



## IDAHO SOIL & WATER CONSERVATION COMMISSION

### REGULAR MEETING NOTICE & AGENDA

Idaho Soil & Water Conservation Commission

May 8, 2018, 2:00 p.m. to 5:00 p.m. PT

Location: Feist Creek Restaurant, 2673 Moyie River Rd., Bonners Ferry, ID 83805

The Commission will occasionally convene in Executive Session, pursuant to Idaho Code § 74-206(1).  
Executive Session is closed to the public.

#### AMERICANS WITH DISABILITIES ACT COMPLIANCE

The meeting will be held in facilities that meet the accessibility requirements of the Americans with Disabilities Act. If you require special accommodations to attend, participate in, or understand the meeting, please contact the Idaho Soil & Water Conservation Commission at (208) 332-1790 or [Info@swc.idaho.gov](mailto:Info@swc.idaho.gov) so advance arrangements can be made.

Members of the public may address any item on the Agenda during consideration of that item. Those wishing to comment on any agenda item are requested to so indicate on the sign-in sheet in advance. Copies of agenda items, staff reports and/or written documentation relating to items of business on the agenda are on file in the office of the Idaho Soil & Water Conservation Commission in Boise. Upon request, copies can be emailed and will also be available for review at the meeting.

	<b>1.</b>	<b>WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL</b>	Chairman Wright
	<b>2.</b>	<b>AGENDA REVIEW</b> <i>The Agenda may be amended after the start of the meeting upon a motion that states the reason for the amendment and the good faith reason the item was not included in the original agenda.</i>	Chairman Wright
	<b>3.</b>	<b>PARTNER REPORTS</b>	
	<b>4.</b>	<b>ADMINISTRATION</b>	
*#	a.	Minutes 1. April 12, 2018 ACTION: Approve	
*#	b.	Financial Report 1. April 30, 2018 2. FY2018 YTD Financial Summary through April 30, 2018 ACTION: Approve the Financial Reports for the month ended April 30, 2018	Yadon
#	c.	Administrator's Report <ul style="list-style-type: none"><li>North Idaho Forestry Contest May 10, 2018</li><li>Activities</li><li>Draft Strategic Plan Distribution for Comments</li><li>RFP for Tracker Update</li><li>Upcoming Commission Meeting Schedule</li></ul> ACTION: For information only	Murrison/Dalzell
	<b>5.</b>	<b>PROGRAMS</b>	

(\*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Tuesday, May 8, 2018 Meeting Agenda

Date of Notice: May 2, 2018

	a.	Proposed Policy and Rule Changes to Increase RCRDP Participation ACTION: For information only	Chapple Knowlton
	b.	District Support Services <ul style="list-style-type: none"> <li>District Requests for Technical Assistance</li> <li>Commission Staff Available Hours</li> <li>Division Allocation Processes</li> <li>Evaluation Process Timeline</li> </ul> ACTION: For information only	Trefz
	<b>6.</b>	<b>OTHER BUSINESS</b>	
	a.	Reports ACTION: For information only	Commissioners, Staff
	<b>7.</b>	<b>EXECUTIVE SESSION</b> <i>Executive Session is closed to the public. Under the relevant Idaho Code Section(s) noted below, any Board action will be taken publicly in open session directly following Executive Session.</i> ACTION: Move to enter Executive Session pursuant to Idaho Code § 74-206(1)(f) for the purpose of discussing pending litigation, or controversies not yet being litigated but imminently likely to be litigated with legal counsel.  Roll Call Vote.	
	a.	Discussion with legal counsel on pending litigation, or controversies not yet being litigated but imminently likely to be litigated. ACTION: For consideration and possible action outside of Executive Session	Chapple Knowlton
*	<b>8.</b>	<b>OPEN SESSION and ADJOURN</b> <i>The Commission will reconvene to take any action resulting from Item #7 Executive Session and to adjourn. The next regular meeting is scheduled for June 7, 2018 at 1:30 p.m. in Boise, Idaho.</i>	

(\*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Tuesday, May 8, 2018 Meeting Agenda

Date of Notice: May 2, 2018



# Idaho Soil & Water Conservation Commission

322 E Front St, Suite 560 • Boise Idaho 83702  
Telephone: 208-332-1790 • Fax: 208-332-1799

## IDAHO SOIL & WATER CONSERVATION COMMISSION REGULAR MEETING & TELECONFERENCE

### Date and Time:

Thursday, April 12, 2018  
10:00 a.m. – 4:00 p.m. MT

### Location:

Idaho Water Center  
322 E Front St, Suite 560  
Boise, Idaho

## MINUTES

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### COMMISSION MEMBERS PRESENT:

Norman Wright, Chair	Dave Radford
Cathy Roemer	Gerald Trebesch
Leon Slichter, Secretary (teleconference)	

### COMMISSION STAFF PRESENT:

1 Teri Murrison	Kellie LaBonte
2 Corrine Dalzell	Delwyne Trefz
3 Rhonda Yadon	Terry Hoebelheinrich
4 Chuck Pentzer	Cheryl Wilson
5 Derek Mynear	Carolyn Firth
6	

### PARTNERS AND GUESTS PRESENT:

7 Shantel Chapple Knowlton, Office of the Attorney General  
8 Amber Christofferson, Division of Financial Management  
9 Rob Sepich, Division of Financial Management (teleconference)  
10 Robbie Taylor, Idaho District Employees Association (teleconference)  
11  
12

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### ITEM #1: WELCOME AND ROLL CALL

13  
14 Chairman Wright called the meeting to order at 10:00 a.m.  
15 Roll call: Chairman Norman Wright, Commissioners Dave Radford, Cathy Roemer, Jerry  
16 Trebesch, and Leon Slichter were present.  
17  
18

### ITEM #2: AGENDA REVIEW

### ITEM #3: PARTNER REPORTS

19  
20  
21 Action: None taken  
22

23  
24 **ITEM #4a: MINUTES**

25 Action: Commissioner Radford moved to *approve the February 19, 2018 meeting minutes with*  
26 *the following amendment: change 9am to 10am on line 74.* Commissioner Roemer seconded.  
27 Motion carried by unanimous vote.

28  
29 **ITEM #4b: FINANCIAL REPORTS**

30 Action: Commissioner Radford moved to *approve the Financial Reports for the month ended*  
31 *February 28, 2018 and for the month ended March 31, 2018 as submitted.* Commissioner  
32 Trebesch seconded. Motion carried by unanimous vote.

33  
34 Commissioner Radford left the meeting at 12:10 p.m.

35  
36 **ITEM #4c: ADMINISTRATOR'S REPORT**

37 Action: For information only.

38  
39 **ITEM #4d: RFQ FOR PUBLIC RELATIONS**

40 Action: Commissioner Roemer moved to *approve issuance of the RFQ for Public Relations Services,*  
41 *and authorize Administrator to sign agreement with selected proposer.* Commissioner Trebesch  
42 seconded. Motion carried by unanimous vote.

43  
44 **ITEM #4f: FY 2019-2022 STRATEGIC PLAN UPDATE**

45 Action: For information only

46  
47 **ITEM #5d: FINAL REPORT-DEEP SOIL SAMPLING PROJECT FOR MARSH CREEK, MINIDOKA,**  
48 **TWIN FALLS PRIORITY AREAS**

49 Action: For information only.

50  
51 Commissioner Radford returned at 1:23 p.m.

52  
53 **ITEM #4g: FY 2019 APPROPRIATION AND BUDGET BLUEPRINT**

54 Action: Commissioner Roemer moved to *approve FY2019 General and Dedicated Fund*  
55 *Blueprints including setting Trustee and Benefit fund distribution to districts in FY 2019 at:*  
56 *\$425,000 in Base funding, \$678,200 in Match Formula funding and \$100,000 in Operating*  
57 *funding and \$50,000 in Capacity Building funding.* Commissioner Trebesch seconded. Motion  
58 carried by unanimous vote.

59  
60 **ITEM #4e: RFP FOR PROPOSED TRACKER CONSERVATION STATISTICS DATABASE UPDATE AND**  
61 **ENHANCEMENTS**

62 Action: Commissioner Slichter moved to *approve issuance of the RFP to update Tracker and*  
63 *authorize Administrator to sign agreement with successful proposer.* Commissioner Radford  
64 seconded. Motion carried by unanimous vote.

65  
66 **ITEM #5c: 2017 CREP ANNUAL REPORT**

Action: For information only.

**ITEM #5a: RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM UPDATE**

Action: For information only.

**ITEM #5b: PROPOSED POLICY AND RULE CHANGES TO INCREASE RCRDP PARTICIPATION**

Action: No action taken.

**ITEM #6a: REPORTS**

Action: No action taken.

**ITEM #6b: TRAINING**

Action: For information only.

**ITEM #7: EXECUTIVE SESSION**

Action: Commissioner Radford moved to convene in Executive Session pursuant to Idaho Code §74-206(1)(f) for the purpose of discussing pending litigation, or controversies not yet being litigated but imminently likely to be litigated, with legal counsel. Commissioner Trebesch seconded. Motion carried unanimously by roll call vote.

Executive Session commenced at 3:40 p.m.

Executive Session ended at 4:30 p.m.

Commission reconvened in Open Session at 4:30 p.m. No action was taken.

**ITEM #8: OPEN SESSION AND ADJOURN**

Meeting was adjourned at 4:30 p.m. A Special Meeting will be held in Boise on May 3, 2018, from 11:00 am-2:00 pm MT. The next Regular Meeting is scheduled for Tuesday, May 8, 2018, in North Idaho, time and place to be announced.

Respectfully submitted,

Leon Slichter, Secretary



## IDAHO SOIL & WATER CONSERVATION COMMISSION

ITEM #4b

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, ROEMER, SLICHTER, AND TREBESCH**  
**FROM: RHONDA YADON, FISCAL & HR MANAGER**  
**DATE: MAY 2, 2018**  
**RE: FINANCIAL REPORTS, FISCAL MATTERS**

### FINANCIAL REPORTS

We are 83% through the year as of the end of April. The Financial Detail Report and Financial Summary Report (including the financial projections for the year) for the month ending April 30, 2018 should be available in hard copy at your meeting. The statewide financial reports will not be available for me to complete these reports until May 7, 2018, so I will do my best to have them ready for your meeting the following day. I will plan to review the reports on all the funds in detail at your meeting.

Activity has also continued in the federal grant fund including a \$40,000 borrowing limit allowed to us by DFM. This is to cover the grant expenditures until we are reimbursed by NRCS so that we do not actually go negative in this fund. Therefore, the negative balance on our report reflects that we are in reimbursement status, not overspent.

### NEW HIRES AND VACANCIES

Effective April 24, 2018, we hired Jenifer Cavaness-Williams as our new Administrative Assistant 2. She has some great experience and knowledge to share and will be a great addition to our SWCC Team. She will not be in attendance at your meeting but will be covering the Boise Office while we are in North Idaho. Corrine will be your acting Board Clerk for your meeting.

### COMMISSIONER HONORARIUMS

Below is a schedule of the honorarium balances as of April 30, 2018. Included in the schedule is the days and amounts budgeted for each Commissioner for FY18. We are in good standing with the travel budget for Commissioners honorariums as we have spent 74.7%. However, for operating travel costs, Commissioners have spent 103.2% of the \$13,167 operating allocation to date compared to 88.5% of the \$9,565 allocation by the end of April in 2017.

Commissioner	Days Budgeted/ Traveled to Date	Benefit Costs included in Honorariums	Honorariums Budgeted	Expended to Date	Projected Balance/ (Overage)
Wright	30 / 19	\$118	\$1,618	\$1,033	\$585
Roemer	20 / 19	\$79	\$1,079	\$1,040	\$39
Trebesch	12 / 9	\$47	\$647	\$484	\$163
Radford	18 / 14	\$71	\$971	\$762	\$209
Slichter	20 / 13	\$79	\$1,079	\$710	\$369
Totals		\$394	\$5,394	\$4,029	\$1,365

**RECOMMENDED ACTION:** Approve the Financial Reports for the month ended April 30, 2018



**SOIL & WATER  
CONSERVATION  
COMMISSION**

H. Norman Wright  
Chairman

Gerald Trebesch  
Vice Chairman

Leon Slichter  
Secretary

Dave Radford  
Commissioner

Cathy Roemer  
Commissioner

Teri Murrison  
Administrator

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS TREBESCH, SLICHTER,  
ROEMER, AND RADFORD**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: MAY 1, 2018**  
**RE: ADMINISTRATOR'S REPORT**

**North Idaho Forestry Contest May 10, 2018**

For your information, attached is a volunteer schedule for the North Idaho Forestry Contest that you will attend on the 10<sup>th</sup>. The organizer has made volunteer assignments for each of us in advance.

**Activities**

Since your last meeting, I've been involved in the following:

- Attended Rock Creek Ranch Project Transition Committee meetings, Rock Creek Advisory Committee meeting
- Met with Jerry Raynor, Acting State Conservationist for NRCS, and Benjamin Kelly, IASCD
- Meetings with Shantel Chapple Knowlton Brian Oakey of ISDA, and representatives from University of Idaho re Idaho OnePlan

**Draft Strategic Plan Distribution for Comments**

The revised Draft Strategic Plan was distributed to the review committee. As of today, only 1 comment has been received from Chris Simons who said: "The updated Strategic Plan is informational, concise and reads well. Good Job!"

Should there be additional comments from the review committee, I will present them at your meeting. After that meeting I plan to distribute the Draft Plan to all districts and staff, asking for comments and suggested revisions by May 29<sup>th</sup> for your consideration at the June meeting.

**RFP for Tracker Update**

I am working with the Department of Administration's Purchasing Division to issue the RFP for an update to our Tracker environmental data reporting system. I anticipate that a pre-proposal conference to answer potential proposal questions will take place by mid-May and anticipate reporting on the successful proposal at your June meeting.

**Upcoming Commission Meeting Schedule**

<b>Date &amp; Time</b>	<b>Meeting, Location</b>	<b>Meeting Type</b>
June 7, 2018, 1:30 pm – 5 pm, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	In person
June 8, 2018, 8 am – 10 am, MT	Special Joint Board Meeting with IASCD, site TBD	In person
August 30, 2018, 10 am – 3 pm, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	In person
September 13, 2018, 10 am – 3 pm, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	In person
November 11-15, 2018 in conjunction with IASCD Annual Conference	Listening Session, Location and time TBD, North Idaho	In person
December 13, 9 am – 2 pm MT (if necessary), TBD	Regular meeting, 322 E. Front Street, Suite 560, Boise	In person or teleconference
January 2019 (to be held in conjunction with JFAC presentation or IASCD Board meeting)	Regular meeting, Regular meeting, 322 E. Front Street, Suite 560, Boise  Also, Joint Board Meeting with IASCD (location and time TBD)	In person
February 18, 2019, 1 pm – 5 pm MT, held in conjunction with Ag Summit	Regular meeting, 322 E. Front Street, Suite 560, Boise  Ag Summit Strolling Supper, February 28, Summit meetings February 19, Red Lion Hotel	In person
April 11, 2019 9 am – 2 pm, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	In person
May 9, 2019	Regular meeting, 322 E. Front Street, Suite 560, Boise	In person

In addition, should there be important loan or other business to conduct, the Chairman may elect to call a special meeting via teleconference or in person for its consideration.

REQUESTED ACTION: For information only

Encl. North Idaho Forestry Contest Schedule



# IDAHO STATE

1983—2018

## FORESTRY CONTEST



Idaho Department of Lands ~ Bonner Soil & Water Conservation Dist. ~ US Forest Service ~ Natural Resources Conservation Service

### March 2018 Newsletter

#### MARK YOUR CALENDARS!

**Thursday, May 10**

**7:30 am to 2:00 pm**

**Delay Tree Farm, Careywood**

**Hwy 95, Mile Marker 455**

Attached **pre-registration form** due by **April 12** to

Email: [krobinson@idl.idaho.gov](mailto:krobinson@idl.idaho.gov)

Mail: Karen Robinson, IDL-POL  
2550 Hwy 2 West  
Sandpoint, ID 83864

Questions? Need help with the form?  
Contact Karen at 208.263.5104 or by email.

**\*\*\*THIS YEAR**, in addition to the yearly group photo and other photos taken during the contest and awards ceremony, a **video** about the contest will be filmed for posting online or other public venues. Please obtain permission for everyone in your group to appear in this film AND notify us if someone cannot be filmed.

#### Junior Division — Grades 7 - 8 & Senior Division — Grades 9 - 12

Competition consists of 4-member teams and individual competition. Each contestant receives an individual score. The four team members' individual scores are combined into the team's total score. Awards are presented to both team and individual winners in both the Junior and Senior Divisions. Contestants can register to compete only as individuals if they choose, i.e. you don't have to be on a team to compete.

#### Rookie Division - Grade 6 - OR - Novice Division - Grades 1 - 6

Two options for grade school students: **Rookies** are 6th graders (or younger) who study the manual and register to compete in the **Rookie Division**. The **Rookie** course has 5 scored stations - Tree ID, Compass & Pacing, Cruising, Scaling, Map Reading— and Silviculture, an introductory station that isn't scored.

**Novices** are grade school students who aren't ready to compete. The **Novice course** is an introductory "Forestry Tour" led by a professional forester aimed at students who have never been to the Forestry Contest before. Coaches can choose to register some students as Rookie contestants & the rest as Novices

#### FORESTRY CONTEST MANUAL - 2018 UPDATES! 3 chapters - Tree & Plant ID / Tools ID / Noxious

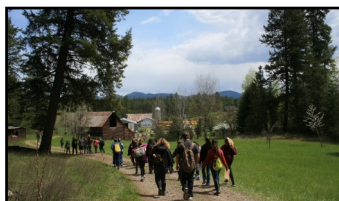
To prepare for the contest, study the Forestry Contest Manual with 2018 updates, *Idaho Panhandle Noxious Weeds Handbook*, *Logging Selectively*, and *Field Guide to Forest Plants of Northern Idaho* excerpts now posted online at [www.idl.idaho.gov/forestry/contest/](http://www.idl.idaho.gov/forestry/contest/) and [www.bonnierswcd.org](http://www.bonnierswcd.org) - under Youth Programs – Forestry Contest.

**Contact:** Kurt Koetter, 208.687.1289 or [kkwoodwizard@gmail.com](mailto:kkwoodwizard@gmail.com) for questions about registration or the manual & Tom Johnson, 208.263.5104 or [tjohnson@idl.idaho.gov](mailto:tjohnson@idl.idaho.gov) to schedule free classroom or outdoor coaching assistance.

## THANK YOU for Supporting Forestry Education in Idaho

We have already received many donations—thanks to the following agencies and individuals for their generous contributions!

Idaho Soil & Water Conservation Comm.  
Natural Resources Conservation Service  
Xmas Hills Tree Farm  
Senator Keough Campaign  
Inland Forest Management, Inc.  
Co-op Country Store  
Boundary County Farm Bureau  
Idaho Forest Group  
Idaho Assoc. of Soil Cons. Districts  
Stimson Lumber



### Conservation Districts

Benewah	Gooding
Boundary	Latah
Butte	Madison
Custer	Minidoka
Clark	Portneuf
East Side	Weiser River
Elmore	West Side
Jefferson	

### CONTEST DAY : Registration — Group Picture — Weather

Please **arrive by 7:30 am** on Contest Day, so your final registration can be completed and your group can join in the **8:30 am group picture**. You'll all be served a free BBQ lunch after the contest. And please try to stay for the post-contest lunch and awards ceremony, which ends by 2 pm.

- ♦ 7:30—8:30 Finalize Registration at the Contest
- ♦ 8:30—8:40 Group Picture
- ♦ 8:40—9:05 Announcements
- ♦ 8:50 Novices walk to Novice Course for 9:00 start
- ♦ 9:00 Juniors & Seniors head to Jr/Sr Course (20 min. walk)
- ♦ 9:10 Rookies head to Rookie Course (15 min. walk)
- ♦ 9:30—Jr/Sr and Rookie Competitions begin
- ♦ 11:30 Novices Lunch
- ♦ 12:30 Rookies Lunch
- ♦ 12:45 Junior/Senior Lunch

BE PREPARED for **ANY WEATHER!**

Wear layers, so you can adjust to heat or cold, and tennis shoes or boots; Bring rain gear (or a large, sturdy garbage bag with holes cut out for head & arms), sunscreen, insect repellent, water bottle, 2 sharp pencils, and a clipboard (or hardboard with rubber bands).

If the weather is nice, the warm clothes or raincoats can always be left in the vehicles.



### T-Shirts for Sale

T-Shirts will be for sale at the Contest. The Co-op in Sandpoint has helped provide the Contest with a Carhartt long-sleeve, green T-shirt with the embroidered Forestry Contest Logo

### VOLUNTEERS are NEEDED

*Anyone interested in volunteering at the Contest, please contact Karen Robinson at [krobinson@idl.idaho.gov](mailto:krobinson@idl.idaho.gov) or 208-263-5104 (Idaho Department of Lands, Pend Oreille Area)*



TO: CHAIRMAN WRIGHT, COMMISSIONERS RADFORD, TREBESCH, SLICHTER AND ROEMER  
FROM: DELWYNE TREFZ, DSSS  
DATE: APRIL 24, 2018  
RE: FIELD STAFF TIME ALLOCATION AND TECHNICAL ASSISTANCE ALLOCATION PROCESS UPDATE

### 1. District Requests For Assistance

Forty districts submitted requests for FY2019 SWCC assistance. Table 1 shows the number of hours requested by the districts within each Division.

**Table 1. SWCC Assistance Hours Requested for FY2019**

Division	Technical and Comprehensive Assistance	Engineering Assistance	Total by Division
I	553	423	976
II	1720	300	2,020
III	1,281	470	1,751
IV	372	200	572
V	1,264	729	1,993
VI	162	180	342
Total	5,352	2,302	7,654

### 2. SWCC District Support Hours Available for FY2019

Table 2 shows the number of SWCC Staff hours available for district support in FY2018.

**Table 2. District Support Hours Available for FY2019**

Technical Assistance Hours Available for Allocation	Discretionary District Support Hours	District, Division, IASCD Meeting Participation Hours	Total District Support Hours
6,061	2,448	1,438	9,947

### 3. History of District Support Over Time

Table 3 shows the history of the allocation of SWCC staff hours to District support over time.

**Table 3. Summary of District Requests for SWCC Assistance, 2014 - 2019**

	Fiscal Year					
	2014	2015	2016	2017	2018	2019
Number of districts requesting assistance	37	40	37	39	42	40
Number of individual projects districts requested help with	123	129	122	122	108	103
SWCC staff hours requested	13,280	10,855	10,751	8,692	7,630	7,654
SWCC staff hours available for allocation to district requests (does not include 2,448 FY19 hours of discretionary time)	7,204	5,351	5,733	5,885	5,891	6,061
Additional hours required to provide all requested assistance	6,076	5,504	5,018	2,807	1,739	1,593
Available hours as a percentage of requested hrs	54%	49%	53%	68%	77%	79%

#### **4. Evaluation and Prioritization of District Requests**

The next step in the Technical Assistance Allocation Process is to prioritize the requests submitted by districts within each Division. Following is a brief summary of the evaluation process used by each Division to prioritize requests submitted by districts within their division.

**DIVISION I:** The evaluation committee divides the available SWCC hours equally between the 4 districts in the division. Thus, if 400 hours of SWCC assistance is available, each district is allocated 100 hours.

**DIVISION II:** The districts collaborate on a joint request, breaking hours out between categories of assistance, e.g., X hours of assistance with Youth Education activities, X hours for Adult Education and X hours for implementation project TA. Districts continue to collaborate throughout the year to ensure that available SWCC staff time is used efficiently.

**DIVISION III:** Division III asks SWCC to rank requests. SWCC staff use the lists of criteria developed by the FY2013 TAWG to prioritize the requests, and allocates the available SWCC hours according to the prioritization. That is, beginning with the top ranked requests and continuing down the list, the full number of hours requested will be allocated to each request until the available hours are all allocated.

**DIVISION IV:** The evaluation committee uses their knowledge of local conditions and priorities to allocate the available SWCC hours fairly amongst the requests submitted by districts.

**DIVISION V:** Districts will prioritize the projects they are requesting assistance with prior to submitting them to SWCC. SWCC staff will allocate available SWCC hours according to the districts' prioritization. That is, the full number of hours requested will be allocated to the top-ranked project from each district, then the full number of hours will be allocated to the second highest ranked project from each district, and so on down the line until all available hours are allocated.

SWCC staff will look at the total number of hours requested by all the districts for each ranking beginning with their highest ranked projects, and compare the number of hours requested to the number of available hours. If the total number of hours requested for a given ranking is greater than the number of hours available, the remaining available hours will be awarded proportionately to the district requests of that ranking. For example:

If 1,000 hours are available for a given year, and the hours requested to provide the assistance districts need for their top-ranked projects totals 800 hours, 200 hours remain available to service the rest of the districts' requests. If the total hours districts request for their second-highest ranked projects is 400 hours, we will divide the total number of hours requested by total number of hours available ( $400/200 = 0.5$ ) and allocate that proportion of the hours requested to each of the second-highest ranked projects.

**DIVISION VI:** The evaluation committee uses their knowledge of local conditions and priorities to allocate the available SWCC hours fairly amongst the requests submitted by districts.

## **5. Timeline**

**May 15:** Recommendations to SWCC relative to the ranking of requests and how to allocate SWCC hours to district requests are due from each Division-level evaluation committee.

**May 16-31:** Commission staff will allocate staff hours to district projects based upon the respective evaluation committee recommendations, the expertise of available SWCC staff, and geographic and logistical considerations.

**June 1:** Not later than June 1<sup>st</sup> the Commission will inform districts of the number of Commission staff hours we have allocated to each request.

RECOMMENDED ACTION: For information only