



IDAHO SOIL & WATER CONSERVATION COMMISSION

AMENDED REGULAR MEETING NOTICE & AGENDA

Idaho Soil & Water Conservation Commission
May 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: 885 5826 8317 Zoom Passcode: 366251

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	Chairman 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.	Chairman Olson
	3.	PARTNER REPORTS (information only)	
ACTION ITEMS			
*#	4.	MINUTES <ul style="list-style-type: none">April 18, 2023 <u>ACTION:</u> Approve/disapprove meeting minutes.	Chairman Olson
*	5.	ELECT COMMISSION TREASURER <u>ACTION:</u> Elect a treasurer to serve for the remainder of FY23 and FY24	Chairman Olson
*#	6.	REQUEST FOR DONATIONS <ul style="list-style-type: none">Idaho Weed Awareness Campaign RequestTreasure Valley Water Users Association Request <u>ACTION:</u> Discuss and potentially approve/disapprove contributions to Idaho Weed Awareness Campaign and/or Treasure Valley Water Users Association.	Trefz/Perkins
*	7.	WQPA FY2023 PROJECT UPDATE <ul style="list-style-type: none">FY23 WQPA updateFY24 WQPA status	Strickland

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Thursday, May 18, 2023 **AMENDED** Meeting Agenda

Date of Notice: **May 12, 2023**

		ACTIONS: <ol style="list-style-type: none"> 1. Discuss and approve/disapprove encumbering \$2,278.96 reverted from completed projects. If not approved, discuss, and approve alternative. 2. Discuss and approve/disapprove directing staff to encumber any additional reverted funds for use in the next round of WQPA funding. If not approved, discuss, and approve alternative. 	
NON-ACTION ITEMS			
	8.	REPORTS <i>Commissioners and staff only</i> ACTION: For information only.	Commissioners, Staff
	9.	FISCAL REPORT <ul style="list-style-type: none"> • FY2023 Budget to Actual Expenditures • Statement of Cash Position • Reporting Period Highlights ACTION: For information only.	Ziegler
#	10.	FY 2024 CONSERVATION DISTRICT FUNDING REQUESTS ACTION: For information only.	Strickland
	11.	ENVIROTHON REPORT ACTION: For information only.	Diaz
	12.	RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM UPDATE <ul style="list-style-type: none"> • Marketing activity • FY23 activity to date • Loan Portfolio • Interest rate information ACTION: For information only.	Hoebelheinrich
#	13.	ENGINEERING REPORT ACTION: For information only.	Lillibridge
#	14.	ADMINISTRATOR'S REPORT <ul style="list-style-type: none"> • House Keeping • Update on Vacant Positions • OAG General MOA to Provide Legal Services to Conservation Districts • Delegation of Powers and Duties to Administrator • Commission Meeting Schedule ACTION: For information only.	Trefz
ADJOURN <i>The next Regular Commission Meeting will be on June 22, 2023, at 10:00 AM MT in Boise, Idaho.</i>			

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Thursday, May 18, 2023 **AMENDED** Meeting Agenda

Date of Notice: **May 12, 2023**



Idaho Soil & Water Conservation Commission

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

ITEM: #4

IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

Date and Time:

Tuesday, April 18, 2023
10: 03 AM – 1:02 PM MT

Location:

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

MINUTES

COMMISSION MEMBERS PRESENT:

Erik Olson (Chair) (Zoom)
Karen Sharpnack (Secretary)
Joan Cloonan
Blake Hollingsworth (Zoom)

Wendy Pratt (Vice-Chair) (Zoom)
Mitch Silvers
Richard Savage (Zoom)

COMMISSION STAFF PRESENT:

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

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

PARTNERS AND GUESTS PRESENT:

David Perkins, OAG
Bruce Sandoval, NRCS (Zoom)
Stefanie Kazyaka, IDEA (Zoom)

Devin Fielding, IASCD (Zoom)
Karla Freeman, Kootenai-Shoshone SWCD (Zoom)
Cassie Olson, Boundary SWCD (Zoom)

ITEM #1: WELCOME AND ROLL CALL

PRESENTED BY: CHAIRMAN OLSON

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

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

ITEM #2: AGENDA REVIEW

PRESENTED BY: CHAIRMAN OLSON

Action: Commissioner Cloonan made a motion to add “potential” to all action items on the agenda and to strike the phrase “no comments” from item 9: REPORTS.

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

ITEM #3: PARTNER REPORTS

PRESENTED BY: CHAIRMAN OLSON

Bruce Sandoval – Provided NRCS Report. Bruce addressed Inflation Reduction Act funds stating that money is starting to come in through NRCS, but long term funding is still uncertain. He also stated they are still working on increasing staffing; currently payroll numbers are hovering right around 150.

Devin Fielding – Provided IASCD Report. Devin addressed Climate Smart status, gave an update from the recently closed Legislative Session and addressed questions concerning IASCD plans for the next session.

Stefanie Kazyaka – Provided IDEA report. Stefanie addressed the updated resource guide recently distributed to districts, changes to the Professional Growth Scholarships structure, and the current calendar year budget for each division.

Action: None taken

ITEM #4: MINUTES

PRESENTED BY: CHAIRMAN OLSON

Commissioners Cloonan and Sharpnack requested additional notations be made to minutes going forward. It was agreed after some discussion amongst the Board and staff that brief discussion comments would be added for context to minutes going forward.

Action: Commissioner Cloonan made a motion to *approve the February 22, 2023, minutes as presented*. Commissioner Sharpnack seconded the motion. Motion carried by unanimous vote.

ITEM #5: ELECT COMMISSION OFFICERS

PRESENTED BY: CRYSTAL ROSEN

A brief conversation was held between the Board and staff to clarify that the term of this vote will be effective immediately and carry through Fiscal Year 2024 end.

Action: Commissioner Sharpnack made a motion to *nominate Erik Olson as Board Chairman*. Commissioner Cloonan seconded the nomination. No other nominations were made. Commissioner Silvers made a motion to *close nominations and hold a vote*. Commissioner Cloonan seconded the motion. Motion carried with 5 votes in favor. Commissioner Olson abstained from the vote.

Action: Commissioner Olson made a motion to *nominate Wendy Pratt as Board Vice-Chair*. Commissioner Sharpnack seconded the nomination. No other nominations were made. Commissioner Savage made a motion to *close nominations and hold a vote*. Commissioner Silvers seconded the motion. Motion carried with 5 votes in favor. Commissioner Pratt abstained from the vote.

Action: Commissioner Pratt made a motion to *nominate Karen Sharpnack as Board Secretary*. Commissioner Olson seconded the nomination. No other nominations were

made. Commissioner Cloonan made a motion to *close nominations and hold a vote*. Commissioner Olson seconded the motion. Motion carried with 5 votes in favor. Commissioner Sharpnack abstained from the vote.

Commissioner Hollingsworth joined the meeting at 11:02 AM.

Meeting recessed at 11:03 AM.

Meeting reconvened at 11:10 AM.

ITEM #6: BLAINE SOIL CONSERVATION DISTRICT REQUEST FOR NAME CHANGE

PRESENTED BY: DELWYNE TREFZ

Action: Commissioner Cloonan made a motion to *approve Blaine SCD's request to change their name to Blaine Soil and Water Conservation District and authorize Chairman Olson to sign the letter of support to send to the Secretary of State's office*. Commissioner Pratt seconded the motion. Motion carried by unanimous vote.

ITEM #7: ANNUAL NATIONAL ASSOCIATION OF STATE CONSERVATION AGENCIES (NASCA) MEMBERSHIP DUES

PRESENTED BY: DELWYNE TREFZ

Commissioner Sharpnack raised the question of why dues were presented as an action item for the board's approval if the Administrator has delegated authority to pay items up to \$10,000.00. After discussion and clarification, it was agreed that going forward NASCA information will be delivered in non-action reports.

Action: Commissioner Silvers made a motion to *authorize the payment of the 2023 NASCA dues of \$3000.00 in full*. Commissioner Cloonan seconded the motion. Motion carried by unanimous vote.

ITEM #8: WQPA FY2023 PROJECT UPDATE

PRESENTED BY: LORETTA STRICKLAND

Mrs. Strickland updated the information stated in her memo from 35 payments made to 41 payments complete totaling \$1.97 million as of the date of the meeting. She also made note that there are 48 approved projects not 47. Mrs. Strickland also went over the revisions made to the WQPA that she requested to be made effective April 18, 2023.

Action: Commissioner Cloonan made a motion to *approve the WQPA policy revisions as of April 18, 2023*. Commissioner Silvers seconded the motion. Motion carried by unanimous vote.

ITEM #9: REPORTS

PRESENTED BY: COMMISSIONERS AND STAFF

Commissioner Silvers provided a brief account of his experiences and the Three Rivers Grazing Conference in March.

Action: None taken.

ITEM #10: FISCAL REPORT

PRESENTED BY: MELONIE ZIEGLER

Ms. Ziegler reviewed the budget to actuals from January 1, 2023, to March 31. She also spent time going over her newly developed Statement of Cash Position which reports on the agency's current cash balances and is broken down by funds.

Action: None taken.

ITEM #11: ADMINISTRATOR'S REPORT

PRESENTED BY: DELWYNE TREFZ

Mr. Trefz reported that the agency's 2024 appropriation bill was signed by the Governor on March 29, 2023. He also updated the board on the status of our vacant positions, stating that all interviews are complete for the N. Idaho NRC position and that we intend to reclassify the Associate Engineer position to an NRC for SE Idaho since there were no viable applications from the last listing.

Action: None taken.

ADJOURN

The meeting was adjourned at 1:02 PM. The next Commission Meeting will be held on May 18, 2023, in Boise.

Respectfully submitted,

Karen Sharpnack, Secretary



MEMO

TO: CHAIRMAN OLSON AND COMMISSIONERS PRATT,
CLOONAN, SHARPBACK, SAVAGE, SILVERS, AND HOLLINGSWORTH
FROM: LORETTA STRICKLAND, DEPUTY ADMINISTRATOR
DATE: MAY 8, 2023
RE: WQPA PROGRAM UPDATE

**SOIL & WATER
CONSERVATION
COMMISSION**

Erik Olson
Chairman

Wendy Pratt
Vice-Chair

Karen Sharpnack
Secretary

Mitch Silvers
Commissioner

Joan Cloonan
Commissioner

Richard Savage
Commissioner

Blake
Hollingsworth
Commissioner

Delwyne Trefz
Administrator

FY 2023 WQPA

To date we have paid \$1,834,114.46 in BMPs and \$178,354.12 in administrative funds for a total of \$2,012,468.58. I have been in close contact with staff to keep apprised of project progress. The majority of remaining projects are on target to be completed by June 1, 2023. We have identified four projects, totaling \$ 314,710.55, that are experiencing extreme on-going weather delays. We are working with DFM regarding the possibility of encumbering those funds into the next fiscal year. Additionally, of the projects completed to date, three have finished under budget and reached the maximum percent of allowable cost-share. The balance of unused funds from those projects is \$2,278.96. In essence of timing and the minimal amount of funding reverted, I recommend encumbering these funds for the next fiscal year and adding it to the amount of available funding for new projects.

FY 2024 WQPA

The deadline to submit FY 2024 project proposals is May 31, 2023. As with last year, Districts are required to prioritize their submitted projects. Staff will rate the top priority projects and prepare a recommended project funding priority list as funding allows. The list will be presented at the June Commission meeting for your discussion, review, and approval.

REQUESTED ACTIONS:

1. Discuss and approve/disapprove encumbering \$2,278.96 reverted from completed projects. If not approved, discuss, and approve alternative.
2. Discuss and approve/disapprove directing staff to encumber any additional reverted funds for use in the next round of WQPA funding. If not approved, discuss, and approve alternative.



IDAHO SOIL & WATER CONSERVATION COMMISSION

ITEM #9

TO: COMMISSIONERS OLSON, PRATT, SILVERS, SHARPKNACK, CLOONAN, SAVAGE AND
HOLLINGSWORTH
FROM: MELONIE ZIEGLER, FISCAL AND HR MANAGER
DATE: MAY 18, 2023
RE: FISCAL OFFICE REPORT

The schedules below are the Budget to Actual Expenditures for April FY2023 for the Commissions General Fund and the Resource Conservation & Rangeland Development Fund (RCRDP) and The Statement of Cash Position as of April 30, 2023.

FY2023 - Budget to Actual Expenditures For Month Ending - April 2023						
GENERAL FUND			Year to-date	83%		
Object	Expenditure Type	Budget	April	Year to-date Total	Available Balance	% Budget Expended
4000	Personnel TOTALS	1,391,200	91,652.58	1,066,753.34	324,446.66	76.68%
5001	Communication Costs	13,000	2,014.68	9,993.79	3,006.21	76.88%
5051	Employee Development Costs	3,500	88.00	4,589.35	(1,089.35)	131.12%
5101	General Services	10,000	4.56	465.19	9,534.81	4.65%
5151	Professional Services	13,000	485.00	8,591.41	4,408.59	66.09%
5201	Repair & Maintenance Services	7,000	2,616.89	5,758.06	1,241.94	82.26%
5251	Administrative Services		-	443.50	(443.50)	
5301	Computer Services	48,000	-	41,413.97	6,586.03	86.28%
5351	Employee Travel Costs	14,300	2,069.35	11,443.26	2,856.74	80.02%
5401	Administrative Supplies	2,500	72.21	2,410.32	89.68	96.41%
5451	Fuel & Lubricants Costs	15,000	1,070.47	14,542.73	457.27	96.95%
5551	Computer Supplies	7,000	17.99	1,059.75	5,940.25	15.14%
5601	Repair & Maintenance Supplies	2,000	83.64	272.07	1,727.93	13.60%
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	60.00	33,082.40	4,917.60	87.06%
5961	Miscellaneous Expenditures	25,800	-	26,134.34	(334.34)	101.30%
5000	Operating TOTALS	206,600	8,582.79	167,048.30	39,551.70	80.86%
6000	Capital Outlay (Encumbrance FY22)	10,920		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 FY 2022 Supplemental	5,000,000	400,936.02	2,007,880.17	2,992,119.83	40.16%
7601	WQPA FY 2023 Supplemental HO 352	5,000,000		-	5,000,000.00	0.00%
7601	CREP Direct Payments (FY23 Payments Complete)	264,000		190,008.28	73,991.72	71.97%
7000	Trustee & Benefits TOTALS	11,772,400	400,936.02	3,706,288.45	8,066,111.55	31.48%

FY2023 - Budget to Actual Expenditures						
For Month Ending - April 2023						
RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM (Year to-date	83%	
Object	Expenditure Type	Budget	April	Year to-date Total	Available Balance	% Budget Expended
4000	Personnel TOTALS	191,700	14,518.86	153,647.90	38,052.10	80.15%
5001	Communication Costs	5,000	575.88	2,999.49	2,000.51	59.99%
5051	Employee Development Costs	3,000	32.00	1,117.60	1,882.40	37.25%
5101	General Services	35,000	182.64	1,240.81	33,759.19	3.55%
5151	Professional Services	15,000	625.00	9,299.99	5,700.01	62.00%
5201	Repair & Maintenance Services	7,000	-	3,739.72	3,260.28	53.42%
5251	Administrative Services	2,500	-	443.50	2,056.50	17.74%
5301	Computer Services	10,000	-	4,947.41	5,052.59	49.47%
5351	Employee Travel Costs	18,000	1,184.07	5,231.98	12,768.02	29.07%
5401	Administrative Supplies	1,000	50.34	409.15	590.85	40.92%
5451	Fuel & Lubricants Costs	2,500	155.85	589.43	1,910.57	23.58%
5551	Computer Supplies	5,000	-	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	20.00	16,490.01	11,809.99	58.27%
5961	Miscellaneous Expenditures	18,000	-	3,183.59	14,816.41	17.69%
5000	Operating TOTALS	160,000	2,825.78	51,005.83	108,994.17	31.88%
6000	Capital Outlay	3,200	-	3,199.84	0.16	100.00%

STATEMENT OF CASH POSITION										
As of: April 30, 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	410.04	-	-	-	23,381.83
5	0522	00		Dedicated Fund: Resource Conservation & Rangeland Development	5,721,980.71	144,959.88	2,018,652.37	-	-	3,848,288.22
6	0522	01		Dedicated Fund: Resource Conservation & Rangeland Development	1,100,195.06	519,140.44	-	-	-	1,619,335.50
7	0529	16		Dedicated Fund: Clean Water Revolving Loan	66,449.33	1,258.70	-	-	-	67,708.03
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	Resources 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	Resources 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

- Operation expenditures in the general fund are 80.86% expended at the end of eight months, or 83% 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.

RECOMMENDED ACTION: None



MEMO

**TO: CHAIRMAN OLSON AND COMMISSIONERS PRATT,
CLOONAN, SHARPBACK, SAVAGE, SILVERS, AND HOLLINGSWORTH**
FROM: LORETTA STRICKLAND, DEPUTY ADMINISTRATOR
DATE: MAY 8, 2023
RE: FY 2024 CONSERVATION DISTRICT FUNDING REQUESTS

**SOIL & WATER
CONSERVATION
COMMISSION**

Erik Olson
Chairman

Wendy Pratt
Vice-Chair

Karen Sharpnack
Secretary

Mitch Silvers
Commissioner

Joan Cloonan
Commissioner

Richard Savage
Commissioner

Blake
Hollingsworth
Commissioner

Delwyne Trefz
Administrator

The Commission is required by Idaho Code, §22-2727, to hold an annual conservation District budget hearing. At the hearing you are to consider the financial needs of the Districts and use this information as the basis for your request for state funds for distribution to conservation Districts. Traditionally, the Board reviews unmet district funding needs for projects to inform our budget requests.

In accordance with statute, Districts received notice of this hearing and have been invited to speak about their financial needs. Staff recommends that time be provided for any District who would like to provide their budgetary needs, comments, or concerns in person today to do so at this time.

This year three Districts submitted budget hearing worksheets in which they identified a total of 6 priority projects with unmet funding needs. If the requested funding were available in FY2025, the districts could complete these projects. The three Districts identified a total of \$724,300 of unmet funding which they would leverage with an additional \$11,149.50 to put a total of \$735,449.50 worth of locally led water quality improvement work on the ground.

Conservation District Funding Requests for FY2023				
Number of Districts Submitting Budget Requests	Funding Source			
	SWCC	District	Other	Total
3	\$ 724,300.00	\$ 8,149.50	\$ 3,000.00	\$ 735,449.50

RECOMMENDED ACTION: For information only

ATTACHMENTS:

- Conservation District Funding Requests and Worksheets for FY2023, by Conservation District and Project

2023 District Budget Hearing: Project/Program Needs Worksheet for FY 2025 Budget Request

District: Jefferson SWCD
Contact: linda.patterson@id.nacdn.net

Priority Project/Program Needs

Project/Program Title: Jefferson Weed Control Donation	
<i>Description of Project/Program:</i> Purchase of 10 backpack sprayers for Jefferson County Weed Control to be used by homeowners renting from the county weed department.	
<i>Project/Program Timeline:</i> September 2022-June 2023	<i>Priority:</i> 1
<i>Resource Concern(s) Addressed:</i> Annual Plan Priority #3 Weed Management.	
<i>Available Funding (list all sources):</i>	
<i>Federal:</i>	\$
<i>State:</i>	\$
<i>District:</i> 10 at \$ approx. \$109.95	\$ 1,099.50
<i>Other:</i>	\$
<i>Notes:</i> Current fiscal year. Replacing sprayers purchased by district in 2015 for use by county weed department.	
Total State Funds Needed To Complete Project:	\$ 0.00

Project/Program Title: Workshops addressing Soil health, weed control	
<i>Description of Project/Program:</i> 3 workshops focusing on community concerns: General, Upper Valley soil health. Terretion, wind erosion and vole control. Snake River adjacent lands, Russian Olive control.	
<i>Project/Program Timeline:</i> January-March 2023	<i>Priority:</i> 2
<i>Resource Concern(s) Addressed:</i> Annual Plan Priority #4, Sponsor Soil Health meeting annually.	
<i>Available Funding (list all sources):</i>	
<i>Federal:</i>	\$
<i>State:</i>	\$
<i>District:</i> General Workshop \$2,000, local \$1,000 & \$250	\$ 3,250.00
<i>Other:</i>	\$
<i>Notes:</i> General Soil Health is in conjunction with East Side and West Side SCDs in Idaho Falls. Local meetings are held in Jefferson SWCD district towns. Plan to have pertinent workshops in other local communiites in the next fiscal year.	
Total State Funds Needed To Complete Project:	\$ 0.00

Project/Program Title: WQPA for Jefferson Producers	
Description of Project/Program: 1. Replacement of headgates on large canal and add automated gate controls. 2. 3 & 4. Add geomembrane to canals to prevent water loss from sinks in the canals.	
Project/Program Timeline: June 2023- May 2024	Priority: 3
Resource Concern(s) Addressed: Annual Plan Priority #1, Water Quality/ Water Quantity	
Funding (list all sources):	
Federal:	\$
State: \$\$50,000; \$84,000; \$25,000; \$24,800	\$ 183,800.00
District: aministrative hours	\$ 800.00
Other:	\$
Notes: Jefferson SWCD recognizes that not all projects will be funded, Funding for 2 projects from 2022-23 (about \$86,000) is very much appreciated.	
Total State Funds Needed To Complete Project:	\$ 183,800.00

2023 District Budget Hearing: Project/Program Needs Worksheet for FY 2025 Budget Request

District: Lewis Soil Conservation District
Contact: Janette Mendenhall

Priority Project/Program Needs

Project/Program Title: Lewis County Forest Health	
Description of Project/Program: This project would work with landowners/operators to identify ways to voluntarily apply needed conservation practices. This funding would help with implementing 200 acres of pre-commercial thinning, 100 acres tree/shrub planting, and 2,000 acres of weed control and 2 miles of forest access road for	
Project/Program Timeline:	Priority: 1
Resource Concern(s) Addressed: Reduce sediment load, prevent or stop the spread of exotic insects and di	
Available Funding (list all sources):	
Federal:	\$ 0.00
State:	\$ 0.00
District:	\$ 0.00
Other:	\$ 0.00
Notes: These practices would ensure healthy, productive woodland within Lewis County. This is a great concern of producers.	
Total State Funds Needed To Complete Project:	\$ 300,500.00

Project/Program Title: Lewis County Culvert Upgrades	
Description of Project/Program: This would Improve water quality and fish passage on roads within the county. At least four culverts have been identified as failing culverts. In addition to water quality issues from the failing culverts, there are public safety concerns.	
Project/Program Timeline:	Priority: 2
Resource Concern(s) Addressed: Sediment loads, public safety, fish passage.	
Available Funding (list all sources):	
Federal:	\$ 0.00
State:	\$ 0.00
District:	\$ 0.00
Other:	\$ 0.00
Notes: These projects will improve water quality, fish passage, and public safety.	
Total State Funds Needed To Complete Project:	\$ 200,000.00

Project/Program Title:	
Description of Project/Program:	
Project/Program Timeline:	Priority: 3
Resource Concern(s) Addressed:	
Funding (list all sources):	
Federal:	\$
State:	\$
District:	\$
Other:	\$
Notes:	
Total State Funds Needed To Complete Project:	\$

2022 District Budget Hearing: Project/Program Needs Worksheet for FY 2024 Budget Request

District: WOOD RIVER SOIL CONSERVATION DISTRICT
Contact: BARBARA MESSICK or CARL PENDLETON

Priority Project/Program Needs

Project/Program Title: WOOD RIVER SWCD HIGH TUNNEL / GREENHOUSE PROJECT	
Description of Project/Program: The Wood River SWCD would like to promote a project for the use of Greenhouses / High Tunnels in the Lincoln County rural areas. There are many 5-acre parcels that are owned by landowners that work outside the home, leaving much of	
Project/Program Timeline: Spring of 2024	Priority: 1
Resource Concern(s) Addressed: To Increase growing season, fight noxious weeds, Improve pla	
Available Funding (list all sources):	
Federal: NRCS EQIP (cost-share potentially)	\$
State:	\$
District: Wood River SWCD (grant)	\$ 3,000.00
Other: Landowner's commitment	\$ 3,000.00
Notes: Landowners in the area have seen an increase in fuel and food cost along with the rise in mental and physical health issues due to Covid and stress in today's world. We are hoping by providing assistance and funding to install High tunnels or	
Total State Funds Needed To Complete Project:	\$ 40,000.00

Project/Program Title:	
Description of Project/Program:	
Project/Program Timeline:	Priority: 2
Resource Concern(s) Addressed:	
Available Funding (list all sources):	
Federal:	\$
State:	\$
District:	\$
Other:	\$
Notes:	
Total State Funds Needed To Complete Project:	\$

Project/Program Title:	
Description of Project/Program:	
Project/Program Timeline:	Priority: 3
Resource Concern(s) Addressed:	
Funding (list all sources):	
Federal:	\$
State:	\$
District:	\$
Other:	\$
Notes:	
Total State Funds Needed To Complete Project:	\$

SWC BUDGET HEARING FOR FY-23

Worksheet for FY 2024

Description of Project / Program:

The Wood River SWCD would like to promote a project for the use of Greenhouses / High Tunnels in the Lincoln County rural areas. There are many 5-acre parcels that are owned by landowners that work outside the home, leaving much of the acreage without attention. This is a huge fire hazard and noxious weed issue within Lincoln County. We also are seeing a rise in the cost of food and gas prices making it even harder for families to thrive. We believe that by helping to provide a Greenhouse / High Tunnel in these rural areas, many of these issues would be curtailed.

This project would also be a tool to help with the mental and physical well-being of the community. Spouses and children of these 5-acre parcels, especially during the growing season, can utilize these facilities to produce their own fruits and vegetables. This would cut down on trips to town which in turn saves fuel and energy. We also see this project as a way to motivate and inspire these landowners, giving them a purpose and a new lifestyle change. It would not only provide them with healthy food and nutrition, clean up weeds and fire breaks but potentially provide them with a business opportunity to sell at the local Farmers Markets.

In the past we have seen a number of landowners who have applied for NRCS cost share but were not eligible due to strict guidelines and criteria. These parcels have water rights and used to be farmed but need some serious attention. The district can see a real need for this project as it would not only help with competition for the noxious weed issues but be very beneficial as we continue to see gas and food prices go up. We also see this as a huge plus with mental health issues on the rise and nutrition and obesity that continues to be a problem.

Notes:

Landowners in the area have seen an increase in fuel and food cost along with the rise in mental and physical health issues due to Covid and stress in today's world. We are hoping by providing assistance and funding to install High tunnels or Greenhouses that would help decrease these issues immensely.

Landowners' families and employees can work in these high tunnels to help sustain their own lively hood. Less gas for travel to purchase food and less food if you grow it on your own. With the amount of physical labor, it takes to raise a garden, it would definitely keep the younger ones active and physical while being outdoors. Working out in the sun and breathing fresh air would only improve their mental well-being and benefit the landowner and the families associated.



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Mitch Silvers
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Delwyne Trefz
Administrator

MEMO

**TO: CHAIRMAN OLSON AND COMMISSIONERS PRATT,
CLOONAN, SHARPBACK, SAVAGE, SILVERS, AND HOLLINGSWORTH
FROM: TERRY HOEBELHEINRICH, LOAN OFFICER & PROGRAM MANAGER
DATE: MAY 8, 2023
RE: RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT
PROGRAM UPDATE**

Marketing	<ul style="list-style-type: none"> Promoted RCRDP at: Idaho Irrigation Equipment Trade Show & Conference in Nampa Soil Health Conferences in Terreton, Idaho Falls, and Ontario Oregon Three Rivers Grazing Conference in Lewiston
FY 2023 to date	<ul style="list-style-type: none"> 32 loan inquiries were received for FY 2023 to date 14 loan applications have been received for FY 2023 to date 4 loan applications are in process 11 loans approved for FY 2023 (\$913,091) 2 applications denied 3 applications withdrawn
Loan Portfolio	<ul style="list-style-type: none"> 51 loans and \$3,696,695 portfolio balance \$123,299 to be disbursed No delinquent loans
Interest Rates for FY 2023	<ul style="list-style-type: none"> 3%, 7-year term (new and used equipment) 3.25%, 7-year term, high credit score, under secured 4%, 10-year term (new equipment and real estate) 4.25% 10-year terms, high credit score, under secured 5 %, 15-year term 5.25%, high credit score, under secured 5% Combination 1st lien equipment and 2nd mortgage 6% second mortgages
Interest Rate Comparisons	<p>Ag Credit</p> <ul style="list-style-type: none"> 7-Year Loan Rates 6.85% - 7.35% 10-Year Loan Rates 7.75% - 8.25% <p>Farm Service Agency</p> <ul style="list-style-type: none"> 5%

ACTION: For information only.



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MEMO

**TO: COMMISSIONERS OLSON, PRATT, CLOONAN, SHARPBACK,
SAVAGE, SILVERS, AND HOLLINGSWORTH**
FROM: BILL LILLIBRIDGE, LEAD ENGINEER
DATE: May 3, 2023
RE: ENGINEERING REPORT

With our inability to fill the vacant engineering position in southeast Idaho, we are reclassifying the Engineer, Staff position to a Natural Resources Conservationist position. I am prioritizing engineering work on WQPA and awarded grants. As time allows, I am assisting Districts with new project work and grant applications.

I am experimenting with various ways to provide some level of remote engineering assistance to southeast Idaho. This may include video calls for mid-construction inspections, training NRC's on how to picture/video document critical construction inspection items, and training NRC's on some basic engineering skills, such as field measurements. This will not replace all my travel to southeast Idaho for engineering work, but may eliminate trips for relatively simple, routine engineering tasks.

On the following table, I am tracking new and ongoing projects, along with completed projects this fiscal year and new designs I have taken on. I am working with multiple Districts on the upcoming WQPA, IDWR, AG BMP, and 319 grant cycles, but do not have a firm number on what projects will be submitted.

The table is solely for projects that require SWC engineering support – many other projects that our Natural Resources Conservationists are assisting Districts with do not require engineering.

ATTACHMENT:

- Table of Engineering Projects

Division	District	New 319	Ongoing 319	2023 WQPA/ AG BMP	2024 WQPA/ Ag BMP	Leading Idaho	Unfunded	Total	Comp. FY2023	Comp. WQPA	New Design
1	Benewah	1	1					2	16		
1	Bonner	1-2						0			
1	Boundary	1-2					1	1			
1	Kootenai - Shoshone		1			4	9	14	3		3
2	Clearwater							0	2	2	2
2	Idaho						3	3	5		6
2	Lewis						1	1	1	1	2
3	Adams						3	3	1		
3	Squaw Creek						2	2			
3	Valley		2				2	4	2		
3	Weiser River		2					2	2	1	3
4	Camas						1	1			
4	Gooding			1				1			1
4	North Side			1				1			
4	Twin Falls			1				1			
4	Wood River						1	1			
5	Bear Lake		3					3	1		3
5	Caribou		1	1				2			1
5	Franklin			1			1	2			
5	Oneida							0			
5	South Bingham						1	1			
6	Custer						1	1			
6	Teton						1	1			
	Totals	1	10	5		4	27	47	33	4	21



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Hollingsworth
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Delwyne Trefz
Administrator

MEMO

**TO: CHAIRMAN OLSON AND COMMISSIONERS PRATT,
CLOONAN, SHARPBACK, SAVAGE, SILVERS, AND HOLLINGSWORTH**
FROM: DELWYNE TREFZ, ADMINISTRATOR
DATE: MAY 8, 2023
RE: ADMINISTRATOR'S REPORT

House Keeping

To facilitate efficient and effective ISWCC Board meetings, staff have been directed to avoid participating in your discussions unless presenting agenda item(s) they are responsible for, or when called upon by your Board. Staff appreciate the roles we each play in the functioning of our agency and commit to supporting your board to the fullest extent by standing ready to respond to questions or provide their perspectives when called upon.

We are implementing a process by which staff members present in your meetings who feel they have something important to contribute will have the opportunity to be noticed. This process involves the staff passing a note to the administrator, who will then advise your chair that a staff member would like to say something, and the chair may then choose to call upon that individual.

Update on Vacant Positions

I am happy to announce that Ms. Jenna Ditzel is joining our team as our North Idaho Natural Resources Conservationist. In August 2022 Jenna graduated from Colorado State University with a Bachelor's degree in Natural Resources Management and Business Administration. Jenna's work experience includes research and development, data collection and monitoring, and environmental education, and I am excited to welcome her aboard. Her first day with us will be May 15th.

Having been unable to attract a qualified applicant to fill our Eastern Idaho Associate Engineer position, now vacant most of the last two ½ years, we are reclassifying that position to a Water Quality Resource Conservationist. As soon as the Division of Financial Management and the Division of Human Resources approve our reclassification request, we will announce the position. At present, two staff are covering sixteen districts that comprise much of the territory which lies between Montana on our northern border, and Utah to the south. To provide each district with the level of customer service we are committed to, we must get another staff person to share the load in that vast territory.

Office of the Attorney General MOA to Provide Legal Services to Conservation Districts

The Office of the Attorney General (OAG) has informed conservation districts with whom they have an existing Memorandum of Agreement for Legal Services that, due to increasing demands for legal services placed upon the Office, those

agreements will not be renewed when they expire June 30, 2023. See the attached OAG Notice to Conservation Districts.

Our Deputy Attorney General (DAG), David Perkins, assures me that SWCC, pursuant to statute, is and will continue to be represented by the OAG. DAG Perkins states “the OAG owes SWCC all the duties that an attorney owes his clients. Nothing has changed regarding our representation of the SWCC.”

Following expiration of the existing MOAs for Legal Services, conservation districts will need to seek any legal counsel they require from a private attorney of their choosing. The SWCC is not authorized to provide legal advice to districts. However, in keeping with current procedures, districts with legal questions they believe have significance to conservation districts state-wide may present their questions to SWCC and your board can consider referring such questions to the OAG.

Delegation of Powers and Duties to Administrator

This item is for the benefit of new Commission members. Refer to the attached “Delegation of Powers and Duties to Administrator,” which details authorities and responsibilities delegated to your Administrator.

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*
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.

RECOMMENDED ACTION: For information only.

ATTACHMENTS:

- OAG Notice to Conservation Districts
- Delegation of Powers and Duties to Administrator



ITEM #14-1

STATE OF IDAHO

OFFICE OF THE ATTORNEY GENERAL

RAÚL R. LABRADOR

April 5, 2023

Soil and Water Conservation District

Re: Memorandum in Agreement for Legal Services

Dear Mr. Chairman,

I am writing regarding the existing Memorandum of Agreement for Legal Services ("Agreement") between the District and the Idaho Office of the Attorney General. Unfortunately, due to the increasing demands for legal services placed upon this Office by Idaho executive offices and agencies, we will not be able to renew the current Agreement. Please make appropriate arrangements to secure legal services from other attorneys if you need that assistance.

We will continue to provide legal services under the existing Agreement until the expiration date of June 30, 2023.

Thank you for your understanding.

A handwritten signature in blue ink, reading "Scott L. Campbell".

Scott L. Campbell
Chief of Energy and Natural Resources

DELEGATION OF POWERS AND DUTIES TO ADMINISTRATOR

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

- (1) The Administrator shall:
 - (a) Implement all policies and programs of the Commission;
 - (b) Develop legislative, budgetary, fiscal, and program proposals and plans for the consideration by the Commission;
 - (c) Represent the Commission in communications;
 - (d) Subject to Commission approval and applicable law, including Chapter 57, Title 67 of the Idaho Code and rules promulgated thereunder, enter into contracts for the procurement of goods or services necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, provided the Administrator may without Commission approval enter into contracts for the procurement of goods and services included in a budget approved by the Commission or with a value of \$10,000 or less;
 - (e) Sign on behalf of the Commission, *Agreements Not to Divert Water From the Eastern Snake Plain Aquifer* and any amendments and/or modifications thereto with eligible producers who participate in the Idaho Eastern Snake Plain Aquifer Conservation Reserve Enhancement Program jointly implemented by the State and the United States Department of Agriculture (“USDA”) Commodity Credit Corporation (“CCC”), subject to the terms and conditions in the revised agreement between the State and the USDA CCC dated June 28, 2021 and consistent with state and federal law.

- (f) Subject to Commission approval and applicable law, including Chapter 52, Title 67 of the Idaho Code, propose to the Commission rules and regulations necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code;
 - (g) Establish, consistent with applicable law, policies and guidance documents for the distribution and performance of Commission business, and the custody, use and preservation of records, documents, and property pertaining to the operation of the Commission;
 - (h) Subject to applicable federal and State law, including Title 67, Chapter 53 of the Idaho Code and rules promulgated thereunder, and as necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, establish policies for the conduct of Commission employees, establish and make appointments to subordinate positions, abolish positions, transfer employees between positions, remove employees from appointed positions, supervise all employees of the Commission, and change the duties, titles, and compensation of employees of the Commission;
 - (i) Take action to protect the legal interests of the Commission, including calling upon the attorney general of the state for legal services and representation in legal matters. Approval by the Commission shall be required for a lawsuit to be initiated in the name of the Commission or for the Commission to enter into a settlement agreement; and
 - (j) Take other action as may be necessary or appropriate to cooperate with public or private entities or individuals and otherwise to carry out the purposes of Chapter 27, Title 22 of the Idaho Code.
- (2) The Administrator may delegate to any subordinate employee of the Commission such of

his or her powers and duties as the Administrator finds necessary to carry out the purposes of Chapter 27, Title 22 of the Idaho Code, except the powers provided above in Paragraph 1(g).