

BOARD WORK SESSION MINUTES

April 9, 2026
64697 Cook Avenue
Bend, Oregon 97703

BOARD: Jack Billings, Martin Warbington, Yves Teirlynck
STAFF: Chris Schull, April Harris Spath
GUESTS: Mary Wallis, Jack Farley

Chairman Billings called the meeting to order at 12:08 p.m. and appointed April Harris Spath scribe.

WORK SESSION

Mark Knudson with Special Districts Association of Oregon led the training on Public Meetings Law.

The following points were highlighted and discussed:

- Importance of having clear and concise policies.
- No single board member has authority as an individual to make decisions.
- Best to have a policy that defines which decisions should be made by the Board vs the District Manager.
- Quorum is necessary for any motion to pass. The quorum remains three even if only three active members remain because we are governed by a five-member board. A meeting could be held with only two members, but the meeting would be pointless as no decisions could be made.
- To avoid serial communications, it was recommended that board members share information by sending it to district staff, which could then be distributed to the rest of the board, instead of sending the information directly to other board members.
- Policies should specify who is responsible for preparing the Agenda. Typically, that would be the District Manager and Chairman. There was a recommendation of adding "Proposed Changes to the Agenda" as an item on the agenda to allow the rest of the Board an opportunity to suggest matters of discussion.
- Advisory Committees are subject to Public Meetings Law. It is important to specify the authority of the committee when it is formed. If the purpose of the committee is to bring a recommendation to the Board, all committee meetings must be properly noticed and open to the public. If the purpose of the committee is strictly for fact gathering and putting together alternatives for the Board to consider, a public meeting would not be required.
- Timeline for meeting notices: Regular Meeting - 48 hours. Special Meeting - 24 hours. An Emergency meeting may be held without notice; however, you must be able to justify that the meeting was necessary due to a major catastrophe and include that reasoning in the minutes.
- Agendas should include the following information: Time, Date, and Location. Information on joining remotely (electronic link & phone number). Contact information for requesting an interpreter or other form of communication aide.
- Executive sessions – Prior to entering an executive session, it must be stated which statute allows the executive session to take place. ALL board members are responsible for making sure that discussions stay on topic during that session and fall under the statute that was noticed. Best to not allow media to join executive sessions via zoom. However, if a board member joins that meeting via zoom, they must offer the same accommodation to the media.
- Public Comment – Board does not have to allow public comment. However, if they do, they cannot exclude one person from commenting. They must allow either everyone or exclude everyone. Best to have a policy and include in that policy that the speaker must introduce themselves before making their comment.
- Grievances against the Board must be filed within 30 days of alleged violation, must include details of alleged violation, and cannot be anonymous. Grievances apply to the entire Board and cannot be filed

against a single board member. Notice on the website must include name of person to contact about filing grievances and must include business hours of which they may be filed in person. (Notice is currently posted on TID's Board Meetings page)

ADJOURN

Chairman Billings made a motion to adjourn the meeting at 3:07 p.m. and Vice Chair Warbington seconded the motion. Director Teirlynck voted in favor, and it passed unanimously with a 3-0 vote.