



IDAHO SOIL & WATER CONSERVATION COMMISSION

SPECIAL MEETING BY TELECONFERENCE NOTICE & AGENDA

Idaho Soil & Water Conservation Commission
October 17, 2018, 8:00 a.m. to 8:30 a.m. MT

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

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.

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.

	1.	WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL	Chairman Wright
*#	a.	AMENDED FY 2020 Budget Request ACTION ITEM: Approve the amended FY 2020 Budget Request	Yadon
	e.	Other Reports ACTION: None, for information only	Commissioners, Staff
	2.	ADJOURN <i>The next Regular Commission Meeting/Listening Session is scheduled for November 13, 2018 at 4:00 pm in Post Falls, Idaho.</i>	

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Wednesday, Oct. 17, 2018 Meeting Agenda

Date of Notice: Oct. 15, 2018



IDAHO SOIL & WATER
CONSERVATION COMMISSION

Item #1a

TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, ROEMER, OLSON, AND TREBESCH
FROM: RHONDA YADON, FISCAL & HR MANAGER
DATE: OCTOBER 15, 2018
RE: FY 2020 BUDGET ADJUSTMENTS

FY 2020 BUDGET ADJUSTMENTS

In September, our budget request for FY20 was submitted to the Division of Financial Management with some adjustments. In your August meeting, you had granted authority to the Administrator to approve minor adjustments, but the SWCAP expense revisions mandated by DFM are more than what would be deemed as "minor." The original draft Budget Synopsis is attached for comparison. The total proposed change in our FY20 budget from the originally-approved Budget Synopsis is an increase of \$37,900. This increase includes: SWCAP (\$34,900), new vehicle pricing (\$1,600), ITS services (\$1,300), and an adjustment to variable benefit costs (\$100). Our total FY20 budget request is for \$3,687,800, which is a 13.5% increase from our FY19 budget.

As was discussed in your previous meeting on October 11, 2018, the cost to replace one of our service trucks increased \$13,270. However, we have decided to replace one of our service trucks with a Ford Escape, similar to the vehicle shared by our administrative staff. With the purchase of this replacement vehicle, no change is necessary to our original requested capital outlay amount.

RECOMMENDED ACTION: Approve FY 2020 Budget Request with SWCAP expense revisions, granting authority to Administrator to make minor adjustments to request amounts, if necessary.

Soil and Water Conservation Commission

FY 2020 Budget (Preliminary)

Monday, October 15, 2018

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee / Benefit	Total
FY 2019 Appropriation						
General Fund - Administration & Board	15.40	1,213,500	187,300	3,200	1,253,200	2,657,200
Dedicated Fund - Federal Grants	4.25	271,600	17,500	-	-	289,100
Dedicated Fund - RCRDP Administration	2.10	170,300	147,300	500	-	318,100
Dedicated Fund - Professional Services	-	-	30,000	-	-	30,000
Dedicated Fund - Revolving Loan	-	-	30,000	-	-	30,000
Total	21.75	1,655,400	412,100	3,700	1,253,200	3,324,400
Program Maintenance Adjustments						
DU 8.41 - Removal of One-Time Expenditures						
General Fund - Administration & Board	-	-	-	(3,200)	-	(3,200)
Dedicated Fund - RCRDP Administration	-	-	-	(500)	-	(500)
DU 8.51 - Base Reduction						
Dedicated Fund - Federal Grants	-	-	(13,500)	-	-	(13,500)
DU 10.12 - Variable Benefit Costs						
General Fund - Administration & Board	-	4,500	-	-	-	4,500
Dedicated Fund - Federal Grants	-	1,000	-	-	-	1,000
Dedicated Fund - RCRDP Administration	-	600	-	-	-	600
DU 10.23 - Contract Inflation						
General Fund - Administration & Board	-	-	400	-	-	400
Dedicated Fund - Federal Grants	-	-	100	-	-	100
Dedicated Fund - RCRDP Administration	-	-	200	-	-	200
DU 10.31 - Repair, Replacement Items						
General Fund - Administration & Board	-	-	-	26,600	-	26,600
DU 10.41 - Attorney General Fees						
General Fund - Administration & Board	-	-	14,000	-	-	14,000
Dedicated Fund - RCRDP Administration	-	-	7,600	-	-	7,600
DU 10.45 - Risk Management Cost Increases						
General Fund - Administration & Board	-	-	8,200	-	-	8,200
Dedicated Fund - Federal Grants	-	-	2,100	-	-	2,100
Dedicated Fund - RCRDP Administration	-	-	1,000	-	-	1,000
DU 10.46 - Controller's Fee Charge						
General Fund - Administration & Board	-	-	1,400	-	-	1,400
Dedicated Fund - Federal Grants	-	-	300	-	-	300
Dedicated Fund - RCRDP Administration	-	-	200	-	-	200
DU 10.47 - Treasurer's Fee Charge						
General Fund - Administration & Board	-	-	100	-	-	100
DU 10.61 - CEC Regular Employees						
General Fund - Administration & Board	-	10,300	-	-	-	10,300
Dedicated Fund - Federal Grants	-	2,200	-	-	-	2,200
Dedicated Fund - RCRDP Administration	-	1,500	-	-	-	1,500
DU 10.71 - Nondiscretionary Adjustments (ITS)						
General Fund - Administration & Board	-	-	1,000	-	-	1,000
Dedicated Fund - Federal Grants	-	-	200	-	-	200
Dedicated Fund - RCRDP Administration	-	-	100	-	-	100
Line Items						
DU 12.01 - Financial Specialist, Sr.						
General Fund - Administration & Board	0.20	15,700	-	-	-	15,700
Dedicated Fund - RCRDP Administration	0.05	1,300	-	-	-	1,300
DU 12.02 - District Funding						
General Fund - Administration & Board					280,000	280,000
FY 2020 Request:						
General Fund - Administration & Board	15.60	1,244,000	212,400	26,600	1,533,200	3,016,200
Dedicated Fund - Federal Grants	4.25	274,800	6,700	-	-	281,500
Dedicated Fund - RCRDP Administration	2.15	173,700	156,400	-	-	330,100
Dedicated Fund - Professional Services	-	-	30,000	-	-	30,000
Dedicated Fund - Revolving Loan	-	-	30,000	-	-	30,000
	<u>22.00</u>	<u>1,692,500</u>	<u>435,500</u>	<u>26,600</u>	<u>1,533,200</u>	<u>3,687,800</u>
Change from FY 2019	<u>0.25</u>	<u>37,100</u>	<u>23,400</u>	<u>22,900</u>	<u>280,000</u>	<u>363,400</u>
Percentage Change from FY 2019	<u>0.011494</u>	<u>2.24%</u>	<u>5.68%</u>	<u>618.92%</u>	<u>22.34%</u>	<u>10.93%</u>
General Fund Increase from FY 2019						<u>359,000</u>
General Fund Percentage Change from FY 2019						<u>13.51%</u>

* SWCAP expense revisions mandated by DFM, increased our FY2020 budget by \$34,900 from the previously approved budget request.