



Idaho Soil & Water Conservation Commission

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IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

Date and Time:

Tuesday, February 18, 2025
2:00 PM – 4:23 PM MST

Location:

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

MINUTES

COMMISSION MEMBERS PRESENT:

Erik Olson (Chair)	Joan Cloonan
Wendy Pratt (Vice Chair) (Zoom)	Karen Sharpnack (Secretary)
Mitch Silvers (Zoom)	Richard Savage
Blake Hollingsworth (Treasurer)(Zoom)	

COMMISSION STAFF PRESENT:

Delwyne Trefz (Administrator)	Madison Vargovich (Natural Res. Conserv.) (Zoom)
Melonie Ziegler (Fiscal Manager)	Loretta Strickland (Ag Program Manager) (Zoom)
Sarah Quidgeon (Natural Res. Conserv.)	Bill Lillibridge (Lead Engineer) (Zoom)
Terry Hoebelheinrich (Loan Officer)	Brenda Charles (Loan Assistant) (Zoom)
Corri Parsley (Admin Assistant)	Meghan Brooksher (Natural Res. Conserv.)
Rob Sharpnack (Zoom) (CREP Manager)	George Hitz (Operations Manager) (Zoom)

PARTNERS AND GUESTS PRESENT:

Marshal Toryanski (DAG)	Janelle McDonald (DHR)
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ITEM #1: WELCOME, SELF-INTRODUCTIONS AND ROLL CALL**Presented by: Chairman Olson**

Chairman Olson called the meeting to order at 2:00 PM

Roll call: Chairman Erik Olson, Commissioners Mitch Silvers, Joan Cloonan, Karen Sharpnack, Wendy Pratt and Blake Hollingsworth were present. Commissioner Savage arrived at 2:15 PM and Commissioner Pratt left at 3:47 PM

ITEM #2: AGENDA REVIEW**Presented by: Chairman Olson**

Action: Amendment to item #8: Elect a Commission member to serve as Secretary of the Board requested to move to the following Commission meeting April 10th. Moved 1st by Commissioner Silvers and 2nd by Commissioner Cloonan, motion passes.

ITEM #3: REPORTS COMMISSIONERS & STAFF ONLY

Action: None Taken

ITEM #4: DIVISION OF HUMAN RESOURCES GUIDANCE RELATED TO THE RECRUITMENT OF AN AGENCY HEAD

Presented by: Janelle McDonald (DHR)

Recruiting Overview:

1. ***Determine Position Expectations***
 - a. Review and Update Job Description
 - b. Review statutory requirements for the position (background checks, Minimum Quals).
 - c. Identify salary range of the executive position.
2. ***Draft announcement and post the position***
 - a. Gain approvals from stakeholders.
 - b. Determine how long should it be posted - 2 weeks or longer?
 - c. Applicants to apply via DHR Recruitment Inbox.
3. ***Market for position.***
 - a. Share on Social Media?
 - b. Reach out to anyone that has expressed interest?
4. ***Reviewing applications and interviewing candidates.***
 - a. Initial screen of applicants by Talent Acquisition Support Manager.
 - b. Recommendations provided to HRO.
 - c. HRO will connect with Commission and schedule interviews.
 - d. Commission and HRO to conduct interviews.
5. ***Offering the position.***
 - a. Make selection.
 - b. Offer position.
 - c. Upon acceptance, edit and send offer letter to candidate.
 - d. Disposition remaining candidates.

Action: None Taken

ITEM #5: FISCAL REPORT

Presented by: Melonie Ziegler

The schedule below is the FY 2025 Budget to Activity Summary for the period ending January 31, 2025.

Reporting at 58% through the fiscal year 2025, ISWCC's personnel expenditures are fiscally on track reporting general funds at 54.76% and RCRDP at 59.94% year-to-date (YTD). The Operating expenditures, YTD for the general fund is reported to be 40.92% and RCRDP is reported to be significantly lower at 21.79%.

IDAHO SOIL & WATER CONSERVATION COMMISSION								
FY 2025 BUDGET TO ACTIVITY SUMMARY								
AS OF JANUARY 31, 2024 (58% YTD)								
FY 2025 BUDGET					FY 2025 ACTIVITY			
Fund	Account & Programs	S1270 & S1373 Appropriation	Reappropriation	FY 2025 Appropriation	YTD Expenditure	Encumbrance	Available Appropriation	YTD Expended
GENERAL	PERSONNEL	1,501,000		1,501,000	821,891.26		679,108.74	54.76%
RCRDP		206,800		206,800	123,957.69		82,842.31	59.94%
GENERAL	OPERATING	237,800		237,800	97,316.10		140,483.90	40.92%
RCRDP		157,400		157,400	34,297.58		123,102.42	21.79%
GENERAL	CAPITAL	5,600		5,600			5,600.00	0.00%
RCRDP		200		200			200.00	0.00%
GENERAL	TRUSTEE BENEFIT							
	District Base	425,000		425,000	425,000.00		-	100.00%
	District Operating	300,000		300,000	300,000.00		-	100.00%
	District Allocations	858,800		858,800	858,800.00		-	100.00%
	CREP	264,000		264,000	256,080.82		7,919.18	97.00%
	FY25 WQPA	1,000,000		1,000,000	167,879.02		832,120.98	16.79%
	FY23-24 WQPA		1,709,169	1,709,169	685,606.74		1,023,562.21	40.11%

On December 17, 2024, the State Board of Examiners approved an increase to the Idaho in-state per diem rates and the State mileage rate. These increases are effective for travel after February 1, 2025. The new rates are on the table below:

IN-STATE PER DIEM		EFFECTIVE DATES	
		1/31/2025	2/1/2025
Full Day Per Diem	100%	\$ 55.00	\$ 58.00
Partial Day Per Diem:			
Breakfast	25%	\$ 13.75	\$ 14.50
Lunch	35%	\$ 19.25	\$ 20.30
Dinner	55%	\$ 30.25	\$ 31.90
STATE MILEAGE RATES/Mile		EFFECTIVE DATES	
		1/31/2025	2/1/2025
		\$0.67	\$0.70

PARTIAL DAY PER DIEM			
	B&L	B&D	L&D
	\$ 14.50	\$ 14.50	
	\$ 20.30		\$ 52.20
		\$ 31.90	
TOTAL	\$ 34.80	\$ 46.40	\$ 52.20

Action: None Taken

ITEM #6: ADMINISTRATOR'S REPORT

Presented by: Delwyne Trefz

EGISLATIVE UPDATE

Over the past month, legislators have reached out to our staff and to IASCD Executive Director Travis Jones asking for information about WQPA and CREP. Loretta and George responded and, based on conversations I had with legislators during the Ag Summit yesterday, they have adequate information upon which to base any action they choose to take relative to funding these two programs.

IASCD SPRING DIVISION MEETINGS

Spring Division meetings are upon us. Please refer to the table below for the time and location of the Spring meeting in your Division. Please let Corri know if you are going to be able to attend so that she can RSVP for you and take care of registration costs.

SPRING 2025 IASCD DIVISION MEETINGS

DIV	DATE	TIME	LOCATION	SWCC REPS
1	17-Apr	9a.m.	Scheffelmaier's Country Barn Cataldo	Eric, Jenna, Bill, Delwyne
2	TBD	TBD	TBD	Mitch, Eileen, Bill, Delwyne
3	20-Feb	10a.m.	American Legion Hall 32536 Belle Bruneau	Joan, Meghan, Sarah, George, Delwyne
4	13-Apr	10a.m.	The Snug Bar & Grill 165 Wilson Street W Eden	Karen, Carolyn, Rob, Dani, Delwyne
5	1-Apr	5p.m.	Chubbuck City Hall 290 E Linden Ave Chubbuck	Wendy, Maddy, George, New Soda Springs NRC, Delwyne
6	2-Apr	TBD	TBD	Richard, Brian, George, Delwyne

ENVIROTHON

The Envirothon Committee has invited a Commission board member to serve as a judge for the final round of the competition, scheduled for Tuesday, April 29th at the Living Waters Ranch near Challis. If one of you is interested, please contact George Hitz for additional information.

ISWCC Regular Board Meeting Schedule

Month	Date	Time	Location
Mar	No meeting--attending Division meetings		
Apr	17	10am-3pm	Boise Office
May	22	10am-3pm	Boise Office
Jun	19	10am-3pm	Boise Office
Jul	24	10am-3pm	Boise Office
Aug	21	10am-3pm	Boise Office
Sep	18	10am-3pm	Boise Office
Oct	No meeting--attending Division meetings		
Nov	To coincide with IASCD Conference		
Dec		10am-3pm	Boise Office
Jan	To coincide with IASCD Legislative Social, Boise		
Feb	To coincide with IASCD Idaho Ag Summit, Boise		

Action: None Taken

ITEM #7: COMMISSION SHARPNACK RESIGNS FROM HER POSITION AS BOARD SECRETARY

Commissioner Karen Sharpnack will be stepping down as Secretary June 30, 2025.

Letters have been sent to Chairman Olson and Administrator Delwyne Trefz.

Action: None Taken

ITEM #8: ELECTION OF ISWCC BOARD SECRETARY

Action: Action: Amendment to item #8: Elect a Commission member to serve as Secretary of the Board requested to move to the following Commission meeting April 10th. Moved 1st by Commissioner Silvers and 2nd by Commissioner Cloonan, motion passes.

ITEM #9: MINUTES

November 12, 2024, 2:30 PM Joint Meeting Minutes, motion to approve as present 1st by Commissioner Cloonan and 2nd by Commissioners Silvers, motion passes.

November 12, 2024, 4 PM Joint Meeting Minutes, motion to approve as presented 1st by Commissioner Cloonan and 2nd by Commissioner Silvers, motion passes.

December 12, 2024, 10 AM Regular Commission Meeting Minutes, motion to approve as presented 1st by Commissioner Cloonan and 2nd by Commissioner Pratt, motion passes.

January 21, 2025, 9 AM Regular Commission Meeting Minutes, motion to approve as presented 1st by Commissioner Cloonan and 2nd by Commissioner Pratt, motion passes.

ITEM #10: EXECUTIVE SESSION

Commissioner Silvers made a motion to move the board into Executive Session pursuant to Idaho Codes 74-206(1)(d) for the purpose of discussing a loan. Motion 2nd by Commissioner Savage, motion approved by board.

Executive session commenced at 3:47 PM

Executive session ended at 4:12 PM

ITEM #11: RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM

Action: Motion to approve Loan Application # A – 780 as presented, 1st by Commissioner Silvers and 2nd by Commissioner Savage, motion passes.

ITEM #12: AGRICULTURE POLLUTION ABATEMENT PLAN REVIEW AND UPDATE

Action: Motion to approve Agriculture Pollution Abatement Plan with statement of date to be updated, 1st moved by Commissioner Cloonan and 2nd by Commissioner Silvers, all approve, motion passes.

ADJOURN:

Motion to adjourn meeting by 1st Commissioner Savage and 2nd by Commissioner Cloonan, motion approved at 4:23 PM. The next Regular Commission Meeting will be on April 10, 2025, at 10:00 AM MT in Boise, Idaho.

Respectfully submitted,

Commissioner Mitch Silvers