



IDAHO SOIL & WATER CONSERVATION COMMISSION

REGULAR MEETING NOTICE & AGENDA Idaho Soil & Water Conservation Commission November 2, 2017, 10:00 a.m. to 3:00 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 so advance arrangements can be made.

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

	1.	WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL	Chairman Wright
	2.	AGENDA REVIEW <i>Agenda may be amended after the start of the meeting upon a motion that states the reason for the amendment and the good faith reason the item was not included in the original agenda.</i>	Chairman Wright
	3.	PARTNER REPORTS	
	4.	ADMINISTRATION	
*#	a.	Minutes 1. August 24, 2017 Regular Meeting 2. September 7, 2017 Special Meeting 3. September 28, 2017 Special Meeting ACTION: Approve	Chairman Wright
*#	b.	Financial Report 1. August 31, 2017 Monthly Report 2. September 30, 2017 Monthly Report ACTION: Approve the August 31, 2017 and September 30, 2017 Monthly Reports	Murrison

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission Consideration

Thursday, November 2, 2017 Meeting Agenda

Date of Notice: October 26, 2017

	c.	<p>Administrator's Report</p> <ul style="list-style-type: none"> • Revisions to Personnel Travel Policy • National Comment Letter on NRCS Administrative Consolidation • IASCD Request for Joint Board Meeting November 14 at 2:00 PM MT • RFQ for Public Relations Services • Administrator's Out of State Travel Request • FY 2018 Commission Meeting Schedule <p>ACTION: Approve:</p> <ol style="list-style-type: none"> 1. Issuance of RFQ for public relations services 2. Administrator's Out of State Travel Request 	Murrison
*#	d.	<p>FY 2019 Budget Request Revision</p> <p>ACTION: Approve Revision to FY 2019 Budget Request.</p>	Murrison
	5.	PROGRAMS	
*#	a.	<p>District Financial Match Allocations</p> <p>ACTION: Approve FY 2018 District Allocation Matching Funds for immediate disbursement, except that the recommended \$50,000 Franklin District allocation be held pending resolution of the investigation by the Attorney General's Office</p>	Minicucci
	6.	EXECUTIVE SESSION	
*		<p><i>Executive Session is closed to the public. Under the relevant Idaho Code Sections noted below, all Board action will be taken publicly in open session directly following Executive Session.</i></p> <p>ACTION: Move to enter Executive Session pursuant to Idaho Code § 74-206(1)(d), for the purpose of reviewing loan applications.</p> <p>Roll Call Vote.</p>	
*	a.	<p>RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM</p> <p>The Commission will convene in Executive Session to consider approval or denial of loan applications.</p> <ul style="list-style-type: none"> • # X 8-18-2017 <p>ACTION: For consideration and possible action outside of Executive Session.</p>	Hoebelheinrich
	7.	<p>ADJOURN.</p> <p>The next meeting date is a Joint Board Meeting with IASCD scheduled for November 14, 2017, and Listening Session on November 16, 2017, both in Boise at the Riverside Hotel.</p>	

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission Consideration

Thursday, November 2, 2017 Meeting Agenda

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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 PUBLIC MEETING & TELECONFERENCE

Date and Time:

Thursday, August 24, 2017
10:00 a.m. – 4:00 p.m. MT

Location:

Idaho Water Center
322 E Front St, Suite 560
Boise, Idaho

DRAFT MINUTES

COMMISSION MEMBERS PRESENT:

Norman Wright (Chair) Cathy Roemer
Dave Radford

COMMISSION STAFF PRESENT:

1 Teri Murrison Terry Hoebelheinrich
2 Corrine Dalzell Cheryl Wilson
3 Rhonda Yadon Maria Minicucci
4 Chuck Pentzer
5

PARTNERS AND GUESTS PRESENT:

7 Shantel Chapple Knowlton, Office of the Attorney General
8 Nick Peak, EPA
9 James Eller, NRCS
10 Mark Shumar, DEQ
11 Benjamin Kelly, IASCD (teleconference)
12 Susan Buxton, DHR
13 Darrell Early, Office of the Attorney General
14

ITEM #1: WELCOME AND ROLL CALL

16 Chairman Wright called the meeting to order at 10:09 a.m.
17 Roll call: Chairman Norman Wright, Commissioners David Radford and Cathy Roemer were
18 present.
19
20

ITEM #2: AGENDA REVIEW

22 Action: None taken
23

24 **ITEM #3: PARTNER REPORTS**

25 Action: None taken

27 **ITEM #4a: MINUTES**

28 Action: Commissioner Radford made a motion to *approve Items 4a June 8, 2017 and 4b June 16,*
29 *2017 as submitted.* Commissioner Roemer seconded the motion. Motion carried by unanimous
30 vote in favor.

32 Action: Commissioner Roemer made a motion to *approve the July 21, 2017 minutes as*
33 *submitted.* Commissioner Wright seconded the motion. Motion carried with Commissioners
34 Wright and Roemer in favor and Commissioner Radford dissenting.

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

37 1. Action: Commissioner Radford made a motion to *approve the June 30, 2017 Year End*
38 *Report.* Commissioner Roemer seconded the motion. Motion carried by unanimous vote in
39 favor.

41 2. Action: Commissioner Radford made a motion to *approve the July 31, 2017 Monthly*
42 *Report.* Commissioner Roemer seconded the motion. Motion carried by unanimous vote in
43 favor.

45 Commission recessed at 12:18 p.m.

47 Commission reconvened at 12:45 p.m.

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

50 Action: None taken

52 **ITEM #4d: FY 2019 BUDGET REQUEST**

53 Action: Commissioner Radford made a motion to *approve FY 2019 budget Request granting*
54 *authority to Administrator to make minor adjustments to request amounts, if necessary.*
55 Commissioner Roemer seconded the motion. Motion carried by unanimous vote in favor.

57 **ITEM #4e: FY 2017 PERFORMANCE MEASUREMENTS REPORT**

58 Action: Commissioner Radford made a motion to *approve the FY 2017 Performance*
59 *Measurements Report and authorize Administrator to make slight adjustments, if necessary.*
60 Commissioner Roemer seconded the motion. Motion carried by unanimous vote in favor.

62 **ITEMS #5a-6a**

63 Due to time constraints, agenda items 5a-6a were postponed and will be addressed at the
64 September Commission Meeting.

66 **ITEM #7: APPOINTMENTS**

67 2:00 PM Board Training in Procedures, Open Meetings Act, Public Records Law, Ethics, and
68 Human Resource issues took place from 2:05 p.m. until adjournment of the meeting.
69

70 **ITEM #8: ADJOURN**

71 The meeting was adjourned at 4:54 p.m. The next Commission Meeting will be held in Boise via
72 teleconference on September 14, 2017.
73

74 Respectfully submitted,
75
76
77

78 Leon Slichter, Secretary



Idaho Soil & Water Conservation Commission

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IDAHO SOIL & WATER CONSERVATION COMMISSION SPECIAL MEETING & TELECONFERENCE

Date and Time:

Thursday, September 7, 2017
10:00 a.m. – 11:00 a.m. MT

Location:

Idaho Water Center
322 E Front St, Suite 560
Boise, Idaho

DRAFT MINUTES

COMMISSION MEMBERS PRESENT:

Norman Wright (Chair) (teleconference)
Dave Radford (teleconference)

Cathy Roemer (teleconference)
Leon Slichter (Secretary) (teleconference)

COMMISSION STAFF PRESENT:

Teri Murrison Terry Hoebelheinrich
Corrine Dalzell Cheryl Wilson

PARTNERS AND GUESTS PRESENT:

None

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

Chairman Wright called the meeting to order at 10:03 a.m.

Roll call: Chairman Norman Wright, Commissioners Leon Slichter, David Radford and Cathy Roemer were present. Commissioner Jerry Trebesch was not present.

ITEM #2: AGENDA REVIEW

Action: None taken

ITEM #3: EXECUTIVE SESSION

Action: Commissioner Radford moved to convene in Executive Session pursuant to Idaho Code §74-206(1)(d), for the purpose of reviewing a Loan Application. Commissioner Slichter seconded the motion. Roll call vote. Motion carried by unanimous vote in favor.

Executive Session commenced at 10:09 a.m.

Teri Murrison, Terry Hoebelheinrich, Cheryl Wilson were present during Executive Session.

24 Executive Session ended at 10:43 a.m.

25

26 **ITEM #3: RECONVENE IN OPEN SESSION**

27 Action: Commissioner Radford moved to approve Loan #A-713 as recommended by
28 Commission Staff. Commissioner Roemer seconded the motion. Motion carried by unanimous
29 vote in favor.

30

31 **ITEM #4: ADJOURN**

32 The meeting was adjourned at 10:48 a.m. The September 14, 2017 Commission Meeting has
33 been cancelled. The announcement of a new meeting date and time is pending.

34

35 Respectfully submitted,

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37

38

39 Leon Slichter, Secretary



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IDAHO SOIL & WATER CONSERVATION COMMISSION SPECIAL MEETING & TELECONFERENCE

Date and Time:

Thursday, September 28, 2017
9:00 a.m. – 12:00 p.m. MT

Location:

Idaho Water Center
322 E Front St, Suite 560
Boise, Idaho

DRAFT MINUTES

COMMISSION MEMBERS PRESENT:

Norman Wright (Chair) (teleconference)
Dave Radford (teleconference)
Jerry Trebesch

Cathy Roemer (teleconference)
Leon Slichter (Secretary) (teleconference)

COMMISSION STAFF PRESENT:

Teri Murrison
Corrine Dalzell
Delwyne Trefz

Terry Hoebelheinrich
Cheryl Wilson

PARTNERS AND GUESTS PRESENT:

Shantel Chapple Knowlton, Office of the Attorney General (teleconference)
Darrell Early, Office of the Attorney General (teleconference)

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

Chairman Wright called the meeting to order at 9:00 a.m.

Roll call: Chairman Norman Wright, Commissioners Leon Slichter, David Radford, Jerry Trebesch and Cathy Roemer were present.

ITEM #2: AGENDA REVIEW

Action: None taken

ITEM #3: EXECUTIVE SESSION

Action: Commissioner Radford moved to convene in Executive Session pursuant to Idaho Code §74-206(1)(d) & (f), for the purpose of reviewing loan applications and communicating with legal counsel regarding pending or possible litigation. Commissioner Roemer seconded the motion. Roll call vote. Motion carried by unanimous vote in favor.

23 Executive Session commenced at 9:10 a.m.

24

25 Executive Session ended at 10:28 a.m.

26

27 **ITEM #3: RECONVENE IN OPEN SESSION**

28 Action:

29 • Commissioner Trebesch moved to approve Loan #A-713 as recommended by Commission Staff.
30 Commissioner Radford seconded the motion. Motion carried by unanimous vote in favor.

31

32 • Commissioner Trebesch moved to approve Loan #A-714 as recommended by Commission Staff.
33 Commissioner Radford seconded the motion. Motion carried by unanimous vote in favor.

34

35 **ITEM #4: ADJOURN**

36 The meeting was adjourned at 10:33 a.m. The next Commission Meeting will be held in Boise
37 on November 2, 2017.

38

39 Respectfully submitted,

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42

43 Leon Slichter, Secretary



IDAHO SOIL & WATER CONSERVATION COMMISSION

ITEM #4b

TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, ROEMER, SLICHTER, AND TREBESCH
FROM: RHONDA YADON, FISCAL & HR MANAGER
DATE: OCTOBER 24, 2017
RE: FINANCIAL REPORTS, FISCAL MATTERS

FINANCIAL REPORTS

Attached for your review are the Financial Detail Report for the fiscal year-to-date as of August 31, 2017 and September 30, 2017 as well as the Financial Summary Report as of September 30, 2017. By looking at the combination of these two reports for September, you will notice that in Operating Expenditures in the general fund, for example, that even though we have spent 37.9% of our budget (due to several large annual and semi-annual billings), we should end the year very close to budget as the projected expenditures for October thru June is only 61.1% of budget. Overall, I believe that we are in good financial standing. Teri will review these reports on all the funds at your meeting. I will be out of town during your meeting for financial training to get my Certified Governmental Financial Manager Certification.

NEW HIRES AND VACANCIES

At the end of October, Teri will begin the process of traveling and interviewing applicants to hire for the NRCS Conservation Technical Assistance (CTA) positions. The goal is to be able to hire them some time in November 2017 located in Coeur d'Alene, Rigby, and Pocatello.

ANNUAL ALL STAFF MEETING IN BOISE

For the week of November 13, 2017, all SWCC staff will be in Boise for the Annual IASCD Conference, so we are getting them together in the Boise Office on Tuesday, November 14th for a day of informative updates and training. A preliminary agenda is attached for your information.

COMMISSIONER HONORARIUMS

Below is a schedule of the honorarium balances as of September 30, 2017. 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 16.7% of the honorarium allocation and 15.4% 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 / 5	\$118	\$1,618	\$280	\$1,338
Roemer	20 / 4	\$79	\$1,079	\$231	\$848
Trebesch	12 / 1	\$47	\$647	\$53	\$594
Radford	18 / 4	\$71	\$971	\$223	\$748
Slichter	20 / 2	\$79	\$1,079	\$115	\$964
Totals		\$394	\$5,394	\$902	\$4,492

RECOMMENDED ACTION: Approve the Financial Report for the month ended August 31, 2017
Approve the Financial Reports for the month ended September 30, 2017

ENCLOSURE: November All Staff Meeting Agenda

DRAFT AGENDA

ISWCC All-Staff Meeting

Thursday, November 14, 2017 | 8:30 a.m. |

Attendees:

Teri Murrison | Delwyne Trefz | Chuck Pentzer | Cheryl Wilson | Rhonda Yadon | Terry Hoebelheinrich | Corrine Dalzell | Maria Minicucci | Carolyn Firth | George Hitz | Brad Shelton | Allan Johnson | Jon Beals | Bill Lillibridge | Brian Reed | Eileen Rowan | Rob Sharpnack | Loretta Strickland |

Time	Item	Presenter
8:30-8:45am	Welcome & Introductions	Teri Murrison
8:45-9:00am	Ice Breaker – 3 Truths & a Lie	Rhonda & Corrine
9:00-9:30am	Wildlife Conservation	Jon Beals, ISWCC, Marsing
9:30-9:40am	Discussion	
9:40-10:00am	Records Retention / Public Records	Shantel Chapple Knowlton, AG's Office
10:00-10:20am	Farm Bill 1619	Shantel Chapple Knowlton, AG's Office
10:20-10:30am	Farm Bill 1619 Certification Forms	Rhonda
10:30-10:45am	Break	
10:45-12:00noon	PERSI "SET" Presentation	Carmen Brooks, PERSI
12:00-1:00pm	LUNCH	
1:00-1:30pm	Ideal 529 College Savings Plan	Nick or Christie
1:30-1:45pm	Travel Express Training	
1:45-2:00pm	Break	
2:00-3:00pm	DISC Personality Assessment	Keller Williams
3:00-3:30pm	Deferred Compensation 457	Katja Stringfield, Nationwide
3:30-5:15pm	DHR – Employee Motivation	Jana Huffaker, DHR
5:15-5:30pm	Staff Questions & Adjournment	

SWC DETAIL FINANCIAL REPORT AS OF AUGUST 31, 2017

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH			
	ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			PLUS TOTAL BEG CASH AT 7/1/17 REC TO DATE LESS TOTAL EXP TO DATE			ACTUAL CASH BALANCE End of Current
FY18	BUDGET	Month	BALANCE	BUDGET	Current	BALANCE	BUDGET	Current	BALANCE	BUDGET	Month	BALANCE	AT 7/1/17	DATE	TO DATE	Current
INDEX																
7101 MANAGEMENT ADMIN	323,900	60,975	262,925	48,166	19,462	28,704	15,463	15,213	250				387,529		95,650	291,879
7111 MANAGEMENT BOARD	4,900	439	4,461	11,089	939	10,150							15,989		1,378	14,611
7201 FIELD STAFF	485,200	67,165	418,035	76,630	15,367	61,263	60,137	49,037	11,100				612,467	9,500	131,569	490,398
7301 PROGRAMS	256,100	39,470	216,630	23,123	1,646	21,477							279,223		41,116	238,108
7310 DISTRICT ALLOCATIONS										1,103,200	425,000	678,200	1,103,200		425,000	678,200
7320 DISTRICT CAPACITY BLDG										150,000	150,000	0	150,000		150,000	0
7350 CREP	137,100	21,285	115,815	24,892	4,841	20,051	24,500	23,591	909				186,492		49,717	136,775
TOTAL GENERAL FUND 0001	1,207,200	189,334	1,017,866	183,900	42,255	141,645	100,100	87,841	12,259	1,253,200	575,000	678,200	2,734,900	9,500	894,430	1,849,970
FY17 ENCUMBRANCES				28,865	3,598	25,268									3,598	25,268
		15.68%			22.98%			87.75%			45.88%				32.70%	
7315 FEDERAL GRANT - NRCS	17,500		17,500									0			0	0
TOTAL FUND 0348	17,500	0	17,500	0	0	0	0	0	0	0	0	0	0	0	0	0
		0.00%													0.00%	
7325 SWC PROFESSIONAL SERV				30,000	30	29,970							16,614	38	30	16,155
TOTAL FUND 0450	0	0	0	30,000	30	29,970	0	0	0	0	0	0	16,614	38	30	16,155
FY17 ENCUMBRANCES				6,225	467	5,758									467	5,758
					0.10%										0.18%	
DEDICATED FUNDS	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH				BALANCE SHEET		
	ACTUAL EXPENSE thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			PLUS TOTAL BEG CASH AT 7/1/17 REC TO DATE LESS TOTAL EXP TO DATE			ACTUAL CASH BALANCE End of Current	LOANS PAID OUT, NOTES RECEIVABLE /ADJUSTMENTS TO DATE ADV FROM PAYMENTS/ADJ TO DATE		
FY18	BUDGET	Month	BALANCE	BUDGET	Current	BALANCE	BUDGET	Current	BALANCE	AT 7/1/17	DATE	TO DATE	Current	7/1/17	TO DATE	period
7351 RCRDP LOAN ADMIN	167,100	24,742	142,358	146,400	23,817	122,583				6,971,777	30,302	48,559	6,953,520	2,814,686		2,800,802
TOTAL RCRDP ADMIN 0522-01	167,100	24,742	142,358	146,400	23,817	122,583	0	0	0	6,971,777	30,302	48,559	6,953,520		(13,884)	
		14.81%			16.27%							0.70%				
7361 REVOLVING LOAN - DEQ				30,000		30,000				45,289	90	0	45,379	430,006	0	430,006
TOTAL DEQ LOAN 0529-16	0	0	0	30,000	0	30,000	0	0	0	45,289	90	0	45,379		0	
															ADV FROM PAYMENTS/ADJ TO DATE	ADV FROM PERIOD
					0.00%							0.00%		374,409	0	374,409

SWC DETAIL FINANCIAL REPORT AS OF SEPTEMBER 30, 2017

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH			
FY18	ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			PLUS TOTAL			ACTUAL CASH BALANCE
	BUDGET	Month	BALANCE	BUDGET	Current	BALANCE	BUDGET	Current	BALANCE	BUDGET	Month	BALANCE	BEG CASH AT 7/1/17	REC TO DATE	LESS TOTAL EXP TO DATE	End of Current
INDEX																
7101 MANAGEMENT ADMIN	323,900	91,827	232,073	48,166	24,624	23,542	15,463	15,463	0				387,529		131,914	255,615
7111 MANAGEMENT BOARD	4,900	853	4,047	11,089	1,857	9,232							15,989		2,710	13,279
7201 FIELD STAFF	485,200	101,342	383,858	76,630	28,548	48,082	64,802	49,537	15,265				612,467	14,165	179,427	447,205
7301 PROGRAMS	256,100	59,819	196,281	23,123	5,922	17,201							279,223		65,741	213,482
7310 DISTRICT ALLOCATIONS										1,103,200	425,000	678,200	1,103,200		425,000	678,200
7320 DISTRICT CAPACITY BLDG										150,000	150,000	0	150,000		150,000	0
7350 CREP	137,100	31,915	105,185	24,892	8,810	16,082	24,500	23,841	659				186,492		64,566	121,926
TOTAL GENERAL FUND 0001	1,207,200	285,756	921,444	183,900	69,761	114,139	104,765	88,841	15,924	1,253,200	575,000	678,200	2,734,900	14,165	1,019,358	1,729,707
FY17 ENCUMBRANCES				28,865	6,163	22,702									6,163	22,702
		23.67%			37.93%			84.80%			45.88%				37.27%	
7315 FEDERAL GRANT - NRCS	17,500		17,500									0			0	0
TOTAL FUND 0348	17,500	0	17,500	0	0	0	0	0	0	0	0	0	0	0	0	0
		0.00%													0.00%	
7325 SWC PROFESSIONAL SERV				30,000	133	29,867							16,614	57	133	16,071
TOTAL FUND 0450	0	0	0	30,000	133	29,867	0	0	0	0	0	0	16,614	57	133	16,071
FY17 ENCUMBRANCES				6,225	467	5,758									467	5,758
					0.44%										0.80%	
DEDICATED FUNDS	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH				BALANCE SHEET		
FY18	ACTUAL EXPENSE thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			PLUS TOTAL			ACTUAL CASH BALANCE	LOANS PAID OUT, NOTES		
	BUDGET	Month	BALANCE	BUDGET	Current	BALANCE	BUDGET	Current	BALANCE	BEG CASH AT 7/1/17	REC TO DATE	LESS TOTAL EXP TO DATE	End of Current	NOTES RECEIVABLE 7/1/17	COLLECTIONS /ADJUSTMENTS TO DATE	RECEIVABLE End of Cur period
7351 RCRDP LOAN ADMIN	167,100	37,083	130,017	146,400	30,719	115,681				6,971,777	59,328	67,802	6,963,303	2,814,686		2,782,841
TOTAL RCRDP ADMIN 0522-01	167,100	37,083	130,017	146,400	30,719	115,681	0	0	0	6,971,777	59,328	67,802	6,963,303		(31,845)	
		22.19%			20.98%							0.97%				
7361 REVOLVING LOAN - DEQ				30,000	965	29,035				45,289	1,107	965	45,431	430,006	0	430,006
TOTAL DEQ LOAN 0529-16	0	0	0	30,000	965	29,035	0	0	0	45,289	1,107	965	45,431		0	
												2.13%		ADV FROM PAYMENTS/ADJ TO DATE	ADV FROM 374,409	END OF CUR PERIOD 374,409

Soil and Water Conservation
FY2018 YTD Financial Summary Through September 30, 2017

(Does not include FY2017 encumbrances) Updated: 8/23/2017

Fund Summaries

Appropriation

Fund Source	General Fund				Professional Services				RCRDP Loan Administration				Revolving Loan			
Personnel Funds	Budget	Expenditures	Expenditures Projected	Remaining					Budget	Expenditures	Expenditures Projected	Remaining				
	\$ 1,207,200	\$ 285,757	\$ 917,070	\$ 4,373					\$ 167,100	\$ 37,083	\$ 123,072	\$ 6,945				
Operating Funds	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining
	\$ 183,900	\$ 69,761	\$ 112,279	\$ 1,860	\$ 30,000	\$ 133	\$ 8,178	\$ 21,689	\$ 146,400	\$ 30,719	\$ 55,507	\$ 60,174	\$ 30,000	\$ 965	\$ 10,850	\$ 18,185
Capital Funds	Budget	Expenditures	Expenditures Projected	Remaining					Budget	Expenditures	Expenditures Projected	Remaining				
	\$ 104,765	\$ 88,841	\$ -	\$ 15,924					\$ -	\$ -	\$ -	\$ -				
Trustee and Benefit	Budget	Expenditures	Expenditures Projected	Remaining												
	\$ 1,253,200	\$ 575,000	\$ 678,200	\$ -												

Cash Balance at 09/30/17

Fund Source	General Fund				Professional Services				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
	\$ 2,734,900	\$ 14,165	\$ 1,019,358	\$ 1,729,707	\$ 16,614	\$ 20	\$ -	\$ 16,634	\$6,971,777	\$ 10,218	\$ 25,008	\$ 6,956,987	\$ 45,289	\$ 44	\$ -	\$ 45,333



IDAHO SOIL & WATER CONSERVATION COMMISSION

ITEM #4c

TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, ROEMER, SLICHTER, AND TREBESCH
FROM: TERI MURRISON, ADMINISTRATOR
DATE: OCTOBER 19, 2017
RE: ADMINISTRATOR'S REPORT

REVISION TO PERSONNEL TRAVEL POLICY

Corrine Dalzell will present the following change made recently to the Commission Personnel Travel Policy:

“For driving distances over 50 miles (one way) from your home office –

- For all employees other than Commissioners and the Administrator: Travel must be pre-approved by the Administrator using a Travel Request form located on the SCO Travel Express site prior to travel. Documentation such as agendas or brochures that show the dates, times and purpose of the travel should be uploaded and attached to the Travel Request. All Travel Vouchers for completed travel will be approved by the Administrator.
- Administrator: Procedures for submitting travel requests and vouchers for the Administrator shall be the same as set forth above for Commission employees except that the Administrator's Travel Requests and Travel Vouchers will be reviewed and approved by the Commission's Fiscal Manager and travel out of State will be reviewed and approved by the Commissioners.
- Commissioners: Travel should be pre-approved by the Administrator using a Travel Request form located on the SCO Travel Express site prior to travel. For processing a Travel Voucher, Commissioners shall submit a Single Purpose Travel Voucher form. Commissioners will enter pertinent information, sign, date, and submit the form to the Administrator for approval and signature. Once approved, the Commission's Administrative Assistant will use the SCO Travel Express site to create a travel voucher as proxy for the Commissioner. The signed form and all supporting documentation will be uploaded into the SCO Travel Express system for each voucher created.

For same day travel when driving distances over 50 miles (one way) from your home office, per diem is allowable based on the times of travel and any per diem received will be taxable.

Our agency's Out-of-State Travel per diem allowance will be the same as the State travel policy rate and is currently \$51 per day.”

NATIONAL ASSOCIATION OF SOIL CONSERVATION DISTRICTS' COMMENT LETTER ON NRCS ADMINISTRATIVE CONSOLIDATION

The NASCA president recently informed us that USDA had published a notice for comment on the consolidation of NRCS, FSA, and the Risk Management Agency (RMA) and Customer Service. He provided a copy of the attached comment letter submitted by NACD. Several of the comments are also



IDAHO SOIL & WATER CONSERVATION COMMISSION

of concern to the Commission, but the comment period is now closed. Curtis Elke may have insights at your meeting if he's in attendance.

IASCD REQUEST FOR JOINT BOARD MEETING NOVEMBER 14 AT 2:00 PM

Kit Tillotson has invited Commissioners to attend a joint board meeting with the IASCD Board on Tuesday, November 14th at 2:00. As you know, both boards were unable to meet in June as had been scheduled and he expressed the intent that this could serve as one of the two meetings a year your boards are committed to meeting together.

Please let Corrine know your availability. If no more than two Commissioners can attend, we will not need to issue a Notice of Public Meeting and an agenda.

Under discussion at a joint meeting would be the opportunity for districts to apply for an NRCS/NACD grant to hire staff to work on EQIP and conservation planning to help accomplish NRCS' workload in Idaho. Attached is a fact sheet with details about that grant. Should Commissioners have any other items for discussion, please let me know.

RFQ FOR PUBLIC RELATIONS SERVICES

We recently learned that we are required to issue a Request for Qualifications (RFQ) for public relations services which include the newsletter and miscellaneous services that are provided by Steve Stuebner Public Relations. I have advised Mr. Stuebner that he needs to cease work on the newsletter as of October 24, 2017. Our deputy attorney general has advised that the video he is currently producing on the damages from the 2017 flood on the Little Weiser River is not subject to the RFQ requirement and he is continuing to work on that.

Should your Board desire to continue publishing a newsletter and from time to time utilize the services of a professional public relations firm, staff will prepare and issue an RFQ for public relations services at once. It is possible that newsletter production may have to cease temporarily to give us time to process and award a newsletter agreement.

Staff recommends your Board approves the issuance of an RFQ for public relations services including but not limited to writing stories for the newsletter.

ADMINISTRATOR'S OUT OF STATE TRAVEL REQUEST

The 2018 NACD Annual Conference is being held in January in Nashville. There will be a NASCA Board meeting during the conference and partners (Curtis Elke and various IASCD Board members) attend. A credit for the cancelled flight to the International Envirothon last summer can be applied to the airfare, leaving the conference registration (\$627), hotel (approx. \$800), and per diem to be paid. Obviously, if a JFAC hearing is scheduled during that time, it would take precedence over the scheduled conference attendance. Staff recommends your Board consider approving the administrator's out of state travel to attend.



IDAHO SOIL & WATER CONSERVATION COMMISSION

FY 2018 COMMISSION MEETING SCHEDULE The remaining FY 2017 Regular Commission tentative meeting dates and locations are as follows:

Date & Time	Meeting Specifics, Location	Meeting Type
November 14-17, 2017 in conjunction with IASCD Annual Conference	<u>JOINT BOARD MEETING WITH IASCD</u> , November 14, 2:00 pm Riverside Hotel Listening Session, November 16, 7 am Riverside Hotel, Boise	In person
December 14, 9 am – 2 pm MT (if needed)	Regular Meeting, 322 E. Front Street, Suite 560, Boise	In person
January 14-16	ISWCC Regular Meeting, January 15, 1 pm MT (in conjunction with IASCD Board Meeting), combination of IASCD Legislative Social, Day in the Capitol,	In person
February 19-20	ISWCC Regular Meeting, February 19, 1 pm MT (in conjunction with Ag Summit Strolling Supper that evening), February 20, 8 am MT Larry Brannen Ag Summit, Riverside Hotel	In person
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
December 14, 9 am – 2 pm MT (if necessary), tbd	Regular meeting, 322 E. Front Street, Suite 560, Boise	In person or teleconference



IDAHO SOIL & WATER CONSERVATION COMMISSION

Date & Time	Meeting, Location	Meeting Type
January 2018 (to be held in conjunction with JFAC presentation or IASCD Board meeting)	Regular meeting, Regular meeting, 322 E. Front Street, Suite 560, Boise Also, Joint Board Meeting with IASCD (location and time TBD)	In person
February 19, 2018, 1 pm – 5 pm MT, held in conjunction with Ag Summit	Regular meeting, 322 E. Front Street, Suite 560, Boise Ag Summit Strolling Supper, February 19, Summit meetings February 20, Red Lion Hotel	In person
March – no meeting due to IASCD Division meetings	----	----
April 12, 2018 9 am – 2 pm, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	In person
May 9, 10, 11, 2018	Regular and special meetings (details TBD), tour of North Idaho projects, North Idaho Forestry Contest	In person

In addition, should there be important loan or other business to conduct, the Chairman may elect to call a special meeting via teleconference or in person for its consideration.

ACTION: Approve:

1. Issuance of RFQ for public relations services
2. Authorize Administrator's Out of State Travel Request

Attachments: NACD Comment Letter on proposed NRCS/FSA/RMA Consolidation
NRCS/NACD Grant FAQs

IDAHO SOIL & WATER CONSERVATION COMMISSION

SINGLE PURPOSE TRAVEL EXPENSE VOUCHER



ITEM #4c Attachment 2

October 5, 2017

The Honorable Sonny Perdue
United States Department of Agriculture
Washington, DC 20510

RE: Comments on “Improving Customer Service” (Federal Register Number: 2017-19337)

Dear Secretary Perdue,

Thank you for the opportunity to provide public comments concerning the next steps toward USDA reorganization on behalf of the nation’s 3,000 conservation districts and the National Association of Conservation Districts (NACD). These comments are specifically in response to your proposal to consolidate mission support activities at the Farm Production and Conservation (FPAC) mission area level.

Based on information provided in the September 12 Federal Register notice, we understand one of the goals with respect to the new FPAC mission area—which now includes NRCS, RMA, and FSA—is to “increase operational efficiencies, but also maximize collaboration between agencies that serve similar customers.” Certainly, all three agencies housed under the FPAC mission area provide important services to the customers of rural America—our nation’s farmers, ranchers, and private forest landowners; however, each agency is unique in their mission and must continue to operate as separate, if complimentary, agencies.

The department’s conservation customers are also the conservation districts’ customers, and we are thus compelled to express our members’ strong concerns about the proposed actions. Conservation districts’ governing officials and their employees work alongside USDA officials at the customer service level across the United States. Districts are integral to the delivery of conservation programs and services and have been since 1937 when USDA helped state governments establish this local link to conservation delivery.

With regards to the proposal, first, there is lack of clarity and information regarding the proposed action. Based on what is known, we believe there is strong likelihood that these efforts toward efficiency will actually impose greater bureaucratic burdens on agency administrative functions and will ultimately discourage producers from seeking assistance and/or adversely affect the services they now receive. As mentioned in our prior comments in June, individual conservation districts are many times physically co-located with USDA field offices and all conservation districts have an assigned NRCS conservationist to facilitate producer access to USDA conservation programs. The 3,000 districts in the US have at least 7,000 employees that provide conservation services as part of the federal-state-local government conservation delivery system. Customers often don’t even distinguish whether the conservation technical assistance is coming from a federal or a local governmental conservationist.

This is done in order to create a seamless, locally-led conservation delivery system that leverages federal, state, and local resources to effectively deliver conservation assistance. Conservation districts and their governing officials contribute over \$1 billion in services to this partnership. If mission support activities were consolidated at the mission area level, there could not only be a direct effect on the day-to-day



operations of conservation districts co-located with USDA field offices, but also on the delivery of conservation assistance services to rural Americans.

Second, in response to the lack of information and clarity on this proposal, our members are expressing serious reservations about how the proposed consolidation of mission support activities will function and impact conservation delivery. Thus far, USDA announcements about the proposal have been non-specific and lacking in policy details.

Questions we seek answers to include:

- Given that most conservation districts are co-located with USDA service center agencies—in some cases as the lessee, in some cases as the lessor—how will leasing arrangements be handled going forward?
- Program administration is currently suffering across all USDA agencies because of reduced staffing. How will consolidating HR functions facilitate addressing this increasingly severe effect on the workload and customer service?
- Great strides are being made to modernize information technology and deployment of modern software platforms. How will consolidation of information technology functions enable individual agencies and their governmental partners such as conservation districts to procure and develop technology to support their unique missions?
- Current information available to stakeholders is vague and does not articulate the level of specificity needed to fully understand what is being proposed. When does the department intend to provide more specific information on the proposed reorganization to partners like conservation districts as well as stakeholders?
- What services or functions are included under the broad label of financial management?
- When and how will USDA's core conservation partners, including conservation districts, be involved in the decisions regarding reorganization that will directly affect them in the delivery of conservation customer services?
- NRCS has a unique expertise in Farm Bill conservation programs by both delivering the administrative and technical aspects of these programs. Can you assure your stakeholders that Farm Bill program administration will not be removed from NRCS's purview?
- Many districts and state associations have cooperative or contribution agreements with NRCS. Will the creation and approval process for these agreements change with this reorganization?
- How long does USDA expect it will take to shift the administrative functions out of NRCS, FSA and RMA and into the mission area?
- Does USDA expect further announcements or additional changes related to the reorganization outside of this announcement and the initial announcement in May?



Without more information and further engagement, we can only respond in our comments to “what might be.” While more questions relating to office space, information technology, human resources, and others are sure to follow, we would appreciate the opportunity to distribute the answers to these questions to our members and begin a dialogue between USDA, NACD, and your core partners: local conservation districts.

We articulated in our initial comments our belief that the department will struggle to maintain the current quality of service and coordination that producers rely on—damaging USDA’s credibility and significantly limiting conservation outcomes—without robust, sustained engagement with key partners like conservation districts. For this reason, we look forward to receiving answers to the listed questions above and will continue to strongly encourage the department to release more detailed information on its latest proposal and begin serious direct engagement with conservation districts.

Sincerely,

Brent Van Dyke
President



NACD has secured a \$10 million cooperative agreement with NRCS to further build and enhance conservation district technical assistance across the nation.

The Basics:

The agreement was approved September 25, 2017. We will still be finalizing details of a plan of work and timeline. We anticipate a significant portion of the funds will be utilized in a direct manner to enable conservation districts to staff up in areas where additional capacity will further improve customer service and reduce workload pressures to deliver conservation assistance.

This agreement includes:

- \$9 million for conservation planning and EQIP implementation assistance (80% EQIP & 20% CTA)
- \$1 million for NACD to manage the project (over a two-year plus period)
- A 25% match will be required for each agreement. For example, a \$50k contract would require a \$13k match. Match is preferably cash, but can be in-kind. NACD is required overall to have a 25% match. Most contracts would cover funding for a 1-year period.

NACD will ask state/territory conservation partnerships to identify high-priority locations for the use of these funds; and seek first-come, first-served requests. NACD's priority is to get the \$9 million in the hands of conservation districts in the first and second quarter of Fiscal Year 2018 (FY18) so that they can hire employees to help carry out the objectives of this agreement. Funding assumptions are that this \$9 million would hire about 180 Full-Time Equivalents (FTE's). Some will likely be part-time and/or multi-district.

NACD plans for some contractor assistance for region representatives and to provide additional capacity and assistance in coordination/communication with state partners.

Initial Implementation Steps:

- August 29, alert NACD board
- September 11 and 27, brief all NACD staff via teleconferences
- September 28, distribute briefing materials and project FAQs
- October 4, national teleconference held with NACD Board/Staff, State/Territory Contacts
- State/territory partnerships begin engaging in determining workload priorities and conservation district participants, regional teleconferences scheduled
- In October, add contractor capacity for NACD
- Secure final approval on plan of work, timeline, and reporting metrics
- Prepare announcement for the project; distribute to all state/territory partners, target date Nov. 1
- Goal is to have all funds (\$9m) transferred to conservation districts and engaged in hiring by March 31, 2018



Frequently Asked Questions | Revised October 5, 2017

1. How much funding is available?

\$9 million - 80% of which will go to support EQIP implementation and 20% for conservation planning.

2. For how long a period is this funding available?

Generally, one year. There could be a need for an extension in a few cases and we are planning to provide for that.

3. What is the requirement for matching funds?

A 25% match is required. NACD is capturing 5%. An individual district agreement would require about 20% under these grant agreements, so for example, a \$50,000 agreement will require \$13,000 plus.

- a. Must the match be made in cash or in-kind services? Preferably cash, but both can be used.
- b. Some suggestions for match include: funding from county and state government; existing employees spending time on this project such as overseeing a new hire. More suggested options will be developed.
- c. Match should come from non-federal sources for either cash or in-kind match.

4. Who is eligible to receive grant funds?

Conservation districts are intended to be the primary recipients of funds. In instances where conservation districts are unable to participate, state associations of conservation districts and/or state conservation agencies could be eligible. NACD will also consider joint agreements between two districts, or a district and an association or state agency.

5. What program TA service(s) are needed?

EQIP implementation and conservation planning.

6. What is the process to identify needed TA services?

Each state conservation partnership will pick their highest priority locations.

7. When must grant TA services be completed?

The initial goal is to provide one year of technical assistance services from the time a district signs their agreement.



8. Must TA services be provided by new hires (increased capacity) or can existing district TA staff do the work?

Both, however the expectation is to build capacity so hiring new employees/contractors will also be a part of this mix.

9. Who will oversee the practices/plans prepared from a quality standpoint?

The practices/plans will need to meet NRCS specifications, so the party signing the agreement will need to ensure proper oversight of the work completed. The arrangement could also be different depending on who signs the agreement.

10. Who is responsible (liable) for quality of work?

Generally, the party that signs the agreement will be responsible just as they are under many other existing similar situations.

11. What training (actual training or funding) is provided for new district hires and for existing district employees doing this work?

Normal training for new hires would be a part of the agreement, as would normal training for existing employees. Again, it will vary depending on the type of work undertaken.

12. What degree of “certification” (and by whom) is required of conservation district employees performing specific technical assistance work (e.g., nutrient management, structural, riparian areas restoration, conservation planning) under these grant agreements?

The degree of certification and job approval authorities will vary depending on the type of work involved, however individuals hired or contracted to perform work will need to demonstrate relevant qualifications. New hires would likely work with guidance from a more experienced employee.

13. What reporting requirements will there be?

The agreement will spell out applicable reporting requirements, but reports would usually be required on a three-month or quarterly basis. Some of the specific measures for reporting are to be worked out with NRCS as a part of getting NRCS concurrence on a plan of work for the overall project during the next 30 days.

14. Who will submit the requests from each state?

The State/Territory Conservation Partnership will submit their highest priority requests.



15. What kinds of employees will be eligible?

Employees with the skill sets to assist on the workload in the local district will be eligible. These could be new hires, redirected existing employees, part-time, former district, or other conservation employees. In some cases, the district may choose to use a contractor arrangement.

16. When will we have the announcement with deadlines and process information?

We expect to have the final plan of work and the metrics or reporting requirements approved for release in 30 days or less, followed by a national announcement. However, we will begin accepting proposals as soon as state partnerships submit them.

17. Who will be signing the agreements?

NACD's CEO and the individual districts' representative and/or other signatories.

18. Are there any restrictions on what districts can receive these funds?

Any district can receive funds if recommended by their state partnership, including tribal districts.

19. How will state proposed districts be approved?

Districts proposed by their state partnership to participate will be selected on a first-come, first-served basis with some monitoring or attention to parity across the country.

20. How long will a district have to implement their signed agreement?

The plan is for districts to have one year to complete work, starting the day the agreement is signed. So for example, an agreement signed in November 2017 would have until November 2018 for implementation.

21. Can you please take some steps to speed up the process of getting LinkPasses and other access to USDA NRCS tools?

Yes, we have begun identifying ways to help district employees receive access. We recognize this is important not just for this TA agreement, but for all districts that are providing services to customers using USDA tools. We will also offer some suggestions on this topic in the announcement.

22. Is it ok for a district that is already sharing resources such as survey equipment to receive one of these agreements?

Yes.



23. Would a state be able to apply for a block grant of funds from this agreement?

The funds sent to a conservation district will be much like a block grant with a purpose of providing technical assistance to customers. The district will manage the employee(s) and the funds.

24. Would payroll costs be allowed as a part of the agreement?

Yes. Normal expenses to hire and support an employee can be included.

25. Some states and districts already have agreements, is this agreement intended to replace those?

No. These agreements would be supplementary to existing agreements.

26. Will this agreement process be a one-time arrangement or will there be subsequent agreements in future years?

We have no guarantee at this time of future funding. We do plan however to pursue such arrangements in the future if they are productive for the conservation partnership and help conservation districts assist customers with their technical assistance needs.

27. Will each agreement include TA for planning and TA for EQIP implementation?

Not necessarily. There will be some agreements for EQIP TA only, some for conservation planning TA only, and some with both.

28. Will districts in all states and territories receive an agreement?

Ideally, we would like to have agreements with districts in all states and territories. We understand, however, that one or more may decide not to participate. We plan to provide funding to each state/territory proposal for their highest priority submissions.

29. Can these funds be used for translating information materials?

It will depend on the partnership request. We do want to ensure that all customers are served and if there are customers who need materials translated, a reasonable amount of the agreement should be able to be used for such actions.

30. When would a district receive their funds?

Districts will receive initial funds as soon as the submission is approved so that they have funds to begin the employment process. The remainder of their funds will be furnished as soon as they sign a formal agreement.



IDAHO SOIL & WATER
CONSERVATION COMMISSION

ITEM #4d

TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, ROEMER, SLICHTER, AND TREBESCH
FROM: TERI MURRISON, ADMINISTRATOR
DATE: OCTOBER 19, 2017
RE: FY 2019 BUDGET REQUEST REVISION

You will remember that your Board approved the FY 2019 Budget Request, authorizing the administrator to make minor adjustments as necessary. Since then, it was necessary to revise the budget in a substantial way, thus this request for your Board to approve a revised budget request.

In late September, our deputy attorney general advised that the WQPA program doesn't have authority to process applications for and award the requested one time disaster mitigation funding. As a result, the \$1 million requested in Trustee and Benefits had to be removed from our request.

Attached is a copy of the summary of the FY 2019 Budget Request as amended.

ACTION: Approve Revision to FY 2019 Budget Request

Attachment: Summary of revised FY 2019 Budget Request

ITEM #4d Attachment 1

Soil and Water Conservation Commission

FY 2019 Budget (Final)

Thursday, August 24, 2017

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee / Benefit	Total
FY 2018 Appropriation						
General Fund - Administration & Board	15.40	1,207,200	183,900	90,600	1,253,200	2,734,900
Dedicated Fund - Federal Grants	0.25	17,500	-	-	-	17,500
Dedicated Fund - RCRDP Administration	2.10	167,100	146,400	-	-	313,500
Dedicated Fund - Professional Services	-	-	30,000	-	-	30,000
Dedicated Fund - Revolving Loan	-	-	30,000	-	-	30,000
Total	17.75	1,391,800	390,300	90,600	1,253,200	3,125,900
Program Maintenance Adjustments						
DU 4.31 Supplemental						
Dedicated Fund - Federal Grants	1.00	25,000	-	-	-	25,000
DU 6.31 FTP Adjustments						
Dedicated Fund - Federal Grants	4.00	156,800	-	-	-	156,800
DU 8.41 - Removal of One-Time Expenditures						
General Fund - Administration & Board	-	-	-	(90,600)	-	(90,600)
Dedicated Fund - Federal Grants	-5.00	(181,800)	-	-	-	(181,800)
Dedicated Fund - RCRDP Administration	-	-	-	-	-	-
DU 10.11 - Health Insurance						
General Fund - Administration & Board	-	(29,900)	-	-	-	(29,900)
Dedicated Fund - RCRDP Administration	-	(4,000)	-	-	-	(4,000)
Dedicated Fund - Federal Grants	-	(500)	-	-	-	(500)
DU 10.12 - Variable Benefit Costs						
General Fund - Administration & Board	-	6,100	-	-	-	6,100
Dedicated Fund - RCRDP Administration	-	800	-	-	-	800
Dedicated Fund - Federal Grants	-	100	-	-	-	100
DU 10.23 - Contract Inflation						
General Fund - Administration & Board	-	-	400	-	-	400
Dedicated Fund - RCRDP Administration	-	-	200	-	-	200
Dedicated Fund - Federal Grants	-	-	100	-	-	100
DU 10.31 - Repair, Replacement Items						
General Fund - Administration & Board	-	-	-	3,200	-	3,200
Dedicated Fund - RCRDP Administration	-	-	-	500	-	500
DU 10.61 - CEC Regular Employees						
General Fund - Administration & Board	-	10,100	-	-	-	10,100
Dedicated Fund - RCRDP Administration	-	1,400	-	-	-	1,400
Dedicated Fund - Federal Grants	-	100	-	-	-	100
Line Items						
DU 12.01 - WQPA Funding						
General Fund - Administration & Board	0.25	29,000	50,000	-	1,000,000	1,079,000
DU 12.02 - NRCS CTA Field Office Positions (3)						
Dedicated Fund - Federal Grants	4.00	164,400	16,400	-	-	180,800
DU 12.03 - NFWF Grant						
Dedicated Fund - Federal Grants	1.00	82,800	-	-	-	82,800
DU 12.04 - Internet/Security & State Network						
General Fund - Administration & Board	-	-	1,200	-	-	1,200
Dedicated Fund - RCRDP Administration	-	-	200	-	-	200
Dedicated Fund - Federal Grants	-	-	400	-	-	400
FY 2019 Request:						
General Fund - Administration & Board	15.65	1,222,500	235,500	3,200	2,253,200	3,714,400
Dedicated Fund - Federal Grants	5.25	264,400	16,900	-	-	281,300
Dedicated Fund - RCRDP Administration	2.10	165,300	146,800	500	-	312,600
Dedicated Fund - Professional Services	-	-	30,000	-	-	30,000
Dedicated Fund - Revolving Loan	-	-	30,000	-	-	30,000
	<u>23.00</u>	<u>1,652,200</u>	<u>459,200</u>	<u>3,700</u>	<u>2,253,200</u>	<u>4,368,300</u>
Change from FY 2018	<u>5.25</u>	<u>260,400</u>	<u>68,900</u>	<u>(86,900)</u>	<u>1,000,000</u>	<u>1,242,400</u>
Percentage Change from FY 2018	<u>0.295775</u>	<u>18.71%</u>	<u>17.65%</u>	<u>-95.92%</u>	<u>79.80%</u>	<u>39.75%</u>
General Fund Increase from FY 2018						<u>979,500</u>
General Fund Percentage Change from FY 2018						<u>35.81%</u>



IDAHO SOIL & WATER CONSERVATION COMMISSION

ITEM #5a

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, ROEMER,
SLICHTER, AND TREBESCH**
FROM: MARIA MINICUCCI, DISTRICT SUPPORT SERVICES
DATE: NOVEMBER 2, 2017
**RE: DISTRICT ALLOCATIONS WORK GROUP REPORT, RECOMMENDED FY 2018 MATCH
ALLOCATIONS, AND FY 2018 TOTAL DISTRICT ALLOCATIONS**

The District Allocations Work Group (DAWG) met on August 31, 2017, via teleconference, to review Fiscal Year 2017 District Financial and Match Reports and to recommend the amount of FY 2018 State match funds to allocate to each district. Tom Daniels (Boundary SCD), Steve Becker (Nez Perce SWCD), Julie Burkhardt (Adams SWCD), Jennifer Jenson (Bear Lake SWCD,) and Commissioner David Radford participated in the meeting. Robert Piquet (Teton SWCD) was unable to participate due to communication difficulties.

The Districts worked diligently to submit their reports as requested. Commission staff appreciates the contributions of District Supervisors and staff, Commission field staff, and IASCD Directors and staff in achieving this goal.

The FY 2018 District Allocations Work Group Report, which includes the DAWG's recommended match allocation for each district, is attached. The following District reports generated extended discussion:

- The Blaine District submitted their contract with the County rather than a Letter of Support. The DAWG agreed to accept the contract this year and directed staff to provide additional training to the District regarding the Commission's requirements for Letters of Support.
- The Bruneau River District did not provide supporting documentation for its donation from Elmore County.
- The Jefferson District took receipt of the local county and/or city funds donated to them after the close of FY2017. These local funds will be eligible for match in FY2019.
- The Latah's District In-Kind Match for digital data services from the County was approved, based on the Certification signed by the District's Board Supervisor and the Letter of Support signed by the County Commissioner.
- The DAWG expressed concern that the in-kind donations of office space and services listed by Valley District do not accurately reflect the lease market in Cascade. At the request of the DAWG, staff conducted market research and reported findings to the DAWG via e-mail. DAWG members subsequently unanimously recommended approval of all in-kind donations received from Valley County. The recommendation relies on the Certification signed by the

District's Board Supervisor and the Letter of Support signed by the Chairman of the County Commission.

The Districts with questions or comments on their match allocation will be encouraged to contact Commission staff and to participate in the ISWCC Listening Session during the IASCD Annual Conference in Boise (7:00 a.m. on November 16, 2017.)

Match allocations are scheduled to be distributed to districts before the end of November. District allocations are itemized in the attached FY 2018 Total District Allocations document.

Finally, the Attorney General's Office has initiated an investigation that may impact the FY2018 match allocation for the Franklin District. As that investigation is pending, staff recommends that the Commission hold the \$50,000 recommended for the Franklin District pending resolution of the investigation.

RECOMMENDED ACTION: Approve FY 2018 District Allocation Matching Funds for immediate disbursement, except that the recommended \$50,000 Franklin District allocation be held pending resolution of the investigation by the Attorney General's Office.

Attachments:

FY 2018 Match Allocation with DAWG Recommendations
FY 2018 Total District Allocations

ITEM #5a Attachment 1

	A	B	C	D	N	O	P	Q
1	FY 2018 Financial Match Calculations and Allocations							
5	District	District Name	Recommended Local Donations \$599,644.82	Match Allowed by Statute (Not to exceed \$50,000)	Recommended Fund State Match - Available Funds	% State Match to Approv. Local	State Funding Needed to Maximize Match Per Statute	DAWG Comments
6	Ada	Ada	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00	111.1%	\$ -	OK
7	Adams	Adams	\$ 6,900.00	\$ 13,800.00	\$ 8,067.28	116.9%	\$ 5,732.72	OK
8	Balanced Rock	Balanced Rock	\$ 8,750.00	\$ 17,500.00	\$ 10,230.24	116.9%	\$ 7,269.76	OK
9	Bear Lake	Bear Lake	\$ 7,393.82	\$ 14,787.64	\$ 8,644.64	116.9%	\$ 6,143.00	OK
10	Benewah	Benewah	\$ 5,000.00	\$ 10,000.00	\$ 5,845.85	116.9%	\$ 4,154.15	OK
11	Blaine	Blaine	\$ 18,000.00	\$ 36,000.00	\$ 21,045.07	116.9%	\$ 14,954.93	Contract
12	Bonner	Bonner	\$ 9,500.00	\$ 19,000.00	\$ 11,107.12	116.9%	\$ 7,892.88	OK
13	Boundary	Boundary	\$ 9,700.00	\$ 19,400.00	\$ 11,340.96	116.9%	\$ 8,059.04	OK
14	Bruneau River	Bruneau River	\$ 2,400.00	\$ 4,800.00	\$ 2,806.01	116.9%	\$ 1,993.99	No County docs
15	Butte	Butte	\$ 10,100.00	\$ 20,200.00	\$ 11,808.62	116.9%	\$ 8,391.38	OK
16	Camas	Camas	\$ 4,800.00	\$ 9,600.00	\$ 5,612.02	116.9%	\$ 3,987.98	OK
17	Canyon	Canyon	\$ 10,000.00	\$ 20,000.00	\$ 11,691.71	116.9%	\$ 8,308.29	OK
18	Caribou	Caribou	\$ 13,450.00	\$ 26,900.00	\$ 15,725.35	116.9%	\$ 11,174.65	OK
19	Central Bingham	Central Bingham	\$ 3,000.00	\$ 6,000.00	\$ 3,507.51	116.9%	\$ 2,492.49	OK
20	Clark	Clark	\$ 7,500.00	\$ 15,000.00	\$ 8,768.78	116.9%	\$ 6,231.22	OK
21	Clearwater	Clearwater	\$ 20,000.00	\$ 40,000.00	\$ 23,383.42	116.9%	\$ 16,616.58	OK
22	Custer	Custer	\$ 5,100.00	\$ 10,200.00	\$ 5,962.77	116.9%	\$ 4,237.23	OK
23	East Cassia	East Cassia	\$ 5,000.00	\$ 10,000.00	\$ 5,845.85	116.9%	\$ 4,154.15	OK
24	East Side	East Side	\$ 10,000.00	\$ 20,000.00	\$ 11,691.71	116.9%	\$ 8,308.29	OK
25	Elmore	Elmore	\$ 8,500.00	\$ 17,000.00	\$ 9,937.95	116.9%	\$ 7,062.05	OK
26	Franklin	Franklin	\$ 46,335.00	\$ 50,000.00	\$ 50,000.00	107.9%	\$ -	OK
27	Gem	Gem	\$ 6,000.00	\$ 12,000.00	\$ 7,015.02	116.9%	\$ 4,984.98	OK
28	Gooding	Gooding	\$ 6,000.00	\$ 12,000.00	\$ 7,015.02	116.9%	\$ 4,984.98	OK
29	Idaho	Idaho	\$ 7,000.00	\$ 14,000.00	\$ 8,184.20	116.9%	\$ 5,815.80	OK
30	Jefferson	Jefferson		\$ -	\$ -	0.0%	\$ -	OK
31	Kootenai-Shoshone	Kootenai - Shoshone	\$ 4,000.00	\$ 8,000.00	\$ 4,676.68	116.9%	\$ 3,323.32	FY18 Deposit
32	Latah	Latah	\$ 21,000.00	\$ 42,000.00	\$ 24,552.59	116.9%	\$ 17,447.41	Digital Data - OK
33	Lemhi	Lemhi	\$ 7,500.00	\$ 15,000.00	\$ 8,768.78	116.9%	\$ 6,231.22	OK
34	Lewis	Lewis	\$ 8,000.00	\$ 16,000.00	\$ 9,353.37	116.9%	\$ 6,646.63	OK
35	Madison	Madison	\$ 6,000.00	\$ 12,000.00	\$ 7,015.02	116.9%	\$ 4,984.98	OK
36	Minidoka	Minidoka	\$ 7,000.00	\$ 14,000.00	\$ 8,184.20	116.9%	\$ 5,815.80	OK
37	Nez Perce	Nez Perce	\$ 52,733.00	\$ 50,000.00	\$ 50,000.00	94.8%	\$ -	OK
38	North Bingham	North Bingham	\$ 2,200.00	\$ 4,400.00	\$ 2,572.18	116.9%	\$ 1,827.82	OK
39	North Side	North Side	\$ 21,000.00	\$ 42,000.00	\$ 24,552.59	116.9%	\$ 17,447.41	OK
40	Oneida	Oneida	\$ 16,500.00	\$ 33,000.00	\$ 19,291.32	116.9%	\$ 13,708.68	OK
41	Owyhee	Owyhee	\$ 4,500.00	\$ 9,000.00	\$ 5,261.27	116.9%	\$ 3,738.73	OK
42	Payette	Payette	\$ 6,600.00	\$ 13,200.00	\$ 7,716.53	116.9%	\$ 5,483.47	OK
43	Portneuf	Portneuf	\$ 38,145.00	\$ 50,000.00	\$ 44,598.02	116.9%	\$ 5,401.98	OK
44	Power	Power	\$ 7,500.00	\$ 15,000.00	\$ 8,768.78	116.9%	\$ 6,231.22	OK
45	Snake River	Snake River	\$ 8,250.00	\$ 16,500.00	\$ 9,645.66	116.9%	\$ 6,854.34	OK
46	South Bingham	South Bingham	\$ 4,000.00	\$ 8,000.00	\$ 4,676.68	116.9%	\$ 3,323.32	OK
47	Squaw Creek	Squaw Creek	\$ 7,600.00	\$ 15,200.00	\$ 8,885.70	116.9%	\$ 6,314.30	OK
48	Teton	Teton	\$ 6,269.00	\$ 12,538.00	\$ 7,329.53	116.9%	\$ 5,208.47	OK
49	Twin Falls	Twin Falls	\$ 8,250.00	\$ 16,500.00	\$ 9,645.66	116.9%	\$ 6,854.34	OK
50	Valley	Valley	\$ 46,569.00	\$ 50,000.00	\$ 50,000.00	107.4%	\$ -	OK - County LoS
51	Weiser River	Weiser River	\$ 12,000.00	\$ 24,000.00	\$ 14,030.05	116.9%	\$ 9,969.95	OK
52	West Cassia	West Cassia	\$ 5,000.00	\$ 10,000.00	\$ 5,845.85	116.9%	\$ 4,154.15	OK
53	West Side	West Side	\$ 13,100.00	\$ 26,200.00	\$ 15,316.14	116.9%	\$ 10,883.86	OK
54	Wood River	Wood River	\$ 5,500.00	\$ 11,000.00	\$ 6,430.44	116.9%	\$ 4,569.56	OK
55	Yellowstone	Yellowstone	\$ 5,000.00	\$ 10,000.00	\$ 5,845.85	116.9%	\$ 4,154.15	OK
56	Total		\$ 599,644.82	\$ 991,725.64	\$ 678,199.98	113.1%	\$ 313,525.65	

ITEM #5a Attachment 2

FY2018 District Allocations (State Appropriation of \$ 1,253,200.00)								
District	Base Allocation	Operations Allocation	Capacity Building Funds			State Match Dollars		Total State Allocations
			Standard Cap Bldg Allocation*	Regional Programs Cap Bldg Allocation**	Total Cap Bldg Allocation	Match Allocation	Match Ratio, State Dollars per Local Dollar	
Ada	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 50,000.00	111.1%	\$ 61,300.00
Adams	\$ 8,500.00	\$ 2,000.00	\$ 800.00	\$ 1,666.67	\$ 2,466.67	\$ 8,067.28	116.9%	\$ 21,033.95
Balanced Rock	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 10,230.24	116.9%	\$ 21,530.24
Bear Lake	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 8,644.64	116.9%	\$ 19,944.64
Benewah	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 5,845.85	116.9%	\$ 17,145.85
Blaine	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 21,045.07	116.9%	\$ 32,345.07
Bonner	\$ 8,500.00	\$ 2,000.00	\$ 800.00	\$ 1,666.67	\$ 2,466.67	\$ 11,107.12	116.9%	\$ 24,073.79
Boundary	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 11,340.96	116.9%	\$ 22,640.96
Bruneau River	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 2,806.01	116.9%	\$ 14,106.01
Butte	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 11,808.62	116.9%	\$ 23,108.62
Camas	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 5,612.02	116.9%	\$ 16,912.02
Canyon	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 11,691.71	116.9%	\$ 22,991.71
Caribou	\$ 8,500.00	\$ 2,000.00	\$ 800.00	\$ 1,666.67	\$ 2,466.67	\$ 15,725.35	116.9%	\$ 28,692.01
Central Bingham	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 3,507.51	116.9%	\$ 14,807.51
Clark	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 8,768.78	116.9%	\$ 20,068.78
Clearwater	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 23,383.42	116.9%	\$ 34,683.42
Custer	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 5,962.77	116.9%	\$ 17,262.77
East Cassia	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 5,845.85	116.9%	\$ 17,145.85
East Side	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 11,691.71	116.9%	\$ 22,991.71
Elmore	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 9,937.95	116.9%	\$ 21,237.95
Franklin	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00		107.9%	\$ 11,300.00
Gem	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 7,015.02	116.9%	\$ 18,315.02
Gooding	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 7,015.02	116.9%	\$ 18,315.02
Idaho	\$ 8,500.00	\$ 2,000.00	\$ 800.00	\$ 1,666.67	\$ 2,466.67	\$ 8,184.20	116.9%	\$ 21,150.86
Jefferson	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00		0.0%	\$ 11,300.00
Kootenai - Shoshone	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 4,676.68	116.9%	\$ 15,976.68
Latah	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 24,552.59	116.9%	\$ 35,852.59
Lemhi	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 8,768.78	116.9%	\$ 20,068.78
Lewis	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 9,353.37	116.9%	\$ 20,653.37
Madison	\$ 8,500.00	\$ 2,000.00	\$ 800.00	\$ 1,666.67	\$ 2,466.67	\$ 7,015.02	116.9%	\$ 19,981.69
Minidoka	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 8,184.20	116.9%	\$ 19,484.20
Nez Perce	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 50,000.00	94.8%	\$ 61,300.00
North Bingham	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 2,572.18	116.9%	\$ 13,872.18
North Side	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 24,552.59	116.9%	\$ 35,852.59
Oneida	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 19,291.32	116.9%	\$ 30,591.32
Owyhee	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 5,261.27	116.9%	\$ 16,561.27
Payette	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 7,716.53	116.9%	\$ 19,016.53
Portneuf	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 44,598.02	116.9%	\$ 55,898.02
Power	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 8,768.78	116.9%	\$ 20,068.78
Snake River	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 9,645.66	116.9%	\$ 20,945.66
South Bingham	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 4,676.68	116.9%	\$ 15,976.68
Squaw Creek	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 8,885.70	116.9%	\$ 20,185.70
Teton	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 7,329.53	116.9%	\$ 18,629.53
Twin Falls	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 9,645.66	116.9%	\$ 20,945.66
Valley	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 50,000.00	107.4%	\$ 61,300.00
Weiser River	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 14,030.05	116.9%	\$ 25,330.05
West Cassia	\$ 8,500.00	\$ 2,000.00	\$ 800.00	\$ 1,666.67	\$ 2,466.67	\$ 5,845.85	116.9%	\$ 18,812.52
West Side	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 15,316.14	116.9%	\$ 26,616.14
Wood River	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 6,430.44	116.9%	\$ 17,730.44
Yellowstone	\$ 8,500.00	\$ 2,000.00	\$ 800.00		\$ 800.00	\$ 5,845.85	116.9%	\$ 17,145.85
Total	\$ 425,000.00	\$ 100,000.00	\$ 40,000.00	\$10,000.02	\$ 50,000.00	\$678,199.98	113%	\$ 1,253,200.00

* **Capacity Building Allocations:** For FY2018 SWCC had \$50,000 to distribute to districts as Capacity Building funds. During their June, 2017 meeting, Commissioners approved distributing those funds as shown in the table above. A total of \$10,000 was provided to help fund district programs that have a regional, or statewide, impact. The remaining \$40,000 was divided equally amongst the 50 conservation districts, equating to \$800/district.

** **Regional Programs That Received Capacity Building Funds** are shown in the following table.

Regional or state-wide prgrams which received capacity building funds for FY2016

Sponsoring District	Program	Capacity Bldg Funds Allocated
Adams	Rangeland Skillathon	\$1,666.67
Caribou	NCF Envirothon	\$1,666.67
Bonner	State Forestry Contest	\$1,666.67
Idaho	Grazing Conf & Soil Health Workshop	\$1,666.67
Madison	State Envirothon	\$1,666.67
West Cassia	State Land & Soil Evaluation Event	\$1,666.67
Total		\$10,000.00