



# IDAHO SOIL & WATER CONSERVATION COMMISSION

## REGULAR MEETING & AGENDA Idaho Soil & Water Conservation Commission August 27, 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.*

	<b>1.</b>	<b>WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL</b>	Chairman Wright
	<b>2.</b>	<b>AGENDA REVIEW</b> <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
	<b>3.</b>	<b>PARTNER REPORTS</b> <i>Typically include NRCS, IASCD, IDEA, Attorney General, DFM, OSC, etc.</i>	Partners
	<b>4.</b>	<b>ADMINISTRATION</b>	
*#	a.	Minutes 1. June 11, 2015 Regular Meeting 2. June 12, 2015 Special Meeting 3. July 9, 2015 Special Meeting 4. July 20, 21, 22, 23, & 24, 2015 Special Meetings ACTION: Approve	Chairman Wright

(\*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission Consideration

Thurs. Aug 27, 2015 Reg. Meeting Agenda

Date of Notice Aug 21, 2015

#	b.	<p>Administrator's Report</p> <ul style="list-style-type: none"> <li>• Activities <ul style="list-style-type: none"> <li>○ Conservation Tour &amp; Summit Report</li> <li>○ Fire rehabilitation &amp; recovery efforts</li> <li>○ Multi-agency meeting</li> </ul> </li> <li>• Administrative Updates <ul style="list-style-type: none"> <li>○ IT Memo of Understanding extended with Dept. of Admin</li> <li>○ NRCS desk space &amp; IT support lease extended</li> <li>○ Water Center office space</li> <li>○ Rangeland Monitoring MOU with Dept. of Agriculture update</li> </ul> </li> <li>• IASCD Annual Conference</li> <li>• Upcoming FY 2016 meeting schedule</li> </ul> <p>ACTION: For information only</p>	Murrison
*#	c.	<p>Financial Report</p> <ol style="list-style-type: none"> <li>1. June 30, 2015</li> <li>2. July 31, 2015</li> </ol> <p>ACTION: Approve financial reports in two separate actions</p>	Yadon
*#	d.	<p>FY 2015 Performance Measures Report</p> <p>ACTION: Approve FY 2015 Performance Measures Report</p>	Murrison
*#	e.	<p>FY 2017 Budget Request</p> <p>ACTION: Approve</p>	Murrison
	<b>5.</b>	<b>PROGRAMS</b>	
#	a.	<p>District Support Services Report</p> <ul style="list-style-type: none"> <li>• District Match Allocations</li> <li>• District Survey Results</li> </ul> <p>ACTION: For information only</p>	Trefz
#	b.	<p>Resource Conservation &amp; Rangeland Development Program Report</p> <ul style="list-style-type: none"> <li>• FY 2015 Summary</li> <li>• Cash Reports for May-July</li> <li>• Customer Service Survey Responses</li> <li>• Set RCRDP loan rates</li> </ul> <p>ACTION: For information only</p>	Hoebelheinrich
	<b>6.</b>	<b>OTHER BUSINESS</b>	
	a.	<p>Reports</p> <p>ACTION: For information only</p>	Commissioners, Staff
	b.	<p>Recognition of outgoing Commissioner Roger Stutzman</p> <p>ACTION: For information only</p>	Commissioners, Staff
	<b>7.</b>	<p><b>EXECUTIVE SESSION</b></p> <p><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></p> <p>ACTION: Move to enter Executive Session pursuant to Idaho Code § 67-2345(d), for the purpose of reviewing Loan Applications, and pursuant to Idaho Code § 67-2345(b) for the purpose of considering the evaluation of a public employee.</p>	

(\* ) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission Consideration

Thurs. Aug 27, 2015 Reg. Meeting Agenda

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	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 Applications. 1. Loan #A-698 2. Loan #A-699 (tentative) ACTION: For consideration and possible action	Commissioners, Staff
#	b.	Human Resources: Employee Performance Review Pursuant to Idaho Code § 67-2345(b), the Commission will convene in Executive Session for the purpose of considering the evaluation of a public employee. ACTION: For information only	Commissioners
	<b>8.</b>	RECONVENE IN OPEN SESSION to ADJOURN. The next regular meeting is scheduled via teleconference on Sept 24, 2015.	

(\* ) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission Consideration

Thurs. Aug 27, 2015 Reg. Meeting Agenda

Date of Notice Aug 21, 2015



# 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:**

Thursday, June 11, 2015  
8:00 am – 1:00 pm MST

**Location:**

Len B Jordan Building  
650 W State St, rm B09  
Boise, Idaho

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### DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT:**

Norman Wright (Chair)          Gerald Trebesch (Secretary)    Leon Slichter

**COMMISSION MEMBERS PRESENT VIA TELECONFERENCE:**

David Radford

**COMMISSION MEMBERS ABSENT:**

Roger Stutzman (Vice-Chair)

**COMMISSION STAFF PRESENT:**

1    Teri Murrison                                  Delwyne Trefz                                  Carolyn Watts  
2    Cheryl Wilson

3

**4    PARTNERS AND GUESTS PRESENT:**

5    Kristina Fugate, Office of the Attorney General  
6    Art Beal, Idaho Association of Soil Conservation Districts  
7    Curtis Elke, NRCS  
8    Peggy Long, Power SCD  
9    Dennis Takuhuni, Idaho Farm Bureau

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**12    ITEM 1: WELCOME AND ROLL CALL**

13    Chairman Wright called the meeting to order at 8:05 a.m.

14    Roll call: Chairman Norman Wright, Commissioners Leon Slichter, Gerald Trebesch and were  
15    present. Commissioner Dave Radford attended via teleconference. Commissioner Roger  
16    Stutzman was absent.

17

18

19 **ITEM 2: AGENDA REVIEW**

20 Action: None taken

21

22 **ITEM 3: PARTNER REPORTS**

23 Action: None taken

24

25 **ITEM 4a: MINUTES**

26 Action: Commissioner Slichter moved to approve the May 2015 minutes as submitted.

27 Commissioner Trebesch seconded the motion. Motion carried by unanimous vote.

28

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

30 Action: Commissioner Radford moved to approve the May 2015 financial report as submitted.

31 Commissioner Trebesch seconded the motion. Motion carried by unanimous vote.

32

33 **ITEM 4c: ADMINISTRATOR'S REPORT**

34 Action: None taken

35

36 **ITEM 4d: FY2016-2019 STRATEGIC PLAN**

37 Action: Commissioner Radford moved to approve the Fy2016-2019 Strategic Plan, with the

38 stipulation that the word "ops" on page 16 be changed to the word "Operations". Commissioner

39 Slichter seconded the motion. Motion carried by unanimous vote.

40

41 **ITEM 4e: IDAHO AGRICULTURAL POLLUTION ABATEMENT PLAN**

42 Action: Commissioner Trebesch moved to approve the 2015 Idaho Agricultural Pollution

43 Abatement Plan as submitted. Commissioner Slichter seconded the motion. Motion carried by

44 unanimous vote.

45

46 **ITEM 4f: APPOINTMENT OF ADMINISTRATOR IN fy 2016 TO DELEGATION OF POWERS AND DUTIES**

47 Action: Commissioner Radford moved to appoint Teri Murrison as Commission Administrator in FY

48 2016 and Authorize Chairman Wright to Sign FY 2016 Appointment of Administrator Form.

49 Commissioner Slichter seconded the motion. Motion carried by unanimous vote.

50

51 **ITEM 4g: ELECT COMMISSION OFFICERS TO SERVE BEGINNING JULY 1, 2015**

52 Action: Commissioner Radford moved to ELECT Norman Wright as Commission Chairman, Gerald

53 Trebesch as Vice Chairman, and Leon Slichter as Secretary. Commissioner Trebesch seconded

54 the motion. Motion carried by unanimous vote.

55

56 **ITEM 5a: DISTRICT TECHNICAL ASSISTANCE AWARDS**

57 ACTION: For information only

58

59 **ITEM 5b: DISTRICT BUDGET HEARING AND UNMET PROGRAM/PROJECT NEED**

60 ACTION: Commissioner Radford moved to accept the report as submitted. Commissioner

61 Slichter seconded the motion. Motion carried by unanimous vote.

62

63 **ITEM # 5c: DISTRICT CAPACITY BUILDING FUND REQUESTS**

64 ACTION: Commissioner Radford moved to approve the requests as submitted and that next  
65 year's funded awards should allocate no more than \$10,000 to all regional events with 1 regional  
66 event to be awarded per IASCD division, and the remaining \$40,000 be distributed among all 50  
67 districts equally. Commissioner Slichter seconded the motion. Motion carried by unanimous  
68 vote.

69

70 **ITEM # 5d: REVIEW OF THE TMDL PROCESS**

71 Action: None taken.

72

73 **ITEM # 5e: RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM**  
74 **MARKETING PLANS**

75 Action: None taken.

76

77 **ITEM 6: ADJOURN:**

78 The meeting was adjourned at 1:15. The next Commission Meeting will be held in Boise on  
79 Friday, July 24, 2015.

80

81 Respectfully submitted,

82

83

84

85 Gerald 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 & IDAHO ASSOCIATION OF SOIL CONSERVATION DISTRICTS BOARD (IASCD) SPECIAL JOINT BOARD MEETING & AGENDA

**Date and Time:**

Friday, June 12, 2015  
8:00 am – 10:00 am MST

**Location:**

The Boise Hotel  
3300 Vista Ave.  
Boise, Idaho

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### DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT:**

Norman Wright (Chair)                      Gerald Trebesch (Vice President)  
Leon Slichter (Secretary)

**IASCD BOARD MEMBERS PRESENT:**

Kit Tillotson (President)                      Billie Brown (Vice President)  
Steve Becker (Secretary)                      Art Beal  
Glenn Gier    Lynn Bagley

**COMMISSION STAFF PRESENT:**

1 Teri Murrison  
2 Delwyne Trefz

3

**4 PARTNERS AND GUESTS PRESENT:**

5 Benjamin Kelly, IASCD                      Robbie Taylor, Idaho District Employees Assoc. (IDEA)  
6 Chris Simons, (IDEA)                      Pegi Long, Power Soil Conservation District (SCD)  
7 Curtis Elke, NRCS                      Dennis Tanikuni, Idaho Farm Bureau

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

11 Chairman Wright called the meeting to order at 8:30 a.m.

12

**13 ITEM #2: CONSERVATION DELIVERY SYSTEM OF THE FUTURE MOA**

14 Action: None taken

15

16

17 **ITEM #3: PARTNERSHIP FY 2016 & LONGTERM GOALS & OBJECTIVES**

18 Action A: Billie Brown moved to proceed with exploration of working with the Idaho Department  
19 of Agriculture on an agreement to assist with their Photo Monitoring project. Art Beal seconded.  
20 Carried by unanimous vote.

21 Action B: Steve Becker moved to request a \$200,000 budget enhancement request in the  
22 Commission's FY 2017 budget request to establish a conservation grants program. Art Beal  
23 seconded. Carried by unanimous vote.

24

25 **ITEM #8: Adjournment**

26 Action: Chairman Wright adjourned the Special Joint Board meeting at 10:15 a.m. The next  
27 Regular Meeting will be conducted in August.

28

29 Respectfully submitted,

30

31

32

33 Gerald Trebesch, Secretary

34



# 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 SPECIAL PUBLIC MEETING & TELECONFERENCE

**Date and Time:**

Thursday, July 9, 2015  
3:00 pm – 4:00 pm MST

**Location:**

Len B Jordan Building  
650 W State St, rm 145  
Boise, Idaho

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### DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT VIA TELECONFERENCE:**

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

**COMMISSION MEMBERS ABSENT:**

Roger Stutzman

**COMMISSION STAFF PRESENT:**

1 Teri Murrison	Terry Hoebelheinrich
2 Carolyn Watts	Cheryl Wilson
3	

**PARTNERS AND GUESTS PRESENT VIA TELECONFERENCE:**

4 Kristina Fugate, Office of the Attorney General  
5  
6  
7

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

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9  
10 Chairman Wright called the meeting to order at 3:00 p.m.  
11 Roll call: Chairman Norman Wright, Commissioners Leon Slichter, Gerald Trebesch and Dave  
12 Radford were present via teleconference. Commissioner Roger Stutzman was absent.  
13

**ITEM #2: EXECUTIVE SESSION**

14  
15 Action: Chairman Wright moved to convene in Executive Session pursuant to Idaho Code § 67-  
16 2345(d). Commissioner Trebesch seconded the motion. Motion carried by unanimous vote.  
17 Roll call: Chairman Norman Wright, Commissioners Leon Slichter, Gerald Trebesch and Dave  
18 Radford were present via teleconference. Commissioner Roger Stutzman was absent.  
19

20 Executive Session commenced at 3:08

21 Teri Murrison, Terry Hoebelheinrich, Carolyn Watts and Cheryl Wilson were present during  
22 Executive Session. Executive Session ended at 3:40 p.m.

23

24 **ITEM #3: RECONVENE IN OPEN SESSION:**

25 Commissioners reconvened in Open Session at 3:45 p.m.

26

27 Action: Commissioner Radford moved to approve Loan #A-693 with the conditions set forth by  
28 the Loan Officer. Commissioner Trebesch seconded the motion. Motion carried by unanimous  
29 vote.

30

31 Action: Commissioner Slichter moved to approve Loan #A-697 with the conditions set forth by  
32 the Loan Officer. Commissioner Trebesch seconded the motion. Motion carried by unanimous  
33 vote.

34

35 **ITEM #8: Adjournment**

36 Action: The meeting was adjourned at 3:45 pm. The next Commission Meeting will be held in  
37 Boise on Monday, July 20<sup>th</sup> during the Joint State Conservation Summit & Tour.

38

39 Respectfully submitted,

40

41

42 Leon Slichter, Secretary



# Idaho Soil & Water Conservation Commission

650 W. State St., Room 145 • Boise Idaho 83720  
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## IDAHO SOIL & WATER CONSERVATION COMMISSION SPECIAL PUBLIC MEETING

**Date and Time:**

Monday, July 20, 2015  
6:00 pm – 8:00 pm MST

**Location:**

Lava Hot Springs Senior Center  
150 N. Center St., Lava Hot Springs, ID

### DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT VIA TELECONFERENCE:**

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

**COMMISSION MEMBERS ABSENT:**

Roger Stutzman

**COMMISSION STAFF PRESENT:**

1 Teri Murrison	Allan Johnson
2 Carolyn Firth	Delwyne Trefz
3 George Hitz	
4	

**PARTNERS AND GUESTS PRESENT:**

6 Chris Banks	Pauline Bassett	Garth Boehme	Haydn Carson
7 Ralph Fisher	Anita Hamann	Wilder Hatch	Ray Houston
8 John Lau	Mark Parker	Nick Peak	Steven Smith
9 William Stewart	Kit Tillotson	Lisa Transtrum	Allison Wiedeman
10 Rulon Wistiseu			

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

14 Chairman Wright called the meeting to order at 6:17 p.m.

15 Roll call: Chairman Norman Wright, Commissioners Leon Slichter, Gerald Trebesch and Dave  
16 Radford were present. Commissioner Roger Stutzman was absent.

17

**ITEM #2: DINNER (sponsored by Caribou Soil Conservation District)**

19 Action: No action was taken

20

**ITEM #3: ADJOURN**

21

22 Action: The meeting adjourned at 7:25 pm. The next Special Meeting is scheduled for Tues., July  
23 21 for a bus tour to leave the Lava Hot Springs Hot Pools, 430 W. Main, Lava Hot Springs, ID at  
24 8:00 am.

25

26 Respectfully submitted,

27

28 Leon Slichter, Secretary

DRAFT



# 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 SPECIAL PUBLIC MEETING

**Date and Time:**

Tuesday, July 21, 2015  
8:00 am - 8:00 pm MST

**Location:**

Bus Tour see locations below  
Lava Hot Springs Hot Pools, ID

DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT VIA TELECONFERENCE:**

Norman Wright (Chair)                      Gerald Trebesch  
David Radford                                      Leon Slichter

**COMMISSION MEMBERS ABSENT:**

Roger Stutzman

**COMMISSION STAFF PRESENT:**

1 Teri Murrison                                      Allan Johnson  
2 Carolyn Firth                                      Delwyne Trefz  
3 George Hitz  
4

**PARTNERS AND GUESTS PRESENT:**

5  
6 Christy ?,                      Chris Banks                      Perry Beale                      Tana Beckstead  
7 Kerry Christiansen                      Ralph Fisher                      Anita Hamann                      Chris Hatch  
8 Ray Houston                      Erika Larson                      Larry Mickelsen                      Bruce Olenick  
9 Nick Peak                      Hannah Sanger                      Dave Schmidt                      Steven Smith  
10 William Stewart                      Linda Tigert                      Kit Tillotson                      Allison Wiedeman  
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**ITEM #1: WELCOME AND ROLL CALL**

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13  
14 Chairman Wright called the meeting to order at 8:00 a.m.  
15 Roll call: Chairman Norman Wright, Commissioners Leon Slichter, Gerald Trebesch and Dave Radford  
16 were present. Commissioner Roger Stutzman was absent.  
17

**ITEM #2: Carpool tour of Southcentral Idaho Conservation Projects**

18  
19  
20 Leave Lava Hot Springs ( Park by the Hot Pools).....8:15 AM  
21                      (Bus Sponsored by City of Pocatello, Bannock County Commissioners)  
22

23 Bear/Whiskey Project Site 1.....8:40-8:55 AM  
24 Across Highway 34 from 2054 Last Chance Lane, Grace, Idaho. (Project funded through 319)  
25  
26 Whiskey Creek Restoration Project.....9:20-9:35 AM  
27 3.34 miles south of Niter, Idaho on Highway 34. The site is on the east (left hand side traveling south).  
28 Look for the large project description sign. (Project funded by NRCS through EQIP)  
29  
30 Bear Whiskey Project Site .....9:45-  
31 10:00 AM  
32 2075 Super View Drive Grace, Idaho. (Projects funded through 319)  
33  
34 Trout Creek SR.....10:10-10:25 AM  
35 2140 Lago Liberty Road, Grace, Idaho. (Project funded in cooperation with Soda City, through SRF-319)  
36  
37 Trout Creek/Whiskey Creek Restoration.....10:35-10:50 AM  
38 303 Bench Lago View Road, Grace, Idaho. (Project funded through EQIP)  
39  
40 Decommissioned Cove Power Plant.....11:10-11:35 AM  
41 822 Grace Power Plant Road, Grace, Idaho.(Lynn Vanevery, IDEQ)  
42  
43 Lunch, Soda Springs City Park.....12:00-1:15 PM  
44 51 East 2<sup>nd</sup> South, Soda Springs, Idaho (Sponsored by City of Soda Springs City)  
45  
46 Pebble Creek Restoration.....1:40-2:00 PM  
47 Pebble Creek Road or Caribou National Forest Road 36, 6 Miles west of Bancroft, Idaho - Look for the  
48 only Red Barn on the Road. (Project funded through 319, Matched by: TU, Simplot, IFFW, USFWS, SEIFF,  
49 USFS, NGH, landowners, and Darden companies)  
50  
51 Pebble Creek Irrigators Project, Possible Demonstration.....2:05-2:25 PM  
52 By Rocking T Construction. Continue west on Pebble Creek Road for 1 ½ Miles  
53 Project site is south of the road directly adjacent to Pebble Creek. (Project funded through 319, Matched  
54 by: Trout Unlimited, Simplot, IFFW, Landowners, SEIFF, and USFS)  
55  
56 Pick up vehicles in Lava Hot Springs .....2:45-3:20 PM  
57  
58 Portneuf River Restoration Project .....4:00-4:30 PM  
59 7310 West Portneuf Road, Inkom, Idaho. (Guthrie’s)  
60  
61 Arrive & Check into Holiday Inn Express.....5:00-5:45 PM  
62 200 Via Venitio, Pocatello, Idaho  
63  
64 Dinner and Project Presentations .....6:00-8:00 PM  
65 Idaho Fish and Game Office, 1345 Barton Road, Pocatello, Idaho. (Dinner sponsored by Bannock County  
66 Commissioners and Portneuf SWCD). Project Presentations by:  
67 • Bear Lake SWCD (Georgetown SRF, PBJ Diversion, Stauffer Creek, Thomas Fork AFOs)  
68 • Franklin SWCD (Station Creek, Mound Valley SRF)  
69 • Oneida SWCD (Wide Hollow)

70 ACTION: No action was taken

71

72 **ITEM #3: ADJOURN**

73 The meeting adjourned at 8:00 pm. The next Special Meeting is scheduled for Weds., July 22 for  
74 a tour to leave Jack's Tire – 172 Hankins Rd. South, Twin Falls, at 9:30 am.

75

76 Respectfully submitted,

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78

79 Leon Slichter, Secretary

DRAFT



# 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 SPECIAL PUBLIC MEETING

**Date and Time:**

Weds., July 22, 2015  
9:30 am - 4:30 pm MST

**Location:**

Jack's Tire, 172 Hankins Rd. Twin Falls, ID

DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT:**

Norman Wright (Chair)  
Leon Slichter

**COMMISSION MEMBERS ABSENT:**

Dave Radford, Gerald Trebesch, Roger Stutzman

**COMMISSION STAFF PRESENT:**

1 Teri Murrison Rob Sharpnack  
2 Carolyn Firth Delwyne Trefz

3

**PARTNERS AND GUESTS PRESENT:**

5 Perry Beale Balthasar Buhidar Greg Eager Ralph Fisher  
6 Glen Gier Anita Hamman Ray Houston Britany Hurst  
7 Erika Larson Bob Naerebout Rick Naerebout Brian Oakey  
8 Nick Peak Wyatt Prescott Mindy Reynolds Katie Shewmaker  
9 Cindy Snyder William Stewart Allison Wiedeman

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

14 Roll call: Chairman Norman Wright, Commissioners Leon Slichter were present. Commissioners  
15 Gerald Trebesch, Dave Radford, and Roger Stutzman were absent. No meeting was held due to  
16 lack of a quorum. The next Special Meeting is scheduled for Thurs., July 23 in Boise.

17

18 Respectfully submitted,

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20

21 Leon Slichter, 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 SPECIAL PUBLIC MEETING

**Date and Time:**

Thurs., July 23, 2015  
8:00 am - 9:00 pm MST

**Location:**

Boise Spring Hill Suites (424 E. Park Center Blvd.,  
Boise)

### DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT:**

Norman Wright (Chair)                      Leon Slichter

**COMMISSION MEMBERS ABSENT:**

Dave Radford, Gerald Trebesch, Roger Stutzman

**COMMISSION STAFF PRESENT:**

1 Teri Murrison                                      Cheryl Wilson                      Rhonda Yadon  
2 Carolyn Watts                                      Delwyne Trefz

3

**PARTNERS AND GUESTS PRESENT:**

4  
5 Perry Beale                      Barbara Boyer                      Mike Brown                      John Byers  
6 Paul Calverly                      Whitney Collins                      Torrie Cope                      Glen Edwards  
7 Paris Edwards                      Curtis Elke                      Ralph Fisher                      Bas Hargrove  
8 Ray Houston                      Doug Jones                      Shana Joy                      Tim Kerns  
9 Greg Kreller                      Erika Larson                      Nick Peak                      Jason Pyron  
10 Manette Simpson                      William Stewart                      Steve Stuebner                      James Wertz

11

12

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

13  
14 Roll call: Chairman Norman Wright, Commissioners Leon Slichter were present. Commissioners  
15 Gerald Trebesch, Dave Radford, and Roger Stutzman were absent. No meeting was held due to  
16 lack of a quorum. The next Special Meeting is scheduled for Fri., July 24 in Boise.

17

18 Respectfully submitted,

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21

22 Leon Slichter, 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 SPECIAL PUBLIC MEETING

**Date and Time:**

Friday, July 24, 2015  
8:00 am - 3:45 pm MST

**Location:**

Zion's Bank Conference Room, 202 N. 9<sup>th</sup>, 17<sup>th</sup>  
floor, Boise

DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT VIA TELECONFERENCE:**

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

**COMMISSION MEMBERS ABSENT:**

Roger Stutzman

**COMMISSION STAFF PRESENT:**

1 Teri Murrison                                      Carolyn Firth                                      Delwyne Trefz  
2 George Hitz    Carolyn Watts                                      Cheryl Wilson  
3

**PARTNERS AND GUESTS PRESENT:**

4  
5 Julia Achabal                      Sharla Arledge                      Art Beal                      Perry Beale  
6 Mark Bostrom                      Barbara Boyer                      Mike Brown                      Barry Burnell  
7 John Byers                              Katie Carberry                      Mark Clark                      Joan Cloonan  
8 Whitney Collins                      Glen Edwards                      Curtis Elke                      Amos Eno  
9 Ralph Fisher                              Kristina Fugate                      Wendy Green                      Bas Hargrove  
10 Doug Jones                              Shana Joy                              Benjamin Kelly                      Tim Kerns  
11 Erika Larson                              Brad Little                              Peggy Long                      David Mabe  
12 Jennifer Martin                      Bill Maslen                              Dustin Miller                      Brian Oakey  
13 Sal Palazzolo                              Nick Peak                              Laurel Sayer                      Ron Shultz  
14 Tom Shultz                              Manette Simpson                      Karen Sjoquist                      William Stewart  
15 Steve Stuebner                              John Tippets                              Josh Uriarte                      Tim Wendland  
16 James Werntz                              Pat Zinmen  
17

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

18  
19 Chairman Wright called the meeting to order at 8:00 a.m.  
20 Roll call: Chairman Norman Wright, Commissioners Leon Slichter, and Dave Radford were present.  
21 Commissioners Roger Stutzman and Gerald Trebesch were absent.  
22

23

24 **ITEM #2: IDAHO CONSERVATION SUMMIT**

25

26 Welcome

27 Lt. Governor Brad Little.....8:00 AM

28 Glen Edwards, President Ada Soil & Water Conservation District

29

30 Keynote Speaker Amos Eno, Executive Director, ..... 8:15 AM- 9:45 AM

31 Resources First Foundation

32

33 Conservation in Idaho Panel.....10:00 AM - 12:30 PM

34 • Teri Murrison, Administrator, Idaho Conservation Commission

35 • Jennifer Martin, 319 Grant Program, Idaho Department of

36 • Environmental Quality (DEQ)

37 • Dustin Miller, Administrator, Governor’s Office of Species Conservation

38 • Tom Schultz, Director, Idaho Dept. of Lands

39 • Brian Oakey, Deputy Director, Idaho Dept. of Agriculture

40 • Sal Palazzolo, Private Lands Program Manager, Idaho Fish & Game

41 • Bill Maslen, Fish and Wildlife Manager, Bonneville Power Admin.

42 • Curtis Elke, State Conservationist, NRCS

43

44 Lunch.....12:30 PM - 1:00 PM

45

46 Meet New DEQ Director John Tippets, Director, DEQ.....1:00 PM - 1:05 PM

47

48 Water Quality Issues in Idaho..... 1:05 PM - 1:45 PM

49 • Jim Wertz, Idaho Administrator, EPA

50 • Barry Burnell, WQ Division Administrator, DEQ

51 Conservation in Pacific Region Panel..... 1:45 PM - 2:45 PM

52 • Mark Clark, Executive Director Washington Conservation Commission

53 • John Byers, Program Manager, Oregon Conservation Commission

54 • Mark Bostrom, Administrator, Montana Conservation/Resource Devlpmt.

55

56 National Association of State Conservation Agencies..... 3:00 PM – 3:30 PM

57 • Mike Brown, Executive Director, NASCA

58 • Shana Joy, President, NASCA

59 ACTION: No action was taken

60

61 **ITEM #3: ADJOURN**

62 The meeting adjourned at 3:45 pm. The next Regular Meeting will be held in Boise in August.

63

64 Respectfully submitted,

65

66

67 Leon Slichter, Secretary

DRAFT



## IDAHO SOIL & WATER CONSERVATION COMMISSION

Item # 4b

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, STUTZMAN, SLICHTER, AND TREBESCH**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: AUGUST 20, 2015**  
**RE: ADMINISTRATOR'S REPORT**

### Activities

- Conservation Tour & Summit (see attached newsletter). Attended by representatives of the Oregon, Washington, and Montana commissions, and EPA leaders from Washington, D.C., the Tour & Summit have generated a number of follow-up meetings with new potential partners including US Fish & Wildlife, the Nature Conservancy, and the National Fish & Wildlife Foundation. Generous partners including districts, associations, and others stepped up to sponsor meals. In all, the cost of putting on the Summit (facility, transportation, and meals), staff and Commissioner travel, and guest speakers came to a little over \$12,000. Of that, about \$5,000 was invoiced and paid for in FY 2015, with approximately \$7,000 paid out in FY 2016. Next year's Conservation Summit & Tour are tentatively planned to be held in Washington State.
- Fire Information – In the wake of the Soda Fire and others around the state, the Commission twice gathered information about available resources and distributed a *Conservation the Idaho Way Alert* to those on our email list, on Facebook where to-date it's been seen by over 4,000 people, and to the media. Information contained in the Alerts was widely published in Idaho newsletters and other media, and other agencies were appreciative.
- The Commission assisted NRCS to draw together a multi-agency meeting on August 19<sup>th</sup> to discuss fire recovery and rehabilitation efforts statewide. It was attended by staff from Congressman Mike Simpson's office, Idaho Departments of Land, Agriculture, Fish & Game, the Office of Species Conservation, IASCD, Owyhee and Nez Perce Districts, U of Idaho extension, Owyhee Cattlemen's Association, Idaho Cattle Association, BLM, the Farm Service Agency, US Fish and Wildlife Service, and others. Several of the agencies have formal relationships already. FSA and the Commission appear to be the only agencies with funding that can be loaned or applied in the near term. The Commission will continue to aggregate information on other agency programs and distribute it. There will be an interagency tour at some point, but the dust needs to settle first and agencies really need to be able to offer something to those affected.

### Administrative Updates

- Met with the Department of Administration's IT leadership team. The existing MOU is sufficient for our needs and has been extended.
- Until FY 2016, NRCS provided desk space and IT support at 11 field offices around the state. This year, we've decreased the number of desks leased by two, reducing the FY 2016 cost from \$53,753 to \$48,253, for a savings of \$5,500. In FY 2017, the savings will be applied to increased occupancy cost in the Water Center or elsewhere, as approved by JFAC.
- Staff has been working with Gary Spackman, Director of the Idaho Department of Water Resources (IDWR), and his staff to secure space in the Idaho Water Center next fiscal year sometime. Based on our space needs, an architect has drawn up plans and IDWR will request funding in their FY 2017 budget request to make the modifications to the space (it's currently one large room). Our budget request for FY 2016 contains a line item enhancement request for the increased occupancy cost, 4-open office cubicles and a desk, and for part of moving

expenses. We have not negotiated a lease, but based on the lease agreed to with the other proposed occupant, the Commission would receive two months free rent to compensate for moving expenses (\$7,500 approx.). The budget request item will provide more detail on the increased costs entailed in leasing Water Center space. The Commission will not move into the space without additional funds being appropriated by JFAC to cover the significant increase in cost.

- Update on MOU for Rangeland Monitoring with ISDA This potential project is on hold for now. ISDA has advised that they need additional time to flesh out the idea before taking it to the Governor and the Legislature.

#### FY 2016 IASCD Annual Conference

This year's IASCD Conference will be held in Boise November 15-18 (Sunday – Wednesday). As is our custom, staff is planning for a Wednesday morning Commission Listening Session.

#### Upcoming FY 2016 Meeting Schedule

The following are the dates of your Regular Meetings this year. Meetings can be rescheduled if necessary.

September 10, 8 am, Teleconference to review District Allocation Workgroup Recommendation  
September 24, 8 am, Boise  
October, Division meetings, none scheduled  
November 18, Riverside Inn, Boise  
December, none scheduled  
January, date TBA to coincide with JFAC presentation, Boise  
February 15 to coincide with Ag Summit, Boise  
March, Division meetings, none scheduled  
April 21, 8:00 am, Boise  
May 19, 8:00 am, Boise  
June 9, 8:00 am, Boise

RECOMMENDED ACTION: For information only

Encl: Conservation Tour & Summit, Conservation the Idaho Way, August 2015

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# *Conservation the Idaho Way*

ISSUE TWENTY-SIX

IDAHO SOIL & WATER CONSERVATION COMMISSION

AUGUST 2015



2015

## *Idaho Conservation*

**SUMMIT  
& TOUR**

**SUMMIT MESSAGE: "KEEP UP, LEVERAGE, EXPAND  
CONSERVATION THE IDAHO WAY"**

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## About the Summit

When Commissioners agreed to host this year's Pacific Northwest joint state conservation agencies' meeting in Boise and also invited EPA officials from Washington DC to tour projects in southern Idaho, it seemed logical to combine them.

So, at the end of several days of touring projects in southern Idaho sponsored by local conservation districts, cities, a county, and associations, we convened a state conservation agency Summit in Boise. It was no small feat and we're happy to say that next year it's Washington's turn.

Representatives from Oregon, Washington, and Montana joined the National Association of State Conservation Agencies leadership and some old and new partners to learn more about Conservation the Idaho Way.

The overarching message delivered by speakers at the Summit? Keep up the good work, leverage resources, and expand Conservation the Idaho Way!

Our cover shows Erika Larsen with EPA's 319 Program in Washington D.C. contemplating a very healthy Marsh Creek riparian corridor on Jim Guthrie, Sr.'s ranch near Inkom. This month we feature photos and info from all four days of dining and touring, and an article about the Summit written by Steve Stuebner.

If you couldn't be there, enjoy! If you'd like to see more, please visit our page on Facebook: "Idaho Soil & Water Conservation Commission".



Partners Chris Banks (IASCD), Pauline Bassett (Caribou SCD), and Allan Johnson (Conservation Commission) on the daylighted and reconfigured banks of Whiskey Creek near Grace, Idaho.

## In this issue:

### TOUR PHOTOS

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- Day Two: Lava Hot Springs to Pocatello .....5
- Day Three: Twin Falls to Boise .....6
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- Day Five: Idaho Conservation Summit ..... 10

- SUMMIT MESSAGE: Keep up, leverage, expand Conservation the Idaho Way .....4

- TOUR & SUMMIT PARTICIPANTS ..... 12

## DAY ONE: DINNER IN LAVA HOT SPRINGS

*There's too little space and too many photos to identify everyone. Please contact us if you'd like more info.*



*Caribou SCD sponsored an excellent dutch oven dinner. Pictured are Caribou supervisors and staff, and members of the Banks family, caterers.*



*From left, Nick Peak, Bill Stewart, Ralph Fisher, Idaho EPA, and the Commission's George Hitz.*



*Former Commission employee Steven Smith (now DEQ 319 Program) and members of the Banks family.*



*Lisa Transtrum and her Bear Lake SWCD supervisors.*



*Chris Banks, Conservation Basics LLC, Autumn Banks, and Delwyne Trefz, Commission district support specialist.*

The Commission thanks the Caribou SCD for warm hospitality and hard work in providing Tour participants with a fabulous meal! It was a great kickoff to the Summit week.

Thanks also to the following individuals: Wilder Hatch, John Lau, Rulon Wistiseu, Pauline Bassett, Caribou District; Chris & Autumn Banks, Conservation Basics; John, Rhonda Banks & the Banks family; Garth Boehme, Mark Parker, Lisa Transtrum, Bear Lake SWCD; Tana Beckstead, Haydn Carson, Franklin SWCD; Anita Hamann, Division of Financial Management; Ray Houston, Legislative Services Office; Carolyn Firth, Allan Johnson, Dave Radford, Jerry Trebesch, Leon Slichter, Norman Wright, George Hitz, Delwyne Trefz, Conservation Commission; Perry Beale, Washington Conservation Commission; Kit and Connie Tillotson, Idaho Association of Conservation Districts; Steven & Cindy Smith, DEQ; Allison Wiedeman, Bill Stewart, Nick Peak, Erika Larsen, and Ralph Fisher, EPA.

If we've neglected to mention anyone, please forgive us. We appreciate you too. What a fun evening!



*Lt. Governor Brad Little welcomes attendees to the 2015 Idaho Conservation Summit.*

## SUMMIT MESSAGE: KEEP UP, LEVERAGE, EXPAND CONSERVATION THE IDAHO WAY

By Steve Stuebner

During a week-long series of soil and water conservation tours in southern Idaho in the third week of July, Idaho conservation leaders and Environmental Protection Agency officials were impressed with the results.

H. Norman Wright, chairman of the Idaho Soil and Water Conservation Commission, attended the full week of tours, which included water-quality improvement projects on Pebble Creek and Whiskey Creek in Eastern Idaho as well as wetlands enhancement projects to catch sediment and filter phosphorous in Twin Falls and Boise. The group also toured drip-irrigation demonstration projects in Canyon County, among other stops.

The voluntary projects are led by local farmers and conservation districts, with assistance from partners such as the Conservation Commission, state and federal agencies and non-profit conservation groups.

"These farmers and producers are doing

way more than anybody could have imagined," Wright said. "We only saw projects in SE Idaho, the Magic Valley and Western Idaho, and I know that North Idaho and Eastern Idaho producers are doing very similar exemplary work.

"It just makes me want to thump my chest and say, it really makes me proud to be an Idahoan to see all of these things happening to improve our environment."

Added Jim Werntz, administrator of the Environmental Protection Agency office in Idaho, "There were some really great projects with big results. It's amazing how much gets done with those 319 funds in Idaho."

After three days of tours, the Conservation Summit culminated with a keynote address by Amos Eno of the Resources First Foundation and an unprecedented round-table discussion by multiple state and federal agencies that are engaged in a wide diversity of conservation projects in Idaho and

neighboring states.

"Let's start telling our stories together," said Teri Murrison, administrator of the Conservation Commission. "We need to aggregate our successes and share that information with decision makers and the public."

Lt. Gov. Brad Little opened the Conservation Summit by complimenting farmers, district officials, the Conservation Commission and Natural Resources Conservation Service for the many results yielded by conservation partnerships. "Endangered species issues get all the attention, but the most important thing is to protect the soil and water -- you take care of those two things and everything else will follow."

Eno encouraged Idaho's conservation leaders to step up investments in private land conservation because of the value of fish and wildlife resources and biodiversity on private lands. "Private lands are five times as important as other lands because they

*SUMMIT, Cont. on Page 9*

## DAY TWO: LAVA HOT SPRINGS TO POCATELLO



*Traveling on the bus for most of the day allowed folks to discuss the projects they were seeing.*



*The State Revolving Fund riparian restoration of an old dairy site on Trout Creek was a joint project of Caribou SCD and Soda Springs.*



*Participants visited Pacific Corp.'s Cove Power Plant, decommissioned as part of a settlement agreement during the FERC process.*



*Senator Jim Guthrie, Jr. talked about all the riparian improvements his parents Jim & Carol Guthrie have made to Marsh Creek, reducing bank failure and erosion.*

The Commission thanks Mayor Jim Smith, Soda Springs, for the great lunch, Commission Chair Steve Hayden & Linda Tigert, Bannock County; Hana Sanger, City of Pocatello; the Portneuf District for a wonderful dinner, and the Franklin, Bear Lake, and Oneida SCDs for very interesting (and entertaining) presentations.

Thanks to the following: Pauline Bassett, Caribou SCD; Chris Banks; Garth Boehme, Mark Parker, Lisa Transtrum, Bear Lake SWCD; Chris Hatch, Tana Beckstead, Haydn Carson, Franklin SWCD; Anita Hamann, Division of Financial Management; Ray Houston, Legislative Services Office; Carolyn Firth, Allan Johnson, Dave Radford, Jerry Trebesch, Leon Slichter, Norman Wright, George Hitz, Delwyne Trefz, Conservation Commission; Dave Schmidt, Larry Mickelsen, NRCS; Perry Beale, Washington Conservation Commission; Lynn Vanevery, Bruce Olenick, Steven Smith, DEQ; Allison Wiedeman, Bill Stewart, Nick Peak, Erika Larsen, and Ralph Fisher, EPA; and Kerry Christiansen, Cent./No. Bingham SWCD. Thanks to landowners: Nathan Hale, Jim & Carol Guthrie, Kent Clegg, Michael & Ashley Tingey, Max & Teri Nichols, Joe Frank & Lisa Swenson, Mike & Roxie Holsten, and Cameron & Janel Williams.

If we've neglected to mention anyone, please forgive us. We appreciate you too!



*At the Pebble Creek Restoration site, Delwyne Trefz went over the amount of state funding available annually to local conservation districts.*

## DAY THREE: TWIN FALLS TO BOISE



*Jay Barlogi, Twin Falls Canal Co., shows a significant improvement in water quality as a result of the Lower Perrine Wetlands project.*



*Brian Olmstead, Twin Falls Canal Co., explains the complicated system of historic tunnels built to move water under and across the Magic Valley.*



*The W Drain near Malad Gorge provides wastewater from the Northside Canal to irrigate 230 acres in the Hagerman Valley, replacing spring water which now flows into the Snake River.*



*The Si-Ellen Dairy near Jerome is a confined animal feeding operation that marries agricultural production with responsible resource management practices.*

The Commission thanks the Roth family, owners of Si-Ellen Dairy, and Idaho Dairyman's Association for a fantastic lunch.

Thanks also to the following individuals: Brian Olmstead and Jay Barlogi of the Twin Falls Canal Company; Terry Patterson, College of Southern Idaho's fish hatchery; Maryellen Roth; Mike Roth; Bob and Randy Naerebout, Idaho Dairyman's Association; Wyatt Prescott, Britany Hurst, Idaho Cattle Association; Brian Oakey, IDSA; Steve Thompson, NRCS; Anita Hamann, Division of Financial Management; Ray Houston, Legislative Services Office; Carolyn Firth, Leon Slichter, Norman Wright, Rob Sharpnack, Delwyne Trefz, Conservation Commission; Perry Beale, Washington Conservation Commission; Balthasar Buhidar, Greg Eager, Mindy Reynolds, and Katie Shewmaker, DEQ; Glen Gier, Snake River SWCD & IASCD; Allison Wiedeman, Bill Stewart, Nick Peak, Erika Larsen, and Ralph Fisher, EPA.

If we've neglected to mention anyone, please forgive us. We appreciate you too!



*Si-ellen Dairy employs over 200 employees., many of them from Burma.*

## DAY FOUR: BOISE RIVER SYSTEM



*Overlooking Hyatt Hidden Springs Reserve in Boise, an urban stormwater treatment system.*



*Ada SWCD Chair Glen Edwards and grandson, standing next to one of two no-till drills rented to farmers in Ada and Canyon Counties.*



*Bob McKellip, landowner, Canyon SWCD supervisor, with tubing from his drip system for mint fields*



*The Dixie Drain is the site of a City of Boise Phosphorus Offset Project insuring water quality goals are met for water returned to the Boise River.*



*Considerable work has been done on the Project. When complete, it will allow Boise to meet its phosphorus removal requirements in its EPA discharge permit by treating the Dixie Drain, an agricultural drain high in phosphorus in lieu of costly mechanical upgrades at the city's treatment facilities.*



*Ready to tour the Project.*

## DAY FOUR: BOISE RIVER SYSTEM, (CONT.)



*Kasey Garrett, Aqua Irrigation, at E&B Farms' permanent drip system on hops.*



*E&B Farms' pump system.*



*Oregon Conservation Commission Barbara Boyer, Manette Simpson, and Whitney Collins take advantage of a bit of shade.*



*After a long day, the tour bus headed back to Boise.*

The Commission thanks the Ada SWCD for providing lunch, and to Lance Holloway, DEQ; Jim Wyllie, City of Boise; Glen Edwards, Ada SWCD; Bob McKellip, McKellip Farms; Vincent Tromboli & City of Boise Staff at Dixie Drain site; and Kasey Garrett, Aqua Irrigation at E&B Farms.

Thanks also to the following individuals: Curtis Elke, Paris Edwards, NRCS; Ray Houston, Legislative Services Office; Paul Calverly, Ada SWCD; Carolyn Watts, Cheryl Wilson, Rhonda Yadon, Delwyne Trefz, Leon Slichter, Norman & Kathy Wright, Conservation Commission; Perry Beale, Washington Conservation Commission; Barbara Boyer, John Byers, Whitney Collins, Tim Kerns, Manette Simpson, Oregon Conservation Commission; Mike Brown, NASCA; Steve Stuebner, Stuebner Public Relations; Jayson Pyron, USFWS; Bas Hargrove, TNC; Jim Wertz, Bill Stewart, Nick Peak, Erika Larsen, and Ralph Fisher, EPA.

If we've neglected to mention anyone, please forgive us. We appreciate you too!

## SUMMIT, *Cont. from Pg. 1*

control all the water,” Eno said. “They host the vast majority of both wetlands (70%) and endangered species habitats (75%). Private lands are our reservoirs of biodiversity. These lands have our greatest potential for conservation.”

Eno quoted Aldo Leopold, “The geography of conservation is such that most of the best land will always be held privately for agricultural production. The bulk of responsibility for conservation thus necessarily devolves upon the private custodian, especially the farmer.”

Murrison observed that traditional Conservation partners’ (Commission, local conservation districts, and NRCS) efforts



*Keynote speaker Amos Eno, Resources First Foundation and Private Landowner Network.*

are proof that Conservation the Idaho Way is working. She also said that when the accomplishments of other conservation efforts are added, Idaho has a very impressive record of accomplishments. It’s time, she said, to look beyond the traditional and incorporate new partners.

Accomplishments of Idaho’s traditional partners in 2014 included implementing conservation systems on 193,625 acres of cropland and on 107,090 acres of other land use types. Grazing and pasture management systems were implemented on over 539,000 acres, and 487 acres of riparian areas were protected, restored, enhanced, and created.

Additionally, joint state and federal efforts on the Conservation Reserve Enhancement

Program (which conserves water by removing marginal farm ground from production in exchange for \$130 per acre annual payments by the Farm Service Agency to landowners) totaled almost 590,000 participating acres.

Reporting on private land conservation efforts in Idaho via the Sect. 319 grant process, Jennifer Martin of the Idaho Department of Environmental Quality said 35 EPA/DEQ 319 projects were completed in 2014, reducing nitrogen by over

60,000 pounds per year, phosphorous by over 49,000 pounds, and sediment by almost 12,000 pounds.

Enos, as well as numerous other participants in the Conservation Summit, pondered how to raise more funds for conservation projects on private land, since there is a large backlog of projects competing for \$1.5 million in Sect. 319 grants statewide. Enos suggested that Idaho ranchers could create a “cattlemen’s land trust” similar to the California Rangeland Trust, Colorado Cattlemen’s Ag Land Trust, or the Texas Ag

Land Trust.

The Lemhi Regional Land Trust, founded a number of years ago in Salmon, Idaho, is a positive example, he said. Dustin Miller of the Idaho Governor’s Office of Species Conservation, noted in his speech that a recent conservation purchase had occurred in the Lemhi Valley in which a 5,000-acre conservation easement had been purchased along the Lemhi River, which, combined with existing easements on neighboring ranches, will protect 20 miles of



*On left, EPA’s Idaho Administrator Jim Wertz, and Commission Chair Norman Wright.*

the Chinook salmon spawning habitat on the river, or 60 percent of all the spawning habitat on the Lemhi River.

“The land will stay as a working cattle ranch,” Miller said. “But these projects show the compatibility of ranching and fish conservation.”

To form a statewide Ag land trust would require a major fund-raising effort, Eno said. “You have to get out your tin cup!” Several other Idaho groups are exploring how to come up with more state or private funds for conservation projects.

Everyone agreed that the NRCS’ Sage Grouse Initiative (SGI) represents the “gold standard” of private land conservation efforts to protect, enhance and preserve sage grouse habitat. From 2010-2014, there were 121 SGI contracts signed by property owners in Idaho, leading to the investment of \$10 million in conservation actions protecting 459,000 acres of private land for sage grouse and 27 conservation



## DAY FIVE: IDAHO CONSERVATION SUMMIT



*The Summit was held in a room overlooking the Capitol and the mountains beyond.*



*Ada SWCD Chair Glen Edwards welcomes Summit to Boise, Commission Chair Norman Wright looks on.*



*Art Beal & Benjamin Kelly, IASCD, set up for the Summit.*



*Commission Chair Norman Wright did a great job emceeding.*



*Mike Brown (NASCA executive director) and Shana Joy (NASCA President) listen intently to state updates during the afternoon session.*



*Chair Norman Wright introduces keynote speaker Amos Eno.*

## SUMMIT, *Cont. from Pg. 9*

easements protecting 54,000 acres. "This is huge!" Miller said.

In visiting several drip irrigation projects in the Treasure Valley, conservation leaders were impressed with the results. Canyon County farmer Bob McKellip shared the outcome of a drip irrigation project on a field where he's grown sugar beets, peppermint and wheat. On the mint crop, he got a 35 percent increase in yield with the drip system, while using half the water and half the fertilizer, compared to using conventional furrow irrigation.

The \$85,000 drip system was funded with a Sect. 319 water quality grant, cost-shared by the farmer. "This system would pay off in three years without the grant," he said.

Previously, the farm fields along Elm Road used to have an annual erosion rate of 3.32 tons of sediment per acre, which flowed



*Construction is underway on the City of Boise's phosphorus offset project at the Dixie Drain.*

into Five Mile Creek. There also was dissolved phosphorous runoff from the field. Under the drip system, "there is zero runoff," McKellip said.

"This system is working very well from a conservation and economic perspective," said Delwyne Trefz, district support services coordinator for the Conservation Commission. "This project alone has potential to save 24 tons of sediment per year, 48 pounds of phosphorous per year, plus 540 acre-feet of water savings per year. These drip projects are awesome projects!"

The plastic tubes are buried 7 inches deep in the soil, so it's possible to harvest a sugar beet crop without disrupting the drip sys-

tem, McKellip said. He hopes to keep it in the field for 8-10 years. Rodent control is key to preserve the plastic water lines, he said.

Ralph Fisher, former NRCS agronomist who works for the EPA in Idaho, said he thought the efficiency of the drip system is what may be needed to conserve water in times of drought in the future. "If you think about what's happening with the drought in California, we should be starting to look at efficiencies to carry us through times of drought, and the drip systems are a good example of that."

The only barrier to expanding drip irrigation systems are the cost. High-value crops like onions can support the cost of converting to drip irrigation, but it takes longer to pay off drip systems serving lower-value crops. "Sixty percent of the onion fields in Idaho are on drip irrigation," McKellip said.

Next, the conservation tour visited the Dixie Drain project near Parma, an innovative phosphorous reduction project that's under construction at the moment. It will be operational in June 2016, according to Sean Wilson, a chemical engineer and project manager for the City of Boise Public Works. McAlvain Construction is building the facility.

The project is designed to remove 140 pounds of phosphorous from the Dixie Drain Ag return flow before cleaner water is released to the lower Boise River by running Ag return flows through a series of settling ponds where chemicals are applied to reduce the phosphorous. EPA officials like the project because it's possible to



*The Dixie Drain.*

measure the results.

The \$16 million Dixie Drain project benefits the lower Boise River water-quality effort. It is being paid for by Boise urban residents who are served by the Boise wastewater treatment plant. The goal is to remove 1.5 pounds of phosphorous from the Dixie Drain for every 1 pound of phosphorous released into the river from the Boise treatment plant.

The goal of the TMDL plan for the lower Boise River is to reach a phosphorous standard of .07 micrograms per liter of total phosphorous in the lower Boise River, compared to .5 today. That is a big step forward that'd be hard to achieve through any other means, officials said.

"This is the project that broke the logjam for the lower Boise TMDL," Werntz said. "You have to credit the City of Boise for forging ahead. They've gotten through a lot of hurdles to get it done. We're pretty excited about it."



*Boise project manager Vince Trimboli explains the design of the Dixie Drain.*

## SUMMIT, *Cont.. from Pg. 11*



Washington Conservation Commission Executive Director Mark Clark brings Summit participants up to speed on efforts in Washington's progress. On left, Oregon Commission's John Byers.

Barry Burnell, administrator of the water quality division at the Idaho Department of Environmental Quality, said he sees big opportunities for additional cooperative projects that benefit farmers in the lower Boise River and cities upstream. Cities could partner with farmers to reduce phosphorous on Ag return flows to receive credits for phosphorous loading upstream, he said.

"I'm really excited about the prospects of pollution trading in the Treasure Valley," he said. □

*Boise writer Steve Stuebner specializes in covering conservation success stories for the Conservation Commission.*

### SUMMIT & TOUR PARTICIPANTS

Once again, the Commission deeply appreciates the contributions and participation of the following (with affiliation acronyms).

Governor Butch Otter & Lt. Governor Brad Little; Amos Eno, Resources First Foundation; Allison Wiedeman, Erika Larsen, Jim Wernitz, Nick Peak, Bill Stewart, EPA; Commissioners Norman Wright, Dave Radford, Jerry Trebesch, Leon Slichter, and Allan Johnson, Carolyn Firth, George Hitz, Carolyn Watts, Cheryl Wilson, Delwyne Trefz, Rhonda Yadon, ISWCC; Kristina Fugate, ID AG; Kit Tillotson, Art Beal, Glen Gier, Benjamin Kelly, IASCD; Perry Beale, Mark Clark, Ron Schultz, WA Conserv. Commission; John Byers, Barbara Boyer, Mannelle Simpson, Tim Kerns, and Whitney Collins, OR Conserv. Commission; Shana Joy, Mike Brown, NASCA; Dustin Miller, Josh Uriarte, OSC; Tom Schultz, Sharla Arledge, Emily Callihan, & Karen Sjoquist, IDL; Brian Oakey, ISDA: Sal Palazzolo, IDFG; Bill Maslen & Pat Zimmer, BPA; Curtis Elke, Steve Thompson, Paris

Edwards, Dave Schmidt, Larry Mickelsen, NRCS; John Tippets, Barry Burnell, Lance Holloway, Jennifer Martin, Dave Pisarski, Julia Achabal, David Anderson, Katie Carberry, Greg Eager, Bruce Olenick, Mindy Reynolds, Katie Shewmaker, Steven Smith, Lynn Vanevery, Tim Wendland, DEQ; Anita Hamann, DFM; Ray Houston, LSO; Lisa Transtrum, Garth Boehme, Mark Parker, Bear Lake SWCD; Pauline Bassett, Wilder Hatch, John Lau, Rulon Wiltiseu, Caribou SWCD; Glen Edwards, Joan Cloonan, Paul Calverley, Ada SWCD; Wendy Green, Adams SWCD; Kerry Christiansen, Central/North Bingham SCD; Hannah Singer, City of Pocatello; Laurel Sayer, Coalition of Idaho Land Trusts; Chris Banks, Conservation Basics LLC; Linda Tigert, Chair Steven Hadley, Bannock County; Tana Beckstead, Haydn Carson, Chris Hatch, Franklin SCD; Brian Olmstead, Jay Barlogi, Twin Falls Canal Co.; Terry Patterson, CSI; Wyatt Prescott, Britany Hurst, Idaho Cattle Association; Bob & Rick Naerebout, Idaho Dairymen's Assoc.; Doug Jones, Clean Water Partners; Mark Bostrom, DNR-MT Conservation Agency; Bas Hargrove, TNC; David Mabe, NOAA; Pegi Long, Power SWCD; Steve Stuebner, Stuebner PR; Doug Newbold, Weiser River SWCD; Jason Pyron, USFWS; Torrie Cope, Idaho Press-Tribune; Cindy Snyder, Magic Valley.com; Ben Lyda, KMVT; Mayor Jim Smith, Soda Springs; Mayor Brian Blad, Pocatello; Chair Wilder Hatch, Caribou SCD; Kevin Koester, Portneuf SWCD; Nathan Hale; Jim Sr. & Carol Guthrie; Senator Jim Guthrie Jr.; Kent Clegg; Michael & Ashley Tingey; Max & Terry Nichols; John & Rhonda Banks; Joe Frank & Lisa Swenson; Mike & Roxie Holsten; Cameron & Janell Williams; Robin Hadelier, Jim Wyllie, Vince Trimboli, Boise; Bob McKellip, McKellip Farm; Kasey Garrett, Aqua Irrigation; and Maryellen & Mike Roth, Si-Ellen Farms. □

## COMMISSION

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



## SOIL & WATER CONSERVATION COMMISSION

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*Conservation the Idaho Way: Sowing Seeds of Stewardship*



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

Item # 4c

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, SLICHTER, AND  
TREBESCH**  
**FROM: RHONDA YADON, CHIEF FINANCIAL OFFICER**  
**DATE: AUGUST 20, 2015**  
**RE: FINANCIAL REPORTS, FISCAL MATTERS**

Attached for your review are financial reports for:

1. June 30, 2015
2. July 31, 2015

Staff will review these reports at your meeting. You will notice on the June Report that we had a balance in the General Fund of approximately \$20,900 that had to be reverted. This was due to a \$20,000 billing that was expected in June from NRCS for rent that didn't arrive in time to be paid by the end of the year.

In addition, attached is information about the State's FY15 distribution of losses from the Idle Pool Portfolio. Idle funds that are deposited at the State Treasurer's Office by state agencies are invested in this Idle Pool Portfolio. An investment was made in the Portfolio that yielded a loss of nearly \$9 million. This loss was allocated to all state agencies with our share of the loss being approximately \$33,000.

A copy of the new Mileage Reimbursement Form and the Revised State Travel Policy and Procedures are included for your review. Our travel reimbursement policy is slightly more restrictive than the state policy because of our limited budget (e.g., no per diem is allowed for breakfast reimbursement if the hotel provides breakfast). State agencies are allowed to be more restrictive than the state policy but not more permissive. Staff will discuss any questions you have about the new mileage log form and the travel policy.

**RECOMMENDED ACTION:** Approve the financial reports in 2 separate actions

Encl: Financial Reports for June 30, 2015 and July 31, 2015  
Memorandum – Distribution of Loss to Idle Pool  
Mileage Tracking and Reimbursement Form  
Revised State Travel Policy and Procedures

**SWC REPORT SUMMARY AS OF June 30, 2015**

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH				
FY15	BUDGET	ACTUAL EXPENSE thru End of Current Month		BUDGET	ACTUAL EXPENSE Thru End of Current		BUDGET	ACTUAL EXPENSE Thru End of Current		BUDGET	ACTUAL EXPENSE Thru End of Current		BEG CASH AT 7/1/14	PLUS TOTAL		LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of Current
		Month	BALANCE		Current	BALANCE		Current	BALANCE		Month	BALANCE		REC TO DATE	TO DATE		
<b>NDEX</b>																	
7101 MANAGEMENT ADMIN	200,200	203,082	(2,882)	72,600	84,977	(12,377)		21,287	(21,287)				272,800			309,346	(36,546)
7111 MANAGEMENT BOARD	2,700	4,273	(1,573)	17,400	12,375	5,025							20,100			16,648	3,452
7201 FIELD STAFF	452,200	463,754	(11,554)	109,300	91,379	17,921	79,708	57,223	22,485				641,208			612,357	28,851
7301 PROGRAMS	226,200	200,746	25,454	36,150	34,500	1,650							262,350			235,246	27,104
7310 DISTRICT ALLOCATIONS										1,103,200	1,103,200	0	1,103,200			1,103,200	0
7320 DISTRICT CAPACITY BLDG										100,000	100,000	0	100,000			100,000	0
7350 CREP	128,000	127,597	403	18,050	20,410	(2,360)							146,050			148,006	(1,956)
<b>TOTAL GENERAL FUND 0001</b>	<b>1,009,300</b>	<b>999,451</b>	<b>9,849</b>	<b>253,500</b>	<b>243,642</b>	<b>9,858</b>	<b>79,708</b>	<b>78,511</b>	<b>1,197</b>	<b>1,203,200</b>	<b>1,203,200</b>	<b>0</b>	<b>2,545,708</b>	<b>0</b>	<b>2,524,804</b>	<b>20,904</b>	
		99.02%			96.11%						100.00%				99.18%		
7325 SWC PROFESSIONAL SERV				20,000	9,161	10,839							8,255	6,817		9,161	5,911
<b>TOTAL FUND 0450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>9,161</b>	<b>10,839</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,255</b>	<b>6,817</b>	<b>9,161</b>	<b>5,911</b>	
				45.81%											110.98%		
DEDICATED FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH				BALANCE SHEET			
FY15	BUDGET	ACTUAL EXPENSE thru End of Current Month		BUDGET	ACTUAL EXPENSE Thru End of Current		BUDGET	ACTUAL EXPENSE Thru End of Current		BEG CASH AT 7/1/14	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of Current	NOTES RECEIVABLE 7/1/14	LOANS PAID OUT, COLLECTIONS /ADJUSTMENTS TO DATE		NOTES RECEIVABLE End of Cur period
		Month	BALANCE		Current	BALANCE		Current	BALANCE						TO DATE	TO DATE	
7351 RCRDP LOAN ADMIN	151,400	150,208	1,192	146,100	89,177	56,923				6,157,846	667,675	239,385	6,586,137	3,910,931	352,394	3,365,719	
<b>TOTAL RCRDP ADMIN 0522-01</b>	<b>151,400</b>	<b>150,208</b>	<b>1,192</b>	<b>146,100</b>	<b>89,177</b>	<b>56,923</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,157,846</b>	<b>667,675</b>	<b>239,385</b>	<b>6,586,137</b>		<b>(897,606)</b>		
		99.21%			61.04%												
7361 REVOLVING LOAN - DEQ				30,000	4,427	25,573				17,369	12,542	4,427	25,484	633,715	(60,720)	572,995	
<b>TOTAL DEQ LOAN 0529-16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>4,427</b>	<b>25,573</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,369</b>	<b>12,542</b>	<b>4,427</b>	<b>25,484</b>				
				14.76%													
																	ADV FROM PAYMENTS/ADJ END OF CUR PERIOD
														ADV FROM 576,799	TO DATE (61,076)	PERIOD 515,723	

**SWC REPORT SUMMARY AS OF July 31, 2015**

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH			
FY16	ACTUAL EXPENSE thru End of Current Month			ACTUAL EXPENSE Thru End of Current			ACTUAL EXPENSE Thru End of Current			ACTUAL EXPENSE Thru End of Current			PLUS TOTAL			ACTUAL CASH BALANCE
	BUDGET	Month	BALANCE	BUDGET	Current	BALANCE	BUDGET	Current	BALANCE	BUDGET	Month	BALANCE	BEG CASH AT 7/1/15	REC TO DATE	LESS TOTAL EXP TO DATE	End of Current
<b>INDEX</b>																
7101 MANAGEMENT ADMIN	266,000	23,791	242,209	45,668	7,185	38,484			0				311,668		30,976	280,693
7111 MANAGEMENT BOARD	30,450	369	30,081	11,365	545	10,820							41,815		913	40,902
7201 FIELD STAFF	487,600	53,692	433,908	95,215	7,703	87,511	47,700		47,700				630,515		61,395	569,120
7301 PROGRAMS	201,700	22,080	179,620	2,370		2,370							204,070		22,080	181,990
7310 DISTRICT ALLOCATIONS										1,103,200	425,000	678,200	1,103,200		425,000	678,200
7320 DISTRICT CAPACITY BLDG										150,000	150,000	0	150,000		150,000	0
7350 CREP	134,050	14,596	119,454	14,782	1,117	13,665							148,832		15,713	133,119
<b>TOTAL GENERAL FUND 0001</b>	<b>1,119,800</b>	<b>114,527</b>	<b>1,005,273</b>	<b>169,400</b>	<b>16,549</b>	<b>152,851</b>	<b>47,700</b>	<b>0</b>	<b>47,700</b>	<b>1,253,200</b>	<b>575,000</b>	<b>678,200</b>	<b>2,590,100</b>	<b>0</b>	<b>706,077</b>	<b>1,884,023</b>
		<b>10.23%</b>			<b>9.77%</b>						<b>45.88%</b>				<b>27.26%</b>	
7325 SWC PROFESSIONAL SERV				20,000		20,000							5,873	2	0	5,875
<b>TOTAL FUND 0450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,873</b>	<b>2</b>	<b>0</b>	<b>5,875</b>
					<b>0.00%</b>										<b>0.00%</b>	
DEDICATED FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH				BALANCE SHEET		
FY16	ACTUAL EXPENSE thru End of Current Month			ACTUAL EXPENSE Thru End of Current			ACTUAL EXPENSE Thru End of Current			BEG CASH	PLUS TOTAL	LESS	ACTUAL CASH	NOTES RECEIVABLE	LOANS PAID OUT, COLLECTIONS /ADJUSTMENTS TO DATE	NOTES RECEIVABLE
	BUDGET	Month	BALANCE	BUDGET	Current	BALANCE	BUDGET	Current	BALANCE	AT 7/1/15	REC TO DATE	TO DATE	End of Current	7/1/15	TO DATE	End of Cur period
7351 RCRDP LOAN ADMIN	155,200	16,814	138,386	146,100	4,494	141,606				6,586,137	844	20,647	6,566,333	3,365,719	2,500	3,367,553
<b>TOTAL RCRDP ADMIN 0522-01</b>	<b>155,200</b>	<b>16,814</b>	<b>138,386</b>	<b>146,100</b>	<b>4,494</b>	<b>141,606</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,586,137</b>	<b>844</b>	<b>20,647</b>	<b>6,566,333</b>		(665)	
		<b>10.83%</b>			<b>3.08%</b>											
7361 REVOLVING LOAN - DEQ				30,000	880	29,120				25,484	7	880	24,610	572,995		572,995
<b>TOTAL DEQ LOAN 0529-16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>880</b>	<b>29,120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,484</b>	<b>7</b>	<b>880</b>	<b>24,610</b>			
					<b>2.93%</b>									<b>ADV FROM PAYMENTS/ADJ TO DATE</b>	<b>ADV FROM PERIOD</b>	<b>ADV FROM END OF CUR PERIOD</b>
														515,723		515,723



State of Idaho

## DIVISION OF FINANCIAL MANAGEMENT

Executive Office of the Governor

C.L. "BUTCH" OTTER  
Governor

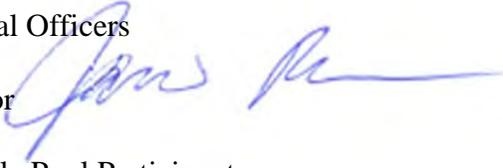
JANI REVIER  
Administrator

June 25, 2015

### MEMORANDUM

TO: Executive Branch Agency/Department Heads  
(with the exception of Constitutional Officers)

CC: Agency/Department Fiscal Officers

FROM: Jani Revier, Administrator 

SUBJECT: Distribution of Loss to Idle Pool Participants

The Treasurer's Office has liquidated two impaired securities within the securities lending program. The loss represents approximately 0.5% of the average daily cash balance of each fund. This loss will impact the cash balance of the fund but has no impact on the agency appropriation.

This loss was distributed within the Idle Pool Portfolio in June in the exact same manner as gains were distributed. If there is concern that a fund cannot tolerate the loss, be aware that any effort to cover the loss from a different fund will require legislation. There will be no recommendation for General Fund to offset the loss.

As investments will not always yield positive results, an agency with concerns about the ability of a fund to sustain future losses may wish to consider legislation clarifying that the fund may not be invested as part of the Idle Pool Portfolio.

DFM has undertaken an effort to review the authorizing statutes for all impacted funds to ensure they are properly invested in the Idle Pool Portfolio. The findings will be shared with the Treasurer's Office. Agencies should also monitor funds to ensure investments are made consistent with Idaho Code.

## **Idaho Books \$8 million Loss on Distressed Investment Cited in Critical Audit**

By Bill Dentzer (for the Idaho Statesman – July 23, 2015)

[bdentzer@idahostatesman.com](mailto:bdentzer@idahostatesman.com)

The state of Idaho has exited two investment funds dating from the 2008-2010 financial crisis at a cost to state agencies of nearly \$9 million.

The loss does not affect operating agency budgets but could affect future spending. The loss to the state Department of Transportation, for example, is more than \$600,000.

An outside investment advisory board, created last year to advise and assist the state treasurer on investments, voted to close out the money-losers at a meeting in April. The overall loss was officially recorded in June, before the end of the state's fiscal year.

To defray the loss without hurting the fund, the advisory board voted to seek approval to draw on \$21.5 million Idaho received in February as part of a \$1.4 billion national settlement between investors and Standard & Poor's over the ratings agency's role in the financial crisis. State Treasurer Ron Crane received no response from legislative leaders regarding the request, according to draft minutes from the advisory board's April meeting, so the loss was assessed to the state agencies that participate in the funds.

Crane, through a spokesman, declined to discuss the closeout and its impact.

An \$8 million loss, plus \$866,000 that had been set aside as a reserve, is roughly half what the state faced 18 months ago when a legislative audit criticized the treasurer's decision to transfer what was then a \$17 million liability from one investment portfolio to another. The distressed investments in asset-backed securities, a type of investment widely implicated in the overall financial crisis, have recovered since the January 2014 audit and peaked in value this spring.

What brought criticism from the state auditors was not the investment loss itself but how the treasurer's office handled it. The auditors said the office transferred the loss arbitrarily to protect one fund over another. The office kept the liability on the state's books as an unrealized loss and moved it to a portfolio of unallocated state agency funds, known as the IDLE fund, from a pool of state-managed local government funds. That effectively held harmless the local government investments at the expense of state agencies.

At the time, Crane and his office defended the move on the grounds that it was done to forestall a threatened investment downgrade by S&P of the local government fund. The IDLE portfolio is not similarly subject to ratings.

The treasurer's office said its decision was criticized only in hindsight because it involved an investment loss. Legislative auditors countered that they would have challenged the transfer even if it had booked investment gains.

From: [Terry G. Hoebelheinrich](#)  
To: [Ten Morrison](#)  
Subject: FY1 treasury losses  
Date: Tuesday, June 23, 2015 11:20:47 AM

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2nd 'Distribution'

Index	FY 2015 Year to		FY 2014
	Jun-15	Date before losses	Interest Income
7325	\$ (40.18)		
7351	\$ (32,930.61)	\$ 19,270.70	\$ 17,424.67
7361	\$ (128.57)		
Subtotals	\$ (33,099.36)		

Treasury Losses - FY15

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Terry Hoebelheinrich  
Loan Officer  
Idaho Soil & Water Conservation Commission  
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STATE OF IDAHO

OFFICE OF THE STATE CONTROLLER

BRANDON D WOOLF

## Memorandum

**TO:** Agency Directors and Financial Officers  
**FROM:** Brandon D Woolf, Secretary to the State Board of Examiners and State Controller  
**DATE:** August 18, 2015  
**SUBJECT:** Revised State Travel Policy and Procedures

At the State Board of Examiners meeting today the Board approved to accept a revised State Travel Policy and Procedures. The review and revision for this updated policy was undertaken by FPAC (Fiscal Policy Advisory Committee) who provided recommended updates.

The primary focus of the changes to the revised policy include the following:

- The policy was formatted in an effort to move similar items into the same section, making it easier to use.
- The policy was revised to provide more specific language to better define the documentation requirements.
- The revised policy makes clear that routine employee, staff meetings, and department-sponsored social gatherings shall not qualify for refreshments or meal costs.

In September, it is expected that the Board of Examiners will discuss and review the topic of the in-state per diem rate in order to examine if any change is merited. You will be provided with more information should the rate be updated.

Sincerely,

Brandon D Woolf  
Idaho State Controller

# State Travel Policy and Procedures

SBEX Policy No. 442-50  
Adopted: July 1, 1996  
Last Amended: August 18, 2015

Authority Idaho Code Section 67-2004

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## **Statement of Philosophy**

The State Board of Examiners, as established by the Constitution of the State of Idaho (Article IV, section 18), is authorized by Idaho Code [Title 67, Chapter 20](#), to adopt policy and procedures for travel and related expenses claimed against the State.

This State Travel Policy, as adopted by the State Board of Examiners, was developed in accordance with Sections [67-1001](#), [67-2004](#), [67-2005](#), [67-2006](#), [67-2007](#), [67-2008](#) Idaho Code, and shall apply to every individual at all agencies, elected offices, boards, commissions, institutions, and any and all other forms of Idaho State Government or its agents who can incur travel and related expenses paid for from State government resources, unless specifically exempt by Idaho Code.

This State Travel Policy is intended to establish guidelines and limits that promote cost-effective and efficient methods for incurring travel and related expenses while performing official business of the State of Idaho. All travel costs and related expenses claimed to the State must be properly authorized, actually incurred, essential in achieving the goals or fulfilling the responsibilities of the State government entity, and conducted in the most economical and practical manner for the State.

When determining the most cost-effective and efficient method for conducting travel, the entity should also consider any additional actual costs of the traveler's compensation from wages or contract services fees, including the value of any accrued compensatory time by State employees.

These policies may not cover every possible situation, but the intention is that all travelers and approving authorities within each entity of Idaho State Government embrace the concepts of "cost-effective" and "efficient methods" when deciding the nature, type, timing, and necessity of travel and related expenses while performing official business of the State of Idaho.

It remains the responsibility of each entity's management to develop, document, and implement appropriate internal control procedures over travel and related expenses that assure compliance with these policies, and to develop and retain sufficient and appropriate documentation and evidence to show that compliance to these policies was maintained.

No entity may authorize the payment of claims for travel and related expenses that are not specifically allowed or exceed the rates established by these policies, or institute internal controls or documentation requirements that are more liberal than those provided in these policies. Entities may authorize internal policies and internal controls that are more restrictive than those provided in these policies if the entity's management determine that such more restrictive policies are in the best interest of the entity to carry out its authorized mission. Each entity's management shall make certain that all individuals who travel for official purposes which results in claims against the State are aware of this State Travel Policy and any internal entity policies if applicable.

## **Policy**

### **1. Approval and Authorization**

#### **A. Designation of Authority**

All payments of claims for travel and related expenses must be authorized by the Idaho State Government entity's senior management or by a duly authorized and designated representative(s). Written evidence of the delegated authority must be on file at the entity, dated, and signed by the senior management and designated representative(s).

#### **B. Requirements and Methods for Approval**

The method for granting and documenting this authorization is left to the discretion of the Idaho State Government entity's senior management.

#### **C. Eligibility**

A traveler is eligible for travel cost reimbursement only when they are on official travel.

### **2. Payment Methods, Forms, and Documentation**

#### **A. Payment Methods**

To the extent practical, all costs for travel shall be incurred originally with State funds or through the use of a State P-card or other methods to minimize the need for the traveler to incur costs prior to being reimbursed.

#### **B. Travel Expense Voucher Form**

It is the duty of the State Controller, as authorized by Idaho Code [67-2005](#), to prescribe forms of vouchers on which all requests for expenditure of State moneys must be submitted, and when such forms of vouchers have been prescribed, no request for expenditure of State moneys shall be received and filed by the State Controller unless the same shall be presented on the proper form.

Idaho Code [67-2006](#) further requires that on all vouchers submitted for travel expenses, there must appear a certificate signed by the head of the entity, or their designee, for which travel was performed, stating that the travel was performed under competent orders, the purpose for which it was undertaken, and that the same was necessary in the public service. The person submitting a voucher for travel expenses must sign thereon a certificate that the account is correct and just.

#### C. Documentation

All travel and related costs must be documented and itemized on a travel expense voucher and identify the following elements:

- 1) Identification of the traveler's official primary work station
- 2) Specific reason for travel which demonstrates a direct relationship to the State Government entity's mission
- 3) Sequential and logical order of dates of travel, including departure and arrival times
- 4) Mode of travel identified and consistent with the itinerary, locations, purpose and cost
- 5) License plate number of State-owned vehicle
- 6) Costs incurred for each day of travel, including, mileage, meals, and lodging
- 7) Explanations for any gaps in the days or locations of travel or when the final destination is not the traveler's official primary work station.
- 8) Explanations or other evidence for omitted costs or those costs shared with other travelers
- 9) Signatures of the traveler and designated approver with the required certifications

#### D. Evidence of Expenditure

Specific evidence, such as an invoice or receipt, is required for the following travel costs and must be attached to the travel voucher or specifically identified if paid through direct bill, P-card, third party, or other traveler:

- 1) Lodging expense
- 2) Airfare
- 3) Airline baggage fee
- 4) Taxi, airport shuttle, or other public transportation
- 5) Rental vehicle
- 6) Fuel purchase for rental vehicle
- 7) Parking fees at airport, lodging facility, or work related location
- 8) Conference registration fee and agenda
- 9) Telephone, internet access, or other communication fees
- 10) Laundry and dry cleaning costs
- 11) All other expenses not specifically described but are reasonable and necessary in the conduct of official State business.

Evidence of expenditure must contain the date of transaction, vendor name and location, description and individual cost of each item or service that is claimed. The traveler is expected to clearly document this information if the original invoice or receipt does not contain all required information. If an original invoice or receipt is not provided by the vendor or is lost, the traveler must provide an explanation and document the required information to the extent possible.

#### E. Evidence Not Required

Specific evidence is not required for the following:

- 1) Meals and related costs covered under Section 6 - "Per Diem Allowance."
- 2) Tips, gratuity, and other items covered under Section 7 - "Incidental Expenses."

#### F. Internal Audit of Travel Voucher

Each entity shall develop and follow procedures for auditing all claims for travel and related expenses for compliance with the standards and limits established by these policies or those more restrictive standards and limits adopted by the entity's internal policies and procedures. At a minimum, these auditing procedures should include verification of the following items:

- 1) The specific purpose of the travel is documented on the voucher.
- 2) Travel duration does not exceed the trip requirements, and the beginning and ending hours and dates are shown for each location or component of the trip.
- 3) Mileage claimed for using a personal vehicle is properly calculated and supported, and any vicinity mileage is reasonable and based on the purpose and location of the work assignment.
- 4) Meals claimed do not exceed the allowance established by these policies and any meals provided at conferences or other official activities as shown on an official agenda or schedule are properly excluded from the amounts claimed.
- 5) Daily lodging costs are supported by a detailed invoice and any allowable costs other than the daily rate plus taxes are detailed separately in the "Miscellaneous Expenses" section of the voucher. Any costs on the lodging invoice for meals, beverages, entertainment, or items of a personal nature must be excluded from the costs claimed for reimbursement.
- 6) The purpose and nature of each item in the "Miscellaneous Expenses" section is clearly identified and supported.
- 7) The details of all P-card transactions and any cash advances related to the trip are listed in the "P-Card or Cash Advance" section of the voucher.
- 8) All sub-totals and the grand total are mathematically correct.
- 9) Documentation of all costs incurred and claimed are attached or properly referenced on the voucher.
- 10) Any additional expenses resulting when travel deviates from the authorized purpose are not claimed or are properly approved and documented by the approving authority.

The entity shall maintain all records of travel expense vouchers and supporting documentation for a period of three (3) years or until the next audit is completed.

#### G. Costs Paid Through Direct Billing, P-Card, Third Party, or Other Traveler

All costs of official State travel must be specifically identified on the travel expense voucher even if the amount was paid through direct billing, P-Card, third party, or other traveler. A full and complete accounting of the costs incurred and paid by other methods, and any funds advanced to the traveler, is necessary to identify the net amount owed to or due from the traveler. The travel expense voucher must be completed, even if the net amount due to or owed by the traveler is zero, in order to satisfy the certification requirements of Idaho Code 67-2006 by the traveler and approving authority.

#### H. Documentation When Travel Deviates From Authorized Purposes

A traveler may be authorized to extend the duration of a trip or deviate from the most direct and cost effective route and mode of travel for personal or other non-official business purposes. In these situations, the traveler must document the actual costs incurred with a detailed comparison to the amounts that would have been incurred had the trip included only the authorized and required duration, destinations, and followed the most direct and cost effective route and mode of travel.

If the deviation from the authorized purpose of the travel involves airfare, the cost without the deviation must be documented within a reasonable time frame of the date the actual airfare reservation was made, preferably the same day. In no event will the total allowed costs exceed the actual costs incurred.

### **3. Mode and Route of Travel**

#### A. Mode of Travel

Travelers shall use the most cost-effective and efficient mode of travel. Exceptions to this requirement may be allowed due to unusual or unforeseen circumstances that are properly documented and authorized by the approving authority. Supporting documentation must be attached to the travel expense voucher.

When for personal reasons the mode of travel used is not the most cost-effective and efficient mode available and such a deviation is specifically authorized by the approving authority, only those costs which would have been incurred using the most cost-effective and efficient mode available will be allowed. Any costs associated with excess travel time resulting from the use of other modes of travel for personal reasons shall not be allowed. If the traveler is a State employee, the excess time shall be charged to accrued leave balances or other leave types.

#### B. Route of Travel

Travelers must use the most direct and/or efficient route of travel that considers actual costs and travel time. Additional factors can be considered when selecting the route of travel, such as weather conditions or other issues which could increase travel time or hazards to the traveler.

#### C. Private Vehicle Mileage Reimbursement

Mileage for using a private vehicle for official State business shall be computed according to MapQuest, Yahoo or Google Maps, or other source which supports the distance as the most direct and/or efficient route. Mileage will be reimbursed at the rate established by the State Board of Examiners. Odometer readings are permissible only when mileage computations cannot be readily or easily determined from these independent sources. Under no circumstance is the purchase of gasoline dispensed into a private vehicle an allowable expense in-lieu of mileage reimbursement for using a private vehicle for official State business.

COMMUTING: Expenses are not allowed for travel between home and office or for other non-official purposes, except for expenses incurred by a state employee to participate in an approved agency commuting plan. Commuting plans must be submitted by a state agency in writing and approved by the Office of the Governor.

Mileage from the official primary work station to the airport is reimbursable. Mileage from the traveler's home to the airport is not reimbursable unless it is a shorter distance.

If a State-owned vehicle is available to the traveler but for personal reasons a private vehicle is used, the mileage reimbursement shall be limited to one-half the established rate, unless the full rate is authorized by the approving authority with documentation supporting the reason for authorizing the full rate.

#### D. Vicinity Mileage

Mileage incurred for official State business within the traveler's official primary work station area or other locations are allowable and may be consolidated on a daily basis and reported as "vicinity travel" on the travel expense voucher and reimbursed at the allowed rate.

#### E. Vehicle Parking Fees

Fees for vehicle parking are an allowable expense based on the proximity to the temporary work location and are usual and customary, such as parking meters or garages, airports, or hotels that include parking fees in their published fee schedules.

### F. State Vehicle Usage

The use of a State vehicle for personal or other non-official business is strictly prohibited. Commuting from the traveler's primary work location and declared residence using a State vehicle is permissible only when the official travel purpose begins or ends outside the traveler's usual daily work schedule, such as before 7am or after 6pm, or for other reasons considered in the best interest of the State that are specifically documented and authorized by the approving authority.

State vehicles shall not be operated by or used to transport individuals who are not directly involved in the official State travel purpose unless prior approval has been granted by the approving authority. State vehicles shall be operated only by

individuals who possess a valid operator's license.

The names and an explanation of the responsibilities of administrative personnel determined by the Idaho State Government entity's senior management to require the permanent assignment of a state vehicle shall be furnished to the Board of Examiners for approval.

#### G. Rental Vehicle

A rental vehicle may be authorized by the approving authority when such use is determined and documented to be the most effective and cost efficient means of transportation for performing official business. The size and style of the rental vehicle shall be consistent with the travel needs. The selection of a rental vehicle vendor shall consider the overall cost, location, convenience, vehicle type, and the availability of vendors enrolled in statewide contracts. Additional insurance should not be purchased when using a vendor enrolled in statewide contracts. The coverage is included in the contract.

#### H. State-owned or Private Aircraft

The use of State-owned or private aircraft may be appropriate when it is more cost-effective or efficient than other modes of transportation. The specific issues considered that support the decision must be documented, including the travel itinerary, scheduling challenges, accessibility, number of travelers, and overall costs as compared to other modes of travel. When using a private aircraft, evidence of public liability and property damage insurance must be on-hand pursuant to Idaho Code.

#### I. Traffic Violations

Any infractions of traffic laws and resulting fines are the sole responsibility of the traveler and are not a reimbursable expense by the State. Traffic and parking tickets are an infraction of state or local traffic laws and are not reimbursable regardless of whether you are in a personal or state vehicle.

#### J. Taxi and Other Public Transit

Taxi services, airport shuttles, or other public transit while traveling for official State business are allowable expenses. Evidence must be submitted that identifies the itinerary of each use which coincides with the official travel requirements.

#### K. Commercial Airfare and Related Costs

The cost for commercial airfare shall be limited to the lowest available class of passage rate, such as "coach" or similar classification. Airfare at other classes and seat selection or other upgrade fees are not allowed unless properly documented that the seat selection, upgrade fees, or class of passage at a higher rate was necessary due to availability, physical limitations or other factors, and that the ticket was purchased at the earliest opportunity. Baggage fees charged by commercial airlines are allowable not to exceed one checked bag and one carry-on bag per departure unless additional baggage costs are necessary and approved in advance. Any additional costs, such as in-flight services, internet access or entertainment, are not allowable and are the responsibility of the traveler, unless a valid business purpose is identified and approved in advance by the designated authority.

### 4. Travel Status

#### A. Duration

The duration of official travel shall not exceed the maximum time necessary to conduct State business for the stated purpose of the travel. It is appropriate for the traveler to leave their official primary work station or declared residence in sufficient time to arrive at an airport or other point of public transit by the recommended pre-departure time. Actual time while in official travel status for any and all reasons must be documented on the voucher.

#### B. Personal Leave While in Official Travel Status

A traveler who has been granted leave while on official travel status shall identify on the travel voucher the exact dates and times of departure and return to official State business. If official travel includes personal travel components, allowable travel costs shall not exceed the amounts that would have been incurred had the traveler not combined personal travel with business travel. Combining personal travel with official State travel is not justification for using a private vehicle and receiving full mileage reimbursement when a State-owned vehicle is available. Use of the State P-Card for personal portions of a business trip is prohibited.

#### C. Changes to Official Travel Status for Unusual Circumstances

Any changes to the duration of official travel resulting from unusual circumstances, such as severe weather, road conditions, airline delays, illness, or other situations beyond the traveler's control, must be fully documented and approved by the approving authority to support the increase or decrease of allowable costs and time resulting from the unusual circumstance.

### 5. Lodging

#### A. Selection Process

The process for selecting a lodging vendor for each official travel day shall consider the proximity to the required work location, room type, and daily rate. Other amenities or premiums offered by lodging vendors can be considered in the selection process, such as on-site restaurants, internet access availability, free breakfasts and beverages, or other services, but the proximity and daily rate should be the primary consideration. At the time a reservation is made or when registering on-site, travelers should request the "government rate" if available.

Lodging provided by relatives or other individuals is not an allowable expense unless they are in the business of providing

such services which are publicly advertised and a formal invoice is provided.

No claim will be paid for lodging if the traveler is not in official travel status.

## 6. Per Diem Allowance

### A. Daily Per Diem Allowance Rates

A daily Per diem allowance shall be paid to the traveler in accordance with the amounts and hours of the day as established by the State Board of Examiners pursuant to Appendix B. The Per diem allowance is a fixed amount for a full day of official travel status and is not a reimbursement for actual costs incurred. No receipt or other evidence of expenditure is required. The Per diem allowance is intended to cover the cost of food, beverages, and related gratuities and no portion of these costs shall be reimbursed as separate items. The Per diem allowance shall be based on the rate at the temporary work location, and on the final day of travel the allowance shall be the rate for the location where the traveler last stayed the night prior to returning to their official primary work station.

### B. Timeframes for Partial Day Per Diem Allowance

The amount of the Per diem allowance for official State travel that does not involve an overnight stay, or for the first and last day of a multiple day trip, shall be calculated based on the percentages of the daily Per diem allowance as established by the State Board of Examiners.

- 1) 25% for breakfast (leave at 7:00am or earlier/return at 8:00am or later)
- 2) 35% for lunch (leave at 11:00am or earlier/return at 2:00pm or later)
- 3) 55% for dinner (leave at 5:00pm or earlier/return at 7:00pm or later)

Each entity of State government may adopt an internal policy regarding the time frames for allowing partial day Per diem allowance in order to consider the effects of swing shifts and other flexible work schedules that are usual and customary to the entity.

### C. Meals Provided by Others and at Conferences

When meals are furnished by others or as part of a meeting or conference and are identified on an official agenda, the Per diem allowance for the day shall be calculated for only those meals not provided. The allowable amount shall use the following percentages applied to the allowable Per diem allowance for each meal not provided by others or as part of a meeting or conference:

- 1) 25% for breakfast
- 2) 35% for lunch
- 3) 55% for dinner

Complimentary meals or beverages provided by lodging vendors, commercial airlines, or other commercial entities will not be considered when determining Per diem allowances.

## 7. Incidental Expenses

### A. Communications While in Travel Status

- 1) Telephone - The cost of personal telephone calls to others within the U.S. while on official travel status is allowable. Travelers are allowed to incur the cost of one phone call for each full or partial day of official travel through commercial telephone service or calling card not to exceed ten (10) minutes per call.
- 2) Internet Access - The cost to gain access to the internet at the temporary work location or lodging vendor for official State business is allowable. The cost to access the internet aboard airplanes, or other locations may be allowable, provided that a justification is attached to the travel voucher that such access at the time and location is essential in the performance of official State business and is not predominately for personal convenience or entertainment.

### B. Tips and Gratuity

Tips and gratuity are included in the Per diem allowance amount and cannot be claimed separately, even if the gratuity is unrelated to a meal expense. This includes all amounts related to taxi or airport shuttle services, baggage handling, hotel services, or for which gratuities are usual and customary for the services provided.

### C. Laundry and Dry Cleaning Services

The costs for laundry and dry cleaning services are allowable if the duration of the official travel exceeds five (5) calendar days.

### D. Entertainment

The costs for entertainment, such as in-room movies, video games, pay-per-view television programs or similar items, are not allowable.

### E. Other

Expenses not specifically described in these policies but which are necessary in the performance of official State business and properly authorized and documented, are allowable.

## 8. Travel Premiums

### A. Travel Premiums

Travel premiums and benefits, such as frequent flyer miles or hotel points, awarded as a result of official State travel are the property of the traveler and will not be claimed by the State.

## 9. Third Party Funded Travel

### A. Reimbursements

Each entity is charged with the responsibility of identifying any travel costs paid for or reimbursed by outside sources to ensure that all travel is justified by the entity's mission. When a third party has directly paid or reimbursed the cost of any part of the travel costs, the name and billing address of the third party must be identified and attached to the travel voucher. Any reimbursement must be paid directly to the entity or endorsed over to the entity by the traveler.

Each entity is charged with the responsibility of identifying all employee travel for business purposes to ensure that all travel is justified by the entity's mission. When a third party has reimbursed the cost of any part of previously paid State travel costs the name and billing address of the third party must be identified and attached to the travel voucher. Any reimbursement must be paid directly to the entity or endorsed over to the entity by the traveler. Any third party reimbursement that exceeds allowable costs of these policies should be returned to the third party or retained by the State government entity if the third party does not provide for partial refunds. Under no circumstance shall the traveler retain any excess over allowable costs.

### B. Direct Pay

Each entity is charged with the responsibility of identifying all employee travel for business purposes to ensure that all travel is justified by the entity's mission. If the business travel is covered 100% by the third party and the State has no financial liability for the travel costs, is not providing a travel advance, not providing travel reimbursement, and a state P-card is not used for the travel; then an approved travel authorization will serve as documentation for the travel and a travel expense voucher is not required.

Any employee's travel for business purposes that is covered in whole or part by a Third Party is required to adhere to all State Laws covering ethics in government, including the Bribery and Corrupt Influence Act, the Prohibition Against Contracts with Officers Act, and the Ethics in Government Act. (For further information, employees are encouraged to read and understand the Idaho Ethics in Government Manual, produced by the Idaho Office of the Attorney General.)

## 10. Other Items

### A. Meals and Refreshments at Entity-Sponsored Meetings

The State Board of Examiners recognizes the importance of sponsoring meetings and training sessions for specific purposes, and that refreshments and meals may be provided to ensure the best utilization of attendee time under the following criteria:

#### 1) Refreshments:

- a) The meeting has a published agenda where attendance is mandatory.
- b) The meeting has an intended duration of three (3) hours or more as shown on the agenda.
- c) There are five (5) or more attendees.
- d) The total cost per attendee PER DAY cannot exceed the partial day Per diem allowance for breakfast as established by the Board.

#### 2) Meals:

- a) The meeting has a published agenda and attendance is mandatory, for an identified business purpose.
- b) The meeting has an intended duration of six (6) hours or more as shown on the agenda.
- c) There are five (5) or more attendees.
- d) The meeting's purpose is furthered by presentations or interpersonal exchange during the meal period.
  - e) The total cost per attendee cannot exceed the partial day Per diem allowance for the period of the meal as established by the Board.
  - f) Location or scheduling conflicts are not sufficient grounds for a meal recess.

Routine employee, staff meetings, department-sponsored social gatherings or similar gatherings shall not qualify for refreshment or meal costs.

### B. Foreign Travel, Currency Exchange, and Other Costs

The State of Idaho foreign travel policy, pursuant to Idaho Code [§67-2008A](#), shall be as follows:

The foreign travel per diem allowance (FTPDA) is a payment in lieu of reimbursement for actual expenses. The FTPDA is intended to cover the costs of meals at adequate, suitable and moderately priced facilities including costs of mandatory service charges, taxes, laundry and dry cleaning. The FTPDA will be based on the most current publication of U.S. Department of State Maximum Travel Per Diem Allowances for Foreign Areas. The daily FTPDA will be 100% of the listed M & IE rate in the above publication. The actual cost of lodging plus applicable tax and service charge will be allowed to the traveler.

### C. Travelers with Disabilities

With prior approval of the State government entity's approving authority, travelers with disabilities are allowed payments of certain additional travel expenses to accommodate their disabilities, such as but not limited to subsistence and transportation of an attendant when the employee requires assistance, cost of specialized transportation, increased cost of specialized services for public carriers, or special baggage handling fees.

For travelers with disabilities, reasonable accommodations regarding specific situations not addressed by these policies are allowable if properly documented and authorized by the approving authority.

### D. Use of Statewide Open Contracts Relating to Travel Services

Approving authorities shall inform all travelers about the availability of statewide open contracts relating to travel services,

as issued by the Department of Administration, Division of Purchasing, and that these vendors should be considered to the extent possible.

#### E. Commuting Expenses

Expenses for commuting between the traveler's declared residence and official primary work station are not allowable, except for expenses incurred by a State employee to participate in an approved agency commuting plan submitted by a State agency in writing and approved by the Office of the Governor.

#### F: Compensatory Time for Travel

Compensatory time for travel will be granted in accordance with Fair Labor Standards Act (FLSA) Regulations 29 C.F.R. Section 785.38, 785.39, 785.40, 785.41, to all employees except those listed as "non-covered" under the FLSA, elected officials, those included in the definition of section [67-5303\(j\)](#) and [67-5302\(12\)](#) Idaho Code, bona fide volunteers, independent contractors, prisoners, and "trainees".

### **11. Definitions**

#### Daily Per Diem

The daily per diem is the amount given to a traveler to cover expenses such as meals, meal gratuities, and fees and tips give to porters, baggage carriers, bellhops, hotel maids, stewards or stewardess on ships, and hotel servants in foreign countries.

#### Employee

An employee is a person, other than a patient, inmate or student employed in a state institution, who receives a payroll warrant or direct deposit from the State Controller as payment of wages for services rendered to, and on behalf of, a department or agency legally recognized as an entity of Idaho State government or local health district.

#### Official Primary Work Station

The official primary work station is the location where the employee regularly performs his or her duties. If the employee's work involves recurring travel or varies on a recurring basis, an area defined by the agency that includes the location where the employee regularly performs his or her duties is considered the official primary work station.

#### Official Travel

Travel performed the purpose for which it was undertaken was necessary in the public service.

#### Official Travel Status

Official travel status is when the traveler is physically away from their official primary work station by a distance of 50 miles or more or includes an overnight stay.

#### Traveler

A traveler is any person traveling on behalf of the State of Idaho for the purpose of official State business.

#### Vicinity Travel

Travel for official purposes in and about a city, including travel within a traveler's official primary work station, when not constituting a trip between two communities is considered vicinity travel.

### **12. Idaho Code References Relating to State Travel**

#### A. Regulation of Per Diem: [67-2004](#)

The state board of examiners is hereby authorized to adopt regulations fixing the daily, half-day and quarter-day allowances to be made to state officials and employees traveling on official business, within the lawful maximum daily subsistence allowance rate, and to require, by such regulations, such proofs in support of travel subsistence claims as may be deemed by it conducive to public economy.

#### B. Voucher Forms: [67-2005](#)

It is the duty of the state controller to prescribe forms of vouchers on which all requests for expenditure of state moneys must be submitted, and when such forms of vouchers have been prescribed no request for expenditure of state moneys shall be received and filed by the state controller unless the same shall be presented on the proper form.

#### C. Travel Expense Vouchers: [67-2006](#)

On all vouchers submitted for travel expenses, there must appear a certificate signed by the head of the department for which the travel was performed, stating that the travel was performed under competent orders, the purpose for which it was undertaken, and that the same was necessary in the public service. The person submitting a voucher for travel expenses must sign thereon a certificate that the account is correct and just.

#### D. Standard Travel Pay and Allowances: [67-2007](#)

This act may be cited as the "Standard Travel Pay and Allowance Act of 1949." It is the express intention of this act that the provisions hereof shall supersede and control the language of any statute heretofore enacted relating to the allowance of requests for reimbursement for travel and/or subsistence, including, but without limitation, statutes which provide for the payment of actual and necessary expenses to any officer, agent, employee, clerk, board, or commission of the state; and it is further intended that the provisions of this act, and regulations issued hereunder, shall apply to and govern all acts authorizing the payment for travel and/or subsistence which may be enacted hereafter unless the same shall be expressly exempted from the terms of this act. Such acts shall be construed as being subject to the provisions of this act unless an express exemption shall be set forth in such subsequent act.

**E. Determination of rate of allowance:** [67-2008](#)

(1) At its first meeting after the effective date of this act, and thereafter as it shall deem appropriate, the board of examiners shall by regulation fix a rate of allowance for per diem subsistence for officers, agents and all other employees of the state who are absent from their post of duty on official business, which shall be effective for the year in which such allowance is fixed, and shall fix a rate of allowance for mileage for official travel executed by privately owned means of conveyance, which rate of allowance shall be effective for the year in which it is fixed; provided, however, that the board shall fix no rate of per diem allowance which is higher than:

(a) Actual lodgings (maximum to be set by board of examiners) and per diem allowance which is no higher than allowed under the Internal Revenue Code for travel within the state; and

(b) Actual lodgings (maximum to be set by board of examiners) and per diem allowance which is no higher than allowed under the Internal Revenue Code without the state; and

(c) A rate of mileage allowance which is no higher than the standard mileage rate for the business use of an automobile allowed under the Internal Revenue Code for income tax purposes; and

(d) The mileage allowance for private aircraft travel shall be set by the board and shall be no higher than that allowed for automobile travel, calculated as if the travel had been by highway route.

(2) In fixing rates of allowance under this act, the board shall consider the prevailing cost of executing such travel, generally prevailing economic conditions, and the rates of allowance made applicable to similar travel by the Federal Government and private employers within the state.

(3) For a period where employees are to be absent from their post on official business for less than twenty-four

(24) hours the board's regulations shall provide for partial days' subsistence rates.

**F: Rates of Allowance Foreign Travel**

The board of examiners shall determine reasonable rates of allowance for per diem subsistence for officers, agents and employees of the state who are absent from their post of duty on official business in a foreign country. In determining such rates of allowance, the limitations of section [67-2008](#), Idaho Code, shall not apply. The board shall determine rates of allowance which are reasonable based upon factors such as the prevailing cost of executing such travel, generally prevailing economic conditions, and the rates of allowance made applicable to similar travel by the federal government and private employers within the state.

## Appendix A: History of Rate Changes

History of Rate Changes:			
Effective Date	Private Vehicle	MEALS In-State	MEALS Out-State
7-1-74	15 cents car		
7-1-75		\$10.00	\$14.00
7-1-78	15 cents car 17 cents air	\$12.00	\$15.00
7-1-79			\$17.00
8-15-79	17 cents car		
5-1-80	18 cents car	\$15.00	\$20.00
7-1-84	22 cents car		
1-1-85	20.5 cents car		
12-13-88	22 cents pvt vehicle/aircraft		
7-1-90	26 cents car	\$20.00	\$30.00
7-1-96	31 cents pvt vehicle/aircraft	\$20.00	\$30.00
2-13-00	32.5 cents pvt vehicle/aircraft	\$20.00	\$30.00
1-2-01	34.5 cents pvt vehicle/aircraft	\$20.00	\$30.00
7-1-01	34.5 cents pvt vehicle/aircraft	\$30.00	\$30.00 or Federal Rate
1-1-02	36.5 cents pvt vehicle/aircraft	\$30.00	\$30.00 or Federal Rate
1-1-03	36.0 cents pvt	\$30.00	\$30.00 or Federal Rate

	vehicle/aircraft		
1-1-04	37.5 cents private vehicle/aircraft	\$30.00	\$31.00 or Federal Rate
4-12-05	40.5 cents private vehicle/aircraft	\$30.00	\$31.00 or Federal Rate
9-1-05	48.5 cents private vehicle/aircraft	\$30.00	\$31.00 or Federal Rate
1-1-06	44.5 cents private vehicle/aircraft	\$30.00	\$39.00 or Federal Rate
1-1-07	48.5 cents private vehicle/aircraft	\$30.00	\$39.00 or Federal Rate
1-1-08	50.5 cents private vehicle/aircraft	\$30.00	\$39.00 or Federal Rate
7-1-08	58.5 cents private vehicle/aircraft	\$30.00	\$39.00 or Federal Rate
1-1-09	45.5 cents private vehicle/aircraft	\$30.00	\$39.00 or Federal Rate
10-1-09 (Approved on 12-15-09)	45.5 cents private vehicle/aircraft	\$30.00	\$46.00 or Federal Rate
7-1-12	55.5 cents private vehicle/aircraft	\$30.00	\$46.00 or <a href="#">Federal Rate</a>

## Appendix B: Examples

### Maximum Per Diem Allowance

Daily Per Diem Allowance (see definition of "per diem" in Section 11)

(a) In State \$30.00 day

(b) Out-of-State Per Diem Allowance

\$46.00 per day is the base, but would allow the higher federal rate.

### Partial Day Per Diem Allowance

Where employees are to be absent from their primary official station on official business for less than twenty four (24) hours, partial day per diem allowance is equal to a maximum of twenty-five percent (25%) of the total per diem allowance for breakfast, thirty-five percent (35%) for the total per diem allowance for lunch, and fifty-five percent (55%) of the total per diem allowance for dinner.

	In-State	Out-of-State
Breakfast - 25%	\$7.50	\$11.50 or 25% of <a href="#">Federal Rate</a>
Lunch - 35%	\$10.50	\$16.10 or 35% of <a href="#">Federal Rate</a>
Dinner - 55%	\$16.50	\$25.30 or 55% of <a href="#">Federal Rate</a>

### Official Conferences or Conventions

For meals not included in the registration, the above limits upon partial day per diem reimbursements do not apply to official conferences or conventions as described in Section 6. C. herein whether at the official station or not. As to such conferences or conventions, only the statutory daily limits of [I.C. §67-2008](#) will apply.

Agencies may adopt maximums of lesser amounts than those established by the Board of Examiners.

## Appendix C: Examples

Per Diem examples

A. Employee attends a conference at their home station and lunch is provided as part of the conference registration fee (registration fee was paid by the employer). The meal is allowable and no reimbursement for the meal cost is due back to the employer from the employee. Providing the conference meets the definition listed in Section 6. C. of the Board of Examiners Travel Policy. (Please note on this example the employee is not in travel status since the conference is at their home station, and is not eligible for per diem allowance.)

B. Employee is in travel status and the hotel they are staying at offers a continental breakfast. Employee does not have to deduct the partial day per diem amount for the continental breakfast (see Section 6. C. of the Board of Examiners Travel Policy). The employee can voluntarily choose to deduct the partial day per diem amount for the continental breakfast, if they utilized that service, but it is not required.

C. Employee is in travel status and attends a conference out of town and lunch is provided as part of the conference registration fee (registration fee was paid by the employer) then the employee can only be reimbursed the per diem amounts for any meals not provided (see Section 6. C. of the Board of Examiners Travel Policy).

D. Employee is in travel status and attends an agency sponsored meeting or training and lunch is provided, then the employee can only be reimbursed for any meals not provided (see Section 6. C. of the Board of Examiners Travel Policy).



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

Item # 4d

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, SLICHTER, AND  
TREBESCH**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: AUGUST 20, 2015**  
**RE: FY 2015 PERFORMANCE MEASURES REPORT**

Attached is a copy of the final draft of the Commission's FY 2015 Performance Measures Plan. A final report must be submitted to the Division of Financial Management (DFM) and Legislative Services Office with the FY 2017 Budget Request.

The PMR is purposefully not all-inclusive and is condensed per instructions from DFM. The following elements of the PMR are mandatory:

- Agency Profile
- Core Functions
- General Fund Revenue & Expenditures
- Profile of Key Services
- Performance Highlights
- Performance Measurements

Staff will review the draft PMR at the meeting for your consideration.

**RECOMMENDED ACTION:** Approve FY 2015 Performance Measures Report

**Enclosures:** FY 2015 Performance Measures Report

## Part I – Agency Profile

### Agency Overview

The Idaho Soil and Water Conservation Commission (ISWCC) was created in 1939 under Idaho Code § 22-2716, et. seq.) to form local conservation districts to work on reducing soil erosion generated by agricultural land management practices. ISWCC is now also the lead agency for a number of voluntary conservation programs that address water quality and other natural resource issues. ISWCC has no regulatory authority.

The ISWCC is led by five Commissioners appointed by the Governor: Chairman H. Norman Wright, Vice Chairman Gerald Trebesch, Secretary Leon Slichter, and members Dave Radford and Glen Gier. The agency administrator is Teri Murrison. In FY 2015, the administrator oversaw 17.75 administrative and technical staff located in Boise and in offices around the State.

### Core Functions/Idaho Code

1. **District Support and Services:** provides technical, financial, and other assistance to Idaho's 50 local conservation districts.
2. **Comprehensive Conservation Services:** provides/promotes non-regulatory incentive and science-based programs to support voluntary conservation activities enhancing the environmental quality and economic productivity of the state.
3. **Administration:** ensures continuity of operations and establishes protocols to support Commissioners and staff.
4. **Outreach:** engages local, state, and federal partners, non-governmental organizations, and resource and agricultural production groups to coordinate, collaborate, and cooperate on voluntary conservation efforts.

### Revenue and Expenditures: <sup>1</sup>

Revenue	FY 2012	FY 2013	FY 2014	FY 2015
General Fund	\$2,249,800*	\$2,306,400	\$2,364,100*	2,531,000
Receipts	\$0	\$6,700	\$5,600	6,800
RCRDP Loan Program	\$1,621,209	\$1,793,900	\$1,447,600	1,033,700
SRF Loan Program	\$12,815	\$147,270	\$31,900	84,300
Federal Grant Funds	\$0	\$80,000	\$0	0
<b>Total</b>	<b>\$ 3,883,824*</b>	<b>\$4,334,270*</b>	<b>\$3,849,200*</b>	<b>3,655,800</b>
Expenditure	FY 2012	FY 2013	FY 2014	FY 2015
Personnel Costs	\$953,306	\$1,137,421	\$1,151,400	1,149,700
Operating Expenditures	\$312,583*	\$421,341	\$286,200	346,400
Capital Outlay	\$52,860*	\$10,526	\$0	71,400
Trustee/Benefit Payments	\$1,103,200	\$1,103,198	\$1,169,200	1,203,200
RCRDP Loan Disbursements	\$524,244	\$232,623	\$794,100	352,400
DEQ Loan	\$44,972	\$116,322	\$44,300	71,700
<b>Total</b>	<b>\$2,991,165*</b>	<b>\$3,021,431*</b>	<b>\$3,445,200</b>	<b>3,194,800</b>

<sup>1</sup> “\*” indicates where numbers have been updated in FY 2016 to correct prior year errors.

## Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2012	FY 2013	FY 2014	FY 2015
Conservation systems implemented on all cropland (acres)	133,967	133,625	186,076	97,432
Conservation implemented on other land uses (acres)	18,855	107,090	78,925	83,255
Grazing/pasture management systems implemented (acres)	379,157	539,007	531,613	486,449
Riparian acres implemented with protection, restoration, enhancement or creation (acres)	1,347	487	289	1,201
Conservation Reserve Program (CRP) – Private agricultural land removed from tillage-induced erosion through financial incentive for a contractual time period.	518,341	349,617	589,484	583,135

- Numbers in FY 2012 did not include data from federal and local partners. Beginning in FY 2013, NRCS and district statistics are included.
- While a formal analysis by partners has not been conducted, it is likely that in FY 2015 overall acres in conservation systems on all cropland and grazing/pasture management systems are down due to the fact that the amount of land treated by NRCS by the Environmental Quality Incentives Program (EQIP) went down. There were also several large projects still in the middle of construction in other programs - those acres affected data will be reported in FY 2016.

## Performance Highlights

- **District Support and Services** As in previous years, ISWCC solicited district input on the prior year's technical assistance allocation process in FY 2015 and made changes to allow for a greater degree of flexibility by increasing staff discretionary (non-project and district assigned) hours and customizing allocation models/processes by Division. In FY 2015 districts received Trustee and Benefit funding that included the usual base funding (\$8,500), local matching funds (capped at \$50,000 per district), \$2,000 in operating funds per district, and capacity building awards. District satisfaction with Commission services reported in the table below shows that district support continued to strengthen. Overall, district satisfaction trended away from "neutral" to "agree" and "somewhat agree", while about 3% of those who previously "disagreed" now only "somewhat disagree".
- **Comprehensive Conservation Programs and Services** New loan volume in the RCRDP fund declined from 12 loans made for \$841,624 in FY 2014, to 7 loans made totaling \$392,517 in FY 2015. Commercial lender rates are still low, making the additional paperwork required for a public funds loan less attractive, and consumer interest was not as robust as it was over 3 of the last 4 years. New in FY 2015, is reporting on inquiries and their disposition. Anecdotal evidence is that loan volume declined as a result of an increased number of incomplete applications, application withdrawals, and credit denials, but statistics for those weren't previously recorded. The average size of the loans requested also decreased from the previous year. As indicated in the table below, Conservation Reserve Enhancement Program (CREP) acres were down in FY 2015 due to a large number of dairies and other agricultural industries that put acreage into production upon moving to the Eastern Snake Plain. Due to ongoing streamlining adopted with input from DEQ, the Commission increased TMDL Implementation Plans finalized by 2 in FY 2015.
- **Outreach** The Commission published 12 issues of Conservation the Idaho Way in FY 2015 to a distribution list of over 725 subscribers. Topics covered included: bank stabilization, restoration, grazing exchange program, youth and women engagement in conservation, soil health, the Boise River (urban and ag), and more. Newsletter articles focusing on Idaho success stories are frequently reprinted by other agencies including in the Farm Bureau statewide magazine.

**Part II – Performance Measures**

Performance Measure	FY 2012	FY 2013	FY 2014	FY 2015	Benchmark
<b>DISTRICT SUPPORT &amp; SERVICES</b>					
# of District Surveys on Commission Satisfaction	47 of 50	40 of 50	36 of 50	35 of 50 <sup>2</sup>	50 of 50
- Strongly agree	34%	18%	22%	28.6%	34%
- Somewhat agree	47%	45%	50%	45.7%	47%
- Neutral	15%	30%	11%	8.6%	7%
- Somewhat Disagree	4 %	8%	11%	14.3%	10%
- Disagree	0%	0%	6%	2.9%	2%
N/A	0%	0%	0%	0%	0%
District five-year plans updated	50	50	50	50	50
Technical Assistance Provided to districts:					
- # of districts w/projects	35	31	38	40	39
- # of new projects	47	24	57	81	50
- # of ongoing projects	45	41	103	106	100
- # of landowners served	271	246	386	229	300
<b>COMPREHENSIVE CONSERVATION PROGRAMS</b>					
CREP Program Deliverables					
- Total Contracts	157	159	156	155	175
- Total Acres	17,210	17,236	16,792	16,729	21,000
- Certified Contracts	11	0	28	7 (82 total acres)	15
- Certified Acres	327	0	2,537	300 (8,880 total acres)	1,500
Ground Water Quality/Nitrate Priority Areas					
- Acres Treated	40,606	35,685	27,918	39,863	37,700
- Nitrates Reduced (lbs.)	151,020	114,797	141,779	138,247	132,100
- Phosphorus Reduced (lbs.)	28,677	24,473	32,084	27,745	26,500
- Sediment Reduced (tons)	144,482	137,414	54,618	143,670	142,600
RCRDP Loan Program					
- # of new loans	12	4	12	7	15
- Total \$ conservation projects	\$664,193	\$128,100	\$841,624	\$392,517	\$950,000
-Inquiries received <sup>3</sup>				48	50
-Applications submitted				20	25

<sup>2</sup> A new process was established to allocate ISWCC technical field staff time in FY 2013. The decrease in satisfaction that year correlates with the implementation of that process. A number of changes were made to improve the process in subsequent years, and satisfaction has returned to levels expressed in FY 2012. Overall, satisfaction with district support was 74.3% vs. 72% in FY 2014. In 2015, there was a 2.4% reduction of neutral responses, and a 2/10% increase in unsatisfied districts.

<sup>3</sup> New performance measures have been established in FY 2015 to track overall program activity in addition to funded loans.

Pending @ end of FY -Applications denied or withdrawn				5 6	2 5
TMDL Ag Implementation Plans (subject to DEQ priorities)	3 Completed 23 In progress 30 pending	5 Completed 19 In Progress 31 Pending	6 Completed 15 in Progress 19 Pending	8 completed 16 in progress 18 pending	6 Completed 12 In Progress 19 Pending

**OUTREACH**

Communications					
- Website (Total Visitors)	320,000	383,964	N/A	71,822	N/A
- Facebook impressions (l)/posts	10,075	49*	220	153	275
- Twitter (# of tweets)	N/A	29	89	36	150
- Newsletter subscriptions	N/A	N/A	505	725	750

\*FY 2011- FY 2012 counted total impressions, a statistic that may not represent the number of people who actually read the post). From FY 2013 on, # of posts are reported.

**For More Information Contact**

Teri Murrison, Administrator  
 Idaho Soil & Water Conservation Commission  
 650 West State Street, Room 145  
 Boise, ID 83720-0083  
 Phone: (208) 332-1790  
 Fax: (208) 332-1799  
 E-mail: Teri.Murrison@swc.idaho.gov



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

Item # 4e

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, SLICHTER, AND  
TREBESCH**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: AUGUST 20, 2015**  
**RE: FY 2017 BUDGET REQUEST**

The Commission's FY 2017 Budget Request must be approved by the Board and submitted to the Division of Financial Management (DFM) and the Legislative Services Office (LSO) by September 1, 2015 along with the Performance Measures Report.

The draft recommended budget request is in the final stages, but needs to undergo review by DFM to assure it's been properly constructed before Board consideration. The DFM review is scheduled for Friday, August 21<sup>st</sup>.

As you remember, your Board and the IASCD approved the submission of a \$200,000 grant program line item enhancement in this year's budget. IASCD has considered the Commission's workload entailed in developing a new grant program and has made an adjustment to their request. In the attached letter, they request a matching funds incentive payment (out of Trustee and Benefit funds) that would be decided and distributed via the existing District Allocation Work Group process. Their letter states:

1. The funds should be applicable to all types of conservation practices (not just water quality);
2. Districts be allowed up to 10% for administrative overhead with the balance being spent on projects, and that districts are to be accountable for appropriate expenditures and provide an accountability report to the Commission ; and
3. No funds will go to the Commission for administrative overhead.

Although this revised matching incentive funding will still entail uncompensated workload for the Commission, distributing these funds via the existing District Allocation Work Group process will have fewer workload impacts than distributing it through a grant program. Staff supports this new request.

Attached are the architect's design for the proposed new space in the Water Center and the design of the 4 office cubicles from Correctional Industries for your review. Staff was presented with several options, only one of which was workable within IDWR's budget – Option 1. Final numbers will be determined after getting adjusted square footage numbers from the architect in the next few days.

The proposed FY 2017 Budget Request will be presented at your meeting.



IDAHO SOIL & WATER  
CONSERVATION COMMISSION

Item # 4e

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, SLICHTER, AND TREBESCH**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: AUGUST 24, 2015**  
**RE: FY 2017 BUDGET REQUEST**

Staff has put together a Requested Budget for FY 2017. Below are details. Please note that all amounts have been adjusted for rounding. In summary, the requested budget is:

From	Personnel Costs	Operating Expenditures	Capital Outlay	Trustee & Benefit Payments	Total
General Fund	\$1,177,600	\$182,300	\$54,800	\$1,453,200	\$2,867,900
Administration & Accounting Services Fund		30,000			30,000
RCRDP Fund	162,300	146,100			308,400
Clean Water Revolving Loan		30,000			30,000
<b>TOTAL</b>	<b>\$1,339,900</b>	<b>\$388,400</b>	<b>\$54,800</b>	<b>\$1,453,200</b>	<b>\$3,236,300</b>

Rhonda will cover the specifics contained in the budget request synopsis (attached).

I will discuss the following detailed information on requested replacement and line item enhancements to the General Fund Operating, Capital, and Trustee and Benefit Payments.

The FY 2017 Budget Request contains replacement items (\$47,200 for two light-duty 4wd pickups to replace vehicles used by field staff). Both vehicles recommended for replacement already fall within the DFM budgetary guidelines for mileage for replacement, and if appropriated by JFAC will have another year of use before being replaced.

The Budget Request also contains the following line item enhancement requests:

- District Conservation Project Matching Incentives Funding - New ongoing general funds for the Trustee and Benefit Fund are requested to allocate as district conservation matching incentive payments. This request would provide an additional \$200,000 annually to be used by districts as matching funds in grant applications they submit to federal, state or other grantors to do projects that address soil, water, plants, animal, or air conservation issues.

In the past few years the Legislature has appropriated additional funding to districts for operations, but to obtain project implementation funding, districts depend largely on grant funding from other agencies and private funders. The requested funding would incentivize districts to proactively seek sources of funding for project implementation beyond the State's General Fund. Funding would be awarded to districts that document received grant funding in the previous fiscal year. Districts that have never applied for grant funding would also be eligible to receive matching funds to serve as matching funds for new grant applications. Funds would be used to leverage grant funding districts received in FY 2016 and forward. Awards would be used predominantly for project implementation, with up to 10% administrative costs allowable to districts. No administrative or personnel costs are included in this request for the Commission.

The existing Commission District Allocation Work Group would work with staff to establish criteria for equitable distribution of incentives and would review documentation and recommend funding levels to Commissioners. Commission activities within this decision unit would be implemented by existing Conservation Commission staff. Attached is a copy of a letter from the Idaho Association of Soil Conservation Districts requesting that the Commission includes a line item enhancement for the additional funds to establish such a program.

- Funding for Increased Office Space Costs - \$20,500 is requested in ongoing and one-time general funds to lease 2,437 sq. ft. in the Idaho Water Center in Boise (see attached). Of this, \$12,900 is requested to be ongoing and applied to the cost of the lease, and \$7,600 is a one-time requested general fund increase for: 1 desk and 4 open-office cubicles (attached).

The Commission currently leases 1,052 sq. ft. in the Len B. Jordan Building from the Department of Administration (DOA). The DOA is interested in occupying the existing space for Group Insurance and the office size doesn't meet Commission needs. Current space is shared by up to 7 FTPs, although the Commission needs to be able to accommodate up to 9 full, part-time, and adjunct staff (one FTP is currently unfilled and another telecommutes). The Water Center space totals 2,437 sq. ft. including common areas (see attached drawing labeled Option 1 - 2,119 sq. ft. without common areas

The Water Center lease is \$42,600 per year (2,437 sq. ft. x \$17.50/sq. ft. ). In the first year the Commission will receive two months free (roughly equals moving costs). The following is the proposed distribution of costs within available funds and requested funding:

Funding	Source
\$ 11,300	Current Len B. Jordan Lease
\$ 5,500	Savings from elimination of 2 NRCS desk leases
\$ 12,900	RCRDP share of increased space
<hr/>	
\$ 29,700	Subtotal of existing funds
\$ 12,900	Requested unfunded remainder
<hr/>	
\$ 42,600	Total annual lease cost

Note: the lease will increase annually by \$.25/sq.ft. per year for the term of the lease (currently under negotiation - the rates used for this budget request are the same as those negotiated in FY 2016 between IDWR and the other proposed occupant of the IDWR space, the State Appellate Public Defender's office – SAPD).

- Additional Spending Authority in Index 7325 for Technical Assistance Cost Recovery - A \$10,000 increase in spending authority in the Professional Services fund, to bring the total spending authority up to \$30,000. We currently have ongoing spending authority to contract with other agencies up to \$20,000 per year (we currently provide engineering assistance to the Office of Species Conservation in the Salmon area). Engineers and other staff are authorized to provide unique, field based expertise in engineering design and construction, water quality assessment, and resource planning. The increased spending authority would permit the Commission to also assist DEQ with a deep soil testing project in a high nitrate priority area of the Magic Valley by contracting for testing services, and working with local landowners/districts in the target area to secure participation in the testing program. There would be limited additional staff impacts. Increasing spending authority will give the Commission an ongoing mechanism to pay a contractor to perform the testing and recover indirect operating costs.

DFM is currently reviewing a final draft of budget numbers and depending on their review, minor adjustments to the requested amounts may be necessary. Staff recommends approval of the FY 2017 Budget Request with authority granted to the administrator to make minor adjustments in amounts, if necessary. Since this is our first time to prepare the Budget Request in-house, should there be minor adjustments, we will so report at your September meeting. If there are major adjustments necessary, we will immediately schedule a teleconference meeting prior to September 1<sup>st</sup> for review and approval of any major changes.

**RECOMMENDED ACTION:** Approve, grant authority to administrator to make minor adjustments to budgetary amounts if necessary.

Attachments:

FY 2017 ISWCC Budget Request Synopsis  
IASCD Letter re Trustee & Benefits Appropriation Request  
IDWR Water Center Option & Cubicle

## Soil and Water Conservation Commission

FY 2017 Budget (Preliminary)

Thursday, August 27, 2015

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee / Benefit	Total
<b>FY 2016 Appropriation</b>						
General Fund - Administration & Board	15.65	1,119,800	169,400	47,700	1,253,200	2,590,100
Dedicated Fund - RCRDP Administration	2.10	155,200	146,100	-	-	301,300
Dedicated Fund - Professional Services	-	-	20,000	-	-	20,000
Dedicated Fund - Revolving Loan	-	-	30,000	-	-	30,000
Total	17.75	1,275,000	365,500	47,700	1,253,200	2,941,400
<b>Program Maintenance Adjustments</b>						
<b>DU 8.11 - Hire Half-time w/Benefits - Admin Asst 2</b>						
General Fund - Administration & Board	-	23,400	-	-	-	23,400
<b>DU 8.12 - Reduce Group Positions</b>						
General Fund - Administration & Board	-	(16,800)	-	-	-	(16,800)
<b>DU 8.13 - Increase Group Positions</b>						
Dedicated Fund - RCRDP Administration	-	300	-	-	-	300
<b>DU 8.41 - Removal of One-Time Expenditures</b>						
General Fund - Administration & Board	-	-	-	(47,700)	-	(47,700)
<b>DU 10.11 - Health Insurance</b>						
General Fund - Administration & Board	-	5,200	-	-	-	5,200
Dedicated Fund - RCRDP Administration	-	700	-	-	-	700
<b>DU 10.12 - Variable Benefit Costs</b>						
General Fund - Administration & Board	-	600	-	-	-	600
Dedicated Fund - RCRDP Administration	-	100	-	-	-	100
<b>DU 10.31 - Repair, Replacement Items</b>						
General Fund - Administration & Board	-	-	-	47,200	-	47,200
<b>DU 10.61 - CEC Regular Employees</b>						
General Fund - Administration & Board	-	9,300	-	-	-	9,300
Dedicated Fund - RCRDP Administration	-	1,300	-	-	-	1,300
<b>DU 10.62 - CEC Group &amp; Temporary</b>						
General Fund - Administration & Board	-	100	-	-	-	100
<b>DU 10.64 - 27th Payroll</b>						
General Fund - Administration & Board	-	35,500	-	-	-	35,500
Dedicated Fund - RCRDP Administration	-	5,000	-	-	-	5,000
<b>DU 10.65 - CEC for 27th Payroll Regular Employees</b>						
General Fund - Administration & Board	-	400	-	-	-	400
<b>Line Items</b>						
<b>DU 12.01 - Increased Office Space Costs</b>						
General Fund - Administration & Board	-	-	12,900	7,600	-	20,500
<b>DU 12.02 - Convert Group Positions</b>						
Dedicated Fund - Professional Services	-	-	10,000	-	-	10,000
<b>DU 12.03 - District Matching</b>						
General Fund - Administration & Board	-	-	-	-	200,000	200,000
<b>FY 2017 Request:</b>						
General Fund - Administration & Board	15.65	1,177,600	182,300	54,800	1,453,200	2,867,900
Dedicated Fund - RCRDP Administration	2.10	162,300	146,100	-	-	308,400
Dedicated Fund - Professional Services	-	-	30,000	-	-	30,000
Dedicated Fund - Revolving Loan	-	-	30,000	-	-	30,000
	17.75	1,339,900	388,400	54,800	1,453,200	3,236,300
<b>Change from FY 2016</b>	0.00	64,900	22,900	7,100	200,000	294,900
<b>Percentage Change from FY 2016</b>	0	5.09%	6.27%	14.88%	15.96%	10.03%
<b>General Fund Increase from FY 2016</b>						277,800
<b>General Fund Percentage Change from FY 2016</b>						10.73%

August 5, 2015

Teri Murrison, Administrator  
Idaho Soil & Water Conservation Commission  
650 West State St, Room #145  
Boise, ID 83702

Dear Teri,

The association is in support of a request for new ongoing general funds for the Trustee and Benefit Fund in the amount of \$200,000. We support the concept that these funds will be allocated to districts as conservation matching incentive payments. to be used by districts as matching funds on grant applications they submit to federal, state or other grantors to do projects addressing soil, water, plants, animal, and air conservation issues

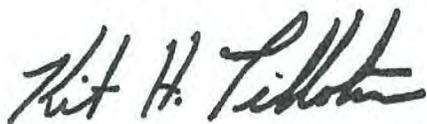
The association supports 3 priorities in regards to the \$200K request.

1. That the money be used for all types of conservation practices. (not just water quality)
2. That districts that are awarded funds from this funding source are able to use up to 10% for admin fees and the balance be used for conservation practices. Districts will be held accountable for all funds and provide some type of accountability report back to the Commission that will meet there obligations to financial accountability
3. That for this initial request none of the funds are used for administration cost for the commission.

It's our understanding that the process for awarding project grant funds is proposed to be similar to the District allocations process, and that the District Support Services Specialist will work with all IASCD Divisions to develop a single statewide process for the award and distribution.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Kit H. Tillotson". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Kit Tillotson  
IASCD President



<b>TOTAL:</b>	<b>2,035 sf</b>
OFFICE 1	122 sf
OFFICE 2	143 sf
OFFICE 3	129 sf
OFFICE 4	129 sf
OPEN OFFICE	595 sf
MEETING	265 sf
RECEPTION	251 sf
FILE/COPY	222 sf
COFFEE COUNTER	122 sf
STORAGE	57 sf

(INTERIOR WALLS NOT INCLUDED)

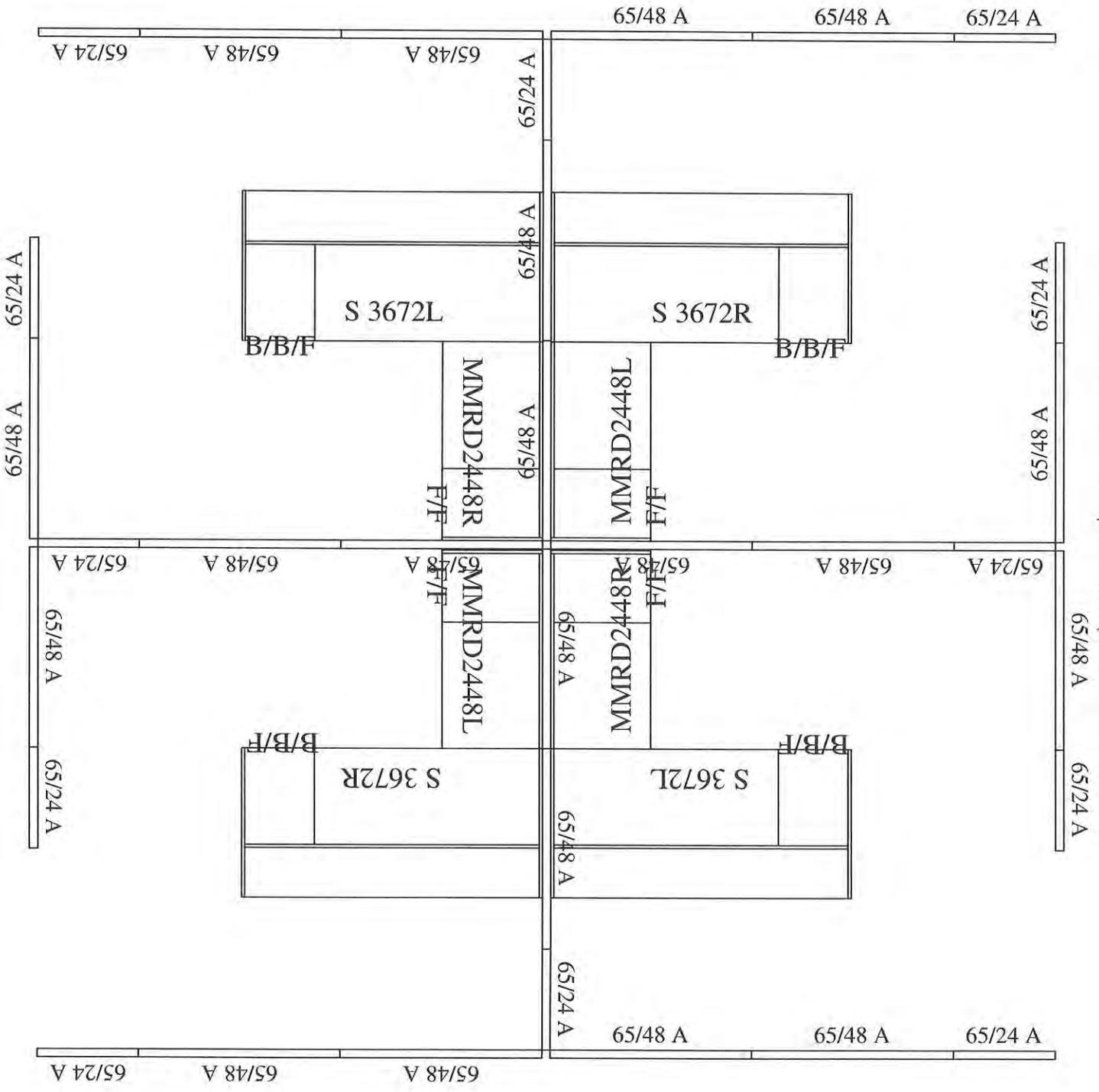
<b>TOTAL:</b>	<b>2,119 sf</b>
---------------	-----------------

(RED DASHED LINES)

# OPTION 1

1/8" = 1'-0"

20-48x65 @ \$199ea \$3980  
 12-24x65 @ \$150ea \$1800





**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

Item #5a

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, SLICHTER, AND  
TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES SPECIALIST**  
**DATE: AUGUST 20, 2015**  
**RE: DISTRICT SUPPORT SERVICES REPORT**

District Match Allocations

- All Districts have submitted Financial & Match reports
- SWCC staff are reviewing for completeness and organizing the reports in preparation for the District Allocations Work Group (DAWG) meeting
- DAWG to meet via teleconference the first week of September to determine the value of local funds and services eligible for state match funds
- Commission teleconference 2<sup>nd</sup> week of September to consider DAWG-recommended match allocations
- Match allocations will be distributed to Districts the 3<sup>rd</sup> week of September

District Survey Results

- 35 Districts submitted responses to our FY2015 survey
- Results are presented in the enclosed "District Survey Results" spreadsheet
- Responses are definitely trending in a positive direction!

RECOMMENDED ACTION: For information only

Encl: District Survey Results

## FY2015 DISTRICT SURVEY RESULTS

Question	Answer Options	2013	2014	2015	2015 Compared To 2014
SWCC provides opportunities to share information about district activities (via listening sessions, partner reports at Commission meetings, attending tours and visiting districts, compiling annual reports, conducting trainings, and making monthly field staff presentations at district meetings).	Agree	82.5%	88.9%	94.2%	5.3%
	Neutral	12.5%	11.1%	2.9%	-8.2%
	Disagree	5.0%	0.0%	2.9%	2.9%
SWCC has invited our district to serve on important work groups, to comment on new policies and/or processes, and to provide opinions and input on key decisions that impact us.	Agree	75.0%	75.0%	85.7%	10.7%
	Neutral	15.0%	16.7%	2.9%	-13.8%
	Disagree	7.5%	8.3%	11.5%	3.2%
The staffing levels and geographic distribution of SWCC engineering and field staff have been sufficient to meet all our technical assistance needs over the past year.	Agree	45.0%	44.5%	62.9%	18.4%
	Neutral	27.5%	25.0%	8.6%	-16.4%
	Disagree	25.0%	22.2%	28.6%	6.4%
SWCC helps districts and other conservation partners connect with each other to cultivate new partnerships and funding opportunities.	Agree	32.5%	44.4%	65.8%	21.4%
	Neutral	40.0%	36.1%	14.3%	-21.8%
	Disagree	25.0%	16.7%	20.0%	3.3%
Overall we are satisfied with the services and support provided by SWCC.	Agree	62.5%	72.2%	74.3%	2.1%
	Neutral	30.0%	11.1%	8.6%	-2.5%
	Disagree	7.5%	16.7%	17.2%	0.5%



# IDAHO SOIL & WATER CONSERVATION COMMISSION

## COMMISSION

Item 5b

H. Norman Wright  
Chairman

Jerry Trebesch  
Vice Chairman

Leon Slichter  
Secretary

Dave Radford  
Commissioner

Glen Gier  
Commissioner

Teri A. Murrison  
Administrator

**TO: CHAIRMAN WRIGHT, COMMISSIONERS GIER, RADFORD, SLICHTER, AND  
TREBESCH**  
**FROM: TERRY HOEBELHEINRICH, LOAN OFFICER**  
**DATE: August 20, 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"><li>Idaho Cattle Association Trade Show</li><li>Ag Pavilion (Boise &amp; Twin Falls) is in process</li></ul>
Loans	<ul style="list-style-type: none"><li>18 loan inquiries have been received since the last update on May 8</li><li>5 new loan applications</li></ul>
Delinquencies	<ul style="list-style-type: none"><li>None</li></ul>
	<ul style="list-style-type: none"><li>RCRDP Cash Report for May, June, July</li></ul>

**ACTION:** For Information Only

Encl: FY 2015 Loan Activity Summary  
Cash Reports for May, June, July 2015  
Customer Survey Results  
Annual Review and setting of Interest Rates



SOIL & WATER  
CONSERVATION COMMISSION

To: Teri Murrison  
From: Terry Hoebelheinrich  
Date: 7-8-15  
Re: Summary of FY2015 RCRDP Loan Activity

- 48 Loan Inquiries Received
- Loan Applications
  - 20 Received
  - 7 Approved, \$392,517
  - 2 Waiting For Credit Decision, \$224,516
  - 3 In Process
  - 5 Denied
  - 1 Withdraw
  - 2 No Response To Request For Information

established  
1939

650 W. State St., Room 145 • Boise, ID 83702  
P: 208.332.1790 • F: 208.332.1799 • [swc.idaho.gov](http://swc.idaho.gov)

*Conservation the Idaho Way: sowing seeds of stewardship*

## RCRDP FY15 - MAY 2015

<b>BEGINNING CASH BALANCE at 4/30/2015</b>			<b>\$6,679,470.99</b>	<b>\$6,157,846.48</b>
Increase of Funds	<b>May 2015</b>	<b>Year to Date</b>		
Interest Income:	\$ 1,743.93	\$ 17,588.43		
Loan Interest:	\$ 4,416.82	\$ 127,569.90		
Default Interest: (late fees)	\$ 1.00	\$ 1,778.59		
Principal payments received	\$ 15,407.36	\$ 809,862.65		
Suspense - payment not yet reported	\$ 34,694.05	\$ 34,694.05		
Expenditure Adjustments	\$ 16.90	\$ 590.39		
Pcard Adjustment	\$ -	\$ -		
Professional Services Refund	\$ -	\$ -		
Payroll Expenditure Adjustment	\$ -	\$ -		
Loan Refunds	\$ -	\$ 34.61		
<b>TOTAL INCREASES</b>	<b>\$ 56,280.06</b>	<b>\$ 992,118.62</b>		
<b>ADJUSTED CASH BALANCE</b>			<b>\$6,735,751.05</b>	<b>\$7,149,965.10</b>
Decrease of Funds	<b>May 2015</b>	<b>Year to Date</b>		
Personnel Costs	\$ (11,588.19)	\$ (138,358.30)		
Operating Expense (Interagency Billing)	\$ (22,479.95)	\$ (85,234.85)		
P Card Payment	\$ (945.33)	\$ -		
P Card Charges (not yet paid)	\$ 194.66	\$ -		
Expenditure Adjustments	\$ (16.90)	\$ (590.39)		
Loan Disbursements	\$ (36,618.00)	\$ (261,449.61)		
Suspense Cleared	\$ -	\$ -		
Refund of Revenue	\$ -	\$ -		
Refund from loan Payments	\$ -	\$ (34.61)		
<b>TOTAL DECREASES</b>	<b>\$ (71,453.71)</b>	<b>\$ (485,667.76)</b>		
<b>ENDING CASH BALANCE at 05/31/2015</b>			<b>\$ 6,664,297.34</b>	<b>\$ 6,664,297.34</b>
3% Minimum Contingency Reserve		\$ (100,875.54)		
Funds Approved - Not Disbursed		\$ (203,973.00)		
Pending Approval				
<b>FUNDS AVAILABLE</b>		<b>\$ 6,359,448.80</b>		
<b>LOAN STATUS REPORT: MAY 2015</b>				
Outstanding Principal Loan Balance at April 30, 2015		\$ 3,341,307.44		
Disbursements		\$ 36,618.00		
Principal payments made		\$ (15,407.36)		
Adjustments to STARS balance		\$ -		
<b>ADJUSTED PRINCIPAL LOAN BALANCE as of 05/31/2015</b>			<b>\$ 3,362,518.08</b>	
Previous report number of active loans	85			
New Loans	1			
Loans Paid Off	-3			
Number of active loans	83			
Past Due Account(s)	0			

## RCRDP FY15 - JUNE 2015

<b>BEGINNING CASH BALANCE at 4/30/2015</b>			<b>\$6,664,297.34</b>	<b>\$6,157,846.48</b>
Increase of Funds	June 2015	Year to Date		
Interest Income:	\$ 1,682.32	\$ 19,270.75		
Loan Interest:	\$ 6,773.38	\$ 134,343.28		
Default Interest: (late fees)	\$ 0.76	\$ 1,779.35		
Principal payments received	\$ 87,743.55	\$ 897,606.20		
Suspense - payment not yet reported		\$ 34,694.05		
Expenditure Adjustments	\$ 114.99	\$ 705.38		
Pcard Adjustment		\$ -		
Professional Services Refund		\$ -		
Payroll Expenditure Adjustment		\$ -		
Loan Refunds	\$ 16.08	\$ 75.58		
<b>TOTAL INCREASES</b>	<b>\$ 96,331.08</b>	<b>\$ 1,088,474.59</b>		
<b>ADJUSTED CASH BALANCE</b>			<b>\$6,760,628.42</b>	<b>\$7,246,321.07</b>
Decrease of Funds	June 2015	Year to Date		
Personnel Costs	\$ (11,849.97)	\$ (150,208.27)		
Operating Expense (Interagency Billing)	\$ (3,726.68)	\$ (88,961.53)		
P Card Payment	\$ (215.00)	\$ (215.00)		
P Card Charges (not yet paid)		\$ -		
Expenditure Adjustments	\$ (114.99)	\$ (705.38)		
Loan Disbursements	\$ (90,944.00)	\$ (352,393.61)		
Suspense Cleared	\$ (34,694.05)	\$ (34,694.05)		
State Treasury Acct Bond Loss	\$ (32,930.61)	\$ (32,930.61)		
Refund from loan Payments	\$ (16.08)	\$ (75.58)		
<b>TOTAL DECREASES</b>	<b>\$ (174,491.38)</b>	<b>\$ (660,184.03)</b>		
<b>ENDING CASH BALANCE at 06/30/2015</b>			<b>\$ 6,586,137.04</b>	<b>\$ 6,586,137.04</b>
3% Minimum Contingency Reserve		\$ (100,971.56)		
Funds Approved - Not Disbursed		\$ (83,156.00)		
Pending Approval				
<b>FUNDS AVAILABLE</b>		<b>\$ 6,402,009.48</b>		
<b>LOAN STATUS REPORT: JUNE 2015</b>				
Outstanding Principal Loan Balance at May 31, 2015		\$ 3,362,518.08		
Disbursements		\$ 90,944.00		
Principal payments made		\$ (87,743.55)		
Adjustments to STARS balance		\$ -		
<b>ADJUSTED PRINCIPAL LOAN BALANCE as of 05/31/2015</b>			<b>\$ 3,365,718.53</b>	
Previous report number of active loans	83			
New Loans	3			
Loans Paid Off	-1			
Number of active loans	85			
Past Due Account(s)	0			

## RCRDP FY16 - JULY 2015

<b>BEGINNING CASH BALANCE at 6/30/2015</b>			<b>\$6,586,137.04</b>	<b>\$6,586,137.04</b>
Increase of Funds	July 2015	Year to Date		
Interest Income:	\$ 1,800.22	\$ 1,800.22		
Loan Interest:	\$ 878.31	\$ 878.31		
Default Interest: (late fees)	\$ -			
Principal payments received	\$ 665.11	\$ 665.11		
Suspense - payment not yet reported	\$ -			
Expenditure Adjustments				
Pcard Adjustment		\$ -		
Professional Services Refund		\$ -		
Payroll Expenditure Adjustment		\$ -		
Loan Refunds				
<b>TOTAL INCREASES</b>	<b>\$ 3,343.64</b>	<b>\$ 3,343.64</b>		
<b>ADJUSTED CASH BALANCE</b>			<b>\$6,589,480.68</b>	<b>\$6,589,480.68</b>
Decrease of Funds	July 2015	Year to Date		
Personnel Costs	\$ (16,813.59)	\$ (16,813.59)		
Operating Expense (Interagency Billing)	\$ (4,493.92)	\$ (4,493.92)		
P Card Payment				
P Card Charges (not yet paid)	\$ 660.23	\$ 660.23		
Expenditure Adjustments				
Loan Disbursements	\$ (2,500.00)	\$ (2,500.00)		
Suspense Cleared				
State Treasury Acct Bond Loss				
Refund from loan Payments				
<b>TOTAL DECREASES</b>	<b>\$ (23,147.28)</b>	<b>\$ (23,147.28)</b>		
<b>ENDING CASH BALANCE at 07/31/2015</b>			<b>\$ 6,566,333.40</b>	<b>\$ 6,566,333.40</b>
3% Minimum Contingency Reserve		\$ (101,026.60)		
Funds Approved - Not Disbursed		\$ (203,973.00)		
Pending Approval				
<b>FUNDS AVAILABLE</b>		<b>\$ 6,261,333.80</b>		
<b>LOAN STATUS REPORT: JULY 2015</b>				
Outstanding Principal Loan Balance at June 30, 2015		\$ 3,365,718.53		
Disbursements		\$ 2,500.00		
Principal payments made		\$ (665.11)		
Adjustments to STARS balance		\$ -		
<b>ADJUSTED PRINCIPAL LOAN BALANCE as of 07/31/2015</b>			<b>\$ 3,367,553.42</b>	
Previous report number of active loans	85			
New Loans	0			
Loans Paid Off	-2			
Number of active loans	83			
Past Due Account(s)	0			

**FY15 RCRDP CUSTOMER SURVEY  
24 EVALUATIONS SENT  
10 EVALUATIONS RETURNED**

1	Would you do business with SCC again?								
		Yes	No						
		10	0						
2	Would you refer the RCRDP loan program to anyone else?								
		Yes	No						
		10	0						
3	How did you learn about the program?								
	Local Conservation District	6							
	Newsletter	0							
	NRCS	3							
	Web site	0							
	Other	1							
4	Rate your satisfaction of the following:	1= unsatisfied, 5= completely satisfied							
		1	2	3	4	5			
	Interest Rates	0	0	0	4	6			
	Conservation District Support	0	0	1	4	5			
	Processing Time	1	1	1	3	4			
	Customer Service from SWCC staff	0	1	1	2	6			
	Application requirements	2	2	0	2	4			
5	What did you like most about the program?	<ul style="list-style-type: none"> <li>1- opportunity to purchase &amp; convert to center pivots</li> <li>2- the low interest rate</li> <li>3- low interest</li> <li>4- relative ease of allowing irrigation projects &amp; good interest rates</li> <li>5- interest rates</li> <li>6- time</li> <li>7- allowed me to do projects I may not have been able to do otherwise</li> <li>8- good interest rates</li> <li>9- low rates</li> </ul>							
6	What did you like least?	<ul style="list-style-type: none"> <li>1- not entirely sure who was eligible if not through NRCS</li> <li>2- all the paperwork</li> <li>3- long processing time</li> <li>4- 6 did not respond</li> </ul>							
7	Please provide any suggestion that would help the SWCC market the loan program more effectively.	<ul style="list-style-type: none"> <li>1- you do a good job!</li> <li>2- NRCS &amp; Conservation Districts do a good job of marketing the program.</li> <li>3- 7 did not respond</li> </ul>							



# IDAHO SOIL & WATER CONSERVATION COMMISSION

## Item 5b

**TO: CHAIRMAN WRIGHT, COMMISSIONERS GIER, RADFORD, SLICHTER, AND TREBESCH**  
**FROM: TERRY HOEBELHEINRICH, LOAN OFFICER**  
**DATE: August 16, 2015**  
**RE: ANNUAL REVIEW & SETTING OF RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM INTEREST RATES**

Per administrative rule 60.05.01 the Commission shall determine interest rates not to exceed 6% annually.

### Background

FISCAL YEAR			APPROPRIATION	EXPENSES	APPROPRIATION LESS EXPENSES
2013			\$290,100	\$276,248	\$13,852
2014			\$290,100	\$242,531	\$47,569
2015			\$297,500	\$239,385	\$58,115

FISCAL YEAR	RCRDP REVENUE (ACTUAL OR PROJECTED)	TREASURY (CASH) (ACTUAL OR PROJECTED)	TOTAL REVENUE	EXPENSES	REVENUE LESS EXPENSES
2013	\$238,480	\$20,233	\$258,713	\$276,248	(\$17,535)
2014	\$170,452	\$17,425	\$187,877	\$242,531	(\$54,654)
2015	\$136,047	*-\$13,660	\$122,387	\$239,385	(\$116,998)
2016	\$109,956	\$20,800	\$130,756	\$301,300	(\$170,544)
Change ('15-'16)	(\$26,091)	\$34,460	\$8,369	\$61,935	

### Assumes

- \*Includes \$32,931 loss from Idaho Treasury Bond Losses
- 3.3% average interest rate for RCRDP portfolio (3.5% in FY 15)
- 0.3% estimated annual interest rate for treasury (cash) ( 0.3% in FY 15)

RCRDP LOAN PORTFOLIO BALANCE AS OF 6-30-2015	\$ 3,362,518	3.3%
RCRDP TREASURY CASH BALANCE AS OF 6-30-2015	\$ 6,689,939	0.3%
RCRDP TOTAL LOAN PORTFOLIO & CASH AS OF 6-30-2015	\$ 10,052,457	1.3%

FY 2015 Term & Interest Rate Requests	<ul style="list-style-type: none"> <li>• 15 - 2.5% - 7 year terms</li> <li>• 2 - 3.0% - 12 years</li> <li>• 2 - 3.5% - 15 years</li>   <li>• 2.8% is Weighted Average Interest Rates of Loan Received &amp; Approved in FY2015</li> </ul>
Interest Rate Trends	<ul style="list-style-type: none"> <li>• 5 year treasury rates are unchanged at 1.58% from (ave. FY 14) to 1.57% (ave. FY15)</li> <li>• 10 year treasury rates have decreased 2.71% (ave. FY14) to 2.23% (FY 15 ave.)</li> <li>• Still Waiting For Federal Reserve to Raise Interest Rates (September?). Fed Funds Rate has been near zero for 80 months.</li> </ul>
Interest Rate Recommendations for FY 2016	<ul style="list-style-type: none"> <li>• No Change</li> <li>• 2.5%, 7 Year Term</li> <li>• 3.0%, 8 - 12 Year Term</li> <li>• 3.5 %, 13 – 15 Year Term</li> </ul>

**RECOMMENDED ACTION:** Approve interest rates and loan terms for FY 2016.