



# IDAHO SOIL & WATER CONSERVATION COMMISSION

## REGULAR MEETING NOTICE & AGENDA

Idaho Soil & Water Conservation Commission  
February 19, 2018, 1:00 p.m. to 4:00 p.m. MT

Location: Idaho Water Center, 322 E Front St, Suite 560, Conference Room, Boise  
**TELECONFERENCE # 1-877-820-7831 Passcode: 922837**

The Commission will occasionally convene in Executive Session, pursuant to Idaho Code § 74-206(1).  
Executive Session is closed to the public.

### AMERICANS WITH DISABILITIES ACT COMPLIANCE

The meeting will be held in facilities that meet the accessibility requirements of the Americans with Disabilities Act. If you require special accommodations to attend, participate in, or understand the meeting, please contact the Idaho Soil & Water Conservation Commission at (208) 332-1790 or [Info@swc.idaho.gov](mailto:Info@swc.idaho.gov) so advance arrangements can be made.

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

	<b>1.</b>	<b>WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL</b>	Chairman Wright
	<b>2.</b>	<b>AGENDA REVIEW</b> <i>The Agenda may be amended after the start of the meeting upon a motion that states the reason for the amendment and the good faith reason the item was not included in the original agenda.</i>	Chairman Wright
	<b>3.</b>	<b>PARTNER REPORTS</b>	
	<b>4.</b>	<b>ADMINISTRATION</b>	
#	a.	Administrator's Report <ul style="list-style-type: none"> <li>Talking Points &amp; Scheduling for Washington DC Joint Board Legislative and Federal Agency Briefings, March 3-8, 2018</li> <li>Spring Division Meetings Schedule</li> <li>Legislative Presentations</li> <li>FY 2018 Commission Meeting Schedule</li> </ul> <b>ACTION:</b> For information only	Murrison
*#	b.	Financial Report <ol style="list-style-type: none"> <li>January 30, 2018</li> <li>FY2018 YTD Financial Summary through January 31, 2018</li> </ol> <b>ACTION:</b> Approve the January 30, 2018 Monthly Financial Report	Yadon
#	c.	2018 Envirothon Update	Hitz

(\*) Action Item

(#) Attachment

**ACTION:** Staff recommended action for Commission consideration

Monday, February 19, 2018 Meeting Agenda

Date of Notice: February 9, 2018

		ACTION: For information only	
*#	d.	Minutes 1. December 7, 2017 2. December 28, 2017 3. January 15, 2018 ACTION: Approve	
	<b>5.</b>	<b>PROGRAMS</b>	
#	a.	Resource Conservation and Rangeland Development Program Update ACTION: For information only	Hoebelheinrich
*#	b.	Proposed Policy and Rule Changes to Increase RCRDP Participation ACTION: For consideration and possible action	Hoebelheinrich
	<b>6.</b>	<b>OTHER BUSINESS</b>	
	a.	Reports ACTION: For information only	Commissioners, Staff
	<b>7.</b>	<b>EXECUTIVE SESSION</b> <i>Executive Session is closed to the public. Under the relevant Idaho Code Section(s) noted below, any Board action will be taken publicly in open session directly following Executive Session.</i> ACTION: Move to enter Executive Session pursuant to Idaho Codes § 74-206(1)(d) for the purpose of discussing a loan application and § 74-206(1)(f) for the purpose of discussing pending litigation, or controversies not yet being litigated but imminently likely to be litigated with legal counsel.  Roll Call Vote.	
		<b>RESOURCE CONSERVATION &amp; RANGELAND DEVELOPMENT PROGRAM</b> The Commission will convene in Executive Session to consider approval or denial of a loan application. <ul style="list-style-type: none"> <li>• Loan Application #A-720</li> </ul> ACTION: For consideration and possible action outside of Executive Session	
		Discussion with legal counsel on pending litigation, or controversies not yet being litigated but imminently likely to be litigated.  ACTION: For consideration and possible action outside of Executive Session	Chapple Knowlton
*	<b>8.</b>	<b>OPEN SESSION and ADJOURN</b> <i>The Commission will reconvene to take any action resulting from Item #7 Executive Session and to adjourn. The next regular meeting is scheduled for April 12, 2018 in Boise.</i>	

(\* ) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Monday, February 19, 2018 Meeting Agenda

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**SOIL & WATER  
CONSERVATION  
COMMISSION**

H. Norman Wright  
Chairman

Gerald Trebesch  
Vice Chairman

Leon Slichter  
Secretary

Dave Radford  
Commissioner

Cathy Roemer  
Commissioner

Teri Murrison  
Administrator

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS TREBESCH,  
SLICHTER, ROEMER, AND RADFORD**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: FEBRUARY 8, 2018**  
**RE: ADMINISTRATOR'S REPORT**

**Spring Division Meetings Schedule**

Division I	March 23, 2018	Hayden (Host: Boundary)
Division II	May 24, 2018	Tour TBD (Host: Clearwater)
Division III	February 27, 2018	Emmett (Host: Gem)
Division IV	March 1, 2018	Fairfield (Host: Camas)
Division V	March 28, 2018	Pocatello (Host: Bear Lake)
Division VI	March 27, 2018	Driggs (Host: Teton)

**Legislative Presentations**

Legislative Session 2018 began on Monday, January 8, 2018. On January 11<sup>th</sup> JFAC heard our request to receive and spend an additional \$25,000 this fiscal year for the NFWF grant, and it passed the House and today, the Senate. It now heads to the Governor for his signature. Once the grant agreement is signed with NFWF we'll begin recruiting for a Sagebrush Landscape Restoration Coordinator. I've attached a copy of the draft job announcement for your information. It was drafted with representatives of NRCS, the Governor's Office of Species Conservation, Idaho Fish and Game, and US Fish and Wildlife Service.

The Governor's FY 2019 Budget Recommendation was presented before JFAC on January 18<sup>th</sup>. Germane committee presentation appointments have been scheduled as follows:

COMMITTEE	PRESENTATION TIME
House Agricultural Affairs	February 22 <sup>nd</sup> @ 1:30pm
House Environment, Energy & Technology	February 14 <sup>th</sup> @ 1:30pm
House Resources & Conservation	February 15 <sup>th</sup> @ 1:30pm
Senate Agricultural Affairs	February 13 <sup>th</sup> @ 8:00am (Commissioner Confirmation 2/20/18 8-9am) Vote will take place on 22 <sup>nd</sup> .
Senate Resources & Environment	February 28 @ 1:30pm

**FY 2018 Commission Meeting Schedule**

Your scheduled meeting dates and locations are as follows:

<b>Date &amp; Time</b>	<b>Meeting Specifics, Location</b>	<b>Meeting Type</b>
March	No meeting anticipated due to Spring Division Meetings	----
April 12, 2018, 9 am MT	Regular Meeting, 322 E. Front Street, Suite 560, Boise	In person
May 9-11, location and time TBD	Tour, Regular Meeting, North Idaho Forestry Contest	In person
June 14, 10 am MT	Regular Meeting, 322 E. Front Street, Suite 560, Boise	In person

REQUESTED ACTION: For information only

Attachments:

- DRAFT Sagebrush Landscape Restoration Coordinator Job Announcement

**POSITION ANNOUNCEMENT  
SAGEBRUSH LANDSCAPE RESTORATION SPECIALIST**

**SALARY RANGE** \$45,500 - \$58,200 annually, depending on experience – plus competitive benefits.

**LOCATION(S)** Idaho Soil & Water Conservation Commission office in Boise.

**SPECIAL NOTIFICATION** This is a temporary, not to exceed, 2.5 year grant-funded position. The position is exempt from classified service and the Rules of the Division of Human Resources, and is subject to Idaho Soil and Water Conservation Commission (ISWCC) policies. The position covers an extended area within Idaho and may require significant or extended periods of travel outside the Boise area.

**POSITION PURPOSE** This position will work with the Natural Resources Conservation Service (NRCS), the Governor's Office of Species Conservation (OSC), and other stakeholders to restore lost hydrology to wet meadow, mesic, and wetland areas. It will promote and assist to implement landscape-scale improvements across jurisdictional boundaries to impact sage-steppe obligates and associated species across Idaho.

**GENERAL INFORMATION** Incumbents follow the administrative direction of and are employees of the ISWCC, but receive supervisory oversight from assigned NRCS State Office personnel.

**PRINCIPAL DAY-TO-DAY ACCOUNTABILITIES UNDER NRCS SUPERVISION**

**Incumbents:**

- Provide technical conservation assistance to farmers and ranchers and provide assistance in administrative, fiscal, and technical responsibilities as requested by the local NRCS field office or partners such as, but not limited to, OSC, Idaho Department of Fish and Game, Idaho Sage Grouse Action Team, and US Fish Wildlife Service. Communicate and work with Commission staff, conservation districts, and/or directly with landowners and operators through face-to-face contact, the telephone, written correspondence and/or e-mail.
- Provide science and technology development to NRCS field offices, Commission staff, conservation districts, and others, identify technology transfer and training needs, increase communication and build partnership capacity in focus areas, and increase technical assistance capacity and as it relates to restoring lost hydrology to wet meadow, mesic and wetland areas. Conduct training and provide technology transfer on tools and emerging science to improve conservation effectiveness of restoring lost hydrology to wet meadow, mesic, and wetland areas. Work to identify wet meadow, mesic and wetland landscape-scale challenges, develop strategic solutions and assist partners in project planning.
- For plans focusing on wet meadow, mesic or wetland resources, assist with the conservation planning process and certification of conservation practices under direction of local NRCS District Conservationist to assure adherence to NRCS standards and specifications. Ensure that NEPA (including all appropriate permits) is completed for projects developed by this position. Obtain Apprentice Planner Certification as well as appropriate job approval authority for conservation practices as identified by NRCS. Promote Commission and NRCS objectives, programs, and assist NRCS, Commission, and conservation district field offices as assigned by NRCS supervisor.
- Work with NRCS State Office staff and provide feedback on relevant job sheets and specifications, identifying training opportunities for NRCS and partners, and communication strategies as it relates to wet meadow, mesic and wetland throughout Idaho. Initiate and plan field tours highlighting projects that have been implemented to restore lost hydrology to wet meadow/wetland/mesic areas. Assist in the production of written and visual tools such as videos or other outreach material as assigned.
- Establish working relationships with state, federal and local groups at the county level to ensure planned projects meet all state, federal and local requirements.

**PRINCIPAL ADMINISTRATIVE ACCOUNTABILITIES UNDER ISWCC DIRECTION**

**Incumbents:**

- Fulfill responsibilities as an ISWCC employee including keeping daily records of time and work accomplishments, summarizing time and accomplishments for performance plans/evaluations and

periodic/special reports, satisfy all other State rules and policies for state employees as outlined in the ISWCC Personnel Procedure Manual, and as an ISWCC/NRCS Conservation Cooperator.

- Other duties as assigned

#### MINIMUM QUALIFICATIONS

- **Education** College degree in wildlife biology, fisheries, soil conservation or related agricultural or natural resource discipline such as agronomy, soil science, forestry, agricultural engineering, hydrology or related field. Preference will be given to applicants with 30 semester hours in a natural resource or agricultural field, including at least 12 semester hours in a combination of soils and crops, plant science or hydrology. Of the 12 semester hours, a minimum of 3 semester hours must have been in soils and 3 semester hours in crops or plant science; **OR**
- **Combination of Education and Experience** *At least 30 semester hours in one or more of the disciplines listed above, including at least 12 semester hours in a combination of soils, crops, plant science and hydrology, plus appropriate experience or additional education. Of the 12 semester hours, a minimum of 3 semester hours must have been in soils and 3 semester hours in crops or plant science.*  
Demonstration of Education and/or Experience Education: provide a copy of college transcripts or list of college courses with credit hours, dates completed, and grades received at an accrediting institution recognized by the U.S. Department of Education. Experience: list paid and/or volunteer experience that included the application of techniques, principles, and methods from a variety of agricultural and natural resource fields and provide contact information for verification. All required information is due by the closing date of this announcement. Failure to timely submit required documentation will disqualify the applicant from consideration.
- **Civil Rights** Must perform duties in a manner, which actively supports civil rights policies regarding personnel rules and regulations and delivery of ISWCC and NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or physical or mental disability.
- **Motor Vehicle Operator** Must possess and maintain a valid State of Idaho motor vehicle operator's license to perform the duties of this position. Operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark may be required. Ability and willingness to travel for extended periods out of the Boise area.
- **Customer Service** Incumbent will strive to meet the needs of customers while supporting ISWCC, and NRCS missions. Consistently communicates and treats customers (America's farmers, ranchers and forest landowners, their representatives, visitors, ISWCC and NRCS staff and leadership, and conservation partners) in a courteous, tactful, and respectful manner. Incumbent provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

**PREFERRED QUALIFICATIONS** Good knowledge of Idaho's federal, state, and local voluntary conservation partnership, soil and water conservation principles, agriculture, natural resource conservation practices, hydrology, biology, or range. Experience developing and making public presentations, good writing skills for developing technical reports and correspondence as well as resource plan development and implementation. Working knowledge of or experience working with NRCS.

**CONDITIONS OF EMPLOYMENT Required training:** Conservation planning Apprentice certification. Incumbent is required to obtain conservation planning Apprentice certification according to the guidelines in Part 409 to the General Manual within 24 months of employment; and complete other identified federal and state annual training requirements including those related to security awareness training and compliance, and relating to state employee job responsibilities.

**Physical Demands** Travel required, work requires regular and recurring physical exertion related to conservation work requiring, but not limited to, walking on rough terrain, jumping ditches and furrows, climbing steep banks, and working in and around streams and wetlands in remote locations.

DATE 3/01/2018

Pay Grade: xx

Overtime Code: A



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

ITEM #4b

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, ROEMER, SLICHTER, AND TREBESCH**  
**FROM: RHONDA YADON, FISCAL & HR MANAGER**  
**DATE: FEBRUARY 8, 2018**  
**RE: FINANCIAL REPORTS, FISCAL MATTERS**

**FINANCIAL REPORTS**

We are 58% through the year as of the end of January. The Financial Detail Report and Financial Summary Report (including the financial projections for the year) for the month ending January 31, 2018 is attached for your review. We are 79.6% spent in the general fund, but we should end the year very close to budget as the projected expenditures for February thru June is 17% of the total general fund budget. You will also see that activity has begun in the federal grant fund including a \$40,000 borrowing limit allowed to us by DFM. This is to cover the grant expenditures until we are reimbursed so that we do not go negative in this fund. Overall, I believe that we are in good financial standing. I will review the reports on all the funds in detail at your meeting.

**NEW HIRES AND VACANCIES**

Starting in mid-February, Teri will begin the process of interviewing applicants to hire for the NFWF Sage Grouse Restoration Specialist position. The goal is to be able to hire them by the end of the month so that they can start in early March.

**COMMISSIONER HONORARIUMS**

Below is a schedule of the honorarium balances as of January 31, 2018. Included in the schedule is the days and amounts budgeted for each Commissioner for FY18. We are in good standing with the travel budget for Commissioners as we have spent 54.7% of the honorarium allocation and 67.9% of the operating allocation to date.

Commissioner	Days Budgeted/ Traveled to Date	Benefit Costs included in Honorariums	Honorariums Budgeted	Expended to Date	Projected Balance/ (Overage)
Wright	30 / 14	\$118	\$1,618	\$764	\$854
Roemer	20 / 12	\$79	\$1,079	\$663	\$416
Trebesch	12 / 7	\$47	\$647	\$377	\$270
Radford	18 / 12	\$71	\$971	\$654	\$317
Slichter	20 / 9	\$79	\$1,079	\$494	\$585
Totals		\$394	\$5,394	\$2,952	\$2,442

**RECOMMENDED ACTION:** Approve the Financial Reports for the month ended January 31, 2018

**ATTACHMENTS:** SWC Detail and Summary Financial Reports as of January 31, 2018

**SWC DETAIL FINANCIAL REPORT AS OF JANUARY 31, 2018**

GENERAL FUND & OTHER FUNDS	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH					
	BUDGET	ACTUAL EXPENSE Thru End of Current Month	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current Month	BALANCE	BEG CASH AT 7/1/17	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of Current		
<b>FY18</b>																		
<b>INDEX</b>																		
7101 MANAGEMENT ADMIN	323,900	188,855	135,045	48,166	41,701	6,465	15,463	15,463	0				387,529		246,019	141,510		
7111 MANAGEMENT BOARD	4,900	2,651	2,249	11,089	5,527	5,562							15,989		8,178	7,811		
7201 FIELD STAFF	485,200	284,023	201,177	76,630	63,858	12,772	64,802	49,537	15,265				612,467	14,165	397,418	229,214		
7301 PROGRAMS	256,100	147,376	108,724	23,123	15,166	7,957							279,223		162,542	116,681		
7310 DISTRICT ALLOCATIONS										1,103,200	1,053,200	50,000	1,103,200		1,053,200	50,000		
7320 DISTRICT CAPACITY BLDG										150,000	150,000	0	150,000		150,000	0		
7350 CREP	137,100	78,649	58,451	24,892	20,110	4,782	24,500	23,841	659				186,492		122,600	63,892		
<b>TOTAL GENERAL FUND 0001</b>	<b>1,207,200</b>	<b>701,554</b>	<b>505,646</b>	<b>183,900</b>	<b>146,362</b>	<b>37,538</b>	<b>104,765</b>	<b>88,841</b>	<b>15,924</b>	<b>1,253,200</b>	<b>1,203,200</b>	<b>50,000</b>	<b>2,734,900</b>	<b>14,165</b>	<b>2,139,957</b>	<b>609,108</b>		
<b>FY17 ENCUMBRANCES</b>				<b>28,865</b>	<b>6,290</b>	<b>22,575</b>									<b>6,290</b>	<b>22,575</b>		
		<b>58.11%</b>			<b>79.59%</b>			<b>84.80%</b>			<b>96.01%</b>				<b>78.25%</b>			
7315 FEDERAL GRANT-NRCS TRS	17,500	225	17,275										20,000		225	19,775		
7316 FEDERAL GRANT-NRCS CTA	162,736	26,605	136,131	16,274	3,340	12,934							20,000	42,326	29,945	32,381		
<b>TOTAL FEDERAL FUND 0348</b>	<b>180,236</b>	<b>26,830</b>	<b>153,406</b>	<b>16,274</b>	<b>3,340</b>	<b>12,934</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>42,326</b>	<b>30,170</b>	<b>52,156</b>		
		<b>14.89%</b>			<b>20.52%</b>										<b>Borrowing Limit (40,000)</b>	<b>12,156</b>		
															<b>71.28%</b>			
7325 SWC PROFESSIONAL SERV				30,000	15,182	14,818							16,614	17,464	15,182	12,671		
<b>TOTAL DEDICATED FUND 0450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>15,182</b>	<b>14,818</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,614</b>	<b>17,464</b>	<b>15,182</b>	<b>12,671</b>		
<b>FY17 ENCUMBRANCES</b>				<b>6,225</b>	<b>6,225</b>	<b>0</b>									<b>6,225</b>	<b>0</b>		
					<b>50.61%</b>										<b>91.38%</b>			
LOAN FUNDS	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH			BALANCE SHEET					
FY18	BUDGET	ACTUAL EXPENSE thru End of Current Month	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current	BALANCE	BUDGET	ACTUAL EXPENSE Thru End of Current Month	BALANCE	BEG CASH AT 7/1/17	PLUS TOTAL REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of Current	LOANS PAID OUT, NOTES RECEIVABLE /ADJUSTMENTS TO DATE	NOTES RECEIVABLE End of Cur period
7351 RCRDP LOAN ADMIN	167,100	91,688	75,412	146,400	57,088	89,312				6,971,777	577,718	566,369	6,983,126	2,814,686	417,593	2,760,883		
<b>TOTAL RCRDP ADMIN 0522-01</b>	<b>167,100</b>	<b>91,688</b>	<b>75,412</b>	<b>146,400</b>	<b>57,088</b>	<b>89,312</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,971,777</b>	<b>577,718</b>	<b>566,369</b>	<b>6,983,126</b>		<b>(471,396)</b>			
		<b>54.87%</b>			<b>38.99%</b>						<b>8.12%</b>							
7361 REVOLVING LOAN - DEQ				30,000	2,433	27,567				45,289	13,152	2,433	56,008	430,006	0	352,968		
<b>TOTAL DEQ LOAN 0529-16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>2,433</b>	<b>27,567</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,289</b>	<b>13,152</b>	<b>2,433</b>	<b>56,008</b>		<b>(77,038)</b>			
					<b>8.11%</b>						<b>5.37%</b>			<b>ADV FROM PAYMENTS/ADJ TO DATE</b>	<b>ADV FROM TO DATE</b>	<b>ADV FROM END OF CUR PERIOD</b>		
														374,409	(72,973)	301,436		



## Soil and Water Conservation FY2018 YTD Financial Summary Through January 31, 2018

(Does not include FY2017 encumbrances)

Updated: 2/8/2018

**Fund Summaries**

### Appropriation

Fund Source	General Fund				Professional Services				Federal Grants				RCRDP Loan Administration				Revolving Loan			
<b>Personnel Funds</b>	Budget	Expenditures	Expenditures Projected	Remaining					Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining				
	\$1,207,200	\$ 700,490	\$ 502,900	\$ 3,810					\$ 180,236	\$ 27,894	\$ 88,100	\$ 64,242	\$ 167,100	\$ 91,688	\$ 68,400	\$ 7,012				
<b>Operating Funds</b>	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining
	\$ 183,900	\$ 146,362	\$ 31,400	\$ 6,138	\$ 30,000	\$ 15,182	\$ 2,300	\$ 12,518	\$ 16,274	\$ 3,340	\$ 6,900	\$ 6,034	\$ 146,400	\$ 57,088	\$ 29,900	\$ 59,412	\$ 30,000	\$ 2,433	\$ 10,700	\$ 16,867
<b>Capital Funds</b>	Budget	Expenditures	Expenditures Projected	Remaining									Budget	Expenditures	Expenditures Projected	Remaining				
	\$ 104,765	\$ 88,841	\$ -	\$ 15,924									\$ -	\$ -	\$ -	\$ -				
<b>Trustee and Benefit</b>	Budget	Expenditures	Expenditures Projected	Remaining																
	\$1,253,200	\$ 1,203,200	\$ 50,000	\$ -																

### Cash Balance at 01/31/18

Fund Source	General Fund				Professional Services				Federal Grants				RCRDP Loan Administration				Revolving Loan			
	Beg Cash at 7/1/17	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/17	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/17	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/17	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/17	Plus Total Receipts	Less Total Expenses	Actual Cash balance
	\$2,734,900	\$ 14,165	\$ 2,139,957	\$ 609,108	\$ 16,614	\$ 17,464	\$ 21,407	\$ 12,671	\$ -	\$ 42,326	\$ 30,170	\$ 12,156	\$6,971,777	\$ 577,718	\$ 566,369	\$6,983,126	\$ 45,289	\$ 13,152	\$ 2,433	\$ 56,008

(Incl \$6,225 FY17 Encumbrance)



IDAHO SOIL & WATER  
CONSERVATION COMMISSION

ITEM #4c

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, ROEMER, SLICHTER, AND TREBESCH**  
**FROM: GEORGE HITZ, WATER QUALITY RESOURCE CONSERVATIONIST**  
**DATE: FEBRUARY 5, 2018**  
**RE: 2018 ENVIROTHON UPDATE**

The 2018 Idaho NCF-Envirothon Competition will be held at the Idaho State University in Pocatello, ID on July 22 – July 26<sup>th</sup>.

**Idaho Envirothon Committee:** The committee is organized under IASCD. The bank account/financials for this committee are kept by Caribou Soil Conservation District. Chris Banks and Tamera Cikaitoga are the Co-Chairs. The NCF-Envirothon is a contest (owned and operated) by the National Conservation Foundation, and IASCD/Idaho Committee is the host for 2018. (See attached organizational chart for a breakdown of roles and responsibilities of the 2018 Idaho NCF Envirothon Committee)

**Budget:** The total budget estimate for expenditures for the event is **\$268,682** (see attachments for estimated budget - itemized)

**Fundraising/Income:** ~\$97,200 - team registrations + 3,500 from early arrival registrations  
~\$44,000 - State/Provincial representatives and guests registrations  
\$54,642 - Current Donations/Sponsorships  
\$185,000 - NRCS contributions

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Total: **\$384,342**

**Schedule:** (see attachments for detailed tentative schedule)

July 21<sup>st</sup> - Early Check in (ISU)

22<sup>nd</sup> - Check in, Opening Ceremonies (ISU)

23<sup>rd</sup> - Teaching day (off-site)

24<sup>th</sup> - Testing day (off-site)

25<sup>th</sup> - Education day: Tours (Grace, ID), Group Photo (Soda Springs, ID), Historic & Pioneer education and Dance (Chesterfield, ID)

26<sup>th</sup> - Team presentation preparation day (off-site, Pocatello)

27<sup>th</sup> - Presentation day, Awards (ISU)

28<sup>th</sup> - Check out (ISU)

**Venues:** Training and Testing sites are set, private landowners (hosts) are on board, we are working with ISU and currently meeting with ISU to finalize an agreement/contract. Tour locations, Chesterfield and other off-site venues are arranged.

**Transportation:** We have a Bus company identified and working towards reserving busses/contract for the off-site locations (23<sup>rd</sup>-26<sup>th</sup>)

**Housing and Food:** Housing will be at 3 ISU dorms, we are currently in the process of finalizing reservations and contracts

**Presenters and Speakers:** All station and scenario presenters for training, teaching, and presentation preparation day are assigned; they will be responsible for any additional presenters or helpers. Amberley Snider (<http://www.amberleysnyder.org/amberleysnyder/my-story/>) will be the keynote speaker for the opening ceremonies.

**Other:** Study guides are completed; all Draft tests and testing scenarios are completed (except the forestry test, which is expected to be completed soon). Event guide is currently being written. NCF-Envirothon representative visited in Oct. and inspected everything and we have stayed in constant contact with NCF, said we were right on track.

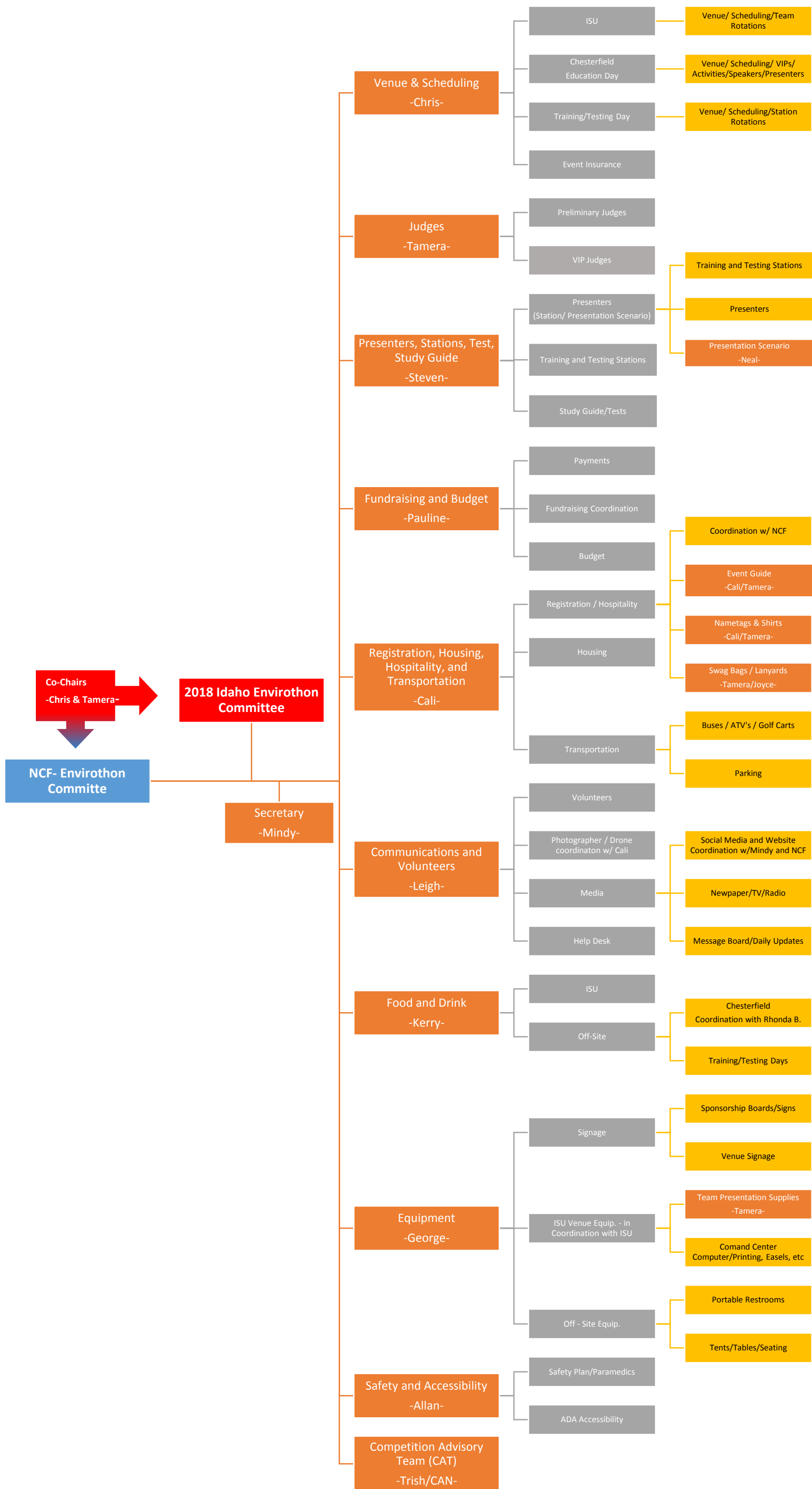
We think we are right on track for having a successfully and fun completion highlighting Idaho and our natural resources. Here are a few things we need or could use assistance with:

- Fundraising - we are continuing to fundraise up until the event as all of the extra funds will go to help the state Envirothon contest.
- Volunteers – we will need ~100 volunteers to help put on this contest
- Equipment – High capacity printer/copy machine, 15 two-way radios, Easels
- Donations: packaged snacks/drinks, prizes for winning teams, swag gifts, office supplies
- Outreach to the public and potential partners

RECOMMENDED ACTION: For information only

Attachments:

- Draft Envirothon Organizational Chart
- Tentative Event Schedule
- Estimated Budget



### Estimated Budget, National Envirothon Competition 2018

<b>Housing = 54 teams (7/Team)</b>	
<b>378 @ 6 Nights x \$24/Night</b>	<b>\$54,432</b>
<b>Early Arrival 25 Teams (7 Members) @ \$24</b>	<b>\$4200</b>
<b>Meals/Teams</b>	<b>\$80,000</b>
<b>Individual/Volunteers housing</b>	<b>\$16,500</b>
<b>Judges/Presenters Meals/Housing</b>	<b>\$8,000</b>
<b>Meeting Space</b>	<b>\$20,000</b>
<b>Audio/Visual</b>	<b>\$3,500</b>
<b>Banners/Signing</b>	<b>\$3,000</b>
<b>Events Insurance</b>	<b>\$3,000</b>
<b>Vehicle (Renting)</b>	<b>\$2,500</b>
<b>Golf Carts/UTVs</b>	<b>\$5,500</b>
<b>Portable Toilets</b>	<b>\$5,500</b>
<b>Buses</b>	<b>\$22,000</b>
<b>Idaho T-shirts</b>	<b>\$4,000</b>
<b>NCF T-shirts</b>	<b>\$2,100</b>
<b>Presentation shirts</b>	<b>\$2,600</b>
<b>Gift Bags</b>	<b>\$3,000</b>
<b>Portfolios</b>	<b>\$350</b>
<b>Presentation Materials</b>	<b>\$1,500</b>
<b>Awards/Plaques</b>	<b>\$1,000</b>
<b>Printing/Programs</b>	<b>\$2,000</b>

<b>Misc. Expense Open &amp; Closing</b>	<b>\$3,000</b>
<b>Misc. Activities/Entertainment</b>	<b>\$10,000</b>
<b>Hospitality</b>	<b>\$1,500</b>
<b>Misc. Meeting Rooms</b>	<b>\$4,500</b>
<b>Misc. Study Materials</b>	<b>\$5,000</b>
<b>Estimated Total</b>	<b>\$268,682</b>
<b>Projected Income</b>	
<b>54 Teams @ \$1,800 Registration Fee</b>	<b>\$97,200</b>
<b>55 State/Provincial Reps &amp; Guest (800)</b>	<b>\$44,000</b>
<b>Early Arrival (25 Teams)</b>	<b>\$3,500</b>
<b>Contributions (Current)</b>	<b>\$54,642</b>
<b>Estimated NRCS Contribution</b>	<b>\$185,000</b>
<b>Total</b>	<b>\$384,342</b>

1/27/18  
10:04 a.m.

ITEM #4c3

**Tentative  
2018 NCF Envirothon  
Idaho State University, Pocatello, Idaho  
July 22 to 27, 2018**

**Saturday, July 21, 2018**

4:00-8:00 p.m.--Early Check in and Registration

**Sunday, July 22, 2018**

12:00-4:00 pm-- Check-in and Registration, Turner Hall

4:30-5:45 p.m.—Dinner, Turner Hall Cafeteria

6:00-6:30 p.m.--Advisors Meeting, Rendezvous Room #?

7:00- 8:30 p.m. -- Opening Ceremonies, Ballroom, Pond SUB

Keynote Speaker (Amberley Snyder)

8:45-10:00 p.m.—Trading Session and Ice Cream Social, ISU Quad

11:00 p.m.-Lights Out

**Monday, July 23, 2018**

6:15-8:00 a.m.-Breakfast, Turner Hall

7:15-a.m.- Announcements, Rendezvous Room #?

7:45-a.m.-Load busses, Reed Gym Parking Lot

8:00 a.m.- Students depart for teaching site

8:45 a.m.- Students arrive at teaching site

9-10:30 a.m.-First teaching rotation

10:50-12:20 p.m.-Second teaching rotation

12:30-1:30 p.m. Lunch (Students off-site)

11:30-12:30 p.m.-Lunch (those still on campus)

1:45-3:15 p.m. (final teaching rotation)  
3:30 p.m. Advisors Depart for Teaching Site  
4:00-5:45 p.m. Study session with advisors  
6:00 p.m. – Potato Bar (Teaching Site) Dinner on your own those still on site  
7:30 p.m. – Depart teaching site for ISU campus  
8: 30 pm-9:30 pm- Outdoor activities ISU Quad (Ralph O’Born)  
11:00 p.m. Lights out

**Tuesday, July 24, 2018**

6:00 –7:30 a.m. Breakfast, Turner Hall Cafeteria  
7:15 a.m. Advisor Update, Rendezvous  
7:45 a.m. Load Busses, Reed Gym parking lot  
8:00 a.m. Busses depart for Testing Stations  
8:00 a.m. State/Provincial Representative Meeting, PSU, Portneuf Room #302  
8:45 a.m. Students Arrive  
9:00-9:50 a.m. First Test Rotation  
10:15-11:05 a.m. Second Rotation  
11:25-12:15 p.m. Third Rotation  
12:30-1:45 p.m. Lunch students off-site  
12:00-1:15 p.m. Lunch those still on campus  
1:30 p.m.--State/Provincial Representative Meeting resumes, PSU Portneuf River Room #302  
2:00-2:50 p.m. Fourth rotation  
3:10-4:00 p.m. Fifth rotation  
4:20 p.m.- Load buses  
5:30-7:00 p.m. Dinner on campus



7:00-10:00 P.M.—PSU, Theatre, Pool Tables, Arcades, and Bowling Alley

11 p.m. -- lights out

### **Wednesday, July 25, 2018**

6:00– 7:30 a.m. Breakfast, Turner Hall Cafeteria

7:45 a.m. Load Busses, Reed Gym parking lot

8:00 a.m. Depart for tours

9:15-11:00 a.m. Tours

11:15 a.m. Busses travel to Soda Springs

11:35 a.m. Arrive in Soda Springs

12:00 PM- Photo at Soda Springs Geyser

12:30-1:45 pm Everyone gathers at the City Park

2:00 p.m. Busses depart for Historic Chesterfield Townsite

2:45 p.m. Orientation of Chesterfield Townsite and pioneer activities

3:00-5:00 p.m. Tours, wagon rides, pioneer activities

5:15-6:00 pm Shoshone-Bannock Dancers and Native American program

6-7:15 p.m. Western bar-b-que

7:30 p.m. Load Busses, amusement hall parking

7:45 p.m. Busses depart for Knox Farm

8-9:15 p.m. Old time dances Knox Arena (square dancing, Virginia reel, line dancing)

9:30 p.m. Load busses

9:45 p.m. Busses Depart for ISU Campus

10:50—Arrive ISU Campus

11 pm lights out

## **Thursday, July 26, 2018**

7:00 – 8:30 a.m. Breakfast, Turner Hall Cafeteria  
8:15 a.m., Advisor/team captain announcements, Rendezvous  
9:00-11:00 a.m. Oral Presentation Prep, Ball Room  
9:00-9:30 a.m. Team buddy training  
9:30-10:00 a.m.-Monitors/timers training  
11:00-11:30 a.m. Students to sequestration site  
11:30-12:30 p.m. Lunch, students & team buddies  
12:00 p.m. Lunch, advisors/guests, Cafeteria  
12:45-7:30 p.m. presentation preparation  
5-5:45 p.m. Dinner for students and team buddies (delivered off-site)  
5:30-6:30 p.m. Dinner advisors/guests (dinner at the cafeteria)  
6:30-7:30 p.m. Judges training, SUB  
7:30 p.m. Teams turn in presentation materials  
7:45-8:00 p.m. Students travel to the quad  
8:00 p.m. Social event, Mandatory, Live Band ISU Quad, Free Concert  
11:00 p.m. Lights out

## **Friday, July 27, 2018**

6:00-7:30 a.m. Breakfast, Turner Hall Cafeteria  
7:15 a.m. Advisor/Team captain, Rendezvous  
8:15– 12:00 p.m. Oral Presentations, TBD, SUB  
11:15 - 1:15 p.m. Lunch, Turner Hall Cafeteria  
1:30 p.m. Announce Final 3 teams, Ballroom. SUB  
1:35 pm Speaker, Marlon Winger (Soils Health Specialist)

2:15 p.m. Top 3 Oral Presentations, Ball Room, SUB

4:30-5:45 p.m. Dinner Turner Hall Cafeteria

6:00-7:30 p.m. Awards presentation, Ball Room, SUB

8:30-11:00 p.m. Free Time (Check out and Departure)

11:00 p.m. Lights Out

**Saturday, July 28, 2018**

7:00-8:00 a.m. Breakfast

8:00 a.m. Check out and Departure

\*\*\*\*\*Thank you for Coming----see you in Raleigh! \*\*\*\*\*



## Idaho Soil & Water Conservation Commission

322 E Front St, Suite 560 • Boise Idaho 83702  
Telephone: 208-332-1790 • Fax: 208-332-1799

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

**Date and Time:**

Thursday, December 7, 2017  
8:00 a.m. – 1:00 p.m. MT

**Location:**

Idaho Water Center  
322 E Front St, Suite 602A & 602B  
Boise, Idaho

#### DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT:**

Norman Wright (Chair)

Dave Radford

Jerry Trebesch, Vice Chair (Teleconference)

Cathy Roemer

Leon Slichter, Secretary (Teleconference)

**COMMISSION STAFF PRESENT:**

1 Teri Murrison Terry Hoebelheinrich  
2 Corrine Dalzell Rhonda Yadon  
3 Delwyne Trefz (Teleconference)  
4

**PARTNERS AND GUESTS PRESENT:**

5  
6 Shantel Chapple Knowlton, Office of the Attorney General  
7 Colleen Zahn, Office of the Attorney General  
8 Benjamin Kelly, IASCD (Teleconference)  
9 Mike Somerville, IASCD (Teleconference)  
10 Bruce Sandoval, NRCS (Teleconference)  
11 Robbie Taylor, IDEA (Teleconference)  
12

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**ITEM #1: WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL**

14 Chairman Wright called the meeting to order at 8:07 a.m.

15 Roll call: Chairman Norman Wright, Commissioners Leon Slichter, Dave Radford, Jerry Trebesch  
16 and Cathy Roemer were present.  
17  
18

**ITEM #2: AGENDA REVIEW**

19  
20 Action: Agenda item #8 was moved up to follow directly after agenda item #4. Agenda item #8  
21 was retitled "Adjourn." The good faith reason for the change was due to a typo in the agenda.  
22

23 **ITEM #3: PARTNER REPORTS**

24 Action: None taken.

25

26 **ITEM #4a: EXECUTIVE SESSION**

27 Action: Commissioner Roemer moved to convene in Executive Session pursuant to Idaho Code  
28 §74-206(1)(b). Commissioner Trebesch seconded the motion. Roll call vote. Motion carried  
29 unanimously by roll call vote.

30

31 Executive Session commenced at 8:40 a.m.

32

33 Executive Session ended at 10:12 a.m.

34

35 Commission reconvened in Open Session at 10:13 a.m. No action was taken.

36

37 **ITEM #5a: MINUTES**

38 1. Action: Commissioner Slichter made a motion to *approve the November 2, 2017*  
39 *meeting minutes as submitted*. Commissioner Trebesch seconded the motion. Motion  
40 carried by unanimous vote.

41 2. Action: Commissioner Slichter made a motion to *approve the November 14, 2017*  
42 *meeting minutes as amended*. Commissioner Roemer seconded the motion. Motion  
43 carried by unanimous vote.

44 3. Action: Commissioner Radford made a motion to *approve the November 16, 2017*  
45 *meeting minutes as amended*. Commissioner Roemer seconded the motion. Motion  
46 carried by unanimous vote.

47

48 **ITEM #5b: FINANCIAL REPORTS**

49 1. Action: Commissioner Radford moved to *approve the October 31, 2017 and the*  
50 *November 30, 2017 Monthly Financial Reports*. Commissioner Roemer seconded the  
51 motion. Motion carried by unanimous vote.

52

53 **ITEM #5c: ADMINISTRATOR'S REPORT**

54 Action: Commissioner Roemer moved to authorize the receipt of a \$200,000 grant to hire a  
55 temporary sagebrush restoration coordinator, and authorize administrator to sign a contract  
56 agreement with NFWF for receipt and expenditure of those funds. Commissioner Trebesch  
57 seconded the motion. Motion carried by unanimous vote.

58

59 Commissioner Trebesch left the meeting at 12:11 p.m.

60

61 **ITEM #6a: RCRDP UPDATE AND FISCAL YEAR LOAN ACTIVITY SUMMARY**

62 Action: None taken.

63

64 **ITEM #6b: RCRDP ANNUAL REVIEW AND SETTING OF INTEREST RATES**

65 Action: Commissioner Radford moved to approve interest rates and loan terms for FY 2018,  
66 Commissioner Roemer seconded the motion. Motion carried by unanimous vote.

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**ITEM #6c: POSSIBLE CHANGES TO RCRDP PROGRAM TO ENHANCE LOAN ACTIVITY**

Commissioner Radford left the meeting at 1:46 pm. He returned to the meeting at 1:48 pm by teleconference.

Action: None taken.

**ITEM #7: OTHER BUSINESS**

Action: None taken.

**ITEM #7a: REPORTS**

Action: None taken.

**ITEM #8: ADJOURN**

The meeting was adjourned at 2:09 p.m. The next Commission Meeting will be a Regular Board Meeting on January 15, 2018 in Boise.

Respectfully submitted,

Leon Slichter, Secretary



# Idaho Soil & Water Conservation Commission

322 E Front St, Suite 560 • Boise Idaho 83702  
Telephone: 208-332-1790 • Fax: 208-332-1799

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

**Date and Time:**

Thursday, December 28, 2017  
10:00 am – 12:00 pm MT

**Location:**

Idaho Water Center  
322 E Front St, Suite 650  
Boise, Idaho

DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT (BY TELECONFERENCE):**

Norman Wright, Chair	Cathy Roemer
Dave Radford	Leon Slichter, Secretary

**COMMISSION STAFF PRESENT:**

1 Teri Murrison	Terry Hoebelheinrich
2 Cheryl Wilson	
3	

**PARTNERS AND GUESTS PRESENT:**

4 None  
5  
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**ITEM #1: WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL**

7  
8 Chairman Wright called the meeting to order at 10:02 am.  
9 Roll call: Chairman Norman Wright, Commissioners Dave Radford, and Cathy Roemer were  
10 present.  
11

**ITEM #2: AGENDA REVIEW**

12  
13 Action: none taken.  
14  
15

**ITEM #3: EXECUTIVE SESSION**

16  
17 Action: Commissioner Roemer moved to convene in Executive Session pursuant to Idaho Code  
18 §74-206(1)(b). Commissioner Radford seconded the motion. Roll call vote. Motion carried  
19 unanimously by roll call vote.  
20

21 Executive Session commenced at 10:06 a.m. Commissioner Slichter joined the meeting at 10:11  
22 am.  
23

24 Executive Session ended at 10:30 am.

25

26 **ITEM #4: OPEN SESSION AND ADJOURN**

27 The Commission reconvened in Open Session at 10:31am.

28 Action: Commissioner Radford moved to approve Loan #A-718 as recommended by the Loan  
29 Officer. Commissioner Slichter seconded the motion. Motion carried by unanimous vote.

30

31 The meeting adjourned at 10:32 am. The next Commission Meeting will be a Regular Board  
32 Meeting on January 15, 2018, in Boise.

33

34 Respectfully submitted,

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38 Leon Slichter, Secretary





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**ITEM #3: PARTNER REPORTS**

Action: None taken.

**ITEM #4a: ADMINISTRATOR’S REPORT**

Action: Commissioner Slichter moved to *authorize Chairman Wright and Administrator Murrison to travel out of state to participate in Joint Board Legislative Briefings in Washington, DC and to authorize payment of related travel expenses.* Commissioner Roemer seconded the motion. Motion carried by unanimous vote.

**ITEM #4b: FINANCIAL REPORTS**

Action: Commissioner Roemer moved to *approve the Financial Reports for the month ended December 31, 2017.* Commissioner Slichter seconded. Motion carried by unanimous vote.

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

Action: None taken.

**ITEM #4c: OPEN MEETING LAW TRAINING**

Action: None taken.

**ITEM #6a: REPORTS**

Action: None taken.

**ITEM #7: EXECUTIVE SESSION**

Action: Commissioner Slichter moved to *convene in Executive Session pursuant to Idaho Code §74-206(1)(f).* Commissioner Roemer seconded the motion. Roll call vote. Motion carried unanimously by roll call vote.

Executive Session commenced at 3:53 p.m.

Executive Session ended at 3:55 p.m.

Commission reconvened in Open Session at 3:55 p.m. No action was taken.

**ITEM #8: ADJOURN**

The meeting was adjourned at 3:56 p.m. The next Commission Meeting will be a Regular Board Meeting on Monday, February 19, 2018 in Boise.

Respectfully submitted,

Leon Slichter, Secretary



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

ITEM # 5a

**MEMO**

**TO: CHAIRMAN WRIGHT, COMMISSIONERS ROEMER, RADFORD, SLICHTER, AND TREBESCH**  
**FROM: TERRY HOEBELHEINRICH, LOAN OFFICER**  
**DATE: FEBRUARY 7, 2018**  
**RE: RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM UPDATE**

Since November 28, the following activities have been conducted by staff:

<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Developed RCRDP Program Options</li> <li>• Attended Treasure Valley Irrigation Conference, Ontario, Oregon</li> <li>• Attended 4 Rivers Grazing Conference, Lewiston</li> <li>• Attended IIEA Irrigation Conference, Idaho Falls</li> <li>• Attended IASCD Capital Display,</li> <li>• Met With Commissioner Trebesch Regarding RCRCP change ideas.</li> <li>• Prepared RCRDP Staff Responses to assist Administrator and Commissioners Regarding Legislative Proposal</li> <li>• Future RCRDP Marketing Scheduled includes, Soil Health Workshops in Burley, Ferdinand and Idaho Falls, Idaho Hay &amp; Forage Association, Burley, Idaho Family Forest Landowners Conference, Moscow.</li> <li>• Planned attendance at House Ag Affairs Committee, House Environment, Energy &amp; Technology, Senate Resources &amp; Environment</li> </ul>
<b>Loan Inquiries &amp; Applications</b>	<ul style="list-style-type: none"> <li>• 6 loan inquiries have been received since the last update dated Nov. 28 (31 for FY18)</li> <li>• 5 new loan applications received (15 for FY18)</li> </ul>
<b>Loans Approved</b>	<ul style="list-style-type: none"> <li>• 1 loan approved totaling \$66,670 (7, \$675,510 for FY18)</li> <li>• \$258,917 yet to be disbursed</li> <li>• 1 loan application, credit denied (2 for FY18)</li> </ul>
<b>Loan Portfolio</b>	<ul style="list-style-type: none"> <li>• 66 loans, \$2,760,883 (end of January)</li> <li>• No delinquencies</li> </ul>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Attended ISWCC Presentation to JFAC</li> <li>• Staff &amp; 2 Commissioners met with 2 legislators to discuss proposed RCRDP legislation. From this meeting it was agreed the Commission will continue to work with Partners to change the program over the next 1 to 1.5 years to increase loan activity.</li> </ul>

**ACTION:** For information only



IDAHO SOIL & WATER  
CONSERVATION COMMISSION

ITEM #5b

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, ROEMER, SLICHTER, AND TREBESCH**  
**FROM: TERRY HOEBELHEINRICH, LOAN OFFICER**  
**DATE: FEBRUARY 5, 2018**  
**RE: PROPOSED POLICY AND RULE CHANGES TO INCREASE RCRDP PARTICIPATION**

Since your last meeting staff has worked with counsel to develop short and long term options to streamline the process and increase participation in the loan program. Below are actions that can be taken immediately by your Board (policy changes), and some that will require a Rule change in the next legislative session. Staff will expand on each option at your meeting.

**POTENTIAL POLICY CHANGES**

**1. Change Minimum Security Requirements for Applicants With High Credit Score**

Under secured loans may be approved for credit applicants with an average credit score of 700 or higher to finance up to 95% of the project costs. The credit scores of all related business partners and spouses are to be included in the credit score average.

The standard minimum-security requirements (80% for new equipment or real estate or 70% for used equipment) will not apply. The minimum security required will be reviewed and approved on a case-by-case basis. However, for under secured loans the Commission will accept a first lien for primary collateral and if possible, attempt to acquire additional, secondary collateral in a first or second lien position. All other credit standards remain unchanged.

For under secured loans, a ¼% interest rate premium is to be charged for each term category with a 3% interest rate minimum.

**2. Accept Land Value Estimates from District Boards.**

Solicit written land valuation estimates from District Boards to be reported and used for Commission valuations of real estate security.

**3. Modify Procedure for District Ranking of Conservation Plans**

If needed to streamline the process, approve RCRDP loans conditionally, subject to receiving a ranking from the district.

**Recommended Policy Change Actions:**

1. Establish minimum security requirements for applicants with a credit score of 700 or above per staff recommendation, above.
2. Accept district board land value estimates per existing Rule.
3. Authorize conditional approval of loan applications pending receipt of district ranking.

## **POTENTIAL ADMINISTRATIVE RULE CHANGES**

1. Eliminate the \$200,000 maximum loan requirement and the \$300,000 limit of total loans per applicant. Authorize Board to set loan limits depending the availability of funds.
2. Authorize Board to establish criteria to evaluate applicant credit instead of requiring three credit scores.
3. Accurately reflect the statutory definition of “applicant” in RCRDP Rule.
4. If district ranking is not received within 60 days of the Commission’s request for a ranking, authorize Commission staff to rank the proposed conservation plan in accordance with the district’s most recently adopted 5-year plan.
5. Establish process for preapproving and ranking conservation plans that employ common practices listed in the NRCS field technical guide and memorialized in districts’ meeting minutes as qualified for preapproval and ranking.

### **Recommended Rule Change Actions**

Authorize staff to initiate Proposed Rule changes to accomplish 1-5, and to bring back additional necessary changes as they are identified before the Rule Change deadline in June.

RECOMMENDED ACTION: For consideration and possible action