



Natural Resources Conservation Service
National Water & Climate Center
1201 NE Lloyd Blvd., Suite 802
Portland, OR 97232

Subject: PER – 2014 Westwide Snow Survey Training School

Date: October 21, 2013

To:

Distribution

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The 2014 Westwide Snow Survey Training School will be held January 12-17, 2014, at Seventh Mountain Resort, Bend, Oregon. Seventh Mountain Resort is a beautiful facility with lots of amenities. We are excited to be there and in the Bend area once again.

We have secured a package rate that falls within the existing federal Per Diem rate for the area. The rate is \$89.00 + 17% tax per day lodging plus a meal plan of \$ 265.00, +19% gratuity per person for three meals per day beginning with the evening meal on Sunday and ending at breakfast the following Friday.

All attendees must stay at Seventh Mountain Resort and participate in the meal package.

Attendees are expected to come prepared for outdoor, on-snow training sessions, and to bring all equipment necessary to be able to: 1) travel on foot, over snow, and 2) stay out one night in a self-constructed snow shelter. Because of declining interest, an organized ski lesson will not be offered on Sunday. However, cross-country skis are available for rental at various shops in Bend.

We are in the process of submitting the instructor list to NEDC, and are assigning topics and duties. Many of last year's instructors will be returning to teach again this year, and will probably teach the same topics. As a courtesy to the rest of the instructor cadre, and to set the proper example for the trainees, all NRCS instructors will be expected to be available on-site until the Friday morning sessions have been completed. On Sunday, check in will begin at 4:00 pm and there is a welcome dinner at 6:00 pm. All students are expected to be in attendance through Friday morning, so please make your airline reservations accordingly.

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NRCS trainee names must be submitted through AgLearn. It is the trainee's responsibility to see that this is done. If you are aware of additional NRCS employees who need to be trained please contact that person's supervisor. Remember that there is no tuition fee to attend this training, but implications of the Fair Labor Standards Act (FLSA) and its budgetary impact relative to the mandatory portion of the training must be considered.

Each participant is responsible for making his or her own arrangements. Room reservations at Seventh Mountain Resort may be made after October 15, 2013. **Cut-off date for reservations is December 13, 2013.** Reservations should be made by calling Seventh Mountain Resort at 1-888-784-4386. All reservations will be considered single occupancy unless otherwise requested.

The lodging facilities at Seventh Mountain Resort are extremely generous and are ideal for inviting family members or friends to take advantage of the opportunity to stay. Each unit is a one bedroom condominium with room for four adults comfortably with no extra lodging costs. If you plan to bring family members or friends that will be staying at the resort it **please let us know by filling out the attached**



form indicating how many guests you plan to have and if they will be taking part in any of the planned meals. Meals will be priced as follows:

Breakfast – \$10.00 + 19%gratuity

Lunches – \$15.00 +19%gratuity

Dinners – \$31.00 +19%gratuity

Because the number of students will be limited to a **maximum of 25 individuals**, now is the time to begin contacting those cooperators and contractors that you feel should attend. ***Non-NRCS attendees need to do three things:***

1. Inform you of their intent to attend the school.
2. Contact Jo Huelshoff at the National Water and Climate Center, at (503) 414-3031, with mailing address, phone number, etc. NEDC will mail information on local transportation and necessary outdoor equipment when they send out the binder and course material.
3. Make room reservation at Seventh Mountain Resort but **NOT before contacting Jo.**
4. Fill out form for expected guest if any. (send to Jo at NWCC)

We are looking forward to a good school and hope that this preliminary information will be helpful in discussions with potential participants. As more information becomes available, we will pass it on to you. Please don't hesitate to give me a call if you have questions.

TONY TOLSDORF
Hydrologist