



IDAHO SOIL & WATER CONSERVATION COMMISSION

AMENDED REGULAR MEETING NOTICE & AGENDA

Idaho Soil & Water Conservation Commission
May 19, 2022, 10:00 a.m. to 1:00 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: 873 4789 1934 Zoom Password: 507511

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

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

AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

	1.	WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL	Chairman Wright
	2.	PARTNER REPORTS (information only)	
*	3.	AGENDA REVIEW (<u>potential action item</u>) 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
ACTION ITEMS			
*#	4.	MINUTES 1. April 21, 2022 ACTION: Approve.	Chairman Wright
*#	5.	FINANCIAL REPORTS 1. April 30, 2022 ACTION: Approve.	Misnick
NON-ACTION ITEMS			
#	6.	ADMINISTRATOR'S REPORT <ul style="list-style-type: none"> • Partnership building update • Staff vacancies update • Water Quantity and Quality Program for Agriculture (WQPA) update • FY 2022 Commission Meeting Schedule ACTION: For information only.	Trefz

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Thursday, May 19, 2022 Meeting Agenda

Date of Notice: May 18, 2022

	7.	REPORTS <i>Commissioners and staff only, no discussion</i> <u>ACTION:</u> For information only.	Commissioners, Staff
POSSIBLE ACTION ITEMS			
	8.	COMPENSATING S. STUEBNER FOR WRITING, LAYING OUT, AND DISTRIBUTING NEWSLETTER <ul style="list-style-type: none"> Discussion—Potential modification to contract with Steve Stuebner PR & Marketing to increase monthly cost for feature story writing, newsletter layout, and distribution to other ag-related publications. <u>ACTION:</u> For discussion and possible action.	Chairman Wright
#	9.	IDAHO WEED AWARENESS CAMPAIGN <ul style="list-style-type: none"> Discussion—Contributing to the Idaho Weed Awareness Campaign to help with statewide education and outreach efforts <u>ACTION:</u> For discussion and possible action.	Trefz
	10.	EXECUTIVE SESSION <i>Executive Session is closed to the public. Under the relevant Idaho Code Section(s) noted below, any Board action will be taken publicly in open session directly following Executive Session.</i> <u>ACTION:</u> Move to enter Executive Session pursuant to Idaho Code § 74-206(1)(d) to for the purpose of discussing Water Quantity and Quality Program for Agriculture (WQPA) project applications. <u>Roll Call Vote</u>	Chairman Wright
#	a.	WATER QUANTITY AND QUALITY PROGRAM FOR AGRICULTURE The Commission will convene in Executive Session to consider approval or denial of Water Quantity and Quality Program for Agriculture (WQPA) project applications. Project Applications # W-22012 and W-22019 – W-22068. <u>ACTION:</u> For consideration and possible action outside of Executive Session	Trefz
OPEN SESSION and ADJOURN <i>The next Regular Commission Meeting will be on June 15, 2022, at 10:00 AM MT in Boise, Idaho.</i>			

(*) Action Item

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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 #4

IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

Date and Time:

Thursday, April 21, 2022
10:01 AM – 4:12 PM MT

Location:

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

MINUTES

COMMISSION MEMBERS PRESENT:

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

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

COMMISSION STAFF PRESENT:

Delwyne Trefz
Rachel Misnick
Joe Peterson
Amanda Fuhrman

Crystal Rosen
Loretta Strickland
Brenda Charles (Zoom)
Bill Lillibridge (Zoom)

PARTNERS AND GUESTS PRESENT:

Joan Cloonan, Ada SWCD/ IASCD Div. III
Shane Bell, OAG (Zoom)
Kerry Christianson, IDEA (Zoom)
Nick Peak, EPA Region 10 (Zoom)
Clinton Aston, Franklin SWCD (Zoom)

Dan Steenson, Lower Boise W.C
Nate Fisher, Gov. Office (Zoom)
Bruce Sandoval, NRCS (Zoom)
Kylie Daman, Benewah SWCD (Zoom)
Kit Tillotson, Portneuf SWCD (Zoom)

ITEM #1: WELCOME AND ROLL CALL

Chairman Wright called the meeting to order at 10:01 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: AGENDA REVIEW

Action: Commissioner Roemer made a motion *that this governing body, pursuant to Idaho Code section 74-204, amend the agenda for this meeting as follows: Regarding action item 5, I move to include the financial reports from March 31, 2022. Regarding non-action item 7, I move to remove an update from Deputy Attorney General Bell*

regarding private communications between the Office of the Attorney General and the Franklin Soil and Water Conservation District Supervisors. Regarding possible action item 14(b), I move to amend the original agenda to include Project Applications numbered W-22001 through W-22018. The good faith reason for adding the financial report from March 31, 2022, to the amended agenda is that the additional financial report was not available when the initial agenda was posted. Similarly, the good faith reason that the additional WQPA applications were not included on the initial agenda is because the Soil and Water Conservation Commission received the additional applications after the initial agenda was posted. Commissioner Pratt seconded the motion. Motion carried by unanimous vote.

ITEM #4: MINUTES

Action: Commissioner Pratt made a motion to *approve the February 23, 2022 Regular Meeting minutes as submitted*. Commissioner Olson seconded the motion. Motion carried by unanimous vote.

Action: Commissioner Olson made a motion to *approve the March 30, 2022 Special Meeting minutes as submitted*. Commissioner Pratt seconded the motion. Motion carried by unanimous vote.

ITEM #5: FINANCIAL REPORTS

Action: Commissioner Olson made a motion to *approve the Financial Reports for the month ended February 28, 2022*. Commissioner Pratt seconded the motion. Motion carried by unanimous vote.

Action: Commissioner Pratt made a motion to *approve the Financial Reports for the month ended March 31, 2022*. Commissioner Roemer seconded the motion. Motion carried by unanimous vote.

ITEM #6: CONSERVATION THE IDAHO WAY NEWSLETTER UPDATE

Action: None taken.

ITEM #7: UPDATE ON RECENT, RELEVANT WORK DONE BY OFFICE OF THE ATTORNEY GENERAL

Action: None taken.

ITEM #8: UPDATE ON RELEVANT ACTIVITIES – GOVERNOR LITTLE’S OFFICE

Action: None taken.

ITEM #9: UPDATE ON EPA REGION 10 ACTIVITES

Action: None taken.

ITEM #10: DISTRICT SUPPORT SERVICES UPDATE

Action: None taken.

ITEM #11: OPEN DICUSSION – BECOMING BETTER PARTNERS

Action: None taken.

ITEM #12: ADMINISTRATOR’S REPORT

Action: None taken.

ITEM #13: REPORTS

Action: None taken.

ITEM #14: EXECUTIVE SESSION

Action: Commissioner Pratt made a motion to *enter Executive Session pursuant to Idaho Codes § 74-206(1)(b) for the purpose of evaluation of an employee, and pursuant to Idaho Code § 74-206(1)(d) to for the purpose of discussing Water Quality Program for Agriculture (WQPA) project applications*. Commissioner Olson seconded the motion. Motion passed by unanimous roll call vote.

Executive Session commenced at 1:44 PM

Executive Session ended at 4:06 PM

Open Session reconvened at 4:08 PM

ITEM#14a: EMPLOYEE PERFORMANCE EVALUATION

Action: None taken.

ITEM #14b: WATER QUALITY PROGRAM FOR AGRICULTURE

Action: Commissioner Olson made a motion to *approve the WQPA project applications numbered W-22001 through W-22011 and W-220013 through W-22018*. Commissioner Roemer seconded the motion. Motion passed by unanimous vote.

Action: Commissioner Olson made a motion to *hold the WQPA project application numbered W-22012 to await further information*. Commissioner Pratt seconded the motion. Motion passed by unanimous vote.

ADJOURN

The meeting was adjourned at 4:12PM. The next Commission Meeting will be held on May 19, 2022 in Boise.

Respectfully submitted,

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Erik Olson, Secretary



**IDAHO SOIL & WATER
CONSERVATION COMMISSION**

ITEM #5

TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, PRATT, OLSON
FROM: RACHEL MISNICK, SENIOR FINANCIAL SPECIALIST
DATE: MAY 13, 2022
RE: FINANCIAL REPORTS, FISCAL & OPERATIONS

FINANCIAL REPORTS

The Financial Detail and Fund Summary year-to-date reports as of the month ended April 30, 2022 will be sent under separate cover.

COMMISSIONER HONORARIUMS

Below is a schedule of the honorarium balances as of May 9, 2022. Included in the schedule are the amounts budgeted for each Commissioner for FY22. With 17% of the fiscal year remaining, the total expenditures are currently \$121 over the total budgeted amount. As previously discussed, this is due to increased Commissioner attendance at various meetings and events in comparison to prior years, and this year’s expenditures will be used to estimate the expected FY23 budgetary needs for Commissioner activities.

Commissioner	Benefit Costs included in Honorariums	Honorariums Budgeted	Expended to Date	Projected Balance/ (Overage)
Wright	\$97	\$1,093	\$1,238	(\$145)
Roemer	\$65	\$729	\$592	\$137
Vacant	\$65	\$729	\$0	\$729
Pratt	\$65	\$729	\$1,600	(\$871)
Olson	\$65	\$729	\$700	\$29
Totals	\$357	\$4,009	\$4,130	(\$121)

RECOMMENDED ACTIONS:

- Approve the Financial Reports for the month ended April 30, 2022

SENT UNDER SEPARATE COVER:

- Financial Detail Report for April 30, 2022
- Fund Summary Report for April 30, 2022

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**SOIL & WATER
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Cathy Roemer
Vice Chairman

Erik Olson
Secretary

Wendy Pratt
Commissioner

Delwyne Trefz
Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS
ROEMER, OLSON, AND PRATT**
FROM: DELWYNE TREFZ, ADMINISTRATOR
DATE: MAY 10, 2022
RE: ADMINISTRATOR'S REPORT

BECOMING BETTER PARTNERS

I want to follow up briefly on our discussion during last month's board meeting on the topic of what we can do to be better partners. Attached is the list of 17 suggestions Commissioners and staff came up with. Originally, I had hoped to identify one action we could all take to become more effective partners.

However, because none of us are clones of each other, none of the Districts we serve are the same, and the relationships we each have with the Districts and Supervisors we interact with are all unique, it became apparent that the thought that we'd be able to identify ONE single thing which would be THE SILVER BULLET for our relationships with all 50 districts was ridiculous!

What I've asked our staff to do, and what I encourage Commissioners to also do, is to look over the list and pick one thing you as a Commission representative can do to become a more effective partner with each of the Districts you serve. You might settle on one thing you want to do with all Districts and Supervisors, or a different thing you will try with each different District. ***But please, commit to being intentional about trying to put into practice something that may result in you and the Commission being a better partner with each of the 50 Districts we serve.***

STAFF VACANCIES UPDATE

Our open Natural Resource Conservationist position is now listed and will close May 25th. This position serves Districts in Division 3 and is the position Loretta vacated when she accepted our Deputy Administrator position.

Our efforts to hire an engineer to serve the south half of the state continue. Currently, we are advertising for either an Associate Engineer or a Staff Engineer. Both announcements will remain open until June 22nd.

**WATER QUANTITY and QUALITY PROGRAM FOR AGRICULTURE (WQPA)
UPDATE**

Between April 19th, when your board reviewed the first 19 WQPA proposals, and May 12th, the deadline for submitting proposals to be reviewed today, Conservation Districts and Irrigation and Canal companies submitted 51 WQPA proposals. Together these 51 proposals are asking for \$7.16M of WQPA financial assistance for projects that will improve water delivery, water use efficiency,

and implement ag BMPs to address water quality concerns. When added to the approximately \$1.7M of WQPA proposals approved by your board in April, the total WQPA funds requested through May 12th is \$8.88M.

To date, twenty-seven Conservation Districts have submitted proposals. Seventeen of the projects focus on assisting irrigation districts and canal companies to improve water use efficiency. In total, \$3.68M has been requested for these irrigation delivery improvement projects. The remaining 34 projects have asked for approximately \$5.2M to assist with the implementation of agricultural BMPs.

Upcoming Commission Meeting Schedule

Below is the tentative Regular Meetings Schedule for the next six months. Meetings are shown in October for scheduling purposes though typically, your Board cancels this meeting to attend Fall Division meetings.

May 2022 – November 2022 SWCC Meeting Schedule

Date & Time	Location	Meeting Type*
Jun 15, 2022, 10-3 MT	322 E. Front Street, Suite 560, Boise	Regular
Jul 21, 2022, 10-3 MT	322 E. Front Street, Suite 560, Boise	Regular
Aug 18, 2022, 10-3 MT	322 E. Front Street, Suite 560, Boise	Regular
Sep 15, 2022, 10-3 MT	322 E. Front Street, Suite 560, Boise	Regular
Oct 20, 2022, 10-3 MT	322 E. Front Street, Suite 560, Boise	Regular
Nov 17, 2022, 10-3 MT	322 E. Front Street, Suite 560, Boise	Regular

*All meetings listed as Regular Meetings should be held in person and/or via video conference (Zoom) and teleconference. If necessary, additional Special Meetings can be added within the proper public meeting noticing requirements.

RECOMMENDED ACTION:

For information only.

ATTACHMENTS:

Suggestions for becoming better partners

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SUGGESTIONS FOR WHAT WE CAN DO TO BECOME MORE EFFECTIVE PARTNERS WITH CONSERVATION DISTRICT SUPERVISORS

1. Spread the WQPA funds around to as many of the 50 Districts as possible get at least a little piece of it. Maybe this will help with the idea we are all in this together!
2. Have our people spend a half day with a supervisor in the field, even if just sitting in a tractor and riding around.
3. Field staff should attend their Districts' board meetings in-person as often as possible, spending time before or after the meeting to talk with and develop relationships with District supervisors and staff.
4. Allowing time for and encouraging staff to attend and participate in District activities such as workshops, tree sales and fair booths will go a long way toward showing the District Board that we are a part of their team.
5. Shake things up and encourage thinking outside the box. For example, remind supervisors there are a host of potential projects that may be outside of what they're accustomed to focusing on, and a potpourri of potential partners they can reach out to and collaborate with.
6. Work with Districts to Identify and prioritize training needs, find a platform to deliver the training effectively and interestingly, keep them engaged
7. Hold zoom trainings and/or, Q and A sessions prior to reporting deadlines. For example, have an interactive session to answer match eligibility questions in July prior to August deadline
8. Simplify or preferably delete the TA process, one less report for them to worry about. Would alleviate the DAWG meeting too!
9. When attending monthly board meetings, try to bring something other than just Commission updates... bring something specifically related to or valued by them, their conservation goals, or why they are on the board. Basically, view them as customers and partners. (Same goes for their employee(s) who they use as their representatives)
10. Engage supervisors in their meetings rather than just being present. Have something to offer or add to the meeting/projects... brief discussion about something learned or discovered... a new resource you found or a concern in the District you saw and options to address, workshop opportunity, project idea, funding opportunity (even reoccurring ones). Be concise... time is money or time away from their operation.

11. Organizing a project tour of one of the project site visits with the supervisor and the landowner is definitely worthwhile.... They may be on the board, talked about it at meetings, and never actually seen the results of their own projects.
12. Discretionary time—less time allocated to specific deliverables so more discretionary time is available, enabling staff to be able to offer to help when asked or when you see it might be needed, especially if it's something they haven't done before. Involve them directly. Whether it's writing a grant, helping with a project budget, talking with other partners to get info. or whatever... even (especially) if you haven't done it either. If you put yourself in the same boat as them, they will be more willing to trust you, try new things, and see the effort you (and the District) put in. I have said something to the effect of: "I haven't done ____ before either, but I'll work with you and try to figure it out", many times.
13. Host a dinner event, perhaps during the annual conference, invite partners and district supervisors & staff. No big agenda, just an expression of our appreciation for them. Award an annual Supervisor of the Year award, maybe also a District Staff of the Year.
14. Invite a District to present during SWCC Board meetings
15. Practice active listening
16. Think about ways to raise the visibility of districts on a statewide level
17. Offer meaningful trainings for district supervisors and staff, make them available on-line



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Administrator

MEMO

TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, PRATT, AND OLSON
FROM: DELWYNE TREFZ, ADMINISTRATOR
DATE: MAY 10, 2022
RE: IDAHO WEED AWARENESS PROGRAM

Roger Batt, Statewide Coordinator for the Idaho Weed Awareness Campaign, sent the following letter asking the Commission to contribute to their campaign. See attached Idaho Weed Awareness Campaign Letter.

RECOMMENDED ACTION: Discuss and potential action to approve contribution to Idaho Weed Awareness Campaign.

ATTACHMENT: Idaho Weed Awareness Campaign Letter

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May 5, 2022

Dear Soil & Water Conservation Commission,

I'm emailing to ask the Idaho Soil & Water Conservation Commission Board for at least a \$5,000 contribution to the Idaho Weed Awareness Campaign to help us with our statewide education and outreach efforts.

Many years ago, when ISWCC was housed within the Idaho State Department of Agriculture, the organization used to contribute a generous amount of funding for the Campaign (\$25,000 over one particular year as an example). At any rate, we would like to have this partnership back with the Commission.

Here are some of the benefits the Commission would receive as a financial supporter:

- * Recognition by the IWAC as a partner in all correspondence including being listed as a partner on the IWAC Website, Face Book page, and on our written education pieces for classrooms and to the public.

- * Video production specifically on the ISWCC. We would ask for someone from ISWCC to conduct an on-camera interview with us and would feature some of the activities ISWCC is doing. We would air the video on our social media platforms, website, and You Tube. We still get about 30,000 hits a month to our website and we have a great following on our social media platforms.

The funds from ISWCC would be spent on video productions, development of education pieces, and the purchase of airtime for radio ads to educate the public about the serious threats of noxious weeds to our lands and waters, and how people can help.

Thank you very much for your consideration of this request!

Roger Batt, Statewide Coordinator
Idaho Weed Awareness Campaign