

Baker County Library District

Board of Directors

Regular Meeting Agenda

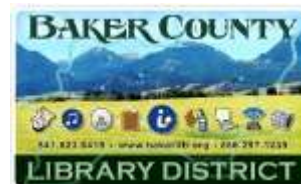
Tuesday, Apr 11, 2023, 12:00 – 1:00 pm

Riverside Meeting Room, Baker County Public Library
2400 Resort St, Baker City

Meeting simulcast via [Zoom](#)

Phone: +1 669 900 9128 Meeting ID: 818 2227 4917 Passcode: 997658

Kyra Rohner, President



- | | | |
|-------|---|--------|
| I. | CALL TO ORDER | Rohner |
| II. | New Board Member Oath of Office (ACTION) | McClay |
| III. | Consent agenda (ACTION) | Rohner |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| IV. | Conflicts or potential conflicts of interest | Rohner |
| V. | Open forum for general public, comments & communications | Rohner |
| | In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | |
| VI. | OLD BUSINESS | |
| | a. None | |
| VII. | NEW BUSINESS | |
| | a. Budget Calendar and Committee (ACTION) | Stokes |
| | b. Insurance Coverage – Health Plan & Workers’ Comp (ACTION) | Stokes |
| | c. FY23-24 Budget Preview | Stokes |
| VIII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| IX. | Next meeting: May 9, 2023 | Rohner |
| X. | ADJOURNMENT | Rohner |

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics in bold and marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (e, j) Property

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (a, b, i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Library Board Meeting – Annotated Agenda

Tuesday, Apr 11, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- I. **CALL TO ORDER** Rohner
II. **New Member Oath of Office (ACTION)** McClay

Recently elected and newly appointed directors must qualify by taking an oath of office before assuming the duties of office. The district's Oath of Office will be presented to appointee **Ashley McClay** for swearing in by verbal affirmation and written signature agreement. McClay was appointed by the board at its February 2023 meeting to fill the position vacated by Gary Dielman.

"I, (board member), do solemnly swear, that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the policies of the Baker County Library District, and that during my term I will faithfully and impartially discharge the duties of Director according to the best of my ability."

- III. **Consent agenda (ACTION)** Rohner
 a. **Additions/deletions from the agenda**
 b. **Minutes of previous meeting**

Attachments:

- II.b.i. Board meeting minutes, Mar 7 2023

- IV. **Conflicts or potential conflicts of interest** Rohner
V. **Open forum for general public, comments & communications** Rohner

1. Complaint received in comment box from member of public about janitorial crew cleaning performance quality and consistency. The note was shared with Facilities staff and janitorial crew.
2. Thank you card from 4H for supporting LEGO robotics club.

- VI. **OLD BUSINESS**
 a. **None**

- VII. **NEW BUSINESS**
 a. **Budget Calendar and Committee (ACTION)** Stokes

Attachments:

- VII.a.i. FY23-24 Budget calendar
- VI.a.ii. FY23-24 Budget Committee Roster

Board Packet includes a schedule of legal publication window dates and meetings. I propose that the Budget Committee meet on Wednesday, May 24.

I have emailed all prospective Budget Committee members with notification of the meeting date, and a request to let me know if they are unable to serve. As of board packet creation, Bonebrake, Cobb, and Collier have confirmed their availability and participation. Leamaster has a potential conflict and will reply by the May 9 board meeting.

Library Board Meeting – Annotated Agenda

Tuesday, Apr 11, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

Ann Mehaffy has reported she is not available. Gary Dielman has agreed to take that position.

Appointive Members

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2022	6/2024
2	Linda Collier	Halfway	5/2022	6/2024
3	Jacque Cobb	Baker City	5/2023	6/2025
4	Joy Leamaster	Baker City	5/2021	6/2023
5	Gary Dielman	Baker City	5/2023	6/2025

I recommend approval of the Budget Committee roster as presented with appointment of Cobb and Dielman to new 3-year terms and me as Budget Officer. Changes to this roster can be made at the May board meeting if necessary. I also recommend that the Budget Committee meeting be set as Wed, May 24 at 5:00 pm with a secondary meeting tentatively scheduled for the following day Thu, May 25 at 5:00 pm. The secondary meeting is customarily scheduled as precaution, but is typically not needed.

b. Insurance Coverage – Health Plan & Workers’ Comp (ACTION) Stokes

Attachments:

- VII.b.i. K. Bell meeting notes from C. Hawes
- VII.b.ii. SDIS Medical/Dental Plan renewal rates
- VII.b.iii. SDAO Service Agreement Info for Worker’s Comp

Insurance agent Kevin Bell met with Christine and I to review the district’s health benefit insurance through Special Districts Insurance Services (SDIS). For our employee pool, overall medical premium rates will increase 6% on the current plan. For a small monthly rate increase, we have the option to increase dental coverage on major non-routine procedures from \$1,500 to \$2,000. *Christine and I recommend approval of the larger dental coverage and continuing on the current medical plan.*

Also, we have been notified that “Beginning July 1, 2023, SDAO and SAIF will be partnering to provide workers’ compensation coverage for SDAO members. While SDIS will no longer be offering workers’ compensation coverage, this partnership allows your district to continue receiving risk management services from SDAO while receiving workers’ compensation coverage from SAIF.

... To receive these services from SDAO while covered by SAIF, your district will need to join the SDAO Service Group. The services and benefits provided to those enrolled in the service group are offered at no charge and do not increase premiums or carry any extra fees or expenses. To join the SDAO Service Group, please complete, sign, and return the enrollment form to memberservices@sdao.com by May 15th.”

Library Board Meeting – Annotated Agenda

Tuesday, Apr 11, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

Christine and I recommend approval of joining the SDAO Service Group for Worker's Comp coverage.

c. FY23-24 Budget Preview

Stokes

Attachments:

- VI.c.i. To be shared at the meeting

From early projections, the district remains in a very good financial position, anticipating a sturdy cash carryover and solid tax revenue income for the next fiscal year with a growth rate of property value in the county of at least 4%. Primary cost drivers will be from Personnel Services. Staff salaries are proposed to be boosted by a Cost of Living Increase of at least 5% to keep real wages from declining in relation to inflation (6% over past 12 months per the [Feb 2023 WCPI report](#)). Personnel benefits will also increase due to rate increases from PERS (state retirement) and medical insurance. Other primary goals are to complete a peer library salary survey and adjust wages as appropriate, grow the book budget, and increase the Capital Investment Reserve Fund for strategic maintenance needs.

At the May board meeting, I will present a draft of the budget proposal I am preparing to send to the Budget Committee.

VI. REPORTS

a. Director

Stokes

1. *To be delivered at meeting*

b. Finance

Hawes

Attachments:

- VII.b.i. Financial Reports, Apr 2023
- VII.b.ii. Approved bills list, Apr 2023

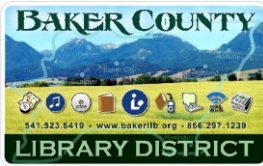
VII. Next meeting: **May 9, 2023**

Rohner

Please let me know if you have any agenda items to request.

VIII. ADJOURNMENT

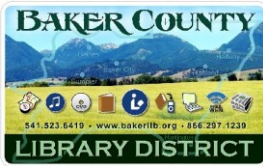
Rohner



Baker County Library District Library Board Regular Meeting Minutes

March 7, 2023

<p>Call to Order</p>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Kyra Rohner, Beth Bigelow, and Joan Spriggs. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager.</p> <p>Rohner called the meeting to order at 12:06 pm. Three directors are present at the start of the meeting which met the quorum requirement.</p>
<p>Consent Agenda</p>	<p>Rohner asked for any additions or deletions to the agenda or minutes from the previous meeting. There were no changes given. Spriggs made a motion to approve the Consent Agenda; Bigelow seconded; motion passed unanimously (3 yea, Rohner, Bigelow, Spriggs) by those present.</p>
<p>Conflicts of Interest</p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p>Public Comment</p>	<p>Rohner moved to public comments. Stokes had no comments to share.</p>
<p>OLD BUSINESS: None</p>	<p>None</p>
<p>NEW BUSINESS: FY23-24 Budget Committee & Schedule</p>	<p>Stokes referenced the Budget Calendar document in the packets and asked board members to save May 24 5pm, the date/time of the Budget Committee meeting in their schedules. For committee membership, at least one new person is needed since Bob Savage resigned after serving last year. Stokes said that he was approached by a potential nominee, Andrew Storer. He asked if board members had any nominations. Bigelow suggested Jacque Cobb, a Registered Nurse who lives in Haines and has shown interest in serving on the Library Board. Stokes said he will be sending meeting invitations out to the committee members soon and will inquire about availability.</p> <p>There was no further discussion on the budget calendar.</p>
<p>Unattended Children Policy</p>	<p>Stokes said the draft proposal is a comprehensive rewrite of this document, based on a Deschutes County Library model. He reviewed the proposed update, adding that a new element anticipates and addresses the question of children having access to adult materials, so emphasizes parental responsibility</p>



Baker County Library District

Library Board

Regular Meeting Minutes

March 7, 2023

for supervising children. Supreme Court cases have stipulated that minors do have First Amendment rights. As government representatives, library staff may not infringe upon those rights. The library urges parents to provide oversight and guidance for their own children according to their own family values.

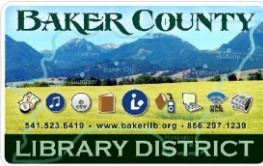
He talked about incidents and procedures such as when children are waiting for a parent to pick them up but the library closes before they arrive. Staff actions vary depending on the child's age and ability. Staff are not able to physically stop most children from leaving the building if they choose to, but may take common sense actions such as when a wayward toddler is walking toward the street or river. Ideally, parents are alerted when hazards are observed if there is the opportunity. If not, staff may take action in emergency situations for very young children. If a parent is absent to the point that the health or welfare of a child is believed to be at risk, staff are directed to call law enforcement as Mandatory Reporters of neglect and abuse. Discussion on previous incidents, and when authorities have been contacted. The policy directly references the ORS on Child Neglect for children under age 10. Stokes reviewed each bullet point, reading them and describing the logic.

Spriggs asked how many staff are present until closing. Stokes said there are always two people minimum at the main branch with one of those typically being a senior staff who is trained and experienced, so that they can act as the Person In Charge if a situation comes up. At least two staff are scheduled at night and the weekends, but there is typically also a Page or volunteer present also. Stokes generally schedules himself to work until closing, as well, for safety and security reasons. Most incidents occur in after-school late afternoon hours, he said, when groups of youth are present.

Rohner voiced concerns related to staff, especially with issues involving children. There should be two staff present for protection of the staff, she said. Stokes agreed but said that one situation where this is not possible is at the branch locations. Discussion on staff training to be cognizant when in the library alone with a child to remain in view of security cameras. Bigelow said that transporting kids alone is another significant liability concern; Stokes agreed and said staff are trained in that regard. Further discussion on mandatory reporting.

Stokes said that Operations Manager Heather Spry reviewed the draft policy. She was in favor of the changes and additional guidance.

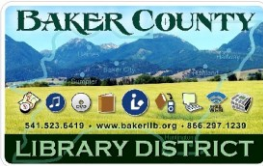
Discussion continued on how policy covers specific issues. There was discussion on protocol at branches, resources and strategies for staff to protect themselves if a situation comes up.



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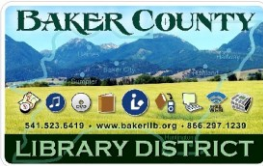
March 7, 2023

	<p>Board consensus was to recommend Stokes review this policy and procedures at the next all-staff training.</p> <p>Rohner said there is one change noted. She asked for any further discussion; there was none. Bigelow made a motion to approve the newly written Unattended & Missing Children Policy; Spriggs seconded; the motion passed unanimously (3 yea, Rohner, Bigelow, Spriggs).</p>
<p>REPORTS: Director</p>	<p>Stokes gave his administrative report:</p> <p>Facilities – Stokes was recently contacted by Bureau of Labor and Industry (BOLI) agents about whether the district met the state prevailing wage standards related to public works projects on the roof repair. Ed responded with documentation of following the district’s adopted public contracting rules of getting three bids and submitted wage information from the contractor. From Ed and the contractor’s understanding of applicable state rules, the prevailing wage requirement was only applicable if the project was over \$250,000. BOLI, however, informed the district of a rule listing the requirement for public works projects over \$50,000. There was also a public works project reporting requirement that was overlooked. Stokes apologized to the board about the oversight and apparent misunderstanding. He was unsure if civil penalties will be assessed for the error. He and Ed are committed to cooperating with BOLI directives and learning from the experience. Discussion ensued.</p> <p>Roof leaks continue at the Baker branch in areas of the Oregon Room to the Archive Room. Ed and the roofing contractor are doing their best to monitor and manage leaks. When warmer and dryer weather allows, they may need to open up chronic areas that have been difficult to troubleshoot and resolve.</p> <p>WiFi hotspots – Public demand for the new Verizon hotspots has grown to the point we now have a small wait list. The Verizon units have less restrictions than the student-focused Kajeet devices.</p> <p>A new volunteer, Mikayla Hobbs, has begun taking care of plants at the main branch. She volunteered after noticing the poor health of interior potted plants. Stokes said she is making a huge difference already.</p> <p>The Drive-up window doorbell has been updated with an interactive video camera bell that will enable staff to save time and effort by speaking with visitors prior to walking all the way back to the window. The camera is integrated into the building security system, as well.</p>



Baker County Library District
Library Board
Regular Meeting Minutes
 March 7, 2023

	<p>Friends – The Winter Book Sale was well attended and successful with a gross of \$2100 (usually \$1500 in the winter). The first day was a banner day of \$600. At its last meeting, the Friends approved Stokes request to fund new mobile meeting room tables, which make the room more ADA accessible. The tables will be smaller, lighter, and have casters (locking wheels), so are easier to move and store. The group also approved funding the purchase of new carpet in the Storytime Room. Stokes is exploring color and pattern options. We are grateful for the generous gift of time and effort from the Friends members and community volunteers to make this gift possible.</p> <p>Youth events – Missy has numerous events planned for Spring Break. Storytime has been well attended, with attendance around 20. Bryan Ames reported the Lego Robot Club has had 10-15 participants.</p> <p>Technology – Stokes and Ames are working with the Streamline company to build a new Website. The Streamline team is migrating content from the current website.</p> <p>Ed and Bryan are exploring a VOIP phone system device that may be more cost-effective.</p> <p>Jim White Retirement party – Staff celebrated Jim in February for his more than 20 years of service to the library. We had cake and pizza and sent him off with a large plaque of commemoration.</p> <p>Building Siding - Ed is planning to replace the wood siding on the south side of the building, which has deteriorated with age and weather. Samples of composite products similar to HardiePlank were shown to the board. Stokes surveyed the board and staff for feedback on the color and pattern options.</p>
<p>Finance Report</p>	<p>Hawes shared print Financial Reports; electronic copies are available for those attending via Zoom.</p> <p>The General Fund received tax turnovers of \$40,808.30 on February 27, 2023. An E-Rate reimbursement for Internet services totaling \$2,365.18 was submitted on March 6; we received an email notice that the funds will be deposited today.</p> <p>Personnel Services is on target in total at 70.2% spent. Again, the PERS expense line is low as the March wages will be reported later this week. The PERS payment will post for payment at the end of the month.</p> <p>In Materials & Services, noteworthy checks include Ingram \$3,601.02 for the</p>

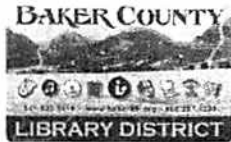


Baker County Library District Library Board Regular Meeting Minutes

March 7, 2023

	<p>monthly book order and Tony's Tree Service \$350.00 for trimming a tree for the Solar Charging Station installation. A couple of noteworthy checks were written on March 1, one to Streamline \$1,000 for the Website migration services and one to the City of Sumpter \$866.70 for our half of the utilities for the first six months of the fiscal year. Online payments receipts are in a folder for review; these payments include Cascade Utilities \$1915.07 for the Baker library heating, OTEC \$1153.62 for the Baker Library electric, OTEC \$102.36 for the Haines Library electric, Idaho Power \$249.38 for electricity at two branch locations (Halfway and Huntington). Telephone and Internet invoices also paid online include CenturyTel/Lumen for Huntington telephone \$82.64 and Internet \$449.44 and CenturyTel Qwest/ Lumen for Sumpter combined telephone and Internet of \$138.36.</p> <p>Note that the March VISA statement posts between the 6th - 8th, so wasn't available for reconciliation this early. The VISA statement will be reconciled this week and the bulk of it is paid online through the General Fund. It will be available for review at the next meeting.</p> <p>The Other Funds wrote one check on March 1, to Elkhorn Graphics \$75.00 for a retirement plaque.</p> <p>The Capital Investment Fund had no activity.</p> <p>The Sage Fund wrote two checks to small couriers, Banks Courier Service \$640.00 and Maxine MacDonald \$634.00, both for February courier services. At the end of February, Sage wrote two checks for courier services Kathy Reed \$700.00 (a new courier covering Ontario to Baker route) and Maxine MacDonald \$1187.00 (December and January invoices were received after multiple requests); MacDonald covers the La Grande to Union route.</p> <p>The Approved Bills Lists (ABL) printouts were passed around. The checks were signed by board members present at the meeting who also initial the lists.</p>
<p>Next Meeting</p>	<p>The next regular board meeting will be April 11, 2023 at 12:00 pm (Noon).</p>
<p>Adjourn</p>	<p>Rohner adjourned the meeting at 1:15 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

Rcd 3/27/23



WHAT DO YOU THINK ABOUT
OUR QUALITY OF SERVICE AT
BAKER COUNTY LIBRARY DISTRICT?

If there's something you'd like us to know, please tell us about it

WHO: _____

WHEN: _____

WHERE: _____

WHAT: _____

I dont think janitors are doing their job. Since I've been coming last 3-4 weeks, the same leaves are on floor as they were. Bathrooms aren't cleaned, table tops are gross! Not so much complaining about the library. If you are paying them to clean, they are NOT cleaning. I could whip it into shape in 4 hours, or teach them. They aren't earning their pay.

REPORT CONTINUES ON BACK (CHECK BOX)

If you would like someone to contact you regarding your comment, please provide your name and your phone or email address:

NAME: _____

CONTACT INFO: _____

heartline

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7 20473 97680 9



Christopher

COTUMOR

Tobias

2023

Theo

Jacob Cannon

Thank you Bryan!!!

Thank you for the room
Levi

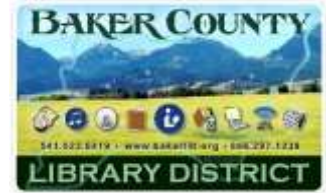
Thanks for the room and legos
Joshua Cannon

Rebecca

Thank you for
supporting 4H Lego
Club! We really
appreciate you!

Eliana

Levi
Josias Rohan



2023-2024 Budget Calendar

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

A. MEETING – BOARD (Regular)

Tuesday, Apr 11, 12.00 pm

Regular Board Meeting - Budget proposal preview

B. PUBLICATION 1

April 25 - May 2

Publish 1st Notice of First Budget Committee Meeting*
(one publication, 5 - 30 days before hearing)

*Also publish online.

C. MEETING – BOARD (Regular)

May 9, 12.00 pm

Regular Board Meeting - Budget proposal review

D. MEETING – BUDGET COMMITTEE 1

Wednesday, May 24, 5.00 - 7.00 pm

First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

E. MEETING – BUDGET COMMITTEE 2

Thursday, May 25, 5.00 - 7.00 pm

Second Budget Committee Meeting (if necessary)

- Budget Committee deliberations and questions

F. PUBLICATION 2

May 30 - Jun 1

Publish financial summaries and Notice of Budget Hearing
(one publication, 5 – 30 days before hearing)

*Also publish online.

G. MEETING – BOARD (Regular)

June 13, 12.00pm

Public Hearing and Annual Fiscal Meeting

- Meeting to adopt budget, appropriate funds, and levy property taxes

H. Before July 15

Deliver notice of property tax form LB-50 to County Tax Assessor

BAKER COUNTY LIBRARY DISTRICT

Document Insurance Review Meeting

Date: March 30, 2023
Notes by: Christine Hawes, Business Manager

Attended: Perry Stokes, Library Director
Kevin Bell, Clarke & Clarke Insurance, District Ins Agent of record
myself

Re: Group insurance renewal for June 1, 2023

Meeting held in library staff break room from 9:00am to 10:30am.

Reviewed upcoming group insurance renewal, topic highlights:

Looked at SDIS loss ration graph. Kevin said that the special districts ratio remains below the breakeven line. Special Districts had a good year

Group medical/vision coverage insurance rates to increase approx. 6% for Library District, the increase is partly based on demographics of district group; library group demo is decreasing some so we may see benefit from that next year.

Dental coverage remains the same; Kevin recommended we consider increasing the benefit from \$1500 to \$2000/annually; nominal increase in cost

Expanded coverage include increased benefit for chiropractic or acupuncture, adding necessary massage therapy

Perry asked about mental health benefit, what is available for part time staff; those covered by district policy pay \$35 copay

Renewal form – check “AS IS” box if no changes; if increasing dental benefit, check NO, then mark the Constant Dental Plan 3 box on page 2; sign form, return to Kevin

Other discussion topics:

Perry asked about what it would look like to extend group coverage to part time employees. With some discussion, Kevin didn't recommend this. Oregon has OHP available plus the Affordable Care Act subsidies available through Federal funding. Kevin said Federal subsidy has been funded for about another 3 years.

Upcoming OBOB event (April 15), 2 staff members taking a team of 11 kids/teens to Salem, Oregon to compete in state event (Battle of the Books); discussed auto's being taken. Kevin wants us to add the rental SUV vehicle to the District policy for the weekend – needs VIN, make/model/year, and the value of the vehicle. Also discussed the need for a liability release form for children; Kevin agreed this is a good idea. Christine will get that information; Stokes will contact the School District and special districts for a recommended form.

New PLO tax and administrative needs. We discussed potential impact to short term disability insurance verses long term disability. Also discussed potential employer administrative responsibilities. Christine intends to take a couple training workshops on this topic. Kevin would like to hear about the training.

Dear Valued District Member,

Enclosed please find your 2023 Special Districts Insurance annual renewal.

We're thrilled that the SDIS plan experience continues to be positive and the aggregate increase necessary for the medical/rx plan is minimal at 2%. (Keep in mind our plans are demographically rated, so the actual renewal increase to your plan may be higher or lower, depending on your plan enrollment.) In addition, we've added **NEW** benefits to your SDIS plan, and you can read about those below. (** OFCA rates and plans differ)

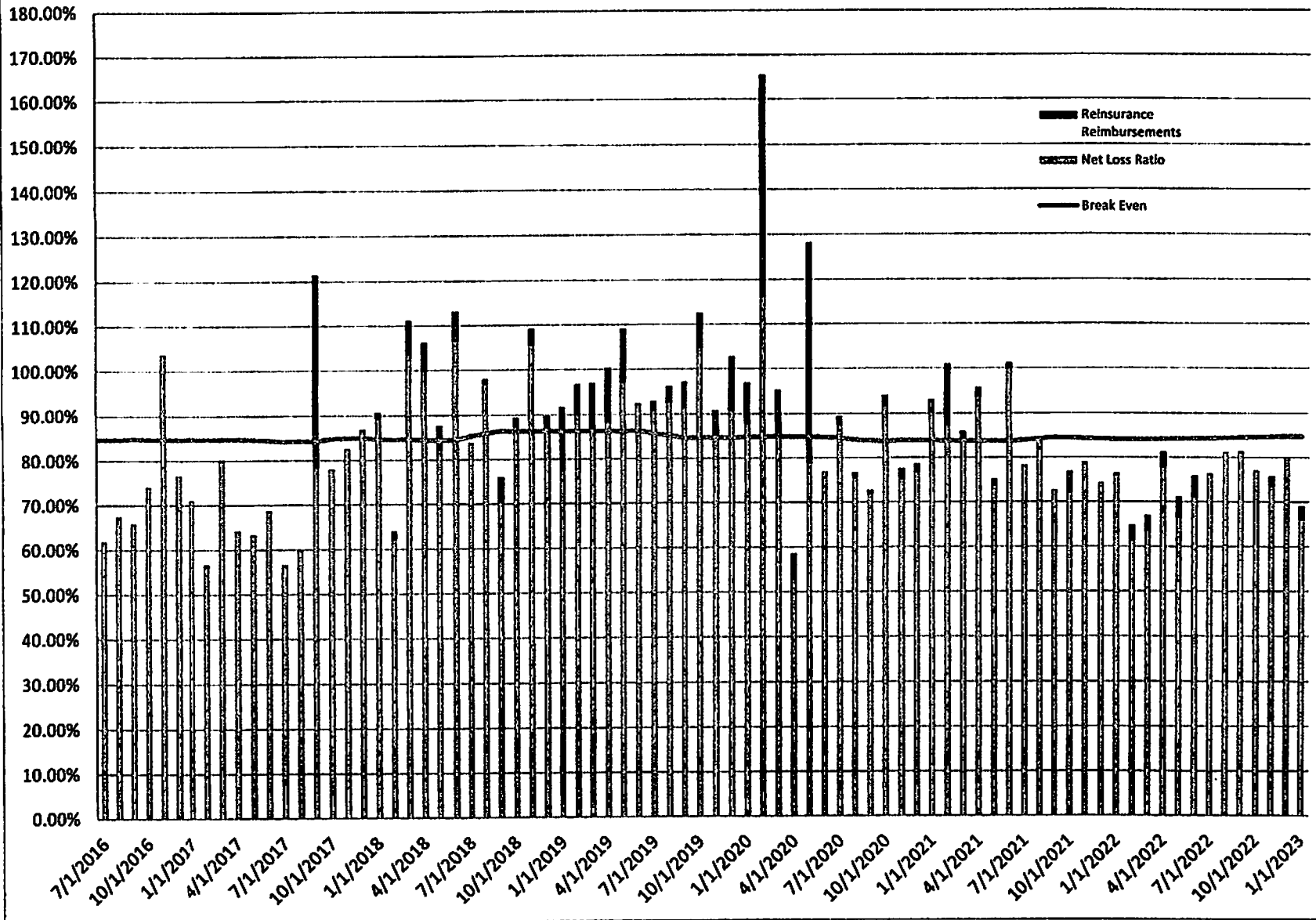
- Included is a graph of the plan's incurred loss ratio, illustrating the positive results.
- The SDIS Delta Dental rates are not changing for 2023; if your district participates in a Willamette Dental plan, these rates are increasing by 3.9%.
- If you participate in the SDIS Life & Disability plans, you'll notice that your renewal packet now identifies your current plans and rates. All plans are being renewed at no change in rates, *other than STD Plans 5 & 6. The rates for these two plans will decrease, due to the new Paid Leave Oregon program.*
- As a reminder, if you participate in a SDIS LTD plan, the premium will change based on the updated salary information, but the underlying rate calculation will remain unchanged at renewal.

New Benefits and Updates

1. **Virtual Physical Therapy:** SDIS is partnering with Hinge Health to offer all SDIS members access to virtual physical therapy. Watch for more information on this as July 1 approaches
2. **Omada Health Integrated Care:** Services with Livongo will conclude at the end of this plan year, as SDIS has selected a new partner, Omada Health, to provide diabetes and hypertension support services to all members. More details are coming about this exciting new benefit.
3. **Enhanced Chiropractic and Acupuncture Services:** The SDIS plans will expand services for both categories to 30 visits per calendar year, up from the current 20 and 12, respectively.
4. **Medically Necessary Massage Therapy:** This is a new benefit, providing up to 12 visits per plan year. We recommend you verify that a provider will bill Regence for services PRIOR to seeking care. All providers must be licensed appropriately and submit billed charges to the plan like any other covered medical service.
5. **New Delta Dental plan design:** SDIS has added a new dental plan with a \$2,000 annual maximum. See pricing on the renewal proposal.
6. **Pharmacy Tiering:** You may notice that Regence is moving away from the traditional names of drug categories, such as generic, brand, etc. Going forward, the categories will be separated into numerical grouping, 1-4. This is an administrative change only, no changes to the benefit.
7. **Agents will help your district in completing the 2023 Master Application renewal process.**
8. If your district also participates in the OFCA benefit package, be aware the plan designs and rates are different.

As always, thank you for your partnership, and the confidence you've placed in Special Districts as your health plan of choice.

SDIS - Medical/Rx/Vision/Dental Loss Ratio - (Incurred & Trended)



Master Application Instructions for 2023

NO CHANGES? 3 STEPS

1. **Add district name-** see Page 1, General Information
2. **Check YES box-** see Page 1, General Information

Renew ALL Coverages AS-IS? Yes No



3. **Add contact information and sign** – see Page 3, Contact Information

Any district making changes to their coverage options, please fully complete and sign the application.

NOTE: *Employees who are making enrollment changes for our July 1 renewal, please submit any enrollment applications and changes by May 1, 2023.*

**Please return all Master Applications by May 1, 2023
to Shelly Barker at Special Districts and your local agent.**

sbarker@sdao.com

SPECIAL DISTRICTS INSURANCE SERVICES

Master Application and Renewal Confirmation Form for Group Benefit Coverage: 2023



GENERAL INFORMATION

Legal Name of Employer: _____
Business Street Address: _____
City: _____ Zip Code: _____ County: _____
Billing Address (if different than above): _____
City: _____ State: _____ Zip Code: _____
Phone No.:(_____) Fax No.:(_____)
E-Mail Address: _____
Type of District: _____ Federal I.D. No.: _____ SIC No. 9199
Name of Contact: _____ Title: _____

Renew ALL Coverages AS-IS? Yes No

If you checked **Yes** to Renew ALL coverage AS-IS, please proceed to page 3 and complete Contact Information

Internal Use Only:

Regence Group#: _____ Delta Dental Group#: _____ SDIS Group#: _____ WVD Group# _____

EXISTING INSURANCE INFORMATION

Workers Compensation / State Industrial Carrier: _____ Policy No.: _____
Are you replacing existing **group** insurance? Yes No Carrier: _____ Group No.: _____

PLAN INFORMATION

The requested **effective date** for the policy is _____

Hours per week employees must work to be eligible for benefits: _____ hours per week (17.5 to 30 hrs.)

Probationary Period - New Employees are eligible for coverage the first of the month following: Date of hire 30 60 days

If probationary period is "Date of hire", is an employee hired on the first calendar day of the month eligible that same day? Yes No

In addition to same-sex domestic partner coverage, employer would like to offer opposite-sex domestic partner coverage Yes No

Employer contribution toward employee premium (*percent*): Employee: _____ % Dependent: _____ %

Minimum Contribution Requirements: 75% employees & 0% dependents -OR- 50% employees & 50% dependents

Minimum Participation Requirements: Dental Only – 100% of eligible employees & 75% of eligible dependents

Medical or Medical/Dental – 100% of eligible employees & 75% of eligible dependents if less than 5 employees

75% of eligible employees & 75% of eligible dependents if 5 or more employees

Those employees that waive due to other group coverage are excluded from participation requirements.

Does your group have an HRA or HSA? Yes No If yes, what does the employer contribute to the account: \$ _____

What is the name of your current health & dental insurance company? Health _____ Dental _____

PROBATIONARY PERIOD AND PEOPLE TO BE INSURED

Applications must be submitted for all employees and dependents to be insured.

_____ Total number of employees (*include those who do not qualify for coverage*)

- _____ Number of On-Call, Temporary, Substitute, Leased, and Seasonal employees

- _____ Number of employees who do not qualify due to working less than minimum hours

- _____ Number of employees who do not qualify due to eligibility waiting period requirement

- _____ Number of employees waiving coverage due to other group coverage (*must submit waivers*)

= _____ Total actual number of eligible employees to be insured

Employees on continuation of coverage: Applications must be submitted for all employees on continuation.

NAME	CONTINUATION EFF DATE	QUALIFYING EVENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

BENEFIT PLANS REQUESTED

REGENCE MEDICAL Yes No If yes, choose a plan, or plans below.

Single Option Dual Option (Available to groups with a minimum of 10 participating employees, with no less than three on a plan.)

Blue Options – Packaged

- PPO II – \$200 deductible
- PPO IIA – \$300 deductible
- PPO III – \$500 deductible
- PPO IV – \$1,000 deductible
- PPO V – \$1,500 deductible
- PPO VI – \$2,000 deductible
- PPO VII – \$2,500 deductible

Red Options – Packaged

- PPO C – \$300 deductible
- PPO D – \$500 deductible
- PPO E – \$1,000 deductible
- PPO F – \$1,500 deductible
- PPO H – \$2,000 deductible
- PPO J – \$2,500 deductible
- PPO K – \$3,000 deductible
- PPO L – \$5,000 deductible

HSA Plans

- HSA 1 – \$3,000 deductible

All Blue, Red and HSA medical plans include pharmacy, acupuncture/chiropractic, vision and Telehealth/MDLive.

DELTA DENTAL PLAN OF OREGON DENTAL

Yes No If yes, choose a plan below.

- Constant Dental Plan 1 Preventive, \$25 deductible, \$1,500 annual maximum
- Incentive Dental Plan 2 Incentive, \$0 deductible, \$1,500 annual maximum
- Constant Dental Plan 3 Preventive, \$25 deductible, \$2,000 annual maximum
- Incentive Dental Plan 4 Incentive, \$0 deductible, \$2,000 annual maximum

NOTE: A minimum of 10 employees must be enrolled to elect "dental only" coverage.

DELTA DENTAL PLAN OF OREGON DENTAL ORTHODONTIA

Yes No

- Ortho 1,500 – 50% to \$1,500 annual max, no age limit – Only available to employers with 15 or more enrolled employees
- Ortho 2,000 – 50% to \$2,000 annual max, no age limit – Only available to employers with 15 or more enrolled employees

WILLAMETTE DENTAL GROUP PLANS

Yes No If yes, choose a plan below

- Standard Dental Plan \$15 General Office Visit Copay, \$0 Deductible, No Annual Maximum, Orthodontia Co-Pay \$2,500
- Enhanced Dental Plan \$15 General Office Visit Copay, \$0 Deductible, No Annual Maximum, Orthodontia Co-Pay \$1,500

Underwritten by Willamette Dental Insurance, Inc. 6950 NE Campus Way, Hillsboro, Oregon, 97124

LIFE & DISABILITY

Yes No

Group Life Insurance

- Option I - \$10,000
- Option II - \$20,000
- Option III - \$50,000
- Option IV – 1 x's Salary

Short Term Disability

- Option I Option IV
- Option II Option V
- Option III Option VI

Long Term Disability

- Option I
- Option II

Select only one (applies to Long Term Disability only):

- Employer pays 100% of premium
- Employer pays 0% of premium
- Employer & Employee share premium

Termination of Coverage

- Terminate the following coverage at renewal: Medical Dental All Lines of Coverage
 Other: _____

Reason: _____ Name of New Carrier: _____

DOCUMENT DISTRIBUTION

Electronic copy: An electronic copy of your member Summary Plan Description (SPD) and summary (SBC) will be emailed to you once your group has been processed. This searchable format can also be saved to your intranet or computer system for employee access.

IMPORTANT INFORMATION

Affordable Care Act – For more information on the following brief guidelines, consult with your legal or tax advisors for advice.

- **Probationary** waiting periods cannot exceed 60 calendar days. Groups may select first of the month following 1, 30, or 60 calendar days.
- Groups that have eligibility and benefit packages that favor highly compensated employees may face a penalty. You can offer coverage to all employees that meet your hourly requirement and probationary waiting period or conduct IRS **nondiscrimination** testing. Groups must set their hourly requirement at no more than 30 hours per week.
- **Medical plan packages** are packaged with ancillary benefits such as vision.
- **Pediatric** vision and **pharmacy** are required essential health benefits (EHB) for employers and are now in medical coverage.
- **Domestic partners** that meet certain criteria are eligible dependents. If not registered with a state, a signed affidavit must be submitted with the enrollment application.

SIGNATURE – PLEASE READ CAREFULLY

- I understand that eligibility standards must be adhered to for all employees, dependents, and owners. I agree to make all coverage options available to all eligible employees and dependents that satisfy eligibility requirements.
- If I submit my materials after the 10th of the prior month, my employees may not receive Member ID Cards before they are effective.
- I understand that I am agreeing to a 12 month contract period for the insurance coverage I have elected for my district.
- I understand that to participate in the SDIS insurance program I must agree to sign the Joinder of Trust Agreement to become a member of Special Districts Insurance Services Trust.

CONTACT INFORMATION

DISTRICT REPRESENTATIVE

Signature by: _____ Date: _____

Name (please print): _____ Title: _____

PRODUCER OF RECORD

Signature by: _____ Date: _____

Producer: _____ Producer No.: _____

Agency Address: _____

Phone No. : _____ Fax No. : _____ E-mail: _____

BAKER COUNTY LIBRARY DISTRICT

Quote March 8, 2023 for rates effective July 1, 2023

The premiums shown below are based on census data submitted with your proposal request. Final rates may vary if actual enrollment differs from the original census.

Minimum Employer Contribution Requirement: 75% employee & 0% dependent OR 50% employee & 50% dependent.
 Minimum Participation Requirement: 75% of eligible employees & 75% of eligible dependents.

The premiums below will require review if the effective date is after: July 1, 2023

Census Counts					
	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total
Subscribers	10	1	0	0	11

Medical Benefit Options Available					
Plan	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Blue PPO II	\$1,298.00	\$2,596.00	\$3,700.00	\$2,402.00	\$15,576.00
Blue PPO II-A	\$1,239.00	\$2,478.00	\$3,531.00	\$2,292.00	\$14,868.00
Blue PPO III	\$1,189.00	\$2,378.00	\$3,389.00	\$2,200.00	\$14,268.00
Blue PPO IV	\$1,105.00	\$2,209.00	\$3,148.00	\$2,044.00	\$13,259.00
Blue PPO V	\$1,064.00	\$2,128.00	\$3,033.00	\$1,969.00	\$12,768.00
Blue PPO VI	\$1,014.00	\$2,028.00	\$2,890.00	\$1,876.00	\$12,168.00
Blue PPO VII	\$983.00	\$1,966.00	\$2,802.00	\$1,819.00	\$11,796.00
Red PPO C	\$1,173.00	\$2,347.00	\$3,344.00	\$2,171.00	\$14,077.00
Red PPO D	\$1,130.00	\$2,259.00	\$3,220.00	\$2,090.00	\$13,559.00
Red PPO E	\$1,049.00	\$2,097.00	\$2,988.00	\$1,940.00	\$12,587.00
Red PPO F	\$1,002.00	\$2,003.00	\$2,855.00	\$1,853.00	\$12,023.00
Red PPO H	\$946.00	\$1,891.00	\$2,695.00	\$1,749.00	\$11,351.00
Red PPO J	\$917.00	\$1,835.00	\$2,615.00	\$1,697.00	\$11,005.00
Red PPO K	\$893.00	\$1,785.00	\$2,544.00	\$1,651.00	\$10,715.00
Red PPO L	\$861.00	\$1,723.00	\$2,455.00	\$1,593.00	\$10,333.00
HSA #1	\$783.00	\$1,567.00	\$2,232.00	\$1,449.00	\$9,397.00

Dental Benefit Options Available					
ODS Premier Network	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
OPTION 1 \$1,500 Constant Dental	\$54.85	\$99.55	\$144.34	\$104.26	\$648.05
OPTION 2 \$1,500 Incentive Dental	\$59.16	\$108.29	\$157.38	\$112.56	\$699.89
OPTION 3 \$2,000 Constant Dental	\$59.47	\$105.65	\$153.19	\$110.65	\$700.35
OPTION 4 \$2,000 Incentive Dental	\$63.66	\$116.53	\$169.36	\$121.13	\$753.13

Willamette Dental-Ortho Included					
	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
OPTION 5 Standard Plan	\$48.45	\$95.15	\$145.95	\$98.25	\$579.65
OPTION 6 Enhanced Plan	\$60.00	\$117.70	\$180.55	\$121.60	\$717.70

Current Rates					
Plan	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Red PPO K	\$842.42	\$1,684.83	\$2,400.89	\$1,558.47	\$10,109.03
OPTION 1 \$1,500 Constant Dental	\$54.85	\$99.55	\$144.34	\$104.26	648.05



2023 SDIS Life & Disability Plans with Standard

The rates for the Life/AD&D plans as well as the STD plans are charged on a Per Employee Per Month (PEPM) basis. The LTD plans rates are charged as a percent of covered payroll.

BAKER COUNTY LIBRARY DISTRICT

Life/AD&D Plans

	Option 1	Option 2	Option 3	Option 4
Life/AD&D Schedule	\$10,000	\$20,000	\$50,000	1 X Annual Salary
Rates- PEPM	\$2.37	\$4.73	\$11.84	\$12.08
Dependent Life	\$5,000	\$5,000	\$5,000	\$5,000
Rates-PEPM	\$1.81	\$1.81	\$1.81	\$1.81

Short-Term Disability Plans

	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
STD Plan	\$100 per week	\$100 per week	\$200 per week	\$200 per week	60% to \$900 per week	60% to \$900 per week
Duration	Up to 90 days	Up to 180 days	Up to 90 days	Up to 180 days	Up to 90 days	Up to 180 days
Rates-PEPM	\$4.86	\$6.68	\$9.68	\$13.35	\$14.00	\$18.00

Note: Benefits paid from Plans 1-4 will not be offset by Paid Leave Oregon

Long-Term Disability Plans

	Option 1	Option 2
LTD	60% to \$5000	60% to \$5000
Elimination Period	90 Days	180 Days
Benefit Duration	SSNRA	SSNRA
Rates - % of CP	\$.51% of covered payroll	\$.40% of covered payroll

<--- 2023 LTD PEPM PREMIUM

Note: A current census is required to confirm the monthly premium for a LTD proposal.

INDICATES CURRENT PLAN



SDAO Service Agreement Information for Workers' Compensation

Beginning July 1, 2023, SDAO and SAIF will be partnering to provide workers' compensation coverage for SDAO members. While SDIS will no longer be offering workers' compensation coverage, this partnership allows your district to continue receiving risk management services from SDAO while receiving workers' compensation coverage from SAIF. These risk management services include:

- Onsite risk assessments
- Safety training
- Online training
- Additional risk management tools to help mitigate your workers' compensation exposures

Join the SDAO Service Group

To receive these services from SDAO while covered by SAIF, your district will need to [join the SDAO Service Group](#). **The services and benefits provided to those enrolled in the service group are offered at no charge and do not increase premiums or carry any extra fees or expenses.**

To join the SDAO Service Group, please complete, sign, and return the [enrollment form](#) to memberservices@sdao.com by **May 15th**. By signing the form, your district can continue to utilize the above-mentioned risk management services *plus* the following benefits:

- SDAO members participating in the SDIS property/liability program will receive a 4% discount on their property/liability contribution
- \$250,000 in criminal defense coverage for unintended negligence as a result of an injured employee
- \$25,000 in OSHA defense coverage
- \$10,000 in HIPAA defense coverage
- Continued support of the Public Safety Employee Assistance Program for all career firefighters in Oregon and districts with career first responders
- SDAO members in good standing that meet SAIF underwriting and eligibility standards may qualify for an additional discount on their workers' compensation policy

We look forward to continuing to work with your district and providing you with high-quality risk management services. For more information about SDAO/SAIF transition and servicing group, please

visit: <https://www.sdao.com/sdao-saif-workers-compensation>. If you have any questions, please contact your agent or email the Underwriting Department at underwriting@sdao.com.

Please note: this communication will also be sent by mail to make sure your district has received the information. You have the option of returning [the form](#) by email, fax, or mail.

Download and Complete the Form

SDAO PO Box 12613 Salem, OR 97309-0613 800-285-5461 Contact SDAO

To ensure you receive emails from us, please add the domain @sdao.com to your white list.

Click [here](#) to unsubscribe from Notifications

[Manage your email preferences](#)



Idaho Airships, Inc.

Leo A. Geis

2940 S. Goshen Way, Boise, Idaho 83709-8544

208.861.2477

lgeis@idahoairships.com

<http://www.idahoairships.com>

Friday, March 17, 2023

Baker County Public Library

2400 Resort St., Baker City, OR 97814-2721

Moisture Assay 3/16/23

Prepared for Mr. Ed Adamson

541-523-6419

facilities@bakerlib.org

- 1) On 3/16/23 I conducted an abbreviated moisture (location only) assay of two rooms and a hallway at the Baker City, OR, library.
 - a) Rooms involved were the Records Room (“North Room”) and the viewing room immediately to its south (“South Room”) as well as portions of the hallway between the two.
 - b) Weather was sunny with light winds and an approximate temperature of 42°F.
 - c) Conditions in the North Room were 60°F and 29.5% relative humidity.
- 2) Equipment used was a FLIR MR176 Kit5, FLIR MR12, and FLIR MR04 extension.
 - a) It was determined that thermal imaging was unnecessary given the additional time required for that operation, and the pronounced/drastring results given by the contact sensors and visual inspection.
- 3) Patterns of moisture distribution in both rooms and the hallway were demonstrated to Mr. Adamson; without marking.
- 4) A visual inspection above suspended ceiling tiles (which were damaged during removal due to being saturated) indicated distribution of moisture along the top of the wall dividing the two rooms.
 - a) Distribution also was evident to at least the center of the North Room and to the southern extent of the South Room along the hallway.
- 5) After inspecting the drain configuration in the ceiling above the South Room I concluded that it was causative, in accordance with Mr. Adamson’s conclusion.
 - a) Water was actively infiltrating via the drain mount, which appears to have been installed improperly.
 - b) Water was being distributed downward via dripping from the drain mount area and along the drain pipe to the wall between the North and South Rooms.
 - i) From the conjunction of the drain pipe with that wall water was being distributed by the “U Channels” of the steel frame to both the east and west.
 - ii) From the conjunction of the “U Channels” at the wall between the two rooms and the hallway water was being distributed to the north and south along another “U” channel.
 - iii) Leaks in several areas were active in spite of dry and lightly evaporative conditions outside.

- 6) These observations should not be interpreted to rule out other leaks or distributive mechanisms. For example, there is a lingering question of how exterior transport along the drain line from the drain to the wall separating the two rooms could accommodate the necessary volume for the severity of the various damages evident.
- 7) Economic and other constraints preclude more extensive testing, but the severity of the apparently problematic installation of the drain itself is compelling.
 - a) There was some noticeable persistent but minor pooling in "U Channels" along the hallway's east extremity.

Respectfully,



Leo A. Geis

Idaho Airships, Inc.