



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

August 3, 2012

IOWA BULLETIN NO. IA110-12-3

SUBJECT: ADM – 66th ANNUAL CONFERENCE OF SOIL AND WATER CONSERVATION
DISTRICT COMMISSIONERS

ACTION REQUIRED BY: AUGUST 17, 2012

PURPOSE. To authorize attendance at the 2012 Annual Conference.

EXPIRATION DATE. September 30, 2013

The 66th Annual Conference of the Soil and Water Conservation District Commissioners will be held September 5-6, at the Sheraton Hotel in West Des Moines. The hotel is located at 1800 50th Street, West Des Moines, Iowa 50266. The Conservation Districts of Iowa (CDI) mailed the agenda and pre-registration information to all districts. Assistant state conservationists for field operations (ASTC-FOs) are expected to attend. I am authorizing and strongly encourage district conservationists who have at least two (2) elected commissioners attending the conference to attend. Assistant commissioners do not count toward the number required.

District Conservationists -- if you will have two (2) commissioners attending, complete the NRCS Conference Attendance Request form and the CDI Attendee Registration then submit to your ASTC-FO for approval to attend. **Assistant State Conservationist-FOs** -- should submit the signed NRCS Conference Attendance Request form and CDI Attend Registration for each employee meeting the criteria by August 17, 2012, to Shelly Grimmus for final signature from the Acting State Conservationist.

Each individual should make their own arrangements for lodging and meal functions. **The State Office will pay the registration fee only.** If you are not in travel status and you mark the meals that you will be attending on the CDI Attendee Registration form (lower right hand corner), you will be responsible for the cost of the meals. The meal cost will be taken off the registration that will be paid by the State Office and you will be expected to pay for the meal cost when you check-in at the conference. The meal costs are as follows:

September 5 – Lunch \$29.74

September 6 – Breakfast \$21.34

September 5 – Banquet \$50.43

September 6 – Lunch \$28.45

If you are on travel status, be sure to deduct in your GovTRIP travel voucher the meals that were provided. Funds for travel and registration costs will come from each Area's and State Office travel budget.

Make your room reservations by August 14 to receive the \$83 rate by calling (888) 627-8043. Rooms are held under the "A SOIL" block. You can also use a website to make your reservation at <http://www.starwoodmeeting.com/Book/soilandwater2012>. NRCS employees for whom registration will be paid are expected to attend all sessions and conduct themselves professionally in actions and appearance.

/s/Adam Stiegelmeier, Acting
Jon Hubbert
Acting State Conservationist

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