



IDAHO SOIL & WATER CONSERVATION COMMISSION

REGULAR TELECONFERENCE MEETING & AGENDA Idaho Soil & Water Conservation Commission April 23, 2015, 8:00 a.m. to 2:00 p.m. MT

*Len B. Jordan Bldg., 650 W. State, Boise
Rm B09 (across from the Galley)*

TELECONFERENCE # 1-877-820-7831 Passcode: 922837

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 <i>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.</i>	Chairman Wright
	3.	PARTNER REPORTS <i>Typically include NRCS, IASCD, IDEA, Dept. of Admin, Attorney General, DFM</i>	
*#	a.	NRCS Acting Conservationist Travis Thomason ACTION: Approve letter of appreciation	Chairman Wright
*#	b.	Conservation Delivery System of the Future MOA ACTION: Authorize Chairman to sign	Murrison
	4.	ADMINISTRATION	
*#	a.	Minutes 1. AMENDED December 10, 2014 2. February 16, 2015 ACTION: Approve	Chairman Wright

*#	b.	Financial Report 1. February 28, 2015 2. March 31, 2015 ACTION: Approve	Murrison
*#	c.	Administrator's Report <ul style="list-style-type: none"> • Activities • Agricultural Pollution Abatement Plan Update • FY 2016 Appropriations • Termination of Small Agency Support Services MOU • Office space/potential move • Letters to the Commission ACTION: For information only	Murrison
*#	d.	FY 2016 Budget Blueprint ACTION: Approve	Murrison
#	e.	Draft 2016-2019 Strategic Plan ACTION: For information only	Murrison
	5.	PROGRAMS	
#	a.	DISTRICT SUPPORT SERVICES <ul style="list-style-type: none"> • District Technical Assistance Requests, Review of Process and Timeline ACTION: For information only	Trefz
#	b.	RANGELAND CONSERVATION & RESOURCE DEVELOPMENT PROGRAM <ul style="list-style-type: none"> • Program Activities and Loan Fund Financial Reports ACTION: For information only	Hoebelheinrich
	6.	OTHER BUSINESS	
	a.	Reports ACTION: For information only	Commissioners, Staff
	7.	EXECUTIVE SESSION <i>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.</i>	
#	a.	RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM Pursuant to Idaho Code § 67-2345(d), the Commission will convene in Executive Session for the purpose of reviewing Loan information Delinquent Loan #580 ACTION: For information only	Hoebelheinrich
	8.	RECONVENE IN OPEN SESSION to ADJOURN. <i>The next regular meeting is scheduled for May 14, 2015, in Boise.</i>	

SOIL & WATER CONSERVATION COMMISSION

COMMISSION

Item #3a

H. Norman Wright
Chairman

April 23, 2015

Roger Stutzman
Vice Chairman

Travis Thomason

Jerry Trebesch
Secretary

Acting State Conservationist
Natural Resource Conservation Service
9173 W Barnes Dr., Suite C
Boise ID 83709-1574

Dave Radford
Commissioner

Leon Slichter
Commissioner

Dear Travis:

Teri A. Murrison
Administrator

On behalf of the Board and staff of the Idaho Soil and Water Conservation Commission, thank you for your outstanding service to the state of Idaho and the Commission during the time you've been assigned to this post.

From the first week you joined us, you have labored to reinforce and advance the traditional conservation partnership while achieving NRCS' goals. You've been diligent to seek out new opportunities to strengthen individual relationships and the conservation partnership in general. We've greatly benefitted from your leadership skills and warm, amiable demeanor.

Thank you, Travis. We appreciate all your efforts on behalf of conservation in the state of Idaho, and wish you the best in your future endeavors. Please don't be a stranger!

Sincerely,

H. NORMAN WRIGHT, Chairman

cc: Astor Boozer, NRCS Regional Conservationist, West Region

TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, STUTZMAN, SLICHTER, AND TREBESCH
FROM: TERI MURRISON, ADMINISTRATOR
DATE: APRIL 16, 2015
RE: CONSERVATION DELIVERY SYSTEM OF THE FUTURE MOA

The National Association of State Conservation Agencies (NASCA) executive director, Mike Brown, recently notified member agencies that a Memorandum of Agreement (MOA) for the Conservation Delivery System of the Future (CDSF) has been signed by the National Association of Conservation Districts (NACD), the National Association of Resource Conservation & Development (NARC&D), NASCA, the National Conservation District Employees Association (NCDEA), and the USDA Natural Resources Conservation Service (NRCS). Attached is a copy of the cover letter on the CDSF and the MOA that was sent out to national conservation partners.

According to the letter, the MOA's purpose is to encourage strong national, Tribal, regional, state, and local level partnerships, as well as to strengthen cooperation among the parties which results in coordinated interagency delivery of conservation assistance to private landowners, communities, and others to sustain the health, diversity, and productivity of the Nation's natural resources... The MOA was signed at the February 2015 NACD National meeting in New Orleans.

As much of the Board will remember, in 2011, Idaho's conservation partners signed the attached briefer Partnership agreement. It did not include RC&Ds or refer to Tribal conservation efforts. You may wish to consider approving an update to that agreement, substituting the attached more detailed MOA.

I have distributed it to IASCD, IDEA, and NRCS for their review and consideration. If all parties are amenable, it could be signed at upcoming joint Board meetings in June.

RECOMMENDED ACTION: Authorize Chairman to sign

Attachments:

- CDSF Cover Letter
- MOA Between NACD, NARCDC, NASCA, NCDEA, USDA NRCS
- Idaho Conservation Partnership Agreement

To: State-level Conservation Partners
From: USDA NRCS, NACD, NCDEA, NASCA, NARC&DC
Subject: Conservation Delivery System of the Future

Greetings, state-level Conservation Partners. We are seeking your participation in a process and/or conversation including leading to a state-level only Memorandum of Agreement (MOA) should that be needed to strengthen our historic partnership in a time of change. Please take the time to review the attached state MOA template and consider joining the list of states that have recently adopted something similar or that will soon adopt some version of this draft. Also note the attached National MOA signed in February 2015. States that already have an active agreement in place, will not need to secure a new agreement but are encouraged to review their existing one on an annual basis and take the necessary steps to update as needed.

The conversations leading to a signed national MOA and subsequent actions signal our mutual recognition that increased coordination and collaboration are necessary if we are to provide effective and efficient conservation assistance to a changing customer base. The MOA will be a tool to help build upon the strengths of our partnership and the world class federal/state/local government conservation delivery system that provides an array of private lands conservation services and supports local-level and private landowner/landuser conservation decision-making.

Why the need for conversations and agreeing on an MOA at this time? Mainly because, the goal is to continue to improve as we move forward, by helping our partnership address conservation challenges and opportunities at the national, Tribal, state, and local levels that we could not have anticipated even a few years ago.

As an example, statutory programmatic responsibilities have grown for our federal partner, NRCS, as well as for many states. While that has helped direct more resources to conservation needs, it has put even more emphasis on the need for a strong local delivery system. The Conservation Partnership faces an array of challenges as the demand for services grows.

The state MOA template outlines paths to enhance our collective and individual work. It is modeled after the national MOA signed by representatives of the above organizations at the 2015 NACD Annual Meeting.

Specifically, the MOA commits the parties to finding ways to improve operations in order to enhance their collective and individual conservation missions and goals. Signatory Parties agree they will work to address identified national, Tribal, state, and local conservation priorities. Examples of the kinds of activities the Parties will address include but are not limited to:

- Continuing to support the delivery of excellent and innovative service
- Strengthening and modernizing conservation delivery
- Broadening our reach for customers and partners
- Supporting science-based decision making as the foundation for addressing resource concerns and opportunities
- Encouraging a voluntary approach as the primary means of accomplishing conservation goals
- Using sound approaches to strengthen each Party and its role in the delivery of natural resources conservation across the nation

These examples serve as general guidance and offer a great deal of state and local flexibility in fashioning plans that recognize national, Tribal, state, and local priorities.

Again, some might ask “Why now?”

Some of the answers can be found in the attached document, “Conservation Delivery System of the Future: Building Blocks for a Changing World.” This NACD white paper was an outgrowth of the 2012 NACD/NRCS Field Office of the Future Exercise, which asked each state and territory to take a reasoned, careful look at the many changes impacting the

delivery of conservation services and to develop plans for addressing an array of conservation needs amidst these changes. This effort later evolved into a “Conservation Delivery System of the Future” activity.

Individual state responses were analyzed and other input was sought as NACD’s District Operations/Member Services Committee formulated the white paper. Accepted by NACD’s Board of Directors in February 2015, the white paper provides insights about how to move forward in key areas, including:

- District office configurations and service areas
- Conservation planning
- State technical advisory committees and local working groups
- Service delivery in a time of rapid technological change
- Partnership coordination and communication
- Skill levels and capacity
- Progress and achievement reporting
- Decision making authorities, scope and accountability

The document is included in this communication as a road map, offering items to consider and **possible** routes to take as state partners move forward.

As mentioned above, also included in this communication is a copy of the national MOA. Upon review, it will be obvious that the national and state MOAs are complementary documents. They are intended to help us move forward together to address new conservation challenges and opportunities with a reinvigorated partnership. The purpose of an MOA is to have a written understanding of agreement among parties.

Nothing in the state-level MOA shall obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various partners and offices of the Parties would require a separate agreement, i.e. a Cooperative Agreement or other type of obligating document.

The purpose of this message from national leaders, and the follow up activities related to it, is to ensure that we are collectively doing all we can to keep the delivery of conservation in this country as effective and viable as we possibly can. The conversations, the development of an MOA where one does not exist, and the continued activities to strengthen our partnership are what we hope to be foundational moves to maintain our world class conservation delivery system. We hope it can also serve as a launching pad for innovative strategies that address natural resource-based state and local conservation needs and the delivery of services to address those needs.

Please consider moving forward by convening as state level partnership leaders, reviewing this message, including the enclosures, and taking steps to review a similar existing agreement and/or work toward signing a new state-level MOA, especially if you don’t already have a similar document in place.

Best wishes to you for a strong conservation effort in the future.

Lee McDaniel, President, National Association of Conservation Districts

Olga Walter, President, National Association of Resource Conservation & Development Councils

Shana Joy, President, National Association of State Conservation Agencies

Tim Riley, President, National Conservation District Employees Association

Jason Weller, Chief, USDA Natural Resources Conservation Service

Enclosures/Attachments: Signed National MOA; State MOA Template; “Conservation Delivery System of the Future, Building Blocks for a Changing World”, an NACD white paper.

MEMORANDUM OF AGREEMENT

Among the

NATIONAL ASSOCIATION OF CONSERVATION DISTRICTS

And the

NATIONAL ASSOCIATION OF RESOURCE CONSERVATION & DEVELOPMENT COUNCILS

And the

NATIONAL ASSOCIATION OF STATE CONSERVATION AGENCIES

And the

NATIONAL CONSERVATION DISTRICT EMPLOYEES ASSOCIATION

And the

UNITED STATES DEPARTMENT OF AGRICULTURE

NATURAL RESOURCES CONSERVATION SERVICE

This Memorandum of Agreement (MOA) is made by and entered into among the National Association of Conservation Districts (NACD), the National Association of Resource Conservation & Development Councils (NARC&DC), the National Association of State Conservation Agencies (NASCA), the National Conservation District Employees Association (NCDEA), and the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS), hereinafter referred to as “the Parties or Party.”

I. PURPOSE

The purpose of this MOA is to encourage strong national, Tribal, regional, State, and local level partnerships, as well as to strengthen cooperation among the Parties which results in coordinated interagency delivery of conservation assistance to private landowners, communities, and others to sustain the health, diversity, and productivity of the Nation’s natural resources. The Parties share a long-term commitment to the voluntary

Federal, Tribal, State, and local government conservation delivery system to help private landowners, communities, and others conserve natural resources across the Nation. This system supports local level and private landowner decision making and capacity for conservation planning assistance that will result in sound science solutions that are practical and economical and lead to wise use and management of natural resources. This mutual goal is to support locally-led natural resource conservation that also addresses national, Tribal, regional, and State priorities while optimizing efficiency and effectiveness. As a partnership, we will put quality first, enable people to make sound conservation decisions, demonstrate professionalism and dedication, and strive for continuous improvement.

II. BACKGROUND

Importance of Natural Resources to the Nation's Welfare

The Parties recognize the importance of natural resources, sound resource conservation development, and the wise use and management of the Nation's natural resources. The Parties further recognize that our Nation's resources are finite and under increasing pressure from a variety of natural resource related stressors. Soil, water, air, plants, animals, and energy are all addressed under the programs, initiatives, and partnership efforts of the Parties.

Examples of activities the Parties will address include, but are not limited to:

- A. Continuing to support the delivery of excellent and innovative service;
- B. Strengthening and modernizing our world class conservation delivery to optimize efficiency and effectiveness;
- C. Broadening our outreach to new and existing customers and partners;
- D. Supporting science-based decision making, as close to the resource issue/opportunity as possible;
- E. Encouraging a voluntary approach as a the primary means of accomplishing conservation goals; and
- F. Using sound approaches to strengthen each Party and its role in the delivery of natural resources conservation across the Nation.

Collaborating to Meet Customer Needs

The Parties recognize that the owners and managers of farmland, rangeland, forestland, and other lands are key customers for our programs and activities. Increased coordination and collaboration is essential so that we can provide effective and efficient assistance to a changing customer base. The Parties believe that a strong partnership among them will make it possible to be more effective in assisting decision makers, thereby increasing agricultural production while improving natural resource benefits.

III. ROLES AND RESPONSIBILITIES

This MOA commits the Parties to increase cooperation at the national, regional, State, local, and other geographic scales to ensure coordinated delivery of conservation assistance. The actions taken under this MOA are expected to enable the Parties to accomplish their individual and collective conservation missions and goals more effectively.

The Parties recognize the unique and complementary role that each Party brings to the partnership:

- NACD is the non-profit organization that represents America's 3,000 conservation districts, 58 State and Territory associations, and the 17,000 women and men who serve on their governing boards.
Conservation districts are local units of government established under State law to carry out natural resource management programs at the local level. Districts work with millions of cooperating landowners, managers, and operators to help them manage and protect land and water resources and related resources on all private lands and many public lands in the United States.
- NARC&DC is a nonprofit organization that represents and coordinates the efforts of hundreds of RC&D Councils, and thousands of volunteers, as they create successful delivery systems that benefit local communities. Local Resource Conservation and Development (RC&D) Councils are unique non-profit organizations made up of volunteers who identify unmet needs in their communities and create solutions that work. The women and men who make up an RC&D Council are neighbors. They know how to blend Government programs with local needs to produce results.

- NASCA’s mission is to strengthen members’ capacity and influence national programs and policies by providing leadership, focus, and direction. State conservation agencies serve to coordinate all available resources within each State for effective soil and water conservation delivery, thereby strengthening conservation districts and enhancing locally-led conservation.
- NCDEA is a nonprofit organization whose vision is a professionally accepted and integrated work force dedicated to the cause of conservation. The NCDEA mission is to strengthen and promote the conservation district programs by providing assistance, information, and representation, and by supporting the professionalism of conservation district employees. The objectives to accomplish this vision and mission include:
 - Strengthening the conservation district programs of the United States and its territories.
 - Providing assistance, information, and support to conservation districts, employees, and their governing boards.
 - Promoting the professional development of conservation districts and their employees.
 - Assisting any agency, association, organization, municipality, group, or individual who supports the conservation organization. Its function will be to develop, strengthen, and promote conservation district programs within the United States.
- NRCS draws on a long history of helping people help the land. NRCS works in close partnerships with individuals, groups, communities, land users and landowners, local and State Governments, and other Federal agencies to maintain healthy and productive working landscapes. NRCS recognizes the historic relationship it has with the National Conservation Partnership Parties, and is a source of interdisciplinary technical expertise and financial assistance in support of national, Tribal, regional, State and local natural resources conservation in every county across the United States.

The Parties will work to address conservation priorities through a joint action plan and individual organization actions. This joint action plan will be reviewed on an annual basis and will include such actions as:

- A. Encouraging the development of MOAs or other actions to strengthen the conservation delivery system partnerships (e.g. at the national, Tribal, regional, State, and local levels) to facilitate implementation of this MOA.
- B. Encouraging Parties at the national, Tribal, regional, State and local level to jointly pursue innovative pilot projects/demonstration areas, and share and publicize success stories consistent with the objectives of this MOA.
- C. Monitoring and reporting on implementation of this MOA. The following agency contacts or their designees will meet at least annually to review performance under this MOA and provide recommendations as appropriate.

IV. AGENCY/ORGANIZATION CONTACTS

NACD: Mr. John Larson
Chief Executive Officer
509 Capitol Court, N.E.

Washington, D.C. 20002

Telephone: (202) 547 6223

Fax: (202) 547 6450

Email: John-larson@nacdnet.org

NARC&DC: Mr. Andy Gordon

Executive Director

444 N Capitol St. NW, Suite 618

Washington, D.C. 20001

Telephone: (202) 434 4780

Fax: (202) 434 4783

Email: agordon@sso.org

NASCA: Mr. Mike Brown

Executive Director

P.O. Box 211

Hartly, Delaware 19953

Telephone: (302) 492 8881

Email: mike-brown@nascanet.org

NCDEA: Mr. Rich Duesterhaus

Executive Director

NCDEA

509 Capitol Court, N.E.

Washington, D.C. 20002

Telephone: (202) 547 6223

Fax: (202) 547 6450

Email: Rich-duesterhaus@nacdnet.org

NRCS: Mr. Thomas W. Christensen

Associate Chief for Operations

USDA, NRCS, Office of the Chief

1400 Independence Avenue, SW, Room 5110-S

Washington, D.C. 20250

Telephone: (202) 720 5811

Fax: (202)-720-7690

Email: thomas.christensen@wdc.usda.gov

V. AUTHORITIES

This MOA is entered into in accordance with the following laws and organization policy:

- A. The Department of Agriculture Reorganization Act of 1994, Public Law 103-354, 7 U.S. C. 6901-7014.
- B. Secretary's Memorandum 1010-1, Reorganization of the Department of Agriculture, dated October 20, 1994.
- C. Soil Conservation and Domestic Allotment Act, Public Law 74-461, 16 U.S.C. 590, as amended (16 U.S.C. 590a, et seq.).
- D. NACD By-Laws
- E. NARC&DC By-Laws
- F. NASCA By-Laws
- G. NCDEA By-Laws
- H. Section 1242(d) of the Food Security Act of 1985 as amended, 16 USC 3842(d).

GENERAL PROVISIONS

- A. This MOU takes effect upon the signatures of the Parties and remains in effect for 5 years from the date of execution. In the event of termination by one of the parties, the other parties will continue the MOA among them.
- B. This MOA is not intended to, and does not create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by any party against the United States, its agencies, its officers, or any person.
- C. This MOA does not affect or modify existing regulations or agency responsibilities and authorities. It specifically does not commit agency activities beyond the scope of its mission and authorities under its organic statutes.
- D. NRCS, NACD, NARC&DC, NASCA, NCDEA and their respective officials will handle their own activities and utilize their own resources, including expenditures of their own funds, in pursuing the purposes of this MOA. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.
- E. Nothing in this MOA shall obligate NRCS, NACD, NARC&DC, NASCA, or NCDEA to expend or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various agencies and offices of the Parties will require execution of separate agreements, and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This MOA does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.
- F. Any information furnished to NRCS under this agreement is subject to the Freedom of Information Act (5 U. S. C. 552).
- G. All activities and programs, conducted under this MOA shall be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; Civil Rights

Restoration Act of 1987 (Public Law 100-250); and other nondiscrimination statutes; namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendment of 1972, and the Age Discrimination Act of 1975. They also will be in accordance with regulations of the Secretary of Agriculture (7 C. F. R. 15.3, Subpart A), which provide that no person in the United State shall on the grounds of race, color, national origin, age, sex, religion, marital status, or handicap be excluded from participation in, be denied the benefits, or otherwise be subjected to discrimination from USDA or any agency thereof.

- H. All activities conducted under this MOA shall be in compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690), Title V, Subtitle D.

VI. APPROVAL

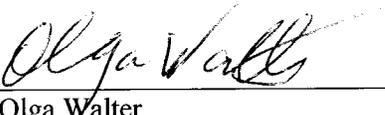
The undersigned Parties hereby agree to the terms and conditions specified.



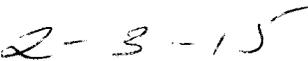
Earl Garber
President
National Association of Conservation Districts



Date



Olga Walter
President
National Association of Resource Conservation
& Development Councils



Date

Irene Moore

Irene Moore
President
National Conservation District Employees Association

2/3/15

Date

Shana Joy

Shana Joy
President
National Association of State Conservation Agencies

2/3/15

Date

Jason Weller

Jason Weller
Chief
Natural Resources Conservation Service

2/3/15

Date

The Idaho Conservation Partnership Statement

We believe in strong, independently led conservation districts fully exercising their role to lead non-regulatory conservation efforts throughout the State of Idaho.

We seek to strengthen the delivery of non-regulatory natural resource conservation programs throughout the State of Idaho through an active partnership with Idaho's conservation districts.

Through our independent responsibilities, and working together, we will provide leadership to the State of Idaho on natural resource conservation issues and successfully deliver services and programs.

We share a common set of guiding principles to achieve our common goals. These are:

- Building alliances with Idaho's agriculture and natural resource conservation partners to expand the partnership, therefore strengthening the importance of non-regulatory, voluntary conservation efforts to enhance agriculture production and the protection of natural resources in Idaho.
- Working together to provide support to Idaho's fifty individual conservation districts, and supporting their non-regulatory efforts of natural resource conservation and protection.
- Promoting economically viable environmental practices to enhance, maintain and conserve Idaho's natural resources.
- Ensuring local control and decisions regarding natural resource conservation.
- Involving each partner in the decision making process when and where appropriate.
- Sharing the leadership, ownership, the credit and responsibility for natural resource protection and preservation in Idaho.
- Communicating, collaborating, coordinating and cooperating.

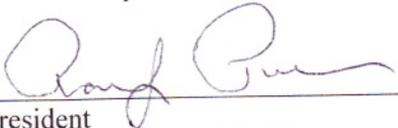
Functions of the Partners

Idaho Association of Soil Conservation Districts (IASCD) will represent Idaho's conservation districts as the primary entities to coordinate voluntary, locally led efforts to sustain and enhance Idaho's natural resources, and strengthen Idaho's conservation districts and thereby the non-regulatory approach to conservation. IASCD will be the unifying voice of member districts to state and federal officials, and assist districts in sharing their work and the need of protecting natural resources with other land owners and the public at large.

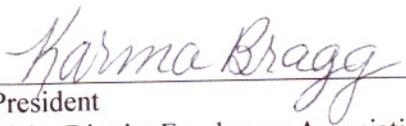
Idaho District Employees Association (IDEA) will increase the effectiveness of conservation districts by increasing the effectiveness of conservation district employees. IDEA recognizes conservation districts as the primary local entities to lead non-regulatory conservation efforts. IDEA supports conservation districts and conservation district employees by promoting professional development, communication, partnerships, and educational outreach.

Idaho Soil and Water Conservation Commission (SWC), serving with the soil and water conservation districts as Idaho's primary entities to lead coordinated conservation efforts, will 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.

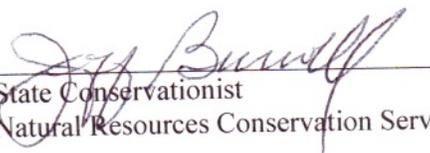
Natural Resources Conservation Service (NRCS) will use 75 years of experience to work in assisting owners of Idaho's private land with conserving their soil, water and other natural resources. NRCS's expertise is available to the partners to educate local, state and federal agencies and policymakers. Their technical assistance will be based on sound science and suited to a customer's specific needs.



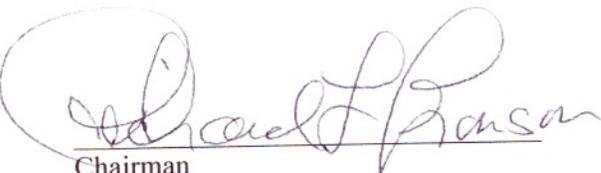
President
Idaho Association of Soil Conservation Districts



President
Idaho District Employees Association



State Conservationist
Natural Resources Conservation Service



Chairman
Idaho Soil and Water Conservation Commission



Idaho Soil & Water Conservation Commission

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

AMENDED 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

APPROVED MINUTES

COMMISSION MEMBERS PRESENT

Roll Call: Chairman Norman Wright

Commissioners: Roger Stutzman

COMMISSION MEMBERS PRESENT via teleconference:

Leon Slichter

COMMISSION MEMBERS ABSENT:

Jerry Trebesch Dave Radford

COMMISSION STAFF PRESENT:

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

5

PARTNERS AND GUESTS PRESENT:

7 Chris Simmons, IDEA
8 Ray Ledgerwood, Facilitator, Board Works
9 Tim Wendland, Idaho DEQ
10 Steve Becker, NPSWCD & IASCD
11 Kyle Wilson, NPSWCD
12 Art Beal, IASCD
13 Harriet Hensley, Office of the Attorney General

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

21
22 **Action:** Commissioner Stutzman moved to recess to Executive Session pursuant to Idaho Code
23 §67-2345(d) for the purpose of reviewing a loan application. Commissioner Slichter seconded
24 the motion. Roll call: Chairman Norman Wright, Commissioners Leon Slichter and Roger
25 Stutzman voted to do so. Commissioners Jerry Trebesch and Dave Radford were not present.
26 Motion carried by the unanimous vote of Commissioners present.

27
28 Executive Session was adjourned by Chairman Wright at 7:55 a.m.

29
30 **OPEN SESSION** Commissioners reconvened in Open Session at 8:10 a.m.

31 **ITEM #1A: RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM**

32 **Action:** Commissioner Slichter moved to approve Loan # A-690 in the amount of \$110,800 for a
33 term of 7 years at a 2.5% interest rate, conditioned upon the loan officer's receipt and approval
34 of acceptable clarifying information from the applicant. Commissioner Stutzman seconded the
35 motion. Motion carried by unanimous vote of the Commissioners present.

36
37 **ITEM #2: WELCOME AND ROLL CALL**

38 Roll Call: Chairman Norman Wright and Commissioner Roger Stutzman were present.
39 Commissioner Leon Slichter attended via teleconference. Commissioners Jerry Trebesch and
40 Dave Radford were not present.

41
42 **ITEM #3 AGENDA REVIEW:**

43 **Action:** None taken

44
45 **ITEM #4: STRATEGIC PLAN FY 2016-2019 WORK SESSION:** *see attached Session Notes, [and e-mail](#)*
46 *[communication from Kyle Wilson and Thomas Gehring](#)*. Commissioner Dave Radford joined the
47 meeting via teleconference from 10:12 a.m. to 10:20 a.m.

48 **Action:** None taken.

49
50 **ITEM #5 ADJOURN:**

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

53
54 Respectfully submitted,

55
56
57
58 Jerry Trebesch, Secretary

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:

Monday, Feb 16, 2015
10:00 am – 11:30 am MST

Location:

Idaho State Capitol Bldg
Rm E403
Boise, Idaho

DRAFT MINUTES

COMMISSION MEMBERS PRESENT:

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

COMMISSION MEMBERS ABSENT:

Roger Stutzman (Vice-Chair) Leon Slichter

COMMISSION STAFF PRESENT:

1 Teri Murrison Terry Hoebelheinrich
2 Carolyn Watts
3

PARTNERS AND GUESTS PRESENT:

4 Art Beal, Idaho Association of Soil Conservation Districts
5
6

ITEM #1: WELCOME AND ROLL CALL

9 Chairman Wright called the meeting to order at 10:01 a.m.
10 Roll call: Chairman Norman Wright, Commissioners Jerry Trebesch and Dave Radford were
11 present. Commissioners Roger Stutzman and Leon Slichter were absent.
12

ITEM #2: AGENDA REVIEW

14 Action: None taken
15

ITEM #3a: MINUTES

17 Action: Commissioner Radford moved to approve the January 28 Amended Minutes as
18 submitted. Commissioner Trebesch seconded the motion. Motion carried by unanimous vote.
19

ITEM #3b: FINANCIAL REPORTS
20

21 Action: Commissioner Radford moved to approve the January 31 2015 Financial report.
22 Commissioner Trebesch seconded the motion. Motion carried by unanimous vote.

23
24

25 **ITEM #3c: ADMINISTRATOR'S REPORT**

26 Action: Commissioner Radford moved to approve the payment of the 2015 NASCA dues and to
27 authorize ongoing membership and participation by the Administrator. Commissioner Trebesch
28 seconded the motion. Motion carried by unanimous vote.

29

30 **ITEM #4a: Reports**

31 Action: None taken.

32

33

34 **ITEM #5: EXECUTIVE SESSION**

35 Action: Chairman Wright moved to convene in Executive Session pursuant to Idaho Code § 67-
36 2345(d). Commissioner Trebesch seconded the motion. Motion carried by unanimous vote.

37 Roll call: Chairman Norman Wright, Commissioners Jerry Trebesch and Dave Radford were
38 present. Commissioners Leon Slichter and Roger Stutzman were absent.

39

40 Executive Session commenced at 11:05 am.

41 Teri Murrison, Terry Hoebelheinrich and Carolyn Watts were present during Executive Session.

42 Executive Session ended at 11:15 a.m. Commissioners reconvened in Open Session at 11:16 a.m.
43 and took no action.

44

45 **ITEM #6: ADJOURN:**

46 The meeting was adjourned at 11:17 a.m. The next Commission Meeting will be held in Boise
47 and via teleconference on April 9, 2015.

48

49 Respectfully submitted,

50

51 Jerry Trebesch, Secretary

SWC REPORT SUMMARY AS OF February 28, 2015

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH			
FY15	ACTUAL EXPENSE thru End of Current Month		BALANCE	EXPENSE Thru End of Current Month		BALANCE	EXPENSE Thru End of Current Month		BALANCE	ACTUAL EXPENSE Thru End of Current Month		BALANCE	BEG CASH AT 7/1/14	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	CASH BALANCE End of Current Month
	BUDGET			BUDGET			BUDGET			BUDGET						
INDEX																
7101 MANAGEMENT ADMINISTRATIVE	213,200	142,133	71,067	59,600	65,097	(5,497)			0				272,800		207,230	65,570
7111 MANAGEMENT BOARD	2,700	2,674	26	17,400	8,288	9,112			0			0	20,100		10,962	9,138
7201 FIELD STAFF	473,200	317,704	155,496	109,300	67,762	41,538	58,708	57,223	1,485			0	641,208		442,689	198,519
7301 PROGRAMS	226,200	140,712	85,488	36,150	10,430	25,720			0			0	262,350		151,142	111,208
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	87,545	40,455	18,050	12,312	5,738			0			0	146,050		99,857	46,193
TOTAL GENERAL FUND 0001	1,043,300	690,768	352,532	240,500	163,888	76,612	58,708	57,223	1,485	1,203,200	1,203,200	0	2,545,708	0	2,115,079	430,629
		66.21%			68.14%						100.00%				83.08%	
7325 SWC PROFESSIONAL SERVICE	0	0	0	20,000	5,233	14,767			0	0	0	0	8,255	6,808	5,233	9,831
TOTAL FUND 0450	0	0	0	20,000	5,233	14,767	0	0	0	0	0	0	8,255	6,808	5,233	9,831
					26.16%										63.39%	
DEDICATED FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH			BALANCE SHEET			
FY15	ACTUAL EXPENSE thru End of Current Month		BALANCE	EXPENSE Thru End of Current Month		BALANCE	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 Current Month	NOTES RECEIVABLE 7/1/14	LOANS PAID OUT, COLLECTIONS /ADJUSTMENTS TO DATE	NOTES RECEIVABLE End of Cur period
	BUDGET			BUDGET			BUDGET									
7351 RCRDP LOAN ADMINISTRATIVE	151,400	103,272	48,128	146,100	55,150	90,950	0	0	0	6,157,846	435,536	158,422	6,434,961	3,910,931	221,317	3,581,708
TOTAL RCRDP ADMIN 0522-01	151,400	103,272	48,128	146,100	55,150	90,950	0	0	0	6,157,846	435,536	158,422	6,434,961		(550,540)	
		68.21%			37.75%											
7361 REVOLVING LOAN - DEQ	0	0	0	30,000	4,427	25,573	0	0	0	17,369	12,619	4,427	25,561	633,715	(60,720)	572,995
TOTAL DEQ LOAN 0529-16	0	0	0	30,000	4,427	25,573	0	0	0	17,369	12,619	4,427	25,561			
					14.76%									ADV FROM PAYMENTS/ADJ TO DATE	(61,076)	ADV FROM END OF CUR PERIOD 515,723

SWC REPORT SUMMARY AS OF March 31, 2015

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH			
FY15	BUDGET	ACTUAL EXPENSE thru End of Current Month		BUDGET	EXPENSE Thru End of Current Month		BUDGET	EXPENSE Thru End of Current Month		BUDGET	ACTUAL EXPENSE Thru End of Current Month		BEG CASH AT 7/1/14	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	CASH BALANCE End of Current Month
		Month	BALANCE		Month	BALANCE		Month	BALANCE		Month	BALANCE				
INDEX																
7101 MANAGEMENT ADMINISTRATIVE	213,200	157,161	56,039	59,600	68,870	(9,270)			0				272,800		226,031	46,769
7111 MANAGEMENT BOARD	2,700	3,214	(514)	17,400	8,702	8,698			0		0		20,100		11,916	8,184
7201 FIELD STAFF	473,200	353,143	120,057	109,300	71,601	37,699	58,708	57,223	1,485				641,208		481,967	159,241
7301 PROGRAMS	226,200	155,049	71,151	36,150	12,286	23,864			0		0		262,350		167,335	95,015
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	97,400	30,600	18,050	14,063	3,987			0			0	146,050		111,463	34,587
TOTAL GENERAL FUND 0001	1,043,300	765,967	277,333	240,500	175,522	64,978	58,708	57,223	1,485	1,203,200	1,203,200	0	2,545,708	0	2,201,912	343,796
		73.42%			72.98%						100.00%				86.50%	
7325 SWC PROFESSIONAL SERVICE	0	0	0	20,000	5,577	14,423			0	0	0	0	8,255	6,811	5,577	9,490
TOTAL FUND 0450	0	0	0	20,000	5,577	14,423	0	0	0	0	0	0	8,255	6,811	5,577	9,490
					27.89%											67.56%
DEDICATED FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH			BALANCE SHEET			
FY15	BUDGET	ACTUAL EXPENSE thru End of Current Month		BUDGET	EXPENSE Thru End of Current Month		BUDGET	EXPENSE Thru End of Current Month		BEG CASH AT 7/1/14	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	CASH BALANCE End of Current Month	NOTES RECEIVABLE 7/1/14	LOANS PAID OUT, COLLECTIONS /ADJUSTMENTS TO DATE	NOTES RECEIVABLE End of Cur period
		Month	BALANCE		Month	BALANCE		Month	BALANCE							
7351 RCRDP LOAN ADMINISTRATIVE	151,400	115,121	36,279	146,100	61,280	84,820	0	0	0	6,157,846	537,846	176,401	6,519,292	3,910,931	224,832	3,496,744
TOTAL RCRDP ADMIN 0522-01	151,400	115,121	36,279	146,100	61,280	84,820	0	0	0	6,157,846	537,846	176,401	6,519,292		(639,019)	
		76.04%			41.94%											
7361 REVOLVING LOAN - DEQ	0	0	0	30,000	4,427	25,573	0	0	0	17,369	12,626	4,427	25,567	633,715	(60,720)	572,995
TOTAL DEQ LOAN 0529-16	0	0	0	30,000	4,427	25,573	0	0	0	17,369	12,626	4,427	25,567			
					14.76%									ADV FROM PAYMENTS/ADJ TO DATE		ADV FROM END OF CUR PERIOD
														576,799	(61,076)	515,723

Soil and Water Conservation
FY2015 YTD Financial Summary Through 03/31/15

Updated: 4/15/2015

Fund Summaries

Appropriation

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	\$ 765,967	\$ 237,273	\$ 40,060					\$ 151,400	\$ 115,121	\$ 35,168	\$ 1,111				
Operating Funds	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining
	\$ 240,500	\$ 175,522	\$ 43,000	\$ 21,978	\$ 20,000	\$ 5,577	\$ 1,300	\$ 13,123	\$ 146,100	\$ 61,280	\$ 43,900	\$ 40,920	\$ 30,000	\$ 4,427	\$ 1,700	\$ 23,873
Capital Funds	Budget	Expenditures	Expenditures Projected	Remaining												
	\$ 58,708	\$ 57,223		\$ 1,485												
Trustee and Benefit	Budget	Expenditures	Expenditures Projected	Remaining												
	\$ 1,203,200	\$ 1,203,200	\$ -	\$ -												

Cash Balance at 03/31/15

Fund Source	General Fund				Professional Services				RCRDP Loan Administration				Revolving Loan			
	Beg Cash at 7/1/14	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/14	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/14	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/14	Plus Total Receipts	Less Total Expenses	Actual Cash balance
	\$ 2,545,708	\$ -	\$ 2,201,912	\$ 343,796	\$ 8,255	\$ 6,811	\$ 5,577	\$ 9,489	\$ 6,157,846	\$ 537,846	\$ 176,401	\$ 6,519,291	\$ 17,369	\$ 12,626	\$ 4,427	\$ 25,568

TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, STUTZMAN, SLICHTER, AND TREBESCH
FROM: TERI MURRISON, ADMINISTRATOR
DATE: APRIL 16, 2015
RE: ADMINISTRATOR'S REPORT

ACTIVITIES

During February and March, staff and commissioners attended all six IASCD Spring Division meetings. In addition to information provided on the FY 2016 ISWCC appropriations bill and 2015 Legislative Session, we presented information on the RCRDP Loan program, the upcoming revision to the Strategic Plan, and the upcoming technical assistance allocation process.

I attended Governor Otter's Capitol for the Day on March 31st in Heyburn (Minidoka County), as did cabinet members and staff from the Governor's Office of Energy, Species Conservation, the Department of Water Resources, Department of Environmental Quality (DEQ), Department of Agriculture, the State Board of Education, and others. The Governor asked me to respond to a question posed to Gary Spackman of IDWR on the Rangen water call. I briefly detailed CREP efforts to conserve water in the Eastern Snake River Plain Aquifer.

Currently, LTeam members are updating field staff evaluations and we're working to project end of year fund balances and salary savings. Legislative direction is to distribute salary increases (based on merit) to employees who receive an "achieves performance standards" rating or better. By the time of your meeting, we will have submitted our fund projections and a matrix for distribution of the CEC to DHR and DFM for approval. Rather than bonuses, this year we are to utilize salary savings to implement the CEC as soon as possible.

In addition, we've also been given direction to develop and implement policy to guide additional merit increases in FY 2016 if performance and funding permit. We've submitted a draft Policy for DFM/DHR consideration. Both the Compensation Plan and Compensation Policy are under consideration now.

Agricultural Pollution Abatement Plan (APAP) Update

Consultant Shelly Gilmore continues to work diligently, updating the APAP with a large group of 19 stakeholders (including DEQ, other state agencies, and a number of industry association representatives). Unfortunately, momentum stalled in February coinciding with Legislative Session's increased activity and we've been unable to reengage many of them. We anticipate that will change with sine die this week or next. We've completed much of the work, but several chapters remain.

Our next meeting is scheduled for early May, making it likely that the APAP will not be completed in time for your review and consideration in June as scheduled. Because the input of industry groups is vital to developing a broadly supported Plan, we may need to extend the timeline a month or so. I plan to encumber the remaining FY 2015 funding for the update and finish up in July or early August.

FY 2016 Appropriations and Proposed Budget Blueprint

The Commission's appropriations bill, S1162, was signed into law by the Governor last week. Attached are copies of the Bill and its accompanying Statement of Purpose.

You may remember that in addition to the "usual" appropriation, the FY 2016 budget includes an increase to districts of \$50,000 to be distributed equally to all 50. It also provides for replacement of survey equipment used by the engineering staff, and increases Commission staff by 1.75 positions: a .75 time finance specialist, and a full time administrative assistant.

Please refer to Item #4.d which details the FY 2016 Budget Blueprint for further details.

Termination of Small Agency Support Services MOU

With the appropriation to hire the .75 FTP finance specialist to bring our fiscal and HR support in house, Admin provided us with notice on April 1, 2015, of the pending Termination of Small Agency Support Services on June 30, 2015. Keith and Anita Haman of DFM assured me that they will assist us after that date while our new hire gets up to speed. We plan to hire a new Board Clerk/administrative assistant to start on July 1st, as well.

Office Space/Potential Move

To date we've explored both the Water Center and the Borah Building (downtown) to increase our office space. The Water Center is significantly more expensive (\$30,000 more a year) than the Borah Building (\$10,000 more), however the Borah Building doesn't currently have enough space to meet our needs. Regardless of where we move, it's in our best interest to continue to contract with the Department of Administration for our IT services. What we've decided to do is stay put for now and see if other suitable space becomes available.

In the meantime, we will seek additional funds in next year's budget request to cover a rent increase at the Water Center (IDWR is required to lease it to a state agency only) and if funds are appropriated for that purpose and space is still available, we could move into the Water Center in about a year or so.

We'll keep your Board advised of progress. We anticipate this office becoming awfully crowded beginning on July 1st, but will endure until suitable space is secured.

Correspondence

Finally, attached is a copy of an anonymous letter we received about district appropriations and a letter from the Canyon SWCD for your information.

RECOMMENDED ACTION: For information only

Attachments:

- FY 2016 Appropriations Bill (S1162)
- FY 2016 Appropriations Bill Statement of Purpose
- Termination of Small Agency Support Services Notice

- Letter from Anonymous Taxpayer
- Letter from Canyon SWCD

IN THE SENATE

SENATE BILL NO. 1162

BY FINANCE COMMITTEE

AN ACT

1 APPROPRIATING MONEYS TO THE SOIL AND WATER CONSERVATION COMMISSION FOR FIS-
 2 CAL YEAR 2016; LIMITING THE NUMBER OF AUTHORIZED FULL-TIME EQUIVALENT
 3 POSITIONS; AND PROVIDING LEGISLATIVE INTENT.
 4

5 Be It Enacted by the Legislature of the State of Idaho:

6 SECTION 1. There is hereby appropriated to the Soil and Water Conser-
 7 vation Commission, the following amounts to be expended for the designated
 8 expense classes, from the listed funds for the period July 1, 2015, through
 9 June 30, 2016:

		FOR	FOR	FOR	FOR TRUSTEE AND	
	PERSONNEL	OPERATING	CAPITAL	BENEFIT		TOTAL
	COSTS	EXPENDITURES	OUTLAY	PAYMENTS		
14 FROM:						
15 General						
16 Fund	\$1,119,800	\$169,400	\$47,700	\$1,253,200		\$2,590,100
17 Administration and Accounting Services						
18 Fund		20,000				20,000
19 Resource Conservation and Rangeland Development						
20 Fund	155,200	146,100				301,300
21 Clean Water Revolving Loan (SCC)						
22 Fund	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>0</u>		<u>30,000</u>
23 TOTAL	\$1,275,000	\$365,500	\$47,700	\$1,253,200		\$2,941,400

24 SECTION 2. FTP AUTHORIZATION. In accordance with Section 67-3519,
 25 Idaho Code, the Soil and Water Conservation Commission is authorized no more
 26 than seventeen and seventy-five hundredths (17.75) full-time equivalent
 27 positions at any point during the period July 1, 2015, through June 30, 2016,
 28 unless specifically authorized by the Governor. The Joint Finance-Appro-
 29 priations Committee will be notified promptly of any increased positions so
 30 authorized.

31 SECTION 3. LEGISLATIVE INTENT. It is the intent of the Legislature that
 32 \$100,000 of the amount appropriated in Section 1 of this act for trustee and
 33 benefit payments is to be distributed equally between the 50 soil and water
 34 conservation districts in addition to the amounts authorized under Section
 35 22-2727, Idaho Code.



State of Idaho
Department of Administration

C.L. "BUTCH" OTTER
Governor
TERESA LUNA
Director

650 West State Street Room 100
P.O. Box 83720
Boise, ID 83720-0003
Telephone (208) 332-1824 or FAX (208) 334-2307
<http://www.adm.idaho.gov>

April 1, 2014

Teri Murrison, Administration
Soil & Water Conservation Commission
HAND DELIVERED

Re: Termination of the Memorandum of Understanding for Small Agency Support Services

In accordance with Section 8. TERMINATION and Section 9. APPROPRIATION BY LEGISLATURE REQUIRED of the Memorandum of Understanding (MOU) executed on January 20, 2015 between the Department of Administration and Idaho State Soil and Water Conservation Commission, the Department of Administration is providing a 90-day notice of our intention to terminate the MOU effective June 30, 2015.

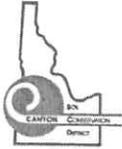
Keith Reynolds, Admin's Chief Fiscal Officer, will be your primary point of contact for the transition. You can reach Keith directly at 332-1812.

It has been a pleasure to work with your organization and staff over the last few years, and we wish you success with your future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read "Teresa Luna".

Teresa Luna
Director



CANYON SOIL CONSERVATION DISTRICT

2208 E. Chicago, Suite A
Caldwell, ID 83605
Phone 208-454-8684* *Fax 1-877-504-6752

SUPERVISORS: Mike Swartz, Chairman; Mike Somerville, Vice Chairman;
Rex Runkle, Secretary/Treasurer; Rock Smith, Member; & Robert McKellip, Member
ASSOCIATE SUPERVISORS: Richard Gunning, Tom Johnston, Dennis Evans & Rich Sims
SOIL CONSERVATION DISTRICT STAFF: Lori Kent; Admin. Assist, & Robin Hadelor; CTA

March 12, 2015

Idaho Soil and Water Conservation Commission (ISWCC)
Delwyne Trefz
250 N Bruneau Hwy
Marsing, ID 83639

Please find enclosed the Canyon Soil Conservation District (SCD) FY2016 Annual Plan and Five-Year Resource Conservation Business Plan for January 1, 2015 – December 31, 2019.

Canyon SCD would like to take this opportunity to thank ISWCC for all their hard work and timely manner in getting back with Canyon SCD when we have questions.

If you should have any questions, please contact Canyon SCD at (208)-454-8684 EXT 126.

Sincerely,

For:
Mike Swartz, Canyon SCD Chairman

All programs and services of the Canyon Soil Conservation District are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, disability, marital or familial status, and political beliefs.

POSTAGE WILL BE PAID BY ADDRESSEE

05 MAR 2015 PM 1 T



IDAHO SOIL & WATER COMMISSION
 P O BOX 83720
 BOISE ID 83720-0083

83720+0083



RECEIVED

MAR 09 2015

IDAHO SOIL & WATER
CONSERVATION COMMISSION

Dear Soil & Water Conservation Commissioners

The attached article has bothered me for some time. "district funds are to be distributed to all 50 districts equally". Really surely you know or there is a way you can see that some districts are way more active with projects and community involvement than others.

Divided equally doesn't seem real fair to those that put out more.

I know money is tight so how about the districts that have a full course meal for their board members at every meeting? I'm not talking about cookies and juice I'm talking full meal ! Hold a 3 hour meeting the first hour to eat their meal the other 2 for the meeting.

As a tax payer I think this is a big waste.

You were appointed to make fair judgments and to be the auditors of tax payer's money, maybe you should look into how district money is being allocated and spent!

Thank you for your time.

Tax payer

Conservation the Idaho Way

Administrator's Update

IDAHO SOIL & WATER CONSERVATION COMMISSION

March 4, 2014

JFAC BUDGET AFFIRMS CONSERVATION THE IDAHO WAY!

The Joint Finance-Appropriation Committee (JFAC) set the Commission's FY 2015 budget this morning. For the most part JFAC followed the Governor's budget recommendation, but also added \$50,000 for Idaho's 50 conservation districts. If approved by the House and Senate, the appropriation bill will be forwarded to the Governor for his signature.

Representative Steve Miller made the motion, Senator Roy Lacey seconded, and committee members voted unanimously to forward the proposed appropriation to the House and Senate with a "do pass" recommendation.

The motion included the Commission's base funding and increased funding for benefit costs, replacement of two vehicles, statewide allocation costs, network billing, updating Idaho's agricultural pollution abatement plan, a 1% salary increase for Commission employees, and the additional \$50,000 for conservation districts. Intent lan-

guage was approved that the additional district funds are to be distributed to all 50 districts equally and in addition to the amounts authorized under Section 22-2727 of Idaho Code. JFAC set the Conservation Commission's FY 2015 budget at \$2,531,000 from the General Fund, and \$347,500 from dedicated funds, for a total of \$2,878,500.

This budget recommended by JFAC affirms not only the good conservation work we do, but speaks to our hard work to strengthen the partnership. It also speaks to the efforts of the Idaho Association of Soil Conservation Districts and all of you. This year's joint legislative presentations were very effective – thanks to IASCD Board members and NRCS State Conservationist Jeff Burwell for participating. Together, we told a compelling story and really demonstrated the benefits of doing Conservation the Idaho Way!

Conservation the Idaho Way is a way of life for generations of Idaho-



Photo courtesy of Jake Putnam

ans who take care of and improve our natural resources for future generations while maximizing their benefits to the state and the people. It's good stewardship of the land and its resources. It's voluntary and non-regulatory, focusing on cooperative, collaborative efforts with local people who know and work the land.

Significantly, if signed into law by the Governor, district funding will have increased over the last two years by \$100,000! Thanks to JFAC, the entire legislature, and the Governor for their part in helping sow seeds of voluntary stewardship across this great state!

COMMISSION

H. Norman Wright, Chairman
Roger Stutzman, Vice Chairman
Jerry Trebesch, Secretary
Dave Radford, Commissioner
Leon Slichter, Commissioner
Teri Murrison, Administrator



SOIL & WATER
CONSERVATION COMMISSION

650 West State Street, Room 145 • Boise Idaho 83702 • P: 208-332-1790
F: 208-332-1799 • info@swc.idaho.gov • swc.idaho.gov

Conservation the Idaho Way: Sowing Seeds of Stewardship



IDAHO SOIL & WATER
CONSERVATION COMMISSION

AMENDED - Item # 4d

TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, STUTZMAN, SLICHTER, AND TREBESCH
FROM: TERI MURRISON, ADMINISTRATOR
DATE: APRIL 6, 2015
RE: FY 2016 BUDGET BLUEPRINT

As you know, the Governor recently signed Senate Bill 1162, the Commission's FY 2016 Appropriations Bill (see attached). It appropriates \$2,590,100 in FY 2016, and caps ISWCC's full-time authorized positions at 17.75. In addition to adjustments for health care, network, statewide cost allocation, etc., the FY 2016 budget provides funding for the Commission to bring fiscal services in-house, converts two formerly part time group positions to one fulltime board clerk/administrative assistant, and allows for the replacement of two engineering survey stations. It funds a 3% ongoing salary increase for our employees to be distributed based on merit, and finally, it provides an additional \$50,000 to be distributed equally among all 50 districts.

The Conservation Commission annually approves a Budget Blueprint for the appropriations of General and Dedicated funds. Attached is a draft FY 2016 Budget Blueprint recommendation for your consideration.

General Fund Draft Blueprint

Revenue: Appropriated General Fund revenue in FY 2016 totals \$2,590,100. It includes \$1,119,800 in Personnel funds, \$169,400 in Operating funds, \$47,700 in Capital funds, and \$1,253,200 in Trustee and Benefit funds. FY 2014's additional \$50,000 in Trustee & Benefit funds distributed under the match allocation formula is included as part of the Commission's base FY 2016 funding. **FY 2015's \$50,000 and FY 2016's additional \$50,000 will be allocated to districts equally as Operating Funding.**

Expenditures: General Fund budgeted expenditures in FY 2015 are forecasted to be \$2,590,100. Personnel and Capital fund expenditures in FY 2015 equal the appropriated funds. Per Board policy, the draft Blueprint sets aside a modest \$1,700 in Operating funds as a contingency. Under Trustee and Benefit funds, the draft Blueprint allocates **\$425,000** for Base funding, **\$678,200** for Match formula funding, \$100,000 for Operating, and \$50,000 for Capacity Building funding.

Since the estimated costs are not yet available, the attached draft Blueprint estimates SWCAP expenses (Controller's Office, Attorney General, etc.) to be roughly the same as last year's - \$43,600. The draft Blueprint assumes roughly 50/50 cost sharing with the RCRDP fund for overhead expenses including our MOU with the Department of Administration for IT. Fiscal support has been brought in-house with the award of .75 FTP. There is a small contingency included in the operating fund (1%) which can be supplemented (if necessary) with personnel or operating cost savings from the general fund or from dedicated funds (not including RCRDP funds) such as the SRF or Technical Assistance funds.

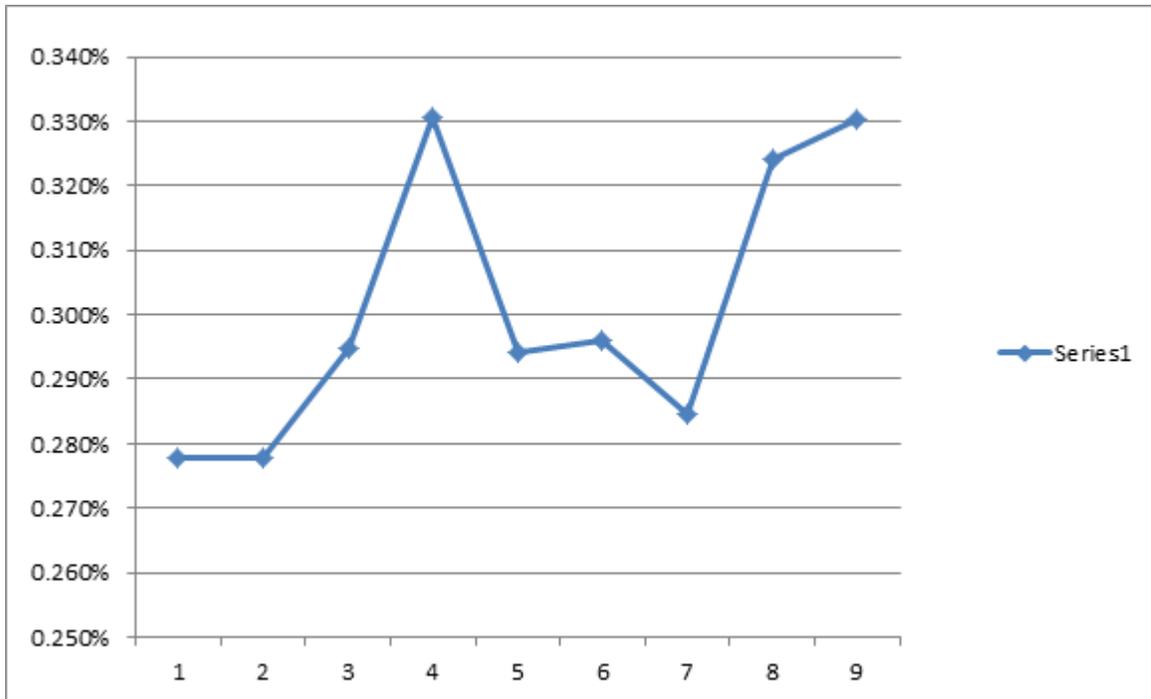
The General Fund Budget draft Blueprint funds ISWCC staffing at 15.65 FTPs. It assumes some field staff spend .10 of an FTP assisting with RCRDP conservation planning activities.

Dedicated Fund Draft Blueprint

Revenue: Dedicated Fund revenues are limited to cash on hand and interest generated by both RCRDP and SRF loans, as well one fund containing cost recovery for the provision of technical assistance provided to other agencies. In FY 2016, RCRDP cash on hand is estimated to be no less than \$6,464,440. Estimated interest income on the current loan portfolio will be approximately \$127,480 (not including late interest, new loan activity, or early payoffs’ impacts on interest generation). The total RCRDP Dedicated Fund balance will be approximately \$6,591,920 in FY 2016. Cash on hand at the beginning of FY 2015 in the Technical Cost Recovery fund is \$9,490. Potential income in that fund is \$20,000, which would bring total funds to \$29,490. Cash on hand in the SRF Fund is forecast to be \$25,567 and FY 2016 income an additional \$12,600. Total SRF cash on hand and income generated in FY 2016 are estimated at \$38,167.

Terry Hoebelheinrich prepared the above referenced estimate of the interest to be generated along with a comparison to last year’s interest estimate. He will be available at your meeting to discuss his projection (below):

\$108,080	RCRDP (AVE. 3.33%) (Decrease of 33 basis points from FY 2015)
\$ 19,400	IDLE TREASURY (AVE. 0.30%) (Increase of 3 basis points from FY 2015)
\$127,480	TOTAL (Decrease of \$31,167 from FY 2015 estimate)



We would stress that while interest generated does not yet equal program expenses, continuing to be fiscally cautious while awaiting an upturn in loan activity and interest rates is the prudent course of action. For example, if state treasury rates go up by 1%, that would yield an approximate increase of interest income approaching \$45,000.

Expenditures

Expenditures assume that the income identified in Revenues materializes, but if not, expenditures are estimated to equal income with the exception of the RCRDP fund. The draft Blueprint assumes that income generated through interest to the RCRDP fund increases, but does not cover the spending authority appropriation. See the attached FY 2016 RCRDP Estimated Interest Income. Loan officer Terry Hoebelheinrich will address that during the discussion of this item.

The RCRDP draft Blueprint assumes 2.10 full time staff persons (loan officer and loan servicing assistant, and .10 of a field staff FTP). It also assumes costs incurred for meetings where RCRDP program is discussed or business is conducted will be charged to that fund.

Since the estimated costs are not yet available, the attached draft Blueprint estimates SWCAP expenses (Controller's Office, Attorney General, etc.) to be roughly the same as last year's - \$43,600. The draft Blueprint assumes roughly 50/50 cost sharing with the RCRDP fund for overhead expenses including our MOU with the Department of Administration for IT support.

The Budget draft Blueprint for Dedicated Funds assumes the specified income will be realized in Technical Assistance Cost Recovery, however that may not be the case. Cash on hand on at the beginning of FY 2015 will be approximately \$10,000 and in addition, we may recover up to an additional \$20,000. Regardless, the maximum spending authority in this fund is capped at \$20,000 in FY 2015.

The budgeted cost in the State Revolving Fund assumes that an amount roughly equal to 10% of the loan officer's salary will be charged to this fund to recoup RCRDP administrative costs. The balance of funds generated through this loan will continue to be held in contingency to build a modest reserve to preserve cash flow in this account should the borrower be late on payments.

ACTION: Approve FY 2016 General and Dedicated Fund Blueprints, including setting Trustee and Benefit fund distribution to districts in FY 2015 at: \$433,500 in Base funding, \$669,700 in match formula funding, \$100,000 in Operating funding, and \$50,000 for Capacity Building funding.

Attachment: SB 1162: FY 2016 ISWCC Appropriations Bill
FY 2016 Budget Draft Blueprint (General and Dedicated Funds)

Amended FY 2016 IDAHO SOIL & WATER CONSERVATION COMMISSION

ITEM 4.d

DRAFT General Fund Budget Blueprint

HB 614	Personnel	Operating		Capital	Trustee & Benefit Funds (base, formula, & capacity building)	TOTAL APPROPRIATION
General Fund	\$1,119,800	\$169,400		\$47,700	\$1,253,200	\$ 2,590,100

SWC Budget	Personnel	Operating	Contingency	Capital	District Allocations				TOTAL
					Base Funding	Match Funding	Operating Funding	Capacity Building	
	\$1,119,800	\$167,700	\$1,700	\$47,700	\$425,000	\$678,200	\$100,000	\$50,000	\$2,590,100

Operating Highlights

Assumes SWCAP expenses including SCO, AG, STO estimated at \$ 43,600

Assumes appropriate amount of SWCAP, administrative (including postage, phone, rent expense, etc.), and IT services charged to GF, RCRDP, & SRF

Ongoing expenses for MOU with Admin for IT, assumed to match FY 2015 actuals

Assumes general fund pays all of NRCS desk space and federal IT support

Small 1% operating contingency budgeted. Can be increased with personnel or operating cost savings or from dedicated funds (excluding RCRDP fund)

Personnel Highlights

Assumes fully staffed in general fund at 15.65 FTPs (2.1 FTPs in dedicated fund), all projected personnel costs fall within budget with approx. \$20k contingency

Assumes some related field staff and administrative time in RCRDP fund

Trustee/Benefits Highlights (District Allocations, Capacity Building)

Match formula for FY 2016 is an estimated state match of 1.16:1 based on FY 2014 local match funding (inc. \$50k cap). Doesn't include Operating or capacity building funding

DRAFT FY 2016 IDAHO SOIL & WATER CONSERVATION COMMISSION

Dedicated Funds Budget Blueprint

REVENUE	Approx. Cash on hand 7/1/2016	Est. FY 2016 Income	TOTAL Dedicated Funds
RCRDP	\$6,464,440	\$127,480	\$ 6,591,920
TA Cost Recovery	\$9,490	\$20,000	\$29,490
SRF Loan	\$25,567	\$12,600	\$38,167

ITEM #4.d

<u>SPENDING AUTHORITY/ BUDGET</u>	Personnel	Operating	Operating Contingency	TOTAL Spending Authority/Budgeted
RCRDP	\$155,200	\$146,100	\$0	\$301,300
TA Cost Recovery		\$20,000	\$0	\$20,000
SRF		\$7,668	\$22,332	\$30,000
Total	155,200	\$173,768	\$22,332	\$351,300

Revenue Highlights

Approx. cash on hand 7/1/2015 is based on actual cash on hand on 3/31/2015. Does not include estimate of interest generated in RCRDP and SRF during remainder of FY 2015
Est. FY 2015 Income includes earned interest on current portfolio (excludes RCRDP late interest, new loan activity, and early payoffs) and billing to OSC for TA Cost Recovery)

Operating Highlights

Assumes interest income generated to RCRDP fund increases in FY 2016, but income generated does not meet appropriated spending authority
Assumes SWCAP expenses including SCO, AG, STO estimated at \$43,600
Assumes appropriate amount of SWCAP, administrative (including postage, phone, rent expense, etc.), and IT services charged to GF, RCRDP, & SRF
Ongoing expenses for MOU with Admin for IT support assumed to match FY 2015 actuals
Assumes maximum income and expenditures under TA cost recovery
Assumes amount roughly equivalent to 10% of loan officer salary and benefits charged to SRF to cover administrative costs. Remainder held in contingency to cover late borrower payments, if necessary.
Assumes costs associated with meetings where RCRDP program or business conducted will be charged to RCRDP
Assumes 2.10 FTP RCRDP staff, some WQRC/Engineering time to prepare conservation plans, inspections

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, STUTZMAN, SLICHTER, AND
TREBESCH**
FROM: TERI MURRISON, ADMINISTRATOR
DATE: APRIL 16, 2015
RE: DRAFT FY 2016-2019 STRATEGIC PLAN

The Commission is required by statute to submit an updated and adopted Strategic Plan to serve as a guidance document for the agency for the next four years. Staff updated the draft of this year's Plan by taking the input received at the December 10th Strategic Plan brainstorming session, amending the content to focus on Key Core Services, and adding an appendix containing a work plan (with many of the suggestions we heard) for FY 2016.

A copy of the attached Draft Strategic Plan has been distributed to the district review committee (Steve Becker, Art Beal, Dennis Tanikuni, Benjamin Kelly, and Chris Simons) this week. Once they have commented, staff will make any necessary changes and return the draft to your Board at the May meeting.

Districts will receive a final draft of the revised Strategic Plan in May and will be asked to comment. Final consideration of the Plan will take place in June. The Board must adopt a final Strategic Plan at the June meeting to meet DFM's submittal deadline of July 1st.

RECOMMENDED ACTION: For information only

Attachments:

- Draft FY 2016-2019 ISWCC Strategic Plan

DRAFT FY 2016-2019 Strategic Plan

Conservation the Idaho Way: sowing seeds of stewardship



Idaho Soil & Water Conservation Commission

650 W. State Street, Room 145
Boise, Idaho 83702
208-332-1790
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SOIL & WATER
CONSERVATION COMMISSION

Conservation the Idaho Way: Sowing the Seeds of Stewardship



CONSERVATION THE IDAHO WAY

Idaho is endowed with a magnificent blend of diverse natural landscapes — rivers, lakes, mountains, forests and desert canyons -- combined with rich and fertile agricultural lands well suited for growing a wide variety of crops and raising livestock. People who work in Idaho agriculture have deep roots in the land. They know that caring for the land will reap benefits for future generations.

"Conservation the Idaho Way" reflects the conviction that the very best way to care for and enhance the soil, water, air, plants and wildlife is through voluntary, locally led projects. Our philosophy is to use the state's natural resources to benefit Idaho people while maintaining and improving those resources for future generations.

MISSION

We 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. (IC 27:22)

SLOGAN

Conservation the Idaho Way: sowing seeds of stewardship

VISION

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.



GUIDING PRINCIPLES

- Address legislative intent and statute
- Benefit the environment and Idaho's agricultural-based economy
- Benefit conservation districts' locally led, voluntary, non-regulatory priorities and projects
- Benefit the Commission's ability to serve and meet statutory authorities
- Promote fiscal responsibility
- Strengthen existing and build new conservation partnerships
- Incorporate valid scientific data and practices
- Benefit conservation work on natural resource priority issue area.
- Promote innovative conservation measures

CORE FUNCTIONS

The Conservation Commission focuses on three core functions:

1. Providing support to Idaho's 50 locally led, volunteer conservation districts.
2. Providing incentive-based and general conservation programs and services.
3. Supporting services and programs in a fiscally prudent, inclusive, and transparent manner.

KEY EXTERNAL FACTORS

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

- Changing demographics and land use designations.
- State and federal regulatory pressure and mandates that could shift priorities and resources away from current activities.
- Changing economics and pressures of agricultural 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 available to be spent in the state.

CORE FUNCTIONS & KEY PERFORMANCE MEASURES

GOALS	OBJECTIVES	KEY PERFORMANCE MEASURES	BENCHMARKS
1. Support Districts' voluntary conservation efforts	Provide districts w/technical and capacity building assistance	<ul style="list-style-type: none"> Conduct annual survey to identify satisfaction with services & programs 	<ul style="list-style-type: none"> % of districts satisfied with services & programs
		<ul style="list-style-type: none"> Assist in updating 5-Year Plans 	<ul style="list-style-type: none"> # district 5-Year Plans updated
		<ul style="list-style-type: none"> Conduct annual technical & comprehensive assistance request process, assign field staff reasonable/flexible discretionary time 	<ul style="list-style-type: none"> Quantify and track assistance provided <ul style="list-style-type: none"> # of technical assistance hours requested/awarded # served with projects # new projects # ongoing projects # landowners served
2. Provide Conservation Programs & Services	Incentive-Based Programs	Resource Conservation & Rangeland Development Program (RCRDP) Make low interest conservation loans	<ul style="list-style-type: none"> Quantify and track: <ul style="list-style-type: none"> # of new loans Total \$ loaned in prior FY
		Conservation Reserve Enhancement Program (CREP) Provide technical leadership and oversight to reduce ground water use, improve water quantity and quality, enhance wildlife habitat, and decrease the risk of agriculture-related chemical and sediment runoff in Eastern Snake River Plain Aquifer.	<ul style="list-style-type: none"> Quantify & track: <ul style="list-style-type: none"> # contracts # of acres # contracts certified (achieving program goals) # certified acres

GOALS	OBJECTIVES	KEY PERFORMANCE MEASURES	BENCHMARKS
	General Conservation Programs & Services	Total Maximum Daily Load (TMDL) Implementation Planning Program – subject to DEQ priorities, write plans/ designated lead for voluntary ag/grazing projects on listed/impaired waterways	<ul style="list-style-type: none"> ▪ Quantify & track: <ul style="list-style-type: none"> ▪ # of new plans assigned by DEQ ▪ # plans completed ▪ # in progress ▪ # pending
		Ground Water Quality/Nitrate Priority Areas - Facilitate cooperative ground water protection, promote and support implementation of water quality projects to maintain and enhance ground water quality	<ul style="list-style-type: none"> ▪ Quantify & track: <ul style="list-style-type: none"> ▪ # acres treated ▪ Nitrates reduced (#s) ▪ Phosphorus reduced (#s) ▪ Sediments reduced (tons)
3. Build Support for Voluntary Conservation	Conduct outreach and communication – educate/inform public, decision makers, partners, and other stakeholders	Maintain Facebook & Twitter content about voluntary conservation activities of Commission and districts	<ul style="list-style-type: none"> ▪ Quantify: <ul style="list-style-type: none"> ▪ # of Facebook posts ▪ # of Twitter tweets
		Publish monthly newsletter about voluntary conservation activities of Commission and districts	<ul style="list-style-type: none"> ▪ Quantify # of subscriptions

DRAFT FY 2016-2019 Strategic Plan

Conservation the Idaho Way: sowing seeds of stewardship

C.L. "Butch" Otter, Governor

Board

H. Norman Wright, Chairman
Roger Stutzman, Vice Chair
Gerald Trebesch, Secretary
Dave Radford, Member
Leon Slichter, Member

Administrator

Teri Murrison

Idaho Soil & Water Conservation Commission

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FY 2016 WORK PLAN & INTERNAL PERFORMANCE INDICATORS

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
1. Support District conservation efforts			
	1.1 Provide technical assistance	Technical assistance available to districts that request services (as resources allow)	<ul style="list-style-type: none"> ▪ Conduct inventory of available field staff hours ▪ Invite district requests through formal allocation process ▪ Convene Division stakeholder workgroup(s) to rank and recommend awards ▪ Leadership Team allocates district support time: <ul style="list-style-type: none"> ○ ~40% of available field staff time to technical assistance ○ ~10% of available field staff time to general discretionary hours ▪ Provide technical assistance to awarded projects and on discretionary basis as time permits ▪ Conduct pilot project with Div. 2 to determine feasibility of using task-based assistance requests, adjust process if warranted ▪ Convene division Technical Assistance Work Group (TAWG) meetings (6), review prior year's processes

GOALS	OBJECTIVES	PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
	1.2 Provide comprehensive assistance	Comprehensive assistance and capacity building assistance services provided to districts as resources allow	<ul style="list-style-type: none"> ▪ See deliverables above relating to process for awarding district requests ▪ Field staff attend district board meetings min. of once per quarter
		All districts update 5-Year Plans annually	<ul style="list-style-type: none"> ▪ Assist districts that request service
		Statutory requirements met for annually holding district budget hearing	<ul style="list-style-type: none"> ▪ Conduct annual budget/unmet needs for implementation of water quality improvement projects as identified/prioritized in 5-year, other plans in June ▪ Disseminate results to Board, public, decision-makers as appropriate
		Districts aware of potential capacity building opportunities with other partners	<ul style="list-style-type: none"> ▪ Identify new partnership and funding opportunities, notify districts, facilitate connections
	1.3 Distribute State Funding	Base allocations distributed in compliance with IDAPA 60.05.04	<ul style="list-style-type: none"> ▪ Distribute by July 31 ▪ Annually award district requests for available funding for capacity building activities. Distribute funds by July 31
		\$100,000 in operating funds distributed annually (equal distribution to each district)	<ul style="list-style-type: none"> ▪ Distribute by July 31
		\$50,000 distributed annually to districts for capacity building/outreach purposes	<ul style="list-style-type: none"> ▪ Solicit requests, set awards for following fiscal year by June 15th ▪ Distribute by July 31st of each year ▪ Districts report on funds use by 12/20

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
		Funds distributed annually subject to local matching formula in IDAPA 60.05.04.	<ul style="list-style-type: none"> ▪ Advise districts in timely documenting submission of the receipt of local matching contributions ▪ Districts submit reports detailing local matching funds by August 15th ▪ Convene workgroup annually to review Financial & Match Reports, make recommendations to Conservation Commission by August 30th ▪ Assess and recommend need for 10% holdback due to economy ▪ Distribute state matching funds by September 30th of each year
2. Provide Conservation Programs & Services			
Incentive-Based Programs			
	2.1 Resource Conservation & Rangeland Development Program (RCRDP)	Low interest loans provided to individual borrowers for conservation practices and equipment	<ul style="list-style-type: none"> ▪ Increase loan portfolio by a minimum of the annual CPI increase ▪ Set %s and terms, monitor, evaluate, revise loan policies annually ▪ Support Commissioner Loan Committee to review and recommend actions to Board
		Loan review process conducted timely	<ul style="list-style-type: none"> ▪ Conduct annual tracking of two loan applications, report results to Board

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
		Program marketed to agricultural landowners	<ul style="list-style-type: none"> ▪ Develop and update marketing plan annually ▪ Conduct annual review of prior year's marketing efforts ▪ Provide regular training to all field staff and districts as identified in Marketing Plan.
	2.2 State Revolving Loan Fund	Existing loan and/or future loans serviced	<ul style="list-style-type: none"> ▪ Service and track existing loan ▪ If RCRDP resources become fully committed, seek re-capitalization from the Department of Environmental Quality (DEQ)
	2.3 Conservation Reserve Enhancement Program (CREP)	Ground water usage reduced, water quantity and quality improved, wildlife habitat enhanced, and the risk of agriculture-related chemical and sediment runoff in Eastern Snake River Plain Aquifer decreased via program efforts	<ul style="list-style-type: none"> ▪ Serve as lead agency for statewide program, provide technical leadership and oversight ▪ Conduct annual leadership and regular interagency meetings ▪ Strive to achieve goals and objectives for the CREP program as outlined in the 2006 agreement with the USDA Farm Service Agency as feasible ▪ Work to achieve increased program goals as outlined in CREP annual reports ▪ Submit annual report to Farm Service Agency and other partners
	<i>Unfunded: Water Quality Program for Agriculture (WQPA)</i>	Funding pursued to reactivate water quality implementation grant funding program	<ul style="list-style-type: none"> ▪ Report annually to Board ▪ Work with partners to identify and secure new funding

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
	<i>Unfunded: Conservation Improvement Grants</i>	Funding pursued to reactivate program to provide cost sharing for conservation practices, evaluate feasibility of funding the program.	<ul style="list-style-type: none"> ▪ Report annually to Board ▪ Work with partners to identify and secure new funding
General Conservation Programs & Services			
	2.6 Total Maximum Daily Load (TMDL) Implementation Planning Program	Timely implementation plans written for approved TMDLs on listed/impaired waterways	<ul style="list-style-type: none"> ▪ In coordination with DEQ, complete existing TMDL Agricultural Implementation Plans within 18 months of approval ▪ Initiate assigned addendums, and assist with five-year reviews on existing DEQ Sub-basin Assessment (SBA) TMDLs ▪ Conduct annual meetings with six DEQ regional offices to coordinate activities , conduct Interagency meetings with DEQ/ other partners ▪ Provide technical assistance to districts implementing BMPs outlined in implementation plans (as requested in allocation process and resources allow)
	2.7 Ground Water Quality/Nitrate Priority Areas <i>(unfunded, but some work done through district technical allocation process)</i>	Reduce nitrate contamination in Nitrate Priority Areas	<ul style="list-style-type: none"> ▪ Provide technical assistance to districts through allocation process (see 1.1, above) ▪ Meet responsibilities as outlined in the Cooperative Agreement and in agreement with the updated Idaho Agricultural Pollution Abatement Plan as resources allow
	2.8 Idaho Agricultural Pollution Abatement Plan	Guidance document in support of the abatement of agricultural non-point source pollution updated every 10 years	<ul style="list-style-type: none"> ▪ Implement strategies as funding is available ▪ Work with other state agencies and stakeholders to increase funding for implementation measures

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
	<i>Unfunded: Watershed Improvement District Services (low effort maintenance)</i>	Per statute, provide mechanism for creation/discontinuance of Watershed Improvement Districts	<ul style="list-style-type: none"> ▪ Respond to formation and dissolution requests
	<i>Unfunded: Idaho OnePlan Services (minimum level of maintenance)</i>	Promote OnePlan Conservation Planning system	<ul style="list-style-type: none"> ▪ Make annual report to Partner Executive Committee on potential for enhancements, ongoing funding, and operation ▪ Pursue funding to develop web-based infrastructure as available ▪ Evaluate relevant statute to determine need to adjust requirements for steering committee, etc. and ensure flexibility for continued participation and funding
	<i>Unfunded: Carbon Sequestration Program</i>	Sequester carbon and reduce greenhouse gas emissions associated with agricultural and forestry practices, management systems, and land uses on cropland, forest land, and rangeland	<ul style="list-style-type: none"> ▪ Monitor support for program and seek funding if reactivated ▪ Monitor ongoing carbon issues
3. Build Support for Conservation			
	3.1 Partner Participation	Commission engaged in district issues, meetings, activities/districts engaged in Commission issues, meetings, activities	<ul style="list-style-type: none"> ▪ Conduct annual district listening session to solicit input from partners ▪ Administrator attend district meetings (5-10), tours (4) ▪ Invite districts to present results of capacity building funding distributed prior year from Board

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
		Districts satisfied with services & programs	<ul style="list-style-type: none"> ▪ 85% of technical & comp assistance awards accomplished to districts' satisfaction ▪ Annual survey demonstrates maintenance or improvement in district satisfaction ▪ Conduct annual Listening Session, address emerging issues as they arise ▪ Prepare, disseminate 1 page district fact sheets to Legislature
		Transparency & involvement maximized, info regarding services and activities shared	<ul style="list-style-type: none"> ▪ Post regular and special public meeting agendas online, provide supporting documentation, and minutes/audio ▪ Utilize online video streaming to encourage participation
		Important district/Commission news and updates shared regularly	<ul style="list-style-type: none"> ▪ Utilize field staff, social media, Commission website, newsletter, and email distribution lists to keep districts informed
	3.2 Internal and External Communications	Staff, public, partners, and others informed of progress - successes and challenges	<p>Internal Outreach</p> <ul style="list-style-type: none"> ▪ Distribute Monthly Updates to staff for presentations at district meetings, and their own knowledge ▪ Conduct bi-weekly LTeam (leadership) video conferences ▪ Conduct monthly ATeam (all staff) video conferences ▪ Conduct annual All Staff meetings, communicate info, training <p>External Outreach</p> <ul style="list-style-type: none"> ▪ Publish monthly newsletter for districts, public, partners, Legislature and Executive Branch, maintain presence on social media ▪ Attend Governor's Capitol for the Day (3), legislative events ▪ Encourage newsletter reprinting (Farm Bureau, etc.) ▪ Publish Performance Measures Report (Sept. 1) ▪ Distribute newsletters through businesses resources permitting ▪ Make presentations to germane committees, JFAC (district fact sheets included), IASCD participate in presentations ▪ Plan & execute tri-state Commission meeting, tour

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
	3.3 Intergovernmental Relations	Actively-facilitated interaction and participation in other agency programs and projects (local, state, and federal governments)	<ul style="list-style-type: none"> ▪ Develop new partnerships, resources for programs and districts ▪ Provide technical assistance to other agencies (including engineering) ▪ Review rules/policies that impact Commission and/or districts; review proposed and adopted plans, programs, environmental documents, activities and initiatives impacting conservation, take action as appropriate ▪ Convene advisory group as needed to make recommendations to Board and staff
	3.4 Collaborate w/industry associations and other stakeholders	Commission services, programs enhanced by regular interaction and collaboration with associations and other voluntary conservation stakeholders	<p>IASCD</p> <ul style="list-style-type: none"> ▪ Attend IASCD meetings (annual conference, spring and fall division meetings, and Board meetings) ▪ Report at Spring & Fall IASCD Division Meetings ▪ Conduct biannual joint Board meetings to identify and promote common goals and strategy ▪ Form Commission/IASCD leadership planning group, meet as needed ▪ Encourage IASCD participation in monthly Commission meetings via partner reports <p>IDEA</p> <ul style="list-style-type: none"> ▪ Attend IDEA Board meetings biannually and/or when invited ▪ Provide district employee training opportunities as requested and resources permit

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
			<p>Others</p> <ul style="list-style-type: none"> ▪ Meet with resource and ag groups to publicize partnership activities ▪ Attend association meetings including Food Producers meetings weekly during legislative session. ▪ Participate in natural resource groups and processes to attract partners and resources. ▪ Participate in, speak at, and attend field trips and tours, annual conferences, attend meetings, conferences, and other functions to represent the Conservation Commission and promote good stewardship of Idaho's natural resources.
<p>4. Provide Agency & Board Administrative & Support Services</p>			
	<p>4.1 Administer agency</p>	<p>Operations provide fiscally sound, efficient support to achieve mission</p>	<ul style="list-style-type: none"> ▪ Fiscal - Conduct all day to day fiscal activities and: <ul style="list-style-type: none"> ○ Review existing agreements, update ○ Change over from contract fiscal support to ¾ time in-house financial specialist ○ Develop monthly cumulative sub-object budget tracking for expenditures, evaluate internal tracking and monitoring reports for all funds ○ Oversee risk management renewals for property, inventory ○ Facilitate annual audit ▪ HR - Perform regular recordkeeping, evaluation, and planning activities and: <ul style="list-style-type: none"> ○ Recruit, retain highly qualified staff to carry out mission of agency ○ Evaluate field staff annually in March. ○ Update Performance Plans in June for field staff to include technical assistance allocations ○ Update Compensation Policy and Plan annually ○ Annually evaluate employee performance and eligibility for compensation adjustments/bonuses ○ Annually evaluate employee comp ratios and adjust compensation as appropriate and as funding is available ○ Identify and offer advanced training as needed

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
			<ul style="list-style-type: none"> ▪ Fleet Management Regularly maintain fleet <ul style="list-style-type: none"> ○ Replace vehicles at ~150,000 miles ○ Evaluate ATVs for replacement ▪ Facilities – Ensure office and work space is ample, safe, and functional <ul style="list-style-type: none"> ○ Update ongoing contract with NRCS for field staff office space and IT support ○ Secure new office space that meets need for increased Boise FTPs ▪ IT – Provide IT support on a day to day basis <ul style="list-style-type: none"> ○ Evaluate need and implement IT replacement schedule ○ Convert staff file and data retention from local hard drives to centralized, shared system ▪ Operating procedure documentation <ul style="list-style-type: none"> ○ Evaluate and if necessary, update operating manuals for programs, services, and positions
	<p>4.2 Agency governance</p>	<p>Facilitate excellent governance</p>	<ul style="list-style-type: none"> ▪ Assist Commissioners and Governor’s office during appointment process ▪ Support Commissioners to establish & oversee policies, ops ▪ Conduct up to 12 regular monthly Commission meetings annually and special meetings as necessary to conduct business ▪ Staff ad hoc and ongoing committees ▪ Agendas and reports distributed electronically and filed on website Provide Commissioners with laptops to use at Board meetings ▪ Propose legislation, promulgate rules, and issue guidance as necessary ▪ To promote increased access and efficiency, conduct video and teleconference (vs. in person) for Board meetings as feasible

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
	4.3 Planning & Reporting	Short and long term planning maximizes potential for success and efficacy, findings reported to stakeholders	<ul style="list-style-type: none"> ▪ Develop annual budget, blueprint ▪ Review existing and develop new policies ▪ Develop annually updated Strategic and Work Plans ▪ Deliver annual Performance Measures Report to Governor & Legislature ▪ Make annual reports to Senate and House Agricultural Affairs Committees, other germane committees as appropriate ▪ Inventory staff workload to quantify available resources for services and programs

DRAFT

TO: CHAIRMAN WRIGHT, COMMISSIONERS RADFORD, STUTZMAN, TREBESCH, AND SLICHTER
FROM: DELWYNE TREFZ, DSSS
DATE: APRIL 15, 2015
RE: FIELD STAFF TIME ALLOCATION AND TECHNICAL ASSISTANCE ALLOCATION PROCESS UPDATE

District Requests For Assistance

Thirty-seven districts submitted requests for FY2016 SWCC assistance. The hours requested by the districts within each Division are presented in Table 1.

Hours Requested

Division	Technical Assistance	Comprehensive Assistance	Engineering Assistance	Total by Division
I	467	180	240	887
II	1100	0	960	2060
III	1373	20	160	1553
IV	1280	60	0	1340
V	1603	1009	1372	3984
VI	0	117	0	117
Total by Type of Assistance	5823	1386	2732	9941 Total Hours

The number of hours of SWCC staff time available to provide the assistance districts have requested for FY2016 will be determined by the SWCC Leadership Team when we meet later this month.

Evaluation and Prioritization of District Requests

The next step in the Technical Assistance Allocation Process is to prioritize the requests submitted by districts within each Division. Following is a brief summary of the evaluation process each Division will use to prioritize requests submitted by districts within their division.

DIVISION I: The evaluation committee divides the available SWCC hours equally between the 4 districts in the division. For every 400 hours of SWCC assistance available, 100 hours is allocated to each district.

DIVISION II: The evaluation committee reviews the requests for assistance. They discuss each request and agree amongst themselves how best to divide the available SWCC hours amongst the districts.

DIVISION III: Division III asks SWCC to rank requests. SWCC staff use the lists of criteria developed by the FY2013 TAWG to prioritize the requests, and allocates the available SWCC hours according to the prioritization. That is, beginning with the top ranked requests and continuing down the list, the full number of hours requested is allocated to each request until the available hours were all allocated.

DIVISION IV: The evaluation committee uses their knowledge of local conditions and priorities to allocate the available SWCC hours fairly amongst the requests submitted by districts.

DIVISION V: The evaluation committee reviews all requests from districts in the Division and determines which of the requests are worthy of having SWCC hours allocated towards them. SWCC hours are then allocated to the district requests which the committee has determined are worthy as follows:

- Allocate 10% of the requested hours to each request for comprehensive assistance (CA), i.e., allocate 1 hour of assistance to each 10 hours of requested CA.
- Calculate the percentage of total requested hours which can be provided by the available SWCC staff hours after CA hours have been subtracted from the total available SWCC hours. Multiply the number of hours asked for in each individual request by the calculated percentage to determine how many hours to allocate to each request.

For example: If the total number of hours requested is 100, and SWCC has 50 hours of available staff time to service those requests, then each individual request would be allocated $\frac{1}{2}$ hour of assistance for each 1 hour requested.

DIVISION VI: The evaluation committee uses their knowledge of local conditions and priorities to allocate the available SWCC hours fairly amongst the requests submitted by districts.

Allocation of SWCC Staff Hours To Service Requests

After the requests have been prioritized, the Commission will allocate assistance to each request based on the recommendations of the Division-level evaluation committees, the expertise of available SWCC staff, and geographic and logistical considerations.

Process

The Technical Assistance Work Group (TAWG) representatives in each division have been provided with copies of the requests submitted by districts within their respective Division. TAWG members have also been provided with directions on what they and their Division-level evaluation committee need to do in order to handle the requests in accordance with the evaluation process which their Division has chosen to use.

Delwyne will work with each TAWG member to ensure that all evaluation committees meet prior to the May 15 deadline for submission of recommendations to the Commission. Delwyne will participate, either in person or via video- or teleconference, in all evaluation committee meetings.

Timeline

April 16: Requests and handling instructions distributed to Division-level evaluation committees.

April 16-May 15: Delwyne meets with each Division-level evaluation committee to prioritize requests and develop a recommendation regarding how to allocate SWCC staff hours to the requests from districts within their Division.

May 15: Recommendations to SWCC relative to the ranking of requests and how to allocate SWCC hours to district requests are due from each Division-level evaluation committee.

May 15-30: Commission staff will allocate staff hours to district projects based upon the respective evaluation committee recommendations, the expertise of available SWCC staff, and geographic and logistical considerations.

June 2: Not later than June 2nd, the Commission will inform districts whether or not assistance has been allocated to each request.

RECOMMENDED ACTION: For information only

COMMISSION

Item 5b

H. Norman Wright
Chairman

Roger Stutzman
Vice Chairman

Jerry Trebesch
Secretary

Dave Radford
Commissioner

Leon Slichter
Commissioner

Teri A. Murrison
Administrator

TO: CHAIRMAN WRIGHT, COMMISSIONERS STUTZMAN, RADFORD, SLICHTER, AND TREBESCH
FROM: TERRY HOEBELHEINRICH, LOAN OFFICER
DATE: April 14, 2015
RE: RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM UPDATE

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

Marketing	<ul style="list-style-type: none"> • RCRDP promotions include: • Soil Health Symposium, Ontario, OR (Payette SWCD) • Idaho Irrigation Equipment Show , Idaho Falls • Agri-Action, Twin Falls • Ag Summit, Boise • NRCS DC's in Caldwell Meeting • South Idaho Direct Seed Workshop, Idaho Falls • Idaho Family Forest Owners Association Conference, Moscow
Loans	<ul style="list-style-type: none"> • 16 loan inquiries have been received since the last update • 6 new loan applications • 2 loan denials
Delinquencies	<ul style="list-style-type: none"> • 1 delinquency
	<ul style="list-style-type: none"> • RCRDP Cash Report for January, February, March

ACTION: For Information Only

RCRDP FY15 - JANUARY 2015		
BEGINNING CASH BALANCE at 12/31/2014	\$6,466,202.84	\$6,157,846.48
Increase of Funds	January 2015	Year to Date
Interest Income:	\$ 1,572.28	\$ 10,727.96
Loan Interest:	\$ 6,948.40	\$ 74,587.09
Default Interest: (late fees)	\$ -	\$ 1,015.17
Principal payments received	\$ 33,997.14	\$ 488,315.50
Suspense - payment not yet reported	\$ 14,382.62	\$ 14,382.62
Expenditure Adjustments		\$ 463.00
Pcard Adjustment	\$ -	\$ -
Professional Services Refund	\$ -	\$ -
Payroll Expenditure Adjustment	\$ -	\$ -
Loan Refunds		\$ 11.16
TOTAL INCREASES	\$ 56,900.44	\$ 589,502.50
ADJUSTED CASH BALANCE	\$6,523,103.28	\$6,747,348.98
Decrease of Funds	January 2015	Year to Date
Personnel Costs	\$ (16,762.08)	\$ (91,381.07)
Operating Expense (Interagency Billing)	\$ (5,670.42)	\$ (42,676.51)
P Card Payment	\$ (1,027.51)	\$ (537.36)
P Card Charges (not yet paid)	\$ 880.58	\$ 880.58
Expenditure Adjustments		\$ (463.00)
Loan Disbursements	\$ (108,680.00)	\$ (221,316.61)
Suspense Cleared		\$ -
Refund of Revenue	\$ -	\$ -
Refund from loan Payments		\$ (11.16)
TOTAL DECREASES	\$ (131,259.43)	\$ (355,505.13)
ENDING CASH BALANCE at 01/31/2015	\$ 6,391,843.85	\$ 6,391,843.85
3% Minimum Contingency Reserve		\$ (109,317.97)
Funds Approved - Not Disbursed		\$ (7,076.63)
Pending Approval		
FUNDS AVAILABLE		\$ 6,275,449.25
LOAN STATUS REPORT: JANUARY 2015		
Outstanding Principal Loan Balance at December 31, 2014		\$ 3,569,249.37
Disbursements		\$ 108,680.00
Principal payments made		\$ (33,997.14)
Adjustments to STARS balance		\$ -
ADJUSTED PRINCIPAL LOAN BALANCE as of 01/31/2015		\$ 3,643,932.23
Previous report number of active loans	92	
New Loans	1	
Loans Paid Off	0	
Number of active loans	93	
Past Due Accounts	2	

RCRDP FY15 - FEBRUARY 2015

BEGINNING CASH BALANCE at 2/28/2015	\$6,391,843.85	\$6,157,846.48
Increase of Funds	February 2015	Year to Date
Interest Income:	\$ 1,775.95	\$ 12,503.91
Loan Interest:	\$ 17,853.26	\$ 92,440.35
Default Interest: (late fees)	\$ 353.55	\$ 1,368.72
Principal payments received	\$ 62,224.62	\$ 550,540.12
Suspense - payment not yet reported	\$ -	\$ 14,382.62
Expenditure Adjustments		\$ 463.00
Pcard Adjustment	\$ -	\$ -
Professional Services Refund	\$ -	\$ -
Payroll Expenditure Adjustment	\$ -	\$ -
Loan Refunds		\$ 11.16
TOTAL INCREASES	\$ 82,207.38	\$ 671,709.88
ADJUSTED CASH BALANCE	\$6,474,051.23	\$6,829,556.36
Decrease of Funds	February 2015	Year to Date
Personnel Costs	\$ (11,890.57)	\$ (103,271.64)
Operating Expense (Interagency Billing)	\$ (11,936.20)	\$ (54,612.71)
P Card Payment	\$ (880.58)	\$ (537.36)
P Card Charges (not yet paid)	\$ 715.42	\$ 715.42
Expenditure Adjustments		\$ (463.00)
Loan Disbursements	\$ -	\$ (221,316.61)
Suspense Cleared	\$ (14,382.62)	\$ (14,382.62)
Refund of Revenue	\$ -	\$ -
Refund from loan Payments		\$ (11.16)
TOTAL DECREASES	\$ (38,374.55)	\$ (393,879.68)
ENDING CASH BALANCE at 02/28/2015	\$ 6,435,676.68	\$ 6,435,676.68
3% Minimum Contingency Reserve		\$ (107,451.23)
Funds Approved - Not Disbursed		\$ (86,949.36)
Pending Approval		
FUNDS AVAILABLE		\$ 6,241,276.09
LOAN STATUS REPORT: FEBRUARY 2015		
Outstanding Principal Loan Balance at January 31, 2015		\$ 3,643,932.23
Disbursements		\$ -
Principal payments made		\$ (62,224.62)
Adjustments to STARS balance		\$ -
ADJUSTED PRINCIPAL LOAN BALANCE as of 02/28/2015		\$ 3,581,707.61
Previous report number of active loans	93	
New Loans	0	
Loans Paid Off	0	
Number of active loans	93	
Past Due Accounts	2	

RCRDP FY15 - MARCH 2015		
BEGINNING CASH BALANCE at 2/28/2015	\$6,435,676.68	\$6,157,846.48
Increase of Funds	March 2015	Year to Date
Interest Income:	\$ 1,623.92	\$ 14,127.83
Loan Interest:	\$ 15,336.88	\$ 107,777.23
Default Interest: (late fees)	\$ 384.82	\$ 1,753.54
Principal payments received	\$ 88,478.70	\$ 639,018.82
Suspense - payment not yet reported	\$ -	\$ 14,382.62
Expenditure Adjustments		\$ 463.00
Pcard Adjustment	\$ -	\$ -
Professional Services Refund	\$ -	\$ -
Payroll Expenditure Adjustment	\$ -	\$ -
Loan Refunds		\$ 11.16
TOTAL INCREASES	\$ 105,824.32	\$ 777,534.20
ADJUSTED CASH BALANCE	\$6,541,501.00	\$6,935,380.68
Decrease of Funds	March 2015	Year to Date
Personnel Costs	\$ (11,849.40)	\$ (115,121.04)
Operating Expense (Interagency Billing)	\$ (6,129.47)	\$ (60,742.18)
P Card Payment	\$ (731.42)	\$ (537.36)
P Card Charges (not yet paid)	\$ 840.69	\$ 824.69
Expenditure Adjustments		\$ (463.00)
Loan Disbursements	\$ (3,515.00)	\$ (224,831.61)
Suspense Cleared	\$ -	\$ (14,382.62)
Refund of Revenue	\$ -	\$ -
Refund from loan Payments		\$ (11.16)
TOTAL DECREASES	\$ (21,384.60)	\$ (415,264.28)
ENDING CASH BALANCE at 03/31/2015	\$ 6,520,116.40	\$ 6,520,116.40
3% Minimum Contingency Reserve		\$ (104,902.32)
Funds Approved - Not Disbursed		\$ (86,949.36)
Pending Approval		
FUNDS AVAILABLE		\$ 6,328,264.72
LOAN STATUS REPORT: MARCH 2015		
Outstanding Principal Loan Balance at February 28, 2015		\$ 3,581,707.61
Disbursements		\$ 3,515.00
Principal payments made		\$ (88,478.70)
Adjustments to STARS balance		\$ -
ADJUSTED PRINCIPAL LOAN BALANCE as of 03/31/2015		\$ 3,496,743.91
Previous report number of active loans	93	
New Loans	0	
Loans Paid Off	-2	
Number of active loans	91	
Past Due Accounts	1	