

MEMO

TO: Members of the Soils Advisory Committee

FROM: Katherine Daniels, DLCD

SUBJECT: Timeline and tasks for implementation of HB 3647

DATE: August 5, 2011

Task	Timeline	Staff	Ops	Legal	RAC	Panel	LCDC	Contractors	Landowners	Counties
1. Develop qualifications & send out RFQ	August	x	x	x	x		x			
2. Develop contract approaches	August	x	x		x		x			
3. Develop common reporting form	September	x			x		x			
4. Develop process for DLCD-county notification & coordination	September	x		x	x		x			x
5. Develop process for periodic audits	September	x		x	x	x	x			
6. Review qualifications & determine participants for listing	September	x				x				
7. Prepare DLCD website for program	September	x								
8. Disseminate & sign professional contracts	October		x					x		
9. Disseminate & sign landowner contracts	October		x					x	x	
10. Landowner pays for soils work	October		x						x	
11. Contractor completes soils work & submits to DLCD	October	x						x		
12. DLCD pays contractor	October		x					x		
13. DLCD provides soils report to county	October	x								x
14. Review new applicant qualifications	Annually	x				x				
15. Audit program participants	Semi-annually	x				x				