



# Idaho Soil & Water Conservation Commission

650 W. State St., Room 145 • Boise Idaho 83720

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

www.swc.idaho.gov

## IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

**Date and Time:**

Wednesday April 4, 2012  
From 8 am to 11 am MDT

**Location:**

Soil & Water Conservation Commission  
650 West State St, Rm 145, Boise Idaho

### DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT:**

Dick Bronson  
Dave Radford

Norman Wright  
Jerry Trebesch

**ADVISORS AND STAFF PRESENT VIA TELECONFERENCE:**

Karma Bragg, President, IDEA  
Bret Rumbleck, IASCD Executive Director  
Delwyne Trefz

**COMMISSION STAFF PRESENT:**

Teri Murrison  
Kristin Magruder  
Jan Webster

Terry Hoebelheinrich  
Erin Seaman

**PARTNERS AND GUESTS PRESENT:**

Harriet Hensley, Deputy Attorney General  
Ray Houston, LSO Budget & Policy Analyst

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

5  
6 The meeting was called to order by Chairman Dick Bronson, Idaho Soil & Water Conservation  
7 Commission (Commission), at 8:04 a.m. Roll call: Dick Bronson, Dave Radford, Norman Wright, and Jerry  
8 Trebesch present. Roger Stutzman was not present. A quorum being reached, the meeting began.

9  
10 **ITEM #2: REVIEW AGENDA**

11  
12 Chairman Bronson reviewed the agenda. No items were added.

13  
14 **ITEM #3: PARTNER REPORTS**

15  
16 Karma Bragg, President, Idaho District Employees Association (IDEA), presented the partner report.  
17 Discussion followed.

18  
19 Bret Rumbleck, Idaho Association of Soil Conservation Districts (IASCD), presented the partner report.  
20 Discussion followed.

21  
22  
23 **ITEM #4: MINUTES**

24  
25 Commissioners reviewed the February 21, 2012 meeting minutes.

26  
27 **Vice Chair Radford moved to approve February 21, 2012. Commissioner Wright seconded. No further**  
28 **discussion. Motion carried.**

29  
30 **ITEM #5: FY 2012 FINANCIAL REPORT**

31  
32 Teri Murrison, Administrator, provided the February 2012 financial report.

33  
34 **Vice Chair Radford moved to accept the February 2012 financial report. Commissioner Wright**  
35 **seconded. No further discussion. Motion carried.**

36  
37 **ITEM #6: CHAIR APPOINTMENTS FOR FINANCE COMMITTEE**

38  
39 Chairman Bronson appointed Commissioner Jerry Trebesch as Chairman and Vice Chair David Radford as  
40 co-chair.

41  
42 **ITEM #7: ADMINISTRATOR'S REPORT**

43  
44 Ms. Murrison reported on agency activities since the February Conservation Commission meeting.  
45 Discussion followed.

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48 No action taken; for information only.

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**ITEM #9: BLM/ COMMISSION COOPERATING AGENCY CONSIDERATION**

Chairman Bronson moved this item to earlier in the Agenda to accommodate Commissioner Trebesch's schedule.

No action taken.

**ITEM #8: OFFICE OF SPECIES CONSERVATION UPDATE**

Ms. Murrison provided an update on a meeting with the Office of Species Conservation relative to coordination. Discussion followed.

No action taken.

**ITEM #10: OTHER BUSINESS**

There were no other business items for discussion.

**ITEM #11: COMMISSIONER REPORTS:**

Commissioners reported on their attendance at the Spring Division Meetings. Commissioners Radford and Wright attended Division 5 & 6 Spring meetings. Commissioner Bronson attended Division 3 meetings; Jerry Trebesch attended Division 1 & 2 meetings; Roger Stutzman attended Division 4 meetings.

**ITEM #12: RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM**

Ms. Magruder presented the FY 2012 RCRDP Financial Report and Status Report. Discussion followed.

Ms. Magruder presented a report on RCRDP Loan Committee Update. Discussion followed.

Vice Chair Radford moved to approve the January and February 2012 RCRDP Financial Reports. Commissioner Wright seconded. No further discussion. Motion carried.

**ITEM #13: EXECUTIVE SESSION**

Vice Chair Radford moved to enter into executive session pursuant to Idaho Code § 67-2345(d) for the purpose of considering pending RCRDP loan business only. Commissioner Wright seconded. No discussion. Roll call vote was taken with all voting in the affirmative. Motion carried.

The Commission moved into executive session after a five-minute break. Ms. Murrison, Mr. Hoebelheinrich, Ms. Magruder, Ms. Hensley, Ms. Seaman, and Ms. Webster were invited to stay.

Executive session ended at 11:06 am.

97 In open session, Commissioners discussed the disposition of pending RCRDP loan business.

98

99 Loan No.665

100 Amount: \$72,300

101 Term: 4 years

102 Rate: 2%

103 Conservation benefit: Water efficiency increased from 45% to 85% annually; soil saving of 372 tons per  
104 year (6.0 tons/acre). Directly addresses TMDL 303(d) listed segment and ground water quality  
105 protection area and nitrate priority area. Pollutants addressed: sediment & phosphorus.

106

107 **Commissioner Wright moved to approve Loan A-665 pursuant to the loan officer recommendation as**  
108 **the application meets criteria for conservation benefit and meets the loan criteria established in**  
109 **IDAPA 60.05.01 and loan policy with conditions that all approved parties, as outlined in corporate**  
110 **bylaws, that have authority to sign a contract must sign. Commissioner Radford seconded. No further**  
111 **discussion. Motion carried.**

112

113 **At 11:12 am, Chairman Bronson adjourned the meeting.**

114

115 Respectfully submitted,

116

117 Roger Stutzman

118 Commissioner and Secretary,

119 Idaho Soil & Water Conservation Commission

DRAFT



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## ITEM #5

**TO: Chairman Bronson and Commissioners Radford, Stutzman, Wright, and Trebesch**  
**FROM: Delwyne Trefz, District Support Services Specialist**  
**DATE: April 23, 2012**  
**RE: Update on Technical Assistance Work Group**

The Technical Assistance Work Group (WG) was convened in order to involve stakeholders in the process of developing recommendations relating to how the commission will rank, prioritize, and deliver assistance to local conservation districts. Specifically, the WG will:

- Develop a ranking tool with which to objectively prioritize district requests for assistance.
- Develop an overall strategy to guide the equitable allocation of SWC assistance over time.
- Present the ranking tool and strategy developed by the WG as recommendations to the SWC administrator.

The WG includes fourteen members. Each of the six geographical regions of the state is represented on the WG by a local conservation district supervisor. Also participating as WG members are representatives of IASCD, IDEA, the Commission, and conservation district and SWC staff.

All WG meetings are being conducted via tele/video conferencing. The first meeting was held March 15<sup>th</sup>. During this meeting the WG agreed that all of the assistance which districts require in order to conduct their projects and programs can be categorized as either "specialized technical assistance", "other technical assistance", or "capacity building assistance". The WG then developed working definitions for each category of assistance.

During the second meeting, which was held April 10<sup>th</sup>, the WG developed a list of criteria they believe will be useful when evaluating requests for specialized technical assistance. In addition, the membership agreed that for the purposes of evaluating requests for assistance it is practicable to combine the "other technical assistance" and the "capacity building assistance" categories. The category which resulted from combining these two categories is tentatively termed "comprehensive district assistance".

Following the April 10<sup>th</sup> meeting the WG has been meeting weekly. We have completed lists of criteria for evaluating both specialized technical and comprehensive district assistance requests and by the end of the May 1<sup>st</sup> meeting will have assigned a relative weight to each criterion.

Work yet to be completed:

- Development of a standardized application form for use by district's requesting assistance.
- Development of a guidance document to assist districts with submission of a request.
- Formulate a strategy specifying how, when, and by whom requests will be handled.
- Present the ranking tool and strategy as recommendations.

RECOMMENDED ACTION: For information only

## SWC REPORT SUMMARY for MAR 2012 (75%)

GENERAL FUND	PERSONNEL			OPERATING			TRUSTEE & BENEFITS			CASH			
	BUDGET	EXPENSE thru End of Current Month	BALANCE	BUDGET	EXPENSE Thru End of Current Month	BALANCE	BUDGET	EXPENSE Thru End of Current Month	BALANCE	BEG CASH AT 7/1/11	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	CASH BALANCE End of Current
FY11 INDEX													
7101	1,692	2,766	(1,074)	3,957	(215)		0	0	0	0	0	0	215
7201	877,599	574,498	303,101	155,056	6,837	(2,880)	0	0	0	5,649	16,131	9,603	12,177
7202	0	0	0	0	132,240	22,816	0	0	0	1,032,655	0	706,738	325,917
7310	0	0	0	0	0	0	0	0	0	0	0	0	0
7320	0	0	0	0	0	0	0	0	0	0	0	0	0
7350	89,308	55,066	34,242	18,987	9,732	9,255	1,053,200	(0)	1,053,200	50,000	0	1,053,200	(0)
TOTAL GENERAL FUND 0001	968,599	632,329	336,270	178,000	148,594	29,191	1,103,200	4,613	1,098,587	2,249,799	16,131	1,940,532	325,398
7315	0	0	65.28%	20,000	0	83.48%	0	0	0	0	0	0	86.25%
TOTAL FUND 0348	0	0	0	20,000	0	20,000	0	0	0	0	0	0	0
7325	0	0	0	40,000	0	40,000	0	0	0	1,450	2,854	0	4,304
TOTAL FUND 0450	0	0	0	40,000	0	40,000	0	0	0	1,450	2,854	0	4,304
DEDICATED FUND													
FY11													
7351	83,600	39,022	44,578	101,600	75,007	26,593	2,984,699	1,337,353	231,844	21,662	418,424	114,029	4,043,103
TOTAL RCRDP LOAN ADMINISTRATION	83,600	39,022	44,578	101,600	75,007	26,593	2,984,699	1,337,353	231,844	21,662	418,424	114,029	4,043,103
7361	0	0	0	30,000	0	30,000	13,208	44,972	10,298	181	42,693	0	25,966
TOTAL DEQ LOAN 0529-16	0	0	0	30,000	0	30,000	13,208	44,972	10,298	181	42,693	0	25,966

GENERAL FUND	PERSONNEL			OPERATING			TRUSTEE & BENEFITS			CASH			
	BUDGET	EXPENSE thru End of Current Month	BALANCE	BUDGET	EXPENSE Thru End of Current Month	BALANCE	BUDGET	EXPENSE Thru End of Current Month	BALANCE	BEG CASH AT 7/1/11	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	CASH BALANCE End of Current
FY11													
7351	6,995,621	1,337,504	418,424	101,600	75,007	26,593	2,984,699	1,337,353	231,844	21,662	418,424	114,029	4,043,103
TOTAL RCRDP LOAN ADMINISTRATION	6,995,621	1,337,504	418,424	101,600	75,007	26,593	2,984,699	1,337,353	231,844	21,662	418,424	114,029	4,043,103
7361	803,146	44,972	0	30,000	0	30,000	13,208	44,972	10,298	181	42,693	0	25,966
TOTAL DEQ LOAN 0529-16	803,146	44,972	0	30,000	0	30,000	13,208	44,972	10,298	181	42,693	0	25,966

Item 6a

# March 2012

ITEM #6b

	CURRENT	YEAR TO DATE
BEGINNING CASH BALANCE	\$ 3,919,018.38	\$ 2,984,698.51
Interest Received		
- 2515 Interest Income:	\$ 2,426.42	\$ 21,662.14
- 2523 Loan Interest:	\$ 26,060.40	\$ 227,587.93
- 2535 Default Interest:	\$ 16.64	\$ 4,255.96
Principal payments received	\$ 153,891.17	\$ 1,337,503.79
Suspense items cleared	\$ -	\$ -
Miscellaneous		
<b>TOTAL INCREASES</b>	<b>\$ 182,394.63</b>	<b>\$ 1,591,009.82</b>
<b>ADJUSTED CASH BALANCE</b>	<b>\$ 4,101,413.01</b>	<b>\$ 4,575,708.33</b>
<b>Decrease of funds</b>		
1) Personnel costs	\$ (8,242.77)	\$ (39,022.04)
2) Operating Expense (less P-Card liability)	\$ (5,424.77)	\$ (75,158.48)
3) State Holdback	\$ -	\$ -
4) Loan Disbursements	\$ (44,642.00)	\$ (418,424.34)
5) Capital Outlay	\$ -	\$ -
<b>TOTAL DECREASES</b>	<b>\$ (58,309.54)</b>	<b>\$ (532,604.86)</b>
<b>ENDING CASH BALANCE as of Mar 31, 2012</b>	<b>\$ 4,043,103.47</b>	<b>\$ 4,043,103.47</b>

Cash as of 3/31/2012	\$ 4,043,103.47
3 % Minimum Contingency Reserve	\$ (182,296.23)
Funds Approved - Not Disbursed	\$ (307,164.00)
<b>FUNDS AVAILABLE TO LOAN</b>	<b>\$ 3,553,643.24</b>
Pending Approval at 5/2/2012 Meeting	\$ (95,200.00)
<b>Funds Available after 5/2/2012</b>	<b>\$ 3,458,443.24</b>

## LOAN STATUS REPORT:

Outstanding Principal Loan Balance beginning 2/29/2012	\$ 6,185,790.28
Disbursements during March 2012	\$ 44,642.00
Principal payments made during March 2012	\$ (153,891.17)
Adjustments to STARS balance	\$ -
<b>ADJUSTED PRINCIPAL LOAN BALANCE as of 3/31/2012</b>	<b>\$ 6,076,541.11</b>



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TO: Teri Murrison, Administrator  
FROM: Terry Hoebelheinrich, Loan Officer  
DATE: April 27, 2012  
RE: RCRDP Interest Income Projection

Per your request the following projections are provided.

RCRDP 2012 fiscal year interest income: \$287,000

RCRDP 2013 fiscal year interest income: \$265,000

The 2012 figure is comprised of actual interest and late fee income received through April and projected interest income for May and June 2012.

The 2013 figure is a projection. Both figures were developed from NLS and from the March 2012 RCRDP cash balance report.

RECOMMENDED ACTION: For information only.



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ITEM #6c

**To:** Chairman Bronson, Commissioners Radford, Stutzman, Wright, and Trebesch  
**From:** Teri Murrison  
**Date:** April 30, 2012  
**Re:** FY 2012 Closeout & Roll Down Personnel Cost Savings

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Staff has been closely monitoring the Conservation Commission's operating fund this year due to this administrator's first-year fiscal caution and the one-time payment of district insurance premiums to ICRMP. We have deferred purchases of field and office equipment and supplies, training, etc. until we had a better idea of how we would end the year.

The Department of Admin recently delivered the attached 2012 Projections Summary which shows that there are projected to be funds remaining, most notably in personnel (both in the general and RCRDP personnel funds).

Fortunately (and unfortunately) for us, we had a number of unfilled positions this year, leading to approximately \$88,000 in personnel cost savings to be rolled down in the general fund and \$10,500 in the RCRDP personnel fund to be rolled down to RCRDP operating. The roll down will be particularly beneficial to the general fund operating account due to the \$42,000 payment for districts' ICRMP premiums this year.

Staff plans to do the roll down in two phases: the first, an immediate roll down of \$75,000 from the general fund personnel account, and the second, the remainder (from the general personnel and RCRDP personnel funds) closer to the end of the fiscal year. This two-phased roll down insures we have adequate funds in personnel in case there is an unanticipated retirement or other personnel expense.

We will utilize these rolled down funds to catch up on deferred expenses before June 30th. We are developing a prioritized list of planned expenditures – including office and field equipment, maintenance and tires for vehicles, software upgrades, staff training, etc. We will provide an update at your June meeting.

No action is requested.

**ACTION:** For information only

**Attachments:**

Projections Summary for FY 2012



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## SWC PROJECTIONS SUMMARY for FY12

GENERAL FUND		PERSONNEL			OPERATING			TRUSTEE & BENEFITS		
FY11		BUDGET	PROJECTED EXPENSE	BALANCE	BUDGET	PROJECTED EXPENSE	BALANCE	BUDGET	PROJECTED EXPENSE	BALANCE
INDEX										
7111	MANAGEMENT BOARD	1,692	3,164	(1,472)	3,957	9,043	(5,086)	0	0	0
7201	FIELD STAFF	877,599	798,518	79,081	155,056	150,597	4,459	0	0	0
7310	DISTRICT ALLOCATIONS	0	0	0	0	0	0	1,053,200	1,053,200	(0)
7315	GRANTS/AGREEMENTS/CONTRACTS	0	0	0	0	0	0	0	0	0
7320	WQPA WATER QUALITY	0	0	0	0	0	0	50,000	49,237	763
7350	CREP	89,308	78,532	10,776	18,987	11,700	7,287	0	0	0
TOTAL GENERAL FUND 0001		968,599	880,213	88,386	178,000	171,341	6,659	1,103,200	1,102,437	763
				90.87%				96.26%	99.93%	
7325	SWC PROFESSIONAL SERVICES	0	0	0	40,000	0	40,000	0	0	0
TOTAL FUND 0450		0	0	0	40,000	0	40,000	0	0	0
DEDICATED FUND		PERSONNEL			OPERATING					
FY11		BUDGET	PROJECTED EXPENSE	BALANCE	BUDGET	PROJECTED EXPENSE	BALANCE			
7351	RCRDP LOAN ADMINISTRATION	83,600	73,053	10,547	101,600	99,478	2,122			
TOTAL RCRDP ADMIN 0522-01		83,600	73,053	10,547	101,600	99,478	2,122			
				87.38%				97.91%		
7361	REVOLVING LOAN - DEQ	0	0	0	30,000	0	30,000			
TOTAL DEQ LOAN 0529-16		0	0	0	30,000	0	30,000			
										0.00%

**FY 2013 Soil & Water Conservation Commission**  
**DRAFT Dedicated Fund Budget Blueprint**

<b>H 669</b>	<b>Operating</b>	<b>Personnel</b>	<b>Total</b>
RCRDP Fund	\$ 146,000	\$ 144,100	\$ 290,100
TA Cost Recovery	\$ 20,000	\$ -	\$ 20,000
Federal Grant (NRCS)	\$ 60,000	\$ -	\$ 60,000
SRF Loan	\$ 30,000	\$ -	\$ 30,000
	<u>\$ 256,000</u>	<u>\$ 144,100</u>	<u>\$ 400,100</u>

<b><u>SWC Budget</u></b>	<b>Operating</b>	<b>Personnel</b>	<b>TOTAL</b>
	\$ 256,000	\$ 144,100	\$ 400,100

**Operating Highlights**

Ongoing expenses for MOU with Admin for HR, IT, fiscal support, includes slight increase budgeted to FY 2012 actuals  
 Assumes appropriate amount of postage, phone and rent expense for Boise office being charged to RCRDP  
 Assumes reimbursement for actual personnel expenses for four CCPI projects through December 31, 2012  
 Assumes maximum funds received under grant and TA cost recovery

**Personnel Highlights**

Assumes Commissioner per diem for meeting days with RCRDP business will be charged to RCRDP  
 Assumes two FTP loan staff and small amount of administrative time

**FY 2013 Soil & Water Conservation Commission**

**DRAFT General Fund Budget Blueprint**

<b><u>H.669 (JFAC)</u></b>	<b>Trustee/Benefits</b>	<b>Operating</b>	<b>Personnel</b>	<b>Total</b>
<b>General Fund</b>	\$ 1,103,200	\$ 209,500	\$ 993,700	\$ 2,306,400

<b><u>SWC Budget</u></b>	<b>District Allocations</b>	<b>Capacity Building</b>	<b>Operating</b>	<b>Contingency</b>	<b>Personnel</b>	<b>TOTAL</b>
Base Funding	\$ 433,500	\$ 50,000	\$ 203,844	\$ 5,657	\$ 993,700	\$ 2,306,400
Match Funding	\$ 619,700					
	\$ 1,053,200					

FY11 Local Match  
463,647  
\$ 1.34

**Trustee/Benefits Highlights (District Allocations, Capacity Building - formerly WQPA)**

District Allocations assumes \$8,500 base funding for 50 districts and \$8,500 for consolidated district year 2 of 3  
Match funding is an estimated state match of \$1.34 based on FY 2011 local match (inc. \$50k cap). Final TBD from actual FY 2012 local match  
WQPA program discontinued, funding to be distributed to districts for capacity building activities

**Operating Highlights**

Assumes general fund pays all appropriate costs, including all of NRCS desk space and federal IT support  
Assumes appropriate amount of professional, administrative, and IT services including postage, phone and rent expense for Boise office being charged to RCRDP  
Assumes SWCAP expenses including SCO, AG, STO estimated at \$47,600

**Personnel Highlights 16 FTPs**

Assumes fully staffed in general fund at 14 FTPs (2 FTPs in RCRDP), 2 part time temporary, all projected personnel costs fall within budget with small contingency  
Assumes two FTP loan staff and small amount of administrative time

**Contingency**

Small 2.7% contingency budgeted. Could be increased with any personnel or operating savings accrued including reimbursement for SWC expertise.

IN THE HOUSE OF REPRESENTATIVES

HOUSE BILL NO. 669

BY APPROPRIATIONS COMMITTEE

AN ACT

APPROPRIATING MONEYS TO THE SOIL AND WATER CONSERVATION COMMISSION FOR FISCAL YEAR 2013; LIMITING THE NUMBER OF AUTHORIZED FULL-TIME EQUIVALENT POSITIONS; AND PROVIDING GUIDANCE FOR EMPLOYEE COMPENSATION AND BENEFITS.

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

SECTION 1. There is hereby appropriated to the Soil and Water Conservation Commission, the following amounts to be expended for the designated expense classes, from the listed funds for the period July 1, 2012, through June 30, 2013:

	FOR PERSONNEL COSTS	FOR OPERATING EXPENDITURES	FOR TRUSTEE AND BENEFIT PAYMENTS	TOTAL
FROM:				
General				
Fund	\$993,700	\$209,500	\$1,103,200	\$2,306,400
Administration and Accounting Services				
Fund		20,000		20,000
Resource Conservation and Rangeland Development				
Fund	144,100	146,000		290,100
Clean Water Revolving Loan (SCC)				
Fund		30,000		30,000
Federal Grant				
Fund	<u>0</u>	<u>60,000</u>	<u>0</u>	<u>60,000</u>
TOTAL	\$1,137,800	\$465,500	\$1,103,200	\$2,706,500

SECTION 2. FTP AUTHORIZATION. In accordance with Section 67-3519, Idaho Code, the Soil and Water Conservation Commission is authorized no more than sixteen (16) full-time equivalent positions at any point during the period July 1, 2012, through June 30, 2013, unless specifically authorized by the Governor. The Joint Finance-Appropriations Committee will be notified promptly of any increased positions so authorized.

SECTION 3. EMPLOYEE COMPENSATION AND BENEFITS. The Legislature recognizes and thanks all state workers for their dedication, professionalism and for the personal sacrifices they make every day in the performance of their duties to serve our citizens. In accordance with the provisions of

1 Section 67-5309C, Idaho Code, the Legislature supports the Governor's rec-  
2 ommendation in not making changes in annual salaries and benefits for state  
3 employees based upon labor markets or specific occupational inequities;  
4 directs agencies and institutions that have excess personnel cost appro-  
5 priations or salary savings due to turnover to use such funding for a merit  
6 increase component, notwithstanding the provisions of Section 67-5309B(4),  
7 Idaho Code, to recognize and reward permanent and temporary state employ-  
8 ees; and does provide funding to agencies and institutions to provide a two  
9 percent (2%) pay increase for all classified and nonclassified permanent  
10 performing employees. Performing employees shall be all permanent employ-  
11 ees, including adjunct faculty at colleges and universities, who have been  
12 rated as "achieves" or better on a performance plan if required by Division  
13 of Human Resources rule, including probationary permanent employees making  
14 satisfactory progress. The Legislature supports the Governor's recommenda-  
15 tion to fund increases in the cost of health insurance benefits and directs  
16 the director of the Department of Administration, as the administrator of  
17 the state insurance plan, to maintain the current benefit package to the ex-  
18 tent possible, which may require a cost sharing on the part of employees for  
19 the increased cost of the health insurance plan.



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## ITEM #8

**To:** Chairman Bronson, Commissioners Radford, Stutzman, Wright, and Trebesch  
**From:** Kristin Magruder, Policy & Operations Specialist  
**Date:** April 23, 2012  
**Re:** Loan Committee Report

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At the April 4, 2012 meeting, staff provided a verbal update on the actions of the loan committee. Since then, the committee met in person on April 17, 2012 to review an internal evaluation report, discuss recommendations, and create an action plan. The follow recap provides a summary of highlights and proposed actions for consideration:

### General

- An internal team of staff will begin research and implementation of recommendations for current policies and procedures.
- Weekly progress reports will be provided to Commissioners Trebesch, Wright, and Ms. Murrison.
- Loan committee agreed to meet the afternoon prior to in-person Commission meetings to discuss progress and resolve issues.
- Updates and changes as recommended by the committee to go to the board for discussion and deliberation.

### Marketing

- Staff to begin preliminary research for marketing plan to recommend to the board.
- Establish working group consisting of district staff and supervisors and loan committee members to determine scope, process, and compensation for district services provided to loan program.

### Items for Consideration

#### ***RCRDP Conservation Plan Practices and Projects Matrix***

A recurring issue for Commission staff, district staff, and applicants was how to determine whether or not a conservation plan, project, or plan was eligible for funding under the loan program. Staff was directed to research and propose a simple method for making this determination.

The draft Matrix is a decision tree that allows the user to apply criteria to determine whether a project is eligible. Criteria includes the Natural Resources Conservation Service (NRCS) list of Idaho Practice Standards by reference and a series of questions consistent with statutory considerations for natural resources. Applicants are encouraged to contact the loan staff directly with any questions regarding eligibility.

#### ***Working Group***

The committee recommends that the Commission convene a working group of district staff, supervisors, and/or IASCD representatives to determine a scope, process, and compensation model for district services provided to the loan program. The proposal would explore the districts assisting the



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Commission to market and promote the loan program in exchange for a fee. The committee felt the district input was critical to the success of the proposal.

### ***Loan Officer Approval Authority***

Potential solutions were discussed relevant to improving the review and approval process for new loan applications. One recommendation was to reduce the amount of time it took to approve a loan once it had been submitted to the loan staff. The committee is recommending the modification of the loan officer's approval authority in order to reduce the processing time on certain loans under the following conditions:

- If basic loan criteria are not met under policy, the loan officer has the authority to deny the application and does not present it to the board. The applicant may appeal the decision to the board within 15 days as allowed by policy.
- For loans up to \$50,000, the loan officer may approve the loan if basic criteria are met. The loan is subject to Administrator review and approval.
- Loans over \$50,000 are subject to board review and approval only.
- Loan officer will report at each public meeting: (a) loans denied and reason and (b) loans approved and conditions as part of the record.

### **ACTIONS:**

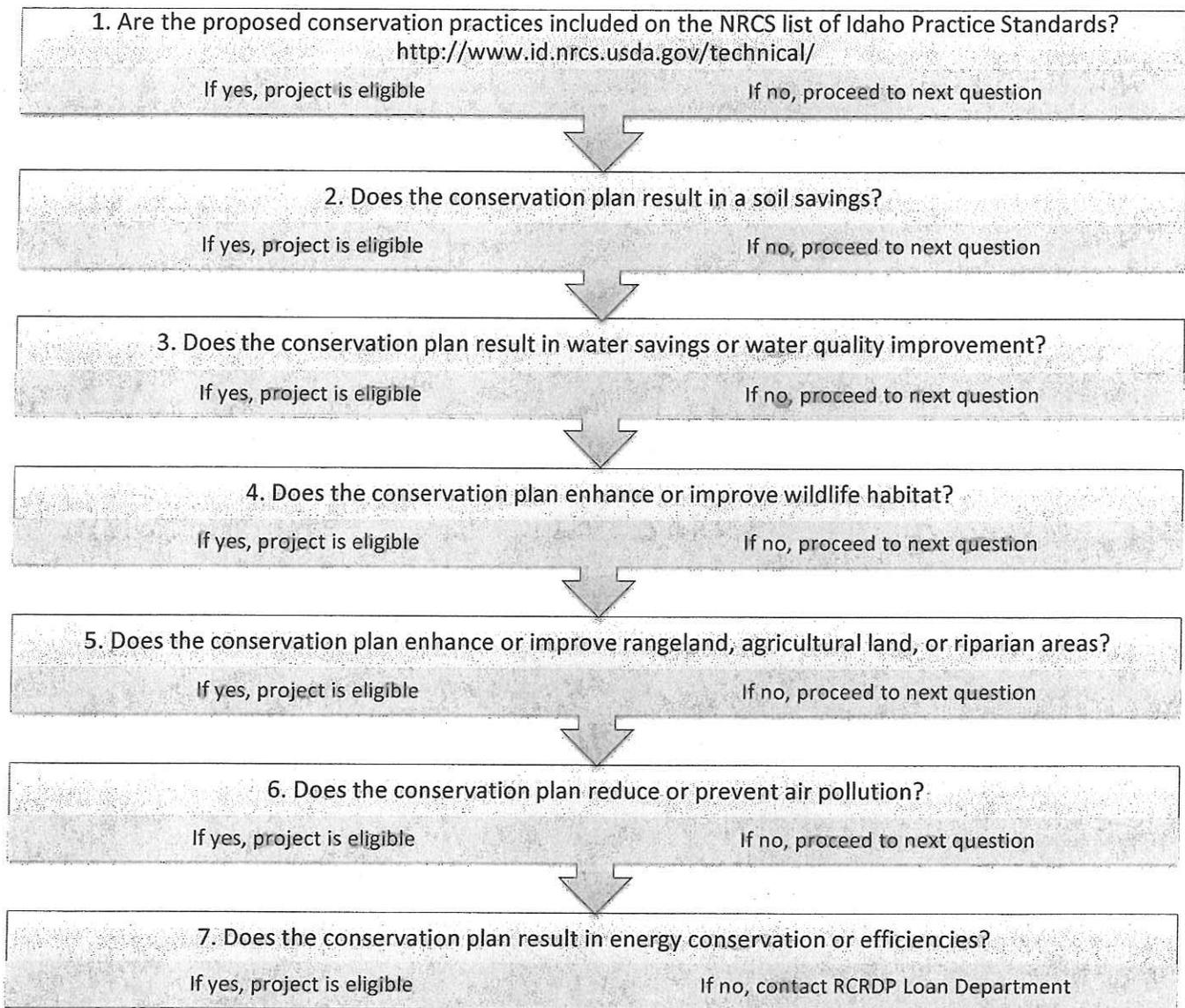
- **Consider approving RCRDP Conservation Plan Practices and Project Matrix**
- **Consider establishing working group**
- **Consider approving loan officer approval authority**

## RCRDP Conservation Plan Practices and Projects Matrix

The Resource Conservation and Rangeland Development Program (RCRDP) provides low-interest loans to install conservation practices that enhance or improve natural resources. To determine if a conservation practice, project, or equipment purchase would qualify under the program guidelines, the following considerations apply in accordance with Idaho Code § 22-2731, et. seq.:

- Conservation improvements must be in the public interest;
- Conservation improvements shall apply to rangelands, agricultural lands and riparian lands;
- Conservation improvements shall provide environmental enhancement to soil, water, wildlife and related resources;
- Proposed projects must be feasible from a technical standpoint and economically justified.

Components of a conservation plan may be further evaluated for qualification using the following matrix:



Contact the RCRDP Loan Department at 208-332-1795 with any questions regarding project eligibility, funding requirements, general questions or visit us online at <http://swc.idaho.gov/>.



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**ITEM #9**

**To: Chairman Bronson, Commissioners Radford, Stutzman, Wright, and Trebesch**  
**From: Kristin Magruder, Policy & Operations Specialist**  
**Date: April 23, 2012**  
**Re: District 5-Year Plans for FY 2012**

In accordance with the reporting requirements of IDAPA 60.05.04, districts are required to submit a 5-year plan and/or annual work plan by March 31st of each year. There were three extensions granted to Adams, Payette, and Teton districts and only one plan not yet received from Camas district. Staff has been in contact with the district and understands the plan is completed but is waiting for board review. For FY 2012, the following plans were received:

Ada	03/21/12
Adams	04/10/12
Balanced Rock	03/21/12
Bear Lake	03/29/12
Benewah	03/27/12
Blaine	03/29/12
Bonner	03/21/12
Boundary	03/26/12
Bruneau River	03/20/12
Butte	03/23/12
Camas	None received
Canyon	03/28/12
Caribou	03/26/12
Central Bingham	04/02/12
Clark	03/12/12
Clearwater	03/19/12
Custer	02/14/12
East Cassia	03/29/12
East Side	03/15/12
Elmore	03/30/12
Franklin	04/11/12
Gem	02/08/12
Gooding	03/19/12
Idaho	03/22/12
Jefferson	03/15/12

Kootenai-Shoshone	03/28/12
Latah	03/23/12
Lemhi	03/02/12
Lewis	03/07/12
Madison	03/23/12
Minidoka	03/27/12
Nez Perce	02/17/12
North Bingham	04/02/12
North Side	02/29/12
Oneida	03/30/12
Owyhee	02/14/12
Payette	04/24/12
Portneuf	03/29/12
Power	03/30/2012/no certification page
Snake River	03/21/12
South Bingham	03/29/12
Squaw Creek	02/13/12
Teton	04/19/12
Twin Falls	03/21/12
Valley	03/29/13
Weiser River	04/02/12
West Cassia	03/29/12
West Side	03/16/12
Wood River	03/19/12
Yellowstone	03/30/12

**ACTIONS:**

- Accept FY 2012 5-Year Plans and Annual Work Plans

**\*\*DRAFT\*\* FY 2012 CONSERVATION DISTRICT SURVEY \*\*DRAFT\*\***

Please respond to each of the following questions about the Commission's performance for the period from July 1, 2011 to June 30, 2012.  
Please choose only one (1) answer for each question.

	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Disagree	Not Applicable*
1. Supplied adequate technical assistance to my district, as requested, for conservation program delivery	<input type="checkbox"/>					
2. Assisted my district in making connections with state and federal agencies to develop relationships and funding opportunities	<input type="checkbox"/>					
3. Provided an opportunity to share information about other district's activities and programs with my district.	<input type="checkbox"/>					
4. Offered my district the opportunity to comment or be involved in Commission activities or decisions	<input type="checkbox"/>					
5. Existing Commission staff and resources are adequate to provide technical assistance, program delivery and district support	<input type="checkbox"/>					

**Overall, how satisfied are you with the Commission's services and support?**

- Satisfied
- Somewhat Satisfied
- Neutral
- Somewhat Dissatisfied
- Dissatisfied

**Please provide any additional feedback about FY 2012 or suggestions for future years:**

\* Not applicable only applies if your district did not ask for or receive any of the assistance or services as described in Questions 1 through 5.

Return one (1) response per district to the  
 Idaho Soil & Water Conservation Commission  
no later than Friday, July 27, 2012 by mail, fax or email at:  
 650 West State Street, Room 145 Boise, ID 83702  
 Fax: (208) 332-1799 E-mail: info@swc.idaho.gov

**District Name(Please Print):** \_\_\_\_\_



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## ITEM #10

**To:** Chairman Bronson, Commissioners Radford, Stutzman, Wright, and Trebesch  
**From:** Kristin Magruder, Policy & Operations Specialist  
**Date:** April 25, 2012  
**Re:** FY 2012 Annual Survey to Districts

---

The current Strategic Plan directs the Conservation Commission to conduct an annual survey to district to obtain a baseline for Commission performance over the prior year. This year's draft is exactly the same as last year's survey.

This draft, if approved, will be sent out to allow district boards at least two months to review and submit the survey, which is due by July 27, 2012. The results will be compiled as a performance measure in the Commission's annual Performance Measurement Report to the Division of Financial Management in September.

### **ACTIONS:**

- Consider approving Annual District Survey and Memo

### **ATTACHMENTS:**

- Draft FY 2012 Annual Survey to Districts
- Draft Memo to Districts



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To: Idaho's Soil & Water Conservation Districts  
From: Kristin Magruder, Policy and Operations Specialist  
Date: May 7, 2012  
Re: **Annual District Survey – Needed by July 27, 2012**

---

It is that time of year again! The Idaho Soil & Water Conservation Commission is seeking input from the districts on our performance for the period of July 1, 2011 through June 30, 2012 (FY 2012).

The survey is intended to be simple and short and we encourage your honest response to each question. Please feel free to include additional comments or suggestions as we prepare to set goals and benchmarks for FY 2013. The survey is a requirement from the current Strategic Plan (FY 2012-2015) that requires the Commission to determine the level of satisfaction of services provided to the districts. The results are then included in the Commission's annual Performance Measurement Report due to the Division of Financial Management by the end of August.

**Please complete and return one copy of the attached survey no later than Friday, July 27, 2012.** Only one survey per district can be accepted.

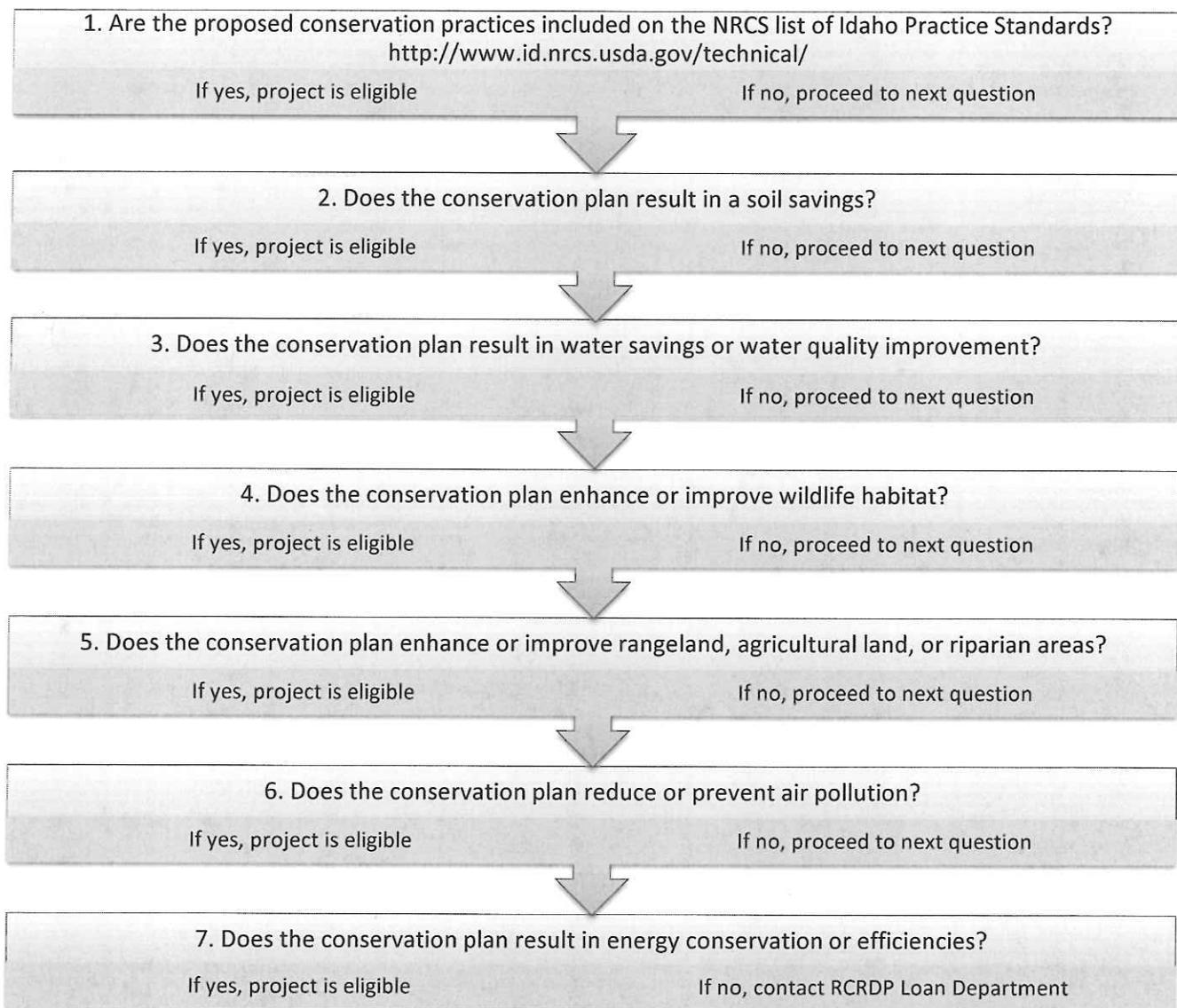
Thank you for your ongoing feedback and prompt return of this important survey. If additional background is helpful, the current Commission Strategic Plan and Performance Measurements Report is available online at <http://swc.idaho.gov>. Otherwise, please contact the Boise office at 208-332-1790 if you have any questions or concerns.

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**ITEM #9**

**To: Chairman Bronson, Commissioners Radford, Stutzman, Wright, and Trebesch**  
**From: Kristin Magruder, Policy & Operations Specialist**  
**Date: April 23, 2012**  
**Re: District 5-Year Plans for FY 2012**

In accordance with the reporting requirements of IDAPA 60.05.04, districts are required to submit a 5-year plan and/or annual work plan by March 31st of each year. There were three extensions granted to Adams, Payette, and Teton districts and only one plan not yet received from Camas district. Staff has been in contact with the district and understands the plan is completed but is waiting for board review. For FY 2012, the following plans were received:

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Weiser River	04/02/12
West Cassia	03/29/12
West Side	03/16/12
Wood River	03/19/12
Yellowstone	03/30/12

**ACTIONS:**

- **Accept FY 2012 5-Year Plans and Annual Work Plans**



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## ITEM #10

**To:** Chairman Bronson, Commissioners Radford, Stutzman, Wright, and Trebesch  
**From:** Kristin Magruder, Policy & Operations Specialist  
**Date:** April 25, 2012  
**Re:** FY 2012 Annual Survey to Districts

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The current Strategic Plan directs the Conservation Commission to conduct an annual survey to district to obtain a baseline for Commission performance over the prior year. This year's draft is exactly the same as last year's survey.

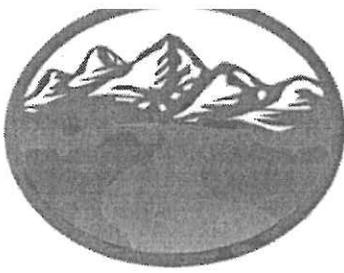
This draft, if approved, will be sent out to allow district boards at least two months to review and submit the survey, which is due by July 27, 2012. The results will be compiled as a performance measure in the Commission's annual Performance Measurement Report to the Division of Financial Management in September.

### **ACTIONS:**

- Consider approving Annual District Survey and Memo

### **ATTACHMENTS:**

- Draft FY 2012 Annual Survey to Districts
- Draft Memo to Districts



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To: Idaho's Soil & Water Conservation Districts  
From: Kristin Magruder, Policy and Operations Specialist  
Date: May 7, 2012  
Re: **Annual District Survey – Needed by July 27, 2012**

---

It is that time of year again! The Idaho Soil & Water Conservation Commission is seeking input from the districts on our performance for the period of July 1, 2011 through June 30, 2012 (FY 2012).

The survey is intended to be simple and short and we encourage your honest response to each question. Please feel free to include additional comments or suggestions as we prepare to set goals and benchmarks for FY 2013. The survey is a requirement from the current Strategic Plan (FY 2012-2015) that requires the Commission to determine the level of satisfaction of services provided to the districts. The results are then included in the Commission's annual Performance Measurement Report due to the Division of Financial Management by the end of August.

**Please complete and return one copy of the attached survey no later than Friday, July 27, 2012.** Only one survey per district can be accepted.

Thank you for your ongoing feedback and prompt return of this important survey. If additional background is helpful, the current Commission Strategic Plan and Performance Measurements Report is available online at <http://swc.idaho.gov>. Otherwise, please contact the Boise office at 208-332-1790 if you have any questions or concerns.



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## ITEM #11

**To:** Chairman Bronson, Commissioners Radford, Stutzman, Wright, and Trebesch  
**From:** Kristin Magruder, Policy & Operations Specialist  
**Date:** April 25, 2012  
**Re:** Report on FY 2011 Capacity Building Awards

---

Last year, the Conservation Commission funded requests that had been submitted as part of the 2011 District Budget Hearing. There was approximately \$27,000 of unspent funds from the Water Quality Program for Agriculture account that was distributed at the end of fiscal year 2010. The Commission was supportive of the education and outreach requests that had the greatest impact overall.

The districts that received these funds were asked to provide a report that described how the funds benefitted their program, which are attached for your review. Exceptions include the Payette district, which has requested an extension so their report will be provided at the public meeting, and the Bonner district is holding the Forestry Contest on May 10, 2012, so no report is available yet.

Additionally, \$207 was awarded to every district in the form of a training scholarship to help the districts offset costs associated with staff development and workshops. District staff participated in training to support reporting requirements for allocations in conjunction with the annual association conference and coordinated regional division workshops.

The following list indicated the division of last year's funds:

- Bonner district: Forestry Contest \$1,500
- Gem district: Outreach & education \$1,800
- Idaho district: Grazing Conference \$1,000
- Jefferson district: Weed Awareness \$1,667.17
- Kootenai-Shoshone: Landowner Training & Outreach \$1,400
- Owyhee district: Weed Management signs \$2,560
- Payette district: 2012 Ag Symposium \$4,500
- Squaw Creek: Living on the Land \$2,750
- Training scholarship to each district in the amount of \$207 per district to assist with costs associated to attend training for district reporting requirements related to the rule for district allocations

### **ACTIONS:**

- For information only

### **ATTACHMENTS:**

- Reports from districts



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## ITEM #12

**To:** Chairman Bronson, Commissioners Radford, Stutzman, Wright, and Trebesch  
**From:** Kristin Magruder, Policy & Operations Specialist  
**Date:** April 25, 2012  
**Re:** 2012 District Budget Hearing

---

Pursuant to 22-2727, Idaho Code, the Commission is required to hold a hearing to consider the needs of the soil conservation districts based up the budgets, budget requests, district programs and work plans.

The goal of this year's budget hearing is to document unmet natural resource needs (projects and/or program) based on the district's 5-year and annual work plans, and to continue last year's capacity building grants to districts. Last year, the Commission solicited requests for funding from the districts without a distinction between project and non-project requests and this year the budget hearing delineates between the two.

The deadline to submit requests was April 24, 2012 for purposes of compiling this report and districts were also given the option to present their budget request at the public hearing.

### PART 1 – PROJECT/PROGRAM PRIORITIES

There were 25 districts that submitted a total of 62 funding requests ranked in order of district priority. Project and program needs were diverse and ranged from equipment needs to cost-share assistance for landowners:

<b><i>Total Funds Requested:</i></b>	<b><i>\$5,119,858</i></b>
<i>Priority 1 Total:</i>	<i>\$1,619,825</i>
<i>Priority 2 Total:</i>	<i>\$3,153,610</i>
<i>Priority 3 Total:</i>	<i>\$346,150</i>

### PART 2 – CAPACITY BUILDING REQUESTS

There were 39 districts that submitted a total of 68 funding requests for capacity building outreach or education related activities. There is a total of \$50,000 available during FY 2013 and requests for up to \$1,000 per district were accepted. Requests for additional funds from eight districts were submitted for consideration.

<i>Total Funds Requested:</i>	<i>\$40,000</i>
<i>Additional Funds Requested:</i>	<i>\$14,840</i>

### RECOMMENDATIONS FOR CONSIDERATION

#### *Statewide/Regional Conferences and Workshops*

In prior years, the Commission has funded district requests for conferences and workshops that provide a statewide or regional benefit. With this year's funding request capped at \$1,000 per district, staff is



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requesting that the Commission consider funding these conferences and workshops for a maximum of the funding support in prior years or \$1,500, whichever is less.

Conference/Workshop	Amount	Recommendation
Bonner – Additional funds for Idaho State Forestry Contest	\$500	Prior funding has been \$1,500 per year
Idaho – Funds for Division II Grazing Conference	\$1,000	Prior funding has been \$1,000 per year
Payette – Additional funds for Ag Symposium	\$500	Prior funding has been \$4,500 per year

### ***District Requests for Additional Funds over \$1,000***

There were ten separate requests for additional funds. Separate recommendations for each of these requests as follows:

District Request	Amount	Recommendation
Bear Lake – supplies to restock educational supplies	\$600	Allow – part of outreach and education
Franklin – Host fun run to raise funds for programs	\$5,000	Not allow – included in Project Needs list and cost prohibitive
Franklin – Technical assistance for coalition	\$2,000	Not allow – technical assistance not considered outreach and education
Gooding – Additional materials for community planting project	\$240	Allow – part of outreach and education
Idaho – Travel costs for grant writing workshop	\$1,375	Not allow – travel is not considered outreach and education
Latah – Travel costs for grant writing workshop	\$1,375	Not allow – travel is not considered outreach and education
Lewis – Travel costs for grant writing workshop	\$1,375	Not allow – travel is not considered outreach and education
Nez Perce – Travel costs for grant writing workshop	\$1,375	Not allow – travel is not considered outreach and education
Owyhee – 71 hrs of sick leave for staff	\$1,000	Not allow – sick leave is not considered outreach and education



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## ***Equitable Distribution for Training***

Because not all districts submitted a request for funding, staff is requesting that the Commission consider an equitable distribution to assist districts with training costs:

1. The Commission has access to an online training website for desktop computer skills that could be offered to each district to assist with training needs. The Skillsoft platform offers a full curriculum for Microsoft, Adobe, Apple, and other software as well as Books24x7, which offers thousands of online professional books to download and read. The fee is estimated at \$45 per person, per year and would cost \$2,250 for 50 users. Users have unlimited access to dozens of training courses for the entire year. Staff could poll districts for interest and sign up only those that are interested.
2. The remaining funds could be split evenly between all 50 districts to offset training related costs for workshops or conferences similar to last year's training scholarship.

## **PROPOSED FUNDING DISTRIBUTION SUMMARY:**

Total Funds Available	\$ 50,000
less 39 Capacity Building Requests	\$ (40,000)
<hr/>	
Subtotal ( <i>subject to additional requests submitted at the hearing</i> )	\$ 10,000
Idaho State Forestry Contest	\$ (500)
Grazing Conference	\$ (1,000)
Proposed: Payette Ag Symposium	\$ (500)
Skillsoft Training (estimated)	\$ (2,250)
<hr/>	
Subtotal	\$ 6,750
Bear Lake additional funds	\$ (600)
Gooding additional funds	\$ (240)
<hr/>	
Subtotal	\$ 840

## **ACTIONS:**

- Consider accepting district funding requests for Project and/or Program Priorities
- Consider approving district funding requests for Capacity Building in the amount of \$40,000 for FY 2013
- Consider approving conference/workshop sponsorship funding
- Consider approving district requests for additional funding
- Consider approving Skillsoft desktop training costs for all 50 districts
- Consider distributing any remaining funds for FY 2012 and/or FY2013 equitably for training scholarship to all 50 districts

## **ATTACHMENTS:**

- Part 1: Project/Program Needs Spreadsheet summary and worksheets
- Part 2: Capacity Building Spreadsheet summary and worksheets

**FY 2012 District Budget Hearing**

**Project/Program Needs**

<b>District</b>	<b>Project/Program Priorities</b>	<b>Description</b>	<b>Total Funds Requested</b>
Balanced Rock	1. Water Quality Resource Conservationist	Hire technical assistance to manage 319 water quality projects	\$ 50,000
	2. Cost Share Assistance	Cost-share incentive to enhance Twin Falls CCPI	\$ 100,000
Bear Lake	1. Engineering	Contract engineering assistance for project design	\$ 6,000
	2. Water Fair	High school water fair	\$ 2,000
	3. Ovid Stream Protection	Project for corral relocation	\$ 10,000
Benewah	1. Soil Health Restoration and Education	Landowner assistance for soil assessment	\$ 5,000
	2. Stream Bank Restoration Education Outreach	Landowner outreach for best management practices to prevent stream bank erosion	\$ 2,500
	3. School Outreach	Conservation education for students	\$ 2,000
Bonner	1. Lake*A*Syst Outreach Classes	TMDL outreach program	\$ 1,000
	2. District Newsletter	District outreach and education to landowners	\$ 910
	3. Waterlife Discovery Center Riparian Project	Expand riparian zone of learning center along Pend Oreille River	\$ 1,000
Boundary	1. Water Quality Technical Assistance	Hire part-time technical assistance to assist with projects and grant writing	\$ 20,000
	2. Kootenai River Restoration Outreach	CCPI outreach and education	\$ 10,000
	3. Twentymile Fish Passage Phase III	Stabilizing stream channel and banks	\$ 15,000
Caribou	1. Water Fair	Water fair in conjunction with Bear Lake, Franklin and Oneida counties	\$ 2,000
Clearwater	1. Community Outreach	Activities to mitigate wildfire and flood hazard by coordinating community resources	\$ 250,000

**FY 2012 District Budget Hearing  
Project/Program Needs**

District	Project/Program Priorities	Description	Total Funds Requested
	2. Biofuel Plant	Develop biofuel plant to provide energy to prison, high school and hospital	\$ 1,800,000
	3. Jim Brown Creek	BMP project implementation	\$ 150,000
Custer	1. Water Law Education Workshop	Landowner and district education for water use and water rights	\$ 1,000
	2. Natural Resource Education Program	Expand conservation education for landowners	\$ 1,000
	3. Weed Awareness Workshop	Grant cost-share to implement education program for noxious weed awareness	\$ 1,000
East Cassia	1. Almo Creek Streambank and Trout Protection Project	Replace nonfunctional diversion structures	\$ 78,900
Franklin	1. Bear River run	Host fundraiser fun run to support environmental education programs	\$ 5,000
	2. Russian Olive Planning & Eradication	Provide conservation planning for removal of Russian Olive	\$ 20,000
	3. Source Water Coalition	Obtain technical assistance and administration for coalition of community water systems in Franklin County	\$ 2,000
Gem	1. Protect Water Resources	Additional technical assistance to encourage implementation of BMPs	\$ -
	2. Utilization of Animal Waste	Additional technical assistance to encourage implementation of BMPs	\$ -
	3. Public Awareness	Conservation outreach for landowners	\$ 500
Gooding	1. Greenhouse	Establish education program with FFA high school	\$ 6,500

**FY 2012 District Budget Hearing  
Project/Program Needs**

District	Project/Program Priorities	Description	Total Funds Requested
	2. Trees Against the Wind	Plant living snow fence to control dust, snow, and other dangerous road conditions	\$ 3,500
	3. Urban Weed Workshop	Weed control workshop	\$ 2,000
Idaho	1. District Operations	Grant writing workshop for staff	\$ 2,000
	2. Water Quality	Funding for projects that do not fall within watersheds that have priority funding	\$ 55,000
	3. Non-irrigated cropland/soil health	Funding for projects that do not fall within watersheds that have priority funding	\$ 60,000
Jefferson	1. Annual Weed Awareness Workshop	Funding for weed workshop	\$ 1,000
Kootenai-Shoshone	1. Soil health improvement program	Supplement cost-share for pilot program to improve soil quality	\$ 840,000
	2. Forest Health Program	Program to thin overstocked tree stands to reduce fire danger, pests and disease	\$ 1,000,000
	3. Aquifer/Surface Water Protection	Fuel and chemical spill prevention and containment project	\$ 25,000
Latah	1. Lime Application Project	Supplement proposed CIG project to add additional fields to project design	\$ 102,500
Lewis	1. Improve Surface & Ground Water Quality	Provide cost-share for producers planning to install fuel containment structures	\$ 69,000
	2. Nutrient Management	Funding for projects that do not fall within watersheds that have priority funding	\$ 60,000
	3. District Operations	Grant writing workshop for staff	\$ 1,600
Nez Perce	1. Potlatch River corridor	Inventory project to obtain federal funding	\$ 73,250
	2. Technical Assistance	Planning, design and certification of conservation practices for TMDL	\$ 65,000

**FY 2012 District Budget Hearing  
Project/Program Needs**

District	Project/Program Priorities	Description	Total Funds Requested
	3. Riparian Establishment	Continued funding for existing program that is losing federal funds after FY12	\$ 20,000
North Side	1. Water in the Snake River Basin	Implement statewide workshop on water law, water rights, and biological opinions.	\$ 3,500
	2. District helping District workshop	Monthly luncheon to share best practices and ideas	\$ 1,800
	3. Community Manual and Calendar	Develop manual and calendar to use for outreach to increase public knowledge	\$ 1,200
Power	1. Outreach & Education	Purchase of professional display board for outreach, education and marketing activities	\$ 1,800
	2. Outreach & Education	Marketing collateral printing	\$ 400
	3. Rural Well Testing	Nitrate well-testing kits	\$ 400
South Bingham	1. Pollinator Garden	Install pollinator garden in coordination with Aberdeen Plant Materials Center	\$ 375
	2. Building maintenance	Improve heating system and windows	\$ 3,500
	3. TMDL Outreach	Conservation outreach for landowners	\$ 200
Squaw Creek	1. Service to Cooperators	Additional technical assistance to encourage implementation of BMPs	\$ 1,000
	2. Weed Control	Purchase weed awareness booklets to use in landowner outreach	\$ 750
	3. Rangeland	Additional technical assistance to encourage implementation of BMPs	\$ -
Teton	1. Weed Control Program	Education and outreach program to address weed control	\$ 5,000

**FY 2012 District Budget Hearing  
Project/Program Needs**

<b>District</b>	<b>Project/Program Priorities</b>	<b>Description</b>	<b>Total Funds Requested</b>
	2. Save Water, Save Energy	Provide incentives to encourage landowner BMP installation for energy and water savings	\$ 25,000
	3. Trail Creek Stream Bank Restoration	Stream bank restoration addressing TMDL for sediment	\$ 52,500
Valley	1. Gold Fork Diversion Project	Funding for Environment Assessment to remove Gold River dam before it fails	\$ 73,000
Weiser River	1. Invasive Species Inventory Project	Funding to continue weed eradication project in West Central Sage Grouse Priority Area	\$ 20,000
Wood River	1. Weed Education Workshop	Implement workshop in coordination with county weed programs	\$ 1,500
	2. Grazing Workshop	Implement grazing workshop highlighting concerns with sage grouse habitat	\$ 1,500
	3. Windbreak Demonstration Project	Plan and implement windbreaks to prevent soil erosion	\$ 1,000
Yellowstone	1. Equipment Upgrade	Upgrade failing computer equipment	\$ 500
	2. Ashton Nitrate Project Report	Funding to publish final project report	\$ 750
	3. Research Project - Cover Crops on HES caused by high winds	Funding to publish final project report	\$ 750
	<b>TOTAL PROJECT/PROGRAM FUNDS REQUESTED (FY2012)</b>		<b>\$ 5,119,585</b>
27	68	Priority 1 Total:	\$ 1,619,825
		Priority 2 Total:	\$ 3,153,610
		Priority 3 Total:	\$ 346,150

**FY 2012 District Budget Hearing  
Capacity Building**

District	Description	Total Funds Requested	Additional Funds Requested
Balanced Rock	Legislative Water Tour for Twin Falls County	\$ 1,000	
Bear Lake	Ag in the Classroom	\$ 175	
	Division Display Board	\$ 200	
	Digital camera	\$ 380	
	Outreach and Education supplies	\$ 245	
	Supplies to restock animal pelts and skulls used for education with local schools		\$ 600
Benewah	Re-establish outreach education days, other outreach	\$ 1,000	
Blaine	Grant writing training	\$ 600	
	Soil testing probe	\$ 400	
Bonner	Idaho State Forestry Contest	\$ 1,000	\$ 500
Boundary	Project to develop weed awareness calendar with Extension and local schools	\$ 1,000	
Butte	Purchase new laptop and projector to do outreach presentations - currently borrowing from other sources	\$ 1,000	
Caribou	Public outreach tools - digital photo frame	\$ 250	
	Digital camera	\$ 305	
	Conservation District sign	\$ 245	
	Division V display board	\$ 200	
Central Bingham	District display board	\$ 369	
	Public outreach tools - prize wheel and case	\$ 346	
	Ag in the Classroom education for staff	\$ 85	
	Division display board	\$ 200	

**FY 2012 District Budget Hearing  
Capacity Building**

District	Description	Total Funds Requested	Additional Funds Requested
Clearwater	Community outreach workshop - weed control	\$ 1,000	
Custer	Water Rights/Water Law training workshop	\$ 1,000	
East Side	Water Festival Day funding	\$ 1,000	
Franklin	Division V Display Board	\$ 200	
	Pacific Regional NACD Meeting funding	\$ 200	
	Education Wildlife Trunk	\$ 600	
	Host fundraiser fun run to support environmental education programs (from Project Needs list)		\$ 5,000
	Obtain technical assistance and administration for coalition of community water systems in Franklin County (from Project Needs list)		\$ 2,000
Gem	Demonstration plot for rotational crops	\$ 1,000	
Gooding	Community and school outreach project to plant living fence to control dust, snow, and other dangerous road conditions	\$ 1,000	
	Additional materials for planting		\$ 240
Idaho	Grant writing workshop for staff	\$ 1,000	
	Additional travel costs for workshop		\$ 1,375
Jefferson	Funding for weed workshop	\$ 1,000	
Kootenai-Shoshone	Funding for Annual Growers Meeting and Conference	\$ 1,000	
Latah	Grant writing workshop for staff	\$ 1,000	
	Additional travel costs for workshop		\$ 1,375
Lewis	Grant writing workshop for staff	\$ 1,000	

**FY 2012 District Budget Hearing  
Capacity Building**

District	Description	Total Funds Requested	Additional Funds Requested
	Additional travel costs for workshop		\$ 1,375
Madison	Funding for public outreach, tours and meetings	\$ 1,000	
Nez Perce	Grant writing workshop for staff	\$ 1,000	
	Additional travel costs for workshop		\$ 1,375
North Bingham	EnviroScope model to use with education and outreach	\$ 1,000	
North Side	New Farmer Orientation Workshop	\$ 1,000	
Oneida	Digital camera	\$ 300	
	Outreach materials	\$ 500	
	Division V display board	\$ 200	
Owyhee	Weed program - equipment purchase (heavy duty sprayer)	\$ 1,000	
	Sick leave grant - 71 hrs of sick leave for staff		\$ 1,000
Payette	2013 Annual Sustainable Agriculture Symposium	\$ 1,000	
Portneuf	Waders for water monitoring	\$ 200	
	Division V display board	\$ 200	
	Risk Management class	\$ 200	
	Excel class for staff	\$ 155	
	Conservation district sign	\$ 245	
Power	Plinko board for student outreach & education	\$ 500	
	Scholarship for two students to attend Natural Resource Camp	\$ 300	
	Division V display board	\$ 200	
Snake River	Manure Management Field Day workshop (with Balanced Rock and Twin Falls districts)	\$ 1,000	

**FY 2012 District Budget Hearing  
Capacity Building**

District	Description	Total Funds Requested	Additional Funds Requested
South Bingham	Outreach and materials	\$ 500	
	Digital camera	\$ 300	
	Division V display board	\$ 200	
Squaw Creek	Living on the Land workshop	\$ 1,000	
Teton	Rural Living Workshop	\$ 1,000	
Twin Falls	Supervisor education and training (with Snake River and Balanced Rock districts)	\$ 1,000	
Valley	Water Quality education program	\$ 1,000	
Weiser River	Outreach and education activities and materials	\$ 1,000	
West Cassia	CCPI outreach and education efforts towards landowners	\$ 1,000	
West Side	Adopt-A-Canal Project	\$ 1,000	
Wood River	Urban/Suburban Weed Education Workshop	\$ 1,000	
Yellowstone	Birth of a River Tour - field trip for students in Madison, Teton and Jefferson counties	\$ 1,000	
	<b>TOTAL CAPACITY BUILDING FUNDS REQUESTED (FY2012)</b>	<b>\$ 40,000</b>	<b>\$ 14,840</b>
40	71		\$ 54,840



# Idaho Soil & Water Conservation Commission

650 W. State St., Room 145 • Boise Idaho 83720

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

www.swc.idaho.gov

## ITEM #13

**To:** Chairman Bronson, Commissioners Radford, Stutzman, Wright, and Trebesch  
**From:** Kristin Magruder, Policy & Operations Specialist  
**Date:** April 23, 2012  
**Re:** Proposed Legislation

---

In support of the SWC Strategic Plan, staff has conducted preliminary research related to potential for future program funding.

One funding mechanism being proposed relates to the Special License Plate Program under Chapter 4, Title 49 Idaho Code. The legislature has authorized the Idaho Department of Transportation (ITD) to issue specialized plates for specific programs under this statute. There was legislation adopted during the 2012 session that amended Idaho Code § 49-402 adding prequalification requirements for any agency or entity applying for specialized plates, which are discussed in this report.

### Introduction

There are currently 38 different special plate designs, some with multiple versions, like collegiate plates. Idaho Code provides for a template background of red, white, and blue for ITD efficiency and cost-effectiveness. Other requirements of the final plate include: the word "Idaho" shall appear on every plate; the inscription "Scenic Idaho" may be omitted; and no slogan that infringes on the "Famous Potato" trademark of the state of Idaho shall be used.

The fee to register for any special plate after January 1, 2013 is an initial fee of \$35 and an annual fee of \$25 thereafter. Sample plates are available for \$20 each.

It should be noted that legislation includes a provision for discontinuing a special plate if fewer than 1,000 plates are issued for each of two consecutive years after a three year introductory period.

### Background

Deputy Attorney General Harriet Hensley was consulted upon initiation of this research project. There are no concerns from her office about proceeding with this initiative. Further contact was made with the Idaho Department of Fish & Game (IDFG) for additional information as they currently have three special plates including the bluebird, the cutthroat trout, and the elk wildlife plates.

Steve Martin, IDFG Accounting Manager, provided information regarding the funding mechanism and annual revenue received from special plates. For fiscal year 2011, ITD reported 54,000 transactions which include new plates, renewals, and sample plates. The revenue received totaled \$820,000 for all three plates.

ITD receives \$10 for each initial fee, renewal fee, and sample fee to cover their administrative costs for administering the program. IDFG receives \$25 for each initial fee, \$15 for each renewal fee, and \$20 for each sample fee. IDFG also shares revenue on two plates: (1) Idaho State Department of Agriculture



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(ISDA) receives \$1.25 of each initial fee and \$0.75 for each renewal fee from the elk wildlife plates to support ISDA's livestock disease control fund; (2) Idaho Department of Parks and Recreation (IDPR) receives \$2.50 for each initial fee and \$1.25 for each renewal fee from the cutthroat trout wildlife plate to support construction and maintenance of non-motorized boating access facilities for anglers.

Mr. Martin advised that ITD monitors and tracks the revenue numbers for IDFG, provides them an annual report, then transfers the funds via the State Controller's Office at the end of each fiscal year. He reported that fiscal staff spends no more than one hour per month reviewing the information and he spends no more than one hour per year to prepare an annual revenue summary to the Director's office and Financial Officer.

## Purpose

The Special License Plate Program appears to be a reasonable mechanism for alternative funding. As an example, the funds could be used for non-regulatory, voluntary conservation projects around the state consistent with district 5-year plans. If the 1,000 minimum is met for new plates issued each year, revenue would be a minimum of \$25,000 per year. This estimate does not account for renewals or sample plates.

Additionally, 2014 marks the 75<sup>th</sup> anniversary of the legislative establishment of the Commission and districts in Idaho. The special plates could work in coordination with this event to commemorate and promote the Commission and districts. By working to introduce this legislation in the 2013 legislative session, the special plate would take effect in FY 2014.

## Process

As part of the new requirements under Idaho Code § 49-402D, the following prequalification process must occur:

1. Submit a financial plan to ITD describing how the funds are going to be used.
2. Designated an individual within the Commission who will be responsible for certifying compliance with the requirements of statute and work with ITD.

If approved by ITD:

1. The Commission would pay a \$1,000 non-refundable fee to ITD for program costs prior to September 1<sup>st</sup> of the next legislative session.
2. Submit a plate design consistent with provisions in Idaho Code § 49-402C to ITD.
3. Submit a list of at least 250 applicants who intend to purchase the specialty plate.

ITD will submit the completed application packet on behalf of the Commission to the Senate and House Transportation Committees for consideration during the next legislative session. If passes, the Commission is responsible for providing an annual report accounting for all revenues and expenditures related to the program by December 1<sup>st</sup> each year.

For the program to be successful, the following components should be considered:



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1. The special plate needs to be unique and well-designed.
2. The target market for the special plate should not compete with existing natural resource agencies or programs.
3. The marketing plan for the special plate should be effective, well-timed, and relevant.

If approved, the following actions will need to occur:

1. Secure ITD and legislative support for the bill.
2. Create a project plan and designate a project lead.
3. Research, planning, and implementation of design and marketing.
4. Statutory consideration for practical implementation of the program if legislation is approved. SWC is currently limited to issuing cost-share and grant programs exclusively from general funds.
5. Program policy, procedure, and implementation once funds are received.

**ACTION: Consider approving proposed legislation**



# Idaho Soil & Water Conservation Commission

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## ITEM #14

**TO: Chairman Bronson and Commissioners Radford, Stutzman, Wright, and Trebesch**  
**FROM: Teri Murrison, Administrator**  
**DATE: April 23, 2012**  
**RE: Strategic Plan Update**

The Conservation Commission is required to annually update our Strategic Plan by July 1<sup>st</sup> for submission to the Division of Financial Management and the Legislative Services Office. This item presents an updated Draft FY 2013 Strategic Plan for your review and consideration.

After a number of iterations and significant collaboration with partners, on August 30<sup>th</sup> last year, Commissioners approved the FY 2012-2015 Strategic Plan (attached) with broad partner support. It wasn't a perfect Plan; however the Commission committed to include partners again this year so that tweaks could be made to improve the Plan with their buy in.

Volunteers were solicited from amongst our partners for the advisory committee to work with the administrator on the edits. Everyone who applied was included on the advisory committee. They are:

Art Beal, Squaw Creek District  
Chris Simons, IDEA  
Steve Becker, Division II and Nez Perce District  
Bret Rumbeck, IASCD  
Dennis Tanikuni, Idaho Farm Bureau

As a starting point, staff compiled some initial edits to last year's Plan. Overall, the changes were not significant but there were a number of them. Staff attempted to track changes on all of them so that the difference between last year's and this year's Plans was evident, but that made the new document unreadable. Consequently, the following changes were made without track changes:

- Removed Administrator's Message
- All references to "Commission" changed to "Conservation Commission";
- Removed deliverable info from all Performance Measures and re-entered it as "Benchmarks" (also added some benchmarks that we regularly track as part of our Performance Measures Report to the State)
- Definitions of "technical assistance" and "capacity building" or comprehensive district support services are pending. Staff intends to paste in the definitions ultimately adopted by the Commission as a result of the Technical Assistance Workgroup's efforts.
- Coordination assistance has been removed from District Capacity Building Support Services.
- Goal #3 ADMINISTRATION removed from Strategic Plan since other state agency Strategic Plans on line do not included it.
- New goal: #3 Inform and Increase Partner Participation Through Communication and Outreach Services. This goal contains objectives to expand partner participation, increase internal and



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external outreach, synchronize the Conservation Commission's activities with those of partners (districts, NRCS, and other state and federal agencies), and collaborate with stakeholder groups.

The ad hoc advisory group met by teleconference on April 25<sup>th</sup> and made additional recommendations (see attached Draft FY 2013-2016 Strategic Plan Advisory Group) wherein staff edits appear in BLUE ink and the Advisory Committee's recommendations appear in RED ink).

The entire Advisory Committee came to consensus on the edits, however Bret Rumbeck needs to confirm his comments with the IASCD Board and Dennis Tanikuni of Idaho Farm Bureau still has some concerns about Goal #3 even as revised (see attached email from Dennis detailing positions). Dennis will be at your meeting to discuss his comments and answer your questions.

In Goal #3, although there was support expressed for the concept of coordination by one member of the advisory group, the consensus was that due to the sensitivity of using the word "coordination" as it has been defined federally, it is better to use it only when describing an existing process such as coordination between our Engineer and NRCS' engineer and conducting coordination meetings with DEQ.

The process for approval of the Draft FY 2013-2016 Strategic Plan is as follows:

1. Review and discuss the staff and Advisory Group edits.
2. Invite partner input and consideration of additional edits on May 2nd.
3. Direct staff on changes to the draft on May 2nd.
4. Circulate the revised draft for partner review in May.
5. Consider further edits and finalize Strategic Plan on June 6, 2012. If additional edits are necessary, it is possible to schedule a conference call later in June for further consideration.

**ACTION:** Consider approving updated FY 2013-2016 Strategic Plan Update

**Attachments:**

- FY 2012-2015 Strategic Plan
- Draft FY 2013-2016 Strategic Plan Advisory Group
- Dennis Tanikuni Comments



# IDAHO SOIL AND WATER CONSERVATION COMMISSION

**Strategic Plan**  
**FY 2012-2015**

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## Table of Contents

Committed, Message from the Chair.....	1
Optimistic, Message from the Administrator .....	1
INTRODUCTION.....	2
Key External Factors.....	2
VISION .....	2
MISSION .....	2
PHILOSOPHY.....	2
GOALS & OBJECTIVES.....	3
GOAL #1: DISTRICT SUPPORT SERVICES.....	3
Objective # 1.1: Provide Technical Assistance to Districts.....	3
Objective # 1.2: District Allocations .....	3
Objective # 1.3: District Capacity Building .....	3
GOAL #2: COMPREHENSIVE CONSERVATION SERVICES .....	4
Objective # 2.1: Incentive Programs .....	4
Objective # 2.2: Conservation Programs.....	5
GOAL #3: ADMINISTRATION .....	7
Objective # 3.1: Strategic Planning .....	7
Objective # 3.2: Annual Budget & Overall Work Plan.....	7
Objective # 3.3: Statutes, Rules, and Policies .....	7
Objective # 3.4: External Relations .....	8
Objective # 3.5: Commission Administration.....	9

## COMMITTED: LOCALLY-LED, NON-REGULATORY, SCIENCE-BASED CONSERVATION

Our shared history of conservation in Idaho is a long one: seven score and counting. Our tenure - no matter how long - will be short. We look to our predecessors for counsel and to the past to see how far we have come, but we live in the now and look forward to tomorrow. My grandfather farmed on the Minidoka Project and was so thrilled on the completion of Palisades Dam because he felt that water shortages would be a thing of the past. With the innovation of new sprinkler technology and the implementation of new farming techniques led by local soil and water conservation districts we have seen water use drop from over five acre feet per season to two and a half acre feet. Our production increased, runoff decreased, water use decreased and quality of life improved through wise conservation practices. "There are two spiritual dangers in not owning a farm. One is the danger of supposing that breakfast comes from the grocery, and the other that heat comes from the furnace." (Leopold)

Moving ahead, partnerships with our districts and others are stronger than ever and our vision clear. The new Soil and Water Conservation Commission is committed to locally-led, non-regulatory, and science-based solutions to the new challenges ahead. Forging stronger relationships, seeking new partners, and employing innovative ideas - just as our predecessors did - will insure a bountiful future. Teri Murrison, our administrator, in her short tenure has brought enthusiasm, new thoughts and innovative ideas to the Commission and our partners. Soon two new Commissioners will join us and they will bring a can do, get 'r done attitude for conservation in Idaho.

What we do together today insures healthy, vibrant soils, clean water, and an improved quality of life for generations of future Idahoans.

Dick Bronson, Chairman, Idaho Soil and Water Conservation Commission

## OPTIMISTIC: *OUR CONSERVATION PARTNERSHIP, FUTURE*

The last few years have been difficult for conservation partners in Idaho: shrinking resources have impacted the way we do business and relationships too. So far, the transition has been painful, yet today we're optimistic about the conservation partnership and the future of on the ground conservation. It takes a team to succeed in adverse conditions and we became a team as we worked to attain consensus on this Strategic Plan.

This Plan is better because of our partners' considerable input and participation. Significantly, it focuses on three critical elements: providing technical assistance and capacity building services to districts, comprehensive conservation planning and programs under Idaho statute, and providing a solid foundation of Commission administration. The Plan charts a course to achieving our mission:

*"To 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."*

It didn't come together quickly and was not easy, but everyone hung in there. It took significant cooperation and compromise. Thanks to our partners in the Strategic Plan working group, independent districts, the Idaho Association of Soil Conservation Districts, the Idaho District Employees Association, the Natural Resources Conservation Service, Idaho Farm Bureau, Commissioners and staff, and many, many others: we put this Plan together. Our next challenge? Now we "get'r done"!

Teri Murrison, Administrator, Idaho Soil and Water Conservation Commission

## INTRODUCTION

The Idaho Soil & Water Conservation Commission was established by the legislature in 1939 to address soil erosion concerns associated with the Dust Bowl Catastrophe of the 1930's. Since then, the Commission has evolved into a leader for voluntary natural resource conservation in Idaho with the responsibility to facilitate locally-led conservation planning and implementation activities statewide.

## KEY EXTERNAL FACTORS

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

- State and federal regulatory pressure and mandates that could shift priorities and resources away from current activities
- Changing economics of agriculture, 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 being spent in the state

## 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 Commission and local conservation districts are the primary entities to lead coordinated conservation efforts to provide landowners and land-users with assistance and solutions for natural resource concerns and issues.

## MISSION

To 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.

## PHILOSOPHY

The Commission is dedicated to guiding principles for each goal and related activity.

- Satisfy 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
- Promote fiscal responsibility
- Strengthen existing and build new conservation partnerships
- Incorporate valid scientific data and practices

# GOALS & OBJECTIVES

## GOAL #1: DISTRICT SUPPORT SERVICES

The Idaho Soil and Water Conservation Commission provides leadership and assistance to local conservation districts as established in Title 22 Chapter 27, Idaho Code.

### OBJECTIVE # 1.1: PROVIDE TECHNICAL ASSISTANCE TO DISTRICTS

Develop process for allocating available staff time to provide technical assistance to districts – *technical services also include some current and future grant and project obligations consistent with Commission priorities and objectives*. Initiate process to harmonize the strategic plans, visions, and missions of the Commission, Idaho Association of Soil Conservation Districts (IASCD), Idaho District Employees Association (IDEA), and local conservation districts.

#### PERFORMANCE MEASURES

- Provide technical assistance and engineering services as resources allow.
- Conduct technical assistance needs assessment to identify unmet needs and underserved districts.
- Initiate and participate in district, region, IASCD, and partner technical assistance capacity inventory.
- Develop criteria to rank and distribute district requests for technical assistance.
- Convene stakeholder workgroup(s) to strategize future coordinated technical assistance to districts.

### OBJECTIVE # 1.2: DISTRICT ALLOCATIONS

Distribute district allocations pursuant to Idaho Code 22-2727 and IDAPA 60.05.04 Rules for Allocation of Funds to Conservation Districts (annually).

#### PERFORMANCE MEASURES

- Provide training to districts to support the development and submission of reports.
- Distribute base allocations to districts.
- Convene workgroup to review Financial & Match Reports and make recommendation to Commission.
- Distribute match allocations to districts.

### OBJECTIVE # 1.3: DISTRICT CAPACITY BUILDING

Assist and provide services that encourage capacity development to independently and collectively strengthen districts. Facilitate district adoption of coordination as a vehicle to engage and harmonize the conservation efforts of federal, state, and local governments (including conservation districts).

#### PERFORMANCE MEASURES

- Finalize contribution to the District Supervisor Handbook; deliver to IASCD for finalization and distribution.
- Contract with grant writer or organization to provide interested districts with grant writing assistance including training, editorial review and advice, and funding search services.

- Provide training for districts (possible topics include state reporting practices, grant writing, conflict resolution, communications, state budget overview, etc.)
- Provide training on intergovernmental coordination to interested districts.
- Assist interested local conservation districts to adopt coordination resolutions and policies consistent with their goals.

## GOAL #2: COMPREHENSIVE CONSERVATION SERVICES

### OBJECTIVE # 2.1: INCENTIVE PROGRAMS

Provide and promote non-regulatory, science-based incentive programs to accelerate the development of conservation projects and practices throughout the state.

- 2.1.1** Resource Conservation and Rangeland Development Program (RCRDP). Administer and expand loan program to provide increased benefits to agricultural and rangelands within the state and provide financial assistance to eligible applicants for the implementation of resource management projects.

#### PERFORMANCE MEASURES

- Evaluate loan policies to ensure continued accountability and recommend improvements, if necessary.
- Evaluate application process and develop recommendations for improving timeliness.
- Provide training to Commission staff and districts to increase outreach to the public.
- Develop and implement marketing plan.
- Develop recommendation to Commission for district compensation for funded referrals.
- Request increased spending authority for dedicated loan fund to support loan-related personnel and operating costs.

- 2.1.2** State Revolving Fund. Upon request, assist the Department of Environmental Quality (DEQ) with their water quality loan program addressing non-point source pollution.

#### PERFORMANCE MEASURES

- Administer existing and/or future loans.
- Report to Commission on potential for future program funding, and pursue if appropriate.
- Assist districts in partnering with local SRF loan recipients to fund qualifying §319 grant applicants in accordance with protocols for funding nonpoint source projects as established by DEQ.

- 2.1.3** Water Quality Program for Agriculture (WQPA). Finalize current program obligations that provide cost-share funds to landowners and land users to protect water quality, improve rangeland, enhance riparian areas, and enhance critical fish and wildlife habitat. Evaluate feasibility of continuing program and actively pursue funding opportunities as identified.

#### PERFORMANCE MEASURES

- Complete program responsibilities under current funding stream.
- Process remaining pre-approved projects with remaining funds on a first-come, first-served basis and close out program obligations.
- Report to Commission on potential for future program funding, and actively pursue if appropriate.

**2.1.4** Conservation Improvement Grants. This program has financed conservation projects in the past by providing cost sharing for the installation of conservation practices. Evaluate feasibility of continuing program.

PERFORMANCE MEASURES

- Report to Commission on potential for future funding and operation and actively pursue, if appropriate.

**2.1.5** Working Landscapes Conservation Program. Examine feasibility of funding and operating a new outcomes-based program to serve as an alternative to permanent conservation easements and that provides incentives for landowners to conserve working landscapes, viewsheds, and other beneficial uses of lands and natural resources.

PERFORMANCE MEASURES

- Determine status of similar projects in Idaho and elsewhere to understand potential barriers and identify opportunities and partners.
- Research feasibility of establishing a Working Landscapes Conservation Program and make recommendation to the Commission.

**OBJECTIVE # 2.2: CONSERVATION PROGRAMS**

Provide policy and program mechanisms that enhance the environmental quality and economic productivity of the state.

**2.2.1** Conservation Reserve Enhancement Program (CREP). Provide technical leadership and oversight to improve water quantity and quality, enhance wildlife habitat, reduce groundwater use, and decrease agriculture-related chemical and sediment runoff to the waters of the Eastern Snake Plain Aquifer.

PERFORMANCE MEASURES

- Achieve goals and objectives for the CREP program as outlined in the 2006 agreement with the USDA Farm Service Agency.
- Investigate feasibility of enhancing Idaho OnePlan for interagency data sharing and reporting.

**2.2.2** Total Maximum Daily Loads (TMDL). The Commission is the designated lead agency for agricultural and grazing components of TMDL Plan development for water quality impaired surface waters in the state. In coordination with the Department of Environmental Quality (DEQ), complete existing TMDL Agricultural Implementation Plans, initiate new plans or addendums, and complete five-year reviews on existing TMDL Plans. Complete TMDL Agricultural Implementation Plans within 18 months of TMDL approval. Provide planning assistance for implementation phase of conservation practices in impacted watersheds. Provide technical assistance for implementation phase to districts with demonstrated need as resources allow.

PERFORMANCE MEASURES

- Update TMDL deliverables schedule and incorporate into annual Overall Work Plan (OWP).
- Conduct annual meetings with six DEQ regional offices to coordinate TMDL activities.
- Initiate new TMDL AgPlans, addendums or five-year reviews.
- Complete TMDL Ag Plans in progress as scheduled by DEQ.

- Assist districts with TMDL Ag Plan implementation as resources allow.

**2.2.3** Idaho Groundwater Quality Plan. Facilitate cooperative groundwater protection programs in conjunction with other state agencies pursuant to the 2008 Interagency Cooperative Agreement. Meet responsibilities as outlined in the Plan and in coordination with the Idaho Agricultural Pollution Abatement Plan. Promote and support implementation of water quality projects across the state to reduce nitrate, phosphorus, and sediment loads.

PERFORMANCE MEASURES

- Assist districts with planning and implementation efforts in Nitrate Priority Areas as designated by DEQ, as resources allow.

**2.2.4** Idaho Agricultural Pollution Abatement Plan. Lead effort to maintain guidance document in support of the control and abatement of agricultural non-point source pollution.

PERFORMANCE MEASURES

- Research feasibility of updating the Ag Plan and related Best Management Practices (BMP) Effectiveness Guide and report findings to the Commission.

**2.2.5** Idaho OnePlan. Provide for the establishment and enhancement of Idaho OnePlan as a primary computer-based conservation planning process and repository for natural resource concerns.

PERFORMANCE MEASURES

- Conduct annual meeting with stakeholders.
- Develop conceptual proposal for Commission consideration to enhance Idaho OnePlan online conservation planner.
- Seek funding to create online enhancements.
- Report to Commission on potential for enhancements, ongoing funding, and operation.

**2.2.6** Carbon Sequestration. Monitor issues related to carbon sequestration and greenhouse emission reductions associated with agricultural and forestry practices, management systems, and land uses occurring on cropland, forest land, and rangeland in Idaho. Reconvene planning group upon securing funding for program.

PERFORMANCE MEASURES

- Monitor ongoing carbon issues related to the state and determine feasibility of and funding for re-activating program.
- Report to Commission on potential for ongoing funding and operation.

**2.2.7** Watershed Improvement Districts. Oversee the creation and discontinuance of watershed improvement districts throughout the state.

PERFORMANCE MEASURES

- Oversee creation and discontinuance of watershed improvement districts as provided for in statute.
- Determine feasibility of watershed improvement districts as funding mechanisms for district projects and programs and report conclusions and recommendation to Commission.

## GOAL #3: ADMINISTRATION

### OBJECTIVE # 3.1: STRATEGIC PLANNING

Utilize strategic planning process to insure strong organizational foundation, engage districts and partners, and maximize capacity of the Commission to serve.

#### PERFORMANCE MEASURES

- Form advisory team of staff and partners to advise Administrator on Strategic Plan and the planning process.
- Convene Commission leadership team to review goals and objectives to make recommendations for the following fiscal year.
- Conduct annual district and partner survey.
- Review and update Strategic Plan annually.
- Adopt annual Performance Measurements Report.
- Report to the House and Senate Agricultural Affairs Committees annually.
- Establish working group to develop and make recommendations on the annual Information Technology Plan that supports identified measures in Strategic Plan.

### OBJECTIVE # 3.2: ANNUAL BUDGET & OVERALL WORK PLAN

Prepare yearly budget in consultation with the Division of Financial Management (DFM). The Overall Work Plan (OWP) is an annual work plan for the activities related to the appropriated budget and incorporates all anticipated revenues and expenditures. The OWP serves to guide the Commission to achieve performance measures identified in Strategic Plan.

#### PERFORMANCE MEASURES

- Prepare and submit annual budget request.
- Conduct agency staff workload analysis and implement conclusions.
- Develop management procedures to track expenditures and personnel time spent on district assistance, programs and projects, and Commission administration.
- Develop OWP that contains project management work flow requirements, objectives, and budget details associated with programs and activities.

### OBJECTIVE # 3.3: STATUTES, RULES, AND POLICIES

Carry out and adopt measures as are necessary and proper to ensure continuity of Commission operations. Establish operating protocols to assist Commissioners and staff in the performance of duties.

#### 3.3.1 Rulemaking. Engage in rulemaking for IDAPA 60.05.01 Resource Conservation and Rangeland Development Program.

#### PERFORMANCE MEASURES

- Convene working group of stakeholders to assess current program policies and procedures and prepare recommendations for updated rule.
- Draft and advance rule for consideration and adoption during legislative session as required by the Office of Administrative Rules Coordinator.

3.3.2 Commission protocols. Establish and update procedures and policies for Commission operations.

PERFORMANCE MEASURES

- Create policy for RCRDP loan program incorporating necessary criteria that are not currently provided for in statute or rule.
- Create consistent protocol for Commission agenda preparation and distribution.
- Create protocol for providing technical assistance and engineering services.

**OBJECTIVE # 3.4: EXTERNAL RELATIONS**

Inform the public, local, state and federal agency officials and others about the Commission's mission. Develop beneficial intergovernmental and other relationships to maximize resources, funding, and streamline conservation delivery that is consistent with locally led, voluntary, and non-regulatory conservation plans and policies and harmonizes with regulatory efforts in an effort to meet statewide conservation goals.

3.4.1 Public Participation. Engage districts and other partners in Commission programs and activities. Seek to expand involvement in Commission consideration and decision making. Disseminate information about services and activities of the Commission, encourage and increase district and public knowledge and participation in Commission activities and processes.

PERFORMANCE MEASURES

- Provide online access to agendas and all supporting documentation for Commission meetings.
- Conduct district and partner survey to assess utilization and effectiveness of internet based technologies to enhance public participation.
- Report to Commission on feasibility of utilizing live online video streaming and interactive stakeholder participation to increase district and public participation.

3.4.2 Communications. Inform and educate the public, partners, and others on Commission activities and successes of locally led, voluntary, non-regulatory conservation efforts in Idaho. Incorporate activities such as upgrades to the Commission website, utilizing social media, increasing press releases and public service announcements, attending and speaking at meetings and conferences, and improving quarterly newsletter.

PERFORMANCE MEASURES

- Prepare and implement communication plan.

3.4.3 Intergovernmental Coordination. Facilitate coordination of non-regulatory, voluntary, and locally-led conservation activities by and between local, state, and federal governments.

PERFORMANCE MEASURES

- Adopt Commission coordination resolution.
- Adopt policies to guide Commission coordination efforts.
- Provide training on intergovernmental coordination to interested districts and Commission staff.
- Assist interested local conservation districts to adopt resolutions, update existing policies, and adopt new policies consistent with intergovernmental coordination processes.

- Participate in natural resource groups and processes to focus attention on the roles, policies, and plans of the Commission and districts to attract partners and resources.
- Convene ad hoc natural resources advisory group to review federal, state, and local policies that are determined to impact the Commission and/or districts, review proposed and adopted plans, programs, environmental documents, activities and initiatives affecting coordinated conservation efforts and advise Commission on the adoption of policies in response.

3.4.4 Collaboration. Collaborate with non-governmental organizations and other stakeholders to conserve, sustain, improve, and enhance Idaho’s private and state lands.

PERFORMANCE MEASURES

- Collaborate with non-governmental organizations including the Idaho Association of Soil Conservation Districts (IASCD), the Idaho District Employees Association (IDEA), and others to advance on the ground conservation in Idaho.
- Collaborate with IDEA to advance and promote district employee training opportunities.
- Collaborate with resource and agricultural production groups to disseminate information on Commission activities and coordinated conservation planning and implementation activities.
- Participate in, speak at, and attend field trips and tours, annual conferences, attend meetings, conferences, and other functions to represent the Commission and promote good stewardship of Idaho’s natural resources.

OBJECTIVE # 3.5: COMMISSION ADMINISTRATION

Foster agency culture that is customer service focused, adaptable, dynamic, and enables the Commission to accomplish its mission and objectives strategically and function efficiently.

3.5.1 Commissioners. Provide support to Commissioners as they carry out their statutory responsibilities.

PERFORMANCE MEASURES

- Staff regular and special Commission meetings to provide assistance to Commissioners in carrying out their responsibilities.
- Research and establish Virtual Board IT Initiative (a secure information system to facilitate providing information and documents to Commissioners in compliance with the Idaho Public Records Act, relevant state and federal statutes, and rules) in conjunction with the Office of the Chief Information Officer.

3.5.3 Staffing and Retention. Attract and retain highly qualified and valued staff.

PERFORMANCE MEASURES

- Conduct workload analysis for Commission staff.
- Prepare staffing plan to maintain statewide presence by strategically locating personnel and resources.
- Conduct annual all-staff meeting for training and development.
- Provide opportunities to staff for technical or soft skills training.
- Provide training on intergovernmental coordination.
- Conduct compensation survey of comparable positions in state government agencies and make recommendation to Commission on staff compensation adjustments, if appropriate.

3.5.5 Information Technology. Develop information technology (IT) initiatives and projects in conjunction with the annual IT Plan to the Office of the Chief Information Officer. Manage IT equipment in coordination with the CIO Helpdesk and fiscal department.

PERFORMANCE MEASURES

- Make recommendation to Commission for developing and funding a secure and confidential online application process for the RCRDP loan program.
- Recommend update and enhancement of Idaho OnePlan in accordance with the Commission's Information Technology Plan for FY 2012-2015 in consultation with the Office of the Chief Information Officer.
- Incorporate online reporting capabilities within Idaho OnePlan to capture data on conservation efforts and track BMP effectiveness statewide.
- Maintain IT equipment and upgrade as necessary.

3.5.6 Fleet Management. Manage agency-owned vehicles in accordance with policies and guidelines as set forth by the State Board of Examiners.

PERFORMANCE MEASURES

- Update vehicle management policies to incorporate efficiencies for field staff in the use and maintenance of state-owned vehicles.
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