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NEWS & RISK MANAGEMENT REVIEW

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SUMMER 2020

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Michele Bradley, Port of Tillamook Bay

**Vice President**

Todd Heidgerken, Clackamas River Water

**Secretary**

Ben Stange, Polk County Fire District #1

**Treasurer**

Vacant

**Past-President**

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**Board Members**

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Kathy Kleczek, Sunset Empire Transportation District

Brent Stevenson, Santiam Water Control District

Emily Stumpf, Multnomah County Drainage Dist. #1

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# SUPPORTING OUR MEMBERS

## *Through Uncertain Times*



**By: Frank Stratton, Executive Director**

The COVID-19 pandemic has greatly changed all of our lives both personally and professionally. District operations have been greatly modified or put on pause for some. As the world monitors this fast-changing situation, SDAO remains committed to protecting the safety and health of our employees, our members and the communities we serve.

Since March, our legislative activities have been non-stop both at the state and federal levels. The first initiative was to obtain a declaration from the Governor to temporarily change public meetings requirements to accommodate for COVID-19 stay-at-home orders. It was also important to temporarily change the budget committee hearings and approval process. This was quite a difficult task for our government affairs team but one that ended successfully and without having to schedule a special session.

The next big task was to get special districts included in the COVID-19 expense relief funds that the Governor and Legislature decided to share with local governments. Our team did a fantastic job of making sure that special districts were included in the first round of funding. The State gave local governments just five days to apply for these much needed reimbursements. Understanding how difficult that short time frame would be for our members, we

advocated for a deadline extension and received an extra week. We are pleased to report that 116 districts applied for \$4 million of COVID-19 relief funds and are awaiting decisions from the State. SDAO also is currently participating in a work group with League of Oregon Cities, Association of Oregon Counties and select legislators to arrive at a plan to distribute additional COVID-19 relief funds to special districts, cities and counties.

In addition to being busy legislatively, we assigned SDAO Risk Management Consultant Jason Jantzi to be our COVID-19 point person on filtering, interpreting, and distributing information to our members. He has been instrumental in ensuring that members have the resources they need while navigating these uncertain times.

When this newsletter goes to print, it is projected that a majority of our state will be in phase two of Governor Kate Brown's reopening plan. As we learn of guidance from the state, we will share it with you right away and continue to provide you with important COVID-19 resources.

For up to date information about the pandemic, please continue to watch for our emails and visit our COVID-19 page at <https://www.sdao.com/coronavirus-disease-2019-covid-19>

## Best Practices Program

The SDIS Best Practices Program was designed to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year's program offers each district up to a 10% credit on 2020 general liability, auto liability, and property insurance contributions by completing...

# New SDAO Website and Insurance Site Login

We are excited to announce the launch of SDAO's newly redesigned website at **www.sdao.com**! Our goal is for our members and affiliates to have a user-friendly browsing experience while finding important information related to special district operations and association business.

Along with our new look and layout, access to the Insurance Site has become more secure. Accessing your district's insurance information will feel similar as it was in the past; however, it will be fully hosted on the sdis.org website. With this change, we will require all users to reset their password. We understand this can be frustrating, but it is for yours and your district's protection.

An email was sent in early June to all individuals that have an existing SDIS Insurance Site login. This message included the user name and password reset instructions. If you did not receive that email, you may also visit **www.sdis.org** directly to reset your password:

- Visit [www.sdis.org](http://www.sdis.org)
- Select "Forgot My User Name/Password"
- Enter your user name in the field and select "Email Password Reset Link"
- Your link will be sent to the email address we currently have on file for you

If you do not remember your user name, your email address has changed, or you need other assistance, please contact SDAO Member Services at 800-285-5461 or **memberservices@sdao.com**. We are excited about the launch of our new site and look forward to being able to better serve you.



# Virtual Public Meeting Etiquette

As the COVID-19 pandemic progressed, local governments had to act quickly to transition to virtual public meetings. Offering meetings in this format has increased community involvement for many as more people can attend. However, it has also led to a few problems. Several local government entities have recently found themselves in the news due to comments made by board members, councilors or staff during virtual public meetings. Because these meetings are broadcast and often recorded, these comments can be heard by a wider audience and long after the meetings take place.

While your board members and staff may be feeling like virtual meeting professionals, it is important not to become overly comfortable and continue to be conscientious of your words and actions while these meetings take place. Just because you can't see the community members in attendance, does not mean that they won't hear what you have to say.

If your district will be continuing to offer virtual meetings, you can review the following tips to ensure a successful meeting:

**Find a space free from distractions.** If you don't have a home office, it may be difficult to find a room with minimal distractions. Be sure to identify this space ahead of time and get it prepared for your meetings. You should check lighting and make sure the background area is free from clutter and is work appropriate. Remember that area behind you will be visible to everyone attending the meeting and should have a professional appearance.

**Mute yourself.** Be sure to mute yourself when you are not speaking. This prevents background noise from interfering with the speaker and will make it easier for everyone to hear.

**Stay present.** It's tempting to check your phone or email while the meeting is going on. However, you need to stay present and aware of what is going on in the meeting. Check your body language and stay engaged.

**Think before you speak.** When you would like to speak, un-mute yourself and speak clearly. Be sure to think about what you are going to say and how it may transmit in a virtual environment. You don't want to say anything that you could regret in the future. It is much easier to plan for what you are going to say than have to explain your words later.

**Remember, you are a representative of your district.** As a representative of your special district, it is important to be aware of how your words and actions may be interpreted by others. With more community involvement and meetings becoming more accessible, you may have a larger and more diverse audience. What you say and how you say it, are important.

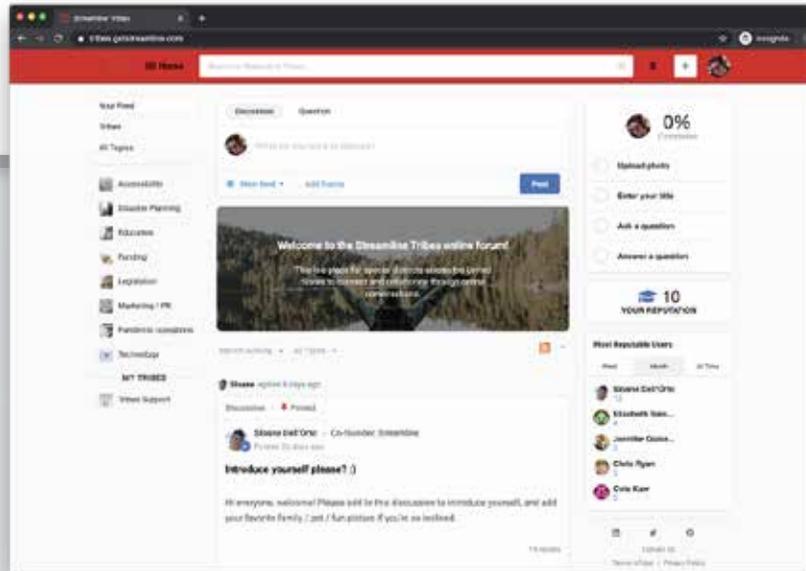
While we may be transitioning away from virtual public meetings with the reopening of our state, these tips can also be used for your in-person meetings. Stay present, distraction-free, and speak with intent and thought.

# Special District Online Forum

## *Join Your Peers*



STREAMLINE  
- TRIBES -



*By: Sloane Dell'Orto, Streamline*

We've been working exclusively with special districts across the country for over five years now. One of the reasons we chose to serve special districts is because it's a highly collaborative, peer-driven space. We also believe very strongly that as the most local form of government, special districts represent the true expression of a healthy democracy.

One of the frustrations we've had, however, is that there really is no way for districts in different states to work together and share information. So we decided to solve that problem by creating a space for special districts to collaborate with each other - discuss topics particular to districts, or challenges you face (like how to handle remote public meetings, or how to manage reopening after a pandemic slows down!)

We feel very strongly that what you do is important, and we want to make it easy for you to speak with each other about the things that matter most, in a space that is dedicated just for you. Tribes will be free to you forever.

However, it only works if many people join and engage with each other - so bring your own tribe and join us!

*Sign up at:*  
<https://tribes.getstreamline.com/signup>



# *Special Districts* **CONSULTING SERVICES**

## **Meet John Stein, Senior Consultant**

### **How did you come to be a consultant for SDAO?**



George Dunkel is responsible for my beginnings with SDAO. He recruited me to assist him with a project, and I have been working with him and the other consultants ever since.

### **What excites you most about the work you do for SDAO?**

I truly enjoy working with many of the same people I came to know during my time in the fire service. In addition to the people, it has been fun working with various types of special districts. Seeing the numerous districts and how they are such a valuable resource for the people they serve has also been a rewarding part of the job. Perhaps best of all is the travel throughout the state and experiencing the unique lifestyles that makeup this state we live in.

### **Tell us about your life outside of your day job(s).**

When I am not working on a project for SDAO, I can be found on the golf course or participating in a family event. With eight grandchildren (ages 2-12) there is never down time. My work with special districts has provided that perfect balance of semi-retirement and the rewards of still working with others.

As we all maneuver through these uncertain times, please know that the SDAO Consulting Services team remains available to take your calls. During this pandemic, we have continued to assist our members with management recruitments, organizational assessments, board relations, and other day-to-day operational support. As Oregon begins to phase back into a new normal, we want you to know that we are here for you. We are currently conducting business virtually, but we look forward to visiting your districts again once the conditions allow.

We have recently added a district manager transition checklist to our cadre of tools to assist our members when facing the impending retirement or transition of a General Manager, CEO, Executive Director, Fire Chief, etc. Please let us know if you are interested in learning more, and one of our Senior Consultants will be in touch.

As always, we appreciate you making us the first call for your organization's needs and we look forward to hearing from you soon. We wish you all well and safe!

**[sdaoconsultingservices@sdao.com](mailto:sdaoconsultingservices@sdao.com)  
800-305-1736**

# 2020 REGIONAL TRAININGS

Due to the COVID-19 pandemic, we have canceled many of our in-person trainings scheduled for 2020. Below is an update for each of our training series. We are watching reopening guidelines closely to see if we can offer these trainings in-person. If we cannot safely offer this series as planned, it will be changed to a webinar format. Please watch our website and communications for updates.

## Risk Management

**August 12:** Redmond – *Will be held via webinar*

**October 14:** Cottage Grove

**November 18:** Newport

Please visit <https://cvent.me/NVNK1g> to register. If any of the above trainings need to be canceled, we will notify all registrants and issue refunds.

## Board of Directors & Management Staff

### *All In-Person Trainings Canceled*

This training will be offered as a series of webinars to cover all topics planned for this full-day training. These webinars will be offered at no cost to SDAO members. Please visit [www.sdao.com/board-and-management-staff-trainings](http://www.sdao.com/board-and-management-staff-trainings) for more information.

## Human Resources

**September 23:** Pendleton

**October 8:** Redmond

**September 30:** Medford

**October 14:** Newport

**October 1:** Cottage Grove

**TBD:** Salem

Registration information will be sent in early-August by mail and email to all members. Please watch for more information regarding this training series.





## Professional Development Program

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Succession planning and preparing special district employees to take on management roles is becoming increasingly important with many managers beginning to retire. To help your district better prepare for the future of these leadership positions, we have developed a professional development program designed specifically for special district employees.

The SDAO Academy offers current, in-depth training and education opportunities in three specialty areas including district management, human resources and personnel management, and risk management and operations. Knowledge and skills in these subjects are critical elements required for success as a leader at a special district.

Costs associated with attending trainings are the responsibility of the district. However, enrollment in the SDAO Academy is free of charge. We encourage you to visit [www.sdao.com/sdao-academy](http://www.sdao.com/sdao-academy) to learn more about the program and download an enrollment form.



## 2020 SDAO MEMBERSHIP SURVEY

Thank you to everyone who filled out our membership survey! We received nearly 300 responses and overall the results were very positive. We will be using the feedback you provided to put together future programs and trainings. Thank you for allowing us to serve your district.

To view results of the membership survey, please visit  
<https://sdaoresourcelibrary.com/download/2020-sdao-membership-survey/>

# 2020 SDAO INTERNSHIP GRANT PROGRAM

SDAO internship grants are used by award recipients to help fund district projects and provide local government work experience to college students. Districts must submit applications outlining the details of their project, the benefits it will bring to the district, and how they will utilize a summer intern. The maximum grant is \$3,000 and must be matched by the district at 50%. For example, a project that will cost \$6,000 or more is eligible for a \$3,000 grant. At the end of the summer, recipients must submit a project summary and receipts to SDAO. This year, the SDAO Awards Committee awarded \$40,290 in funding to 14 special district members through the 2020 Internship Grant Program.

## **The grant recipients include:**

Crescent RFPD - **\$3,000**

Halsey-Shedd Rural Fire Protection District - **\$3,000**

Harrisburg Fire & Rescue - **\$3,000**

Junction City RFPD - **\$3,000**

Keno Fire Protection District - **\$3,000**

Klamath Irrigation District - **\$3,000**

La Pine Rural Fire Protection District - **\$3,000**

McKenzie Fire & Rescue - **\$3,000**

North Morrow Vector Control District - **\$3,000**

North Unit Irrigation District - **\$3,000**

Pilot Rock Fire District - **\$3,000**

Scio Fire District - **\$2,640**

Silver Falls Library District - **\$1,650**

Sweet Home Fire and Ambulance District - **\$3,000**

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Information about next year's program will be sent to members in late winter 2021. For more information about internship grants, please visit our website at [www.sdao.com/internship-grant-program](http://www.sdao.com/internship-grant-program).

# GOLF

## 2020 SDAO MEMBER SCHOLARSHIP GOLF TOURNAMENT

September 18, 2020 - ***CANCELED***

It is with great disappointment that we announce our decision to cancel the 2020 SDAO Member Scholarship Golf Tournament due to take place September 18, 2020 at the Chehalem Glenn Golf Course in Newberg.

This is an event we look forward to each year as it gives us the opportunity to network with our members and raise money for the SDAO Scholarship and Grant Fund. However, because the health and safety of our members, vendors, and staff are of utmost importance to us, we cannot hold the tournament as we have originally planned.

We are planning for next year's event to take place in September 2021. Registration information will be sent about two months prior to the tournament.

Thank you for your continued support of SDAO. We look forward to the day that we can see you in person at one of our trainings or networking events. Until then, please stay healthy and safe as we all continue to navigate this pandemic.



# SDAO Members *in the* news

Find additional news clippings online at [www.sdao.com](http://www.sdao.com) > Newsroom

## **Tillamook PUD Inspection and Treatment of Wood Power Poles**

Tillamook County Pioneer | 4/26/2020

Tillamook PUD has contracted with National Wood Treating Co. to perform detailed inspections and essential treatments on 4,500 wood power poles throughout the District's system. The power poles scheduled for inspection are located primarily in the South Tillamook County area. During inspections, it may be occasionally necessary at some locations for a National Wood Treating Co. contractor to cross private property to access poles which are located within the District's easements and rights-of-way.

Please visit <https://bit.ly/37pSF56> to read more.

## **Swalley Irrigation District Finalizes Project That Is Raising Flows in the Middle Deschutes**

Cascade Business News | 5/5/2020

Swalley Irrigation District, one of the leading districts charging forward to modernize its irrigation system in Central Oregon, has an ambitious plan to pipe its entire district. This plan will benefit fish habitat and water users alike. Improving flows in the Middle Deschutes is an important goal for the Deschutes River

Conservancy. Flows in this reach of the river, downstream from irrigation diversions, fluctuate dramatically from as much as 700 cubic feet per second (CFS) in the winter to as low as 65 CFS in the spring and about 130 CFS in the summer. With higher resulting water temperatures in the summer, aquatic habitat declines affecting native fish populations.

Please visit <https://bit.ly/2C38SBJ> to read more.

## **Southwest Polk Adding Stations**

Polk County Itemizer-Observer | 5/19/2020

Board members and leaders in Southwest Polk Fire District have made good use of golden shovels during the month of May. The district has held three "groundbreaking" ceremonies on the site of what will eventually be three new fire stations. One will replace the aging station in Rickreall, and the other two are additions in the Salt Creek and Bridgeport areas. The ceremony at the new Rickreall station, on Rickreall Road next to Ag West Supply, was on May 1. A week later, the groundbreaking for the long-awaited Salt Creek station was held. Bridgeport's ceremony was last, held on Thursday.

Please visit <https://bit.ly/2MVdVGB> to read more.



# LEGISLATIVE UPDATE

*By: Hasina E. Wittenberg,*

*Government Relations Strategies for SDAO*

## ELECTION RESULTS / STATE ECONOMIC OUTLOOK

### Voter Turnout

Vote by mail has been the standard voting mechanism for Oregonians since 1998. During the 2019 Legislative Session, SB 861 was passed which requires ballot return envelopes to include pre-paid postage (eliminating the need for a stamp); Washington and California have already adopted this provision. Supporters of SB 861 insisted that prepaid postage would increase voter participation. It does not appear that prepaid ballots increased voter turnout in the **May primary with voter turnout reaching 46.5%**; turnout in the last presidential primary election in 2016 was 53.8%.

In addition, similar to previous primary elections, there was a bump in the number of returned ballots shortly after the “too late to mail” deadline. Once again, the vast majority of ballots cast were returned in the last two days of the election.

Statewide returns showed party breakdown between Republicans casting ballots at a rate of

58.92% to Democrats 62.14% (non-affiliated voters returns were at 20.69%). Statewide, Democrats hold a significant registration edge (34.52%) over Republicans (24.89%) with non-affiliated voters clocking in with 34.03% statewide registration.

### Federal

Each one of Oregon’s incumbent federal delegation easily won their primary elections and will advance to the general election where they are all expected to retain their seats.

US Senator **Jeff Merkley** (D) – 98%  
CD #1 **Suzanne Bonamici** (D) – 84%  
CD #3 **Earl Blumenauer** (D) – 81%  
CD #4 **Peter DeFazio** (D) – 84%  
CD #5 **Kurt Schrader** (D) – 69%

In Congressional District #2, the retirement of Congressman Greg Walden retirement drew a crowded field of 11 Republicans, but four candidates have emerged as the top contenders:



former State Representative Knute Buehler, who ran unsuccessfully for governor in 2018 and Secretary of State in 2016; former Senators Cliff Bentz and Jason Atkinson; and businessman Jimmy Crumpacker.

Knute Buehler raised \$1 million, the most of any candidate. Buehler was supported by the group Republican Leadership for Oregon, which is backed by Nike co-founder Phil Knight. The group spent \$400,000 supporting Buehler and \$168,000 against the other three top candidates.

Defending Main Street, the political arm of the Republican Main Street Partnership, spent \$250,000 backing former Senator Cliff Bentz. Bentz beat Buehler by 10 points. In the end Bentz garnered 32%; Buehler 22%; Atkinson 20% and Crumpacker 18%. The remaining seven candidates made up the difference with a combined total of 8% of the vote. CD#2 is a solid republican seat; as a result, Bentz is headed to Congress in 2021.

## Statewide

The race for **Secretary of State** pitted two experienced politicians and one relative newcomer to politics. Republican Bev Clarno, a placeholder, currently serves as Secretary of State. Governor Kate Brown appointed Clarno after Dennis Richardson, who was elected in 2016, passed away in February 2019.

2020 is a census year, which also means redrawing the geographic boundaries of Oregon's legislative and congressional districts, a process called redistricting. In Oregon, the Legislature will have the first crack at drawing the lines, but if lawmakers cannot agree, in what is a contentious process, the Secretary of State draws the boundaries. In addition, the Secretary of State also becomes the Governor if the current statewide executive resigns or dies in office.

63-year-old Senator Mark Hass (D-Beaverton), spent nearly 20 years in Salem. The former KATU-TV

news reporter was the prime architect of 2007 legislation that created the state's rainy-day fund. In 2019, he also led the push for passage of a billion-dollar corporate gross receipts tax known as the Student Success Act. Hass was one of a small cluster of Democrats who voted for large cuts in public employee pensions. He decided to run for Secretary of State last summer and reported \$393,000 in contributions at the writing of this newsletter. On election night, election returns showed Hass winning the nomination with 38% of the vote.

However, just two days later, once more ballot returns were posted, **Senator Shemia Fagan (D-East Portland) was able to secure the nomination and move on to the general election with 36% of the vote or just over 3,000 votes.**

Fagan grew up in Dufur and The Dalles, went to college and then earned a law degree at Lewis & Clark. In 2012, she beat an incumbent Republican in a House seat representing East Portland and Happy Valley. She served two terms and then stepped down to have her second child. In 2018, Fagan returned to politics by defeating longtime incumbent state Sen. Rod Monroe (D-Portland) in a Democratic primary. Fagan secured most of organized labor's endorsements. She entered the Secretary of State's race less than three months ago and reported (on election day) having raised nearly three-quarters of a million dollars (two-thirds of her campaign funding came from the three major public employee unions). The third and newcomer candidate Jamie McLeod-Skinner secured 27% of the vote. Senator Fagan will face a Republican challenge from Senator Kim Thatcher who lives in Marion County and owns a construction contracting paving company. Thatcher is most well-known for championing transparency issues at the legislative level. She was first elected to the legislature in 2008 and was the chief sponsor of the 2009 legislation that created Oregon's transparency website: <https://www.oregon.gov/transparency/Pages/Index.aspx>. Thatcher is



mid-term; if she does not win her Secretary of State bid, she will return to the Oregon State Senate.

### **Local Races**

For a complete listing of local measure results please visit the following URLs:

Infrastructure Measures:

<https://sdaoresourcelibrary.com/download/infrastructure-measures/>

Library and Parks Measures:

<https://sdaoresourcelibrary.com/download/library-parks-measures/>

Miscellaneous Local Measures:

<https://sdaoresourcelibrary.com/download/misc-measures/>

Public Safety Measures:

<https://sdaoresourcelibrary.com/download/public-safety-measures/>

School Measures:

<https://sdaoresourcelibrary.com/download/school-measures/>

### **State Economic Outlook**

The COVID-19 global pandemic crisis has left Oregon's economy in an unprecedented recession. Oregon's unemployment rate was at historic low levels in March at 3.5%. In mid-May, unemployment in Oregon hit historic highs at 14.2%. In comparison, following the 2008 housing downturn, May 2009 unemployment was 11.9%. The Oregon Employment Department reports that in the first two months of the pandemic, 266,000 people have lost their jobs; one out of every eight jobs were either temporarily or permanently lost.

85% of Oregon's \$22 billion-dollar General Fund comes from personal income tax. Oregon's General fund revenues are currently projected to be down by \$2.7 billion.

Several weeks ago, the Governor asked state agencies to prepare budget reduction scenarios of 17% for the upcoming fiscal year beginning on July 1st. Although this was largely considered an "exercise" for agencies to begin prioritizing potential cuts, the proposed reductions illustrate the Governor's inability to respond to reduced revenue by any means other than across the board cuts. Following the news that the state's General Fund revenues are down \$2.7 billion, the Governor ordered large state agencies to prepare budget reduction scenarios that include another 2% to 4% (in addition to the 17%). The Legislature, on the other hand, can make budget adjustments in a legislative session. Therefore, it is anticipated that in the next month or so a special session will be convened.

Oregon's economists predict that 2019-21 revenues will be down \$2.7 billion from March 2020's forecast, in 2021-23 revenue will be down \$4.3 billion, and in 2023-25 revenue will be down \$3.3 billion.

On a positive note, Oregon is sitting very comfortably as it relates to reserves. The Educational Stability Fund currently has \$708 million, whereas the Rainy Day Fund has \$878 million.

As of the writing of this newsletter, 35 of Oregon's 36 counties are now open under Phase One, and 26 counties have been approved to move into Phase Two. With the easing of restrictions, there should be a significant economic rebound this summer with slower growth in the following months. Oregon's economists do not expect Oregon's economy to return to full strength until 2025.



## Legislative Issues

The SDAO Legislative Committee is beginning the process of identifying legislative issues for the upcoming Legislative Session. The committee will evaluate each issue as it begins developing its priorities. If you would like to request a legislative change, please complete and return this form no later than **Monday, August 10, 2020.**

Completed forms should be submitted to: Hasina E. Wittenberg, Government Affairs Director, SDAO, PO Box 12613, Salem OR 97309; 503-371-4781 (fax); or [hasina@grsoregon.com](mailto:hasina@grsoregon.com). Thank you for your input!

District: \_\_\_\_\_

Legislative Issue: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

What is the purpose of this concept? Please indicate the reason for the concept or the problem you are trying to solve; indicate why a statutory change is needed.

What other agencies will be affected (state, county, city, district)? How so?

Identify known opposition to this concept:

Identify potential supporters of this concept:

Does this concept:

- Amend current law? Provide ORS citation: \_\_\_\_\_
- Introduce new statutory language? *Please attach draft language.*
- Serve only as housekeeping?

Please indicate the effect on government expenditures:

Please indicate the effect on government revenues:

# SDAO AWARDS PROGRAM

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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:

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

SDAO Board of Directors and SDIS Board of Trustees members are ineligible to be nominated for this award. Winners will be recognized at the 2021 SDAO Awards Banquet in Sunriver on February 6th.

The nomination form is available on our website at: [www.sdao.com/sdao-awards-program](http://www.sdao.com/sdao-awards-program)



# REMINDER: NEW I-9 FORM

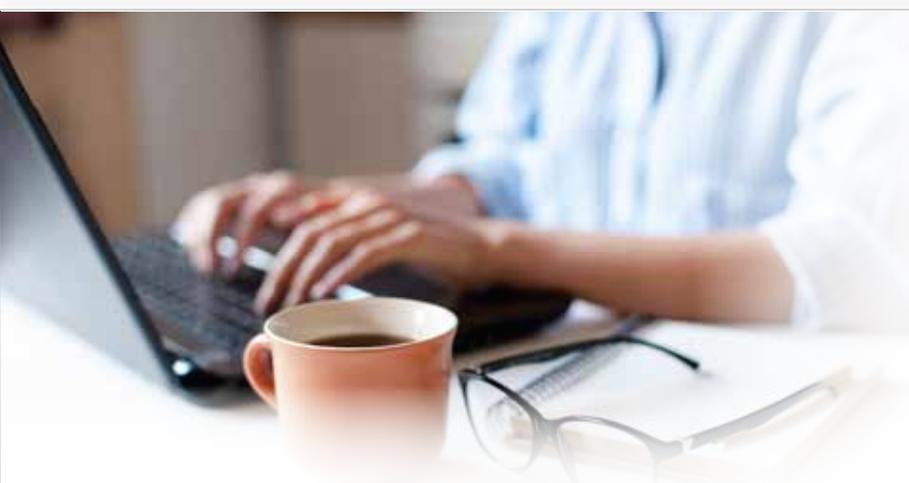
By: HR Answers

The image shows the front page of the new I-9 form. It includes the USCIS logo, the title 'Employment Eligibility Verification', and the Department of Homeland Security. The form is divided into sections for 'Section 1: Employee Information and Attestation' and 'Section 2: Employer Information and Attestation'. It contains various fields for personal information, identification documents, and employer details.

The new online version of the I-9 Employment Eligibility Verification Form has been issued by U.S. Citizenship and Immigration Services (USCIS). The new form dated October 21, 2019, was effective May 1.

The new form lists additional countries in the Country of Issuance field in section 1, among other minor changes visible only when completing the electronic version of the form.

The I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must properly complete the I-9 for each person they hire in the U.S., including both citizens and non-citizens. Employers must retain the completed forms and make them available for inspection. Visit I-9 Central ([www.uscis.gov/i-9-central](http://www.uscis.gov/i-9-central)) for more information.



## SafePersonnel Trainings

TAKE ADVANTAGE OF  
FREE ONLINE CLASSES

ANYWHERE. ANYTIME.

Access a library of over 80 online courses at no cost to your district! These courses are available any time, anywhere. Newly added to the library is the **SDAO Workplace Harassment Training**. Completion of this training qualifies your district for a 2% credit on its 2021 general liability, auto liability, and property insurance contributions.

All online trainings can be accessed through your district's personalized training website set up by SafePersonnel. If your district does not have a training website already 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](mailto:memberservices@sdao.com). We will send your information to SafePersonnel.

If your district's training website has already been created and you need assistance accessing the information, please contact SafePersonnel directly at 800-434-0154.

SafePersonnel



## NEW SDAO PROGRAM

We recognize that being appointed or elected to a special district board comes with great responsibility. Staying educated on the rules and regulations that govern special districts is extremely important.

Our board leadership programs have been designed to ensure that Oregon's special district board members have all the tools necessary to provide superior leadership and governance to their communities. Participants will have access to current, in-depth training and education opportunities in several areas including board member basics, statutory obligations, risk management, and human resources.



We have two programs available to SDAO members:

For fire district directors:  
**SDAO/OFDDA Directors Academy**



For board members with other types of special districts:  
**SDAO Board Leadership Academy**

Costs associated with attending trainings are the responsibility of the board member or district. However, enrollment in either program is free of charge. More details will be sent to all board members this summer. Visit our website for more information: [www.sdao.com/board-leadership-programs](http://www.sdao.com/board-leadership-programs)

*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  
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## Services

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

### Next SDIS Board of Trustees Meeting

Sept. 9 | SDAO Claims Office, 7125 SW Hampton St. | Tigard

### Next Joint Meeting with SDAO Board

Nov. 6-7 | SDAO Office, 727 Center St. NE. | Salem



# 2020

## BEST PRACTICES PROGRAM

Survey Now Open Online!



**Deadline: November 6, 2020**

**Receive up to a 10% discount on your general liability, auto liability, and property insurance contributions.**

**1. Affiliate Organization Membership | Credit: 2%**

**2. Harassment Checklist | Credit: 2%**

**3. Harassment Policy | Credit: 2%**

**4. Online Training | Credit: 2%**

**5. SDAO/SDIS Training | Credit: 2%**

### Receiving Credit

Completion of the Best Practices Survey (located online on the SDIS Insurance Site) is required to receive credit. The survey must be submitted by a district representative who will verify completion of the credit requirements within the survey. *Please note, each district is responsible for completing their own survey online.* If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at [jkeeling@sdao.com](mailto:jkeeling@sdao.com) or 800.285.5461, ext. 122. For more information about the program, visit [www.sdao.com/best-practices-program](http://www.sdao.com/best-practices-program).

# SCAM ALERT

By: Jens Jensen, PC Claims Manager

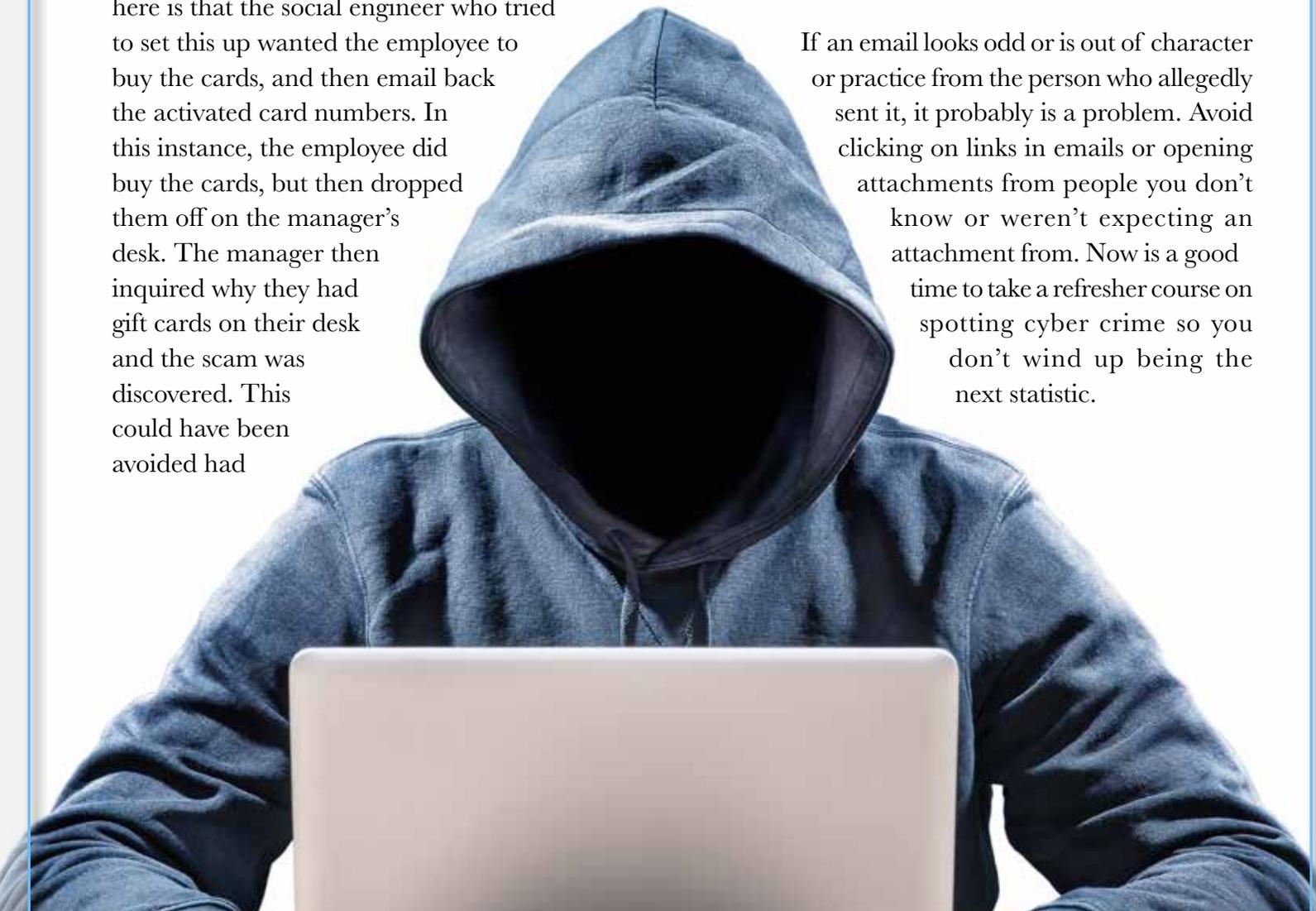
All cyber crime and social engineering watchdogs have indicated public entities are the current target of cyber criminals. This seems to be true as many of our members have reported attempts at fraudulent activity recently.

One of our member's employees recently reported they had received an email that looked like it came from their supervisor requesting that they needed the employee to purchase several hundreds of dollars of gift cards. The scam here is that the social engineer who tried to set this up wanted the employee to buy the cards, and then email back the activated card numbers. In this instance, the employee did buy the cards, but then dropped them off on the manager's desk. The manager then inquired why they had gift cards on their desk and the scam was discovered. This could have been avoided had

the employee hovered their mouse over the email address the request came from to see it was not actually from the manager.

Cyber criminals are getting better and better at what they do and email is the platform of choice for these criminals. If you see an email that looks suspicious, one of the best things you can do to thwart cyber crime is to pick up the phone and call the person who allegedly sent the email to find out if they were the ones who actually sent it.

If an email looks odd or is out of character or practice from the person who allegedly sent it, it probably is a problem. Avoid clicking on links in emails or opening attachments from people you don't know or weren't expecting an attachment from. Now is a good time to take a refresher course on spotting cyber crime so you don't wind up being the next statistic.





# 6

## Things Districts Should Do When an Injured Employee Files a Claim

By: Gina Wescott, WC Claims Manager

- 1. Write down the facts.** Talk to your employee to find out what happened. Were there any witnesses? Talk to them too. Details can become fuzzy over time, so it is best to write everything down immediately following a report of injury. Best practices are to complete an incident report and conduct an accident investigation.
- 2. Take photographs.** Depending on the type of injury, photographs can be enormously helpful with the claim investigation. Be sure to scale the picture.
- 3. Keep evidence in a secure place.** For example, if a ladder broke and resulted in an injury, then keep the ladder for inspection by SDAO. There may be a third party at fault for the injury.
- 4. If medical treatment is needed, give the First Report of Injury, Form 801, to the injured employee and report the claim to SDAO immediately.** Expect to receive a call from the assigned claims examiner to confirm the facts and request any additional information needed to process the claim.
- 5. Tell the injured employee to contact you after every medical appointment with their recovery and work status.** This will assist you in providing appropriate light duty work and in gauging when the employee will be able to return to their regular job.
- 6. Keep communication open.** It is important to keep in regular contact with the injured employee. This helps to alleviate stress which is beneficial for the employee's recovery and return to work.

Having an on-the-job injury can be confusing and stressful for both districts and their injured employees. SDAO staff are always available to work with districts throughout the claim process. Please contact us at [wc@sdao.com](mailto:wc@sdao.com) or call 503-670-7066.

### WORK INJURY CLAIM FORM

#### 1 WORKER'S DETAILS

Title  Family name

Given names

Other known or previous legal names eg. Maiden names

What are your daytime contact phone number/s?

Mobile  Phone  Home

E-mail address

If you need an interpreter, what language do you speak?



# GET YOUR PROPERTY SUMMER READY

By: Jaime Keeling, Underwriter

Summer is here and it is a great time to get focused on getting outdoor projects complete. While you are assessing your district property for any much-needed TLC, take this opportunity to review your district's property insurance schedule. Since you are outside and able to see your facilities in better daylight, this is a great time to take a deeper look.

We encourage you to go through each item on your schedule. Look for things like duplications – maybe you have a piece of property and it is called two different names on the schedule and you have been covering it twice. (Surprisingly, this happens quite often!) Check the values you have listed and see if you think they are in-line with where you thought they were or believe that they should already be. If you have any questions in regards to values, reach out to your insurance agent for some help or ask them to review a recent property appraisal if you have had one. Our agents are trained in these fields and available to help you out with these types of requests.

Also, we now require photographs of each property that is listed on the schedule. We ask that you try to provide us with a few photos at various angles. We are specifically looking for a front, side and rear shot visual of each building or structure, if possible. This gives us better knowledge of what we are insuring because sometimes the names of the structures do not relay enough information to encompass the item.

Now that your property schedule has been checked and your photographs of buildings and structures taken, it's time to get to work! We have put together a few tips for making sure your property stays in tip-top condition.

When you begin your outdoor projects, check your gutters and roof lines for debris, and if possible, have your roof inspected by a professional. A roof inspection should be scheduled once every few years to identify areas of potential leakage. Trim back any shrubbery and plants that are up close or touching siding or preventing passage around your buildings or windows. Check any wood structures, including steps, posts and decking for rot or other deterioration, and repair or replace any rotted or loose boards and protruding nails.

If you have any outdoor equipment on your property, inspect it for any potential dangers such as rusty bolts or sharp edges, and make sure it is in good condition and operates properly. Check the windows and doors, and their frames, for any evidence of damage, and walk the perimeter of your buildings for any obvious changes or damage.

If you have any questions or need more information about property maintenance or insurance schedules, please contact us at [underwriting@sdao.com](mailto:underwriting@sdao.com) or 800-285-5461.

# ONBOARDING

## PROTECTING YOUR INVESTMENT IN YOUR EMPLOYEES

By: Kasha Tindall Webster, SHRM-SCP, Professional Consultant, HR Answers

Labor costs represent the largest cost of doing business to an organization. Significant money and time are utilized to hire new employees. What if there was a way to optimize the investment in your workforce? A way to reduce recruiting costs, increase productivity, and optimize employee engagement? Utilizing an induction system, such as a formal new employee onboarding system, can have all these benefits. But onboarding should not be attempted as a half-measure. Raising a new employee's expectations and then not following through or having an ineffective program could be far more detrimental than not having a formal program at all.

First, what are the purported benefits of a new employee onboarding program? Benefits can include:

- Reducing employee turnover through better retention rates
- Better employee adherence and understanding of an organization's safety requirements and their work environment

- Immediately establishing the supervisor as a resource for information and authority
- Creation of a communication pathway to HR and other coworkers for questions and information
- Employees have an immediate understanding of their role in the organization and their contribution (one of the major contributors of engagement)

However, a well-thought-out orientation process takes organization, energy, time, and a commitment to consistency and follow-through. That is why successful onboarding programs range from 3 to 12 months and include pre-determined checkpoints for the employee to anticipate feedback and the opportunity to share their experience. This may sound like a long period of time, but the desired result is that this period is just a fraction of the employee's tenure with the company. To begin a successful transition for your new employee, below are some suggestions to prepare an engaging first day:

- **Prepare the workspace:** Set up a work area



that has all the equipment and comfort items the new employee may need to become productive on their first day.

- **Determine the best start date:** Schedule the new employee to start on the manager's least busy day. Arrange for the new employee to spend several hours with their manager meeting coworkers and learning about their job. Make certain that a new employee orientation schedule is developed.

- **Alert and prepare the front desk for the new employee's arrival:** Have front desk employees welcome the new employee in an informed, supportive way. Front desk personnel should be prepared to direct the new employee according to the manager's instructions.

- **Arrange meet-and-greet lunches:** Schedule lunches for the new employee for the first few days so the employee has a chance to meet people.

- **Send paperwork and the handbook prior to the start date:** Ask the employee to complete any paperwork and review the handbook before their

first day. Schedule time at work for the employee to ask questions and get clarification on company information such as benefits, payroll, or rules and regulations.

- **Assimilate the new employee into the company:** Schedule meetings with friendly, interested coworkers who can build relationships with the new employee.

- **Plan a first assignment:** Have the employee work on a core component of their job on the first day. New employees thrive when they feel immediately valued and productive.

Onboarding is a multi-step process that requires planning and interaction from the immediate supervisor, coworkers, and human resources. HR Answers has several resources to assist your organization in creating a value-added program that will engage your employees and create tools and built-in support for your management team. Email or call us to discuss customizing a program and learning how you can engage and optimize your company's most valuable resource.

# 5 Steps to Managing Your Stress Level

Start feeling better today



Feeling tense, anxious, or worried? There are steps you can take to manage your stress level and find the best ways to cope. Here's how:

**1. Take inventory of the stresses in your life.**

Everyone deals with stress – what kinds of stress do you encounter every day?

**2. List the ways you typically manage stress.**

Good or bad, everybody has coping strategies. What do you do?

**3. Decide which strategies work and which don't.**

Which techniques are healthy and beneficial and which aren't?

**4. Get objective feedback.**

Talk to a neutral third party about the stress in your life and how you're dealing with it. A behavioral health therapist can help you develop tools and techniques to better manage stress and adjust to any life changes you might be facing.

**5. Put your healthy stress management plan into action.**

Once you've identified the best ways to manage the stresses in your life, you can begin developing a happier and healthier perspective.

Managing stress or life changes can be overwhelming, but it's easier than ever to get help right in the comfort of your own home. Thanks to your employer, you have access to MDLIVE's behavioral health services.

Just sign in and make an appointment to talk to a therapist via secure video or phone from your home, office or on the go.

**It's quality virtual care, anywhere.**

Whether you're looking for long-term therapy or simply need a one-time check-in on your health and wellness, MDLIVE's behavioral health services are safe, confidential, and convenient. There's no travel time, no office visit, and no chance of running into anyone in the waiting room. Just log in, choose a therapist you'd like to talk to, and schedule your appointment.

To activate your benefit and receive convenient care 24/7/365, you'll need to first register. Visit **MDLIVE.com/regence-or** and learn more about all the services MDLIVE provides and any out-of-pocket costs or co-pay.

Have you activated your account yet?

**MDLIVE.com/regence-or**

1-888-725-3097

**MD** Download the MDLIVE App



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# Live Well, Work Well

Health and Wellness Tips for Your Work and Life



## Getting Outside May Be the Key to Boosting Your Physical and Psychological Well-being

A recent study published in Scientific Reports revealed that spending 120 minutes a week outdoors can improve your health and psychological well-being. Remember, well-being refers to feeling good and living both safely and healthily. And, the concept of well-being can have implications on your overall quality of life, health and happiness.

### **What are the benefits of spending time outside?**

Exercising in nature has been proven to improve one's mental and physical health. Being outside also helps to promote higher vitamin D levels, a vitamin the body makes when skin is directly exposed to the sun. Many people are deficient in vitamin D, so exercising outside can be a great way to correct that.

In addition, outdoor activity can help you maintain a healthy weight, boost immunity and lower stress. Exercising outside can feel less routine than working out in a gym.

### **What counts as spending time outdoors?**

Visiting town parks, greenspaces, woodlands and beaches all count as spending time outdoors. Here are two simple activities that you can do outside:

1. Walking or hiking—Hiking and walking have been proven to improve heart health and can help you maintain a healthy waistline.
2. Riding your bike—Riding a bike helps improve balance and endurance, and it's an exercise that's easy on your joints.

### **Be Prepared**

Before you head outside and start improving your health today, you need to make sure that you're properly prepared. This means that you should pack water, first-aid supplies, sun protection and, if you're spending a significant amount of time outside, a healthy snack to help you refuel.

Article by: The Partners Group

This article is intended for informational purposes only and is not intended to be exhaustive, nor should any discussion or opinions be construed as professional advice. Readers should contact a health professional for appropriate advice. © 2019 Zywave, Inc. All rights reserved.

# How to Stay Balanced

## During Times of Uncertainty

*By: Greg Jackson, Risk Management Consultant*

It has probably been at least three months now that you have been working from home or have not traveled anywhere due to COVID-19. Right about now, everyone is getting a little edgy and has that feeling of being cooped up. We are tired of this pandemic and want everything to go back to normal. Unfortunately, it does not appear this pandemic is going to end anytime soon, so here are a few ideas on how to keep you balanced, healthy and well.

**Keep a Schedule** – A good way to keep yourself going is to create a routine or a schedule. This can help relax you and others since you know what you should be doing. It can help you create and reach goals. Schedules help to keep us on task and focused. You can make your schedule fit your needs and remember to build in break times to rest and eat.

**Exercise** – Exercise is something most of us say we want to do more of, but we do not make the time to do it. There is no better time than now to start. Exercise does not have to be at a gym; you have everything you need at home. Exercise can be taking a walk around the block, doing curls with soup cans or even doing yoga/stretching in your front room. When we exercise, it increases our heart rate which gets your blood pumping. This is great for your mind, body and soul. Just make sure you know your limits and take it slow.



**Create a New Hobby** – Since we are home, now is perfect to start a new hobby. This will help keep you busy and encourage you to learn something new. A new hobby can be as simple as planting a garden, learning a new language or doing crochet/needle stitch. Other hobbies can be reading a book, painting or woodworking.

**Projects** – This is the one that has helped me pass the time. My wife loves to use Pinterest, which then gives her great ideas for our house. After finding her favorites, she hands me my to-do list. Projects can be as easy as painting a room or refinishing a coffee table or involved like building a deck or a fence. Either way, doing a project is a great way to keep



yourself busy and pass the time. When finished, you earn a sense of accomplishment.

**Stay in Touch** – It can be easy to isolate yourself from everyone, but this only creates a sense of loneliness. Stay in touch with family, friends and co-workers. Use platforms like Microsoft Teams, Skype, Zoom or even FaceTime. These allow you to see the individual as well as hear them. Staying connected with people can help reduce that sense of loneliness.

**Laugh and Dance** – I know this one seems to be a little out there, but dancing and laughter are both therapeutic. Try to watch a few comedies

or standup performances that make you laugh. Laughing is known to reduce stress, relaxes your whole body, and burns calories. Dancing is a great way to exercise and not even know it. Dancing can also improve heart and lung function, improves muscle strength and can increase self-confidence and self-esteem.

Staying healthy and well-balanced during these uncertain times is important. We hope you can take some of these ideas and incorporate them into your daily routine. If you have any questions, please contact the Risk Management Department at [riskmanagement@sdao.com](mailto:riskmanagement@sdao.com).

Administrators for SDIS

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## MEMBER CALENDAR

- |                 |   |
|-----------------|---|
| <b>Aug. 12</b>  | Deadline to Return SDAO Membership Database Update Forms  |
| <b>Aug. 12</b>  | Regional Risk Management Training - Via Webinar           |
| <b>Sept. 9</b>  | SDIS Board of Trustees Meeting – Tigard                   |
| <b>Sept. 17</b> | SDAO Board of Directors Meeting – Salem                   |
| <b>Sept. 18</b> | SDAO Member Scholarship Golf Tournament – <i>Canceled</i> |
| <b>Sept. 23</b> | Human Resources Regional Training – Pendleton             |
| <b>Sept. 30</b> | Human Resources Regional Training – Medford               |

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