IDAHO SOIL & WATER
CONSERVATION COMMISSION

NOTICE OF REGULAR TELECONFERENCE MEETING & AGENDA
Idaho Soil & Water Conservation Commission
January 28, 2015, 8:00 a.m. to 3:00 p.m. MT

Len B. Jordan Building, Room B-35
650 W. State Street Boise, Idaho 83702

TELECONFERENCE # (888) 706-6468 Passcode: 6913014
The Commission will occasionally convene in Executive Session, pursuant to Idaho Code § 67-2345.
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 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 indicate so 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.

	1.	WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL	Chairman Wright
	2.	AGENDA REVIEW *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.*	Chairman Wright
	3.	PARTNER	
	a.	Natural Resources Conservation Service (NRCS), Idaho Association of Soil Conservation Districts (IASCD), Idaho District Employees Association, Division of Financial Management, Department of Administration, Legislative Services Office, and others as appropriate.	
#	b.	Strengthening the Partnership for Idaho: Dialogue With IASCD, NRCS, IDEA ACTION: For information only	Chairman Wright
	4.	ADMINISTRATION	
*#	a.	Minutes 1. November 19, 2014 2. December 10, 2014 (with attached Session Notes) ACTION: Approve Items 4a1&2 as submitted	Chairman Wright

(*) Action Item
(#) Attachment
ACTION: Staff recommended action for Commission Consideration

*#	b.	Financial Report 1. October 2014 (and 4b2a Financial Summary Notes) 2. November 2014 (and 4b2a Financial Summary Notes) 3. December 2014 (and 4b3a Financial Summary Notes) ACTION: Approve Items 4b1-3 as submitted	Murrison
*#	c.	Administrator's Report *(see attachments a, b, & c)* • Contracts & MOUs • Staff Recognition • Staff Training Reimbursement Agreement • Oregon Commission 7/17/2014 approved meeting minutes • Schedule for Conservation Summit & Tour with Oregon, Washington Commissions • Governor's FY 2016 Recommended Budget • JFAC, Germane Committee Meetings Schedule, Ag Summit • IASCD Spring Division Meeting Schedule ACTION: Approve the submitted agreement with Allan Johnson regarding ISWCC payment of Certificate in River Restoration Program through Portland State University's Environmental Professional Program	Murrison
	5.	PROGRAMS	
#	a.	Rangeland Conservation & Resource Development Program Activities ACTION: For information only	Hoebelheinrich
	b.	• Rangeland Conservation & Resource Development Loan Fund Financial Report (August, September, October, November, and December 2014) ACTION: For information only	
	6.	OTHER BUSINESS	Chairman Wright
	a.	Reports ACTION: For information only	
	7.	EXECUTIVE SESSION *Executive Session is closed to the public. Under the relevant Idaho Code Sections noted below, all Board action will be taken publicly in open session directly following Executive Session.* *ACTION: Move to enter Executive Session pursuant to Idaho Code § 67-2345(d), for the purpose of reviewing Loan Applications, and/or Pursuant to Idaho Code § 67-2345(b), for the purpose of considering the evaluation of a public employee.*	
#	a.	Human Resources: Employee Performance Review (attachments provided under separate cover) ACTION: For information only	
*	8.	RECONVENE IN OPEN SESSION to take any necessary action subsequent to the consideration of ITEM 7a and to ADJOURN. ADJOURNMENT *The next regular meeting is tentatively scheduled for the week of February 16th, 2015, in Boise.*	

IDAHO SOIL & WATER
CONSERVATION COMMISSION

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Item # 3b

TO: **CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, STUTZMAN, SLICHTER, AND TREBESCH**
FROM: **TERI MURRISON, ADMINISTRATOR**
DATE: **JANUARY 12, 2014**
RE: **STRENGTHENING THE PARTNERSHIP FOR IDAHO: DIALOG WITH IASCD, NRCS, IDEA**

As a follow up to your December 10th Strategic Planning meeting, the Board indicated interest in continuing to explore and discuss ways to strengthen support and funding for districts and the work for which we are statutorily responsible. Board Chair and staff, Art Beal, Glenn Gier, Kit Tillotson, Benjamin Kelly, and Steve Becker (as representatives of IASCD) met in person and on the phone to discuss ideas.

IASCD suggested - in addition to ongoing funding requests for districts - approaching the Legislature differently. Rather than continuing only to request increased funding, Steve Becker suggested that we should also consider strategies to increase district technical assistance. He suggested relieving Commission field staff of TMDL planning duties through the use of independent contractors. What follows is one option to achieve this. It is dependent on achieving co-equal goals.

Our new NRCS Acting State Conservationist Travis Thomason and IDEA President Robbie Taylor will also be at your meeting to participate in this discussion and may have other ideas.

Contracting Out TMDL Implementation Planning Duties

CO-EQUAL GOALS

1. **District capacity increased via additional district technical assistance** through:
   - Ongoing Operating Fund appropriations to allow ISWCC to shift portion of TMDL Plan workload to independent contractors
   - Reassign existing and 1 new FTP to provide additional district support

2. **ISWCC TMDL Plan capacity maintained** via:
   - Independent contracting to produce some TMDL Plans
   - Hire 1 FTP to coordinate and manage TMDL Program and independent contractors in second year (coordinate with DEQ, manage contract staff, edit Plans, provide technical assistance to 2 districts, and allow further reassignment of existing staff)
   - Producing additional Plans (more than the 4/year in year three) would require a greater investment in contractors - cost can be determined via formula below in ASSUMPTIONS

ASSUMPTIONS

- IASCD and district support is critical to achieving co-equal goals and full phased in approach
- ISWCC can't increase district support without additional operating and personnel funding (combined). Status quo is not sustainable (we are likely to experience slow down on production of TMDL Plans beginning this year due to loss of ½ time TMDL coordinator last Sept.) for current ISWCC technical staffing level over time, districts need more assistance

- 1 plan = 680 hours x 30 = $20,400, 2 plans = 1,360 hours X 30 = $40,800, 3 plans = 2,040 hours x 30 = $61,200, 4 plans = 2,720 hours x 30 = $81,600
- Districts requested a total of 10,858 hours in FY 2015 (including engineering). ISWCC was only able to supply 5,371 hours.
- Support more likely for phased in approach to funding increases over time vs. one-time request for $161,600

PHASED IN APPROACH

Year	Ongoing funding	New/ongoing Hours for District Support*	Additional ISWCC staff	Plans produced by IC
One	$40,800	1,360	-	2
Two	$100,400	2,340**	1	3
Three	$20,400	3,020**	-	4
Total	**$161,600**	**3,020**	**1**	**9**

*in addition to currently allocated 2014/15 hours available to districts
**includes estimated staff district support reassignments due to hiring additional FTP

***Table Narrative**:* Beginning in year three and continuing thereafter, contractors would produce 4 plans a year, districts would receive an extra 3,020 hours of technical support a year (the equivalent of roughly 1.6 FTPs). Over three years, there would be 9 plans prepared by independent contractors, 1 FTP hired, 3,020 additional hours each year for districts, at a total cost of $161,600.

Year One - *Secure additional $40,800 for independent contracting - freeing up approx. 1,360 more staff hours, generating 2 plans via independent contractors in FY 2016.*

Year Two - *Secure additional ($100,400 - $80k for FTP, vehicle, computer, and $20,400 for independent contractors), free up additional 680 hours staff time (2,040 hours total - generating 3 plans total via independent contractors). Addition of 1 FTP allows FTP to take on some district support duties, and permits reassignment of ISWCC staff to add to district support by an additional 300 hours total (estimate only). Estimate # of independent contractor replacement hours and freed up hours for one staff in southeastern Idaho (Delwyne would take on 2 districts), and the new FTP's 2 district assignment.*

Year Three *Request $20,400 for independent contracting (up to total of 2,720 hours freed up for additional district support). Generate 4 plans via independent contractors in FY 2018. Continued additional district support would be realized from the previous year's hire of 1 FTP and staff reassignment.*

TALKING POINTS

- Unmet need. In both years of ISWCC's Technical Assistance Allocation Process, Districts documented requesting more technical assistance hours than ISWCC has available.

- Mandated workload. ISWCC staff are to work up to 50% of their time on writing TMDL Plans, up to 50% to assist districts
- ISWCC can contract out work, but must manage Program and workload. ISWCC has responsibility to prepare ag-related TMDL Plans for DEQ. The assigned TMDL Plans do not need to be written by ISWCC staff, but can be written by qualified independent contractors, freeing up ISWCC staff time for additional district support.
- ISWCC lacks capacity to manage Program now and can't undertake contracting without additional resources. Pre-existing need for 1 FTP to provide additional district support/TMDL Lead. Until September 2014 when the temporary position was eliminated for budgetary reasons, ISWCC had ½ position (temporary) dedicated to managing the TMDL Plan effort statewide. Prior to that time - in FY 2014's budget request - ISWCC proposed making this ½ position full time to coordinate the workload, do program planning, assist staff, and increase the pace and scale of TMDL work. This line item request was not funded. The need remains. Managing contractors will increase the workload.
- Phased-in approach to Building ISWCC Capacity for District Support. Because the cost of providing meaningful additional district support is not insignificant, it is advisable to build capacity over three years through the use of independent contractors. Doing so requires an additional FTP to manage the workload.

RECOMMENDED ACTION: For consideration and discussion only.

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Item # 4a

IDAHO SOIL & WATER CONSERVATION COMMISSION
PUBLIC MEETING

Date and Time:
Weds., November 19, 2014
From 8:00 am – 12:00 pm PST

Location:
Red Lion Inn, Port 7 Room
621 21st Street
Lewiston, Idaho 83501

DRAFT MINUTES

COMMISSION MEMBERS PRESENT via teleconference:
Norman Wright
Dave Radford
Leon Slichter

COMMISSION MEMBERS ABSENT:
Jerry Trebesch
Roger Stutzman

COMMISSION STAFF PRESENT:
Teri Murrison
Bill Lillibridge
Terry Hoebelheinrich
Mark Hogen
Delwyne Trefz
Eileen Rowan

PARTNERS AND GUESTS PRESENT:
Chris Simons, IDEA, Balanced Rock/North Side/Twin Falls SWCD
Whitney Garrison, Nez Perce SWCD
Brenda Knoh, Nez Perce SWCD
Ivan Permann, Power SCD
Charles Kiester, Owyhee CD
Kyle Wilson, Nez Perce SWCD
Billie Brown, Benewah SWCD/IASCD
Bob Burke, Kootenai/Shoshone SWCD
Art Beal, IASCD/Gem SWCD
Kit Tillotson, IASCD/Portneuf SWCD
Steve Becker, IASCD/Nez Perce SWCD

ITEM #1: WELCOME AND ROLL CALL

Chairman Wright called the meeting to order at 8:03 a.m. Roll call: Chairman Norman Wright, Commissioners Leon Slichter and Dave Radford were present. Commissioner Jerry Trebesch and Roger Stutzman were absent.

ITEM #3: LISTENING SESSION

Chairman Wright asked Administrator Murrison to comment on the meeting she attended in the Governor's Office on Monday, November 17th in Boise. She shared that the Governor's staff said he is going to begin spotlighting state agencies in his monthly newsletter and solicited participation from agencies. In addition, cabinet members and staff discussed potential initiatives in the Governor's next term. She also gave an update on the FY 2016 budget request and encouraged partners to attend the upcoming Strategic Planning meeting on December 10th in Boise. She responded affirmatively to Billie Brown of IASCD's question re if written comments can be submitted prior to the meeting. She also announced that George Hitz, formerly of Miles City, Montana, has been hired as a Water Quality Resource Conservationist in Division 5 and will be stationed in Blackfoot. Finally, Administrator Murrison talked about the planned tri-state conservation commission meeting to be held with the Washington and Oregon Commissions next July. Chairman Wright then opened the floor for partner comments. They were as follows:

- Chuck Kiester commented that securing cooperation from federal agencies with Districts is a commission responsibility under statute. He stated that the Owyhee District is having difficulty getting the Bureau of Land Management to involve them in planning efforts and that many Districts are having difficulty getting agencies to work with them - the federal agencies often do things without involving the Districts. Commissioner Radford suggested that in addition to whatever facilitation the Commission can provide, the appropriate motivator would be a contact with the District's congressional representatives. Mr. Kiester also requested that if the Commission comes into the District to do a staff training, that the District be advised and included in the meeting or group training if it would benefit Districts.
- Kyle Wilson stated that he feels the technical assistance request process is a cumbersome and divisive process. He further noted:
    - SWC personnel being asked to provide administration-type work for Districts
    - Districts should prepare a list of project tasks and supporting information.
    - SWC should estimate hours for those tasks.
    - Once hours are determined, SWC should allocate staff time.
    - Districts would like regular communication of project status (suggested green, yellow, red depending on completion vs. goals)
    - Discussion of how to rank projects if given back to SWC to rank
- Billie Brown commended Mark Hogen, Commission staff in Coeur d'Alene, for his flexibility and visibility.

- Chuck Kiester suggested that next year the Listening Session be scheduled during the conference to increase participation. He observed that most people at the conference did not stay for the Listening Session.
- Commissioner Radford observed that he would appreciate the opportunity for an award to Commission staff during the annual IASCD banquet. Billie Brown, IASCD Board member, welcomed the idea and requested that the Commission develop criteria upon which to base awards. Administrator Murrison said that she will ask the Commission leadership team to come up with those criteria and will forward it to IASCD for inclusion in the IASCD awards nomination packets sent to Districts every year.
- Kyle Wilson expressed appreciation for the efforts to improve relations between Districts and the Commission over the last 6 years. He noted "a lot of progress since then."
- An unidentified commenter stated that youth education is good and key to moving conservation and natural resources in a successful direction.
- Commissioner Radford initiated a discussion asking about how IDEA staff would like support and inclusion; would appreciate task requests (example: District contacts listing)
- Discussion of District Staffing
    - Districts are on soft money
    - Districts have a hard time finding good staff, and then keeping them.
- Retiring NRCS State Conservationist Jeff Burwell shared observations and suggestions including:
    - Mr. Burwell stressed that District success is tied to hiring key staff with the appropriate skills. He suggested Districts ask themselves "What's the best way to serve the clientele to get projects on the ground?" He strongly recommended consolidated approaches – that Districts look at consolidating as a new strategy to strengthen the delivery of services.
    - RCPP grants – 1:1 match, key to success is finding the maximum match possible. He noted that NRCS' RCPP program is limited to technical assistance vs. a funding source and recommended Districts pursue small, focused projects.
    - He further suggested that communication strategies are very important, both to communicating successes and to attracting additional partners and additional funding. He stressed that new partners should be included beyond the Commission and NRCS including EPA, DEQ, OSC, IDWR, and the Governor's office.

Action: None taken.

ITEM #4: ADJOURN:

The meeting was adjourned at 11:36 a.m. The next Commission Meeting will be held on December 10, 2014 in Boise.

Respectfully submitted,

Jerry Trebesch, Secretary

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Item # 4a2

IDAHO SOIL & WATER CONSERVATION COMMISSION
PUBLIC MEETING

Date and Time:
Wednesday, December 10, 2014
From 7:30 am – 5:00 pm MST

Location:
Springhill Suites, Clearwater Rooms 4 & 5
424 E. Parkcenter Blvd.
Boise, ID 83706

DRAFT MINUTES

COMMISSION MEMBERS PRESENT
Roll Call: Chairman Norman Wright
Commissioners: Roger Stutzman

COMMISSION MEMBERS PRESENT via teleconference:
Leon Slichter

COMMISSION MEMBERS ABSENT:
Jerry TrebeschDave Radford

COMMISSION STAFF PRESENT:

Teri Murrison	Chuck Pentzer	Jason Miller
Terry Hoebelheinrich	Carolyn Firth	Loretta Strickland
Bill Lillibridge (via tele)	Delwyne Trefz	George Hitz
Cheryl Wilson	Rob Sharpnack	

PARTNERS AND GUESTS PRESENT:
Chris Simmons, IDEA
Ray Ledgerwood, Facilitator, Board Works
Tim Wendland, Idaho DEQ
Steve Becker, NPSWCD & IASCD
Kyle Wilson, NPSWCD
Art Beal, IASCD
Harriet Hensley, Office of the Attorney General

ITEM #1a: RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM The Board convened at 7:35 a.m. Chairman Norman Wright, Commissioner Roger Stutzman, Ms. Murrison, Ms. Wilson and Mr. Hoebelheinrich were present. Commissioner Leon Slichter was present via teleconference.

Action: Commissioner Stutzman moved to recess to Executive Session pursuant to Idaho Code §67-2345(d) for the purpose of reviewing a loan application. Commissioner Slichter seconded the motion. Roll call: Chairman Norman Wright, Commissioners Leon Slichter and Roger Stutzman voted to do so. Commissioners Jerry Trebesch and Dave Radford were not present. Motion carried by the unanimous vote of Commissioners present.
Executive Session was adjourned by Chairman Wright at 7:55 a.m.

OPEN SESSION Commissioners reconvened in Open Session at 8:10 a.m.

ITEM #1A: RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM
Action: Commissioner Slichter moved to approve Loan # A-690 in the amount of $110,800 for a term of 7 years at a 2.5% interest rate, conditioned upon the loan officer's receipt and approval of acceptable clarifying information from the applicant. Commissioner Stutzman seconded the motion. Motion carried by unanimous vote of the Commissioners present.

ITEM #2: WELCOME AND ROLL CALL
Roll Call: Chairman Norman Wright and Commissioner Roger Stutzman were present. Commissioner Leon Slichter attended via teleconference. Commissioners Jerry Trebesch and Dave Radford were not present.

ITEM #3 AGENDA REVIEW:
Action: None taken

ITEM #4: STRATEGIC PLAN FY 2016-2019 WORK SESSION: *see attached Session Notes*.
Commissioner Dave Radford joined the meeting via teleconference from 10:12 a.m. to 10:20 a.m.
Action: None taken.

ITEM #5 ADJOURN:
The meeting was adjourned at 4:35 p.m. The next Commission Meeting is tentatively scheduled for late January, 2015, in Boise.

Respectfully submitted,
Jerry Trebesch, Secretary

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Session Notes

Idaho Soil & Water Conservation Commission

Strategic Planning Work Session

December 10, 2014 - Boise

Session Objective:

Development of a strategic plan for Idaho SWCC including strategic focus, goals, opportunities, objectives, performance measures, and benchmarks

Greatest Accomplishments in the Last 2 Years

- Figuring out they needed to direct employees
- Have finally have commission board members that represent the whole state of Idaho
- Have mellowed out…not as much turmoil
- At the same table
- Still exist…relationships with districts better
- Relationship building with districts, restoring trust
- Still rebuilding…couple years of rebuilding
- We are restoring trust…talking through issues
- Good relationship with legislature, with the association
- Meeting tons of people
- The improved communication and development of mutually effective relationships
- Ditto above
- Streamlining the TMDL process…catching up
- Sitting at the table, still talking…believe we are friends
- Partnership accomplishments…Whiskey Creek - that had been lost under a barn…day-lighted
- Transparency with districts
- Hiring of new Commission staff in last two years

Greatest Accomplishments in next 5 years

- Through working together we have more projects like Whiskey Creek to show the rest of the state
- Complete all TMDL implementation plans
- ISWCC become lead agency for conservation in state, districts more involved
- Working on getting the presence at the table in decision making
- Increase loan program activity
- Put OnePlan on solid ground…make the funding regular.
- ISWCC staffing needs met
- Build new relationships with other agencies and organizations
- Effectiveness in providing technical assistance
- The Governor will be our champion
- Will have refunded programs…funding and staff restored and program level restored
- 5 million dollars of state funding distributed annually for conservation BMP implementation

Greatest Accomplishments in next 5 years (continued)

- Be able to funding the WQPA enough to implement 2 TMDL projects and 1 ground water project in the highest priority areas of the state
- Take on new conservation programs with partners across the state
- Get the implementation programs established again
- Reeducate folks and show value of programs
- Keep a good administrator
- All 50 conservation districts utilize their statutory powers to put conservation on the ground
- Commission seeks increased funding for conservation districts thus strengthening roles in fulfilling statutory duties in leading voluntary conservation
- IASCD increases travel budgets for educating legislators and others
- $50,000 match cap eliminated
- Organizational reality…revitalized partnership with new ideas, funding and profile…move from what we have done to something more successful
- Acknowledge new partners…see what we have in common
- Engage producers in educating on voluntary conservation
- From district perspective…all the conservation dollars should be housed in one agency for distribution
- Will have even stronger working relationships with our existing partners

Challenges & observations:

- Be relevant
- Can you think like potential partners long enough to interest them?
- Study their strategic plans to identify partnership opportunities.
- In addition to traditional partners (districts, NRCS, other state agencies, etc., look at Highway Districts – they know where the problems are.
- Brief new state conservationist asap.
- Include producers more - in legislative reports, education, etc.
- Seek in kind staff from non-traditional partners
- Hold regular core partner coordination meetings to develop unified goals, strategy – IASCD president, exec., ISWCC administrator, ISWCC Chairman, IDEA president, state conservationist. Bring in facilitator to do unified strategic planning (goals, objectives) leading to agreement between partners.
- Assume more conservation responsibilities, aggregate voluntary conservation data for state (OnePlan?)
- Remember phases of group development: forming, storming, norming, performing.
- Use technology to increase efficiencies – ask Whatcom District (Nicole)
- Opportunity is an issue or threat in work clothes
- Blow up newsletter covers, frame or poster board, put in airport, restaurants, city hall, etc.
- 4 parts to developing strategy
    1. Thinking
    2. Planning
    3. Doing (communicating too)
    4. evaluation

Function, Powers & Authorities of the SWCC

See handouts and PowerPoint Slides

District & Partner Input on SWCC Opportunities & Emerging Issues

Issues:

- Increased competition for funding…coupled with potential decreased funding
- Need more $ for TMDL implementation.
- Loss of experience of people leaving
- Waters of the US (WOTUS) – takings of private property
- Loss of technical assistance from NRCS & ISWCC
- Loss of training opportunities, no certification
- Sage Grouse listing – if or if not
- Ag Pollution Abatement Program – have not yet developed a paper and been at table

Opportunities:

- Use Ag Pollution Abatement Plan revision to focus and educate on our roles as primary entities for vol conservation, build support
- Voluntary conservation seen in Idaho as a vehicle to avoid regulation…use to increase funding for voluntary approach, ag waste abatement plan, TMDLs
- Increase conservation funding…rebuild programs by showing value
- Rebuilding the core partners meeting at least every month
- More dollars becoming available with TMDL implementation
- Commission and/or district increase technical assistance
- Consider regular funding coordinating meetings…eg loan program (DEQ)
- Closing the feedback loop regarding the effectiveness of practice application on landscape
- Sage Grouse listing discussions – Commission at table (will have staff to do this)
- RCPP programs
- Encouraging more small type BMPs to be done
- Soil health education push and promotion this year by partners, UN
- Districts opportunity to receive donations
- Expanding partnerships
- Become relevant
- Develop training/certification program for ISWCC staff and districts (conservation planning)
- OnePlan program for providing the assistance not yet available, aggregator of data
- Keep agriculture sector viable, voluntary, incentive based programs
- 75% of ISWCC loan balance loaned out for conservation
- Small enough and flexible enough to be successful even with market forces and changes in agriculture…think outside the box to meet these changes
- Be a member of DEQ's Advantage group

Mission, Vision, Philosophy, Key External Factors

Mission

To facilitate coordinated non-regulatory, voluntary, and locally-led conservation by federal, state, and local governments including Idaho's conservation districts and other partners to conserve, sustain, improve, and enhance soil, water, air, plant, and animal resources.

Slogan

Conservation The Idaho Way: sowing seeds of stewardship

Vision[1]

Conservation in Idaho reflects locally-led natural resource conservation leadership and priorities, is voluntary and incentive-based, non-regulatory, and demonstrates scientifically sound stewardship. The Conservation Commission and local conservation districts are the primary entities to lead coordinated conservation efforts with partners to provide landowners and land-users with assistance and solutions for natural resource concerns and issues.

Key External Factors

There are key external factors that could affect the agency's ability to meet goals and objectives. They include:

- State and federal regulatory pressure and mandates that could shift priorities and resources away from current activities.
- Changing economics and pressures within and outside agriculture and natural resources dependent industries, which could result in significant increases or decreases in conservation program participation.
- Changing economics of state and federal budgets, which could result in additional agency cuts or fewer conservation dollars being spent in the state.

  Note…look above at emerging issues & opportunities

Guiding Principles (prioritized listing)

The Conservation Commission is dedicated to the following guiding principles for each goal and related activity.

- Address legislative intent and statute & promote fiscal responsibility
- Benefit the environment and Idaho's agricultural-based economy
- Incorporate valid scientific data and practices & while promoting innovative conservation practices/systems
- Benefit conservation districts' locally led, voluntary, non-regulatory priorities and projects
- Benefit the Commission's ability to serve and meet statutory authorities
- Strengthen existing and build new conservation partnerships
- Benefits conservation work in a natural resource priority issue and/or area

[1] Yellow highlighter indicates new text

Goals Grid (by Fred Nickols)

Achieve	Avoid
▪ Increased visibility ▪ More $, more human resources ▪ Increased funding for TMDL and Ground water implementation ▪ Relevancy ▪ District board engagement ▪ Increase the amount of on-the-ground conservation ▪ Reduction in TMDLs ▪ Pass on benefits and pass on to next generation ▪ Collaboration and reestablish connection with partners ▪ Strong partnership with IASCD and districts ▪ Achieve adequate funding and staffing for districts to perform their statutory duties ▪ All of our RCRDP money out and working ▪ Better streamlining of loan program ▪ Increased district participation ▪ Technical assistance with needed skill set to match the needs of districts ▪ Regular funding and support for OnePlan	▪ Regulations ▪ Law suits ▪ Our exclusiveness to conservation ▪ Turf wars ▪ Power struggles ▪ TMDL listings ▪ Appearance that we have all the answers ▪ Alienating partners ▪ Bureaucracy for bureaucracy sake ▪ Avoid doing the same thing because that is what we have done ▪ New ESA listings by being proactive ▪ Antagonizing decision makers
Preserve	**Eliminate**
▪ Partnerships ▪ Voluntary conservation ▪ Family farms sustainability ▪ Water quality that meets standards ▪ Legislative support ▪ Individual district identities ▪ Non-regulatory conservation ▪ Our statutory authority to lead voluntary conservation ▪ Our technical expertise and reputation ▪ Our momentum	▪ Negative connotation ▪ Duplication of effort ▪ Inefficiencies ▪ Subsidizing wealthy operators ▪ Regulation ▪ Distrust and competition for scarce resources ▪ Litigation ▪ Communication disconnect with districts ▪ Competing mandates and responsibilities among agencies and organizations ▪ $50,000 cap

Use Goals Grid

- Put on desk or bulletin board
- Use as bottom line
- Matrix grid
- Ranking criteria
- Leadership team, staff meetings, board meetings
- evaluations

Criteria for Selecting Strategic Priorities

See guiding principles

Goal Areas

1. Promote voluntary conservation by providing assistance to Idaho CDs
2. Provide voluntary conservation programs & services
3. Building support for voluntary conservation and SWCC by informing and educating partners and stakeholders
4. Commission Operations (appendix)

Organizational Improvement Recommendations for Improving SWCC

- Partnership coordination - improve communication with partners…monthly check ins
- Written response when we hear from a supervisor and/or employee on recommendations and issues
- Reduce the amount of paper in the agency
- Executive's briefing to districts…Quick-notes
- Field staff pass info up to administrator re district supervisor comments, issues
- Utilize field staff discretionary time to secure non-traditional funding
- For field staff…use technology more wisely…planning tools…Whatcom CD
- Explore and invite new partners to Commission meetings (TNC, Trout Unlimited, etc.)
- Ask our new Carolyn for background and ideas on partnering with ITD
- Operational manuals for each staff position type
- Evaluate, inventory needs and provide training for SWCC (and district) staff that will help meet the needs of districts to assure that SWCC staff can be successful…examples engineering, conservation planning, recommendations for practices, permitting
- Reconvene tri-state conservation commission meetings
- Find someone that has grant writing skills that has experience in our field

Next Steps

- Notes to Teri & distribution to participants – Ray by 12.12.14
- Drafting by Teri and staff by March
- Review by committee – March Spring Division Meetings
- Commission consideration, revisions, adoption in April
- Public comment in May
- Adoption in June

Template for New Objectives, Performance Measures, Benchmarks

Goal Area:

Measurable Goals

Objectives, Performance Measures, Benchmarks:

Objective	Performance Measures	Benchmarks
		▪
		▪
		▪

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Item # 4b

TO: **CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, STUTZMAN, SLICHTER, AND TREBESCH**
FROM: **TERI MURRISON, ADMINISTRATOR**
DATE: **DECEMBER 30, 2014**
RE: **FINANCIAL REPORT**

Attached are financial reports produced by the Department of Administration for October, November, and December of 2014. Your Board has not had opportunity to review them until your meeting on January 29th, however, the information has been shared with the Chairman.

Please note that Keith Reynolds developed a new "at a glance" report for your evaluation for the November and December financial reports. Staff requests your input and suggestions on this and for any other way we can provide the information you need. The new report will not replace the detail in your regularly monthly financial reports, but supplements them.

RECOMMENDED ACTION: Approve Items 4b1 October, 4b2 November, and 4b3 December 2014 Financial Reports as submitted by staff.

Attachments:
4b1 October Financial Report and Summary
4b2 November Financial Report and Summary
4b3 December Financial Report and Summary

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Soil and Water Conservation

FY2015 YTD Financial Summary Through 10/31/14

Updated: 10/6/2014

Fund Summaries

Fund Source	General Fund				Professional Services				RCRDP Loan Administration				Revolving Loan			
Personnel Funds	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining
	$ 1,043,300	$ 361,685	$ 650,000	$ 31,615	$ 20,000	$ 1,361	$ -	$ 18,639	$ 151,400	$ 51,739	$ 99,000	$ 661	N/A	N/A	N/A	N/A
Operating Funds	Budget	Expenditures	Expenditures Projected	Remaining					Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining
	$ 240,500	$ 107,991	$ 140,000	$ (7,491)					$ 146,100	$ 33,700	$ 100,000	$ 12,400	$ 30,000	$ 4,427	$ 25,000	$ 573
Capital Funds	Budget	Expenditures	Expenditures Projected	Remaining												
	$ 58,078	$ 38,139	$ 19,000	$ 19,939												
Trustee and Benefit	Budget	Expenditures	Expenditures Projected	Remaining												
	$ 1,203,200	$ 1,203,200	$ -	$ -												

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Soil and Water Conservation

FY2015 YTD Financial Summary Through 11/30/14

Updated: 12/8/2014

Fund Summaries

Fund Source	General Fund				Professional Services				RCRDP Loan Administration				Revolving Loan			
	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining
Personnel Funds	$ 1,043,300	$ 435,228	$ 547,375	$ 60,697					$ 151,400	$ 63,208	$ 85,173	$ 3,019				
Operating Funds	$ 240,500	$ 123,493	$ 87,484	$ 29,523	$ 20,000	$ 1,891	$ 1,283	$ 16,826	$ 146,100	$ 34,152	$ 77,273	$ 34,675	$ 30,000	$ 4,427	$ 6,073	$ 19,500
Capital Funds	$ 58,078	$ 38,139	$ 19,000	$ 939												
Trustee and Benefit	$ 1,203,200	$ 1,203,200	$ -	$ -												

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Soil and Water Conservation

FY2015 YTD Financial Summary Through 12/31/14

Updated: 1/13/2015

Fund Summaries

Fund Source	General Fund				Professional Services				RCRDP Loan Administration				Revolving Loan			
Personnel Funds	Budget	Expenditures	Expenditures Projected	Remaining					Budget	Expenditures	Expenditures Projected	Remaining				
	$ 1,043,300	$ 507,507	$ 509,600	$ 26,193					$ 151,400	$ 74,619	$ 75,600	$ 1,181				
Operating Funds	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining
	$ 240,500	$ 131,067	$ 83,361	$ 26,072	$ 20,000	$ 2,888	$ 1,283	$ 15,829	$ 146,100	$ 37,543	$ 76,577	$ 31,980	$ 90,000	$ 4,427	$ 5,027	$ 20,546
Capital Funds	Budget	Expenditures	Expenditures Projected	Remaining												
	$ 58,078	$ 38,139	$ 19,000	$ 939												
Trustee and Benefit	Budget	Expenditures	Expenditures Projected	Remaining												
	$ 1,203,200	$ 1,203,200	$ -	$ -												

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SWC REPORT SUMMARY AS OF October 31, 2014

33.3 % of year complete

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH				
FY15	BUDGET	ACTUAL EXPENSE thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current Month	BALANCE	BEG CASH AT 7/1/14	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of	OPERATING % SPENT TO DATE
INDEX																	
7101 MANAGEMENT ADMINISTRATI	213,200	75,085	138,115	59,600	38,083	21,517			0				272,800		113,168	159,632	63.90%
7111 MANAGEMENT BOARD	2,700	1,211	1,489	17,400	2,828	14,572			0			0	20,100		4,039	16,061	16.25%
7201 FIELD STAFF	473,200	162,592	310,608	109,300	56,240	53,060	58,708	38,139	20,569			0	641,208		256,971	384,237	51.45%
7301 PROGRAMS	226,200	78,714	147,486	36,150	3,556	32,594			0			0	262,350		82,270	180,080	9.84%
7310 DISTRICT ALLOCATIONS						0			0	1,103,200	1,103,200	0	1,103,200		1,103,200	0	
7320 DISTRICT CAPACITY BUILDING						0			0	100,000	100,000	0	100,000		100,000	0	
7350 CREP	128,000	44,083	83,917	18,050	7,285	10,766			0			0	146,050		51,367	94,683	40.36%
TOTAL GENERAL FUND 0001	1,043,300	361,685	543,500	240,500	107,991	#####	#####	38,139	20,569	1,203,200	1,203,200	0	2,545,708	0	1,711,015	834,693	
		34.67%			44.90%						100.00%				67.21%		44.90%
7325 SWC PROFESSIONAL SERVICE	0	0	0	20,000	1,361	18,639			0	0	0	0	8,255	6,795	1,361	13,689	
TOTAL FUND 0450	0	0	0	20,000	1,361	18,639	0	0	0	0	0	0	8,255	6,795	1,361	13,689	
					6.81%										16.49%		

DEDICATED FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH				BALANCE SHEET		
FY15	BUDGET	ACTUAL EXPENSE thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of	BALANCE	BEG CASH AT 7/1/14	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of	NOTES RECEIVABLE 7/1/14	LOANS PAID OUT, COLLECTIONS /ADJUSTMENT	NOTES RECEIVABLE End of Cur period
7351 RCRDP LOAN ADMINISTRATIO	151,400	51,739	99,661	146,100	33,700	112,400	0	0	0	6,157,846	125,164	85,439	6,197,571	3,910,931	34,408	3,839,627
TOTAL RCRDP ADMIN 0522-01	151,400	51,739	99,661	146,100	33,700	#####	0	0	0	6,157,846	125,164	85,439	6,197,571		(105,712)	
		34.17%			23.07%											
7361 REVOLVING LOAN - DEQ	0	0	0	30,000	4,427	25,573	0	0	0	17,369	12,593	4,427	25,534	633,715	(39,797)	593,918
TOTAL DEQ LOAN 0529-16	0	0	0	30,000	4,427	25,573	0	0	0	17,369	12,593	4,427	25,534			
														ADV FROM 576,799	PAYMENTS/ADJ TO DATE (37,381)	ADV FROM END OF CUR PERIOD 539,417
					14.76%											

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SWC REPORT SUMMARY AS OF November 30, 2014

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH			
FY15	BUDGET	ACTUAL EXPENSE thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current Month	BALANCE	BEG CASH AT 7/1/14	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of
INDEX																
7101 MANAGEMENT ADMINISTRATI	213,200	91,809	121,391	59,600	42,955	16,645			0				272,800		134,765	138,035
7111 MANAGEMENT BOARD	2,700	1,549	1,151	17,400	4,358	13,042			0			0	20,100		5,907	14,193
7201 FIELD STAFF	473,200	196,360	276,840	109,300	60,765	48,535	58,708	38,139	20,569			0	641,208		295,264	345,944
7301 PROGRAMS	226,200	91,553	134,647	36,150	5,064	31,086			0			0	262,350		96,617	165,733
7310 DISTRICT ALLOCATIONS						0			0	1,103,200	1,103,200	0	1,103,200		1,103,200	0
7320 DISTRICT CAPACITY BUILDING						0			0	100,000	100,000	0	100,000		100,000	0
7350 CREP	128,000	53,956	74,044	18,050	10,351	7,699			0			0	146,050		64,307	81,743
TOTAL GENERAL FUND 0001	1,043,300	435,228	486,682	240,500	123,493	#####	#####	38,139	20,569	1,203,200	1,203,200	0	2,545,708	0	1,800,059	745,649
		41.72%			51.35%						100.00%				70.71%	
7325 SWC PROFESSIONAL SERVICE	0	0	0	20,000	1,891	18,109			0	0	0	0	8,255	6,798	1,891	13,163
TOTAL FUND 0450	0	0	0	20,000	1,891	18,109	0	0	0	0	0	0	8,255	6,798	1,891	13,163
					9.46%										22.91%	

DEDICATED FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH				BALANCE SHEET		
FY15	BUDGET	ACTUAL EXPENSE thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of	BALANCE	BEG CASH AT 7/1/14	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of	NOTES RECEIVABLE 7/1/14	LOANS PAID OUT, COLLECTIONS /ADJUSTMENT	NOTES RECEIVABLE End of Cur period
7351 RCRDP LOAN ADMINISTRATIO	151,400	63,208	88,192	146,100	34,152	111,948	0	0	0	6,157,846	377,792	97,360	6,438,278	3,910,931	45,852	3,594,281
TOTAL RCRDP ADMIN 0522-01	151,400	63,208	88,192	146,100	34,152	#####	0	0	0	6,157,846	377,792	97,360	6,438,278		(362,501)	
		41.75%			23.38%											
7361 REVOLVING LOAN - DEQ	0	0	0	30,000	4,427	25,573	0	0	0	17,369	12,599	4,427	25,541	633,715	(39,797)	593,918
TOTAL DEQ LOAN 0529-16	0	0	0	30,000	4,427	25,573	0	0	0	17,369	12,599	4,427	25,541			
														ADV FROM 576,799	PAYMENTS/ADJ TO DATE (37,381)	ADV FROM END OF CUR PERIOD 539,417
					14.76%											

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SWC REPORT SUMMARY AS OF December 31, 2014

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH			
FY15	BUDGET	ACTUAL EXPENSE thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current Month	BALANCE	BEG CASH AT 7/1/14	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of
INDEX																
7101 MANAGEMENT ADMINISTRATI	213,200	105,961	107,239	59,600	45,161	14,439			0				272,800		151,123	121,677
7111 MANAGEMENT BOARD	2,700	2,141	559	17,400	5,051	12,349			0			0	20,100		7,192	12,908
7201 FIELD STAFF	473,200	230,678	242,522	109,300	63,094	46,206	58,708	38,139	20,569			0	641,208		331,911	309,297
7301 PROGRAMS	226,200	104,950	121,251	36,150	6,819	29,331			0			0	262,350		111,768	150,582
7310 DISTRICT ALLOCATIONS						0			0	1,103,200	1,103,200	0	1,103,200		1,103,200	0
7320 DISTRICT CAPACITY BUILDING						0			0	100,000	100,000	0	100,000		100,000	0
7350 CREP	128,000	63,777	64,223	18,050	10,941	7,109			0			0	146,050		74,718	71,332
TOTAL GENERAL FUND 0001	1,043,300	507,507	428,554	240,500	131,067	#####	#####	38,139	20,569	1,203,200	1,203,200	0	2,545,708	0	1,879,913	665,795
		48.64%			54.50%						100.00%				73.85%	
7325 SWC PROFESSIONAL SERVICE	0	0	0	20,000	2,888	17,112			0	0	0	0	8,255	6,802	2,888	12,169
TOTAL FUND 0450	0	0	0	20,000	2,888	17,112	0	0	0	0	0	0	8,255	6,802	2,888	12,169
					14.44%										34.98%	

DEDICATED FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH				BALANCE SHEET		
FY15	BUDGET	ACTUAL EXPENSE thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of	BALANCE	BEG CASH AT 7/1/14	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of	NOTES RECEIVABLE 7/1/14	LOANS PAID OUT, COLLECTIONS /ADJUSTMENT	NOTES RECEIVABLE End of Cur period
7351 RCRDP LOAN ADMINISTRATIO	151,400	74,619	76,781	146,100	37,543	108,557	0	0	0	6,157,846	419,491	112,162	6,465,175	3,910,931	112,637	3,569,249
TOTAL RCRDP ADMIN 0522-01	151,400	74,619	76,781	146,100	37,543	#####	0	0	0	6,157,846	419,491	112,162	6,465,175		(454,318)	
		49.29%			25.70%											
7361 REVOLVING LOAN - DEQ	0	0	0	30,000	4,427	25,573	0	0	0	17,369	12,606	4,427	25,547	633,715	(39,797)	593,918
TOTAL DEQ LOAN 0529-16	0	0	0	30,000	4,427	25,573	0	0	0	17,369	12,606	4,427	25,547			
														ADV FROM 576,799	PAYMENTS/ADJ TO DATE (37,381)	ADV FROM END OF CUR PERIOD 539,417
					14.76%											

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Item # 4c

TO: **CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, STUTZMAN, SLICHTER, AND TREBESCH**
FROM: **TERI MURRISON, ADMINISTRATOR**
DATE: **JANUARY 12, 2014**
RE: **ADMINISTRATOR'S REPORT**

Contracts and MOUs

- Small Agency Support Services MOU with Department of Administration has been modified to reflect that the majority of human resources services will be provided by the Department of Human Resources (see attached A).

Staff Recognition

Your loan officer, Terry Hoebelheinrich recently completed his 25th year of state service. During his state career, Terry has worked as a loan officer for the Idaho Department of Water Resources, the Governor's Office of Energy, and full time for the last three years, the Conservation Commission. Terry manages our low interest conservation loan program and serves as the Commission's loan officer. A life-long Idahoan, Terry grew up in the southern Idaho desert, but now gravitates toward mountains and forests. One of the favorite loans he's funded was for an animal feeing operation in Boundary County, perhaps because there are so many trees there! Terry's integrity and diligence to ensure applicants are credit worthy individuals are great assets to the Commission, and his humor is much appreciated by his coworkers. Terry lives near Eagle, is married to Cindy, and is an accomplished runner.

Agricultural Program Specialist Carolyn Firth lives on a farm near Heyburn and works in Burley. She recently completed her 10th year of state service. Carolyn began her work for the Commission as a water quality resource conservationist working under contract for IASCD. She supervises two Commission staff and her other job responsibilities include helping implement conservation practices to improve ground water and surface water quality and enhance the sustainability of their operations. She is also specifically tasked with overseeing statewide efforts to improve ground water quality. We count on Carolyn to assist in the preparation of reports and to edit written documents with precision. She is a geologist and accomplished musician. She's married to John and they have three adult sons, no grandchildren… yet.

Chairman Wright will present Terry and Carolyn with certificates signed by the Governor.

Staff Training Reimbursement Agreement

Allan Johnson serves as a staff engineer for the Commission in Soda, Idaho. As part of his duties, he provides technical assistance to different district projects and serves as a resource for these districts and field staff during project development. After a conversation with the Chairman, an agreement was drafted by counsel to allow Allan to achieve professional certification offered by Portland State University's River Restoration Environmental Professional Certificate Program (Program) and cover related travel expenses. The Program provides training regarding the technical, scientific, policy, administrative, and regulatory basics of river restoration. The Commission will pay his registration for the following four courses in the amounts indicated below (travel is not included in registration):

a. Restoration Project Management, the cost will equal $685.00;
b. River RAT, the cost will equal $185.00;
c. Site Evaluation and Assessment, the cost will equal $850.00;
d. Restoration Design, the cost will equal $1050.00.

The cost of the Program and travel will be borne entirely from funds generated by Allan for the work he performs for the Office of Species Conservation in the Salmon area. The training will increase Allan's value to districts and to the Commission by allowing him to further develop his skills as a staff engineer. It was necessary to develop and sign the agreement prior to your meeting so that he could take a required course in December, and so that several classes he has already taken will count toward his certification. There are reimbursement requirements should Allan leave the Commission before the term of the agreement (see attached B) and it is contingent upon Board approval at your meeting.

Oregon Commission 7/17/2014 Approved Meeting Minutes

Attached for your information is a copy of the Oregon Board approved official joint meeting minutes from July 17th in Baker, Oregon.

Schedule for Tri-State Conservation Summit & Tour with Oregon, Washington Commissions

At a previous meeting, staff was directed to work with staff of the Oregon and Washington Commissions to set the date for a Tri-State Summit and Tour (for EPA) in South Eastern Idaho. After some scheduling gyrations, staff has tentatively set the week of July 20, 2015 as the target for both Tour and Summit. The Washington Commission has its meeting the week before, there's also an NACD meeting in Spokane that week, and the Oregon Commission meets the week after. I recently learned that our contact in EPA has been reassigned to the NPDES Program so it's currently unknown if she or another person will be attending. The Chairman is following up with her. I am also coordinating with DEQ and Chris Banks to arrange the tour prior to the Summit.

Governor's Recommended Budget for FY 2016

As was previously communicated by email, the Governor's Recommended Budget for FY 2016 was announced on the 12th of January. In addition to adjustments to our existing appropriation for things like health care increases, Governor Otter has recommended funding replacement of outdated and inoperative survey equipment, the conversion of two part time temporary to one full time permanent position (with no new funding), and .75 FTP to permit the Commission to bring its fiscal services in house. DFM contacted us in December to suggest we consider this due to the size and complexity of our budget (including the loan program). In addition, we no longer have delegated agency status for HR and currently pay the Department of Human Resources (DHR) for their services. Consequently, we have already begun to receive HR services from DHR. We continue to contract with the Department of Administration for IT services. The Governor did not recommend funding the requested line item for $50,000 additional for districts. From this point on, the Governor's Recommended Budget is the budget request we will present and defend before JFAC.

JFAC & Germane Committee Meeting Presentations, Ag Summit

Our annual JFAC presentation has been scheduled on February 3, 2015, from 9:35 to 10:15 am in the Capitol building. Staff will work with the 5 House and Senate Germane Committees in January to schedule February presentations.

The Larry Branen Ag Summit is scheduled for February 16th and 17th at the Riverside Hotel in Boise. The theme this year is Soil Health and the Commission and IASCD were asked to assist in identifying speakers and a recipient for the 2015 Pat Takasugi Award. A worthy candidate was considered by the IASCD President and ISWCC Chairman and that person will receive the award at the Ag Summit. In addition, the Commission's Jason Miller has been asked to sit on a panel during the Summit. Staff will make registration and hotel reservations for the Ag Summit starting with the Strolling Supper on Monday night through Tuesday night. If necessary, the Chairman could call a Commission meeting on the 16th (generally at 1:30 pm) prior to the Strolling Supper, so take that into account as you make your travel arrangements. Please notify Carolyn if you will be unable to attend.

Spring IASCD Division Meeting Schedule

Division I	Bonner SWCD – Sandpoint	March 27
Division II	Lewis SCD – Craigmont	March 26
Division III	Owyhee CD – Homedale	February 24
Division IV	Gooding SCD – Hagerman	March 12
Division V	Oneida SWCD – Pocatello	March 18
Division VI	Clark SCD – Dubois	March 17

Listed above are the dates and locations of Spring IASCD Division meetings. The Chairman will request volunteers to attend each of them at your meeting.

RECOMMENDED ACTION: Approve the submitted agreement with Allan Johnson regarding ISWCC payment of Certificate in River Restoration Program through Portland State University's Environmental Professional Program.

Attachments:

a. Amended Small Agency Support Services MOU with Dept. of Administration
b. Johnson River Restoration Environmental Professional Training Certificate Reimbursement Agreement
c. Oregon Commission 7/17/2014 Approved Meeting Minutes

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Item A

MEMORANDUM OF UNDERSTANDING

For
DEPARTMENT OF ADMINISTRATION SMALL AGENCY SUPPORT SERVICES

This Memorandum of Understanding ("MOU") is dated this 20th of Jan between the Department of Administration, ("Administration") and the Idaho State Soil and Water Conservation Commission ("Commission"), and collectively known as the "Parties."

WHEREAS, Section 67-2332, Idaho Code, requires agencies working together on joint projects to have a signed agreement in place describing certain responsibilities; and

WHEREAS, Idaho Code section 67-5704 authorizes Administration to receive payment for personnel costs and operating costs in exchange for providing services to departments of state government; and

WHEREAS, the following MOU details the types of service and cost associated with small agency support services provided by Administration. Funding for these services is made possible through dedicated fund spending authority used to interagency bill small agencies for the service cost.

NOW, THEREFORE, the Parties hereto agree as follows:

1. SUPPORT SERVICES
   Support services provided by Administration under this agreement include the following, and do not supplant the Commission's obligations to manage the Commission and make all final policy and management decisions for the Commission:

   A. Set up and maintain STARS structure;
   B. Process cash receipts, accounts payable and accounts receivable;
   C. Accounting for various grant programs;
   D. Interface with State Controller's Office;
   E. Monthly financial statements, to include cash flows, budget to actual and income statements;
   F. Financial projections, as required
   G. Consolidated Annual Financial Report ("CAFR") reporting;
   H. Year-end hierarchy and structure for STARS;
   I. Payroll and personnel processing and monitoring;
   J. New hire orientation and verification;
   K. Salary projections;
   L. Support for LSO audits;
   M. Annual budget development and allocations;
   N. Travel associated with the above support services, if agreed upon in advance.
   O. Audit management and support.

P. Attend Commission meetings as requested and as availability allows.

X. Provide other fiscal and administrative support services, by mutual agreement, as appropriate including the development of a mutually agreed management report.

Y. Each Party will notify the other of significant budget impacts, and/or changes in Rules.

2. SERVICE RATES

For each Fiscal Year, an interagency billing for the first quarter will be estimated and issued in July and is due and payable upon receipt. Subsequent interagency billings will be issued quarterly and are due and payable upon receipt. The parties will reconcile billings and payments following each quarter and make any necessary adjustments.

3. FEES

The fees for the support services will be the actual hourly rate of pay, including benefit costs, of the individual employee providing the service, as determined by Administration from time to time. Administration will record the individual hours of service provided by each employee in order to establish the amount billed in the quarterly billings and will provide an accounting of compensation rates and hours spent to the Commission with all interagency billings. The Commission will pay travel expenses, as mutually agreed upon in writing in advance. If Administration staff attends training, seminars, or the like, that benefits the Commission, the Commission may pay all or a portion of associated expenses, if mutually agreed upon in writing in advance.

The Commission will be solely responsible for the following costs:

A. Legislative audit;
B. Risk management (liability, bond, auto, property, boiler, Inland Marine, other);
C. Attorney General;
D. Treasurer;
E. Controller; and
F. Facilities' rent.

4. MINIMUM REQUIREMENTS

To assist Administration in providing the support services, the Commission Shall:

A. Authorize Administration to access all online reports and transactions through the State Controller's Office, including IPOPS, I-Time, P-Card, IBIS and STARS;
B. Authorize Administration the authority for approving and processing all IPOPS, I-Time, P-Card and STARS actions;

C. Adhere to the established policies and procedures of Administration, including, but not limited to, travel, P-Card and fiscal policies and procedures (e.g., Cash Management Policy, Issuance of Warrants Policy, P-Card Policy, Purchasing Policy, Purchase Order Form, and Policy for the Inventory and Disposal of Capital Assets). The only exception would be when specific Commission policies exist that are more restrictive.

D. Involve the Financial Services staff whenever potential financial problems may occur.

5. EFFECTIVE DATE

This MOU shall commence upon signing and is to remain in effect until terminated in writing consistent with paragraphs 8 and 9 of this MOU.

6. ANNUAL REVIEW

The Parties shall meet annually, or more often as required, to determine whether any modifications of the MOU should be made by agreement of the Parties.

7. ASSIGNMENT

No Party to this MOU shall assign any portion of this MOU or any privilege hereunder, either voluntarily or involuntarily, without prior written consent of all Parties, whose consent shall not be unreasonably withheld.

8. TERMINATION

Either Party may terminate this MOU at any time, with or without cause, upon ninety (90) calendar days' prior written notice to the other Party specifying the date of termination or if agreed to in writing by both parties within a term mutually acceptable to both Parties. If the MOU is to be terminated in 90 days, Administration agrees to provide requested assistance, at the fee rates set forth in paragraph 3, including training and other necessary duties to ensure a smooth transition. Upon termination, the Parties shall: (i) promptly discontinue all work, unless the termination notice directs otherwise; and (ii) promptly return to the other Party any property provided by the other Party pursuant to the MOU. Notwithstanding termination, the Parties shall remain obligated as otherwise set forth in this MOU to the extent of costs or obligations to third parties incurred pursuant to the MOU prior to the termination.

9. APPROPRIATION BY LEGISLATURE REQUIRED

The Parties are both governmental entities and this MOU shall in no way or manner be construed so to bind or obligate the Parties beyond the term of any particular appropriation of funds by the State's Legislature as may exist from time to time. Each Party reserves the right to terminate this MOU in whole or in part (or any order placed under it) if, in its sole judgment, the Legislature of the State of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for that Party to continue such payments, or requires any return or "give back" of funds required for the Parties to continue such payments, or if the Executive Branch mandates any cuts or holdbacks

in spending. All affected future rights and liabilities of the Parties hereto shall thereupon cease within ten (10) calendar days after notice to either Party. It is understood and agreed that the payments herein provided for shall be paid from Idaho State Legislative appropriations.

10. FORCE MAJEURE OR AGENCY ACTION

No Party will be liable for failure to perform any duty under this MOU where such failure is due to unforeseeable causes beyond the Party's control and without the fault or negligence of the Party, including, but not restricted to, acts of God or the public enemy, fire, flood, epidemics, quarantine, strikes or other natural disasters. No Party shall be liable for any failure to perform resulting from any order of any court or state or federal agency.

11. GOVERNING LAW AND SEVERABILITY

This MOU shall be construed in accordance with and governed by the laws of the State of Idaho. This MOU is between two governmental agencies and any disputes herein should be resolved by the agencies through internal mechanisms. If an action to enforce the provisions of this MOU is required, it shall be brought in State district court in Boise, Ada County, Idaho. In the event any term of this MOU is held to be invalid or unenforceable by a court, the remaining terms of the MOU, to the extent the underlying purposes of this MOU may still be met, will remain in force.

12. NO AUTHORITY TO BIND THE OTHER PARTY

One Party under this MOU shall have no authority to enter into contracts or agreements on behalf of the other Party. All contracts or agreements shall be entered on behalf of the executing Party or executed jointly by both Parties.

13. ENTIRE AGREEMENT

This MOU constitutes the entire agreement between the Parties and supersedes all prior agreements or understandings between the Parties. No change, modification or waiver of any term of this MOU shall be valid unless it is in writing and signed by both Parties.

14. AMENDMENTS

This MOU may be modified upon written agreement of the Parties. However, no amendment or modification of this MOU shall be effective unless in writing.

IDAHO DEPARTMENT OF ADMINISTRATION

By: _____
TERESA LUNA
Director

Date: 1-21-15

IDAHO STATE SOIL AND WATER CONSERVATION COMMISSION

By: _____
TERI MURRISON
Administrator

Date: 1/20/15

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Item B

AGREEMENT FOR TRAINING REIMBURSEMENT

THIS AGREEMENT FOR TRAINING REIMBURSEMENT (Agreement) is made as of the 21 day of November, 2014 by and between the Idaho Soil and Water Conservation Commission (Commission) and Allan Johnson (Mr. Johnson).

RECITALS

A. Mr. Johnson is an employee of the Commission and serves as a staff engineer for Commission in Eastern Idaho. As part of his duties, Mr. Johnson provides technical assistance to different district projects in Eastern Idaho and serves as a resource for these districts and field staff during project development.

B. The Commission encourages its employees to gain higher levels of certification in order to better serve the Commission's purpose. Mr. Johnson seeks to pursue additional training offered by Portland State University's River Restoration Environmental Professional Certificate Program (Program). The Program provides training regarding the technical, scientific, policy, administrative, and regulatory basics of river restoration. The training will increase the value of Mr. Johnson as ()11 employee of the Commission by allowing Mr. Johnson to further develop his skills as a staff engineer.

C. The Commission desires to encourage Mr. Johnson's participation in the training and advanced certification and Mr. Johnson is willing to attend under the terms and conditions of this Agreement.

D. This Agreement wil1 be presented to the Commission in its January, 2015 Open Meeting. The Commission reserves the right to cancel this Agreement in the event that the Commission Members do not agree to its terms.

AGREEMENT

NOW THEREFORE, in consideration of the above recitals, which are incorporated herein, and the terms and conditions in this Agreement, the parties agree as follows:

1. The Commission will pay travel expenses for Mr. Johnson to attend four courses described below in Paragraph 2 under the following conditions:

a. Travel is in compliance with applicable State Travel Policies and Procedures published by the Board of Examiners and available at www.sco.idaho.gov.

b. The costs of travel by common carrier, including airline travel using the lowest airfare available, do not exceed four hundred and fifty dollars ($450.00) per training session. Alternatively, Mr. Johnson may directly purchase airline tickets for Mr. Johnson in an amount not to exceed four hundred and fifty dollars ($450.00) roundtrip per training session.

c. Mr. Johnson will use his state issued P-Card for all travel purchases and submit receipts to the Commission for each expense.

d. Mr. Johnson will not use his state issued P-Card for per diem expenses. Mr. Johnson will be given a per diem reimbursement in accordance to the State Travel Policies and Procedures identified above.

2. The Commission will pay the costs of registration for the following four courses in the amounts indicated below:

a. Restoration Project Management, the cost will equal $685.00;
b. River RAT, the cost will equal $185.00;
c. Site Evaluation and Assessment, the cost will equal $850.00;
d. Restoration Design, the cost will equal $1050.00.

3. The Commission and Mr. Johnson agree that said travel reimbursement and registration payment is conditioned upon Mr. Johnson remaining in the employ of the Commission as cited in Paragraph A, and that should Mr. Johnson voluntarily resign this position or is dismissed for intentional misconduct in the Commission during the designated term of employment, Mr: Johnson shall repay the Commission according to the following schedule:

a. Within one (1) year of the first date of the training to be paid, Mr. Johnson shall be required to pay back all (100%) of the all paid and reimbursed training and travel expenses.
b. More than one (1) year and up to two (2) years from first date of the training to be reimbursed, Mr. Johnson shall be required to pay back fifty percent (50%) of all paid and reimbursed training and travel expenses.
c. More than two (2) years and up to three (3) years from the first date of the training to be reimbursed. Mr. Johnson shall be required to pay back twenty five percent (25%) of the paid and reimbursed training and travel expenses.
d. Amount is due in full at termination of Mr. Johnson's employment with the Commission. Amounts may be taken from Mr. Johnson's final paycheck.

4. This Agreement constitutes the entire agreement between the parties conce1ning the subject matter of this agreement and supersedes all prior agreements or understandings between the parties.

IN WITNESS WHEREOF, the parties have entered this Agreement effective as of the date first set forth above.

Idaho Soil and Water Conservation Commission

Teri Murrison, Administrator

Allan Johnson, Employee

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Item C

Final **Final**

Oregon Soil and Water Conservation Commission
Regular Quarterly Meeting
Thursday, July 17, 2014
Best Western Sunridge Inn
1 Sunridge Lane, Baker City, OR 97814

Soil and Water Conservation Commission (SWCC) Members Present
Chair Barbara Boyer; Vice Chair Tim Kerns; Gary Jensen; Aaron Madison; Mel Omeg; Marilyn Rice; Jerry Ward.

Oregon Department of Agriculture (ODA) Staff Present
Ray Jaindl, Natural Resource Program Area Director; John Byers, Soil and Water Conservation Districts (SWCD) and Ag Water Quality Management (Ag WQ) Programs Manager; Manette Simpson, SWCD Program Lead; Eric Nusbaum, SWCD Operations Specialist.

Advisors Present
Jason Faucera, Oregon Conservation Education and Assistance Network (OCEAN) President; Jerry Nicolescu, Oregon Association of Conservation Districts (OACD) Executive Director; Mike Borman, Oregon State University (OSU) Extension Agriculture and Natural Resources Interim Program Lead; Jim Cathcart, Oregon Department of Forestry (ODF) Cooperative Forestry Manager.

Visitors Present
Idaho Soil and Water Conservation Commission (ISWCC) members Chair Norm Wright, Secretary Jerry Trebesch, and Leon Stichter; ISWCC staff members Administrator Teri Murrison, Ali Hardy, Terry Hoebelheinrich, and Delwyne Trefz; Baker Valley SWCD Director, Myron Miles; Baker Counties SWCD District Manager Whitney Collins; Baker Counties SWCD staff member Tara Wilson; and OACD Board Member and Marion SWCD Director Emily Ackland.

Call to Order
Chair Barbara Boyer called the regular quarterly meeting to order at 8:01 a.m. on Thursday, July 17, 2014. Barbara welcomed the Idaho Soil and Water Conservation Commission and said the Oregon Commission is delighted that Idaho SWCC is joining the meeting. She reminded everyone that this would be a shortened meeting to accommodate members' schedules during this busy time of year.

Barbara noted one agenda change: to elect the SWCC Chair and Vice Chair for the coming year.

Mel Omeg moved and Jerry Ward seconded the motion to re-elect Barbara Boyer as Chair and Tim Kerns as Vice Chair of the Oregon Soil and Water Commission. The motion carried unanimously.

Oath of Office
Barbara introduced Aaron Madison as the newest SWCC member selected by Director Coba. Aaron will represent the John Day Area, replacing the recently retired John Morris. John Byers administered the Oath of Office to Aaron.

Approval of Meeting Minutes

The SWCC reviewed the minutes from the April21-22, 2014, regular quarterly meeting.

Marilyn Rice moved and Mel Omeg seconded the motion to approve the minutes from the April21-22, 2014, SWCC regular quarterly meeting. The motion carried unanimously.

Natural Resource Program Area Update

Ray Jaindl gave a brief update on Natural Resources Program Area pesticides, especially neonicotinoid compounds, and bee die-offs are in the news again; ODA is working with the agricultural industry because pesticide application labels are not being followed correctly by applicators; it is the applicator's responsibility to get certified and apply pesticides correctly. The Confined Animal Feeding Operation (CAFO) Permit process is moving forward; the process includes renewal of the five-year federal National Pollutant Discharge Elimination System (NPDES) Permit and, concurrently, approving the proposed state Water Pollution Control Facilities (WPCF) Permit; comments have been received and are being reviewed for the NPDES Permit renewal and the proposed state WPCF Permit; review is expected to be completed by the end of September. The GMO (genetically modified organism) task force, initiated by the Governor last legislative session, has met three times; good conversation and questions are being asked and discussed. Also, wildfire season has begun and there will be an impact to agriculture.

SWCD and Ag Water Quality Management Programs Update

John Byers gave his SWCD and Ag WQ Programs update; the Natural Resources Conservation Service (NRCS) has a new funding initiative, the Regional Conservation Partnership Program (RCPP), which focuses funds for conservation projects that have strong partnership support; Oregon, Idaho, and Washington Soil and Water Conservation Commissions historically held tri-state commission meetings; John, Administrator Teri Murrison with the Idaho SWCC, and Executive Director Mark Clark with the Washington State Conservation Commission are committed to working together to submit an RCPP proposal to develop and implement a tri-state coordinating council. The Regional Conversations that the Oregon Association of Conservation Districts (OACD), the Network of Oregon Watershed Councils, and the Coalition of Oregon Land Trusts (COLT) are holding around the state are generating good discussion. ODA was asked to determine a way to focus our water quality work so we can measure and show water quality improvement change; the Ag Water Quality Management Program worked with SWCDs and there are now 45 Focus Areas in the state; a streamside vegetation assessment tool has been developed to help ODA and SWCDs assess vegetation in riparian areas; ODA will re-assess vegetation in these Focus Areas after two years. He explained that the Ag Water Quality Management Program has been complaint-based, but was asked to become self-initiating by the Board of Agriculture; ODA no longer relies on people filing complaints before taking action to solve problems; to address the change in direction, ODA developed Strategic Implementation Areas (SIAs) which focus compliance resources in small geographic areas; ODA will use aerial photos and public right of ways to categorize potential impacts to water quality using these tools; ODA will always conduct a site visit before any compliance action is taken; this approach, used in the two pilot areas, has received positive results; the Board of Ag gave approval for these efforts, and he updated the Environmental Quality Commission at their June meeting; ODA is continuing to work on a SIA prioritization tool as there are thousands of small geographic areas; ODA is trying to show that agriculture isn't the main problem. Ray said there is concern that even with this work, it won't be enough to show water

quality improvement so there is the question of "what happens next"; there is concern with naturally occurring conditions also; John said the monitoring process is the next big conversation; a state- wide task force, with representatives from natural resource agencies, has been created to coordinate state monitoring efforts.

Advisor Reports

Natural Resource Conservation Service and Oregon Watershed Enhancement Board
Barbara noted that representatives from NRCS and OWEB were unable to attend the SWCC meeting because both were meeting with US Secretary of Agriculture, Tom Vilsack in Portland.

Oregon Association of Conservation Districts (OACD)

Jerry Nicolescu presented his OACD Advisory Update; Jerry explained that one reason there is so much support for the Focus Area approach is because ODA brought in what they call "6 plus 2", which are six SWCD managers from across the state, Barbara as Chair of the SWCC, and himself, to provide feedback; ODA encouraged candid discussion and forming program changes that would work on the ground; to their credit, ODA listened to the good and the bad feedback. Jerry spoke of OACD's partnership with the Network of Oregon Watershed Councils, and explained that OACD is hosting Regional Conversations with the Network and the Coalition of Land Trusts; there are six meetings scheduled across the state; there is no set agenda, but they will speak of land trusts and easements among other topics; two sessions held already were well attended. Jerry said they are working on RCPP grants; OACD has two working grants currently which will focus on soil and water district funding and money for sage grouse Candidate Conservation Agreement with Assurances (CCAA) areas. Jerry reminded the SWCC that OACD will be hosting the National Association of Conservation Districts Pacific and Southwest Region meeting September 16 – 18 in Portland; the OACD Annual Conference will be November 12 – 14 at Eagle Crest Resort, in Redmond; OACD will be renewing bylaws, fiscal policies, and try to organize a CREP training.

Teri Murrison briefly discussed the RCPP program from her perspective in Idaho and how it affects them. She stated that less than a dozen districts statewide had the capacity to submit proposals for funding this year; and staff will work to better position them in next year's cycle. With Oregon and Washington, the Idaho Commission explored submitting a tri-state proposal this year but elected to delay joint efforts until next fiscal year when the program is more clearly defined and the tri-state Commissions have more time to develop a competitive proposal.

Oregon Conservation Education and Assistance Network (OCEAN)

Jason Faucera introduced himself as the new OCEAN President as of May 1; he gave a brief description of what OCEAN does to facilitate education and build capacity. He gave an update of the 2014 CONNECT conference; he thanked the agencies and district directors for their support; there were 137 district employees that attended and explained that OCEAN was able to provide scholarships for employees to attend; this year watershed council staff attended, which worked well so they will likely continue to keep them involved. Jason said they are looking into regional and online trainings that are more cost effective and address the need for year-round training; they are working with Jerry at OACD and Ryan Gordon at the Network. OCEAN is working on submitting an application for 501(c)(3) tax-exempt status so they will be able to pursue other avenues of funding. Jason said they are discussing potential realigning of OCEAN Board represented areas; they are also changing their website and online directory to get information out more quickly.

Oregon Department of Forestry (ODF)

Jim Cathcart explained that they are working on two statewide technical assistance agreements with NRCS -one for the East Face project, and another with emphasis on projects for the west side of the state; the agreements will build ODF's technical assistance capacity for family forestland owners; the agreements allow NRCS to leverage ODF's strong relationships with private forestland owners with respect to education and assistance under the Oregon Forest Practices Act and outreach and assistance under the USDA Forest Service Forest Stewardship Program. ODF is preparing for a long and active fire season; last year set a record for acres burned and dollars spent in 60 years and this year is expected to be just as challenging. Jim said he would like to present the Large Fire Toolkit at a future SWCC meeting; it is intended to proactively engage landowners for management of forestlands affected by wildfire. He briefly discussed the After the Fire funding concept that may be introduced for the 2015 Legislative Session. The Stewardship Coordinating Committee is meeting in October and November in Salem, dates to be determined. Dan Logan has been the representative for SWCDs but a new representative is needed. Jim explained that the Board of Forestry held a workshop with other agencies and landowners to discuss proposed new state forestry water protection rules for small and fish bearing streams. Jim discussed Blue Mountain Heritage Project, being funded under the USDA Forest Service Forest Legacy Program, and explained that it is developing a model for working on forest conservation easements for family forestlands; and there are several additional Forest Legacy projects under consideration on the east side.

Oregon State University Extension Service (OSU Extension)

Mike Borman reported OSU is thinking through budgets and would like input for critical issues and work that need staff and resources; Barbara mentioned that Yamhill SWCD sent a letter requesting slug control and no-till drilling research for the west side; Mike said the letter has been vetted and more requests for solving issues are needed.

Local SWCD Presentation

Whitney Collins gave a presentation of several Baker County SWCDs' recently implemented conservation projects in the county; off-stream watering, fencing, and juniper projects were highlighted; good discussion of project benefits and challenges followed. Barbara and SWCC members thanked Tim, Whitney, and district staff for the informative tour on Wednesday.

Special Presentation: Idaho Soil and Water Conservation Commission

Idaho SWCC Chair Norman Wright, members Jerry Trebesch and Leon Slichter, staff members Teri Murrison, Ali Hardy, Terry Hoebelheinrich, and Delwyne Trefz introduced themselves; Norman said that Idaho SWCC values working with other states and appreciates Barbara inviting them to this meeting; he explained that Idaho SWCC members are appointed by the governor and that they are a small state agency with 16 staff members. Teri began her presentation by explaining that Idaho believes the best way to accomplish conservation is through voluntary, locally led projects with landowners; they call implementing conservation in this manner "The Idaho Way"; their agency focuses on three core functions, which are technical services to conservation districts, conservation programs including a low-interest loan program, and district administrative services. Public and stakeholder outreach, including newsletters, is an important component of their work; each ofIdaho's 50 SWCDs get a base payment of $8,500; they use an incentive-based matching formula to calculate additional state funding for SWCDs that secure operating funds from local governments, organizations, and individuals; they are responsible for developing agriculture Total

Maximum Daily Load (TMDL) implementation plans and working to address ground water contamination issues in nitrate priority areas around the state.

SWCC Member Reports

Aaron Madison thanked ODA and Director Coba for selecting him as the new SWCC member and for the opportunity to represent districts as a commission member.

Jerry Ward reported his Tualatin SWCD is continuing on and expanding their work with Clean Water Services, the local wastewater and stormwater management utility, for improving water quality.

Tim Kerns noted the Capital Press had a positive article on Marty Suter-Goold, Harney SWCD Manager, and Harney SWCD's work on sage grouse issues; most SWCDs with sage grouse habitat will use Harney's work to develop templates; he appreciates all of the behind the scenes work that has taken place for federal, state, and local efforts to develop CCAAs.

Barbara Boyer said the Fender's Blue Butterfly was also mentioned in the Capital Press article; her district, Yamhill SWCD, is working to improve habitat for the butterfly in Yarnhill County.

Mel Omeg said he appreciated how well ODA works together with SWCDs.

Marilyn Rice said she saw how partnerships apply well to the Baker County SWCDs' project work that was toured yesterday. She noted the patchwork of federal agencies with different agency missions and regional boundaries impact SWCDs and partnering efforts. Marilyn thanked ODA staff for working well with SWCD staff. The OSU Extension Service has a new tax base and will help with statewide support for genetically modified organism (GMO) issues. The NACD photo contest for kids and adults is an important education and outreach project.

Gary Jensen said he appreciated Tim and the Baker County SWCD staff hosting the meeting and the tour yesterday. He reported it is dry in his area too; wildfire is an issue. He likes the positive relationship with ODF, NRCS, and the McKenzie Watershed Council; the Eugene Water and Electric Board work on the McKenzie River is continuing; the Upper Willamette SWCD has hired a new Watershed Technical Specialist to help with the McKenzie River project.

Public Comment

Emily Ackland introduced herself as Marion SWCD Chair and OACD Executive Board Member; she said partnerships are important; she was glad to see the Idaho SWCC attending the Oregon SWCC meeting because communication will identify common issues that unite us.

Follow Up Assignments

- SWCC members will be attending their represented SWCDs' board meetings.

Upcoming Meetings

- November, Redmond, Oregon; in conjunction with OACD Annual Meeting and Convention.

Chair Boyer adjourned the meeting at 10:47 a.m.

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IDAHO SOIL & WATER
CONSERVATION COMMISSION

COMMISSION

H. Norman Wright
Chairman

Roger Stutzman
Vice Chairman

Jerry Trebesch
Secretary

Dave Radford
Commissioner

Leon Slichter
Commissioner

Teri A. Murrison
Administrator

Item 5a

TO: CHAIRMAN WRIGHT, COMMISSIONERS STUTZMAN, RADFORD, SLICHTER, AND TREBESCH
FROM: TERRY HOEBELHEINRICH, LOAN OFFICER
DATE: January 7, 2015
RE: RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM UPDATE

Since your last meeting, the following activities have conducted by staff:

Marketing	• RCRDP promotions include: • IASCD conference in Lewiston, • Farm Bureau Annual Meeting in Boise, • Treasure Valley Irrigation Conference in Nampa, • North Central Idaho Grazing Conference in Lewiston
Loans	• 25 loan inquiries have been received since the last update • 3 new loan applications
Delinquencies	• 3 delinquencies
	• RCRDP Cash Report for August, September, October, November, December

ACTION: For Information Only

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RCRDP FY15 - AUGUST 2014

BEGINNING CASH BALANCE at 07/31/2014	$6,142,024.57	$6,157,846.48
Increase of Funds	**August 2014**	**Year to Date**
Interest Income:	$ 1,404.87	$ 2,895.15
Loan Interest:	$ 2,952.70	$ 4,556.05
Default Interest: (late fees)	$ -	$ 250.84
Principal payments received	$ 8,085.50	$ 12,496.37
Suspense - payment not yet reported	$ -	$ -
Expenditure Adjustments	$ 21.00	$ 21.00
Pcard Adjustment	$ -	$ -
Professional Services Refund	$ -	$ -
Payroll Expenditure Adjustment	$ -	$ -
Loan Refunds	$ -	$ -
TOTAL INCREASES	$ 12,464.07	$ 20,219.41
ADJUSTED CASH BALANCE	$6,154,488.64	$6,178,065.89
Decrease of Funds	**August 2014**	**Year to Date**
Personnel Costs	$ (16,357.04)	$ (28,806.50)
Operating Expense (Interagency Billing)	$ (15,538.64)	$ (23,865.02)
P Card Payment	$ (265.96)	$ (537.36)
P Card Charges (not yet paid)	$ -	$ -
Expenditure Adjustments	$ (21.00)	$ (21.00)
Loan Disbursements	$ (20,772.64)	$ (23,302.65)
Suspense Cleared	$ -	$ -
Refund of Revenue	$ -	$ -
Refund from loan Payments	$ -	$ -
TOTAL DECREASES	$ (52,955.28)	$ (76,532.53)
ENDING CASH BALANCE at 08/31/2014	$ 6,101,533.36	$ 6,101,533.36
3% Minimum Contingency Reserve		$ (117,652.12)
Funds Approved - Not Disbursed		$ (150,253.99)
Pending Approval		
FUNDS AVAILABLE		$ 5,833,627.25

LOAN STATUS REPORT: AUGUST 2014			
Outstanding Principal Loan Balance at July 31, 2014		$	3,909,050.26
Disbursements		$	20,772.64
Principal payments made		$	(8,085.50)
Adjustments to STARS balance		$	-
ADJUSTED PRINCIPAL LOAN BALANCE as of 08/31/2014		$	3,921,737.40
Previous report number of active loans	101		
New Loans	1		
Loans Paid Off	0		
Number of active loans	102		
Past Due Accounts	1		

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RCRDP FY15 - SEPTEMBER 2014		
BEGINNING CASH BALANCE at 08/31/2014	$6,101,533.36	$6,157,846.48
Increase of Funds	September 2014	Year to Date
Interest Income:	$ 1,531.52	$ 4,426.67
Loan Interest:	$ 4,297.45	$ 8,853.50
Default Interest: (late fees)	$ 2.85	$ 253.69
Principal payments received	$ 20,960.50	$ 33,456.87
Suspense - payment not yet reported	$ -	$ -
Expenditure Adjustments	$ 166.00	$ 187.00
Pcard Adjustment	$ -	$ -
Professional Services Refund	$ -	$ -
Payroll Expenditure Adjustment	$ -	$ -
Loan Refunds	$ -	$ -
TOTAL INCREASES	$ 26,958.32	$ 47,177.73
ADJUSTED CASH BALANCE	$6,128,491.68	$6,205,024.21
Decrease of Funds	September 2014	Year to Date
Personnel Costs	$ (11,492.16)	$ (40,298.66)
Operating Expense (Interagency Billing)	$ (8,802.29)	$ (32,667.31)
P Card Payment	$ -	$ (537.36)
P Card Charges (not yet paid)	$ 384.40	$ 384.40
Expenditure Adjustments	$ (166.00)	$ (187.00)
Loan Disbursements	$ (11,105.78)	$ (34,408.43)
Suspense Cleared	$ -	$ -
Refund of Revenue	$ -	$ -
Refund from loan Payments	$ -	$ -
TOTAL DECREASES	$ (31,181.83)	$ (107,714.36)
ENDING CASH BALANCE at 09/30/2014	$ 6,097,309.85	$ 6,097,309.85
3% Minimum Contingency Reserve		$ (117,356.48)
Funds Approved - Not Disbursed		$ (139,148.21)
Pending Approval		
FUNDS AVAILABLE		$ 5,840,805.16

LOAN STATUS REPORT: SEPTEMBER 2014		
Outstanding Principal Loan Balance at August 31, 2014		$ 3,921,737.40
Disbursements		$ 11,105.78
Principal payments made		$ (20,960.50)
Adjustments to STARS balance		$ -
ADJUSTED PRINCIPAL LOAN BALANCE as of 09/30/2014		$ 3,911,882.68
Previous report number of active loans	102	
New Loans	0	
Loans Paid Off	0	
Number of active loans	102	
Past Due Accounts	1	

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RCRDP FY15 - OCTOBER 2014

BEGINNING CASH BALANCE at 09/30/2014	$6,097,309.85	$6,157,846.48
Increase of Funds	**October 2014**	**Year to Date**
Interest Income:	$ 1,656.18	$ 6,082.85
Loan Interest:	$ 17,780.31	$ 26,633.81
Default Interest: (late fees)	$ -	$ 253.69
Principal payments received	$ 72,255.39	$ 105,712.26
Suspense - payment not yet reported	$ 20,889.84	$ 20,889.84
Expenditure Adjustments	$ -	$ 187.00
Pcard Adjustment	$ -	$ -
Professional Services Refund	$ -	$ -
Payroll Expenditure Adjustment	$ -	$ -
Loan Refunds	$ -	$ -
TOTAL INCREASES	$ 112,581.72	$ 159,759.45
ADJUSTED CASH BALANCE	$6,209,891.57	$6,317,605.93
Decrease of Funds	**October 2014**	**Year to Date**
Personnel Costs	$ (11,440.09)	$ (51,738.75)
Operating Expense (Interagency Billing)	$ (495.71)	$ (33,163.02)
P Card Payment	$ (384.40)	$ (537.36)
P Card Charges (not yet paid)	$ 100.00	$ 100.00
Expenditure Adjustments	$ -	$ (187.00)
Loan Disbursements	$ -	$ (34,408.43)
Suspense Cleared	$ -	$ -
Refund of Revenue	$ -	$ -
Refund from loan Payments	$ -	$ -
TOTAL DECREASES	$ (12,220.20)	$ (119,934.56)
ENDING CASH BALANCE at 10/31/2014	$ 6,197,671.37	$ 6,197,671.37
3% Minimum Contingency Reserve		$ (115,188.82)
Funds Approved - Not Disbursed		$ (139,148.21)
Pending Approval		
FUNDS AVAILABLE		$ 5,943,334.34

LOAN STATUS REPORT: OCTOBER 2014		
Outstanding Principal Loan Balance at September 30, 2014		$ 3,911,882.68
Disbursements		$ -
Principal payments made		$ (72,255.39)
Adjustments to STARS balance		$ -
ADJUSTED PRINCIPAL LOAN BALANCE as of 10/31/2014		$ 3,839,627.29
Previous report number of active loans	102	
New Loans	0	
Loans Paid Off	-2	
Number of active loans	100	
Past Due Accounts	1	

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RCRDP FY15 - NOVEMBER 2014		
BEGINNING CASH BALANCE at 10/31/2014	$6,197,671.37	$6,157,846.48
Increase of Funds	November 2014	Year to Date
Interest Income:	$ 1,532.12	$ 7,614.97
Loan Interest:	$ 26,175.56	$ 52,809.37
Default Interest: (late fees)	$ 464.65	$ 718.34
Principal payments received	$ 256,789.00	$ 362,501.26
Suspense - payment not yet reported	$ -	$ 20,889.84
Expenditure Adjustments	$ -	$ 187.00
Pcard Adjustment	$ -	$ -
Professional Services Refund	$ -	$ -
Payroll Expenditure Adjustment	$ -	$ -
Loan Refunds	$ 24.89	$ -
TOTAL INCREASES	$ 284,986.22	$ 444,720.78
ADJUSTED CASH BALANCE	$6,482,657.59	$6,602,567.26
Decrease of Funds	November 2014	Year to Date
Personnel Costs	$ (11,469.27)	$ (63,208.02)
Operating Expense (Interagency Billing)	$ (452.08)	$ (33,615.10)
P Card Payment	$ (100.00)	$ (537.36)
P Card Charges (not yet paid)	$ 299.19	$ 299.19
Expenditure Adjustments	$ -	$ (187.00)
Loan Disbursements	$ (11,443.18)	$ (45,851.61)
Suspense Cleared	$ (20,889.84)	$ (20,889.84)
Refund of Revenue	$ -	$ -
Refund from loan Payments	$ (24.89)	$ -
TOTAL DECREASES	$ (44,080.07)	$ (163,989.74)
ENDING CASH BALANCE at 11/30/2014	$ 6,438,577.52	$ 6,438,577.52
3% Minimum Contingency Reserve		$ (107,828.44)
Funds Approved - Not Disbursed		$ (139,148.21)
Pending Approval		
FUNDS AVAILABLE		$ 6,191,600.87

LOAN STATUS REPORT: NOVEMBER 2014		
Outstanding Principal Loan Balance at October 31, 2014		$ 3,839,627.29
Disbursements		$ 11,443.18
Principal payments made		$ (256,789.00)
Adjustments to STARS balance		$ -
ADJUSTED PRINCIPAL LOAN BALANCE as of 11/30/2014		$ 3,594,281.47
Previous report number of active loans	100	
New Loans	0	
Loans Paid Off	-8	
Number of active loans	92	
Past Due Accounts	3	

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RCRDP FY15 - DECEMBER 2014		
BEGINNING CASH BALANCE at 11/30/2014	$6,438,577.52	$6,157,846.48
Increase of Funds	December 2014	Year to Date
Interest Income:	$ 1,540.71	$ 9,155.68
Loan Interest:	$ 14,829.32	$ 67,638.69
Default Interest: (late fees)	$ 296.83	$ 1,015.17
Principal payments received	$ 91,817.10	$ 454,318.36
Suspense - payment not yet reported	$ -	$ 20,889.84
Expenditure Adjustments	$ 276.00	$ 463.00
Pcard Adjustment	$ -	$ -
Professional Services Refund	$ -	$ -
Payroll Expenditure Adjustment	$ -	$ -
Loan Refunds	$ 11.16	$ 11.16
TOTAL INCREASES	$ 108,771.12	$ 553,491.90
ADJUSTED CASH BALANCE	$6,547,348.64	$6,711,338.38
Decrease of Funds	December 2014	Year to Date
Personnel Costs	$ (11,410.97)	$ (74,618.99)
Operating Expense (Interagency Billing)	$ (3,390.99)	$ (37,006.09)
P Card Payment	$ (299.19)	$ (537.36)
P Card Charges (not yet paid)	$ 1,027.51	$ 1,027.51
Expenditure Adjustments	$ (276.00)	$ (463.00)
Loan Disbursements	$ (66,785.00)	$ (112,636.61)
Suspense Cleared		$ (20,889.84)
Refund of Revenue	$ -	$ -
Refund from loan Payments	$ (11.16)	$ (11.16)
TOTAL DECREASES	$ (81,145.80)	$ (245,135.54)
ENDING CASH BALANCE at 12/31/2014	$ 6,466,202.84	$ 6,466,202.84
3% Minimum Contingency Reserve		$ (114,437.86)
Funds Approved - Not Disbursed		$ (139,148.21)
Pending Approval		
FUNDS AVAILABLE		$ 6,212,616.77

LOAN STATUS REPORT: DECEMBER 2014			
Outstanding Principal Loan Balance at November 30, 2014		$	3,839,627.29
Disbursements		$	66,785.00
Principal payments made		$	(91,817.10)
Adjustments to STARS balance		$	-
ADJUSTED PRINCIPAL LOAN BALANCE as of 12/31/2014		$	3,814,595.19
Previous report number of active loans	92		
New Loans	1		
Loans Paid Off	-1		
Number of active loans	92		
Past Due Accounts	4		

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