



## IDAHO SOIL & WATER CONSERVATION COMMISSION

### REGULAR MEETING NOTICE & AGENDA

Idaho Soil & Water Conservation Commission  
August 19, 2021, 10:00 a.m. to 3:00 p.m. MT

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

[ZOOM Meeting Link](#)

Zoom Meeting ID: 846 7652 9622 Zoom Password: 136059

\*In order to ensure compliance with social distancing requirements at the meeting, we ask that any person planning on attending the meeting in person provide forty-eight (48) hour notice to Crystal Rosen at (208) 332-1790. Pursuant to the city of Boise's Public Health Emergency Order 20-17, persons attending the meeting in person are requested to wear face covering that completely cover their nose and mouth if 6 feet of distance cannot be maintained.

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](mailto:Info@swc.idaho.gov) so advance arrangements can be made.

|                         |    |   |                 |
|-------------------------|----|---|-----------------|
|                         | 1. | <b>WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL</b>   | Chairman Wright |
|                         | 2. | <b>PARTNER REPORTS</b> (information only)   |                 |
| *                       | 3. | <b>AGENDA REVIEW</b> (potential action item)<br>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 |
| <b>NON-ACTION ITEMS</b> |    |   |                 |
| #                       | 4. | <b>DISTRICT SUPPORT SERVICES UPDATE</b> <ul style="list-style-type: none"><li>District Survey Update</li><li>District Funds Allocation Update</li></ul> <u>ACTION:</u> For information only   | Strickland      |
| #                       | 5. | <b>TOTAL MAXIMUM DAILY LOAD (TMDL) ANNUAL REPORT</b><br><u>ACTION:</u> For information only   | Trefz           |

(\*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Thursday, August 19, 2021 Meeting Agenda

Date of Notice: August 13, 2021

|                     |     |   |                         |
|---------------------|-----|---|-------------------------|
|                     | 6.  | <b>OTHER REPORTS</b> <i>Commissioners and staff only, no discussion</i><br><u>ACTION:</u> For information only  | Commissioners,<br>Staff |
| <b>ACTION ITEMS</b> |     |   |                         |
| *#                  | 7.  | <b>ADMINISTRATOR'S REPORT</b> <ul style="list-style-type: none"> <li>Staffing Developments</li> <li>Commissioner Reappointment</li> <li>Wrap-up of January Meetings with Legislators</li> <li>Rulemaking and Statute Changes</li> <li>Partnership Building</li> <li>MOA w/ NRCS, Conservation Districts, and ISWCC</li> <li>Budget and Performance Report Development</li> <li>FY 2022 Meeting Schedule</li> </ul> <u>ACTION:</u> <ol style="list-style-type: none"> <li>Give authority for the administrator to work with IASCD and NRCS in drafting a joint strategic plan for the partnership, including authority for the Administrator to expend a reasonable amount of funds to pay ISWCC's share of a professional facilitator for those discussions.</li> <li>Give authority for the administrator to sign the MOAs between NRCS, Conservation Districts, and the Idaho Soil and Water Conservation Commissions.</li> </ol> | Trefz                   |
| *#                  | 8.  | <b>MINUTES</b> <ol style="list-style-type: none"> <li>June 10, 2021</li> <li>June 21, 2021</li> <li>August 10, 2021</li> </ol> <u>ACTION:</u> Approve   | Chairman Wright         |
| *#                  | 9.  | <b>FINANCIAL REPORTS</b> <ol style="list-style-type: none"> <li>June 30, 2021</li> <li>July 31, 2021</li> </ol> <u>ACTION:</u> Approve  | Misnick                 |
| *#                  | 10. | <b>FY 2023 BUDGET REQUEST</b><br><u>ACTION:</u> Approve FY 2023 Budget Request, granting authority to Administrator to make minor adjustments to request amounts, if necessary.   | Misnick                 |
| *#                  | 11. | <b>RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM (RCRDP): UPDATE AND ANNUAL SETTING OF INTEREST RATES</b><br><u>ACTION:</u> Approve interest rates and loan terms for FY 2021 and general discussion of RCRDP program.  | Hoebelheinrich          |
| *#                  | 12. | <b>FY 2021 PERFORMANCE REPORT</b><br><u>ACTION:</u> <ol style="list-style-type: none"> <li>Approve FY 2021 Performance Report as submitted (authorizing the Administrator to make minor changes as necessary prior to submission)</li> </ol>  | Trefz                   |
| *#                  | 13. | <b>DELEGATION OF POWERS AND DUTIES TO ADMINISTRATOR</b><br><u>ACTION:</u> <ol style="list-style-type: none"> <li>Approve the updated Delegation of Powers and Duties to Administrator.</li> <li>Delegate powers and authorities to Acting Administrator until new Administrative Officer is selected and assumes the position at which time powers and authorities will transfer.</li> </ol>  | Trefz                   |

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| POSSIBLE ACTION ITEMS   |     |   |                 |
|---|-----|---|-----------------|
| *   | 14. | <b>EXECUTIVE SESSION</b> <i>Executive Session is closed to the public. Under the relevant Idaho Code Section(s) noted below, any Board action will be taken publicly in open session directly following Executive Session.</i><br><br>ACTION: Move to enter Executive Session pursuant to Idaho Code 74-206(1)(a) to consider hiring a public officer.<br><br><u>Roll Call Vote</u> | Chairman Wright |
| *   | a.  | <b>DISCUSSION OF APPLICANTS FOR POSITION OF ADMINISTRATOR</b><br><u>ACTION:</u> Possible action to choose successful applicant and make offer of employment.  | Chairman Wright |
| <b>ADJOURN</b><br><i>The Commission will reconvene to take any action resulting from Executive Session and to adjourn. The next Regular Commission Meeting will be on September 16, 2021, at 10:00 AM MT in Boise, Idaho.</i> |     |   |                 |

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**SOIL & WATER  
CONSERVATION  
COMMISSION**

H. Norman Wright  
Chairman

Cathy Roemer  
Vice Chairman

Erik Olson  
Secretary

Wendy Pratt  
Commissioner

Delwyne Trefz  
Interim  
Administrator

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS  
ROEMER, OLSON, AND PRATT**  
**FROM: LORETTA STRICKLAND, ACTING DEPUTY ADMINISTRATOR**  
**DATE: AUGUST 11, 2021**  
**RE: DISTRICT SUPPORT SERVICES UPDATE**

**District Survey Summary and Update**

The FY21 District Survey (Attachment #1) was significantly shorter than years past. It consisted of two statements and welcomed constructive criticisms and any other comments. Districts were asked to submit one response per District and to note the date of board approval on the survey.

The survey was sent out to District staff and supervisors, as well as ISWCC staff, via email and constant contact on May 14, 2021, with a July 31 deadline. A follow up reminder was sent out on June 28<sup>th</sup> via constant contact. I also kept my co-workers apprised of the status of their District's surveys.

**40 Districts returned the FY21 survey with the following results:**

*Table 1. FY21 Survey Results*

| Survey Statement  | Response Options | Responses | Percentage of Responses |
|---|------------------|-----------|-------------------------|
| 1. Our Board is satisfied with the services and programs provided by the Commission over the past fiscal year.                | Agree            | 31        | 78%                     |
|   | Neutral          | 8         | 20%                     |
|   | Disagree         | 1         | 2%                      |
| 2. Our Board is satisfied with the effectiveness of the communication received from the Commission over the past fiscal year. | Agree            | 35        | 88%                     |
|   | Neutral          | 4         | 10%                     |
|   | Disagree         | 1         | 2%                      |

As you can see, **31 Districts (78% of those responding) are satisfied with the services and programs** provided by the Commission while 8 Districts (20%) are neutral and 1 District (2%) disagrees.

**35 Districts (88% of those responding) are satisfied with the communication efforts** over the last year, while 4 Districts (10%) are neutral, 1 District (2%) disagrees.

This year's survey had a tremendous **80% response rate**, up from the previous years:

**2020** - 52% response rate with 26 District surveys returned

**2019** - some responses were anonymous, unable to track

**2018** - 50% response rate with 25 District surveys returned

Since statement 1 (which rated overall satisfaction with the Commission) was also presented on the FY20 Survey, we can compare the results and see if there has been an improvement. Obviously more Districts responded this year, but we can see that overall, 31 Districts are satisfied with the services they are receiving. The number of Districts who are neutral on our services increased while number of Districts who disagree that they are satisfied with our services declined to 1. The following table compares the responses from FY20 to FY21:

*Table 2. FY20 and FY21 Comparison*

| Survey Statement   | Response Options | FY20 Responses | FY21 Responses |
|--|------------------|----------------|----------------|
| 1. Our Board is satisfied with the services and programs provided by the Commission over the past fiscal year. | Agree            | 22             | 31             |
|  | Neutral          | 0              | 8              |
|  | Disagree         | 4              | 1              |

Last year's survey did not have any statements regarding communication, so we are unable to make a comparison.

**20 Districts provided comments and constructive criticism** (Attachment #2). This also marked a significant increase in District participation when compared to last year's 8 submitted comments. A common theme throughout the various comments was appreciation for Bill Lillibridge and the excellent engineering services he provides to the many Districts who struggle in that area. Other Districts appreciate the Commission staff and find them to be professional resources. Some constructive comments included training requests, simplified reporting, and more support in general. Please note that the shorter comments were re-typed by me while longer comments were copied and pasted into the above-mentioned attachment.

### **District Funds Allocation Update**

\$725,000 of Trustee and Benefit funds were processed for distribution to Districts on July 15<sup>th</sup>. The per District breakdown is as follows:

- \$8,500 for District Base
- \$6,000 for District Operations Allocations

Districts received funding in 2-5 business days depending on how they are set up to receive payment through the State Controller's Office.

A total of \$703,100 (\$1,428,100 - \$725,000) is available for distribution to Districts as match allocations in November. District financial and match reports were due August 16<sup>th</sup>. Staff will review the reports, make recommendations regarding which local support is eligible for match and communicate that recommendation to each District no later than August 30<sup>th</sup>. A District Allocations Work Group (DAWG) meeting will be scheduled for the second week of September. The financial and match funding process is shown in Attachment #3.

**RECOMMENDED ACTION:** For information only

### **Attachments:**

1. 2021 District survey blank
2. 2021 District comments/criticisms provided on survey
3. Financial and Match Funding Process Timeline

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## IDAHO SOIL AND WATER CONSERVATION COMMISSION DISTRICT SURVEY FOR FY 2021

|  |   |                          |                          |
|--|---|--------------------------|--------------------------|
| District responses to this survey enable the Commission to measure progress in achieving specific goals enumerated in its Strategic Plan. Agency strategic planning and performance measurement are required and governed by Idaho Code §67-1901 through 1905. |   |                          |                          |
| <i>Please return one survey per District to the Commission via email addressed to<br/>Loretta.Strickland@swc.idaho.gov</i>   |   |                          |                          |
| Due Date: July 31, 2021  |   |                          |                          |
| Conservation District Name (required):   |   | Date of Board Action:    |                          |
| <i>Please check only one box per question</i>  |   | Agree                    | Neutral                  |
|  |   | Disagree                 |                          |
| 1.   | Our Board is satisfied with the services and programs provided by the Commission over the past fiscal year.                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.   | Our Board is satisfied with the effectiveness of the communication received from the Commission over the past fiscal year.        | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.   | Comments (The Commission welcomes constructive criticisms and any other comments. You may attach additional pages if necessary.): |                          |                          |
|  |   |                          |                          |
| Signed by Chairman (or representative Supervisor)  |   |                          |                          |
| Date   |   |                          |                          |

### **Survey Comments/Criticisms**

1. *"Sorry to see Teri leaving! Thanks for being such big help - Hope "new" funding changes don't mess things up too much, as is has served us well for years."*
2. *"Communication has been wonderful. We, as a district are very dissatisfied with the IASCD. We, as a district, are well satisfied with the commission."*
3. *"Thank you for your help and service."*
4. *"The LSCD strongly supports the staff – Eileen Rowan and Bill Lillibridge. We appreciate and rely on the professionalism and expertise they provide."*
5. *"There have been improvements in the last year. Thank you! We would like to have more funding and focus on cons. Districts with more rural/AGRICULTURE land."*
6. *"We really appreciate the improved communication between the Commission & Admin/Supervisors"*
7. *"Stronger support to Conservation Districts from Commission Staff."*
8. *"Stronger support to Conservation Districts from Commission Staff."* Submitted on two surveys, not duplication.
9. *"We appreciate Commission communication to keep Districts up to date. However, we feel that emails often duplicate or are not concise."*
10. *"On page 4 of the 2021-2024 Strategic Plan under #1 of objectives: "provide Conservation Districts technical guidance and capacity building assistance." Concern - where is the capacity building assistance and how is it to be measured? Request additional training for new supervisors and new administrative assistants."*

11. *"Joe Peterson, Loretta Strickland & Bill Lillibridge are our primary contacts with the commission. We find them to be excellent resources; they help us accomplish the mission of our conservation district. We know, too, that Delwyne is always a phone call or email away if we need assistance. We appreciate the expertise and willingness on the part of the ISWCC staff."*

12.

We have appreciated the extra effort that Rob Sharpnack has made to provided support and assistance to our office over the past year. The board continues to be frustrated with the relationship issues between the ISWCC and the IASCD and feel it has distracted from our efforts to put conservation on the ground by a constant feed of information related to the controversy. That said, the board applauds the ISWCC for addressing legal issues impacting districts in a negative way financially. We appreciate your effort to support all districts fairly. We understand was not an easy decision to make. We feel that the commission board, like our own board, is an important component to the management of the ISWCC. Moving forward we would like to see the partnership work towards common goals and return to a time that is was about our goal of putting conservation on the ground.

13.

Item 1. The services the SWCC provides are inconsistent from District to District. Districts submit requests for assistance unaware in many cases what services the Commission is providing. Case in point: Grant writing. It seems that the same Districts continue to get that type of assistance resulting in grant funds in the thousands of \$'s. Other Districts are not even aware this service is available.

Item 2. We have been reluctant to speak up, but the number of reports required by the SWCC and the amount of documentation needed is becoming more than what our staff can accomplish. Much of the time our Board Members have had to drop their own Agricultural operations to complete reports. Our #1 priority is the request for assistance from our Land users, so we are doing all we can to be as responsive to their needs as possible.

14.

We appreciate the help and support of the commission. We understand this last year has been a challenge for many of our partners. We appreciate Rob hosting the Zoom platform and his availability to meet with the district outside of traditional business hours.

BSCD has had some challenges the last couple of years, and we appreciate the help an assistance that the commission has given us to maintain operation and program requirements.



15.

(additional pages if necessary.):

1. VSWCD relies heavily on the ISWCC technical assistance. The success of our 319 project work is due to engineering services provided during the application and implementation process from Bill Lillibridge.  
319 invoicing and final reporting assistance provided by Loretta Stickland has also been key to district success.
2. Communication from ISWCC has been consistent and timely and questions from the District admin have been addressed respectfully and thoroughly.
3. ISWCC has been consistently represented at our monthly VSWCD Board meetings which is extremely helpful. Again, thank to Bill & Loretta
4. These templates have previously been sent as billable PDF's!

16.

"The Weiser River Soil Conservation District appreciates the help that the ISWCC has offered to our District, in the form of personnel to attend our board meetings, help with reports and projects. Vicki and board can contact the Commission and receive the answers we need easily. Joe Peterson was great with helping to plant over 200 willows for a 319 Grant project. He also, immediately returns calls. Delwyne has always been a great resource to aid the district when questions arose. Bill Lillibridge takes his job very seriously and helps with engineering plans, questions and implementation of District Projects. The ISWCC has made a great effort in the last 5 years to reach out and be of help to Districts and this is appreciated."

17.

|    |  |
|----|--|
| 3. | Comments (The Commission welcomes constructive criticisms and any other comments. You may attach additional pages if necessary.):  |
|    | <p><i>Thoughts</i></p> <p>More personal contact at meetings is needed.<br/>Zoom meetings are not our preference.</p> <p>Look at RCRDP funding to subsidize cover<br/>crops and drill rent for landowners.</p> <p>Irrigation projects / Rangeland Improvements</p> <p>Get the loan money to work for producers.</p> |

18. "We feel like the only communication is from George. Which he does well but there should be more from the Commission. We came to the Commission about a couple of projects that we had some concerns about legal things. We contacted the Commission we were sent to the Attorney General office. Which did NOT help us at all, in fact cost us money, time and heartache. Very disappointing and discouraging that we didn't the help we needed. "

19. "The Ada Soil & Water Conservation District has appreciated the Commission's efforts to improve Communications and our conservation partnership. We appreciate Joe's involvement, energy & Follow through on our projects."

20.

I am totally satisfied with the services and programs provided by the Commission over the past fiscal year. I am also totally satisfied with the effectiveness of the communication received from the Commission over the past fiscal year. Allow me to expand and provide examples supporting my argument that the services and communications provided by the Commission exceed all basic requirements to support District operations. Indeed, Commission support is crucial to the success of our Conservation District.

In regard to communications, I have never failed to get a prompt response from any of the staff or Commissioners to any request I have made by phone, text, or email. This works both ways. I have always tried to respond likewise to any request for information or assistance from Commission staff or Commissioners. This is how effective communication works. When we all treat each other with respect and dignity, with integrity and harmony, things just work better. That communication has helped our District work better, and I hope it has helped the Commission work better as well.

I think it's important to point out that communication is much more than simply calling or emailing a counterpart when you need something. Let's look at what other types of communication the Commission provides:

- Always emails advance notice of meetings with agendas and links to Zoom or call in.
- Promptly posts minutes for reference.
- Regular newsletter published.
- Budget and appropriations promptly posted online for reference.
- Performance measures reports posted online.
- Strategic Plans posted online.
- Technical Assistance requested, awarded, and delivered reports posted.

The Commission also provide essential services for our District and available to all Districts. It does require some effort and imagination from the Districts to take advantage of the opportunities afforded by the Commission. When most of us think of "services and programs provided," we tend to think of Technical Assistance. Indeed, for KSSWCD, we requested and were awarded 260 hours to staff time for planning, implementation, inspections, scoping, grant writing assistance, permitting assistance, project development, meeting attendance, and information contributions. I'm pretty sure that staff actually used some discretionary time to provide further support.

The Commission also provides other support services that typically go unnoticed or unmentioned. Here's a short list of the ones I use:

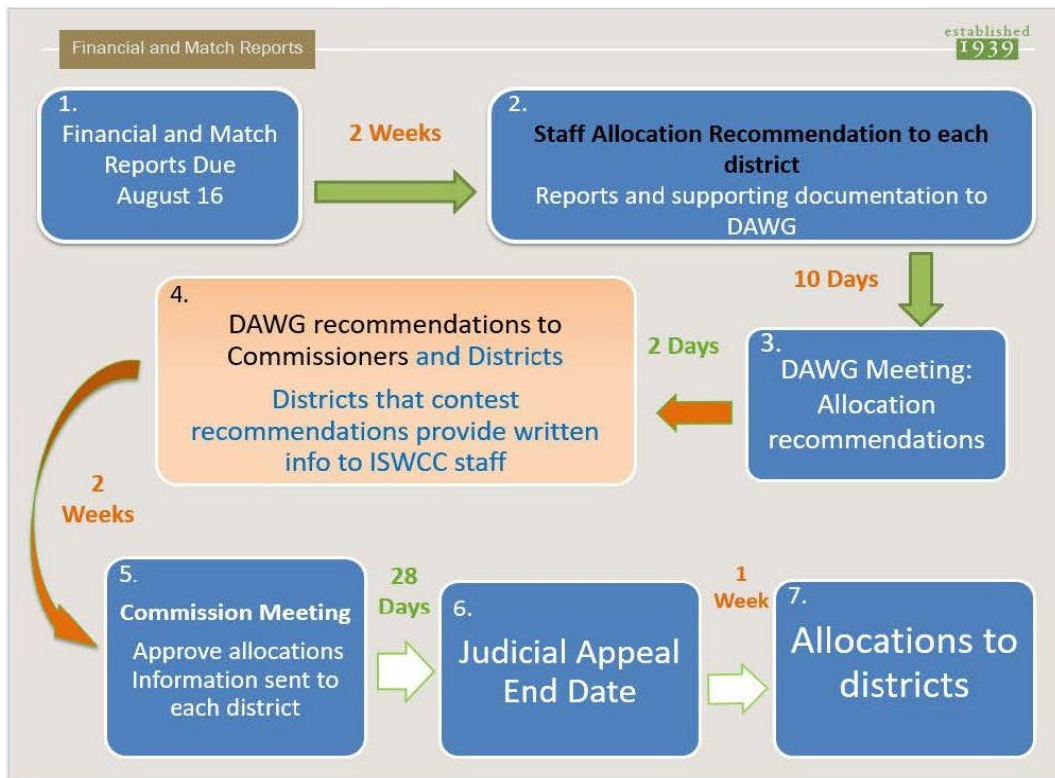
- Statutes and Rules posted online. What a wonderfully handy reference, to be able to have all the statutes in one place, easily accessible and organized for ease of use.
- Necessary manuals posted and organized online for ease of use: Idaho Open Meeting Law, Idaho Ethics, District Reference Manual, Supervisor Handbook, Idaho Public Records Law Manual. I use these references regularly, and I'm so glad that the Commission has organized and posted them in such a convenient way.

- The Commission and staff lend a credibility to District projects that is hard to quantify. IDEQ, in particular, has a tremendous respect for the Commission's skill and ability to provide the necessary assistance for project success. When our District submits a 319 proposal to the Basin Advisory Group, they know from past experience that the Commission has provided invaluable and incredibly accurate assistance in regard to project scoping, planning, engineering design, project oversight, and final inspection. The Army Corps of Engineers and Idaho Department of Water Quality have the same understanding, that we are fully competent and successful. Our projects would have great difficulty getting approved, and indeed, succeeding, without the support of the Commission.

If anyone questions the communications and services the Commission provides to the Districts, at no cost, please feel free refer them to this summary.

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## Financial and Match Funding Process Timeline





**SOIL & WATER  
CONSERVATION  
COMMISSION**

H. Norman Wright  
Chairman

Cathy Roemer  
Vice Chairman

Erik Olson  
Secretary

Wendy Pratt  
Commissioner

Delwyne Trefz  
Interim  
Administrator

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS  
ROEMER, OLSON, AND PRATT**  
**FROM: DELWYNE TREFZ, INTERIM ADMINISTRATOR**  
**DATE: AUGUST 9, 2021**  
**RE: TOTAL MAXIMUM DAILY LOAD (TMDL) ANNUAL REPORT FOR  
FY2021**

The attached FY2021 TMDL Work Plan Final Report shows staff completed two implementation plans and assisted DEQ to complete three 5-year reviews in FY2021. Our goal for the year was to complete a combined total of seven implementation plans and 5-year reviews, so we did not achieve our benchmark.

The most significant factor limiting our productivity in FY2021 is the fact that we overachieved in FY2020 when we completed a combined total of 11 implementation plans and 5-year reviews. This caught us up with the completed TMDLs in most subbasins around the state, meaning we must now wait until IDEQ and EPA complete and approve new TMDL before we can proceed. Your staff continue to work closely with IDEQ state and regional TMDL staff and with local watershed advisory groups to keep current on our TMDL responsibilities.

The attached FY2022 TMDL Work Plan outlines TMDL-related tasks assigned to each staff person.

**RECOMMENDED ACTION:** For information only.

**ATTACHMENTS:**

- FY2021 TMDL Work Plan Final Report
- FY2022 TMDL Work Plan

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**FY2021 TMDL Work Plan Final Report**  
**Benchmark: Total of 7 Implementation Plans or Reviews Completed in FY2021**  
**Completed 5 Implementation Plans or Reviews in FY2021**

| REGION                           | SUBBASIN               | TMDL DOCUMENT                           | HOURS | DELIVERABLES/COMMENTS   |
|----------------------------------|------------------------|---|-------|---|
| Panhandle<br>Brad S.<br>Katie Y. | Pend Oreille Lk        | Boyer Slough TMDL                       | 150   | 50% Complete Implementation Plan. DEQ hasn't completed the TMDL   |
|                                  | CdA River (S Fork)     | S. Fork CdA River Temp Addendum         | 150   | 50% Complete Implementation Plan. DEQ hasn't completed the TMDL   |
|                                  | DEQ                    | 5-Yr Review of TMDL Chosen by DEQ       | 87    | DEQ requested no assistance with a 5-year review in this region   |
| Clearwater<br>Eileen R.          | Clearwater River       | Lindsay Creek                           | 80    | Assisting with 5-Yr Review, Completed 75% Ag Imp Plan   |
|                                  | Clearwater River       | Hatwai Creek 5-Yr Review                | 20    | Completed 5-Year Review & Ag Imp Plan   |
|                                  | Clearwater River       | Hatwai Creek TMDL Addendum              | 20    | Completed Ag Imp Plan   |
|                                  | Clearwater River       | SF Clearwater 5-Year Review & Imp Plan  | 162   | Completed tasks requested by DEQ  |
| Southwest<br>Joe P.              | DEQ                    | 5-Yr Review of TMDL Chosen by DEQ       | 40    | DEQ requested no assistance with a 5-year review in this region   |
|                                  | Bruneau River          | Temp Addendum                           | 40    | Participate in DEQ-led WAG meetings and development of a temperature addendum to the Bruneau River TMDL |
| Southwest<br>Loretta S.          | Snake River            | Hell's Canyon Subbasin 5-Yr Review      | 40    | DEQ requested no assistance with this review  |
|                                  | DEQ                    | 5-Yr Review of TMDL Chosen by DEQ       | 40    | DEQ requested no assistance with a 5-year review in this region.  |
|                                  | Payette, Weiser, Snake | TMDL Implementation Assistance          | 305   | Assist Districts to Implement TMDL Implementation Plans   |
| Southwest<br>Delwyne T.          | State-Wide             | TMDL Program Coordination & Supervision | 140   | Coordinate Statewide TMDL Program   |
| Magic Valley<br>Carolyn F.       | Salmon Falls Cr        | Salmon Falls Cr TMDL Addendum           | 300   | 50% Complete Salmon Falls Cr TMDL Add Implementation Plan, waiting for DEQ to complete the TMDL         |
|                                  | DEQ                    | American Falls Subbasin 5-Yr Review     | 81    | Assisted DEQ to complete 5-Yr Review of American Falls TMDL   |
| Magic Valley<br>Chuck P.         | Camas Creek            | Camas Creek TMDL Temperature Addendum   | 168   | 75% complete, implementation plan for Camas Creek Temp TMDL   |
|                                  | IDEQ                   | 5-Year Review                           | 40    | DEQ requested no assistance with a 5-year review in this region   |
| Southeast<br>George H.           | Curlew Valley          | Curlew Valley TMDL                      | 100   | Completed Ag Imp Plan, submitted to WAG   |
|                                  | Blackfoot River        | Blackfoot River TMDL Addendum           | 200   | 50% Complete Imp Plan for Blackfoot River TMDL Addendum   |
|                                  | DEQ                    | 5-Yr Review of TMDL Chosen by DEQ       | 35    | DEQ requested no assistance with a 5-year review in this region   |
| Upper Snake<br>Brian R.          | DEQ                    | 5-Yr Review of TMDL Chosen by DEQ       | 35    | DEQ requested no assistance with a 5-year review in this region   |
|                                  | Henry's Fork           | Henry's Fork Subbasin TMDL              | 80    | 50% Complete Imp Plan for Henry's Fork TMDL   |
| Salmon<br>Rob S.                 | Little Lost River      | Little Lost River Sed and Bact Addendum | 335   | 95% Complete Implementation Plan for the Little Lost River sediment and bacteria addendum               |
|                                  | DEQ                    | 5-Yr Review of TMDL Chosen by DEQ       | 40    | DEQ requested no assistance with a 5-year review in this region   |

**FY2022 TMDL Work Plan by Region & Staff**  
**Benchmark: Total of 7 Implementation Plans or Reviews Completed in FY2022**

| REGION                     | SUBBASIN             | TMDL DOCUMENT   | HOURS | DELIVERABLES/COMMENTS  |
|----------------------------|----------------------|---|-------|--|
| Panhandle<br>Brad S.       | Pend Oreille Lk      | Boyer Slough TMDL   | 150   | 50% Complete Implementation Plan. DEQ completing pre-TMDL monitoring this summer   |
|                            | CdA River (S Fork)   | Temp Addendum   | 150   | 50% Complete Implementation Plan. DEQ completing pre-TMDL monitoring this summer   |
|                            | DEQ                  | 5-Yr Review of TMDL Chosen by DEQ                             | 87    | Assist DEQ to complete 5-Yr Review of a watershed they choose  |
| Clearwater<br>Eileen R.    | Clearwater River     | Lindsay Creek   | 80    | Assist DEQ to complete 5-Year Review & Complete Ag Imp Plan  |
|                            | Clearwater River     | Tammany Creek   | 80    | Assist DEQ to complete 5-Year Review & Complete Ag Imp Plan  |
|                            | Clearwater River     | SF Clearwater 5-Year Review & Imp Plan                        | 82    | Special Project: Watershed sediment estimates using RUSLE; TMDL: Bacteria implementation presentations, Draft of SFCR Implementation Plan (Bacteria focus); WAG meetings and preparation for meetings. |
| Southwest<br>Joe P.        | DEQ                  | 5-Yr Review of TMDL Chosen by DEQ                             | 40    | Complete 5-Yr Review of a TMDL selected by DEQ   |
|                            | Bruneau River        | Temp Addendum   | 40    | Participate in DEQ-led WAG meetings and development of a temperature addendum to the Bruneau River TMDL  |
| Southwest<br>Loretta S.    | DEQ                  | 5-Yr Review of TMDL Chosen by DEQ                             | 40    | Assist DEQ to complete 5-Yr Review of a watershed they choose  |
| State Lead<br>Delwyne T.   | Statewide            | TMDL Program Coordination & Supervision                       | 140   | Coordinate & Supervise Statewide TMDL Program  |
| Magic Valley<br>Carolyn F. | Salmon Falls Cr      | Salmon Falls Cr TMDL Addendum                                 | 300   | Complete Salmon Falls Cr TMDL Add Implementation Plan--contingent on DEQ & DEQ completing the TMDL   |
|                            | DEQ                  | 5-Yr Review of TMDL Chosen by DEQ                             | 81    | Assist DEQ to complete 5-Yr Review of a watershed they choose  |
| Magic Valley<br>WQRC       | Camas Creek          | Camas Creek Temperature Addendum                              | 168   | Implementation plan for Camas Creek TMDL Addendum  |
|                            | IDEQ                 | 5-Year Review   | 40    | Assist DEQ to complete 5-yr review of their choosing   |
| Southeast<br>George H.     | Blackfoot River      | Blackfoot River TMDL Addendum                                 | 300   | Complete Imp Plan for Blackfoot River TMDL Addendum  |
|                            | DEQ                  | 5-Yr Review of TMDL Chosen by DEQ                             | 35    | Assist DEQ to complete 5-Yr Review of a watershed they choose  |
| Upper Snake<br>Brian R.    | DEQ                  | 5-Yr Review of TMDL Chosen by DEQ                             | 35    | Assist DEQ to complete 5-Yr Review of a watershed they choose  |
|                            | Henry's Fork         | Henry's Fork Subbasin TMDL                                    | 80    | Complete Implementation Plan for Henry's Fork TMDL Addendums   |
| Salmon<br>Rob S.           | Little Lost River    | Little Lost River Sed and Bact Addendum                       | 135   | 75% Complete Implementation Plan for the Little Lost River sediment and bacteria addendum.   |
|                            | Salmon River (Upper) | Salmon River (Upper) Temp, Sediment & <i>E. coli</i> Addendum | 180   | 50% Complete Implementation Plan   |
|                            | DEQ                  | 5-Yr Review of TMDL Chosen by DEQ                             | 40    | Assist DEQ to complete 5-Yr Review of a watershed they choose  |





**SOIL & WATER  
CONSERVATION  
COMMISSION**

H. Norman Wright  
Chairman

Cathy Roemer  
Vice Chairman

Erik Olson  
Secretary

Wendy Pratt  
Commissioner

Delwyne Trefz  
Interim  
Administrator

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, OLSON, AND PRATT**  
**FROM: DELWYNE TREFZ, INTERIM ADMINISTRATOR**  
**DATE: AUGUST 9, 2021**  
**RE: ADMINISTRATOR'S REPORT**

**Staffing Developments**

**CREP Program Manager**

Chuck Pentzer accepted the Idaho Easter Snake Plain Aquifer Conservation Reserve Enhancement Program (CREP) Manager position effective July 1<sup>st</sup>. As intended by the 2021 Legislature when they granted us this position, this is a full-time position, so we have relieved Chuck of any responsibilities not directly related to managing CREP. We are in the process of hiring a new Water Quality Resource Conservationist to provide technical and other assistance to the Magic Valley Districts formerly served by Chuck.

**Vacant Positions**

At present we are working to fill two vacant positions, a Water Quality Resource Conservationist position in the Magic Valley and an engineer position in Pocatello. To increase the chance of attracting the best person for the engineer position, we ran two announcements, one for an Associate Engineer, the other for a Staff Engineer. The announcements for these positions close August 16<sup>th</sup> and during your August 19<sup>th</sup> meeting I will update you on the number of applicants and where we are in terms of scheduling interviews.

**Annual Performance Evaluations**

As required by the Division of Human Resources, I completed FY2021 performance evaluations and FY2022 performance plans for all field staff. While developing staff performance plans, I updated and modernized the plan templates for our field staff positions including the templates for Water Quality Resource Conservationists, Engineers, CREP staff and our new CREP Manager position. Performance evaluations for administrative staff are scheduled for December 2021.

**Telecommuting**

As the COVID-19 pandemic continues to unfold in unpredictable fashion, we and our partners continue to respond in as responsible a fashion as possible. Due to the recent surge in cases across the country, as of August 4<sup>th</sup> NRCS began requiring employees, contractors, and visitors to wear masks in their buildings and vehicles regardless of vaccination status as well as to limit the number of people who may occupy each building at any one time. Where possible, our staff who work in NRCS buildings have returned to their offices, in some cases

on a rotating basis so not to exceed the maximum allowed in the building. Others will continue to telecommute per the state's COVID telecommuting arrangement until their offices reopen fully. And, per the updated Statewide Telecommuting Policy, several have entered into Telecommuting Agreements which grant them the privilege of continuing to work a portion of their typical work hours at home, rather than in their office. The state's new policy recognizes the valuable role telecommuting can play in reducing work commutes, contributing to overall employee satisfaction, and thereby attracting and retaining good employees.

### **Commissioner Reappointment**

As you know, ISWCC Commissioners serve five-year terms at the pleasure of the Governor. Commissioner Roemer's term ran through June 2020 and continues until either she is reappointed, or a new Commissioner is appointed to fill her seat. Early in June 2020, Commissioner Roemer submitted paperwork to the Governor's Office indicating her desire to be reappointed.

Commissioner Trebesch's term expired June 30, 2021. Commissioner Trebesch does not desire to be reappointed and has, in fact, relinquished his seat on your Board. Chairman Wright and your staff have communicated to the Governor's Office your keen interest in filling the vacant seats on your board as expeditiously as possible, and we await word from the Governor on his intentions for these positions.

### **Wrap-up of January Meetings with Legislators**

You will recall the meetings Chairman Wright, Commissioner Olson, Teri Murrison and I had with a number of State legislators last January. During those meetings we committed to completing an outreach effort to identify revisions Districts would like to see made to statute and rule and committed also to reporting back to the legislators the results of that effort.

To make certain legislators were satisfied that we had fulfilled the commitment we made to them in January and to solicit suggestions for moving forward, I sent the results of our District outreach to Senate Majority Caucus Chair Mark Harris, Senate Ag Affairs Committee Chair Van T Burtenshaw, House Resource and Environment Committee Chair Marc Gibbs and House Ag Affairs Committee Chair Clark Kauffman. None responded which I trust indicates they are satisfied with our efforts!

### **Rulemaking and Statute Changes**

Following your review and adoption of temporary rule IDAPA 60.05.01 during your June meeting, I delivered a proof of the rule with our Notice of Omnibus Rulemaking to the DFM Administrative Rules Office as directed by DFM.

During your June meeting we also discussed the opportunity to move forward with agency initiated legislative action to revise and clarify Idaho Code §22-2727 *Allocation of Funds to Districts*. Following the meeting I communicated with the Governor's Office who did not recommend the agency initiate legislative changes at this time.

### **Partnership Building**

Having visited with Benjamin Kelly and Steve Becker of the IASCD in June, this month I met with Curtis Elke of NRCS to continue brainstorming ideas for nurturing and growing the Idaho Conservation Partnership. During our meeting Curtis offered an idea which I believe has great merit. Briefly, Curtis suggested that he, representing NRCS, our key federal partner, Benjamin, representing our key customer base, the Conservation Districts and IASCD leadership, and I work together to draft a Strategic Plan for

the partnership. The concept is that the three of us would develop a framework for the plan which would then be fleshed out and fine-tuned through collaborative effort on the part of your Board, the IASCD Directors and the Districts they represent.

Curtis and I agree the drafting of a Strategic Plan framework could benefit from the services of a facilitator. At the close of my report, I will recommend you act to authorize me to proceed with initiating this activity and to expend a reasonable amount of funds to cover our share of the costs associated with hiring a professional to facilitate the initial effort.

#### **Memorandum of Agreement (MOA) Between the NRCS, Conservation Districts, and Idaho Soil and Water Conservation Commission**

Over the last 18 months NRCS has revised and updated the MOA between themselves, Conservation Districts, and the Idaho Soil and Water Conservation Commission. The attached “NRCS\_District\_SWCC\_MOA” is a copy of the new MOA with sections specific to the Commission highlighted. Shantel has reviewed and approved the MOA. You will note that a separate MOA will be signed by each of the 50 Conservation Districts in Idaho.

Curtis Elke has asked to schedule a time when he and your administrator can get together to sign all the MOA’s NRCS Idaho has received from Conservation Districts. Staff recommend you act to authorize your administrator to do just that.

#### **Budget and Performance Report Development**

Rachel and I have worked with the Governor’s Office, the Division of Financial Management, and the Legislative Services Office to prepare our FY2021 Performance Report and FY2023 Budget Request. These two items are on the agenda and will be covered later in this meeting.

#### **FY 2022 Commission Regular Meetings Schedule**

Below is the tentative Regular Meetings Schedule for the current fiscal year. Meetings are shown in March and October for scheduling purposes if necessary. Typically, your Board cancels these meetings to attend Spring and Fall Division meetings in each region.

| <b>Date &amp; Time</b>  | <b>Location</b>   | <b>Meeting Type*</b> |
|-------------------------|---|----------------------|
| Aug. 19, 2021, 10-3, MT | 322 E. Front Street, Suite 560, Boise                     | Regular              |
| Sep. 16, 2021, 10-3, MT | 322 E. Front Street, Suite 560, Boise                     | Regular              |
| Oct 21, 2021, 10-3, MT  | Listening Session - 322 E. Front Street, Suite 560, Boise | Regular              |
| Nov. 18, 2021, 10-3 MT  | 322 E. Front Street, Suite 560, Boise                     | Regular              |
| Dec. 16, 2021, 10-3, MT | 322 E. Front Street, Suite 560, Boise                     | Regular              |
| Jan. 20, 2022, 10-3, MT | 322 E. Front Street, Suite 560, Boise                     | Regular              |
| Feb. 17, 2022, 10-3, MT | 322 E. Front Street, Suite 560, Boise                     | Regular              |
| Mar. 17, 2022, 10-3, MT | 322 E. Front Street, Suite 560, Boise                     | Regular              |
| Apr. 21, 2022, 10-3, MT | 322 E. Front Street, Suite 560, Boise                     | Regular              |
| May 19, 2022, 10-3, MT  | 322 E. Front Street, Suite 560, Boise                     | Regular              |
| Jun. 9, 2022, 10-3, MT  | 322 E. Front Street, Suite 560, Boise                     | Regular              |

\*All meetings listed are Regular Meetings and should be held in person and/or via video conference (Zoom) and teleconference. Post-pandemic, budget permitting the Board may hold one meeting annually in another region of the State. If necessary, additional Special Meetings can be added within the proper public meeting noticing requirements.

**RECOMMENDED ACTIONS:**

1. Give authority for the administrator to work with IASCD and NRCS in drafting a joint strategic plan for the partnership, including authority for the Administrator to expend a reasonable amount of funds to pay ISWCC's share of a professional facilitator for those discussions.
2. Give authority for the administrator to sign the MOAs between NRCS, Conservation Districts, and the Idaho Soil and Water Conservation Commissions.

**ATTACHMENT:**

- NRCS\_District\_SWCC\_MOA

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Agreement No. N1621MOU0011416

REVISED April 2021

MEMORANDUM OF AGREEMENT BETWEEN THE  
 United States Department of Agriculture, Natural Resources Conservation Service  
 AND  
 State of Idaho, \_\_\_\_\_ Conservation District,  
 AND  
 Idaho Soil and Water Conservation Commission

## I. PURPOSE

This Memorandum of Agreement (MOA) is entered into between the United States Department of Agriculture (USDA) Natural Resources Conservation Service (hereafter referred to as NRCS), the Bruneau River Soil Conservation District, and the Idaho Soil and Water Conservation Commission.

The NRCS and Bruneau River Soil Conservation District, and Idaho Soil and Water Conservation Commission (referred to jointly as the Parties) have common objectives of delivering technical and financial assistance to farmers, ranchers, forest stewards, and other entities to voluntarily protect, restore, and enhance the productivity of American agricultural lands. The Parties recognize the importance of natural resources, the wise use and management of these natural resources, and, as appropriate, the protection and/or development of these natural resources. This agreement is made and entered into with the objectives of:

- Continuing to support the delivery of excellent and innovative customer service;
- Recognizing conservation planning as foundational to our work, and working together to meet the conservation planning assistance needs of our cooperators/customers
- Strengthening and modernizing conservation delivery to optimize efficiency and effectiveness;
- Broadening our outreach to existing and new customers and partners;
- Supporting science-based decision making as close to the resource issue/opportunity as possible;
- Encouraging a voluntary approach as the primary means of accomplishing conservation goals; and
- Using sound approaches to strengthen each Party and its role in the delivery of soil, water, and related natural resource conservation across the nation.

## II. BACKGROUND

The NRCS, Bruneau River Soil Conservation District, and Idaho Soil and Water Conservation Commission share a rich history of collaborating to deliver comprehensive technical and financial assistance to farmers, ranchers, forest stewards, and other entities to voluntarily protect, restore, and enhance natural resources.

The Soil Conservation Service was established in 1935 (renamed NRCS in 1994 to reflect its broader conservation mission). NRCS is committed to "helping people help the land." It provides assistance and resources for conservation practices that improve water and air quality, prevent erosion, restore

wetlands, and enhance wildlife. NRCS's approach to mission delivery and customer service is deeply rooted in the notion that locally-led, voluntary efforts yield the most effective and productive outcomes. Locally-led conservation is the principle that farmers, ranchers, and forest stewards know their lands better than anyone else based on their personal knowledge and experience with those lands. As such, they are best positioned to make optimal decisions for the benefit of their operations, its natural resource conditions, and their communities.

The first Conservation District was established in 1937 to provide local leadership in natural resources management. Conservation Districts serve as the link between federal, state, and local resources with farmers, ranchers, and forest stewards. They are responsible for promoting and carrying out their conservation programs by assisting communities and its members develop, apply, and maintain appropriate conservation practices and resource management systems. They are authorized to provide broad area planning and implementation assistance to units of government. They are a focal point for coordinating and delivering technical assistance and funding to their respective communities.

### III. STATEMENT OF MUTUAL BENEFIT

In conjunction with the NRCS and Idaho Soil and Water Conservation Commission, the Bruneau River Soil Conservation District coordinates and implements locally led conservation plans using their connections to Federal, State, Tribal, and local governments; private resources; and the public. The Parties agree to facilitate cooperation, collaboration, and agreement between agencies, landowners, and other stakeholders; develop comprehensive conservation plans; and bring those plans to the attention of landowners and others within the district.

In addition, the Parties recognize the importance of working together to broaden strategic assessment and planning authority under state statute and the Soil and Water Resources Conservation Act of 1977 for the conservation, protection, and enhancement of soil, water, and related natural resources. The Parties further recognize that natural resources are finite and under increasing pressure from a variety of impacts. Soil, water, air, plants, animals, and energy are all addressed under the programs, initiatives, and partnership efforts of the Parties.

In order to deliver the necessary technical and financial assistance to enable locally-led, voluntary conservation, the Parties agree to adhere to the principles, roles, and responsibilities outlined in this Section of the MOA. This MOA does not affect or modify existing regulations or agency responsibilities and authorities. Moreover, this MOA does not commit any party to activities beyond the scope of its respective mission and statutory authorities.

#### A. Locally-Led, Voluntary Conservation

The Parties agree that locally-led, voluntary conservation must be driven by natural resource conservation needs, rather than by programs. Its primary focus is to identify natural resource concerns, along with related economic and social concerns. Locally-led conservation consists of a series of activities and phases that involve community stakeholders in natural resource planning, implementation of solutions, and evaluation of results:

1. The Conservation District shall:



- a. Assist NRCS in promoting USDA programs by participating in outreach and community education activities.
  - b. Advocate for a strong natural resource conservation program by keeping appropriate boards, landowners, legislators, county commissioners, and other key stakeholders apprised of conservation activities within the district.
  - c. Assemble and chair the USDA local working group, as chartered under the State Technical Committee and authorized by 7 CFR 610, Part C, to encourage public participation.
    - i. Encourage diverse participation in local working groups through community outreach and education, to include stakeholders from historically underserved community.
    - ii. Open local working group meetings to the public and advertise notification of meetings in one or more newspapers, including Tribal publications.
    - iii. Develop the agenda and associated materials/information for local working groups and distribute at least 14 calendar days prior to the meeting.
    - iv. Develop and file local working group meeting records within 30 calendar days of the meetings at the local NRCS office.
    - v. Adhere to local working group responsibilities and standard operating procedures, as documented in NRCS policy (Title 440, Conservation Programs Manual).
  - d. Develop the conservation needs assessment through broad-based community participation and in accordance with NRCS policy and procedures. This will provide a comprehensive evaluation of the district's natural resource base and be the basis for making decisions about local priorities or policies in all local conservation programs.
  - e. Recommend local natural resource priorities and criteria for NRCS conservation activities and programs based on the conservation needs assessment and public input.
  - f. Develop a District Long-Range Plan every three (3) years and an Annual Plan of Work each year, or as specified in state statute. These documents must incorporate local and community inputs.
  - g. Identify NRCS program resources, develop and implement conservation plans and natural resource systems, and evaluate/measure the technical and community impacts of solutions.
  - h. Update NRCS on activities of local and state advisory committees and community groups attended by Conservation District board members and staff.
  - i. Cooperate and collaborate across conservation districts, as appropriate and as permitted by state statute.
2. NRCS shall:
- a. Support outreach activities and ensure the parties are kept informed of NRCS activities and programs on at least a monthly basis. This includes bringing technical and financial assistance opportunities (including matching fund strategies) to the attention of the Conservation District.
  - b. Work cooperatively to solicit and leverage community recommendations to inform priorities that guide the delivery of NRCS conservation programs.
    - i. Designate an NRCS representative to participate in Conservation District meetings and events, including local working group meetings. Alternatively, NRCS will chair the local working group should the Conservation District be unable or unwilling to.

- ii. Develop and transmit written notifications to the local working group members as to the decisions made in response to their recommendations within 90 days.
  - c. Respond to requests from the parties for technical guidance and assistance.
  - d. Partner with local and Tribal agricultural, conservation, agency, and community groups where possible, to further Conservation District natural resource conservation goals and objectives.
  - e. Attempt to align program priorities within the conservation district with the natural resource concerns identified by the local working group.
  - f. Provide an annual summary of NRCS accomplishments to the parties.
3. The Idaho Soil and Water Conservation Commission shall:
- a. Facilitate coordination between conservation districts when appropriate.
  - b. Utilize conservation districts to administer state conservation programs when appropriate.
  - c. Serve on the State Technical Committee.

B. Adherence to Technical Standards

The Parties agree to the use of science-based decision-making to address local natural resource issues. Implementation of sound conservation plans and practices will strengthen each party, as well as their roles in the delivery of soil and water conservation.

- 1. The Conservation District shall:
  - a. Adhere to Federal, State, Local, and Tribal laws and regulations.
  - b. Adopt NRCS policies and procedures, including the NRCS Field Office Technical Guide (FOTG), and other science-based technical standards.
  - c. Leverage and promote use of USDA technologies and applications, as appropriate.
  - d. Assign conservation practice job approval authority to its personnel based on employee knowledge, skill, and ability level, and within applicable laws and guidelines. Obtain NRCS concurrence for job approval for practices involving USDA authorities or programs.
  - e. Participate in local, state, and national opportunities for policy, program, and project development.
- 2. NRCS shall:
  - a. Develop, update, and disseminate technical standards, policies, and procedures.
  - b. Seek input and comment from communities on natural resource conservation policies and issues.
  - c. Inform the Conservation District and communities when pending statutes, laws, regulations, policies, or procedures may have a significant impact on the community.
  - d. Develop and provide access to USDA technologies and applications to facilitate shared standards, as appropriate.
  - e. Provide job approval authority for non-NRCS employees, in accordance with NRCS policy and Federal, State, and local laws, regulations and codes.



- f. Provide conservation planning certifications for non-NRCS employees in accordance with the NRCS policy and Federal, State, and local laws, regulations and codes
- g. Create and promote opportunities for the Conservation District board members and staff to participate in policy, program, and project development.
- h. Provide technical or other training for conservation partnership employees in conjunction with its own training, or as separate events. Training must be consistent with and support of NRCS's mission objectives. As such, the principle emphasis will be on the support and delivery of field-based conservation technical assistance.

3. **The Idaho Soil and Water Conservation Commission shall:**

- a. **Adhere to Federal, State, Local, and Tribal laws and regulations.**
- b. **Adopt NRCS policies and procedures, including the NRCS Field Office Technical Guide (FOTG), and other science-based technical standards.**
- c. **Leverage and promote use of USDA technologies and applications, as appropriate.**
- d. **Assure state statutes and regulations are observed by all parties.**

C. Data and Information Sharing

- 1. Any information furnished to NRCS under this agreement is subject to the Freedom of Information Act (5 U.S.C. 552).
- 2. Activities performed under this agreement may involve access to confidential and potentially sensitive information about governmental and landowner issues. The term "confidential information" means proprietary information or data of a personal nature about an individual, or information or data submitted by or pertaining to an organization. This information must not be disclosed without the prior written consent of NRCS.
- 3. Conservation District personnel will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. Section 552a, and implementing regulations and policies with respect to systems of records determined to be subject to the Privacy Act. **The Partner's personnel must also comply with privacy of personal information relating to natural resources conservation programs in accordance with section 1244 of Title II of the Farm Security and Rural Investment Act of 2002 (Public Law 107-171).**
- 4. See Appendix A, "ACKNOWLEDGMENT OF REQUIREMENTS FOR PROTECTION OF PRIVACY OF PERSONAL AND GEOSPATIAL INFORMATION RELATING TO NATURAL RESOURCES CONSERVATION SERVICE PROGRAMS." The signatory agrees to abide by these requirements as a condition of receiving access to such information.

IV. **GENERAL PROVISIONS**

A. Period of Performance

This MOA takes effect upon the signature of the Parties and shall remain in effect until mutually modified or terminated.

B. Amendments

1. This MOA may be extended or amended upon written request of either Party and the subsequent written concurrence of the other. Any of the parties may terminate this MOA with a 60-day written notice to the others.
2. This state-level MOA may be supplemented by a local-level MOA, if desired and mutually agreed to by the parties. Local-level MOAs reflect locally developed detailed working arrangements, to include NRCS's and Conservation District's Annual Workplan and/or Plan of Operations. These may include, but are not limited to, documenting specific objectives or goals, action items, provision for documentation of accomplishments, schedule of planned events, and assignment of responsibilities.

C. Transfer of Funding or Non-Monetary Resources

1. This MOA is established to document the collaborative relationship between the Parties. Nothing in this MOA shall require either Party to obligate or transfer funding, or anything of value. This may include, but is not limited to:
  - a. Office spaces and equipment/supplies
  - b. Vehicles and associated expenses (e.g., fuel, maintenance)
  - c. Computers, software, and technical equipment
2. The transfer of funding or other resources of value among the Parties offices requires execution of a separate agreement. The appropriate instruments include:
  - a. Cooperative Agreement (2 CFR 200.24), which allows federal agencies to transfer a thing of value to the State, local or Tribal government, or other recipient to carry out a public purpose of support or stimulation authorized by law of the United States.
  - b. Contribution Agreement (7 CFR 6962a), which is a unique statutory authority allowing NRCS to enter into an agreement with a non-federal entity that shares a mutual purpose in carrying out NRCS programs. All parties must contribute resources to the accomplishment of these objectives.
  - c. Reimbursable Agreement (31 USC 6505; PL 90-577), which allows federal agencies to provide specialized or technical services to State and local governments.

D. Other

1. This MOA is not intended to, and does not create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by any party against the United States, its agencies, its officers, or any person.
2. The parties and their respective agencies and offices will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.
3. All activities and programs conducted under this MOA shall be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; Civil Rights Restoration Act of 1987 (Public Law 100-250); and other nondiscrimination statutes; namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the

Education Amendment of 1972, and the Age Discrimination Act of 1975. Also, they will be in accordance with regulations of the Secretary of Agriculture (7 CFR Part 15, subpart A), which provide that no person in the United State shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of an applicant or recipient receiving federal financial assistance from the Department of Agriculture or any Agency thereof.

4. All activities conducted under this MOA shall follow the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D).

5. Contacts for each Party for administrative or technical concerns are listed below:

| Natural Resources Conservation Service   | Soil Conservation District                               |
|--|--|
| Trisha Cracroft, ASTC for Field Operations<br>Email: <a href="mailto:trisha.cracroft@usda.gov">trisha.cracroft@usda.gov</a><br>Phone: 208-215-8678 | Administrative Assistant<br>Email: _____<br>Phone: _____ |
| Idaho Soil and Water Conservation Commission   |  |
| Teri Murrison, Administrator<br>Email: <a href="mailto:teri.murrison@swc.idaho.gov">teri.murrison@swc.idaho.gov</a>                                |  |

V. SIGNATURES

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**NATURAL RESOURCES CONSERVATION SERVICE**

\_\_\_\_\_  
*Curtis F. Elke, State Conservationist*

Date: \_\_\_\_\_

**IDAHO SOIL AND WATER CONSERVATION COMMISSION**

\_\_\_\_\_  
*Teri Murrison, Administrator*

Date: \_\_\_\_\_

\_\_\_\_\_  
**SOIL CONSERVATION DISTRICT**

\_\_\_\_\_  
*Chairman*

Date: \_\_\_\_\_

## **APPENDIX A**

### **ACKNOWLEDGMENT OF REQUIREMENTS FOR PROTECTION OF PRIVACY OF PERSONAL AND GEOSPATIAL INFORMATION RELATING TO NATURAL RESOURCES CONSERVATION SERVICE PROGRAMS**

#### **I. Purpose and Background**

The purpose of this Acknowledgment of Section 1619 compliance (hereinafter, "Acknowledgment") is to require acknowledgment by Bruneau River Soil Conservation District (hereinafter, the "Conservation Cooperator") of the requirements of 7 USC 8791 (Section 1619 of the Food, Conservation, and Energy Act of 2008 (the 2008 Farm Bill)), which prohibits disclosure of certain information by the Department of Agriculture (USDA) and its cooperators. The Conservation Cooperator assists USDA in the delivery of conservation-related services (for example, services that sustain agricultural productivity, improve environmental quality, reduce soil erosion, enhance water supplies, improve water quality, increase wildlife habitat, and reduce damages caused by floods and other natural disasters) or with monitoring, assessing, or evaluating of conservation benefits from USDA conservation programs under a Federal agreement. Those individuals or organizations (governmental or nongovernmental) that assist USDA with providing conservation-related services are known as Conservation Cooperators.

#### **II. NRCS Conservation Cooperator**

As a Conservation Cooperator, the Conservation Cooperator is authorized access to otherwise-protected agricultural information. Such protected information must be strictly limited to only that information necessary for the Conservation Cooperator to provide conservation related services or to perform monitoring, assessing, or evaluating of conservation benefits (as specified in the agreement between NRCS and the Conservation Cooperator). Disclosure to the Conservation Cooperator can include receiving the protected information either 1) directly from USDA; 2) directly from the producer or owner as part of the process required to enable a producer or owner to participate in a USDA program; or 3) in another manner with the producer's permission.

#### **III. Section 1619 of the 2008 Farm Bill**

Section 1619 of the Food, Conservation, and Energy Act of 2008 hereinafter, "section 1619" provides that USDA, or any "contractor or cooperator" of USDA, "shall not disclose—(A) information provided by an agricultural producer or owner of agricultural land concerning the agricultural operation, farming or conservation practices, or the land itself, in order to participate in the programs of the Department; or (B) geospatial information otherwise maintained by the Secretary about agricultural land or operations for which information described in subparagraph (A) is provided." USDA may disclose protected information to a USDA cooperator when such cooperator is "providing technical or financial assistance with respect to the agricultural operation, agricultural land, or farming or conservation practices" if USDA determines that the protected information will not be subsequently disclosed, except in accordance with the exceptions contained in Section 1619. The Conservation Cooperator is a "contractor or cooperator" of USDA within the meaning of Section 1619. Accordingly, the Conservation Cooperator may not subsequently disclose any information protected by section 1619. By entering the agreement that references this Acknowledgement, the Conservation Cooperator is certifying future compliance with the statutory obligations under Section 1619.



#### IV. Responsibilities

##### A. The Conservation Cooperator certifies that:

1. It acknowledges and understands that the Conservation Cooperator is legally bound by Federal statute to comply with the provisions of Section 1619 and that the Conservation Cooperator will not subsequently disclose information protected by section 1619 to any individual or organization that is not directly covered by this Acknowledgment. Any such subsequent disclosure of the protected information (except as permitted under Section 1619) will be considered a violation of Section 1619. The Conservation Cooperator will be held responsible should disclosure of the protected information occur.
2. Acceptance of the agreement referencing this Acknowledgment legally binds every owner, manager, supervisor, employee, contractor, agent, and representative of the Conservation Cooperator to comply with the provisions in Section 1619. The Conservation Cooperator must consult with USDA prior to providing protected information to an entity or individual outside of the Conservation Cooperator and as necessary to implement the program to ensure that such release is permissible.
3. The Conservation Cooperator will use the protected information only to perform work that is directly connected to conservation related services or perform monitoring, assessing, or evaluating conservation benefits, as specified in the agreement between NRCS and the Conservation Cooperator (hereinafter, "the Work"). Use of the protected information to perform work that is not directly connected to the Work is expressly prohibited.
4. The Conservation Cooperator must internally restrict access to the protected information to only those individuals who have a demonstrated need to know the protected information in order to perform the Work.
5. The provisions in Section 1619 are continuing obligations. Even when the Conservation Cooperator is no longer a Conservation Cooperator, or when individuals currently affiliated with the Conservation Cooperator become no longer so affiliated, every person having been provided access to the protected information will continue to be legally bound to comply with the provisions of this Acknowledgment.
6. The Conservation Cooperator must notify all managers, supervisors, employees, contractors, agents, and representatives about this Acknowledgment and the requirements of Section 1619. For the duration of this Acknowledgment, notifications about the existence of this Acknowledgment must be made to those individuals who are new to the organization and periodic notifications must be sent throughout the organization (as well as to all contractors and agents) to remind all about the ongoing and continuing requirements.
7. When the Conservation Cooperator is unsure whether particular information is covered or protected by Section 1619, the Conservation Cooperator must consult with USDA to determine whether the information must be withheld.
8. This Acknowledgment is nontransferable and may not be bought, sold, traded, assigned, extended to, or given free of charge to any other individual or organization not directly covered by this Acknowledgment.

9. Use of the protected information for any purpose is expressly prohibited when an individual or organization is no longer a Conservation Cooperator. When the Conservation Cooperator is no longer a Conservation Cooperator, any protected information provided under this Acknowledgment must be immediately destroyed or returned to USDA. The Conservation Cooperator must provide to USDA written certification that the protected information (paper copy, electronic copy, or both) has been properly destroyed, removed from any electronic storage media, or both.
10. The State's "sunshine law," "open records act" or other version of the Freedom of Information Act is superseded by section 1619 under the Supremacy Clause of the U.S. Constitution. Accordingly, information protected from disclosure by section 1619 must not be released under such State laws.

**V. Protected Information**

- A. An example of the type of information prohibited by disclosure under Section 1619 includes, but is **not limited to**, the following:
  1. State identification and county number (where reported and where located).
  2. Producer or landowner name, business full address, phone number, Social Security Number, and similar personal identifying information.
  3. Farm, tract, field, and contract numbers.
  4. Production shares and share of acres for each Farm Serial Number (FSN) field.
  5. Acreage information, including crop codes.
  6. All attributes for Common Land Units (CLUs) in USDA's Geospatial Information System
  7. Any photographic, map, or geospatial data that, when combined with other maps, can be used to identify a landowner.
  8. Location of conservation practices.
- B. Section 1619 allows disclosure of "payment information (including payment information and the names and addresses of recipients of payments) under any Department program *that is otherwise authorized by law*" (emphasis added). The names and payment information of producers generally may be provided to the public; however, the Conservation Cooperator shall consult with USDA if there is any uncertainty as to the provision of such information.
- C. Section 1619 also allows disclosure of otherwise protected information if "the information has been transformed into a statistical or aggregate form without naming any—(i) individual owner, operator, or producer; or (ii) specific data gathering cite." The Conservation Cooperator must consult with USDA as to whether specific information falls within this exception prior to relying on this exception.

**VI. Violations**

The Conservation Cooperator will be held responsible for violations of this Acknowledgment and Section 1619. A violation of this Acknowledgment by the Conservation Cooperator may result in

action by USDA, including termination of the underlying Federal agreement.

**VII. Effective Period**

This Acknowledgment will be in effect on the date of the final signature of the underlying agreement and continues until USDA notifies the Conservation Cooperator that the Acknowledgment is no longer required based on changes in applicable Federal law.



# Idaho Soil & Water Conservation Commission

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

ITEM #8-1

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

### **Date and Time:**

Thursday, June 10, 2021  
10:02 AM – 3:45 PM MT

### **Location:**

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

### **Draft** MINUTES

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#### **COMMISSION MEMBERS PRESENT:**

Norman Wright (Chair)  
Wendy Pratt

Cathy Roemer (Vice-Chair)

#### **COMMISSION STAFF PRESENT:**

Teri Murrison  
Rachel Misnick  
Brenda Charles  
Terry Hoebelheinrich  
Loretta Strickland (Zoom)  
George Hitz (Zoom)

Crystal Rosen  
Delwyne Trefz  
Amanda Fuhrman  
Chuck Pentzer  
Joe Peterson (Zoom)

#### **PARTNERS AND GUESTS PRESENT:**

Shantel Chapple Knowlton, OAG  
Ralph Myer, Idaho Power  
Elaine Sonnen, Idaho SWCD (Zoom)  
Karma Bragg, Custer SWCD (Zoom)  
Rob Sepich, LSO (Zoom)  
Linda Patterson, Jefferson SWCD (Zoom)  
Nate Fisher, Gov. Office (Zoom)  
Benjamin Kelly, IASCD (Zoom)

Fred Coriell, U. Idaho Law Student  
Cheille Jensen, Idaho Power (Zoom)  
Bob Flagor, Kootenai-Shoshone SWCD (Zoom)  
Wendy Green, Adams SWCD (Zoom)  
Mike Sommerville, IASCD (Zoom)  
Kylie Daman, Benewah SWCD (Zoom)  
Karla Freeman, Kootenai-Shoshone SWCD (Zoom)  
Curtis Elke, NRCS

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#### **ITEM #1: WELCOME AND ROLL CALL**

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

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



**ITEM #2: PARTNER REPORTS**

Action: None taken

Meeting recessed at 10:30 AM.

Meeting reconvened at 10:45 AM.

**ITEM #3: AGENDA REVIEW**

Action: None taken.

**ITEM #4: DISTRICT SUPPORT SERVICES REPORT**

Action: None taken.

**ITEM #5: DISTRICT SUPPORT SERVICES TECHNICAL ASSISTANCE ALLOCATION UPDATE**

Action: None taken.

**ITEM #6: RESOURCE CONSERVATION & RANGELAND DEVELOPMENT LOAN PROGRAM UPDATE**

Action: None taken.

Meeting recessed at 1:10 PM.

Meeting reconvened at 1:18 PM.

**ITEM #7: REPORTS**

Action: None taken.

**ITEM #8: ADMINISTRATOR'S FINAL REPORT**

Action: Commissioner Pratt made a motion *to approve the Job Announcement for the Administrator with no modifications and direct DHR to post it for a 30-day period.*

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

Action: Commissioner Pratt made a motion *delegating authority to Commissioners Roemer and Wright to be the point of contact with DHR and the Governor's Office for the duration of the Administrator hiring process.* Commissioner Roemer seconded the motion. Motion carried by unanimous vote.

**ITEM #9: APPOINTMENT OF ACTING ADMINISTRATIVE OFFICER EFFECTIVE JUNE 12, 2021 THROUGH SUCH TIME AS A NEW ADMINISTRATOR IS APPOINTED, AND DELEGATION OF POWERS AND AUTHORITIES TO ACTING ADMINISTRATIVE OFFICER**

Action: Commissioner Roemer made a motion *to appoint Delwyne Trefz Acting Administrator effective June 12, 2021, until such time as a new Administrator begins work and temporarily increase his wage to that of the Administrator position which is \$43.90 per hour.* Commissioner Pratt seconded the motion. Motion carried by unanimous vote.

Action: Commissioner Roemer made a motion *to delegate powers and authorities to Acting Administrative Officer including appointing an Acting Deputy Administrator.* Commissioner Pratt seconded the motion. Motion carried by unanimous vote.

**ITEM #10: OMNIBUS RULEMAKING: FY 2022 RECISSION OF TEMPORARY RULE IDAPA #60.05.04 AND ADOPTION OF NEW TEMPORARY RULE IDAPA #60.05.01, EFFECTIVE JULY 1, 2021**

Action: Commissioner Pratt made a motion *Pursuant to Section 67-5226, Idaho Code, the Governor has found that temporary adoption of IDAPA 60.05.01 – Rules of the Idaho State Soil & Water Conservation Commission is appropriate to protect the public health, safety, and welfare of the citizens of Idaho and confer a benefit on its citizens.*

*These rules implement the duly enacted laws of the state of Idaho, provide citizens with the detailed rules and standards for complying with those laws, and assist in the orderly execution and enforcement of those laws. The expiration of these rules without due consideration and processes would undermine the public health, safety, and welfare, of the citizens of Idaho and deprive them of the benefit intended by these rules.*

*Therefore, I move we rescind our existing temporary rule with an effective date of July 1, 2021 and adopt this temporary rule to be effective upon July 1, 2021. Further, I move that we direct staff to initiate the rulemaking process for next legislative session and provide a Notice of Omnibus Rulemaking to the DFM Administrative Rules Office by June 12, 2021.* Commissioner Roemer seconded the motion. Motion carried by unanimous vote.

**ITEM #11: DISTRICT FY 2022 BUDGET HEARING**

Action: Commissioner Roemer made a motion *to accept staff update on Unmet District Needs and direct staff to distribute \$8,500 per District base and \$6,000 per District operations allocations to all Districts in July and distribute District match allocations in November per statute and rule.* Commissioner Pratt seconded the motion. Motion carried by unanimous vote.

**ITEM #12: MINUTES**

Action: Commissioner Pratt made a motion *to approve the May 20, 2021 Regular Meeting minutes as submitted.* Commissioner Roemer seconded the motion. Motion carried by unanimous vote.

**ITEM #13: FINANCIAL REPORTS**

Action: Commissioner Roemer made a motion *to approve the Financial Reports for the month ended May 31, 2021.* Commissioner Pratt seconded the motion. Motion carried by unanimous vote.

**ADJOURN**

The meeting was adjourned at 3:45 PM. The next Commission Meeting will be held on August 19, 2021 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 #8-2

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

**Date and Time:**

Tuesday, June 21, 2021  
10:05 AM – 10:48 AM MT

**Location:**

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

**Draft** MINUTES

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**COMMISSION MEMBERS PRESENT:**

Norman Wright (Chair) (Zoom)  
Erik Olson (Secretary) (Zoom)

Cathy Roemer (Vice-Chair) (teleconference)  
Wendy Pratt (Zoom)

**COMMISSION STAFF PRESENT:**

Crystal Rosen  
Chuck Pentzer

Delwyne Trefz  
Brenda Charles

**PARTNERS AND GUESTS PRESENT:**

Shantel Chapple Knowlton, OAG (Zoom)  
Lynn Tominaga, IGWA (Zoom)

Nate Fisher, Gov. Office (Zoom)  
Matt Reiber, DFM (Zoom)

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**ITEM #1: WELCOME AND ROLL CALL**

Chairman Wright called the meeting to order at 10:05 AM.

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

**ITEM #2: PARTNER REPORTS**

Action: None taken

**ITEM #3: AGENDA REVIEW**

Action: None taken.

**ITEM #4: CREP CONTRACT AGREEMENT**

Action: Commissioner Pratt made a motion to *Approve CREP Agreement and delegate authority for the acting administrator to accept any final changes by USDA at his discretion and to sign the final agreement and delegate authority for the acting administrator to enter into agreements not to divert with producers under the new CREP.* Commissioner Olson seconded the motion. Motion carried by unanimous vote.

**ITEM #5: ELECT COMMISSION OFFICERS TO SERVE BEGINNING JULY 1, 2021**

Chairman Wright yielded the gavel to Crystal Rosen.

Action: Commissioner Olson made a motion to *nominate Commissioner Wright to serve as Chairman.* Commissioner Roemer seconded the motion. Motion carried by unanimous vote.

Ms. Rosen yielded the gavel to Chairman Wright.

Action: Commissioner Pratt made a motion to *nominate Commissioner Roemer to serve as Vice-Chair.* Commissioner Olson seconded the motion. Motion carried by unanimous vote.

Action: Commissioner Roemer made a motion to *nominate Commissioner Olson to serve as Secretary.* Commissioner Pratt seconded the motion. Motion carried by unanimous vote.

**ADJOURN**

The meeting was adjourned at 10:48 AM. The next Commission Meeting will be held on August 19, 2021 in Boise.

Respectfully submitted,

Erik Olson, Secretary



# Idaho Soil & Water Conservation Commission

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

ITEM #8-3

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

### **Date and Time:**

Tuesday, August 10, 2021  
8:47 AM – 5:36 PM MT

### **Location:**

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

**Draft** MINUTES

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### **COMMISSION MEMBERS PRESENT:**

Norman Wright (Chair)  
Erik Olson (Secretary)

Cathy Roemer (Vice-Chair)  
Wendy Pratt

### **COMMISSION STAFF PRESENT:**

Crystal Rosen  
Brenda Charles (Zoom)

Katie Yoder (Zoom)

### **PARTNERS AND GUESTS PRESENT:**

Haley Westenskow, DHR

Nate Fisher, Gov. Office

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### **ITEM #1: WELCOME AND ROLL CALL**

Chairman Wright called the meeting to order at 8:47 AM.

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

### **ITEM #2: PARTNER REPORTS**

Action: None taken

### **ITEM #3: EXECUTIVE SESSION**

Action: Commissioner Roemer made motion *to enter Executive Session pursuant to Idaho Code 74-206(1)(a) to consider hiring a public officer*. Commissioner Olson seconded the motion. Motion carried by unanimous roll call vote.

Executive Session commenced at 8:51AM.

Executive Session recessed at 11:45AM.

Executive Session reconvened at 12:55 PM.

Executive Session concluded at 5:32 PM.

Open Session reconvened at 5:35 PM.

**ADJOURN**

The meeting was adjourned at 5:36 PM. The next Commission Meeting will be held on August 19, 2021 in Boise.

Respectfully submitted,

Erik Olson, Secretary

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## IDAHO SOIL & WATER CONSERVATION COMMISSION

ITEM #9

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, PRATT, OLSON**  
**FROM: RACHEL MISNICK, SENIOR FINANCIAL SPECIALIST**  
**DATE: AUGUST 11, 2021**  
**RE: FINANCIAL REPORTS, FISCAL MATTERS**

### FINANCIAL REPORTS

The Financial Detail and Fund Summary reports as of June 30, 2021, and the year-to-date reports as of July 31, 2021 are enclosed.

### COMMISSIONER HONORARIUMS

Below is a schedule of the honorarium balances as of August 11, 2021. Included in the schedule are the amounts budgeted for each Commissioner for FY22. We are in good standing with the Commissioners' budget as we have spent 8% of the honorarium allocation.

| Commissioner | Benefit<br>Costs<br>included in<br>Honorariums | Honorariums<br>Budgeted | Expended<br>to Date | Projected<br>Balance/<br>(Overage) |
|--------------|--|-------------------------|---------------------|------------------------------------|
| Wright       | \$97   | \$996                   | \$108               | \$985                              |
| Roemer       | \$65   | \$664                   | \$108               | \$621                              |
| Vacant       | \$65   | \$664                   | \$0                 | \$729                              |
| Pratt        | \$65   | \$664                   | \$54                | \$675                              |
| Olson        | \$65   | \$664                   | \$54                | \$675                              |
| Totals       | \$357  | \$3,652                 | \$323               | \$3,686                            |

### RECOMMENDED ACTION:

1. Approve the Financial Reports for the month ended June 30, 2021
2. Approve the Financial Reports for the month ended July 31, 2021

### ENCLOSED:

- Financial Detail Report for June 30, 2021
- Fund Summary Report for June 30, 2021
- Financial Detail Report for July 31, 2021
- Fund Summary Report for July 31, 2021

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# SWC Detail Financial Report as of June 30, 2021

100% of the Fiscal Year Completed

| GENERAL FUND & OTHER FUNDS |   | PERSONNEL              |         |                                     | OPERATING |         |                                     | CAPITAL OUTLAY |                 |   | TRUSTEE & BENEFITS |                              |                           | CASH                          |  |                                    |                  |           |
|----------------------------|---|------------------------|---------|-------------------------------------|-----------|---------|-------------------------------------|----------------|-----------------|---|--------------------|------------------------------|---------------------------|-------------------------------|--|------------------------------------|------------------|-----------|
| FY20<br>INDEX              | ACTUAL<br>EXPENSE<br>Thru End of<br>Current |                        |         | ACTUAL<br>EXPENSE<br>Thru End<br>of |           |         | ACTUAL<br>EXPENSE<br>Thru End<br>of |                |                 | ACTUAL<br>EXPENSE<br>Thru End of<br>Current |                    |                              | PLUS TOTAL                |                               |  | ACTUAL<br>CASH<br>BALANCE          |                  |           |
|                            | BUDGET                                      | Month                  | BALANCE | BUDGET                              | Current   | BALANCE | BUDGET                              | Current        | BALANCE         | BUDGET                                      | Month              | BALANCE                      | BEG CASH<br>AT 7/1/20     | REC TO<br>DATE                | LESS TOTAL EXP<br>TO DATE              | End of<br>Current                  |                  |           |
|                            | 7101  | MANAGEMENT ADMIN       | 376,200 | 353,977                             | 22,223    | 41,397  | 44,721                              | (3,323)        |                 |   |                    |                              |                           | 417,597                       | 1,743                                  | 398,698                            | 20,642           |           |
|                            | 7111  | MANAGEMENT BOARD       | 5,000   | 3,601                               | 1,399     | 8,927   | 5,630                               | 3,296          |                 |   |                    |                              |                           | 13,927                        |  | 9,231                              | 4,695            |           |
|                            | 7201  | FIELD STAFF            | 444,000 | 394,914                             | 49,086    | 87,979  | 72,436                              | 15,543         |                 |   |                    |                              |                           | 531,979                       | 91                                     | 467,350                            | 64,719           |           |
|                            | 7301  | PROGRAMS               | 202,800 | 202,469                             | 331       | 44,718  | 28,952                              | 15,765         |                 |   |                    |                              |                           | 247,518                       | 29                                     | 231,421                            | 16,125           |           |
|                            | 7310  | DISTRICT ALLOCATIONS   |         |                                     |           |         |                                     |                |                 | 1,166,700                                   | 1,166,700          | 0                            | 1,166,700                 |                               | 1,166,700                              |                                    | 0                |           |
|                            | 7350  | CREP                   | 154,600 | 136,851                             | 17,749    | 28,680  | 20,864                              | 7,816          |                 |   |                    |                              |                           | 183,280                       | 24                                     | 157,715                            | 25,589           |           |
|                            | TOTAL GENERAL FUND 0001                     |                        |         | 1,182,600                           | 1,091,812 | 90,788  | 211,700                             | 172,603        | 39,097          | 0   | 0                  | 0                            | 1,166,700                 | 1,166,700                     | 0                                      | 2,561,000                          | 1,887            | 2,431,115 |
|                            |   |                        | 92.32%  |                                     |           | 81.53%  |                                     |                | N/A for FY 2021 |   |                    | 100.00%                      |                           |                               | 94.86%                                 |                                    |                  |           |
| 7316                       |   | FEDERAL GRANT-NRCS CTA | 0       |                                     | 0         |         |                                     |                |                 |   |                    |                              |                           |                               | 1,602                                  | 0                                  | 1,602            | 0         |
| 7317                       |   | NFWF GRANT             | 0       |                                     | 0         |         |                                     |                |                 |   |                    |                              |                           |                               | (12,131)                               | 0                                  | 0                | (12,131)  |
| TOTAL FEDERAL FUND 0348    |   |                        | 0       | 0                                   | 0         | 0       | 0                                   | 0              | 0               | 0   | 0                  | 0                            | (10,529)                  | 0                             | 1,602                                  | (12,131)                           |                  |           |
|                            |   |                        |         |                                     |           |         |                                     |                |                 |   |                    |                              |                           |                               | -15.21%                                |                                    |                  | (12,131)  |
| 7325                       |   | SWC PROFESSIONAL SERV  |         |                                     |           | 30,000  | 3,421                               | 26,579         |                 |   |                    |                              |                           |                               | 26,121                                 | 119                                | 3,421            | 22,818    |
| TOTAL DEDICATED FUND 0450  |   |                        | 0       | 0                                   | 0         | 30,000  | 3,421                               | 26,579         | 0               | 0   | 0                  | 0                            | 0                         | 0                             | 26,121                                 | 119                                | 3,421            | 22,818    |
|                            |   |                        |         |                                     |           | 11.40%  |                                     |                |                 |   |                    |                              |                           |                               | 13.04%                                 |                                    |                  |           |
| LOAN FUNDS                 |   | PERSONNEL              |         |                                     | OPERATING |         |                                     | CAPITAL OUTLAY |                 |   | CASH               |                              |                           |                               | BALANCE SHEET                          |                                    |                  |           |
| FY20                       | ACTUAL<br>EXPENSE<br>thru End of<br>Current |                        |         | ACTUAL<br>EXPENSE<br>Thru End<br>of |           |         | ACTUAL<br>EXPENSE<br>Thru End<br>of |                |                 | PLUS TOTAL                                  |                    |                              | ACTUAL<br>CASH<br>BALANCE | LOANS PAID<br>OUT,<br>NOTES   |  |                                    |                  |           |
|                            | BUDGET                                      | Month                  | BALANCE | BUDGET                              | Current   | BALANCE | BUDGET                              | Current        | BALANCE         | BEG CASH<br>AT 7/1/20                       | REC TO<br>DATE     | LESS<br>TOTAL EXP<br>TO DATE | End of<br>Current         | NOTES<br>RECEIVABLE<br>7/1/20 | COLLECTIONS<br>/ADJUSTMENTS<br>TO DATE | RECEIVABLE<br>End of Cur<br>period |                  |           |
|                            | 7351  | RCRDP LOAN ADMIN       | 175,400 | 163,965                             | 11,435    | 153,100 | 76,031                              | 77,069         |                 | 7,127,177                                   | 745,910            | 589,590                      | 7,283,497                 | 2,496,840                     | 349,169                                | 2,205,237                          |                  |           |
|                            | TOTAL RCRDP ADMIN 0522-00,01                |                        |         | 175,400                             | 163,965   | 11,435  | 153,100                             | 76,031         | 77,069          | 0   | 0                  | 0                            | 7,127,177                 | 745,910                       |  | (640,772)                          |                  |           |
|                            |   |                        | 93.48%  |                                     |           | 49.66%  |                                     |                | 0               |   |                    | 0.00%                        |                           |                               |  |                                    |                  |           |
| 7361                       |   | REVOLVING LOAN - DEQ   |         |                                     |           | 30,000  | 869                                 | 29,131         |                 |   |                    | 28,296                       | 78,408                    | 79,147                        | 27,557                                 | 209,978                            | 0                | 138,523   |
| TOTAL DEQ LOAN 0529-16     |   |                        | 0       | 0                                   | 0         | 30,000  | 869                                 | 29,131         | 0               | 0   | 0                  | 28,296                       | 78,408                    | 79,147                        | 27,557                                 |                                    | (71,455)         |           |
|                            |   |                        |         |                                     |           | 2.90%   |                                     |                |                 |   |                    | 74.17%                       |                           |                               | ADV FROM<br>PAYMENTS/ADJ<br>END OF CUR |                                    |                  |           |
|                            |   |                        |         |                                     |           |         |                                     |                |                 |   |                    |                              |                           |                               | ADV FROM<br>168,563                    | TO DATE<br>(75,112)                | PERIOD<br>93,450 |           |

Soil and Water Conservation Commission  
FY2021 YTD Financial Summary Through June 30, 2021

100% of the Fiscal Year Completed

Updated: [8/11/2021](#)

Fund Summaries

Appropriation

| Fund Source         | General Fund |              |                        |           | Federal Grants |              |                        |           | Professional Services |              |                        |           | RCRDP Loan Administration |              |                        |           | Revolving Loan |              |                        |           |
|---------------------|--------------|--------------|------------------------|-----------|----------------|--------------|------------------------|-----------|-----------------------|--------------|------------------------|-----------|---------------------------|--------------|------------------------|-----------|----------------|--------------|------------------------|-----------|
| Personnel Funds     | Budget       | Expenditures | Expenditures Projected | Remaining | Budget         | Expenditures | Expenditures Projected | Remaining |                       |              |                        |           | Budget                    | Expenditures | Expenditures Projected | Remaining |                |              |                        |           |
|                     | \$1,182,600  | \$ 1,091,812 | \$ -                   | \$ 90,788 | \$ -           | \$ -         | \$ -                   | \$ -      |                       |              |                        |           | \$ 175,400                | \$ 163,965   | \$ -                   | \$ 11,435 |                |              |                        |           |
| Operating Funds     | Budget       | Expenditures | Expenditures Projected | Remaining | Budget         | Expenditures | Expenditures Projected | Remaining | Budget                | Expenditures | Expenditures Projected | Remaining | Budget                    | Expenditures | Expenditures Projected | Remaining | Budget         | Expenditures | Expenditures Projected | Remaining |
|                     | \$ 211,700   | \$ 172,603   | \$ -                   | \$ 39,097 | \$ -           | \$ -         | \$ -                   | \$ -      | \$ 30,000             | \$ 3,421     | \$ -                   | \$ 26,579 | \$ 153,100                | \$ 76,031    | \$ -                   | \$ 77,069 | \$ 30,000      | \$ 869       | \$ -                   | \$ 29,131 |
| Capital Funds       | Budget       | Expenditures | Expenditures Projected | Remaining |                |              |                        |           |                       |              |                        |           |                           |              |                        |           |                |              |                        |           |
|                     | \$ -         | \$ -         | \$ -                   | \$ -      |                |              |                        |           |                       |              |                        |           |                           |              |                        |           |                |              |                        |           |
| Trustee and Benefit | Budget       | Expenditures | Expenditures Projected | Remaining |                |              |                        |           |                       |              |                        |           |                           |              |                        |           |                |              |                        |           |
|                     | \$1,166,700  | \$ 1,166,700 | \$ -                   | \$ -      |                |              |                        |           |                       |              |                        |           |                           |              |                        |           |                |              |                        |           |

TEM #9-3

[illegible]

Soil and Water Conservation Commission  
FY2022 YTD Financial Summary Through July 31, 2021

8.3% of the Fiscal Year Completed

Updated: [8/11/2021](#)

Appropriation

Fund Summaries

| Fund Source         | General Fund |              |                           |           | Professional Services |              |                           |           | RCRDP Loan Administration |              |                           |           | Revolving Loan |              |                           |           |
|---------------------|--------------|--------------|---------------------------|-----------|-----------------------|--------------|---------------------------|-----------|---------------------------|--------------|---------------------------|-----------|----------------|--------------|---------------------------|-----------|
| Personnel Funds     | Budget       | Expenditures | Expenditures<br>Projected | Remaining |                       |              |                           |           | Budget                    | Expenditures | Expenditures<br>Projected | Remaining |                |              |                           |           |
|                     | \$1,302,500  | \$ 80,882    | \$ 1,138,041              | \$ 83,577 |                       |              |                           |           | \$ 179,100                | \$ 12,938    | \$ 163,293                | \$ 2,869  |                |              |                           |           |
| Operating Funds     | Budget       | Expenditures | Expenditures<br>Projected | Remaining | Budget                | Expenditures | Expenditures<br>Projected | Remaining | Budget                    | Expenditures | Expenditures<br>Projected | Remaining | Budget         | Expenditures | Expenditures<br>Projected | Remaining |
|                     | \$ 236,600   | \$ 1,426     | \$ 232,808                | \$ 2,366  | \$ 30,000             | \$ -         | \$ 15,000                 | \$ 15,000 | \$ 163,500                | \$ 17        | \$ 81,750                 | \$ 81,733 | \$ 30,000      | \$ -         | \$ 15,000                 | \$ 15,000 |
| Capital Funds       | Budget       | Expenditures | Expenditures<br>Projected | Remaining |                       |              |                           |           |                           |              |                           |           |                |              |                           |           |
|                     | \$ -         | \$ -         | \$ -                      | \$ -      |                       |              |                           |           |                           |              |                           |           |                |              |                           |           |
| Trustee and Benefit | Budget       | Expenditures | Expenditures<br>Projected | Remaining |                       |              |                           |           |                           |              |                           |           |                |              |                           |           |
|                     | \$1,428,100  | \$ 725,000   | \$ 703,100                | \$ -      |                       |              |                           |           |                           |              |                           |           |                |              |                           |           |

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## IDAHO SOIL & WATER CONSERVATION COMMISSION

ITEM #10

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, PRATT, OLSON**  
**FROM: RACHEL MISNICK, SENIOR FINANCIAL SPECIALIST**  
**DATE: AUGUST 11, 2021**  
**RE: FY 2023 BUDGET REQUEST**

The Commission's FY 2023 Budget Request must be approved by the Board and submitted to the Division of Financial Management (DFM) and the Legislative Services Office (LSO) by September 1, 2021, along with the Performance Measures Report.

DFM issued the FY 2023 Budget Preparation Guidance on June 3, 2021. The Guidance requires that 'each agency supported by General Fund must prepare its FY 2023 budget with a total General Fund request not to exceed its FY 2022 original ongoing General Fund appropriation by an amount more than 3.1%'. Our original ongoing General Fund appropriation amount is \$2,967,200, and the request cap amount is \$3,059,183; Dedicated Funds (RCRDP, Professional Services, and SRF) are not included in this amount.

A discussion was held with Matt Reiber (DFM) and Nate Fisher (Governor's Office) on August 6th regarding the inclusion of funds for replacement laptops, CREP Direct Match funds, and additional details related to SWCC's FY 2023 budget request. Staff estimates that the State's obligation to provide CREP Direct Match will total \$655,752 in FY 2023. The inclusion of the estimated Direct Match for CREP will bring our General Fund total request to a figure greater than the \$3,059,183 request cap. However, this CREP funding is considered an extraordinary circumstance and will be requested as an additional line-item enhancement, as detailed in the Budget Preparation Guidance, and will be considered separately from our cap amount.

The preliminary budget request figures are shown in the chart below, and include the following:

- 1% increase in Personnel per the Budget Development Manual (Salary Multiplier)
- Capital funds for replacement of 6 laptops
- CREP Direct Match estimate (including the margin of error) in General Fund Operating of \$655,752
- A growth factor in Operating to cover inflationary factors, office rent increases, and increased fuel costs

| FROM                                 | FTPs         | PERSONNEL             | OPERATING             | CAPITAL            | TRUSTEE & BENEFIT     | TOTAL                 |
|--------------------------------------|--------------|-----------------------|-----------------------|--------------------|-----------------------|-----------------------|
| General Fund: Administration & Board | 15.50        | 1,315,525.00          | 893,680.00            | 6,000.00           | 1,428,100.00          | 3,648,552.00          |
| Dedicated Fund: RCRDP Administration | 2.25         | 180,891.00            | 165,560.00            | 3,000.00           |                       | 351,818.50            |
| Dedicated Fund: Professional         |              |                       | 30,000.00             |                    |                       | 30,000.00             |
| Dedicated Fund: Revolving Fund       |              |                       | 30,000.00             |                    |                       | 30,000.00             |
| <b>TOTAL:</b>                        | <b>17.75</b> | <b>\$1,496,416.00</b> | <b>\$1,125,854.50</b> | <b>\$10,000.00</b> | <b>\$1,428,100.00</b> | <b>\$4,060,370.50</b> |

**RECOMMENDED ACTION:** Approve the FY 2023 Budget Request, granting authority to Administrator to make minor adjustments to request amounts, if necessary.

**ENCLOSED:**

- Memorandum for FY 2023 Budget Preparation Guidance

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State of Idaho

**DIVISION OF FINANCIAL MANAGEMENT**

Executive Office of the Governor

BRAD LITTLE  
GovernorALEX J. ADAMS  
Administrator

June 3, 2021

**MEMORANDUM****TO: Agency Directors and Fiscal Officers****FROM: Alex J. Adams, Administrator**

A handwritten signature in cursive script, reading "Alex J. Adams".

**SUBJECT: FY 2023 Budget Preparation Guidance**

DFM and LSO will soon jointly issue the Budget Development Manual (BDM) which provides agencies with technical guidance on preparing their annual budget requests.

This memo outlines Governor Little's expectations for the FY 2023 budget preparation. It also provides guidance to agencies about requesting American Rescue Plan Act (ARPA) funds.

**A. General Overview**

Idaho's economic rebound during COVID-19 has continued to defy expectations. Governor Little was able to leverage a record surplus into historic infrastructure investments in FY 2022 that will continue our state's strong economic trajectory, while also investing in state employees by awarding a 4% CEC.

We are optimistic about the future, yet it is important to acknowledge the General Fund growth we are seeing is buoyed, in part, by substantial and unsustainable federal spending levels. Stimulus checks, PPP loans, and enhanced unemployment benefits show up in the form of state sales tax collections and state income tax filings. Similarly, some state dedicated funds have likely accumulated one-time excesses.

To be conservative, we did not adjust the state General Fund revenue forecast for the economic impact of the COVID-19 Relief Act from December, or ARPA in March. Thus, there should be little surprise that we will see a significant year-end surplus for the second straight year.

This year-end surplus of one-time funds will be extremely beneficial in making additional needed infrastructure investments and lessening the state's deferred maintenance liability. It is important that directors and fiscal officers communicate within your agencies to ensure that the forthcoming year-end surplus does not beget unrealistic expectations for the FY 2023 agency budget request.

The Governor is committed to ensuring a structurally balanced budget in which *ongoing* expenses do not exceed *ongoing* revenues. Governor Little is also preparing for significant education investments in FY 2023 which will be the top priority for General Funds next session. This memo accounts for these factors in planning for the FY 2023 budget.

## **B. FY 2022 General Fund Supplemental Requests**

Agencies must actively manage their budget and absorb all costs in their existing FY 2022 appropriation to avoid General Fund supplemental requests. If an extraordinary circumstance has occurred in which a General Fund supplemental request may not be absorbed, the agency head should set up a joint meeting with the Governor's Chief of Staff and the DFM Administrator to discuss options no later than August 6, 2021.

## **C. FY 2023 General Fund Agency Requests**

### **C1. General Fund Budget Growth**

To align ongoing expenses with ongoing revenue, each agency supported by General Fund must prepare its FY 2023 budget with a total General Fund request not to exceed its FY 2022 original ongoing General Fund appropriation by an amount more than 3.1%. An exception is made for the public schools budget (agency code 500). For convenience, this total can be found for your agency in the appendix to this memo.

This 3.1% growth factor is inclusive of all the requisite adjustments found in the Budget Development Manual. While the BDM is still being finalized, agencies will likely see a flat health insurance appropriation and an unemployment insurance holiday, providing additional budget capacity for agencies.

DFM will **not** accept an agency budget submission more than this amount without prior approval of the Governor's Chief of Staff and the DFM Administrator.

### **C2. Line-Item Enhancement Requests**

If an agency intends to request a line-item enhancement from ***any*** source of funding, the agency must meet with their Governor's office contact and DFM analyst no later than August 6, 2021 to discuss its necessity for inclusion.

Agencies must adhere to the following:

- General Fund line-item requests must be within the budget cap established under C1 of this memo.
- Line-items relating to personnel matters (e.g., reclassification, etc.) must have ***prior*** written attestation from the Division of Human Resources that the request is in alignment with all statewide HR policies, including pay.
- Line-items that involve custom information technology must have ***prior*** written attestation from:
  - Office of Information Technology Services that no off-the-shelf technology can meet the agency's need and that ITS supports the request; and
  - State Controller's Office that the proposed technology is Luma compatible.

DFM will **not** accept an agency budget submission that has not been vetted through this process.

### **C3. ARPA Funding Requests**

Agencies that receive direct ARPA funds for specific grant programs should build their requested amounts into their FY 2023 submission or as an FY 2022 supplemental if there is demonstrable need.

Governor Little will be working closely with legislative leadership on a plan of action for ARPA discretionary funds. Thus, agencies may **not** request discretionary ARPA funds from the State Fiscal Recovery Fund or COVID-19 Capital Projects Fund as part of their budget submission. To the extent agencies have specific ideas for the State Fiscal Recovery Fund that are one-time in nature, please raise them with your Governor's Office contact and DFM analyst no later than August 6, 2021 for consideration of addition ***as a Governor's recommendation***.

Prior to raising ARPA discretionary ideas with staff:

- Review the principles governing ARPA appropriations outlined in Senate Bill 1204 ([link](#)) to ensure conformity to legislative intent; and
- Vet ideas with your legal counsel for conformity to U.S. Treasury guidance ([link](#)), and be prepared to identify which portion of the guidance the idea would implement.

#### **D. Summary of Key Dates**

- **August 6, 2021**
  - Last day to meet with Governor's office contacts and DFM analysts to discuss potential line-items for FY 2023 or ARPA discretionary fund items.
  - Last day to meet with Governor's Chief of Staff and DFM Administrator to discuss extraordinary supplemental requests for FY 2022.
- **September 1, 2021**
  - Budget submissions are due to DFM and LSO no later than 5:00 p.m. MT

As always, please reach out to your DFM analyst with any budget-related questions. Thank you for your hard work during these challenging times.



## Appendix A. Budget Submission Caps for Agency **General Fund (GF)** Request

| Agency                    | Agency # | FY22 GF Ongoing | FY23 GF Request Cap |
|---------------------------|----------|-----------------|---------------------|
| OITS                      | 177      | \$ 1,764,000    | \$ 1,818,684        |
| STEM                      | 179      | \$ 3,056,100    | \$ 3,150,839        |
| DFM                       | 180      | \$ 1,985,900    | \$ 2,047,463        |
| Office of the Governor    | 181      | \$ 2,305,500    | \$ 2,376,971        |
| Aging                     | 187      | \$ 4,530,200    | \$ 4,670,636        |
| Blind & Visually Impaired | 189      | \$ 1,522,800    | \$ 1,570,007        |
| Mil. Division             | 190      | \$ 7,312,600    | \$ 7,539,291        |
| OSC                       | 195      | \$ 1,554,000    | \$ 1,602,174        |
| Arts                      | 196      | \$ 883,400      | \$ 910,785          |
| WDCB                      | 197      | \$ 392,000      | \$ 404,152          |
| ODP                       | 198      | \$ 339,100      | \$ 349,612          |
| Admin                     | 200      | \$ 2,434,200    | \$ 2,509,660        |
| Bond Payments             | 201      | \$ 3,930,000    | \$ 4,051,830        |
| ISDA                      | 210      | \$ 12,125,200   | \$ 12,501,081       |
| SWCC                      | 215      | \$ 2,967,200    | \$ 3,059,183        |
| Commerce                  | 220      | \$ 6,001,200    | \$ 6,187,237        |
| IDOC                      | 230      | \$ 276,918,900  | \$ 285,503,386      |
| Pardons and Parole        | 232      | \$ 3,526,900    | \$ 3,636,234        |
| IDOL                      | 240      | \$ 538,100      | \$ 554,781          |
| DEQ                       | 245      | \$ 22,388,500   | \$ 23,082,544       |
| IDHW                      | 270      | \$ 947,014,900  | \$ 976,372,362      |
| IDJC                      | 285      | \$ 42,946,700   | \$ 44,278,048       |
| Industrial Commission     | 300      | \$ 294,000      | \$ 303,114          |
| IDL                       | 320      | \$ 7,073,700    | \$ 7,292,985        |
| ISP                       | 330      | \$ 33,875,800   | \$ 34,925,950       |
| IDPR                      | 340      | \$ 3,488,600    | \$ 3,596,747        |
| Tax Appeals               | 351      | \$ 644,400      | \$ 664,376          |
| Tax Commission            | 352      | \$ 37,874,800   | \$ 39,048,919       |
| IDWR                      | 360      | \$ 20,463,900   | \$ 21,098,281       |
| PDC                       | 437      | \$ 11,290,800   | \$ 11,640,815       |
| Hispanic Commission       | 441      | \$ 250,300      | \$ 258,059          |
| SAPD                      | 443      | \$ 3,171,600    | \$ 3,269,920        |
| Veterans                  | 444      | \$ 1,228,100    | \$ 1,266,171        |
| OSBE                      | 501      | \$ 8,338,700    | \$ 8,597,200        |
| CTE                       | 503      | \$ 68,382,500   | \$ 70,502,358       |
| Community Colleges        | 505      | \$ 50,799,600   | \$ 52,374,388       |
| Colleges & Universities   | 510      | \$ 313,109,200  | \$ 322,815,585      |
| Ag. Research              | 514      | \$ 32,695,100   | \$ 33,708,648       |
| Health Ed. Programs       | 515      | \$ 23,166,800   | \$ 23,884,971       |
| Special Programs          | 516      | \$ 26,516,700   | \$ 27,338,718       |
| IPTV                      | 520      | \$ 2,719,200    | \$ 2,803,495        |
| Libraries                 | 521      | \$ 4,557,200    | \$ 4,698,473        |
| Historical Society        | 522      | \$ 3,923,700    | \$ 4,045,335        |
| Voc. Rehab                | 523      | \$ 8,202,200    | \$ 8,456,468        |
| Charter School Commission | 525      | \$ 174,100      | \$ 179,497          |
| SILC                      | 905      | \$ 228,200      | \$ 235,274          |



# IDAHO SOIL & WATER CONSERVATION COMMISSION

Item #11

**TO: CHAIRMAN WRIGHT, COMMISSIONERS ROEMER, OLSON, AND PRATT**  
**FROM: TERRY HOEBELHEINRICH, LOAN OFFICER**  
**DATE: August 2, 2021**  
**RE: ANNUAL REVIEW & SETTING OF RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM INTEREST RATES**

Per administrative rule 60.05.01 the Commission shall determine interest rates not to exceed 6% annually.

| FISCAL YEAR |  |  | APPROPRIATION<br>/<br>SPENDING<br>AUTHORITY | EXPENSES  | APPROPRIATION<br>LESS EXPENSES |
|-------------|--|--|---|-----------|--------------------------------|
| 2013        |  |  | \$290,100                                   | \$276,248 | \$13,852                       |
| 2014        |  |  | \$290,100                                   | \$242,531 | \$47,569                       |
| 2015        |  |  | \$297,500                                   | \$239,385 | \$58,115                       |
| 2016        |  |  | \$301,300                                   | \$235,573 | \$65,727                       |
| 2017        |  |  | \$312,000                                   | \$237,009 | \$75,999                       |
| 2018        |  |  | \$313,500                                   | \$263,282 | \$50,218                       |
| 2019        |  |  | \$316,100                                   | \$285,982 | \$30,118                       |
| 2020        |  |  | \$330,300                                   | \$276,000 | \$54,300                       |
| 2021        |  |  | \$328,500                                   | \$239,996 | \$88,504                       |
| 2022        |  |  | \$342,600                                   |           |                                |

| FISCAL YEAR        | RCRDP<br>REVENUE<br>(ACTUAL OR<br>PROJECTED) | TREASURY<br>(REVENUE)<br>(ACTUAL OR<br>PROJECTED) | TOTAL REVENUE<br>(PROJECTED) | EXPENSES  | REVENUE LESS<br>EXPENSES |
|--------------------|--|---|------------------------------|-----------|--------------------------|
| 2013               | \$238,480                                    | \$20,233  | \$258,713                    | \$276,248 | (\$17,535)               |
| 2014               | \$170,452                                    | \$17,425  | \$187,877                    | \$242,531 | (\$54,654)               |
| 2015               | \$136,047                                    | *(13,660)   | \$122,387                    | \$239,385 | (\$116,998)              |
| 2016               | \$112,267                                    | \$32,619  | \$144,886                    | \$235,573 | (\$90,487)               |
| 2017               | \$101,700                                    | \$59,310  | \$161,010                    | \$237,009 | (\$75,999)               |
| 2018               | \$90,592                                     | \$101,207   | \$191,799                    | \$266,282 | (\$74,483)               |
| 2019               | \$85,550                                     | \$151,944   | \$237,494                    | \$285,982 | (\$48,488)               |
| 2020               | \$82,142                                     | \$137,461   | \$219,603                    | \$276,015 | (\$56,412)               |
| 2021               | \$64,073                                     | \$33,950  | \$98,023                     | \$239,996 | (\$141,973)              |
| 2022               | \$56,200                                     | \$19,700  | \$75,900                     | \$342,600 | (\$266,700)              |
| Change<br>(21-'22) | (\$7,873)                                    | (\$14,250)  | (\$22,123)                   | \$52,485  |                          |

\*Includes \$32,931 loss from Idaho Treasury Bond Losses

| ASSET TYPE  | BALANCE      | AVG INTEREST RATE |
|---|--------------|-------------------|
| RCRDP LOAN PORTFOLIO BALANCE AS OF 6-30-2021      | \$ 2,110,586 | 2.66%             |
| RCRDP TREASURY CASH BALANCE AS OF 6-30-2021       | \$ 7,453,414 | 0.26%             |
| RCRDP TOTAL LOAN PORTFOLIO & CASH AS OF 6-30-2021 | \$ 9,564,000 | 0.8%              |

Assumes

- 2.66% average interest rate for FY 2022 RCRDP portfolio (2.57% in FY 21, 2.72% in FY 20, 3.01% in FY 19, 3.17% in FY 18, 3.67% in FY 17)
- 0.26% estimated FY 2022 interest rate for treasury (cash) (0.48% in FY 21, 1.97% in FY 20, 2.25% in FY 19, 1.44% in FY 18, 0.85% in FY 17) ( 0.47 % in FY 16)

|  |  |         |      |  |  |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |  |  |         |      |  |  |         |      |
|--|--|---------|------|--|--|---------|------|---------|------|---------|------|---------|------|---------|------|---------|------|---------|------|---------|------|---------|------|---------|------|---------|------|---------|------|--|--|---------|------|--|--|---------|------|
| <b>FY 2021 Term &amp; Interest Rate Requests</b> | <ul style="list-style-type: none"><li>• <b>5 - 2.5% - 7 year terms</b></li><li>• <b>1 -2.75% - 10 year terms</b></li><li>• <b>2.54% is Weighted Average Interest Rates of FY 2021 Approved Loans</b></li></ul>   |         |      |  |  |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |  |  |         |      |  |  |         |      |
| <b>Farm Credit Ag Direct Interest Rates</b>      | <ul style="list-style-type: none"><li>• 3.29% - 7 years - \$75,000+</li><li>• 3.99% - 10 years - \$75,000+</li><li>• See attached FCS Ag Direct rate sheet for more details</li></ul>  |         |      |  |  |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |  |  |         |      |  |  |         |      |
| <b>Interest Rate Trends</b>                      | <ul style="list-style-type: none"><li>• 5 year treasury rates have increased . Currently 0.69%.</li><li>• Ave. FY 14 1.55%</li><li>• Ave FY 15 1.57%</li><li>• Ave FY 16 1.44</li><li>• Ave FY 17 1.62</li><li>• Ave FY 18 2.46%</li><li>• Ave FY 19 2.57%</li><li>• Ave FY 20 1.19%</li><li>• Ave FY 21 0.53%</li><li>• 10 year treasury rates have increased. Currently 1.24%.</li><li>• Ave. FY 14 2.71%</li><li>• Ave FY 15 2.23%</li><li>• Ave FY 16 2.02%</li><li>• Ave FY 17 2.09%</li><li>• Ave FY 18 2.62%</li><li>• Ave FY 19 2.74%</li><li>• Ave FY 20 1.41%</li><li>• Ave FY 21 1.10%</li><li>• The Federal Reserve reduced the Federal Funds Rate in FY 2020 by 2 percent to the target range of 0% to 0.25%.</li><li>• Historical Federal Reserve Rates<table><tr><td>FY 2021</td><td>0.08</td><td></td><td></td></tr><tr><td>FY 2020</td><td>1.00</td><td>FY 2014</td><td>0.08</td></tr><tr><td>FY 2019</td><td>2.00</td><td>FY 2013</td><td>0.14</td></tr><tr><td>FY 2018</td><td>1.75</td><td>FY 2012</td><td>0.10</td></tr><tr><td>FY 2017</td><td>1.16</td><td>FY 2011</td><td>0.16</td></tr><tr><td>FY 2016</td><td>0.26</td><td>FY 2010</td><td>0.15</td></tr><tr><td>FY 2015</td><td>0.11</td><td>FY 2009</td><td>0.70</td></tr><tr><td></td><td></td><td>FY 2008</td><td>3.71</td></tr><tr><td></td><td></td><td>FY 2007</td><td>5.25</td></tr></table></li></ul> | FY 2021 | 0.08 |  |  | FY 2020 | 1.00 | FY 2014 | 0.08 | FY 2019 | 2.00 | FY 2013 | 0.14 | FY 2018 | 1.75 | FY 2012 | 0.10 | FY 2017 | 1.16 | FY 2011 | 0.16 | FY 2016 | 0.26 | FY 2010 | 0.15 | FY 2015 | 0.11 | FY 2009 | 0.70 |  |  | FY 2008 | 3.71 |  |  | FY 2007 | 5.25 |
| FY 2021  | 0.08   |         |      |  |  |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |  |  |         |      |  |  |         |      |
| FY 2020  | 1.00   | FY 2014 | 0.08 |  |  |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |  |  |         |      |  |  |         |      |
| FY 2019  | 2.00   | FY 2013 | 0.14 |  |  |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |  |  |         |      |  |  |         |      |
| FY 2018  | 1.75   | FY 2012 | 0.10 |  |  |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |  |  |         |      |  |  |         |      |
| FY 2017  | 1.16   | FY 2011 | 0.16 |  |  |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |  |  |         |      |  |  |         |      |
| FY 2016  | 0.26   | FY 2010 | 0.15 |  |  |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |  |  |         |      |  |  |         |      |
| FY 2015  | 0.11   | FY 2009 | 0.70 |  |  |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |  |  |         |      |  |  |         |      |
|  |  | FY 2008 | 3.71 |  |  |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |  |  |         |      |  |  |         |      |
|  |  | FY 2007 | 5.25 |  |  |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |         |      |  |  |         |      |  |  |         |      |

|  |  |
|--|--|
| <b>Interest Rate<br/>Recommendations for<br/>FY 2022</b> | <ul style="list-style-type: none"> <li>• Reduce Rates by 1.5 percent</li> <li>• 1.00%, 7 year term (new and used equipment)</li> <li>• 1.25%, 7 year term, high credit score, undersecured</li> <li>• 1.25%, 10 year term (new equipment and real estate)</li> <li>• 1.5% 10 year terms, high credit score, undersecured</li> <li>• 1.750 %, 13 – 15 year term</li> <li>• 2.00%, high credit score, undersecured</li> <li>• 3.5% Combination 1<sup>st</sup> lien equipment and 2<sup>nd</sup> mortgage</li> <li>• 4.5% second mortgages</li> </ul> |
|--|--|

**RECOMMENDED ACTION:** Approve interest rates and loan terms for FY 2022.

**ATTACHMENTS:**

- Ag Direct current rates August 2021

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# RATES + TERMS\*

EFFECTIVE AUGUST 1 – 31, 2021

## PURCHASE & REFINANCE

- New & used equipment

## LEASE

- New & used equipment
- Not available: Under \$10k, Variable rates

## AUCTION & PRIVATE PARTY

- Used machinery & titled equipment
- Purchase or refinance
- Irrigation equipment not eligible
- Sales price minimum of \$25k

## TITLED

- New & used titled equipment
- Purchase or refinance
- Not eligible for leases
- 2 to 5 year term

|            | TERMS       | \$75,000+ | \$25,000 to<br>\$74,999 | \$10,000 to<br>\$24,999 | \$5,000 to<br>\$9,999 |
|------------|-------------|-----------|-------------------------|-------------------------|-----------------------|
| FIXED      | 2 – 3 years | 2.49%     | 3.49%                   | 4.49%                   | 6.49%                 |
|            | 4 – 5 years | 2.89%     | 3.89%                   | 4.89%                   | 6.89%                 |
|            | 6 – 7 years | 3.29%     | 4.29%                   | 5.29%                   | - - -                 |
| VARIABLE** | 2 – 3 years | 2.49%     | 2.79%                   | 2.79%                   | 4.79%                 |
|            | 4 – 5 years | 2.49%     | 2.79%                   | 2.79%                   | 4.79%                 |
|            | 6 – 7 years | 2.49%     | 2.79%                   | 2.79%                   | - - -                 |



7:30 a.m. to 5:30 p.m. CST  
call 888-525-9805 or email  
[info@agdirect.com](mailto:info@agdirect.com).  
[AGDIRECT.COM](http://AGDIRECT.COM)

\*All rates and terms are subject to credit approval. Free rate lock for 0 to 45 days. Applications not funded within 45 days of application date are subject to rate change. Contact AgDirect® for rate locks greater than 45 days.

\*\*Variable rate is based on the Prime Rate plus or minus a fixed spread. This is subject to change as the Prime Rate changes. Variable rate not available for leases.

AgDirect reserves the right to cancel or change rates and terms at any time and without notice. Rates outlined herein are for informational purposes only. The final rate for each transaction will be set forth in the financing documents signed by the customer.

AgDirect is an equipment financing program offered by Farm Credit Services of America and other participating Farm Credit System Institutions with lease financing provided by Farm Credit Leasing Services Corporation.

DOCUMENTATION FEES: The maximum documentation fee (i.e., origination fee, document fee, processing fee, application fee, closing fee, or similar fee) for each AgDirect transaction shall be the lesser of \$300 or the amount allowed under applicable state law. All such fees for an AgDirect transaction shall be disclosed on the AgDirect financing documents or Farm Credit Leasing Services Corporation ("FCL") lease documents; AgDirect/Financing Company shall receive up to the first \$150 of such fee, and Dealer's share, if any, will equal the remainder of the fee disclosed on the AgDirect financing documents or FCL lease documents.

# PIVOT RATES + TERMS\*

EFFECTIVE AUGUST 1 – 31, 2021

## PURCHASE & REFINANCE

- New & used equipment

## LEASE

- New & used equipment
- Not available: Under \$10k, Variable rates

## TECHNOLOGY PRODUCTS

- Limited to 3-year term (Remote telemetry products)
- 25% minimum down payment

## CONVERSION PRODUCTS

- Sprinkler packages, panel upgrades, & conversion packages when sold separately & put on existing pivot
- Limited to a 5-year term
- 20% minimum down payment

|            | TERMS        | \$75,000+ | \$25,000 to<br>\$74,999 | \$10,000 to<br>\$24,999 | \$5,000 to<br>\$9,999 |
|------------|--------------|-----------|-------------------------|-------------------------|-----------------------|
| FIXED      | 2 – 5 years  | 2.49%     | 3.49%                   | 4.49%                   | 6.49%                 |
|            | 4 – 5 years  | 2.89%     | 3.89%                   | 4.89%                   | 6.89%                 |
|            | 6 – 7 years  | 3.29%     | 4.29%                   | 5.29%                   | - - -                 |
|            | 10 years     | 3.99%     | 4.99%                   | 5.99%                   | - - -                 |
| VARIABLE** | 2 – 5 years  | 2.49%     | 2.79%                   | 2.79%                   | 4.79%                 |
|            | 6 – 10 years | 2.49%     | 2.79%                   | 2.79%                   | - - -                 |

Free 45-day rate commitment. Applications not funded within 45 days from time of application are subject to rate change. Contact AgDirect® for rate locks greater than 45 days.



7:30 a.m. to 5:30 p.m. CST  
call 888-525-9805 or email  
info@agdirect.com.

**AGDIRECT.COM**

\*All rates and terms are subject to credit approval. Free rate lock for 0 to 45 days. Applications not funded within 45 days of application date are subject to rate change. Contact AgDirect® for rate locks greater than 45 days.

\*\*Variable rate is based on the Prime Rate plus or minus a fixed spread. This is subject to change as the Prime Rate changes. Variable rate not available for leases.

10-year term not available for leases.

Zero down option - new pivots only.

AgDirect reserves all rights to cancel or change rates and terms at any time and without notice. Rates outlined herein are for informational purposes only. The final rate for each transaction will be set forth in the financing documents signed by the customer.

USED PIVOTS - 20% down payment required. No financing for soft costs. 7-year term option for pivots less than 2 years old, otherwise 5-year max term. Leases restricted to \$1.00 residual.

Down payment requirements are flexible and based on credit quality.

Complete legal description, real estate title holder and invoice are required at application. SOFT COST (well, underground pipe/wire, dirt-work, concrete and any parts located below ground) financing is allowed, but is limited to 20% above and beyond HARD COST (pivot, pump,

variable frequency drive, and any parts above ground that have a serial number) financed in the project. This amount is based on credit quality.

Customer should always consult with a tax professional for advice on financing or leasing options and tax implications.

AgDirect is an equipment financing program offered by Farm Credit Services of America and other participating Farm Credit System Institutions with lease financing provided by Farm Credit Services of America and other participating Farm Credit System Institutions with lease financing provided by Farm Credit Leasing Services Corporation.

DOCUMENTATION FEES: The maximum documentation fee (i.e., origination fee, document fee, processing fee, application fee, closing fee, or similar fee) for each AgDirect transaction shall be the lesser of \$300 or the amount allowed under applicable state law. All such fees for an AgDirect transaction shall be disclosed on the AgDirect financing documents or Farm Credit Leasing Services Corporation ("FCL") lease documents; AgDirect/Financing Company shall receive up to the first \$150 of such fee, and the Dealer's share, if any, will equal the remainder of the fee disclosed on the AgDirect financing documents or FCL lease documents.



**SOIL & WATER  
CONSERVATION  
COMMISSION**

H. Norman Wright  
Chairman

Cathy Roemer  
Vice Chairman

Erik Olson  
Secretary

Wendy Pratt  
Commissioner

Delwyne Trefz  
Interim  
Administrator

ITEM #12

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER,  
OLSON, TREBESCH AND PRATT**  
**FROM: DELWYNE TREFZ, INTERIM ADMINISTRATOR**  
**DATE: AUGUST 9, 2021**  
**RE: FY 2021 PERFORMANCE REPORT**

Staff have completed the attached Draft FY2021 ISWCC Performance Report. Per DFM instructions, the report includes a table for the new Performance Measures (PMs) developed last year followed by a table for the old PMs which will eventually "fall off".

Note that the PMR is purposefully not all-inclusive and is condensed per instructions from DFM. The following elements of the PMR are mandatory:

- Agency Profile
- Core Functions
- General Fund Revenue & Expenditures
- Profile of Key Services
- Performance Highlights
- Performance Measurements

Of the mandatory elements, the Profile of Key Services is the one most changed from previous years. For this year's report we did not include conservation services provided by NRCS so we could focus attention on the services provided directly by ISWCC. Our FY2020 Performance Report is attached for comparison purposes.

**REQUESTED ACTIONS:**

Approve FY 2021 Performance Report as submitted, or with minor changes as necessary.

**ATTACHMENTS:**

- DRAFT ISWCC FY 2021 Performance Report
- ISWCC FY 2020 Performance Report

[Back to Agenda](#)

## Part I – Agency Profile

### Agency Overview

The Idaho Soil and Water Conservation Commission (ISWCC) was created in 1939 under Idaho Code § 22-2716, et. seq.) to assist local conservation districts in their efforts to reduce soil erosion generated by agricultural land management practices. ISWCC is now also the lead agency for a number of voluntary conservation programs that address water quality and other natural resource issues. ISWCC has no regulatory authority. The ISWCC was led in FY 2021 by five Commissioners appointed by the Governor: Chairman H. Norman Wright, Vice Chairman Cathy Roemer, Secretary Erik Olson and members Gerald Trebesch and Wendy Pratt. The administrator was Teri Murrison. In FY 2021, the agency had 17.75 administrative and technical staff located in offices around the state.

### Core Functions/Idaho Code

1. **District Support and Services:** provides technical, financial, and other assistance to Idaho's 50 conservation districts.
2. **Comprehensive Conservation Services:** provides and promotes non-regulatory incentive and science-based programs to support voluntary conservation activities enhancing the environmental quality and economic productivity of the state.
3. **Administration:** ensures fiscally responsible operations to support Commissioners, programs, and staff.
4. **Outreach:** engages local, state, and federal partners, non-governmental organizations, and resource and agricultural production groups to promote agricultural stewardship and voluntary conservation.

### Revenue and Expenditures

| Revenue                  | FY 2018            | FY 2019          | FY 2020          | FY 2021          |
|--------------------------|--------------------|------------------|------------------|------------------|
| General Fund             | 2,759,200          | 2,659,200        | 2,723,600        | 2,695,800        |
| Receipts                 | 33,400             | 11,100           | 6,900*           | 2,006            |
| RCRDP Loan Program       | 889,100            | 722,600          | 937,439          | 745,910          |
| SRF Loan Program         | 92,300             | 92,300           | 77,282           | 78,408           |
| Federal Grant Funds      | 170,900            | 201,800          | 193,144          | 12,149           |
| <b>Total</b>             | <b>3,944,900</b>   | <b>3,687,000</b> | <b>3,931,465</b> | <b>3,534,273</b> |
| Expenditures             | FY 2018            | FY 2019          | FY 2020          | FY 2021          |
| Personnel Costs          | 1,368,500          | 1,620,127        | 1,343,950        | 1,255,777        |
| Operating Expenditures   | 329,800            | 341,802          | 317,968          | 252,924          |
| Capital Outlay           | 111,200            | 3,425            | 0                | 0                |
| Trustee/Benefit Payments | 1,253,200          | 1,253,200        | 1,240,700        | 1,166,700        |
| RCRDP Loan Disbursements | 939,100            | 305,800          | 486,077          | 349,169          |
| DEQ Loan                 | 79,700             | 104,700          | 134,800          | 79,147           |
| Federal Grant Funds      | 136,600            | 270,000          | 179,881          | 0                |
| <b>Total</b>             | <b>\$4,218,100</b> | <b>3,899,054</b> | <b>3,703,376</b> | <b>3,103,717</b> |

\* Indicates where numbers have been updated to correct prior year errors

### Profile of Key Services Provided<sup>1</sup>

| Key Services  | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|---|---------|---------|---------|---------|
| Landowners assisted in their conservation efforts (number)  | 407     | 536     | 436     | 328     |
| Administrative, technical & engineering assistance provided to Conservation Districts (staff hours)                     | 10,167  | 9,947   | 10,791  | 10,860  |
| Technical assistance provided to landowners enrolled in the USDA Conservation Reserve Enhancement Program (staff hours) | 3,250   | 3,250   | 3,620   | 3,230   |
| Total Maximum Daily Load (TMDL) Agricultural Implementation Plans developed (number) <sup>2</sup>                       | 7       | 5       | 12      | 7       |



**ITEM #12-1**

<sup>1</sup> For the FY 2021 Performance Report, the key services summarized in earlier versions of this table were revised to more accurately reflect services provided directly by ISWCC.

<sup>2</sup> The number of Implementation Plans ISWCC completes each year varies in part due to the number of TMDLs completed and approved by IDEQ and EPA.

**FY 2021 Performance Highlights**

During FY 2021 ISWCC field staff expended 10,860 hours in support of conservation projects administered by the 50 Conservation Districts across the state. Staff provided a wide range of administrative, technical, and engineering services as requested by Districts. The Commission published monthly issues of our newsletter **Conservation the Idaho Way** to a distribution list of 676 subscribers. In FY 2021 we began including in each newsletter an in-depth story highlighting the activities of one Conservation District. Our Idaho Conservation Project Tracker website, [www.conservation.idaho.gov](http://www.conservation.idaho.gov), continues to communicate the significant accomplishments of Idaho's conservation partnership and the value of locally led and voluntary natural resource stewardship.

**Part II – Performance Measures**

*Note: ISWCC has reworked its Strategic Plan and Performance Measures Report to more closely reflect DFM requirements. This year and through FY 2023, there will be two sections: New Performance Measures (FY2021 and future) and Old Performance Measures (FY2017-FY2020).*

| Performance Measure New  |        | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 |
|--|--------|---------|---------|---------|---------|---------|
| <b>District Support &amp; Services</b>   |        |         |         |         |         |         |
| Percentage of Conservation Districts satisfied with services & programs provided   | actual | ---     | ---     | ---     | 78      |         |
|  | target | ---     | ---     | ---     | 90      | 90      |
| Percentage of Conservation Districts satisfied with the effectiveness of the communications received from the Commission   | actual | ---     | ---     | ---     | 89      |         |
|  | target | ---     | ---     | ---     | 90      | 90      |
| Percentage of requests submitted by Conservation Districts through the Technical Assistance Allocation Process (TAAP) that receive the requested assistance                | actual | ---     | ---     | ---     | 93      |         |
|  | target | ---     | ---     | ---     | 90      | 90      |
| <b>Conservation Programs &amp; Services</b>  |        |         |         |         |         |         |
| Number of <b>Conservation Reserve Enhancement Program (CREP)</b> enrolled acres over which technical leadership and guidance is provided                                   | actual | ---     | ---     | ---     | 18,432  |         |
|  | target | ---     | ---     | ---     | 20,000  | 15,000  |
| Acres improved with implementation of Best Management Practices (BMPs) and facilitated by <b>Resource Conservation &amp; Rangeland Development Program (RCRDP)</b> funding | actual | ---     | ---     | ---     | 331     |         |
|  | target | ---     | ---     | ---     | 600     | 600     |

## ITEM #12-1

| Performance Measure New  |        | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 |
|--|--------|---------|---------|---------|---------|---------|
| Number of acres with Best Management Practices (BMPs) implemented to maintain and improve <b>Ground Water Quality</b>  | actual | ---     | ---     | ---     | 47,264  |         |
|  | target | ---     | ---     | ---     | 54,000  | 50,000  |
| Percentage of <b>Total Maximum Daily Load (TMDL)</b> implementation plans completed within 18 months of the TMDL having been approved by the Environmental Protection Agency (EPA) | actual | ---     | ---     | ---     | 90      |         |
|  | target | ---     | ---     | ---     | 100     | 100     |
| Performance Measure New  |        | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 |
| <b>Communication &amp; Outreach</b>  |        |         |         |         |         |         |
| Increase the number of newsletter subscribers  | actual | ---     | ---     | ---     | 22      |         |
|  | target | ---     | ---     | ---     | 20      | 20      |
| Increase annual percentage of social media reach, likes and follows  | actual | ---     | ---     | ---     | 6       |         |
|  | target | ---     | ---     | ---     | 10%     | 10%     |
| Increase number of additional partner projects in Tracker  | actual | ---     | ---     | ---     | 7       |         |
|  | target | ---     | ---     | ---     | 6       | 6       |

| Performance Measure Old  |        | FY 2018   | FY 2019  | FY 2020  | FY 2021 | FY 2022 |
|--|--------|---|--|--|---------|---------|
| <b>District Support &amp; Services</b>   |        |   |  |  |         |         |
| 1. # of District Surveys on Commission Satisfaction<br>- Strongly agree<br>- Somewhat agree<br>- Neutral<br>- Somewhat Disagree<br>- Disagree<br>N/A | actual | 40 of 50<br>40%<br>48%<br>3%<br>5%<br>5%<br>0%  | 58 of 50*<br>50%<br>30%<br>13%<br>7%<br>0%<br>0%       | 32 of 50<br>57%<br>31%<br>0%<br>6%<br>9%<br>0%         |         |         |
|  | target | 50 of 50<br>34%<br>47%<br>7%<br>10%<br>2%<br>0% | 50 of 50<br>47.5%<br>47.5%<br>0%<br>2.5%<br>2.5%<br>0% | 50 of 50<br>47.5%<br>47.5%<br>0%<br>2.5%<br>2.5%<br>0% | ---     | ---     |
| 2. District five-year plans updated  | actual | 50  | 50   | 50   |         |         |
|  | target | 50  | 50   | 50   | ---     | ---     |
| 3. Technical Assistance Provided to Districts  |        |   |  |  |         |         |
|  | actual | 7,630/6,061                                     | 7,654/6,061  | 7,355/5,928  |         |         |

## ITEM #12-1

| Performance Measure Old                                 |        | FY 2018                    | FY 2019                    | FY 2020                 | FY 2021 | FY 2022 |
|---|--------|----------------------------|----------------------------|-------------------------|---------|---------|
| # of technical assistance hours requested/awarded (new) | target | 7,400/6,100                | 7,400/6,100                | 7,500/6,000             | ---     | ---     |
| # of districts w/projects                               | actual | 42                         | 40                         | 40                      |         |         |
|   | target | 40                         | 40                         | 40                      | ---     | ---     |
| # of new projects                                       | actual | 19                         | 29                         | 22                      |         |         |
|   | target | 50                         | 25                         | 25                      | ---     | ---     |
| # of ongoing projects                                   | actual | 89                         | 64                         | 71                      |         |         |
|   | target | 100                        | 100                        | 75                      | ---     | ---     |
| # of landowners served                                  | actual | 407                        | 536                        | 436                     |         |         |
|   | target | 300                        | 350                        | 350                     | ---     | ---     |
| 4. CREP Program Deliverables                            |        |                            |                            |                         |         |         |
| Total Contracts   | actual | 181                        | 178                        | 187                     |         |         |
|   | target | 160                        | 201                        | 201                     | ---     | ---     |
| Total Acres   | actual | 18,351                     | 18,161                     | 18,484                  |         |         |
|   | target | 17,500                     | 20,000                     | 20,000                  | ---     | ---     |
| Certified Contracts                                     | actual | 5 (95 total contracts)     | 49** (144 total contracts) | 0 (144 total contracts) |         |         |
|   | target | 10                         | 8                          | 5                       | ---     | ---     |
| Certified Acres   | actual | 1,837 (11,495 total acres) | 3,740 (15,235 total acres) | 0 (15,235 total acres)  |         |         |
|   | target | 800                        | 500                        | 350                     | ---     | ---     |
| Water Conserved (new)                                   | actual | 36,700 ac-ft.              | 36,322 ac-ft.              | 36,968                  |         |         |
|   | target | 36,000 ac-ft.              | 40,000 ac-ft.              | 40,000 ac-ft.           | ---     | ---     |
| 5. Ground Water Quality/Nitrate Priority Areas          |        |                            |                            |                         |         |         |
| Acres Treated   | actual | 43,778                     | 47,704                     | 53,436                  |         |         |
|   | target | 37,700                     | 43,000                     | 48,500                  | ---     | ---     |
| Nitrates Reduced (lbs.)                                 | actual | 147,500                    | 152,500                    | 170,500                 |         |         |
|   | target | 132,100                    | 147,000                    | 154,000                 | ---     | ---     |
| Phosphorus Reduced (lbs.)                               | actual | 30,100                     | 30,800                     | 34,500                  |         |         |
|   | target | 26,500                     | 29,500                     | 31,500                  | ---     | ---     |
| Sediment Reduced (tons)                                 | actual | 151,400                    | 155,500                    | 175,000                 |         |         |
|   | target | 142,600                    | 150,500                    | 157,000                 | ---     | ---     |
| 6. RCRDP Loan Program                                   |        |                            |                            |                         |         |         |
| # of new loans  | actual | 12                         | 7***                       | 6                       |         |         |
|   | target | 12                         | 15                         | 15                      | ---     | ---     |
| Total \$ conservation projects                          | actual | \$1,017,163                | \$391,374                  | \$488,626               |         |         |
|   | target | \$850,000                  | 1,000,000                  | 1,000,000               | ---     | ---     |

## ITEM #12-1

| Performance Measure Old   |        | FY 2018    | FY 2019   | FY 2020 | FY 2021 | FY 2022 |
|---|--------|------------|-----------|---------|---------|---------|
| Inquiries received  | actual | 45         | 43        | 17      |         |         |
|   | target | 50         | 55        | 55      | ---     | ---     |
| Applications submitted  | actual | 17         | 19        | 11      |         |         |
|   | target | 25         | 25        | 25      | ---     | ---     |
| Pending @ end of FY   | actual | 0          | 0         | 1       |         |         |
|   | target | 2          | 2         | 2       | ---     | ---     |
| Applications denied or withdrawn  | actual | 5          | 3         | 4       |         |         |
|   | target | 5          | 2         | 2       | ---     | ---     |
| Satisfied customers (new)   | actual | 12         | 7         | 6       |         |         |
|   | target | 5          | 15        | 15      | ---     | ---     |
| 7. TMDL Ag Implementation Plans (subject to DEQ priorities)   |        |            |           |         |         |         |
| # of new plans assigned by DEQ (new)  | actual | 3          | 7         | 2       |         |         |
|   | target | 7          | 5         | 5       | ---     | ---     |
| Completed   | actual | 5          | 10        | 11      |         |         |
|   | target | 6          | 5         | 7       | ---     | ---     |
| In Progress   | actual | 12         | 12        | 7       |         |         |
|   | target | 12         | 12        | 12      | ---     | ---     |
| Pending   | actual | 10         | 10        | 5       |         |         |
|   | target | 19         | 10        | 10      | ---     | ---     |
| 8. Communications <i>Note: Performance measures listed below in gray have been determined not to be meaningful for this report and will no longer be tracked.</i> |        |            |           |         |         |         |
| Website (Total Visitors)  | actual | 2635****   | 3,969     | 30,826  |         |         |
|   | target | 74,000**** | 5,000**** | 5,000   | ---     | ---     |
| (Ave. Page Views) per visitor   | actual | N/A †      | N/A †     | N/A †   |         |         |
|   | target | N/A †      | N/A †     | N/A †   | ---     | ---     |
| (Ave. Hits/Day)   | actual | 32,647     | N/A †     | N/A †   |         |         |
|   | target | 33,000     | N/A †     | N/A †   | ---     | ---     |
| (Total Hits)  | actual | 995,051    | N/A †     | N/A †   |         |         |
|   | target | 1,020,000  | N/A †     | N/A †   | ---     | ---     |
| Facebook (impressions/# of posts)*  | actual | N/A †      | N/A †     | N/A †   |         |         |
|   | target | N/A †      | N/A †     | N/A †   | ---     | ---     |
| Facebook (Post Reach)   | actual | 31,274     | 60,431    | 27,012  |         |         |
|   | target | 50,000     | 50,000    | 65,000  | ---     | ---     |
| (New Page Likes)  | actual | 40         | 61        | 123     |         |         |
|   | target | 200        | 75        | 75      | ---     | ---     |
| Twitter (# of tweets)   | actual | 35         | 157       | 220     |         |         |
|   | target | 55         | 45        | 160     | ---     | ---     |
| (Twitter Impressions)   | actual | 16,332     | N/A †     | N/A †   |         |         |
|   | target | 11,200     | N/A †     | N/A †   | ---     | ---     |

ITEM #12-1

| Performance Measure Old  |        | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 |
|--------------------------|--------|---------|---------|---------|---------|---------|
| (Profile Views)          | actual | 559     | N/A †   | N/A †   |         |         |
|                          | target | 700     | N/A †   | N/A †   | ---     | ---     |
| (New Followers)          | actual | 25      | 28      | 5       |         |         |
|                          | target | 200     | 50      | 50      | ---     | ---     |
| Newsletter subscriptions | actual | 632     | 744     | 784     |         |         |
|                          | target | 700     | 700     | 750     | ---     | ---     |

### Performance Measure Explanatory Notes

\* For FY 2019, 40 of the surveys returned were identified as being submitted by districts. Due to the option of submitting surveys anonymously, an additional 18 surveys could not be associated with any districts. This issue has been remedied in FY 2020.

\*\* The increase in numbers of CREP certified contracts in FY 2019 was due to partners performing additional certifications.

\*\*\* The decrease in the number of new RCRDP loans is due to low commodity prices making it much more difficult for applicants to qualify.

\*\*\*\* Reporting methodology changed by website host in late FY 2017 leading to discrepancy in numbers the following year. Discrepancy has been accounted for and consistent data should once again be available to address FY 2019 target.

N/A † indicates that these performance measures are no longer to be included in annual reporting.

#### For More Information Contact

Idaho Soil & Water Conservation Commission  
 322 East Front Street, Suite 560  
 Boise, ID 83702  
 Phone: (208) 332-1790  
 Fax: (208) 332-1799  
 E-mail: [info@swc.idaho.gov](mailto:info@swc.idaho.gov)

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## Soil and Water Conservation Commission

## Performance Report

## Part I – Agency Profile

### Agency Overview

The Idaho Soil and Water Conservation Commission (ISWCC) was created in 1939 under Idaho Code § 22-2716, et. seq.) to form local conservation districts to work on reducing soil erosion generated by agricultural land management practices. ISWCC is now also the lead agency for a number of voluntary conservation programs that address water quality and other natural resource issues. ISWCC has no regulatory authority. The ISWCC was led in FY 2020 by five Commissioners appointed by the Governor: Chairman H. Norman Wright, Vice Chairman Cathy Roemer, Secretary Erik Olson and members Gerald Trebesch and Wendy Pratt. The administrator was Teri Murrison. In FY 2020, the agency had 21.75 administrative and technical staff located in offices around the state.

### Core Functions/Idaho Code

1. **District Support and Services:** provides technical, financial, and other assistance to Idaho's 50 conservation districts.
2. **Comprehensive Conservation Services:** provides/promotes non-regulatory incentive and science-based programs to support voluntary conservation activities enhancing environmental quality and economic productivity.
3. **Administration:** ensures fiscally responsible operations to support Commissioners, programs, and staff.
4. **Outreach:** engages local, state, and federal partners, non-governmental organizations, and resource and agricultural production groups to promote agricultural stewardship (voluntary conservation).

### Revenue and Expenditures

| Revenue                  | FY 2017            | FY 2018            | FY 2019          | FY 2020          |
|--------------------------|--------------------|--------------------|------------------|------------------|
| General Fund             | \$2,730,900        | 2,759,200          | 2,659,200        | 2,723,600        |
| Receipts                 | 300                | 33,400             | 11,100           | 0                |
| RCRDP Loan Program       | 910,800            | 889,100            | 722,600          | 937,439          |
| SRF Loan Program         | 86,300             | 92,300             | 92,300           | 77,282           |
| Federal Grant Funds      | 0                  | 170,900            | 201,800          | 193,144          |
| <b>Total</b>             | <b>\$3,728,300</b> | <b>3,944,900</b>   | <b>3,687,000</b> | <b>3,931,465</b> |
| Expenditures             | FY 2017            | FY 2018            | FY 2019          | FY 2020          |
| Personnel Costs          | \$1,331,000        | 1,368,500          | 1,620,127        | 1,343,950        |
| Operating Expenditures   | 290,500            | 329,800            | 341,802          | 317,968          |
| Capital Outlay           | 74,100             | 111,200            | 3,425            | 0                |
| Trustee/Benefit Payments | 1,353,200          | 1,253,200          | 1,253,200        | 1,240,700        |
| RCRDP Loan Disbursements | 604,200            | 939,100            | 305,800          | 486,077          |
| DEQ Loan                 | \$73,700           | 79,700             | 104,700          | 134,800          |
| Federal Grant Funds      |                    | 136,600            | 270,000          | 179,881          |
| <b>Total</b>             | <b>\$3,726,700</b> | <b>\$4,218,100</b> | <b>3,899,054</b> | <b>3,703,376</b> |

\* indicates where numbers have been updated to correct prior year errors.

### Profile of Cases Managed and/or Key Services Provided

| Cases Managed and/or Key Services Provided   | FY 2017 | FY 2018 | FY 2019 | FY 2020 |
|--|---------|---------|---------|---------|
| Conservation systems implemented on all cropland (acres)   | 97,776  | 99,982  | 109,144 | 125,369 |
| Conservation implemented on other land uses (acres)  | 6,549   | 8,199   | 1,300   | 3,460   |
| Grazing/pasture management systems implemented (acres)   | 339,356 | 282,851 | 339,955 | 217,813 |
| Riparian acres implemented with protection, restoration, enhancement or creation (acres)   | 3,981   | 4,783   | 2,750   | 10,397  |
| Conservation Reserve Program (CRP) – Private agricultural land removed from tillage-induced erosion through financial incentive for a contractual time period. | 568,729 | 538,994 | 542,772 | 538,232 |

Numbers above include conservation statistics from federal and local partners: NRCS and districts.

### Red Tape Reduction Act

In FY 2019 the Idaho Soil and Water Conservation Commission reduced their rules by 50%. ISWCC began the year with four chapters of rule and ended the year with two. ISWCC will continue to work towards further reduction of ineffective or outdated regulations in the new fiscal year.

|                        | As of July 1, 2019 | As of July 1, 2020 |
|------------------------|--------------------|--------------------|
| Number of Chapters     | 2                  | 1                  |
| Number of Words        | 4,662              | 4,626              |
| Number of Restrictions | 79                 | 74                 |

### FY 2020 Performance Highlights

The Soil & Water Conservation Commission (Commission) launched the **Idaho Conservation Project Tracker** website, to communicate the significant accomplishments of Idaho's broad conservation partnership and "Conservation the Idaho Way", Agricultural and natural resources stewardship that's locally led and voluntary. Project Tracker currently contains Commission projects back to the 80s and will ultimately feature the collaborative conservation accomplishments of multiple partners, as well. It's a central online inventory of dollars invested and performance measures achieved. An Accomplishments Dashboard is featured on the site tracking projects and dollars invested overall and by partner and project type. It doesn't require an account/login to access, sort, and review project info. Partner users create an account and login and can then enter proposed, current, and past projects into a searchable database containing focus areas, project themes, performance measures, watersheds, legislative and congressional districts, divisions and organizations, funding sources, and more. See [www.conservation.idaho.gov](http://www.conservation.idaho.gov) for more information.

## Part II – Performance Measures

*Note: ISWCC has reworked its Strategic Plan and Performance Measures Report to more closely reflect DFM requirements. This year and through FY 2023, there will be two sections: New Performance Measures (FY2021 and future) and Old Performance Measures (FY2017-FY2020).*

| Performance Measure New  |        | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
|--|--------|---------|---------|---------|---------|---------|
| <b>District Support &amp; Services</b>   |        |         |         |         |         |         |
| Percentage of Conservation Districts satisfied with services & programs provided   | actual | ---     | ---     | ---     | ---     |         |
|  | target | ---     | ---     | ---     | ---     | 90      |
| Percentage of Conservation Districts satisfied with the effectiveness of the communications received from the Commission   | actual | ---     | ---     | ---     | ---     |         |
|  | target | ---     | ---     | ---     | ---     | 90      |
| Percentage of requests submitted by Conservation Districts through the Technical Assistance Allocation Process (TAAP) that receive the requested assistance                        | actual | ---     | ---     | ---     | ---     |         |
|  | target | ---     | ---     | ---     | ---     | 90      |
| <b>Conservation Programs &amp; Services</b>  |        |         |         |         |         |         |
| Number of <b>Conservation Reserve Enhancement Program (CREP)</b> enrolled acres over which technical leadership and guidance is provided   | actual | ---     | ---     | ---     | ---     |         |
|  | target | ---     | ---     | ---     | ---     | 20,000  |
| Acres improved with implementation of Best Management Practices (BMPs) and facilitated by <b>Resource Conservation &amp; Rangeland Development Program (RCRDP)</b> funding         | actual | ---     | ---     | ---     | ---     |         |
|  | target | ---     | ---     | ---     | ---     | 600     |
| Number of acres with Best Management Practices (BMPs) implemented to maintain and improve <b>Ground Water Quality</b>  | actual | ---     | ---     | ---     | ---     |         |
|  | target | ---     | ---     | ---     | ---     | 54,000  |
| Percentage of <b>Total Maximum Daily Load (TMDL)</b> implementation plans completed within 18 months of the TMDL having been approved by the Environmental Protection Agency (EPA) | actual | ---     | ---     | ---     | ---     |         |
|  | target | ---     | ---     | ---     | ---     | 100     |



| Performance Measure New   |        | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY2021 |
|---|--------|---------|---------|---------|---------|--------|
| Communication & Outreach  |        |         |         |         |         |        |
| Increase the number of newsletter subscribers                       | actual | ---     | ---     | ---     | ---     |        |
|   | target | ---     | ---     | ---     | ---     | 20     |
| Increase annual percentage of social media reach, likes and follows | actual | ---     | ---     | ---     | ---     |        |
|   | target | ---     | ---     | ---     | ---     | 10%    |
| Increase number of additional partner projects in Tracker           | actual | ---     | ---     | ---     | ---     |        |
|   | target | ---     | ---     | ---     | ---     | 6      |

| Performance Measure Old  |        | FY 2017     | FY 2018     | FY 2019     | FY 2020     | FY 2021 |
|--|--------|-------------|-------------|-------------|-------------|---------|
| District Support & Services  |        |             |             |             |             |         |
| 1. # of District Surveys on Commission Satisfaction<br>- Strongly agree<br>- Somewhat agree<br>- Neutral<br>- Somewhat Disagree<br>- Disagree<br>N/A | actual | 42 of 50    | 40 of 50    | 58 of 50*   | 32 of 50    |         |
|  |        | 43%         | 40%         | 50%         | 57%         |         |
|  |        | 48%         | 48%         | 30%         | 31%         |         |
|  |        | 2%          | 3%          | 13%         | 0%          |         |
|  |        | 7%          | 5%          | 7%          | 6%          |         |
|  |        | 0%          | 5%          | 0%          | 9%          |         |
|  |        | 0%          | 0%          | 0%          | 0%          |         |
|  | target | 50 of 50    | 50 of 50    | 50 of 50    | 50 of 50    | ---     |
|  |        | 36%         | 34%         | 47.5%       | 47.5%       |         |
|  |        | 46%         | 47%         | 47.5%       | 47.5%       |         |
|  |        | 8%          | 7%          | 0%          | 0%          |         |
| 2. District five-year plans updated  | actual | 50          | 50          | 50          | 50          |         |
|  | target | 50          | 50          | 50          | 50          | ---     |
| 3. Technical Assistance Provided to Districts  |        |             |             |             |             |         |
| # of technical assistance hours requested/awarded (new)  | actual | 7,360/6,071 | 7,630/6,061 | 7,654/6,061 | 7,355/5,928 |         |
|  | target | -----       | 7,400/6,100 | 7,400/6,100 | 7,500/6,000 | ---     |
| # of districts w/projects  | actual | 39          | 42          | 40          | 40          |         |
|  | target | 40          | 40          | 40          | 40          | ---     |
| # of new projects  | actual | 19          | 19          | 29          | 22          |         |
|  | target | 50          | 50          | 25          | 25          | ---     |
| # of ongoing projects  | actual | 70          | 89          | 64          | 71          |         |
|  | target | 75          | 100         | 100         | 75          | ---     |
| # of landowners served   | actual | 316         | 407         | 536         | 436         |         |
|  | target | 245         | 300         | 350         | 350         | ---     |

| Performance Measure Old                        |        | FY 2017                 | FY 2018                    | FY 2019                    | FY 2020                 | FY 2021 |
|--|--------|-------------------------|----------------------------|----------------------------|-------------------------|---------|
| 4. CREP Program Deliverables                   |        |                         |                            |                            |                         |         |
| Total Contracts                                | actual | 168                     | 181                        | 178                        | 187                     |         |
|  | target | 160                     | 160                        | 201                        | 201                     | ---     |
| Total Acres                                    | actual | 17,257                  | 18,351                     | 18,161                     | 18,484                  |         |
|  | target | 22,000                  | 17,500                     | 20,000                     | 20,000                  | ---     |
| Certified Contracts                            | actual | 2 (90 total contracts)  | 5 (95 total contracts)     | 49** (144 total contracts) | 0 (144 total contracts) |         |
|  | target | 10                      | 10                         | 8                          | 5                       | ---     |
| Certified Acres                                | actual | 131 (9,658 total acres) | 1,837 (11,495 total acres) | 3,740 (15,235 total acres) | 0 (15,235 total acres)  |         |
|  | target | 1,500                   | 800                        | 500                        | 350                     | ---     |
| Water Conserved (new)                          | actual | 34,514 ac-ft.           | 36,700 ac-ft.              | 36,322 ac-ft.              | 36,968                  |         |
|  | target | -----                   | 36,000 ac-ft.              | 40,000 ac-ft.              | 40,000 ac-ft.           | ---     |
| 5. Ground Water Quality/Nitrate Priority Areas |        |                         |                            |                            |                         |         |
| Acres Treated                                  | actual | 42,194                  | 43,778                     | 47,704                     | 53,436                  |         |
|  | target | 42,000                  | 37,700                     | 43,000                     | 48,500                  | ---     |
| Nitrates Reduced (lbs.)                        | actual | 142,000                 | 147,500                    | 152,500                    | 170,500                 |         |
|  | target | 140,000                 | 132,100                    | 147,000                    | 154,000                 | ---     |
| Phosphorus Reduced (lbs.)                      | actual | 28,500                  | 30,100                     | 30,800                     | 34,500                  |         |
|  | target | 28,000                  | 26,500                     | 29,500                     | 31,500                  | ---     |
| Sediment Reduced (tons)                        | actual | 148,500                 | 151,400                    | 155,500                    | 175,000                 |         |
|  | target | 150,000                 | 142,600                    | 150,500                    | 157,000                 | ---     |
| 6. RCRDP Loan Program                          |        |                         |                            |                            |                         |         |
| # of new loans                                 | actual | 5                       | 12                         | 7***                       | 6                       |         |
|  | target | 15                      | 12                         | 15                         | 15                      | ---     |
| Total \$ conservation projects                 | actual | \$335,784               | \$1,017,163                | \$391,374                  | \$488,626               |         |
|  | target | \$900,000               | \$850,000                  | 1,000,000                  | 1,000,000               | ---     |
| Inquiries received                             | actual | 36                      | 45                         | 43                         | 17                      |         |
|  | target | 65                      | 50                         | 55                         | 55                      | ---     |
| Applications submitted                         | actual | 5                       | 17                         | 19                         | 11                      |         |
|  | target | 28                      | 25                         | 25                         | 25                      | ---     |
| Pending @ end of FY                            | actual | 0                       | 0                          | 0                          | 1                       |         |
|  | target | 2                       | 2                          | 2                          | 2                       | ---     |
| Applications denied or withdrawn               | actual | 1                       | 5                          | 3                          | 4                       |         |
|  | target | 5                       | 5                          | 2                          | 2                       | ---     |
| Satisfied customers (new)                      | actual | 5                       | 12                         | 7                          | 6                       |         |
|  | target | -----                   | 5                          | 15                         | 15                      | ---     |

| Performance Measure Old   |        | FY 2017    | FY 2018    | FY 2019   | FY 2020 | FY 2021 |
|---|--------|------------|------------|-----------|---------|---------|
| 7. TMDL Ag Implementation Plans (subject to DEQ priorities)   |        |            |            |           |         |         |
| # of new plans assigned by DEQ ( <i>new</i> )   | actual | 7          | 3          | 7         | 2       |         |
|   | target | -----      | 7          | 5         | 5       | ---     |
| Completed   | actual | 10         | 5          | 10        | 11      |         |
|   | target | 7          | 6          | 5         | 7       | ---     |
| In Progress   | actual | 22         | 12         | 12        | 7       |         |
|   | target | 15         | 12         | 12        | 12      | ---     |
| Pending   | actual | 10         | 10         | 10        | 5       |         |
|   | target | 18         | 19         | 10        | 10      | ---     |
| 8. Communications <i>Note: Performance measures listed below in gray have been determined not to be meaningful for this report and will no longer be tracked.</i> |        |            |            |           |         |         |
| Website (Total Visitors)  | actual | 19,607**** | 2635****   | 3,969     | 30,826  |         |
|   | target | -----      | 74,000**** | 5,000**** | 5,000   | ---     |
| (Ave. Page Views) per visitor   | actual | 204.73     | N/A †      | N/A †     | N/A †   |         |
|   | target | 26         | N/A †      | N/A †     | N/A †   | ---     |
| (Ave. Hits/Day)   | actual | 22,000     | 32,647     | N/A †     | N/A †   |         |
|   | target | 33,000     | 33,000     | N/A †     | N/A †   | ---     |
| (Total Hits)  | actual | 669,967    | 995,051    | N/A †     | N/A †   |         |
|   | target | 1,100,000  | 1,020,000  | N/A †     | N/A †   | ---     |
| Facebook (impressions/# of posts)*  | actual | 163        | N/A †      | N/A †     | N/A †   |         |
|   | target | 275        | N/A †      | N/A †     | N/A †   | ---     |
| Facebook (Post Reach)   | actual | 38,851     | 31,274     | 60,431    | 27,012  |         |
|   | target | 50,000     | 50,000     | 50,000    | 65,000  | ---     |
| (New Page Likes)  | actual | 72         | 40         | 61        | 123     |         |
|   | target | 200        | 200        | 75        | 75      | ---     |
| Twitter (# of tweets)   | actual | 115        | 35         | 157       | 220     |         |
|   | target | 75         | 55         | 45        | 160     | ---     |
| (Twitter Impressions)   | actual | 19,059     | 16,332     | N/A †     | N/A †   |         |
|   | target | 12,000     | 11,200     | N/A †     | N/A †   | ---     |
| (Profile Views)   | actual | 434        | 559        | N/A †     | N/A †   |         |
|   | target | 800        | 700        | N/A †     | N/A †   | ---     |
| (New Followers)   | actual | 70         | 25         | 28        | 5       |         |
|   | target | 200        | 200        | 50        | 50      | ---     |
| Newsletter subscriptions  | actual | 620        | 632        | 744       | 784     |         |
|   | target | 675        | 700        | 700       | 750     | ---     |

### Performance Measure Explanatory Notes

\* For FY 2019, 40 of the surveys returned were identified as being submitted by districts. Due to the option of submitting surveys anonymously, an additional 18 surveys could not be associated with any districts. This issue has been remedied in FY 2020.

\*\* The increase in numbers of CREP certified contracts in FY 2019 was due to partners performing additional certifications.

\*\*\* The decrease in the number of new RCRDP loans is due to low commodity prices making it much more difficult for applicants to qualify.

\*\*\*\* Reporting methodology changed by website host in late FY 2017 leading to discrepancy in numbers the following year. Discrepancy has been accounted for and consistent data should once again be available to address FY 2019 target.

N/A † indicates that these performance measures are no longer to be included in annual reporting.

**For More Information Contact**

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**SOIL & WATER  
CONSERVATION  
COMMISSION**

H. Norman Wright  
Chairman

Cathy Roemer  
Vice Chairman

Erik Olson  
Secretary

Wendy Pratt  
Commissioner

Delwyne Trefz  
Interim  
Administrator

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, OLSON, AND PRATT**

**FROM: DELWYNE TREFZ, INTERIM ADMINISTRATOR**

**DATE: AUGUST 9, 2021**

**RE: UPDATED DELEGATION OF POWERS AND DUTIES TO ADMINISTRATOR**

Under the revised Idaho Eastern Snake Plain Aquifer Conservation Reserve Enhancement Program Agreement (CREP), an ISWCC representative is required to sign *Agreements Not to Divert Water From the Eastern Snake Plain Aquifer* and any amendments and/or modifications thereto with producers participating in CREP. Shantel recommends the Delegation of Powers and Duties you approved in June be updated to include a paragraph specifically delegating the administrator authority to sign these CREP documents on your behalf.

Attached is the updated Delegation of Powers and Duties to Administrator drafted by Shantel. Section (1)(e) grants the Administrator authority to sign CREP documents.

**RECOMMENDED ACTION:**

1. Approve the updated Delegation of Powers and Duties to Administrator.
2. Delegate powers and authorities to Acting Administrator until new Administrative Officer is selected and assumes the position at which time powers and authorities will transfer.

**ATTACHMENT:**

- Delegation of Powers and Duties to Administrator

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**DELEGATION OF POWERS AND DUTIES TO ADMINISTRATOR**

In accordance with Idaho Code § 22-2718(2), the Soil and Water Conservation Commission hereby delegates to the Administrator the following powers and duties.

- (1) The Administrator 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 Administrator 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) Sign on behalf of the Commission, *Agreements Not to Divert Water From the Eastern Snake Plain Aquifer* and any amendments and/or modifications thereto with eligible producers who participate in the Idaho Eastern Snake Plain Aquifer Conservation Reserve Enhancement Program jointly implemented by the State and the United States Department of Agriculture (“USDA”) Commodity Credit Corporation (“CCC”), subject to the terms and conditions in the revised agreement between the State and the USDA CCC dated June 28, 2021 and consistent with state and federal law.

- (f) 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;
  - (g) 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;
  - (h) 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;
  - (i) 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
  - (j) 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 Administrator may delegate to any subordinate employee of the Commission such of

his or her powers and duties as the Administrator 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).