

Operating a special district is like running a corporation: You provide services, take in funds, pay bills, manage employees, and administer contracts. But, as public entities, special districts also are subject to a variety of laws and requirements that can be complex to understand and to implement. This full-day seminar will review laws relating to authority of special districts; board qualifications and relations; public contracts; public records; public meetings; ethics; elections; Local Budget Law; and other subjects that apply to special district board members and staff. The seminar is designed as a 'must-attend' for new board members and staff, and a comprehensive refresher for those who are more experienced.



Eileen Eakins is the principal of the Law Offices of Eileen Eakins, LLC. She has been working for or representing special districts in Oregon for more than 13 years.

Dates & Locations

- **July 31 | Lake Oswego**
Crowne Plaza | 14811 Kruse Oaks Drive
- **August 14 | Bend**
The Riverhouse Hotel & Convention Center | 3075 N Business 97
- **August 28 | Newport**
Best Western Agate Beach Inn | 3019 N Coast Highway
- **September 10 | Pendleton**
Red Lion Hotel | 304 SE Nye Avenue
- **September 24 | Medford**
Courtyard by Marriott Medford Airport | 600 Airport Road

Time

8:30 am to 5:00 pm at all locations.
Registration begins at 8:00 am.

Cost

\$90 (includes course materials and lunch)

Board Member Training Registration Form

To register, complete and submit this form. Mail: SDAO, PO Box 12613, Salem, OR 97309-0613. Fax: (503) 371-4781. Or, register online at www.sdao.com. Workshop fee is \$90. Registration deadline is one week prior to workshop.

Name: _____

Title: _____

Agency: _____

Billing Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Check one location

- 7/31 | Lake Oswego 9/10 | Pendleton
- 8/14 | Bend 9/24 | Medford
- 8/28 | Newport

Choose your method of payment

- Check: Amount Enclosed \$ _____
Make checks payable to SDAO
- Please bill district
- Bill my credit card: Visa Master Card

Account Number _____ Exp. Date _____

Name on Card _____ Authorized Signature _____

Register for SDAO's 'Operating Your Special District' training today!

This training, presented by Eileen G. Eakins of the Law Offices of Eileen Eakins, LLC, will teach attendees about their responsibilities as elected officials and staff members of a public entity including:

Special District Authority

- Power of district
- Power of board
- Board limitations
- Discretionary immunity
- Sovereign immunity
- Oregon Tort Claims Act
- Ordinances and resolutions

Public Meetings

- Notice requirements
- Executive sessions
- Emergency meetings
- Special meetings
- Public meeting vs. public hearing

Public Records

- Exemptions from disclosure
- Timely response
- Public records policies

Elections/Political Activity

- Limitations on board
- Limitations on staff
- Types of elections (board, bond, referendum)

Public Contracting

- Overview of the law
- Types of contracts
- Legal requirements based on types of contracts
- Construction/prevaling wage issues

Financing Mechanisms

- Taxes
- Fees
- Bonds
- Contractual fees

Local Budget Law

- Summary of the law
- Procedural requirements

Ethics

Q&A

Hotel Reservations

Crowne Plaza Portland Lake Oswego

14811 Kruse Oaks Drive | Lake Oswego

Phone: 800.2CROWNE or 503.624.8400

Online: www.cplakeoswego.com/reservations.htm

Group code: SDA

Room rate (subject to change): \$111 + tax

Deadline to receive discounted rate: July 9

The Riverhouse Hotel & Convention Center

3075 N Business 97 | Bend

Phone: 866.453.4480 or 541.389.3111

Corporate room rate (subject to change): \$109 + tax

Best Western Agate Beach Inn

3019 N Coast Highway | Newport

Phone: 800.547.3310

Discount code: Special Districts Meeting

Deadline to receive discounted rate: July 27

Rates: \$118 + tax single or double occupancy Hillside;

\$143 + tax single or double occupancy Ocean View.

Red Lion Hotel

304 SE Nye Avenue | Pendleton

Phone: Ask for Cheryl or Laura in Sales/Catering at

541.278.4806. Tell them you are attending the Special Districts meeting.

Discounted rate: \$89.95 + tax

Courtyard by Marriott Medford Airport

600 Airport Road | Medford

Phone: Ask for Cassie at 541.772.5656. Tell her you are attending the Special Districts meeting.

Discounted rate: \$107 + tax for two queen beds; \$116 + tax for one king bed; based on availability. Book early!



SPECIAL DISTRICTS
ASSOCIATION OF OREGON