



Oregon Water Resources Congress

2017 Office Staff Workshop

July 24-25th

North Redmond Conference Center, Redmond, OR

Draft Agenda

Monday, July 24th

- 10:30** **Welcome & Introductions**
- 10:45** **Roundtable Discussions***
- 12:00** *Lunch*
- 1:05** **Roundtable Discussions***
- 1:40** **District Transfers, “Area of Interest” Notices and Other
Water Rights Transactions**
Ann Reece, Oregon Water Resources Department
- 2:40** **Legislative and Rulemaking Update**
April Snell, Oregon Water Resources Congress
- 3:00** *Break*
- 3:20** **Public Records & Public Meeting Laws**
Kirk Maag, Stoel Rives
- 4:30** *Adjourn*
- 5:30** **Dinner** *(not included in registration fee)*
Cafe Italia: 1857 N Hwy 97, Redmond, OR 97756
Enjoy informal networking with speakers and fellow attendees

Tuesday, July 25th

- 8:00** **Day 2 Overview**
- 8:20** **Office Safety Best Practices**
Cloud-Based Security
Troy DeYoung, Special Districts Association of Oregon
Spencer Rockwell, Special Districts Association of Oregon
- 9:50** **Break**
- 10:15** **Roundtable Discussions***
- 12:00** **Conference Wrap-up**

Topics:

- ◆ Public Meeting & Public Records
- ◆ Billing methods
- ◆ Using GIS & other mapping software
- ◆ Transfers & Instream Leases
- ◆ Water use reporting
- ◆ Updating district office procedures manual
- ◆ Technology Safety
- ◆ Dealing with difficult patrons
- ◆ Website editing
- ◆ Workers Compensation Forms
- ◆ BOLI reports and forms
- ◆ And other topics to be determined by attendees