SPECIAL REQUESTS

The commission recognizes the occasional need by districts to make requests for special allocations, approval of payments, exceptions to policies, or other requests under a cost share program that do not fall within the approval authority of Division of Soil and Water Conservation staff.

District Boards of Supervisors may make ~~s making~~ special requests of the commission by ~~must~~:

1. Submitting a letter to the division that has been approved by the Board of Supervisors during an official Board meeting.

2. Providing the division with all information and supporting documentation necessary for the appropriate section to review the request and prepare an analysis of applicable statutory, administrative code, and policy considerations for Commission review.

~~1.~~3. ~~Notify~~ Notifying the division ~~at least 30 calendar days~~as soon as practicable, but no later than one week before the commission work session ~~before the date of the commission~~ meeting at which the request will be considered.

~~2. Provide the division all necessary materials for the appropriate section to review the request and document for the commission statutory, administrative code and policy positions.~~

~~3.~~4. ~~Provide~~ Providing at least one district supervisor to present the district's request. A member of the Commission may not represent their district for any special request before the Commission. To fulfill this requirement, a supervisor must participate in either the Commission work session or business meeting virtually or in-person. If the district supervisor presents at the work session, attendance is not required during the Business Meeting unless the Commission has outstanding questions or requests additional clarification following the work session presentation.

~~Any request made by a district that is outside the bounds of division staff approval authority must follow the procedure hereby established.~~