

Conservation District & Special District Training

February 28 — March 1, 2018

Special District Training Agenda

Fairfield Inn and Suites - 1820 W. Lincoln Way, Cheyenne, WY

Please wear business attire

Thursday, February 28: Conservation District Certification and Special District Training

Presentations from 8 a.m. to 12 p.m. on February 28 are specific to Conservation Districts and Watershed Improvement Districts. Others are welcome to attend.

- | | |
|------------|--|
| 8 a.m. | Conservation District Law - Bobbie Frank, WACD |
| 9:30 a.m. | Benefits & Insurance - Bobbie Frank, WACD |
| 10 a.m. | Break |
| 10:15 a.m. | Nursery Stock Statute - Polly Cross, WDA |
| 10:30 a.m. | Subdivision Review - Justin Caudill, WDA |
| 11 a.m. | Watershed Improvement Districts - Bobbie Frank and Justin Caudill |
| 11:30 a.m. | Procurement - Justin Caudill, Department of Agriculture |
| 12 p.m. | Lunch |
| 1 p.m. | Abigail Boudewyns, Attorney General's Office <ul style="list-style-type: none">• Open Meetings Law• Administrative Procedure Act• Public Records• Public Officials Ethics Act |
| 3 p.m. | Break |
| 3:15 p.m. | Uniform Municipal Procedures Act - Charles Schmechel, Department of Audit |
| 4:15 p.m. | District Boundary Reporting - Dan Shadakofsky, Department of Revenue |
| 5 p.m. | End of day wrap-up |

Friday, March 1: Conservation District Certification and Special District Training

- | | |
|------------|--|
| 8 a.m. | Local Government Liability Pool - Judi Just, Local Government Liability Pool |
| 9 a.m. | Employment Law - Marilyn Norman, Department of Workforce Services |
| 10:15 a.m. | Break |
| 10:30 a.m. | Elections/Special District Elections - Julie Freese, Fremont County Clerk |
| 11 a.m. | Records Archive Requirements - Pat Newburn, WY State Archives |
| 12:15 p.m. | Lunch |
| 1 p.m. | District personnel complete the open book Certification Test |
| 3 p.m. | Testing Complete / Adjourn |

Registration fees:

In person registration includes materials, breaks and lunch. In person both days: \$90
In person one day: \$45
Online only: \$20

GoToMeeting details:

Space is limited to 23 seats for the online training. If you have more than one person from your organization attending the online training, please plan to participate from the same location as that will only take up one seat and will allow more people to participate in the training.

Accommodations:

A block of rooms has been reserved at the Fairfield Inn & Suites at a rate of \$94/night. The phone number for reservations is 307-634-0401. **The room block will be released on February 15, 2018.**

Register:

Go to www.conservewy.com and click on Register Now. Please complete a registration form for all attendees so we have a complete list of participants. Those participating online will receive an email with the details on how to participate in the online session prior to the training.