



Idaho Soil & Water Conservation Commission

650 W. State St., Room 145 • Boise Idaho 83720
Telephone: 208-332-1790 • Fax: 208-332-1799

IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

Date and Time:

Wed., January 28, 2015
From 8:00 am – 1:00 pm MST

Location:

Len B. Jordan Building, Room B35
650 W. State Street
Boise, Idaho

APPROVED MINUTES

COMMISSION MEMBERS PRESENT:

Norman Wright (Chair)	Jerry Trebesch (Secretary)
David Radford	Leon Slichter

COMMISSION MEMBERS ABSENT:

Roger Stutzman (Vice-Chair)

COMMISSION STAFF PRESENT:

1 Teri Murrison	Terry Hoebelheinrich
2 Delwyne Trefz	Carolyn Watts
3 Cheryl Wilson	Carolyn Firth
4	

PARTNERS AND GUESTS PRESENT:

5 Harriet Hensley, Office of the Attorney General
6 Keith Reynolds, Department of Administration
7 Robin Finch, Department of Administration
8 Art Beal, Idaho Association of Soil Conservation Districts
9 Glen Grier, Idaho Association of Soil Conservation Districts
10 Kit Tillotson, Idaho Association of Soil Conservation Districts
11 Steven Becker, Idaho Association of Soil Conservation Districts
12 Benjamin Kelley, Idaho Association of Soil Conservation Districts
13 Robbie Taylor, Idaho District Employees Association
14 Joshua Uriarte, Idaho Office of Species Conservation
15 Anita Hamann, Department of Financial Management
16
17
18
19
20

21 **ITEM #1: WELCOME AND ROLL CALL**

22 Chairman Wright called the meeting to order at 8:02 a.m.

23 Roll call: Chairman Norman Wright, Commissioners Leon Slichter, Jerry Trebesch and Dave
24 Radford were present. Commissioner Roger Stutzman was absent.

25

26 **ITEM #2: AGENDA REVIEW** (*amendment attached*)

27 Commissioner Radford moved to amend the agenda to remove from item seven, the reference
28 to Idaho Code 67-2345(d), because there are no loan applications requiring review by the
29 Commission. Commissioner Trebesch seconded the motion. Motion carried by unanimous vote.

30

31 **ITEM #3: PARTNER REPORTS**

32 The following partners reported: Travis Thompson (NRCS), Kit Tillotson (IASCD), Robbie Taylor
33 (IDEA – see written report attached), Joshua Uriarte (OSC)

34 Action: None taken

35

36 **ITEM #4a: MINUTES**

37 Action: Commissioner Radford moved to approve the November 19, 2014 with a name spelling
38 correction to line 8, and the December 10, 2014 Minutes as submitted. Commissioner Slichter
39 seconded the motion. Motion carried by unanimous vote.

40

41 **ITEM #4b: FINANCIAL REPORTS**

42 Action: Commissioner Radford moved to approve Items 4b1-3, the October, 2014, November,
43 2014 and December 2014 Financial Reports, as submitted. Commissioner Trebesch seconded the
44 motion. Motion carried by unanimous vote.

45

46 **ITEM #4c: ADMINISTRATOR'S REPORT**

47 Action: Commissioner Radford moved to approve item B, Agreement for Training
48 Reimbursement for Allan Johnson. Commissioner Slichter seconded the motion. Motion carried
49 by unanimous vote.

50

51 **ITEM #5: RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM**

52 Action: None taken.

53

54 A short break was taken from 12:30 to 12:40 p.m.

55

56 **ITEM #7: EXECUTIVE SESSION**

57 Action: Chairman Wright moved to convene in Executive Session pursuant to Idaho Code § 67-
58 2345(b) for the purpose of considering the evaluation of a public employee. Commissioner
59 Trebesch seconded the motion. Motion carried by unanimous vote.

60 Roll call: Chairman Norman Wright, Commissioners Leon Slichter, Jerry Trebesch and Dave
61 Radford were present. Commissioner Roger Stutzman was absent.

62

63 Executive Session commenced at 12:40 p.m. Ms. Murrison was present during Executive Session.
64 Executive Session ended at 2:05 p.m. Commissioners reconvened in Open Session at 2:05 p.m.
65 and took no action.

66

67 **ITEM #8: ADJOURN:**

68 The meeting was adjourned at 2:05 p.m. The next Commission Meeting will be held in Boise and
69 via teleconference on Monday, February 16, 2015.

70

71 Respectfully submitted,

72

73

74

75 Jerry Trebesch, Secretary



**IDEA PARTNERS REPORT
MONDAY, NOVEMBER 17, 2014
LEWISTON, IDAHO**

IDEA Mission Statement:

“Increase the effectiveness of Conservation Districts by increasing the effectiveness of Conservation District Employees”

What & who is IDEA:

IDEA is an organization that supports & represents District employees & whose members are District employees from Idaho’s Conservation Districts. Directors and alternates from each of the 6 Divisions make up the IDEA directors. There is a President, Vice-President, Treasurer, Secretary & Historian that are elected by the IDEA directors. Districts graciously pay \$50 in membership dues. Out of the 50 Idaho Conservation Districts, 49 were able to pay dues in 2014 & 7 Districts were able to provide additional funds above the \$50 dues. IDEA supports District employees through various training opportunities such as workshops, seminars & meetings. A resource directory was built & maintained by IDEA that lists District employees that are willing to provide their assistance, expertise & experience to other District employees in areas such as Annual & 5-Year Plans, Meeting Organization, Project Management & Grant Writing, Youth & Public Outreach, QuickBooks, Computer Software (such as but not limited to, Microsoft Office, Website design, Facebook & Twitter) & Tree Sales. This directory is available to District employees & supervisors. This year IDEA updated the Conservation Districts phone directory & annually provides

refreshments & support to Districts at the Legislative Displays at the State Capital. IDEA members support & assist in speech and poster contests that occur during Division meetings & the annual IASCD conference. IDEA coordinates with its members & the IASCD to provide support in taking minutes at the annual business meeting, resolution committee, and when asked, IASCD directors meetings and in past years IDEA has provided advisory & administrative support to the IASCD's standing committees. IDEA reaches out & provides support to new District employees to assist them in their acclimation in their new position with the District. The outreach consists of but is not limited to assistance with QuickBooks, District operations, District law, District board meetings, Conservation outreach programs to the community & local schools, knowledge & assistance in preparing various reports to the SWC such as annual & 5-year plans, financial & match reports & annual performance reports and other reports as required by county & state agencies, records keeping requirements & the day to day operations of the District.

IDEA directors volunteer their own time to encourage, work with & strengthen District employees.

IDEA is organized and operates under the following documents that are reviewed & approved by membership annually:

- ♣ By-Laws
- ♣ Policy & Procedures manual.
- ♣ An Annual Work Plan
- ♣ A Budget

- ♣ **A Budget vs. Actual expense report**
- ♣ **Detailed Financial Reports**
- ♣ **Agendas for upcoming meetings**
- ♣ **Minutes from previous meetings**

All of these documents can be viewed on our IDEA website: www.idahodea.org

IDEA's funding sources are:

- ♣ Annual membership dues of \$50 and contributions
- ♣ The IDEA raffle
- ♣ IASCD contributes up to 10% of the annual conferences registration income

IDEA contributes financially to the following programs:

- ♣ \$450 to the State Forestry competition.
- ♣ \$450 State Envirothon competition.
- ♣ \$450 for the State Lands & Soils Evaluation Event in Burley.
- ♣ IDEA sponsors & pays up to \$400.00 to each Division for annual workshops that benefit the professional growth of District employees and the District as a whole. What does the \$400 buy? A portion or the entire \$400.00 can be used to reimburse employees mileage to attend their Division workshop, to purchase workshop materials, buy lunch or pay for facilities. It should be pointed out that IDEA sponsors Division workshops annually & that the amount for workshop sponsorship is based on the current year's budget.
- ♣ Two \$100 professional growth scholarships are available per year for District employees. The Camas SCD applied for & received a scholarship to offset costs to attend an "effective meeting" seminar in Meridian that was hosted by

Rick Whately & the Portneuf SWCD applied for and received a scholarship for a QuickBooks training course.

IDEA Partnerships:

IDEA partners with Districts, the IASCD, SWC, NRCS & the IASCD Auxiliary

IDEA Awards:

IDEA recognizes outstanding District employees through its annual Employee of the Year Award and a District Service award to recognize employees that have 15 years or more of service to a Conservation District.

IDEA's philosophy:

Strong, trained & informed employees, in conjunction with strong informed Supervisors, greatly strengthen & maximizes Idaho Conservation Districts & their partners in their efforts to put forth Conservation on the ground at the grass roots level to preserve our Natural Resources.

Closing: thank Districts for allowing employee participation & especially IDEA director's participation & time.