

BOARD WORK SESSION MINUTES

June 03, 2026
64697 Cook Avenue
Bend, Oregon 97703

BOARD: Jack Billings, Yves Teirlynck, David Hampton, Jeff Stuermer
STAFF: Chris Schull, April Spath
GUESTS: Susie Hart

Chairman Billings called the meeting to order at 10:30 a.m. and appointed April Spath scribe.

WORK SESSION

Mark Knudson with Special Districts Association of Oregon led the Board Training.

The following points were highlighted and discussed:

- Knudson recommended that all new board members take the time to read ORS 545 entirely.
- In addition to ORS 545, there are many other statutes that Irrigation Districts must comply with, including, but not limited to: ORS 198, ORS 192, ORS 198, ORS 244, ORS 255, ORS 279 (A, B, C)
- Board sets policy and direction of the district by Board action and hires the District Manager, which all must take place during a properly noticed public meeting.
- Important to understand and adhere to the District's Bylaws.
- The Bylaws can be amended, however, until the amendments are formally adopted, they must be followed as written.
- Resolutions are guidance and easier to amend than Bylaws.
- Board cannot delegate authority.
- The Board sets the policies – employees implement them.

BOARD DUTIES

- Establish, maintain, and adhere to all district policies; including the district's Rules & Regulations and Board Duties & Responsibilities Policy.
- Establish and monitor Budget & Finances.
- Establish and enforce Assessments & Fees.
- Plan and manage Capital Improvements & Maintenance.
- Establish and follow Delegations of Authority.
- Understand Administrative Policies & Procedures. (SDAO provides a Special Districts Administrative Handbook for guidance)
- Effective use of Board subcommittees & advisory committees. (Important to define roles, authority and terms. Should have an end date or be dissolved.)
- Public Meetings Law – must always adhere to, not just when in session
- Ethics laws apply to ALL public officials. (Not limited to Election Officials; includes staff, relatives, domestic partners, and any other members of their household)
- Recommended scheduling an SDAO Board Assessment in September or October.

BOARD & STAFF FRAMEWORK

- Voters → Board → District Manager → Staff

KEY ROLES:

1. Public/Voters
 - Elects Board Members, holds Board accountable for performance
 - Provides input and feedback on Board established policies
2. Board
 - Establishes policy and direction by Board action
 - Hires District Manager, establishes duties, holds Manager accountable
3. District Manager
 - Implements Board established policies, collaborates with Board
 - Hires staff, establishes duties & assignments, holds staff accountable
4. Staff
 - Implement Manager's direction, collaborates with Manager

Guiding Principles:

- The Board is accountable to the voters.
- Board members do not have the authority to act alone.

BOARD BEST PRACTICES

1. Understand and adhere to statutory authority
2. Strictly observe Public Meetings Law
3. Adhere to Board Rules & Responsibilities
4. Establish, follow, and maintain Board policies
5. Establish, follow, and maintain Administrative policies
6. Utilize attorneys and other professionals
7. Practice Board accountability
8. Practice Administrative accountability

SUMMARY

- o Understand and respect the legal framework
- o Observe recommended Board Practices
- o Invest in Board Members & Staff
- o Use SDAO resources
- o Communicate – with Directors, Manager, Staff, and Patrons

ADJOURN

The meeting was adjourned at 12:35 p.m.