



IDAHO SOIL CONSERVATION COMMISSION

Special Commission Teleconference Thursday, April 22, 2010

Idaho State Department of Agriculture
Lower 3 Conference Room
Dial In: 954-797-1657 Code: 153444

Idaho Soil Conservation Commission

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Governor

C.L. "Butch" Otter

Commission Members

J. Morgan Evans, Chair
Bill Flory, Vice-chair
Joe Davidson, Secretary
Dwight Horsch
Dick Bronson

Administrator

Sara Schmidt

2270 Old Penitentiary Rd
Boise, Idaho

8:00 a.m. Mountain Daylight Time

APPROVED MINUTES

Commission Members Present:

Dwight Horsch
Morgan Evans
Dick Bronson

Bill Flory
Joe Davidson

Commission Staff Present:

Sara Schmidt
Kristin Magruder

Lance Holloway
Frank Arana

Partners and Guests Present:

Harriet Hensley
Jeff Burwell
Randy Purser
Wayne Newbill

Terry Halbert
Kari Schwendiman
Charlene Wimpy

1 Meeting was called to order by Chairman J. Morgan Evans at 8:01 a.m.

2
3 Welcome and self-introductions followed.

4 5 **BUDGET OVERVIEW AND DISCUSSION**

6
7 Evans turned the call over Sara Schmidt, Idaho Soil Conservation Commission (ISCC)
8 Administrator. Schmidt discussed the FY 2010 budget status, plans for closing out the current
9 fiscal year, and plans for FY 2011 with the 40% budget cut of \$1.6 million.

10
11 Schmidt commended the districts in existing Water Quality Program for Agriculture (WQPA)
12 priority areas for accelerating the projects in their area so the Commission could pay this fiscal
13 year and reduce the financial obligation for FY 2011. Schmidt discussed the possible need to
14 increase spending by \$40,000 on WQPA for this fiscal year and asked the Commissioners to
15 consider granting the authority to spend the extra funds. The funds will only be needed if the
16 landowners and producers are able to get their projects completed by May 31, 2010.

17
18 Schmidt discussed the district insurance status. Districts have done an excellent job in
19 securing individual policies prior to the upcoming cancellation of the existing liability policies on
20 April 30, 2010. \$323.32 was withheld from districts in their second district allocation and
21 Schmidt requested the Commission refund that amount to the districts, which would total
22 \$16,166.

23
24 In June of each year, ISCC receives the annual billing statement for QuickBooks Online and
25 Schmidt requested that the Commission begin to think about how to move forward and
26 whether the Commission is going to continue to provide this service to the districts in the
27 future. ISCC does have the option to prepay for one or two years at a ten percent (10%)
28 discount.

29
30 Schmidt discussed the actions being taken to prepay ISCC overhead expenses such as tires
31 for the ISCC vehicles and rent for the field staff. Schmidt commended Jeff Burwell, Natural
32 Resource Conservation Service (NRCS), for his assistance in providing discounted, low-cost
33 office space to the field staff around the state.

34 35 **DISTRICT INSURANCE**

36
37 There was further discussion about district insurance. Schmidt clarified that the minimum
38 premium for Idaho Counties Risk Management Program (ICRMP) is \$850 per year.

39
40 **Bill Flory moved to refund the districts the insurance that was withheld from their**
41 **second allocation in the amount of \$323.32 each for a total of \$16,166. Joe Davidson**
42 **seconded. Discussion followed about the difference between this refund and the**
43 **previous discussion of making a last allocation to the districts prior to the end of the**
44 **fiscal year. Roll call vote taken by Kristin Magruder, ISCC staff, and all voted in the**
45 **affirmative. Motion passed unanimously.**

47 **WATER QUALITY PROGRAM FOR AGRICULTURE**

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49 There was a brief discussion about the WQPA spending.

50
51 **Dick Bronson moved to allow the Administrator to spend an additional \$40,000, if**
52 **needed, above the budgeted levels to complete ongoing WQPA projects this fiscal year.**
53 **Flory seconded. Discussion followed about money that has gone out this fiscal year,**
54 **projections for existing projects that ISCC could pay out this fiscal year, and the**
55 **possible need to go over budget if projects complete this spring. Roll call vote taken by**
56 **Magruder and all voted in the affirmative. Motion passed unanimously.**

57
58 **QUICKBOOKS RENEWAL**

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60 There was further discussion about the QuickBooks annual renewal. There are approximately
61 seven districts that do not use QuickBooks Online. Commission requested staff research
62 pricing options. Discussion continued about need to require QuickBooks in future years.
63 Question whether the new legislation affects the reporting requirements from the districts to
64 ISCC and how QuickBooks fits into that. Schmidt responded. The new legislation does define
65 that districts are treated the same as any other government entity. Schmidt discussed the
66 need to review the current district reporting requirements and compare them to what is actually
67 needed according to statute.

68
69 Commissioners requested that staff do the necessary research and review and present their
70 findings at the May 2010 Commission meeting.

71
72 **MISCELLANEOUS BUDGET ITEMS**

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74 Schmidt discussed the Cooperative Conservation Partnership Initiative (CCPI) project updates
75 and the accompanying ISCC financial commitments to the Gem, Gooding, Wood River, and
76 Squaw Creek districts. Staff has been asked to review the agreements to see if we are getting
77 value from the contracts as originally designed. Additional review by staff is needed and will
78 be providing a further report to the Commission at the May 2010 meeting.

79
80 Idaho State Department of Agriculture (ISDA) has notified ISCC that they need our Boise office
81 space for incoming staff so ISCC is in the process of finding new office space. ISCC will also
82 need to secure Information Technology (IT), Administration, and Human Resource (HR)
83 services and there may possibly additional expenses associated with this move such as ISCC
84 purchasing their own server and moving costs.

85
86 **RULEMAKING**

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88 Rulemaking discussion began with an overview of the need for rulemaking and the action that
89 has been taken so far. Dennis Stevenson, Administrative Rules Coordinator, provided a
90 rulemaking training class on April 12, 2010 to ISCC staff and several partners attended.
91 Moving forward, ISCC will need to discuss and decide what the priorities are. There is some
92 consensus that district allocations should be dealt with first because of the need for the

93 districts to receive the money as soon as possible after ISCC receives their appropriation.
94 Discussion followed. A temporary rule is going to be necessary to get started. The temporary
95 rule will allow ISCC to take immediate action until a permanent rule can be written, published,
96 and presented to the legislature.

97
98 Schmidt recommended taking advantage of the flexibility of creating the rules to get as much
99 partner input as possible. A temporary rule will allow ISCC to get the allocations out as soon
100 as possible rather than waiting until the legislature convenes next winter to approve a more
101 permanent rule. In conjunction with the temporary rule, ISCC can move forward with a
102 proposed rule that includes as much input as possible from partners.

103
104 Schmidt suggested that staff be directed to begin the rulemaking process so a rough draft can
105 be created and circulated among staff and partners prior to the May 2010 Commission
106 meeting.

107
108 **Davidson moved to direct the Administrator and staff to move forward in the rulemaking**
109 **process with regards to district allocations as soon as possible and with as much**
110 **public input as possible. Dwight Horsch seconded. No discussion. Roll call vote was**
111 **taken by Magruder and all voted in the affirmative. Motion passed unanimously.**

112 113 RCRDP PENDING LOAN APPLICATIONS

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115 **Flory moved to entered Executive Session pursuant to Idaho Code § 67-2345(d) to**
116 **discuss pending Resource Conservation and Rangeland Development Program**
117 **(RCRDP) loan applications. Davidson seconded. Roll call vote was taken by Magruder**
118 **with all voting in the affirmative. Moved into Executive Session at 8:58 a.m. to discuss**
119 **pending RCRDP loan applications.**

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121 Harriet Hensley, Frank Arana, Schmidt, and Magruder were invited to stay.

122
123 **Horsch moved to end Executive Session pursuant to Idaho Code § 67-2345(d). Flory**
124 **seconded. Roll call vote was taken by Magruder with all voting in the affirmative.**
125 **Executive session ended at 9:15 a.m.**

126
127 Evans thanked the ISCC staff for their work to prepare the loan applications. Flory asked if
128 there were any loan applications that had come in recently and what their current status is.
129 Schmidt responded. Loan applications are requested 30 days prior to a regularly scheduled
130 Commission meeting and ISCC is currently reviewing 3-4 loans for the May 2010 meeting.

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132 **Bronson moved to take Loan No. 586 off the table from the April 7, 2010 teleconference**
133 **and bring forward for discussion. Horsch seconded. No discussion. Motion passed**
134 **unanimously.**

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Loan No. 586

Amount: \$125,000

Term: 7 years

Rate: 4%

Project Description: This is a project that will be in conjunction with a Bureau of Reclamation and district project to pipe multiple ditches in the local watershed. Borrower's property does not fall within the project funding area but it does fall within the watershed project area.

Horsch moved to approve Loan No. 586 subject to the Lending Officer Recommendations including, but not limited to, the Loan Conditions as listed on page E-4 of the loan packet. Flory seconded. Roll call vote was taken by Magruder with all voting in the affirmative. Motion passed.

Davidson moved to enter Executive Session pursuant to Idaho Code 67-2345(b) to discuss personnel matters. Horsch seconded. Roll call vote was taken by Magruder with all voting in the affirmative. Motion passed and Executive session began at 9:22 a.m.

Hensley and Schmidt invited to stay.

Horsch moved to exit Executive Session pursuant to Idaho Code 67-2345(b). Flory seconded. Motion passed unanimously. Executive session ended at 9:34 a.m.

There was a reminder that the next Commission meeting is on May 19-20, 2010.

Davidson moved to adjourn. Bronson seconded. Motion passed unanimously. Meeting adjourned at 9:36 a.m.

Respectfully submitted,

Joe Davidson
Commissioner and Secretary,
Idaho Soil Conservation Commission