

# 2022 Annual Conference

FEBRUARY 10-12 | A VIRTUAL EVENT



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# S|D|A|O

SPECIAL DISTRICTS  
ASSOCIATION OF OREGON



# Welcome!

BY: EXECUTIVE DIRECTOR, FRANK STRATTON

Welcome to the 2022 SDAO Annual Conference! Although we were looking forward to seeing you all in person at The Graduate Eugene, we are grateful that we can still come together in a virtual format to connect with one another. We've said it many times, but we truly appreciate your patience and understanding as we pivoted from our hybrid conference to a fully virtual event this last month. We also want to thank our amazing sponsors and exhibitors who have remained alongside us as we needed to make these changes. Their support of Oregon special districts has helped allow this to be a completely free conference, full of superb trainings and sessions, for our SDAO members

We have a great program in store for you over the next few days. This year, we are offering four pre-conference seminars, an inspirational keynote address from the uplifting and thought-provoking speaker Lou Radja, numerous concurrent sessions, and much more! We also have some fun planned, so don't forget to brush up on your trivia because after sessions on Thursday, you will be invited to join a virtual trivia game hosted by TriviaHub. Just like our trivia game last year, participants will be placed into groups to compete against other teams to become the trivia team champions. On Friday and Saturday, you will have the opportunity to visit

and interact with our many virtual exhibitors throughout the day on the scheduled breaks. We hope you enjoy connecting, video chatting and sharing ideas with other attendees as you conduct association business over the next few days!

To access the platform, please visit <https://cvent.me/714ev4> and enter your credentials. If you have any issues getting logged in, please reach out to our team at [memberservices@sdao.com](mailto:memberservices@sdao.com) or 800-285-5461.

### ***After you log into the Cvent platform, don't forget to:***

- Edit your profile
- Schedule appointments to videochat with other attendees
- Message with attendees, sponsors, exhibitors, speakers, and staff
- Visit exhibitors' virtual booths
- Set up your personal conference schedule
- Join the virtual trivia game at the Welcoming Reception on Thursday, February 10th at 4:30pm
- Chat with others at your sessions using the chat box
- Attend caucus meetings and discuss important issues with your colleagues

For your convenience, Cvent staff members will be available via the chatbox feature on the conference platform for any questions or technical issues that you may have.

# Thank You

Thank you to the 2021-2022 SDAO Conference & Education Committee!

**Todd Heidgerken** - Clackamas River Water (Chair)

**Michele Bradley** - Port of Tillamook Bay

**Timothy Collier** - Tualatin Valley Fire and Rescue

**Ron Christopher** - Keizer Fire District

**Adam Denlinger** - Seal Rock Water District

**Jennifer Holland** - Sisters Park & Recreation District

**Gordon Hovies** - Tualatin Valley Fire and Rescue

**Jim Huffman** - Tillamook County Transportation Dist.

# Conference Highlights



**KEYNOTE ADDRESS:** By Lou Radja

*"Dancing in the Rain: Thriving in Challenging Times"*

There is no doubt about it, we are living in unprecedented and challenging times. We are currently experiencing a relentless and unforgiving global health pandemic that has claimed countless lives and completely turned the world upside down. The great steps we are all taking in response to the pandemic are not without side effects; isolation, stress, health challenges, and mental health issues. Dancing in the Rain is a great opportunity for us to come together, hold space, and unpack proven strategies to help us turn adversity into advantage. We will discuss how to fill our own cup through self-care, be there for our communities who need us even more, and thrive!

## **NETWORKING RECEPTION & TRIVIA GAME**

Game on! Join us after pre-conference sessions on Thursday, February 10th as we officially kick off the 2022 SDAO Annual Conference with a riveting game of trivia. You can enter the game by clicking the link provided in this session on the conference platform. Be sure to bring your thinking caps. We will see you there!

## **VIRTUAL TRADE SHOW**

Special districts have a multitude of service needs and product requirements that our sponsors and exhibitors can meet. We invite you to visit with our sponsors and exhibitors at their virtual booths, stop by and say hello, and see what they could offer your special district. We greatly appreciate all of our sponsors and exhibitors for their support of this event.

## **CAUCUS MEETINGS & SDAO BOARD MEMBER NOMINATIONS**

Separate caucus meetings are scheduled for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. We encourage you to take this opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions.

## **ANNUAL BUSINESS MEETING & BOARD MEMBER ELECTIONS**

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

## **AWARDS CEREMONY**

Be sure to join us on Saturday at 5:00pm for the Awards Ceremony which will honor this year's winners. The ceremony will be hosted by Frank Stratton, SDAO Executive Director, and Todd Heidgerken, SDAO Awards Committee Chair. Each year, the SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization.

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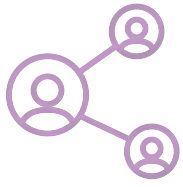
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## Logging in & Setting up Your Profile

Welcome to the conference platform hosted by Cvent. After you receive your welcome email with information on how to activate your account, you will enter your credentials and verification code. This will log you into the conference platform. First, set up your profile by clicking the icon on the top righthand corner of the homepage and then click on "View Profile". You have the opportunity to edit the fields below. We recommend you upload a profile photo so other attendees can put a face to a name.

## Start Connecting

Click the "Community" dropdown on the main conference homepage and then click "Attendees". Here you will find everyone who is registered for the conference. If you find someone you know or would like to get to know, you can easily message them. You can also request to schedule an appointment with attendees if you would like to video chat.

## Instant Networking

The Instant Networking feature is a new and exciting way to connect virtually at this year's conference. It's also a great way to meet individuals from Oregon special districts that you might not normally get a chance to connect with in an in-person event. The Instant Networking "quick meets" are timed meetings that are just 5-minutes in duration. You will be randomly paired with another attendee who has also selected to instant network. If you are enjoying the discussion, you can extend it for longer or move onto the next quick meet to network with another attendee.

## Conference Game

Do you like friendly competition and want to win a prize? If so, this conference game is for you. Players can earn points by doing an array of different tasks during the virtual conference to rack up points including interacting with our wonderful sponsors and exhibitors and participating during sessions. To get started, hover your cursor over "Community" on the main page of the conference platform and click on "Game". Here, you will see everything you can do to earn points. If you're in it to win it, just make sure your point total lands you in the **top three** to win a prize.

## Academy & CE Credits

A confirmation of attendance will be emailed to all those that attended a session that qualifies for SDAO Academy, Board Leadership Academy, Fire District Directors Academy, SHRM, or CE credits. If you are seeking CE credits, please submit the form at think link <https://bit.ly/3GAl3Ar> to let us know your information. We will process credit requests each week.



*Let us show you around the SDAO conference site*

Click the link below to watch a demonstration of the conference site from our SDAO Member Services Director, Jennifer Quisenberry.

<https://bit.ly/3HDrmppm>

## Discussion Rooms

The virtual discussion rooms are a great place for attendees to participate in a video discussion with others at the event. A list of these rooms is provided below. These small discussion rooms are great way to learn from other individuals from Oregon's special districts or share best practices and ideas. You can also drop in our specified SDAO staff department rooms to ask any questions you may have. There is a maximum of 6 attendees in each room at any given time. If the room is full, be sure to check back later.

### Fire Districts Discussion Room

Feb 10, 8:00 AM - Feb 12, 5:00 PM PT

Meet with other fire district representatives and discuss issues important to your district.

### Port Districts

Feb 10, 8:00 AM - Feb 12, 5:00 PM PT

Meet with other port district representatives and discuss issues important to your district.

### Employee Benefits Discussion Room

Feb 10, 12:00 PM - Feb 12, 5:00 PM PT

Join SDAO employee benefits staff for discussions about health, dental, life, and other insurance coverage options through SDIS. If you have any questions, now is the time to ask! Staff will be available during conference breaks and lunches.

### Membership Services Discussion Room

Feb 10, 12:00 PM - Feb 12, 5:00 PM PT

Join SDAO membership services staff for discussions about member benefits and the website. If you have any questions, now is the time to ask! Staff will be available during conference breaks and lunches.

### Park & Recreation Districts Discussion

Feb 10, 8:00 AM - Feb 12, 5:00 PM PT

Meet with other park & recreation district representatives and discuss issues important to your district.

### Water Districts Discussion Room

Feb 10, 8:00 AM - Feb 12, 5:00 PM PT

Meet with other water district representatives and discuss issues important to your district.

### Irrigation Districts Discussion Room

Feb 10, 8:00 AM - Feb 12, 5:00 PM PT

Meet with other irrigation district representatives and discuss issues important to your district.

### Sanitary Districts Discussion Room

Feb 10, 8:00 AM - Feb 12, 5:00 PM PT

Meet with other sanitary district representatives and discuss issues important to your district.

### Executive Director Discussion Room

Feb 10, 12:00 PM - Feb 12, 5:00 PM PT

Join SDAO Executive Director Frank Stratton during conference breaks and lunches. If you have any questions, now is the time to ask!

### Risk Management Discussion Room

Feb 10, 12:00 PM - Feb 12, 5:00 PM PT

Join SDAO risk management staff for discussions about risk management topics. If you have any questions, now is the time to ask! Staff will be available during conference breaks and lunches.

### HR/Legal Discussion Room

Feb 10, 12:00 PM - Feb 12, 5:00 PM PT

Join SDAO HR/Legal Department staff for discussions about HR/legal topics. If you have any questions, now is the time to ask! Staff will be available during conference breaks and lunches.

### Workers' Compensation Discussion Room

Feb 10, 12:00 PM - Feb 12, 5:00 PM PT

Join SDAO workers' compensation staff for discussions about workers' compensation topics. If you have any questions, now is the time to ask! Staff will be available during conference breaks and lunches.

# Awards Ceremony

Join us virtually on Saturday evening at 5pm to celebrate the 2021-22 SDAO Awards winners! Our Awards Program honors member districts for accomplishments which allow them to provide better service to the public and gives recognition to individuals who have greatly contributed to the success of their organization.

## AWARD WINNERS

Outstanding Special District Program Award: Districts with 5 or Fewer Employees

***Mist-Birkenfeld Rural Fire Protection District***

Outstanding Special District Program Award: Districts with 6-25 Employees

***Rainbow Water District***

Outstanding Special District Program Award: Districts with 26 or More Employees

***Lebanon Fire District***

Outstanding Special District Service Award: Board Member

***Trudi Sthen, Ophir Rural Fire Protection District***

Outstanding Special District Service Award: Manager

***Fred Schatz, Crystal Springs Water District***

Outstanding Special District Service Award: Employee

***Donn Bunyard, Clackamas River Water***

Outstanding Special District Service Award: Volunteer

***Thomas Maddock, McKenzie Fire and Rescue***

Howard Terpenning Lifetime Achievement Award

***George Dunkel, SDAO***



# BOARD MEMBER ELECTIONS

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Expiring positions on the SDAO Board of Directors will be open for election at the Annual Business Meeting on Saturday, February 12<sup>th</sup>.

Positions open for nomination and the current representatives include:

## **FIRE**

- *Ben Stange, Polk County Fire District #1*

## **IRRIGATION**

- *Brent Stevenson, Santiam Water Control District*

## **SANITARY**

- *Nick Bakke, Rogue Valley Sewer Services*

## **AT-LARGE**

- *Scott Stanton, Umatilla County Fire District #1*
- *Adam Denlinger, Seal Rock Water District*

## **TRUE AT-LARGE (Not from Big Six\*)**

- *MaryKay Dahlgreen, Lincoln County Library District*

*Board members are elected for two-year terms extending from July 1, 2022 through June 30, 2024.*

\* Big six districts include fire, irrigation, park and recreation, ports, sanitary, and water.

# SDAO EDUCATION PROGRAMS



## SDAO Academy

The SDAO Academy is a professional development program designed specifically for special district employees looking to advance their careers in local government management. 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.

## Board Leadership Programs

Our two board education programs are designed to ensure that Oregon's special district board members and fire district directors have all the tools necessary to provide superior leadership and governance to their communities.



## SDAO/OFDDA Fire District Directors Academy

This education program is for fire district directors.



## SDAO Board Leadership Academy

This education program is for board members of all other types of special districts.






Learn more about our professional and board member development programs on our website at [www.sdao.com/sdao-programs-services](http://www.sdao.com/sdao-programs-services).

# CONFERENCE SCHEDULE


## Pre-Conference - Thursday, February 10th, 2022

## Credits

TIME	SESSION TITLE	SPEAKER(S)				Insurance CE*	SHRM
7:45am	Login "Doors Open"						
8am - noon	Budget and Finance 101: An Overview for District Officials	Rob Moody, Merina+Co.	5	Module 2	Module 2		
8:30am - 4pm	Board Duties and Responsibilities	George Dunkel, SDAO & Eileen Eakins, Northwest Local Government Legal Advisors, LLC	15	Module 1 & 2	Module 1 & 2		
9am - noon	Hot Topics in Risk Management	Troy DeYoung, SDAO and Dave Mims, VC3	10			3	3
noon - 1pm	Break						
1 - 4:30pm	Emotional Intelligence for Leaders	Deborah Jeffries, HR Answers	10				3.5
4:30 - 6pm	Networking Reception and Trivia Game						




# Conference - Friday, February 11th, 2022

## Credits

TIME	SESSION TITLE	SPEAKER(S)				Insurance CE*	SHRM
7:30am	Login "Doors Open"						
7:30 - 8:30am 10 - 10:30am 12 - 1:30pm 3 - 3:30pm	Virtual Exhibitor Trade Show						
8:30 - 10am	Welcome and Keynote Address	Lou Radja					
10 - 10:30am	Morning Break						
10:30am - noon	Concurrent Sessions						
	Public Meetings & Executive Sessions	Eileen Eakins, Northwest Local Government Legal Advisors, LLC	2.5			1	
	Cybersecurity Trends and Best Practices	Michael Nougouier, Eide Bailly	5			1	1.5
	Employee Privacy/Confidentiality & Use of Social Media	Liani Reeves & John Stellwagen, Bullard Law	5			1	1.5
	Fake News: How to Plan for It, How to Combat It	Mac Clemmens, Streamline	5				
noon - 1:30pm	Lunch Break						
1:30 - 3pm	Concurrent Sessions						
	Public Records Overview & Update	Todd Albert, State of Oregon	2.5	Module 2	Module 2	1	
	OR-OSHA Update	Renee Stapleton, OR-OSHA				1	1.5
	Employment Law Updates	Monica Harrison, SDAO & Laurie Grenya, HR Answers				1	1.5
	Relationship Building with Your Legislators	Frank Stratton & Mark Landauer, SDAO & Cole Karr, CSDA					
3 - 3:30pm	Afternoon Break						
3:30 - 5pm	District Caucus Meetings	Caucus Chair					
	Fire Caucus	Ben Stange					
	Irrigation Caucus	Brent Stevenson					
	Park and Recreation Caucus	Jennifer Holland					
	Ports Caucus	Michele Bradley					
	Sanitary Caucus	Nick Bakke					
	Water Caucus	Todd Heidgerken					
	At-Large Caucus	Kathy Kleczek					

# Conference - Saturday, February 12th, 2022

## Credits

TIME	VIRTUAL	SESSION TITLE	SPEAKER(S)				Insurance CE*	SHRM
7am - 6pm		Login "Doors" Open						
7:30 - 8:30am 10 - 10:30am 12 - 1:30pm 3 - 3:30pm		Virtual Exhibitor Trade Show						
8:30 - 10am		Concurrent Sessions						
		Recruiting Board Members for Special Districts	Dan Olsen, SDAO					
		Five Functions That Drive Team Success	David Aranda, BHI Management Consulting					1.5
		It All Started With a Wreck...	SDAO Speaker Panel				1	1.5
		Executive Director/ General Manager Performance Evaluation	Laurie Grenya, HR Answers		Module 4	Module 5		1.5
10 - 10:30am		Morning Break						
10:30am - noon		Concurrent Sessions						
		Refocusing Strategic Planning	Brian Stewart & Chief Nick Browne, Clackamas Fire	5				1.5
		Disaster Preparedness and Building Resilient Systems	Oregon Office of Emergency Management Speaker Panel	5	Module 3	Module 4		1.5
		Evaluating ADA & Religious Accommodation in the Age of COVID	Dee Rubanoff & Chandra Hatfield, Peck Rubanoff and Hatfield PC	5	Module 3	Module 4	1	1.5
		Consulting Services Roundtable	SDAO Consulting Services Team					
noon - 1:30pm		Lunch Break						
1:30 - 3pm		Concurrent Sessions						
		Risk Management - Back to Basics	Greg Jackson, SDAO		Module 3	Module 4	1	1.5
		Good Termination Gone Bad	Teri Dragoo & Ron Downs, SDAO		Module 4	Module 5	1	1.5
		Board Chair Basics: How to Run an Effective Board	Carrie Connelly, Mark Wolf & Ross Williamson, Local Government Law Group		Module 1	Module 1		
		Legislative Summary	Hasina Wittenberg and Mark Landauer, SDAO					
3 - 3:30pm		Afternoon Break						
3:30 - 5pm		Annual Business Meeting & Board Elections						
5 - 5:30pm		Awards Ceremony & Closing Remarks						

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*ssilva@whainsurance.com*

**RICH ALLM**

*Employee Benefits  
(541) 284-5853*

*rallm@whainsurance.com*

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*wcervantes@whainsurance.com*

**WILLIAM WHITE**

*Property & Casualty  
(541) 284-5850*

*wwhite@whainsurance.com*

**LORIN WILLIAMS**

*Property & Casualty  
(541) 284-5140*

*lwiliams@whainsurance.com*

**KIM NICHOLSEN**

*Employee Benefits  
(541) 284-5848*

*knicholsen@whainsurance.com*

**JENNIFER KING, CISR**

*Workers' Compensation  
(541) 284-5835*

*jkking@whainsurance.com*

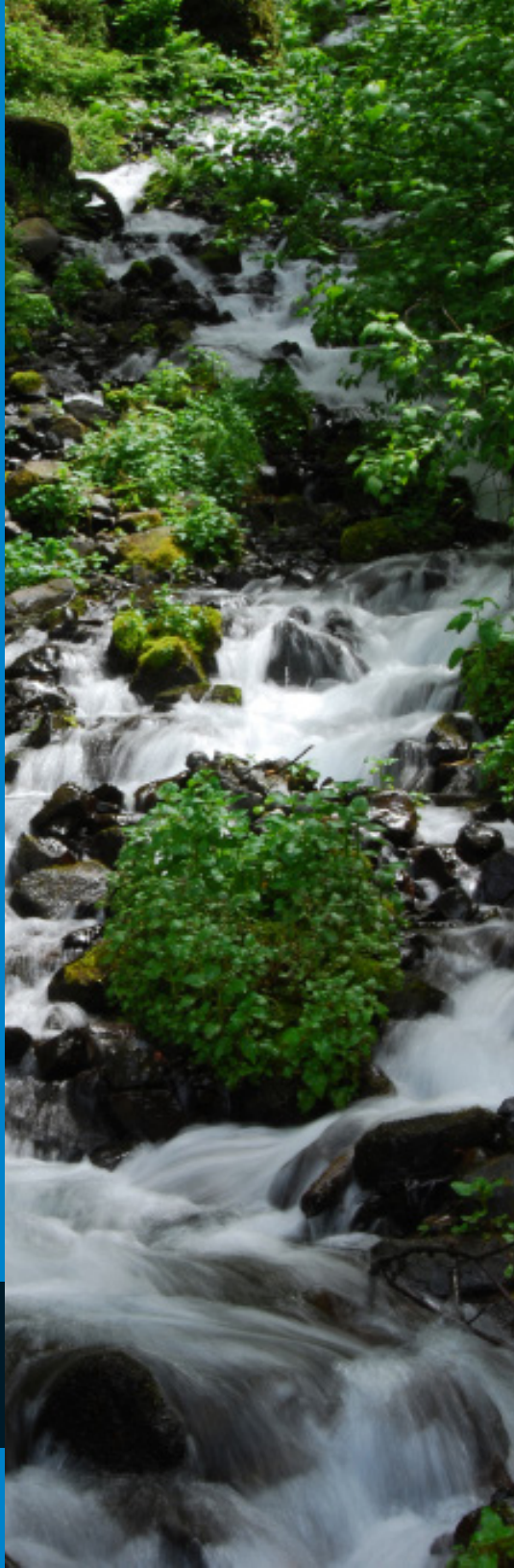
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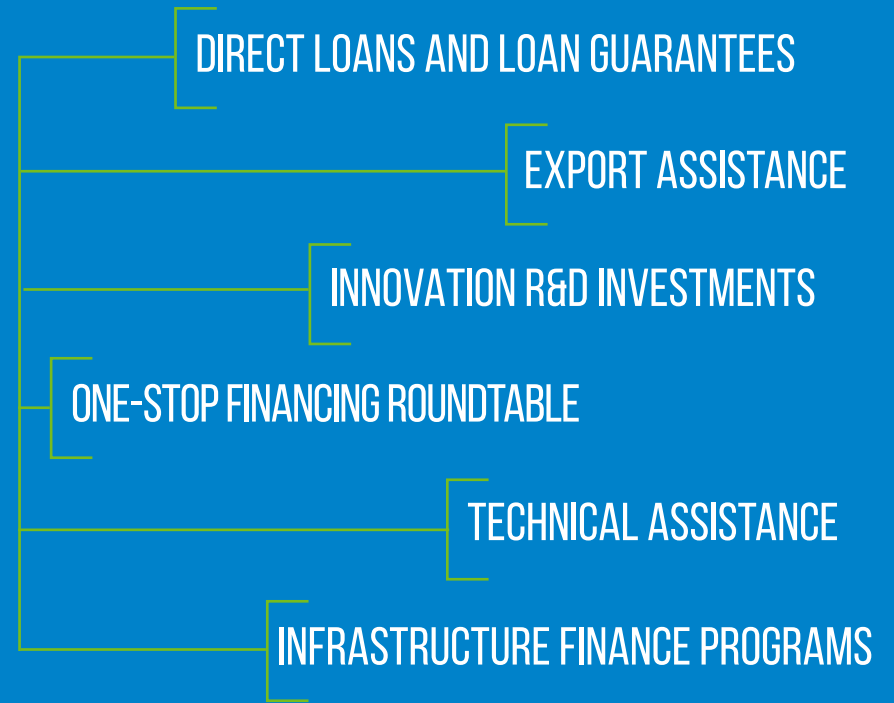
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ron.cutter@bbrown.com  
21 years experience serving  
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**Geoff Sinclair, ARM**  
Vice President  
Public Sector Practice  
geoffrey.sinclair@bbrown.com  
25 years experience serving  
Oregon's special districts

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### **8AM - Noon - Budget and Finance 101: An Overview for District Officials**



Rob Moody, Merina+Co.

In this four-hour course, Rob Moody, a partner with Merina+Co, will take participants through a discussion of roles and responsibilities and build an understanding of the budget process, internal financial reporting, and the audit cycle for special districts in Oregon. Specifically, Rob will address the roles of the Board and the Budget Committee in budget approval and adoption, and the importance of timely, relevant financial information to the board in support of decision making.

*SDAO Academy: District Management: Financial Management and Audits (5 credits)*

*Board Leadership Academy/Fire District Directors Academy: Module 2: Local Budgeting and Finance*

### **8:30AM - 4PM - Board Duties and Responsibilities**



George Dunkel, SDAO & Eileen Eakins, NW Local Govt. Legal Advisors

Join attorney Eileen Eakins and SDAO Senior Consultant George Dunkel for this comprehensive overview of laws affecting special districts. It is an essential training for newly elected board members and newly appointed management staff, but even experienced board members and staff will benefit from a review of the varied and often complex laws governing Oregon's special districts.

*SDAO Academy: District Management: Board Relations (5 credits), Ethics (5 credits), and Public Meetings and Public Records (5 credits)*

*Board Leadership Academy/Fire District Directors Academy: Module 1 and Module 2*

### **9AM - Noon - Hot Topics in Risk Management**



Troy DeYoung, SDAO and Dave Mims, VC3

We will discuss the new OR-OSHA Heat and Smoke rules, how we got to where we are at today, and what the rules will look like going into next summer. VC3 will be discussing the latest trends in cybersecurity and how to best protect your district.

*SDAO Academy: Risk Management/Operations: Cyber Risks (5 credits) and Elective (5 credits)*

*Insurance Agents: 3 CE credits*

*SHRM- 3 credits*

### **1 - 4:30PM - Emotional Intelligence for Leaders**



Deborah Jeffries, HR Answers

This session begins by defining what emotional intelligence is, then focuses on four main aspects: intrapersonal skills, interpersonal skills, adaptability, and resilience. Packed with stories, examples, and activities, this interactive workshop will help attendees feel confident in managing their emotions and those of others for better relationships, career growth, and overall happiness at work.

*SDAO Academy: Elective (10 credits)*

*SHRM- 3.5 credits*

### **4:30 - 6PM - Networking Reception & Trivia Game**

Join us as we officially kick off the 2022 SDAO Annual Conference with a riveting game of trivia! You can enter the game by clicking the link provided in the Trivia session or by clicking here <https://bit.ly/3L1Oa43> at the start of the game. Bring your thinking caps and we'll see you there!

### **Login "Doors Open" | 7:30AM**

Start your day by getting acquainted with the SDAO conference platform hosted by Cvent. View the conference schedule, grab a notebook and pen, and get ready for your sessions! If you have not already done so in advance, make sure to set up your profile and add information about yourself so others can reach out to you to chat. We recommend adding a photo so other attendees can see who they are talking to. If you need assistance with the conference platform, a Cvent staff member will be available to answer your questions via the chatbox or swing by the Member Services discussion room to ask any questions via video chat.

### **Virtual Exhibitor Trade Show | 7:30 - 8:30AM | 10 - 10:30AM | 12 - 1:30PM | 3 - 3:30PM**

Providers will showcase their products and services and be available to video chat to answer questions. Special districts have a multitude of service needs and product requirements that our exhibitors can meet. You can visit the virtual booths to download their handouts, message booth staff representatives, or even set up appointments during the conference to learn more about their services with a one-on-one Zoom meeting.

### **Opening Session | 8:30AM**

Join Executive Director Frank Stratton and SDAO Board President Michele Bradley for our opening session as we kick off the 2022 SDAO Annual Conference. Frank and Michele will review association updates and give a general overview of what you can expect from our virtual event.

### **Keynote Address, Lou Radja - "Dancing in the Rain" | 8:45 – 10AM**

There is no doubt about it, we are living in unprecedented and challenging times. We are currently experiencing a relentless and unforgiving global health pandemic that has claimed countless lives and completely turned the world upside down. The great steps we are all taking in response to the pandemic are not without side effects; isolation, stress, health challenges, mental health issues. Dancing in the Rain is a great opportunity for us to come together, hold space, and unpack proven strategies to help us turn adversity into advantage. Lou will discuss how to fill our own cups through self-care, how to be there for our communities who need us even more, and thrive!

### **Break | 10 – 10:30AM**

### **Concurrent Sessions | 10:30 – Noon**

#### **Public Meetings & Executive Sessions**

Eileen Eakins, Northwest Local Government Legal Advisors, LLC



Public meetings and executive sessions can often leave us questioning if we are following the rules and running things appropriately. Join Eileen Eakins for an interactive and engaging session with members of the audience role playing various public meetings and executive session scenarios.

*SDAO Academy: Public Meetings (2.5 credits)*

*Insurance Agents: 1 CE credit*

## **Cybersecurity Trends and Best Practices**



Michael Nougier, Eide Bailly

Michael will review the latest trends in the cybersecurity industry and common struggles among businesses and different industries. He will then provide an overview of best practices and proper cybersecurity hygiene. Bring your questions for an interactive question and answer session at the end of the presentation.

*SDAO Academy: Risk Management/Operations: Cyber Risks (5 credits)*

*Insurance Agents: 1 CE credit*

*SHRM- 1.5 credits*

## **Employee Privacy/Confidentiality & Use of Social Media**



Liani Reeves & John Stellwagen, Bullard Law

Join Liani Reeves and John Stellwagen with Bullard Law as they review issues surrounding employee privacy and confidentiality and the use of social media.

*SDAO Academy: Human Resources/Personnel Management: Social Media (5 credits)*

*Insurance Agents: 1 CE credit*

*SHRM- 1.5 credits*

## **Fake News: How to Plan for It, How to Combat It**



Mac Clemmens, Streamline

Planning ahead is your best defense against people spreading false rumors about your district, but that's not always possible. In this session, Mac Clemmens will discuss a variety of methods you can use to get the word out. Whether you need to justify a rate increase, or set the facts straight on a decision your board has made on a contentious subject, our tips can help ensure your voice is the authority, and the one your community trusts.

*SDAO Academy: District Management: Public Relations (5 credits)*

## **Lunch Break & Networking | Noon – 1:30PM**

Take a lunch break and if you have extra time, peruse the virtual exhibitor showroom or join a discussion room to network with other attendees who are from similar district types or in similar roles as your own.

## **Concurrent Sessions | 1:30 – 3PM**

### **Public Records Overview & Update**



Todd Albert, State of Oregon

Join Todd Albert, Oregon's Public Records Advocate, for an overview of the duties, requirements and best practices for records custodians fulfilling public records requests under the Oregon public records law. With the ever-changing landscape of Oregon public records law, this is a can't-miss session.

*SDAO Academy: District Management: Public Records (2.5 credits)*

*Board Leadership Academy/Fire District Directors Academy: Module 2: Public Records*

*Insurance Agents: 1 CE credit*

## **OR-OSHA Update**

Renee Stapleton, OR-OSHA

Join Renee Stapleton for a discussion on recent rule adoptions, rule proposals, and personnel changes at the division. This overview will include a discussion on the rulemaking process and the process in the virtual environment.

*Insurance Agents: 1 CE credit*

*SHRM- 1.5 credits*

## **Employment Law Updates**

Monica Harrison, SDAO & Laurie Grenya, HR Answers

Join Monica Harrison from SDAO and Laurie Grenya from HR Answers as they review the most recent legislative labor updates and how they may impact your district, your policies and your day-to-day management of district employees and business.

*Insurance Agents: 1 CE credit*

*SHRM- 1.5 credits*

## **Relationship Building with Your Legislators**

Frank Stratton & Mark Landauer, SDAO & Cole Karr, CSDA

Many of our state legislators and members of Congress are unaware of the importance of special districts in Oregon - some do not even know what a special district is. Because of this lack of education and awareness, our districts are getting left behind. Just in the last year, Oregon's special districts were left out of important funding opportunities. With over 1,000 special districts in our state, it is becoming more and more critical that we are considered by our state's leaders and recognized as critical local government service providers in our nations' capital. This session will provide you with tips and tricks for building relationships with your legislators and ensuring that the collective voice of special districts is heard.

## **Afternoon Break & Networking | 3 – 3:30PM**

### **Caucus Meetings | 3:30 – 5PM**

Separate virtual caucus meetings are scheduled via Zoom on our Cvent conference platform for fire, irrigation, park and recreation, ports, sanitary, water, and at-large districts. This is an opportunity to meet with peers to conduct caucus business, discuss current legislative issues, and make nominations for vacant SDAO board member positions.

**Virtual Exhibitor Trade Show | 7:30 - 8:30AM | 10 - 10:30AM | 12 - 1:30PM | 3 - 3:30PM**

Providers will showcase their products and services and be available to video chat to answer questions. Special districts have a multitude of service needs and products.

**Concurrent Sessions | 8:30 – 10AM**

**Recruiting Board Members for Special Districts**

Dan Olsen, SDAO

This session will review principles and techniques for effectively recruiting board members for your organization. Dan will cover how to plan your recruitment, the five essential questions, identifying the “ideal” candidate, approaching the potential candidate, areas of discussion, and legal and ethical considerations when recruiting potential candidates. The SDAO Board Member Recruitment Toolkit will also be utilized in this discussion.

*SHRM- 1.5 credits*

**Five Functions That Drive Team Success**

David Aranda, BHI Management Consulting

Successful special districts have successful teams. This short course in teamwork should include the board of directors, general manager, and employees. Learn what it takes to see success in your district and a stronger sense of why teamwork is crucial to serving the public through special districts.

*SHRM- 1.5 credits*

**It All Started With a Wreck...**

Gina Wescott, Jens Jensen, Katherine Taylor, Michelle Branlund and Mike Hackbart, SDAO

Join us on an adventure through “Coverage Land” as we follow employee Clay Mint through the twists and turns of all the types and styles of coverage that SDIS provides – a case study in how a workers’ compensation claim can morph into an employment claim.

*Insurance Agents: 1 CE credit*

*SHRM- 1.5 credits*

**Executive Director / General Manager Performance Evaluation**



Laurie Grenya, HR Answers

Executive directors and general managers are integral to fulfilling the mission of an organization. It is typical for a board of directors to set the standards that outline the responsibilities and expectations of these roles and the board (or subcommittee) to evaluate the employee's performance against the same standards. However, that evaluation is frequently overlooked or skipped. This is evidenced by the fact that national surveys repeatedly find the evaluation of these roles is only accomplished about 45% of the time. Join us for a discussion about the board's responsibility, process, information gathering, preparing, and presenting findings, correlating performance with organizational goals.

*Board Leadership Academy (Module 4)/Fire District Directors Academy (Module 5): Evaluating Your Executive Director/GM/Fire Chief*

*SHRM- 1.5 credits*

## Morning Break & Networking | 10 – 10:30AM

### Concurrent Sessions | 10:30AM – Noon

#### **It's Not Just Your Plan That Needs Updating – It's Your Process: Refocusing Strategic Planning**



Brian Stewart & Chief Nick Browne, Clackamas Fire

This session focuses on the people aspect of the planning and execution processes and how connecting them with the plan helps achieve organizational success. Participants will be able to differentiate between goal-oriented and people-founded strategic planning approaches and identify critical aspects and steps of strategic planning processes. Attendees will leave this session with being able to utilize key concepts and resources in leading strategic planning at their districts.

*SDAO Academy: District Management: Strategic Planning (5 credits)*

*SHRM- 1.5 credits*

#### **Disaster Preparedness and Building Resilient Systems**



William Chapman, Joseph Murray, Doug Jimenez, and Stephen Richardson, Oregon Office of Emergency Management

Join the Oregon Office of Emergency Management to learn about hazard mitigation plans and funding to better prepare your district for the unexpected. The team will also speak about hazard communications and resiliency.

*Board Leadership Academy (Module 3)/Fire District Directors Academy (Module 4): Contingency Plans: Disaster Preparedness*

*SDAO Academy: Risk Management/Operations: Emergency Response Planning (5 credits)*

*SHRM- 1.5 credits*

#### **Threading the Needle: Evaluating ADA & Religious Accommodation in the Age of COVID**



Dee Rubanoff & Chandra Hatfield, Peck Rubanoff and Hatfield PC

The session will begin with a primer on religious and medical accommodations in the workplace, and then focus on specific accommodation issues that employers have faced in response to the pandemic, including mask mandates, vaccine mandates and teleworking.

*SDAO Academy: District Management: ADA (5 credits)*

*Board Leadership Academy (Module 3)/Fire District Directors Academy (Module 4): ADA Compliance*

*Insurance Agents: 1 CE credit*

*SHRM- 1.5 credits*

#### **Consulting Services Roundtable**

SDAO Consulting Services Team

This session will include an overview of some of the services and projects delivered by SDAO's Consulting Services Program. Highlights include a summary of the SDAO Board Practices Assessment process, organizational assessments, facilitation of board relations, and various special projects. Audience members will gain a better understanding of the wide range of services available from the Consulting Services Program and awareness of how these services can benefit their district.

## Lunch Break & Networking | Noon – 1:30PM

Take a lunch break and if you have extra time, peruse the virtual exhibitor showroom or join a discussion room to network with other attendees who are from similar district types or in similar roles.

## Concurrent Sessions | 1:30 – 3PM

### Risk Management – Back to Basics



Greg Jackson, SDAO

Over the past 18 months, the work environment and staffing has changed. As things begin to get back to the new normal and new staff members are brought on, we felt this would be a good time to get back to basics in risk. This training will review topics like accident investigations, safety committees, hazard identification, safety programs and resources available to help you and your district.

*Board Leadership Academy (Module 3)/Fire District Directors Academy (Module 4): General Risk Management*

*Insurance Agents: 1 CE credit*

*SHRM- 1.5 credits*

### Good Termination Gone Bad



Teri Dragoo & Ron Downs, SDAO

Join Ron Downs and Teri Dragoo for an enlightening and even entertaining session spotlighting that dreaded topic - *termination*. We all want to do the right thing to make our district the finest and sometimes that means terminating an employee who just isn't working out. Find out how to avoid the pitfalls that may lead to litigation.

*Board Leadership Academy (Module 4)/Fire District Directors Academy (Module 5): Wrongful Termination*

*Insurance Agents: 1 CE credit*

*SHRM- 1.5 credits*

### Board Chair Basics: How to Run an Effective Board



Carrie Connelly, Mark Wolf & Ross Williamson, Local Government Law Group

Join us for tips, tools and legal considerations for herding cats, hearing board members, and connecting with your public. This presentation is intended to provide attendees with skills to run a legal and effective meeting. The presentation will also provide attendees with strategies for engaging with their fellow board members and constituents.

*Board Leadership Academy/Fire District Directors Academy: Module 1: Representing the Board*

### Legislative Summary

Hasina Wittenberg and Mark Landauer, SDAO

Hasina and Mark will guide you through the challenges of the 2021 Legislative Session with information about bills that passed, those that failed, and ones that may show up again. Learn about notable actions taken last session and get an overview of the upcoming session.

## **Afternoon Break & Networking | 3 – 3:30PM**

## **Annual Business Meeting & Board Elections | 3:30 – 5PM**

The Annual Business Meeting will include a presentation of the previous year's annual report, audit and financial report, caucus meeting reports, board member elections, and other association business.

## **Awards Ceremony & Closing Remarks | 5 - 5:30PM**

The Awards Ceremony will honor this year's award winners. The ceremony will be hosted by Frank Stratton, SDAO Executive Director, and Todd Heidgerken, SDAO Awards Committee Chair. Each year, the SDAO Awards Program gives recognition to member districts for accomplishments which allow them to provide better services to the public and honors individuals who have contributed substantially to the improvement and successful operation of their organization.





# *Congratulations*



to the certificate recipients for the SDAO Academy and  
Board Leadership Academy!

**Joshua Adamson** - Port of Bandon

**Bruce Holsey** - Clatskanie RFPD

**Lisa Baum** - West Extension Irrigation District

**Craig Johnston** - Basin Transit Service Transp. District

**Caitlin Blagg** - Sherman County Health District

**Kathy Kleczek** - Sunset Empire Transportation District

**Whitney Collins** - Baker Valley SWCD

**Trish Lutgen** - Aumsville Rural Fire District

**Andy Crocker** - Rockwood Water PUD

**Kimberly Morse** - Deschutes County 9-1-1

**Ted Damewood** - Glide Rural Fire Protection District

**Wendy Patterson** - Metcom 911

**Rachelle DeLoe** - PCJWSA

**Jamie Porter** - Rainbow Water District

**Aileen Feeney** - Tualatin Hills Park & Recreation District

**Dana Schulke** - Crooked River Ranch Fire & Rescue

**Jessica Gibson** - Klamath 911 Emergency Comm. District

**Mark Spross** - Metcom 911

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**James Snyder** - Rogue Valley Sewer Services

**Stephen Lusch** - Roberts Creek Water District



Our main objective is to provide reasonable, stable rates and broad coverage to Oregon public entities.

All participants are owners of the program and all surplus revenues are invested into stabilizing rates and providing enhanced services. This outstanding coverage, service, and value is why nearly 90% of Oregon's special districts have chosen SDIS.

## SDIS Services & Programs

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- 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



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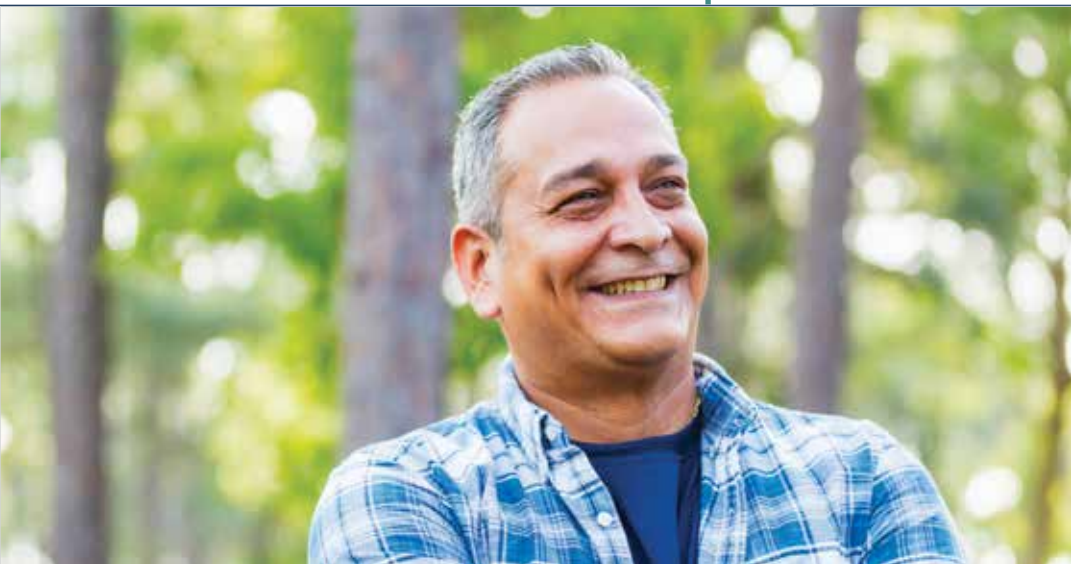
**Jonas Biery - Vice President**  
(503) 863-5089



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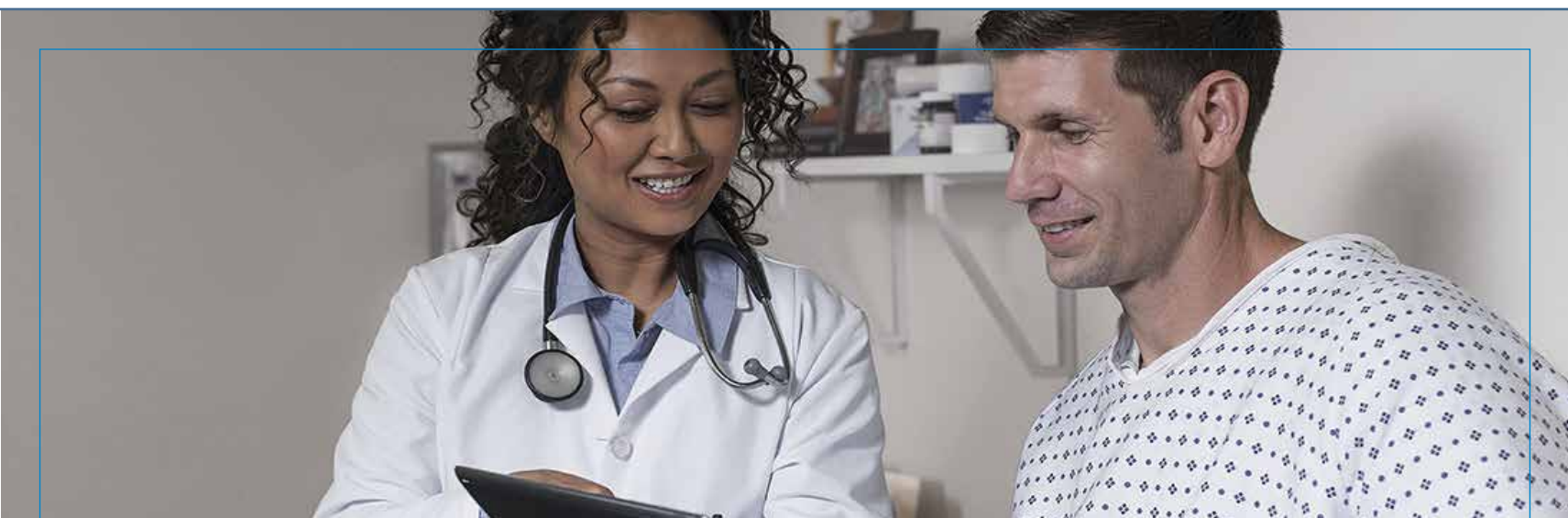


*"Written in Chinese, the word 'crisis' is composed of two characters; one represents danger and the other represents opportunity." - John F. Kennedy*

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