



IDAHO SOIL & WATER CONSERVATION COMMISSION

REGULAR MEETING NOTICE & AGENDA

Idaho Soil & Water Conservation Commission
April 18, 2023, 10:00 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: 826 7720 7621 Zoom Passcode: 366303

Members of the public may address any item on the Agenda during consideration of that item. 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	Acting Chair Olson
*	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.	Acting Chair Olson
	3.	PARTNER REPORTS (information only)	
ACTION ITEMS			
*#	4.	MINUTES <ul style="list-style-type: none">February 22, 2023 <u>ACTION:</u> Approve	Acting Chair Olson
*	5.	ELECT COMMISSION OFFICERS <ul style="list-style-type: none">ChairVice-ChairSecretary <u>ACTION:</u> Elect officers to serve for the remainder of FY23 and FY24	Acting Chair Olson/ Rosen
*#	6.	BLAINE SOIL CONSERVATION DISTRICT REQUEST FOR NAME CHANGE <u>ACTION:</u> Approve Blaine SCD's request to change their name to Blaine Soil and Water Conservation District.	Trefz

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Tuesday, April 18, 2023 Meeting Agenda

Date of Notice: April 12, 2023

*#	7.	ANNUAL NATIONAL ASSOCIATION OF STATE CONSERVATION AGENCIES (NASCA) MEMBERSHIP DUES <u>ACTION:</u> Approve payment of the 2023 NASCA dues of \$3,000.	Trefz
*#	8.	WQPA FY2023 PROJECT UPDATE <ul style="list-style-type: none"> FY2023 Project Update WQPA FY2024 <u>ACTION:</u> Approve WPQA Policy revisions as of April 18, 2023	Strickland
NON-ACTION ITEMS			
	9.	REPORTS <i>Commissioners and staff only, no discussion</i> <u>ACTION:</u> For information only.	Commissioners, Staff
	10.	FISCAL REPORT <ul style="list-style-type: none"> FY2023 Budget to Actual Expenditures Statement of Cash Position Reporting Period Highlights <u>ACTION:</u> For information only.	Ziegler
#	11.	ADMINISTRATOR'S REPORT <ul style="list-style-type: none"> FY2024 Appropriations Bill Update Update on Vacant Positions Commission Meeting Schedule <u>ACTION:</u> For information only.	Trefz
ADJOURN <i>The next Regular Commission Meeting will be on May 18, 2023, at 10:00 AM MT in Boise, Idaho.</i>			

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Tuesday, April 18, 2023 Meeting Agenda

Date of Notice: April 12, 2023



Idaho Soil & Water Conservation Commission

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

IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

Date and Time:

Wednesday, February 22, 2023
12:12 PM – 3:31 PM MT

Location:

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

MINUTES

COMMISSION MEMBERS PRESENT:

Erik Olson (Acting Chairman)
Joan Cloonan
Karen Sharpnack
Blake Hollingsworth

Wendy Pratt (Secretary)
Mitch Silvers
Richard Savage

COMMISSION STAFF PRESENT:

Delwyne Trefz
Melonie Ziegler (Zoom)
Joe Peterson
Dustin Diaz (Zoom)
Bill Lillibridge (Zoom)

Crystal Rosen
Terry Hoebelheinrich
Brenda Charles
Rob Sharpnack

PARTNERS AND GUESTS PRESENT:

David Perkins, OAG
Trisha Cracroft, NRCS (Zoom)
Norman Wright, Public Citizen (Zoom)

Devin Fielding, IASCD
Robbie Taylor, I.DEA (Zoom)

ITEM #1: WELCOME AND ROLL CALL**PRESENTED BY: CHAIRMAN OLSON**

Chairman Olson called the meeting to order at 12:12 PM.

Roll call: Chairman Erik Olson, Commissioners Wendy Pratt, Joan Cloonan, Karen Sharpnack, and Richard Savage, Mitch Silvers, and Blake Hollingsworth were present.

ITEM #2: AGENDA REVIEW**PRESENTED BY: CHAIRMAN OLSON**

Action: None taken

ITEM #3: PARTNER REPORTS**PRESENTED BY: CHAIRMAN OLSON**

Action: None taken

ITEM #4: MINUTES

PRESENTED BY: CHAIRMAN OLSON

Action: Commissioner Cloonan made a motion to *approve the January 17, 2023 minutes with the noted edits*. Commissioner Silvers seconded the motion. Motion passed unanimously.

ITEM #5: REPORTS

PRESENTED BY: COMMISSIONERS, STAFF

Action: None taken.

ITEM #6: DISTRICT SUPPORT DUTIES REVIEW

PRESENTED BY: DELWYNE TREFZ

Action: None taken.

ITEM #7: CREP (CONSERVATION RESERVE ENHANCEMENT PROGRAM) REPORT

PRESENTED BY: ROB SHARPBACK

Action: None taken.

ITEM #8: ENGINEERING SERVICES UPDATE

PRESENTED BY: BILL LILLIBRIDGE

Action: None taken.

ITEM #9: ADMINISTRATOR'S REPORT

PRESENTED BY: DELWYNE TREFZ

Action: None taken.

ADJOURN

The meeting was adjourned at 3:31 PM. The next Commission Meeting is tentatively scheduled for April 20, 2023 in Boise.

Respectfully submitted,

Wendy Pratt, Secretary



**SOIL & WATER
CONSERVATION
COMMISSION**

Erik Olson
Acting Chairman

Wendy Pratt
Secretary

Joan Cloonan
Commissioner

Karen Sharpnack
Commissioner

Richard Savage
Commissioner

Mitch Silvers
Commissioner

Blake
Hollingsworth
Commissioner

Delwyne Trefz
Administrator

MEMO

**TO: CHAIRMAN OLSON AND COMMISSIONERS PRATT,
CLOONAN, SHARPNACK, SAVAGE, SILVERS, AND HOLLINGSWORTH**
FROM: DELWYNE TREFZ, ADMINISTRATOR
DATE: APRIL 8, 2023
RE: BLAINE SOIL CONSERVATION DISTRICT REQUEST TO CHANGE NAME

Blaine Soil Conservation District (Blaine SCD) has completed a request to change their name to Blaine Soil and Water Conservation District. In accordance with guidance provided by the Office of the Secretary of State, Blaine SCD has:

- provided the minutes of their March 15, 2023 board meeting showing that their board unanimously moved to change their name, and,
- provided a letter formally requesting the name change.

If your board approves the name change, the chair must sign the attached Letter of Support and have it sent to the Office of the Secretary of State.

RECOMMENDED ACTION:

Approve Blaine SCD's request to change their name to Blaine Soil and Water Conservation District

ATTACHMENTS:

- Minutes of Mar 15, 2023 Blaine SCD Meeting
- Blaine SCD Request for Name Change
- SWCC Letter of Support for Blaine SCD Name Change

**Blaine Soil Conservation District
Board of Supervisors Meeting
March 15th, 2023 @ 6:00pm
Held at BSCD Office Carey, ID**

Present were Chris Johnson; Chairman, Bob Simpson; Vice Chair, Nicholas Purdy, Tres/Sec, Paul Bennett; supervisor, Kathy Noble; supervisor, Sara Zollinger, Jesse Fulmer; NRCS, Carolyn Firth; Commission, Kelsey, Barg, Administrative Assistant.

Chairman called the meeting to order @ 6:06 p.m.

Minutes

- The minutes from the previous meeting were reviewed. Paul moved to approve the minutes, Bob seconded the motion all were in favor, motion was carried.

Administrative Assistant Report

- Kelsey gave the financial report. Paul moved to approve the financial and task reports as presented, Nicholas seconded the motion all were in favor, motion was carried.

Office Business (action items)

- Kelsey discussed the 5yr plan. Carolyn noticed that FY years were incorrect in the annual plan. Kelsey corrected those and Chris will work on sending Kelsey some updated census data. Bob motioned to approve the 5yr plan with changes to be made. Nicholas seconded the motion all were in favor, motion was carried.
- Kelsey stated IDEA yearly dues are \$60. Bob moved to approve to pay \$60 for IDEA Dues. Nicholas seconded the motion all were in favor, motion was carried.
- ICRMP spring premium \$940.50 is due. Bob moved to approve the motion to pay ICRMP. Nicholas seconded the motion all were in favor, motion was carried.
- Kelsey discussed the public records and employee handbook. The BSCD Board is to look over the sections in the time before next meeting. For final approval.
- Chris and Kathy have proposed that BSCD add Water to our name to be BSWCD. Bob motioned to approve to add water. Nicholas Seconded the motion all were in favor, motion was carried.
- Sara discussed the NRCS Joint chief meeting. It is a fire reduction plan to help minimize fuel load around homes and property in Blaine County.
- Chris gave a recap on our division meeting.

- Kelsey gave a Workshop update. It will be held April 19th in Carey at the city hall. She has three speakers lined up and food for lunch is a working process. She will have food finalized in the coming week.
- Kelsey gave an update on the preorders of the tree sale. It is going well. The order is big enough now to send on the semi and not have Kelsey go to Utah to pick them up.
- Sara presented about TNC loving creek restoration and their need of a letter of support. Chris is going to check in to the project before BSCD sends a letter in support.

Commission:

- Delwyne said JFAC approved WQPA funding so it is looking positive that we will be getting the funding again this year.

NRCS:

Jesse: NRCS has several positions that are open. Butte District gave an option to run engineer opening instead of planner. It is still a hard swing to get engineers that are on a year contract and the pay is not competitive to a private engineer company. Renewing a TA position with NACD matching funding for that position is in the works.

Adjourn

- Bob made a motion to adjourn the meeting at 7:20 p.m., Nicholas seconded the motion, all were in favor and the motion was carried. **Next meeting April 19th following BSCD Workshop in Carey.**

Idaho Secretary of State's Office

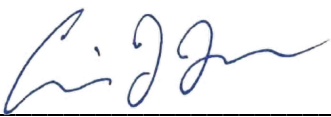
P.O. Box 83720

Boise, Idaho 83720-0080

Secretary of State:

During our District Board meeting of March 15th, 2023, the supervisors of the Blaine Soil Conservation District approved a change of name from the Blaine Soil Conservation District to the Blaine Soil and Water Conservation District. Having approved the change of name, the board is now respectfully applying for a certificate of Change of Name and asking that the change of name be recorded in the Secretary of State's Office.

Thank You,



District Chair

03/21/2023

Date

Attachments: District board meeting minutes showing district supervisors' approval of the change of name motion



SOIL & WATER CONSERVATION COMMISSION

COMMISSION

Erik Olson
Acting Chairman

Wendy Pratt
Secretary

Joan Cloonan
Commissioner

Karen Sharpnack
Commissioner

Richard Savage
Commissioner

Mitch Silvers
Commissioner

Blake Hollingsworth
Commissioner

Delwyne Trefz
Administrator

April 18, 2023

State of Idaho
Office of the Secretary of State
P.O. Box 83720
Boise, ID 83720-0080

RE: Blaine Soil Conservation District Name Change

Mr. Secretary:

A certificate of organization of the Blaine Soil Conservation District as a governmental subdivision of the State of Idaho was issued by the Secretary of State's Office on January 29, 1957. During their March 15, 2023, board meeting, Blaine Soil Conservation District supervisors unanimously approved a motion to change the district name from Blaine Soil Conservation District to Blaine Soil and Water Conservation District. The attached minutes of the March 15th meeting include the record of the board's approval of the name change. Also attached is a letter from the district asking that the change of name be recorded in the Secretary of State's Office.

The Soil and Water Conservation Commission supports the application for a Certificate of Change of Name submitted by the Blaine Soil Conservation District.

Sincerely,

Erik Olson
Chair

Attachments:

Minutes of March 15, 2013, Blaine SCD Meeting
Blaine SCD Request for Name Change



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MEMO

**TO: CHAIRMAN OLSON AND COMMISSIONERS PRATT,
CLOONAN, SHARPNACK, SAVAGE, SILVERS, AND HOLLINGSWORTH**
FROM: DELWYNE TREFZ, ADMINISTRATOR
DATE: APRIL 8, 2023
**RE: NATIONAL ASSOCIATION OF STATE CONSERVATION AGENCIES
MEMBERSHIP DUES**

As a key member of the National Conservation Partnership, the National Association of State Conservation Agencies (NASCA) serves a valuable role as the unified voice of member state agencies and provides opportunities for us to be exposed to our counterparts in other states.

Annual membership dues are \$3,000. Attached is information provided by NASCA explaining the value of membership and the invoice for 2023 dues.

RECOMMENDED ACTION:

Approve payment of the 2023 NASCA dues of \$3,000.

ATTACHMENTS:

- NASCA 2023 Membership Cover Letter
- NASCA 2023 Dues Invoice

NASCA 2023 Membership Cover Letter

NASCA members realize a tremendous value as a result of their participation with the association. Through exposure to their counterparts from all over the country, the NASCA network facilitates information exchange between all of our members. NASCA continues to serve as the unified voice of our membership as a key member of the National Conservation Partnership. We also use members' dues to provide tools and resources utilizing this network, enhancing every state's capacity to deliver conservation effectively and efficiently. This benefit alone is a valuable return on investment for member state agencies.

While dues collection is extremely important to NASCA, member engagement is even more critical. This is the true strength of our association. NASCA provides a number of services to its membership, and each of these is enhanced when more members get involved. A few examples are explained in detail at nascanet.org/about-us/benefits. Please feel free to contact us any time to discuss current NASCA activities and what issues are most critical to your state. NASCA best serves its members when we are engaged in those conservation issues, so your feedback is critical to our success.

There are also countless opportunities for state conservation agency staff members to serve on NASCA committees or to represent the association on NACD committees. Simply let us know of your interests and we will do our best to accommodate!

Thank you again for supporting NASCA. We look forward to another healthy and prosperous year in 2023 and working closely with as many of our member states as possible!

Aaron Andrews
NASCA

INVOICE

Bill to:	Invoice #	Date
State of Idaho Soil and Water Conservation Commission PO Box 83720 Boise, ID 83702	2023-112	2023-02-13

Description	Amount
NASCA Annual Membership Services 2023	\$3,000

Thank You!

Partial Payments are welcome

NASCA's Tax ID#: 52-1316337

Checks Payable to NASCA

Please send member contact updates to the address below or email to Mike Brown
nascanet.org/nasca-contact-updates/

Contact:

Mike Beacom

mikebeacom@nascanet.org

(715) 340-0681

P.O. Box 211

Hartly, DE 19953





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MEMO

**TO: CHAIRMAN OLSON AND COMMISSIONERS PRATT,
CLOONAN, SHARPBACK, SAVAGE, SILVERS, AND HOLLINGSWORTH**
FROM: LORETTA STRICKLAND
DATE: APRIL 11, 2023
RE: WQPA FY2023 PROJECT UPDATE

WQPA FY 2023 Project Update

WQPA project implementation has been in full swing this spring. Although a few projects are experiencing unforeseen weather-related delays, most projects are on track to meet the completion date of June 1, 2023. To date, 35 payments have been processed for a total of \$1.7 million. Of the 47 approved projects:

- 9 are completed and paid
- 6 are completed but waiting on paperwork
- 29 are in implementation
- 1 is not started but parts are ordered
- 2 are not yet started due to weather conditions

WQPA FY2024

As you know, the Governor signed our FY24 appropriations bill on Friday, March 31, which included another one-time \$5 million appropriation for WQPA. A program announcement was sent out via email on Monday, April 3. Project proposals will be accepted May 1 – May 31 for consideration at your June 15, 2023 meeting.

The proposal form for this year was simplified to more accurately reflect the appropriation language and I also worked to develop program guidelines and application instructions to accompany the proposal form (Attachments 1,2).

Delwyne and I reviewed the WQPA Policy adopted by Commissioners June 15, 2022. We are proposing the following changes (Attachment 3):

1. Section II. Application Process – on page 3, the items to be considered when determining that a proposed project plan is satisfactory were reorganized, combined, added, or deleted as shown to more closely reflect the information requested on the proposal form.
2. Section IV. Project Cost-Sharing - on page 6, the cost-share funding from this program was increased to a maximum of \$150,000 per grant agreement from the previous \$50,000 per cost-share contract.

3. Section V. Project Priority List and Review - on page 7, the first paragraph was deleted, and one added to reflect the current review process more accurately; review factors 1-16 on page 7-8 were reorganized, combined, added or deleted as shown; the final paragraph on page 8 was revised as shown.

REQUESTED ACTION: Approve WPQA Policy revisions as of April 18, 2023.

ATTACHMENTS:

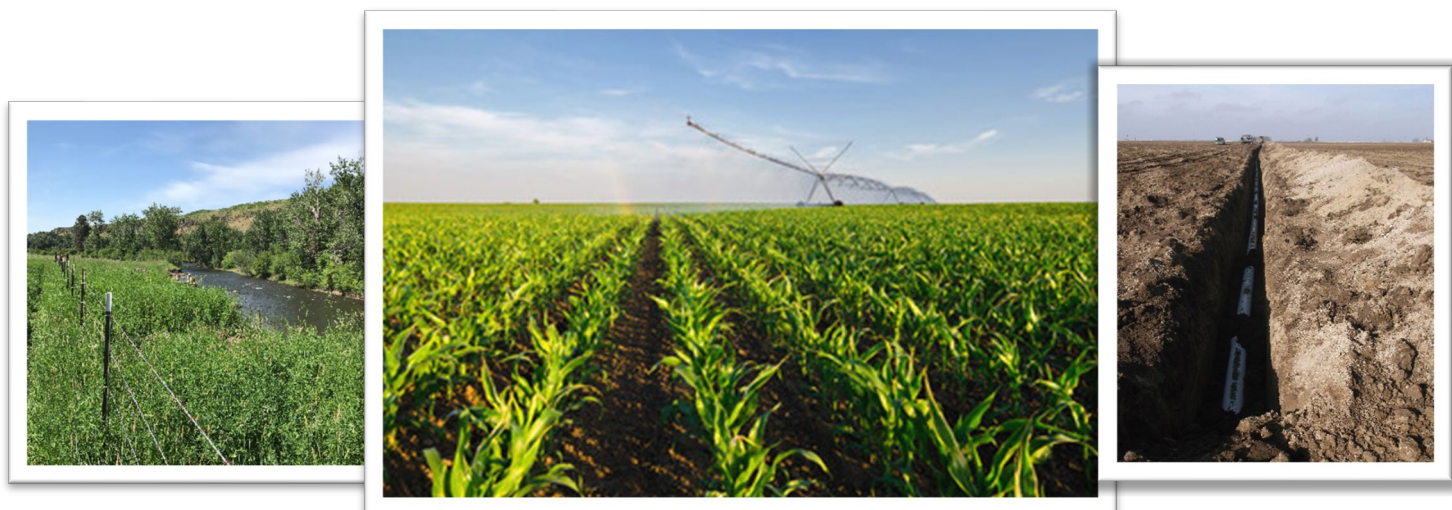
- FY23-24 Guidance Document
- FY24 WQPA Project Proposal Form
- Proposed WQPA Policy Effective April 18, 2023



IDAHO SOIL AND WATER CONSERVATION COMMISSION

FY 2023/2024 WATER QUALITY PROGRAM FOR AGRICULTURE (WQPA)

Program Guidelines
And
Application Instructions



Introduction

The Idaho Soil & Water Conservation Commission (SWCC) has funds available through the Water Quality Program for Agriculture (WQPA) program to provide cost-share reimbursement for eligible soil and water conservation projects to:

- improve or rehabilitate water delivery and drainage
- implement Agricultural Best Management Practices (BMPs) to conserve soil and water
- enhance and restore the soil and water resources of the state

WQPA is a cost-share reimbursement program. Payments will not be made until the project is complete and certified. WQPA BMP cost-sharing is limited to \$150,000 per project proposal, unless otherwise authorized by the SWCC under special circumstance. WQPA provides up to 10% of the value of the cost-share contract to the project sponsor for administrative costs.

Cost-sharing cannot be provided for any actions initiated prior to contract approval by the participant, technical entity, and sponsor, with concurrence provided by the SWCC. All cost-shared practices and rates must be approved by the SWCC as part of the project plan of operations. Eligible projects must have a completion date of June 1, 2024.

Matching funds must total at least 25% of total project costs. Matching funds must be documented and include the BMP implementation expenses and time not reimbursed by WQPA, e.g., equipment, time and materials provided by landowner, §319 grant funds, EQIP and any other state and federal funds. Total program cost-share from all state sources may not exceed 90%. Program cost-share from all sources may not exceed 100% of the actual project cost.

Eligible participants¹ and applicants² are strongly encouraged to seek sponsorship by their local conservation Districts. Sponsoring Conservation Districts and eligible applicants wishing to apply for funding must complete a project proposal. Steps to develop a proposal include:

- Establish a project area for treatment. The project area may be as large as a watershed, a single field, or the area serviced by an irrigation delivery conveyance or infrastructure. The established project area may be based on a TMDL, Ground Water Quality Management Plan, or similar technical document.
- Provide project description and estimated benefits of the proposed treatment.

¹ “Participant” means an individual agriculture owner, operator, partnership, private corporation, conservation district, irrigation district, canal company or other agriculture or grazing interest approved by the commission [SWCC] or an individual agricultural owner, operator, partnership, or private corporation approved for implementation of conservation improvements, projects, or the water quality program for agriculture.” I.C. § 22-2717(17).

² “Eligible applicant” means an individual agricultural owner, operator, partnership, corporation, conservation district, irrigation district, canal company or other agricultural or grazing interest.” I.C. § 22-2717(10).

- Identify other sources of funding available for the project.
- Develop a budget with site specific BMPs needed to treat the critical area. Average costs should be developed for each practice.

For the proposal form or assistance in developing your project proposal, please contact your SWCC staff person or email loretta.strickland@swc.idaho.gov.

Project Submittal and Approval Process

Project proposals will be accepted May 1 through May 31, 2023. Please submit completed proposals by email to Loretta.Strickland@swc.idaho.gov or by mail to P.O. Box 83720, Boise, ID 83720-0083.

Conservation Districts and eligible applicants submitting more than one project proposal are required to prioritize projects. Commission staff will evaluate and prioritize the number one project and so forth as funds allow. Evaluation criteria will include the proposed project's potential for improving water quality or improving water delivery and drainage, availability of technical and engineering assistance, grant percentage, public benefit, and sponsorship. The Commission will have final approval on projects and funding.

Application Instructions

Project Name

The project name should give a narrow overview of the project. It is recommended that the project name include the water body or conveyance benefitting from the project.

Project Sponsor/Email/Address

Please provide the project sponsor's email and mailing address. "Project sponsor" means a Conservation district, irrigation district, canal company, or other agricultural or grazing interest, as determined appropriate by the Commission, that enters into a conservation improvement or water quality project agreement with the SWCC.

Project Contact/Phone/Email

Please provide the primary project contact's email (if different than Sponsor) and phone number.

Project Readiness

Indicate your project readiness by selecting the applicable timeline. Projects must be completed by June 1, 2024.

Project Background

Provide a brief overview of the project. What is the need for the project and why is the project important? What implementation efforts are there currently and in the past.

Project Description

Describe the overall goal and estimated benefits of the proposed treatment.

- Describe the critical area and acres that will be treated.
- Number of landowners served.
- As applicable, proximity to a Clean Water Act Section 303(d) listed water source, groundwater status, or environmental assessment.

Technical Assistance Requirements and Source

Describe the available technical assistance and source. Identify if technical assistance is still needed for the project.

Monitoring

Describe what monitoring will be performed, sources and needs. Common methods of monitoring include photo point monitoring and the use of BMP effectiveness forms found in the *Idaho Agricultural Field Guide for Evaluating BMP Effectiveness* https://swc.idaho.gov/wp-content/uploads/sites/78/2019/08/bmp_april2013-sml.pdf.

Other Funding Sources Committed or Being Pursued

List all other funding sources and whether they are committed or pursued. Up to 75% of the total project costs can be reimbursed by WQPA. The remaining 25% can come from local, other state dollars, and/or federal dollars. However, all combined state sources cannot exceed 90%. The remaining 10% will need to be local (ex. Landowners) or federal. Total cost-share funds from all sources cannot exceed 100% of the total project costs.

Budget Information-BMPs

List project BMPs with estimated quantities and costs, rounding to the nearest dollar. Include the estimated cost breakdown between WQPA and other identified funding sources. BMP component practices are those included in the Idaho Agricultural Pollution Abatement Plan or those with accepted NRCS standards are eligible for cost-sharing. (<https://agri.idaho.gov/main/wp-content/uploads/2018/03/Agricultural-Pollution-Abatement-Plan-2003.pdf>) .

Average costs should be developed for each practice identified. Average costs are determined by the actual cost to land users for installing measures and practices. Actual cost includes labor, operating supplies and other direct costs required for physical installation of a measure or practice. Loss of income should not be considered in determining average costs.

All cost-shared practices and rates must be approved by the SWCC as part of the project plan of operations.

Budget Information - Total Project Costs

Summarize the BMP and administrative costs. WQPA provides up to 10% of the value of the cost-share contract to the project sponsor for administrative costs. For example - if your WQPA BMP cost-share amount is \$100,000, you are eligible to receive up to \$10,000 for administrative costs. Project cost-share is limited to \$150,000 per cost-share contract. In the extenuating circumstance that SWCC approves a cost-share contract for more than \$150,000, administrative costs will be limited to \$15,000.

List of Attachments

Include project maps, estimates, etc. Please be sure to retract any Personally Identifiable Information as appropriate.

Additional Resources:

These following resources are not required but may be useful for developing a project proposal.

8-Digit Hydrologic Unit Code (HUC)

The 8-digit HUC is assigned by the US Geological Survey and used to identify specific watershed subbasins. Please refer to the following link to the Idaho DEQ website or contact your local SWCC staff person for help: [HUC Map Idaho](#)

303(d) Stream or Tributary Segment

<https://gis-idaho.hub.arcgis.com/content/IdahoDEQ::idaho-deq-final-2018-2020-%C2%A7305b-%C2%A7303d-integrated-reportrivers-streamslakesreservoirs/about>

Applicable TMDLs, Addendums, or 5-year reviews and targeted pollutants

The table of DEQ's subbasin Assessments, Five-Year Reviews, and Implementation Plans, can be found at <https://www.deq.idaho.gov/water-quality/surface-water/total-maximum-daily-loads/>

Ground Water Priority Area

<https://www.deq.idaho.gov/water-quality/ground-water/ground-water-reports-and-data/>

Source Water Protection Plans

<https://www2.deq.idaho.gov/water/swpp/Document/SWPP%20Tracking%20Spreadsheet%2021.21.pdf>

Nitrate Priority Areas

<https://www2.deq.idaho.gov/admin/LEIA/api/document/download/14705>

ESA Species The list of T&E species in Idaho is available from the Fish and Wildlife Service site at <https://www.fws.gov/office/idaho-fish-and-wildlife/species>.



Idaho Soil and Water Conservation Commission

Water Quality Program for Agriculture

FY2024 Project Proposal

FOR SWCC USE ONLY:

DATE
RCVD: _____

APP #: _____

Project Name:

Project Sponsor:

Sponsor Email:

Sponsor Address:

Project Contact:

Project Contact Phone:

Project Contact Email:

Project Readiness:

Implement by December 31, 2023

Implement by June 1, 2024

Project Background

Provide a brief overview of the project. Describe any related past and current implementation efforts.

Project Description

Provide a description of the proposed project including critical area and acres that will be treated. What is the overall goal and expected outcomes? How many landowners are served?

- For water quality projects, describe how the project will improve water quality and the proximity of the project to a 303 (d) listed water source.
- For water delivery and drainage improvement projects, describe how the project will improve water efficiency and result in water savings.
- For projects impacting ground water, list the applicable Ground Water Priority Area and expected impacts.

Technical Assistance Requirements and Source

Monitoring

Describe any current monitoring plan or report. Identify sources of monitoring and monitoring needs.

Other Funding Sources

List other funding sources committed or being pursued.

Budget Information

Please round to the nearest dollar.

BMP Budget

	Estimated		Costs Breakdown			
BMP	Amount	Units	WQPA	Operator	Other	Total
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
Total			\$	\$	\$	\$

Overall Project Budget including Administration

			Total Project Costs			
			WQPA	Operator	Other	Total
BMPs			\$	\$	\$	\$
Admin./Outreach (10% BMP C/S)			\$			\$
Total			\$	\$	\$	\$

List of Attachments: Project Maps, etc.

POLICY GUIDELINES FOR THE IDAHO WATER QUALITY COST-SHARE PROGRAM FOR AGRICULTURE

Current as of April 18, 2023

This agency guidance document is not new law but an agency interpretation of existing law, except as authorized by law or as incorporated into a contract.¹

Agency guidance is defined as “all written documents, other than rules, orders, and pre-decisional material that are intended to guide agency actions affecting the rights or interests of persons outside the agency.”² “Agency guidance” includes policy statements, manuals, interpretations of law or rules, memoranda, and other material of general applicability.³

Any questions about this document or input on the document can be directed to Delwyne Trefz.

¹ See Governor Little’s Executive Order No. 2020-02, *Transparency in Agency Guidance Documents*, <https://gov.idaho.gov/wp-content/uploads/2020/01/eo-2020-02.pdf>; see also I.C. § 67-5250.

² I.C. § 67-5250(2).

³ I.C. § 67-5250(2).

Purpose

This policy provides guidance to the Soil and Water Conservation Commission (SWCC) staff in reviewing cost-share applications submitted to the SWCC or local soil conservation districts⁴ for the purpose of financing agricultural, grazing, or other conservation improvements, projects, or implementations of the Water Quality Program for Agriculture (WQPA) pursuant to Idaho Code section 22-2734.

Revisions

This policy updates the SWCC's previous policy guidelines for WQPA last revised ~~July 1, 2009~~ June 15, 2022.

I. Policy

It is the policy and intent of the SWCC to administer WQPA cost-share funds to eligible applicants⁵ or participants⁶ through local soil conservation districts pursuant to Idaho Code section 22-2734.

II. Application Process

Idaho Code section 22-2734 allows eligible participants or applicants to file an application with the SWCC or a local soil conservation district for a cost-share contract or project from the SWCC for the “purpose of financing agriculture, grazing or other conservation improvements, projects or implementations” of WQPA.⁷ Pursuant to Idaho Code section 22-2735(4), the SWCC may enter into contracts and establish procedures to be followed in applying for eligible improvements, projects, and plans for the effective administration of WQPA.

Pursuant to the above-mentioned policy, the SWCC should review applications and project plans submitted by local conservation districts acting as project sponsors⁸ identifying conservation improvements or projects in the local conservation district, based on a fiscal year beginning on July 1 and ending on June 30.

In accordance with Idaho Code section 22-2734(2), the SWCC will review local district project plans to determine whether the plans are satisfactory. The SWCC should make recommendations to project sponsors upon request regarding the SWCC preferred accounting software and accounting policies and procedures.

⁴ “‘District,’ ‘conservation district,’ ‘soil conservation district,’ or ‘soil and water conservation district’ means a governmental subdivision(s) of this state, and a public body corporate and politic, organized in accordance with the provisions of” chapter 27, Idaho Code. I.C. § 22-2717(8).

⁵ “‘Eligible applicant’ means an individual agricultural owner, operator, partnership, corporation, conservation district, irrigation district, canal company or other agricultural or grazing interest.” I.C. § 22-2717(10).

⁶ “‘Participant’ means an individual agriculture owner, operator, partnership, private corporation, conservation district, irrigation district, canal company or other agriculture or grazing interest approved by the commission [SWCC] or an individual agricultural owner, operator, partnership, or private corporation approved for implementation of conservation improvements, projects, or the water quality program for agriculture.” I.C. § 22-2717(17).

⁷ I.C. § 22-2734(1).

⁸ “‘Project sponsor’ means a conservation district, irrigation district, canal company, or other agricultural or grazing interest, as determined appropriate by the commission, that enters into a conservation improvement or water quality project agreement with the commission.” I.C. § 22-2717(19).

The SWCC should consider the following attachments and explanations regarding a proposed project plan when determining whether a plan is satisfactory:

1. Estimated benefits of the proposed treatment;
 - Critical area description/critical acres that will be treated. Critical areas should undergo site-specific evaluations to determine the nature of contribution and priority of each tier and overall strategies for achieving water quality objectives
 - Number of landowners served.
 - Proximity of project to a Clean Water Act Section 303(d) listed water source, or groundwater status of the subject waterbody, an environmental site assessment (ESA).
2. Technical assistance requirements and source;
3. BMPs to be installed with quantities and costs;
 - Site-specific BMPs needed to treat critical areas or sources of pollutants. ~~should be identified in the participant's water quality plan.~~
 - Average costs should be developed for each practice or component of a practice identified in the work plan as eligible for financial assistance.
 - Average costs are determined by the actual cost to land users for installing measures and practices.
 - Actual cost includes labor, operating supplies and other direct costs required for physical installation of a measure or practice.
 - Loss of income should not be considered in determining average costs.
 - ~~The SWCC will prioritize critical areas for BMP implementation based on a tiered approach to targeting treatment units.⁹~~
4. Matching funds and source;
5. Treatment area map.

~~—— Lands eligible for cost share assistance in a project area are those designated by the local soil conservation district, with concurrence of the SWCC, as critical areas or pollution sources. Critical areas or sources should have a technical basis for identification.~~

~~BMP cost sharing;~~

- ~~6. A cost list;~~

If the SWCC determines that a plan is not satisfactory, it is required to return the application and plan to the local conservation district and make recommendations as are considered necessary by the SWCC to make the application satisfactory pursuant to Idaho Code section 22-2734(2). Upon the SWCC determining that a local conservation district's application and plan is satisfactory, Idaho Code section 22-2734(2) requires the SWCC to consider the application for funding.

⁹~~Tier 1: Fields directly adjacent to either the tributary of concern or a drain to the tributary of concern, or fields having a direct and substantial influence on the tributary of concern. Tier 2: Fields in the subwatershed with an indirect, yet substantial influence on the tributary of concern. Tier 3: Fields upland in the subwatershed that indirectly influence the tributary of concern.~~

Pursuant to Idaho Code section 22-2734(3), the SWCC may approve a cost-share contract if, after review, evaluation, and investigation, the SWCC finds the following:

1. The participant or application is responsible and qualified;
2. The project or conservation improvement demonstrates public benefit;
3. The SWCC has reasonable assurance that the participant or applicant will adhere to contract terms; and
4. The SWCC has funding available.

Idaho Code section 22-2735(2) allows the SWCC to enter into contracts with approved applications concerning eligible improvements, projects, or plans. However, any such contracts must include in substance, at a minimum, the following provisions pursuant to Idaho Code section 22-2735(2):

1. An estimate of the reasonable costs of the project, plan, or improvement as determined by the SWCC;
2. The terms under which the SWCC may unilaterally terminate the contract and/or seek repayment of sums already paid for an applicant's noncompliance with the terms and conditions of the contract and/or the provisions of Chapter 27, Title 22 of Idaho Code; and
3. An agreement from the applicant, binding for the life of the eligible improvements, plans, or projects:
 - To develop water quality plans for landowners and provide payments to landowners for installation of BMPs;
 - To determine payment rates in conjunction with the SWCC's BMPs;
 - To establish a method for administration and provisions for technical assistance to landowners in conjunction with the SWCC;
 - To allow the State to make payments up to the estimated reasonable cost for BMP technical assistance, installation, and project administration of an eligible project;
 - To develop and secure the approval of the SWCC of plans for operation of the eligible project;
 - To ensure that the local matching share of the cost is provided;
 - To assure an adequate level of landowner participation and application of BMP to ensure water quality goals are met.

In reviewing, evaluating, and investigating a cost-share contract, the SWCC should consider the following criteria in determining whether the necessary findings set forth in Idaho Code section 22-2734(3)(a-d) are found:

1. The status of an ESA;
2. The ground water quality protection area;
3. Whether any beneficial uses are affected;
4. The relative ability of the proposed treatment to protect the resource;
5. The readiness of the project sponsor to proceed;
6. The readiness of applicant or participant to implement the plan;
7. The availability of technical assistance;
8. The availability of supplementary funding sources;

9. Whether water use efficiency is improved; and/or
10. Whether land use goals or ecological processes are limited by suboptimal management of natural precipitation or by inefficient use of irrigation water.

Once the SWCC approves the cost-share contract and obtains all necessary documents, the SWCC will make funding available pursuant to Idaho Code section 22-2734(4). In accordance with the policy described above, eligible applicants or participants would then have the opportunity to submit project proposals and proposed contracts to the local conservation district where the SWCC made funding available. Pursuant to Idaho Code section 22-2734(2) local conservation districts shall review, evaluate, and if necessary, investigate “all aspects of the proposed contract or project” within thirty (30) days of receipt of an application.

The project participant or applicant’s conservation plan should be signed by the participant or applicant and a technical entity and approved by the local soil conservation district, unless otherwise authorized by the SWCC.

Idaho Code section 22-2735(1) prohibits the SWCC from making payments that exceed the estimated reasonable cost of an eligible improvement, project or plan.

After the SWCC has made funding available, the SWCC should request assistance from project sponsors at the beginning of each fiscal year to develop an estimate of project expenses for that year and the remaining life of each project. The SWCC should also request complete financial reports from sponsoring entities to be considered for approval at regularly scheduled meetings, regardless of the amount of project activity. Finally, the SWCC should request documentation of project matching funds from each project sponsor.

The SWCC may consider allocating up to 10% of the total amount of the project grant for administrative costs over the life of the project. The SWCC should consider administrative costs charged for actual time spent on contract administration and project activities, and per diem and mileage rates should be consistent with those established by the Idaho State Board of Examiners.

The SWCC may enter into contracts to provide technical assistance to applicants that have entered into agreements with the SWCC pursuant to Idaho Code section 22-2735(3). However, Idaho Code section 22-2735(3) requires that a contract to provide technical assistance must include, in substance the following provisions:

1. An estimate of the reasonable cost of technical assistance; and
2. The terms under which the SWCC may unilaterally terminate the contract and/or seek repayment of sums paid pursuant to the contract because of an applicant’s noncompliance with the terms and conditions of the contract, SWCC rules, or the provisions of Title 22, Chapter 27 of Idaho Code.

Pursuant to Idaho Code section 22-2735(5), all contracts shall be subject to approval by the attorney general as to form. Idaho Code section 22-2735(5) further requires that payments made

by the State pursuant to a contract shall be made “after audit and upon warrant as provided by law on voucher approved by the chairman and the administrator” of the SWCC.

III. Statutory Application Requirements and Accompanying Information

Pursuant to Idaho Code section 22-2734(1), the SWCC may dictate the manner and form in which applications must be filed. The SWCC should make standardized application forms available to applicants and participants. At a minimum, Idaho Code section 22-2734(1)(a-d) requires the following:

1. A description of the purposes and nature of the projects and improvements requiring cost-sharing;
2. Be accompanied by or set forth a plan identifying the conservation projects or improvements, including economic and technical feasibility data and estimated costs as may be required by the SWCC;
3. Indicate whether money from sources other than that which is being sought by application will be used for costs, and whether the applicant is pursuing the alternate source of money or if the alternate source of money is available; and
4. Show the SWCC that the proposed project is economically justified and technically feasible.

The SWCC may, pursuant to Idaho Code section 22-2734(1), also require accompanying information to an application. Therefore, the SWCC determines that the following information should accompany an application to aid the SWCC in processing applications:

1. A completed Agricultural Total Maximum Daily Load (TMDL) Implementation Plan;
2. A completed Ground Water Quality Management Plan; or
3. A Watershed Plan developed through PL-566, Cooperative River Basin Study, State Agricultural Water Quality Program, Comprehensive Aquifer Management Plan or equivalent process.

IV. Project Cost-Sharing

Cost-share funding from this program should be limited to BMP component practices included in the Idaho Agricultural Pollution Abatement Plan or those with accepted NRCS standards. The SWCC will review and consider all project plan cost-share practices and rates of operations when determining whether to approve an application and grant funding.

Cost-share funding from this program should only be provided to the applicant, participant, technical entity, and sponsor for actions initiated after contract approval, and funding from this program and other state sources should not exceed ninety (90) percent of the total project cost. Total program cost-share funds from all sources to include private, state, and federal funds, should not exceed one hundred (100) percent of the actual practice cost.

Cost-share funding from this program should be limited to a maximum of \$50,000 **\$150,000 per grant agreement** ~~cost-share contract~~, unless otherwise authorized by the SWCC. Cost-sharing funds can be used to supplement and protect lands enrolled in the Conservation Reserve Program (CRP) where the SWCC has determined that additional practices are necessary. Examples of issues

requiring additional practices include water and sediment control basins that help to reduce gully erosion, trap sediment, and improve downstream water quality. However, cost-sharing funds should not be authorized for irrigation system installation or improvements on lands which are in the CRP or those lands where the CRP cover has been removed within the first growing season following contract expiration.

Matching funds should total at least twenty-five (25) percent of the total project costs listed in the project agreement. For matching fund purposes, salaries of individuals may be used if known and appropriate. Matching funds can include all project time and expenses not reimbursed by state funds. Examples of matching funds are non-state technical assistance time, vehicle use, land operator time, equipment use, and material costs.

Finally, should an applicant or participant seek to modify a cost-share contract, the SWCC should review modifications resulting in overall contract cost increases by ten percent (10%) based on the above stated procedure and statutory guidelines. The SWCC should also review and consider for approval of all lease agreements and purchase of equipment items greater than \$500.

V. Project Priority List and Review

~~Project applications will be reviewed by a regional team consisting of SWCC field staff from the region where the application was submitted. The team will receive input and assistance from the Natural Resources Conservation Service (NRCS), the Idaho Department of Environmental Quality (DEQ), and relevant conservation district representatives. In reviewing the applications, regional teams can make recommendations on project priority and submit these recommendations to SWCC staff located in Boise, Idaho.~~

The SWCC is required to establish and maintain a priority list for WQPA projects pursuant to Idaho Code section 22-2730. Project applications should be added to the SWCC's project priority list if the applications and project plans are consistent with statutory program criteria.

Project sponsors and eligible applicants submitting more than one project application are required to prioritize projects. ISWCC staff will review and rank the highest priority projects and so forth as funding allows. The SWCC may develop and use funding pool and regional allocations to ensure adequate representation of WQPA projects throughout the state. The following factors may be considered when reviewing and ranking applications:

1. Is there a clear water quality, ~~or~~ water quantity, or delivery and drainage concern, and funding need?
2. Does the project have a strong likelihood of improving water quality or water use efficiency?
3. Does the project accomplish goals outlined in the most recent appropriation bill funding WQPA?
4. Where is the proposal area in relationship to an identified water quality concern, including a 303(d) listed waterbody, Nitrate Priority area, Ground Water Protection area, Source Water Protection area, or other point of concern?
5. What are the beneficial uses, pollutants, approved TMDL(s), and/or watershed plan(s) being addressed through implementation of the proposal?
6. Is there adequate match and supplementary funding sources identified?

7. Are land use goals or ecological processes limited by suboptimal management of natural precipitation or by inefficient use of irrigation water?
8. Are expected costs reasonable in proportion to expected benefits?
9. Is this a shovel ready project with a reasonable implementation scheduled and the amount of money requested can be spent in a reasonable amount of time?
10. Does the applicant or participant have sufficient knowledge, experience, and capability to implement the project or plan?
11. Is there adequate technical and engineering resources available to implement the project?
12. Has the applicant or participant successfully completed a funded project in the past?
 - If so, were the project completed and money spent within the contract period, and was the contract followed and work completed?
13. Does the project propose to monitor BMP effectiveness and share the results with the public?
14. Does the project include an educational outreach component to support long-term community support and stewardship?
15. Does the application demonstrate community support for implementation of the project?
16. Is water use efficiency improved?

After review and evaluation, SWCC Staff ~~the regional team submits priority recommendations the Boise staff of the SWCC, the two groups should review and consider the recommended priority ranking of the project before submitting a~~ will submit a final recommendation to SWCC for decisions on project funding. The SWCC will have final approval on projects and funding.

The Idaho Soil and Water Conservation Commission approved this policy on April 18, 2023.



IDAHO SOIL & WATER CONSERVATION COMMISSION

ITEM #10

TO: COMMISSIONERS OLSON, PRATT, SILVERS, SHARPKNACK, CLOONAN, SAVAGE AND HOLLINGSWORTH
FROM: MELONIE ZIEGLER, FISCAL AND HR MANAGER
DATE: APRIL 11, 2023
RE: FISCAL OFFICE REPORT

The schedules below are the Budget to Actual Expenditures for January, February, and March FY2023 for the Commissions General Fund and the Resource Conservation & Rangeland Development Fund (RCRDP) and The Statement of Cash Position as of March 31, 2023.

FY2023 - Budget to Actual Expenditures								
For Month Ending - March 2023								
GENERAL FUND						Year to-date	75%	
Object	Expenditure Type	Budget	January	February	March	Year to-date Total	Available Balance	% Budget Expended
4000	Personnel TOTALS	1,391,200	98,568.21	95,989.26	134,303.06	975,100.76	416,099.24	70.09%
5001	Communication Costs	13,000	1,070.78	-	1,084.78	7,979.11	5,020.89	61.38%
5051	Employee Development Costs	3,500	60.07	480.00	666.94	4,501.35	(1,001.35)	128.61%
5101	General Services	10,000	4.56	104.00	113.12	460.63	9,539.37	4.61%
5151	Professional Services	13,000	2,697.03	450.00	450.00	8,106.41	4,893.59	62.36%
5201	Repair & Maintenance Services	7,000	254.67	61.18	146.92	3,141.17	3,858.83	44.87%
5251	Administrative Services		443.50	-	-	443.50	(443.50)	
5301	Computer Services	48,000	34,029.26	-	7,373.18	41,413.97	6,586.03	86.28%
5351	Employee Travel Costs	14,300	2,931.46	79.00	1,530.55	9,373.91	4,926.09	65.55%
5401	Administrative Supplies	2,500	894.38	19.65	55.36	2,338.11	161.89	93.52%
5451	Fuel & Lubricants Costs	15,000	727.08	956.63	330.62	13,472.26	1,527.74	89.82%
5551	Computer Supplies	7,000	45.21	48.15	56.17	1,041.76	5,958.24	14.88%
5601	Repair & Maintenance Supplies	2,000	-	-	149.84	188.43	1,811.57	9.42%
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	285.66	172.83	305.66	33,022.40	4,977.60	86.90%
5961	Miscellaneous Expenditures	25,800	-	-	-	26,134.34	(334.34)	101.30%
5000	Operating TOTALS	206,600	43,443.66	2,371.44	12,263.14	158,465.51	48,134.49	76.70%
6000	Capital Outlay (Encumbrance FY22)	10,920	-	3,220.02		10,920.00	-	100.00%
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	357,919.19	-	53,500.76	1,606,944.15	3,393,055.85	32.14%
7601	CREP Direct Payments	264,000	75,950.44	12,478.32	50,525.40	190,008.28	73,991.72	71.97%
7000	Trustee & Benefits TOTALS	6,772,400	433,869.63	12,478.32	104,026.16	3,305,352.43	3,467,047.57	48.81%

FY2023 - Budget to Actual Expenditures								
For Month Ending - March 2023								
RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM (RCRDP)						Year to-date	75%	
Object	Expenditure Type	Budget	January	February	March	Year to-date Total	Available Balance	% Budget Expended
4000	Personnel TOTALS	191,700	14,300.88	14,344.30	20,253.41	139,129.04	52,570.96	72.58%
5001	Communication Costs	5,000	269.40	-	395.32	2,423.61	2,576.39	48.47%
5051	Employee Development Costs	3,000	-	320.00	16.00	1,085.60	1,914.40	36.19%
5101	General Services	35,000	100.44	-	118.68	1,058.17	33,941.83	3.02%
5151	Professional Services	15,000	2,872.02	693.00	557.00	8,674.99	6,325.01	57.83%
5201	Repair & Maintenance Services	7,000	66.07	21.50	3,558.81	3,739.72	3,260.28	53.42%
5251	Administrative Services	2,500	443.50	-	-	443.50	2,056.50	17.74%
5301	Computer Services	10,000	4,253.56	-	693.85	4,947.41	5,052.59	49.47%
5351	Employee Travel Costs	18,000	1,549.82	-	1,106.36	4,047.91	13,952.09	22.49%
5401	Administrative Supplies	1,000	198.23	9.82	-	358.81	641.19	35.88%
5451	Fuel & Lubricants Costs	2,500	-	148.84	161.77	433.58	2,066.42	17.34%
5551	Computer Supplies	5,000	20.64	-	0.40	489.56	4,510.44	9.79%
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	632.84	76.42	442.84	16,470.01	11,829.99	58.20%
5961	Miscellaneous Expenditures	18,000	-	-	-	3,183.59	14,816.41	17.69%
5000	Operating TOTALS	160,000	10,406.52	1,269.58	7,051.03	48,180.05	111,819.95	30.11%
6000	Capital Outlay	3,200	633.18			3,199.84	0.16	100.00%

STATEMENT OF CASH POSITION										
As of: March 31, 2023										
Line No.	Fund No	Fund Detail	Grant No	Fund Name	Beginning Balance as of 7/1/2022	Receipts / Collections	Disbursements	Transfers Received	Borrowing Limit	BALANCE
1	0344	30		General Fund Type: ARPA-State Fiscal Recovery	-	-	6,400.00	6,400.00	-	-
2	0348	00		Federal Funds	-	-	-	-	27,500.00	27,500.00
3	0348	00	SWCNFW	Federal Funds	18.10	-	-	-	26,450.00	26,468.10
4	0450	00		Dedicated Fund: Administrative & Accounting Services	22,971.79	350.06	-	-	-	23,321.85
5	0522	00		Dedicated Fund: Resource Conservation & Rangeland Development	5,721,980.71	129,631.32	1,933,069.13	-	-	3,918,542.90
6	0522	01		Dedicated Fund: Resource Conservation & Rangeland Development	1,100,195.06	487,121.87	-	-	-	1,587,316.93
7	0529	16		Dedicated Fund: Clean Water Revolving Loan	66,449.33	1,084.87	-	-	-	67,534.20
DEFINITION OF FUNDS										
1	This is a one-time cash and appropriation transfer of ARPA-State Fiscal Recovery funding for the purchase of computers.									
2	Borrowing limits are assigned and controlled by the Department of Financial Management (DFM). Borrowing limits are necessary when agencies work on federal funded programs/grants. Most federal 'grants' are for the reimbursement of costs which requires the agency to initially incur the costs, then submit for reimbursement. The borrowing limit provides the operating cash for the intial expenditures.									
3	Borrowing limit as described in Line No. 2, but this limit is assigned to a specific grant - SWCNFW.									
4	Administration and Accounting Services Fund 0450 – This fund accounts for the funding of professional engineering services to conservation districts and some interagency services provided by the Commission. This fund also receives monthly interest allocations earned on idle funds seated with the Idaho State Treasurer's Office.									
5	Resource Conservation and Rangeland Development Fund 0522 – The Soil and Water Conservation Commission uses the money for personnel and operating expenditures related to the program and for conservation loans related to conservation improvements, projects, and programs. While the Commission has statutory authority to offer grants, Idaho Rule 60.05.01 Resource Conservation and Rangeland Development Program presently contains no provision for providing grants from this fund. This fund also receives monthly interest allocations earned on idle funds seated with the Idaho State Treasurer's Office.									
6	Resource Conservation and Rangeland Development Fund 0522-01 – This fund receives interest and loan repayments, as well as, monthly interest allocations earned on idle funds seated with the Idaho State Treasurer's Office..									
7	Wastewater Facility Loan - Revolving Loan Fund 0529-16 – This fund receives interest and loan repayments. The Soil and Water Conservation Commission uses the money for one-time operating costs. Currently, no loans are outstanding. This fund also receives monthly interest allocations earned on idle funds seated with the Idaho State									
APPROPRIATION BILL - SECTION7 - ACCOUNTABILITY REPORTS. Funds specifically identified in statute or in an appropriation act as intended for a certain purpose may be used only for that purpose. All funds provided in this act shall be subject to accountability reports and management reviews in accordance with Section 67-702, Idaho Code.										

HIGHLIGHTS FOR THE REPORTING PERIOD

- There are 26 pay periods in a fiscal year. Two months a year have three pay periods instead of two. March's increase in personnel costs is due to 3 pay periods.
- Operation expenditures in the general fund are 76.7% expended at the end of eight months, or 75% through the fiscal year. This is good news since the majority of ISWCC operating expenses are paid in the first quarter.
- We anticipate salary savings from the fiscal year to-date vacancy of our .75 FTP (full-time position), the turnover of our associate engineer, and our North Idaho water quality resource conservation position.
- In general fund summary object 5251 – administrative services costs weren't initially anticipated, however, ISWCC incurred costs for the development and printing of our new brochure in January. Therefore, a budget to actual percentage is missing.
- Added this reporting period – The Statement of Cash Position. This statement summarizes ISWCC's availability of cash for each fund.

RECOMMENDED ACTION: None



**SOIL & WATER
CONSERVATION
COMMISSION**

Erik Olson
Acting Chairman

Wendy Pratt
Secretary

Joan Cloonan
Commissioner

Karen Sharpnack
Commissioner

Richard Savage
Commissioner

Mitch Silvers
Commissioner

Blake
Hollingsworth
Commissioner

Delwyne Trefz
Administrator

MEMO

**TO: ACTING CHAIR OLSON AND COMMISSIONERS PRATT,
CLOONAN, SHARPBACK, SAVAGE, SILVERS, AND HOLLINGSWORTH**
FROM: DELWYNE TREFZ, ADMINISTRATOR
DATE: APRIL 7, 2023
RE: ADMINISTRATOR'S REPORT

Appropriations Bill Signed by Governor Little

Governor Little signed H352, our FY 2024 appropriations bill, March 29, 2023. Most of the bill becomes effective July 1, 2023. Sections 4 and 5 deal with the \$5,000,000 appropriated for WQOA and these two sections of the bill became effective March 29, 2023, the date signed by the Governor.

Our FY 2024 appropriations bill was sponsored in the House by Representative Steve Miller from Fairfield in legislative district 24, and in the Senate by Senator Julie VanOrden from Pingree in legislative district 30. When you get a chance, thank these legislators for supporting our agency.

Loretta Strickland is managing WQPA for us this year. She will provide an update of our FY 2023 program as well as present policy revisions during your April Board meeting.

Update on Vacant Positions

Our North Idaho Natural Resources Conservationist position generated a lot of interest. The Division of Human Resources scored the applicants and sent us packets for each of the twenty-four who are qualified. Bill whittled this list down to the top 10 and we are now in the process of conducting interviews. Our goal is to offer the position to the top applicant by the end of this month.

One individual applied for our open Eastern Idaho Associate Engineer position. I will update you on that position during your April Board meeting.

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*
Apr. 18, 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.

Attachment:

H352 FY 2024 SWCC APPROPRIATIONS

RECOMMENDED ACTION:

For information only.

STATEMENT OF PURPOSE

RS30702 / H0352

This is the FY 2024 original appropriation bill for the Soil and Water Conservation Commission. It appropriates a total of \$5,642,200 and caps the number of authorized full-time equivalent positions at 18.75. The bill funds one line item, which provides \$13,900 for the new commissioners' compensation. The two new commissioners were added with H642 of 2022.

Also included in this bill is a FY 2023 supplemental, which provides an additional \$5,000,000 onetime for the Water Quality Program for Agriculture.

FISCAL NOTE

	FTP	Gen	Ded	Fed	Total
FY 2023 Original Appropriation	18.75	3,370,200	414,900	1,700,300	5,485,400
Prior Year Reappropriation	0.00	5,000,000	0	0	5,000,000
Water Quality Program for Agriculture	0.00	5,000,000	0	0	5,000,000
FY 2023 Total Appropriation	18.75	13,370,200	414,900	1,700,300	15,485,400
Executive Carry Forward	0.00	10,900	0	0	10,900
FY 2023 Estimated Expenditures	18.75	13,381,100	414,900	1,700,300	15,496,300
Removal of Onetime Expenditures	0.00	(10,010,900)	(3,200)	(6,400)	(10,020,500)
Base Adjustments	0.00	0	0	0	0
FY 2024 Base	18.75	3,370,200	411,700	1,693,900	5,475,800
Personnel Benefit Costs	0.00	13,400	2,000	0	15,400
Inflationary Adjustments	0.00	23,800	1,400	0	25,200
Replacement Items	0.00	31,700	1,400	0	33,100
Statewide Cost Allocation	0.00	5,100	200	0	5,300
Change in Employee Compensation	0.00	47,000	6,800	3,000	56,800
FY 2024 Program Maintenance	18.75	3,491,200	423,500	1,696,900	5,611,600
DHR Consolidation	0.00	14,700	2,000	0	16,700
1. New Commissioners' Compensation	0.00	13,900	0	0	13,900
Budget Law Exemptions/Other Adjustments	0.00	0	0	0	0
FY 2024 Total	18.75	3,519,800	425,500	1,696,900	5,642,200
Chg from FY 2023 Orig Approp	0.00	149,600	10,600	(3,400)	156,800
% Chg from FY 2023 Orig Approp.	0.0%	4.4%	2.6%	(0.2%)	2.9%

Contact:

Representative Steve Miller
(208) 332-1061
Senator Julie VanOrden
(208) 332-1346

DISCLAIMER: This statement of purpose and fiscal note are a mere attachment to this bill and prepared by a proponent of the bill. It is neither intended as an expression of legislative intent nor intended for any use outside of the legislative process, including judicial review (Joint Rule 18).

LEGISLATURE OF THE STATE OF IDAHO
Sixty-seventh Legislature First Regular Session - 2023

IN THE HOUSE OF REPRESENTATIVES

HOUSE BILL NO. 352

BY APPROPRIATIONS COMMITTEE

AN ACT

RELATING TO THE APPROPRIATION TO THE SOIL AND WATER CONSERVATION COMMISSION;
APPROPRIATING MONEYS TO THE SOIL AND WATER CONSERVATION COMMISSION FOR
FISCAL YEAR 2024; LIMITING THE NUMBER OF AUTHORIZED FULL-TIME EQUIV-
ALENT POSITIONS; PROVIDING REQUIREMENTS FOR TRUSTEE AND BENEFIT PAY-
MENTS DISTRIBUTION; APPROPRIATING ADDITIONAL MONEYS TO THE SOIL AND WA-
TER CONSERVATION COMMISSION FOR FISCAL YEAR 2023; PROVIDING REQUIRE-
MENTS FOR THE WATER QUALITY PROGRAM FOR AGRICULTURE; PROVIDING REAPPRO-
PRIATION AUTHORITY; PROVIDING FOR ACCOUNTABILITY REPORTS; AND DECLAR-
ING AN EMERGENCY AND PROVIDING EFFECTIVE DATES.

Be It Enacted by the Legislature of the State of Idaho:

SECTION 1. There is hereby appropriated to the Soil and Water Conserva-
tion Commission the following amounts to be expended according to the des-
ignated expense classes from the listed funds for the period July 1, 2023,
through June 30, 2024:

	FOR PERSONNEL COSTS	FOR OPERATING EXPENDITURES	FOR CAPITAL OUTLAY	FOR TRUSTEE AND BENEFIT PAYMENTS	TOTAL
FROM:					
General					
Fund	\$1,470,500	\$243,800	\$33,100	\$1,772,400	\$3,519,800
Administration and Accounting Services					
Fund		30,000			30,000
Resource Conservation and Rangeland Development					
Fund	202,500	162,800	200		365,500
Clean Water Revolving Loan (SCC)					
Fund		30,000			30,000
Federal Grant					
Fund	<u>61,900</u>	<u>0</u>	<u>0</u>	<u>1,635,000</u>	<u>1,696,900</u>
TOTAL	\$1,734,900	\$466,600	\$33,300	\$3,407,400	\$5,642,200

SECTION 2. FTP AUTHORIZATION. In accordance with Section 67-3519,
Idaho Code, the Soil and Water Conservation Commission is authorized no more
than eighteen and seventy-five hundredths (18.75) full-time equivalent po-
sitions at any point during the period July 1, 2023, through June 30, 2024,
unless specifically authorized by the Governor. The Joint Finance-Appro-

1 priations Committee will be notified promptly of any increased positions so
2 authorized.

3 SECTION 3. TRUSTEE AND BENEFIT PAYMENTS DISTRIBUTION. Of the amount
4 appropriated in Section 1 of this act for trustee and benefit payments,
5 \$300,000 shall be distributed equally among the fifty soil and water conser-
6 vation districts in addition to the amounts authorized pursuant to Section
7 22-2727, Idaho Code.

8 SECTION 4. In addition to the appropriation made in Section 1, Chap-
9 ter 197, Laws of 2022, and any other appropriation provided by law, there
10 is hereby appropriated to the Soil and Water Conservation Commission
11 \$5,000,000 from the General Fund to be expended for trustee and benefit pay-
12 ments for the period July 1, 2022, through June 30, 2023, for the purpose of
13 funding the Water Quality Program for Agriculture in accordance with Sec-
14 tions 22-2733 and 22-2734, Idaho Code.

15 SECTION 5. WATER QUALITY PROGRAM FOR AGRICULTURE. Of the moneys appro-
16 priated in Section 4 of this act for trustee and benefit payments, \$5,000,000
17 shall be used for the Water Quality Program for Agriculture in accordance
18 with Sections 22-2733 and 22-2734, Idaho Code, to provide cost-share financ-
19 ing for soil and water conservation projects, water delivery and drainage
20 rehabilitation and improvement projects, implementation of agricultural
21 best management practices, and other projects to enhance and restore the
22 soil and water resources of the state. The commission shall administer this
23 funding through existing grant procedures and personnel.

24 SECTION 6. REAPPROPRIATION AUTHORITY. There is hereby reappropriated
25 to the Soil and Water Conservation Commission any unexpended and unencum-
26 bered balances appropriated to the Soil and Water Conservation Commission
27 from the General Fund for the Water Quality Program for Agriculture for fis-
28 cal year 2023, in an amount not to exceed \$5,000,000 from the General Fund,
29 to be used for nonrecurring expenditures related to the Water Quality Pro-
30 gram for Agriculture for the period July 1, 2023, through June 30, 2024. The
31 Office of the State Controller shall confirm the reappropriation amount, by
32 fund, expense class, and program, with the Legislative Services Office prior
33 to processing the reappropriation authorized herein.

34 SECTION 7. ACCOUNTABILITY REPORTS. Funds specifically identified in
35 statute or in an appropriation act as intended for a certain purpose may be
36 used only for that purpose. All funds provided in this act shall be subject
37 to accountability reports and management reviews in accordance with Section
38 67-702, Idaho Code.

39 SECTION 8. An emergency existing therefor, which emergency is hereby
40 declared to exist, Sections 4 and 5 of this act shall be in full force and ef-
41 fect on and after passage and approval, and Sections 1, 2, 3, 6, and 7 of this
42 act shall be in full force and effect on and after July 1, 2023.