



IDAHO SOIL & WATER CONSERVATION COMMISSION

REGULAR MEETING BY TELECONFERENCE NOTICE & AGENDA

Idaho Soil & Water Conservation Commission

June 11, 2020, 10:00 a.m. to 3:00 p.m. MT

Location: Idaho Water Center, 322 E Front St, Suite 560, Conference Room, Boise

Due to Covid-19 concerns our offices are not currently open to the public.

The following methods are available to anyone who wants to participate.

TELECONFERENCE # 1-877-820-7831 Passcode: 922837

[ZOOM Meeting Link](#)

Zoom Meeting ID: 967 4209 4731 Zoom Password: 808111

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 (8 mins.)
	2.	DUE TO TIME CONSTRAINTS, NO PARTNER REPORTS ARE SCHEDULED IN JUNE	
*	3.	AGENDA REVIEW (potential action item) The Agenda may be amended by formal Board action, if necessary, at the meeting. If so, a motion that states the reason for the amendment and the good faith reason the item was not included in the original agenda will be made and approved by the Board.	Chairman Wright (2 mins.)
		NON-ACTION ITEMS	PLEASE NOTE: all times are approximate
			10:10 AM– 11:30 AM
#	4.	ADMINISTRATOR'S REPORT <ul style="list-style-type: none">• Activities• Commissioner Reappointment• Staff Update• Commission Staff Phase In/Return to Work Plan• FY 2021 Contract Extensions• NRCS Partnership Agreement Update• FY 2020 and 2021 Appropriation Rescissions• 2020 Envirothon	Murrison (30 mins.)

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Thursday, June 11, 2020 Meeting Agenda

Date of Notice: June 4, 2020

		<ul style="list-style-type: none"> FY 2021 Meeting Schedule ACTION: For information only	
#	5.	DISTRICT SURVEY UPDATE ACTION: For information only	Trefz (15 mins.)
#	6.	RCRDP MARKETING PLAN FOR FY2021 ACTION: For information only	Hoebelheinrich (10 mins.)
#	7.	NATIONAL FISH AND WILDLIFE FOUNDATION (NFWF) GRANT FINAL REPORT ACTION: For information only	Beals (10 mins.)
#	8.	RULEMAKING UPDATE ACTION: For information only	Dalzell (15 mins.)
	9.	OTHER REPORTS <i>Commissioners and staff only, no discussion</i> ACTION: For information only	Commissioners, Staff (10 mins.)
BREAK 11:30 AM – 11:45 AM MT			
ACTION ITEMS PLEASE NOTE: all times are approximate 11:45 AM – 1:45 PM MT			
*	10.	ELECT COMMISSION OFFICERS TO SERVE BEGINNING JULY 1,2020 1. Chairman 2. Vice-Chairman 3. Secretary ACTION: Elect FY 2020 Officers	Chairman Wright/Rosen (10 mins.)
**	11.	APPOINTMENT AND DELEGATION OF POWERS AND DUTIES TO ADMINISTRATOR IN FY 2021 ACTION: Appoint Administrator, Delegate Powers and Duties, and authorize Chairman to sign FY 2021 Delegation of Powers and Duties.	Murrison (5 mins.)
**	12.	MINUTES 1. February 17, 2020 2. March 4, 2020 3. May 21, 2020 ACTION: Approve	Chairman Wright (5 mins.)
**	13.	FINANCIAL REPORT 1. Financial Reports for the month ended May 31, 2020. 2. Fiscal Audit Management Report FY2017-19 Results ACTION: 1. Approve Financial Reports for the month ended May 31, 2020. 2. Accept Management Review results and response letter.	Young (15 mins.)
*	14.	DISTRICT BUDGET HEARING ACTION: 1. Accept Staff update on Unmet District Needs 2. Direct staff to: a. Distribute \$8,500/District base and \$2,000/District operations allocations to all Districts in July. b. Holdback \$50,000 in outreach and education capacity building funds to be distributed in Spring 2021. c. Distribute District match allocations in November per statute and rule, holding back an additional 5.4% of match allocations until Spring 2021.	Trefz (40 mins.)

(*) Action Item

(#) Attachment

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Date of Notice: June 4, 2020

*#	15.	FY 2021 APPROPRIATION AND BUDGET BLUEPRINT <u>ACTION:</u> Approve FY 2020 General and Dedicated Fund Blueprints.	Young (15 mins.)
*#	16.	STRATEGIC PLAN FOR FY 2021-2024 <u>ACTION:</u> Approve FY2021-2024 Strategic Plan.	Dalzell (10 mins.)
POSSIBLE ACTION ITEMS		PLEASE NOTE: all times are approximate	1:45 PM – 3:00 PM MT
	17.	EXECUTIVE SESSION <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> <u>ACTION:</u> Move to enter Executive Session pursuant to Idaho Code § 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. <u>Roll Call Vote</u>	Chairman Wright/Chapple Knowlton
		PENDING LITIGATION <i>(up to 60 mins.)</i> <u>ACTION:</u> For information and possible action outside of Executive Session	<i>(up to 60 mins.)</i>
RECONVENE AND ADJOURN <i>The Commission will reconvene to take any action resulting from Executive Session and to adjourn. The next Regular Commission Meeting will be on August 13, 2020, at 10:00 AM MT in Boise, Idaho.</i>			(10 mins.)

(*) Action Item

(#) Attachment

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SOIL & WATER CONSERVATION COMMISSION

H. Norman Wright
Chairman

Cathy Roemer
Vice Chairman

Erik Olson
Secretary

Gerald Trebesch
Commissioner

Wendy Pratt
Commissioner

Teri Murrison
Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, TREBESCH,
OLSON, AND PRATT**
FROM: TERI MURRISON, ADMINISTRATOR
DATE: MAY 26, 2020
RE: ADMINISTRATOR'S REPORT

Activities

The administrator has participated in the following activities since your last full meeting on March 4th.

- Meetings with DFM, legislators re removal of Carbon Sequestration program from Idaho Code
- LSO Management Review entry and exit meetings
- Idaho Environmental Forum monthly Board meetings
- Attended Division IV meeting, Kimberly
- Attended Governor's initial Director Meeting re COVID-19 on March 16, and teleconference meetings weekly since
- Staff transitioned to telecommuting for Stay at Home Order ~March 16
- Updated agency Continuity of Operations Plan, developed Phase In, Employee Return to Work Plan
- Regular day to day administrative duties and internal meetings (leadership team, strategic plan, etc.)
- University of Idaho Rock Creek Meeting by teleconference
- Key personnel resumed working full time from the Boise office around the beginning to middle of May (administrator, administrative assistant, financial specialist), others come in on as needed basis

Commissioner Reappointment

As you know, ISWCC Commissioners serve five-year terms at the pleasure of the Governor. Commissioner Roemer was appointed to serve the remainder of Glenn Gier's term on June 26, 2017. That term runs through June of this year. Commissioner Roemer is in the process of submitting paperwork to serve another term. I will send in her form and notify the Appointments staff that she would like to continue.

Commissioner Trebesch will be up for reappointment in 2021, followed by Chairman Wright in 2022.

Staff Update

June 30th, the National Fish and Wildlife grant we received to hire a Sagebrush Landscape Restoration Specialist ends. Derek Mynear, who has been with us

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since the beginning of the grant has prepared a report, but due to other commitments can't be present to deliver it. Jon Beals will do that for him. Jon intends to start working from the Boise office, not from Marsing, beginning in June.

Finally, Jill Young will be leaving us on June 12th. She's accepted a job with the Idaho Transportation Department where she'll utilize the skills we've so appreciated for the last year. We have hired Rachel Misnick (a former Idaho Tax Accountant colleague of Jill's who is now with the Department of Agriculture) to succeed Jill. Rachel's a well-qualified replacement who will start work on the 18th of June – just in time for the end of the year tasks! Jill has been a great asset to us. We wish her well and will miss her.

Commission Staff Phase In/Return to Work Plan

Immediately after the Governor's Stay at Home Order was issued on March 16th, all ISWCC staff began telecommuting. In the Initial Stage, all staff signed temporary telecommuting agreements and began working from home. Because our work lends itself to telecommuting, NRCS had limited access to our leased office space, and all staff function well independently, many began and will continue to do so as Idaho progresses through the Governor's four stages of Reopening Idaho. Some Boise office staff began phasing back into the office in May, but field staff around the state are likely to continue telecommuting until mid to the end of June for the above reasons and also because leased federal office space access will be limited until at least mid-June.

At present, the State is making plans to shift to Stage Three which is significantly less restrictive than earlier stages. Throughout all stages, the Boise office has remained open while employees worked from home and forwarded calls to their cell phones. As positive trends continue to allow the State to progress through all four stages of Reopening Idaho, concurrent to the end of Stage Four on June 26, 2020, all telecommuting agreements will terminate (extensions can be made on a case by case basis). Should the Governor determine it's necessary to stay longer in any Stage or return to an earlier one, planned phasing-in will be adjusted accordingly.

Contract Extensions

Per your Board's annual delegation of routine amendments to previously approved contracting to me, I have signed agreements extending existing contracts with the Clearwater District for our leased office space in Orofino, with Steve Stuebner for feature article writing for the newsletter, and with Sitka for continued hosting of Conservation the Idaho Way's Project Tracker. In addition, I have initiated extending our contracted agreement with NRCS for office space and anticipate signing a contract amendment with NRCS before the end of the fiscal year.

NRCS Partnership Agreement Update

As I understand it, Curtis Elke has received about 7 signed MOAs from districts and with one exception, has had no district Board state that it wouldn't sign the new Partnership Agreement. He anticipates that after districts are again meeting, more districts will sign on.

FY 2020 and FY 2021 Appropriation Rescissions

This year Gov. Little issued Executive Orders rescinding 2% of all agency General Fund appropriations - 1% last fall, and in May, another 1%.

FY 2020 General Fund Budget Rescissions (2% total)			
Spending Category	Amount in dollars in fall, 2019	Amount in dollars in May, 2020	TOTAL
Personnel	\$ 15,000	\$ 24,800	\$ 39,800
Operating	\$ 0	\$ 0	\$ 0
Capital	\$ 0	\$ 2,700	\$ 2,700
T&B*	\$ 12,500	\$ 0	\$ 12,500
Total FY 2020 Rescissions	\$ 27,500	\$27,500	\$ 55,000

**Since all T&B funds were distributed in November, ISWCC increased its rescission in the Personnel spending category to cover the additional 1% T&B obligation in May.*

In addition, the Governor also announced:

- A hiring freeze (we were granted an exception to fill Jill's position by DFM/DHR)
- Suspension of overtime and administrative leave
- No increases in employee compensation (including those authorized by the Legislature for FY 2021)
- Furloughs will be allowed if previously authorized by DFM/DHR
- Purchases of all goods and services are limited to "essential, time-sensitive-needs"
- A 5% rescission of FY 2021 General Fund appropriations will be effective July 1st (further details will be provided in upcoming items on additional rescissions if federal revenues fail to materialize and the rainy day fund can't be used to cover any shortfalls).

The initial 5% rescission in FY 2021, while a significant blow, can be accomplished in the ISWCC Personnel (without employee furloughs), Operating, and T&B spending categories if we are careful with expenditures, leave the existing TRS2 position vacant, and rescind 5% from the overall T&B distribution (to be deducted from local matching funds in November). To ensure we have sufficiently budgeted for additional rescissions, from July 1st, we will hold back in contingencies, an additional 9.4% for a total of 14.4% just in case, until we know it won't be required. Delwyne will present a plan to accomplish that in the Trustee and Benefits fund/District Budget Hearing item and Jill will provide further details in the Budget Blueprint item.

As a result of the budgetary uncertainty where we might be required to rescind our FY 2021 General Fund appropriation budget by up to 14.4%, we are taking aggressive steps to limit non-district related and program support related expenditures, including staff travel, attendance of meetings and events like the IASCD annual conference, Ag Summit, etc., and in person Commission meetings. We will strongly encourage field staff to continue meeting with Districts virtually and strategically schedule field visits. We will not make a video this year. District technical assistance (project and technical assistance related awards) will be prioritized and If additional rescissions fail to materialize, we will resume in person meetings and other necessary expenditures, but we will wait to see state revenue numbers first.

FY 2021 General Fund Budget Rescissions (possible forecasted amounts)							
Spending Category	FY 2021 General Fund Appropriation	5% Rescission July 2020	Total Funds Remaining @ 5%	Additional 3.6% holdback (8.6%)	Total Funds Remaining @ 8.6%	Additional 5.8% holdback (14.4%)	Total Funds Remaining @ 14.4%
Personnel	\$1,244,800	\$62,200	\$1,182,600	\$44,900	\$1,137,700	\$72,200	\$1,065,500
Operating	\$222,900	\$11,200	\$211,700	\$8,000	\$203,700	\$12,900	\$190,800
T&B*	\$1,228,100	\$61,400	\$1,166,700	\$44,200	\$1,122,500	\$71,200	\$1,051,300
Totals	\$2,695,800	\$134,800	\$2,561,000	\$97,100	\$2,463,900	\$156,300	\$2,307,600

We will advise your Board when more is known, but it is important to avoid the possibility that future rescissions are announced after we've traveled, met, and distributed T&B benefits. For that reason, during the District Budget Hearing following this item, staff will present a strategy for anticipating and satisfying additional rescissions and should they fail to materialize, distributing any funds held back, likely in spring 2021.

2020 Envirothon

Congratulations to the Gooding High School Envirothon Team for winning the top award at last month's online Envirothon competition, and to the 2020 Rookie Team, the North Idaho STEM Academy! Congratulations to the Envirothon Committee members who were faced with cancellations and uncertain registrations, moved the iconic in person competition to an online forum, and delivered an incredible event on schedule.

Like many events in spring 2020, the Envirothon Committee had two choices: 1) cancel or 2) move on with an entirely new format. It was a challenge but organizers managed to marry dedicated staff to technology, and modified the program for an online format.

According to Envirothon Committee member Karma Bragg, after a lot of work and scrambling, the Envirothon teams were able to send some excellent presentations out to the teams to study. Presenters delivered content to students on the previously scheduled date of the Envirothon and the following week, teams caucused in online chat rooms to test with teammates.

Karma Bragg advised us that generous Districts allowed the Committee to retain registration funds they would normally use for housing and food, which allowed them to provide cash awards for teams and scholarships to every senior participating in the 2020 Envirothon.

A comprehensive list of sponsors, competitors, and more is attached in the 2020 Envirothon Newsletter. Thanks to ISWCC staff George Hitz and Rob Sharpnack for helping out! The Committee noted that Chairman Wright and Kathy were missed, as well. Well done, all!

FY 2021 Commission Meeting Schedule

Date & Time	Meeting, Teleconference to be held	Meeting Type*
Aug. 13, 2020, 10-3, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	Video Conf. via Zoom, teleconference
Sept. 17, 2020, 10-3, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	Video Conf. via Zoom, teleconference
Oct. 15, 2020, 10-3, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	Video Conf. via Zoom, teleconference
Nov. 19, 2020, time TBD	Listening Session - 322 E. Front Street, Suite 560, Boise	Video Conf. via Zoom, teleconference
Dec. 17, 2020, 10-3, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	Video Conf. via Zoom, teleconference
Jan. 21, 2021, 10-3, MT	Regular meeting, Regular meeting, 322 E. Front Street, Suite 560, Boise	Video Conf. via Zoom, teleconference
Feb. 18, 2021, 10-3, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	Video Conf. via Zoom, teleconference
Mar. 18, 2021, 10-3, MT	Regular meeting, Regular meeting, 322 E. Front Street, Suite 560, Boise	Video Conf. via Zoom, teleconference
Apr. 15, 2021, 10-3, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	Video Conf. via Zoom, teleconference
May 20, 2021, 10-3, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	Video Conf. via Zoom, teleconference
Jun. 17, 2021, 10-3, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	Video Conf. via Zoom, teleconference

**While all meetings are scheduled tentatively for video and teleconference, should budgetary rescissions not materialize, regular meetings may again be held in person. In addition, should there be important loan or other Commission business to conduct, the Chairman may call a special meeting via video or teleconference.*

REQUESTED ACTION: For information only

ATTACHMENTS:

- 2020 Envirothon Newsletter
- Thank You Card, Lewis District

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Idaho Envirothon 2020

**Thank You to All
of Our Sponsors!**

Soil District Cash Sponsorship

Adams SWCD
Balanced Rock SCD
Bear Lake SWCD
Benewah SWCD
Bonner SWCD
Blaine SCD
Butte SWCD
Caribou SCD
Custer SWCD
Elmore SWCD
Gem SWCD
Idaho SWCD
Kootenai-Shoshone
SWCD
Jefferson SWCD
Latah SWCD
Lemhi SWCD
North Side SCD
Oneida SWCD
Owyhee CD
Snake River SWCD
Teton SCD
Twin Falls SWCD
Weiser River SCD
Wood River SWCD

Districts are a subdivision
of state government led
by locally elected
supervisors that serve
voluntarily to assist
private landowners with
conservation & wise use
of natural resources

District In Kind Donations

Butte SWCD
Caribou SCD
Clark SCD
Custer SWCD
Bear Lake SWCD
Caribou SCD
Oneida SWCD
Power SWCD
South Bingham SCD
North Bingham SCD
Madison SWCD
Yellowstone SCD



Gooding High School Team A Comes Out On Top



First Place: Gooding High School A
Sponsored by Gooding SCD
Charlotte Brockman - Captain
Dale Shaw
Jacob Flick
Kaysie Freeman
Kylie Shaw
Becky Freiberg- Advisor

*Thank you so much for providing this
opportunity for the kids. You all went
above and beyond the call of duty to
prepare this contest. My students LOVE
Envirothon. You are all amazing!*

Becky Freiberg, Gooding Advisor

Rookie Team Award



Sponsored by
Kootenai-Shoshone SWCD
North Idaho STEM Academy

Madelyn Zilm – Captain
Julia Major
Daniel Simmons
Zoie Eskelson
Emma Williamson
Michelle Carlson, Advisor

*"Thank you all so much for the
opportunity to bring the kids the
envirothon experience this year!"*
Michelle Carlson – Advisor

Station Winners

Forestry-Gooding Team A
Aquatics- Gooding Team A
Soils- Gooding A
Wildlife-Lost River EcoLadies
Current Issue- Lost River EcoLadies,
Gooding A & B

Thank You to All of Our Sponsors!

Organizations

*Idaho Association of Soil Conservation Districts
*Idaho Dept. of Environmental Quality
*Idaho Dept. of Fish & Game
*Idaho Rangeland Resource Commission
*Idaho Soil and Water Conservation Commission
*Idaho Hydro-Jetting Inc.
*USDA Natural Resources Conservation Service
*Idaho Department of Water Resources
*Ag Concepts Corp
*Idaho District Employees Association
*Idaho Farm Bureau Fed.
*Idaho Power
*Living Waters Ranch
*Smithfield Foods
*Thompson Creek Mine
Frank & Kathy Weaver
Lynn Bagley
Sharon Bradley

Team Sponsors

Butte SWCD
Caribou SWCD
Jefferson SWCD
Gooding SWCD
Camas SWCD
Squaw Creek SWCD
Kootenai-Shoshone SWCD
Weiser River SWCD
Wood River SWCD

Idaho Envirothon 2020 ONLINE

Second Place: Lost River EcoLadies

Sponsored by Butte SWCD

Montana MacConnell - Captain
Hadley MacConnell
Josie MacConnell
Alyssa Hawley
EmmaRae Darland
Lara Fondow – Advisor

"I am so impressed with the Idaho Envirothon Committee for their ambition and innovation in putting together a strong program for students in the face of adversity"

Lara Fondow, Butte Advisor



Third Place: Rigby High School FFA

Sponsor Jefferson SWCD

Gary Rangel – Captain
Jaysen Gessel
Cody Cude
Garrett Hill
Kayleb Judy
Lex Godfrey – Advisor

"Thank you to all involved for making this event possible! The opportunity provided to our students is valuable, especially during these uncertain times. Looking forward to when we can meet and share insights and learn from mentors face to face."

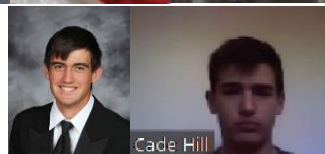
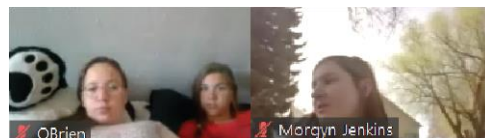
Lex Godfrey, Rigby Advisor



Fourth Place: North Gem High School

Sponsored by Carabou

Caemlyn Obrien – Captain
Shannessy Obrien
Morgyn Jenkins
Tyler Labrousche
Cade Hill
Chris Banks – Advisor



Thank you! We're excited, even though this year has been challenging and different and so many other things, we appreciate your efforts in our behalf!

Chris Banks, North Gem Advisor

Fifth Place – Gooding High School B

Sponsor: Wood River SCD

Kennedi Cope - Captain
Easton Utz
Elexis Bennett
Seth Scott
Tanner Ray
Becky Freiberg- Advisor

I am absolutely AMAZED that you were all able to even do this! Going digital has been a very STEEP learning curve. It's like we are riding around on the Starship Enterprise! Thank you so much for all of your efforts!

Becky Freiberg, Gooding Advisor



Aquatics Presenter
Jennifer Cornell, Idaho Dept. of
Environment Quality

"I am so proud of our team, all first time participants, for their hard work and fantastic attitudes throughout their online experience." Lara Fondow, Butte Advisor



Soils Presenter
George Hitz, Idaho Soil and
Water Conservation
Commission



Wildlife Presenter
Mike Demick, Idaho Fish and Game

"Thanks so much for doing this. It's been a crazy transition for all of us, but I know my kids that made it today are excited to be learning something new and be doing this."

Amanda Chaney, Weiser



Forestry Presenter
Sharon Bradley, Idaho Forest
Service

Current Issue Presenter
Wesley Hipke, IWRB Recharge
Program



Note: Photos of presenters were not available this year due to Covid19. These are last year's photos during the blizzard of 2019

Aquatics Jennifer Cornell, Surface Water Analyst, Idaho Dept. Of Environmental Quality: Jennifer grew up in the Adirondack Mountains of Northern New York. She received her Bachelor's degree in Landscape Architecture from the State University of New York College of Environmental Science and Forestry (SUNY ESF) and her Master's in Stream Ecology. She has worked as a freelance landscape designer and as a ArcGIS Professional for Onondaga County Planning Agency. She moved to Pocatello in 2006 with her husband and 2 children.

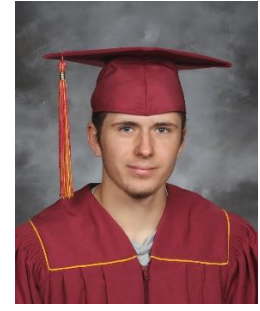
Soils George Hitz, Water Quality Resource Conservationist, Idaho Soil and Water Conservation Commission: George graduated from Oregon State University with a B.S. Degree in Crop and Soil Science in 2002. He has worked for NRCS as a Soil Scientist in Wyoming and Alaska, as an Agronomist/Natural Resource Specialist for the Fairbanks SWCD in Alaska, and has been a Certified Crop Advisor for the past 7 years. George and his family moved to Southeast Idaho from Montana and he started working for the ISWCC. He enjoys spending time with family, hunting, fishing, hiking, gardening, and traveling.

Wildlife Mike Demick, Easement-Water Rights Specialist/Communications Manager, Idaho Dept of Fish and Game. Mike holds an M.S. in Biology and Mass Communications from Idaho State University. He has worked for the Dept. of Fish and Game for over 24 years, 11 years as the Clearwater Region's Conservation Educator in Lewiston, 6 years as the Southeast Region's Volunteer Services Coordinator, and the last 6 years as the Information Supervisor at Headquarters. Mike grew up on a small farm in Idaho Falls and has family roots in the Salmon region. When not working, he enjoys a wide variety of outdoor recreation activities and spending time with friends and family.

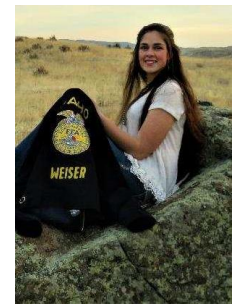
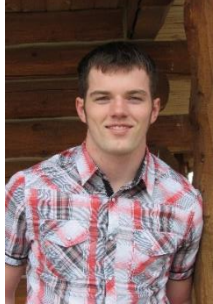
Forestry Sharon Bradley, Forest Service (Retired): Sharon attended the University of Idaho where she received her degree in Forest Resource Management. She has worked for the Caribou National Forest, Pacific Northwest Forest and Range Experiment Station in Portland, the Palisades Ranger District in Targhee, and at the Salmon-Challis National Forest. She retired after 33 years but has continued to stay involved in youth education, this was her 21st year at Envirothon!

Current Issue Wesley Hipke - IWRB Recharge Program Manager for the State of Idaho. Wesley's almost 30 years of experience has been focused on solving water supply challenges. Has worked for the State of Arizona and Idaho in their respective managed recharge programs. Over Wesley's years of experience he has worked with a wide range of stakeholders using technology and data to assist water managers in solving a variety of issues that have become common in the western US Growing up on a small ranch in northern Nebraska left him with a lasting impression of the importance of water in our daily lives. Wesley went on to receive a B.S. in Geology from the University of Nebraska, a M.S. in Geology from Wichita State University and is a Professional Registered Geologist in the state of Idaho.

Idaho Envirothon 2020 Senior Spotlight



Gary Rangel, Rigby H.S. Kayleb Judy, Rigby H.S. Cody Cude, Rigby H. S. Garrett Hill, Rigby H.S. Jaysen Gessel, Rigby H.S.



Dale Shaw
Gooding H.S.

Kelly Huddleson
Gooding H.S.

Tanner Ray
Gooding H.S.

Montana
MacConnell – Butte

EmmaRae
Darland – Butte

Riata Chandler
Weiser H.S.

The 2020 Idaho Envirothon was held “on-line” for the first time in Envirothon History.

This year’s event was sponsored by the Idaho Envirothon Committee

<http://idahoenvirothon.weebly.com/>

In cooperation with
Idaho Association of Soil
Conservation Districts
Executive Director
Benjamin Kelly

55 SW 5th Ave. Suite 100
Meridian, Idaho 83642

<http://www.iascd.org/>

Follow us
@envirothonidaho



Daniel Simmons
North Idaho STEM



Zoie Eskelson
North Idaho STEM



Emma Williamson
North Idaho STEM



Tyler Labrousche
North Gem H.S.

The Idaho Envirothon Committee is pleased to offer these graduating seniors who participated this year a \$50 scholarship from Idaho Envirothon. Congratulations Seniors!!

Thank you for giving my students the opportunity to compete. They really appreciated the experience. Now we will really look forward to next year! Micki Keiser, Idaho City

A Big Thank You to our Volunteers Who Developed the First Ever Envirothon ONLINE Event

2020 “On-Line” Committee: Lynn Bagley (Teton SCD/Committee Chariman), Mindy Hawley-Vice Chair (Butte SWCD), Robbie Taylor-Treasurer (Madison SWCD, Clark SCD & IDEA), Tamra Cikaitoga (Yellowstone SCD & National Rep.), Frances Perkes (Butte SWCD), Karma Bragg (Custer SWCD), Pauline Bassett (Caribou SCD), Alesia Vollmer (South Bingham SCD), George Hitz (ISWCC), Steven Smith (Idaho DEQ), Rebecca Smith (Volunteer), Brandee Wells (Bear Lake SWCD), Staci Tripp, (Oneida SWCD), Jennifer Weathered (Butte SWCD/NRCS), Stephanie Barnes (Butte SWCD), Rob Sharpnack (ISWCC), Karen Sharpnack (Wood River SWCD)

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Thank
You

February 20, 2020

Idaho Soil and Water Conservation Commission,
The Lewis Soil Conservation District,
Idaho Soil and Water Conservation District,
and Clearwater Soil and Water Conservation
District would like to take the opportunity
to thank you for your contribution to the
7th Annual Soil Health Workshop in
Ferdinand, Idaho. This year was our highest
attendance with 96 people there.

We have received great feedback
from the audience about Dr. Christine
Jones and Shawn Nield's presentations,
as well as the Local Producer Panel.
It provided very valuable information for
our community. Thank you again for
your support and making this event
possible.

- Lewis Soil Conservation District
- Idaho Soil and Water Conservation
District
- Clearwater Soil and Water Conservation
District

*Just wanted to let you know
how much I appreciate
everything you've done.
It really meant a lot.*

Thank you!

7th Annual Soil Health Workshop

February 11, 2020

Ferdinand, Idaho



Dr. Christine Jones



7th Annual Soil Health Workshop



Shawn Nield



ISWCC display



The audience

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IDAHO SOIL & WATER CONSERVATION COMMISSION

TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, TREBESCH, OLSON AND PRATT
FROM: DELWYNE TREFZ, DEPUTY ADMINISTRATOR
DATE: JUNE 2, 2020
RE: DISTRICT SURVEY UPDATE

The District survey was distributed to our field staff March 11, 2020. This year's survey (attachment #1) is shorter than previous versions (attachment #2) but will still provide the information we need. You'll see that we are focusing on asking Districts for information related to where they would like us to concentrate our efforts—increasing District funding, increasing availability of TA via increasing our staff, etc. We've also included more opportunity for Districts to tell us what their priorities are for their District.

Because we will be reporting survey results to the Legislature, we took steps to ensure that only one survey per district would be submitted and requested that each survey be completed and approved by a District Board, not an individual. I asked staff to personally present the survey to as many of their Districts as possible, and for each District to complete and sign the survey during an open meeting as a matter of District board business. Surveys were to be returned no later than April 30th.

After the Governor signed an extreme emergency declaration and statewide stay-home order on March 25th we were forced to modify our approach to getting the District surveys completed, but we still accepted only one survey per district and did not include anonymous responses in our analysis. Staff attended as many District meetings as possible via teleconference and went above and beyond normal effort to see that as many surveys as possible were completed prior to the deadline. We also extended the deadline for submittal of survey responses to June 1st in response to the disruption that resulted from the COVID-19 pandemic.

This year 26 Districts submitted surveys and we received no anonymous responses. Last year we received a total of 56 survey responses of which 40 were identified as having been provided by either an individual District supervisor, an individual staff member, or by a District Board. In 2018 we received 42 total responses of which 25 were identified as having been submitted by a District board.

Survey results are summarized in Attachment #3, the FY2020 District Survey Response Summary. Of the Districts that responded, 85% are satisfied with the services and support SWCC provides them, 100% support SWCC in asking the Legislature for adequate funding to provide a 2:1 match for the local support they receive, and 96% support asking for the additional personnel and operating funds necessary in order for SWCC to provide more technical assistance to District.

Eight Districts provided comments with their survey responses, and these comments are on the second page of Attachment #3.

RECOMMENDED ACTION: For information only

Attachments:

1. 2020 District Survey
2. 2019 District Survey
3. 2020 District Survey Response Summary

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IDAHO SOIL AND WATER CONSERVATION COMMISSION DISTRICT SURVEY

Please respond to each of the following questions. Please choose only one (1) answer for each question.

Conservation District Name (required):			Date of Board Action:				
		Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree	Not Applicable
Please check one box per question		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.	Overall, this fiscal year, our Board is satisfied with the services and support provided by ISWCC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Our Board supports the ISWCC asking the Legislature for full 2:1 match.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Our Board supports the ISWCC asking the Legislature for additional technical assistance resources (incl. personnel and operating costs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Our Board supports, other programs or services (please specify):						
5.	In order of preference (1-4, with 1 your highest preference) please rank your support for the following Legislative Requests in the box to the left of each:		Comments:				
	LEGISLATIVE REQUEST	#					
	2:1 Match						
	Additional TA via more Conservation Planners						
	Additional TA via more Engineers						
	Other (please specify)						
Additional Comments (attach additional pages if needed):							
Signed by Chairman (or representative Supervisor)				Date:			

IDAHO SOIL AND WATER CONSERVATION COMMISSION FY 2019 CUSTOMER SURVEY

Please respond to each of the following questions. Questions related to the Commission's performance refer to the period from July 1, 2018 to June 30, 2019. Please choose only one (1) answer for each question unless otherwise indicated.

1. Conservation District Name (please print):

Or, I am a: [] District Supervisor; [] District Employee; [] Conservation Partner; [] Other (Please specify)

		Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree	Not Applicable								
<i>Please check one box per question</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
2.	SWCC connects districts: it provides opportunities to share information about district activities (via listening sessions, partner reports at Commission meetings, attending tours and visiting districts, compiling annual reports, conducting trainings, and making monthly field staff presentations at district meetings).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
3.	SWCC informs districts: its newsletter, Conservation the Idaho Way, is informative and features stories that are interesting to districts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
4.	SWCC includes districts: invites districts to serve on advisory and work groups, to comment on new policies and/or processes, and to provide opinions and input on key decisions that impact us.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
5.	SWCC has the appropriate number of field staff to provide districts with technical assistance and capacity building support and to operate other state-mandated programs like TMDL implementation plan development, CREP, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
6.	Overall, we are satisfied with the services and support provided by SWCC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
7.	<p>Rank the following district needs according to what you believe SWCC should focus on in the next budget request we submit to the Governor's Office. Please rank in order of importance with "1" being most important and "8" being least important.</p> <p>Last year districts prioritized their funding needs as follows:</p> <table border="0"> <tbody> <tr> <td>1. District operations</td> <td>5. Rangeland health issues</td> </tr> <tr> <td>2. District outreach and education efforts</td> <td>6. Healthy forests/wildfire mitigation</td> </tr> <tr> <td>3. The Water Quality for Agriculture program</td> <td>7. Fish & wildlife mitigation</td> </tr> <tr> <td>4. The Conservation Improvement Grant program</td> <td>8. Rural/urban interface issues</td> </tr> </tbody> </table>							1. District operations	5. Rangeland health issues	2. District outreach and education efforts	6. Healthy forests/wildfire mitigation	3. The Water Quality for Agriculture program	7. Fish & wildlife mitigation	4. The Conservation Improvement Grant program	8. Rural/urban interface issues
1. District operations	5. Rangeland health issues														
2. District outreach and education efforts	6. Healthy forests/wildfire mitigation														
3. The Water Quality for Agriculture program	7. Fish & wildlife mitigation														
4. The Conservation Improvement Grant program	8. Rural/urban interface issues														

Ranking	District Need
	Additional funds for district outreach and education efforts.
	Re-fund the old Conservation Improvement Grants (CIG) program, a currently unfunded grant program administered by SWCC in cooperation with Idaho's 50 local conservation districts which provides match funds to a maximum of \$10,000 per project for the purpose of financing conservation improvements and projects.
	Additional funds for rangeland health. A funding program which would enable conservation districts to work with federal, state and local governments to address rangeland health issues.
	Additional funds for general district operations.
	Re-fund the Water Quality Program for Agriculture (WQPA), a currently unfunded cost-share program that provides financial assistance to farmers, ranchers, conservation districts and other agricultural interests to reduce agricultural nonpoint source water pollution.
	Additional funds for rural/urban interface projects. A funding program which would enable conservation districts to work with federal, state and local governments to address issues impacting areas that are both urban and rural.
	Additional funds for healthy forest/wildfire mitigation and planning. A funding program that will enable districts to assess fire recovery needs, develop a recovery plan, and mitigate damages to private and municipal lands impacted by wildfire.
	Additional funds for fish and wildlife mitigation projects. A funding program which would enable conservation districts to address endangered and threatened species.

District boards are asked to return this survey to the Idaho Soil & Water Conservation Commission no later than Wednesday, July 31, 2019 to: 322 E. Front Street, Suite 560, Boise, Idaho 83702. The survey can also be taken online at www.swc.idaho.gov. FAX: (208)332-1799 Email: delwyne.trefz@swc.idaho.gov.

Please provide any additional feedback about the Commission's performance and/or suggestions for future years. Provide additional feedback on the following page or on a separate page attached to this survey.

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FY 2020 DISTRICT SURVEY RESPONSE SUMMARY

Survey Statement	Response Options	Responses	Percentage of Responses
1. Overall, this fiscal year, our Board is satisfied with the services and support provided by ISWCC.	Agree	22	85%
	Neutral	0	0%
	Disagree	4	15%
2. Our Board supports the ISWCC asking the Legislature for full 2:1 match.	Agree	26	100%
	Neutral	0	0%
	Disagree	0	0%
3. Our Board supports the ISWCC asking the Legislature for additional technical assistance resources (incl. personnel and operating costs)	Agree	25	96%
	Neutral	1	4%
	Disagree	0	0%

4. Our Board supports, other programs or services (please specify):

Other Programs or Services Supported by Districts	Number of Districts In Support Of
Enhanced RCRDP Program	6
Additional Technical Assistance Available From SWCC Staff	5
Water Quality Program for Agriculture (WQPA) Funding	4
Training Provided for District Supervisors and Staff	4
Additional Funding for District Operations	3
Conservation Improvement Grant Program Funding	1

5. In order of preference please rank your support for the following Legislative Requests in the box to the left of each:

Legislative Request	District Preference		
	1st	2nd	3rd
2:1 Match	22	1	3
Additional TA via more Conservation Planners	2	11	13
Additional TA via more Engineers	3	10	13

District Comments Submitted With FY2020 District Survey Responses:

Benewah SWCD:

“The Benewah Soil & Water Conservation District greatly appreciates the relationship we have with ISWCC. We recognize this relationship is vital for getting important conservation work done here in Idaho. We strongly support the ISWCC. We have been pleased with Brad’s assistance, for engineering support and communication with the board.”

Camas CD:

“To have the availability to request short-term technical assistance and to be able to respond or have the flexibility would help small Districts. Important that the Commission understand their obligations to districts according to statute. Additional TA—small districts need technical assistance. Any dollars need to go towards directly supporting districts.”

East and West Cassia SWCD’s both submitted the following comments:

“After last district 4 meeting and the outburst by the Commission reps, we feel that the commission blames the districts for the commission’s own lack of oversight. It should not take 5 years for commission to see discrepancies. Most districts take very good care of any monies trusted to us by the state. We take our offices seriously. We administer our funds as outlined by commission and state guidelines. We are careful and responsible.”

Gem SWCD:

“Thank you for the simplification of the survey.”

Idaho SWCD:

“Without the Commissions support, funding, and technical assistance, we can’t do anything. We rely on funds to operate. We need more hours to apply for grants.”

Lewis SCD:

“The LSCD board strongly supports the staff – Eileen Rowan and Bill Lillibridge.

They would like to get a full 2:1 match for office operations.

The board believes there should be a different formula to evenly distribute the money to each district, so that it is fair for smaller districts.”

North Side SWCD supports:

“Additional funds for District outreach.

Additional funds for District operations.

Additional funds for hiring grant writing staff.”

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SOIL & WATER CONSERVATION COMMISSION

COMMISSION

ITEM #6

H. Norman Wright
Chairman

Cathy Roemer
Vice Chairman

Erik Olson
Secretary

Jerry Trebesch
Commissioner

Wendy Pratt
Commissioner

Teri A. Murrison
Administrator

TO: CHAIRMAN WRIGHT, COMMISSIONERS GIER, RADFORD, SLICHTER, AND TREBESCH

FROM: TERRY HOEBELHEINRICH, LOAN OFFICER

DATE: May 29, 2020

RE: RCRDP MARKETING PLAN FOR FISCAL YEAR 2021

Outreach To Partners Districts and NRCS	<ul style="list-style-type: none"> • \$2,500 Budget • District Meetings • Division Meetings (6) • IASCD Annual Conference (1) • SCD newsletters • RCRDP brochures in NRCS offices
Print Media	<ul style="list-style-type: none"> • \$8,000 budget • Distribute brochure (NRCS, Districts, Trade Shows, Commodity Groups) • Farm Bureau(monthly) • Intermountain Farm & Ranch (weekly) • Ag Proud
Electronic Media	<ul style="list-style-type: none"> • SWCC Website, Newsletters, Facebook, Twitter • \$2,000 video clips budget & Capital Press
Conferences & Trade Shows	<ul style="list-style-type: none"> • \$6,000 Budget • 9 Shows including: <ul style="list-style-type: none"> ○ 3 Rivers Grazing Conference (Lewiston) ○ Treasure Valley Irrigation Conference (Nampa) ○ Idaho Irrigation Equipment Show & Conference (Burley) ○ Soil Health Symposium (Ontario) ○ Soil Health Workshop (Burley, Idaho Falls, Ferdinand) ○ Hay & Forage Conference (Twin Falls) ○ Idaho Family Forest Landowners & Mgrs Conference (Moscow) ○ UI Ag Extension (tbd)
Interest Rates	<ul style="list-style-type: none"> • 2.75%; up to 7 Years • 3.00%; 8 to 10 Years • 3.25%; 11 To 12 Years • 3.5%; 13 to 15 Years • 5.0% 1st chattel lien and 2nd Mortgage • 6% 2nd Mortgage

ACTION: For information only

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**SOIL & WATER
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Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS
ROEMER, TREBESCH, OLSON, AND PRATT**
FROM: TERI MURRISON, ADMINISTRATOR
DATE: MAY 26, 2020
**RE: FINAL REPORT, NATIONAL FISH & WILDLIFE
FOUNDATION (NFWF) GRANT UPDATE**

In 2018, the Commission received a \$100,000 grant from the National Fish and Wildlife Foundation (NFWF) to hire a Sagebrush Landscape Restoration Specialist (SLRS) to work closely with NRCS to restore lost hydrology to wet meadow, mesic and wetland areas. We hired Derek Myneer to work on grant deliverables. The successful grant project ends on June 30th, 2020 and staff looks forward to informing you of the results.

Jon Beals will be at your meeting to deliver a final report for Derek, who will have left the Commission by the time your Board meets. For the last several years, he's worked in the ISWCC office, been supervised by Trisha Craycroft, former Wildlife Biologist at NRCS, and has partnered with OSC staff and others to implement projects in Southern Idaho. Over the life of the grant, the Commission and our partner, the Governor's Office of Species Conservation, supplied a \$154,400 in-kind match for the NFWF funding.

The goal of the position was to restore, enhance, and/or protect sagebrush steppe, maintaining/building strong collaborative partnerships, communicating about the program, and ensuring a well-trained workforce existed to deliver supporting landscape scale conservation. Derek worked with landowners, local, state, federal governments, and NGOs. Landscape scale improvements to these limited resources benefited from projects' implementation across jurisdictional boundaries and had positive impacts on sage-steppe obligates and associated species.

Jon will brief your Board on statistics and will show a short video produced for the Commission by Steve Stuebner.

REQUESTED ACTION: For information only

ATTACHMENTS:

- Updated Project Tracker Fact Sheet on NFWF Grant Project
- Video highlighting NFWF grant project.
<https://www.youtube.com/watch?v=fjS9-bhAfiQ>

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Sagebrush Landscape Restoration

Program	Sagebrush Landscape Restoration
Lead Implementer	Idaho Soil and Water Conservation Commission
Funders	Governor's Office of Species Conservation, Idaho Soil and Water Conservation Commission, National Fish & Wildlife Foundation
Other Organizations	Idaho Department of Fish and Game, The Nature Conservancy, Trout Unlimited, U.S. Fish and Wildlife Service, U.S. Natural Resources Conservation Service
Project Primary Contact	Derek Mynear (derek.mynear@swc.idaho.gov)
Project Stage	Implementation
Duration	2018 - 2020

Natural Resource Projects & Practices > Sagebrush Landscape Restoration

This National Fish and Wildlife Foundation (NFWF) funded grant primarily focuses on restoring lost hydrology to wet meadow, mesic, and wetland areas. This position works on restoring, enhancing, and/or protecting sagebrush steppe, maintaining/building strong collaborative partnerships, communicating about the program, and ensures a well-trained workforce exists to deliver supporting landscape scale conservation. Works with landowners, local, state, federal, and NGOs. Landscape scale improvements to these limited resources are expected to benefit from implementation across jurisdictional boundaries and are expected to have the greatest impact to sage-steppe obligates and associated species.



Sage Grouse

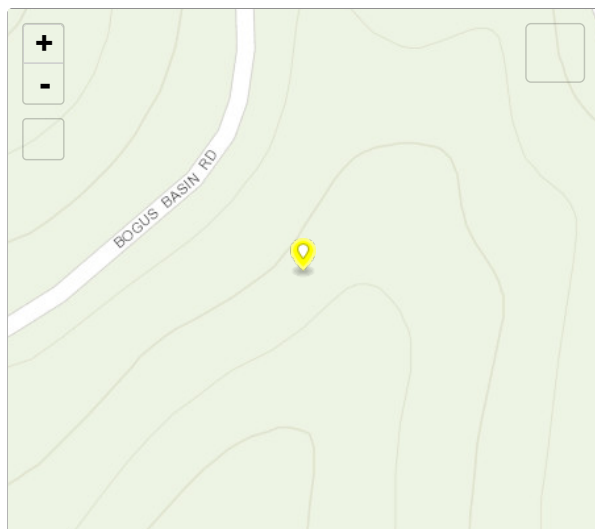
Key Accomplishments

- Habitat Restoration - Erosion Control - Structures Installed (NFWF Landscape Restoration Grant): **5**
- Habitat Restoration - Instream Structures Installed (NFWF Landscape Restoration Grant): **367**
- Habitat Restoration - Land Restoration (NFWF Landscape Restoration Grant): **93.00 acres**
- Habitat Restoration - Riparian Restoration (NFWF Landscape Restoration Grant): **133.00 acres**

Project Themes

- Habitat and Species
- Rangelands

Location



Expenditures

Expenditures by Funding Source to Date: \$331,371.09

- Sagebrush Landscapes Program (NFWF): \$134,679
- In-Kind Match for NFWF Sageb... (ISWCC): \$91,148
- In-Kind Match for NFWF Sagebru... (OSC): \$105,544

Photos

During



Beaver Dam Analogue



Channel Spanning Large Woody Debris

After



Beaver Dam Analogue-Baugh Creek Post-Fire



Mid-Channel Large Woody Debris

Tracker tells stories at a broad-brush level. Individual project performance measures and expenditures should not be relied upon for complete and total accuracy and should be confirmed with a project's lead implementer. Project locations subject to confidentiality provisions under state and federal law specify the location of a local conservation district or USDA service center office.

Project last updated 2/13/2020

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**SOIL & WATER
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Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, TREBESCH,
OLSON AND PRATT**
FROM: CORRINE DALZELL, RULES REVIEW OFFICER
DATE: JUNE 3, 2020
RE: RULEMAKING UPDATE

Executive Orders - At the beginning of this year we received two Executive Orders related to rulemaking. Executive Order 2020-01 "Zero-Based Regulation" (to replace Executive Order 2019-02, "Red Tape Reduction Act") lays out a new ongoing review process for existing rules. Executive Order 2020-02 "Transparency in Agency Guidance Documents" directs agencies to follow specific guidelines regarding Guidance Documents. On January 28, 2020 I met with our agency leadership team and discussed what our next steps will be in making sure we are complying with these guidelines. I have attached the two Executive Orders to this memo for reference. If you have any additional questions, please let me know.

Rulemaking Process – You may recall that based on advice and guidance from DFM, our agency combined our rules into one creating **60.05.01 Rules of the Idaho State Soil and Water Conservation Commission**. We then submitted our rules to the Legislature under the Omnibus Rulemaking process. In February, as advised by DFM, we submitted a Notice of Adoption of Temporary Rule in case Legislature did not pass a concurrent resolution approving pending fee rules.

We received a memorandum from DFM, dated March 22, 2020, that explained that Legislature had not passed a concurrent resolution approving fee rules upon *sine die* and that our rules are now temporary, effective as of *sine die*, and "have the full force and effect of law." I have attached a copy of this memo for your reference.

REQUESTED ACTION: For information only

ATTACHMENTS:

- Executive Order 2020-01
- Executive Order 2020-02
- DFM Memorandum dated March 22, 2020

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Executive Department
State of Idaho

State Capitol
Boise

EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE

EXECUTIVE ORDER NO. 2020-01

ZERO-BASED REGULATION

WHEREAS, excessive regulation at all levels of government can impose high costs on businesses, inhibit job growth, and impede private sector investment; and

WHEREAS, Governor Little issued Executive Order No. 2019-02, the Red Tape Reduction Act, with a goal of identifying and eliminating costly, ineffective, and outdated regulations; and

WHEREAS, the Governor's efforts to eliminate regulations were augmented by the expiration of all administrative rules in 2019 pursuant to Section 67-5292, Idaho Code, creating an impetus for quicker action by state agencies; and

WHEREAS, this effort changed the dynamic for agencies. Previously, each rule the agency wanted to eliminate had to be justified as a new rulemaking action; however, in 2019, every regulation that agencies wanted to keep had to be justified, changing the burden of proof and combatting bureaucratic inertia; and

WHEREAS, Idaho state agencies did a tremendous job of embracing this opportunity, holding more than 150 public meetings and making significant progress toward regulatory reform; and

WHEREAS, the new process proved to be successful, leading to historic regulatory reform with 75-percent of all rules cut or simplified in less than one year. The effort led to the elimination of 250 rule chapters, 1,804 pages of regulations, and close to 31,000 restrictions. For every new rule chapter added, 83 were eliminated, and Idaho become the least regulated state in the country; and

WHEREAS, the collaboration between the executive and legislative branches was unprecedented and enabled this success; and

WHEREAS, the proven success of this new process should be institutionalized to prevent the accumulation of costly, ineffective, and outdated regulations over time; and

WHEREAS, there is an opportunity to pair this process with a more thorough retrospective review of the cost and benefit of each rule, if agencies are provided adequate lead time; and

WHEREAS, given the volume of rulemaking in 2019, there is a need to provide businesses with certainty in the regulatory environment.

NOW, THEREFORE, I, Brad Little, Governor of the State of Idaho, by virtue of the authority vested in me by the Constitution and laws of this state, do hereby order that:

- 1. Executive Order No, 2019-02, the Red Tape Reduction Act, is hereby repealed and replaced with the Zero-Based Regulation process specified in this Executive Order.*

Ongoing Review Process for Existing Rules

- 2. Each rule chapter effective on June 30, 2020, shall be reviewed by the agency that promulgated the rule according to a schedule established by the Division of Financial Management (DFM) as follows:*
 - a. All rule chapters, excluding those issued by Constitutional officers, shall be reviewed and, if applicable, be promulgated as specified in this Executive Order no later than sine die in 2026;*
 - b. The agency review schedule shall be staggered across agencies and within agencies if the agency has five (5) or more rule chapters. DFM shall ensure the volume of rules that are reviewed by the agencies in any given year is such that the public can engage and provide meaningful input in any individual rulemaking, with approximately twenty percent (20-percent) of rule chapters subject to review each year; and*
 - c. The agency review schedule shall be posted on the website of the office of administrative rules coordinator no later than October 1, 2020, and a date for agency review shall be published on the cover sheet of each individual rule chapter.*
- 3. Prior to the agency review date established by DFM, each agency must publish a notice of proposed rulemaking in accordance with the provisions of the Idaho Administrative Procedure Act, Chapter 52, Title 67, Idaho Code to repeal the existing rule chapter. The agency must finalize the chapter repeal as a pending rule for legislative review during the legislative session that coincides with the agency review date.*
- 4. An agency wishing to renew a rule chapter beyond the agency review date must promulgate a new rule in accordance with the provisions of the Idaho Administrative Procedure Act, Chapter 52, Title 67, Idaho Code:*
 - a. The agency must perform a retrospective analysis of the rule chapter to determine whether the benefits the rule intended to achieve are being realized, whether those benefits justify the costs of the rule, and whether there are less-restrictive alternatives to accomplish the benefits. This analysis should be guided by the legislative intent articulated in the statute or act giving the agency the authority to promulgate the rule.*
 - i. DFM shall develop a standardized process for the required retrospective analysis. Any such forms shall be posted on the website of the office of administrative rules coordinator no later than October 1, 2020.*

- ii. *Agencies should start the new rulemaking from a zero-base, and not seek to simply reauthorize their existing rule chapter without a critical and comprehensive review. Agencies must use the retrospective analysis to guide which regulations, if any, should be re-promulgated in order to carry out the legislative intent articulated in the statute or act giving the agency the authority to promulgate the rule.*
- b. *The agency must publish a notice of intent to promulgate rules and hold, at a minimum, two public hearings that are designed to maximize public participation in the rulemaking process. A copy of the retrospective analysis must be published on the agency's website prior to the public hearings.*
- c. *The new rule chapter that the agency finalizes must reduce the overall regulatory burden, or remain neutral, as compared to the previous rule chapter.*

Process for New or Amended Rules

5. *For the current year, there is a moratorium on rulemaking in order to create a more stable regulatory environment and provide businesses with certainty following the significant rulemaking volume undertaken in 2019. State agencies shall not conduct any new rulemaking action from the date of this Executive Order through December 31, 2020, unless all the following conditions apply or unless waived by the Office of the Governor:*
 - a. *The rulemaking is narrowly-tailored to achieve one or more of the following objectives:*
 - i. *To reduce or remove a regulatory burden;*
 - ii. *To remove obsolete, outdated, or unnecessary regulations;*
 - iii. *To advance the objectives of the Licensing Freedom Act;*
 - iv. *To comply with a new statutory requirement or court order; or*
 - v. *To prevent a substantiated and well-documented threat to public health, peace, or safety.*
 - b. *At least one existing rule is repealed or significantly simplified in conjunction with the new or amended rule so that the net regulatory burden is decreased or neutral. Upon approval from the Office of the Governor, this condition will not apply if the rulemaking is mandated by new federal or state law or by court order;*
 - c. *At least one public hearing is conducted;*
 - d. *The agency completes a prospective analysis of the new or amended rule, using a standardized form developed by DFM.*
 - i. *Any such forms shall be posted on the website of the office of administrative rules coordinator no later than June 1, 2020.*
 - ii. *A copy of the prospective analysis must be published on the agency's website prior to the negotiated rulemaking session.*
6. *All proposed amendments to an existing chapter must be contained within a single rulemaking docket.*
7. *If the new rulemaking action results in a new chapter, it shall be reviewed by sine die five (5) years from when the rule becomes final.*

- a. *The rules coordinator shall publish the agency review date on the cover sheet of each individual rule chapter.*
8. *Temporary rules shall be limited to those that are intended to avoid an immediate danger or are required to meet a specific deadline specified in statute or a court order.*
9. *Beginning January 1, 2021, state agencies shall, to the extent practicable, only amend rules in conjunction with the renewal of a rule chapter as specified in item 4 of this Executive Order.*



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho in Boise on this 16th day of January in the year of our Lord two thousand and twenty and of the Independence of the United States of America the two hundred forty-fourth and of the Statehood of Idaho the one hundred thirtieth.

A handwritten signature in blue ink, appearing to read "Brad Little".

BRAD LITTLE
GOVERNOR

A handwritten signature in black ink, appearing to read "Lawrence Denney".

LAWRENCE DENNEY
SECRETARY OF STATE

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Executive Department
State of Idaho

State Capitol
Boise

EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE

EXECUTIVE ORDER NO. 2020-02

TRANSPARENCY IN AGENCY GUIDANCE DOCUMENTS

WHEREAS, state agencies often rely on final orders as precedent or issue agency guidance documents in the form of written interpretations, policy statements, manuals, and letters to help clarify existing statutes or regulations; and

WHEREAS, while agency guidance documents are intended to be agency interpretations of law, they sometimes carry the implicit threat of enforcement action or otherwise can create confusion for Idahoans; and

WHEREAS, state agencies may only enforce duly enacted statutes, executive orders, or lawfully promulgated rules, unless as otherwise authorized by law or as incorporated into a contract; and

WHEREAS, section 67-5250, Idaho Code, requires each agency to make final orders and agency guidance documents available for public inspection.

NOW, THEREFORE, I, Brad Little, Governor of the State of Idaho, by virtue of the authority vested in me by the Constitution and laws of this state, do hereby order that:

- 1. Each guidance document issued by an agency must:

 - a. Clearly state that it is not new law but is an agency interpretation of existing law, except as authorized by law or as incorporated into a contract; and*
 - b. Provide a point of contact so that members of the public may seek additional information or provide input on the agency guidance document.**
- 2. By July 1, 2020, any agency guidance document that an agency intends to continue must be posted on the agency's website on a single webpage, organized by subject, and with a direct link to the agency guidance document.*
- 3. By December 31, 2020, any written final orders that an agency intends to rely upon as precedent must be posted on the agency's website on a single webpage, organized by subject, and with a direct link to the final order.*

4. *Coinciding with the deadlines above, each agency must prepare and deliver a report to the Division of Financial Management detailing what final order(s) and or agency guidance document(s), if any, the agency uses, and stating the purpose of each guidance document.*
5. *For the purposes of this Executive Order, "agency guidance" means all written documents, other than statutes, rules, orders, and pre-decisional material, that are intended to guide agency actions affecting the rights or interests of persons outside the agency. "Agency guidance" includes memoranda, manuals, policy statements, interpretations of law or rules, and other material that are of general applicability, whether prepared by the agency alone or jointly with other persons.*
6. *For purposes of this Executive Order, a "final order" has the meaning assigned to it in the Idaho Administrative Procedure Act, Chapter 52, Title 67, Idaho Code.*



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho in Boise on this 16th day of January in the year of our Lord two thousand and twenty and of the Independence of the United States of America the two hundred forty-fourth and of the Statehood of Idaho the one hundred thirtieth.

A blue ink signature of Brad Little, the Governor of Idaho.

BRAD LITTLE
GOVERNOR

A blue ink signature of Lawrence Denney, the Secretary of State of Idaho.

LAWRENCE DENNEY
SECRETARY OF STATE

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State of Idaho
DIVISION OF FINANCIAL MANAGEMENT
Executive Office of the Governor

BRAD LITTLE
Governor

ALEX J. ADAMS
Administrator

ITEM #8-3

March 22, 2020

MEMORANDUM

TO: Executive Branch Agency/Department Heads
Rules Review Officers

FROM: Alex J. Adams

A handwritten signature in cursive script, appearing to read "Alex J. Adams".

SUBJECT: Legislative *Sine Die* – Impact on Administrative Rules

The Idaho Legislature adjourned *sine die* on March 20th and, as a result, we have received many questions about the current status of the state's administrative rules. It is important to know that all rules are in effect and continue to have the full force and effect of law.

Non-Fee Rules: The Legislature did not pass a concurrent resolution rejecting any pending non-fee rules as specified under 67-5224, I.C. As a result, all non-fee rules that were reviewed by the legislature have taken effect with an effective date of March 20, 2020 (unless an alternative date was specified in the rulemaking docket).

Fee Rules: The Legislature did not pass a concurrent resolution approving any pending fee rules as specified under 67-5224, I.C. As a result, the fee rules would not generally take effect. However, the proactive action taken by your agency in February to conditionally re-approve your fee rules upon *sine die* has ensured that they remain in effect as temporary rules (see the January 31, 2020 memo from DFM). For these temporary fee rules:

- Your agency may consider the temporary fee rules approved in February as effective as of *sine die* and continue to use them and make them available on your website.
- DFM will publish those notices of temporary rulemaking in the Administrative Bulletin in April 2020 with the rules having an effective date as of *sine die*.
- You will receive a proof of the rules from DFM before the comprehensive bulletin is published. The proofs will be sent to the agency's RRO for review and approval, likely in the next 2 weeks. DFM has limited capacity to make edits at the proof stage given the volume and timing. Depending on the extensiveness of edits, we may be able to adopt edits of the following nature:
 - Technical corrections or minor edits necessitated by legislative action.
 - Specific changes directed during legislative review that would have otherwise taken effect under the Administrative Procedures Act.
 - COVID-19 changes that have been vetted in public (telephonic) meetings.

Please submit such minor edits at the proof stage on the official documents provided by DFM.

- For these temporary rules only, agencies do not have to accept written comments pursuant to 67-5222(a) as its requirement and deadline applies to "publication of the notice of *proposed* rulemaking in the bulletin" (emphasis added). Of course, these are the same rules that each agency accepted public comments on and held over 150 public hearings on during the summer and fall of 2019.
- Each agency must keep all records of this rulemaking process for at least two (2) years pursuant to Idaho Code § 67-5225. Please ensure the record is thorough and complete.

Thank you for your ongoing efforts to proactively ensure Idaho's administrative rules are in effect! DFM will remain in touch regarding any next steps on the temporary fee rules as we get closer to the 2021 Legislative session.

Please don't hesitate to reach out with any questions.

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IDAHO SOIL & WATER CONSERVATION COMMISSION

ITEM #11

TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, TREBESCH, OLSON, AND PRATT
FROM: TERI MURRISON, ADMINISTRATOR
DATE: MAY 26, 2020
RE: APPOINTMENT AND DELEGATION OF POWERS AND DUTIES TO ADMINISTRATOR IN FY 2021

According to Idaho Statute, the Commission annually appoints and delegates authority to an administrative officer to conduct day to day operations and carry out Board decisions and policies in the next fiscal year. It is the Board's practice to do so in June of each year.

Your Board appointed me to serve as Administrator in FY 2011, and has each year since. I am willing to continue in that capacity in FY 2021. No changes are proposed to be made to last year's appointment and delegation authorization.

Ms. Chapple Knowlton will be at your meeting to answer questions. Attached is the document for the signature of the Chair.

ACTION: Appoint Administrator, Delegate Powers and Duties, and authorize Chairman to sign FY 2021 Delegation of Powers and Duties.

ATTACHMENTS:

- FY 2021 Delegation of Powers and Duties

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**APPOINTMENT OF ADMINISTRATIVE OFFICER IN FY 2021
DELEGATION OF POWERS AND DUTIES TO ADMINISTRATIVE OFFICER**

In accordance with Idaho Code § 22-2718(2), the Soil and Water Conservation Commission hereby appoints Teri Murrison as Administrative Officer in fiscal year (“FY”) 2021 and delegates to the Administrative Officer the following powers and duties.

- (1) The Administrative Officer shall:
 - (a) Implement all policies and programs of the Commission;
 - (b) Develop legislative, budgetary, fiscal, and program proposals and plans for the consideration by the Commission;
 - (c) Represent the Commission in communications;
 - (d) Subject to Commission approval and applicable law, including Chapter 57, Title 67 of the Idaho Code and rules promulgated thereunder, enter into contracts for the procurement of goods or services necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, provided the Administrative Officer may without Commission approval enter into contracts for the procurement of goods and services included in a budget approved by the Commission or with a value of \$10,000 or less;
 - (e) Subject to Commission approval and applicable law, including Chapter 52, Title 67 of the Idaho Code, propose to the Commission rules and regulations necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code;
 - (f) Establish, consistent with applicable law, policies and guidance documents for the distribution and performance of Commission business, and the custody, use and preservation of records, documents, and property pertaining to the operation of the Commission;

- (g) Subject to applicable federal and State law, including Title 67, Chapter 53 of the Idaho Code and rules promulgated thereunder, and as necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, establish policies for the conduct of Commission employees, establish and make appointments to subordinate positions, abolish positions, transfer employees between positions, remove employees from appointed positions, supervise all employees of the Commission, and change the duties, titles, and compensation of employees of the Commission;
- (h) Take action to protect the legal interests of the Commission, including calling upon the attorney general of the state for legal services and representation in legal matters. Approval by the Commission shall be required for a lawsuit to be initiated in the name of the Commission or for the Commission to enter into a settlement agreement; and
- (i) Take other action as may be necessary or appropriate to cooperate with public or private entities or individuals and otherwise to carry out the purposes of Chapter 27, Title 22 of the Idaho Code.
- (2) The Administrative Officer may delegate to any subordinate employee of the Commission such of his or her powers and duties as the Administrative Officer finds necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, except the powers provided above in Paragraph 1(g).

The Commissioners unanimously confirmed the continued appointment of Teri Murrison as Administrative Officer in FY 2021 during the Commission's June 11, 2020 public meeting.

DATED

NORMAN WRIGHT, CHAIRMAN

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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

ITEM #12-1

IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

Date and Time:

Monday, February 17, 2020
1:00 PM – 4:29 PM MT

Location:

322 E. Front St., Suite 560
Boise, Idaho 83702

MINUTES

COMMISSION MEMBERS PRESENT:

Norman Wright (Chair)
Erik Olson (Secretary)

Cathy Roemer (Vice-Chair)
Wendy Pratt

COMMISSION STAFF PRESENT:

Teri Murrison
Jill Young

Corrine Dalzell
Delwyne Trefz

PARTNERS AND GUESTS PRESENT:

Mike Somerville, IASCD
Shantel Chapple Knowlton, Office of the Attorney General

ITEM #1: WELCOME AND ROLL CALL

Chairman Wright called the meeting to order at 1:00 PM.
Roll call: Chairman Norman Wright, Commissioners Cathy Roemer, Erik Olson and Wendy Pratt were present.

ITEM #2: PARTNER REPORTS

Action: None taken

ITEM #3a: AGENDA REVIEW

Action: None taken

ITEM #4a: MINUTES

Action: Commissioner Roemer made a motion to *approve the January 13, 2020 Regular Meeting minutes as submitted*. Commissioner Olson seconded the motion. Motion carried by unanimous vote.

ITEM #4b: FINANCIAL REPORTS

Action: Commissioner Olson made a motion to *approve the Financial Reports for the month ended January 31, 2020*. Commissioner Roemer seconded the motion. Motion carried by unanimous vote.

ITEM #4c: APPOINTMENT OF BOARD LIAISON TO IASCD DISTRICT MEETINGS

Action: None taken.

ITEM #4d: ADMINISTRATOR'S REPORT

Action: Commissioner Roemer made a motion to *approve the payment of the 2020 NASCA annual membership dues*. Commissioner Olson seconded the motion. Motion carried by unanimous vote.

ITEM #4e: OMNIBUS RULEMAKING PROCESS

Action: Commissioner Olson motioned to approve the Notice of Omnibus Rulemaking and the temporary rule as presented, "Therefore, we are adopting this notice and temporary rule to be effective upon *sine die* of the 2020 session of the Idaho Legislature. The approval is conditional and will only become effective if the rules are not otherwise approved or rejected by the Legislature and/or not extended pursuant to the Idaho Administrative Procedure Act, including sections 67-5291 and 67-5292, Idaho Code," with the ability to make minor changes as advised by the Attorney General's office, if needed. Commissioner Pratt seconded the motion. Motion carried by unanimous vote.

ITEM #5: BOARD TRAINING

Action: None taken.

ITEM #6: OTHER REPORTS

Action: None taken

ITEM #7: EXECUTIVE SESSION

Action: Commissioner Roemer made a motion to *enter Executive Session pursuant to Idaho Code § 74-206(1)(b) for employee review and Idaho Code § 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*. Commissioner Olson seconded the motion. Motion carried by unanimous roll call vote.

Executive Session commenced at 2:38 PM.

Executive Session ended at 3:48 PM.

No action was taken.

ADJOURN

The meeting was adjourned at 4:29 PM. The next Commission Meeting will be held on April 9, 2020, at 10:00 AM MT in Boise.

Respectfully submitted,

Erik Olson, Secretary

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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

ITEM #12-2

IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

Date and Time:

Wednesday, March 4, 2020
10:02 AM – 2:03 PM MT

Location:

322 E. Front St., IDWR Conf. Rm 602C
Boise, Idaho 83702

MINUTES

COMMISSION MEMBERS PRESENT:

Norman Wright (Chair) (teleconference)	Cathy Roemer (Vice-Chair)
Erik Olson (Secretary)	Jerry Trebesch
Wendy Pratt (teleconference)	

COMMISSION STAFF PRESENT:

Teri Murrison	Crystal Rosen
Corrine Dalzell	Jill Young
Delwyne Trefz	Terry Hoebelheinrich
Chuck Pentzer	Loretta Strickland (teleconference)
Bill Lillibridge (teleconference)	Brad Shelton (teleconference)
Jon Beals (teleconference)	Eileen Rowan (teleconference)
Brian Reed (teleconference)	George Hitz (teleconference)
Rob Sharpnack (teleconference)	

PARTNERS AND GUESTS PRESENT:

J. Kent Foster, Ada SWCD	Paul Calverley, Ada SWCD
Josie Erskine, Ada SWCD	Jessica Harrold, Ada SWCD
Sandi Kreke, NRCS	Curtis Elke, NRCS
Shantel Chapple Knowlton, OAG	Darrell Early, OAG
Nate Fisher, Gov. Office (teleconference)	Wendy Green, Adams SWCD (teleconference)
Amanda Grant, Lewis SCD (teleconference)	Chuck Kiester, Owyhee SCD (teleconference)
Karol Holthaus, Lewis SCD (teleconference)	Karma Brag, Custer SWCD (teleconference)
Robbie Taylor, IDEA (teleconference)	Benjamin Kelly, IASCD (teleconference)
Bob Minton, Lemhi SWCD (teleconference)	Dominique Kramer, Camas SCD (teleconference)
Kirk Vickery, Gem SWCD (teleconference)	Ralph Thier, Valley SWCD (teleconference)

Denise Galling, Yellowstone SCD (teleconference)
Clinton Aston, Franklin SWCD (teleconference)
Devin Fielding, N. Bingham SCD (teleconference)
Elaine Sonnen, Idaho SWCD (teleconference)
Stephanie Barnes, Butte SWCD (teleconference)
Frances Perkes, Butte SWCD (teleconference)
Karla Freeman, Kootenai-Shoshone SWCD (teleconference)
Tim Roehr, Clearwater SWCD (teleconference)
Molly McCann, Ponderay Basin Commission (teleconference)

ITEM #1: WELCOME AND ROLL CALL

Chairman Wright called the meeting to order at 10:02 a.m.

Roll call: Chairman Norman Wright, Commissioners Cathy Roemer, Jerry Trebesch, Erik Olson, and Wendy Pratt were present.

Chairman Wright requested Vice-Chair Roemer to facilitate the meeting.

ITEM #2: PARTNER REPORTS

Action: None taken

ITEM #3a: AGENDA REVIEW

Action: None taken.

ITEM #4a: DISCUSSION OF PENDING LEGISLATION TO DISSOLVE THE SOIL AND WATER CONSERVATION COMMISSION

Action: Commissioner Olson made a motion to *approve and authorize the Chairperson to sign a response letter to the IASCD letter dated February 28, 2020*. Commissioner Trebesch seconded the motion. Motion carried by unanimous vote.

ITEM #5: EXECUTIVE SESSION

Action: Commissioner Olson made a motion to *enter Executive Session pursuant to Idaho Code § 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*. Commissioner Trebesch seconded the motion. Motion carried by unanimous roll call vote.

Meeting recessed at 12:30 PM.

Meeting reconvened in Executive Session at 12:37 PM.

Commissioner Wright left the meeting at 1:01 PM.

Executive Session ended at 1:35 PM

Open Session reconvened at 1:39 PM

ITEM #5a: PENDING LITIGATION

Action: Commissioner Trebesch made a motion to *authorize settlement agreement negotiations to proceed in accordance with the recommendation of legal counsel.*

Commissioner Olson seconded the motion. Motion carried by unanimous vote.

ITEM #4a: DISCUSSION OF PENDING LEGISLATION TO DISSOLVE THE SOIL AND WATER CONSERVATION COMMISSION

Action: Commissioner Olson made a motion to *reopen item #4a: Discussion of pending legislation to dissolve the Soil and Water Conservation Commission.* Commissioner Trebesch seconded the motion. Motion carried by unanimous vote.

Action: Commissioner Olson made a motion to *authorize the chairman to sign a response letter to IASCD's letter based upon the discussion that took place during the meeting concerning the contents of said letter.* Commissioner Trebesch seconded the motion. Motion carried by unanimous vote.

ITEM #7: ADJOURN

The meeting was adjourned at 2:03 PM. The next Regular Commission Meeting will be on April 9, 2020.

Respectfully submitted,

Erik Olson, Secretary

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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

ITEM #12-3

IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING by TELECONFERENCE

Date and Time:

Thursday, May 21, 2020
10:02 AM – 11:51 AM MT

Location:

322 E. Front St., Suite 560
Boise, Idaho 83702

MINUTES

COMMISSION MEMBERS PRESENT:

Norman Wright (Chair) (teleconference)	Cathy Roemer (Vice-Chair) (teleconference)
Erik Olson (Secretary) (teleconference)	Jerry Trebesch (teleconference)
Wendy Pratt (teleconference)	

COMMISSION STAFF PRESENT:

Teri Murrison	Crystal Rosen
Terry Hoebelheinrich	Jill Young
Bill Lillibridge (teleconference)	Corrine Dalzell (teleconference)

PARTNERS AND GUESTS PRESENT:

David Hahn, DFM (teleconference)
Curtis Elke, NRCS (teleconference)
Nate Fisher, Governor's Office (teleconference)
Shantel Chapple Knowlton, Office of the Attorney General (teleconference)

ITEM #1: WELCOME AND ROLL CALL

Chairman Wright called the meeting to order at 10:02 a.m.
Roll call: Chairman Norman Wright, Commissioners Cathy Roemer, Jerry Trebesch and Erik Olson were present. Commissioner Pratt was absent.

ITEM #2: PARTNER REPORTS

Action: None taken

ITEM #3: AGENDA REVIEW

Action: None taken.

Commissioner Pratt joined the meeting at 10:30 a.m.

ITEM #4a: FINANCIAL REPORTS

Action: Commissioner Trebesch made a motion *to approve the Financial Reports for the month ended February 29, 2020*. Commissioner Olson seconded the motion. Motion carried by unanimous vote.

Action: Commissioner Roemer made a motion *to approve the Financial Reports for the month ended March 31, 2020*. Commissioner Olson seconded the motion. Motion carried by unanimous vote.

Action: Commissioner Olson made a motion *to approve the Financial Reports for the month ended April 30, 2020*. Commissioner Trebesch seconded the motion. Motion carried by unanimous vote.

ITEM #4b: ADMINISTRATOR'S REPORT

Action: None Taken.

ITEM #5: OTHER REPORTS

Action: None taken

ITEM #6: EXECUTIVE SESSION

Action: Commissioner Olson made a motion *to enter Executive Session pursuant to Idaho Codes § 74-206(1)(d) for the purpose of discussing a loan 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*.

Commissioner Trebesch seconded the motion. Motion carried by unanimous roll call vote.

Executive Session commenced at 11:10 AM.

Executive Session ended at 11:47 AM.

Open Session reconvened at 11:49 AM.

ITEM #6a: RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM

Action: Commissioner Trebesch made a motion *to approve Loan Application #A-737 based on the Loan Officers recommendations*. Commissioner Olson seconded the motion. Motion carried by unanimous vote.

ITEM #6b: PENDING LITIGATION

Action: None taken.

ADJOURN

The meeting was adjourned at 11:51 AM. The next Commission Meeting will be held on June 11, 2020.

Respectfully submitted,

Erik Olson, Secretary

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**SOIL & WATER
CONSERVATION
COMMISSION**

H. Norman Wright
Chairman

Cathy Roemer
Vice Chairman

Erik Olson
Secretary

Gerald Trebesch
Commissioner

Wendy Pratt
Commissioner

Teri Murrison
Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS
ROEMER, TREBESCH, OLSON, AND PRATT**
FROM: JILL YOUNG, SENIOR FINANCIAL SPECIALIST
DATE: JUNE 3, 2020
RE: FINANCIAL REPORTS, MANAGEMENT REVIEW

FINANCIAL REPORTS

The monthly Financial Report and the monthly Fund Summary Report for May 31, 2020 will be emailed by June 9. The statewide reports used to build the Commission reports will not be available until Thursday June 4. Due to the pandemic spending continues to be lighter than anticipated earlier in the fiscal year.

COMMISSIONER HONORARIUMS

Honorarium and travel balances for the commissioners have not changed since our last meeting. Honorariums for April and May will be paid out with the current payroll. We are in good standing with the travel budget for Commissioners as we have spent 64.9% of the honorarium allocation and 48.0% of the operating allocation to date.

MANAGEMENT REVIEW

We received the draft report for the agency's Management Review for Fiscal Years 2017-2019. The draft and our response are attached. The response was due before this meeting date, so Teri signed the response letter. We are pleased with the outcome of the review.

RECOMMENDED ACTION:

1. Approve financial reports for month ending May 31, 2020
2. Accept Management Review results and response letter

ATTACHMENTS:

- Draft report of Management Review for Fiscal Years 2017-2019
- Response letter to Management Review

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State of Idaho

Legislative Services Office

Management Report

A communication to the Joint Finance-Appropriations Committee

IDAHO SOIL AND WATER CONSERVATION COMMISSION

FISCAL YEARS 2017, 2018, AND 2019

Report MR21519
Date Issued:

Serving Idaho's Citizen Legislature



April Renfro, Manager

Idaho Legislative Services Office
Legislative Audits Division

IDAHO SOIL AND WATER CONSERVATION COMMISSION

SUMMARY

PURPOSE OF MANAGEMENT REVIEW

We conducted a management review of the Idaho Soil and Water Conservation Commission (Commission) covering the fiscal years ended 2017, 2018, and 2019. Our review covered general administrative procedures and accounting controls to determine that activities are properly recorded and reported.

The intent of this review was not to express an opinion but to provide general assurance on internal controls and to raise the awareness of management and others of any conditions and control weaknesses that may exist and offer recommendations for improvement.

CONCLUSION

We did not identify any deficiencies in the general administrative and accounting controls of the Commission.

FINDINGS AND RECOMMENDATIONS

There are no findings and recommendations in this report.

PRIOR FINDINGS AND RECOMMENDATIONS

The prior management report contained one finding and recommendation, which was evaluated as part of the current review and satisfactorily closed.

Follow-up on the prior finding and recommendation is detailed on page 2.

AGENCY RESPONSE

FINANCIAL INFORMATION

The following 2019 financial data is for informational purposes only.

Fund No.	Fund Title	Beginning Appropriation/ Cash Balance	Receipts/ Transfers-In	Disbursements/ Transfers-Out	Ending Appropriation/ Cash Balance
0001	General Fund*	\$2,659,200		\$2,649,126	\$10,074
0348	Federal Grant**	34,213	\$201,827	258,363	(22,323)
0450	Administration and Account Services	24,912	11,730	11,034	25,608
0522	Idaho Resource Conservation and Rangeland Development Fund	6,656,333	874,654	578,345	6,952,642
0529	Wastewater Facility Loan	29,777	22,803	34,591	17,989
	Total	\$9,404,435	\$1,111,014	\$3,531,459	\$6,983,990

*At year end, \$10,074 was reverted to the State's General Fund

**A borrowing limit of \$40,000 is available to cover delays in reimbursement of grant costs that temporarily result in negative cash balances in Federal Fund 0348

OTHER INFORMATION

We discussed an issue which, if addressed, would improve internal control, compliance, and efficiency.

This report is intended solely for the information and use of the State of Idaho and the Idaho Soil and Water Conservation Commission and is not intended to be used by anyone other than these specified parties.

A copy of this report and prior reports are available at <https://legislature.idaho.gov/Iso/audit/management-followup/> or by calling 208-334-4832.

We appreciate the cooperation and assistance given to us by the Administrator, Teri Murrison, and her staff.

ASSIGNED STAFF

Amy Brown, CPA, Managing Auditor

Benjamin Woodward, CPA, In-Charge Auditor

Diba Paymon, Staff Auditor

Ashley Rice, Staff Auditor

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DRAFT

AGENCY RESPONSE

DRAFT

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PRIOR FINDINGS AND RECOMMENDATIONS

FINDING 1

Internal control weaknesses exist in federal grant accounting and program compliance.

We recommended that the Commission develop a process to identify and utilize accurate and reliable financial records that are reconciled to the statewide accounting system when requesting federal cash draws and preparing federal reports. We further recommended that the Commission strengthen internal controls to ensure compliance over federal grant requirements.

AUDIT FOLLOW-UP

During procedures completed during the FY19 management review, we noted that new review procedures were put into place over the federal cash management and federal reporting processes in April 2019. Cash draws completed after this time period had a documented secondary review. We further noted that financial and performance reports submitted after this time had evidence of a documented review.

STATUS – Corrected

APPENDIX

HISTORY

The Idaho Legislature formed the Idaho Soil and Water Conservation (Conservation Commission) in March 1939. The Conservation Commission helped form and coordinated the county soil conservation districts within the State. The Conservation Commission was originally organized under Idaho Department of Lands and was later transferred to Idaho Department of Agriculture in 1997. In 2011, the Legislature moved the Conservation Commission to an independent agency and renamed it the Soil and Water Conservation Commission (Commission).

PURPOSE

The Commission provides financial support and technical assistance to Idaho's fifty conservation districts. The Commission assists landowners with conservation, agricultural and grazing plans that employ best management practices to reduce nitrates and agricultural chemicals to improve surface and ground water quality. The Commission provides low interest loans to qualifying landowners for conservation projects. The Commission works with the federal Conservation Reserve Enhancement Program to reduce ground water consumption in the Snake River Plain Aquifer. The Commission also works with the Department of Environmental Quality to draft Total Maximum Daily Load Implementation Plans and work on Ground Water Quality in high nitrate priority areas.

STATUTORY AUTHORITY

Statutory authority for the Idaho Soil and Water Conservation Commission is found in Idaho Code, Title 22, Chapter 27.

ORGANIZATION

The Commission is governed by five Commissioners appointed by the Governor. Commissioners serve staggered five-year terms. The Board appoints an administrator to manage the daily activities of the Commission. The Commission has a central office in Boise and 12 satellite offices throughout the State to serve Idaho's 50 conservation districts and provide other services and programs for which it is responsible.

The Commission allocates state funds to districts, providing funding for general operations and administration. Districts seek funding from other sources to assist with conservation projects. The Commission's staff provides technical support services for districts and participating landowners for conservation projects. It also provides low-interest loans to landowners for equipment and projects that result in conservation benefits. Funding projects address soil and water issues, like improving riparian areas or enhancing fish and wildlife habitat. Another federal program offers landowners financial incentives to reduce ground water consumption in the Snake River Plain Aquifer by taking marginal farm ground out of production.

FUNDING

General Fund 0001 – The General Fund appropriation is used for the Commission's administrative expenses.

Federal Grant Fund 0348 – The federal grant fund receives money from federal sources to be used by the Soil and Water Conservation Commission for specified purposes. Money in this fund is used for Farm Bill Programs and other projects specified by the federal government.

Administration and Accounting Services Fund 0450 – This fund accounts for funding of professional engineering services to conservation districts and some interagency services provided by the Commission.

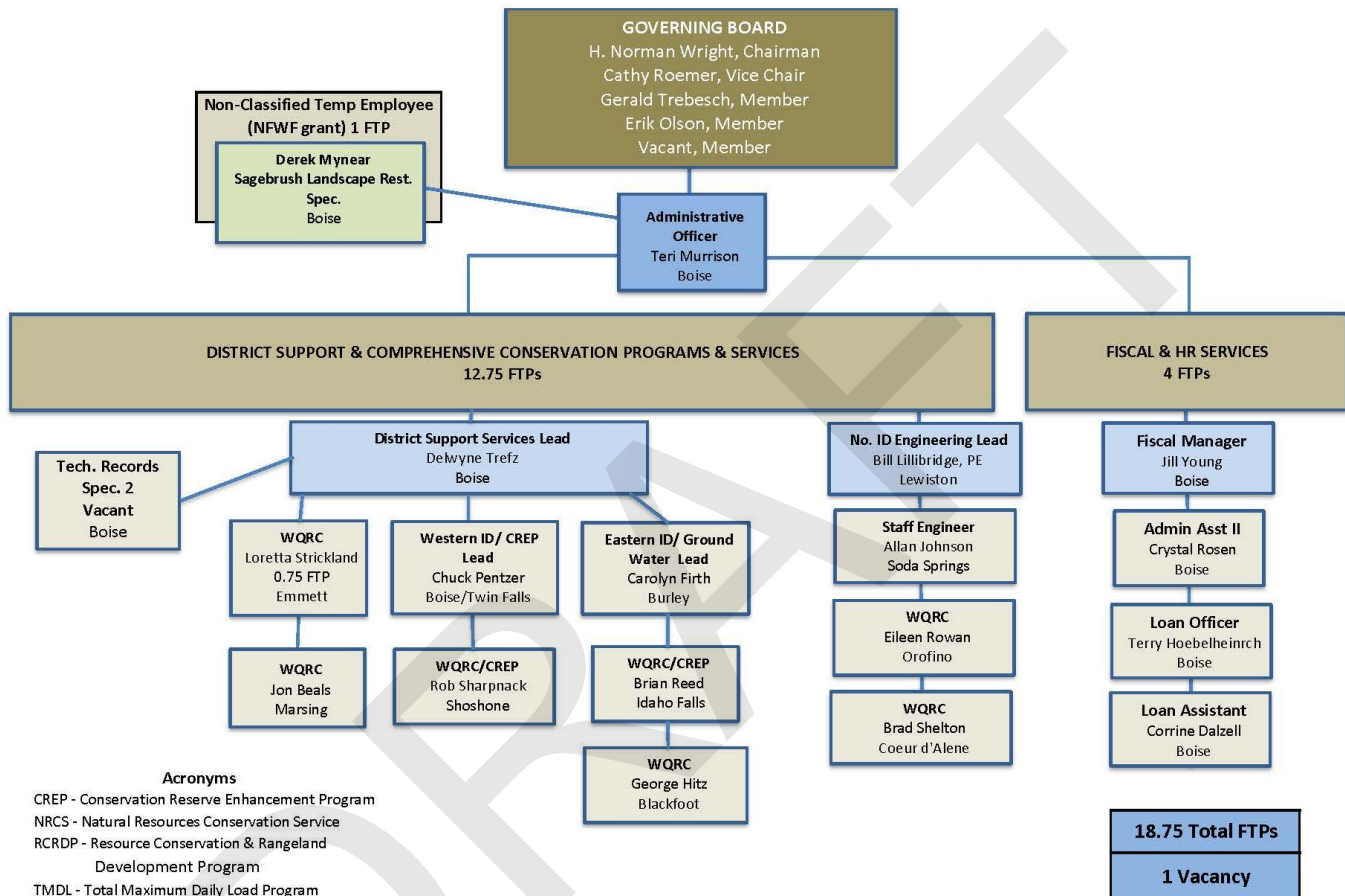
Resources Conservation and Rangeland Development Fund 0522 – This fund receives interest and loan repayments. The Soil and Water Conservation Commission uses the money for conservation loans related to conservation improvements, projects, and programs. While the Commission has statutory authority to offer grants, Idaho Rule 60.05.01 Resource Conservation and Rangeland Development Program presently contains no provision for providing grants from this fund.

Wastewater Facility Loan Revolving Loan Fund 0529 – This fund receives interest and loan repayments. The Soil and Water Conservation Commission uses the money for one-time operating costs.

DRAFT

ORGANIZATIONAL CHART

SOIL AND WATER CONSERVATION COMMISSION ORGANIZATION AND REPORTING CHART OCTOBER 21, 2019



TERI A. MURRISON, Administrator

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SOIL & WATER CONSERVATION COMMISSION

COMMISSION

June 2, 2020

H. Norman Wright
Chairman

Cathy Roemer
Vice Chairman

Gerald Trebesch
Commissioner

Erik Olson
Secretary

Wendy Pratt
Commissioner

Teri Murrison
Administrator

Amy Brown, Managing Auditor
Legislative Audits
Legislative Services Office
P.O. Box 83720
Boise, ID 83720-0054

Dear Ms. Brown:

The Idaho Soil and Water Conservation Commission has received the draft Management Report for the period covering Fiscal Years 2017, 2018, and 2019.

The Commission has reviewed the management report presented and agrees with your conclusions. We are pleased that you acknowledge that our single finding from the previous review has been corrected.

We appreciate your agency's oversight, investigative work, and assistance in matters dealing with the State's governmental accounting policies and procedures. We would like to recognize the professionalism, courtesy, and general helpfulness displayed by Benjamin Woodward, Ashley Rice and Diba Paymon during the audit.

Thank you again on behalf of the Idaho Soil and Water Conservation Commission.

Sincerely,

Teri Murrison
Administrator

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**SOIL & WATER
CONSERVATION
COMMISSION**

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Chairman

Cathy Roemer
Vice Chairman

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Secretary

Gerald Trebesch
Commissioner

Wendy Pratt
Commissioner

Teri Murrison
Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS
ROEMER, TREBESCH, OLSON, AND PRATT**
FROM: DELWYNE TREFZ, DEPUTY ADMINISTRATOR
DATE: JUNE 2, 2020
RE: DISTRICT BUDGET HEARING

FY 2022 CONSERVATION DISTRICT FUNDING REQUESTS

You are required by Idaho Code, §22-2727, to hold an annual conservation district budget hearing. At the hearing you are to consider the financial needs of the Districts and use this information as the basis for your request for state funds for distribution to conservation Districts. Traditionally, the Board reviews unmet district funding needs for projects to inform our budget requests. This year, direction from the Governor's Office is that agencies should avoid requesting additional funds (line items) for FY 2022. Nevertheless, in accordance with statute, Districts have been invited to provide input on their unmet funding needs.

This year no Districts submitted written budget requests for your consideration. However, this should not be taken as a sign that Districts do not have financial needs. In fact, as they work to overcome the challenges of the increasing costs associated with just keeping their doors open Districts all around the State would be able to put additional funds to good use. Districts' ability to implement conservation projects continues to be limited by the loss of funding sources such as our old Water Quality Program for Agriculture program and by reductions to the funds available through other traditional sources such as the IDEQ administered 319 grant program. In addition, our field staff find themselves stretched thin providing the technical and engineering services that are key to the success of many District projects.

All Districts received notice of this hearing and have been invited to speak about their financial needs. Staff recommend that time be provided for any District who would like to provide their budgetary needs, comments or concerns to do so.

REVIEW OF DIRECTION RECEIVED FROM THE GOVERNOR

Background

Alex Adams, Administrator of the Division of Financial Management (DFM) sent a budget memo on May 13th stating that as a result of COVID-19's impacts, year to date General Fund (GF) revenue is running 10.7% behind schedule, resulting in a budget gap of \$356 million. While he is hopeful that this is mostly due to the delayed income tax filing deadline (to June 15), it's too early to tell.

To complete the current fiscal year in the black, the Governor issued an Executive Order requiring state agencies to revert 1% of the current year's GF

appropriation. Because the Commission had salary savings from a vacant position, had been thrifty with operating funds, and had already distributed the full amount of Trustee and Benefits (T/B) funding last November, districts weren't asked to participate in this rescission, meaning the Commission was required to cover it from its Personnel and Operating funds.

Looking Ahead

The Governor has now directed all state agencies to return 5% of next year's GF allocation. Further, the Governor's office has suggested that should federal recovery funds and state budgetary stabilization funds not be forthcoming to lessen the impact of a serious reduction in revenue, the Governor may need to order an additional amount of agency appropriation--ranging from a total of 8.6%- 14.4%--be returned to the GF. This would obviously have a devastating impact on state-funded voluntary conservation in Idaho.

The Commission will most likely absorb its portion of the initial 5% rescission without resorting to furloughs as long as the Operating and T/B Funds also participate. Beyond the initial 5% though, at 8.6% the Commission would have to plan 11 ISWCC furlough days per employee between July 1st and June 30th. At 14.4%, ISWCC would have to plan on 30 furlough days per employee in the same time period. For Districts, 30 days of furlough per SWCC employee translates into 30 days of District technical assistance (and 52 days of engineering services) that won't get done. Further, if the Commission distributes all T/B funds and then additional rescissions become necessary, SWCC would have to rescind those funds from SWCC's personnel and operating budgets, which would have a devastating impact. Consequently, staff recommend that we plan for potential future rescissions and budget accordingly.

Recommended Actions for Management of FY 2021 General Fund Appropriations

1. To insure that ISWCC is able to retain Personnel and Operating funding to provide the maximum support to Districts and mandated programs for the entire fiscal year, raise the Commission's Budget Blueprint contingency reserve funding to 14.4% of the GF appropriation to be maintained until Spring 2021. That is, implement a self-imposed holdback of an additional 9.4% of SWCC personnel and operating funds in addition to the Governor's requested 5% rescission.
2. To ensure that sufficient Trustee and Benefit Funds remain to satisfy a possible 14.4% rescission in FY 2021, distribute Trustee and Benefit funds as follows:
 1. July 2020 -distribute \$8,500/District base and \$2,000/District operations allocations. Holdback \$50,000 capacity building funds to be distributed in Spring 2021.
 2. November 2020 - distribute District match allocations, holding back an additional 5.4% of match allocations until Spring 2021, should there be no further Governor-ordered rescissions
 3. Spring, 2021 - If the Legislature or Governor's Office have not required additional budget rescissions, distribute to all Districts:
 - i. Equal shares of the \$50,000 in Capacity Building funds, and;
 - ii. The 5.4% held back from match allocations in November.

RECOMMENDED ACTIONS:

1. Accept Staff update on Unmet District Needs

2. Direct staff to:
 - a. Distribute \$8,500/District base and \$2,000/District operations allocations to all Districts in July.
 - b. Holdback \$50,000 in outreach and education capacity building funds to be distributed in Spring 2021.
 - c. Distribute District match allocations in November per statute and rule, holding back an additional 5.4% of match allocations until Spring 2021.

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IDAHO SOIL & WATER
CONSERVATION COMMISSION

Item # 15

TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, OLSON, TREBESCH, AND PRATT
FROM: JILL YOUNG, SENIOR FINANCIAL SPECIALIST
DATE: JUNE 3, 2019
RE: FY 2021 APPROPRIATION AND BUDGET BLUEPRINT

The Governor recently signed Senate Bill 1412, the Commission's FY 2021 Appropriations Bill (see attached). It appropriates \$3,084,300 in FY 2021, and caps ISWCC's full-time authorized positions at 17.75. In anticipation of lower revenue projections, even before the pandemic started, the FY 2021 budget was set 2% lower than a typical new fiscal year budget. The budget also discontinues our federal funds that covered the now departed NRCS-supported Conservation Technical Assistants and the NFWF-supported Sagebrush Restoration Specialist.

As you are aware on May 13, an announcement was made by Idaho's Department of Financial Management regarding budget expectations for Fiscal Years 2020-2022. Agency directors and appropriate staff were forewarned to expect a revenue shortfall of between 8.6% and 14.4% for FY2021. We were also directed to reduce our original Fiscal Year 2021 General Fund appropriation by 5%.

The Conservation Commission annually approves a Budget Blueprint for the appropriations of General and Dedicated funds. Attached is a draft FY 2021 Budget Blueprint recommendation for your consideration. It details a 5% holdback scenario, which is what we are currently faced with, as well as a potential 14.4% holdback in General Funds.

General Fund Draft Blueprint

Revenue: After reducing our Appropriated General Fund revenue for FY 2021 by 5% as directed, the total comes to \$2,561,000. It includes \$1,182,600 in Personnel funds, \$211,700 in Operating funds, and \$1,166,700 in Trustee and Benefit funds. If revenues fall short enough to warrant the full 14.4% holdback, we would only be allowed to spend the following per category: Personnel - \$1,065,500, Operating – \$190,800, Trustee and Benefits - \$1,051,300.

Expenditures: Normally an operating budget contingency is calculated for circumstances such as what we are currently undergoing. If we do see a full 14.4% reduction in appropriation, we are almost certain to have to use some of our dedicated funds to supplement our general fund operating budget. Our Personnel budget is equally tight; if anything over 5% is held back, the agency will experience furlough days. Under Trustee and Benefits, the draft Blueprint allocates \$425,000 for Base funding and \$100,000 for Operating. At 5% Match formula funding will equal \$591,700 and Capacity Building will equal \$50,000. If the holdback amount increases, available Match formula and Capacity Building funding will decrease a proportional amount.

Since the estimated costs are not yet available, the attached draft Blueprint estimates SWCAP expenses (Controller's Office, Attorney General, etc.) to be \$53,300. The draft Blueprint assumes roughly 50/50 cost sharing with the RCRDP fund for overhead expenses including our Memo of Understanding (MOU) with the Department of Administration for IT support which increased dramatically last fiscal year. Another increase is expected for FY 2021.

The General Fund Budget draft Blueprint funds ISWCC staffing at 15.52 FTPs. It assumes some office staff spend .05 to .2 of an FTP assisting with RCRDP conservation planning and fiscal activities.

Dedicated Fund Draft Blueprint

Revenue: Dedicated Fund revenues are limited to cash on-hand and interest generated by both RCRDP and SRF loans. For FY 2021, RCRDP cash on-hand in July 2020 is estimated to be \$7,158,400. Estimated interest income, including STO

Idle interest and portfolio generated interest will be approximately \$156,000 (not including late interest, new loan activity, or early payoffs' impacts on interest generation). Given that interest income is expected to be so low, it is safe to assume that the RCRDP fund will spend more in FY 2021 than it will generate in revenues. Cash on-hand at the beginning of FY 2021 in the Professional Services Fund is projected to be \$28,600. STO Idle interest is the only projected income for this fund currently which is projected to be approximately \$300 over the course of the year. Beginning cash on-hand in the SRF Fund is forecast to be \$28,200. Potential FY 2021 income in the SRF Fund is \$12,600. Total SRF cash on-hand and income generated in FY 2021 are estimated at \$40,800.

Terry Hoebelheinrich prepared the below-referenced estimate of the interest to be generated in RCRDP Fund for FY 2020. He will be available at your meeting to discuss any questions you have about his projection (below):

\$ 66,000	RCRDP
\$ 90,000	IDLE TREASURY (AVG 1.25%)
\$156,000	TOTAL

We would stress that while interest generated does not yet equal program expenses, continuing to be fiscally cautious while awaiting an upturn in loan activity and interest rates is the prudent course of action.

Expenditures: Expenditures assume that the general fund will not cover all agency expenditures and that dedicated funds for Professional Services and the State Revolving Fund will be used to cover any shortfall. It is also anticipated that RCRDP's typical expenditures will be more than the fund's revenues. The draft Blueprint assumes that income generated through STO Idle interest for RCRDP fund remains stagnant and will not cover the spending authority appropriation.

The RCRDP draft Blueprint assumes 2.23 full time staff persons (loan officer and loan servicing assistant, and .23 of office staff FTP). It also assumes costs incurred for meetings where RCRDP program business is conducted will be charged to that fund. If travel resumes during FY 2021, Commissioner travel for regular Board Meetings and Administrator travel and training will assume roughly 60/40 (GF/RCRDP) cost sharing.

Since the estimated costs are not yet available, the attached draft Blueprint estimates SWCAP expenses (Controller's Office, Attorney General, etc.) to be roughly \$53,300. The draft Blueprint assumes roughly 80/20 cost sharing with the RCRDP fund for overhead expenses including our MOU with the Department of Administration for IT support.

The Budget draft Blueprint for Dedicated Funds assumes that there will be no revenue generating activity in Professional Services. Cash on-hand on at the beginning of FY 2020 will be approximately \$28,600 and spending is capped at \$30,000 in FY 2021. This fund will likely be used to cover costs that exceed the general fund's appropriation.

The SRF fund is projected to start FY 2021 with \$28,200 in cash. An additional ~\$12,600 is expected to be added to the balance over the year. Most of the funds generated through this loan will continue to be held in contingency to build a modest reserve to preserve cash flow in this account should the borrower be late on payments.

ACTION:

1. Approve FY 2020 General and Dedicated Fund Blueprints

ATTACHMENTS:

- SB 1412: FY 2021 ISWCC Appropriations Bill
- May 13 memo from DFM
- FY 2021 Budget Draft Blueprint (General and Dedicated Funds)

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BY FINANCE COMMITTEE



State of Idaho
DIVISION OF FINANCIAL MANAGEMENT
Executive Office of the Governor

BRAD LITTLE
Governor

ALEX J. ADAMS
Administrator

ITEM #15-2

May 13, 2020

MEMORANDUM

TO: Agency Directors

FROM: Alex J. Adams

SUBJECT: **Update on Budget for FY 2020 through FY 2022**

FY 2020 Budget

Last week, DFM issued the May 2020 Idaho General Fund Revenue Report showing the year-to-date revenue at 10.7% behind schedule, leaving a budget gap of \$356 million.

This is primarily attributed to extending the income tax filing deadline from April 15 to June 15. Since filings are based on 2019 income, it is unlikely to be affected by the ongoing pandemic.

Sales tax receipts started to taper off, with a 3.1% decline observed. This is expected to continue to run behind forecast for the months ahead. We also anticipate seeing a decline in income tax withholdings this fiscal year.

Based on the totality of what we are seeing, we believe the 1% General Fund holdback issued on March 27th will still allow us to balance the budget in FY 2020. We do not anticipate an additional holdback this current fiscal year. Please finalize your 1% plan and enter it in the statewide accounting system no later than **May 15, 2020**.

One variable outside of our control is that while income tax filings occur on June 15th, some individuals may delay their payments into the subsequent fiscal year. This cash flow impact can be mitigated by agencies taking every effort to **maximize reversions** to the General Fund at the end of this fiscal year. Please continue to follow the guidance in the Governor's March 27th memo, including:

- Instituting a hiring freeze
- Minimizing overtime and paid administrative leave
- Freezing employee compensation
- Exploring the use of furloughs
- Limiting or entering no year-end encumbrances
- Restricting year-end purchasing, supply surplusage, and capital outlay purchases, and avoiding pre-purchases and pre-payments.

These actions will minimize the depth of the deficit we are facing in the out-years.

FY 2021 Budget

DFM has accounted for the anticipated impact of the pandemic and revised its General Fund revenue forecast for fiscal years 2020 through 2022. We now anticipate a revenue impact between 8.6% and 14.4% below the budget established by the Legislature.

We are hopeful federal funds will be made available to partially offset the loss of state revenue and we intend to judiciously use the state rainy day funds, knowing that they may be needed for what is expected to be a two to three-year budget impact.

After accounting for the use of federal funds and state rainy day funds, it is necessary to reduce the General Fund appropriation for all departments, offices, and institutions of the state by five percent (5%) of the original Fiscal Year 2021 General Fund appropriation.

Please plan to finalize your agency plan and enter it into the statewide accounting system no later than **July 15, 2020**.

FY 2022 Budget

Agencies will soon begin preparation of the FY 2022 budget submission. It is important to prepare the submission against the backdrop of the economic reality that we are facing.

We are unlikely to be in a position to consider new General Fund line items or supplemental requests. Please calibrate expectations accordingly with your boards and staff and limit requests on the front end.

To the extent any legislation is needed to remove or delay unnecessary expenses, please prioritize such legislative ideas as you finalize your Executive Agency Legislative System (EALS) submissions. As a reminder, your EALS ideas are first due to DFM and the Governor's Office on June 12th:

Activity	Deadline
Last Day to Preview Idea with Governor Office Contact and DFM Analyst	June 12, 2020
Last Day to Submit Legislative Ideas	July 10, 2020
Last Day to Submit Proposed Legislation (If Idea is Approved)	August 14, 2020
Last Day to Submit Legislative Sponsor (If Proposed Legislation is Approved)	December 11, 2020

We will be in touch with additional budget instructions as we get closer to the August submission deadline.

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FY 2021 IDAHO SOIL & WATER CONSERVATION COMMISSION

DRAFT General Fund Budget Blueprint

SB 1412	Personnel	Operating	Trustee & Benefit Funds (base, formula, & capacity building)				TOTAL APPROPRIATION
General Fund	\$1,244,800	\$222,900	\$1,228,100				\$ 2,695,800
	Personnel	Operating	Base Funding	Operating Funding	Match Funding	Capacity	TOTAL APPROPRIATION
	\$1,244,800	\$222,900	\$425,000	\$100,000	\$653,100	\$50,000	\$ 2,695,800

DFM memo	Personnel	Operating	Trustee & Benefit Funds (base, formula, & capacity building)				TOTAL APPROPRIATION LESS 5%
General Fund	\$1,182,600	\$211,700	\$1,166,700				\$ 2,561,000
	Personnel	Operating	Base Funding	Operating Funding	Match Funding	Capacity	TOTAL APPROPRIATION
	\$1,182,600	\$211,700	\$425,000	\$100,000	\$591,700	\$50,000	\$ 2,561,000

SWC Budget	Personnel	Contingency	Operating	Contingency	District Allocations				TOTAL
		Add'l 9.4%		Add'l 9.4%	Base Funding	Operating Funding	Match Funding for Nov 2020	Capacity Building + Add'l Contingency	
	\$1,065,500	\$117,100	\$190,800	\$20,900	\$425,000	\$100,000	\$464,900	\$176,800	\$2,561,000

Operating Highlights

Annual rent cost in the Water Center anticipated to be \$44,831 split 50-50 between GF and RCRDP.

SWCAP expenses including SCO, AG, STO estimated at \$53,300

Assumes appropriate amount of SWCAP, administrative (including postage, phone, etc.), and IT services charged to GF and RCRDP

Ongoing expenses for MOU with Admin for IT, expected to increase by \$6,900 from FY 2020 actuals for ITS agency expansion for a total of ~\$57,000

Assumes general fund pays 95% of NRCS desk space and federal IT support and RCRDP pays 5%

Personnel Highlights

TRS2 position in Boise office to be left vacant for the foreseeable future

At 5% holdback furloughs will likely be avoided, but personnel budget would be very tight; at 8.6 % 11 furlough days; at 10% 16 furlough days, at 14.4% 30 furlough days

Assumes related administrative time at 5% and 8% in RCRDP, fiscal time at 20% in RCRDP

Assumes 15.52 FTP (including vacant TRS2) charged to general fund

Trustee/Benefits Highlights (District Allocations, Capacity Building)

All possible contingency holdback reduced from matching and capacity building funds

FY 2021 IDAHO SOIL & WATER CONSERVATION COMMISSION
DRAFT Dedicated Funds Budget Blueprint

REVENUE	Approx. Cash on hand 7/1/2020	Est. FY 2021 Income	TOTAL Dedicated Funds
RCRDP	\$7,158,400	\$156,000	\$7,314,400
Professional Services	\$28,600	\$300	\$28,900
SRF Loan	\$28,200	\$12,600	\$40,800

SPENDING AUTHORITY/ BUDGET	Personnel	Operating	Operating Contingency	Capital	TOTAL Spending Planned/Budgeted
RCRDP	\$175,400	\$153,100			\$328,500
Professional Services		\$30,000	\$10,000		\$20,000
SRF Loan	-	\$30,000	\$15,000		\$15,000
Total	\$175,400	\$213,100	\$25,000	\$0	\$363,500

Revenue Highlights

Approx. cash on hand 7/1/2020 is based on actual cash on hand at 4/30/2020. Does not include estimate of interest generated in RCRDP and SRF during remainder of FY 2020

Est. FY 2021 Income includes earned interest on current portfolio (excludes RCRDP late interest, new loan activity, and early payoffs)

Operating Highlights

Assumes appropriate amount of SWCAP, administrative (including postage, phone, rent expense, etc.), and IT services charged to GF and RCRDP

Assumes additional operating costs in all three dedicated over FY20 due to holdbacks in general fund

Assumes costs associated with meetings where RCRDP program or business conducted will be charged to RCRDP

Assumes 2.23 FTP RCRDP and office staff in RCRDP Loan Fund

v:\budget\FY 2021\FY 2021 Budget Blueprint

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**SOIL & WATER
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Wendy Pratt
Commissioner

Teri Murrison
Administrator

ITEM #16

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER,
OLSON, TREBESCH AND PRATT**
FROM: CORRINE DALZELL, RULES REVIEW OFFICER
DATE: JUNE 3, 2020
RE: FY 2021-2024 STRATEGIC PLAN

The Commission is required by statute to submit an updated and adopted Strategic Plan annually to serve as a guidance document for the agency over the next four years.

Based upon advice and guidance from David Hahn at DFM, we have updated the "Core Functions & Key Performance Measures" table of our Strategic Plan to more clearly state our agency goals (what we want to accomplish), objectives (how we intend to get there), and performance measures (the effectiveness of our efforts). David emphasized the need for quantitative performance measures and we've adjusted them to meet that need.

I have received an updated the Cybersecurity Addendum as received from the Office of Information Technology Service in late May.

We have been told that a memorandum extending the due date of the Strategic Plan to August is forthcoming but have not received said memorandum to date.

Staff recommends approval of the Draft FY2021-2024 Strategic Plan with any additional modifications as noted at this meeting.

REQUESTED ACTION: Approve FY2021-2024 Strategic Plan

ATTACHMENT:

- DRAFT ISWCC FY 2021-2024 Strategic Plan

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FY 2021-2024 Strategic Plan

Conservation the Idaho Way: sowing seeds of stewardship



IDAHO SOIL & WATER CONSERVATION COMMISSION

322 E. Front Street, Suite 560
Boise, Idaho 83702 | (208) 332-1790
info@swc.idaho.gov

CONSERVATION THE IDAHO WAY

Private forest, range, and croplands account for 71% of all land in the lower 48 states, including 82% of wetlands and 80% of endangered species habitat. They support urban areas and agricultural production, provide energy and transportation corridors, and habitat for fish and wildlife.

Conservation the Idaho Way is voluntary, locally led stewardship of private lands. It includes projects that improve water quality and restore forests, range, and cropland health. It balances our economic health with that of our natural resources and helps satisfy environmental laws and regulations.

Conservation the Idaho Way: Sowing the Seeds of Stewardship



FY 2021-2024 STRATEGIC PLAN

MISSION

To facilitate coordinated non-regulatory, voluntary, and locally led conservation by federal, state, and local governments and other partners to conserve, sustain, improve, and enhance soil, water, air, plant, and animal resources.

SLOGAN

Conservation the Idaho Way: sowing seeds of stewardship

VISION

Conservation in Idaho reflects locally led natural resource conservation leadership and priorities, is voluntary and incentive-based, non-regulatory, and demonstrates scientifically sound stewardship. The Conservation Commission and local Conservation Districts are the primary entities to lead coordinated conservation efforts with partners to provide landowners and land-users with assistance and solutions for natural resource concerns and issue

GUIDING PRINCIPLES

- Address legislative intent and statute
- Benefit the environment and Idaho's agricultural-based economy
- Benefit conservation Districts' locally led, voluntary, non-regulatory priorities and projects
- Benefit the Commission's ability to serve and meet statutory authorities
- Promote fiscal responsibility
- Strengthen existing and build new conservation partnerships
- Incorporate valid scientific data and practices
- Benefit conservation work on natural resource priority issue areas
- Promote established and innovative conservation measures

Conservation the Idaho Way: Sowing the Seeds of Stewardship



FY 2021-2024 STRATEGIC PLAN

CORE FUNCTIONS

The Conservation Commission focuses on core functions and responds to Executive Orders outlining other Strategic Plan Requirements:

1. Providing support to Idaho's 50 locally led Conservation Districts
2. Providing incentive-based and general voluntary conservation programs and services
3. Conducting outreach and communications to educate and inform the public, decision makers, partners, and other stakeholders



KEY EXTERNAL FACTORS

There are key external factors that could affect the agency's ability to meet the goals and objectives contained in this Strategic Plan.

They include:

- Availability of funding
- Changing demographics and land use designations
- State and federal regulatory pressure and mandates that could shift priorities and resources away from current activities
- Changing economics and pressures of agricultural and natural resource dependent industries which could result in significant increases or decreases in conservation program participation
- Changing economics of local, state, and federal budgets, which could result in reductions in agency personnel, services and/or fewer conservation dollars.

Conservation the Idaho Way: Sowing the Seeds of Stewardship

FY 2021-2024 STRATEGIC PLAN

CORE FUNCTIONS & KEY PERFORMANCE MEASURES *Performance Measures were developed based on internal targets established to improve customer service.*

FY 2021 GOALS	FY 2021 OBJECTIVES	FY 2021 KEY PERFORMANCE MEASURES	FY 2021 PERFORMANCE TARGETS/BENCHMARKS
1. Support Districts' voluntary conservation efforts	Build Support in State & Local Partnerships Work to develop strong partnerships with Conservation Districts and facilitate implementation of conservation projects throughout the state; provide Conservation Districts technical guidance and capacity building assistance	Percentage of Conservation Districts satisfied with services & programs provided	Satisfy 85% of Conservation Districts with Commission services and programs
		Percentage of Conservation Districts satisfied with the effectiveness of the communications received from the Commission	Satisfy 85% of Conservation Districts with communication effectiveness
		Percentage of requests submitted by Conservation Districts through the Technical Assistance Allocation Process (TAAP) that receive the requested assistance	Provide 90% of Conservation District requests for technical assistance in whole or in part
2. Provide Conservation Programs & Services	Conservation Reserve Enhancement Program (CREP) Provide technical leadership and guidance to private landowners in coordination with Federal, State and other partners to reduce ground water consumption on cropland within the Eastern Snake Plain Aquifer	Number of CREP-enrolled acres over which technical leadership and guidance is provided	Provide technical leadership and guidance for 18,000 acres enrolled in CREP

FY 2021-2024 STRATEGIC PLAN

FY 2021 GOALS	FY 2021 OBJECTIVES	FY 2021 KEY PERFORMANCE MEASURES	FY 2021 PERFORMANCE TARGETS/BENCHMARKS
2. Provide Conservation Programs & Services (continued)	Resource Conservation & Rangeland Development Program (RCRDP) Encourage farmers and ranchers to improve water quality and conserve natural resources by providing low-interest conservation loans	Acres improved with implementation of Best Management Practices (BMPs) and facilitated by RCRDP funding	Implement BMPs on 800 acres facilitated by RCRDP funding
	Ground Water Quality/Nitrate Priority Areas Provide technical assistance in developing Ground Water Quality Improvement Plans within Nitrate Priority Areas; Maintain and improve ground water quality by promoting and supporting conservation projects through implementation of Best Management Practices (BMPs)	Number of acres with BMPs implemented to maintain and improve ground water quality	Facilitate BMP implementation on 48,500 acres of cropland
	Total Maximum Daily Load (TMDL) Implementation Planning Program Write plans to provide a framework for Conservation Districts, landowners and other partners to use to reach Idaho's non-point source water quality goals	Percentage of TMDL implementation plans completed within 18 months of the TMDL having been approved by the Environmental Protection Agency (EPA)	Complete 90% of TMDL implementation plans within 18 months of EPA approval and DEQ assignment to the Commission

FY 2021-2024 STRATEGIC PLAN

FY 2021 GOALS	FY 2021 OBJECTIVES	FY 2021 KEY PERFORMANCE MEASURES	FY 2021 PERFORMANCE TARGETS/BENCHMARKS
3. Conduct Outreach & Communication	Conduct Outreach & Communication Keep the public, decision makers, Conservation Districts and others informed of the activities and experiences of partners participating in Conservation the Idaho Way	Increase the number of newsletter subscribers	Increase subscriptions by 20 annually
		Increase annual percentage of social media reach, likes, and follows	Increase social media reach, likes and follows by 10% annually
		Increase number of additional partner projects to Tracker	Train and enable partners to add 6 additional partner projects to Tracker
4. Other Strategic Plan Requirements	Executive Order 2017-02 , adopt the NIST Cybersecurity Framework and implement CIS Critical Security Controls 1-5 (updated 05/26/2020)	As a technology customer of the Office of Information Technology Services (ITS) in the Governor's Office, we are using the cybersecurity systems and technical expertise in ITS to fulfill requirements related to Executive Order 2017-02. Staff from ITS were briefed on the NIST Core Framework, CIS Controls 1-5, and their plan for adoption of the NIST Cybersecurity Framework. We participate in DHR and ITS administered cybersecurity training, as awareness is a critical component of an effective cybersecurity program. As briefed by ITS staff, implementation of the CIS Controls 1-5 will be their responsibility for the systems they operate and, as technological tools applied to the computer systems, largely invisible to us as a customer. ITS, working through the multi-agency Incident Response Task Force, has developed an Incident Response Program in support of our agency.	
	Executive Order 2020-01 [don't know if this will be a requirement]	Rules Review Officer to review agency rules and discuss with Administrator, DAG and Commissioners and to provide recommendations to maintain reduced regulatory requirements. ISWCC will follow DFM guidance and schedules to process any new or amended rules.	

FY 2021-2024 STRATEGIC PLAN

	Executive Order 2020-02 [don't know if this will be a requirement]	Rules Review Officer to review agency guidance documents, place them on agency website and clearly state that they are not new laws but is an agency interpretation of existing law. Our agency will also provide a point of contact so that members of the public may seek additional information or provide input on the agency guidance document.
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FY 2021-2024 STRATEGIC PLAN

Idaho Soil & Water Conservation Commission

Brad Little, Governor

Board

H. Norman Wright, Chairman

Cathy Roemer, Vice Chair

Erik Olson, Secretary

Gerald Trebesch, Member

Wendy Pratt, Member

Teri Murrison, Administrator

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Conservation the Idaho Way: Sowing the Seeds of Stewardship



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CONSERVATION COMMISSION