

# WCDEA Certification Training and Test

February 19-22, 2008

Holiday Inn

Rawhide Room on the 6<sup>th</sup> floor

Cheyenne WY

Rooms are under the WCDEA block for the government rate. Call for rooms by February 5<sup>th</sup>.

Holiday Inn – 1.307.638.4466.

RSVP for the training to Lisa Shaw at 334-2953 or at [lshaw@wyoming.com](mailto:lshaw@wyoming.com). If you have budgetary constraints, need to carpool, need a roommate or other special needs, please feel free to contact me and we will work to make it all happen. We are working on legislative receptions and events for the evenings. They will be announced at a later date. There have NOT been enough changes to warrant re-certification for those of you who took the test last year but if you would like to attend again, please feel free to do so.

## Conservation District Certification Training Agenda

February 19 – February 22, 2008

Cheyenne Holiday Inn – I-80

Rawhide Room – 6<sup>th</sup> Floor

### February 19<sup>th</sup> – Legislative Training

- 9 a.m. - Legislative Training – Bobbie Frank
  - Working with Legislators
  - How a Bill becomes a Law
  - Legislative Updates
  - Capitol tour and session activities

5 p.m. or depending upon activities occurring at session – Adjourn

### February 20<sup>th</sup> – Certification Training

10 a.m. District Law – Justin Williams, WDA or Bobbie Frank, WACD

12 p.m. Lunch

- 1 p.m. Elections/Special District Elections – Debye Lathrop, Laramie County Clerk (*Confirmed*)
- 2 p.m. Subdivision Review – Jim Cochran, Laramie County Conservation District (*Confirmed*)  
Subdivision Checklist – Justin Williams, WDA (*invited*)
- 2:30 p.m. District Boundary Reporting – Marvin Applequist, WY Department of Revenue (*invited*)
- 3:30 p.m. Records Archive Requirements – Rich Wilson, Supervisor of Records Management & Electronic Records Department, WY State Archives (*Invited*)
- 4 p.m. Watershed Improvement Districts – Jeri Trebelcock, Popo Agie Conservation District (*Invited*)
- 4:30 p.m. Nursery Stock Statute – Hank Uhden, WY Department of Agriculture (*Confirmed*)
- 5 p.m. Adjourn
- 6 p.m. (TBD)

**February 21st – Certification Training**

- 9 a.m. Ken Nelson, Attorney Generals Office (*Invited*)  
  
Open Meetings Law  
Administrative Procedures  
Public Records Act  
Public Officials Ethics Act
- 11 a.m. Local Government Insurance Pool – Monte Lauer, Executive Director (*Confirmed*)
- 12 p.m. Lunch
- 1 p.m. Employment Laws – *TBD*, Department of Employment
- 3:30 p.m. Uniform Municipal Procedures Act – Cheryl Brolyer, Department of Audit (*Confirmed*)
- 5:00 p.m. Adjourn

**February 22nd – Certification Test**

- 8:30 a.m. District personnel complete the open book Certification Test
- 10:30 a.m. Testing Completed  
  
Adjourn