



IDAHO SOIL & WATER CONSERVATION COMMISSION

REGULAR MEETING NOTICE & AGENDA

Idaho Soil & Water Conservation Commission
January 17, 2023, 9:00 a.m. to 1:00 p.m. MT

Location: Idaho Water Center, 322 E Front St, Suite 560, Conference Room, Boise
Zoom Call In # 1-253-205-0468

[ZOOM Meeting Link](#)

Zoom Meeting ID: 820 4221 4760 Zoom Passcode: 667501

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.	AGENDA REVIEW (potential action item) The Agenda may be amended by formal Board action, if necessary, at the meeting. If so, a motion that states the reason for the amendment and the good faith reason the item was not included in the original agenda will be made and approved by the Board.	Chairman Wright
	3.	PARTNER REPORTS (information only)	
ACTION ITEMS			
*#	4.	MINUTES <ul style="list-style-type: none">August 25, 2022September 22, 2022November 15, 2022 Regular MeetingNovember 15, 2022 Listening Session <u>ACTION:</u> Approve	Chairman Wright
NON-ACTION ITEMS			
	5.	REPORTS <i>Commissioners and staff only, no discussion</i> <u>ACTION:</u> For information only.	Commissioners, Staff

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Tuesday, January 17, 2023 Meeting Agenda

Date of Notice: January 11, 2022

	6.	DISTRICT SUPPORT SERVICES UPDATE <ul style="list-style-type: none"> WQPA update of projects <u>ACTION:</u> For information only.	Strickland
#	7.	ADMINISTRATOR'S REPORT <ul style="list-style-type: none"> Governor's FY 2024 ISWCC Budget Legislative Committees Schedule 2023 Larry Branen Idaho Ag Summit ISWCC Info Brochure 2023 Commission Meeting Schedule <u>ACTION:</u> For information only.	Trefz
	8.	FISCAL OFFICE REPORT <ul style="list-style-type: none"> Budget to Actual Financial Statements Review of Fiscal activities FY 2024 Budget Request Update <u>ACTION:</u> For information only.	Ziegler
	9.	MEDIA ACTIVITIES REPORT <ul style="list-style-type: none"> Agency brochure WQPA video <u>ACTION:</u> For information only.	Peterson
POSSIBLE ACTION ITEMS			
*	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 Codes § 74-206(1)(d) for the purpose of discussing documents under attorney-client privilege. <u>Roll Call Vote</u>	Chairman Wright
#	10a.	DISCLOSURE OF GUIDANCE PROTECTED BY ATTORNEY-CLIENT PRIVILEGE The Commission will convene in Executive Session to consider the release of guidance documents from legal counsel related to the classification of conservation districts. <u>ACTION:</u> For consideration and possible action outside of Executive Session	Trefz
ADJOURN <i>The next Regular Commission Meeting will be on February 22, 2022, at 9:00 AM MT in Boise, Idaho.</i>			

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Tuesday, January 17, 2023 Meeting Agenda

Date of Notice: January 11, 2022



Idaho Soil & Water Conservation Commission

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

ITEM #4-1

IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

Date and Time:

Thursday, August 25, 2022
10:03 AM – 1:53 PM MT

Location:

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

Draft MINUTES

COMMISSION MEMBERS PRESENT:

Norman Wright (Chair)
Wendy Pratt (Secretary) (Zoom)
Joan Cloonan
Richard Savage (Zoom)

Erik Olson (Vice-Chair) (Zoom)
Steve Becker (Zoom)
Karen Sharpnack

COMMISSION STAFF PRESENT:

Delwyne Trefz
Melonie Ziegler
Joe Peterson
Terry Hoebelheinrich
Dustin Diaz (Zoom)

Crystal Rosen
Loretta Strickland
Brenda Charles (Zoom)

PARTNERS AND GUESTS PRESENT:

Shane Bell, OAG
Royd Carlson, Teff Company
Sarah Garcia, Bonner SWCD (Zoom)
Kylie Daman, Benewah SWCD (Zoom)
Curtis Elke, NRCS

Samantha Jackson, Teff Company
Karma Bragg, Custer SWCD (Zoom)
Bob Flagor, Kootenai-Shoshone SWCD (Zoom)
Kerry Christiansen, North Bingham SCD (Zoom)

ITEM #1: WELCOME AND ROLL CALL

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

Roll call: Chairman Norman Wright, Commissioners Erik Olson, Wendy Pratt, Steve Becker, Joan Cloonan, Karen Sharpnack, and Richard Savage were present.

ITEM #2: AGENDA REVIEW

Action: None taken

ITEM #3: PARTNER REPORTS

Action: None taken

ITEM #4: INTRODUCTION OF COMMISSIONERS

Action: None taken.

ITEM #5: DISTRICT SUPPORT SERVICES UPDATE

Action: None taken.

ITEM #6: REPORTS

Action: None taken.

ITEM #7: ADMINISTRATOR'S REPORT

Action: Commissioner Olson made a motion to *authorize administrator's participation on NASCA Board and his out-of-state travel to participate in the annual NASCA Conference in Nashville, Tennessee in October 2022*. Commissioner Cloonan seconded the motion. Motion carried by unanimous vote.

Meeting recessed at 11:13 AM.

Meeting reconvened at 11:23 AM.

Action: Commissioner Pratt made a motion to *authorize staff to work with Steve Stuebner to develop a proposal to cover the production of a WQPA-focused video*. Commissioner Cloonan seconded the motion. Motion carried by unanimous vote.

ITEM #8: FY 2022 PERFORMANCE REPORT

Action: Commissioner Cloonan made a motion to *approve the draft FY 2022 Performance Report as submitted with minor changes if necessary*. Commissioner Becker seconded the motion. Motion carried by unanimous vote.

ITEM #9: WATER QUALITY PROGRAM FOR AGRICULTURE (WQPA) – CONSIDERATION OF A PROPOSAL

Action: Commissioner Olson made a motion to *approve \$70,000.00 for the WQPA project number WP 22092 and authorize staff to commit additional funds, up to the amount requested by Custer SWCD, that may become available because of approved projects being unable to utilize all the funds currently allocated to them*. Commissioner Sharpnack seconded the motion. Motion carried by unanimous vote.

Commissioner Sharpnack left the meeting at 12:22 PM

ITEM #10: MINUTES

Action: Commissioner Olson made a motion to *approve the June 10, 2022 minutes as presented*. Commissioner Pratt seconded the motion. Motion passed with 5 affirmative votes. Commissioner Becker abstained from the vote.

Action: Commissioner Olson made a motion to *approve the June 15, 2022 minutes as presented*. Commissioner Wright seconded the motion. Motion passed with 5 affirmative votes. Commissioner Becker abstained from the vote.

Action: Commissioner Pratt made a motion to *approve the July 28, 2022 minutes as presented*. Commissioner Olson seconded the motion. Motion passed with 5 affirmative votes. Commissioner Becker abstained from the vote.

Meeting recessed at 12:28 PM.

Meeting reconvened at 12:36 PM.

ITEM #11: FISCAL OFFICE REPORT AND FY 2024 BUDGET REQUEST

Action: Commissioner Cloonan made a motion to *approve the FY 2024 Budget Request, granting authority to Administrator to make minor adjustments to request amounts, if necessary*. Commissioner Pratt seconded the motion. Motion passed by unanimous vote.

Commissioner Becker left the meeting at 1:15PM

Commissioner Savage left the meeting at 1:16 PM

ITEM #12: ANNUAL PROGRAM REVIEW & SETTING OF RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM INTEREST RATES

Action: Commissioner Olson made a motion to *approve increase interest rates by 1.75% to 3.5% as presented effective immediately excluding the 3 applications currently in process provided the applications are completed by September 30, 2022*. Commissioner Pratt seconded the motion. Motion passed by unanimous vote.

ADJOURN

The meeting was adjourned at 1:53 PM. The next Commission Meeting will be held on September 22, 2022 in Boise.

Respectfully submitted,

Wendy Pratt, Secretary



Idaho Soil & Water Conservation Commission

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

ITEM #4-2

IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

Date and Time:

Thursday, September 22, 2022
10:05 AM – 1:21 PM MT

Location:

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

Draft MINUTES

COMMISSION MEMBERS PRESENT:

Norman Wright (Chair)
Wendy Pratt (Secretary) (Zoom)
Karen Sharpnack (Zoom)

Erik Olson (Vice-Chair) (Zoom)
Joan Cloonan
Richard Savage (Zoom)

COMMISSION STAFF PRESENT:

Delwyne Trefz
Melonie Ziegler
Joe Peterson
Terry Hoebelheinrich
Meghan Brooksher (Zoom)

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

PARTNERS AND GUESTS PRESENT:

Joy Vega, OAG (Zoom)
Kylie Daman, Benewah SWCD (Zoom)
Curtis Elke, NRCS (Zoom)

Bob Flagor, Kootenai-Shoshone SWCD (Zoom)
Karla Freeman, Kootenai-Shoshone SWCD (Zoom)

ITEM #1: WELCOME AND ROLL CALL

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

Roll call: Chairman Norman Wright, Commissioners Erik Olson, Wendy Pratt, Joan Cloonan, Karen Sharpnack, and Richard Savage were present. Commissioner Becker was absent.

ITEM #2: AGENDA REVIEW

Action: None taken

ITEM #3: PARTNER REPORTS

Action: None taken

ITEM #4: EXECUTIVE SESSION

Action: Commissioner Cloonan made a motion to *enter Executive Session pursuant to Idaho Codes § 74-206(1)(d) for the purpose of discussing a loan*. Commissioner Savage seconded the motion. Motion carried by unanimous roll call vote.

Executive Session commenced at 10:32 AM.

Executive Session ended at 11:08 AM.

Open Session recommenced at 11:10 AM.

ITEM #4a: RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM

Action: Commissioner Cloonan made a motion to *deny the request for reconsideration of loan application # X 3.10.2022*. Commissioner Olson seconded the motion. Motion carried by unanimous vote.

ITEM #5: DISTRICT SUPPORT SERVICES ANNUAL MATCH ALLOCATION UPDATE

Action: Commissioner Pratt made a motion to *approve the FY 2023 District Matching Funds to be distributed as recommended by Commission staff and DAWG*. Commissioner Olson seconded the motion. Motion passed by unanimous vote.

ITEM #6: REPORTS

Action: None taken.

ITEM #7: EXPECTATIONS FOR LEGISLATIVE SESSION

Action: None taken.

ITEM #8: ENGINEERING REPORT

Action: None taken.

ITEM #9: WATER QUALITY PROGRAM FOR AGRICULTURE (WQPA) UPDATE

Action: None taken.

ITEM #10: ADMINISTRATOR'S REPORT

Action: None taken.

ITEM #11: FISCAL OFFICE REPORT

Action: None taken.

ITEM #12: REVISED PERSONNEL POLICY

Action: None taken.

ADJOURN

The meeting was adjourned at 1:21 PM. The next Commission Meeting will be held on November 15, 2022 in Burley, ID.

Respectfully submitted,

Wendy Pratt, Secretary



Idaho Soil & Water Conservation Commission

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ITEM #4-3

IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

Date and Time:

Tuesday, November 15, 2022
1:11PM – 3:24 PM MT

Location:

Burley Best Western Inn & Convention Center
800 N. Overland Ave., Burley, ID 83318

Draft MINUTES

COMMISSION MEMBERS PRESENT:

Norman Wright (Chair)
Joan Cloonan
Karen Sharpnack

Erik Olson (Vice-Chair)
Steve Becker
Richard Savage

COMMISSION STAFF PRESENT:

Delwyne Trefz
Melonie Ziegler
Joe Peterson
George Hitz
Bill Lillibridge (Zoom)

Crystal Rosen
Loretta Strickland
Carolyn Firth
Brenda Charles (Zoom)

PARTNERS AND GUESTS PRESENT:

Shane Bell, OAG
Sherry Klaus, Benewah SWCD
Cassie Olson, Boundary SCD
Richard Kunau, West Cassia, SWCD/IASCD
Kin Stinson, Latah SWCD (Zoom)
Clinton Aston, Franklin SWCD (Zoom)

Tom Daniel, Boundary SCD/IASCD
Lynn Rasmussen, Nez Perce SWCD
Kit Tillotson, Portneuf SWCD
Matt Woodard, East Side SWCD/IASCD
London Boquist, OSC (Zoom)

ITEM #1: WELCOME AND ROLL CALL

Chairman Wright called the meeting to order at 1:11 PM.

Roll call: Chairman Norman Wright, Commissioners Erik Olson, Steve Becker, Joan Cloonan, Karen Sharpnack, and Richard Savage were present. Commissioner Pratt was absent.

ITEM #2: AGENDA REVIEW

Action: None taken

ITEM #3: PARTNER REPORTS

Action: None taken

ITEM #4: REPORTING SUSPICIOUS ACTIVITY

Action: Commissioner Olson made a motion to *adopt Reporting Suspicious Activity Policy as presented by commission staff and legal counsel*. Commissioner Cloonan seconded the motion. Motion carried by unanimous roll call vote.

Prepared Statements Regarding Suspicious Activity Policy from legal counsel:

“Interestingly enough, there aren’t very many examples of policies for Idaho state agencies when it comes to reporting suspicious activity. I looked at a lot of guidelines, policies, and employee handbooks, but couldn’t find anything helpful in Idaho. I was able to find a number of policies from federal and out of state agencies. I also reviewed a number of private policies when I drafted this. The only law cited in this policy is the Protection of Public Employees Act. That law does require that an employer notify employees of their protection and obligations under the Act. The crux of the Act is that it protects employees when they report the waste of public funds, property, or violation of law, rule, or regulation. As you can see in this policy, the AG’s office does play an active role in some circumstances and will be involved in all circumstances. The reason for this is that the AG’s job is to look out for the best interest of this Commission, and we can’t do that if we don’t know what’s going on. That being said, this policy does provide an opportunity for the Commission to determine whether the suspicious activity was the result of mistake or oversight.”

ITEM #5: STATUS OF IDAHO CONSERVATION DISTRICTS

Action: None taken.

Prepared Statements Regarding Classification of Districts from legal counsel:

“Thank you, I’ll just start out by indicating that this is an issue that affects all conservation districts, and for that reason, it is an appropriate issue to be addressed by the Commission. The Commission is required by law to aid conservation district supervisors and secure the cooperation and assistance of state agencies to further the work of the districts. With this requirement in mind, and at the request of the Administrator, I evaluated the status of conservation districts in the context of federal regulations in order to aid districts in furthering their work by hopefully rectifying any discrepancies in classifications across the state of Idaho.

I looked at a number of sources during my research. I spent a substantial amount of time reviewing federal regulation definitions and state law definitions. I couldn’t find a clear answer as to whether conservation districts fell into the “state” category or the “local government” category based on definitions alone. However, I will note that conservation districts are defined by state law as governmental subdivisions of Idaho, and “governmental” is defined as any subdivision, agency, or instrumentality of the state. I next looked at the functions, powers, and relationships of conservation districts. A number of factors weighed in favor of classifying districts as “local governments.” However, in my opinion, those factors were outweighed by other factors indicating that districts are more like “states” for purposes of federal classification.

After obtaining the Administrator's permission, I spoke with Counsel for OSC and Administrator Edmondson and OSC is aware of the Commission's classification of districts as "states" per federal regulations. I will note that any preexisting contracts between districts and state agencies that classify districts as "local governments" are outside the scope of the Commission's duty to secure the cooperation and assistance of agencies. In other words, preexisting individual contracts with individual districts should be addressed by district counsel. But going forward, it is my opinion that districts should be classified as "states" as an instrumentality thereof, under title 2 of the Code of Federal regulations, section 200.1."

ITEM #6: FISCAL OFFICE REPORT

Action: None Taken.

ITEM #7: ADMINISTRATOR'S REPORT

Action: None taken.

ITEM #8: REPORTS

Action: None taken.

ITEM #8: ENGINEERING REPORT

Action: None taken.

ADJOURN

The meeting was adjourned at 3:24 PM. The next Commission Meeting will be held on January 17, 2022 in Boise.

Respectfully submitted,

Wendy Pratt, Secretary



Idaho Soil & Water Conservation Commission

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ITEM #4-4

IDAHO SOIL & WATER CONSERVATION COMMISSION LISTENING SESSION

Date and Time:

Tuesday, November 15, 2022
4:15 PM – 5:10 PM MT

Location:

Burley Best Western Inn & Convention Center
800 N. Overland Ave., Burley, ID 83318

Draft MINUTES

COMMISSION MEMBERS PRESENT:

Norman Wright (Chair)
Joan Cloonan
Karen Sharpnack

Erik Olson (Vice-Chair)
Steve Becker
Richard Savage

COMMISSION STAFF PRESENT:

Delwyne Trefz
Melonie Ziegler
Joe Peterson
Carolyn Firth

Crystal Rosen
Loretta Strickland
George Hitz

PARTNERS AND GUESTS PRESENT:

Shane Bell, OAG

Various District Representatives and Partners

ITEM #1: WELCOME AND ROLL CALL

Chairman Wright called the meeting to order at 4:15 PM.

Roll call: Chairman Norman Wright, Commissioners Erik Olson, Wendy Pratt, Steve Becker, Joan Cloonan, Karen Sharpnack, and Richard Savage were present.

ITEM #2: AGENDA REVIEW

Action: None taken.

ITEM #3: LISTENING SESSION

Action: None taken.

ADJOURN

The meeting was adjourned at 1:53 PM. The next Commission Meeting will be held on September 22, 2022 in Boise.

Respectfully submitted,

Wendy Pratt, Secretary



**SOIL & WATER
CONSERVATION
COMMISSION**

H. Norman Wright
Chairman

Erik Olson
Vice Chairman

Wendy Pratt
Secretary

Steve Becker
Commissioner

Joan Cloonan
Commissioner

Karen Sharpnack
Commissioner

Richard Savage
Commissioner

Delwyne Trefz
Administrator

MEMO

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

FROM: LORETTA STRICKLAND, DEPUTY ADMINISTRATOR

DATE: JANUARY 9, 2023

RE: DISTRICT SUPPORT SERVICES UPDATE

WQPA Update of Projects:

Construction season is in full swing which has made November and December very busy months as we work to process WQPA payments. Since the WQPA program is not in within any ISWCC staff's normal job duties, I would like to recognize our Boise office staff, as well as our field staff, for the outstanding job in working through the process to get this program implemented and payments out to Districts. I also appreciate the great job that Districts are doing implementing their projects in the short timeline that we were given. To date we have paid on 17 projects for a total of \$1,141,098.20 for BMPs and \$109,426 in administrative.

I also worked with field staff to review the status of the 48 projects:

Projects Completed – 7

Projects in Implementation – 32

Projects Not Started – 9

The 32 projects considered to be in implementation are in various stages of implementation and may have sub-projects within the grant completed as well as sub-projects not started. The 9 projects that are not started will be closely followed as some of the projects are running into unforeseen circumstances that may affect their implementation efforts. Those projects total \$331,446.00.

Overall, WQPA is progressing nicely, and we are going to continue to have a busy few month's processing payments.

RECOMMENDED ACTION: For information only



**SOIL & WATER
CONSERVATION
COMMISSION**

H. Norman Wright
Chairman

Erik Olson
Vice Chairman

Wendy Pratt
Secretary

Steve Becker
Commissioner

Joan Cloonan
Commissioner

Karen Sharpnack
Commissioner

Richard Savage
Commissioner

Delwyne Trefz
Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS
ROEMER, OLSON, AND PRATT**
FROM: DELWYNE TREFZ, ADMINISTRATOR
DATE: JANUARY 9, 2022
RE: ADMINISTRATOR'S REPORT

Governor's FY 2024 ISWCC Budget

Governor Little delivered his State of the State address and presented his Executive Budget for FY 2024 to the Legislature on Monday, January 9th.

The FY 2024 ISWCC Budget as presented to the Legislature in the Legislative Budget Book is attached. This is the Executive Budget developed by the Governor and his staff based on consideration of the State's fiscal position as well as the budget request we submitted in September.

Comparing our FY 2024 budget to our FY 2023 appropriation, changes include two significant reductions:

- The one-time \$5,000,000 appropriation funding our Water Quality Program for Agriculture has been removed from our FY 2024 budget.
- The \$264,000 of state match funding for direct landowner payments to Conservation Reserve Enhancement Program participants has been removed from our FY 2024 budget.

Melonie will provide additional FY 2024 budget details during her financial report.

Legislative Committees Schedule

The Joint Finance and Appropriations Committee (JFAC) has scheduled our budget hearing for February 10, 2023. This year our LSO analyst will speak to the structure of our appropriation bill, funding sources, and compare actual to budgeted expenses. Your staff will then present a brief agency profile and review of FY 2023 and FY 2024 activity. Working with DFM and LSO, we are now in the process of developing our presentation.

I have reached out to the Committee Secretaries of both the House and Senate Agricultural Affairs Committees regarding scheduling our presentations before their committees. Both Secretaries have committed to letting me know when we are to testify as soon as their schedules are drawn up.

2023 Larry Branen Idaho Ag Summit

This year's Larry Branen Idaho Ag Summit presented by Leadership Idaho Agriculture is scheduled for February 20-21. Planning is currently underway, and I'll distribute additional information regarding the Strolling Supper which is typically held the evening of the 20th and the Summit itself which will occur on the 21st.

Note that your February Board meeting is scheduled for 9 a.m. Wednesday, February 22nd to coincide with the Ag Summit.

ISWCC INFO BROCHURE

Staff worked with Steve Stuebner to produce two exciting new outreach tools, an informational brochure and a WQPA-themed video. A big thank-you to Steve, Joe Peterson, Melonie Ziegler, and the rest of our staff who contributed to the creation of two very nice products.

2023 Commission Regular Meeting Schedule

Below is the tentative Regular Meetings Schedule for the upcoming calendar 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.

Date & Time	Location	Meeting Type*
Feb. 22, 2023, 9-12, MT	322 E. Front Street, Suite 560, Boise	Regular
Mar. 23, 2023, 10-3, MT	322 E. Front Street, Suite 560, Boise	Regular
Apr. 20, 2023, 10-3, MT	322 E. Front Street, Suite 560, Boise	Regular
May 18, 2023, 10-3, MT	322 E. Front Street, Suite 560, Boise	Regular
Jun. 15, 2023, 10-3, MT	322 E. Front Street, Suite 560, Boise	Regular
Jul. 20, 2023, 10-3, MT Jul	322 E. Front Street, Suite 560, Boise	Regular
Aug. 17, 2023, 10-3, MT	322 E. Front Street, Suite 560, Boise	Regular
Sep. 21, 2023, 10-3, MT	322 E. Front Street, Suite 560, Boise	Regular
Oct. 19, 2023, 10-3, MT	322 E. Front Street, Suite 560, Boise	Regular
Nov. 16, 2023, 10-3, MT	322 E. Front Street, Suite 560, Boise	Regular
Dec. 21, 2023, 10-3, MT	322 E. Front Street, Suite 560, Boise	Regular

*All meetings listed as Regular Meetings will 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.

ATTACHMENTS:

FY 2024 Idaho Legislative Budget Book, Soil and Water Conservation Commission

RECOMMENDED ACTION:

For information only.

STARS	Agency	Presentations Due to DFM	Presentations Due to LSO	Presentation before JFAC
215	Soil & Water Conservation Commission	2/2/2023	2/8/2023	2/10/2023



IDAHO SOIL & WATER CONSERVATION COMMISSION

ITEM #8

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS PRATT, OLSON, BECKER, SHARPKNACK,
CLOONAN AND SAVAGE**

FROM: MELONIE ZIEGLER, FISCAL AND HR MANAGER

DATE: JANUARY 10, 2023

RE: FISCAL OFFICE REPORT

The schedules below are the Budget to Actual Expenditures for November and December FY2023 for the Commissions General Fund and the Resource Conservation & Rangeland Development Fund (RCRDP).

FY2023 - Budget to Actual Expenditures							
For Month Ending - December, 2022							
GENERAL FUND				Year to-date	50%		
Object	Expenditure Type	Budget	November	December	Year to-date Total	Available Balance	% Budget Expended
4000	Personnel TOTALS	1,391,200	101,975.02	101,470.76	646,240.23	744,959.77	46.45%
5001	Communication Costs	13,000	2,000.98	1,253.44	5,823.55	7,176.45	44.80%
5051	Employee Development Costs	3,500	585.00	116.72	3,294.34	205.66	94.12%
5101	General Services	10,000	4.56	6.81	238.95	9,761.05	2.39%
5151	Professional Services	13,000	1,031.25	1,578.13	4,509.38	8,490.62	34.69%
5201	Repair & Maintenance Services	7,000	1,302.96	53.24	2,678.40	4,321.60	38.26%
5301	Computer Services	48,000	10.00	-	11.53	47,988.47	0.02%
5351	Employee Travel Costs	14,300	1,300.13	172.50	4,832.90	9,467.10	33.80%
5401	Administrative Supplies	2,500	366.99	218.82	1,368.72	1,131.28	54.75%
5451	Fuel & Lubricants Costs	15,000	2,757.18	1,372.37	11,457.93	3,542.07	76.39%
5551	Computer Supplies	7,000	-	-	892.23	6,107.77	12.75%
5601	Repair & Maintenance Supplies	2,000	-	-	38.59	1,961.41	1.93%
5701	Specific Use Supplies	800	-	-	150.72	649.28	18.84%
5751	Insurance	6,700	-	-	6,697.44	2.56	99.96%
5901	Rentals & Operating Leases	38,000	172.83	60.00	32,258.25	5,741.75	84.89%
5961	Miscellaneous Expenditures	25,800	-	-	26,134.34	(334.34)	101.30%
5000	Operating TOTALS	206,600	9,531.88	4,832.03	100,387.27	106,212.73	48.59%
6000	Capital Outlay (Encumbrance FY22)	10,920	-	-	7,699.98	3,220.02	70.51%
7601	District Base Allocation	425,000			425,000.00	-	100.00%
7601	District Operating Allocation	300,000			300,000.00	-	100.00%
7601	District Match Allocation	783,400			783,400.00	-	100.00%
7601	WQPA	5,000,000	112,173.64	984,591.34	1,195,524.20	3,804,475.80	23.91%
7601	CREP Direct Payments	264,000		51,054.12	51,054.12	212,945.88	19.34%
7000	Trustee & Benefits TOTALS	6,772,400	112,173.64	1,035,645.46	2,754,978.32	4,017,421.68	40.68%

FY2023 - Budget to Actual Expenditures							
For Month Ending - December, 2022							
RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM (RCRDP)					Year to-date	50%	
Object	Expenditure Type	Budget	November	December	Year to-date Total	Available Balance	% Budget Expended
4000	Personnel TOTALS	191,700	14,269.03	14,268.06	90,230.45	101,469.55	47.07%
5001	Communication Costs	5,000	604.06	435.44	1,758.89	3,241.11	35.18%
5051	Employee Development Costs	3,000	-	-	749.60	2,250.40	24.99%
5101	General Services	35,000	18.24	113.64	839.05	34,160.95	2.40%
5151	Professional Services	15,000	931.25	1,921.72	4,552.97	10,447.03	30.35%
5201	Repair & Maintenance Services	7,000	17.50	-	93.34	6,906.66	1.33%
5251	Administrative Services	2,500	-	-	-	2,500.00	0.00%
5301	Computer Services	10,000	-	-	-	10,000.00	0.00%
5351	Employee Travel Costs	18,000	444.72	-	1,391.73	16,608.27	7.73%
5401	Administrative Supplies	1,000	10.99	28.58	150.76	849.24	15.08%
5451	Fuel & Lubricants Costs	2,500	-	-	122.97	2,377.03	4.92%
5551	Computer Supplies	5,000	-	-	468.52	4,531.48	9.37%
5601	Repair & Maintenance Supplies	1,500	-	-	-	1,500.00	0.00%
5701	Specific Use Supplies	1,500	-	-	-	1,500.00	0.00%
5751	Insurance	6,700	-	-	823.59	5,876.41	12.29%
5901	Rentals & Operating Leases	28,300	76.42	470.00	15,317.91	12,982.09	54.13%
5961	Miscellaneous Expenditures	18,000	-	-	3,183.59	14,816.41	17.69%
5000	Operating TOTALS	160,000	2,103.18	2,969.38	29,452.92	130,547.08	18.41%
6000	Capital Outlay	3,200	-	-	2,566.66	633.34	80.21%

OTHER FINANCIAL REPORTING

We are midway through fiscal year 2023 and our budget to actual numbers are in good shape. We have a little salary savings created from our .75 FTP vacancy.

FY 2024 BUDGET REQUEST

The Commission's FY 2024 Budget Request has been through a few modifications and the Governor has made his recommendations. If Delwyne and I have a review of the Governor's recommendation with the Division of Financial Management (DFM) before our Commission meeting, I will provide an update at this meeting.

Delwyne and I are preparing the budget presentation for our Joint Finance-Appropriations Committee (JFAC) hearing on Friday, February 10, 2023 – 8:45 am to 9:05 am.

RECOMMENDED ACTION: For information only.