



News & Risk Management Review

FALL 2024

S|D|A|O

SPECIAL DISTRICTS
ASSOCIATION OF OREGON

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SDAO Board of Directors

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Next Board of Directors Meeting

November 13: SDAO Board/SDIS Trust Joint Work Session – 12pm

November 14: SDAO Board/SDIS Trust Joint Work Session – 9am

November 14: SDAO Board of Directors Meeting – 1pm

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

SDAO MEMBER SCHOLARSHIP GOLF TOURNAMENT

Thank You!

By Frank Stratton, Executive Director



We are immensely grateful to everyone who joined us at the beautiful Chehalem Glenn Golf Course for this year's tournament. It was a fantastic day filled with camaraderie and fun. Our titanium sponsors—Brown & Brown Northwest, Merina+Co, Servpro of Hillsboro, and WHA Insurance—kept everyone refreshed throughout the day. Although Titanium Sponsor Garrett Hemann Robertson couldn't be on-site, their support was still greatly appreciated.

This event is more than just a day of golf; it's our primary fundraiser for the SDAO Scholarship and Grant Fund. Since its inception in 2015, the tournament has been entirely funded by player registration fees and sponsorships, with all proceeds going towards training scholarships for SDAO members. Thanks to the generous contributions from our sponsors and participants, we added over \$7,000 to the Scholarship and Grant Fund in 2023.

Last year, the Scholarship and Grant Fund awarded over \$15,000 to SDAO members. In the past nine months alone, we have awarded more than \$13,000 in scholarships to our district members. This fund not only supports attendance at SDAO trainings but is also available for external training opportunities. For example, scholarships from this fund enabled a representative from Sheridan Fire District to attend the FDIC International Leadership Conference and supported a member from Klamath SWCD in participating in the OCEAN Connect Conference.

If you or someone in your district needs financial assistance to attend a training, we encourage you to apply for a scholarship. The application process is straightforward, and our committee reviews applications monthly. For more information, please visit www.sdao.com/sdao-scholarship-and-grant-fund.

Once again, thank you to all the players and sponsors who made this tournament a success. We look forward to seeing you next year!



The State of Oregon has opened a second round of cybersecurity grants, with approximately \$6 million available. Local governments can now begin the process.

Eligible projects must have a demonstrated nexus to achieving target capabilities related to improving, preventing, preparing for, protecting against, and responding to cybersecurity incidents and best practices. Projects must implement at least one of the Oregon Cybersecurity Plan Service Catalog offerings. The Service Catalog offerings are based upon the Oregon Cybersecurity Plan and federal priority areas designated in the FY23 NOFO.

ROUND 2 OREGON CYBERSECURITY PLAN SERVICE CATALOG OFFERINGS:

TIER 1 SERVICES

- Advanced Endpoint Protection (AEP)
- Domain Migration Services (Migration to .gov)
- Immutable Data Backup and Recovery Testing
- Multifactor Authentication Capability (MFA)
- Albert Sensors
- Information Security Awareness Training
- URL/Web/Content filtering
- Vulnerability Management Services & Scanning
- Consulting and Planning Services

TIER 2 SERVICES

- Penetration Testing Services
- Converged Endpoint Management (XEM)
- Cybersecurity Risk Assessment Services
- Web Application Firewall (WAF)
- DNS Filtering
- Email Security Gateway
- Enhanced Network Protection - Firewall Services
- Privileged Access Management (PAM)
- Identity & Access Management Solutions
- Mobile Device Management (MDM) Solutions

If you have completed the required grant registration form (that was due September 1st), you must submit a completed SLCGP project application by October 15, 2024. For more information and to download the project application, please visit: <https://www.oregon.gov/oem/emresources/grants/pages/state-and-local-cybersecurity-grant-program.aspx>.



2025 SDAO ANNUAL CONFERENCE

SAVE THE DATE!

Mark your calendar for the 2025 SDAO Annual Conference! We will have over 20 training and educational sessions, networking opportunities, our ever-popular exhibitor trade show, awards banquet, and more! The annual conference is also our member districts' opportunity to send a representative to vote at the caucus meeting and Annual Business Meeting.

DATES

February 6: Pre-Conference Sessions
February 7-9: Annual Conference

LOCATION

Riverhouse on the Deschutes
3075 N Hwy 97 | Bend, Oregon

REGISTRATION RATES

Thank you to our sponsors who continue to help us keep the conference affordable for members! We have been able to keep the same rates for over ten years with your generosity.

Pre-Conference: \$85 Full Day, \$50 Half-Day

One Day Only (Friday or Saturday): \$140

Full Conference (Thursday Evening-Sunday Morning): \$230

HOTEL INFORMATION

Riverhouse on the Deschutes
Rates range from \$120-185/night + tax

Book Online: <https://bit.ly/SDAORoomBlock>

Book by Phone: 541-389-3111

Mention Group: Special Districts Association of Oregon

REGISTRATION INFORMATION

Registration information will be sent to all members, agents, and affiliates on December 2nd.

QUESTIONS

Please contact SDAO Member Services at memberservices@sdao.com or 800-285-5461.
www.sdao.com/annual-conference

SDAO RISK MANAGEMENT REGIONAL TRAINING SERIES

Best Practices Credit Eligible

WHAT TO EXPECT FROM AN OR-OSHA INSPECTION

It's not if but when OR-OSHA will show up at your door to conduct an inspection. We will discuss best practices for how to deal with the inspector, what you can expect from OR-OSHA, and what happens after the inspection.

DEVELOPING A SAFETY CULTURE

Whenever you have people in one place working toward a common goal, a culture is developed which plays a strong role in determining the productivity levels and happiness of your employees. We believe that developing a safety culture assists in helping to make sure that your staff are happy and productive. We will discuss what a good safety culture this looks like and ideas for creating or maintaining it.

FROM IDEA TO ACTION – LAUNCHING YOUR FIRST TABLETOP EXERCISE

Join us as we demystify the process of getting started with your own emergency preparedness tabletop exercise. Learn how to assemble a dynamic planning team, identify key players, and access free, invaluable resources provided by FEMA and the Department of Homeland Security. We will equip you with the knowledge and tools to transform theoretical readiness into actionable strategies, ensuring you're ready to face the unexpected with confidence.

We look forward to seeing you and having great conversations as we explore these risk management topics.

DATES AND LOCATIONS

Oct 22 – Grants Pass | Josephine Community Library

Oct 23 – Bandon | The Barn Bandon Community Center

Dec 10 – Tillamook | Port of Tillamook Bay

Dec 11 – Salem | SDAO



TIME

9am-12pm (Lunch provided)

REGISTRATION COST

\$25 for SDAO members and SDIS agents.

\$75 for Non-Members

REGISTRATION

\$25 for SDAO members and SDIS agents. Each member district can use code RMREG24 for one complimentary registration. Discount codes are limited and offered on a first come, first served basis.

Register online at <https://cvent.me/O5D9ax>

CREDITS

This training qualifies for Best Practices, SDAO Academy, Board Leadership Academy, Fire District Directors Academy, and Insurance CE credits. Please visit the event registration page for more details.

Cancelation Policy

To receive a full refund, cancel your registration at least five (5) business days in advance of your scheduled training date. No shows will be charged.



2025 SDAO AWARDS PROGRAM

Help us celebrate the ingenuity, creativity, and diversity of our members by nominating an individual or special district for the SDAO Awards Program! This program recognizes the outstanding accomplishments of member districts as well as district board members, managers, employees, and volunteers.

OUTSTANDING SPECIAL DISTRICT PROGRAM (DISTRICT)

This award category recognizes innovative projects and programs, outstanding safety, public information, public involvement in a district decision making process, and outstanding achievement. Three subcategories have been established for this award:

- Districts with 5 or fewer employees
- Districts with 6 to 25 employees
- Districts with 26 or more employees

OUTSTANDING SPECIAL DISTRICT SERVICE (INDIVIDUAL)

This award category recognizes individuals who have contributed substantially to the improvement and successful operation of their special district. Four subcategories have been established for this award:

- Board Member
- Manager (Nomination must be submitted by the district's board of directors.)
- Employee (Nomination must be submitted by the district's manager.)
- Volunteer

SDAO Board of Directors and SDIS Board of Trustees members are ineligible to be nominated for this award. Winners will be recognized at the 2025 SDAO Awards Banquet in Bend on February 8th.

FAQs

HOW DO I SUBMIT A NOMINATION?

Complete the 2025 SDAO Awards Program nomination form available at www.sdao.com/sdao-awards-program. Please respond to each question, attaching additional pages if necessary. Submit completed nomination forms to SDAO, PO Box 12613, Salem, Oregon 97309-0613 or email them to sdao@sdao.com.

Nomination forms must be received by October 4th, 2024 to be considered.

HOW ARE ENTRIES JUDGED?

The Awards Committee will review nominations in late-October using standard evaluation features such as impact for other districts, positive results, special purpose, increased safety, cost savings, improved quality of service, innovation, and community need.

WHAT HAPPENS IF THE DISTRICT OR INDIVIDUAL I NOMINATE WINS?

Nominators and award winners will be notified in November 2024. SDAO will provide winner contact information to our videographer to schedule a date and time to do a video interview. Videos will be showcased at the annual Awards Banquet (held in conjunction with the 2025 SDAO Annual Conference) at the Riverhouse in Bend, Oregon on February 8, 2025 and on our website.

WHO DO I CONTACT IF I HAVE QUESTIONS?

If you have any questions, please contact Director of Association Services Jennifer Quisenberry at 800-285-5461 or email jquisenberry@sdao.com.

BOARD MEMBER RECRUITMENT & ORIENTATION

We understand that recruiting new board members can be a challenge for many special districts. The SDAO Board Member Recruitment Toolkit is designed to assist you with recruiting board members to run for open board positions or fill vacancies. We have included several sample materials for you to use to assemble a recruitment package to be given to interested individuals.

All templates have been created in Microsoft Word and can be downloaded from our website at www.sdao.com/board-member-recruitment-toolkit. You can personalize these samples by inserting your district name, logo, or letterhead and filling in the information pertinent to your district within the body of the text.

Included on the website are sample recruitment packages for both a board vacancy and upcoming election. You may use these as a guide when creating your district's recruitment materials.

We have also put together resources for board member orientation. After an individual is appointed or elected, you can use these templates to introduce them to the district and their new role.

If you have any questions, please contact SDAO Member Services at **800-285-5461** or by email at **memberservices@sdao.com**

We wish you luck with your future recruitments!

DO WE HAVE YOUR BUDGET INFORMATION?

In late spring, we sent a mailing to all members requesting budget figures and updated contact information for the 2024-25 fiscal year. If your district has not yet returned these forms, please do so as soon as possible. Districts that did not send us this information by September 1st have received a reminder mailing.

Reporting budget figures is a requirement of membership in SDAO and being eligible for insurance coverage with Special Districts Insurance Services. If you have any questions or are unsure if you have returned your forms, please contact Member Services at **memberservices@sdao.com**.

November Election Ballot Measures

**By: Hasina Wittenberg
Government Relations Strategies Inc.**



Oregon voters will consider approval of five ballot measures on November 5th. The Legislative Assembly referred three measures to the November ballot during the 2023 legislative session, two constitutional, and one statutory:

BALLOT MEASURE 115 would amend the Oregon Constitution to give the House of Representatives the power to impeach statewide elected officials of the Executive Branch for the following reasons: malfeasance or corrupt conduct in office, willful neglect of statutory or constitutional duty, or other felony or high crime. It would also give the Senate the power to try any impeachment received from the House.

BALLOT MEASURE 116 would amend the Oregon Constitution to establish an Independent Public Service Compensation Commission that would be responsible for establishing the salaries of state-wide elected officials, judges at the state and circuit level, county district attorneys, and members of the Legislative Assembly.

BALLOT MEASURE 117 would establish “ranked choice voting” as the voting method to determine major political party nomination and elections for the office of President and Vice President of the United States, United States Senator, Congressional Representatives, Governor, Secretary of State, State Treasurer, and Attorney General. The measure allows local governments including cities, counties, school districts and special districts the option to choose to use ranked choice voting.

To qualify, constitutional measures for the ballot, sponsors of initiative petitions needed to collect 117,173 signatures to initiate statutory changes.

BALLOT MEASURE 118: Supporters submitted 122,276 valid signatures qualifying a measure aimed at providing “universal income” (any Oregonian with residency for at

least 200 days would receive approximately \$1,600 annually).

BACKGROUND – A program similar to the measure’s universal income proposal exists in Alaska (Permanent Dividend Fund). Two of the measure’s sponsors previously lived in Alaska and based on personal experiences, utilized that fund to help successfully make ends meet. The notion behind the measure is to reduce poverty (child poverty is projected to be reduced by approximately 25%) by providing every Oregon resident who maintains at least 200 days of residency in a calendar year with a \$1,600 rebate. Proponents have been working to qualify this measure for almost six years but not until several wealthy California residents provided nearly \$800,000 in funding were they able to qualify the measure to the ballot.

What the Measure Does – Current law requires corporations to pay the higher of either a tax on taxable income or a corporate minimum tax. For S corporations, the minimum tax amount is determined by tax bracket and is based on the corporation’s Oregon sales; the minimum tax is capped at \$100,000 for \$100,000,000 or more in sales.



Beginning in 2025, the measure removes the minimum tax cap and increases the minimum tax on all corporations with Oregon sales over \$25 million by imposing an additional tax of 3% for sales above \$25 million. The measure directs the Department of Revenue to equally distribute the new revenue to all individuals residing for more than 200 days annually in Oregon.

The measure is expected to raise an estimated additional \$7 billion yearly and qualified individuals are expected to receive \$1,600 each year because of the measure's passage.

Who Opposes the Measure and Why – Opposition to Ballot Measure 118 includes Governor Tina Kotek, the Oregon Education Association, House and Senate Democratic Leadership and several other democratic legislators. The state's largest business trade association, Oregon Business Industries, and many other businesses and republicans also oppose the measure for the following reasons: the measure will result in a \$2.8 billion reduction in state revenue which will reduce available funding for schools and other essential services, the measure will send rebates to people who don't need them (there is no income or age test), and the measure would likely result in low income residents losing public benefits while reducing federal funding Oregon currently receives.

Recent campaign finance filings disclosed \$5.8 million to the opposition campaign. Top contributors include Grocery Retail PAC (\$1 million), WinCo Foods (\$250,000), Weyerhaeuser (\$250,000), Lithia Motors (\$250,000), Standard Insurance (\$250,000), Daimler Trucks (\$250,000), US Bank (\$250,000), and Roseburg Forest Products (\$250,000).

In 1998, Ballot Measure 97 (a proposed gross receipts tax) saw record opposition spending of \$27 million; it is expected that spending in opposition to BM 118 will be significant.

BALLOT MEASURE 119: United Food and Commercial Workers (UFCW) union submitted 120,503 valid signatures qualifying a measure that will make it easier to unionize cannabis workers.

BACKGROUND – As of 2022, an estimated 7,700 individuals are employed in the cannabis field in manufacturing, professional and business services, agriculture, trade, transportation, and warehousing, and other services. The Oregon Liquor and Cannabis Commission also requires permits for cannabis workers. As of November 2022, 64,600 permits were active (approved but not necessarily in use). Oregon Revised Statute 663.110 governs the bargaining rights of employees. The statute guarantees the right to self-organization, to strike, to collective bargaining through representatives, and to join a union. Employees also have a right under the law to not engage in such activities except unless membership is required as a condition of employment.

In 2014, Oregon voters approved the legalization of recreational marijuana for individuals ages 21 and older and authorized the Oregon Liquor Control Commission (OLCC) to regulate marijuana sales. Ballot Measure 91 was approved by a margin of 56%. Medical marijuana was approved by 55% of voters in 1998 via Ballot Measure 67.

What the Measure Does – Ballot Measure 119 would require cannabis retailers and processors to submit to the OLCC with its application or renewal of license a signed labor peace agreement between the cannabis retailer or processor and a labor organization actively engaged in or attempting to represent the retailer's or processor's employees. A signed labor peace agreement is defined in the statute as an agreement by which an applicant or licensee agrees to remain neutral with respect to the labor organization's representatives communicating with the employees of the applicant or the licensee about the employees' rights. If an applicant or licensee does not submit a signed labor peace agreement or abide by the terms of the agreement, Ballot Measure 119 authorizes OLCC to deny the application for licensure.

If a labor peace agreement is terminated for any reason, the licensee would be required to notify the commission of its termination within 10 business days and to enter into a new labor peace agreement within 30 days of termination. If the licensee does not submit a new labor peace agreement to the commission within 30 days,

Ballot Measure 119 would authorize OLCC to suspend the license for up to 10 days or impose a \$1,650 fine.

Currently, California, Connecticut, New Jersey, New York, and Virginia have similar requirements for licensed cannabis businesses. Efforts by UFCW to pass similar legislation was rejected during the 2023 legislative session. Following the 2023 legislative session UFCW attempted to recall the chair of the committee (Rep. Paul Holvey-D-Eugene) where their legislation failed to advance; Rep. Holvey was not recalled and retained his seat by an 8:2 margin. UFCW has spent \$2.4 million to place the measure before voters this November.



LEGISLATIVE ACTION TOOLKIT: CONNECT WITH YOUR LEGISLATORS

As we approach the upcoming legislative session, we encourage you to connect with your legislators to ensure your voice is heard. Special districts often go unnoticed simply because their significance isn't well-known. To assist you, we've created the SDAO Legislative Action Toolkit, which offers numerous resources to help you advocate for your district.

Our aim with this toolkit is to simplify the process for all our members to establish or strengthen relationships with legislators. We understand this can be daunting at first, but it's crucial for our state's decision-makers to recognize who special districts are, what they do, and their value to Oregon communities.

We invite you to explore all the resources available in this toolkit. Our team has prepared a variety of sample letters for your advocacy efforts, along with tips for meeting with elected officials, links to state senate and representative directories, and sample letters for your local newspaper.

Visit www.sdao.com/legislative-action-toolkit to learn more.





PUBLIC CONTRACTING UPDATES

There are some important changes to the Oregon Public Contracting Code to be aware of before your district dives into its next big project or procurement. Senate Bill 1047 was passed by the Legislature in the 2023 session and signed into law by the Governor, effective January 2024. The bill amends the contract price thresholds in ORS 279B and ORS 279C in a couple of important ways:

Small Procurement. Previously, a contracting agency could award a contract for goods or services or for a public improvement with a value of less than \$10,000 in any manner it deemed practical or convenient. SB 1047 raises this threshold to \$25,000.

Intermediate Procurement. Previously under ORS 279b.070, a contracting agency could award a contract for goods or services with a value of \$150,000 via the intermediate procurement process, whereby the agency solicits at least three informal competitive quotes and selects the proposal that best serves the interests of the agency. SB 1047 raises this threshold to \$250,000. Please note: the public improvement intermediate procurement threshold (ORS 279c.412 and ORS 279c.414) remains unchanged at \$100,000.

These new thresholds will ease some of the previous bidding/RFP requirements and generally give districts some increased flexibility for getting things done at your district. See this link to review the bill in its entirety: <https://bit.ly/SB1047>

DO WE HAVE YOUR EMAIL ADDRESS?

Are you getting emails from SDAO? If yes, fantastic! If not, you're missing out on important updates and information relevant to Oregon's special districts. Sign up for our email list today to stay in the loop!

www.sdao.com/join-the-email-list



SPECIAL DISTRICTS CONSULTING SERVICES

The SDAO Consulting Services Program is designed to support special districts in Oregon by providing expert advice and guidance. While SDAO's consultants provide a variety of services, one of our more popular services is board and staff training. Over the years of providing this service, SDAO has found these training sessions help establish a foundation for governance of your district. Whether you have new board members or more seasoned board members, board training helps bring about improved leadership, better decision making, reduced risks, and a more resilient organization.

WHY TRAINING YOUR BOARD MEMBERS IS CRUCIAL FOR ORGANIZATIONAL SUCCESS

The effectiveness of a board of directors can significantly affect the overall success of an organization, regardless of if it is a non-profit, startup, or well-established company. But how do you ensure that your board members are equipped to contribute meaningfully? The answer lies in comprehensive and ongoing board member training. Here's why investing in this critical area is not just beneficial, but essential for your organization's health and growth.

ENHANCING GOVERNANCE AND COMPLIANCE - A well-trained board is a well-informed board. Training helps members understand their roles, responsibilities, and the legal and ethical standards they must uphold. This knowledge is crucial for effective governance and compliance, reducing the risk of legal issues, and helps ensure the organization satisfies regulatory requirements.

IMPROVING STRATEGIC DECISION-MAKING - Board members are responsible for making strategic decisions that shape the organization's future. Training equips board members with the awareness of the importance of using data and market trends to make informed decisions. This, in turn, enhances the board's ability to set a clear direction and drive the organization toward its goals.

STRENGTHENING LEADERSHIP AND TEAM DYNAMICS - Effective boards are characterized by strong leadership and collaborative team dynamics. Training programs often include components on leadership skills, conflict resolution, and team building. These elements are crucial for fostering a cohesive board that works together and leads with confidence.

KEEPING UP WITH INDUSTRY TRENDS AND BEST PRACTICES - The business and non-profit landscapes are constantly evolving. Regular training helps board members keep up with



the latest industry trends, best practices, and technological advancements. This continuous learning process enables the board to adapt to changes and guide the organization through new challenges and opportunities.

ENHANCING ACCOUNTABILITY AND TRANSPARENCY - Training in best practices for transparency and accountability helps board members understand how to monitor organizational performance effectively and hold staff and other board members accountable. This not only improves organizational integrity but also builds trust with stakeholders, donors, and the public.

SUPPORTING EFFECTIVE BOARD RECRUITMENT AND ONBOARDING - A structured training program helps establish a solid foundation for new board members. It helps them integrate more quickly and effectively into the board and identify opportunities for them to contribute. This structured approach also makes the recruitment process more efficient, as prospective board members can see a clear path for their development.

FOSTERING A CULTURE OF CONTINUOUS IMPROVEMENT - Training isn't a one-time event but an ongoing process. Regularly scheduled training sessions and workshops foster a culture of continuous improvement and learning within the board. This commitment to development helps the board remain agile, innovative, and resilient in the face of evolving challenges and demonstrates a commitment to continued organizational effectiveness.

Investing in the training and development of your board members is a strategic move that pays dividends in governance, decision-making, and organizational success. By prioritizing this essential aspect of board management, you are able to enhance the capabilities of your board and fortify the foundation of your organization.

Let us know if you would like to schedule a board training session.

We are looking forward to hearing from you soon.

- Shanta Carter

SDAO

VENDOR SOLUTIONS NETWORK

As an SDAO member, you have exclusive access to the SDAO Vendor Solutions Network. This is a directory of vendors offering products and services to special districts who have experience working with government agencies. Each vendor offers exclusive benefits and/or discounts to SDAO members based on the service(s) they offer. Vendors are organizations with a proven track record of providing quality consulting services related to governance, strategic planning, financial audits, public relations, elections, information technology and more.

Explore the directory online at www.sdao.com/vendor-solutions-network-directory.

Disclaimer: SDAO does not officially endorse any of the participating vendors.



What is A Special District?

NEW VIDEO RESOURCE

We're excited to share our updated "What Is A Special District" informational video, now available in both English and Spanish! This video is a great resource for your district to help educate your community about the critical services special districts provide. It offers a clear and concise explanation of what special districts are and how they serve the public.

Whether you're engaging with community members, local stakeholders, or new residents, this video can be a valuable tool to raise awareness and build understanding of the important role special districts play. Be sure to explore both versions and share them as part of your outreach efforts!

www.sdao.com/what-is-a-special-district

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

SDIS Board of Trustees

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- Secretary:** Mark Hokkanen, Tualatin Hills Park & Recreation District
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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

November 13 | SDIS Board of Trustees Meeting | 9am

November 13 | SDAO Board/SDIS Trust Joint Work Session | 12pm

November 14 | SDAO Board/SDIS Trust Joint Work Session | 9am



STAY SAFE WITH CISA'S **ENTITY** **NOTIFICATIONS**

CISA (Cybersecurity and Infrastructure Security Agency) works hard to protect special districts in Oregon by notifying entities when system vulnerabilities are discovered. You may be surprised to know that they are constantly using a variety of tools to find weak spots in our critical infrastructure IT systems (that includes special districts!). If they find a problem, they'll even try to warn you before a cyber event happens to your district.

HOW CISA FINDS PROBLEMS

CISA can look for problems in district computer systems using many tools. If they find something wrong, they'll try to tell you quickly. But sometimes, they don't know who owns the system. They might only have an IP address (a special number for each computer on the internet). Internet providers can help, but they need permission to share this info with CISA.

GETTING THE WARNING

When CISA finds a problem but doesn't know who to tell, they will usually attempt to contact whoever makes IT decisions at your district (for example, your IT Director). Once in contact, they'll explain the problem, discuss where they found the problem, and they'll offer suggestions on how to fix it.

WHAT THE WARNING INCLUDES

The warning from CISA will have details about the problem, such as:

- The device's maker and model
- The IP address
- How they found the problem
- Tips on how to fix it

WHAT SHOULD YOU DO?

When you get a warning, check if the IP address is correct and if the device is still in use. It's a good idea to fix the problem by following CISA's advice.

EXTRA HELP WITH RANSOMWARE

CISA also helps by warning about ransomware. They work with other agencies to spot these dangers early on.

CHALLENGES AND TIPS

Sometimes, it's hard for CISA to find the right person to talk to or get a response. It's good to know how to contact CISA and trust that they are who they say they are. You can always check to make sure it's really CISA calling – they have systems in place to confirm their identity. You can reach out to CISA beforehand to learn more about verifying their identity.

Want to get in touch with Oregon CISA's entity notification contact? Reach out to either of CISA's Oregon contacts:

Leslie Ann Kainoa, CISSP, GICSP, CDPSE, CISA
e: leslie.kainoa@cisa.dhs.gov
p: 503-462-5626

Chris Ross
e: christopher.ross@cisa.dhs.gov

To learn more about CISA's Entity Notification program, you can visit their website at <https://www.cisa.gov/stopransomware/Ransomware-Vulnerability-Warning-Pilot> or access their Fact Sheet here.



PUBLIC MEETINGS LAW TRAINING

YOUR QUESTIONS ANSWERED

During the 2023 Legislative Session, HB 2805 was passed introducing several key requirements aimed at enhancing transparency and compliance with public meetings law. The bill mandates that the Oregon Government Ethics Commission (OGEC) provide or arrange for annual training on public meetings law and best practices.

WHAT DOES THIS MEAN FOR YOU?

Board members of governing bodies with a total fiscal year expenditure of \$1,000,000 or more must attend this training (or approved outside training) at least once per term of public office.

DOES SDAO HAVE A TRAINING AVAILABLE?

SDAO has released a public meetings law training on the Vector Solutions platform. Unfortunately, as of press time, this training has not been approved by OGEC for credit for the HB 2805 requirement. It is, however, available to members to take in order to attain SDIS Best Practices credit for the 2025 year. This training is available on your district's Vector Solutions site.

HOW CAN OUR DISTRICT RECEIVE BEST PRACTICES CREDIT WITH THE SDAO TRAINING?

To be eligible to receive the 2% Public Meeting Training credit on your district's 2025 insurance contributions for general liability, auto liability, and property coverage, all board members from your district must complete the public meetings law training on Vector Solutions.

To complete the training, log in to your district's Vector Solutions site and click on Extra Training. Once there, click on the Special Districts Insurance Services category and choose Public Meetings Law. You may also utilize the search bar and search for the training there.

WHAT HAPPENS IF THE TRAINING OFFERED BY SDAO IS APPROVED BY OGEC?

If we receive approval, those who take the training after the approval date can use that to fulfill the state's requirement. Those who take it before that date must take it again or take another training to fulfill the requirement. Again, this requirement only applies to board members of districts with over \$1,000,000 of expenditures.

WHAT HAPPENS IF THE TRAINING OFFERED BY SDAO IS NOT APPROVED BY OGEC?

We will continue to offer the same training on the Vector Solutions platform as we find it to be essential information for all public officials – regardless of the new requirement. Additionally, SDAO will begin working on offering a training that does gain approval by OGEC. Board members needing to meet the requirement must take the OGEC-offered training or other approved class.

When the OGEC training is available for members to register for, we will notify you via email as soon as possible. Thank you for your patience as we wait for information from OGEC.

If you have any questions, please contact Member Services at memberservices@sdao.com.

ACCESS THE OGEC TRAININGS

We encourage you to visit the OGEC website for up-to-date information about their online and in-person trainings that fulfill the requirements of HB 2805. You can access this at www.oregon.gov/ogec/public-meetings-law/pages/training-review.aspx.

FALL PREP: ESSENTIAL STEPS TO PROTECT YOUR PROPERTY & REDUCE LIABILITY

BY: JENS JENSEN, PC CLAIMS MANAGER

Summer has officially ended, and it is now fall. There are a few things you can do now to avoid liability and property exposures that may arise in the next few months.

If you created a defensible space in the spring to reduce the potential of wildfire reaching your building, great! If not, with cooler temperatures and reduced fire risk, it is an ideal time to create that defensible space for next year. Clearing vegetation and reinforcing this area now offers several benefits:

FIRE PREVENTION: Removing vegetation away from the premises reduces the chances of any fire reaching the building. Fires don't only happen in summer.

PEST CONTROL: It reduces the potential for insects and other vermin to reach your building.

GUTTER MAINTENANCE: It reduces the potential for leaves to blow onto the roof and clog gutters.

DEBRIS MANAGEMENT: It reduces debris in parking lots and sidewalks that your patrons and employees use to access the premises. Debris on sidewalks and parking lots can lead to "slip and fall" premises liability claims.

SECURITY ENHANCEMENT: Cleaning up vegetation reduces places where vandals can hide. It's also a good time to determine if security lighting is needed, as vandals thrive in low light and low visibility.

WATER FLOW MANAGEMENT: Cleaning up vegetation helps water flow away from the building. Check for areas where the slope near the building traps water or doesn't allow it to flow away, as this can create pressure on foundations or flood crawlspaces.

SIDEWALK SAFETY: It's a good time to walk any sidewalks on or abutting the premises. Trees keep growing, and roots may now be making sidewalks uneven. Uneven sidewalks can often be ground down to make them as safe as possible.

By performing these steps now, you can reduce exposures once winter rolls into town.



THE DIFFERENCE BETWEEN MENTAL HEALTH AND MENTAL ILLNESS

Mental health issues and mental illness are common. According to the National Institute of Mental Health, nearly 60 million U.S. adults lived with mental illness in 2021.

Your mental health is as important to your overall well-being as your physical health, but it's often overlooked. Similarly, mental illness often goes untreated or undiscussed. According to Mental Health America, over half of adults with mental illness don't receive treatment.

Although mental health and mental illness are related, they aren't the same. Mental illness can contribute to poor mental health and vice versa, but it's possible to have poor mental health without a diagnosable mental illness just as it's possible to have good mental health with a mental illness. This article explains the difference between mental health and mental illness.

UNDERSTANDING MENTAL HEALTH

Mental health describes your psychological state of well-being. This includes how you feel, think and interact with others. But your mental health doesn't just impact your mood and cognition; it also affects your physical health. Poor mental health can cause digestive issues, headaches, insomnia, fatigue and other physical symptoms.

Everybody has mental health, just like everyone has physical health. Your mental health can change over time and may be influenced by numerous factors, including:

- Stress
- Burnout
- Grief
- Physical or mental fatigue
- Financial hardship
- Physical health



**THE
PARTNERS
GROUP**

Although mental health may look different for everyone, it's often measured by one's ability to:

- Cope with stress, change and adversity
- Maintain healthy relationships
- Participate in productive activities (e.g., school and work)

Poor mental health can develop into mental illness if symptoms are unmanaged. This can cause distress and the inability to function in everyday activities.

- Practice relaxation exercises, such as meditation, journaling and listening to music.
- Make time for people who uplift you.
- Take part in meaningful activities, such as volunteering or joining a recreational sports club.
- Spend time outdoors.
- Take care of your body by exercising, eating well and getting adequate sleep.
- Speak to a professional if you need someone to talk to. Even if you feel fine, they can help you proactively manage your mental health.

UNDERSTANDING MENTAL ILLNESS

A mental illness is a diagnosable health condition that changes the way you think, feel or act. According to the Centers for Disease Control and Prevention, mental illness is one of the most commonly diagnosed health conditions in the United States, affecting 1 in 5 Americans every year. Even if you don't have a mental illness, they could affect the people around you, including your friends, family and co-workers.

Similar to physical health conditions, mental illness can take many forms and range in severity. Examples of common mental illnesses include:

- Depression disorder
- Anxiety disorder
- Post-traumatic stress disorder
- Obsessive-compulsive disorder
- Substance use disorder
- Bipolar disorder
- Schizophrenia disorder

Mental illness can affect anyone, regardless of age, gender or background. The following factors may increase the risk of developing a mental illness in your lifetime:

- Genetics
- Alcohol or drug use
- Trauma or abuse
- Other chronic medical conditions (e.g., cystic fibrosis or cancer)
- Loneliness
- Managing Mental Illness

Mental illness is treatable and can be alleviated. Depending on your condition, successfully managing a mental illness may include a combination of healthy lifestyle choices and professional treatment.

Here are some ways mental illness may be treated:

- Talk therapy
- Medication
- Support groups
- Exercise
- Healthy lifestyle choices (e.g., eating and sleeping well)

You don't have to suffer with a mental illness alone. Seek professional support immediately if you're struggling with a mental illness. You can also check with your employer for more information on available resources, such as an employee assistance program.

CONCLUSION

Everyone can take steps to better their mental health, but some mental illness is unpreventable. Understanding the difference between mental health and mental illness is crucial to ensure you get the proper support for your needs.



QUALITIES OF A GOOD MANAGER

BY: DEBORAH JEFFRIES, HR ANSWERS

A manager can make or break an employee's experience. Some employees have even left their jobs to get away from their manager. On the other hand, having a strong manager is known to produce more engagement, increased productivity, and higher brand loyalty. What makes a great leader and how do you become a better manager? While this definition may vary depending on the individual, there are key qualities of a good manager that every strong leader needs to have or do.

1. BE A ROLE MODEL.

As a leader, it's important to lead by example. Demonstrate the behaviors and performance standards you want your team to adopt. This is a step toward reinforcing the core values of the organization.

2. BE TRUSTING.

Everyone knows that trust is an important component of any strong relationship. It's no different when it comes to the relationship between an employee and their manager. While challenging to develop, there's a reason why trustworthiness is one of the most important traits of a good manager and is often linked to employee job satisfaction. You can build trust by listening to your staff members, giving employees the space to make mistakes, encouraging them to learn new skills, take on new challenges, or seek solutions, and not micromanage their work.

3. BE EMPATHETIC.

Once upon a time, a manager's only role was to play "boss". But times have changed, and organizations today are focused on building strong relationships, to increase retention, and drive employee engagement. That's why some of the best manager qualities include having compassion and empathy. These characteristics of a manager can facilitate productive conversations, encourage employees to be honest, and lead to a more positive culture. If you're not naturally empathetic, don't worry! Studies have shown that empathy can be learned. It is a muscle that has the ability to be strengthened.

4. BE GOAL AND OUTCOME DRIVEN.

While the people management skills of leadership are incredibly important, characteristics that help move the business forward – such as being goal-driven – are crucial as well. Without the ability to propel a team toward a shared objective, managers can inadvertently lead their team in the wrong direction or waste valuable resources. Not to mention that a lack of focus will ultimately set employees up for failure, or worse, hinder their development. Processes are important and there are many ways

work can be accomplished so a focus on results and outcomes is a quality of a good manager that needs to be reinforced.

5. BE MOTIVATING.

Employees are human beings. They have good and bad days, as well as periods of high and low periods of productivity. That's why one of the best leadership qualities is the ability to inspire and motivate others. There are various ways managers can help their employees get out of a rut or prevent employee burnout in the first place, especially giving recognition when and where deserved. Whether it's sending a heartfelt 'thank you' note, providing a gift, or kind words of praise, all of these forms of demonstrating employee appreciation will see a positive impact on engagement.

6. AN EFFECTIVE COMMUNICATOR.

Managers, more than anyone else in an organization, need to be strong communicators to deal with the diverse situations they're exposed to. They have the responsibility to share information up and down the organization. It is also part of their responsibility to provide regular positive and constructive feedback to their employees. If a manager is indirect, long winded, and strikes the wrong tone during a performance review or weekly check in, it impacts employees negatively. They may walk away from a conversation unsure of the takeaways or without a clear picture of where they stand.

7. BE COMPOSED.

Life happens. Deadlines are missed, mistakes are made, and customers complain. One of the qualities of a good manager is the ability to maintain a cool head while leading their team through obstacles. The worst thing a leader can do is panic and take out their stress on employees. This type of toxic behavior can make employees afraid to fail, come forward, or open up, which impacts rapport in the relationship and ultimately affects productivity and the bottom line.

8. BE SUPPORTIVE.

A supportive manager plays a critical role in the career development of their employees. Being supportive means being able to listen to what your employee really wants (and needs, while not making assumptions), identifying how they can move in growth directions and providing the resources or guidance (mentoring) they need to succeed. With these people management skills, employees will feel a real workplace connection and that their manager genuinely cares about them as individuals, but they're also likely to perform better if they're doing work that matters to them. A report by Harvard Business Review also found that 9 out of 10 people are even willing to take a pay cut for meaningful work, which again demonstrates why supportive manager qualities are so important.

9. BE OPEN-MINDED.

Managers work closely with individuals who come into the organization with diverse backgrounds and different ways of thinking and doing things. Instead of shying away from the challenges that come with working with people who differ from each other, embrace them and focus on developing one of the qualities of a good manager: the ability to learn from others and be open-minded. By welcoming new ideas to the workplace and thoughtfully considering people's perspectives, managers will be able to connect with employees on a deeper level and the business will see additional benefits like more innovation and increased revenue.

10. BE A CRITICAL PROBLEM SOLVER.

With our ever-evolving business landscape, leaders who are able to identify problems and develop solutions are able to make better decisions and lead their employees to success and navigate the challenges of daily activities and needs of moving the operation forward.

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 P/C CLAIM

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

MEMBER CALENDAR

- October 3:** First Thursday Webinar
- October 15:** SLCGP Project Application Deadline
- October 24:** Cultivating Understanding Through Meaningful Conversations – Bend
- November 1:** SDIS Best Practices Program Deadline
- November 7:** First Thursday Webinar
- November 11:** Veteran's Day - Offices Closed
- November 13:** SDIS Board of Trustees Meeting – 9am
- November 13:** SDAO Board/SDIS Trust Joint Work Session – 12pm
- November 14:** SDAO Board/SDIS Trust Joint Work Session – 9am
- November 14:** SDAO Board of Directors Meeting – 1pm
- November 28:** Thanksgiving Day - Offices Closed
- November 29:** Day After Thanksgiving - Offices Closed
- December 2:** Registration Opens for the SDAO Annual Conference
- December 5:** First Thursday Webinar
- December 25:** Christmas Day - Offices Closed

