



Oregon Water Resources Congress

## 2024 Office Staff Workshop

*Salem, Oregon*

### DRAFT Agenda

#### Tuesday, June 4 – Broadway Commons – 1300 Broadway St NE, Salem, OR 97301

- 9:30      **Check-in and Informal Networking**  
*Coffee, tea and snacks will be provided*
- 10:00      **Welcome & Introductions**
- 10:15      **Roundtable Discussion**
- 11:00      **Workers Compensation Updates, Oregon OSHA Workplace Rules, Public Meetings & Other Tips for District Office Best Practices**  
*TBD, Special Districts Association of Oregon (SDAO)*
- 12:00      **Buffet Lunch**
- 1:05      **Roundtable Discussion(s)**
- 2:00      **Legislative & Rulemaking Update**  
*April Snell, OWRC*
- 2:35      *Afternoon Break*
- 3:05      **District Elections Policies & Procedures & Other Legal Updates**  
*David Filippi, Stoel Rives, LLP*
- 4:45      *Adjourn program*
- 5:30      **Dinner – Marco Polo Global Restaurant**  
*300 Liberty St. SE Salem, OR 97301*

#### Wednesday, June 5 – OWRC Office - 795 Winter St. NE, Salem, OR 97301

- 8:00      Meet at OWRC Office  
*Coffee, tea and snacks will be provided*
- 8:30      **Roundtable Discussion**
- 9:00      **Tour of Oregon State Archives**
- 10:30      **Water Right Transfers & Other Transactions**  
*TBD, Oregon Water Resources Department*
- 11:30      **Lunch**
- 1:00      Program Q&A and Wrap-up

Workshop program will include roundtable discussions amongst attendees (on topics selected by attendees) as well as structured presentations on a variety of district management issues.

**Preliminary Topics:**

- Methods for Communicating with Patrons and Stakeholders
- Water Rights Billing & Tracking Procedures
- Collections, Liens, Foreclosure Process
- Bureau of Reclamation, Reclamation Reform Act of 1982 (RRA) Forms
- Hiring Tips & Employment Best Practices
- Public Meetings & Public Records
- Water Right Transfers, Water Right Issues
- Office Safety
- Cybersecurity
- Complying with OSHA Heat and Smoke Rules
- District Elections
- ***And More!***