



# IDAHO SOIL & WATER CONSERVATION COMMISSION

## REGULAR MEETING NOTICE & AGENDA

Idaho Soil & Water Conservation Commission  
Idaho Water Center, 322 E. Front Street, Suite 560, Boise  
June 7, 2018, 1:30 p.m. to 5:00 p.m. MT

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.

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

	<b>1.</b>	<b>WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL</b>	Chairman Wright
	<b>2.</b>	<b>AGENDA REVIEW</b> <i>The Agenda may be amended after the start of the meeting upon a motion that states the reason for the amendment and the good faith reason the item was not included in the original agenda.</i>	Chairman Wright
	<b>3.</b>	<b>DISCUSSION WITH BOARD MEMBERS OF IDAHO ASSOCIATION OF SOIL CONSERVATION DISTRICTS</b>	
#	a.	FY 2018 District Matching Funds Allocation Status Report ACTION: For information only	Trefz
#	b.	District Support Services District Reference Manual Update ACTION: For information only	Trefz
#	c.	District Support Services Technical Assistance Allocation Update ACTION: For information only	Trefz
	d.	FY 2020 District Trustee & Benefit Funding Request ACTION: For information only	Wright/Tillotson
*#	e.	District Budget Hearing and Unmet Water Quality Implementation Funding Needs Hearing ACTION: Accept Report	Trefz
*#	f.	District Capacity Building Fund Requests ACTION: <ol style="list-style-type: none"> <li>1. Approve distributing \$10,000 in regional event Capacity Building Funds according to the funding recommendation in Table 1.</li> <li>2. Approve dividing the remaining \$40,000 equally among all conservation districts (\$800 to each.)</li> </ol>	Trefz

(\*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

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#	g.	Annual Report on Total Maximum Daily Load TMDL Implementation Plan Program ACTION: For information only	Trefz
#	h.	Resource Conservation and Rangeland Development Program (RCRDP) Proposed Policy and Rule Changes ACTION: For information only	Chapple Knowlton
	<b>4.</b>	<b>ADMINISTRATION</b>	
*	a.	Elect Commission Officers to serve beginning July 1, 2018 1. Chairman 2. Vice-Chairman 3. Secretary ACTION: Elect FY 2019 Officers	Chairman Wright/ Cavaness-Williams
*#	b.	Minutes 1. May 3, 2018 2. May 8, 2018 3. May 9, 2018 ACTION: Approve	Chairman Wright
*#	c.	Appointment and Delegation of Powers and Duties to Administrator in FY 2019 ACTION: Appoint Administrator, Delegate Powers and Duties, and authorize Chairman to sign FY 2019 Delegation of Powers and Duties.	Chairman Wright
*#	d.	Administrator's Report <ul style="list-style-type: none"> <li>• Activities</li> <li>• 2018 Envirothon Newsletter</li> <li>• Consideration of Nomination for Governor's Awards for Excellence in Agriculture, Environmental Stewardship</li> <li>• Out of State travel request to attend National Association of Conservation Districts Summer Meeting</li> <li>• RFQ for Public Relations Assistance/RFP for Tracker Update</li> <li>• Upcoming Commission Meeting Schedule</li> </ul> ACTION: Approve out of state travel and conference-related expenses for administrator to the National Association of Conservation Districts Summer Meeting in Kennewick, WA	Murrison
*	e.	Financial Report (to be distributed at the meeting) 1. May 31, 2018 2. FY2018 YTD Financial Summary through May 31, 2018 ACTION: Approve the Financial Reports for the month ended May 31, 2018	Yadon
*#	f.	FY 2019-2021 Strategic Plan ACTION: Approve	Murrison
	<b>5.</b>	<b>OTHER BUSINESS</b>	
	a.	Reports ACTION: For information only	Commissioners, Staff
	<b>6.</b>	<b>EXECUTIVE SESSION</b> <i>Executive Session is closed to the public. Under the relevant Idaho Code Section(s) noted below, any Board action will be taken publicly in open session directly following Executive Session.</i> ACTION: Move to enter Executive Session pursuant to Idaho Code § 74-206(1)(f) for the purpose of discussing pending litigation, or controversies not yet being litigated but imminently likely to be litigated with legal counsel.  Roll Call Vote.	

(\* ) Action Item

(#) Attachment

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	<b>a.</b>	Discussion with legal counsel on pending litigation, or controversies not yet being litigated but imminently likely to be litigated. ACTION: For consideration and possible action outside of Executive Session	Chapple Knowlton
*	<b>7.</b>	<b>OPEN SESSION and ADJOURN</b> <i>The Commission will reconvene to take any action resulting from Item #7 Executive Session and to adjourn. The next regular meeting is scheduled for August 30, 2018 at 10 a.m. in Boise, Idaho.</i>	

(\* ) Action Item

(#) Attachment

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IDAHO SOIL & WATER  
CONSERVATION COMMISSION

ITEM # 3a

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, ROEMER,  
SLICHTER, AND TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES**  
**DATE: MAY 24, 2018**  
**RE: FINAL FY 2018 DISTRICT MATCHING FUNDS ALLOCATION STATUS  
REPORT**

The distribution of match funding is governed by Idaho Code § 22-2727 and the Rules for Allocation of Funds to Conservation Districts (IDAPA 60.05.04). Under this authority, the Commission may only provide match for donations districts received during the previous fiscal year from local agencies or organizations for the general purposes of the district. The Commission cannot match funds collected as fees for service, funds donated for special projects, or funds collected by a district on behalf of another entity.

In August, 2017, staff discovered information that brought into question the accuracy of information provided in Franklin SWCD's 2017 Financial and Match Report. For that reason, staff determined it was necessary to confirm the accuracy of the supporting documentation by conducting a review of other publically available documents and contacting local organizations reported to have donated funds.

Based on this review, staff determined that of the \$46,335 in donations reported in Franklin SWCD's Financial and Match Report, only \$6,825 was eligible for match, which qualifies Franklin SWCD to receive \$8,669.26 of FY 2018 match rather than the \$50,000 they would have been due if the local support reported on their match funding worksheet had been accurate. As a result, an additional \$41,330.74 of FY 2018 match funds became available to the rest of the conservation districts in the state. The Commission's match funding formula was used to proportionately divide this \$41,330.74 between the 45 districts eligible to receive additional match in FY 2018 (see attached FY 2018 Final District Match Funding Report).

The final FY 2018 match funding allocations were distributed to districts in May, 2018.

**RECOMMENDED ACTION:** For information only

Encl.: FY 2018 Final District Match Funding Report

## FINAL FY2018 DISTRICT MATCH FUNDING REPORT -- Pre- and Post-Verification of Match-Eligible Local Support Received by Districts in FY2017

District	Based on Local Support Reported by Districts		Based on Verified Local Support Rec'd by Districts		Match Funds Distributed November, 2017	Match Funds to be Distributed May, 2018	Total Match Funds Distributed to Districts in FY2018
	Local Donations Reported as Eligible for State Match	DAWG Recommended State Match	Local Donations Verified as Eligible for State Match	SWCC Recommended State Match			
Ada	\$ 45,000.00	\$ 50,000.00	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
Adams	\$ 6,900.00	\$ 8,067.28	\$ 6,900.00	\$ 8,764.53	\$ 8,067.28	\$ 697.25	\$ 8,764.53
Balanced Rock	\$ 8,750.00	\$ 10,230.24	\$ 8,750.00	\$ 11,114.44	\$ 10,230.24	\$ 884.20	\$ 11,114.44
Bear Lake	\$ 7,393.82	\$ 8,644.64	\$ 7,393.82	\$ 9,391.79	\$ 8,644.64	\$ 747.15	\$ 9,391.79
Benewah	\$ 5,000.00	\$ 5,845.85	\$ 5,000.00	\$ 6,351.11	\$ 5,845.85	\$ 505.26	\$ 6,351.11
Blaine	\$ 18,000.00	\$ 21,045.07	\$ 18,000.00	\$ 22,864.00	\$ 21,045.07	\$ 1,818.92	\$ 22,863.99
Bonner	\$ 9,500.00	\$ 11,107.12	\$ 9,500.00	\$ 12,067.11	\$ 11,107.12	\$ 959.99	\$ 12,067.11
Boundary	\$ 9,700.00	\$ 11,340.96	\$ 9,700.00	\$ 12,321.15	\$ 11,340.96	\$ 980.20	\$ 12,321.16
Bruneau River	\$ 2,400.00	\$ 2,806.01	\$ 2,400.00	\$ 3,048.53	\$ 2,806.01	\$ 242.52	\$ 3,048.53
Butte	\$ 10,100.00	\$ 11,808.62	\$ 10,100.00	\$ 12,829.24	\$ 11,808.62	\$ 1,020.62	\$ 12,829.24
Camas	\$ 4,800.00	\$ 5,612.02	\$ 4,800.00	\$ 6,097.07	\$ 5,612.02	\$ 485.05	\$ 6,097.07
Canyon	\$ 10,000.00	\$ 11,691.71	\$ 10,000.00	\$ 12,702.22	\$ 11,691.71	\$ 1,010.51	\$ 12,702.22
Caribou	\$ 13,450.00	\$ 15,725.35	\$ 13,450.00	\$ 17,084.49	\$ 15,725.35	\$ 1,359.14	\$ 17,084.49
Central Bingham	\$ 3,000.00	\$ 3,507.51	\$ 3,000.00	\$ 3,810.67	\$ 3,507.51	\$ 303.15	\$ 3,810.66
Clark	\$ 7,500.00	\$ 8,768.78	\$ 7,500.00	\$ 9,526.66	\$ 8,768.78	\$ 757.88	\$ 9,526.66
Clearwater	\$ 20,000.00	\$ 23,383.42	\$ 20,000.00	\$ 25,404.44	\$ 23,383.42	\$ 2,021.02	\$ 25,404.44
Custer	\$ 5,100.00	\$ 5,962.77	\$ 5,100.00	\$ 6,478.13	\$ 5,962.77	\$ 515.36	\$ 6,478.13
East Cassia	\$ 5,000.00	\$ 5,845.85	\$ 5,000.00	\$ 6,351.11	\$ 5,845.85	\$ 505.26	\$ 6,351.11
East Side	\$ 10,000.00	\$ 11,691.71	\$ 10,000.00	\$ 12,702.22	\$ 11,691.71	\$ 1,010.51	\$ 12,702.22
Elmore	\$ 8,500.00	\$ 9,937.95	\$ 8,500.00	\$ 10,796.89	\$ 9,937.95	\$ 858.94	\$ 10,796.89
Franklin	\$ 46,335.00	\$ 50,000.00	\$ 6,825.00	\$ 8,669.26		\$ 8,669.26	\$ 8,669.26
Gem	\$ 6,000.00	\$ 7,015.02	\$ 6,000.00	\$ 7,621.33	\$ 7,015.02	\$ 606.31	\$ 7,621.33
Gooding	\$ 6,000.00	\$ 7,015.02	\$ 6,000.00	\$ 7,621.33	\$ 7,015.02	\$ 606.31	\$ 7,621.33
Idaho	\$ 7,000.00	\$ 8,184.20	\$ 7,000.00	\$ 8,891.55	\$ 8,184.19	\$ 707.36	\$ 8,891.55
Jefferson	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Kootenai-Shoshone	\$ 4,000.00	\$ 4,676.68	\$ 4,000.00	\$ 5,080.89	\$ 4,676.68	\$ 404.20	\$ 5,080.88
Latah	\$ 21,000.00	\$ 24,552.59	\$ 21,000.00	\$ 26,674.66	\$ 24,552.59	\$ 2,122.08	\$ 26,674.67
Lemhi	\$ 7,500.00	\$ 8,768.78	\$ 7,500.00	\$ 9,526.66	\$ 8,768.78	\$ 757.88	\$ 9,526.66
Lewis	\$ 8,000.00	\$ 9,353.37	\$ 8,000.00	\$ 10,161.78	\$ 9,353.37	\$ 808.41	\$ 10,161.78
Madison	\$ 6,000.00	\$ 7,015.02	\$ 6,000.00	\$ 7,621.33	\$ 7,015.02	\$ 606.31	\$ 7,621.33
Minidoka	\$ 7,000.00	\$ 8,184.20	\$ 7,000.00	\$ 8,891.55	\$ 8,184.20	\$ 707.36	\$ 8,891.56
Nez Perce	\$ 52,733.00	\$ 50,000.00	\$ 52,733.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
North Bingham	\$ 2,200.00	\$ 2,572.18	\$ 2,200.00	\$ 2,794.49	\$ 2,572.18	\$ 222.31	\$ 2,794.49
North Side	\$ 21,000.00	\$ 24,552.59	\$ 21,000.00	\$ 26,674.66	\$ 24,552.59	\$ 2,122.08	\$ 26,674.67
Oneida	\$ 16,500.00	\$ 19,291.32	\$ 16,500.00	\$ 20,958.66	\$ 19,291.32	\$ 1,667.34	\$ 20,958.66

**FINAL FY2018 DISTRICT MATCH FUNDING REPORT -- Pre- and Post-Verification of Match-Eligible Local Support Received by Districts in FY2017**

District	Based on Local Support Reported by Districts		Based on Verified Local Support Rec'd by Districts		Match Funds Distributed November, 2017	Match Funds to be Distributed May, 2018	Total Match Funds Distributed to Districts in FY2018
	Local Donations Reported as Eligible for State Match	DAWG Recommended State Match	Local Donations Verified as Eligible for State Match	SWCC Recommended State Match			
Owyhee	\$ 4,500.00	\$ 5,261.27	\$ 4,500.00	\$ 5,716.00	\$ 5,261.27	\$ 454.73	\$ 5,716.00
Payette	\$ 6,600.00	\$ 7,716.53	\$ 6,600.00	\$ 8,383.46	\$ 7,716.53	\$ 666.94	\$ 8,383.47
Portneuf	\$ 38,145.00	\$ 44,598.02	\$ 38,145.00	\$ 48,452.62	\$ 44,598.02	\$ 3,854.60	\$ 48,452.62
Power	\$ 7,500.00	\$ 8,768.78	\$ 7,500.00	\$ 9,526.66	\$ 8,768.78	\$ 757.88	\$ 9,526.66
Snake River	\$ 8,250.00	\$ 9,645.66	\$ 8,250.00	\$ 10,479.33	\$ 9,645.66	\$ 833.67	\$ 10,479.33
South Bingham	\$ 4,000.00	\$ 4,676.68	\$ 4,000.00	\$ 5,080.89	\$ 4,676.68	\$ 404.20	\$ 5,080.88
Squaw Creek	\$ 7,600.00	\$ 8,885.70	\$ 7,600.00	\$ 9,653.69	\$ 8,885.70	\$ 767.99	\$ 9,653.69
Teton	\$ 6,269.00	\$ 7,329.53	\$ 6,269.00	\$ 7,963.02	\$ 7,329.53	\$ 633.49	\$ 7,963.02
Twin Falls	\$ 8,250.00	\$ 9,645.66	\$ 8,250.00	\$ 10,479.33	\$ 9,645.66	\$ 833.67	\$ 10,479.33
Valley	\$ 46,569.00	\$ 50,000.00	\$ 46,569.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
Weiser River	\$ 12,000.00	\$ 14,030.05	\$ 12,000.00	\$ 15,242.66	\$ 14,030.05	\$ 1,212.61	\$ 15,242.66
West Cassia	\$ 5,000.00	\$ 5,845.85	\$ 5,000.00	\$ 6,351.11	\$ 5,845.85	\$ 505.26	\$ 6,351.11
West Side	\$ 13,100.00	\$ 15,316.14	\$ 13,100.00	\$ 16,639.91	\$ 15,316.14	\$ 1,323.77	\$ 16,639.91
Wood River	\$ 5,500.00	\$ 6,430.44	\$ 5,500.00	\$ 6,986.22	\$ 6,430.44	\$ 555.78	\$ 6,986.22
Yellowstone	\$ 5,000.00	\$ 5,845.85	\$ 5,000.00	\$ 6,351.11	\$ 5,845.85	\$ 505.26	\$ 6,351.11
<b>Total</b>	<b>\$ 599,644.82</b>	<b>\$ 678,199.98</b>	<b>\$ 560,134.82</b>	<b>\$ 678,199.98</b>	<b>\$ 628,199.98</b>	<b>\$ 50,000.00</b>	<b>\$ 678,199.98</b>

After adjusting the value of local support received by Franklin SWCD from \$46,335 to \$ 6,825.00, the match they are eligible for was reduced from \$50,000 to \$8,669.26. The remaining \$41,330.74 was divided according to our match formula proportionately between the remaining 45 eligible districts, i.e., those which received match eligible local support *in FY2017* **and** had not already received the \$50,000 maximum match allowed in FY2018. These districts will receive on average \$918.46 of additional match in May, 2018. Additional match payments will range from \$222.31 (North Bingham SCD) to \$3,854.60 (Portneuf SWCD).

Based on the reported value of local support received by districts in FY2017, the State match-to-local support ratio (capped by statute at 2:1) was 1.13:1. Recalculating after verifying the eligibility of local support the match ratio rose 8 percentage points to 1.21:1.

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, RADFORD, SLICHTER, AND TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES**  
**DATE: MAY 23, 2018**  
**RE: DISTRICT REFERENCE MANUAL UPDATE**

To keep our District Reference Manual current and useful we rely upon those whom the manual is intended to assist--district supervisors and staff, IASCD and IDEA directors—to submit suggestions for ways it may be improved. Commission staff collect these suggestions throughout the year and each May convene a work group to review and provide recommendations on how to handle the suggested revisions. This year the following five individuals participated in the work group teleconference:

<b>Name</b>	<b>Affiliation</b>
Bob Burke	K-S SWCD supervisor
Andrea Mcrae	Owyhee CD supervisor
Vicki Lukehart	IDEA & Weiser River SWCD office manager
Charles Ricks	Madison SWCD supervisor
Tom Daniels	IASCD Director, Boundary SWCD Supervisor

Work group members reviewed seven suggested modifications during a May 14<sup>th</sup> teleconference and unanimously recommended adopting all seven. As a result, the District Reference Manual has been updated to incorporate these seven changes, the updated manual has been posted to the Commission website, and districts have been informed that the modifications are now in effect.

**1. Increase the Checks and Balances**

Implement strategies to assure district financial and match reporting is truthful and accurate.

Suggestion:

Add this statement in the section on financial and match reports:

*“The ISWCC may take whatever steps it deems necessary to verify that information provided on district financial and match reports is true and accurate. Such steps may include: requesting additional documentation from any District, directly contacting local governments or organizations claimed to have donated funds or services, and/or obtaining documentation and contacting any other person or organization ISWCC believes is necessary to verify that information provided on financial and match reports is true and accurate. When additional documentation is requested from a District, ISWCC shall provide a deadline for the submission of the requested documentation. Failure to submit the required documentation by the deadline shall render those local funds specifically related to the requested documentation ineligible for State matching funds.*”

## **2. Remove the District Funding Summary from the Financial and Match Report**

### Suggestion:

Remove all reference to the District Funding Summary from the Instructions for Financial & Match Report section of the Reference Manual for Districts. Require districts to include a summary of all other funding (non-Trustee and Benefit appropriations) received as part of their annual Performance Report.

In the Performance Reports section of the manual, add this bullet to the list of items to include in the performance report:

- *“A summary of all funding administered by the district during the previous year including sources and dollar amounts, e.g., County--\$6,500; State--\$19,700; DEQ 319 grants--\$125,00.*

*The funding summary is intended to provide a broad overview rather than a detailed accounting of the conservation dollars administered by your district.”*

## **3. Require Districts to Describe How State Base and Match Funds Were Utilized During the Previous Fiscal Year**

This modification is necessary to bring us into compliance with the allocations rule, IDAPA 60.05.04, which defines the Financial and Match Report as:

“Documentation certified by the Board of Supervisors that:

- Itemizes local funds and services received by a district during the previous fiscal year [the Match Funding Worksheet section of our current report]; and
- Describes how state base and match funds were utilized during the previous fiscal year.” [which is not a required component of our current report]

### Suggestions:

Add this bullet to the Financial and Match Report cover sheet:

- *“2. A description of how State base and match funds were utilized during the previous year”*

Add a sheet titled “Utilization of State Base and Match Funds” to the Financial and Match Report template. The new sheet will provide space for districts to describe how they used State base and match funds during the previous fiscal year. The heading of the Utilization of State Base and Match Funds sheet will state:

‘ISWCC will provide each district with the total base and match funds distributed to them during the previous year. The minimum level of detail required in this report is to break expenses into the following three categories and indicate how much of the district base and match funds were spent on: 1) Personnel; 2) Operating Costs, and; 3) District Conservation Projects.”

Training will be provided to districts on how to develop a satisfactory description of how State funds were utilized.

## **4. Require Standardized Letter of Support**

### Suggestion:

On the Financial and Match Report Cover Sheet and Checklist, add this statement as part of item 5:

*“In order to receive match funding from the Commission all donations must be supported by a standardized Letter of Support (Green Tab, below) that has been completed and signed by an authorized representative of the donating local entity. The standardized Letter of Support is the only form of support letter that will be accepted. The Letter of Support must be fully completed and donations not supported by a completed standardized Letter of Support will not be eligible for match funding.”*

Add the standardized Letter of Support to the Financial & Match Funding report template distributed to districts each year.

#### **5. Limit the Value of Donated Office Space Eligible for Match**

Suggestion:

Add this statement to the Match Funding Worksheet section of the Financial & Match Reports section of the Reference Manual for Districts:

*“The following limitations are placed upon the value of donated office space eligible for match:*

- *Square Feet: The maximum number of square feet that will be eligible for match is 200 per District. A local entity may donate more than 200 ft<sup>2</sup> of office space to a conservation district, but no more than 200 ft<sup>2</sup> will be eligible for match.*
- *Value per Square Foot: For the purposes of determining the amount of match a District is eligible to receive, the maximum value which can be placed on donated office space is \$18.00/ft<sup>2</sup>/year on a fully serviced lease basis, i.e., additional expenses such as utilities, janitorial services and snow removal are included in the \$18.00/ft<sup>2</sup>/year lease rate. This rate will be adjusted to reflect local lease rates if a district provides evidence in the form of three comparables from an independent licensed real estate salesperson or broker approved by the Commission to verify that local fully serviced lease rates are higher than \$18.00/ft<sup>2</sup>/year. This rate will be reviewed annually and adjusted as necessary to reflect changes in prevailing lease rates across the State.”*

#### **6. Donated Services—Require Verification That Donated Services Were Provided for the District’s General Purposes**

Suggestion:

Add this statement to the Match Funding Worksheet section of the Financial & Match Reports section of the Reference Manual for Districts:

*“In order to be eligible for state match, entities donating services to Districts must provide a statement which lists, describes, and declares the value of each specific work product provided to the conservation district. Examples of services local entities provide to districts include but are not limited to accounting services, payroll services, and GIS services.”*

#### **7. Provide Directions for Where to Get Answers to Questions Related to Eligibility of Local Donations**

Suggestion:

Add this statement in the section on financial and match reports:

*“If after referring to the guidance provided in this manual a District is still not sure whether a specific donation is, or is not, eligible for match, please contact the Soil & Water Commission district support staff in Boise for additional assistance.”*

**Note:**

An additional modification was made to the District Reference Manual in order to comply with Idaho Code section 22-2721(9), which requires district supervisors to “provide for the execution of surety bonds for all employees and officers who shall be entrusted with funds or property...”.

Modification:

This language was added to the Reference Manual section on Five Year and Annual Work Plans:

**“Guidelines for Submitting Verification of Surety Bond Execution**

Annual verification that the district has provided for the execution of surety bonds for all employees and officers who shall be entrusted with funds or property is required by statute (§22-2721(9) IC). This requirement is satisfied by submitting with the district’s Annual Work Plan a statement from the company providing the surety bond. Additional information related to surety bonds will be provided well in advance of the March 30, 2019 due date for submission of district’s next 5-Year and Annual Plans.”

RECOMMENDED ACTION: For Information Only

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, RADFORD, SLICHTER, AND TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES**  
**DATE: MAY 23, 2018**  
**RE: DISTRICT SUPPORT SERVICES TECHNICAL ASSISTANCE ALLOCATION UPDATE**

#### DISTRICT TECHNICAL ASSISTANCE AWARDS

In accordance with the Technical Assistance Allocation Process approved by the Commission, district requests for FY2019 SWCC assistance were prioritized within each Division using the individual ranking system selected by each Division. SWCC staff considered the recommendations submitted by the evaluation teams and to the extent that it was logistically possible based the allocation of the available SWCC staff hours upon those recommendations.

Table 1 shows that 9,947 hours of SWCC field staff time have been committed to district support in FY 2019.

<b>Staff</b>	<b>District Support Hours</b>		
	<b>Hours Available for Allocating to District TA Requests</b>	<b>Hours Available for Discretionary District Support</b>	<b>Hours Allocated to District, Division, &amp; IASCD Meetings</b>
Allan Johnson	1,002	423	78
Bill Lillibridge	1,052	127	90
Brad Shelton	564	200	116
Brian Reed	100	178	142
Carolyn Firth	200	138	106
Chuck Pentzer	200	43	94
Delwyne Trefz	60	350	166
Eileen Rowan	841	195	126
George Hitz	615	209	126
Jon Beals	511	269	110
Loretta Strickland	701	208	126
Maria Minicucci	50		
Rob Sharpknack	165	108	158
<b>TOTAL</b>	<b>6,061</b>	<b>2,448</b>	<b>1,438</b>
<b>GRAND TOTAL</b>		<b>9,947</b>	

District requests for assistance, and the number of SWCC field staff hours allocated to district requests for the years 2014 – 2019 are summarized in Table 2.

**Table 2. Summary of District Requests for SWCC Assistance, 2014 - 2019**

	Fiscal Year					
	2014	2015	2016	2017	2018	2019
Districts requesting assistance	37	40	37	39	42	40
Individual projects districts requested help with	123	129	122	122	108	103
SWCC staff hours requested	13,280	10,855	10,751	8,692	7,630	7,654
SWCC staff hours available for allocation to district requests (does not include 2,448 FY19 hours of discretionary time)	7,204	5,351	5,733	5,885	5,891	6,061
Additional hours required to provide all requested assistance	6,076	5,504	5,018	2,807	1,739	1,593
Available hours as a percentage of requested hrs	54%	49%	53%	68%	77%	79%

The attached spreadsheets show how FY2019 staff time are allocated in each Division. **It is essential that district staff work together with commission staff to schedule the use of commission staff hours allocated to district activities!** Districts must communicate to SWCC staff the date when each deliverable is due and SWCC field staff must be provided with a map, GIS coordinates if needed for the staff to locate the job sites, and landowner contact info so they can complete the work on their schedule.

In cases where a district requires that their staff accompany SWCC staff to the job site, district staff must be made available to accompany SWCC staff on dates and times which the SWCC staff will schedule. SWCC staff will schedule time by informing the district of the date and time they are available at least 1 calendar week ahead of time via email. In order for SWCC staff to efficiently manage their time the district must respond to a scheduling email within 3 business days of the SWCC staff having sent it. If the district fails to respond within 3 days, the SWCC staff will be free to reassign those hours to other tasks and those hours may no longer be available to the district.

Each district that requested assistance has been informed of the SWCC staff hours allocated to them for FY 2019.

RECOMMENDED ACTION: For information only

ATTACHMENT:

- District Technical Assistance Hours Requested and Allocated for FY 2019

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AGENDA

## DIVISION 1 -- TECHNICAL ASSISTANCE REQUESTED &amp; ALLOCATED FOR FY2019

DISTRICT	PROJECT	HOURS REQUESTED	HOURS ALLOCATED	
			BRAD	BILL
BENEWAH SWCD	St. Joe River Streambank Stabilization & Vegetation Project	141	141	
	St. Joe River Streambank Stabilization & Vegetation Project Engineering	120		120
BONNER SWCD	District meeting attendance	20	21	
	Idaho State Forestry Contest	10	10	
	Bonner County Resource Inventory	40	40	
	Identify Potential Projects and Develop Grant Proposal to Fund	30	30	
	Spring Cr Rd and Lightning Cr Breach 319	40	40	
	<b>BONNER TOTALS FOR BRAD</b>	<b>140</b>	<b>141</b>	
	Spring Cr Rd 319 Engineering	80		80
	Idaho State Forestry Contest	10		
	<b>BONNER TOTALS FOR BILL</b>	<b>90</b>		<b>80</b>
BOUNDARY SWCD	Attend 6 TMDL Coordination Meetings	30	35	
	Visit TMDL Monitoring Sites With Board	20	26	
	Scope & Develop 319 Grant Proposal for FY19 Submission	30	30	
	TA for Tentative Future Grants	30	30	
	Coordination of District Activities--Water Festival, County Fair, Etc.	20	20	
	<b>BOUNDARY TOTALS FOR BRAD</b>	<b>130</b>	<b>141</b>	
	Engineering support of ongoing projects	50		50
	Engineering support of tentative future grants	30		30
	<b>BOUNDARY TOTALS FOR BILL</b>	<b>80</b>		<b>80</b>
KOOTENAI-SHOSHONE SWCD	Mica Cr, work with property owners to develop projects funded by Mica Bay POA	20	20	
	Western Competitive Grant Field Data Collection	20	20	
	Seedling Program Sorting and Delivery	10	10	

**DIVISION 1 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2019**

DISTRICT	PROJECT	HOURS REQUESTED	HOURS ALLOCATED	
			BRAD	BILL
KOOTENAI-SHOSHONE SWCD	CdA Lake Watershed Project Scoping, Development and Grant Writing Assistance	47	46	
	District Operations--Planning Tasks, Mtngs & Tours	45	45	
	<b>K-S TOTALS FOR BRAD</b>	<b>142</b>	<b>141</b>	
	Mica Cr, work with property owners to develop projects funded by Mica Bay POA	8		8
	Western Competitive Grant Field Data Collection & Grant Workshops	20		29
	CdA Lake Watershed Project Design and Implementation	80		80
	District Operations--Planning Tasks, Mtngs & Tours	25		
	<b>K-S TOTALS FOR BILL</b>	<b>133</b>		<b>117</b>
<b>TOTAL HOURS REQUESTED</b>		<b>976</b>		
<b>TOTAL BRAD'S HOURS</b>		<b>553</b>	<b>564</b>	
<b>TOTAL BILL'S HOURS</b>		<b>423</b>		<b>397</b>

**DIVISION 2 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2019**

Clearwater, Idaho and Lewis districts collaborated on a joint request asking for 80 hrs of assistance to be split between Youth and Adult Education activities, and 900 hrs for Landowner TA (i.e., assist with implementation of existing and pending grants). To provide a road map for how Eileen might divide the allocated hours between these 3 districts, time has been allocated as shown here. As the year goes on it is expected that the districts will continue to collaborate so Eileen's time is used most effectively.

DISTRICT	PROJECT	HOURS REQUESTED	ALLOCATED HOURS		
			EILEEN	BILL	ALLAN
CLEARWATER SWCD, IDAHO SWCD, LEWIS SCD JOINT REQUEST	Youth / Adult Education	80	60		
	Landowner/Grant Implementation TA	900	680		
	<b>JOINT REQUEST TOTAL EILEEN'S HOURS</b>	<b>980</b>			
	Existing & Future Project Engineering	300		300	
	<b>JOINT REQUEST TOTAL BILL'S HOURS</b>	<b>300</b>	<b>741</b>	<b>300</b>	
CLEARWATER SWCD (Eileen)	Youth and Adult education: Earth Day & 6th grade Forestry Tour & Firewise Program	32	24		
	Grant TA: RCPP assistance & assistance on any new grant applications	150	113		
	<b>CLEARWATER SWCD TOTALS:</b>	<b>182</b>	<b>138</b>		
IDAHO SWCD (Eileen)	Farm and Forest Fair Assistance	16	12		
	Firewise Program & articles for newsletter/tours/displays	10	8		
	TA to Implement Existing Grants--Red Rock Creek phase 1, Western Camas Prairie 319, Landscape Restoration Grant, Western Fire Managers, Big Cedar, Sears Creek	300	227		
	TA to Secure Additional Grants--Clear Creek, Red Rock Creek 2, Little Salmon, and any other new grant applications	150	113		
	<b>IDAHO SWCD TOTALS:</b>	<b>476</b>	<b>360</b>		
LEWIS SCD (Eileen)	Assist w/Youth Education Event, 6th Grade Field Trip	10	8		
	Assist w/Workshops, Tours & Newsletters	12	9		

**DIVISION 2 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2019**

Clearwater, Idaho and Lewis districts collaborated on a joint request asking for 80 hrs of assistance to be split between Youth and Adult Education activities, and 900 hrs for Landowner TA (i.e., assist with implementation of existing and pending grants). To provide a road map for how Eileen might divide the allocated hours between these 3 districts, time has been allocated as shown here. As the year goes on it is expected that the districts will continue to collaborate so Eileen's time is used most effectively.

DISTRICT	PROJECT	HOURS REQUESTED	ALLOCATED HOURS		
			EILEEN	BILL	ALLAN
LEWIS SCD (Eileen)	TA to Implement Existing Grants--RCPP program, Winchester WFM	200	151		
	TA for Pending Grant/New grant applications	100	76		
	<b>LEWIS SCD TOTALS:</b>	<b>322</b>	<b>243</b>		
NEZ PERCE SWCD* (Eileen)	Environmental Awareness Days soils presentation (2 days in May). Classroom presentations in March.	60	20		
	Sweetwater Forestry Project--10 forest thinning plans @ 40 hrs/plan	400	0		
	Soil Quality Monitoring--Sample collection June-Aug post harvest, 40 hrs; lab analysis, fall, 20 hrs; report writing, fall, 20 hrs, complete, Dec 2018	80	40		
	Thermograph monitoring--36 sites, 33 gauges out March--in Nov, 60 hrs; install 3 new gauges at Mission, Bedrock & Catholic Crs@10 hrs/site, out March--in Nov; data download by Dec 31 & complete report Feb 15, 30 hrs.	120	40		
	All Hazards--organizing flood, landslide, climate & fire data, spatial i.d. of location, GIS work.	80			
	<b>NEZ PERCE SWCD TOTALS:</b>	<b>740</b>	<b>100</b>		
<b>TOTAL HOURS REQUESTED</b>		<b>2020</b>			
<b>EILEEN'S TOTAL HOURS (841 available for allocation)</b>		<b>1720</b>	<b>841</b>		
<b>BILL'S TOTAL HOURS (1,052 available for allocation, state-wide)</b>		<b>300</b>		<b>300</b>	

**DIVISION 3 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2019**

DISTRICT	PROJECT	HOURS REQUESTED	HOURS ALLOCATED				
			LORETTA	JON	DELWYNE	MARIA	BILL
ADA SWCD (Maria)	Farmland Preservation--Research Process of Developing A Farmland Preservation Program	50				50	
ADAMS SWCD (Loretta)	319 Proj Development, Cons Planning, Contracting & Reporting	150	150				
	<b>ADAMS TA TOTAL</b>	<b>150</b>	<b>150</b>				
	Upper Weiser R 319 Proj Engineering	160					30
	Non-319 Design/Consultation	30					80
	<b>ADAMS ENGINEERING TOTAL</b>	<b>190</b>					<b>110</b>
CANYON SCD (Jon)	Assist w/EPA Education Grant Activity	58		58			
	Lake Lowell 319 Grant Development	25		25			
	Educate/Inform public on Farmers Co-Op Canal Sediment Basin Project	50		50			
	Provide district training on 5-Yr & Annual Plan development	20		0			
	Provide Wildlife Habitat assistance to Middleton Mill Slough Project	54		54			
	<b>CANYON TA TOTAL</b>	<b>207</b>		<b>187</b>			
ELMORE SWCD (Jon)	District Board Meeting Attendance	24		24			
	Develop Potential Atlanta Fire Suppression and MH Irrig Dist Tunnel Upgrade Projects	150		150			
	<b>ELMORE TA TOTAL</b>	<b>174</b>		<b>174</b>			
	Atlanta Fire Suppression and MH Irrig Tunnel Upgrade Projects Engineering	100					40
GEM SWCD (Loretta)	Lower Payette River Phase 5 319 Project Implementation	130	130				
	Outreach & Tours Assistance	10	10				
	<b>GEM TA TOTAL</b>	<b>140</b>	<b>140</b>				
	L Payette R Phase 5 319 Engin. w/Squaw Cr	40					40

**DIVISION 3 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2019**

DISTRICT	PROJECT	HOURS REQUESTED	HOURS ALLOCATED				
			LORETTA	JON	DELWYNE	MARIA	BILL
OWYHEE CD (Jon)	District Board Meeting Attendance	25		25			
	Research Educational Grant Opps	25		25			
	School & Summer Educational Tours	100		100			
	<b>OWYHEE TA TOTAL</b>	<b>150</b>		<b>150</b>			
PAYETTE SWCD (Loretta)	Identify Potential Sources of BMP Funding, Assist with Grant Development & Implementation	<b>100</b>	<b>100</b>				
SQUAW CREEK SCD (Loretta)	Lower Payette River Phase 5 319 Project Implementation	90	90				
	Outreach & Workshops Assistance	10	10				
	<b>SQUAW CR TA TOTAL</b>	<b>100</b>	<b>100</b>				
VALLEY SWCD (Loretta)	N Fork Payette River 319 Implementation	150	150				
	<b>VALLEY TA TOTAL</b>	<b>150</b>	<b>150</b>				
	N Fork Payette River 319 Engineering	<b>100</b>					<b>100</b>
WEISER RIVER SCD (Delwyne)	Participate in District, WAG, Partnership Meetings & Tours	<b>60</b>			<b>60</b>		
<b>TOTAL HOURS REQUESTED</b>		<b>1711</b>					
<b>TOTAL LORETTA'S HOURS</b>		<b>640</b>	<b>640</b>				
<b>TOTAL JON'S HOURS</b>		<b>531</b>		<b>511</b>			
<b>TOTAL MARIA'S HOURS</b>		<b>50</b>				<b>50</b>	
<b>TOTAL DELWYNE'S HOURS</b>		<b>60</b>			<b>60</b>		
<b>TOTAL BILL'S HOURS</b>		<b>430</b>					<b>250</b>
<b>TOTAL HOURS ALLOCATED</b>		<b>1511</b>					

**DIVISION 4 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2019**

DISTRICT	PROJECT	HOURS REQUESTED	HOURS ALLOCATED			
			CAROLYN	CHUCK	ROB	ALLAN
BALANCED ROCK (Chuck)	N Coulee Irrig Conversion Monitoring--DEQ State 319	40	40			
BLAINE SCD (Rob)	Board & Landowner Education-Rob	30			30	
	Flood Related Proj Engineer-Allan	100				16
CAMAS CD (Rob)	Attend Brd Mtngs, Assist with Required Rpts, Collaborate with NRCS DC, Assist with Sodier Cr Restoration Project	30			30	
GOODING SCD (Rob)	Comprehensive Dist Support and Project TA	40		24	16	
MINIDOKA SWCD (Carolyn)	Scope & Develop Grant Proposals	40	40			
NORTH SIDE SWCD (Chuck)	Brd Mtng Attendance, Assist Admin with Required Reports, Work with NRCS DC	20		20		
SNAKE RIVER SWCD (Chuck)	Soil Health Ed--Train to Use NRCS Soil Hlth Bucket, Conduct 1/2 day Soil Hlth Eval on 7 Farms	36		36		
TWIN FALLS SWCD (Chuck)	Soil Health Ed--Train to Use NRCS Soil Hlth Bucket, Conduct 1/2 day Soil Hlth Eval on 7 Farms	36		36		
WOOD RIVER (Rob)	Variable Rate Irrigation Mngmnt	16	16			
	Plateau vs Chatgrass Project	16			16	
	Green Stripping	16			16	
	Wildlife Habitat Restoration	16			9	
	Little Wood River Channel Stabilization & Restoration	16			16	
	Rangeland Drill Scheduling	20			0	
	<b>Wood River Total - Rob</b>	<b>100</b>			<b>57</b>	
	Dam and Diversion Removal Project Engineering	100				100
<b>TOTAL HOURS REQUESTED</b>		<b>572</b>				
<b>TOTAL CHUCK'S HOURS</b>		<b>132</b>		<b>116</b>		
<b>TOTAL CAROLYN'S HOURS</b>		<b>40</b>	<b>96</b>			
<b>TOTAL ROB'S HOURS</b>		<b>200</b>			<b>133</b>	
<b>TOTAL ALLAN'S HOURS</b>		<b>200</b>				<b>116</b>

**DIVISION 5 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2019**

DISTRICT	PROJECT	HOURS REQUESTED		HOURS ALLOCATED	
		GEORGE	ALLAN	GEORGE	ALLAN
BEAR LAKE SWCD Allan J	#1: Thomas Fork AFOs 319--Boehme, design retaining wall & waste storage conainment; Loertscher, design corral and water system; Joel Teuscher, design water system & wast storage containment; James Teuscher, design Hershey Cr Diversion and irrig pipeline system, design Preuss Cr diversion & irrig pipeline system; Bryce Boehme, stock water system design.	135	245	135	245
	#2: Paris Hollows Proj--pick up and install sighns, final walk through & write final report.	33			
	<b>BEAR LAKE TOTALS</b>	<b>168</b>	<b>245</b>	<b>135</b>	<b>245</b>
CARIBOU SCD Allan J	#1: Middle Bear R 319--Barthlome, diversion design, weir improvement; Toone, Stock water line design, storage tank, troughs; Nickols, diversion design, spring dvlpmnt design, pipline & troughs; Sweers, spring dvlpmnt, stock water system design.	135	245	135	245
	#2: Cove Stream Bank Restoration 319--Gilbert, 404 permit for Fall Cr and Bear R installations	90	85		
	#3: Upper Blackfoot 319--Meadow Cr, fencing & stock water system extension; Grizzly Cr, design new system, final rpt by Jan 2019.	75	30		
	<b>CARIBOU TOTALS</b>	<b>300</b>	<b>360</b>	<b>135</b>	<b>245</b>
FRANKLIN SWCD George H	#1 Allan: BoR--Engineering, of Hi Low Bypass Pipe & Riverdale canal projects, timeline 2017-3/31/2019.	24	44		44
	#2 Allan: ECC John Mussler, construction inspection and final certification	30	9		9

**DIVISION 5 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2019**

DISTRICT	PROJECT	HOURS REQUESTED		HOURS ALLOCATED	
		GEORGE	ALLAN	GEORGE	ALLAN
	#1 George: Stream Flow Measurements data collection, analyses & correlation, Mink Cr Monitoring, GIS for CIC	26		66	
	#2 George: Monthly training of new FSWCD tech staff	108		17	
	Not ranked: Grant applications	38			
	Not ranked: FCHS Ecology, provide education	18			
	Not ranked: 8th grade water fair, run a station	22			
	<b>FRANKLIN TOTALS</b>	<b>266</b>	<b>53</b>	<b>83</b>	<b>53</b>
ONEIDA SWCD George H	#1: Oneida no-till, develop program	120		120	
	#2: Cottonwood Cr off-stream watering proj development	60	30		30
	#3: Curlew Watershed Proj, development	60	30		30
	<b>ONEIDA TOTALS</b>	<b>240</b>	<b>60</b>	<b>120</b>	<b>30</b>
PORTNEUF SWCD George H	#1: Marsh Cr WQ improvement project	95	95	95	
	#2: Connor Academy windbreak tree planting	5			
	#3: Urban Runoff & Restroration Proj.	120		17	
	<b>PORTNEUF TOTALS</b>	<b>220</b>	<b>1</b>	<b>95</b>	<b>0</b>
POWER SWCD GH	#1: Education & outreach assistance	30		30	
<b>DIVISION TOTALS</b>		<b>1224</b>	<b>719</b>	<b>598</b>	<b>573</b>

**DIVISION 6 -- TECHNICAL ASSISTANCE REQUESTED & ALLOCATED FOR FY2019**

DISTRICT	PROJECT	HOURS REQUESTED	HOURS ALLOCATED		
			BRIAN	ROB	ALLAN
BUTTE SWCD (Rob)	2019 State Envirothon	20		20	
CLARK SCD (Brian)	Attend Brd Mtngs, Tours, Etc.	32	25		
CUSTER SWCD (Rob)	2019 National Envirothon Judging--Custer pays travel & motel	12		12	
EAST SIDE SWCD (Brian)	Attend District Brd Meetings	10	6		
JEFFERSON SWCD (Brian)	Attend District Brd Meetings	16	15		
MADISON SWCD (Brian)	Attend Brd Mtngs, Tours, Etc.	27	16		
TETON SCD (Brian)	Attend Brd Mtngs, Review Reports, Consult on Projects	35	32		
	Fox Cr Mitigation Proj Engineering Oversight & Final Inspection	150			100
	Tonks Canal Diversion Engineering--Design Headgate, Construction Oversight	30			30
WEST SIDE SWCD (Brian)	Attend District Brd Meetings	10	6		
<b>TOTAL HOURS REQUESTED</b>		<b>342</b>			
<b>TOTAL BRIAN'S HOURS</b>		<b>130</b>	<b>100</b>		
<b>TOTAL ROB'S HOURS</b>		<b>32</b>		<b>32</b>	
<b>TOTAL ALLAN'S HOURS</b>		<b>180</b>			

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**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, RADFORD, SLICHTER, AND TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES**  
**DATE: MAY 23, 2018**  
**RE: DISTRICT BUDGET HEARING AND UNMET WATER QUALITY IMPLEMENTATION FUNDING NEEDS HEARING**

**IDENTIFICATION OF UNMET FUNDING NEEDS**

Idaho statute requires the Commission to hold an annual district budget hearing. Since 2012, the Commission has used the budget hearing process to document unmet funding needs related to shovel-ready water quality improvement projects that districts would implement if funding were available. The Commission’s currently unfunded Water Quality Program for Agriculture (WQPA) would be a great way to fund many of these district projects.

This year seven districts identified 17 priority projects with unmet funding needs. If the requested funding were available in FY2020, the districts could complete these projects. The seven districts identified a total of \$2.4M of unmet funding which they would leverage with an additional \$2M from other partners to put \$4.4M worth of locally led water quality improvement work on the ground.

UNMET DISTRICT FUNDING NEEDS, PROJECTIONS FOR FY 2020						
Number of District Projects	Funding Source					Total Project Cost
	SWCC	Federal	Other State Agencies	District	Other	
17	\$2,355,822	\$1,140,727	\$297,500	\$50,600	\$526,488	\$4,371,137

RECOMMENDED ACTION: Accept report

ATTACHMENTS:

- Identification of Unmet District Funding Needs Spreadsheet & Project/Program Needs Worksheets

IDENTIFICATION OF UNMET DISTRICT FUNDING NEEDS, PROJECTED FOR FY2019						
District	Funding Source					Total Project Cost
	SWCC	Federal	Other State	District	Other	
<b>Canyon SWCD</b>						
Farmers Coop Ditch Sediment Basin	\$120,000	\$500,000	\$50,000	\$8,400	\$128,000	\$806,400
<b>Caribou SCD</b>						
Meadow Creek 319 Project	\$900	\$0	\$2,500	\$0	\$0	\$3,400
<b>Clearwater SWCD</b>						
Rhodes Creek Rehab	\$211,031	\$0	\$0	\$0	\$140,688	\$351,719
<b>Clearwater SWCD</b>						
Orofino Cr Watershed Road Infrastructure	\$165,000	\$0	\$0	\$0	\$103,800	\$268,800
<b>Lewis SCD</b>						
Soil Health in Lewis County	\$250,550	\$0	\$0	\$0	\$0	\$250,550
<b>Lewis SCD</b>						
Lewis County Forest Health	\$355,000	\$0	\$0	\$0	\$0	\$355,000
<b>Lewis SCD</b>						
Fisher Fire/Big Canyon Cr Landscape Restoration	\$250,000	\$0	\$0	\$0	\$0	\$250,000
<b>Nez Perce SWCD</b>						
Mission/Rock Cr Floodplain Restoration Phase 3	\$75,000	\$221,557	\$0	\$10,000	\$45,000	\$351,557
<b>Nez Perce SWCD</b>						
Mid Mission Cr & White Rd Bridge Designs	\$40,000	\$61,970	\$0	\$2,200	\$4,000	\$108,170
<b>Nez Perce SWCD</b>						
Lindsay Cr Water Quality Phase 1	\$364,070	\$0	\$0	\$0	\$0	\$364,070
<b>Nez Perce SWCD</b>						
Tammany Rd Erosion Reduction Phase 3	\$109,000	\$0	\$0	\$0	\$0	\$109,000
<b>Nez Perce SWCD</b>						
Lapwai Cr Upland Treatments	\$265,271	\$0	\$0	\$0	\$0	\$265,271
<b>Payette SWCD</b>						
Mid-Snake-Payette R Clean Water Project	\$20,000	\$0	\$120,000	\$5,000	\$5,000	\$150,000
<b>Payette SWCD</b>						
2019 Soil Health Symposium	\$5,000	\$1,200	\$0	\$5,000	\$0	\$11,200
<b>Weiser River SCD</b>						
Weiser River Streambank Stabilization Project	\$25,000	\$56,000	\$25,000	\$5,000	\$0	\$111,000
<b>Weiser River SCD</b>						
Sediment Bar in Weiser River Phase 2	\$50,000	\$100,000	\$50,000	\$5,000	\$100,000	\$305,000
<b>Weiser River SCD</b>						
Weiser R Streambank Stabilization Phase 3	\$50,000	\$200,000	\$50,000	\$10,000	\$0	\$310,000
<b>TOTAL</b>	<b>\$2,355,822</b>	<b>\$1,140,727</b>	<b>\$297,500</b>	<b>\$50,600</b>	<b>\$526,488</b>	<b>\$4,371,137</b>

The seven (7) districts which submitted budget hearing worksheets requested a total of \$2.4M in State funds which would leverage an additional \$2M from other partners to put \$4.4M worth of locally led, voluntary conservation work on the ground.

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**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, RADFORD, SLICHTER, AND TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES**  
**DATE: MAY 24, 2017**  
**RE: FY2019 CAPACITY BUILDING GRANT FUNDS UPDATE**

The Commission has \$50,000 available to disburse to districts as capacity building grants in FY2019. Each year, the first \$10,000 of capacity building funds are distributed equally to one district in each of the six divisions to help fund district sponsored programs that have regional or state-wide impact. The remaining \$40,000 is divided evenly amongst all 50 districts, which equates to \$800/district.

Table 1 shows the regional events for which districts have requested FY2019 funds.

<b>TABLE 1. ALLOCATION OF 2019 \$50,000 DISTRICT CAPACITY BUILDING GRANT FUNDS</b>				
<b>DIV</b>	<b>SPONSORING DISTRICT</b>	<b>REGIONAL EVENT(S)</b>	<b>FUNDING REQUESTED</b>	<b>FUNDING RECOMMENDED</b>
1	Bonner	State Forestry Contest	\$1,500	\$1,667
2	Idaho	Grazing Conf & Soil Health WorkShop	\$2,000	\$1,667
3	Adams	Ag Symposium & Rangeland Skillathon	\$3,500	\$1,667
4	West Cassia	State Land & Soil Judging Event	\$1,500	\$1,667
5	Caribou	Idaho Envirothon 2019	\$1,667	\$1,667
6	West Side	NCF Envirothon 2018	\$1,500	\$1,667
<b>Total Funding for Regional Events</b>			<b>\$11,667</b>	<b>\$10,000</b>
<b>Fund Balance Available for Districts</b>				<b>\$40,000</b>
<b>Capacity Building Funds to be Awarded to Each of the 50 Districts</b>				<b>\$800.00</b>
<b>Total Capacity Building Grant Funds Allocated</b>				<b>\$50,000</b>

Capacity building funds are distributed to districts in July.

**RECOMMENDED ACTION:**

1. Approve distributing \$10,000 in regional event Capacity Building Funds according to the funding recommendation in Table 1.
2. Approve dividing the remaining \$40,000 equally among all conservation districts (\$800 to each).

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, RADFORD, SLICHTER, AND  
TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES**  
**DATE: MAY 25, 2018**  
**RE: ANNUAL REPORT ON TOTAL MAXIMUM DAILY LOAD TMDL IMPLEMENTATION  
PLAN PROGRAM**

**TMDL IMPLEMENTATION PLAN UPDATE**

The attached FY2018 TMDL Status Report shows we will complete five implementation plans and three 5-year reviews this year. Our goal for the year was to complete a combined total of seven plans and 5-year reviews.

The attached FY2019 TMDL work plan identifies the implementation plans and 5-year reviews staff will focus on in FY2019. In order to keep making progress, staff have begun work on a number of plans for TMDLs that DEQ has not yet completed or EPA has not yet approved. Because we can complete development of an implementation plan only after DEQ has written, and EPA approved, a TMDL, and we cannot be certain when these other agencies will complete their work, for FY2019 a reasonable goal is to complete seven implementation plans and 5-year reviews.

RECOMMENDED ACTION: For information only

ATTACHMENTS:

- FY2018 TMDL Status Report
- FY2019 TMDL Work Plan by Region

## FY2018 TMDL Status Report

## Benchmark: Total of 7 Implementation Plans or Reviews Completed in FY2018

REGION	SUBBASIN	TMDL DOCUMENT	HOURS	DELIVERABLES/COMMENTS
Panhandle Brad S.	Kootenai-Moyie Rivers	Kootenai-Moyie R Temp Addendum	400	Ag Plan DONE
	Pend Oreille Lake	Boyer Slough TMDL	300	DEQ postponed TMDL for 2 more years
	CdA River S Fork	S Fork CdA River Temp Addendum	80	Ag Plan 25% Done. DEQ not finished w/TMDL
	DEQ	5-Yr Review of TMDL Chosen by DEQ	52	5-Year Review DONE
Clearwater Eileen R.	Clearwater River	Potlatch River Subbasin TMDL Addendums	400	Ag Plan DONE
	Clearwater River	Jim Ford Cr Coordination	15	Provided 19 hrs implementation TA
	CdA Region	Brad's TMDL Workload	86	Assisted Brad as requested
	Clearwater River	Lolo Creek 5-Yr Review	61	5-Yr Review DONE, assisted with implementation work
Southwest Jon B.	DEQ	5-Yr Review of TMDL Chosen by DEQ	40	No 5-Yr review performed by DEQ in Jon's region
	Bruneau River	Temp Addendum	360	EPA rejected TMDL, DEQ put on hold
	Mid-Snake/Succor	TMDL Addendum	422	90% Done
Southwest Loretta S.	Payette River	Cascade Reservoir and Tribs 5-Yr Review	80	5-Year Review DONE
	Snake River	Hell's Canyon Subbasin 5-Yr Review	80	DEQ has not yet begun this review
Southwest Delwyne T.	Boise River	Lower Boise R. TP Addendum	120	Ag Plan merged with the other watershed plans
	Mid-Snake River	Sediment Addendum	209	90% Done
	State-Wide	Coordinate & Review All Plans	680	Manage all staff so TMDL deliverables are achieved
Magic Valley Carolyn F.	Walcott Lake	Lake Walcott-Marsh Cr Temp & E. coli TMDL	82	Ag Plan 50% Done
	Salmon Falls Cr	5-Yr Review	40	Waiting on DEQ to complete additional monitoring
	Salmon Falls Cr	Salmon Falls Cr Addendum	200	Waiting on DEQ to complete additional monitoring
Magic Valley Chuck P.	Big Wood River	Big Wood River Temp Addendum	142	40% Done
	Little Wood R.	Little Wood River TMDL 5-Yr Review	20	60% Done
	Little Wood R.	Little Wood River Temp Addendum	160	40% Done
Southeast George H.	Portneuf River	Portneuf R Addendums to TMDL	400	Ag Plan DONE
	Bear River	Bear River Basin Addendums	157	Ag Plan 10% Done
	Salt River	Salt River TMDL	205	DEQ hasn't finished the TSS TMDL
Upper Snake Brian R.	Palisades	Sediment & bact Addendum	77	DEQ hasn't finished the TMDL, still collecting data
	Medicine Lodge Cr	Medicine Lodge Cr Addendum	200	Ag Plan 25% Done
	Teton River	Temp Addendum	20	EPA hasn't approved TMDL
Salmon Rob S.	Lemhi River	Temp & E. coli Addendum	100	Ag Plan DONE
	Pahsimeroi River	Sediment, Temp & Bact Addendum	40	Ag Plan DONE
	Little Lost River	Temp Addendum	300	Ag Imp 40% Done

**FY2019 TMDL Work Plan by Region & Staff**  
**Benchmark: Total of 7 Implementation Plans or Reviews Completed in FY2019**

REGION	SUBBASIN	TMDL DOCUMENT	HOURS	DELIVERABLES/COMMENTS
Panhandle Brad S.	DEQ	5-Yr Review of TMDL Chosen by DEQ	80	Complete 5-Yr Review of a TMDL selected by DEQ
	Spokane River	Boyer Slough TMDL	200	50% Complete Implementation Plan
	CdA River S Fork	Temp Addendum	400	Complete Ag Implementation Plan
Clearwater Eileen R.	Lolo Creek	5-Year Review	71	Assist DEQ to complete 5-yr review
	Lindsay Creek	5-Year Review	80	Assist DEQ to complete 5-yr review
	Hatwai Creek	5-Year Review	80	Assist DEQ to complete 5-yr review
Southwest Jon B.	DEQ	5-Yr Review of TMDL Chosen by DEQ	40	Complete 5-Yr Review of a TMDL selected by DEQ
	Bruneau River	Temp Addendum	422	50% Complete Ag Imp Plan for Bruneau River TMDL Addendum
	Mid-Snake/Succor	TMDL Addendum	360	Complete Ag Imp Plan for Mid-Snake Sediment Addendum
Southwest Loretta S.	Snake River	Hell's Canyon Subbasin 5-Yr Review	400	Complete 5-Year Review of Hell's Canyon Subbasin TMDL
	DEQ	5-Yr Review of TMDL Chosen by DEQ	80	Assist DEQ to complete 5-yr review
	Payette, Snake	TMDL Implementation Assistance	197	Provide TA for TMDL implementation efforts
Southwest Delwyne T.	DEQ	5-Yr Review of TMDL Chosen by DEQ	20	Assist Jon to Complete 5-Yr Review of a TMDL selected by DEQ
	Mid-Snake River	Sediment Addendum	40	Complete Ag Imp Plan for Mid-Snake Sediment Addendum
	State-Wide	Coordinate & Review All Plans	949	Manage all staff so TMDL deliverables are achieved
Magic Valley Carolyn F.	Walcott Lake	Lake Walcott-Marsh Cr Temp & E. coli TMDL	82	Complete Imp Plan for L Walcott-Marsh Cr TMDL
	Salmon Falls Cr	5-Yr Review	40	Complete 5-Yr Review of Salmon Falls Cr TMDL
	Salmon Falls Cr	Salmon Falls Cr Addendum	200	50% Complete Imp Plan for TMDL Addendum
Magic Valley Chuck P.	Big Wood River	Big Wood River Temp Addendum	142	Complete Imp Plan for Big Wood R TMDL Addendum
	Little Wood R.	Little Wood River TMDL 5-Yr Review	20	Complete 5-Yr Review of Little Wood River TMDL
	Little Wood R.	Little Wood River Temp Addendum	160	Complete Imp Plan for Little Wood R TMDL Addendum
Southeast George H.	DEQ	5-Yr Review of TMDL Chosen by DEQ	40	Complete 5-Yr Review of a TMDL selected by DEQ
	Bear River	Bear River Basin Addendums	200	25% Imp Plan for Bear Basin TMDL & Addendums
	Salt River	Salt River TMDL	400	Complete of Imp Plan for Salt River TMDL
	Portneuf, Salt, Bear	TMDL Implementation Assistance	122	Provide TA for TMDL implementation efforts
Upper Snake Brian R.	DEQ	5-Yr Review of TMDL Chosen by DEQ	40	Complete 5-Yr Review of a TMDL selected by DEQ
	Medicine Lodge Cr	Medicine Lodge Cr Addendum	160	Complete Imp Plan for Medicine Lodge Cr TMDL Addendum
	Teton River	Temp Addendum	99	50% Complete Plan for Teton R TMDL
Salmon Rob S.	DEQ	5-Yr Review of TMDL Chosen by DEQ	40	Complete 5-Yr Review of a TMDL selected by DEQ
	Little Lost River	Temp Addendum	392	Complete Ag Imp Plan for Little Lost R TMDL

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS ROEMER, RADFORD, SLICHTER, AND  
TREBESCH**  
**FROM: SHANTEL CHAPPEL KNOWLTON, DEPUTY ATTORNEY GENERAL**  
**DATE: MAY 25, 2018**  
**RE: RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM PROPOSED  
POLICY AND RULE CHANGES**

See attached

**Rulemaking Docket 60-0501-1801**  
**Rules for the Administration of the Resource Conservation and Rangeland**  
**Development Program (RCRDP)**  
**Discussion Paper**

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**Background**

The Idaho Soil and Water Conservation Commission (“Commission”) has been contemplating changes to RCRDP in order to increase loan volume and streamline the application process. At the Commission meeting held on February 19, 2018, the Commission Loan Officer Terry Hoebelheinrich presented proposed changes to the RCRDP policy manual and RCRDP Administrative Rules. *See item #5b, Agenda and Handouts, Feb. 19, 2018 Meeting*, available at [https://scc.idaho.gov/media/1163/1-final-agendahandouts\\_2018\\_2\\_19.pdf](https://scc.idaho.gov/media/1163/1-final-agendahandouts_2018_2_19.pdf). The Commission approved the recommended policy changes and gave Commission staff authority to pursue an administrative rule change. *See Minutes, Feb. 19, 2018 Meeting*, available at [https://scc.idaho.gov/media/1541/2018\\_02\\_19\\_signedminutes.pdf](https://scc.idaho.gov/media/1541/2018_02_19_signedminutes.pdf).

The Notice of Intent to Initiate Negotiated Rulemaking (“Notice”) was posted in the Office of Administrative Rules Bulletin on May 2, 2018. On May 4, 2018, the Commission made the Notice and a Draft of the Preliminary Rules (“Preliminary Draft”) available on the Commission’s website. *See <https://scc.idaho.gov/what-we-do/conservation-loans/rcrdp-administrative-rule-changes/>*. The Notice and Preliminary Draft were also emailed to the 50 soil and water conservation districts and other potentially interested parties.

This rulemaking was initiated to: (1) resolve inconsistencies between statute and the current rule; (2) streamline the application process; (3) update credit guidelines; (4) remove maximum loan amounts; and (5) make certain technical changes, such as correcting typographical errors, clarifying ambiguous terms, and adding rule sections required by the Office of Administrative Rules.

**Issue #1: Inconsistencies Between Statute and Current Rule**

**a. Definition of Eligible Applicant**

Applicant is currently defined in the rules as “[a]ny individual, partnership, association, trust, estate, private corporation, or any other private legal entity that is recognized by law as the subject of rights and duties who files an application with the appropriate local District for a loan under the provisions of the act.” IDAPA 60.05.01.010.02.

Idaho Code § 22-2717(10) defines eligible applicant as “an individual agricultural owner, operator, partnership, corporation, conservation district, irrigation district, canal company or other agricultural or grazing interest.”

The current definition under the rules limits eligible applicants to private individuals and entities, while the definition of eligible applicant in Chapter 27, Title 22, Idaho Code contemplates both private and public agricultural and grazing interests being eligible to apply. This issue was discussed in depth at the Commission’s May 11, 2017 meeting. *See item #5b, Agenda and*

*Handouts, May 11, 2017 Meeting*, available at <https://scc.idaho.gov/media/1196/20170511-agenda.pdf>.

The Preliminary Draft suggests eliminating this disparity by changing the definition of “applicant” in Subsection 10.02 of the current rules to “[a]n eligible applicant as defined in Section 22-2717, Idaho Code.” This would broaden eligible applicants to include both private and public agricultural and grazing interests as is allowed by statute.

In order to effectuate this change, it will also be necessary to update the credit guidelines in Section 101 of the rules. Currently, the credit guidelines only contemplate private individuals applying for loans and many of the requirements would not be applicable to public entities, including the requirement to provide a copy of a driver’s license and to provide credit reports from three credit reporting agencies. *See* IDAPA 60.05.01.101.03.

The Preliminary Draft suggests removing Subsection 101.03 of the RCRDP Rules which sets forth documentation required for all loans and changing Subsection 101.02 of the RCRDP Rules to read as follows:

**02. Required Documentation.** The Commission shall obtain and the applicant shall provide documentation sufficient to determine the applicant’s ability and willingness to repay the loan. Such documentation may include: financial statements, balance sheets, profit and loss statements, driver’s license, income tax returns, budgets, credit reports, estimates/quotes, deeds, leases and other supporting documents as deemed necessary relative to the size, complexity, and financial responsibility of the individual or entity being financed.

It is intended that this change would give the Commission discretion to determine what documentation is appropriate to require “relative to the size, complexity, and financial responsibility of the individual or entity being financed.” However, in all circumstances the Commission is required to obtain and the applicant must supply “documentation sufficient to determine the applicant’s ability and willingness to repay the loan.” The list of documents provides potential applicants with an idea of what documents may be required but not all documents would be required in all circumstances.

#### **b. Other Definition Updates**

The Preliminary Draft suggests updating the definition of “resource conservation plan” located at Subsection 10.18 of the current rules and the definition of “account” located at Subsection 10.01 to refer to definitions provided in the Idaho Code. This change would avoid having to update the rules if there is a change in the Idaho Code. The Preliminary Draft also changed the term “resource conservation plan” to “conservation plan” and “account” to “fund” for consistency and clarification.

#### **Issue #2: Streamline the Application Process**

Commission staff have received comments that the RCRDP application process is overly time consuming. Commission staff believes that the time to process applications deters producers

from applying and that streamlining this process may result in increasing loan activity. The Preliminary Draft includes four changes intended to reduce the time required to process a loan application and increase loan activity.

**a. Allow Districts to Pre-rank Recurring Practices**

The majority of RCRDP loan applications are for a few recurring projects, mainly irrigation. Under the current rules, a District Board of Supervisors is required to consider every conservation plan submitted at a scheduled board meeting, regardless of whether the Board has previously considered and ranked the same project.

The Preliminary Draft suggests adding Paragraph 56.01.f to the rules which would allow a District to pre-rank recurring practices. Paragraph 56.01.f would provide:

**f.** The local District may assign a priority to practices in the field office technical guide and have that priority ranking apply to all future projects seeking to implement the pre-ranked practices. The local District Board shall consider pre-ranking practices at a scheduled Board meeting. The Board’s decision including the name and identification number of the practice(s), the assigned ranking and the recommendation for funding shall be reflected in the meeting minutes and be forwarded to the Commission.

The Preliminary Draft also suggests changing Subsection 57.01 to provide for an expedited application process for applications that only include pre-ranked practices. Subsection 57.01 as changed would provide:

**01. How to Apply.** Any applicant desiring a loan from the RCRDP fund shall:

**a.** Prepare and submit a conservation plan. The conservation plan shall be presented by the applicant (or representative appointed by the applicant) to the local District Board at a scheduled meeting unless the project includes only practices that have been pre-ranked by the local District in accordance with Paragraph 56.01.f. of these rules. If the project includes only pre-ranked practices, the applicant shall submit the conservation plan to the Commission.

**b.** Prepare and submit a completed application. The application including all information required under Subsection 57.03 of these rules shall be submitted to the Commission.

It is intended that each District will have discretion to decide whether to pre-rank practices.

**b. Establish Alternative Ranking Procedure if a District is Unable to Rank a Project Within Sixty (60) Days.**

Currently Paragraph 056.01.b of the rules provides that a District shall “[w]ithin sixty (60) days of receipt, review and evaluate the application for loans to determine if the project is consistent with the District’s program goals and objectives.” However, the rules do not provide any guidance as to what happens if the District does not complete its review within the prescribed time frame.

The Preliminary Draft suggests adding Paragraph 056.01.g to provide for an alternative process to allow the application to move forward should a District not provide a ranking of the conservation plan within sixty (60) days. Paragraph 056.01.g would provide:

- g.** If the local District does not review and evaluate a conservation plan within sixty (60) days of receipt, the Commission may review and evaluate the conservation plan and assign a priority ranking for the project based on the District's five (5) year plan.

**c. Special Practices**

Under Section 58 of the current rules, a local District may request that the Commission approve a practice not listed in the field office technical guide to be approved as an eligible practice. As far as Commission staff is aware there has never been a request for a special practice. Currently, only Districts may submit special practice requests. The Preliminary Draft suggests changing Section 58 to allow both the District and the Commission to submit a special practice request for approval. This would allow for a wider pool of ideas and suggestions for practices not currently included in the field office technical guide that could be implemented to solve a resource problem.

**d. Update Rules to Reflect Current Practices**

Certain parts of the rules do not reflect current practices and could potentially create unnecessary delay in processing a loan application and implementing practices.

Currently, Subsection 57.04 requires that "the completed application must be presented by the applicant (or representative) to the local District Board at a scheduled meeting." Section 56 and 57 also refer to the District reviewing the "application" rather than the "conservation plan." Under the plain terms of the rules, the applicant would be required to provide an entire application, including all documents required to make a credit determination, to the District before the District could review and rank the project.

This process does not reflect the current practice and requiring the applicant to provide a completed application, including all documents for a credit review, to a District is unnecessary. The Preliminary Draft updates Sections 56 and 57 to make clear that the applicant is required to submit only the conservation plan to the local District, not the full application.

Currently Sections 102 and 103 of the rules appear to require that an applicant not begin implementing the conservation plan until the loan has been approved, closed, and recorded. This does not reflect current practices. An applicant is currently allowed to begin implementation at their own risk pending the approval of a loan application, but the applicant cannot complete implementation prior to loan approval. The Preliminary Draft updates Section 102 and 103 intending to have the rule conform to the current practice.

Section 103 of the rules also currently requires the applicant to notify the local District when a project is completed. The current practice, however, has been for the applicant to inform the

Commission and the technical assistance provider when a project has been fully implemented. The Preliminary Draft updates Section 103 to reflect the current practice.

### **Issue #3: Update Credit Guidelines**

As discussed above under Issue 1.a, the Preliminary Draft suggests removing Subsection 101.03 of the rules that provides documentation required for all loans and amending Subsection 101.02 to give the Commission discretion to determine what documentation should be required based on the “size, complexity, and financial responsibility of the individual or entity being financed.”

The Preliminary Draft also suggests removing the following provisions:

- 1) The preamble in Section 101 which provides:

These credit guidelines are established to reduce the risk of the state. Even though these loans are made at a low interest rate for the purpose of encouraging conservation and resource development, they must be repaid. This rule sets forth the requirements for determining the eligibility of an operator for a loan.

The Preliminary Draft suggests removing this paragraph because it adds no substantive credit guidelines and merely reiterates concepts already set forth in other parts of the rules.

- 2) Paragraph 101.05.d which provides “If the state is not a primary lien holder, a request for notice of default shall be recorded and a letter written to primary lien holders notifying them of the security interests of the state.

The Preliminary Draft suggests removing this paragraph because after conversations with legal counsel, Commission staff determined that this provision was unnecessary to protect the interests of the Commission.

The Preliminary Draft suggests adding a new Subsection 101.03 to the rules titled “Duty to Inform” which would provide: “After submitting the application and before funds are dispersed, the applicant shall inform and provide documentation to the Commission of any significant change of circumstance that may impact their financial standing or ability to repay the loan.”

It is intended that this new provision would impose a duty upon applicants to supplement their original application should circumstances change that would impact the applicant’s ability to repay the loan.

Lastly, the Preliminary Draft suggests rearranging Subsection 101.05 of the current rules and adding Subsection 101.06 to create a separate sections for information required for loans secured with real estate and a section discussing other acceptable collateral. Currently these requirements are spread out in the rule and mingled with other unrelated requirements which may create confusion.

### **Issue #4: Remove Maximum Loan Limits**

The Preliminary Draft suggests removing Subsections 151.01 and 151.02 which provide:

**01. Maximum Amount of Any One Loan.** The maximum amount of any one (1) loan shall be two hundred thousand dollars (\$200,000)

**02. Total Maximum Program Obligation.** The total maximum program liability of any individual borrower is three hundred thousand dollars (\$300,000).

Removing the loan limits in the rules would allow the Commission to fund larger and more diverse projects, which may be necessary once public entities become eligible to apply.

#### **Issue #5: Technical Changes**

##### **a. Clarify Ambiguous Terms/ Adding Terms**

The Preliminary Draft suggests adding more detail to several definitions in Section 10 of the rules. It is intended that the more detailed definitions would clarify previously ambiguous or confusing terms. The changes also added references to relevant provisions of the Idaho Code and internal references to other provisions of the rules.

The Preliminary Draft suggests adding a definition for Five (5) Year Plan because the term is used in the proposed Paragraph 56.01.g. The definition is the same as the definition of Five Year Plan in the District Allocation Rules, IDAPA 60.05.04.

The current rules use a variety of terms to refer to the same subject (i.e. using Commission and ISC to refer to the Soil and Water Conservation Commission). The Preliminary Draft suggests several changes intended to standardize language in the rule, with a preference for using defined terms over undefined terms.

##### **b. Add Sections Required by the Office of Administrative Rules**

The Office of Administrative Rules requires certain sections to be included in all administrative rules. The Preliminary Draft suggests adding Sections 002 through 006 and 011 to meet this requirement.

The Preliminary Draft suggested incorporating the NRCS Field Office Technical Manual by reference in Section 004. Commission staff has since had an opportunity to discuss this issue further with the Office of Administrative Rules and was informed that it was not necessary to incorporate the field office technical guide by reference. Based on that recommendation, staff will suggest at the negotiated rulemaking meeting that Section 004 be changed to provide:

##### **004. INCORPORATION BY REFERENCE.**

There are no documents that have been incorporated by reference into this rule.

##### **c. Correct Typographical Errors/ Rearranging Rules**

The Preliminary Draft corrects several typographical errors, including changing the phrase “risk and loss” to “risk of loss” throughout the rules. Commission staff was unable to identify where the phrase “protect the state from ‘risk and loss’” originated. This phrase is not used in the Idaho Code or other administrative rules. Commission staff believes that this phrase was intended to say “protect the state from ‘risk of loss,’” which is a commonly used term in the lending industry to refer to the risk of default.

The Preliminary Draft suggests removing/modifying several subsections of the rules. This resulted in some sections being left with only one subsection or paragraph. In order to avoid having several isolated subsections, the Preliminary Draft suggests moving these subsections and paragraphs into other sections of the rules.



# 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 REGULAR MEETING & TELECONFERENCE

**Date and Time:**

Thursday, May 03, 2018  
9:00 a.m. - 10:00 a.m. MT

**Location:**

Idaho Water Center  
322 E Front St, Suite 560  
Boise, Idaho

**DRAFT MINUTES**

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**COMMISSION MEMBERS PRESENT (teleconference):**

Norman Wright, Chair  
Cathy Roemer  
Leon Slichter, Secretary  
Dave Radford

**COMMISSION MEMBERS ABSENT:**

Jerry Trebesch

**COMMISSION STAFF PRESENT:**

1 Teri Murrison  
2 Corrine Dalzell  
3 Jenifer Cavaness-Williams  
4 Maria Minicucci  
5 Delwyne Trefz

**PARTNERS AND GUESTS PRESENT:**

6 Shantel Chapple Knowlton, Office of the Attorney General  
7 Clinton Aston, Franklin Soil & Water Conservation District (teleconference)  
8 John Mussler, Franklin Soil & Water conservation District (teleconference)  
9 Mike Somerville, Idaho Association of Soil Conservation Districts (IASCD)  
10 Kip Tillotson, IASCD (teleconference)  
11 Steve Becker, IASCD (teleconference)  
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**ITEM #1: WELCOME AND ROLL CALL**

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14 Chairman Wright called the meeting to order at 9:01 a.m.  
15 Roll call: Chairman Norman Wright, Commissioners Dave Radford, Cathy Roemer, and Leon  
16 Slichter were present.  
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**ITEM #2: AGENDA REVIEW**

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**ITEM #3a: DISTRICT SUPPORT SERVICES PROGRAM**

Action: Commissioner Slichter moved to *approve the FY 2018 Final Match Allocations as presented*. Commissioner Roemer seconded. Motion carried by unanimous vote.

**ITEM #4: ADJOURN**

Meeting was adjourned at 9:39 A.M. The next Regular Meeting is scheduled for Tuesday, May 8, 2018, at the Feist Creek Restaurant in Bonners Ferry, Idaho at 2:00 p.m. PT. Informative tours will be available on May 9 and 10.

Respectfully submitted,

Leon Slichter, Secretary

DRAFT

[BACK TO AGENDA](#)



20 **ITEM #3: PARTNER REPORTS**

21 Action: None taken

22

23 **ITEM #4a: ADMINISTRATION**

24 Action: Commissioner Roemer moved to *approve the Minutes of April 12, 2018 as submitted.*

25 Commissioner Radford seconded. Motion carried by unanimous vote.

26

27 **ITEM #4b: FINANCIAL REPORT**

28 Action: Commissioner Radford moved to *approve the Financial Reports for the month ended*

29 *April 30, 2018* as submitted. Commissioner Roemer seconded. Motion carried by unanimous

30 vote.

31

32 **ITEM #4c: ADMINISTRATOR'S REPORT**

33 Action: None taken

34

35 **ITEM #5: PROGRAMS**

36 Action: None taken

37

38 **ITEM #6: OTHER BUSINESS**

39 Action: None taken

40

41 **ITEM #8: ADJOURN**

42 Meeting was adjourned at 4:41 p.m. The next regular session is scheduled for Thursday, June 7,

43 2018 at 322 E. Front Street, Suite 560, Boise, Idaho from 1:30 to 5:00 p.m.

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46 Respectfully submitted,

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50 Leon Slichter, Secretary

BACK TO AGENDA



19 *temporary closure of Big Daddy's as the good faith reason for the location change.*  
20 Commissioner Roemer seconded. Motion carried by unanimous vote.

21

22 **ITEM #3: ADJOURN**

23 Meeting was adjourned at 8:23 a.m. The next regular session is scheduled for Thursday, June 7,  
24 2018 at 322 E. Front Street, Suite 560, Boise, Idaho from 1:30 to 5:00 p.m.

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27 Respectfully submitted,

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31 Leon Slichter, Secretary

DRAFT

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, ROEMER, SLICHTER, AND TREBESCH**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: MAY 23, 2018**  
**RE: APPOINTMENT AND DELEGATE POWERS AND DUTIES TO ADMINISTRATOR IN FY 2019**

According to Idaho Statute, the Commission annually appoints and delegates authority to an administrative officer to conduct day to day operations, and carry out Board decisions and policies in the next fiscal year. It is the Board's practice to do so in June of each year.

Your Board appointed me to serve as Administrator in FY 2011, and each year since. I am willing to continue in that capacity in FY 2019. No changes are proposed to be made to last year's appointment and delegation authorization.

Ms. Chapple Knowlton will be at your meeting to answer questions. Attached is the document for the signature of the Chair.

**ACTION:** Appoint Administrator, Delegate Powers and Duties, and authorize Chairman to sign FY 2019 Delegation of Powers and Duties.

Attachments:

- FY 2019 Delegation of Powers and Duties

**APPOINTMENT OF ADMINISTRATIVE OFFICER IN FY 2019  
DELEGATION OF POWERS AND DUTIES TO ADMINISTRATIVE OFFICER**

In accordance with Idaho Code § 22-2718(2), the Soil and Water Conservation Commission hereby appoints Teri Murrison as Administrative Officer in fiscal year (“FY”) 2019 and delegates to the Administrative Officer the following powers and duties.

- (1) The Administrative Officer 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 Administrative Officer 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) 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;
  - (f) 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;

- (g) 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;
- (h) 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
- (i) 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 Administrative Officer may delegate to any subordinate employee of the Commission such of his or her powers and duties as the Administrative Officer 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).

The Commissioners unanimously confirmed the continued appointment of Teri Murrison as Administrative Officer in FY 2019 during the Commission’s June 7, 2018 public meeting.

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DATED

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NORMAN WRIGHT, CHAIRMAN

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**SOIL & WATER  
CONSERVATION  
COMMISSION**

H. Norman Wright  
Chairman

Gerald Trebesch  
Vice Chairman

Leon Slichter  
Secretary

Dave Radford  
Commissioner

Cathy Roemer  
Commissioner

Teri Murrison  
Administrator

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS TREBESCH, SLICHTER,  
ROEMER, AND RADFORD**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: May 23, 2018**  
**RE: ADMINISTRATOR'S REPORT**

**Activities**

Since your last meeting, I've been involved in the following:

- Attended Rock Creek Ranch Project Transition Committee meetings, Rock Creek Advisory Committee meeting
- Met with Barbara Petty, University of Idaho Extension Director re discontinuance of Idaho OnePlan
- Met with Chris Hladick, Regional Administrator, EPA, Seattle, staff from the Boise EPA office, and representatives with the Idaho Department of Agriculture and NRCS.
- Plan to attend the Idaho District Employees Association meeting in Boise on June 6<sup>th</sup>.

**2018 Envirothon**

Attached for your information is a copy of the 2018 Idaho (State) Envirothon newsletter. Thanks to all who participated in making it a great competition this year.

**Consideration of Nomination for Governor's Awards for Excellence in Agriculture, Environmental Stewardship**

You will remember last year that your Board nominated several people for consideration of receiving the above awards. I did not participate due to my involvement in the Ag Summit as Co-Chair, and that commitment continues this year. Your Board may want to consider another nomination this year and name a member of the Board as the lead on putting together a letter and supporting packet of information. The information on this year's award is attached for your information.

**Out of State Travel Request to Attend National Association of Conservation Districts Fall Meeting**

I have been asked (with a representative from IASCD) to participate in a panel discussion on district funding at the summer meeting of the Southwest/Pacific National Association of Conservation Districts in Kennewick, WA. The conference runs from September 17-19<sup>th</sup>. Your approval for me to travel out of state and for the payment of related expenses is requested.

**RFQ for Public Relations Assistance/RFP for Tracker Update**

Tracker: The submission of proposals period closes on May 25<sup>th</sup>. We held a preproposal conference a few weeks ago and had approximately 12 people interested in responding to the RFP. The Scope of Work portion of the RFP has been assigned weighting points and an evaluation team (one rep from the Department of Administration's IT Department, and two of our staff) will evaluate responses. If all goes well, their

recommendation will lead to an award and a contract will begin to update the project Tracker system (on June 13<sup>th</sup>).

Public Relations: The RFQ for public relations services was posted on the Department of Administration Purchasing website last week. The scope of work has been assigned weighting points, and an evaluation team will go to work on reviewing the submissions shortly. If all goes well, an agreement will be signed with the successful firm prior to July 1<sup>st</sup>.

**Upcoming Commission Meeting Schedule**

Date & Time	Meeting, Location	Meeting Type
August 30, 2018, 10 am – 3 pm, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	In person
September 13, 2018, 10 am – 3 pm, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	Teleconference
November 11-15, 2018 in conjunction with IASCD Annual Conference	Listening Session, Location and time TBD, North Idaho	In person
December 13, 9 am – 2 pm MT (if necessary), TBD	Regular meeting, 322 E. Front Street, Suite 560, Boise	Teleconference
January 2019 (to be held in conjunction with JFAC presentation or IASCD Board meeting)	Regular meeting, Regular meeting, 322 E. Front Street, Suite 560, Boise  Tentative - Joint Board Meeting with IASCD (location and time TBD)	Teleconference or in person (TBD)
February 18, 2019, 1 pm – 5 pm MT, held in conjunction with Ag Summit	Regular meeting, 322 E. Front Street, Suite 560, Boise  Tentative - Ag Summit Strolling Supper, February 28, Summit meetings February 19, Red Lion Hotel	In person or teleconference (TBD)
April 11, 2019, 9 am – 2 pm, MT	Regular meeting, 322 E. Front Street, Suite 560, Boise	Teleconference
May 9, 2019	Regular meeting, 322 E. Front Street, Suite 560, Boise	Teleconference

In addition, should there be important loan or other business to conduct, the Chairman may elect to call a special meeting via teleconference or in person for its consideration.

REQUESTED ACTION: Approve out of state travel and conference-related expenses for administrator to the National Association of Conservation Districts Summer Meeting in Kennewick, WA

Encl.

- FY 2018 Envirothon Newsletter
- 2019 Larry Branen Governor's Award Nomination information

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# 2018 Idaho Envirothon

## Gooding High School Wins Idaho 2018 Envirothon



### 1<sup>st</sup> Place Team

**Sponsored by:** Wood River SWCD

### Team Members:

(Captain) Dale Shaw    **Advisors:** Becky Frieberg  
 Brett Larsen                      Tom Woodland  
 Paige Larsen  
 Trevor Jones  
 Ana Martinez

### Gooding High School Captures 1<sup>st</sup> Place

Gooding High School Team B placed first in this year's Idaho Envirothon. The team was sponsored by the Wood River Soil and Water Conservation District. The final score reflected the results of a total of five teaching/testing stations: Aquatics, Wildlife, Soils, Forestry and the Current Issue "Western Range Management, Balancing Diverse Views". The team won first place in Aquatics station (100), Current Issue station (95) and tied for first in Wildlife station (100). Their total score including test scores and their oral round final presentation score was 543.2. Gooding High School has competed for many years bringing two to three teams each year to the Idaho Envirothon. Advisors Becky Frieberg and Tom Woodland have coached many winning teams. The team will now advance to the NCF Envirothon hosted in Pocatello Idaho this year from July 22 to July 28. Team members will spend the early part of their summer preparing to compete in the International event hosted at Idaho State University.

The same committee that hosted the Idaho Envirothon will spend their summer planning the NCF Envirothon and is excited to bring 55 to 60 teams from across the United States, Canada and as well as teams from China to Idaho. For more information about this program go to <https://www.envirothon.org/>

## 2018 ORGANIZATIONS AND FINANCIAL SUPPORTERS OF THE IDAHO ENVIROTHON

*The Idaho Envirothon has relied on the support of our contributors' for 26 successful years of natural resource conservation education! We thank the following contributors to the 2018 Envirothon:*

**\*Conservation Basics, \*Highlands CWMA, \*Idaho Barley Commission, \*Idaho Association of Soil Conservation Districts, \*Idaho District Employee Association, \*Idaho Soil and Water Conservation Commission, \*IASCD Ladies Auxiliary, \*Idaho Rangeland Resource Commission, \*Living Waters Ranch, \*Natural Resources Conservation Service, \*Frank and Kathy Weaver and \*K&S Fencing.**

**District Team Sponsors: Ada SWCD, Butte SWCD, Custer SWCD, Gooding SCD, Jefferson SWCD, North Side SWCD, Valley SWCD, Weiser River SCD, Wood River SWCD.**



## THANK YOU STATION PRESENTERS



*Dinah Reaney, Natural Resources Conservation Service*



*Lynn VanEvery, Idaho DEQ*



*Chris Banks, Conservation Basics  
Idaho Envirothon Chairman*



*Mike Demick, IDFG*



*Sharon Bradley,  
USFS Retired*



*Rosana Rieth, USDA Natural Resources Conservation Service*

## WILDLIFE STATION

**Mike Demick- Idaho Department of Fish & Game**

Mike Demick works for IDFG as an Easement/Water Rights and Communications Manager based in Salmon. He primarily works extensively with landowners, irrigators, and Federal partners on fish passage and habitat projects. Mike has worked for the department for over 23 years, the last six as the Information Supervisor at Headquarters. Prior to that, he spent 11 years as the Clearwater Region's Conservation Educator in Lewiston and six years as the Southeast Region's Volunteer Services Coordinator in Pocatello. Mike grew up in Idaho Falls on a small farm and has family roots in the Salmon Region. When not working, he enjoys a wide variety of outdoor recreation activities, restores furniture, reading and spending time with friends and family. Mike holds an M.S., in Biology and Mass Communications from Idaho State University.

## SOILS/LAND USE STATION

**Dinah Reaney, Natural Resources Conservation Service.**

Dinah graduated from University of Idaho with a B.S. Degree in Environmental Science and a minor Soil Science in 1998. She has worked for NRCS as a Soil Conservationist and Soil Conservation Technician in Idaho for 14 years, and previously as an Environmental Scientist for Idaho Department of Environmental Quality for 6 years. Dinah was born and raised on a ranch in Emmett Idaho and now lives in Rupert Idaho. She enjoys her spending time with family, doing outdoor activities such as hiking and boating, riding horses, and traveling to horse shows.

## FORESTRY STATION

**Sharon Bradley, Retired Forester - USFS Forest Service** was born and raised in Idaho, received a degree in Forest Resource Management from the U of I. She has held positions in several western states, most recently in the Challis/Salmon National Forest. As a forester, Sharon's duties included all aspects of forestry and silviculture – such as reforestation, forest thinning, timber sales, recreation, trail and watershed programs, and firefighting operations. Retired after 33 years, Sharon is active in many youth and horse related organizations, including Envirothon.

## AQUATIC ECOLOGY STATION

**Lynn Van Every - Idaho Department of Environmental Quality**

Lynn has over 25 years of experience as a water quality specialist. Lynn is the South East Idaho Regional Manager for the Idaho Department of Environmental Quality. Lynn loves being outdoors, riding bikes and horses, teaching students, and most of all spending time with his family. Lynn plays a vital role in conservation throughout southeast Idaho, and his opinion, knowledge, and skills are relied on by other agencies, landowners, and other partners regularly. Lynn's easy going demeanor and witty personality make it easy to work alongside him, we are lucky to have him for the Aquatics instructor.

## WESTERN RANGELAND MANAGEMENT

**Rosana Rieth-USDA-Natural Resources Conservation Service**

Rosana Rieth, Rangeland Management Specialist, was born and raised on a ranch in the Challis area. In high school she had the opportunity to be active in the Envirothon Program and competed in the state and national competition. Her interest in natural resources led her to earn a Bachelor of Science degree in Rangeland Ecology and Management from the University of Idaho. During college, she interned in the summers for the Custer SWCD and NRCS through the student employee program. After graduation, she started working full-time for NRCS in the Challis Project Office, where she has been for the last 7 years. Working for NRCS has given her the opportunity to give back to the community that supported her through years and she feels fortunate to be living and raising a family in such a beautiful landscape.

The 2018 Envirothon was held at the Living Waters Ranch in Challis, Idaho. For more information [www.livingwatersranch.org](http://www.livingwatersranch.org)

This year's Event was sponsored by the  
**Idaho Envirothon Committee**  
<http://idahoenvirothon.weebly.com/>

In cooperation with  
**Idaho Association of Soil Conservation Districts**  
Executive Director  
Benjamin Kelly  
55 SW 5<sup>th</sup> /Ave. Suite 100  
Meridian, Idaho 83642  
<http://iascd.org>



**SECOND PLACE**

**Rigby High School**

*Sponsored by: Jefferson SWCD*

**Team Members:**

- Jordan Gardner
- Dalton Johnson
- Alesha Kisner
- Aubrey Scott
- Brock Godfrey

**Advisors:**

- Lex Godfrey
- Rachelle Godfrey



**THIRD PLACE**

**Gooding High School A**

*Sponsored by: Gooding SWCD*

**Team Members:**

- Jennifer Pineda
- Tori Anderson
- Emma Jeske
- Callie Graves
- Cassie Woodland

**Advisors:**

- Becky Freiberg
- Tom Woodland

**FOURTH PLACE**

**Challis High School**

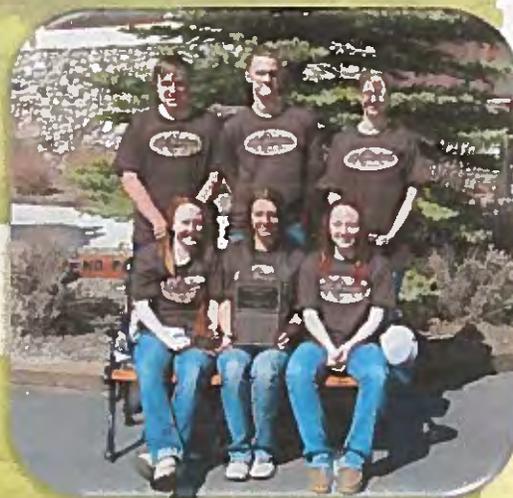
*Sponsored by: Custer SWCD*

**Team Members:**

- Kacie Hewitt
- Katie Hewitt
- Merritt Philps
- Jessie Riding
- Sierra Somerville

**Advisors:**

- Pam Wilson
- Rebecca Auwen



**FIFTH PLACE**

**Weiser High School - B**

*Sponsored by: Weiser River SCD*

**Team Members:**

- Philip Soulen
- Llanee Gibson
- Riata Chandler
- Estaban Rivera
- Grace Soulen

**Advisors:**

- Megan Overgaard
- Stuart Nesbitt



## A Big Thank You to our Many Volunteers

**Final Round Judges:** Norman Wright, (*Idaho Soil and Water Conservation Commission*)\* Robert Griffel\* Jon Bennetts, (*Idaho Rangeland Resource Commission*)\* Jerry Raynor (*Natural Resources Conservation Service*)\* Joshua Uriarte, (*Idaho Governor's Office of Species Conservation*). **Preliminary Round Judges:** \* Mark Olson, (*Natural Resources Conservation Service*)\* Becky Coffey (*Lemhi Soil & Water Conservation District*)\* Tim Dodds (*Natural Resources Conservation Service*)\* Jesse Fulmer, (*Natural Resources Conservation Service*)\* Ashley Lohmeyer (*U of I Extension Service*)\* Benjamin Kelly, (*Idaho Association of Soil Conservation Districts*)\* Lynn Bagley (*Teton Soil Conservation District*)\* Zina Wollcott (*Friends of the Teton River*)\* Kathy Wright, \*Pam Hogan (*Idaho National Engineering Laboratory*)\* Jane Sandstrom (*Lemhi Soil & Water Conservation District*) Rob Sharpnack (*Idaho Soil and Water Conservation Commission*)\* Karen Sharpnack (*Wood River SWCD*)\* Brian Hamilton, (*US Bureau of Reclamation*)\* Tanna Fullenkamp, (*Idaho Department of Water Resources*) **Conservation Project Judges:** Veronica Pasi, (*Idaho Soil and Water Conservation Commission*)\* Pauline Bassett, (*Caribou Soil Conservation District*)\* Kathy Wright **Planning Committee:** Chris Banks, Chairman (*Conservation Basics*)\* Lynn Bagley, (*Teton SCD*)\* Tamra Cikaitoga, (*Yellowstone Soil Conservation District*)\* Kathy Weaver, (*East Side Soil & Water Conservation District*)\* Frances Perkes, (*Butte Soil & Water Conservation District*)\* Mindy Hawley (*Butte Soil & Water Conservation District*)\* Cali Johnson, (*Portneuf Soil & Water Conservation District*)\* Pegi Long (*Power Soil Conservation District*)\* Leigh Love (*Oneida Soil & Water Conservation District*)\* Pauline Bassett (*Caribou Soil Conservation District*)\* Shawn Banks, (*Conservation Basics*)\* Tina Dean, (*Teton Soil Conservation District*)\* Steven Smith (*Idaho Department of Environmental Quality*)\* George Hitz (*Idaho Soil and Water Conservation Commission*)\* Alan Johnson (*Idaho Soil and Water Conservation Commission*)\* Robbie Taylor (*Madison/Clark SWCD*)\* Jennifer Saathoff (*Jefferson SWCD*)\* Kit Tillotson & \*Matt Woodard (*Idaho Association of Soil Conservation Districts*) Robbie Taylor, (*Madison and Clark SWCD*)

### Individual Station Winners

Forestry — Weiser High School

*Sponsored by Weiser River SCD*

Soils — Challis High School

*Sponsored by Custer SWCD*

Wildlife — Four Way Tie

Gooding High School B, Cascade High School, Rigby High School and

DeHryle Dennis Technical Center

*Sponsored by Wood River SCD, Valley SWCD*

*Jefferson SWCD and Ada SWCD,*

Aquatics/Ecology — Gooding High School B

*Sponsored Wood River SWCD*

Current Issue — Gooding High School B

*Sponsored by Wood River SWCD*

### 31 Soil and Water Conservation Districts Contributed Financially to the Idaho Envirothon

\*Balanced Rock SCD (*Twin Falls*) \*Bear Lake (*Montpelier*) \*Blaine SCD (*Carey*) \*Bonner SCD (*Sandpoint*) \*Butte SWCD (*Arco*) \* Canyon SCD (*Caldwell*) \*Caribou SWCD (*Soda Springs*) \* Clark SCD (*Rexburg*) \* Custer SWCD (*Challis*) \* East Cassia SWCD (*Burley*) \* East Side SWCD (*Idaho Falls*) \* Elmore SWCD (*Mountain Home*) \*Gem (*Emmett*) \*Gooding SCD (*Gooding*) \* Idaho SWCD (*Grangeville*) \*Jefferson SWCD (*Rigby*) \*Latah SWCD (*Moscow*) \*Lemhi SWCD (*Salmon*) \* Madison SWCD (*Rexburg*) \* Oneida SWCD (*Malad*) \*Portneuf SWCD (*Pocatello*) \* Power SCD (*American Falls*) \*South Bingham SCD (*Aberdeen*) \*Snake River SWCD (*Twin Falls*) \*Squaw Creek SCD (*Emmett*) \*Teton SCD (*Driggs*) \* Weiser River SCD (*Weiser*) \* West Cassia SWCD (*Burley*) \* West Side SWCD (*Idaho Falls*) \*Wood River SWCD (*Shoshone*) \*Yellowstone SCD (*St. Anthony*)

### Idaho Conservation Districts

Districts are a subdivision of state government led by locally elected supervisors that serve voluntarily to assist private landowners with conservation & wise use of natural resources.



# THANKS SO MUCH

From Idaho  
Envirothon



2018 Idaho  
Envirothon  
appreciates your  
support



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55 SW 5th Avenue, Suite 100  
Meridian ID 83642  
208-888-0988  
208-888-4586 (fax)  
www.idahoagsummit.org

RECEIVED

APR 23 2018

IDAHO SOIL & WATER  
CONSERVATION COMMISSION

April 19, 2018

TO: Agriculture Associations, County Extension Offices, Northwest Farm Credit Services, USDA FSA, Idaho AgCredit, Commodity Commissions, and Soil and Water Conservation Districts

FR: Rick Waitley, Executive Director

### **Governor's Awards for Excellence in Agriculture**

**July 1 is the deadline** for nominations for the Governor's Awards for Excellence in Agriculture to be presented at the 2019 Larry Branen Idaho Ag Summit. Now is the time to get started collecting information for your nomination(s). The dates of the 2019 Summit have been set for Tuesday, February 19, at the Red Lion Downtowner Hotel in Boise.

Enclosed is a copy of the *Governor's Awards Nominees-2018*, listing names currently in the pool for consideration. Names are held for three years from the initial date of submission.

Over the years, a number of outstanding Idaho residents have been recognized for their investment in Idaho agriculture. The *Idaho Governor's Awards for Excellence in Agriculture Recipients* list is enclosed for your review and indicates the quality of people recognized by the governor. This year, I have enclosed the **yellow sheet** that lists the names in alphabetical order.

Also enclosed is the *Idaho Governor's Award for Excellence in Agriculture* criteria information sheet with the *Nomination Form* on the back. The application and other award information are also available on the Idaho Ag Summit website at [www.idahoagsummit.org](http://www.idahoagsummit.org).

In submitting a nomination, please highlight activities and achievements of the nominee and support the nomination with letters of recommendation, background information, etc. Email recommendation letters to Lisa Byce at [lisa@amgidaho.com](mailto:lisa@amgidaho.com).

If you have any questions about this process, the current pool of candidates, or the enclosed information, please feel free to contact me by calling 208-888-0988, or contact Lisa Byce at the email address listed above. Please spread the word regarding the Governor's Awards to anyone who might be interested. We are looking forward to your nomination!

Encl: *Governor's Awards Nominees in the pool for 2018 nominees*  
*Idaho Governor's Awards for Excellence in Agriculture Recipients (yellow – alpha order)*  
*Idaho Governor's Award for Excellence in Agriculture criteria info sheet/Nomination Form*



## GOVERNOR'S AWARD FOR EXCELLENCE IN AGRICULTURE

### Criteria for Nominations

The **Larry Branen Idaho Ag Summit** committee is seeking nominations for the Governor's Awards for Excellence in Agriculture. As part of the annual Ag Summit, the Governor recognizes individuals and organizations that have made outstanding contributions to the Idaho agricultural industry.

Recipients are chosen from nominations received from organizations or individuals. Nominations must be received at 55 SW 5th Ave, Suite 100, Meridian, ID 83642 or can be emailed to [lisa@amgidaho.com](mailto:lisa@amgidaho.com) by July 1.

The awards are not limited to agriculture producers. For example, a nominee for the Education and/or Advocacy category could be a local agriculture reporter or someone on a chamber of commerce agriculture committee. The purpose of each award is to recognize outstanding individuals who impact agriculture in a positive way.

This is a wonderful opportunity for honorees to be recognized by their peers and state leaders for their contributions to agriculture and Idaho. Please take the time to consider nominating someone you know that should be recognized for his or her important contribution to agriculture.

### Category Descriptions

**Education and/or Advocacy:** A person in any profession who is committed to educating Idaho citizens about the importance of agriculture and the agricultural industry to their life, culture and economy. An advocate is one who is devoted to promoting agriculture to the public, government and other decision makers at the local, state and/or national level. Education and/or Advocacy may be presented as one or separate awards; however, only one award may be presented in this category each year.

**Environmental Stewardship:** An individual or agri-business that demonstrates a commitment to maintaining and improving the quality of the air, water or soil as a result of innovative practices, technologies and/or partnerships.

**Marketing Innovation:** A grower, shipper, processor or commodity group that demonstrates excellence and effectiveness of individual programs conducted in an effort to develop or increase sales of Idaho food or agriculture products, internationally or domestically. This may include development and use of new markets, new marketing methods or new uses for agriculture products and/or services.

**Technical Innovation:** An individual or agri-business that develops or implements new methods or mechanisms to advance agricultural production or processing.

**Lifetime Achievement:** An individual who has dedicated his or her life to the advancement of agriculture through production, innovation, improvement, leadership, service and/or advocacy and who embodies the high standards of Idaho agriculture and sets an example for others to follow.

**Larry Branen Idaho Ag Summit  
Governor's Award for Excellence in Agriculture  
Nomination Form – Due July 1**

Name of Nominee \_\_\_\_\_  
 Title and Business (if applicable) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Work phone \_\_\_\_\_ Home phone \_\_\_\_\_  
 E-mail \_\_\_\_\_

**Award Category nominated for:** \_\_\_\_\_ Education and/or Advocacy  
 (more than one category may be checked) \_\_\_\_\_ Environmental Stewardship  
*See award descriptions on other side* \_\_\_\_\_ Marketing Innovation  
 \_\_\_\_\_ Technical Innovation  
 \_\_\_\_\_ Lifetime Achievement

**NOTE:** No nominee who has received an award will be eligible for a second award until after 5 years have passed. The individual must then be nominated by a different organization and in a different category.

Please respond to the following items on a separate sheet. Additional information pertinent to the Governor's Award for Excellence in Agriculture is welcome. Please include only information relevant to the award.

1. Provide a brief description of nominee (ag-related work/business history, education, family, etc.)
2. Describe specific achievements in the category for which the nomination is submitted and provide examples of the nominee's activities and accomplishments.
3. List nominee's involvement in agricultural organization and leadership roles related to agriculture.

Additional information, including letters of recommendation, that further illustrate the nominee's accomplishments are welcome. Nominations will be held in the candidate pool for three (3) years from the initial date of nomination.

**Nominating information:**

Name \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Send completed application to:

Idaho Ag Summit  
 Governor's Award Committee  
 55 SW 5th Ave, Suite 100  
 Meridian, ID 83642

Fax: 208-888-4586 email: [lisa@amgidaho.com](mailto:lisa@amgidaho.com)

**Nominations Due JULY 1**

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**SWC DETAIL FINANCIAL REPORT AS OF MAY 31, 2018**

GENERAL FUND & OTHER FUNDS	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH				
FY18	ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			BEG CASH AT 7/1/17	PLUS TOTAL		ACTUAL CASH BALANCE End of Current	
	BUDGET	Month	BALANCE	BUDGET	Current	BALANCE	BUDGET	Current	BALANCE	BUDGET	Month	BALANCE		REC TO DATE	LESS TOTAL EXP TO DATE		
<b>INDEX</b>																	
7101 MANAGEMENT ADMIN	323,900	290,705	33,195	48,166	40,877	7,289	15,463	15,463	0				387,529				40,484
7111 MANAGEMENT BOARD	4,900	4,201	699	9,589	9,192	397							14,489				1,096
7201 FIELD STAFF	485,200	419,553	65,647	80,230	73,840	6,390	67,302	49,537	17,765				616,067	16,665			89,802
7301 PROGRAMS	256,100	224,130	31,970	21,023	19,447	1,576							277,123				33,546
7310 DISTRICT ALLOCATIONS										1,103,200	1,103,200	0	1,103,200				0
7320 DISTRICT CAPACITY BLDG										150,000	150,000	0	150,000				0
7350 CREP	137,100	121,195	15,905	24,892	23,442	1,450	24,500	23,841	659				186,492				18,014
<b>TOTAL GENERAL FUND 0001</b>	<b>1,207,200</b>	<b>1,059,784</b>	<b>147,416</b>	<b>183,900</b>	<b>166,798</b>	<b>17,102</b>	<b>107,265</b>	<b>88,841</b>	<b>18,424</b>	<b>1,253,200</b>	<b>1,253,200</b>	<b>0</b>	<b>2,734,900</b>	<b>16,665</b>	<b>2,568,623</b>		<b>182,942</b>
<b>FY17 ENCUMBRANCES</b>				<b>28,865</b>	<b>6,290</b>	<b>22,575</b>									<b>6,290</b>		<b>22,575</b>
		<b>87.79%</b>			<b>90.70%</b>			<b>82.82%</b>			<b>100.00%</b>				<b>93.92%</b>		
7315 FEDERAL GRANT-NRCS TRS	17,500	14,003	3,497										15,000	7,262	14,003		8,259
7316 FEDERAL GRANT-NRCS CTA	162,736	78,782	83,954	16,274	5,781	10,493							15,000	103,517	84,563		33,954
7317 NFWF GRANT	25,000	8,132	16,868										10,000		8,132		1,868
<b>TOTAL FEDERAL FUND 0348</b>	<b>205,236</b>	<b>100,917</b>	<b>104,319</b>	<b>16,274</b>	<b>5,781</b>	<b>10,493</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>110,779</b>	<b>106,698</b>		<b>44,081</b>
		<b>49.17%</b>			<b>35.52%</b>										<b>Borrowing Limit</b>		<b>(40,000)</b>
															<b>96.32%</b>		<b>4,081</b>
7325 SWC PROFESSIONAL SERV				30,000	18,785	11,215							16,614	19,003	18,785		10,607
<b>TOTAL DEDICATED FUND 0450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>18,785</b>	<b>11,215</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,614</b>	<b>19,003</b>	<b>18,785</b>		<b>10,607</b>
<b>FY17 ENCUMBRANCES</b>				<b>6,225</b>	<b>6,225</b>	<b>0</b>									<b>6,225</b>		<b>0</b>
					<b>62.62%</b>										<b>113.07%</b>		
LOAN FUNDS	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH				BALANCE SHEET			
FY18	ACTUAL EXPENSE thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			PLUS TOTAL			ACTUAL CASH BALANCE End of Current	LOANS PAID OUT, NOTES RECEIVABLE /ADJUSTMENTS TO DATE		NOTES RECEIVABLE End of Cur period	
	BUDGET	Month	BALANCE	BUDGET	Current	BALANCE	BUDGET	Current	BALANCE	BEG CASH AT 7/1/17	REC TO DATE	LESS TOTAL EXP TO DATE		REC TO DATE	TO DATE		
7351 RCRDP LOAN ADMIN	167,100	142,200	24,900	146,400	70,618	75,782				6,971,777	719,663	1,007,061	6,684,379	2,814,686	794,243	2,927,757	
<b>TOTAL RCRDP ADMIN 0522-01</b>	<b>167,100</b>	<b>142,200</b>	<b>24,900</b>	<b>146,400</b>	<b>70,618</b>	<b>75,782</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,971,777</b>	<b>719,663</b>	<b>1,007,061</b>	<b>6,684,379</b>		(681,172)		
		<b>85.10%</b>			<b>48.24%</b>							<b>14.44%</b>					
7361 REVOLVING LOAN - DEQ				30,000	4,130	25,870				45,289	13,400	4,130	54,559	430,006	0	352,968	
<b>TOTAL DEQ LOAN 0529-16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>4,130</b>	<b>25,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,289</b>	<b>13,400</b>	<b>4,130</b>	<b>54,559</b>		(77,038)		
					<b>13.77%</b>							<b>9.12%</b>			<b>ADV FROM PAYMENTS/ADJ TO DATE</b>		<b>ADV FROM END OF CUR PERIOD</b>
														<b>374,409</b>	<b>(72,973)</b>	<b>301,436</b>	

**Soil and Water Conservation Commission  
FY2018 YTD Financial Summary Through May 31, 2018**

(Does not include FY2017 encumbrances)

Updated: [6/7/2018](#)

**Fund Summaries**

**Appropriation**

Fund Source	General Fund				Federal Grants				Professional Services				RCRDP Loan Administration				Revolving Loan			
<b>Personnel Funds</b>	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining
	\$1,207,200	\$ 1,059,783	\$ 144,532	\$ 2,885	\$ 205,236	\$ 100,790	\$ 37,216	\$ 67,230	\$ 167,100	\$ 142,200	\$ 22,011	\$ 2,889								
<b>Operating Funds</b>	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining
	\$ 183,900	\$ 166,798	\$ 15,167	\$ 1,935	\$ 16,274	\$ 5,781	\$ 450	\$ 10,043	\$ 30,000	\$ 18,785	\$ 4,700	\$ 6,515	\$ 146,400	\$ 70,618	\$ 35,078	\$ 40,704	\$ 27,190	\$ 4,130	\$ 21,851	\$ 1,209
<b>Capital Funds</b>	Budget	Expenditures	Expenditures Projected	Remaining									Budget	Expenditures	Expenditures Projected	Remaining	Budget	Expenditures	Expenditures Projected	Remaining
	\$ 110,075	\$ 88,841	\$ 21,234	\$ -									\$ -	\$ -	\$ -	\$ -	\$ 2,810	\$ -	\$ 2,810	\$ -
<b>Trustee and Benefit</b>	Budget	Expenditures	Expenditures Projected	Remaining																
	\$1,253,200	\$ 1,203,200	\$ 50,000	\$ -																

**Cash Balance at May 31, 2018**

Fund Source	General Fund				Federal Grants				Professional Services				RCRDP Loan Administration				Revolving Loan			
	Beg Cash at 7/1/17	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/17	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/17	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/17	Plus Total Receipts	Less Total Expenses	Actual Cash balance	Beg Cash at 7/1/17	Plus Total Receipts	Less Total Expenses	Actual Cash balance
	\$2,734,900	\$ 16,665	\$ 2,568,623	\$ 182,942	\$ -	\$ 110,779	\$ 106,698	\$ 4,081	\$ 16,614	\$ 19,003	\$ 25,010	\$ 10,607	\$6,971,777	\$ 719,663	\$ 1,007,061	\$6,684,379	\$ 45,289	\$ 13,400	\$ 4,130	\$ 54,559

(Incl \$6,225 FY17 Encumbrance)

**SOIL AND WATER CONSERVATION COMMISSION**  
**Commissioner Travel Expenditures - Thru 5/31/18**

Commissioner	Days Budgeted/ Traveled to Date	Benefit Costs included in Honorariums	Honorariums Budgeted	Expended to Date	Projected Balance/ (Overage)	
Wright	30 / 22	\$118	\$1,618	\$1,195	\$423	30.00%
Roemer	20 / 21	\$79	\$1,079	\$1,148	(\$69)	20.00%
Trebesch	12 / 10	\$47	\$647	\$539	\$108	11.99%
Radford	18 / 17	\$71	\$971	\$923	\$48	18.00%
Slichter	20 / 16	\$79	\$1,079	\$871	\$208	20.00%
Totals		\$394	\$5,394	\$4,676	\$718	

Commissioner	FY 2017 Travel & Per Diem Costs	FY 2018 Budget Travel & Per Diem Costs	Expended to Date	Avg. Cost per Day	Remaining	# of Days Remaining	
Wright	\$4,631	\$4,095	\$5,843	\$417.38	(\$1,749)	11	30.00%
Roemer	\$503	\$2,731	\$3,126	\$260.52	(\$396)	1	20.00%
Trebesch	\$294	\$1,637	\$208	\$29.73	\$1,429	3	11.99%
Radford	\$1,243	\$2,457	\$4,233	\$352.76	(\$1,776)	4	18.00%
Slichter	\$1,975	\$2,731	\$2,024	\$224.91	\$706	7	20.00%
Totals	\$8,647	\$13,651	\$15,435		(\$1,784)		

Percent of Honorarium Budget Spent: 86.7%

Percent of Travel Budget Spent: 113.1%

Index 7111 & 7351 -sub obj budget

Bud Act

\$13,651 \$15,435

(THIS INCL RCRDP PORTION)

TOTAL 7111 BUDGET IS \$9,589

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, ROEMER, SLICHTER, AND TREBESCH**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: MAY 23, 2018**  
**RE: FY 2019-2022 STRATEGIC PLAN**

The Commission is required by statute to submit an updated and adopted Strategic Plan to serve as a guidance document for the agency for the next four years. In April, your Board reviewed this year's update which was only slightly modified by staff. Then, a copy of that Draft Strategic Plan was distributed to the Administrator's Strategic Plan District & Partner Review Committee (Steve Becker, Art Beal, Dennis Tanikuni, Benjamin Kelly, and Chris Simons). There were no suggested changes received from that committee, and the Draft was distributed to district supervisors and their staff for review and comment.

To date no comments have been received from district supervisors or staff. Should any be received prior to your meeting, they will be presented to your Board at the meeting.

The Board is statutorily required to adopt a final Strategic Plan at your June meeting to meet DFM's submittal deadline of July 1<sup>st</sup>. Staff recommends approval of the draft plan with any additional modifications to be specified by the Board at your meeting.

RECOMMENDED ACTION: Approve

Attachments: Draft FY 2017-2020 Strategic Plan

# FY 2019-2022 Strategic Plan

*Conservation the Idaho Way: sowing seeds of stewardship*



## IDAHO SOIL & WATER CONSERVATION COMMISSION

322 E. Front Street

Suite 560

Boise, Idaho 83702

208.322.1790

[info@swc.idaho.gov](mailto:info@swc.idaho.gov)

## CONSERVATION THE IDAHO WAY

Private lands – forest, range, and croplands - care for 71% of the lower 48 states, 82% of wetlands, and 80% of endangered species. They support urban areas, agriculture, provide energy and transportation corridors, habitat for fish and wildlife, and contribute to water quality goals. In Idaho, just under 30% of all lands are privately-owned. They're in large part responsible for the health of the economy and steward much of our natural resources.

Conservation the Idaho Way is locally led agricultural stewardship on private lands. It depends on voluntary actions – projects that improve water quality, restore streams, rivers, forest, range, and croplands, and contribute to healthy soils. It balances our economic health with that of our natural resources, and helps satisfy environmental laws and regulations.

## MISSION

We facilitate coordinated non-regulatory, voluntary, and locally-led conservation by federal, state, and local governments including Idaho's conservation districts and other partners to conserve, sustain, improve, and enhance soil, water, air, plant, and animal resources. (IC 27:22)

## SLOGAN

Conservation the Idaho Way: sowing seeds of stewardship

## VISION

Conservation in Idaho reflects locally-led natural resource conservation leadership and priorities, is voluntary and incentive-based, non-regulatory, and demonstrates scientifically sound stewardship. The Conservation Commission and local conservation districts are the primary entities to lead coordinated conservation efforts with partners to provide landowners and land-users with assistance and solutions for natural resource concerns and issues.

## GUIDING PRINCIPLES

- Address legislative intent and statute
- Benefit the environment and Idaho's agricultural-based economy
- Benefit conservation districts' locally led, voluntary, non-regulatory priorities and projects
- Benefit the Commission's ability to serve and meet statutory authorities
- Promote fiscal responsibility
- Strengthen existing and build new conservation partnerships
- Incorporate valid scientific data and practices
- Benefit conservation work on natural resource priority issue areas
- Promote established and innovative conservation measures

## CORE FUNCTIONS

The Conservation Commission focuses on three core functions under Idaho Code Title 22, Ch. 2700 et seq:

1. Providing support to Idaho's 50 locally-led conservation districts.
2. Providing incentive-based and general voluntary conservation programs and services.
3. Conducting outreach and communications to educate and inform the public, decision makers, partners, and other stakeholders.

## KEY EXTERNAL FACTORS

There are key external factors that could affect the agency's ability to meet the goals and objectives contained in this Strategic Plan. They include:

- Availability of funding.
- Changing demographics and land use designations.
- State and federal regulatory pressure and mandates that could shift priorities and resources away from current activities.
- Changing economics and pressures of agricultural and natural resource dependent industries which could result in significant increases or decreases in conservation program participation.
- Changing economics of local, state, and federal budgets, which could result in reductions in agency personnel/services and/or fewer conservation dollars.



**CORE FUNCTIONS & KEY PERFORMANCE MEASURES** *Performance Measures were developed based on internal targets established to improve customer service. They were initially developed with key legislators and partners in conjunction with Commissioners and staff. Benchmarks/quantifiable targets were further refined in this Plan after review of past years' performance and the potential occurrence of key external factors. They are measured annually at the completion of each fiscal year.*

FY <del>2018-2019</del> GOALS	FY <del>2018-2019</del> OBJECTIVES	FY <del>2018-2019</del> KEY PERFORMANCE MEASURES	FY <del>2018-2019</del> PERFORMANCE MEASURE <del>TARGETS</del> /BENCHMARKS
1. Support Districts' voluntary conservation efforts	Provide and implement districts with financial, technical, and capacity building assistance	<ul style="list-style-type: none"> <li>▪ Conduct annual survey to identify satisfaction with services &amp; programs</li> </ul>	<ul style="list-style-type: none"> <li>▪ % of districts satisfied with services &amp; programs               <ul style="list-style-type: none"> <li>○ <del>36</del>50% strongly agree</li> <li>○ <del>46</del>46% somewhat agree</li> <li>○ <del>82</del>% neutral</li> <li>○ <del>82</del>% somewhat disagree</li> <li>○ <del>20</del>% disagree</li> <li>○ 0% N/A</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>▪ Assist in updating 5-Year Plans</li> </ul>	<ul style="list-style-type: none"> <li>▪ 50 of 50 district 5-Year Plans updated</li> </ul>
		<ul style="list-style-type: none"> <li>▪ Conduct annual technical &amp; comprehensive assistance request process, assign field staff, include reasonable/flexible amount of discretionary time</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quantify and track assistance provided               <ul style="list-style-type: none"> <li>▪ Serve 50 districts <del>through the provision of</del>with financial assistance</li> <li>▪ <del># of 7,400/6,100</del> technical assistance hours requested/awarded</li> <li>▪ serve 40 districts <del>with project</del>technical assistance</li> <li>▪ initiate 50 new projects</li> <li>▪ work on <del>75-100</del> ongoing projects</li> <li>▪ <del>245-300</del> landowners served</li> </ul> </li> </ul>
2. Provide Conservation Programs & Services	Provide and implement Incentive-Based Programs	Resource Conservation & Rangeland Development Program (RCRDP) Make low interest conservation loans	<ul style="list-style-type: none"> <li>▪ Quantify and track:               <ul style="list-style-type: none"> <li>▪ 65 loan inquiries/landowners served</li> <li>▪ 15 new loans</li> <li>▪ <del>\$900,000</del>850,000 in new loans</li> <li>▪ 28 applications submitted</li> <li>▪ <del>No more than 2 loan applications pending at end of FY</del></li> <li>▪ <del>No more than 5 loan applications denied or withdrawn</del></li> <li>▪ <del>Revise Rules to streamline application process, make program more flexible</del></li> </ul> </li> </ul>

FY <del>2018-2019</del> GOALS	FY <del>2018-2019</del> OBJECTIVES	FY <del>2018-2019</del> KEY PERFORMANCE MEASURES	FY <del>2018-2019</del> PERFORMANCE MEASUREMENTS/TARGETS/BENCHMARKS
		<p><b>Conservation Reserve Enhancement Program (CREP)</b> Provide technical leadership and oversight to reduce ground water use, improve water quantity and quality, enhance wildlife habitat, and decrease the risk of agriculture-related chemical and sediment runoff in Eastern Snake Plain Aquifer.</p>	<ul style="list-style-type: none"> <li>▪ Quantify &amp; track: <ul style="list-style-type: none"> <li>▪ <del>160-181</del> <u>181</u> active contracts</li> <li>▪ <del>22,000-17,500</del> <u>18,332</u> total acres under contract</li> <li>▪ <del>10-</del> <u>135</u> contracts certified (achieving program goals)</li> <li>▪ <del>1,500-800</del> <u>11,495</u> total certified acres</li> <li>▪ <del>36,000</del> <u>36,660</u> total acre ft. water conserved</li> </ul> </li> </ul>
	<p><b>Provide and implement General Conservation Programs &amp; Services</b></p>	<p><b>Total Maximum Daily Load (TMDL) Implementation Planning Program</b> – subject to DEQ priorities, write plans/ designated lead for voluntary ag/grazing projects on listed/impaired waterways</p>	<ul style="list-style-type: none"> <li>▪ Quantify &amp; track: <ul style="list-style-type: none"> <li>▪ <del>#-of</del> <u>5</u> new plans assigned by DEQ</li> <li>▪ <del>7-</del> <u>5</u> plans completed</li> <li>▪ <del>15-</del> <u>12</u> in progress</li> <li>▪ <del>18-</del> <u>19</u> pending</li> </ul> </li> </ul>
		<p><b>Ground Water Quality/Nitrate Priority Areas</b> - Facilitate cooperative ground water protection, promote and support implementation of water quality projects to maintain and enhance ground water quality</p>	<ul style="list-style-type: none"> <li>▪ Quantify &amp; track: <ul style="list-style-type: none"> <li>▪ <del>42,000</del> <u>37,700</u> acres treated</li> <li>▪ <del>140,000</del> <u>132,100</u> pounds nitrates reduced</li> <li>▪ <del>28,000</del> <u>26,500</u> pounds phosphorus reduced</li> <li>▪ <del>150,000</del> <u>142,600</u> tons sediment reduced (tons)</li> </ul> </li> </ul>

FY 2018-2019 GOALS	FY 2018-2019 OBJECTIVES	FY 2018-2019 KEY PERFORMANCE MEASURES	FY 2018-2019 PERFORMANCE MEASURES/TARGETS/BENCHMARKS
<b>3. Build Support for Voluntary Conservation</b>	<b>Provide and implement outreach and communication</b> educate/inform public, decision makers, partners, and other stakeholders	Maintain Facebook & Twitter content about voluntary conservation activities of Commission and districts  <u>Update Tracker statistical database, create online, map-based reporting site,</u>	<ul style="list-style-type: none"> <li>▪ Quantify:               <ul style="list-style-type: none"> <li>▪ 1,100,000 annual website total hits</li> <li>▪ 275 Facebook posts</li> <li>▪ 100 new page likes</li> <li>▪ 75 tweets on Twitter</li> <li>▪ 200 new followers</li> </ul> </li> </ul> <u>Embedded map on website reporting conservation data statistics from updated Tracker system, ongoing maintenance</u>
		Publish monthly newsletter about voluntary conservation activities of Commission and districts	<ul style="list-style-type: none"> <li>▪ 675 newsletter subscriptions</li> </ul>
		Co-produce video on Commission and district accomplishments for 2018 Legislative Session, funding permitting	<ul style="list-style-type: none"> <li>• 1 7-9 minute video about Commission and district accomplishments, funding permitting</li> <li>• Present to 5 germane legislative committees</li> </ul>

## ADOPTION OF CYBERSECURITY FRAMEWORK AND IMPLEMENTATION OF CONTROLS

Addendum to Agency Strategic Plans: Adoption of the NIST Cybersecurity Framework and Implementation of CIS Critical Security Controls 1 – 5.

As a technology customer of the Office of Information Technology Services (ITS) in the Governor’s Office, we are using the cybersecurity systems and technical expertise in ITS to fulfill requirements related to Executive Order 2017-02. Staff from ITS briefed the NIST Core Framework, CIS Controls 1-5, and their plan for adoption of the NIST Cybersecurity Framework. We participate in DHR and ITS administered cybersecurity training, as awareness is a critical component of an effective cybersecurity program. As briefed by ITS staff, implementation of the CIS Controls 1-5 will be their responsibility for the systems they operate and, as technological tools applied to the computer systems, largely invisible to us as a customer. ITS is refining the cybersecurity incident response plan in support of our agency.

As a technology customer of the Office of the Chief Information Officer (OCIO) in the Department of Administration, we are using the cybersecurity systems and technical expertise in OCIO to fulfill requirements related to Executive Order 2017-02. Staff from OCIO briefed the NIST Core Framework, CIS Controls 1-5, and their plan for adoption of the NIST Cybersecurity Framework in a customer meeting on Feb 23, 2017. Key actions by our organization to support OCIO cybersecurity efforts are to *Identify* (NIST Core Framework first function) critical data in our systems to OCIO. Identifying sensitive data allows OCIO to address the other NIST Core Framework functions: Protect, Detect, Respond, and Recover. We will also participate in DHR and OCIO-administered cybersecurity training, as awareness is a critical component of an effective cybersecurity program. As briefed by OCIO staff, implementation of the CIS Controls 1-5 will be their responsibility for the systems they operate and, as technological tools applied to the computer systems, largely invisible to us as a customer.

*Conservation the Idaho Way: sowing seeds of stewardship*

C.L. "Butch" Otter, Governor

Board

H. Norman Wright, Chairman

Gerald Trebesch, Vice Chair

Leon Slichter, Secretary

Dave Radford, Board Member

Cathy Roemer, Board Member

Teri Murrison, Administrator

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