



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

**REGULAR MEETING NOTICE & AGENDA  
Idaho Soil & Water Conservation Commission  
June 9, 2016, 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 § 74-206(1).  
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](mailto: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>5</b>	<b>PROGRAMS - DISTRICT SUPPORT SERVICES UPDATE</b>	
#	a.	FY 2017 Technical Assistance Allocation Awards ACTION: For information only	Trefz
*#	b.	District Budget Hearing and Unmet Program/Project Needs ACTION: Accept Report	Trefz
*#	c.	District Capacity Building Fund Requests ACTION: Approve FY 2017 Capacity Building Awards	Trefz
#	d.	Annual TMDL Update ACTION: For information only	Trefz
*#	e.	District Reference Manual Update ACTION: Approve update of the Reference Manual For Districts, effective June 2016	Trefz

(\*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission Consideration

Thurs. June 9, 2016 Reg. Meeting Agenda

Date of Notice, June 2, 2016

	<b>3.</b>	<b>PARTNER REPORTS</b> Typically include NRCS, IASCD, IDEA, Attorney General, DFM, OSC, etc.	Partners
#	a.	Deep Soil Sampling Project: Marsh Creek, Minidoka, & Twin Falls Nitrate Priority Areas & Possible Future Projects <ul style="list-style-type: none"> <li>• Deep Soil Sampling Combined Report (click to go to web, large attachment)</li> <li>• Deep Soil Sampling Handouts (click to go to web, large attachment)</li> </ul> ACTION: For information only	Firth, Ralph Fisher, USEPA (30 mins)
#	b.	Balanced Rock Soil Conservation Request for Assistance regarding Highly Erodible Lands Conservation Plans ACTION: For information only	Murrison, Rogers, Elke
	<b>4.</b>	<b>ADMINISTRATION</b>	
*	a.	Elect Commission Officers to serve beginning July 1, 2016 <ol style="list-style-type: none"> <li>1. Chairman</li> <li>2. Vice-Chairman</li> <li>3. Secretary</li> </ol> ACTION: Election of FY 2017 Officers (in a single or separate motions)	Chairman Wright/ Butcher
*#	b.	Appointment and Delegation of Powers and Duties to Administrator in 2017 ACTION: Appoint Teri Murrison as Administrator and Delegate Powers and Duties in 2017	Chairman Wright
*#	c.	Minutes <ol style="list-style-type: none"> <li>1. May 19, 2016 Regular Meeting</li> </ol> ACTION: Approve	Chairman Wright
*#	d.	Financial Report <ol style="list-style-type: none"> <li>1. May 31, 2016 Report</li> <li>2. FY2011 and 2012 Audit Report Status Update</li> <li>3. Commissioner Honorariums</li> </ol> ACTION: Approve the May 31, 2016 Financial Reports	Yadon
#	e.	Administrator's Report <ul style="list-style-type: none"> <li>• Activities</li> <li>• Proposed FY 2017 Meeting Schedule</li> </ul> ACTION: For information only	Murrison
*#	f.	FY 2017-2020 Strategic Plan ACTION: Approve	Murrison
	<b>5.</b>	<b>PROGRAMS</b>	
#	f.	Resource Conservation & Rangeland Development Program Report <ul style="list-style-type: none"> <li>• RCRDP Update</li> <li>• RCRDP Marketing Plan</li> </ul> ACTION: For information only	Wilson
	<b>6.</b>	<b>OTHER BUSINESS</b>	
	a.	Reports ACTION: For information only	Commissioners, Staff
	<b>7.</b>	<b>ADJOURN</b> The next regular meeting is scheduled for August 26, 2016, in Boise.	

(\*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission Consideration

Thurs. June 9, 2016 Reg. Meeting Agenda

Date of Notice, June 2, 2016



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

Item # 5a

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS GIER, RADFORD, SLICHTER, AND  
TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES**  
**DATE: JUNE 1, 2016**  
**RE: DISTRICT TECHNICAL ASSISTANCE AWARDS UPDATE**

**DISTRICT TECHNICAL ASSISTANCE AWARDS**

In accordance with the Technical Assistance Allocation Process approved by the Commission, district requests for FY2017 SWCC assistance were prioritized by Division-level evaluation teams. SWCC staff considered the recommendations submitted by the evaluation teams and to the extent that it was logistically possible, based the allocation of the available SWCC staff hours upon those recommendations.

The attached spreadsheets show how FY2017 staff time has been allocated in each Division.

Each district that requested assistance has been informed of the SWCC staff hours allocated to them for FY2017.

RECOMMENDED ACTION: For information only

ATTACHMENT:

- District Technical Assistance Hours Requested and Allocated for FY2017

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**DIVISION 1 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2017**

DISTRICT	PROJECT	HOURS REQUESTED	ALLOCATED HRS	
			MARK	BILL
BENEWAH SWCD	Alder Creek 319 Project	129	129	
	<b>BENEWAH TOTALS FOR MARK</b>	<b>129</b>	<b>129</b>	
	AVISTA Streambank Rest Proj Engineering	<b>120</b>		<b>82</b>
BONNER SWCD	District Board Mtng Attendance	20	20	
	Forestry Contest Participation	10	10	
	Resource Inventory	32	32	
	Schweitzer Creek 319 Grant TA & Writing	60	60	
	<b>BONNER TOTALS FOR MARK</b>	<b>122</b>	<b>129/122</b>	
	Schweitzer Creek 319 Proj Engineering	<b>80</b>		<b>55</b>
BOUNDARY SWCD	District Mtng Attendance	35	35	
	Kootenai R & Tribs Project Scoping	60	60	
	Consult on potential water festival, 319 project proposals, etc.	25	25	
	<b>BOUNDARY TOTALS FOR MARK</b>	<b>120</b>	<b>129/120</b>	<b>0</b>
KOOTENAI-SHOSHONE SWCD	Western Competitive Grant Phase I & II	40		
	Bloomsburg Rd 319 Project Imp.	40		
	Fourth of July Creek Proj Development	50		
	Mica Creek Planning/Permitting/Imp	60		
	Dist Ops/Mtngs/Fld Trips	25		
	Seedling Program	10		
	<b>K-S TOTALS FOR MARK</b>	<b>225</b>	<b>129</b>	<b>0</b>
	Western Comp Grant Engineering	40		
	Bloomsburg Rd 319 Proj Engin.	40		
	Fourth of July Creek Proj Engineering	50		
	Mica Creek Engineering/Permitting	120		
	District Meetings	15		
	<b>K-S TOTALS FOR BILL</b>	<b>265</b>		<b>181</b>
	<b>TOTAL HOURS REQUESTED</b>		<b>1061</b>	
<b>TOTAL MARK'S HOURS</b>		<b>596</b>	<b>516</b>	
<b>TOTAL BILL'S HOURS</b>		<b>465</b>		<b>317</b>

In accordance with the Div 1 Technical assistance Allocation Process, the 515 hours of Mark's time that is available for allocation has been divided equally between the 4 districts, resulting in each being allocated 129 hours.

Bill has 950 total hrs available for allocation across Divisions 1, 2 and 3, equating to 317 hours/Div. Bill also has 499 hrs of discretionary time with which to provide assistance to districts in the 3 Divisions as needed and at his discretion.

Districts requested 148 more hours than Bill has available for allocation (465 requested : 317 available). Thus, Bill has 0.68 hours available for each hour requested so his hours were allocated proportionately using that ratio, i.e., for each hour requested, 0.68 hours was allocated.

**SWCC Staff Hours Available For District Support**

Staff	For Allocation	Discretionary
Mark	515	200
Bill	317	
<b>Total</b>	<b>832</b>	

**DIVISION 2 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2017**

DISTRICT	PROJECT	HOURS REQUESTED	RECOMMENDED HOURS ALLOCATED
CLEARWATER SWCD (Eileen)	Youth Education Event Assistance	40	40
	U of I/NRCS Workshops	43	43
	Firewise Program, grants, landowner assistance and home inspections	250	250
	<b>CLEARWATER SWCD TOTALS:</b>	<b>333</b>	<b>333</b>
IDAHO SWCD (Eileen)	Grant Writing	240	240
	Lolo Creek Implementation Project	80	80
	Deer Cr SRBA Project	40	40
	<b>IDAHO SWCD TOTALS:</b>	<b>360</b>	<b>360</b>
LEWIS SCD (Eileen)	6th grade field day	16	16
	R & D Grant Proposals	300	300
	<b>LEWIS SCD TOTALS:</b>	<b>316</b>	<b>316</b>
NEZ PERCE SWCD (Bill)	Env. Awareness Days	20	20
	Staff training, meetings etc	40	40
	<b>NEZ PERCE SWCD TOTALS:</b>	<b>60</b>	<b>60</b>
<b>EILEEN'S TOTALS</b>		<b>1009</b>	<b>1009</b>
<b>BILL'S TOTALS</b>		<b>60</b>	<b>60</b>

**SWCC Staff Hours Available For Division 2 District Support**

Staff	For Allocation	Discretionary
Eileen	1009	207
Bill	317	variable
<b>Total</b>	<b>1326</b>	

Bill has a total of 499 hours of discretionary time to use as needed and at his discretion throughout Divisions 1, 2 & 3 in FY2017.

**DIVISION 3 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2017**

DISTRICT	PROJECT	HOURS REQUESTED	ALLOCATED HRS			
			LORETTA	JASON	DELWYNE	BILL
ADA SWCD  (Delwyne, POC; Jason, TA Provider)	Track No-Till Implementation Data	100		90		
	Cover Crop & Forage Crop Database	100		90		
	<b>ADA TA TOTAL</b>	<b>200</b>		<b>180</b>		
ADAMS SWCD (Loretta)	Phase 3 Little Weiser R 319 Project	25	25			
	Upper Weiser 319 Project	80	80			
	Meadows Valley Landowner Assessment Assistance	20	20			
	District Operations CA	20	20			
	<b>ADAMS TA TOTAL</b>	<b>145</b>	<b>145</b>			
	Upper Weiser 319 project engineering	160				160
	General Design Work	30				30
	<b>ADAMS ENGINEERING TOTAL</b>	<b>190</b>				<b>190</b>
CANYON SCD (Jason)	RCPG Grant Proposal Development	95		40		
	Lake Lowell 319 Grant Development	175		45		
	Farmers Co-Op Cana Return Flow Project	24		20		
	Comp. Grant Writing Training	20		0		
	Comp Outreach Training	20		0		
	Capacity Building--5-Yr & Ann Plans	20		10		
	<b>CANYON TA TOTAL</b>	<b>354</b>		<b>115</b>		
ELMORE SWCD (Jason)	District meeting attendance	24		20		
	Develop 319 project	150		135		
	<b>ELMORE TA TOTAL</b>	<b>174</b>		<b>155</b>		
GEM SWCD (Loretta)	Phase 4 Lower Payette 319 TMDL implementation project TA	100	100			
	Develop 319 grant proposal for submission in 2015	20	20			
	Outreach & Tours	10	10			
	<b>GEM TA TOTAL</b>	<b>130</b>	<b>130</b>			
OWYHEE CD (Jason)	Attend all board meetings	24		20		
	Grant researching & writing assist.	30		25		
	No-till/Soil Hlth Outreach	145		75		
	<b>OWYHEE TA TOTAL</b>	<b>199</b>		<b>120</b>		
PAYETTE SWCD (Loretta)	Phase 2 Mid Snake-Payette 319 project TA.	<b>200</b>	<b>200</b>			
SQUAW CREEK SCD (Loretta)	Payette River TMDL Imp Project TA	30	30			
	319 application development	60	60			
	"Living on the Land" workshop	10	10			
	<b>SQUAW CR TA TOTAL</b>	<b>100</b>	<b>100</b>			
VALLEY SWCD (Loretta)	319 Watershed restoration project outreach, cons planning, BMP implementation & monitoring	<b>126</b>	<b>126</b>			
	<b>N Fork Payette Eng Assistance</b>	<b>40</b>				40
	<b>VALLEY TA TOTAL</b>	<b>166</b>	<b>126</b>			<b>40</b>

**DIVISION 3 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2017**

DISTRICT	PROJECT	HOURS REQUESTED	ALLOCATED HRS			
			LORETTA	JASON	DELWYNE	BILL
WEISER RIVER SCD (Delwyne)	Meetings & Tours, WQ Monitoring	60			60	
<b>TOTAL HOURS REQUESTED</b>		<b>1918</b>	<b>701</b>	<b>927</b>	<b>60</b>	<b>230</b>
<b>TOTAL HOURS ALLOCATED</b>		<b>1561</b>	<b>701</b>	<b>570</b>	<b>60</b>	<b>230</b>

Staff	Hrs For Allocation	Discretionary Hrs
Loretta	701	200
Jason	570	202
Delwyne	180	222
Bill	317	
<b>Total</b>	<b>1768</b>	<b>624</b>

Bill has 950 total hrs available for allocation across Divisions 1, 2 and 3, equating to 317 hours/Div.  
 Bill also has 499 hrs of discretionary time with which to provide assistance to districts in the 3  
 Divisions as needed and at his discretion.

**DIVISION 4 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2017**

DISTRICT	PROJECT	HOURS REQUESTED	ALLOCATED HRS		
			CAROLYN	CHUCK	ROB
BALANCED ROCK (Chuck)	Deep Soil Sampling	80	6	54	
	HEL Pilot Project	40		15	19
	<b>BALANCED ROCK TOTAL</b>	<b>120</b>	<b>6</b>	<b>70</b>	<b>19</b>
BLAINE SCD (Rob)	Workshops, tree sales, meetings	30			30
EAST CASSIA SWCD (Carolyn)	Direct seed/cover crop cons planning	16	16		
	Deep Soil Sampling	20	20		
	<b>EAST CASSIA TA TOTAL</b>	<b>36</b>	<b>36</b>		
MINIDOKA SWCD (Carolyn)	Post-harvest deep soil sampling	60			
	Direct seed/cover crop cons plans	16			
	<b>MINIDOKA TA TOTAL</b>	<b>76</b>	<b>76</b>		
NORTH SIDE SWCD (Chuck)	Attend meetings, work with NRCS and Dist Admin Asst	20		15	
SNAKE RIVER SWCD (Chuck)	Deep Soil Sampling	80	6	54	
	HEL Pilot Project	40		15	19
	<b>SNAKE RIVER TOTAL</b>	<b>120</b>	<b>6</b>	<b>70</b>	<b>19</b>
TWIN FALLS SWCD (Chuck)	HEL Pilot Project	80		46	17
WEST CASSIA SWCD (Carolyn)	Direct seed/cover crop cons plans	16	16		
	Deep Soil Sampling	60	60		
	<b>WEST CASSIA TOTAL</b>	<b>76</b>	<b>76</b>		
WOOD RIVER SWCD (Rob)	Direct Seed and Cover Crop Project	60			60
<b>TOTAL HOURS</b>		<b>618</b>			
<b>TOTAL CHUCK'S HOURS</b>		<b>340</b>		<b>200</b>	
<b>TOTAL CAROLYN'S HOURS</b>		<b>188</b>	<b>200</b>		
<b>TOTAL ROB'S HOURS</b>		<b>90</b>			<b>145</b>
<b>BALANCE AVAILABLE FOR ALLOCATION</b>			<b>0</b>	<b>0</b>	<b>0</b>

**SWCC Staff Hours Available For District Support**

Staff	For Allocation	Discretionary
Chuck	200	35
Carolyn	200	130
Rob	145	75
<b>Total</b>	<b>545</b>	<b>240</b>

After allocating Carolyn's hours to fully service all the requests from her districts she had a balance of 12 hours available for allocation which was split evenly with 6 hours being allocated to each of Balanced Rock and Snake River to assist Chuck with deep soil sampling projects.

After allocating Rob's hours to fully service all the requests from his districts he had a balance of 55 hours available for allocation which were allocated to assist Chuck with the HEL Pilot Project in Balanced Rock (19 hr), Snake River (19 hr), and Twin Falls (17 hr).

After Carolyn's 12 and Rob's 55 hour balances were allocated to assist with serving requests from Chuck's 4 districts there remained 273 hours of requests from the 4. Chuck has 200 hours available for allocation, which equates to 0.7326 hours available for each outstanding hour requested ( $200/273 = 0.7326$ ). Dividing Chuck's 200 available hours proportionately between the 273 hours requested results in the allocations presented in the spreadsheet.

**DIVISION 5 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2017**

DISTRICT	PROJECT	HOURS REQUESTED			ALLOCATED HOURS		
		CA	TA	ENG	GEORGE	ALLAN	
		CA	TA	ENG	CA	TA	ENG
BEAR LAKE SWCD (POC=Allan)	ECC Georgetown Project	26	26	80	2.6	9.6	32.7
	Stauffer Cr 319 Project	30	95	210	3.0	35.0	85.7
	PBJ 319 Project	25	55	40	2.5	20.3	16.3
	PDA SRF-319 Project	50	19	180	5.0	7.0	73.5
	Thomas Fork AFO 319 Project	31	106	195	3.1	39.1	79.6
	Geneva AFO 319 Project	45	115	265	4.5	42.4	108.2
	<b>BEAR LAKE TOTALS</b>	<b>207</b>	<b>416</b>	<b>970</b>	<b>20.7</b>	<b>153.3</b>	<b>396.0</b>
CARIBOU SCD (POC=Allan)	Upper Blackfoot River Phase II		82	100		30.2	40.8
	Pebble Cr Irrigators Project		32	65		11.8	26.5
	Cove Stream Bank Restoration Proj		82	95		30.2	38.8
	Upper Portneuf River 319-SRF	22	58	125	2.2	21.4	51.0
	HWC Grant Program	20	65	65	0	0	0
	Lower Trout Cr 319 Project	17	53	0	1.7	19.5	
	<b>CARIBOU TOTALS</b>	<b>59</b>	<b>372</b>	<b>450</b>	<b>3.9</b>	<b>113.1</b>	<b>157.2</b>
C BINGHAM CD George	Project Development/Grant App.	30			3.0		
	Public Outreach	25			2.5		
	Cover Crops Tour, Fld Day, Wrkshop	30			3.0		
	School Ag Days Presentation	20			2.0		
	Tree Sale Assistance	15			1.5		
	<b>CENTRAL BINGHAM TOTALS</b>	<b>120</b>			<b>12.0</b>		
FRANKLIN SWCD (George)	ECC Carl Wheeler Project		24	8		8.8	3.3
	ECC John Mussler Project		42	7		15.5	2.9
	Cub River WD Stream Flow Project		10	16		3.7	6.5
	Mink Cr Monitoring		14			5.2	
	Consolidated Irrig. GIS Project		26			0	
	Station Cr 319 Project		50	26		18.4	10.6
	Clifton Irr. Co ID-40 Project		48	10		17.7	4.1
	New Grant App Development	40			0		
	Culinary Water Co GIS/Eng. Review		18	28		6.6	11.4
	Healthy Watershed, Bear River		49	86		18.1	35.1
	8th Grade Water Fair	18			1.8		
	FCHS Ecology: Water Education	22			0		
	Dist Staff Training	108			0		
<b>FRANKLIN TOTALS</b>	<b>188</b>	<b>281</b>	<b>181</b>	<b>1.8</b>	<b>94.0</b>	<b>73.9</b>	
N BINGHAM CD (George)	Project Development/Grant App.	30			3.0		
	Public Outreach	25			2.5		
	Cover Crops Tour, Fld Day, Wrkshop	30			3.0		
	Rye Wrkshop & Mini Grant Prog.	25			2.5		
	<b>N BINGHAM TOTALS</b>	<b>110</b>			<b>11.0</b>		

**DIVISION 5 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2017**

DISTRICT	PROJECT	HOURS REQUESTED			ALLOCATED HOURS		
		CA	TA	ENG	GEORGE		ALLAN
					CA	TA	ENG
ONEIDA SWCD (George)	Oneida Resource Enhancement SRF-319	21	84	115	2.1	31.0	46.9
	Malad Nutrient Reduction SRF-319	21	84	130	2.1	31.0	53.1
	Wide Hollow 319 Project	21	64	125	2.1	23.6	51.0
	<b>ONEIDA TOTALS</b>	<b>63</b>	<b>232</b>	<b>370</b>	<b>6.3</b>	<b>85.5</b>	<b>151.0</b>
PORTNEUF SWCD (George)	Lava Trails Project	25	75	50	2.5	27.6	20.4
	Healthy Watersheds Consortium	100			0		
	Sacajawea Park	10	30	10	1.0	11.1	4.1
	Middle Portneuf River Project	20	100	200	2.0	36.9	81.6
	Dempsey Creek Ditch to Pipe Project	10	85	100	1.0	31.3	40.8
	<b>PORTNEUF TOTALS</b>	<b>165</b>	<b>290</b>	<b>360</b>	<b>6.5</b>	<b>106.9</b>	<b>147.0</b>
<b>TOTAL HOURS</b>		<b>912</b>	<b>1591</b>	<b>2331</b>	<b>62.2</b>	<b>552.8</b>	<b>925</b>
<b>REQUESTED HOURS DEEMED ELIGIBLE FOR ASSISTANCE</b>		<b>622</b>	<b>1500</b>	<b>2266</b>			

**Division 5 SWCC Staff Hours Requested and Allocated**

Staff	Eligible Hours Requested	Hours Allocated
George	622 CA + 1500 TA = <b>2,122</b>	62.2 CA + 552.8 TA = <b>615</b>
Allan	<b>2,266</b>	<b>925</b>
<b>Total</b>	<b>4388</b>	<b>1,540</b>

Hours shown in red indicate that the Division 5 TAWG determined those requests not eligible for assistance. In total, 290 hours of requested CA and 91 hours of requested TA were deemed ineligible. No hours were allocated to the ineligible requests.

Each request for CA that the TAWG determined to be eligible for assistance was awarded 10% of the hours requested, i.e., for each hour requested, districts were awarded 0.10 hours. Thus, 62.2 of Georges hours were awarded to assist with the projects for which districts requested a total of 622 hrs of CA.

After subtracting the 62.2 awarded CA hours from Georges total 615 hrs of available district support hours, 552.8 hours remain to service the requested 1500 TA hours. This calculates to approximately 0.369 hours available per hour requested.

For FY17 Allan has 925 hours total available to be allocated to district requests from the 3 Divisions he serves. Because Divisions 4 and 6 submitted no requests for engineering assistance all 925 hours are available for requests from Division 5 districts. This calculates to approximately 0.408 hours available for each of the 2,266 eligible hours requested.

**DIVISION 6 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2017**

DISTRICT	PROJECT	HOURS REQUESTED	HOURS ALLOCATED	
			BRIAN	ROB
BUTTE SWCD (Rob)	Soil health workshop	20		20
CLARK SCD (Briain)	District meeting attendance	32	25	
EAST SIDE SWCD (Brian)	District meeting attendance	10	6	
JEFFERSON SWCD (Brian)	District meeting attendance	16	15	
MADISON SWCD (Brian)	District meeting attendance	27	16	
TETON SCD (Brian)	District meeting attendance	35	32	
WEST SIDE SWCD (Brian)	District meeting attendance	10	6	
<b>TOTAL HOURS</b>		<b>150</b>	<b>100</b>	<b>20</b>
<b>TOTAL BRIAN'S HOURS</b>		<b>130</b>	<b>100</b>	
<b>TOTAL ROB'S HOURS</b>		<b>20</b>		<b>20</b>

**FY2017 SWCC Staff Hours Available For District Support**

Staff	Hours For Allocation	Discretionary Hours
Brian	100	170
Rob	20	25
<b>Total</b>	<b>120</b>	<b>195</b>

Rob has 165 total hrs to divide between the 4 districts (3 in Div 4 & 1 in Div 6) he serves. This equates to 41.25 hr/district, or 124 hrs for his Div 4 districts & 41 for the Div 6 district. Butte's request for 20 hrs of Rob's time is the only request from Div 6, leaving 145 hrs available for allocation to Div 4 districts.

Rob has 100 total hours of discretionary time to divide between his 4 districts which equates to 25 hr/district, or 75 hrs for his Div 4 districts & 25 for the Div 6 district, but which Rob is actually free to use however he sees fit to assist whichever district(s) he chooses throughout the year.



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

Item # 5b

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS GIER, RADFORD, SLICHTER, AND  
TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES**  
**DATE: JUNE 1, 2016**  
**RE: IDENTIFICATION OF UNMET FUNDING NEEDS**

**IDENTIFICATION OF UNMET FUNDING NEEDS**

Eight districts identified unmet funding needs which are currently precluding their completion of priority programs and projects within their districts. The 8 districts identified a total of \$3.0M of unmet funding with which they would leverage an additional \$3.6M from other partners to put \$6.6M worth of locally led water quality improvement work on the ground.

<b>IDENTIFICATION OF UNMET FUNDING NEEDS</b>						
Number of Districts Requesting Financial Assistance	Funding Sources					Total Project Cost
	SWCC	Federal	Other State Agencies	Conservation District	Other	
8	<b>\$ 2,975,005.00</b>	\$ 1,168,000.00	\$ 580,000.00	\$ 104,205.00	\$ 1,743,500.00	<b>\$6,570,710.00</b>

RECOMMENDED ACTION: Accept report

ATTACHMENTS:

- Identification of Unmet District Funding Needs
- District Budget Hearing: Project/Program Needs Worksheets

Back to Agenda

**IDENTIFICATION OF UNMET DISTRICT FUNDING NEEDS**

District	Funding Source					Total Project Cost
	SWCC	Federal	Other State	District	Other	
<b>Boundary</b>	\$ 50,000	\$ 163,000		\$ 1,500	\$ -	\$ 214,500
Kootenai R Drainage Dike System Renovation						
<b>Canyon</b>	\$ 60,000	\$ -		\$ 2,000	\$ 60,000	\$ 122,000
Farmer's Coop Ditch Co Large Sediment Basin						
<b>Canyon</b>	\$ 50,000	\$ 500,000		\$ -	\$ 450,000	\$ 1,000,000
Canyon RCPP Project Cost-Share						
<b>Canyon</b>	\$ 187,500	\$ -		\$ -	\$ 187,500	\$ 375,000
Permament Drip Systems						
<b>Clearwater</b>	\$ 125,000	\$ 5,000			\$ 5,000	\$ 135,000
Fuel Load Reduction						
<b>Clearwater</b>	\$ 75,000					\$ 75,000
Weed Management						
<b>Lewis</b>	\$ 300,000				\$ 300,000	\$ 600,000
Forest Health						
<b>Lewis</b>	\$ 250,000				\$ 250,000	\$ 500,000
Lawyer Cr Restoration						
<b>Lewis</b>	\$ 300,000	\$ 300,000				\$ 600,000
Soil Health						
<b>Nez Perce</b>	\$ 12,500					\$ 12,500
Bear Cr Bridge						
<b>Nez Perce</b>	\$ 5,000				\$ 5,000	\$ 10,000
Road Erosion Project						
<b>Nez Perce</b>	\$ 5,000				\$ 5,000	\$ 10,000
Road Erosion Project						
<b>Valley</b>	\$ 120,000				\$ 120,000	\$ 240,000
Payette R Wate Quality Improvement BMPs						
<b>Valley</b>	\$ 192,500					\$ 192,500
Lake Irrig Dist Pipeline Project						
<b>Valley</b>	\$ 11,000				\$ 11,000	\$ 22,000
Irrigation Diversion Renovation						
<b>Weiser River</b>	\$ 125,000		\$ 80,000	\$ 20,000	\$ 25,000	\$ 250,000
Automated Headgates						
<b>Weiser River</b>	\$ 405,000		\$ 250,000	\$ 30,000	\$ 125,000	\$ 810,000
City Water Inlet Erosion Project						
<b>Weiser River</b>	\$ 700,000	\$ 200,000	\$ 250,000	\$ 50,000	\$ 200,000	\$ 1,400,000
<b>Sediment Control BMPs</b>						
<b>Yellowstone</b>	\$ 1,505			\$ 705		\$ 2,210
2nd Grade School Children's Field Day						
<b>TOTAL</b>	\$ 2,975,005	\$ 1,168,000	\$ 580,000	\$ 104,205	\$ 1,743,500	\$ 6,570,710

The eight (8) districts which submitted budget hearing worksheets requested a total of \$3.0M in State funds which would leverage an additional \$3.6M from other partners to put \$6.6M worth of locally led, voluntary conservation work on the ground.

# 2016 District Budget Hearing: Project/Program Needs Worksheet for FY 2018 Budget Request

<b>District:</b> Boundary
<b>Contact:</b> Tom Daniel

## ***Priority Project/Program Needs***

<b>Project/Program Title: Drainage District Diking Systems</b>	
<i>Description of Project/Program:</i> The farmers on the Kootenai River are major producers of winter wheat, spring wheat, canola and barley. Most of the farm ground is behind dikes that were constructed back in the 1940s prior to the installation of Libby Dam. Because of the dikes, many of the fields are below river level and experience sub-irrigation flooding. To deal with the issue the farmers set up Drainage Districts to tax properties to pay for pumps, pipeline, and gravity drains to move water from ditches to the river. Most of the equipment is outdated (50-60 years old or older) and needs to be replaced. Frequently, farmers need to drive to the pumps several times a day to check that the system is still functioning. NRCS-EQIP has an AgEMP program that provides technical and financial assistance for energy management plans (developed by technical service providers) and pump and pipeline upgrades. One aspect of the system that would benefit the farmers that is not available through NRCS EQIP is a telemetry system that monitors pump function remotely.	
<i>Project/Program Timeline:</i> 2016,2017,2018	<i>Priority:</i> 1
<i>Resource Concern(s) Addressed:</i> Resource concerns addressed: excess water (ponding and flooding), degraded plant condition (undesirable plant productivity and health), inefficient energy use (equipment and facilities, farming and ranching practices – field operations), air quality (particulate emissions, GHGs, ozone precursors).	
<i>Available Funding (list all sources):</i>	
<i>Federal:</i>	\$163,000.00
<i>State:</i> Estimate 5 telemetry units @ \$10,000 ea =	\$50,000.00
<i>District:</i> Estimate 100 hours of outreach @15/hr =	\$1,500.00
<i>Other:</i>	\$0
<i>Notes:</i> Federal Funding- Estimate 5 plans at \$2600 ea = \$13,000 Estimate 5 contracts for pump upgrade, replace pipeline and open gravity drains @\$30,000/ea = \$150,000	
<b>Total State Funds Needed To Complete Project:</b>	<b>\$50,000.00</b>

<b>Project/Program Title:</b>
<i>Description of Project/Program:</i>

<i>Project/Program Timeline:</i>		<i>Priority: 2</i>
<i>Resource Concern(s) Addressed:</i>		
<i>Available Funding (list all sources):</i>		
<i>Federal:</i>		\$0
<i>State:</i>		\$0
<i>District:</i>		\$0
<i>Other:</i>		\$0
<i>Notes:</i>		
<b>Total State Funds Needed To Complete Project:</b>		<b>\$0</b>

<b>Project/Program Title:</b>		
<i>Description of Project/Program:</i>		
<i>Project/Program Timeline:</i>		<i>Priority: 3</i>
<i>Resource Concern(s) Addressed:</i>		
<i>Funding (list all sources):</i>		
<i>Federal:</i>		\$0
<i>State:</i>		\$0
<i>District:</i>		\$0
<i>Other:</i>		\$0
<i>Notes:</i>		
<b>Total State Funds Needed To Complete Project:</b>		<b>\$0</b>

# 2016 District Budget Hearing: Project/Program Needs Worksheet for FY 2018 Budget Request

<b>District:</b> Canyon Soil Conservation District, 2208 E. Chicago, Ste A, Caldwell, ID 83605	
<b>Contact:</b> Mike Swartz/Lori Kent	<b>DATE:</b> 4/11/16

## ***Priority Project/Program Needs***

<b>Project/Program Title: <i>Farmers Coop Ditch Sediment Basin</i></b>	
<i>Description of Project/Program:</i> This project consists of installing a sediment basin of about six acres. This basin will be along a major canal and will serve to clean up the water in the canal system to provide cleaner water to the downstream water users. Currently, the downstream users are experiencing problems with filters on drip systems due to the amount of sediment being transported in the canal. The origination of the sediment in the canal system is coming off fields upstream from the canal and is not from the acreage being irrigated by this canal Total estimated cost is \$140,000. The State funding would be for 50% cost share.	
<i>Project/Program Timeline:</i> to be installed and completed fall 2017	<i>Priority:</i> 1
<i>Resource Concern(s) Addressed:</i>	
<i>Available Funding (list all sources):</i>	
<i>Federal:</i>	\$0
<i>State:</i>	\$60,000.00
<i>District:</i>	\$2,000.00
<i>Other:</i>	\$0
<i>Notes:</i> The Farmers Coop Canal would provide in-kind funding by providing maintenance, leased land, and automated control gates.	
<b>Total State Funds Needed To Complete Project:</b>	<b>\$62,000.00</b>

<b>Project/Program Title: <i>Canyon County Regional Conservation Partnership Program (RCPP)</i></b>	
<i>Description of Project/Program:</i> This project consists of a proposal under RCPP for funding to address water quality on the Farmers Coop Canal. Runoff water from upstream would be treated to clean the water entering the canal and provide a better chance of installing drip systems downstream. This project would also be for the installation of better irrigation systems (less or no runoff), and management practices to improve the water quality. Funding would be through NRCS.	
<i>Project/Program Timeline:</i> 2016 - 2018	<i>Priority:</i> 2
<i>Resource Concern(s) Addressed:</i> Water Quality	
<i>Available Funding (list all sources):</i>	
<i>Federal:</i>	\$500,000.00
<i>State:</i>	\$50,000.00

<i>District:</i>	\$0
<i>Other:</i>	\$0
<i>Notes:</i> The Farmers Coop Canal would provide in-kind funding as needed for maintenance of installed practices where applicable.	
<b>Total State Funds Needed To Complete Project:</b>	<b>\$50,000.00</b>

<b>Project/Program Title: Permanent Drip Irrigation Systems</b>	
<i>Description of Project/Program:</i> This project would consist of permanent drip systems on hops in Canyon County. Currently there is an interest of about 250 acres to be converted from surface irrigation to drip irrigation. Installation of these systems would provide excellent water quality benefits by eliminating the runoff from all these fields. Expected cost shares of 50% and expected cost of \$1,500. per acre.	
<i>Project/Program Timeline:</i> 2016 - 2020	<i>Priority:</i> 3
<i>Resource Concern(s) Addressed:</i>	
<i>Funding (list all sources):</i>	
<i>Federal:</i>	\$0
<i>State:</i>	\$187,500.00
<i>District:</i>	\$0
<i>Other:</i>	\$0
<i>Notes:</i>	
<b>Total State Funds Needed To Complete Project:</b>	<b>\$187,500.00</b>

Note: At this time, the Natural Resources Conservation Service (NRCS) office in Caldwell has many requests for Environmental Quality Incentives Program (EQIP) funding. A lot of these will go unfunded and will fall out of the program. There is a tremendous opportunity to fund many more projects than the three listed above if money is available. Many of these projects are Tier 1 properties either adjacent to or near the Boise River. Funding would treat the Total Maximum Daily Load (TMDL) concerns along with more efficient use of the water supplies.

# 2016 District Budget Hearing: Project/Program Needs

## Worksheet for FY 2017 Budget Request

RECEIVED  
MAR 14 2016  
IDAHO SOIL & WATER  
CONSERVATION COMMISSION

District: Clearwater

Address: 12730 Hwy 12 Suite C, Orofino ID 83544

Phone: (208) 476-5313 x 110

E-mail: Clearwater.swcd@gmail.com

Contact: Cathy Bolin, Office Manager or Jessica Vance Grant Manager

### PART 1: Project/Program Priorities

<b>Project/Program Title: Firewise – Fuel Load Reduction</b>	
<i>Description of Project/Program: Firewise Fuel Load Reduction, purchase a masticator unit to mulch trees and shrubs in areas determined to be high fire danger areas. This could be located on private or public lands. A masticator could be operator by one individual with a low threat of danger to the operator and a high results for fuel load reduction.</i>	
<i>Project/Program Timeline: Summer 2016 - continuous</i>	<i>Priority: 1</i>
<i>Resource Concern(s) Addressed: summer lightning storms can cause catastrophic loss which is increases significantly due to underbrush and high fuel loads that need removed. Residents are typically elderly in the County and can no longer remove underbrush to reduce fire danger. A Masticator purchased and operated by the District could contribute significantly towards a Fire wise community.</i>	
<i>Funding Sources (list all sources):</i>	
<i>Federal: NRCS</i>	<i>\$5,000</i>
<i>State:</i>	<i>\$0</i>
<i>District:</i>	<i>\$0</i>
<i>Other: County</i>	<i>\$5,000</i>
<i>Notes: NRCS may have funds available as a Match for Fuel Load reduction</i>	
<b>TOTAL FUNDS REQUESTED:</b>	<b>\$125,000.00</b>

<b>Project/Program Title: Weed Management</b>	
<i>Description of Project/Program: County Wide weed management plan after the burn. Provide extra weed management training in conjunction with our partner agencies for residents of Clearwater County.</i>	
<i>Project/Program Timeline: Spring-Fall 2016-2017</i>	<i>Priority: 2</i>
<i>Resource Concern(s) Addressed: accelerated weed growth due to 2015 fires in Clearwater County. Areas of highest concern are unpopulated remote areas where weeds can populate unchecked.</i>	
<i>Funding Sources (list all sources): county weed program</i>	
<i>Federal: none</i>	<i>\$0</i>
<i>State:</i>	<i>\$0</i>
<i>District:</i>	<i>\$0</i>
<i>Other:</i>	<i>\$0</i>
<i>Notes: few sources are available that fund weed management despite the fact that Idaho is strict about weed management in residential and remote locations. Necessary chemicals and cost share would be necessary to promote this program more successfully.</i>	
<b>TOTAL FUNDS REQUESTED:</b>	<b>\$75,000</b>

# 2016 District Budget Hearing: Project/Program Needs Worksheet for FY 2018 Budget Request

**District:** Lewis Soil Conservation District

**Contact:** Karol Holthaus email: karol.holthaus@id.nacdnet.net

*April 2016*

## **Priority Project/Program Needs**

**Project/Program Title:**

**Lewis County Forest Health**

*Description of Project/Program:*

This project would work with landowners/operators to identify ways to voluntarily apply needed conservation practices. This funding would help with implementing 200 acres pre-commercial thinning, 100 acres tree/shrub plantings, and 2,000 acres of weed control. It would encourage producers to properly manage timber stands, and fire zones, while collaborating with public land management agencies in planning and implementing forest improvement practices.

*Project/Program Timeline:*

*Priority: 1*

*Resource Concern(s) Addressed:*

*Reduce sediment load, prevent or stop the spread of exotic insects and disease, and reduce wildfire hazard*

*Available Funding (list all sources):*

<i>Federal:</i>	\$0
<i>State:</i>	\$0
<i>District:</i>	\$0
<i>Other:</i>	\$0

*Notes:*

*These practices would ensure a healthy, productive woodlands within Lewis County. This is a great concern of producers in Lewis SCD*

**Total State Funds Needed To Complete Project:**

**\$300,000**

**Project/Program Title:**

**Lawyer Creek Landscape Restoration**

*Description of Project/Program:*

*The Clearwater Complex Fire extended into Lewis County burning approximately 10,000 acres, primarily in Lawyer Creek. The area of moderate and high burn severity have left the area prone to landslide, forest health issues, and debris flow; which impact the water quality of Lawyers Creek. There have been 5,000 acres of critical areas identified with high sediment delivery concerns*

*Project/Program Timeline:*

*Priority: 2*

*Resource Concern(s) Addressed:*

*Sediment and nutrient loading for water quality in streams within Lewis County*

<i>Available Funding (list all sources):</i>	
<i>Federal:</i>	\$0
<i>State:</i>	\$0
<i>District:</i>	\$0
<i>Other:</i>	\$0
<i>Notes:</i>	
<ol style="list-style-type: none"> <li>1) <i>Prioritize implementation on 5,000 acres; develop plans</i></li> <li>2) <i>Minimum 6 Forest Management Plans and contracts for implementation</i></li> <li>3) <i>Strategic implementation on 2,000 acres of tree planting; 1,000 acres of critical seeding; 2,000 acres of weed control, 5,000 feet of fence, 2000 acres of grazing management</i></li> </ol>	
<b>Total State Funds Needed To Complete Project:</b>	<b>\$250,000</b>

<b>Project/Program Title:</b>	
<b>Soil Health in Lewis County</b>	
<i>Description of Project/Program:</i>	
<p>This project would focus on improving soil health by assisting producers in Lewis County to implement lime application on 6000 acres, 3000 acres of split fertilizer applications, 100 ac cover crops, 300 ac micronutrient applications, 500 ac precision ag. This project would focus on improving soil health in Lewis County to target 303 (d) water bodies in Lapwai Creek, Mission Creek, Big Canyon, Little Canyon Holes/Long Hollow Creeks, Lawyer Creek, 5 Mile Creek, 6 Mile Creek and the Clearwater Plateau Groundwater priority area.</p>	
<i>Project/Program Timeline:</i>	<i>Priority: 3</i>
<i>Resource Concern(s) Addressed:</i>	
<p><i>Temperature, sediment and nutrient loading for water quality in streams within Lewis County. Improve soil health by promoting nutrient management and improve groundwater</i></p>	
<i>Funding (list all sources):</i>	
<i>Federal:</i>	\$0
<i>State:</i>	\$0
<i>District:</i>	\$0
<i>Other:</i>	\$0
<i>Notes:</i>	
<p><i>The District would like funding to help producers in Lewis County which have asked for cost share funding. The purpose of this project is to demonstrate precision agriculture principles of right amount, right place, right time and right application method with respect to commercial fertilizer and lime applications to halt or reverse acidification, to improve pH levels for more productive crop and cover crop seeding. This is a great concern of producers in Lewis SCD.</i></p>	
<b>Total State Funds Needed To Complete Project:</b>	<b>\$300,000</b>

# District Budget Hearing: Project/Program Needs

## Worksheet Budget Request

**District:** Nez Perce Soil and Water Conservation District

**Address:** PO Box 131. Culatesac, Idaho

**Phone:** 208.843.2931

**E-mail:** NPSWCD@co.nezperce.id.us

**Contact:** Brenda Knoll

**DATE:** 4/6/2016

### ***PART 1: Project/Program Priorities***

<b><i>Project/Program Title: Bear Creek Bridge</i></b>	
<p><i>Description of Project/Program:</i>            Bear Creek is a tributary to Big Canyon. The bridge confines the stream, resulting in debris deposits under the bridge which require event based maintenance. The stream is considered usable by steelhead. This project has been identified as a need since 1996, but no action.</p>	
<p><i>Funds are being requested to complete the initial scoping which includes:</i></p>	
<p>1. Aerial survey of sediment and debris sources in the watershed and stream system. Overlapping flight lines will provide stereo coverage. Products include 3D anaglyph images of sediment sources and an semi-orthorectified aerial base map. Cost \$2500.</p>	
<p>2. A stamped combined hydrology and sediment impact assessment which includes two days of field investigation. Cost \$2500.</p>	
<p>3. An initial bridge site and channel survey by a Professional Land Surveyor. The cost will be around \$5000.</p>	
<p>4. A stamped hydraulic analysis and report that evaluates sediment transport through the bridge site for the existing and future alternative bridge configurations. This report will not discuss replacement bridge types and is not a preliminary engineering report for bridge construction. Includes some field time to attempt calibration of the hydraulic model of the existing condition. Cost \$2500.</p>	
<p>Meetings with the landowners, county, city, surveyors, and utility companies are additional costs.</p>	
<p>Total estimated cost for scope development: \$12,500. The survey costs are the most uncertain.</p>	
<i>Project/Program Timeline: Summer 2017</i>	<i>Priority: 1</i>
<p><i>Resource Concern(s) Addressed:</i>            Fish habitat , sediment reduction, water quality</p>	
<p><i>Funding Sources (list all sources):</i></p>	
<i>Federal:</i>	\$0
<i>State:</i>	\$0
<i>District:</i>	\$0
<i>Other:</i>	\$0

*Notes:* This project is unfunded at this time; we are requesting funds to get some preliminary information in order to complete a feasibility study. We anticipate a need for a full design at this site in the future. We plan to request grant funds for design and implementation.

**TOTAL FUNDS REQUESTED:**

**\$12,500**

**Project/Program Title: Rozencrantz Road Erosion Control Project**

*Description of Project/Program:*

Install 800 LF of rock lined road ditch. Project is a joint effort between the Nez Perce SWCD and Nez Perce County. This segment of road was identified as contributing sediment to Tammany Creek and is identified in the Tammany Creek TMDL implementation plan.

*Project/Program Timeline: September 2018*

*Priority: 2*

*Resource Concern(s) Addressed: Sediment*

*Funding Sources (list all sources):*

<i>Federal:</i>	\$0
<i>State:</i>	\$0
<i>District:</i>	\$0
<i>Other: Nez Perce County</i>	\$0

*Notes:* Nez Perce County Road and Bridge Department will supply matching funds through in-kind use of their equipment and labor for installation. Funds requested will pay for materials such as rock, geo-textile fabric and the renting of an additional excavator. The county has one excavator but two are needed to complete the job.

**TOTAL FUNDS REQUESTED:**

**\$5,000**

**Project/Program Title: 10<sup>th</sup> Street Road Erosion Control Project**

*Description of Project/Program:*

This project is for the installation of erosion control measures to prevent gully erosion occurring below the 10th street road in Lewiston, Idaho. The gully is located on private land. This site is also contributing a large amount of sediment to Tammany Creek and is identified as a treatment site in the TMDL implementation plan.

*Project/Program Timeline: September – October 2018*

*Priority: 3*

*Resource Concern(s) Addressed: Sediment*

*Funding Sources (list all sources):*

<i>Federal:</i>	\$0
<i>State:</i>	\$0
<i>District:</i>	\$0
<i>Other:</i>	\$0

*Notes:*

Nez Perce County and Lewiston Orchards Irrigation District have committed equipment and labor to the project

**DATE**

**TOTAL FUNDS REQUESTED:**

**\$5,000**

# 2016 District Budget Hearing: Project/Program Needs Worksheet for FY2018 Budget Request

District: Valley Soil and Water Conservation District

Address: PO Box 580 Cascade, ID 83611

Phone: (208) 382-3317

E-mail: kay.coski@id.nacdnet.net

Contact: Kay Coski, District Manager

DATE: April 14, 2016

## ***PART 1: Project/Program Priorities***

***Project/Program Title: North Fork Payette River Watershed BMP Water Quality Improvement Projects***

1. ***Description of Project/Program:*** The North Fork Payette River is the highest load contributor of phosphorus, comprising 46% of the inflow, into Cascade Reservoir. Therefore, the Valley SWCD is seeking funding sources to install Best Management Practices (BMPs) to help meet TMDL goals and implement Valley SWCD 5 Year and Annual Plan goals and objectives. This watershed wide project engages a diverse group of stakeholders, volunteers and partners in restoration projects to ultimately decrease sediment, nutrients, bacteria and heat loading to North Fork Payette River Watershed. State cost share funds would be used to leverage in-kind funding, USDA-Farm Bill Program cost share funds and additional grants, e.g. such as 319 and a Wells Fargo Environmental Solutions Grant.

**Our project planning shows that the Valley SWCD can hit the ground running. Here is a summary of proposed Watershed Wide Projects:**

- (1) **Boulder Creek Subwatershed:** *Six landowners* have expressed interest to *stabilize over 1 mile of streambank*, reducing sediment input to the North Fork Payette River and Boulder/Willow Creek Subwatershed to help meet sediment reduction goals. Continuing the riparian restoration approach, projects include a combination of bioengineering techniques, which incorporate in-channel improvements through the installation of tree revetments and root wads and riparian plantings. Based on the Cascade TMDL Five Year Review this watershed is static in terms of nutrient loading to the Lake Cascade from the initial TMDL, which has spurred Valley SWCD's to work with additional Boulder Creek landowners.
- (2) **Gold Fork (River) Subwatershed:** Currently 2 landowners interested in stabilizing *1100 ft.* of unstable streambank that includes a *combination of bioengineering improvement treatments*. Gold Fork has a high level of total phosphorus associated with sediment and thus these water quality improvements would meet both the Cascade Tributary TMDL sediment load reduction for the Gold Fork watershed and also the nutrient TMDL load reductions for Cascade Reservoir. NRCS has surveyed and designed 1000' of Gold Fork River streambank project with 10'-30' high banks and is shovel ready if funding available.
- (3) **North Fork Payette River Streambank Stabilization Project (City of Cascade Walk Path along NFPR):** 1000' of riparian plantings and 75' of bank stabilization on City of Cascade property using a combination rock stabilization/willow plantings and bioengineering.

**Estimated Annual Load Reductions - Based on direct volume calculations by Darcy Sharp, DEQ for the above Subwatershed bioengineering projects proposed:**

1. **Boulder Creek:** 498 tons sediment, 797 lbs. phosphorus; 1591 lbs. nitrogen
2. **Gold Fork:** 212 tons sediment; 339 lbs. phosphorus; 677 lbs. nitrogen
3. **North Fork Payette River (*below Cascade Dam*):**5.62 tons of sediment based on extrapolation from TMDL

In addition the area above Lake Cascade (Cascade Reservoir), *irrigation improvement practices, grazing management, livestock off site watering and stream restoration projects* are also projects that will incorporate BMPs identified in the respective TMDL Implementation Plans. A majority of the BMPs will focus on riparian stream bank and shoreline bioengineering improvements. Landowner conservation management plans, irrigation practice improvements, hill slope re-vegetation, off-site watering, and sediment ponds would also be part of the effort *in order to obtain as much load reduction as possible while leveraging additional funds and involving as many different stakeholders as possible.*

*This watershed wide project proposal covers several different Total Maximum Daily Load (TMDL) load reduction efforts, including the Cascade Reservoir Phase II Management Plan, Cascade Reservoir Tributary TMDL and North Fork Payette River TMDL.*

*This watershed wide project addresses the Valley SWCD 5 Year and Annual Plan top priority and continues incentive efforts started in 1993 to improve Lake Cascade water quality by integrating watershed stewardship and education by incorporating a unique group of participants and volunteers. The Valley SWCD is partnering with the Idaho Fish and Game volunteer crew, University of Idaho MOSS program, Idaho Master Naturalists, the Payette Children's Forest program, Trout Unlimited, Donnelly Elementary School 5<sup>th</sup> grade class, Positive Outdoor Teen Service (POTS), Cascade High School, City of Cascade, USDA Natural Resources Conservation Service (NRCS), Idaho Soil and Water Conservation Commission and landowners.*

<i>Project/Program Timeline: 2017-19</i>		<i>Priority: 1</i>
<i>Resource Concern(s) Addressed:</i>		
<i>Funding Sources (list all sources):</i>		
<i>Federal:</i>		\$0
<i>State:</i>		\$0
<i>District:</i>		\$0
<i>Other:</i>		\$0
<i>Notes: *Pending 319 Grant</i>		
<b>TOTAL FUNDS REQUESTED:</b>		<b>\$120,000</b>

**Project/Program Title: Lake Irrigation District Pipeline**

**Description of Project/Program:** Lake Irrigation District (LID) is located in the northwest portion of Valley County in west central Idaho. The LID system originally put into operation in 1927, delivers irrigation water to approximately 7,000 acres of cropland, pasture and hay land through approximately 36 miles of main canal, pipeline and diversions. In addition, water rights for irrigation water includes delivery to over 1000 subdivision acres. Several resource problems have been identified including high delivery water losses, poor irrigation efficiencies, and sediment and water quality issues. Both Lake Fork Creek and Mud Creek flow through the LID and are tributaries of Lake Cascade (Cascade Reservoir). Mud Creek is significantly impacted by irrigation and land use practices within its drainage area.

LID is in the planning stages of replacing several miles of open earthen ditches with pipeline including beginning stages of searching for funding sources. In July 2014 the Natural Resources Conservation Service engineering staff completed a preliminary survey with a pipeline analysis and a project cost estimate of \$699,457. Currently there are 60 water users in this section with more than 17 diversion turnouts.

Potential other project funding sources include NRCS (Farm Bill-EQIP), Department of Water Resources and LID. This LID pipeline project to replace several miles of earthen ditches would save water; improve water efficiencies; help get water to the landowners with water rights and help improve the water quality of Lake Fork Creek and Mud Creek that flows into Cascade Reservoir helping meet TMDLs. Project would accomplish two of Valley SWCD 5 Year and Annual Plan top three priorities and goals.

Having a state funding source for District's to assist Irrigation Districts dovetail other funding sources such as USDA - NRCS and Department of Water Resources would help make this project a reality.

<i>Project/Program Timeline: 2017-19</i>		<i>Priority: 2</i>
<i>Resource Concern(s) Addressed:</i>		
<i>Funding Sources (list all sources):</i>		
<i>Federal:</i>		\$0
<i>State:</i>		\$0
<i>District:</i>		\$0
<i>Other:</i>		\$0
<i>Notes: This project request is for 25% Cost Share to help with match funds to combine with other potential funding sources such as USDA- NRCS (Farm Bill-EQIP), Department of Water Resources and Lake Irrigation District funds.</i>		
<b>TOTAL FUNDS REQUESTED:</b>		<b>\$192,500</b>

<b>Project/Program Title: Roseberry Irrigation District Diversion/Pipeline</b>	
<p><b>Description of Project/Program:</b> Replacement of one of the larger Roseberry Irrigation District diversion structures that has deteriorated over the years. A new diversion structure would help ensure the viability of irrigation supplies to irrigators especially downstream from the diversion by saving water and improving water efficiency. Water measuring equipment would be installed to monitor delivery of irrigation water. In addition a pipeline to replace old dirt ditches to 10 landowners to improve water efficiencies; help get water to landowners with water rights and help improve water quality of Boulder and Willow Creek and Gold Fork River that flows into Lake Cascade (Cascade Reservoir). This project is only in the planning stages until technical assistance and funding can be secured.</p> <p>Project would help address Priority #3 of Valley SWCD 5 Year and Annual Plan priorities and goals.</p> <p>Having a state funding source for District's to assist Irrigation Districts and landowners dovetail other funding sources such as USDA - NRCS and Department of Water Resources would help replace an insufficient diversion structure and replace old dirt ditches with a pipeline.</p>	
Project/Program Timeline: <b>2017-19</b>	Priority: <b>3</b>
Resource Concern(s) Addressed:	
Funding Sources (list all sources):	
Federal:	\$0
State:	\$0
District:	\$0
Other:	\$0
Notes:	
<b>TOTAL FUNDS REQUESTED:</b>	<b>\$11,000</b>

# 2016 District Budget Hearing: Project/Program Needs Worksheet for FY 2018 Budget Request

<b>District:</b> Weiser River Soil Conservation District
<b>Contact:</b> Vicki Lukehart

## Priority Project/Program Needs

<b>Project/Program Title:</b> Crane Creek/Mill Creek Head Gate Project	
<i>Description of Project/Program: Description of Project/Program: This project is to regulate the amount of wasted water to better manage for farming, ranching and water shortage years. We have implemented several in Washington County and have had a very positive reduction in wasted water, thus allowing us to extend our watering cycle an additional month in a drought year.</i>	
<i>Project/Program Timeline:</i> 2017-2020	<i>Priority:</i> 1
<i>Resource Concern(s) Addressed:</i> Water and Soil quality as well as load reductions into the Snake River TMDL and the Weiser River TMDL listed streams.	
<i>Available Funding (list all sources):</i>	
<i>Federal:</i>	\$0
<i>State: 319 Grant Program</i>	\$80,000
<i>District: Weiser River SCD board/volunteer</i>	\$20,000
<i>Other: Landowner &amp; Irrigation District</i>	\$25,000
<i>Notes:</i>	
<b>Total State Funds Needed To Complete Project:</b>	<b>\$125,000</b>

<b>Project/Program Title:</b> City of Weiser Inlet Project	
<i>Description of Project/Program: Description of Project/Program: Over the past 20 years there has been a noticeable amount of rock and sand that has created a bar leading into the inlet drinking water for the City of Weiser. The stream bank needs stabilization to curtail the "cutting" of stream bank that is eroding and creating this sand bar.</i>	
<i>Project/Program Timeline:</i> 2016-2020	<i>Priority:</i> 2
<i>Resource Concern(s) Addressed:</i> Water Quality and Stream-bank erosion producing large load amounts to the City drinking water.	
<i>Available Funding (list all sources):</i>	
<i>Federal:</i>	\$0
<i>State: 319 Grant Program</i>	\$250,000
<i>District: Weiser River SCD</i>	\$30,000
<i>Other: City of Weiser</i>	\$125,000
<i>Notes:</i>	
<b>Total State Funds Needed To Complete Project:</b>	<b>\$405,000</b>

<b>Project/Program Title: Weiser River TMDL Restoration Project</b>	
<i>Description of Project/Program: Description of Project/Program: The Weiser River has miles of farmland along the banks that need to be stabilized and sediment basins installed to reduce the sediment load downstream.</i>	
<i>Project/Program Timeline: 2017-2021</i>	<i>Priority: 3</i>
<i>Resource Concern(s) Addressed: Water Quality, sediment and nutrient reductions.</i>	
<i>Funding (list all sources):</i>	
<i>Federal: NRCS</i>	<i>\$200,000</i>
<i>State: 319 Grant Program</i>	<i>\$250,000</i>
<i>District: Board/volunteers</i>	<i>\$50,000</i>
<i>Other: Landowners</i>	<i>\$200,000</i>
<i>Notes:</i>	
<b>Total State Funds Needed To Complete Project:</b>	<b>\$700,000</b>

# 2016 District Budget Hearing: Project/Program Needs

RECEIVED

## Worksheet for FY 2018 Budget Request

APR 26 2016

IDAHO SOIL & WATER  
CONSERVATION COMMISSION

District:	Yellowstone Soil Conservation District
Contact:	Denise Dalling

### Priority Project/Program Needs

Project/Program Title: Birth of A River field Trip	
Description of Project/Program: Birth of A River field Trip. All 2nd grade students in Fremont County. (200) FOLLOW THE HENRY'S FORK of The Snake River from Big Springs to Mesa Falls. Study irrigation, electricity and recreation	
Project/Program Timeline: FALL OF 2018	Priority: 1
Resource Concern(s) Addressed: The working river. Irrigation, electricity plant recreation uses on the river.	
Available Funding (list all sources):	
Federal:	\$0
State: Capacity Grant	800 <sup>00</sup> -\$0
District:	705 <sup>00</sup> -\$0
Other:	\$0
Notes: 463 miles at 3.25 per mile for school busses. Getting harder for our District to fund this trip	
Total State Funds Needed To Complete Project:	1505 <sup>00</sup> -\$0

Project/Program Title:	
Description of Project/Program:	
Project/Program Timeline:	Priority: 2
Resource Concern(s) Addressed:	
Available Funding (list all sources):	
Federal:	\$0
State:	\$0
District:	\$0
Other:	\$0
Notes:	
Total State Funds Needed To Complete Project:	\$0

<b>Project/Program Title:</b>	
Description of Project/Program:	
Project/Program Timeline:	Priority: 3
Resource Concern(s) Addressed:	
Funding (list all sources):	
Federal:	\$0
State:	\$0
District:	\$0
Other:	\$0
Notes:	
<b>Total State Funds Needed To Complete Project:</b>	<b>\$0</b>



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

Item # 5c

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS GIER, RADFORD, SLICHTER, AND TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES**  
**DATE: JUNE 1, 2016**  
**RE: FY2017 CAPACITY BUILDING GRANT FUNDS UPDATE**

The Commission has \$50,000 available to disburse to districts as capacity building grants in FY2017.

During the June 11, 2015 Commission meeting this action was taken: “...**next year’s funded awards should allocate no more than \$10,000 to all regional events with 1 regional event to be awarded per IASCD division, and the remaining \$40,000 be distributed among all 50 districts equally.**”

For FY2017, eight districts have requested \$15,500 of capacity building funds to help with projects that offer regional or state-wide benefits.

The table below shows the allocation of FY2017 capacity building funds recommended by staff.

<b>ALLOCATION OF FY2017 DISTRICT CAPACITY BUILDING GRANT FUNDS</b>				
PROGRAM	SPONSORING DISTRICT	DIVISION	FY2017 FUNDING REQUESTED	FY2017 FUNDING RECOMMENDED
State Forestry Contest	Bonner SWCD	1	\$1,500	\$1,500
Grazing Conference	Idaho SWCD	2	\$1,500	
Soil Health Workshop	Lewis SCD	2	\$1,000	
Agricultural Symposium	Payette SWCD	3	\$6,000	
Rangeland Skillathon	Adams SWCD	3	\$1,500	
State Land & Soil Evaluation Event	W Cassia SWCD	4	\$1,000	\$1,000
Idaho Envirothon	Bear Lake/Caribou SWCD	5	\$1,500	\$1,500
NCF Envirothon 2018	East Side SWCD	6	\$1,500	\$1,500
<b>Total Funding for Regional Events</b>			<b>\$15,500</b>	<b>\$10,000</b>
Fund Balance Available for Districts				\$40,000
<b>Capacity Building Funds to be Awarded to Each of the 50 Districts</b>				<b>\$800</b>

RECOMMENDED ACTION: Approve FY 2017 Capacity Building Awards

ATTACHMENT:

- Funding request letters from Adams SWCD, Bonner SWCD, Caribou SCD, Eastside SCD, Idaho SWCD, Lewis SCD, Payette SWCD and West Cassia SWCD

Back to Agenda



*Adams Soil & Water Conservation District*  
adamsconservationdistrict.org

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203 S Galena Street PO Box 26 Council, ID 83612-0026 Phone: 208-253-4668 Email: [aswd@ctcweb.net](mailto:aswd@ctcweb.net)

May 31, 2016

Idaho Soil & Water Commission  
Attn: Teri Murrison  
650 W State St Room 145  
Boise ID 83702

Re: Capacity Building Grant for Rangeland Health Education

Dear Teri and Commission Members:

The Adams Soil & Water Conservation District is seeking a capacity building grant in the amount of \$1,500 to continue helping in the development of the statewide rangeland health education program for middle school students. We will again partner with the Idaho Rangeland Resource Commission and U of I Extension to provide in-the-field, hands-on experiences that will teach students about the importance of Idaho's rangelands and how we can properly manage those resources.

The IRRC will provide matching funds to promote and implement this event. This program serves as a platform for similar programs offered throughout the state. This year's program was well attended and the students were well prepared for the day's activities.

Our board supports this effort because rangelands are an important resource in our District and opportunities for this type of program are rare. Both education and rangelands are among the top five issues in our five-year plan. Therefore, we are excited to be able to continue our partnership with IRRC and U of I Extension to bring this kind of a program eventually to all of Idaho.

Funding will be used for office supplies, postage, awards and prizes, stationery supplies, and lunches for volunteers and students.

Sincerely,

*Julie M. Burkhardt*

Julie M. Burkhardt, Chair  
Adams SWCD Board of Supervisors

# Bonner Soil and Water Conservation District

1224 Washington Ave., Suite 101 ~ Sandpoint, ID 83864  
Phone 208-263-5310 ext 100 ~ Email [Linda.OHare@id.nacdnet.net](mailto:Linda.OHare@id.nacdnet.net)  
Visit our website at <http://www.bonnerswcd.org>

RECEIVED

MAR 08 2016

IDAHO SOIL & WATER  
CONSERVATION COMMISSION

March 3, 2016

Idaho Soil & Water Conservation Commission  
Att: Teri Murrison  
650 W. State St., Room #145  
Boise, ID 83702

Re: \$1500 request for Idaho State Forestry Contest in 2017

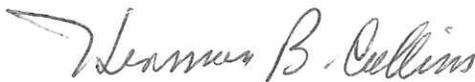
Dear Teri and ISWCC Board:

The Idaho State Forestry Contest is an educational outreach event co-sponsored by Bonner SWCD, IDL and US Forest Service. Students in grades 5-12 study the 10 different chapters in the FC Manual, often receive classroom help from forest professionals, and then compete at the 10 different stations on the 2<sup>nd</sup> Thursday of May at the Delay Farm in Careywood. Trophies and cash awards are given out. Local students in grades 1-4 also attend as Novices, and are instructed by IDL personnel in the forest of the Delay Farm.

Over 400 students and 200 volunteers receive a free barbeque lunch. Students learn from and interact at the contest with forest professionals. Funds are needed for postage, office supplies, Rite in the Rain paper, awards and prizes, equipment for the Contest, set up, lunch, and District Administrator time.

Thank you for this opportunity to request educational support for the Forestry Contest. This event will celebrate its 35<sup>th</sup> Anniversary in 2017.

Sincerely,



Herman B. Collins  
Bonner SWCD Chairman

xc: Delwyne Trefz



## IDAHO ENVIROTHON

% Caribou Soil Conservation District  
390 East Hooper Ave.  
Soda Springs, Idaho 83276

Idaho Soil & Water Conservation Commission  
% Teri Murrison  
650 W. State Street, Rm 145  
Boise, ID 83702

May 31, 2016

Dear Teri,

Thank you for your past support of the Idaho Envirothon. The Idaho Association of Soil Conservation Districts and the Idaho Envirothon State Committee would like to ask for your continued support or donation for the Idaho State Envirothon Competition.

The Idaho Envirothon is a hands-on environmental problem solving competition for high school aged students. The Idaho Competition averages 200 students from all over the state, competing annually. This year's competitions will be held April 24 and 25, 2017 at the Living Water Ranch in Challis, Idaho. This is a very exciting program and we are pleased to help educate so many young people about our nations very important natural resources. To read more about the Idaho State Envirothon go to our new website at: [www.idahoenvirothon.weebly.com](http://www.idahoenvirothon.weebly.com).

Participating teams complete training and testing in five natural resource categories: Soils & Land Use, Aquatic Ecology, Forestry, Wildlife, and a current issue topic that is developed annually. This year's current issue has not been determined.

Teams all across the United States and Canada compete at local competitions. The winning team from each state or province advance on to compete at the International Competition. The 2017 International Competition will be held in Maryland from July 23 to July 28, 2017.

Your monetary support is greatly appreciated. We look forward to hearing from you soon.

Respectfully,

Kit Tillotson  
IASCD President

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Please clip and return donation to: Caribou Soil Conservation District  
390 East Hooper Ave.  
Soda Springs, Idaho 83276

Make Donation out to: Idaho Envirothon

Amount of Donation: \$ \_\_\_\_\_

Donation Received From: \_\_\_\_\_





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**East Side Soil Conservation District**  
1120 Lincoln Rd. - Idaho Falls, Idaho 83401

June 1, 2016

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

Dear Teri:

The East Side Soil & Water Conservation District, (ES SWCD) respectfully request from the Idaho Soil & Water Conservation Commission (ISWCC) One thousand five hundred dollars, (\$ 1,500.00) out of the capacity building funds for the 2018 North American Envirothon Competition.

The East Side SWCD will use these requested funds to assist with the completion of hosting the 2018 North American Envirothon being held in Pocatello Idaho at the Idaho State University Campus in July of 2018. The East Side SWCD feels that these funds will be greatly appreciated by the North American Envirothon Committee and the students attending the competition.

Please contact Joyce Smith at East Side SWCD if you have any questions. 208-522-6250 ext. 101

Sincerely:

Kathryn Weaver  
East Side SWCD Supervisor

C: Delwyne Trefz



# IDAHO SOIL AND WATER CONSERVATION DISTRICT

Board of  
Supervisors:

Chairman  
Leon Slichter

Vice Chairman  
Tom Gehring

Secretary  
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Treasurer  
Adam Sonnen

Member  
Elaine Sonnen

Associate  
Bob Rylaarsdam  
Mike Duclos  
Pete Lane  
Ed Stuvenga  
Scott Wasem

District  
Administrator  
Stefanie Hays

Conservation Planner  
Jinny Cash

June 1, 2016

Idaho Soil & Water Conservation Commission  
% Delwyne Trefz  
650 W. State Street, Room 145  
Boise, Idaho 83720

Re: North Central Idaho Grazing Conference – Funding Request

The North Central Idaho Grazing Conference Committee would like to respectfully request a \$1,500 contribution towards the 2017 Annual Grazing Conference that will take place in Lewiston at the Lewis Clark State College Campus in January of 2017.

This will be the 13<sup>th</sup> Annual Grazing Conference and each year it is more successful than the previous. We had approximately 240 participants in January of 2016, including the vendors that set up tables or displays for participants to browse during the breaks. Everyone is welcome to attend and we have had new participants every year. We want to make information about good management practices available to producers in a proactive setting. This includes looking at past and present successes and failures as well as updates on current information. With continued expressed interest from producers and landowners and the continued success of the annual conference, we are being proactive and moving ahead in our planning for the 14<sup>th</sup> Annual Grazing Conference.

Our intentions are to seek a \$1,500 contribution from both the Idaho NRCS and the Idaho Soil & Water Conservation Commission to support our efforts. Your past and continued support has been a wonderful help and are greatly appreciated.

Sincerely,

Leon Slichter, Chairman  
Idaho Soil & Water Conservation District

**LEWIS SOIL CONSERVATION DISTRICT**

BOARD OF SUPERVISORS

Eric Hasselstrom, Chairman  
Greg Branson, Vice Chairman  
John Miller, Secretary/Treasurer  
Drew Leitch, Supervisor  
Steve Bateman, Supervisor

May 27, 2016

Dear Commissioner,

The Lewis Soil Conservation District would like the Commission to consider allocating capacity building funds of \$1000.00 for a Soil Health Workshop in FY2017. We organized and sponsored a Soil Health Workshop in February 2016. This was the 4th year we hosted this type of workshop. We have had guest speakers and demonstrations to help producers understand the fundamentals of soil ecology. Guest speakers have not been selected at this time.

Holding these workshops generates great interest how to improve soil health on the farm and ranch to benefit future generations.

Thanks you for your consideration in allocating funds to support this worthwhile event.

Sincerely,

Lewis Soil Conservation District

June 1st, 2016

Idaho Soil & Water Conservation Commission  
650 W. State St., Room #145  
Boise, ID 83702

Attention: Teri Morrison and ISWCC board

Re: Request for financial assistance for Eighth Annual Agriculture Symposium in 2017

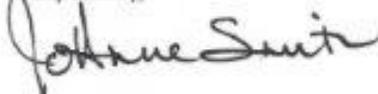
Thank you for the opportunity to request financial assistance for the Payette SWCD 8th Annual Agriculture Symposium scheduled for spring of 2017. The annual Payette SWCD symposium was created by our district as an education and outreach program in 2010 to provide a forum to bring nationally known presenters to speak to Treasure Valley and regional farmers about soil biology, soil health and sustainable agricultural practices. For the past 5 of 6 years the Payette SWCD has partnered with neighboring Malheur County (Oregon) SWCD to aid with financing and other assistance with this event. 2016 saw other entities such as Canyon County Extension Agency and Oregon State University Extension lend their assistance. This symposium is designed to qualify for Continuing Education Credits in soil and water conservation for the Northwest Regional Certified Crop Adviser Program.

The 2016 symposium featured numerous speakers; keynote Brendon Rockey of Colorado, Andrew McGuire Washington State University agronomist, Allen Voortman organic dairyman from Washington, Keith Bern's Cover crop educator and Travis Youngberg acting NRCS Agronomist. The symposium also hosted two local producers' panel discussion boards and a half day workshop featuring Andrew McGuire, irrigated cropping systems Agronomist from Washington State University. The presentation of the workshop was high residue farming and it's benefits.

Financial assistance from ISWCC of \$6,000 would aid our district to continue this popular, informative education and outreach program in 2017. Our program costs are approximately \$10,000 - \$12,000 including conference facility rental, speaker fees, lunch, and administration. In past years our administrative assistant has spent significant time to help organize this event and our district volunteers meet weekly for several months to create a program, plan, advertise, and contact potential speakers, financial sponsors, and exhibitors. The 2016 event had over 100 attendees at the symposium and 30 at workshop. It is our wish to keep the registration fee affordable to continue to increase attendance.

We appreciate your consideration for financial assistance with our annual agriculture symposium.

Respectfully,



Jo Anne Smith  
Chairman

**From:** East West Cassia [mailto:ewcswcd@pmt.org]  
**Sent:** Tuesday, May 24, 2016 12:03 PM  
**To:** Delwyne Trefz  
**Subject:** LSEE donation request

Dear ISWCC,

Please consider this the official request for your donation to the 2016 Idaho State Land & Soil Evaluation Event to be held in October of 2016 in Burley, Idaho. This past year you donated \$1000 toward the 2015 contest. Please consider the same amount or more if possible as our expenses seem to always be climbing! Your donation goes toward the arrangements for the state contest, the awards banquet, and to help sponsor the top 2 teams in their attendance to the National Event held in Oklahoma City each year.

Please mark your donation check with "LSEE" (Land & Soil Evaluation Event) and mail to:

West Cassia Soil & Water Conservation District,  
LSEE  
1361 East 16th Street  
Burley, ID 83318

If you have any questions, you may contact me at 678-1225 x100.

Thank you,

Megan Heward  
*Financial Administrative Assistant for East and West Cassia SWCD  
Treasurer for Idaho State Land and Soil CDE Advisory Committee*

*East and West Cassia SWCD  
1361 East 16<sup>th</sup> Street  
Burley, ID 83318  
208-678-1225 x 100  
[ewcswcd@pmt.org](mailto:ewcswcd@pmt.org)*



East Cassia & West Cassia  
Soil & Water Conservation District  
1361 East 16<sup>th</sup> Street  
Burley, ID 83318

Phone (208) 678-1225 x100

## STATEMENT

To: Idaho Soil Conservation Commission

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Date:		Amount:
May 24, 2016	Donation to support the Idaho State FFA & 4-H Land & Soil Evaluation 2016 Event	\$ 1,500.00
		\$ 1,500.00
	<b>Suggested donation amount:</b>	<b>\$ 1,500.00</b>

*Please send payment to the above address and make check payable to:  
West Cassia Soil & Water Conservation District  
Attn: LSEE*



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

Item # 5d

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS GIER, RADFORD, SLICHTER, AND  
TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES**  
**DATE: JUNE 1, 2016**  
**RE: TMDL UPDATE**

**TMDL IMPLEMENTATION PLAN UPDATE**

The attached FY2016 TMDL Status Report shows we are on track to complete 4 implementation plans and 4 5-year reviews this year. Our goal for the year was to complete a total of 8 plans or 5-year reviews, so we have just achieved our goal. During this same time period EPA approved 3 TMDL Addendums statewide, so we are holding our own in terms of keeping up with the implementation plan workload.

The attached FY2017 TMDL Workplan identifies the implementation plans and 5-year reviews staff will focus on during 2017. For FY2017 our goal is to complete a total of 7 implementation plans and 5-year reviews.

RECOMMENDED ACTION: For information only

ATTACHMENTS:

- FY2016 TMDL Status Report
- FY2017 TMDL Work Plan by Region

<b>FY2016 TMDL IMPLEMENTATION PLAN STATUS UPDATE</b>			
<b>Benchmark: 8 Plans, Addendums, or Reviews Completed in FY2016</b>			
<b>REGION</b>	<b>SUBBASIN</b>	<b>TMDL DOCUMENT</b>	<b>HOURS ALLOCATED</b>
Panhandle Mark H.	St. Joe River	St Joe/St Maries Temp Addendum	COMPLETE
	Kootenai-Moyie Rivers	Kootenai-Moyie R Temp Addendum	10% DONE
Clearwater Eileen R.	Palouse River	Palouse River Addendum	40% DONE Waiting for DEQ to complete Addendum
	Clearwater River	Jim Ford Cr 5-Yr Review & Addendum	5-Yr Review COMPLETE Waiting for DEQ to complete addendum
Southwest Jason M.	Owyhee River	Owyhee River temp Addendum	80% DONE
	Bruneau River	Bruneau River 5-Yr Review	COMPLETE
	Jordan Creek	Jordan Creek TMDL	COMPLETE
Southwest Loretta S.	Little Salmon River	Little Salmon R sed & E. coli Addendum	COMPLETE
Southwest Delwyne T.	Owyhee River	Owyhee River temp Addendum	80% DONE
	Boise River	Lower Boise R. TP Addendum	20% DONE
	Raft River	Cassia Cr Temp Addendum	COMPLETE
	Section 1619 Compliance Revisions		COMPLETE
	Coordinate & Review State-wide Plans		ONGOING
Magic Valley Carolyn F.	Walcott Lake	Lake Walcott-Marsh Cr Temp & E. coli Addendum	35% DONE
	Salmon Falls Cr	Salmon Falls Cr 5-Yr Review	DEQ has not begun the Review
Magic Valley Chuck P.	Big Wood River	Temp Addendum	70% DONE
	Camas Creek	Camas Cr 5-Yr Review	80% DONE
	Little Wood R.	5-Yr Review	50% DONE
Southeast George H.	Portneuf River	Portneuf River sed, E. coli, etc Addendum	0% DONE DEQ has not yet written the addendum
	Bear River	Bear Basin 5-Yr Review & Addendum	5-Yr Review COMPLETE DEQ has not yet written the addendum
	Salt River	Salt River TMDL	0% DONE EPA has not yet approved TMDL
Upper Snake Brian R.	Palisades	Palisades sed & bact Addendum	20% DONE
	Medicine Lodge Creek	Medicine Lodge Cr. 5-Yr Review & Addendum	5-Yr Review COMPLETE 25% DONE Waiting for EPA to approve temp and E. coli TMDL Addendum:
	Teton River	Teton River temp Addendum	0% DONE Waitng for EPA to approve temperature addendum
Salmon Rob S.	Lemhi River	Lemhi R Temp & E. coli Addendum	85% DONE
	Pahsimeroi River	Pahsimeroi R sed, Temp & Bact Addendum	87% DONE

## FY2017 TMDL Work Plan by Region

**Benchmark: 7 Plans, Addendums, or Reviews Completed in FY2017**

REGION	SUBBASIN	TMDL DOCUMENT	HOURS ALLOCATED
Panhandle Mark H.	Kootenai-Moyie Rivers	Kootenai-Moyie R Temp Addendum	252
	C d'A Lake	Tribs Temp Addendum	400
	C d'A Region	5-Yr Review/Addendum	180
Clearwater Eileen R.	Palouse River	Palouse River Addendum	80
	Clearwater River	Jim Ford Cr 5-Yr Review & Addendum	250
Southwest Jason M.	Owyhee River	Temp Addendum	80
	Bruneau River	Temp Addendum	350
	Mid-Snake/Succor	Sediment Addendum	400
Southwest Loretta S.	Payette River	Little Willow Cr temp, sed, bacteria Addendum	285
	Snake River	Hells Canyon Subbasin 5-Yr Review & Addendum	400
Southwest Delwyne T.	Owyhee River	Owyhee River temp Addendum	100
	Boise River	Lower Boise R. TP Addendum	400
	Mid-Snake/Succor	Sediment Addendum	100
	Coordinate & Review State-wide Plans		417
Magic Valley Carolyn F.	Walcott Lake	Lake Walcott-Marsh Cr Temp & E. coli Addendum	40
	Salmon Falls Cr	5-Yr Review & Addendum	290
Magic Valley Chuck P.	Big Wood River	Big Wood River Temp Addendum	70
	Camas Creek	Camas Cr 5-Yr Review	20
	Little Wood R.	5-Yr Review & Addendum	240
Southeast George H.	Portneuf River	Sediment, E. coli, etc Addendum	100
	Bear River	Bear Basin Addendum	270
	Salt River	Salt River TMDL	400
Upper Snake Brian R.	Palisades	Sediment & bact Addendum	77
	Medicine Lodge Creek	5-Yr Review & Addendum	210
	Teton River	Temp Addendum	20
Salmon Rob S.	Lemhi River	Temp & E. coli Addendum	100
	Pahsimeroi River	Sediment, Temp & Bact Addendum	40
	Little Lost River	Temp Addendum	300



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

Item #5e

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS GIER, RADFORD, SLICHTER, AND  
TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES**  
**DATE: JUNE 1, 2016**  
**RE: DISTRICT REFERENCE MANUAL UPDATE**

The Reference Manual For Districts has been updated. Because the manual is designed as an instruction guide for preparing reports, some details not relevant to report preparation have been removed. This allows for a more streamlined, user-friendly guide for district employees.

In addition to formatting updates, typographical/grammatical corrections and updated links, the following changes have been made in the Manual –

- Pg 5 – Due dates were added to the list of required reporting documents
- Pg 8 – Information was provided regarding the District Survey, the District Budget Hearing worksheet and the Local Governing Entity registry.
- Pg 18-21 – Instructions for the Financial and Match reports were changed to incorporate an explanation of local fund eligibility.
- Appendix F – Eligibility of Local Funds and Services was eliminated because the information is now provided on pages 18-21.
- The list of criteria for evaluating requests for technical assistance was removed from the manual.
- Pg 38 – Appendix H was added, providing brief instructions for uploading documents to the Commission website.

**RECOMMENDED ACTION:** Approve update of the Reference Manual For Districts, effective June 2016

**ATTACHMENT:**

- June 2016 Reference Manual For Districts

[Back to Agenda](#)

# Reference Manual For Districts

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An instruction manual to assist Idaho Conservation Districts with the submission of annual reports required for district allocations and assistance.

This manual was adopted by the Idaho Soil and Water Conservation Commission (June, 2016) and the guidance contained herein became effective immediately upon adoption. Previous editions or policy are obsolete.

Idaho Soil &  
Water  
Conservation  
Commission



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## **EXECUTIVE SUMMARY**

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The Idaho Soil & Water Conservation Commission's vision is for Idaho's 50 conservation districts and the Commission to be recognized as the primary entities in the state of Idaho to provide assistance and solutions for natural resource conservation issues and concerns. By supporting this vision with a strong and transparent strategic planning and reporting process, the districts and the Commission will also support the state's goal of assuring that services provided by Idaho's governmental entities meet the needs of the people by focusing on the quality of services and benefits those services provide to the state.

This manual serves to assist the districts with strategic planning, reporting performance, and documenting funds received to meet reporting requirements in accordance with Idaho Code and support requesting technical assistance. Using the Five-Year (5) Plan, Annual Work Plan, Performance Report, Financial & Match Report and Request for Technical Assistance, the districts will sequence the required reporting with natural resource conservation work and good business practices. Beyond the instructions and guidance for each report and request, the appendices contain additional information for district use, including certifications and guidelines for processes.

## INTRODUCTION

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Strategic planning is an important business activity that identifies goals, objectives and a roadmap of how to achieve them. Effective strategic planning also incorporates benchmarks or performance measures as a way to obtain feedback on the implementation of the district's goals. The planning and feedback process allows a district to evaluate how the planned actions compare to the actual implementation and resources that were available.

The Idaho Soil & Water Conservation Commission has designed a reporting process for Idaho's local conservation districts that is consistent with (a) good business practices, (b) reporting requirements for state agencies, and (c) Idaho statute and rule.

The reporting process established for districts is designed to document the districts' planning and implementation of conservation improvements for the protection and productivity of the state's natural resources and to reflect the progression of natural resource conservation work which generally includes the following steps:

1. Identify and prioritize resource concerns based on an assessment of existing resource conditions;
2. Identify, prioritize and implement activities necessary to protect and improve resource conditions;
3. Evaluate and document the effectiveness of implemented activities;
4. Re-prioritize resource concerns based on an updated, post implementation assessment of resource conditions and
5. Repeat the sequence

### Process for Submitting Reports and Requests

Each report and request must be submitted on or before its due date (see Required Reporting below) to the Idaho Soil & Water Conservation Commission.

Please submit each report and supporting documentation (including the signed and dated Certification page) by uploading them to the SWCC website, or via e-mail or mail. Instructions for uploading documents to the Commission website are located in Appendix H.

Commission website – <http://swc.idaho.gov/>

Email – [info@swc.idaho.gov](mailto:info@swc.idaho.gov)

Mail – PO Box 83720, Boise, ID 83720-0083

Additionally, the signed/dated Certification page *only* may be faxed to – (208) 332-1799

### Required Reporting

The required reporting documents and sequence is summarized as follows:

- 1) Five-Year Plan and Annual Work Plan. **Due March 31<sup>st</sup>**
  - a. The Five-Year Plan must be reviewed and updated annually. It provides a broad perspective of the natural resources within a district and the district's strategies for protecting those resources. The Five-Year Plan identifies and prioritizes the goals, objectives and activities a district plans to pursue and implement over the next five years in order to address resource concerns and conservation needs within their district. The Five-Year Plan may also serve as the district's strategic or business plan.

b. The Annual Work Plan (section 7 of the Five-Year Plan) narrows the broad perspective presented in the Five-Year (5) Plan to focus on those objectives and activities the district intends to accomplish in the upcoming year. The Annual Work Plan identifies specific action items (e.g. conservation projects, outreach activities, etc.) which the district deems to be feasible, based upon the available technical and financial assistance and public support for the projects, and appropriate for meeting the conservation objectives enumerated in the district's Five-Year (5) Plan.

2) Financial & Match Report. **Due August 16<sup>th</sup>**

Itemizes and documents the local funds and services received by each district in support of the conservation objectives and priorities for the previous fiscal year and how state base and matching funds were allocated. This report is supported by auditable documentation to promote accountability of the public funds with which each district is entrusted.

3) Performance Report. **Due December 20<sup>th</sup>**

Documents the progress and accomplishments that were made towards each of the action items identified in the Annual Work Plan during the previous year.

Beyond fulfilling the reporting requirements to the Commission, these reports are designed to serve as a tool for the districts to use to promote their activities to the public, local officials or state officials or in support of grant or other funding applications.

## Requests for Assistance

The "Requests For Assistance" section of the manual is designed to assist districts with the development of requests for assistance which will effectively document the district's plans, objectives, and commitment to the particular project or activity for which they are requesting assistance. Use of the standardized format presented here will enable SWCC to efficiently and objectively evaluate requests from districts across the state. Individually, the requests and the process SWCC uses to evaluate them are intended to promote transparency and accountability; collectively, the requests demonstrate how districts across the state are addressing local resource concerns, and how much additional work could be accomplished were resources not limiting.

The assistance districts require can be categorized as either:

- Specialized Technical Assistance
- Comprehensive District Assistance

A district request for assistance will be specific to either one or the other of these two categories.

## Other Reports and Information

Although the following items are not covered in depth in this manual, they are items that Districts will receive, or tasks Districts will need to accomplish throughout the year.

### District Survey

In addition to welcoming feedback at any time, the Commission requests District input via the annual District Survey. The survey is sent out in March or April, and the Commission requests that districts that wish to participate return their surveys by the end of July. The district survey is a valuable tool which helps the Commission improve program effectiveness and accountability by providing a way to measure how satisfied our partners are with SWCC performance.

### **Project and Program Needs Worksheet**

Information related to District water quality project needs are reported on the District Budget Hearing form. Although not a required report, it is used to develop a list of projects for which funding is needed by districts. The list is given to IASCD each July, and is used to support any additional project-related Trustee and Benefit funding request for the following fiscal year budget.

### **Local Governing Entity Registry**

The registry is intended to improve transparency and compliance with audit requirements contained in Idaho Code section 67-450B and C. All conservation districts are required to be listed on the registry, and to update their registration information every year before December 1<sup>st</sup>.

The registry can be accessed at <https://registry.legislature.idaho.gov/>

The Idaho Legislative Services Office also has a FAQ document, which provides information about the registry and process. It is located at <https://registry.legislature.idaho.gov/FAQ/registryfaq.pdf>

### **Rescissions**

This manual rescinds and supersedes prior policy and guidance, effective June 1, 2016.

### **Contact Information**

Please feel free to contact the Idaho Soil and Water Conservation Commission in writing at PO Box 83720, Boise, ID 83720-0083, by telephone at (208) 332-1790, or by email at [info@swc.idaho.gov](mailto:info@swc.idaho.gov).

## **FIVE YEAR (5) AND ANNUAL WORK PLANS**

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### **Purpose**

The purpose of this section of the manual is to assist districts with formalizing and preparing a Five-Year (5) Plan for the implementation of conservation practices within their geographic areas of responsibility.

### **Authority**

These instructions are issued to be consistent with chapter 27, title 22 Idaho Code (“Soil Conservation Districts”), IDAPA 60.05.02 titled “The Five-Year (5) Plan for Agriculture for the Idaho Soil Conservation Commission and Soil Conservation Districts,” and IDAPA 60.05.04 titled “Rules for Allocation of Funds to Conservation Districts.”

The statutes and rules referenced above are available on the internet at:

<http://www.legislature.idaho.gov/idstat/Title22/T22CH27.htm>

<http://adminrules.idaho.gov/rules/current/60/index.html>

### **Timing and Due Date**

The Five-Year (5) Plan covers a five-year (5) period of time and is required to be reviewed and updated annually by each district. The Annual Work Plan covers a 12-month (twelve) period and describes the priority projects the district intends to implement in the upcoming year consistent with the priorities addressed in the Five-Year (5) Plan.

The Commission recommends that the Five-Year (5) Plan cover a five-year (5) calendar period and the Annual Work Plan cover a 12-month (twelve) calendar period beginning in January and ending in December for ease of reporting. This is not required.

The updated Five-Year (5) Plan and Annual Work Plan are due on or before **March 31<sup>st</sup>** of each year. In order to meet this deadline, the Commission recommends beginning this process in November of the preceding year. Commission staff will be available during the planning process to review whether the draft plans include the required components prior to final submission.

### **Certification**

District supervisors must review the Five year and Annual Plan, and formally confirm that the information presented is true and accurate by signing and dating the Certification page (Appendix B). Include the Certification page with the plan when submitting to the Commission.

## Guidelines for Preparing the Five Year (5) Plan

IDAPA 60.05.02.025 defines the components of a five-year plan. Districts are not required to replace or re-do previously submitted Five-Year Plans. Instead, this manual is intended to assist districts in revising their existing plans as necessary to ensure they contain all of the required components outlined in Section 25 of IDAPA 60.05.02 and to offer suggestions for expanding the document as a whole and for each section.

***Required components as identified in IDAPA 60.05.02.025 are italicized.***

### **Introduction**

- Cover Page
- Executive Summary or Forward
- Table of Contents

***Section 1 – Physical Characteristics of the District.*** *Description of the physical characteristics of the district.*

In describing the physical characteristics of the district, this section may include the following:

- Location of the district in relation to the state
- District boundary, including county boundaries and cities located within the district
- Land use cover (irrigated and non-irrigated cropland, range, forest, public lands, water, etc.)  
This may include the following:
  - Total acres within the district, with a breakdown of number of acres of privately owned land, public land, water bodies, etc.
  - Approximate acres of each type of land use cover (irrigated and non-irrigated cropland, range, forest, etc.)
- Geology and physical geography (mountains, plains, streams, etc.)
- Climate

Sources: The information for Section 1 can be found in:

- Soil surveys (hard copies or web based)
- Approved hard copy or online Department of Environmental Quality (DEQ) subbasin assessments and Total Maximum Daily Load (TMDL) plans
- Geographic Information Systems (GIS) coverage available from the Natural Resources Conservation Service (NRCS)
- Online at the Idaho Department of Water Resources (IDWR) website (<http://idwr.idaho.gov/>)
- At least one or two maps to include with the plan are recommended

***Section 2 – Economic Conditions and Outlook.*** *Discussion of the economic condition and economic outlook for the district.*

- This section may include the following information:
- Population
- Type of employment, with approximate percentages of each employment category
- Demographics
- Status of the agricultural economy and outlook for future growth or decline in the agricultural economy

- Agricultural statistics

Sources: This section should include the most recent information available. Sources of information for Section 2 may include the following:

- Local county offices and websites
- University of Idaho Extension (<http://www.extension.uidaho.edu>)
- National Agricultural Statistics Service (<http://www.nass.usda.gov>)
- Idaho Department of Labor (<http://labor.idaho.gov>)

**Section 3 – Assessment.** *Assessment of resource conditions, trends, and conservation needs of the district.*

This section may include narrative and/or charts and graphs addressing the current conditions of soil, water, air, plant, and animal resources within the district, as well as trends in resource conditions. Conservation needs of the district, including financial, administrative, and technical assistance may also be addressed. Consideration should be given to the following:

- Soil Resources
  - Soil erosion
    - Cause and extent
    - Relative erosion sources by land use
    - Percentage of land uses adequately treated
    - Percentage of land eroding at greater than tolerable levels
    - General trend of soil erosion by land use
  - Soil Quality
    - Tillage practices and residue management
    - Irrigation practices
    - Nutrient management
- Water resources (quantity)
  - Surface water supply and demand
  - Ground water supply and demand
    - Critical ground water areas
    - Ground water management areas
  - Flooding
- Water resources (quality)
  - Surface water (covered in Section 5)
  - Ground water
    - Nitrate priority areas
- Air Quality
- Forest lands, grass lands, pasture, hayland, and rangeland
- Livestock production
- Fish and wildlife
  - Threatened and endangered species
  - Loss of habitat and critical habitat
- District Operations – The present status, trend, and needs in each of the following areas should be briefly described:
  - Financial Administrative
  - Technical Assistance
- Sources: Information for the various components of Section 3 can be found in:
- Soil surveys (hard copies or web based)

- Approved hard copy or online DEQ subbasin assessments and TMDL plans
- NRCS Rapid Watershed Assessments

NRCS District Conservationists, other NRCS personnel, and Commission staff can also provide assistance in locating information needed to complete Section 3. Irrigation districts and ground water districts can often provide information regarding water quantity.

***Section 4 – Identify and Prioritize Objectives***

Districts should identify and list, in their chosen order of priority, the objectives and planned activities they plan to pursue and implement over the next five years to address resource concerns and conservation needs with respect to the following as required by rule:

- *Rangeland*
- *Non-irrigated cropland*
- *Irrigated cropland*
- *Pasture and hayland*
- *Woodland*
- *Fish and wildlife*
- *Water quality*
- *Information and education*

District operations, which may include information and education, should not be listed as a resource priority, but rather as a means to improve natural resources and address resources of concern.

***Section 5 – Water Quality Component.*** *With respect to the water quality component of the plan, the district will use the information collected at Basin Area Group meetings convened by the Department of Environmental Quality (see note below). Issues surrounding management of water quality in stream segments will be addressed in this portion of the plan. In this respect the plan will include:*

- *A list of stream segments of concern in the district based on information gained at the most recent Basin Area meeting.*
- *A description of water quality in stream segments of concern [303(d) listed streams].*
- *A list of impacted waters in the district as described by the [Department of Environmental Quality], Nonpoint Source Assessment Report.*

Note: The references in rule to the “Department of Health and Welfare” and “stream segments of concern” have been deleted and replaced with “303(d) listed streams” and “Department of Environmental Quality”. It should also be noted that Basin Area meetings referenced in the rule were replaced by Basin Advisory Groups, whose authorities and responsibilities are set forth in Idaho Code § 39-3614.

In the Five-Year (5) Plan, special emphasis is given to water quality in stream segments and water bodies of concern. The term “degradation” as used in this context means a reduction in water quality. Therefore, “antidegradation” would encompass all plans and activities that would not only maintain water quality, but also improve water quality in stream segments and water bodies of concern. In completing Section 5, districts are to use information developed for and by Basin Advisory Groups (BAGs) and Watershed Advisory Groups (WAGs), in addition to other information the district deems relevant. Based on updates made in past years, Section 5 must contain the following information:

- A list of stream segments and water bodies of concern within the district boundaries based on information gained at the most recent BAG and WAG meetings

- A description of water quality in stream segments and water bodies of concern
- A list of impacted waters within the district boundaries as designated by the most recent approved DEQ Integrated Water Quality Monitoring and Assessment Report (Integrated Report). This report, which is required by the U.S. Environmental Protection Agency as part of the Clean Water Act, can be found at the following web address:

<http://www.deq.idaho.gov/water-quality/surface-water/monitoring-assessment/integrated-report/>

In addition to information presented to or developed by BAGs and WAGs, all of the information required in Section 5 of the Five-Year (5) Plan can be obtained from the DEQ website as noted above, or by consulting with personnel in the regional DEQ office assigned to the geographic area in which the district is located.

***Section 6 – Identify and Prioritize Projects.*** *The plan will identify and prioritize conservation projects found by the district to be appropriate for both impacted waters and stream segments of concern as identified from the most recent Basin Area meeting, Nonpoint Source Assessment Report or from public input received by the district regarding plan development. Best Management Practices identified in the current Idaho Agricultural Pollution Abatement Plan should be included in the plan.*

The plan will list in order of priority the conservation projects, outreach activities, and any other activities deemed by the district to be appropriate for addressing resource concerns for the stream segments and water bodies listed in Section 5, as well as the land use categories prioritized in Section 4. Planned conservation projects will include the implementation of Best Management Practices identified in the current Idaho Agricultural Pollution Abatement Plan.

## **Guidelines for Preparing the Annual Work Plan**

**Section 7 – Implementation.** Implementation of the five-year (5) plan will be accomplished by annual work plans prepared by the district. The annual plan will address those items and projects that the district plans to accomplish upon consideration of available technical and financial assistance and public support for the proposed project(s).

Implementation of the Five-Year (5) Plan will be accomplished through Annual Work Plans that include target dates and any other factors relevant for the completion of each specific action item that the district plans to accomplish, provided the district has public support and access to adequate technical and financial assistance to carry out each action item. The Annual Work Plan should be organized to address each priority as identified in Section 4 and 5.

A suggested outline of the work plan is shown as follows:

- Priority Number 1
  - Goal, including available sources of financial and technical assistance
    - Objective (be specific)
      - Action Item (be specific)
      - Target Date
      - Responsible Person(s)
    - Objective
      - Action Item
      - Target Date
      - Responsible Person(s)
- Priority Number 2
  - Goal, including available sources of financial and technical assistance
    - Objective
      - Action Item
      - Target Date
      - Responsible Person(s)
    - Objective
      - Action Item
      - Target Date
      - Responsible Person(s)

**Other Information.** IDAPA 60.05.04 states: “The district may supplement the Five-Year (5) Plan with additional information about local resource conditions, conservation goals, and district operations.” This additional information may be incorporated in a variety of ways: as an Appendix to the plan; as an Addendum; as an additional Section; or within an Executive Summary or Introduction to the document itself. The district could include capacity building and district operation efforts, education and outreach efforts, names of district board supervisors, a history of the soil conservation district, and any other items the district considers to be relevant and informative.

**Key External Factors.** It is further recommended that the districts address key external factors while developing their Five Year (5) Plans and Annual Work Plans. Key factors external to the district are those factors which are beyond the control of the organization. They include changes in economic, social, technological, ecological or regulatory environments which could impact the district and its ability to fulfill its mission and goals.

## PERFORMANCE REPORTS

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### Purpose

The purpose of this section of the manual is to assist districts with the preparation of an annual performance Report summarizing the activities, projects and programs implemented by the district during the previous year. A Performance Report documents the activities completed by a district in the implementation of the district's Annual Work Plan and that advance the district's conservation goals outlined in their Five-Year (5) Plan.

### Authority

These instructions are issued to be consistent with chapter 27, title 22 Idaho Code ("Soil Conservation Districts"), IDAPA 60.05.02 titled "The Five-Year (5) Plan for Agriculture for the Idaho Soil Conservation Commission and Soil Conservation Districts," and IDAPA 60.05.04 titled "Rules for Allocation of Funds to Conservation Districts."

The statutes and rules referenced above are available on the internet at:

<http://www.legislature.idaho.gov/idstat/Title22/T22CH27.htm>  
<http://adminrules.idaho.gov/rules/current/60/index.html>

### Timing and Due Date

The Performance Report is to be submitted on or before **December 20<sup>th</sup>** of each year. In order to meet this deadline, some districts have found it helpful to document each accomplishment when completed, or at the latest, at the end of the work season in the fall or early winter.

### Certification

District supervisors must review the Performance Report and formally confirm that the information presented is true and accurate by signing and dating the Certification page (Appendix C). Include the Certification page with the Performance Report when submitting to the Commission.

## **Guidelines for Preparing the Performance Report**

“Performance Reports” are defined in IDAPA 60.05.04.010.17 as: “Documentation summarizing conservation activities, projects and programs implemented by a conservation district during the previous year.”

There are many examples of Performance Reports available on the internet. To review the many examples used by a variety of public and private entities, search for the phrase ‘executive summary performance report’ in any search engine (i.e., Google, Yahoo).

### **Fiscal vs. Calendar Year Reporting Periods**

The Commission recognizes that much of the conservation work districts are involved in is conducted on a calendar year (Jan. 1 – Dec. 31), rather than a state fiscal year (Jul. 1 – Jun. 30) cycle. For this reason, many districts will find that it makes sense to report performance on a calendar year basis. The Commission encourages districts to conduct their planning and reporting activities according to whichever calendar works the best for them. However, districts are asked to maintain consistency from year-to-year, i.e., avoid submitting a calendar year-based Performance Report one year and a fiscal year-based report the next. The Performance Report must follow the same specified period of time as the district’s Annual Work Plan.

### **Development of Performance Reports**

There is no required outline for Performance Reports; however, using a one- or two-page executive summary format is an effective way to highlight district accomplishments. An effective executive summary addresses the bottom-line deliverables, not the details, of an activity and is more likely to capture the attention of the reader. A Performance Report may include:

1. Concise, introductory paragraph describing the district that may contain:
  - District Mission Statement
  - Identification of Service Area (e.g., counties, cities, and legislative districts served)
  - District Contact Information
  - District Leadership, Membership, and Staff Information
2. Brief description of each goal or objectives as listed in the Annual Plan. Bullet points that outline specific sections to make them more concise.
  - Address each objective or accomplishment individually
  - Establish the need or problem addressed by the activity, i.e., establish the link between the accomplishment and an action item in the district’s Annual Plan of Work
  - Briefly explain the value of the accomplishment
  - Describe the measurable impact of the accomplishment (e.g., pollutant load reduction, habitat improvement)
3. Other suggested components:
  - Key external factors that affected outcomes
  - Lessons learned
  - Strategies for next year based on outcomes, factors or other measurables
  - Graphics, photos

Please note that while a one or two page executive summary will satisfy a district’s performance reporting requirements to the Commission, each district is encouraged to develop a more in depth report documenting the district’s annual activities. A detailed, more comprehensive report of accomplishments can be very valuable when attempting to convey the breadth and depth of the district’s conservation work.

Guidelines for drafting a more comprehensive summary of district accomplishments can be found in Appendix D.

**Page Formatting**

There are occasions when a district or the Commission will need to print and bind compilation of Performance Reports. In order to facilitate such compilations, the Commission requests that districts conform to the following formatting details:

**Orientation:** Portrait

**Size:** 8.5" x 11" letter

**Margins:**

Top and Bottom—1"

Left and Right —mirrored, with odd numbered pages 1.5" left, 1" right,  
and even numbered pages 1" left and 1.5" right.

**Line Spacing:** 1.0 to 1.5 line spacing with a blank line between paragraphs

**Fonts:** Arial, Calibri, or Times New Roman, black ink

**Font Size:** No smaller than 10 point for body of report. Headings and titles may be larger and/or bold, as the district prefers

**Pictures:** Optional. If used, make certain pictures are adequately sized for clarity. Test print any pages containing pictures to ensure that the photo is still clear in black and white

**Length:** Two pages maximum for the executive summary format. Districts are encouraged to develop an extended report to attach to the executive summary in order to support their outreach efforts.

## FINANCIAL & MATCH REPORTS

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### Purpose

Financial and Match Reports document the value of local funds and services received by a district and are required in order to calculate the amount of matching funds to be allocated to each district.

A Financial and Match report includes a district funding summary, a match funding worksheet, a certification page signed by a district supervisor and all supporting documentation. ***In order for local funds or services to be considered for state match funds eligibility, the following supporting documentation is required:***

- A letter from each entity which provided funds or services to the district documenting the value and purpose of that support (see example in Appendix G), and;
- A copy of each check or warrant received from a local entity, and a copy of either a deposit slip or bank statement, showing when the local funds were deposited into the district's bank account.

**Note** – The Commission redacts all Personally Identifiable Information (PII) from supporting documentation.

### Authority

These instructions are issued to be consistent with chapter 27, title 22 Idaho Code (“Soil Conservation Districts”), IDAPA 60.05.02 titled “The Five-Year (5) Plan for Agriculture for the Idaho Soil Conservation Commission and Soil Conservation Districts,” and IDAPA 60.05.04 titled “Rules for Allocation of Funds to Conservation Districts.”

The statutes and rules referenced above are available on the internet at:

<http://www.legislature.idaho.gov/idstat/Title22/T22CH27.htm>

<http://adminrules.idaho.gov/rules/current/60/index.html>

### Timing and Due Date

The Financial & Match Report covers the previous fiscal year, that is, the period of time from July 1 of the previous calendar year to June 30 of the current calendar year.

The Financial & Match Report with all supporting documents is due to the Commission on or before **August 16<sup>th</sup>** each year.

### Certification

District supervisors must review the Financial and match Report and formally confirm that the information presented is true and accurate by signing and dating the Certification page (Appendix E). Include the Certification page with the report when submitting to the Commission.

### Accessing the Financial and Match Report

The report form entitled ‘Financial and Match Report’ is provided annually to Districts by the Commission. The report form may also be found on the Commission’s website at [www.swc.idaho.gov](http://www.swc.idaho.gov)

## Guidelines for Preparing the Financial & Match Report

### Cover Page (Tab 1 of Report)

1. **District Name.** Select the district name from the drop-down menu.
2. **Required Support Materials.** A checklist of the materials that must be submitted with the report.

### Match Funding Worksheet (Tab 2 of Report)

This worksheet is used to report funds and services received from local units of government and organizations which the district believes are eligible for state match funds. As you are completing the Match Funding Worksheet please refer to the criteria below and only report funds or services which are eligible for match.

#### Criteria for Match

To qualify for state match funds, local funds and services must meet the following criteria:

1. Funds and services must be received from a local unit of government (e.g., city, county) or organization (e.g., service clubs, businesses). Organizations may be either for profit or not-for-profit. Families are considered to be “organizations”.
2. Funds and services must be provided to support the general purposes of the District (i.e., funds or services received for special projects or on a fee-for-service basis are not eligible for state match).
3. Funds and services must have been received during the previous fiscal year, i.e., from July 1<sup>st</sup> of the previous calendar year through June 30<sup>th</sup> of the current calendar year.
4. The local entities which provide support to the district must document the value of the funds or services provided to the District. A letter of support (see example in Appendix G) must be completed and signed by the donating entity. Letters of support must state the value of the donation, and that the funds or services were provided for the general purposes of the District. The letter of support must be signed by an official authorized to make such a donation to the district. The district must submit to SWCC a copy of the letter of support associated with each donation they would like to have considered for state match funds.
5. District must document their receipt of local funds by providing:
  - a. Copies of each check or warrant received from local entities, and;
  - b. Copies of deposit slips or bank statements showing when each donation was deposited to the district’s bank account.

#### ***Funds that Do Not Qualify for State Match Funds***

For purposes of calculating the amount of match funds to be distributed to each district, the following funds are not eligible for State match:

1. **Any Federal funding.** This includes, but is not limited to, Department of Environmental Quality 319 grants, Environmental Quality Incentive Program or other Farm Bill monies.
2. **Any State funding.** This includes, but is not limited to, funds received from other state agencies, prior district allocations and Water Quality Program for Agriculture cost-share funds.
3. **Any funds received from the sale of District assets.** Receipts from tree sales, etc., do not qualify.
4. **Any funding designated for a special project.** This includes, but is not limited to, funds received from any agency or individual intended as payment for services rendered (fee-for-service) or performed such as boat washing stations, weed management programs, or equipment rental fees.
5. **Individual landowner contributions.** Funds received from *individual* landowners are not eligible for state match funding. (Because families are considered to be “organizations”, their contributions are eligible for match.)
6. **Funding that has been pledged towards another grant or project.** Local funds that have been obligated or pledged towards the match of another grant or project would be ineligible for purposes of calculating allocation of matching funds to districts.

### ***Services that Do Not Qualify for State Match Funds***

For purposes of calculating the amount of match funds to be distributed to districts, the following sources of in-kind services are ineligible:

1. **Services received from any Federal agency.** This includes, but is not limited to, Natural Resources Conservation Service, Farm Services Agency, or U.S. Environmental Protection Agency.
2. **Services received from any State agency.** This includes, but is not limited to, Idaho Department of Fish and Game, Idaho Department of Environment Quality, or Idaho State Department of Agriculture.
3. **Services received from individual landowners.** Local services received from *individual* landowners are not eligible for state match funding. (Because families are considered to be “organizations”, their contributions are eligible for match.)
4. **Services that have been pledged towards another grant or project.** Local services that have been obligated or pledged towards the match of another grant or project are ineligible for state match.
5. **The value of donated time.** The value of time donated from local units of government, organizations or individuals including district supervisors, is not eligible for state match funding.

### **Completing the Match Funding Worksheet**

1. **District Name.** Select the district name from the drop-down menu.
2. **Local Funds & Services Details.** Complete each section if applicable to the district, including the name of the agency, the description of the funds or services, and the value of the funds or services:
  - a. Funds from local units of government (cities, counties)
  - b. Funds from local organizations. Families are considered to be “organizations”.
  - c. Services from local units of government (cities, counties)
  - d. Services from local organizations. Families are considered to be “organizations”.
3. Add or delete rows or lines if needed.
4. The worksheet will automatically calculate totals and subtotals.

### **Letters of Support**

A letter from each local unit of government or organization which donated funds or services to the district must be included as part of the Financial and Match Report in order for the value of those funds or services to be used in the calculation of the district match. Letters of support must state the value of the donation, that the funds or services were provided for the general purposes of the District, and be signed by personnel authorized to make such a donation on behalf of the local unit of government or organization. Funds or services claimed for match purposes without a letter of support will not be considered when calculating the allocation of match funds to districts. A Letter of Support is located in Appendix G.

### **District Funding Summary (Tab 3 of Report)**

The district funding summary provides a record of the total value of financial assistance and services received by the district during the previous fiscal year. **Funds and services which are eligible for match as well as those not eligible for match are all reported here.** Information from the funding summaries is used by the Commission as it develops its annual budget request and also to demonstrate the value of conservation districts to the State.

### **Completing the District Funding Summary**

1. Select District Name from drop-down menu.
2. Enter funding information from each funding source. Add or delete lines as needed.
3. Enter individual organizations and funding as needed.
4. The Total District Funding field, subtotal fields, and return on investment will calculate automatically.
  - a. Subtotal: Sum of each individual column.

## ISWCC Reference Manual for Conservation Districts

- b. Total District Funding: Sum of both subtotals.
- c. Return on Investment: Sum of Total less Sum of Local and State Funds divided by Sum of Local and State Funds.

### **Submitting the Financial and Match Report**

The Financial and Match report includes all of the following:

1. A Match Funding Worksheet;
2. A District Funding Summary;
3. A Certification Page signed by a district Supervisor;
4. Copies of checks/warrants and deposit slips for each local funds donation received, and;
5. A Letter of Support from each local entity that provided funds or services to the district.

## REQUESTS FOR ASSISTANCE

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### **Purpose**

The purpose of this section of the manual is to assist districts with developing, certifying, and submitting a Request for Assistance.

### **Authority**

These instructions are issued to be consistent with chapter 27, title 22 Idaho Code (“Soil Conservation Districts”) and with procedures adopted by the Soil & Water Conservation Commission.

The statute referenced above is available on the internet at:

<http://www.legislature.idaho.gov/idstat/Title22/T22CH27.htm>

### **General Information**

It is expected that assistance will be requested for projects and activities intended to address local natural resource priorities identified in a district’s 5-year or annual work plan. It may be helpful to develop a district “needs assessment”, wherein you identify and quantify local characteristics, natural resource conditions, and available resources and strategies for improving conditions, as an aid to anticipating upcoming needs. Assistance which SWCC may be able to provide can then be requested well in advance of when it is needed.

### **Timing and Due Date**

Requests for assistance may be submitted at any time. However, to facilitate annual SWCC budget and work plan development, the evaluation of requests and the allocation of assistance will be conducted one time per year. Requests must be submitted to SWCC no later than **March 31<sup>st</sup>** in order to be considered during the annual evaluation.

### **Urgent Requests for Assistance May be Submitted at Any Time**

SWCC recognizes that there will be times when an urgent or emergency conservation opportunity or concern presents itself. In these instances the local district is encouraged to immediately submit an urgent request for assistance.

Urgent requests will be evaluated by SWCC and a decision made regarding the allocation of assistance to service the request within 3 business days of SWCC having received the request. Please note that assistance which careful planning would have anticipated will not be considered by SWCC to qualify as an urgent need.

### **Certification**

District supervisors must review the Request for Assistance and formally confirm that the information presented is true and accurate by signing and dating the Certification page (Appendix F). Include the Certification page with the request when submitting to the Commission.

## **Guidelines for Preparing the Request for Assistance**

1. Determine what assistance your district will require during the upcoming fiscal year. Requests for assistance you expect to need during the upcoming fiscal year are due **March 31<sup>st</sup>** of the current year.
2. For each project you are requesting assistance with, prepare a brief written description of the project detailing the local or other support which is available for the project, the district's plans for publicizing, permitting, and maintaining the project, and the number of SWCC staff hours being requested. Work with your local SWCC field staff person to come up with a realistic estimate of the number of hours needed to accomplish the tasks you are requesting assistance with.
3. Submit the request to your district Board of Supervisors for formal approval and completion of the Request for Assistance Certification (Appendix F).
4. Submit your Request for Assistance and completed Certification to the Idaho Soil & Water Conservation Commission.

### **Categories of Assistance**

The assistance which districts require can be categorized as either "specialized technical" or "comprehensive district" assistance. A district request for assistance will be specific to either one or the other of these two categories. The categories are defined as:

**Specialized Technical Assistance** is that technical assistance used to support districts in the wise use and enhancement of natural resources which can only be provided by someone possessing a specialized, science-based skill set and an ability to integrate local knowledge of the site-specific interactions between environmental, economic, cultural and social concerns into the assistance provided.

Examples of Specialized Technical Assistance may include but are not limited to:

- Conservation planning
- Engineering services
- Project implementation and construction inspections
- BMP effectiveness monitoring
- Watershed planning and riparian assessments
- Development of a district needs assessment

**Comprehensive District Assistance** is that assistance which supports the independent and collective strengthening of conservation districts by providing services which: a) expand resources or otherwise enhance district capacity to assist private landowners and land users in the conservation, sustainment, improvement and enhancement of Idaho's natural resources, or; b) support routine district activities or projects.

Examples of comprehensive assistance may include but are not limited to:

- District information and outreach activities
- Administration of district-sponsored cost-share programs
- Grant writing assistance
- Development of 5-year and annual work plans

## **CONCLUSION**

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To ensure that this district reporting model evolves into a useful process, it is important that the needs of the preparers and users are well understood. By evaluating the needs or requirements of all customers, partners, and other parties having a vested interest in the effective management of natural resources in the state, the districts can continue to improve reporting year after year.

The Commission encourages districts to provide regular feedback on the processes and guidance included in this manual regarding how they relate to the needs of the district, the conservation partners, and the public. By continuing to work together, the vision of the districts and the Commission being recognized as the primary entities in the state of Idaho to provide assistance and solutions for natural resource conservation issues and concerns will continue to grow.

## APPENDIX A

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### Usual Flow of Annual District Reporting Cycle

#### Fall –

1. Evaluate completed activities for the Performance Report
2. Identify and prioritize resource concerns for the annual update of the Five-Year Plan
3. Prioritize activities to protect and improve resources for the Annual Work Plan (section 7 of the Five-Year Plan)

District Supervisors review and sign the Performance Report

#### By December 20<sup>th</sup> –

Submit the Performance report to the Commission

#### Winter/Spring -

1. Continue preparing the Five Year and Annual Plan
2. Determine any needed assistance from the Commission, and prepare the Request for Assistance

1. District Supervisors review and sign the Five-Year and Annual Plan
2. District Supervisors review and sign the Request for Assistance

#### By March 31 –

1. Submit updated Five-Year Plan and Annual Work Plan to the Commission
2. Submit any needed Requests for Assistance for the upcoming fiscal year (July 1 of the current year)

#### Spring/Summer –

1. Meet with local leaders to request funding/letters of support for district activities (timing will vary by budget cycles)
2. Gather supporting documents for Financial & Match Report

District Supervisors review and sign the Financial & Match Report

#### By August 16<sup>th</sup> –

Submit Financial and Match Report to the Commission

#### Year-round –

Implement projects and activities as weather and resources allow

## **APPENDIX B**

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### **Certification for Five Year (5) Plan and Annual Work Plan**

<p><b>IDAHO SOIL &amp; WATER CONSERVATION COMMISSION</b></p> <p><b><u>FIVE-YEAR (5) PLAN and ANNUAL WORK PLAN CERTIFICATION</u></b></p>	<p><b>DISTRICT:</b></p> <hr/> <p><b>FOR FISCAL YEAR:</b></p> <hr/> <p><b>DUE :</b></p> <p style="text-align: center;"><b>March 31,</b></p>
<b>CERTIFICATION</b>	
<p>On behalf of my local Board of Supervisors, I hereby certify that the attached Five-Year (5) Plan and Annual Work Plan is true and accurate, and further submit said Plan for the above named District and fiscal year.</p> <p>A copy of this Five-Year (5) Plan and Annual Work Plan shall be kept at the District office and is available for public inspection.</p> <p>_____</p> <p>Board Supervisor Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>District Telephone</p> <p>_____</p> <p>District Email Address</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p><b>FOR SWC USE ONLY:</b></p>            <p><b>DATE OF CONFIRMATION:</b></p> <p>_____</p> </div>	

## **APPENDIX C**

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### **Certification for Performance Report**

<b>IDAHO SOIL &amp; WATER CONSERVATION COMMISSION</b>  <b><u>PERFORMANCE</u> <u>REPORT</u> <u>CERTIFICATION</u></b>	<b>DISTRICT:</b>
	<b>FOR YEAR:</b>
	<b>DUE :</b>  <b>December 20,</b>

**CERTIFICATION**

On behalf of my local Board of Supervisors, I hereby certify that the attached Performance Report is true and accurate, and further submit said Report for the above named District and fiscal year.

A copy of this Performance Report shall be kept at the District office and is available for public inspection.

\_\_\_\_\_  
Board Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Telephone

\_\_\_\_\_  
District Email Address

<b>FOR SWC USE ONLY:</b>          <b>DATE OF CONFIRMATION:</b>
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## APPENDIX D

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### Guidance for Extended Performance Report

#### Executive Summary

An executive summary addresses bottom-line deliverables, not details, of a project or accomplishment.

- Establish the need or problem
- Address each objective or accomplishment individually
- Explain the value of the accomplishment
- Describe the (measurable) impact of the accomplishment

#### Guidelines for Extended Performance Report

An extended summary may provide as much detail as the author wishes to disclose about the accomplishment including charts, graphs or photographs.

- Address each objective or accomplishment individually
- Restate your understanding of the objective
- Highlight the most significant achievements
- Note challenges that were faced and how they were overcome
- Highlight actions or activities that made a positive difference in the outcome
- Focus on outcomes of the accomplishment

#### Suggested Process for the Development of an Extended Performance Report

1. Brainstorm ideas and make a list of accomplishments
2. Compare brainstorming ideas to the objectives and goals as outlined in the Annual Work Plan
3. Draft the report. Use a clear tone, readable sentences and short paragraphs. Bullet points can help outline some sections to make them more concise.
4. Sound positive but do not sensationalize. Give praise where praise is due but maintain a business-like tone.
5. Leave the report for at least 24 hours. Return with a fresh eye and add any items necessary
6. Review report with a colleague. Often, a second reader can spot inconsistencies or errors that the author overlooked.

## **APPENDIX E**

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### **Certification for Financial and Match Report**



## **APPENDIX F**

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### **Certification for Request for Assistance**

<p><b>IDAHO SOIL &amp; WATER CONSERVATION COMMISSION</b></p> <p><b><u>REQUEST FOR ASSISTANCE CERTIFICATION</u></b></p>	<b>DISTRICT:</b>
	<b>Project or Activity Name:</b>
	<b>FOR FISCAL YEAR:</b>
	<b>Hours of Assistance Requested:</b>
	<b>DUE :</b> <b>Due:            March 31,</b>
<b>CERTIFICATION</b>	
<p>By concurrence of a majority of the supervisors of the district board and the above name conservation district certifies that attached Request for Assistance is true and accurate, and further submits said Report for the above named District and fiscal year.</p> <p>A copy of this Request for Assistance and supporting documents shall be kept at the District office and is available for public inspection.</p> <p>_____</p> <p>Board Supervisor Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>District Telephone</p> <p>_____</p> <p>District Email Address</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>FOR SWC USE ONLY:</b></p>            <p><b>DATE OF CONFIRMATION:</b></p> <p>_____</p> </div>	

## **APPENDIX G**

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### **Letter of Support**

ISWCC Reference Manual for Conservation Districts

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

To Whom It May Concern:

Pursuant to section 22-2727, Idaho Code, and IDAPA 60.05.04 we would like to formally document our donation of the following funds and services to the \_\_\_\_\_ Conservation District during the \_\_\_\_\_ fiscal year (July 1, 20\_\_ thru June 30, 20\_\_).

We understand that the Idaho Soil and Water Conservation Commission (SWCC) may allocate to the conservation district matching funds in a sum not to exceed twice the amount of local funds and services received by the conservation district, provided that the legislature has appropriated adequate State funds to SWCC to meet the requested match.

The funds and services itemized below were provided for the general purposes of the conservation district. None of the itemized funds and services was provided for special projects, for use as required match for specific grants or projects, or on a fee-for-service basis.

The stated value of donated services is based upon the open market value of those services.

**Donated funds and services (include value of each itemized donation). Attach additional page(s) if necessary:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total value of donated funds and services: \$ \_\_\_\_\_

Thank-you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

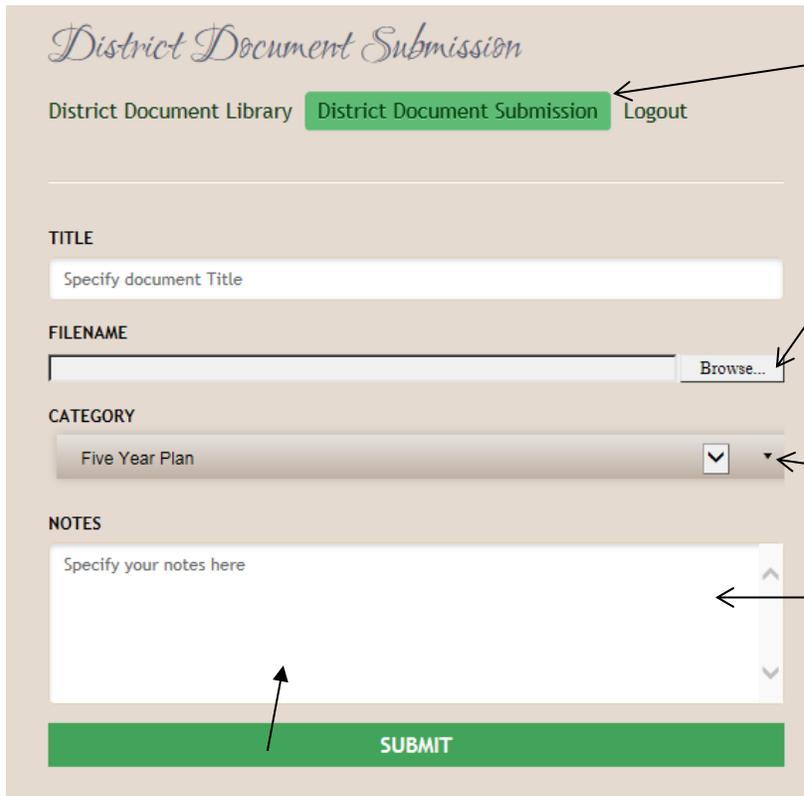
\_\_\_\_\_  
Date

## APPENDIX H

### Uploading Documents to the Commission Website

Go to the Commission website at <http://swc.idaho.gov/>

1. Scroll to the bottom of the page and select “My Account” (if you don’t have an account yet, select “Register” instead)

A screenshot of the "District Document Submission" form. The form has a title "District Document Submission" and a navigation bar with "District Document Library", "District Document Submission", and "Logout". Below the navigation bar are several sections: "TITLE" with a text input field containing "Specify document Title"; "FILENAME" with a text input field and a "Browse..." button; "CATEGORY" with a dropdown menu showing "Five Year Plan"; and "NOTES" with a large text area containing "Specify your notes here". At the bottom of the form is a green "SUBMIT" button. Arrows from the second through sixth steps point to the "District Document Submission" link, the "Browse..." button, the "Five Year Plan" dropdown, the "NOTES" text area, and the "SUBMIT" button respectively.

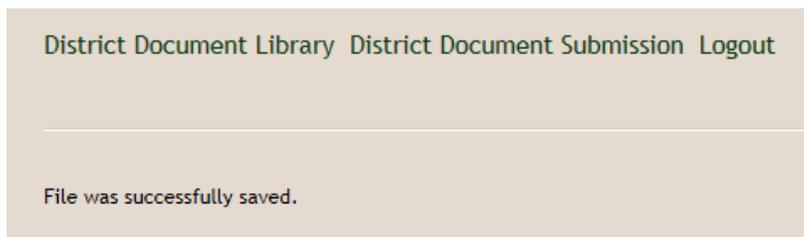
2. Once you have logged in to your account, select “District Document Submission”

3. Click the “Browse” button to find the document on your computer. Use the “Title” field to rename your document if you need to

4. Select the document category

5. Add any notes you would like to include with your submission

6. Click “Submit”



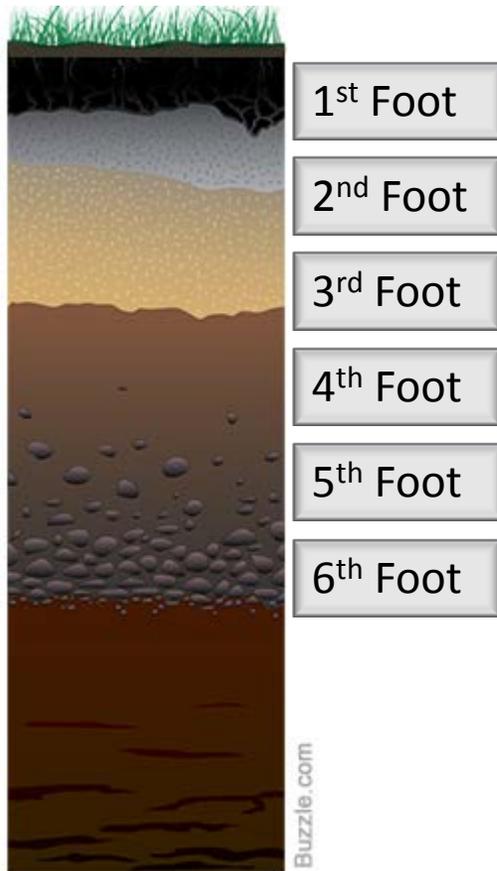
7. You will get a message if the upload was successful. If you get any other type of message, or if you have any other questions or problems involving uploading documents, please feel free to call the Commission at 332-1790.

# Post Harvest Deep Soil Samples (PHDSS)

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# Soil Samples For Budgeting Purposes

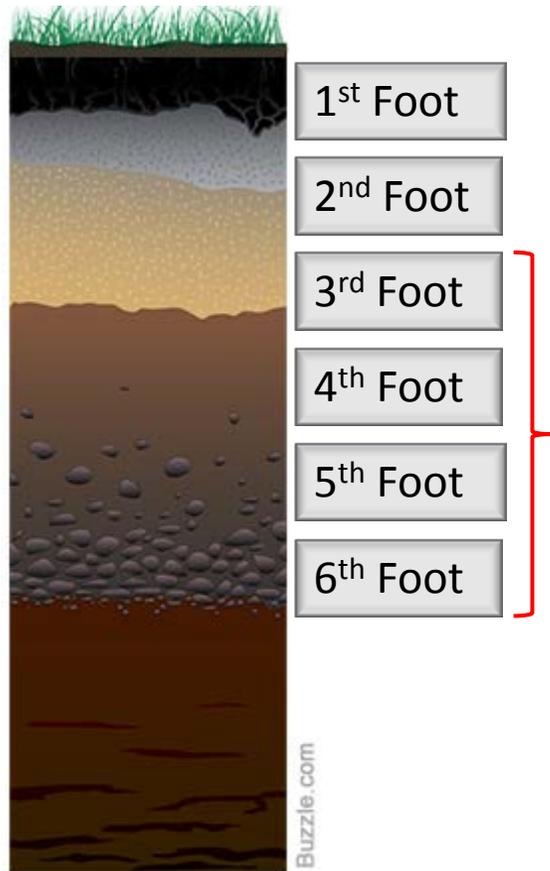
---



- Soil Samples for budgeting purposes.
- Typically in the spring.
- Taken every year prior to seeding.
- Generally taken in the 1<sup>st</sup> and 2<sup>nd</sup> foot following UI Fertilizer guides.

# The Question: How well Are Those NMPs Being Applied

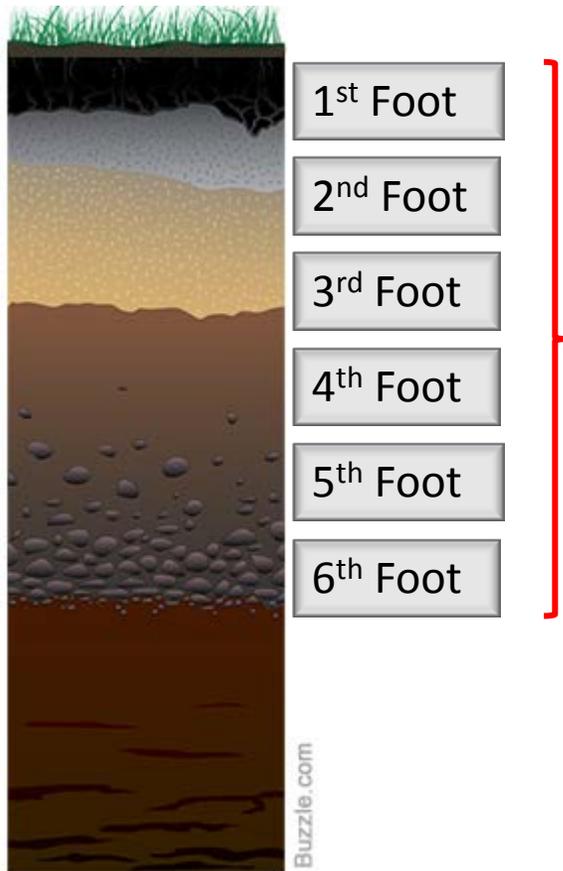
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We don't really know what's down here in terms of nutrients.

# Soil Samples for PHDSS

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- Core taken 6 ft. deep or until refusal.
- Divided into 1 foot increments
- Analyzed for N and P.
  
- Why P?
  - Recent PHDSS by ARS on the Fort Hall Reservation is showing significant P migration of P below the root zone in coarse textured soils.

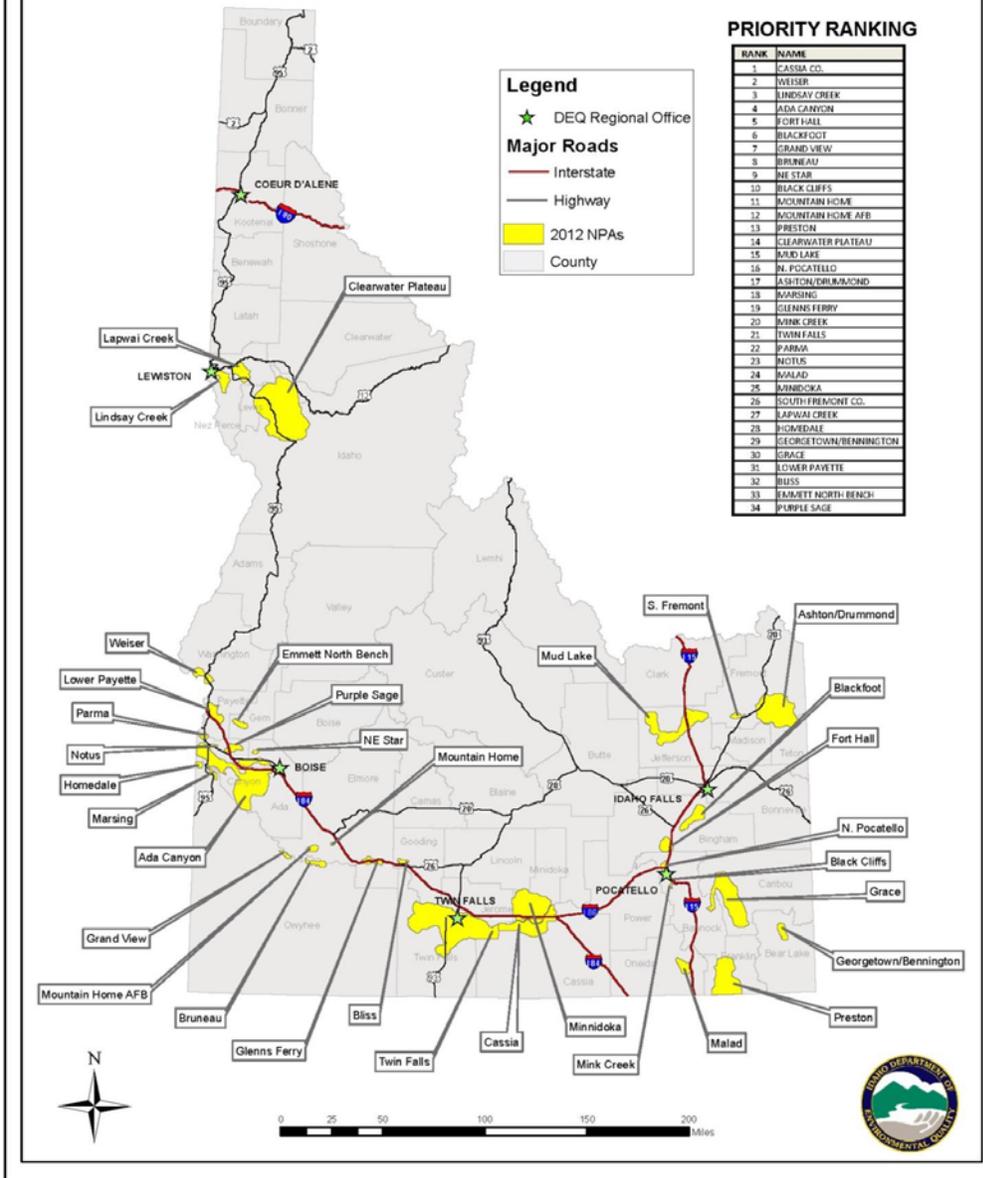
# WHY Are PHDSS Important??

---

- Relationship between:
  - Nutrient management,
  - Irrigation Water Management
- AND
- Water Quality
  - Ground Water
  - Surface Water

# 2014 IDAHO NITRATE PRIORITY AREAS

25% of sites sampled are greater than or equal to 5 mg/L Nitrate, which is 1/2 the maximum contaminant level for drinking water



- 32 Nitrate Priority areas in 2008
- 34 Nitrate Priority Areas in 2014

# Surface Water Quality - Middle Snake Stream Reach-303d Listing

---

Subbasin	TMDLs	Nutrient Impairments		E. coli Impairments		
		miles	acres	miles	acres	
Raft	2004	138	80	354		
Goose	2004	232		221		
Lake Walcott	2003	149				
Upper Snake Rock	1997, 1999, 2005	905	251	56	251	
Totals:		1424	331	631	251	

# What Does a PHDSS Tell You?

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- The concentration of N and P that is not used by the crop by the end of the growing season
- The concentration of N that has moved past the crop root zone.
- The concentration of P subject to runoff and migration through the soil profile.
- Field specific.
- Represents the concentration of these constituents that is lost to the environment.
  - Ground water
  - Surface water.

# What A PHDSS Is Not

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- Not a nutrient budgeting tool
- Not an irrigation scheduling tool.
- Not a mass balance research assessment

# PHDSS Are

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- Educational tool.
- Report Card
  - Help producers determine if they are doing a good job or a bad job.
- Mechanism which focuses on application of nutrient management plans.
- Field specific.
- Do have a regulatory role.
  - Both the WDA and ODA include PHDSS in their CAFO regulatory program.
  - Threshold of 45 ppm in the 1<sup>st</sup> foot.

# Where Has It Been Used

---

- Not new technology
- Agriculture Research Service and Land Grant Universities have conducted N migration research for years.
- Washington
  - Columbia Basin Ground Water Management Area (CGWMA).
  - Yakima Ground Water Management Area
  - Yakima Tribe

# Where Has It Been Used

---

- Idaho
  - Shoshone Bannock Reservation
  - Cassia-Minidoka Nitrate Priority Area
  - Proposed-NRCS North Side SWCD Special EQIP Proposal
  
- Idaho Dairy Association has expressed a willingness to participate



Pneumatic probe

Gas motor to drive the pneumatic probe

“Jack hammer/vibrator” to assist pneumatic probe

Stainless steel casings











# What Have We Found

---

# Deep Soil Sampling

FIELD	NO3 (#N/ACRE)		Fertilizer Applications (#N/Acre)							Cropping History								
	Acres	11/4/2014	Year	Liquid Manure	Solid Manure	Commercial	Biosolids	Compost	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield	Condition			
	Soil Type	1 ft	2014															
1013	1013-0-3	6	11/4/2014															
	Acres	6	11/4/2014															
	Soil Type	178 - Warden Silt Loam 3-8% Slopes	1 ft	68	2014	0	0	150	0	0	0	150	Pears	40	BINS PER ACRE			Fair
	Soil Testine?	NO	2 ft	9	2013	0	0	150	0	0	0	150	Pears	35	BINS PER ACRE			
	Test Frequency		3 ft	4	2012	0	0	150	0	0	0	150						
	Irrigation Type	Drip	4 ft	6	2011	0	0	150	0	0	0	150						
	Sprinkler Type	Drip Only - Tube	5 ft		Comments													
	Irrigation	As Needed	6 ft															
	Schedule		TOTAL	87														
	Hour Sets		NH4-N	30														
	Irrigation years	10	ORGANIC	3.09														
1015	1015-0-5	40	11/5/2014															
	Acres	40	11/5/2014															
	Soil Type	95 - Quincy Loamy Fine Sand 0-10% Slopes	1 ft	271	2014	0	0	300	0	0	0	300	Corn Silage	40	TONS PER ACRE			Good
	Soil Testine?	YES	2 ft	125	2013	0	0	300	0	0	0	300	Corn Silage	40	TONS PER ACRE			
	Test Frequency	Annual	3 ft	266	2012	0	0	300	0	0	0	300	Corn Silage	40	TONS PER ACRE			
	Irrigation Type	Pivot	4 ft	97	2011	0	0	300	0	0	0	300	Corn Silage	40	TONS PER ACRE			
	Sprinkler Type	Rotators	5 ft	94	Comments													
	Irrigation	Routine Schedule	6 ft	77														
	Schedule		TOTAL	930														
	Hour Sets		NH4-N	18														
	Irrigation years	10	ORGANIC	2.26														
1016	1016-0-5	40	11/5/2014															
	Acres	40	11/5/2014															
	Soil Type	172 - Warden Fine Sandy Loam 0-2% Slopes	1 ft	94	2014	0	0	300	0	0	0	300	Corn Silage	40	TONS PER ACRE			Good
	Soil Testine?	YES	2 ft	19	2013	0	0	300	0	0	0	300	Corn Silage	40	TONS PER ACRE			
	Test Frequency	Annual	3 ft	27	2012	0	0	260	0	0	0	260	Corn Silage	40	TONS PER ACRE			
	Irrigation Type	Pivot	4 ft	36	2011	0	0	260	0	0	0	260	Corn Silage	40	TONS PER ACRE			
	Sprinkler Type	Rotators	5 ft	73	Comments		Split Application of N											
	Irrigation	Routine Schedule	6 ft	124														
	Schedule		TOTAL	373														
	Hour Sets		NH4-N	16														
	Irrigation years		ORGANIC	1.71														
1017	1017-0-5		11/5/2014															
	Acres		11/5/2014															
	Soil Type	171 - Wanser Loamy Fine Sand	1 ft	133	2014	0	0	300	0	0	0	300	Corn Silage	8	TONS PER ACRE			Good
	Soil Testine?	YES	2 ft	14	2013	0	0	300	0	0	0	300	Corn Silage	8	TONS PER ACRE			ACTUAL
	Test Frequency	Annual	3 ft	12	2012	0	0	300	0	0	0	300	Corn Silage	8	TONS PER ACRE			
	Irrigation Type	Pivot	4 ft	14	2011	0	0	300	0	0	0	300	Corn Silage	8	TONS PER ACRE			
	Sprinkler Type	Rotators	5 ft	20	Comments													
	Irrigation	Routine Schedule	6 ft	9														
	Schedule		TOTAL	202														
	Hour Sets		NH4-N	11														
	Irrigation years	20	ORGANIC	1.52														

Producer Questionnaire

PHDSS

Producer Questionnaire

Field ID	FIELD		NO3 (#N/ACRE)		Year	Fertilizer Applications (#N/Acre)						Cropping History					
	Acres	Soil Type	11/4/2014	11/5/2014		Liquid Manure	Solid Manure	Commercial	Biosolids	Compost	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield	Condition
1013	1013-0-3	178 - Warden Silt Loam 3-8% Slopes	1 ft	68	2014	0	0	150	0	0	0	150	Pears	40	BINS PER ACRE		Fair
	6	NO	2 ft	9	2013	0	0	150	0	0	0	150	Pears	35	BINS PER ACRE		
	Soil Testine?		3 ft	4	2012	0	0	150	0	0	0	150					
	Test Frequency		4 ft	6	2011	0	0	150	0	0	0	150					
	Irrigation Type	Drip			TOTAL												
	Sprinkler Type	Drip Only - Tube			NH4-N												
	Irrigation Schedule	As Needed			ORGANIC												
	Hour Sets				Comments												
	Irrigation years	10															
1015	1015-0-5	93 - Quincy Loamy Fine Sand 0-10% Slopes	1 ft	271	2014	0	0	300	0	0	0	300	Corn Silage	40	TONS PER ACRE		Good
	40	YES	2 ft	125	2013	0	0	300	0	0	0	300	Corn Silage	40	TONS PER ACRE		
	Soil Testine?		3 ft	266	2012	0	0	300	0	0	0	300	Corn Silage	40	TONS PER ACRE		
	Test Frequency	Annual	4 ft	97	2011	0	0	300	0	0	0	300	Corn Silage	40	TONS PER ACRE		
	Irrigation Type	Pivot			TOTAL												
	Sprinkler Type	Rotators			NH4-N												
	Irrigation Schedule	Routine Schedule			ORGANIC												
	Hour Sets				Comments												
	Irrigation years	10															
1016	1016-0-5	172 - Warden Fine Sandy Loam 0-2% Slopes	1 ft	94	2014	0	0	300	0	0	0	300	Corn Silage	40	TONS PER ACRE		Good
	40	YES	2 ft	19	2013	0	0	300	0	0	0	300	Corn Silage	40	TONS PER ACRE		
	Soil Testine?		3 ft	27	2012	0	0	260	0	0	0	260	Corn Silage	40	TONS PER ACRE		
	Test Frequency	Annual	4 ft	36	2011	0	0	260	0	0	0	260	Corn Silage	40	TONS PER ACRE		
	Irrigation Type	Pivot			TOTAL												
	Sprinkler Type	Rotators			NH4-N												
	Irrigation Schedule	Routine Schedule			ORGANIC												
	Hour Sets				Comments	Split Application of N											
	Irrigation years	10															
1017	1017-0-5	171 - Wanser Loamy Fine Sand	1 ft	133	2014	0	0	300	0	0	0	300	Corn Silage	8	TONS PER ACRE		Good
	171	YES	2 ft	14	2013	0	0	300	0	0	0	300	Corn Silage	8	TONS PER ACRE		ACTUAL
	Soil Testine?		3 ft	12	2012	0	0	300	0	0	0	300	Corn Silage	8	TONS PER ACRE		
	Test Frequency	Annual	4 ft	14	2011	0	0	300	0	0	0	300	Corn Silage	8	TONS PER ACRE		
	Irrigation Type	Pivot			TOTAL												
	Sprinkler Type	Rotators			NH4-N												
	Irrigation Schedule	Routine Schedule			ORGANIC												
	Hour Sets				Comments												
	Irrigation years	20															

NO3 (#N/ACRE)		Fertilizer Applications (#N/Acre)							Crop 1	
11/4/2014		Year	Liquid Manure	Solid Manure	Commercial	Biosolids	Compost	Other		Total
1 ft	68	2014	0	0	150	0	0	0	150	Pears
2 ft	9									
3 ft	4	2013	0	0	150	0	0	0	150	Pears
4 ft	6									
5 ft		2012	0	0	150	0	0	0	150	
6 ft										
TOTAL	87	2011	0	0	150	0	0	0	150	
NH4-N	30									
ORGANIC	3.09									
Comments										

NO3 (#N/ACRE)		Fertilizer Applications (#N/Acre)							Crop 1	
11/5/2014		Year	Liquid Manure	Solid Manure	Commercial	Biosolids	Compost	Other		Total
1 ft	271	2014	0	0	300	0	0	0	300	Corn Silage
2 ft	125									
3 ft	266	2013	0	0	300	0	0	0	300	Corn Silage
4 ft	97									
5 ft	94	2012	0	0	300	0	0	0	300	Corn Silage
6 ft	77									
TOTAL	930	2011	0	0	300	0	0	0	300	Corn Silage
NH4-N	18									
ORGANIC	2.26									
Comments										

NO3 (#N/ACRE)		Fertilizer Applications (#N/Acre)							Crop 1	
11/5/2014		Year	Liquid Manure	Solid Manure	Commercial	Biosolids	Compost	Other		Total
1 ft	94	2014	0	0	300	0	0	0	300	Corn Silage
2 ft	19									
3 ft	27	2013	0	0	300	0	0	0	300	Corn Silage
4 ft	36									
5 ft	73	2012	0	0	260	0	0	0	260	Corn Silage
6 ft	124									
TOTAL	373	2011	0	0	260	0	0	0	260	Corn Silage
NH4-N	16									
ORGANIC	1.71									
Comments		Split Application of N								

NO3 (#N/ACRE)		Fertilizer Applications (#N/Acre)							Crop 1	
11/5/2014		Year	Liquid Manure	Solid Manure	Commercial	Biosolids	Compost	Other		Total
1 ft	133	2014	0	0	300	0	0	0	300	Corn Silage
2 ft	14									
3 ft	12	2013	0	0	300	0	0	0	300	Corn Silage
4 ft	14									
5 ft	20	2012	0	0	300	0	0	0	300	Corn Silage
6 ft	9									
TOTAL	202	2011	0	0	300	0	0	0	300	Corn Silage
NH4-N	11									
ORGANIC	1.52									
Comments										

# Deep Soil Sampling - Spring 2015

2047	Acres	45	NO3 (#N/ACRE) 4/30/2015	Fertilizer Applications (#N/Acre)							Cropping History					Soil 178 - Warden Silt Loam 3-8% Slopes						
	Soil Testine?	YES		Year	Liquid Manure	Solid Manure	Com.	Bio	Comp	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield	Condition	Hole	Consistency	Moisture	Roots	Refusal	
	Test Frequency	Annually		2015	150	0	0	0	0	0	150	Alfalfa	10 Tons			Fair	A	SH, SH, SH, SH, S, SH	M, M, M, M, D, M	5.9		
	Irrigation Type	Pivot		2014	300	0	0	0	0	0	300	Alfalfa	9 Tons				B	SH, SH, SH, S	M, M, M, D	5.3		
	Irrigation Schedule	Routine Schedule		2013	300	0	0	0	0	0	300	Alfalfa	9.5 Tons				C	SH	M	2	2	
	Hour Sets	120		2012	300	0	0	0	0	0	300	Alfalfa	5.5 Tons				D	SH	M	2	3	
	Irrigation years	10		TOTAL	3321												E					
				NH4-N	21	Comments																
				ORGANIC	3.11																	

2048	Acres	150	NO3 (#N/ACRE) 4/30/2015	Fertilizer Applications (#N/Acre)							Cropping History					Soil 120 - Scoon Silt Loam 2-5% Slopes						
	Soil Testine?	YES		Year	Liquid Manure	Solid Manure	Com.	Bio	Comp	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield	Condition	Hole	Consistency	Moisture	Roots	Refusal	
	Test Frequency	Annually		2015	0	0	0	0	0	0	0	Triticale	4.7 Tons			Good	A	S	M	1.6	1.6	
	Irrigation Type	Wheel Lines		2014	0	0	0	0	0	0	0	Alfalfa	7 Tons				B	S	M	1.4	1.5	
	Irrigation Schedule	Routine Schedule		2013	0	0	0	0	0	0	0	Alfalfa	7 Tons				C	S	M	1.4	1.5	
	Hour Sets	12		2012	0	0	0	0	0	0	0	Alfalfa	7 Tons				D	S	M	1.7	1.8	
	Irrigation years	15		TOTAL	217	Comments																
				NH4-N	17	Liquid Manure was applied twice per year. Records are unavailable for #/acre of N																
				ORGANIC	3.51																	

2049	Acres	35	NO3 (#N/ACRE) 5/3/2015	Fertilizer Applications (#N/Acre)							Cropping History					Soil 177 - Warden Silt Loam 2-5% Slopes						
	Soil Testine?	YES		Year	Liquid Manure	Solid Manure	Com.	Bio	Comp	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield	Condition	Hole	Consistency	Moisture	Roots	Refusal	
	Test Frequency	Annually		2015	0	0	0	0	0	0	0					Good	A	S	M	4.7		
	Irrigation Type	Pivot		2014	0	0	50	0	0	0	50	Corn Grain	8 Tons				B	S	M	4.2		
	Irrigation Schedule	Routine Schedule		2013	0	0	60	0	0	0	60	Corn Silage	8 Tons				C	S	M	5.9		
	Hour Sets	DAILY		2012	0	0	45	0	0	0	45	Corn Silage	28 Tons				D	S	M	4.2		
	Irrigation years	1		TOTAL	164	Comments																
				NH4-N	19																	
				ORGANIC	1.55																	

2050	Acres	55	NO3 (#N/ACRE) 5/3/2015	Fertilizer Applications (#N/Acre)							Cropping History					Soil 177 - Warden Silt Loam 2-5% Slopes						
	Soil Testine?	YES		Year	Liquid Manure	Solid Manure	Com.	Bio	Comp	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield	Condition	Hole	Consistency	Moisture	Roots	Refusal	
	Test Frequency	Biannually		2015	0	0	0	0	0	0	0	Triticale	8 Tons			Good	A	S	M	2.2	4	
	Irrigation Type	Pivot		2014	0	0	80	0	0	0	80	Triticale	8 Tons	Corn Silage	30		B	S	M	2.7	4	
	Irrigation Schedule	Routine Schedule		2013	0	0	0	0	0	0	0	Triticale	8 Tons	Corn Silage	30		C	S	M	5.3		
	Hour Sets	8		2012	0	0	45	0	0	0	45	Triticale	8 Tons	Corn Silage	30		D	S	M	3.4		
	Irrigation years	8		TOTAL	203	Comments																
				NH4-N	25																	
				ORGANIC	2.95																	

NO3 (#N/ACRE)		Fertilizer Applications (#N/Acre)							Cropping History					
4/30/2015		Year	Liquid Manure	Solid Manure	Com.	Bio	Comp	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield	
1 ft	113	2015	150	0	0	0	0	0	150	Alfalfa	10	Tons		
2 ft	466									Alfalfa	9	Tons		
3 ft	913									Alfalfa	9.5	Tons		
4 ft	951									Alfalfa	5.5	Tons		
5 ft	626													
6 ft	252													
TOTAL	3321													
NH4-N	21	Comments												
ORGANIC	3.11													

NO3 (#N/ACRE)		Fertilizer Applications (#N/Acre)							Cropping History					
4/30/2015		Year	Liquid Manure	Solid Manure	Com.	Bio	Comp	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield	
1 ft	144	2015	0	0	0	0	0	0	0	Triticale	4.7	Tons		
2 ft	73									Alfalfa	7	Tons		
3 ft										Alfalfa	7	Tons		
4 ft										Alfalfa	7	Tons		
5 ft										Alfalfa	7	Tons		
6 ft														
TOTAL	217													
NH4-N	17	Comments												
ORGANIC	3.51													

Liquid Manure was applied twice per year. Records are unavailable for #/acre of N

NO3 (#N/ACRE)		Fertilizer Applications (#N/Acre)							Cropping History					
5/3/2015		Year	Liquid Manure	Solid Manure	Com.	Bio	Comp	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield	
1 ft	84	2015	0	0	0	0	0	0	0					
2 ft	8									Corn Grain	8	Tons		
3 ft	11									Corn Silage	8	Tons		
4 ft	8									Corn Silage	28	Tons		
5 ft	45													
6 ft	8													
TOTAL	164													
NH4-N	19	Comments												
ORGANIC	1.55													

NO3 (#N/ACRE)		Fertilizer Applications (#N/Acre)							Cropping History					
5/3/2015		Year	Liquid Manure	Solid Manure	Com.	Bio	Comp	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield	
1 ft	18	2015	0	0	0	0	0	0	0	Triticale	8	Tons		
2 ft	9									Triticale	8	Tons	Corn Silage	30
3 ft	21									Triticale	8	Tons	Corn Silage	30
4 ft	43									Triticale	8	Tons	Corn Silage	30
5 ft	61													
6 ft	51													
TOTAL	203													
NH4-N	25	Comments												
ORGANIC	2.95													

# Deep Soil Sampling - Fall 2015

Revised 2-10-2016

ID	Acres		Soil Testine?	Test Frequency	Current Irrigation System	Type	Schedule	Hour Sets	Current Years	Previous Irrigation System	Type	Previous Years	NO3 (#N/ACRE) 10/13/2015	Fertilizer Applications (#N/Acre)								Cropping History					Soil	177 - Warden Silt Loam 2-5% Slopes							
	8													Year	Liquid Manure	Solid Manure	Com.	Bio	Comp	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield	2016		Hole	Consistance	Moisture	Roots	Refusal			
	YES													1 ft	2016	0	0	0	0	0	0	0	Triticale	10 Tons				Crop Condition	A	S, SH	M, M	1.2			
3083	8		YES	Once per Year	Wheel-line	Shovel Method			20	Wheel Lines			417	2016	0	0	0	0	0	0	0	Triticale	10 Tons				Good	Planned	B	S, S, SH	M, Dp, M	1.8			
													412	2015	0	100	0	0	0	0	100	Barley	2.7 Tons	Barley Hay	2.5 Tons				C	S, SH, SH	M, M, Dp	1.5			
													118	2014	150	0	0	0	0	0	150	Alfalfa	10 Tons						D	S, SH, SH	M, M, DP	2.2			
													72	2013	150	0	0	0	0	0	150	Alfalfa	10 Tons						E						
													77	2012	0	0	0	0	0	0	0	0													
													22																						
														1118																					
														56																					
														2.96	Comments: In spring the liquid manure is about 9 pounds per 1000 gallons. During irrigation season water is blended down to under 1 pound per 1000 gallons.															Consistance Options: L=loose, S=Soft, SH=Slightly Hard, HA=Hard, EH=Extremely Hard, FR=Friable, FI=Firm, VFI=Very Firm, C=Cemented					
																														Moisture Options: D=Dry, M=Moist, Dp=Damp, W=Wet					
3084	55		NO	Not in last two years	Wheel-line	Soil Moisture Sensors		24	1	Rill Irrigation			14	2016	0	0	0	0	0	0	0						Good	Actual	B	S, S, S	M, Dp, Dp	0.8			
													5	2015	0	0	0	0	0	0	0	Pasture	2.5 Tons						C	S, S, S	M, Dp, Dp	0.6			
													3	2014	0	0	200	0	0	0	200	Triticale	8 Tons	Corn Silage	27 Tons				D	S, S, S	M, Dp, Dp	0.6			
													6	2013	0	0	200	0	0	0	200	Triticale	8 Tons	Corn Silage	28 Tons				E	S, SH	M, Dp	0.6			
													36	2012	0	0	200	0	0	0	200														
													30																						
														2.72	Comments: Nutrients applied in spring.															Consistance Options: L=loose, S=Soft, SH=Slightly Hard, HA=Hard, EH=Extremely Hard, FR=Friable, FI=Firm, VFI=Very Firm, C=Cemented					
																														Moisture Options: D=Dry, M=Moist, Dp=Damp, W=Wet					
3085	20		YES	Twice per year	Solid Set Above Canopy	Soil Moisture Sensors		24	3	Rill Irrigation			110	2016	0	0	0	0	0	0	0	Triticale	10 Tons				Good	Planned	B	S	M	0.9			
													108	2015	0	113	300	0	0	0	413	Corn	30 Tons						C	S	M	0.7			
													73	2014	0	0	100	0	0	0	100	Grapes	9 Tons						D	S	M				
													80	2013	0	0	100	0	0	0	100	Grapes	8 Tons						E	S	M				
													266	2012	0	0	0	0	0	0	0														
													108																						
														745																					
														10																					
														1.56	Comments:															Consistance Options: L=loose, S=Soft, SH=Slightly Hard, HA=Hard, EH=Extremely Hard, FR=Friable, FI=Firm, VFI=Very Firm, C=Cemented					
																														Moisture Options: D=Dry, M=Moist, Dp=Damp, W=Wet					

NO3 (#N/ACRE)		Fertilizer Applications (#N/Acre)							Cropping History				
10/13/2015		Year	Liquid Manure	Solid Manure	Com.	Bio	Comp	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield
1 ft	417	2016	0	0	0	0	0	0	0	Triticale	10 Tons		
2 ft	412		0	0	0	0	0	0	0				
3 ft	118	2015	0	100	0	0	0	0	100	Barley	2.7 Tons	Barley Hay	2.5 Tons
4 ft	72		0	0	0	0	0	0	0				
5 ft	77	2014	150	0	0	0	0	0	150	Alfalfa	10 Tons		
6 ft	22	2013	150	0	0	0	0	0	150	Alfalfa	10 Tons		
TOTAL	1118		0	0	0	0	0	0	0				
NH4-N	56	2012	0	0	0	0	0	0	0				
ORGANIC PERCENT	2.96	Comments	In spring the liquid manure is about 9 pounds per 1000 gallons. During irrigation season water is blend under 1 pound per 1000 gallons.										

NO3 (#N/ACRE)		Fertilizer Applications (#N/Acre)							Cropping History				
10/13/2015		Year	Liquid Manure	Solid Manure	Com.	Bio	Comp	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield
1 ft	14	2016	0	0	0	0	0	0	0				
2 ft	5		0	0	0	0	0	0	0				
3 ft	3	2015	0	0	0	0	0	0	0	Pasture	2.5 Tons		
4 ft	3		0	0	0	0	0	0	0				
5 ft	6	2014	0	0	200	0	0	0	200	Triticale	8 Tons	Corn Silage	27 Tons
6 ft	5	2013	0	0	200	0	0	0	200	Triticale	8 Tons	Corn Silage	28 Tons
TOTAL	36		0	0	200	0	0	0	200				
NH4-N	30	2012	0	0	200	0	0	0	200				
ORGANIC PERCENT	2.72	Comments	Nutrients applied in spring.										

NO3 (#N/ACRE)		Fertilizer Applications (#N/Acre)							Cropping History				
10/14/2015		Year	Liquid Manure	Solid Manure	Com.	Bio	Comp	Other	Total	Crop 1	Crop 1 Yield	Crop 2	Crop 2 Yield
1 ft	110	2016	0	0	0	0	0	0	0	Triticale	10 Tons		
2 ft	108		0	0	0	0	0	0	0				
3 ft	73	2015	0	113	300	0	0	0	413	Corn	30 Tons		
4 ft	80		0	0	100	0	0	0	100	Grapes	9 Tons		
5 ft	266	2014	0	0	100	0	0	0	100	Grapes	8 Tons		
6 ft	108	2013	0	0	100	0	0	0	100	Grapes	8 Tons		
TOTAL	745		0	0	100	0	0	0	100				
NH4-N	10	2012	0	0	0	0	0	0	0				

# Questions

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***POST HARVEST DEEP SOIL SAMPLING PROJECT: MARSH  
CREEK, MINIDOKA, & TWIN FALLS NITRATE PRIORITY AREAS***  
*FUNDED BY*  
IDAHO DEQ SOURCE WATER PROTECTION  
PROGRAM



SOIL & WATER  
CONSERVATION COMMISSION

*Conservation the Idaho Way: Sowing the Seeds of Stewardship*



## PROJECT DESCRIPTION/PROPOSAL

- IDEQ will provide \$40,000 in funding to ISWCC to work with producers & manage the project.
- Samples will be taken following harvest of crops.
- Samples will be taken every foot up to 6 feet maximum.
- Samples will be analyzed for N, P, & K in the 1<sup>st</sup> foot, and nitrate-N & ammonium-N and P in the deeper samples.
- Grower participation is voluntary; field locations and ownership will be confidential.
- Growers will complete a questionnaire regarding current & historic management practices on sampled fields.

# PROJECT GOALS

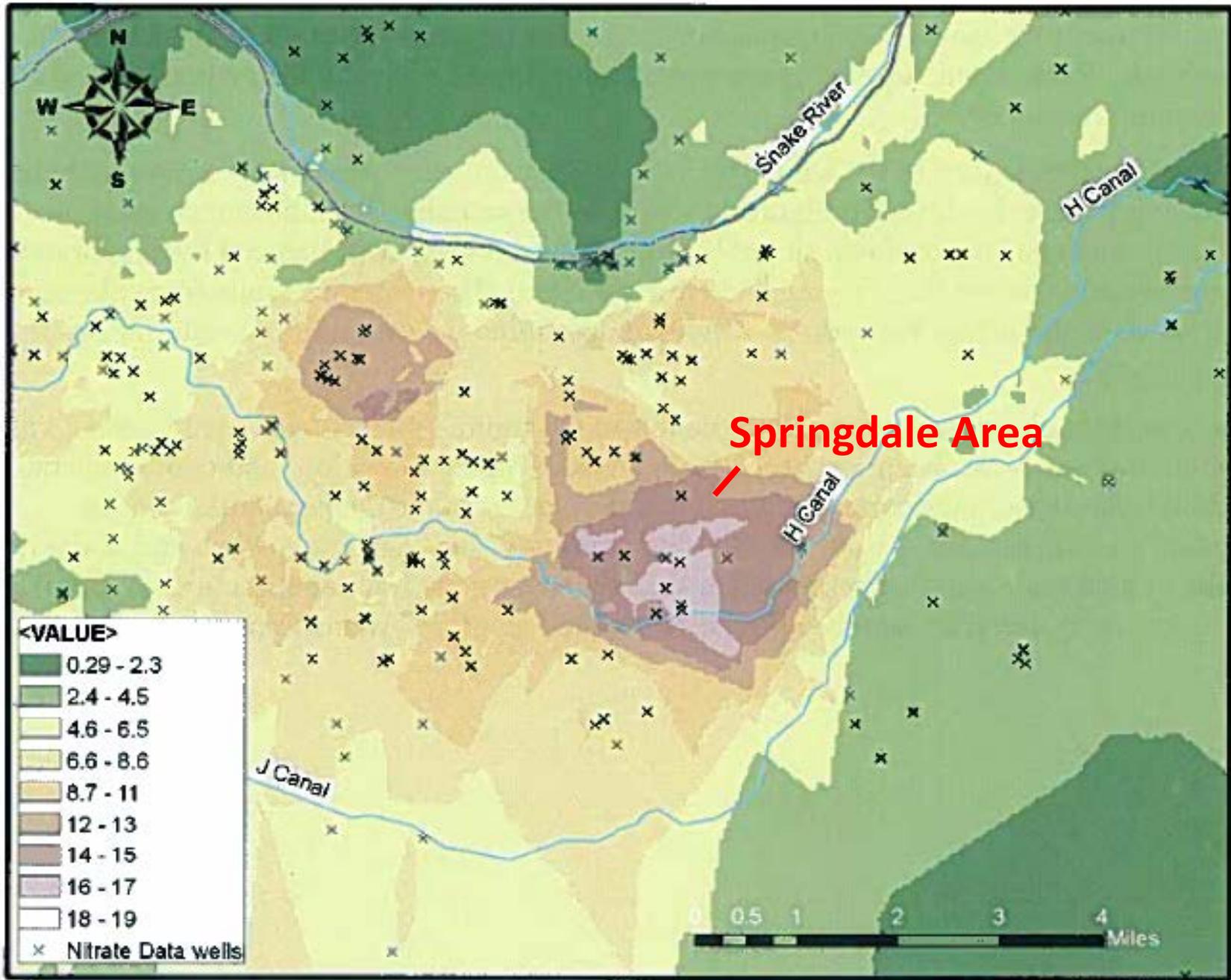
- Establish baseline data
- Provide information/education to producers
- Be an example (pilot) project that can be modeled in the future in other areas

## PROJECT LOCATION

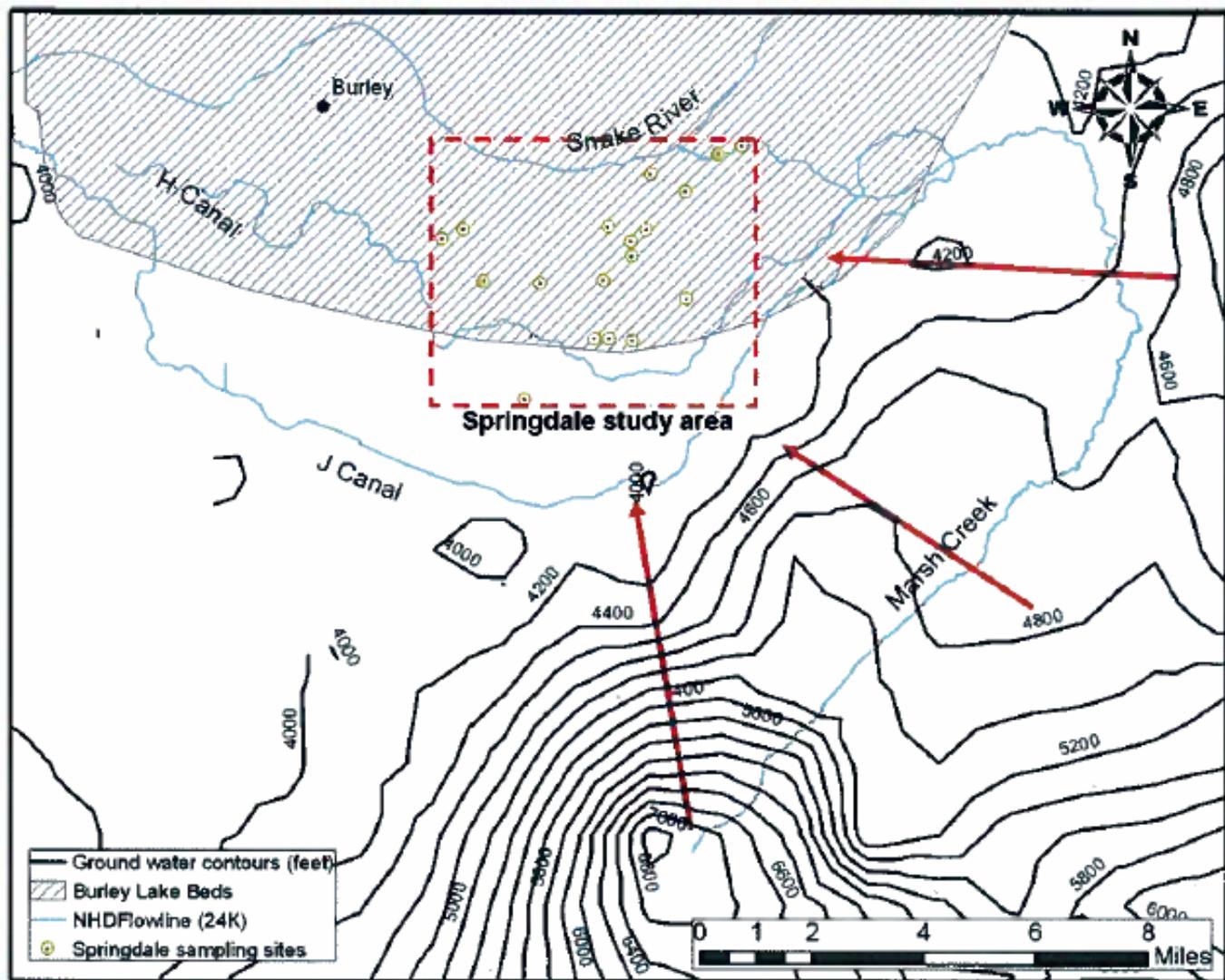
Marsh Creek Nitrate Priority Area in Cassia  
County - Ranked # 1

Twin Falls Nitrate Priority Area in Twin Falls  
County – Ranked # 21

Minidoka Nitrate Priority Area in Minidoka  
County - Ranked # 25



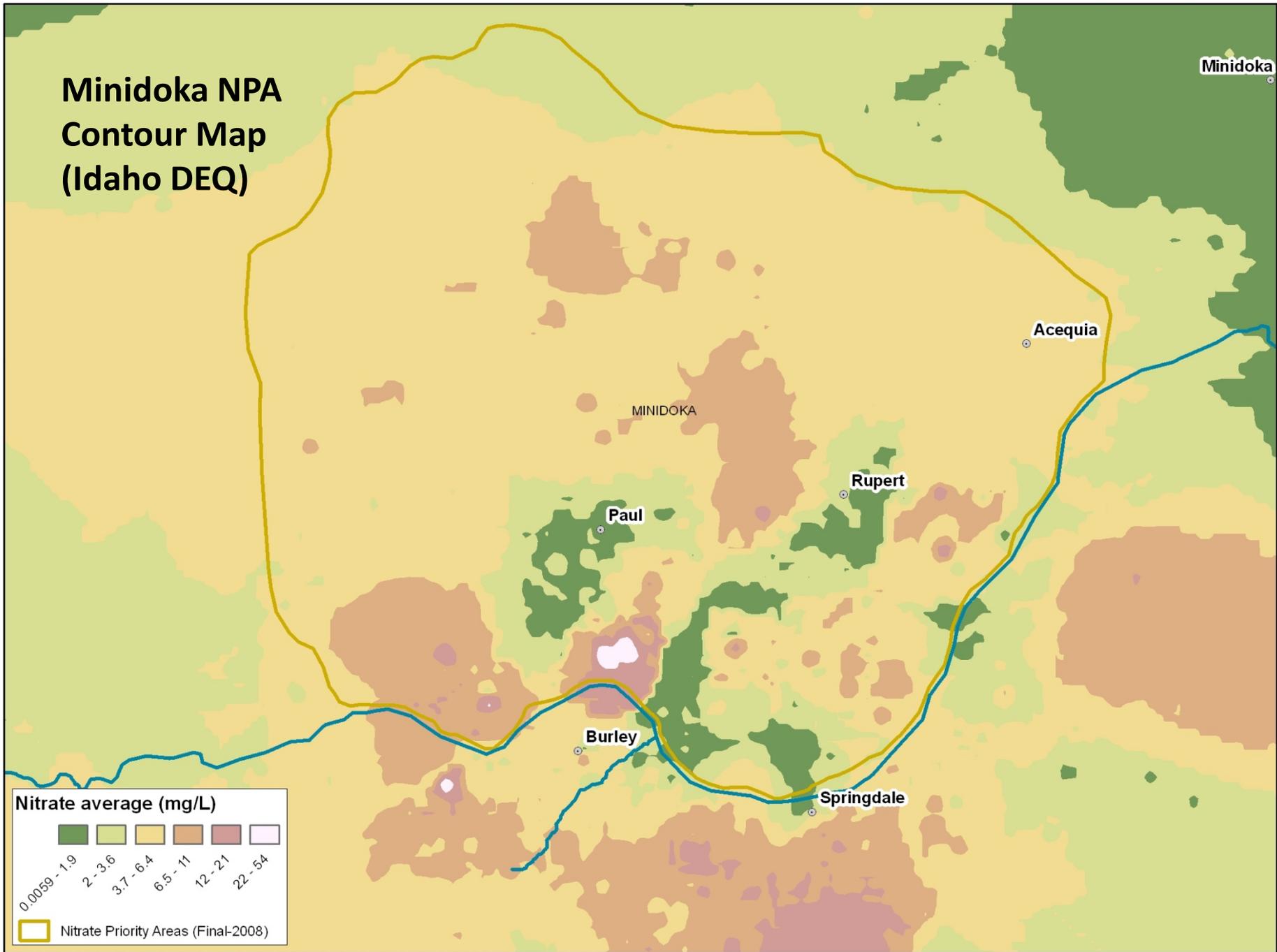
Contour Map of Nitrate Values in Cassia County (from Idaho DEQ)

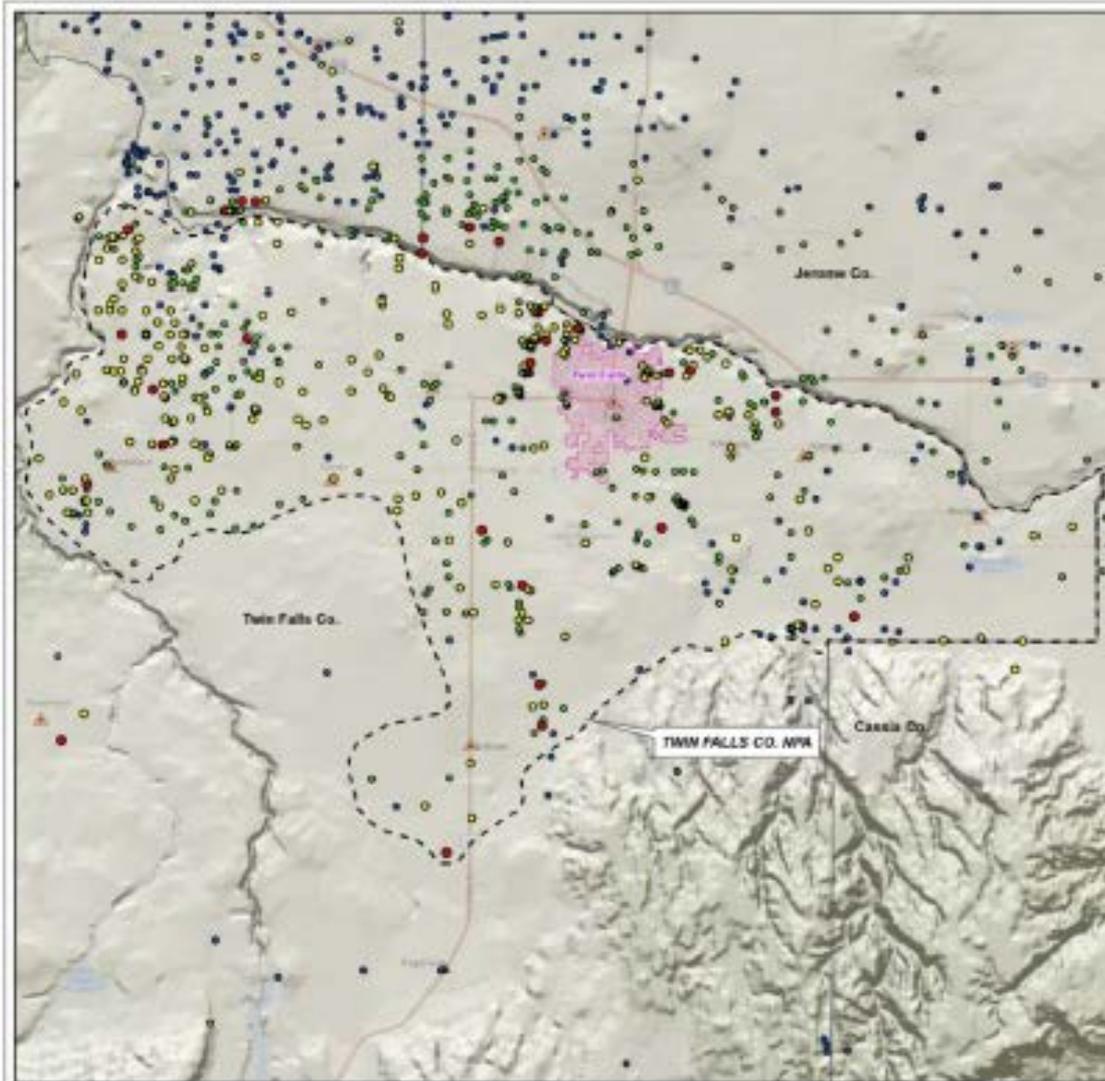


**Figure 3. Ground water contours and flow direction for the alluvial aquifer system (developed with IDWR domestic well GIS shapefile). The red arrows denote the ground water flow direction. The hatched area shows the approximate extent of the Burley lake beds (modified after Malde, 1991).**

Map prepared by Idaho DEQ (K. Schorzman and J. Baldwin)

# Minidoka NPA Contour Map (Idaho DEQ)





## TWIN FALLS CO. NITRATE PRIORITY AREA (NPA), 2014



Twin Falls Regional Office



### Twin Falls Co. NPA, 2014

#### Nitrate Concentrations (mg/L)

- < 2.00
- 2.00 - 4.99
- 5.00 - 9.99
- ≥ 10

- 2014 NPAs
- Major City Boundary
- ▲ Idaho Cities/Towns
- County Boundaries (100K)

The Drinking Water Standard or Maximum Contaminant Level (MCL) for Nitrate is 10 milligrams per liter (mg/L)



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## Why these areas?

- Marsh Creek is currently ranked # 1; prior to the 2014 ranking, Twin Falls was ranked #1.
- Soil Conservation Districts in both areas work well together and include producers who farm in multiple districts.
- The three Nitrate Priority Areas have active Ground Water Committees.
- IDEQ has a history of working with the Cassia, Minidoka, and Twin Falls Soil Conservation Districts on Source Water Protection projects and ground water improvement projects.

# SAMPLING CRITERIA (Prioritized)

1. Land located within both Nitrate Priority Area (NPA) and Source Water Assessment Area (SWA)
2. Land within NPA and within  $\frac{1}{4}$  mile of SWA boundaries or in SWA and within  $\frac{1}{4}$  mile of NPA boundary
3. Land within NPA or SWA

**Marsh Creek & Minidoka Nitrate Priority Areas  
Post Harvest Deep Soil Sampling Project  
Idaho DEQ and Idaho Soil & Water  
Conservation Commission**

Soil Conservation District

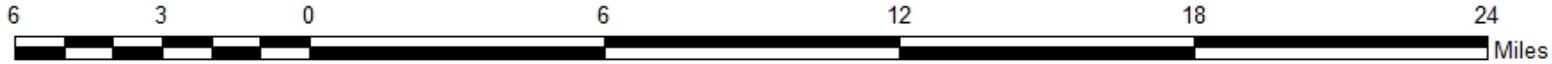
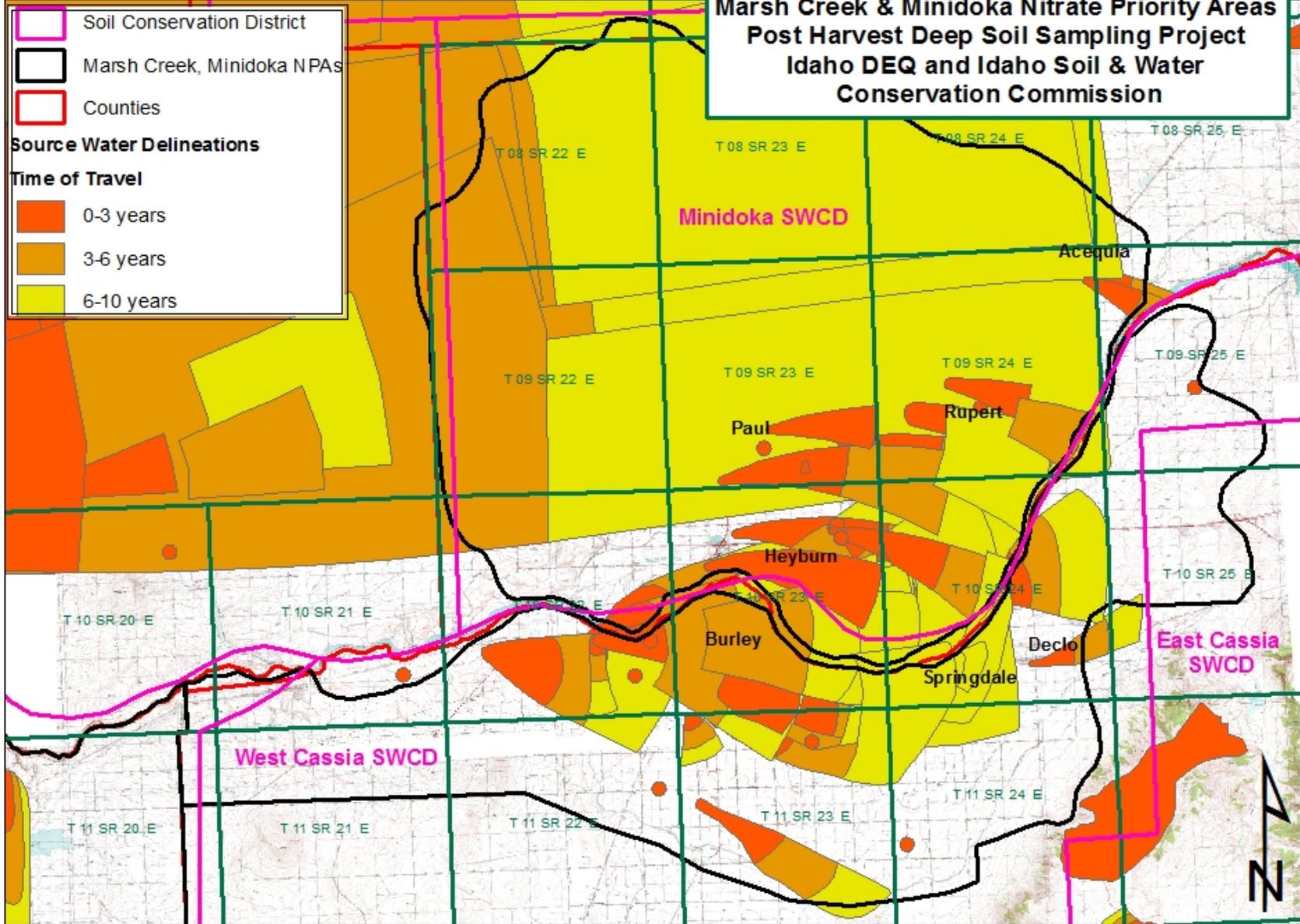
Marsh Creek, Minidoka NPAS

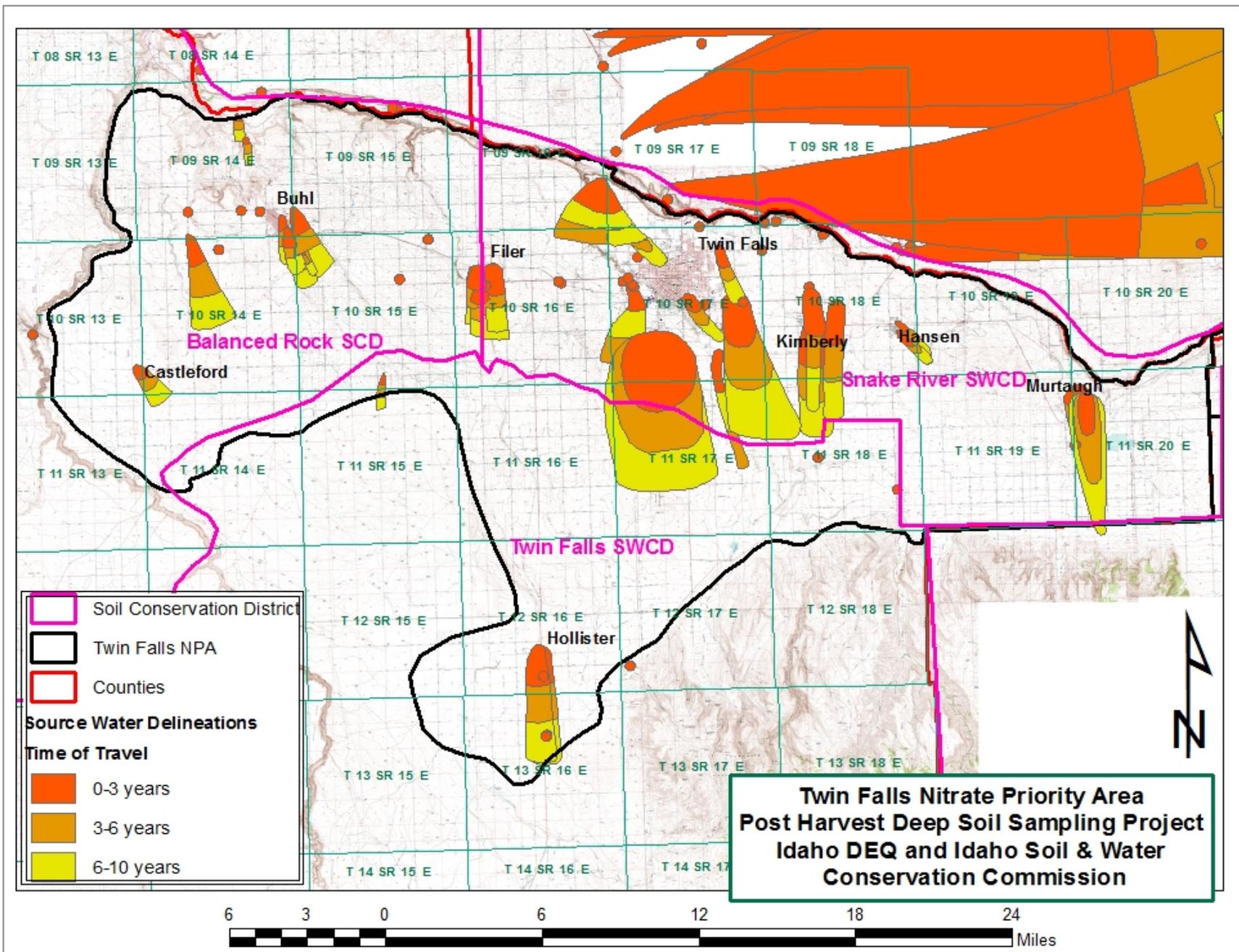
Counties

**Source Water Delineations**

**Time of Travel**

- 0-3 years
- 3-6 years
- 6-10 years





	Soil Conservation District
	Twin Falls NPA
	Counties
<b>Source Water Delineations</b>	
<b>Time of Travel</b>	
	0-3 years
	3-6 years
	6-10 years

**Twin Falls Nitrate Priority Area  
 Post Harvest Deep Soil Sampling Project  
 Idaho DEQ and Idaho Soil & Water  
 Conservation Commission**



## PROPOSED BUDGET FOR DEEP SOIL SAMPLING

<b>Item</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Spring 2016 Soil Sampling	\$210.00 per field	\$12,600.00
Spring 2016 Lab Analyses	\$90.00 per field	\$5,400.00
Fall 2016 Soil Sampling	\$210.00 per field	\$12,600.00
Fall 2016 Lab Analyses	\$90.00 per field	\$5,400.00
Administrative Overhead		\$4,000.00
<b>TOTAL</b>		<b>\$40,000.00</b>

Balanced Rock Soil Conservation District  
1441 Fillmore Street, Ste. A  
Twin Falls, Idaho 83301  
208-733-5380 ext 101

RECEIVED

MAY 02 2016

IDAHO SOIL & WATER  
CONSERVATION COMMISSION

April 27, 2016

Idaho Soil and Water Conservation Commission  
650 West State St. Rm 145  
Boise, Idaho 83702

Dear Teri Murrison and ISWCC Commissioners:

The Balanced Rock Soil Conservation District (BRSCD) would like clarification of the roll Idaho Conservation Districts play with regards to highly erodible lands (HEL), Natural Resources Conservation Service (NRCS) responsibilities, and landowner/operator interaction.

When Conservation Districts were formed, their primary duty was to the farm landowner/operator in carrying out sound and workable solutions to soil erosion problems and education of good conservation practices. District supervisors are elected under Idaho Statute and we have signed an Oath of Office in carrying out our duties and to represent our constituents. We are really the primary entity responsible for conservation practices, more so than NRCS who is in a technical and financial support roll. When it comes to Federal policies and regulations the Districts should be in support of constituents when it comes to Federal programs.

It has come to our attention that some Code of Federal Regulations (CFR) Title 7 part 12, as authorized under the Food Security Act of 1985 are not being adhered to by NRCS Idaho. This part deals with HEL and wetlands. Here are some problems encountered by the District in carrying the provisions of this CFR title.

CFR Title 7 part 12.2 Definitions, part 12.5 Exemption, and part 12.6 Administration all say and reiterate that Conservation Districts will approve conservation plans and conservation systems based on NRCS technical guidance from the field office technical guide (FOTG). The rules also state that plans can consider local conditions, technically practicable, cost effective, and whether or not it reduces soil erosion to an acceptable level. Conservation districts should take all into account when approving plans. The biggest problem BRSCD is currently dealing with, right now, is NRCS's unwillingness to address HEL compliance violations in our District. This is due to some privacy issue and laws. We are given information that some operators are out of compliance after status reviews but not who and for reasons of compliance violation. The NRCS works with these operators, and between them, they agree on a new conservation plan to get them back in compliance so they can continue to receive program payments and crop insurance subsidies. Conservation districts are left out of the approval process for these new plans. The BRSCD board agrees that NRCS is out of compliance with CFR Title 7 part 12. We further agree that these plans made without our approval are not valid and not in compliance with the above CFR. We only find out about violations by word of mouth. How are we serving when we are left in the dark? Also the FSA county committee knows who is out of compliance and for what reason.

Another problem area we have noted is in the administration of status review determinations of HEL compliance with respect to conservation plan/system adherence. In talking to former board members, the last time any conservation plans or systems were approved was 20 years or more ago. Most farmers don't even know where to find these plans or if they still exist. Most assume that NRCS has them in their files but NRCS assumes that the landowner is the keeper. After 20 years files have most likely been purged. Past plans and systems were very general with respect to crop rotations and tillage practices and were all approved as a conservation system rather than a specific plan. The system allowed practices when following low residue crops, like surface roughening or leaving standing stubble residues, or delayed seedbed preparation. Even fall moldboard plowing was acceptable if following certain guidelines. These practices, we approved, satisfied the NRCS FOTG, local conditions and is economically and technically feasible. The plans are something all could live with and is workable.

It seems within the last few years, which coincide with new farm bills, there seems to be tightening of rules and status reviews by NRCS. More people are now being found out of compliance. The problem is partially due to a new computer model wind erosion prediction tool (WEPS) adopted by NRCS to determine compliance of HEL. We are told local conditions are included within the program based on our soil type. We are also told that tillage practices are included within and that it accurately responds to what farmers are actually doing. The way this program actually works is to interview the farmer to get specific tillage operations and crop rotations. When these are input the model gives the estimate soil loss from wind erosion. The WEPS runs are used to determine compliance with HEL as well as to develop new conservation plans for those who are out of compliance or seeking assistance in developing updated plans.

NRCS is in essence making WEPS the defacto conservation plan and system. WEPS creates a host of problems with compliance of CFR Title 7 part 12. The problem is that conservation districts never approved WEPS as a conservation plan or system, nor will it ever be approved on its own, if we are to follow CFR Title 7 part 12.2, 12.5 and 12.6 and serve our constituents. WEPS removes conservation districts from the process of making conservation decisions and interaction with operators and landowners. Previously approved plans and systems, by conservation districts, have not been rescinded in lieu of WEPS.

CFR Title 7 part 12.7 Certification of Compliance, say that person certifying must allow access to the land by USDA employees for verification of compliance. This does not specifically give permission for USDA to access farm records. Can the person refuse access to records but allow access to the land during status reviews and still be in compliance? The existing plans and systems, with regards to status reviews, was for the NRCS to physically look at the land to determine system or plan compliance. Most times, the farmer didn't even need to be present but was notified. Also, CFR Title 7 610 Technical Assistance, Subpart B Soil Erosion Prediction Equations, directs NRCS which equations and models are used for HEL determinations and for conservation plan development. WEPS is not included in the CFR. We have to realize that WEPS is not a conservation plan or system, only a tool included in the FOTG to help develop plans.

The next outstanding problem is that WEPS is not understandable except by trained personnel and it is not very accessible. It is not flexible. It is definitely very time consuming to input information. The model seems to

overstate soil erosion losses in our District soil types. Some WEPS runs, behind low residue crops, are showing 50 to 60 tons per acre soil loss due to wind erosion. This comes with great skepticism from some of our constituents and mistrust of WEPS. Our district annual work plans do not even address wind erosion of being of any consequence. Irrigation induced erosion is our number one priority. The exclusive use of WEPS for determining compliance and making conservation plans may undue some partnerships because some farmers may simply choose not to participate in Federal programs. Federal crop insurance is utilized by only 20% of operators in Twin Falls County and subsidy payments have almost dried up. Being micro managed by an inflexible system is a disincentive to participate.

**To summarize these are the Districts concerns:**

- Conservation Districts should be able to participate in compliance reviews and subsequent new plans to get operators back into compliance.
- Privacy laws should not surrender our right to participate.
- Conservation Districts should have the most influence in what goes into a conservation plan or system.
- We should be able to make alternative plans and systems or still be able to utilize existing systems to addresses CFR Title 7 part 12.
- We need to give guidance to our constituents with regards to HEL administration. WEPS generated data needs to be verified on the ground to determine if it is overstating wind erosion soil loss. We also question WEPS legal validity when making HEL determinations.

We would like the Idaho Soil and Water Conservation Commission to give our District guidance in administering HEL compliance. The Commission is our supporting organization and has access to resources that we don't, so we urge your help and influence to address these problems. As a member of the NRCS state technical committee you are able to participate in guidance for and discussion of NRCS programs. We would also urge your influence in working with other farm industry groups and commissions.

We would appreciate your consideration of our concerns and would look forward to your support. Thank you.

Sincerely,



Rick Rodgers

Chairman

Balanced Rock Soil Conservation District

Cc: Curtis Elke, NRCS

Idaho Association of Soil Conservation Districts

**From:** Teri Murrison

**Sent:** Wednesday, May 04, 2016 5:34 PM

**To:** Rick Rodgers ([rodgersrick55@gmail.com](mailto:rodgersrick55@gmail.com)); chris simons ([chsimons@cableone.net](mailto:chsimons@cableone.net))

**Cc:** Curtis Elke; 'Cecchini-Beaver, Mark'; Steve Strack; Benjamin Kelly ([Benjamin@amgidaho.com](mailto:Benjamin@amgidaho.com))

**Subject:** Rogers Letter

Good afternoon, Rick and Chris,

I got the Balanced Rock Soil Conservation District's letter (see attached) requesting assistance in clarifying the role Idaho conservation districts play with regard to highly erodible lands (HEL), NRCS responsibilities, and landowner/operator interaction.

I know this is an issue that has unfortunately been simmering for awhile. You wrote:

"We would like the Idaho Soil and Water Conservation Commission to give our District guidance in administering HEL compliance. The Commission is our supporting organization and has access to resources that we don't, so we urge your help and influence to address these problems. As a member of the NRCS State technical committee you are able to participate in guidance for and discussion of NRCS programs. We would also urge your influence in working with other farm industry groups and commissions."

The Commission provides technical and financial assistance, but specifically doesn't provide legal assistance to districts. As you well know, districts are independent, locally elected units of government. While we have a Deputy Attorney General assigned to the Commission, his services are limited to representing the interests of the Commission. Consequently, the Attorney General assigned another Deputy Attorney General, Steve Strack, to assist districts with legal questions and issues. I have copied Steve on this email so he can anticipate receiving an email from you.

I'm willing to meet with Curtis and the district at some point if you feel that would be helpful, but suggest you contact Steve Strack first to understand the district's statutory responsibilities and jurisdiction (if any). You might also wish to contact Benjamin Kelly of IASCD to see if your Association will be of assistance, as well.

Sorry I don't have better news for you on this, Rick.

Teri



IDAHO SOIL & WATER  
CONSERVATION COMMISSION

Item # 4b

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, SLICHTER, AND TREBESCH**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: MAY 31, 2016**  
**RE: APPOINTMENT AND DELEGATE POWERS AND DUTIES TO ADMINISTRATOR IN 2017**

According to Idaho Statute, the Commission annually appoints and delegates authority to an administrative officer to conduct day to day operations, and carry out Board decisions and policies in the next fiscal year. It is the Board's practice to do so in June of each year. Last year, Mark Cecchini Beaver, our Deputy Attorney General, observed that the delegation form used was narrow in that it only mentions personnel actions and acknowledged that historic practices indicate the Board's intent that the delegation is actually much broader. He recommended that the Board's delegation this year expressly delegate the powers and duties regularly performed by the administrator on the Board's behalf. For example, he noted that the Board might also consider retaining the authority to approve contracts, and/or for things like communications. Attached is a draft of potential revised delegation the Board can use for a starting point for discussion. There are several issues I believe should be discussed.

#### Contracts

The approval of large and/or non-routine contracts could and should be done through formal Board action, and your Board typically does so. However, it seems that signing of routine contracts and renewing existing contracts (such as extending NRCS desk space and IT support agreements, contracting with the Department of Administration for IT support, equipment maintenance contracts, and contracts for things like vehicle purchases) could be retained within the scope of authorities delegated to the administrator. We discussed placing a dollar value on contracts as a way to separate routine from other contracts, but the NRCS routine annual renewal dollar amount is \$53,800, while the new DEQ contract was for \$30,000, so a dollar threshold may not be helpful.

#### District Reference Manual

The Reference Manual is an annually updated instruction manual that assists districts in submitting annual reports required by the Commission. The Manual provides guidance to districts on things like the proper formatting and content of five year and annual work plans, and the types of documents required to be submitted to verify annual match reports. It also provides directions for submitting requests for technical assistance, a process that we have thoroughly vetted with your Board and with Districts.

Historically, the District Reference Manual has been a guidance document created by staff to implement policies established in statute, rule, and under the direction of the Board. Unfortunately, during the transition period between the previous administrator and my hire, an update to the District Reference Manual was agendized and approved by the Board. According to Mark, that effectively removed the ability of staff to annually update the Manual without Board approval. Since this document merely implements Board policies, I recommend that the authority to update and approve guidance documents including the District Reference Manual be delegated to the Administrator.

## Communications

Should the Board decide to retain communication authority, it would be problematic for our day to day operations. The Board has established the overall messaging via the updating of our communication tools in 2013, approving consistent messaging about voluntary conservation, support for the conservation partnership, etc. As an unclassified appointee under the Board's authority, I do not stray from those messages and am always careful to reflect the opinions and desires of the Board. Further, because I am in the office every day, I can roll out a message immediately on the Board's behalf. Board members are not always available for input and waiting for the next Board meeting to formally approve the contents of a monthly newsletter, press releases, and daily Facebook posts and Twitter tweets would be impractical. I recommend that the Board delegates communication authority to me with the direction to contact the Chairman if I am unsure about something. This is the current process.

The attached Appointment and Delegation of Powers and Duties form reflects my recommendations above. Should your Board wish to revise the form, that can be done at your meeting.

**ACTION:** Appoint Teri Murrison as Administrator and Delegate Powers and Duties in 2017

**Attachments:** DRAFT FY 2017 Delegation of Powers and Duties

## **DRAFT**

### **APPOINTMENT OF ADMINISTRATOR IN FY 2017 DELEGATION OF POWERS AND DUTIES TO ADMINISTRATOR**

In accordance with Idaho Code § 22-2718(2), the Soil and Water Conservation Commission hereby appoints Teri Murrison as Administrator in fiscal year (“FY”) 2017 and delegates to the Administrator the following powers and duties.

- (1) The Administrator shall:
  - (a) Implement all policies and programs of the Commission;
  - (b) Develop legislative, budgetary, fiscal, and program proposals and plans for the consideration by the Commission;
  - (c) Represent the Commission in communications;
  - (d) Subject to Commission approval and applicable law, including Chapter 57, Title 67 of the Idaho Code and rules promulgated thereunder, enter into contracts for the procurement of goods or services necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, provided the Administrator may without Commission approval enter into contracts for the procurement of goods and services included in a budget approved by the Commission or with a value of \$10,000 or less;
  - (e) Subject to Commission approval and applicable law, including Chapter 52, Title 67 of the Idaho Code, propose to the Commission rules and regulations necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code;
  - (f) Establish, consistent with applicable law, policies and guidance documents for the distribution and performance of Commission business, and the custody, use and preservation of records, documents, and property pertaining to the operation of the Commission;

**DRAFT**

- (g) Subject to applicable federal and State law, including Title 67, Chapter 53 of the Idaho Code and rules promulgated thereunder, and as necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, establish policies for the conduct of Commission employees, establish and make appointments to subordinate positions, abolish positions, transfer employees between positions, remove employees from appointed positions, supervise all employees of the Commission, and change the duties, titles, and compensation of employees of the Commission; and
- (h) Take other action as may be necessary or appropriate to cooperate with public or private entities or individuals and otherwise to carry out the purposes of Chapter 27, Title 22 of the Idaho Code.

(2) The Administrator may delegate to any subordinate employee of the Commission such of his or her powers and duties as the Administrator finds necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, except the powers provided above in Paragraph 1(g).

The Commissioners [unanimously] confirmed the continued appoint of Teri Murrison as Administrator in FY 2017 during the Commission's June XX, 2016 public meeting.



# 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, May 19, 2016  
8:00 am – 1:00 pm MST

**Location:**

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

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### APPROVED MINUTES

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**COMMISSION MEMBERS PRESENT:**

Norman Wright (Chair)                      David Radford (teleconference)  
Glen Gier (teleconference)

**COMMISSION STAFF PRESENT:**

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

**PARTNERS AND GUESTS PRESENT:**

5  
6 Mark Cecchini-Beaver, Office of the Attorney General  
7

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

8  
9  
10 Chairman Wright called the meeting to order at 8:02 a.m.  
11 Roll call: Chairman Norman Wright, Commissioners David Radford and Glen Gier were present.  
12

**ITEM #2: AGENDA REVIEW**

13  
14 Action: None taken  
15

**ITEM #3: PARTNER REPORTS**

16  
17 Action: None taken  
18

**ITEM #4a: MINUTES**

19  
20 Action: Commissioner Gier moved to approve the April 21, 2016 minutes as submitted.  
21 Commissioner Radford seconded the motion. Motion carried by unanimous vote.  
22  
23

24 **ITEM #4b: ADMINISTRATOR'S REPORT**

25 Action: None taken

26

27 **ITEM #4c: FINANCIAL REPORTS**

28 Action: Commissioner Radford moved to approve the April 30, 2016 financial report as  
29 submitted. Commissioner Gier seconded the motion. Motion carried by unanimous vote.

30

31 **ITEM #5a: DISTRICT SUPPORT SERVICES**

32 Action: None taken

33

34 **ITEM #5b: RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM**

35 Action: None taken

36

37 **ITEM #6a: REPORTS**

38 Action: None taken

39

40 **ITEM #7: ADJOURN:**

41 The meeting was adjourned at 8:55 a.m. The next Commission Meeting will be held in Boise and  
42 via teleconference on June 9, 2016.

43

44 Respectfully submitted,

45

46

47

48 Leon Slichter, Secretary



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

Item # 4d

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, SLICHTER, AND TREBESCH**  
**FROM: RHONDA YADON, FISCAL & HR MANAGER**  
**DATE: JUNE 9, 2016**  
**RE: FINANCIAL REPORTS, FISCAL MATTERS**

**FINANCIAL REPORTS**

Attached for your review is the YTD Financial Summary Report as of May 31, 2016. Due to the earliness of our Board Meeting this month, final actual numbers are not available at this time to be able to compile the usual Detail Financial Report. I will bring the Detail Financial Report to your meeting and will review the details of the calculations in both reports at that time. Overall, I believe that we are in good financial standing and will be ready to address any questions you may have at your meeting.

**AUDIT REPORTS FOR FISCAL YEARS 2011 AND 2012**

We have been told by Legislative Services that our Audit Report for Fiscal Years 2011 and 2012 are still not ready to present to the Commission Board. I will keep you updated each month until we can get a final report from them. Our reports are still with the LSO managerial staff going through their review process.

**COMMISSIONER HONORARIUMS**

Below is a schedule of the balances remaining of all the Commissioner honorariums. Commissioners to date have spent 109% of the allocation. The additional travel anticipated in June will likely leave the honorarium budget 121% spent. Next year we will revise the budgeted percentages to allow for the Chairman’s additional meeting responsibilities.

Commissioner	Days Budgeted/ Traveled to Date	Benefit Costs included in Honorariums	Honorariums Budgeted	Expended to Date	Projected thru June 30, 2016*	Projected Balance/ (Overage)
Wright	20 / 31	\$224	\$1,224	\$1,915	\$183	(\$874)
Gier	20 / 20	\$224	\$1,224	\$1,245	\$122	(\$143)
Trebesch	20 / 18	\$224	\$1,224	\$1,115	\$122	(\$13)
Radford	20 / 17	\$224	\$1,224	\$1,061	\$123	\$40
Slichter	20 / 22	\$224	\$1,224	\$1,346	\$183	(\$305)
Totals		\$1,120	\$6,120	\$6,682	\$733	(\$1,295)

\* Projected travel includes June Board Meetings, IASCD Meetings, and Div 2 Tour

**RECOMMENDED ACTION:** Approve the May 31, 2016 Financial Reports

Attachment: SWC Summary Financial Report as of May 31, 2016

Soil and Water Conservation  
FY2016 YTD Financial Summary Through May 31, 2016

Updated: 5/9/2016

**Fund Summaries**

**Appropriation**

Fund Source	General Fund				Professional Services				RCRDP Loan Administration				Revolving Loan			
<b>Personnel Funds</b>	Budget	Expenditures	Expenditures Projected	Remaining					Budget	Expenditures	Expenditures Projected	Remaining				
	\$ 1,119,800	\$ 991,118	\$ 99,536	\$ 29,146					\$ 155,200	\$ 140,584	\$ 14,409	\$ 207				
<b>Operating Funds</b>	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining
	\$ 169,400	\$ 146,126	\$ 19,797	\$ 3,477	\$ 17,730	\$ 3,041	\$ -	\$ 14,689	\$ 146,100	\$ 52,962	\$ 24,622	\$ 68,516	\$ 30,000	\$ 880	\$ -	\$ 29,120
<b>Capital Funds</b>	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining								
	\$ 48,300	\$ 48,300	\$ -	\$ -	\$ 2,270	\$ 2,270	\$ -	\$ -								
<b>Trustee and Benefit</b>	Budget	Expenditures	Expenditures Projected	Remaining												
	\$ 1,253,200	\$ 1,253,200	\$ -	\$ -												

**Cash Balance at 05/31/16**

Fund Source	General Fund				Professional Services				RCRDP Loan Administration				Revolving Loan			
	Beg Cash at 7/1/15	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/15	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/15	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/15	Plus Total Receipts	Less Total Expenses	Actual Cash balance
	\$ 2,590,700	\$ -	\$ 2,437,045	\$ 153,655	\$ 5,873	\$ 29,575	\$ 4,903	\$ 30,545	#####	\$ 947,452	\$ 557,431	\$ 6,976,158	\$ 25,484	\$ 12,723	\$ 880	\$ 37,327



## IDAHO SOIL & WATER CONSERVATION COMMISSION

### Item #4e

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, SLICHTER, AND  
TREBESCH**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: MAY 31, 2016**  
**RE: ADMINISTRATOR'S REPORT**

#### **ACTIVITIES**

Since your last meeting, the following activities have taken place:

- NASCA Spring Board Retreat, McCall, ID The National Association of State Conservation Agencies (NASCA) held its annual Spring Board Retreat in McCall May 24-26<sup>th</sup> this year. Chairman Norman Wright welcomed NASCA Board members to Idaho and made a presentation on the Commission. IASCD Steve Becker made a presentation on the Clearwater Fire Recovery Collaborative effort. The Board met for a day and a half, discussing NASCA finance reports, annual meeting plans, regional reports, the National Conservation Planning Partnership, assigned members to committees, targeted state recruiting, the 2018 Farm Bill, the state of voluntary incentive-based conservation nationwide, proposed resolutions from the Policy Committee, a slate of officers, funding for the Envirothon and Board representation, and more. On the afternoon of the 25<sup>th</sup>, Board members toured the McCall Smokejumper Base, and Valley SWCD's Paul Kleint and the Lake Irrigation District's Watermaster John Leedom led a tour of the J-Ditch Project near McCall (see June's *Conservation the Idaho Way* for more information).
- NRCS Tour Chairman Wright attended an NRCS tour of projects in the Caldwell area. Due to a previous conflict, I was only able to meet the group for lunch. Also attending were Curtis Elke, staff, and operations personnel from Washington, DC, Texas, and elsewhere.

#### **COMMISSION PLEDGE TO CONTRIBUTE TO THE FY 2018 INTERNATIONAL ENVIROTHON**

Attached is a copy of a letter received from Chris Banks, Idaho Envirothon 2018 Committee Chairman. Chris is requesting the Commission pay part or all of the Board's committed pledge of \$6,000 this fiscal year. It appears that we will be able to pay \$4,500 of that amount by June 30, 2016, and the remaining \$1,500 can be paid to satisfy a District 6 regional capacity building request as part of a yet to be identified district allocation payment. That will fully satisfy payment of your pledge for the 2018 Envirothon.

In addition, Caribou District plans to request this year's \$1,500 Envirothon donation as a Division 5 regional capacity building request for FY 2017.



## IDAHO SOIL & WATER CONSERVATION COMMISSION

### **FY 2017 PROPOSED COMMISSION REGULAR MEETING SCHEDULE**

The following are proposed dates for your Regular Meeting attendance planning in FY 2017. Meetings can be rescheduled if necessary.

August 25, 8 am	Len B. Jordan Building, basement conference room, Boise
September 15, 8 am	Len B. Jordan Building, basement conference room, Boise
October – no mtg.	Fall Division meetings
November 15	IASCD Annual Conference, Pocatello (date tentative)
December – no mtg.	Holiday break
January, wk. of 30 <sup>th</sup>	Idaho Water Center, Boise, date to coincide with JFAC presentation
February wk. of 13 <sup>th</sup> or 20 <sup>th</sup>	Idaho Water Center, Boise, date to coincide with Ag Summit
March – no mtg.	Spring Division meetings
April 13, 8:00 am	Idaho Water Center, Boise
May 11, 8:00 am	North Idaho Field Meeting to coincide with Forestry Contest
June 8, 8:00 am	Idaho Water Center, Boise

**Attached, for your information, is a copy of a news release about recent testimony given by ISDA Director Celia Gould**

RECOMMENDED ACTION: For information only

Attachments:

- Envirothon 2018 National Request Letter, Banks
- ISDA Director Celia Gould testimony



NCF-Envirothon 2018 Contest, Pocatello, Idaho  
Chris Banks, Co-Chairman  
C/O Caribou Soil Conservation District  
390 East Hooper Avenue  
Soda Springs, Idaho 83276 (208) 547-4396

Norman Wright

650 West State, Room 145

Boise, Idaho 83702

Chairman Wright:

This letter is written to request the \$6,000 which the Idaho Soil and Water Conservation Commission pledged in support of the National Conservation Foundation Competition to be held in Pocatello, Idaho July 2018.

I want to thank you for your support of the Idaho Envirothon program. Without the support of the commission and your staff, the Idaho State Envirothon competition would not happen. Your willingness to allow commission staff to assist in teaching, judging, and offering their vast knowledge and skills is a vital part of the Idaho Envirothon competition.

I also want to thank you for your willingness to support the effort for Idaho to host the National Conservation Foundation event in July of 2018. We are very excited to bring approximately fifty (50), seven (7) member teams to Pocatello to compete and learn about our natural resources.

To be able to bring those teams to Idaho we must undergo a large fundraising effort. We are working toward a goal of \$225,000 to enable us to put on the competition. In the fall of 2015 the Idaho Soil and Water Conservation Commission pledged \$6,000 in support of the National event coming to Idaho. At this time the Idaho National Envirothon Committee is requesting the \$6,000 pledged to the competition. The Caribou Soil Conservation District is the account holder for the National event, please send your sponsorship to:

Caribou Soil Conservation District

390 East Hooper Avenue

Soda Springs, Idaho 83276

Thank you again for your support! And I am looking forward to this great event coming to Idaho.

Sincerely,

Christopher Banks, Idaho NCF Chairman

**Contact:**  
Amanda Culp  
Director, Communications  
(202) 296-9680  
[amanda@nasda.org](mailto:amanda@nasda.org)

FOR IMMEDIATE RELEASE  
May 17, 2016

## Gould Testimony Stresses Need for Cooperation on Conservation

Celia Gould, Director of the Idaho State Department of Agriculture and Chair of the National Association of State Departments of Agriculture (NASDA)'s Natural Resources and Environment Committee, [testified](#) before the House Agriculture Committee's Subcommittee on Conservation and Forestry today on the impacts of environmental regulations and voluntary conservation practices have on the farm economy.

In her remarks, Gould addressed how her department, which implements the majority of regulatory programs affecting Idaho agriculture, is often caught in the middle between federal land management and the needs of Idaho's agriculture producers.

Gould emphasized the importance of federal agencies working cooperatively with state partners and stakeholders to address natural resource conservation. Gould cited a 2012 event when livestock producers were first responders to a wildfire on public land. Upon arrival by federal land managers, the ranchers were dismissed from the area, and the wildfire grew from five acres to 40,000 acres. It was a catalyst for a coalition of livestock producers to seek changes to the federal policy and create the Rangeland Fire Protection Associations, in partnership with the State of Idaho and the U.S. Bureau of Land Management.

"We need to have officials who make sure that everyone plays by the rules, but just as importantly, we must support an environment where citizens can seize opportunities for voluntary conservation without red-tape or bureaucratic roadblocks," said Gould. "We make a good team when federal agencies see us as partners, not adversaries."

Gould also highlighted the NRCS Regional Conservation Partnership program as a model which unites partners toward targeted conservation goals.

"I don't disagree that federal agencies play an important role in the day to day lives of Idahoans, but they aren't the ones who have the greatest stake in the future of Idaho. That belongs to our citizens and the people closest to the land. Farmers and ranchers know they must act be thoughtful stewards. I'll look to them—and their indelible love of the land—as our best chance of meeting growing demands for food and resources while protecting the careful balance which makes Idaho one of the greatest natural landscapes in the world."

As Director of Agriculture, Gould administers a wide variety of important agricultural programs including, animal disease and pest detection and prevention, environmental protection and conservation as well as promoting agricultural products locally, nationally and throughout the world. Idaho is home to 27 commodities ranking in the top ten for production in the nation and has over 60% of its land mass managed by the federal government.

NASDA is a nonpartisan, nonprofit association which represents the elected and appointed commissioners, secretaries, and directors of the departments of agriculture in all fifty states and four U.S. territories. To learn more about NASDA, please visit [www.nasda.org](http://www.nasda.org).

###



National Association of State Departments of Agriculture  
4350 North Fairfax Drive  
#910  
Arlington, VA 22203  
Tel: 202-296-9680  
[www.nasda.org](http://www.nasda.org)



**Item #4f**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, SLICHTER, AND  
TREBESCH**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: MAY 31, 2016**  
**RE: FY 2017-2020 STRATEGIC PLAN**

As you know, the Commission is required by statute to submit an updated and adopted Strategic Plan to serve as a guidance document for the agency for the next four years. In March, your Board reviewed this year's update which was slightly modified to remove completed tasks and to add additional tasks as indicated by Track Changes in the attached document. After your review, a copy of the attached Draft Strategic Plan was distributed to the Administrator's Strategic Plan District & Partner Review Committee (Steve Becker, Art Beal, Dennis Tanikuni, Benjamin Kelly, and Chris Simons). Chris Simons, IDEA Director, responded saying it "looks good".

The draft wasn't distributed to districts for comments and additional input until late May, however because updates were minor and District & Partner Review Committee response last month was scarce, staff anticipates little if any feedback directly from districts. Any comments received will be presented for your consideration at your meeting.

The Board is statutorily required to adopt a final Strategic Plan at the June meeting to meet DFM's submittal deadline of July 1<sup>st</sup>. Staff recommends approval of the draft plan with any modifications desired by the Board.

**RECOMMENDED ACTION:** Approve

Attachments: Draft FY 2017-2020 Strategic Plan

# FY 2017-2020 Strategic Plan

*Conservation the Idaho Way: sowing seeds of stewardship*



## Idaho Soil & Water Conservation Commission

650 W. State Street, Room 145  
Boise, Idaho 83702  
208-332-1790  
[www.swc.idaho.gov](http://www.swc.idaho.gov)



SOIL & WATER  
CONSERVATION COMMISSION

*Conservation the Idaho Way: Sowing the Seeds of Stewardship*

**“A good river is nature's life work in song.”**

*Mark Helprin*



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## CONSERVATION THE IDAHO WAY

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

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

## MISSION

We facilitate coordinated non-regulatory, voluntary, and locally-led conservation by federal, state, and local governments including Idaho's conservation districts and other partners to conserve, sustain, improve, and enhance soil, water, air, plant, and animal resources. (IC 27:22)

## SLOGAN

Conservation the Idaho Way: sowing seeds of stewardship

## VISION

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

## GUIDING PRINCIPLES

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

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## CORE FUNCTIONS

The Conservation Commission focuses on three core functions:

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

## KEY EXTERNAL FACTORS

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

- Changing demographics and land use designations.
- State and federal regulatory pressure and mandates that could shift priorities and resources away from current activities.
- Changing economics and pressures of agricultural and natural resources dependent industries which could result in significant increases or decreases in conservation program participation.
- Changing economics of state and federal budgets, which could result in additional agency cuts or fewer conservation dollars available to be spent in the state.

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# FY 2017-2020 Strategic Plan/OWP

## CORE FUNCTIONS & KEY PERFORMANCE MEASURES

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

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## FY 2017-2020 Strategic Plan/OWP

GOALS	OBJECTIVES	KEY PERFORMANCE MEASURES	BENCHMARKS
	<b>General Conservation Programs &amp; Services</b>	<b>Total Maximum Daily Load (TMDL) Implementation Planning Program</b> – subject to DEQ priorities, write plans/ designated lead for voluntary ag/grazing projects on listed/impaired waterways	<ul style="list-style-type: none"> <li>▪ Quantify &amp; track:                             <ul style="list-style-type: none"> <li>▪ # of new plans assigned by DEQ</li> <li>▪ # plans completed</li> <li>▪ # in progress</li> <li>▪ # pending</li> </ul> </li> </ul>
		<b>Ground Water Quality/Nitrate Priority Areas</b> - Facilitate cooperative ground water protection, promote and support implementation of water quality projects to maintain and enhance ground water quality	<ul style="list-style-type: none"> <li>▪ Quantify &amp; track:                             <ul style="list-style-type: none"> <li>▪ # acres treated</li> <li>▪ Nitrates reduced (#s)</li> <li>▪ Phosphorus reduced (#s)</li> <li>▪ Sediments reduced (tons)</li> </ul> </li> </ul>
<b>3. Build Support for Voluntary Conservation</b>	<b>Conduct outreach and communication</b> educate/inform public, decision makers, partners, and other stakeholders	Maintain Facebook & Twitter content about voluntary conservation activities of Commission and districts	<ul style="list-style-type: none"> <li>▪ Quantify:                             <ul style="list-style-type: none"> <li>▪ # of Facebook friends</li> <li>▪ # of Twitter followers</li> </ul> </li> </ul>
		Publish monthly newsletter about voluntary conservation activities of Commission and districts	<ul style="list-style-type: none"> <li>▪ Quantify # of subscriptions</li> </ul>
		Co-produce video on Envirothon with Idaho Rangeland Resource Commission	<ul style="list-style-type: none"> <li>• 1 7-9 minute video about the Idaho Envirothon competition for use in legislative and other presentations in FY 2017</li> <li>• Present to 5 germane legislative committees</li> </ul>

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# FY 2017-2020 Strategic Plan

*Conservation the Idaho Way: sowing seeds of stewardship*

**C.L. "Butch" Otter, Governor**

**Board**

H. Norman Wright, Chairman

Gerald Trebesch, Vice Chair

Leon Slichter, Secretary

Dave Radford, Member

Glen Gier, Member

**Administrator**

Teri Murrison

**Idaho Soil & Water Conservation Commission**

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### FY 2016 WORK PLAN & INTERNAL PERFORMANCE INDICATORS

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
<b>1. Support District conservation efforts</b>			
	<b>Provide technical assistance</b>	Technical assistance available to districts that request services (as resources allow)	<ul style="list-style-type: none"> <li>▪ Conduct inventory of available field staff hours</li> <li>▪ Invite district requests through formal allocation process</li> <li>▪ Convene Division stakeholder workgroup(s) to rank and recommend awards</li> <li>▪ Leadership Team allocates district support time:               <ul style="list-style-type: none"> <li>○ ~40% of available field staff time to technical assistance</li> <li>○ ~10% of available field staff time to general discretionary hours</li> </ul> </li> <li>▪ Provide technical assistance to awarded projects and on discretionary basis as time permits</li> <li>▪</li> <li>▪ Convene division Technical Assistance Work Group (TAWG) meetings (6), review prior year's processes</li> </ul>
	<b>Provide comprehensive assistance</b>	Comprehensive assistance and capacity building assistance services provided to districts as resources allow	<ul style="list-style-type: none"> <li>▪ See deliverables above relating to process for awarding district requests</li> <li>▪ Field staff attend district board meetings min. of once per quarter</li> </ul>
		All districts update 5-Year Plans annually	<ul style="list-style-type: none"> <li>▪ Assist districts that request service</li> </ul>
		Statutory requirements met for annually holding district budget hearing	<ul style="list-style-type: none"> <li>▪ Conduct annual budget/unmet needs for implementation of water quality improvement projects as identified/prioritized in 5-year, other plans in June</li> <li>▪ Disseminate results to Board, public, decision-makers as appropriate</li> </ul>
		Districts aware of potential capacity building opportunities with other partners	<ul style="list-style-type: none"> <li>▪ Pursue new partnership and funding opportunities, notify districts, facilitate connections</li> </ul>

## FY 2017-2020 Strategic Plan/OWP

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
	<b>Distribute State Funding</b>	Base allocations distributed in compliance with IDAPA 60.05.04	<ul style="list-style-type: none"> <li>▪ Distribute by July 31</li> <li>▪ Annually award district requests for available funding for capacity building activities. Distribute funds by July 31</li> </ul>
		\$100,000 in operating funds distributed annually (equal distribution to each district)	<ul style="list-style-type: none"> <li>▪ Distribute by July 31</li> </ul>
		\$50,000 distributed annually to districts for capacity building/outreach purposes	<ul style="list-style-type: none"> <li>▪ Solicit requests, set awards for following fiscal year by June 15<sup>th</sup></li> <li>▪ Distribute by July 31<sup>st</sup> of each year</li> <li>▪ Districts report on funds use by 12/20</li> </ul>
		\$100,000 in one time funds to be distributed to Nez Perce SWCD as lead agency on fire recovery efforts in Clearwater Fire Zone	<ul style="list-style-type: none"> <li>▪ Distribute by July 31, 2016</li> </ul>
		Funds distributed annually subject to local matching formula in IDAPA 60.05.04.	<ul style="list-style-type: none"> <li>▪ Advise districts in timely documenting submission of the receipt of local matching contributions</li> <li>▪ Districts submit reports detailing local matching funds by August 15<sup>th</sup></li> <li>▪ Convene workgroup annually to review Financial &amp; Match Reports, make recommendations to Conservation Commission by August 30<sup>th</sup></li> <li>▪ Assess and recommend need for 10% holdback due to economy</li> <li>▪ Distribute state matching funds by September 30<sup>th</sup> of each year</li> </ul>

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## FY 2017-2020 Strategic Plan/OWP

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
2. Provide Conservation Programs & Services			
Incentive-Based Programs			
	<b>Resource Conservation &amp; Rangeland Development Program (RCRDP)</b>	Low interest loans provided to individual borrowers for conservation practices and equipment	<ul style="list-style-type: none"> <li>▪ Increase loan portfolio by the annual Consumer Price Index (CPI) increase</li> <li>▪ Set %s and terms, monitor, evaluate, revise loan policies annually</li> <li>▪ Support Commissioner Loan Committee to review and recommend actions to Board</li> </ul>
		Loan review process conducted timely	<ul style="list-style-type: none"> <li>▪ Conduct annual tracking of two loan applications, report results to Board</li> </ul>
		Program marketed to agricultural landowners	<ul style="list-style-type: none"> <li>▪ Develop and update marketing plan annually</li> <li>▪ Conduct annual review of prior year's marketing efforts</li> <li>▪ Provide regular training to all field staff and districts as identified in Marketing Plan.</li> </ul>
	<b>State Revolving Loan Fund</b>	Existing loan and/or future loans serviced	<ul style="list-style-type: none"> <li>▪ Service and track existing loan</li> <li>▪ If RCRDP resources become fully committed, seek re-capitalization from the Department of Environmental Quality (DEQ)</li> </ul>
	<b>Conservation Reserve Enhancement Program (CREP)</b>	Ground water usage reduced, water quantity and quality improved, wildlife habitat enhanced, and the risk of agriculture-related chemical and sediment runoff in Eastern Snake River Plain Aquifer decreased via program efforts	<ul style="list-style-type: none"> <li>▪ Serve as lead agency for statewide program, provide technical leadership and oversight</li> <li>▪ Conduct annual leadership and regular interagency meetings</li> <li>▪ Strive to achieve goals and objectives for the CREP program as outlined in the 2006 agreement with the USDA Farm Service Agency as feasible</li> <li>▪ Work to achieve increased program goals as outlined in CREP annual reports</li> <li>▪ Submit annual report to Farm Service Agency and other partners</li> </ul>

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## FY 2017-2020 Strategic Plan/OWP

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
<b>General Conservation Programs &amp; Services</b>			
	<b>Total Maximum Daily Load (TMDL) Implementation Planning Program</b>	Timely implementation plans written for approved TMDLs on listed/impaired waterways	<ul style="list-style-type: none"> <li>▪ In coordination with DEQ, complete TMDL Agricultural Implementation Plans within 18 months of approval of TMDL by EPA</li> <li>▪ Initiate assigned addendums, and assist with five-year reviews on existing DEQ Sub-basin Assessment (SBA) TMDLs</li> <li>▪ Conduct annual meetings with six DEQ regional offices to coordinate activities , conduct Interagency meetings with DEQ/ other partners</li> <li>▪ Provide technical assistance to districts implementing BMPs outlined in implementation plans (as requested in allocation process and resources allow)</li> </ul>
	<b>Ground Water Quality/Nitrate Priority Areas</b> <i>(unfunded, but some work done through district technical allocation process)</i>	Reduce nitrate contamination in Nitrate Priority Areas	<ul style="list-style-type: none"> <li>▪ Provide technical assistance to districts through allocation process (see 1.1, above)</li> <li>▪ Meet responsibilities as outlined in the Cooperative Agreement and in agreement with the updated Idaho Agricultural Pollution Abatement Plan as resources allow</li> </ul>
	<b>Idaho Agricultural Pollution Abatement Plan</b>	Guidance document in support of the abatement of agricultural non-point source pollution updated every 10 years	<ul style="list-style-type: none"> <li>▪ Implement strategies as funding is available</li> <li>▪ Work with other state agencies and stakeholders to increase funding for implementation measures</li> </ul>
	<b>Professional Services</b>	<ul style="list-style-type: none"> <li>▪ Provide engineering assistance to OSC as requested</li> <li>▪ Perform deep soil testing for DEQ to educate landowners on management practices and resulting ground water impacts</li> </ul>	<ul style="list-style-type: none"> <li>▪ Renew agreement with OSC, work as needed and as time is available</li> <li>▪ Select consultant for sampling, lab for testing</li> <li>▪ Sample up to 60 fields within the nitrate priority areas</li> <li>▪ Conduct outreach to growers</li> <li>▪ Final summary report on results</li> </ul>

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## FY 2017-2020 Strategic Plan/OWP

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
<b>3. Build Support for Conservation</b>			
	<b>Partner Participation</b>	Commission engaged in district issues, meetings, activities/districts engaged in Commission issues, meetings, activities	<ul style="list-style-type: none"> <li>▪ Conduct annual district listening session to solicit input from partners</li> <li>▪ Administrator attend district meetings (5-10), tours (4)</li> <li>▪ Invite districts to present results of capacity building funding distributed prior year from Board</li> </ul>
		Districts satisfied with services & programs	<ul style="list-style-type: none"> <li>▪ 85% of technical &amp; comp assistance awards accomplished to districts' satisfaction</li> <li>▪ Annual survey demonstrates maintenance or improvement in district satisfaction</li> <li>▪ Conduct annual Listening Session, address emerging issues as they arise</li> <li>▪ Prepare, disseminate 1 page district fact sheets to Legislature</li> </ul>
		Transparency & involvement maximized, info regarding services and activities shared	<ul style="list-style-type: none"> <li>▪ Post regular and special public meeting agendas online, provide supporting documentation, and minutes/audio</li> <li>▪ Utilize online video streaming to encourage participation</li> </ul>
		Important district/Commission news and updates shared regularly	<ul style="list-style-type: none"> <li>▪ Utilize field staff, social media, Commission website, newsletter, and email distribution lists to keep districts informed</li> </ul>

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## FY 2017-2020 Strategic Plan/OWP

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
	<b>Internal and External Communications</b>	Staff, public, partners, and others informed of progress - successes and challenges	<p>Internal Outreach</p> <ul style="list-style-type: none"> <li>▪ Distribute Monthly Updates to staff for presentations at district meetings, and their own knowledge</li> <li>▪ Conduct bi-weekly LTeam (leadership) video conferences</li> <li>▪ Conduct monthly ATeam (all staff) video conferences</li> <li>▪ Conduct annual All Staff meetings, communicate info, training</li> </ul> <p>External Outreach</p> <ul style="list-style-type: none"> <li>▪ Publish monthly newsletter for districts, public, partners, Legislature and Executive Branch, maintain presence on social media</li> <li>▪ Attend Governor’s Capitol for the Day (3), legislative events</li> <li>▪ Encourage newsletter reprinting (Farm Bureau, etc.)</li> <li>▪ Publish Performance Measures Report (Sept. 1)</li> <li>▪ Distribute newsletters through businesses, resources permitting</li> <li>▪ Make presentations to germane committees, JFAC (district fact sheets included), IASCD participate in presentations</li> <li>▪ Produce annual video featuring significant conservation success story</li> </ul>
	<b>Intergovernmental Relations</b>	Actively-facilitated interaction and participation in other agency programs and projects (local, state, and federal governments)	<ul style="list-style-type: none"> <li>▪ Develop new partnerships, resources for programs and districts</li> <li>▪ Provide technical assistance to other agencies (including engineering)</li> <li>▪ Review rules/policies that impact Commission and/or districts; review proposed and adopted plans, programs, environmental documents, activities and initiatives impacting conservation, take action as appropriate</li> <li>▪ Convene advisory group as needed to make recommendations to Board and staff</li> </ul>

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## FY 2017-2020 Strategic Plan/OWP

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
	<b>Collaborate w/industry associations and other stakeholders</b>	Commission services, programs enhanced by regular interaction and collaboration with associations and other voluntary conservation stakeholders	<p><b>IASCSD</b></p> <ul style="list-style-type: none"> <li>▪ Attend IASCSD meetings (annual conference, spring and fall division meetings, and Board meetings)</li> <li>▪ Report at Spring &amp; Fall IASCSD Division Meetings</li> <li>▪ Conduct biannual joint Board meetings to identify and promote common goals and strategy</li> <li>▪ Form Commission/IASCSD leadership planning group, meet as needed</li> <li>▪ Encourage IASCSD participation in monthly Commission meetings via partner reports</li> </ul> <p><b>IDEA</b></p> <ul style="list-style-type: none"> <li>▪ Attend IDEA Board meetings biannually and/or when invited</li> <li>▪ Provide district employee training opportunities as requested and resources permit</li> <li>•</li> </ul>
			<p><b>Others</b></p> <p>Rock Creek Ranch Project</p> <ul style="list-style-type: none"> <li>▪ Serve on Advisory Committee for transition from The Nature Conservancy, Wood River Land Trust ownership to University of Idaho Research Station development (attend meetings, field days, etc.)</li> <li>▪ Meet with resource and ag groups to publicize partnership activities</li> <li>▪ Attend association meetings including Food Producers meetings weekly during legislative session.</li> <li>▪ Participate in natural resource groups and processes to attract partners and resources.</li> <li>▪ Participate in, speak at, and attend field trips and tours, annual conferences, attend meetings, conferences, and other functions to represent the Conservation Commission and promote good stewardship of Idaho’s natural resources.</li> </ul>

Conservation the Idaho Way: Sowing the Seeds of Stewardship



# FY 2017-2020 Strategic Plan/OWP

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
4. Provide Agency & Board Administrative & Support Services			
	Administer agency	Operations provide fiscally sound, efficient support to achieve mission	<ul style="list-style-type: none"> <li>▪ Fiscal - Conduct all day to day fiscal activities and:                             <ul style="list-style-type: none"> <li>○ Review existing agreements, update</li> <li>○ Change over from contract fiscal support to ¾ time in-house financial specialist</li> <li>○ Develop monthly cumulative sub-object budget tracking for expenditures, evaluate internal tracking and monitoring reports for all funds</li> <li>○ Oversee risk management renewals for property, inventory</li> <li>○ Facilitate annual audit</li> </ul> </li> <li>▪ HR - Perform regular recordkeeping, evaluation, and planning activities and:                             <ul style="list-style-type: none"> <li>○ Recruit, retain highly qualified staff to carry out mission of agency</li> <li>○ Evaluate field staff annually in March.</li> <li>○ Update Performance Plans in June for field staff to include technical assistance allocations</li> <li>○ Update Compensation Policy and Plan annually</li> <li>○ Annually evaluate employee performance and eligibility for compensation adjustments/bonuses</li> <li>○ Annually evaluate employee comp ratios and adjust compensation as appropriate and as funding is available</li> <li>○ Identify and offer advanced training as needed</li> </ul> </li> </ul>
			<ul style="list-style-type: none"> <li>▪ Fleet Management Regularly maintain fleet                             <ul style="list-style-type: none"> <li>○ Replace vehicles at ~150,000 miles</li> <li>○ Evaluate ATVs for replacement</li> </ul> </li> <li>▪ Facilities – Ensure office and work space is ample, safe, and functional                             <ul style="list-style-type: none"> <li>○ Update ongoing contract with NRCS for field staff office space and IT support</li> <li>○ Move Boise headquarters to Water Center office</li> </ul> </li> <li>▪ IT – Provide IT support on a day to day basis                             <ul style="list-style-type: none"> <li>○ Evaluate need and implement IT replacement schedule</li> <li>○ Convert staff file and data retention from local hard drives to centralized, shared system</li> </ul> </li> <li>▪ Operating procedure documentation                             <ul style="list-style-type: none"> <li>○ Evaluate and if necessary, update operating manuals for programs, services, and positions</li> </ul> </li> </ul>



## FY 2017-2020 Strategic Plan/OWP

GOALS	OBJECTIVES	OVERALL PERFORMANCE INDICATORS	FY 2016 WORK PLAN DELIVERABLES
	<b>Agency governance</b>	Facilitate excellent governance	<ul style="list-style-type: none"> <li>▪ Assist Commissioners and Governor’s office during appointment process</li> <li>▪ Support Commissioners to establish &amp; oversee policies, ops</li> <li>▪ Conduct up to 7 regular monthly Commission meetings annually and special meetings as necessary to conduct business</li> <li>▪ Staff ad hoc and ongoing committees</li> <li>▪ Agendas and reports distributed electronically and filed on website</li> <li>▪ Provide Commissioners with laptops to use at Board meetings</li> <li>▪ Propose legislation, promulgate rules, and issue guidance as necessary</li> <li>▪ To promote increased access and efficiency, conduct video and teleconference (vs. in person) for Board meetings as feasible</li> </ul>
	<b>Planning &amp; Reporting</b>	Short and long term planning maximizes potential for success and efficacy, findings reported to stakeholders	<ul style="list-style-type: none"> <li>▪ Develop annual budget, blueprint</li> <li>▪ Review existing and develop new policies</li> <li>▪ Develop annually updated Strategic and Work Plans</li> <li>▪ Deliver annual Performance Measures Report to Governor &amp; Legislature</li> <li>▪ Make annual reports to Senate and House Agricultural Affairs Committees, other germane committees as appropriate</li> <li>▪ Inventory staff workload to quantify available resources for services and programs</li> </ul>

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# IDAHO SOIL & WATER CONSERVATION COMMISSION

## COMMISSION

Item 5f

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: June 1, 2016**

**RE: RCRDP UPDATE**

<b>Marketing</b>	<b>COMPLETED (since last report)</b> <ul style="list-style-type: none"><li>• Updated Marketing Plan</li><li>• Obtained Print Advertising Quotes</li><li>• Researched New Ad Source</li></ul>
<b>Loan Applications</b>	<ul style="list-style-type: none"><li>• 4 loan inquiries have been received since the last update on May 10</li><li>• 1 loan application denied</li><li>• Met with 1 potential loan applicant</li><li>• Working to close 6 loans (various challenges, waiting for information)</li></ul>
<b>Loan Portfolio</b>	<ul style="list-style-type: none"><li>• 75 loans \$3,000,997</li><li>• \$479,621 approved, but not disbursed</li><li>• 2 Delinquencies</li></ul>

**ACTION:** For Information Only



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CONSERVATION COMMISSION

COMMISSION

Item 5f

H. Norman Wright  
Chairman

Roger Stutzman  
Vice Chairman

Jerry Trebesch  
Secretary

Dave Radford  
Commissioner

Leon Slichter  
Commissioner

Teri A. Murrison  
Administrator

**TO: CHAIRMAN WRIGHT, COMMISSIONERS STUTZMAN, RADFORD, SLICHTER, AND TREBESCH**

**FROM: TERRY HOEBELHEINRICH, LOAN OFFICER**

**DATE: June 1, 2016**

**RE: RCRDP MARKETING PLAN FOR FISCAL YEAR 2017**

Outreach To Partners Districts and NRCS	<ul style="list-style-type: none"> <li>• \$3,000 Budget</li> <li>• District Meetings</li> <li>• Division Meetings (6)</li> <li>• IASCD Annual Conference (1)</li> <li>• SCD newsletters</li> <li>• RCRDP brochures in NRCS offices</li> </ul>
Print Media	<ul style="list-style-type: none"> <li>• \$26,000 budget</li> <li>• Distribute brochure (NRCS, Districts, Trade Shows, Commodity Groups)</li> <li>• Capital Press (weekly)</li> <li>• Farm Bureau(monthly)</li> <li>• Intermountain Farm &amp; Ranch (weekly)</li> <li>• Times News Sunday Ag (13 weeks)</li> <li>• Northwest Farm &amp; Ranch (3 quarterlies)</li> </ul>
Electronic Media	<ul style="list-style-type: none"> <li>• SWCC Website, Newsletters, Facebook, Twitter</li> </ul>
Conferences & Trade Shows	<ul style="list-style-type: none"> <li>• \$7,000 Budget</li> <li>• 6-8 Shows including:             <ul style="list-style-type: none"> <li>○ Ag Pavilion (Boise &amp; Twin Falls)</li> <li>○ North Idaho Grazing Conference (Lewiston)</li> <li>○ Idaho Irrigation Equipment Show &amp; Conference (Burley)</li> <li>○ Soil Health Symposium (Ontario)</li> <li>○ Soil Health Workshop (Burley &amp; Idaho Falls)</li> <li>○ Idaho Family Forest Landowners &amp; Mgrs Conference (Moscow)</li> <li>○ UI Ag Extension (tbd)</li> </ul> </li> </ul>
Interest Rates	<ul style="list-style-type: none"> <li>• 2.5%; 7 Years</li> <li>• 2.75%; 10 Years</li> <li>• 3%; 8 To 12 Years</li> <li>• 3.5%; 13 to 15 Years</li> </ul>

**ACTION:** For information only