SPECIAL MEETING MINUTES

October 23, 2026
64697 Cook Ave
Bend, Oregon 97703

BOARD: Jack Billings, Martin Warbington, Yves Teirlynck, Jeff Stuermer, David Hampton
STAFF: Chris Schull, April Spath
GUESTS: Henry Tenenblatt, Bob Varco, Susie Hart. Zoom Attendees: Laurie Grenya, David Arnold (recorded meeting)

Chairman Billings called the special board meeting to order at 9:03 a.m. and appointed April Spath scribe.

EMPLOYEE HANDBOOK

Laurie Grenya, President of HR Answers, Inc., reviewed the document previously provided to the Board outlining 50 handbook topics for discussion and available options for each. She explained that some topics were legal requirements, while others were policy decisions. Laurie recommended tabling the discussion of employee benefits for a future meeting, as it relates to the next phase of HR Answers' consulting services, which will include wage and compensation evaluations. Director Teirlynck suggested collecting some preliminary data on benefits in the meantime.

The Board discussed the most efficient approach to reviewing the 50 topics. Laurie stated they could review each topic in order, beginning with Topic 1. The Board agreed to proceed topic by topic, determining which changes to incorporate and which existing provisions to retain. Notes documenting the Board's decisions on each topic are attached to the minutes.

Laurie will incorporate the Board's decisions and requested changes into the handbook and provide an updated draft for the Board to review at a future meeting prior to formal adoption.

ADJOURN

Director Stuermer made a motion to adjourn the special board meeting at 12:55 p.m. and Director Teirlynck seconded the motion. Chairman Billings, Vice Chair Warbington, and Director Hampton voted in favor, and it passed unanimously with a 5-0 vote.

Board Handbook Review – Discussion Notes and Direction

The following notes document Board discussion and direction during the review of the 50 handbook topics presented by HR Answers, Inc. These notes are intended to guide revisions to the handbook and identify items requiring further discussion. They do not constitute formal adoption of the handbook.

Topic 1 – Adopt all three policy choices.

Topic 2 – No changes requested.

Topic 3 – No changes requested.

Topic 4 – No changes requested. The existing provisions represent minimum requirements that must be retained.

Topic 5 – No changes requested. The provisions are legally required.

Topic 6 – No changes requested.

Topic 7 – No changes requested. The provisions establish the required legal framework.

Topic 8 – Retain the topic in the handbook. Laurie clarified that this is not a legal requirement and that the Board has discretion regarding whether to include it.

Topic 9 – Adopt the policy option.

Topic 10 – Adopt the policy option.

Topic 11 – No changes requested at this time. The Board requested clarification regarding employees performing work for District patrons on their own time. Laurie recommended that an employee disclose a conflict of interest for each job. She clarified that the Oregon Government Ethics Commission (OGEC) requires disclosure for each incident, rather than relying solely on an annual declaration.

Topic 12 – Tabled for further discussion. The Board discussed how this topic relates to the District Manager's current affiliations with outside organizations, including OWRC. Laurie explained that the matter more appropriately relates to the next phase of the process involving job requirements and assignments. Directors Teirlynck and Stuermer expressed agreement with the third bullet point. The Board indicated a preliminary preference for the third option but deferred a final decision pending further discussion.

Topic 13 – No decision made. The Board discussed allowing employees to take District vehicles home. Laurie explained that this arrangement would be subject to taxation at the applicable rate, which would be significantly higher than the rate currently being used because the District has not updated it in several years. The value would also be considered part of the employee's total compensation package. Director Stuermer expressed concern about ensuring employees are taxed accurately. The Board deferred the decision.

Topic 14 – Tabled for further discussion. This topic is related to Topic 13 and will be discussed in greater detail at a later date.

Topic 15 – Adopt policy with option 2.

Topic 16 – Retain the standard. Laurie recommended consulting the District's attorney before releasing any personnel records.

Topic 17 – Adopt options 1 and 2 only.

Topic 18 – Adopt option 1. Chris clarified that the District provides safety gear when needed.

Topic 19 – No changes requested.

Topic 20 – No changes requested. The provisions represent minimum legal requirements.

Topic 21 – Post all vacancies. Laurie recommended that the District always post vacancies, and the Board agreed.

Topic 22 – No changes requested.

Topic 23 – No changes requested.

Topic 24 – No changes requested.

Topic 25 – No changes requested.

Topic 26 – Align the introductory period with benefits eligibility. The Board decided to align the introductory period with the 60-day benefits qualification period.

Topic 27 – No changes requested.

Topic 28 – No changes requested.

Topic 29 – No changes requested. The Board noted that the process for evaluating the District Manager differs from the evaluation process used for other staff.

Topic 30 – No changes requested.

Topic 31 – Defer for future discussion. This topic will be addressed following future compensation discussions.

Topic 32 – No changes requested. The provisions are legally required.

Topic 33 – No changes requested.

Topic 34 – No changes requested.

Topic 35 – Revise the timekeeping reference and identify a follow-up item. Replace “computerized” with “paper” to reflect the District’s current timekeeping process. The Board also needs to develop a process for reviewing the District Manager’s paid time off.

Topic 36 – Adopt options 1 and 2.

Topic 37 – No changes requested. The provisions represent the applicable legal standard.

Topic 38 – No changes requested.

Topic 39 – Tabled for future compensation discussions.

Topic 40 – No changes requested. The requirements are defined by OSHA.

Topic 41 – Develop a separate travel policy. Director Teirlynck proposed removing travel provisions from the handbook and addressing travel-related matters for both staff and directors in a separate policy. Laurie recommended revising the handbook to refer employees to the separate policy.

Topic 42 – Establish paid time for emergency office closures. The Board determined that all employees, whether exempt or non-exempt, should be paid their regular hours during emergency office closures, for up to two full paid days. The District Manager will communicate closure announcements.

Topic 43 – No changes requested at this time. The Board will develop a process for approving the District Manager's time off.

Topic 44 – Tabled for future compensation discussions.

Topic 45 – Tabled for future compensation discussions.

Topic 46 – Tabled for future compensation discussions.

Topic 47 – Tabled for future compensation discussions.

Topic 48 – Tabled for future compensation discussions.

Topic 49 – No changes requested.

Topic 50 – No changes requested at this time. Signage will need to be posted if the District establishes a weapon-free workplace.

Follow-Up Items Identified

- **Topic 11:** Ensure conflict-of-interest disclosure requirements are appropriately addressed.
- **Topics 12–14:** Schedule further discussion regarding outside affiliations, District vehicles, and related matters.
- **Topic 31 and Topics 39, 44–48:** Revisit during future compensation discussions.
- **Topic 35:** Revise the timekeeping reference and develop a process for reviewing the District Manager's paid time off.
- **Topic 41:** Develop a separate travel policy covering staff and directors and reference it in the handbook.
- **Topic 42:** Incorporate the Board's direction regarding pay during emergency office closures and communication of closures.
- **Topic 43:** Develop a process for approving the District Manager's time off.
- **Topic 50:** Address signage if the District adopts a weapon-free workplace policy.

The revised handbook will be prepared by HR Answers, Inc. and returned to the Board for review before formal adoption.