



**IDAHO SOIL & WATER
CONSERVATION COMMISSION**

**REGULAR MEETING NOTICE & AGENDA
Idaho Soil & Water Conservation Commission
Nov. 17, 2016, 7:00 a.m. to 11:00 a.m. MT**

***Jefferson Room, Red Lion Hotel
1555 Pocatello Creek Rd
Pocatello, ID***

NO TELECONFERENCE will be available.

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 so advance arrangements can be made.

Members of the public may address any item on the Agenda during consideration of that item. Those wishing to comment on any agenda item are requested to indicate so on the sign-in sheet in advance. Copies of agenda items, staff reports and/or written documentation relating to items of business on the agenda are on file in the office of the Idaho Soil & Water Conservation Commission in Boise. Upon request, copies can be emailed and will also be available for review at the meeting.

	1.	WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL	Chairman Wright
	2.	AGENDA REVIEW <i>Agenda may be amended after the start of the meeting upon a motion that states the reason for the amendment and the good faith reason the item was not included in the original agenda.</i>	Chairman Wright
	3.	LISTENING SESSION (60 minutes)	Chairman Wright, Murrison
#	a.	District Reference Manual Training	Trefz
	b.	District Input on Commission programs, activities, other Action: For Information Only	

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission Consideration

Thurs. November 17 2016, Reg. Meeting Agenda

Date of Notice November 10, 2016

	4. ADMINISTRATION	
*#	a. Minutes <ul style="list-style-type: none"> • August 25, 2016 • September 15, 2016 ACTION: Approve the minutes of the August 25, 2016 meeting. & Approve the minutes of the September 15, 2016 special meeting.	Chairman Wright
*#	b. Financial Report <ul style="list-style-type: none"> • August 31, 2016 Monthly Report • September 30, 2016 Monthly Report • October 31, 2016 Monthly Report ACTION: Approve the August 31, 2016 Financial Reports Approve the September 30, 2016 Financial Reports Approve the October 31, 2016 Financial Reports	Yadon
#	c. Administrator's Report <ul style="list-style-type: none"> • Activities • Pending office move • Future audits ACTION: For information only	Murrison
	5. PROGRAMS	
#	a. DISTRICT SUPPORT SERVICES <ul style="list-style-type: none"> • New Commission staff member • District Capacity Building • Identification of resources to further voluntary conservation • Building support for voluntary conservation <ul style="list-style-type: none"> ○ Recruitment/retention of "next-generation" of conservationists ○ Support for Idaho Envirothon ACTION: For information only	Trefz, Banks
#	b. RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM UPDATE AND FISCAL YEAR LOAN ACTIVITY SUMMARY <ul style="list-style-type: none"> • Activities <ul style="list-style-type: none"> ○ Marketing ○ Loan Applications ○ Loan Portfolio • FY 2016 Loan Activity Summary • Customer Service Responses • Loan Tracking Outcomes ACTION: For information only	Hoebelheinrich
	6. OTHER BUSINESS	
	a. <ul style="list-style-type: none"> • Partner Reports <i>Typically include NRCS, IASCD, IDEA, Attorney General, DFM, OSC, etc.</i> • Commissioner Reports ACTION: For information only	Partners, Commissioners, Staff
	7. RECONVENE IN OPEN SESSION to ADJOURN. The next regular meeting is scheduled for January, the week of the 30th, 2017.	

UPDATES TO THE REFERENCE MANUAL FOR DISTRICTS

With the intent of making the Reference Manual for Districts more use-friendly, SWCC staff completed an update which was approved by the Commission during their June 9th, 2016 meeting.

Following is a summary of the changes which were made to the Manual. We welcome discussion of these and any potential future changes during the Fall Division meetings. There will also be opportunity to discuss the Manual during the SWCC Listening Session to be held from 7:00 – 8:00 a.m. on Thursday, November 17th during the IASCD Conference.

1. Changes Included in the 2016 Update

a) Reduced 'wordiness'

By editing much excess verbiage out of the Manual, it was reduced from 42 to 36 pages in length. For example, this statement in the 2014 Manual:

“However, documentation of the total funding received by districts is critical information which is necessary to prepare the Commission’s annual budget request to the legislature and annual reports to the House and Senate Agricultural Affairs Committees. This documentation helps the Commission show the value of the districts to the entire state of Idaho.”

was reduced to this statement in the updated Manual:

“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.”

b) Rearranged certain information

For example, the required district reports are listed along with their due dates in the Introduction. This provides a quick overview of the annual reporting calendar without having to go to the instructions for each report in order to find their due dates.

c) Added some useful information

For example, in the Introduction brief, general information is included which relates to additional reports districts need to be aware of. These are reports not required to be submitted to SWCC and so not covered by the manual, including the District Survey, Project and Program Needs/Budget Hearing Worksheet, and the State’s Local Governing Entity Registry.

d) Substantive Revisions

The only substantive revisions included in the update relate to the supporting documents which must be submitted with the Financial and Match Report.

Previously, Districts were required to these documents with their Financial & Match Report:

- Profit and Loss Statement
- Balance Sheet
- Match Funding Worksheet
- District Funding Summary
- Letter of Support from each local entity that provided funds or services

Effective with adoption of the update, Districts are now required to submit these documents:

- Match Funding Worksheet
- District Funding Summary
- Letter of Support from each local entity that provided funds or services
- Copies of each check or warrant and deposit slips for each local funds donation

2. Future Changes to the Manual

a) Identifying Needed Changes

District supervisors and staff are encouraged to suggest changes anytime they have an idea for improving the Manual. Direct suggestions to your SWCC field staff person or Delwyne.

b) Review of Suggested Modifications

By April of each year Delwyne will convene an advisory committee to review and provide guidance on suggested updates. This committee will be comprised of:

- 1 rep from IASCD selected by IASCD;
- 1 rep from IDEA selected by IDEA, and;
- 3 District supervisors selected by Delwyne from throughout the state.

Advisory committee members will be provided with drafts of all suggested updates and the committee will consider these via teleconference.

Following the advisory committee meeting, SWCC staff will draft any updates which a consensus of the committee deemed necessary.

c) Dissemination of Reference Manual Updates

In May SWCC will inform Districts and IASCD Directors of the outcome of the advisory committee meeting and provide a draft of recommended updates. Districts and IASCD will have 1 month during which to provide feedback on the draft updates. SWCC staff will consider the feedback received as they draft the final version of the updates.

During the Special Joint Board meeting in June, SWCC Commissioners and IASCD Directors will be briefed on the advisory committee meeting and feedback received, and will be presented with the final updates.

In June following the Special Joint Board meeting, Districts will be provided with the updated Manual.



Idaho Soil & Water Conservation Commission

650 W. State St., Room 145 • Boise Idaho 83702
Telephone: 208-332-1790 • Fax: 208-332-1799

IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

Date and Time:

Thursday, August 25, 2016
8:00 am – 2:34 pm MST

Location:

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

DRAFT MINUTES

COMMISSION MEMBERS PRESENT:

Norman Wright (Chair)	Gerald Trebesch (Vice-Chair)
Glen Gier	Leon Slichter (Secretary) (teleconference)
Dave Radford (teleconference)	

COMMISSION STAFF PRESENT:

1 Teri Murrison	Terry Hoebelheinrich
2 Chuck Pentzer (teleconference)	Delwyne Trefz
3 Cheryl Wilson	Rhonda Yadon
4 Katie Butcher	
5	

PARTNERS AND GUESTS PRESENT:

7 Mark Cecchini-Beaver, Office of the Attorney General
8 Gretchen Hyde, IRRRC
9 Ray Houston, LSO
10 Amber Christofferson, DFM
11 Curtis Elke, NRCS
12 Lori Hendon, LSO

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ITEM #1: WELCOME AND ROLL CALL

15 Chairman Wright called the meeting to order at 8:00 a.m.

16 Roll call: Chairman Norman Wright, Commissioners Leon Slichter, Gerald Trebesch, and Glen
17 Gier were present. Commissioner Radford was excused.

18

ITEM #2: AGENDA REVIEW

20 Action: None taken

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23 **ITEM #3: PARTNER REPORTS**

24 Action: None taken

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26 Commissioner Radford joined the meeting via teleconference at 8:15 AM.

27

28 **ITEM #4e: FY2018 BUDGET REQUEST**

29 Action: Commissioner Slichter made a motion to *approve the FY 2018 budget request, to grant*
30 *authority to the Administrator to make minor adjustments to the request if necessary, and to*
31 *add a line item to request additional funding to cover anticipated increases in Personnel costs*
32 *due to rule changes in the Fair Labor Standards Act. Commissioner Gier seconded the motion.*
33 Motion carried unanimously.

34

35 **ITEM #4a: MINUTES**

36 Action: Commissioner Gier made a motion to *approve the ISWCC June 9, 2016, meeting minutes*
37 *as submitted and the June 9, 2016 Special Joint Board Meeting with IASCD minutes as*
38 *submitted. Commissioner Trebesch seconded the motion. Motion carried unanimously.*

39

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

41 Action: Commissioner Trebesch made a motion to *approve the Financial Reports for the year*
42 *end dated June 30, 2016 and the July 31, 2016 Financial Report as submitted. Commissioner*
43 *Gier seconded the motion. Motion carried unanimously.*

44

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

46 Action: Commissioner Radford made a motion to *accept FY 2011 & FY 2012 audits and to*
47 *authorize the administrator to sign the response letter. Commissioner Trebesch seconded the*
48 *motion. Motion carried unanimously.*

49

50 **ITEM #4d: ADMINISTRATOR'S REPORT**

51 Action: Commissioner Gier made a motion to *approve the revised regular meeting schedule.*
52 Commissioner Trebesch seconded the motion. Motion carried unanimously.

53

54 **ITEM #4f: FY 2015 PERFORMANCE MEASURES REPORT**

55 Action: Commissioner Trebesch made a motion to *approve the FY 2016 Performance Measures*
56 *Report. Commissioner Gier seconded the motion. Motion carried unanimously.*

57

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

59 Action: None taken

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

62 Action: None taken

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66 **ITEM #5c: ANNUAL REVIEW & SETTING OF RESOURCE CONSERVATION AND RANGELAND**
67 **DEVELOPMENT PROGRAM INTEREST RATES**

68 Action: Commissioner Gier made a motion to *approve the interest rates and loan terms for FY*
69 *2017 as recommended by staff*. Commissioner Trebesch seconded the motion. Motion carried
70 unanimously.

71

72 **ITEM #6a: REPORTS**

73 Action: None taken

74

75 **ITEM #7: EXECUTIVE SESSION**

76 Action: Commissioner Radford made a motion to *convene in Executive Session pursuant to*
77 *Idaho Code § 74-206(1)(d), for the purpose of reviewing Loan Applications and for the*
78 *consideration of an evaluation of a public employee*. Commissioner Trebesch seconded the
79 motion. Motion carried unanimously by roll call vote.

80

81 Commission Recessed at 11:30 AM.

82

83 Executive Session commenced at 11:45 AM.

84 Chairman Norman Wright, Commissioners Leon Slichter, Gerald Trebesch, David Radford and
85 Glen Gier was present during Executive Session.

86

87 Executive Session ended at 2:24 PM.

88

89 Commissioners reconvened in Open Session at 2:30 PM.

90

91 **ITEM #8: RECONVENE IN OPEN SESSION AND ADJOURN:**

92 Action: On Item 7a, Commissioner Trebesch made a motion to *approve Loan 710 with the*
93 *conditions set forth by the Loan Officer*. Commissioner Radford seconded the motion. Motion
94 carried unanimously.

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96 The meeting was adjourned at 2:34 PM. The next Commission Meeting will be held in Boise and
97 via teleconference on September 15, 2016.

98

99 Respectfully submitted,

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102

103 Leon Slichter, Secretary



Idaho Soil & Water Conservation Commission

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Telephone: 208-332-1790 • Fax: 208-332-1799

IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

Date and Time:

Thursday, September 15, 2016
8:00 am – 9:30 AM MST

Location:

Len B Jordan Building
650 W State St, Room 145
Boise, Idaho 83702

DRAFT MINUTES

COMMISSION MEMBERS PRESENT VIA TELECONFERENCE:

Norman Wright (Chair)	Gerald Trebesch (Vice-Chair)
Glen Gier	Leon Slichter (Secretary)
Dave Radford	

COMMISSION STAFF PRESENT:

1 Teri Murrison
2 Delwyne Trefz
3 Katie Butcher
4

PARTNERS AND GUESTS PRESENT:

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6 Kent Foster, Idaho Association of Soil Conservation Districts
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ITEM #1: WELCOME AND ROLL CALL

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10 Chairman Wright called the meeting to order at 8:00 a.m.
11 Roll call: Chairman Norman Wright, Commissioners Leon Slichter, Gerald Trebesch, and Glen
12 Gier were present.
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ITEM #2: AGENDA REVIEW

14 Action: None taken
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17 Commissioner Radford joined the meeting at 8:15 AM.
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ITEM #3a: DISTRICT SUPPORT SERVICES

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20 Action: Commissioner Radford made a motion to *approve FY 2017 District Allocation Matching*
21 *Funds for immediate disbursement*. Commissioner Trebesch seconded the motion. Motion
22 carried.

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ITEM #7: EXECUTIVE SESSION

Action: Commissioner Gier made a motion to convene in Executive Session pursuant to Idaho Code § 74-206(1)(b), for the purpose of considering the evaluation of a public employee. Commissioner Slichter seconded the motion. Motion carried unanimously by roll call vote.

Executive session commenced at 8:22 AM.

Roll call: Chairman Norman Wright, Commissioners Leon Slichter, Gerald Trebesch, David Radford and Glen Gier were present.

Executive Session ended at 9:21 AM.

Commissioners reconvened in Open Session at 9:23 AM.

ITEM #8: RECONVENE IN OPEN SESSION AND ADJOURN:

The meeting was adjourned at 9:30 AM. The next Commission Meeting will be a listening session scheduled in conjunction with the annual IASCD meeting and is scheduled for November 16, 2016.

Respectfully submitted,

Leon Slichter, Secretary

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**IDAHO SOIL & WATER
CONSERVATION COMMISSION**

Item # 4b

TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, SLICHTER, AND TREBESCH
FROM: RHONDA YADON, FISCAL & HR MANAGER
DATE: NOVEMBER 7, 2016
RE: FINANCIAL REPORTS, FISCAL MATTERS

FINANCIAL REPORTS

Attached for your review are the Financial Detail Reports as of August 31, 2016, September 30, 2016, and October 31, 2016, as well as the Financial Summary Report as of October 31, 2016 which includes financial projections. By looking at the combination of these two reports of October, you will notice that in Operating Expenditures in the general fund, for example, that even though we have spent 58.6% of our budget (due to several large annual and semi-annual billings), we should end the year very close to budget as the projected expenditures for November through June is only approximately 41% of budget. Overall, I believe that we are in good financial standing. I will review these reports on all the funds at your meeting beginning with the Detail Reports and will answer any questions you might have.

NEW HIRES AND VACANCIES

As of the end of September, Mark Hogen retired from his position in the Coeur d’Alene Office, and Bill Lillibridge, Carolyn Firth, and Chuck Pentzer are working together on hiring his replacement. Beginning November 7th, we hired Chris Banks ¾-time in the Technical Records Specialist 2 position to work in Boise 2 days per month and out of the Soda Springs NRCS Office for the remainder.

CHANGE IN FAIR LABOR STANDARDS ACT (FLSA) EFFECTIVE DECEMBER 1, 2016

Due to a change in the federal FLSA, that will raise the threshold of wages eligible for time and a half overtime rates, we have 6 staff members affected (4 of which stand to lose 3 days of vacation accrual per year because of it). Beginning in the second November pay cycle, we are working to increase those employee’s wages so that they continue to be above the FLSA overtime threshold.

COMMISSIONER HONORARIUMS

Below is a schedule of the honorarium balances as of October 31, 2016. Included in the schedule is the days and amounts budgeted for each Commissioner for FY17. We are in good standing with the travel budget for Commissioners as we have only spent 16.9% of the allocation.

Commissioner	Days Budgeted/ Traveled to Date	Benefit Costs included in Honorariums	Honorariums Budgeted	Expended to Date	Projected Balance/ (Overage)
Wright	26 / 8	\$104	\$1,404	\$429	\$976
Gier	20 / 5	\$80	\$1,080	\$269	\$811
Trebesch	20 / 2	\$80	\$1,080	\$108	\$973
Radford	22 / 2	\$88	\$1,188	\$108	\$1,081
Slichter	24 / 2	\$96	\$1,296	\$108	\$1,189
Totals		\$450	\$6,050	\$1,021	\$5,029

RECOMMENDED ACTION: Approve the Financial Report for the month ended August 31, 2016
 Approve the Financial Report for the month ended September 30, 2016
 Approve the October 31, 2016 Financial Reports

Attachments: SWC Financial Reports as of August 31, 2016, September 30, 2016 and October 31, 2016

SWC DETAIL FINANCIAL REPORT AS OF August 31, 2016

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH			
FY17	BUDGET	ACTUAL EXPENSE Thru End of Current Month	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current Month	BALANCE	BEG CASH AT 7/1/16	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of Current
INDEX																
7101 MANAGEMENT ADMIN	360,800	52,684	308,116	48,430	13,709	34,721	7,600		7,600				416,830		66,393	350,437
7111 MANAGEMENT BOARD	6,000		6,000	11,965	12	11,953							17,965		12	17,953
7201 FIELD STAFF	442,400	94,847	347,553	60,645	47,481	13,164	23,600		23,600				526,645		142,328	384,317
7301 PROGRAMS	257,800	39,192	218,608	32,434		32,434							290,234		39,192	251,043
7310 DISTRICT ALLOCATIONS										1,103,200	425,000	678,200	1,103,200		425,000	678,200
7320 DISTRICT CAPACITY BLDG										150,000	150,000	0	150,000		150,000	0
7350 CREP	134,000	25,987	108,013	24,026	3,442	20,584	23,600		23,600				181,626		29,429	152,197
TOTAL GENERAL FUND 0001	1,201,000	212,710	988,290	177,500	64,644	112,856	54,800	0	54,800	1,253,200	575,000	678,200	2,686,500	0	852,354	1,834,146
FY16 ENCUMBRANCES				2,110	1,920	190	27,850	5,508	22,342						7,428	
		17.71%			36.42%						45.88%				31.73%	
7313 DISTRICT ECON RECOVERY										100,000	100,000	0	100,000		100,000	0
TOTAL FUND 0150	0	0	0	0	0	0	0	0	0	100,000	100,000	0	100,000	0	100,000	0
															100.00%	
7325 SWC PROFESSIONAL SERV				30,000		30,000							30,149	42	0	30,191
TOTAL FUND 0450	0	0	0	30,000	0	30,000	0	0	0	0	0	0	30,149	42	0	30,191
FY16 ENCUMBRANCES				14,689		14,689										
															0.00%	
DEDICATED FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH			BALANCE SHEET			
FY17	BUDGET	ACTUAL EXPENSE thru End of Current Month	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current	BALANCE	BEG CASH AT 7/1/16	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of Current	NOTES RECEIVABLE 7/1/16	LOANS PAID OUT, COLLECTIONS /ADJUSTMENTS TO DATE	NOTES RECEIVABLE End of Cur period
7351 RCRDP LOAN ADMIN	166,500	28,914	137,586	145,500	17,335	128,165				6,902,717	49,106	46,249	6,905,574	2,960,215	0	2,922,772
TOTAL RCRDP ADMIN 0522-01	166,500	28,914	137,586	145,500	17,335	128,165	0	0	0	6,902,717	49,106	46,249	6,905,574		(37,443)	
		17.37%			11.91%							0.67%				
7361 REVOLVING LOAN - DEQ				30,000		30,000				37,346	38	0	37,384	494,587	0	494,587
TOTAL DEQ LOAN 0529-16	0	0	0	30,000	0	30,000	0	0	0	37,346	38	0	37,384			
															0.00%	
												0.00%		ADV FROM PAYMENTS/ADJ TO DATE	ADV FROM TO DATE	END OF CUR PERIOD
														438,418	0	438,418

SWC DETAIL FINANCIAL REPORT AS OF September 30, 2016

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH			
FY17	BUDGET	ACTUAL EXPENSE Thru End of Current Month	ACTUAL EXPENSE Thru End of Current Month BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current Month	ACTUAL EXPENSE Thru End of Current Month BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current Month	ACTUAL EXPENSE Thru End of Current Month BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current Month	ACTUAL EXPENSE Thru End of Current Month BALANCE	BEG CASH AT 7/1/16	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of Current
INDEX																
7101 MANAGEMENT ADMIN	360,800	71,815	288,985	48,430	21,920	26,510	7,600		7,600				416,830		93,735	323,095
7111 MANAGEMENT BOARD	6,000	533	5,467	11,965	1,014	10,951							17,965		1,547	16,418
7201 FIELD STAFF	442,400	134,189	308,211	60,645	58,556	2,089	23,600		23,600				526,645		192,745	333,900
7301 PROGRAMS	257,800	55,536	202,264	32,434	5,732	26,702							290,234		61,268	228,967
7310 DISTRICT ALLOCATIONS										1,103,200	1,103,200	0	1,103,200		1,103,200	0
7320 DISTRICT CAPACITY BLDG										150,000	150,000	0	150,000		150,000	0
7350 CREP	134,000	36,776	97,224	24,026	6,619	17,407	23,600		23,600				181,626		43,395	138,231
TOTAL GENERAL FUND 0001	1,201,000	298,849	902,151	177,500	93,841	83,659	54,800	0	54,800	1,253,200	1,253,200	0	2,686,500	0	1,645,890	1,040,610
FY16 ENCUMBRANCES				2,110	1,920	190	27,850	5,508	22,342						7,428	
		24.88%			52.87%						100.00%				61.27%	
7313 DISTRICT ECON RECOVERY										100,000	100,000	0	100,000		100,000	0
TOTAL FUND 0150	0	0	0	0	0	0	0	0	0	100,000	100,000	0	100,000	0	100,000	0
															100.00%	
7325 SWC PROFESSIONAL SERV				30,000	67	29,933							30,149	61	67	30,143
TOTAL FUND 0450	0	0	0	30,000	67	29,933	0	0	0	0	0	0	30,149	61	67	30,143
FY16 ENCUMBRANCES				14,689		14,689										
															0.22%	
DEDICATED FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH			BALANCE SHEET			
FY17	BUDGET	ACTUAL EXPENSE thru End of Current Month	ACTUAL EXPENSE thru End of Current Month BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current Month	ACTUAL EXPENSE Thru End of Current Month BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current Month	ACTUAL EXPENSE Thru End of Current Month BALANCE	BEG CASH AT 7/1/16	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of Current	NOTES RECEIVABLE 7/1/16	LOANS PAID OUT, COLLECTIONS /ADJUSTMENTS TO DATE	NOTES RECEIVABLE End of Cur period
7351 RCRDP LOAN ADMIN	166,500	40,912	125,588	145,500	21,307	124,193				6,902,717	73,551	271,854	6,704,414	2,960,215	209,635	3,115,672
TOTAL RCRDP ADMIN 0522-01	166,500	40,912	125,588	145,500	21,307	124,193	0	0	0	6,902,717	73,551	271,854	6,704,414		(54,178)	
		24.57%			14.64%							3.94%				
7361 REVOLVING LOAN - DEQ				30,000		30,000				37,346	61	0	37,407	494,587	0	494,587
TOTAL DEQ LOAN 0529-16	0	0	0	30,000	0	30,000	0	0	0	37,346	61	0	37,407		0	
																ADV FROM PAYMENTS/ADJ END OF CUR PERIOD
					0.00%							0.00%		ADV FROM 438,418	TO DATE 0	438,418

SWC DETAIL FINANCIAL REPORT AS OF October 31, 2016

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH			
FY17	BUDGET	ACTUAL EXPENSE Thru End of Current Month	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current Month	BALANCE	BEG CASH AT 7/1/16	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of Current
INDEX																
7101 MANAGEMENT ADMIN	360,800	91,649	269,151	48,430	24,799	23,631	7,600		7,600				416,830		116,448	300,382
7111 MANAGEMENT BOARD	6,000	921	5,079	11,965	3,010	8,955							17,965		3,931	14,034
7201 FIELD STAFF	442,400	172,890	269,510	60,645	40,521	20,124	23,600		23,600				526,645		213,411	313,234
7301 PROGRAMS	257,800	71,142	186,658	32,434	18,754	13,680							290,234		89,896	200,339
7310 DISTRICT ALLOCATIONS										1,103,200	1,103,200	0	1,103,200		1,103,200	0
7320 DISTRICT CAPACITY BLDG										150,000	150,000	0	150,000		150,000	0
7350 CREP	134,000	47,566	86,434	24,026	16,915	7,111	23,600		23,600				181,626		64,481	117,145
TOTAL GENERAL FUND 0001	1,201,000	384,168	816,832	177,500	103,999	73,501	54,800	0	54,800	1,253,200	1,253,200	0	2,686,500	0	1,741,367	945,133
FY16 ENCUMBRANCES				2,110	1,920	190	27,850	5,508	22,342						7,428	
		31.99%			58.59%						100.00%				64.82%	
7313 DISTRICT ECON RECOVERY										100,000	100,000	0	100,000		100,000	0
TOTAL FUND 0150	0	0	0	0	0	0	0	0	0	100,000	100,000	0	100,000	0	100,000	0
															100.00%	
7325 SWC PROFESSIONAL SERV				30,000	67	29,933							30,149	80	67	30,162
TOTAL FUND 0450	0	0	0	30,000	67	29,933	0	0	0	0	0	0	30,149	80	67	30,162
FY16 ENCUMBRANCES				14,689		14,689										
															0.22%	
DEDICATED FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH				BALANCE SHEET		
FY17	BUDGET	ACTUAL EXPENSE thru End of Current Month	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current	BALANCE	BEG CASH AT 7/1/16	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of Current	NOTES RECEIVABLE 7/1/16	LOANS PAID OUT, COLLECTIONS /ADJUSTMENTS TO DATE	NOTES RECEIVABLE End of Cur period
7351 RCRDP LOAN ADMIN	166,500	52,884	113,616	145,500	34,559	110,941				6,902,717	210,554	335,838	6,777,433	2,960,215	248,395	3,041,043
TOTAL RCRDP ADMIN 0522-01	166,500	52,884	113,616	145,500	34,559	110,941	0	0	0	6,902,717	210,554	335,838	6,777,433		(167,567)	
		31.76%			23.75%							4.87%				
7361 REVOLVING LOAN - DEQ				30,000		30,000				37,346	12,663	0	50,009	494,587	0	474,185
TOTAL DEQ LOAN 0529-16	0	0	0	30,000	0	30,000	0	0	0	37,346	12,663	0	50,009		(20,402)	
																ADV FROM PAYMENTS/ADJ END OF CUR PERIOD
					0.00%							0.00%		ADV FROM 438,418	TO DATE (17,270)	PERIOD 421,148

Soil and Water Conservation FY2017 YTD Financial Summary Through October 31, 2016

(Does not include FY2016 encumbrances)

Updated: 11/3/2016

Fund Summaries

Appropriation

Fund Source	General Fund				Professional Services				RCRDP Loan Administration				Revolving Loan			
Personnel Funds																
	Budget	Expenditures	Expenditures Projected	Remaining					Budget	Expenditures	Expenditures Projected	Remaining				
	\$ 1,201,000	\$ 384,168	\$ 793,426	\$ 23,406					\$ 166,500	\$ 52,884	\$ 107,352	\$ 6,264				
Operating Funds																
	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining
	* \$ 175,388	\$ 103,999	\$ 69,517	\$ 1,872	\$ 30,000	\$ 67	\$ 4,830	\$ 25,103	\$ 145,500	\$ 34,559	\$ 62,760	\$ 48,181	\$ 30,000	\$ -	\$ 4,275	\$ 25,725
Capital Funds																
	Budget	Expenditures	Expenditures Projected	Remaining												
	* \$ 56,912	\$ -	\$ 56,912	\$ 0												
Trustee and Benefit																
	Budget	Expenditures	Expenditures Projected	Remaining												
	\$ 1,253,200	\$ 1,253,200	\$ -	\$ -												

* Requesting \$2,112 to Roll Down to Pay for New Cubicles

Cash Balance at 10/31/16

Fund Source	General Fund				Professional Services				RCRDP Loan Administration				Revolving Loan			
	Beg Cash at 7/1/16	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/16	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/16	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/16	Plus Total Receipts	Less Total Expenses	Actual Cash balance
	\$ 2,686,500	\$ -	\$ 1,741,367	\$ 945,133	\$ 30,149	\$ 80	\$ 67	\$ 30,162	\$6,902,717	\$ 210,554	\$ 335,838	\$ 6,777,433	\$ 37,346	\$ 12,663	\$ -	\$ 50,009



**SOIL & WATER
CONSERVATION
COMMISSION**

H. Norman Wright
Chairman

Gerald Trebesch
Vice Chairman

Leon Slichter
Secretary

Dave Radford
Commissioner

Glen Gier
Commissioner

Teri Murrison
Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS TREBESCH,
SLICHTER, GIER, AND RADFORD**
FROM: TERI MURRISON, ADMINISTRATOR
DATE: NOVEMBER 1, 2016
RE: ADMINISTRATOR'S REPORT

ACTIVITIES Since the August 25, 2016, regular meeting, staff has attended:

- NACD Fall Pacific/Southwest Regional meeting in Sacramento with IASCD, NRCS partners
- Canyon/Owyhee Conservation Tour
- NASCA annual conference
- Tri-State Conservation Meeting and tour
- IASCD Fall Division 1, 3, 4, 5, and 6 meetings
- Meetings with State Controller and staff; DHR on Fair Labor Standards Act (FLSA) rule consequences and developed FLSA Plan; LSO Audit staff, Kathy Holland Smith and Ray Houston to discuss potential change to ISWCC audit process; Curtis Elke and NRCS leadership team regarding potential WQPA/NRCS Special Project, new hire, and other opportunities; Idaho Water Users Association fall conference; Ag Summit planning meeting with AMG; teleconference with NASCA Board
- Made partnership presentation to Boise River Enhancement Coordination Team
- Attended (with Commissioner Slichter) Idaho Rangeland Committee's meeting at the Idaho Cattle Association's annual conference to further communication between federal and state agencies and land users on the new sage-grouse regulations and related implementation actions.

Staff has also registered to attend the Annual Farm Bureau meeting in Boise the first week of December.

Pending Office Move The contractor's scheduled date for completion of our office space at the Water Center is November 23rd. A walk through with IDWR and Public Works is tentatively scheduled for the 28th. We've ordered IT equipment and cubicles, both of which should be in place the 29th or 30th. Our move date is set for December 1st or 2nd, depending on the availability of the movers. We anticipate our existing office will be at limited capacity while we pack boxes and ready for the move from Monday, Nov. 28 – Wednesday, November 30th. The office will close on Thursday and Friday the 1st and 2nd of December. We should be up and running again on Monday, December 5th in the new office space in the Water Center.

We are investigating close-by lodging options for commissioners, but at the very least, the Water Center is not far from hotels your Board has already used in that area. With the Broadway Bridge over the Boise River now completed and ample parking, our new location should be significantly easier on out of town visitors.

Future Audits As you know, currently in statute the Commission is required to have an annual independent financial audit conducted and the Legislature assigned the task to the LSO Audit office. When the agreement was made, the cost was anticipated to be \$2,500 the first year from the general fund, and it was thought that amount would be incorporated into the base each year after that.

The LSO Audit office audited Commission records for FY 2011 and 12, delivered them to your Board in August 2016. Unfortunately, the work it took to conduct the audits was billed not at \$2,500 for the first year only, but at \$11,000. That leaves FYs 2013, 14, 15, and 16 still to be done to catch up. The LSO Audit office's internal workload is such that not only will it be difficult to do that, but the cost would be about \$5,500 per year.

At a meeting with LSO Legislative Auditor April Renfro, and Legislative Budget staff Kathy Holland-Smith and Ray Houston, it was determined that for the purposes of complying with statute and legislative intent, the Commission should be treated like other state agencies and instead of a full audit, undergo periodic management reviews. The Auditor stated she would conduct a single management review to cover FYs 2013, 14, 15, and 16 to get caught up, and then put the Commission into a periodic (2-3 year) rotating schedule with other state agencies. The cost for a management review is estimated at \$3,000.

The LSO office, with the agreement of the JFAC joint chairs, will draft and advance JFAC legislation to clarify any changes to audit requirements in the next legislative session.

REQUESTED ACTION: For information only



**IDAHO SOIL & WATER
CONSERVATION COMMISSION**

Item #5a

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER,
SLICHTER, AND TREBESCH**
FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES
DATE: NOVEMBER 9, 2016
RE: DISTRICT SUPPORT SERVICES REPORT

New Commission Staff Member

Chris Banks has been hired as a Technical Records Specialist, 3/4 time. State Conservationist Curtis Elke is providing office space for Chris in the Soda Springs NRCS Field Office. Chris will also work part time in SWCC's Boise Office.

Chris will use his knowledge and skills to:

- Conduct a statewide assessment of the traditional conservation partnership to document needs, challenges, and opportunities
- Work with districts, IASCD, IDEA, Commissioners, NRCS, and other stakeholders to develop a collaborative Commission Capacity Building Action Plan
- Energize and expand the local, state, and federal conservation partnership
- Build effective districts, secure funding for SWCC-led conservation work around the state and engage the next-generation of conservationists
- Develop standard operating procedures for SWCC staff
- Develop a leadership curriculum and training materials for SWCC staff
- Identify and implement new strategies to diversify funding and partnership resources
- Inspire and involve the next-generation of conservation champions

RECOMMENDED ACTION: For information only



IDAHO SOIL & WATER CONSERVATION COMMISSION

COMMISSION

Item 5b

H. Norman Wright
Chairman

Jerry Trebesch
Vice Chairman

Leon Slichter
Secretary

Dave Radford
Commissioner

Glen Gier
Commissioner

Teri A. Murrison
Administrator

TO: CHAIRMAN WRIGHT, COMMISSIONERS GIER, RADFORD, SLICHTER, AND TREBESCH
FROM: TERRY HOEBELHEINRICH, LOAN OFFICER
DATE: October 31, 2016
RE: RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM UPDATE

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

<p>Marketing</p>	<p>Completed</p> <ul style="list-style-type: none"> • Ag Pavilion (Boise & Twin Falls) was completed • CTIC Tour Dinner (Kuna) • UI Rangeland Fall Forum (Caldwell) • Ground Water Hydrology & Water Law Seminar (IGWA) (Meridian) • All Print Advertising is Published • Updated the Loan Fact Sheet <p>Upcoming</p> <ul style="list-style-type: none"> • IASCD Conference (Pocatello), • Treasure Valley Irrigation Conference (Nampa), • North Central Idaho Grazing Conference (Lewiston), • Irrigation & Equipment Show (Burley)
<p>Loan Applications</p>	<ul style="list-style-type: none"> • 4 loan inquiries have been received since the last update on July 26 • 1 loan approved (less than \$50,000) • Disbursing 2 loans with multiple disbursements & longer installations. • Created a Verification of Debts & Assets form
<p>Loan Portfolio</p>	<ul style="list-style-type: none"> • 77 loans, \$3,115,672 • \$347,155 approved, but not disbursed • 1 delinquency (working with Deputy AG)

ACTION: For Information Only