan Johnson. Meagan dove into generational differences and had the audience interact with one another to determine what they liked best and least about each generation. She then demonstrated how each generation has used the same terms to describe generations before and after them, then linked the concepts to show attendees how they can "bridge the gap" between the groups. Meagan was exciting to learn from and a great way to kick off our event!

Over 20 vendors joined us to showcase their products and services at our ever-popular Exhibitor Trade Show! We celebrated their



contributions to the conference that evening at the Exhibitor Reception.

The Annual Business Meeting took place on Saturday where we received updates from caucus chairs and our chief financial officer.

The following individuals were selected for the 2023-2025 term on the SDAO Board of Directors:

Park & Recreation: Jennifer Holland, Sisters Park & Recreation District

Port: Paula Miranda, Port of Newport

Water: Todd Heidgerken, Clackamas River Water

True At-Large: Kathy Kleczek, Sunset Empire Transportation District and Emily Robertson, Multnomah County Drainage District #1

Saturday evening, we recognized two special districts, four individuals, and **Senator Cedric Hayden** at the Awards Banquet. It was truly inspiring to see what is being done in our communities and the amazing people that serve

our districts. Following the banquet, we listened to the amazing Jeff and Rhiannon on the dueling pianos.

The conference wrapped up on Sunday with breakfast and door prize giveaways donated by our wonderful district members.

We appreciate your dedication to Oregon's special districts and will continually strive to provide you with the best trainings and networking opportunities available. ***I invite you to join us for next year's conference from February 8-11, 2024 in Seaside.***



NATIONAL SPECIAL DISTRICTS COALITION UPDATE

By: Cole Arreola-Karr,
NSDC Federal Advocacy Director

The 118th Congress had a turbulent, yet very slow start as final House and Senate committee assignments were not finalized until early February. As committees were seated, legislation began to be introduced and referred, and the NSDC Advocacy Team began tracking a range of bills. The NSDC Legislative Committee took support positions on legislation pertaining to wildfire resources and streamlining post-disaster information collection efforts.

Of note, the NSDC in February approved support positions two bills pertaining wildfire – one to expand eligibility for mitigation programs and another to bring additional resources to at-risk communities. S. 21 (Feinstein), the Community Wildfire Protection Act, would re-define “at-risk community” for hazardous fuel reduction programming. The bill would eliminate program requirements that a community be included on a specified list of urban-wildland interface communities or be within or adjacent to federal land in order to be eligible.

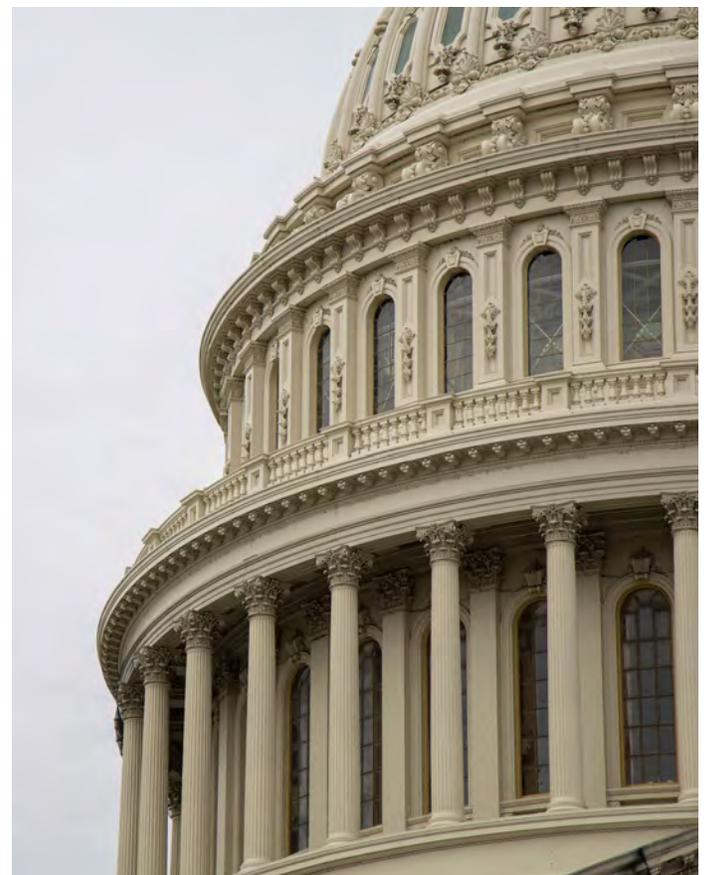
Also earning the NSDC support is H.R. 482 (Neguse), the Western Wildfire Support Act, would boost community resources to address mitigation, response, and post-disaster investments for community wildfire protection. The bill would also authorize a Treasury account for federal wildfire response and a new program for state and local governments to acquire slip-on tank and pump units for surge capacity fire suppression.

The Committee moved to support H.R. 255 (Gonzalez-Colon), the Federal Disaster Assistance Coordination Act. The bill would authorize a

study to examine how to streamline post-disaster damage assessments for efficiency.

We are rocking and rolling on our advocacy for special districts this year – this includes some solid movement on NSDC’s ongoing efforts to better define “special district.” As always, please let us know if you have any questions or concerns.

This article appeared in the NSDC March 2023 Bimonthly Newsletter. Please visit <https://bit.ly/3JpkEoT> to view the entire publication.



Congratulations

TO OUR RECENT ACADEMY
CERTIFICATE RECIPIENTS!

Board Leadership Academy

Certificate Recipients



Michael Calhoun
Columbia SWCD



Heath Foott
*Sisters Park & Recreation
District*



Brian Hackett
*Hood River County
Library District*



Deronda Lallatin
*Grant County Transportation
District*



Ann Malkin
*Deschutes Public
Library*



Jessica Meyer
Redmond Fire & Rescue

Fire District Directors Academy

Certificate Recipient



Wyatt King
Lebanon Fire District



Bill Owen
*Multnomah County Drainage
District #1*

SDAO Academy

Certificate Recipient





SDAO INTERNSHIP *Grant Program*

Application Deadline:
5pm on Friday, April 14, 2023

Applications are now being accepted for the 2023 SDAO Internship Grant Program! Essential and critical to Oregon's communities, special districts deliver much-needed services while also supporting their local workforce. In addition, many districts offer summer internships to college-level students in their area who are seeking to learn more about local government careers. SDAO recognizes and supports these efforts by providing matching grants through the SDAO Internship Grant Program.

Through this program, interns must be hired by the district as temporary employees to be in compliance with wage and hour laws relative to compensating student interns. A freshman through junior college-level student will need to be hired to qualify for funding of this grant.

The maximum grant per district is \$3,000; the funding must be matched by the district by 50%. For example, you may be eligible to receive up to \$3,000 on your request for a project that will cost your district \$6,000 or more. You may be eligible to receive up to a maximum of \$2,100 on your request for a project that will cost your district

”

“The final products that Rachel created will enhance our organization's ability to manage our chemical risks in a more proactive way. We thank SDAO for the support to make this happen.”

Beth McGinnis
Clackamas River Water



“Sophie Annus has learned all too well the monotonous day to day behind the scenes of public policy. When asked if her ideas of public policy have changed she said 'Well I guess that although the details side of policy can get repetitive, getting to see first hand how communities are affected by the policies we make has been. eye opening. It's nice to see what works and what doesn't and how every policy created has consequences.'”

Ana Linden

Corbett Water District

\$4,200. SDAO may not fund all grant requests. This grant is not intended to fund routine maintenance needs or normal staffing requirements.

The SDAO Awards Committee will review each application to determine which projects are eligible to receive funding. Funds will be disbursed by July 1, 2023.

To be considered, your completed Internship Grant Program application must be received



“Overall the grant funds were used to create and revise critical situational awareness used every day by our agency. We want to thank SDAO for providing funds for the project and for helping us to invest in developing our operational safety and performance.”

Captain Riley Moore

Pleasant Hill - Goshen Fire & Rescue

by SDAO by 5pm on Friday, April 14, 2023. Submit your completed application by mail to SDAO, PO Box 12613, Salem, Oregon 97309; by e-mail to sdao@sdao.com; or by fax to 503-371-4781. Attach a separate sheet if necessary. Learn more and download the Internship Grant Program application at www.sdao.com/internship-grant-program.

ANNOUNCEMENTS

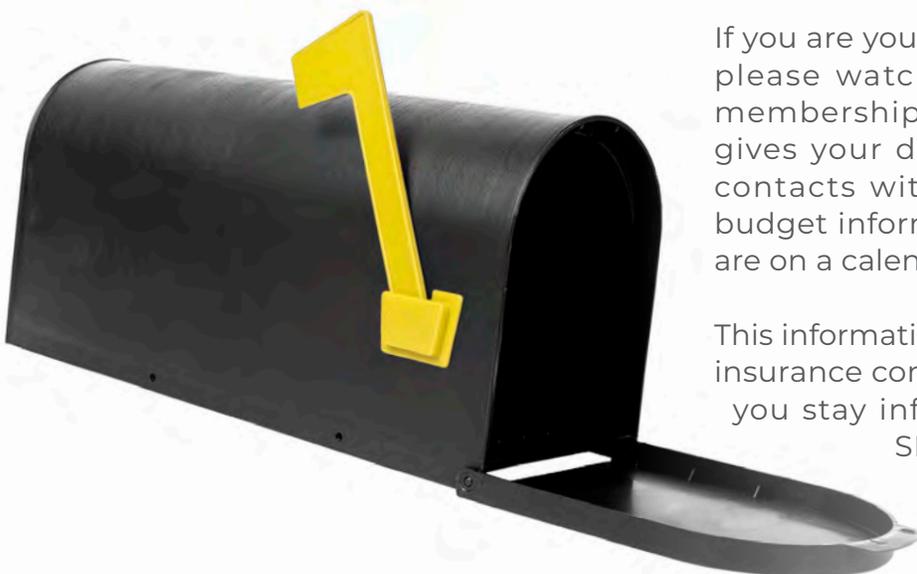
NOTICE OF NEW AMENDMENT AND IMPORTANT PREVAILING WAGE RATE UPDATES

The amendment to the January 5, 2023 Prevailing Wage Rates for Public Works Contracts, effective **January 11, 2023**, has been published. This amendment reflects a correction to the Power Equipment Operator occupation and has been published online at: <https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx>.

Please note, the agency will no longer provide hard copies of prevailing wage publications. You can find all past and current rate information and other prevailing wage resources at <https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx>.

If you have questions, please contact Jessica Ponaman, Compliance Manager with the Wage and Hour Division, at **503-360-7292** or by email at **Jessica.Ponaman@boli.oregon.gov**.

Annual SDAO Membership Database Update Mailing



If you are your district's key contact with SDAO, please watch your mailbox for our annual membership database update mailing. This gives your district a chance to update your contacts with us and provide us with your budget information for 2023-24 (or 2024 if you are on a calendar year budget).

This information is very important for calculating insurance contributions, as well as making sure you stay informed on the latest news from SDAO. The deadline to submit this information is August 31, 2023.

2023 SDAO

Member Scholarship

GOLF



TOURNAMENT

SEPTEMBER 15, 2023



CHEHALEM GLENN GOLF COURSE

4501 E FERNWOOD RD, NEWBERG, OR 97132

REGISTRATION WILL OPEN JULY 1ST. PLEASE WATCH YOUR
EMAIL INBOX AND OUR WEBSITE FOR MORE INFORMATION.

P: 1.800.285.5461

E: MEMBERSERVICES@SDAO.COM

What Is A Special District?

Educating the public and legislators on what you do as a district can be a daunting task. To start, many people do not understand what special districts are and how they can benefit Oregon's communities. We have experienced this struggle first hand and are working hard to make sure that the great work of Oregon's special districts is understood at the local, state, and national levels.

We can't do this without your help. It is more important than ever that you share what you do with your community and legislators. This can be as simple as telling your story on social media, in your district newsletter, or with the media outlets in your town. Also very important is reaching out to your local legislators. Forming a strong relationship with these individuals is key. In the recent past, special districts have been left out of key funding opportunities simply because legislators don't know about them. That can't happen any longer.

To help you with telling your story and explaining the value of special districts, we have compiled several resources for you that can be found on our website. These include:

- What is a Special District? Brochure
- Special District Fact Sheets
- Legislative Action Toolkit

Visit www.sdao.com/sdao-sdis-resources under the General Information heading to find these resources. If you have any questions, please reach out to SDAO Member Services at memberservices@sdao.com.





SDAO
**COMMITTEE
+ VOLUNTEER
INTEREST
FORM**

We need your help! Our strength and effectiveness as an organization is directly related to the involvement of our members. The talent and energy that our members bring to SDAO are the critical components of our success as an association. Please review the volunteer opportunities listed below and indicate those of which you are willing to serve. If you have any questions, please contact SDAO at **800-285-5461** or **sdao@sdao.com**.

Name: _____

Title/Position: _____

District: _____

Mailing Address: _____

Phone: (w) _____ (h) _____ (c) _____

Fax: _____ Email: _____

- Awards Committee** Reviews applications and submits rankings for the SDAO Awards Program and SDAO Internship Grant Program. This is conducted by email.

- Conference and Education Committee** Meets two to three times prior to the SDAO Annual Conference to provide recommendations for conference programming.

Submit your completed form to:



P.O. Box 12613, Salem, OR 97309-0613

Fax: 503-371-4781

Email: sdao@sdao.com

Deadline: May 26, 2023

Thank you for your willingness to serve!

Legislative Update

**By: Hasina Wittenberg and
Mark Landauer, SDAO Government Affairs**



As the 82nd Legislative Assembly has entered the eighth week, the pace of hearings and work sessions has picked up significantly. Approximately 2,800 bills and resolutions have been printed with several hundred more expected in the coming days. March 17th was a key deadline where bills must have been posted for a possible work session in order to remain alive in the originating chamber. If a bill was not posted for a work session by that date in the original chamber, the bill died. Furthermore, if the bill has not received a work session in the originating chamber by April 4th the bill will die.

Much of the attention is being focused on the state's housing and homeless crisis. Shortly after being sworn into office, Governor Kotek signed three executive orders aimed at jumpstarting a statewide effort to build more housing and prevent people at risk from losing their homes.

The first would create a statewide housing production goal of 36,000 new housing units a year — up from the 22,000 or so Oregon builders create annually today. The second declares a homelessness state of emergency in parts of Oregon that have seen an increase in unsheltered homelessness of 50% or more from 2017 to 2022, including the Portland region, Central Oregon, Eugene and Springfield, Medford, Ashland, and Salem. The result of this will give state agencies greater flexibility in how taxpayer money can be used and how regulatory agencies enforce land-use laws. The third executive order requires state agencies to prioritize reducing homelessness in all areas of the state.

The Legislature's response to the housing and homeless crisis has been swift. The assembly is poised to pass HB 5019 and HB 2001 that together will provide upwards of \$200 million to address homelessness and housing construction. However, there are dozens of other housing and homeless-related bills being considered by the Legislature that would, among other things, delay or waive system development charges, change several requirements in our land use system that will place greater emphasis on the development of affordable and workforce housing, and proposals like using tax increment financing to subsidize the development of housing developments.

Another area of focus has been attracting

new high-tech manufacturing to Oregon. The country's reliance on overseas manufacturing of high-tech equipment was laid bare during the global pandemic. As a result, the federal government passed legislation providing nearly \$52 billion in incentives for high-tech manufacturers to locate in the United States. After Intel recently announced that they were planning to construct a new manufacturing plant in Ohio, many Oregon lawmakers and members of the private sector have been alarmed that other states may be offering more attractive or lucrative incentives. Oregon, which has been a leader in computer chip manufacturing, is now contemplating putting nearly \$200 million on the table to match federal funds to attract those companies to expand or locate here in the state.

On February 22nd, the Office of Economic Analysis provided the seventh of eight economic and revenue forecasts for the biennium. Somewhat surprisingly, the forecast estimates that lawmakers will have nearly \$700 million more to spend this biennium and next than originally anticipated. Additionally, taxpayers will receive a record-breaking kicker rebate on their personal income taxes amounting to nearly \$4 billion dollars. The predicted recession that was forecast only three months ago has now been downgraded to a mild recession or "soft landing" in 2024. Mark McMullen, the State's Chief Economist, said the new forecast considers some signs of a slower growing economy and easing of inflation nationally.



IMPORTANT BILLS

SDAO is focused on securing passage of two pieces of legislation this session. HB 2056 and HB 2110 were unanimously supported by the Legislative Committee and Board of Directors as SDAO's top priorities for the 2023 session.

HB 2110 is the Secretary of State's legislation which makes several changes to the statutes governing municipal audits. The bill increases the threshold for the municipal audit exemption from \$500,000 to \$1,000,000 and the review threshold from \$150,000 to \$250,000. These thresholds have not been increased since 2005; SB 837 (2005), which enacted the increase, was passed in 2005 when SDAO spearheaded the legislation.

Over the past few years, the cost of doing business has gone up exponentially causing small districts to exceed the \$150,000 threshold provided for in ORS 297.435. A municipal audit review can cost a district between \$7,000 to \$10,000 which can cause financial hardship for many of our small districts. As an example, one of our small districts reported to SDAO during the interim that they were on the verge of going over the \$150,000 threshold last fiscal year by roughly \$35,000 (the total budget was \$185,000). After many calls to auditors approved by the Secretary of State, the district received a handful of calls/emails in response. The auditors all had the same answer, "we aren't taking new clients." There is a shortage of auditors who are willing to do this work. In addition, it doesn't make sense to spend \$10,000 because a district exceeds a threshold by several thousand dollars. Spending \$10,000 for audit purposes does not make good fiscal sense and can amount to a few months of payroll, typical monthly expenditures or elimination of a small project that requires funding.

HB 2110 will benefit a large number (nearly 400) of small districts who are having difficulty, not only finding a municipal auditor to serve the district but affording the cost of a municipal audit. SDAO introduced HB 2254 to accomplish the same provisions contained in HB 2110. SDAO is grateful that the Secretary of State's Office included our suggested language in HB 2110.

HB 2056 makes technical but very important change to the statutes governing self-insured



public bodies. The Special Districts Insurance Services (SDIS) operate as self-insured public insurance pool. The bill clarifies that insurance reserves are the public entities' funds and can be used for the benefit of the program's public bodies. HB 2056 bill will ensure that self-insured public entity programs can return surplus funds to members and keep rates stable by diversifying risk by utilizing surplus funds.

SDAO is following several hundred bills that will impact our members. One such bill is SB 417, introduced by the Public Records Advisory Council, this bill among other things would require public bodies to waive fees association with requests that are in the public interest or those requested by members of the media. SDAO testified in opposition to the bill; however, members of the Senate Rules Committee instructed stakeholders to form a work group to try to work out the differences. That work is on-going, and SDAO is participating in that work.

Several bills related to the production of housing, affordable housing and workforce housing have been introduced this session. Some of those measures impact system development charges and we are carefully monitoring and engaging those bills with an eye to protecting this important and necessary tool for infrastructure. We have also engaged in a measure that would use tax increment financing as a method to induce affordable housing to the detriment of property tax dependent fire districts.

Although the next set of deadlines are only a few weeks away, they cannot come soon enough to reduce the number of bills that will remain alive until the next set of deadlines that will arrive in May.



2023 SDAO AWARDS *Program*

Each year, the SDAO Awards Program honors member districts for accomplishments which allow them to provide better service to the public and gives recognition to individuals who have greatly contributed to the success of their organization. The following award winners were selected by the SDAO Awards Committee and recognized at the 2023 SDAO Annual Conference on Saturday, February 11th. Links to videos of each of our award winners can be found on our website at www.sdao.com/sdao-awards-program.

OUTSTANDING SPECIAL DISTRICT PROGRAM AWARD: 5 OR FEWER EMPLOYEES

White River Health District

Due to the inadequacies of the existing building, White River Health District realized the need for a new healthcare facility in order to fully serve their community. The process began moving forward until the COVID-19 pandemic which caused a drastic reduction in staffing, nearly shutting the clinic down. District staff persevered and were able to get staffing levels to an adequate level, freeing up time to resume the efforts to fund a new healthcare facility. During this time, the district applied for 21 grants and received 18. This allowed the district to move forward with the new building which now gives them the opportunity to expand their services.

OUTSTANDING SPECIAL DISTRICT PROGRAM AWARD: 26 OR MORE EMPLOYEES

Deschutes Public Library

The Deschutes Public Library reimagined its performance management program in 2020 to better assess performance using a competency based model. The Deschutes Public Library Performance Management Program includes several elements designed to provide vision, clarity, and meaning to an employee's work through ongoing job performance support and feedback. Program elements include coaching, goal development, and competency assessments via the annual performance review process. These elements work together to help employees achieve their highest potential, which ultimately leads to employees being better equipped to serve the needs of the community.

OUTSTANDING SPECIAL DISTRICT SERVICE AWARD: BOARD MEMBER

John Dunn, Roseburg Urban Sanitary Authority

John Dunn was working to improve the sanitary sewer system before Roseburg Urban Sanitary Authority (RUSA) was even formed. In the early 80s, it was clear that the Roseburg area was in need of major improvements to the two sanitary sewer plants. John was the Mayor of the City of Roseburg and was one of the key individuals that lead the effort to form a regional sewer authority. He lead the campaign to change the City Charter to amend the requirement to operate the sanitary sewer system and allow a region authority to be formed.

OUTSTANDING SPECIAL DISTRICT SERVICE AWARD: MANAGER

Bev Bridgewater, West Extension Irrigation District

Since Bev's arrival at West Extension Irrigation District (WEID), she has worked on several large projects in addition to overseeing the operations of the district. WEID has received over \$1.5 million in grants for conservation and modernization under Bev's leadership. Conservation efforts have included seeing all flood irrigation in the Umatilla and Irrigon areas being converted to sprinkler and enclosing 7 open laterals in Boardman, thereby converting flood acres to sprinkler. She has worked closely with NRCS to secure grants for those landowners to assist with their needed equipment. Her collaborative spirit helps to further the interests of not only West Extension, but also neighboring entities (Morrow and Umatilla Counties; Cities of Umatilla, Irrigon, and Boardman; Ports of Umatilla and Morrow; Bureau of Reclamation).

OUTSTANDING SPECIAL DISTRICT SERVICE AWARD: EMPLOYEE

Rob Cummings, Clackamas River Water

Rob Cummings recently retired from serving as the Water Resources Manager for Clackamas River Water (CRW). Rob's career spanned over 43 years at CRW. Although Rob's has had a chance to experience several challenging natural events over this time, it is Rob's contributions during the last two years that is the reason for his nomination for Outstanding Special District Service Award for an employee. His experience and knowledge of the CRW water treatment, pumping and storage system was critical as the district faced some extremely challenging situations that included an unprecedented ice storm and a national chlorine supply shortages that impacted water treatment facilities around the country. During the ice storm, Rob was able to make sure that CRW continued to provide safe drinking water even when there were significant power outages and a reliance on emergency power. During the chlorine shortage, his actions and coordination with the CRW treatment staff to modify our treatment process was critical in allowing us to extend our limited supply while continuing to produce quality water

OUTSTANDING SPECIAL DISTRICT SERVICE AWARD: VOLUNTEER

Sunriver Public Safety Building Task Force, Sunriver Service District (SSD)

Given the extreme growth over the last 20 years, it had become evident that the current Sunriver police and fire facilities were not meeting the needs of the employees, community, and current public safety environment. Through an extensive revision of the SSD Strategic Plan, it was concluded a new facility would be needed soon. The Sunriver Public Safety Building Task Force was created and included volunteers who are a combination of SSD board members, SROA Board members, and other stakeholders in Sunriver and the surrounding area. Over the course of 16 months this group met regularly to see a new Public Service Building come to fruition. Each of the ten volunteers divided up tasks that met each of their strengths, and devoted countless hours to make this vision a reality. They all knew that this building was needed, not only for the community, but for the district.

LEGISLATIVE LEADERSHIP AWARD

Senator Cedric Hayden



SDAO awarded the Legislative Leadership Award to Senator Hayden for his efforts in recognizing the special districts in his district. This year, billions of dollars were allocated to state, city, and county governments from the federal government while special districts received nothing. However, certain Oregon legislators stepped forward to help the special districts in their communities with the funds that the State of Oregon received from the American Rescue Plan Act (ARPA). Senator Hayden made sure the districts in his rural area didn't miss out and first dedicated \$800,000 of ARPA funds to them. Later, he requested \$2 million be allocated to assisting special districts in his legislative district with infrastructure projects. In total, Senator Hayden dedicated \$2.8 million in grant funding to special districts when no other funding was made available. This funding has greatly impacted our rural districts and their communities, many of which did not have basic necessities to operate at an optimal level.



**Outstanding Special District Program Award:
5 or Fewer Employees**
White River Health District



**Outstanding Special District Program Award:
26 or More Employees**
Deschutes Public Library



**Outstanding Special District Service Award:
Board Member**
*David Campos accepted on behalf of John
Dunn, Roseburg Urban Sanitary Authority*



**Outstanding Special District Service Award:
Manager**
*Bev Bridgewater, West Extension Irrigation
District*



**Outstanding Special District Service Award:
Employee**
Rob Cummings, Clackamas River Water



**Outstanding Special District Service Award:
Volunteer**
*Sunriver Public Safety Building Task Force,
Sunriver Service District (SSD)*

SDAO HUMAN RESOURCES REGIONAL TRAINING SERIES

The SDAO Human Resources Regional Training Series is back! Join our team for an exciting lineup of all things HR. Topics for this training will include:

- Employee file management
- Paid Leave Oregon
- Wage and hour
- Board's role in managing your CEO
- Diversity, equity, and inclusion

DATES AND LOCATIONS

- **May 3** – Pendleton | Pendleton Convention Center
- **May 17** – Newport | Best Western Agate Beach Inn
- **May 31** – Medford | Rogue Regency Inn
- **June 1** – Cottage Grove | Cottage Grove Events Venue
- **June 8** – Redmond | Eagle Crest Resort
- **June 14** – Salem | SDAO

TIME: 9AM-3PM

COST: \$75 for SDAO members and SDIS Agents

CREDITS AVAILABLE:

Board Leadership/Fire District Directors Academy:

- Module 4/Module 5: Evaluating Your Executive Director/General Manager/Fire Chief
- Module 4/Module 5: Cultural Diversity

SDAO Academy:

- HR/Personnel Management: Wage & Hour Compliance (5 Credits)
- HR/Personnel Management: Managing Employee Leave (5 Credits)
- Elective: 10 Credits

SHRM:

- Diversity, Equity and Inclusion (1 PDC)
- HR Expertise: U.S. Employment Law & Regulations (2 PDC)
- Leadership & Navigation (1 PDC)

REGISTRATION

Each member district can use code **HRREG23** for one complimentary registration. Discount codes are limited and offered on a first come, first served basis. Visit <https://cvent.me/go17YO> to register.

TBD For more information including a full agenda and a link to register, please visit www.sdao.com/sdao-human-resources-training-series



SDAO RISK MANAGEMENT REGIONAL TRAINING SERIES

REGIONAL TRAINING SERIES

FROM STORMS TO CLAIMS, HOW TO PREPARE AND PREVENT

Join the SDAO risk management team for an in-depth, interactive session exploring techniques to prevent losses at your district. The scenario based discussion will cover what can be done before, during and after an event to mitigate losses. Additionally, while working through the event we will look at it from a variety of exposures including property, liability and workers' compensation.

We will conclude the session with a roundtable/hot topics conversation. Come prepared to talk about what you are struggling with from a risk management standpoint, what is keeping you up at night, and what resources you need to help manage these risks. This will give each attendee an opportunity to learn from one another about how they are managing similar risks.

DATES AND LOCATIONS

- **July 12** – Redmond
- **July 13** – Klamath Falls
- **Oct 18** – Medford
- **Oct 19** – Coos Bay
- **Dec 12** – Newport
- **Dec 13** – Salem

TIME: 9am-12pm

REGISTRATION

\$25 for SDAO members and SDIS agents. Each member district can use code **RMREG23** for one complimentary registration. Discount codes are limited and offered on a first come, first served basis. Visit <https://cvent.me/oxzm3z> to register.





SPECIAL DISTRICTS CONSULTING SERVICES

The promise of spring's arrival is enough to get anyone through bitter winter. - Jen Selinsky

Fresh air, warmer weather and blooming flowers. What's not to love about spring? Spring is the time of plans and projects. Let the Consulting Services team help. Our diverse group of senior consultants and their vast knowledge in many areas of special districts may just provide tips and tricks that will benefit you and your district. Please visit www.sdao.com/consulting-services-program to learn more about the services we provide and to meet the consultants.



Our expert consultants collaborate with members to understand their individual needs in order to provide exceptional, effective, strategic and compliant best practices for their district

Be sure to make us your first call for any consulting assistance your district may need. Member districts are eligible for up to eight hours of free consulting services annually. After this time is exhausted, members will have the option of continuing at a nominal hourly rate. We assist with management recruitments, organizational assessments, district manager transition planning, board trainings, Board Practices Assessments, basic planning and much more.

We look forward to hearing from you soon!

~Shanta Carter

For more information about the Consulting Services Program and the services we offer, please contact us at sdaoconsultingservices@sdao.com or 800-305-1736.

*Providing reasonable, stable rates, and
broad coverage to Oregon's public entities*

SDIS Board of Trustees

- Chair:** Andrea Klaas, Port of The Dalles
- Vice Chair:** Mike Jacobs, Tualatin Valley Water District
- Secretary:** Mark Hokkanen, Tualatin Hills Park & Recreation District
- Treasurer:** Stacy Maxwell, Jackson County Fire District 3
- Trustees:** Darren Bucich, McKenzie Fire & Rescue
Nicole Dalke, Springfield Utility Board
David Lindelien, Lane Transit District
- Emeritus:** Ted Kunze, Canby Fire District No. 62

Services

- Background Checks
- Claims Administration
- Drug-Free Workplace
- Management Consulting Services
- On-site Loss Control Consultations
- Pre-Loss Legal Services
- Public Safety EAP
- Safety and Security Grant Program
- SDIS Insurance Programs

Next SDIS Board of Trustees Meeting

- April 5** | Sisters FivePine Lodge | 12pm
- April 6** | Sisters FivePine Lodge | 9am | Joint Work
Session with SDAO Board of Directors
- June 15** | 10am | SDAO Salem Office

DOCUMENT, DOCUMENT, DOCUMENT!



By: Jens Jensen, PC Claims Manager

Winter weather always brings an increase in motor vehicle accidents, for obvious reasons. In the event your district is involved in a motor vehicle accident, the following is a brief refresher course on what to do and what to avoid if a loss should happen.

Documentation is the key. Even if your district is not responsible for the loss, it still needs to be documented. Amazingly enough, some people will try to make claims for accidents that took place months ago, even if they were at fault for the accident. Memories can fade over time, and often these folks are hoping you didn't do your due diligence in documenting a loss. This can make claims difficult to defend.

Here are the top five things to remember after a motor vehicle accident:

- 1. Take photos of both vehicles.** Even if you aren't responsible for the accident, taking good "big picture" photos of both vehicles is invaluable. By "big picture" photos, we are meaning photos that capture the entire side or corner of a vehicle. Close ups of the damage are great, but today's digital cameras are so good, we can zoom in on whatever is needed.
- 2. Take photos of the scene** up and down the road or parking lot where it took place. If possible, capture a street name to help identify an exact location.
- 3. Gather names, addresses, phone numbers, and IDs** of the people in the other car. At the least, document how many people are in the other car.
- 4. Photos of the condition of the other vehicle and the license plate** are very helpful. This is especially true when the other vehicle has pre-existing damage. If the damage is minimal, or difficult to see, a closeup here will assist. Photos of the point of impact on the district vehicle can also be a real plus.
- 5. Avoid engaging in too much conversation with the other party at the scene.** The exchange of information and your collection of data is all that needs to be discussed. Avoid accepting responsibility or blaming the other driver.

Hopefully you'll never have to employ any of these tips; avoidance is, of course, the best risk management tool. The last tip we can provide is in the event of any motor vehicle accident, always feel free to contact us. We're here to help.





WORKERS' COMPENSATION PROGRAM UPDATE

By: **Monica Lemke,**
Underwriter

To those districts that have chosen to be members of the SDIS workers' compensation group, we want to extend a huge 'THANK YOU'! Participation from members like you has allowed SDIS to deliver quality coverage and risk management services to special districts for nearly 35 years.

Beginning July 1st, SDIS will no longer provide workers' compensation coverage. On that date, SAIF will be providing workers' compensation coverage to SDAO members. However, districts insured by SAIF will still have the opportunity to continue to receive risk management services from SDAO.

If you have not seen it already, you will be receiving a service agreement to be signed by your district to continue receiving these services from SDAO staff. Soon, SAIF will be reaching out to your agent of record to begin the process of moving your coverage over. For answers to frequently asked questions regarding this change, please visit our website at [**www.sdao.com/sdao-saif-workers-compensation**](http://www.sdao.com/sdao-saif-workers-compensation).

SAIF will also be hosting webinars to help members learn more about SAIF, claim processes, and more. Learn more and register at [**www.saif.com/livewebinars**](http://www.saif.com/livewebinars).

UPCOMING SAIF WEBINARS

April 11 | 9-11am Claim Basics

April 13 | 9-11:30am Beyond Claim Basics

May 18 | 10-11:30am Premium Audit Overview for Special Districts and Municipalities
and a Look at SAIF's Online Resources

INSPECT YOUR FACILITIES

By: Jason Jantzi, Risk Management Consultant

WHY IS IT IMPORTANT TO INSPECT YOUR FACILITIES?

This seems like a simple question, but it has far-reaching implications for things like budgeting, personnel management, and operational readiness. Many of our districts have a simple inspection plan based on the safety committee requirements found in OAR 437-001-0765. While these types of inspections are important, they miss the mark in so many ways, the most obvious is that they are completed once every three months. This is too long of an interval.

Consider this, it is likely that many of you already do some form of inspection every day, but it isn't considered a formal inspection. The good news is that it won't take much to formalize it and make it valuable. As I mentioned earlier, inspections have a significant positive impact on your budget, personnel time, and ability to carry out the mission of the district. I will also inject that the inspections and resulting actions have an effect on your district's reputation.

Let's talk about a simple four-step process to perform inspections and make corrections related to any deficiencies found.

INSPECT: These are necessary and help the district in two ways. First, facility inspections ensure that the workplace is safe for staff and patrons. Regular documented inspections help prevent injuries and provide a district with better liability protection. Second, regular inspections protect your property by ensuring things remain how they were intended.

DETECT: Operating your district by only reacting to failures can end up costing a district significant money, which is why effective facility managers choose to utilize a pro-active approach to maintenance. Preventive maintenance helps facility managers detect troubles early when these concerns are relatively easy and economical to resolve.

CORRECT: District managers should encourage facility staff to take a proactive approach towards equipment care and

correct issues before they occur. If an issue or potential issue is detected during our inspection, staff must take steps to quickly address the problem before it worsens or interrupts operations.

PREVENT: District management should combine these inspection and maintenance records to learn from past events and correct repeated matters with equipment. Prevention of these failures will reduce stress and increase productivity for the district. When equipment and processes work as expected, staff can focus on a proactive, rather than reactive, workday.

An easy way to begin an inspection routine is to check your equipment manufacturer documents for inspection and maintenance checklists. Most manufacturers provide comprehensive lists to ensure your equipment stays in operating order and maintains its warranty. Additionally, there are software solutions available that are designed to facilitate a preventative maintenance program. At the end of the day, an inspection program will help conserve your resources.

The SDAO risk management staff would like to assist your district develop a proactive inspection process where prevention and correction are priorities. Contact us at riskmanagement@sdao.com to schedule a facility walk through.



THINGS SUCCESSFUL SUPERVISORS



**DO
DIFFERENTLY**

By: HR Answers

We've all had good supervisors and bad ones, and chances are we remember the characteristics of both vividly. The good ones probably stick out as people who have made a positive impact on our work lives and who made us more successful in our careers. The terrible ones probably showed us the type of supervisors that we don't want to be and the mistakes we don't want to make.

Outstanding supervisors can create a profound ripple effect in their organizations. Their behavior, integrity, and role modeling rub off on others for the better. Not only do supervisors directly impact their team members, but they indirectly affect others. The people they supervise and manage frequently move on to lead others, often in a way that emulates how they were supervised.

Here are several things that successful supervisors do differently that make themselves stand out.

1. THEY TREAT OTHERS BEYOND THE GOLDEN RULE. Much of what makes certain supervisors more successful than others is going beyond treating others as they would like to be treated – they treat others like they want to be treated. They think of how they would like to be supervised (respectful, consistent, honest, fair, loyal, kind, flexible, empathetic, etc.) and they also realize that they have a group of individuals who may have different needs and desires and they flex and adjust to their staff. That's what outstanding supervisors do.

2. THEY RADIATE INTEGRITY. Successful supervisors have high integrity. They exude honesty, sincerity, consistency, and credibility regardless of whether they may potentially displease someone or experience some uncomfortable conflict or negative consequences. They say what they mean and follow through on their actions.

Likewise, if they aren't sure of a commitment or promise, they don't make it, because they realize that failing to follow through time and time again shows that their words are empty, gives their employees false hopes, and makes employees question their commitments.

They also know right from wrong and follow a strong moral and ethical code in the workplace. This behavior is frequently correlated with words like ownership and self-accountability.

3. THEY SET THE EXAMPLE. Along the same lines, successful supervisors walk the talk each and every day. They comply with policies and procedures, follow the rules, model the organization's culture, and core values, set an example of leadership, and convey all of the behaviors and attitudes they expect of their employees.

In addition, outstanding supervisors don't think they are privy to a different set of work standards than everyone else because of their role and title. They work hard; just like everyone else.

4. THEY HAVE HUMILITY. Too much pride and ego get in the way of many supervisors' effectiveness, which is why successful supervisors have humility. They don't let their title, authority, and power, go to their head. They don't assume they know or deserve more than those they supervise, don't put their success and ego ahead of others, and they influence through inspiring and motivating rather than control, command, or demanding compliance.

They are givers rather than takers, more participative than directive, and are quick to take responsibility when things go wrong rather than put the responsibility on others.

5. THEY LISTEN AND COMMUNICATE WELL. Effective supervisors communicate often and interact with their employees professionally and appropriately.

Great supervisors are attentive to and listen closely to the needs of their employees and respond to them accordingly. They keep a pulse on their employees professionally and a bit personally too. In fact, they do more listening than talking, because their job is to help their people solve problems and succeed so that they build a winning team together.

6. **THEY ENCOURAGE THE BEST IN PEOPLE.**

Outstanding supervisors do more than just manage to results - they look for and encourage the best in their people. They help employees identify and play to their strengths and unique talents and align those strengths in ways that best fulfill the needs of the team.

They understand each employee is ever-growing in their professional journey and they encourage and help them to become the best people they can be with their wisdom, knowledge, and leadership. In essence, great supervisors choose to be more like "stewards and mentors" rather than "bosses" who care for, nurture, and support employees.

7. **THEY ACKNOWLEDGE OTHERS.**

Acknowledgements can be a rarity in the workplace, and they can truly make an impact in the work lives of your employees, strengthening their commitment and motivation. Successful supervisors acknowledge others, particularly their value to the team and the value of their contributions, achievements, and ideas. They give them credit for their work, point out their accomplishments, and acknowledge them either privately or publicly (whatever the employee prefers).

8. **THEY DEVELOP TALENT.** Successful supervisors develop talent, making everyone smarter and better at their jobs. They cultivate talent and intelligence throughout their team by teaching and mentoring their employees, bringing people together to participate and generate ideas; and giving their team autonomy, authority, and responsibility. They also develop their staff members through delegation to provide grow and stretch opportunities along with autonomy.

9. **THEY LEAD EMPLOYEES TO THE RIGHT ANSWERS.** Successful supervisors coach employees. They ask open-ended questions and help guide employees toward self-awareness and self-discovery along with providing employees to resources they need to complete a task, suggest people to talk to for guidance, and provide clear

instructions and information necessary to do the task. They make themselves available for questions, coaching, and additional support. When employees encounter roadblocks, they offer ideas, suggestions and sometimes advice on how to improve.

If you're a supervisor, consider the fact that you are assigned to spend a significant amount of time per week with your team members and how you might use this time to be a better steward and leader to those you supervise. Supervisors have a tremendous opportunity every day to make a difference in the lives of their employees and create a positive, fulfilling work atmosphere.



5

STEPS

TO EVERYDAY

HEALTH &

WELLNESS



These days, you may feel overwhelmed with all the health information available to you. However, there are really only a few basic tips to keep in mind for your optimal health. Follow these five simple suggestions to get started on your way to living a happy and healthy life!

EAT HEALTHY.

A healthy diet can protect you from heart disease, bone loss, Type 2 diabetes, high blood pressure and some cancers, such as colorectal cancer. Making small changes in your eating habits can make a big difference in your life.

EXERCISE REGULARLY.

Exercise can help control your blood pressure, blood sugar and weight, raise your “good” cholesterol, and prevent diseases, such as colorectal cancer, heart disease and Type 2 diabetes. Aim to get at least 150 minutes of moderate-intensity aerobic activity (briskly walking) or 75 minutes of vigorous-intensity aerobic activity (running) and at least two days of strength training every week.

WATCH YOUR WEIGHT.

Achieving and maintaining a healthy weight is important to your overall health. Being overweight can lead to serious health problems, affecting both your well-being and health care costs.

MANAGE YOUR STRESS.

It’s important to manage stress in order to sleep better, improve concentration, get along better with family and friends, lessen neck and back pain, and have an overall feeling of calmness.

AVOID TOBACCO AND LIMIT ALCOHOL CONSUMPTION.

Alcohol and tobacco use are linked to an increased chance of developing chronic conditions. Quitting or refraining from smoking and limiting or avoiding alcohol consumption are the best ways to combat such risks.

Please speak with your doctor if you have questions about other steps you can take to improve your health.



CONSTRUCTION SEASON: KEEP YOUR AGENT INFORMED

By: Monica Lemke, Underwriter

As we move into spring and summer, we highly recommend that you keep your agent informed of any changes you anticipate at your district. Changes in your operations or facilities, such as construction projects, may impact your coverage. If you are planning a construction project, please keep in mind that there are limitations to coverage through SDIS for those projects, so it is important to discuss these with your agent to confirm you have proper coverage. There are also certain timeline requirements relative to the start of a project for reporting information to SDIS for coverage to apply, so prior notification is key to ensuring the building or equipment is covered during the construction process.

Your agent will also be able to make any other updates to your equipment or automobile schedules that may be necessary. Being in regular contact with your agent prior, during, and after a project is completed will also help to identify if any additional changes to coverage are necessary, or if there are questions or concerns that our risk management or pre-loss services may be able to help you address.

We appreciate your membership in the SDIS Trust. Your partnership is important to all of us and your fellow special districts. If you have questions, please contact either your agent or your underwriting team at [**underwriting@sdao.com**](mailto:underwriting@sdao.com).

2023 BEST PRACTICES PROGRAM



S | D | I | S
SPECIAL DISTRICTS
INSURANCE SERVICES



Deadline: November 3, 2023



2023 BEST PRACTICES PROGRAM

Your district can receive up to a 10% discount on your 2024 general liability, auto liability and property insurance premiums

The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. Your district can receive up to a 10% credit on 2024 general liability, auto liability, and property insurance contributions. There are five opportunities to earn 2% towards your total discount.

These opportunities include the following:

1. AFFILIATE ORGANIZATION MEMBERSHIP | CREDIT: 2%

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- Oregon APCO-NENA
- Oregon Association of Chiefs of Police
- Oregon Association of Clean Water Agencies
- Oregon Association of Conservation Districts
- Oregon Association of Hospitals/Health Systems
- Oregon Association of Water Utilities
- Oregon Economic Development District Association
- Oregon Fire Chiefs Association
- Oregon Fire District Directors Association
- Oregon Library Association
- Oregon Mosquito & Vector Control Association
- Oregon People's Utility Districts Association
- Oregon PRIMA
- Oregon Public Ports Association
- Oregon Recreation and Park Association
- Oregon Rural Health Association
- Oregon Transit Association
- Oregon Water Resources Congress

2. EMERGENCY PREPAREDNESS PLAN | CREDIT: 2%

In order to receive the 2% credit, your district must have an adopted plan in place in regards to emergency preparedness. Sample plans will be available online in the spring.

3. EMERGENCY PLAN CHECKLIST | CREDIT: 2%

To receive credit in this category, you must complete the self-evaluation checklist that is available within the Best Practices Survey. The survey will open online in the spring and an announcement will be sent out to notify members once it opens.

4. SDAO/SDIS VECTOR SOLUTIONS TRAINING | CREDIT: 2%

At least one (1) representative of the district must complete the online training provided by Vector Solutions called Safety Management: Emergency Action Plans.

SDAO uses Vector Solutions (SafePersonnel edition) to facilitate the online training program. **Trainings are not accessible through the SDAO website.** A personalized training website is created for each member district to access the training library and take online courses. **If your district does not already have a training website set up through this program, please contact SDAO Member Services to get started. You can call us at 800-285-5461 or send an email with your name, district, and email address to memberservices@sdao.com. We will send your information to Vector Solutions to get started.**

5. EMERGENCY MANAGEMENT PLAN TRAINING | CREDIT: 2%

At least one (1) representative of the district must review the business preparedness three-step plan on the Oregon Department of Emergency Management website. Each of the following steps must be reviewed: before disaster strikes, when disaster occurs and after the disaster.

You can access this plan online at:

<https://www.oregon.gov/oem/hazardsprep/Pages/Business-Preparedness.aspx>

RECEIVING CREDIT

To receive credit, a district representative must complete the Best Practices Survey (located online on the SDIS Insurance Site) and click the Save button at the upper right-hand corner of the screen. Credit will only be awarded in a category when a box within that section is checked. If you cannot answer “yes” to at least one question within that category, credit will not be recorded. Your district will be notified by email this spring when the survey becomes available online. The survey **must** be submitted by a district representative who will verify completion of the credit requirements within the survey. Training credits taken by members are not automatically updated in the Best Practices Survey and must be manually checked off by the member. **Please note, each district is responsible for completing their own survey online. The deadline to complete the survey is Nov. 3, 2023.**

If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at jkeeling@sdao.com or 800.285.5461 ext. 122.

GOVERNMENT AFFAIRS

Hasina Wittenberg: 503-906-7228
Mark Landauer: 503-906-7238

MEMBER SERVICES

Toll-Free: 800-285-5461
Email: memberservices@sdao.com
Fax: 503-371-4781

UNDERWRITING

Toll-Free: 800-285-5461
Email: underwriting@sdao.com
Fax: 503-371-4781

RISK MANAGEMENT

Toll-Free: 800-285-5461
Email: riskmanagement@sdao.com
Fax: 503-371-4781

REPORT AN SDIS WC CLAIM

Toll-Free: 800-305-1736
Email: wc@sdao.com
Fax: 503-620-6217

REPORT AN SDIS P/C CLAIM

Toll-Free: 800-305-1736
Email: claims@sdao.com
Fax: 503-620-9817

MEMBER CALENDAR

- April 5** SDIS Board of Trustees Meeting – Sisters, Oregon
- April 6** SDAO Board of Directors/SDIS Board of Trustees Joint Work Session – Sisters, Oregon
- April 6** SDAO Board of Directors Meeting – Sisters, Oregon
- April 6** First Thursday Webinar
- April 11** SAIF Webinar: Claim Basics
- April 13** SAIF Webinar: Beyond Claim Basics
- May 3** HR Regional Training – Pendleton
- May 4** First Thursday Webinar
- May 17** HR Regional Training – Newport
- May 18** SAIF Webinar: Premium Audit Overview for Special Districts and Municipalities
- May 29** SDAO Closed – Memorial Day
- May 31** HR Regional Training – Medford
- June 1** HR Regional Training – Cottage Grove
- June 1** First Thursday Webinar
- June 7** SDIS Board of Trustees Meeting – Tigard
- June 8** HR Regional Training – Redmond
- June 14** HR Regional Training – Salem
- June 15** SDAO Board of Directors Meeting – Salem