



IDAHO SOIL & WATER CONSERVATION COMMISSION

JOINT BOARD MEETING AND TELECONFERENCE NOTICE & AGENDA

Idaho Association of Soil Conservation Districts Board &
Idaho Soil & Water Conservation Commission
January 14, 2019, 12:00 p.m. to 3:00 p.m. MT

Location: Safari Inn Downtown, 1070 Grove St., BLDG. C 2nd FLR. Conference Room, Boise, ID 83702

TELECONFERENCE # 1-877-820-7831 Passcode: 922837

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

The Commission will occasionally convene in Executive Session, pursuant to Idaho Code § 74-206(1). Executive Session is closed to the public.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The meeting will be held in facilities that meet the accessibility requirements of the Americans with Disabilities Act. If you require special accommodations to attend, participate in, or understand the meeting, please contact the Idaho Soil & Water Conservation Commission at (208) 332-1790 or Info@swc.idaho.gov so advance arrangements can be made.

	1.	WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL	IASCD President Becker, ISWCC Chairman Wright
	2.	2019 JOINT BOARD MEETING SCHEDULE ACTION: None, for information only.	President Becker, Chairman Wright
#	3.	PARTNERSHIP AGREEMENT ACTION: None, for information only.	President Becker, Chairman Wright
#	4.	LOCAL MATCH AWARD REVIEW AND APPEAL PROCESS ACTION: None, for information only.	Trefz/Minicucci, President Becker, Chairman Wright
	5.	REPORTS ACTION: None, for information only.	Board, Commissioners, Staff
	6.	ADJOURN	President Becker, Chairman Wright

The Idaho Conservation Partnership Statement of Cooperation

We have independent responsibilities but are dependent on each other for the efficient, effective, and successful delivery of services and programs.

Jointly we will provide leadership to the State of Idaho on natural resource conservation issues.

Vision: A Productive Idaho in Harmony with a Quality Environment

GUIDING PRINCIPLES

We share a commitment to:

- * Listen, anticipate, and respond to our customers' needs
- * Anticipate, identify and address issues
- * Decision making at the lowest appropriate level
- * Advocate ecosystem management – a holistic approach
- * Maintain and enhance our grassroots delivery system
- * Build our alliances to expand our partnership
- * Foster economically viable environmental policies
- * Enhance, maintain and conserve our natural resources and environment

State



Lynn Hauke
President

Idaho Association of Soil Conservation Districts

We pledge to work together by:

- * Advancing and practicing teamwork
- * Involving each partner in the decision making process as appropriate
- * Communicating, coordinating, and cooperating
- * Sharing training opportunities
- * Promoting mutual respect, support, trust and honesty
- * Sharing the leadership and ownership, the credit and the responsibility

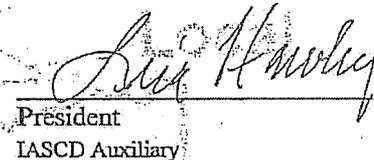


Sharon King
President

Idaho District Employees Association

We will improve our efficiency and effectiveness by:

- * Putting quality first
- * Empowering people to make decisions
- * Demonstrating professionalism and dedication
- * Striving for continuous improvement

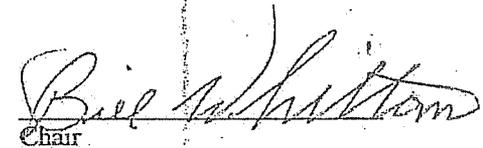


Lisa Hawley
President

IASCSD Auxiliary

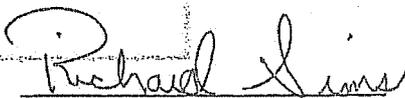
Leadership commitment:

The signatures of the organization leaders on this page reflect their endorsement of the vision and guiding principles detailed in this Statement of Cooperation, and their commitment to work together to advance natural resource conservation objectives throughout Idaho.



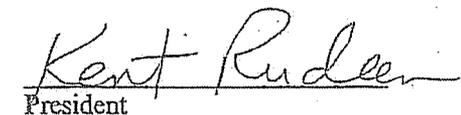
Bill Whitton
Chair

Idaho Soil Conservation Commission



Richard Sims

State Conservationist
Natural Resources Conservation Service



Kent Rudeen
President

Idaho RC&D Association

The Idaho Conservation Partnership Statement

We believe in strong, independently led conservation districts fully exercising their role to lead non-regulatory conservation efforts throughout the State of Idaho.

We seek to strengthen the delivery of non-regulatory natural resource conservation programs throughout the State of Idaho through an active partnership with Idaho's conservation districts.

Through our independent responsibilities, and working together, we will provide leadership to the State of Idaho on natural resource conservation issues and successfully deliver services and programs.

We share a common set of guiding principles to achieve our common goals. These are:

- Building alliances with Idaho's agriculture and natural resource conservation partners to expand the partnership, therefore strengthening the importance of non-regulatory, voluntary conservation efforts to enhance agriculture production and the protection of natural resources in Idaho.
- Working together to provide support to Idaho's fifty individual conservation districts, and supporting their non-regulatory efforts of natural resource conservation and protection.
- Promoting economically viable environmental practices to enhance, maintain and conserve Idaho's natural resources.
- Ensuring local control and decisions regarding natural resource conservation.
- Involving each partner in the decision making process when and where appropriate.
- Sharing the leadership, ownership, the credit and responsibility for natural resource protection and preservation in Idaho.
- Communicating, collaborating, coordinating and cooperating.

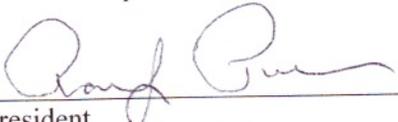
Functions of the Partners

Idaho Association of Soil Conservation Districts (IASCD) will represent Idaho's conservation districts as the primary entities to coordinate voluntary, locally led efforts to sustain and enhance Idaho's natural resources, and strengthen Idaho's conservation districts and thereby the non-regulatory approach to conservation. IASCD will be the unifying voice of member districts to state and federal officials, and assist districts in sharing their work and the need of protecting natural resources with other land owners and the public at large.

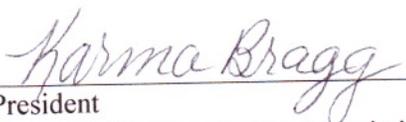
Idaho District Employees Association (IDEA) will increase the effectiveness of conservation districts by increasing the effectiveness of conservation district employees. IDEA recognizes conservation districts as the primary local entities to lead non-regulatory conservation efforts. IDEA supports conservation districts and conservation district employees by promoting professional development, communication, partnerships, and educational outreach.

Idaho Soil and Water Conservation Commission (SWC), serving with the soil and water conservation districts as Idaho's primary entities to lead coordinated conservation efforts, will 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.

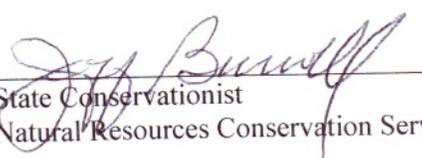
Natural Resources Conservation Service (NRCS) will use 75 years of experience to work in assisting owners of Idaho's private land with conserving their soil, water and other natural resources. NRCS's expertise is available to the partners to educate local, state and federal agencies and policymakers. Their technical assistance will be based on sound science and suited to a customer's specific needs.



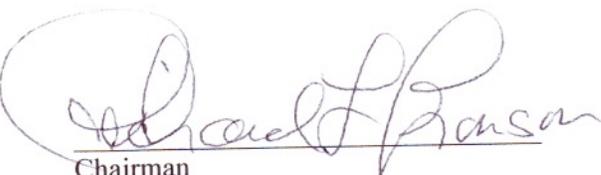
President
Idaho Association of Soil Conservation Districts



President
Idaho District Employees Association



State Conservationist
Natural Resources Conservation Service



Chairman
Idaho Soil and Water Conservation Commission



Financial and Match Reports
ISWCC Staff Analyses and Processes

COMMISSIONER STUDY SESSION
DECEMBER 27, 2018



SOIL & WATER
CONSERVATION COMMISSION

Conservation the Idaho Way: Sowing the Seeds of Stewardship



Receive Reports
August 16th
IDAPA 60.05.04.011.03(b):
Submit report by date set by
Commission

Certification Page

Match Fund Worksheet

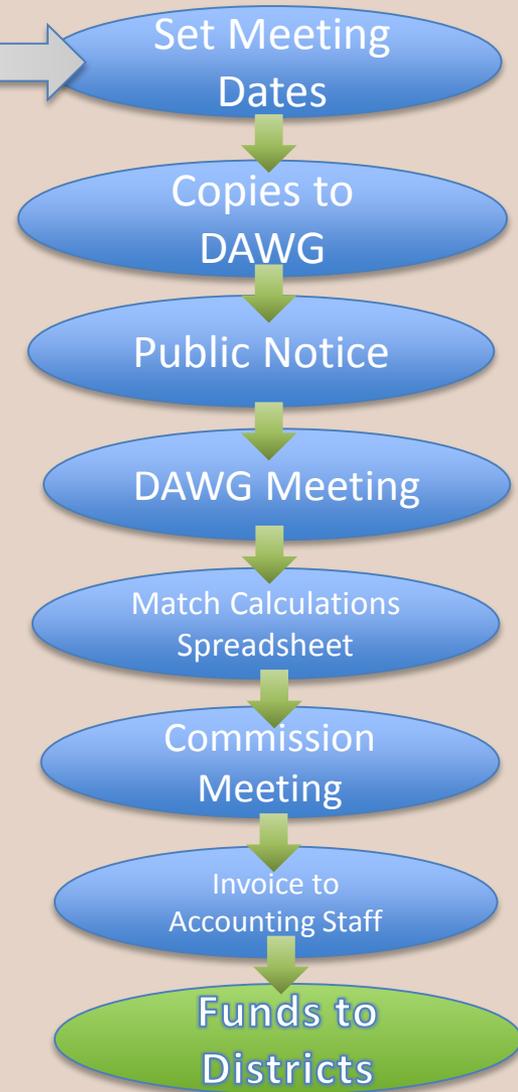
Checks

Deposit Slips

Letters of Support

Utilization of Base
and Match

Staff
Evaluation



Required Documents

Certification Page

- IDAPA Rule 60.05.04.011.03(a)
- Signed and dated by Supervisor

Match Fund Worksheet

ADAPA Rule 60.05.04.10 (Definitions)
.10 (Local Svcs), .11 (Local Svcs) .12 (Local Govt) .15 Organization

Checks

IDAPA 60.05.04 .010.06(a)

Deposit Slips

IDAPA 60.05.04 .010.06(a)
Deposited in last Fiscal Year

Letters of Support

IDAPA 60.05.04.011.06(a)
Most recent form provided to districts

Utilization of Base and Match

IDAPA 60.05.04.010.06(b)

Receive Reports
IDAPA 60.05.04.011.03(b):
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Commission



**Staff
Evaluation**



**Certification
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**Match Fund
Worksheet**



Checks



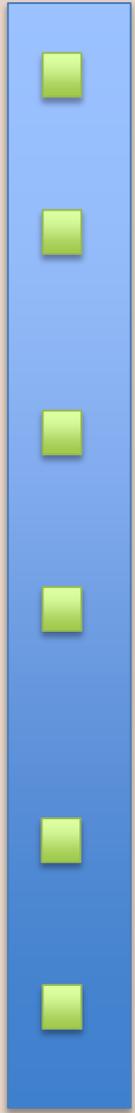
Deposit Slips



**Letters of
Support**



**Utilization of
Base and Match**



Match Fund Worksheet

Local Government Entity or Organization	Description	Value
Valley County	Cash funds	\$ 6,500.00
Valley County	Cash funds (\$922.75 each quarter)	\$ 3,691.00

ACH and Electronic Deposits/Additions

<u>Date</u>	<u>Description</u>	<u>Additions</u>
01-04	ACH Cred Usda Treas 300 Misc Pay 820301766124012 Rmr*iv*2009742326 800-421-0323*pi*99 2.73	992.73 ✓
Total ACH and Electronic Deposits/Additions		\$992.73

Match Fund Worksheet



United States
Department of
Agriculture

Forest
Service

Washington Office
Business Operations

Enterprise Program

TO: Whom it may Concern

FROM: Timothy L Holden

SUBJECT: Payment for rental of space and office services

As an employee of the USDA Forest Service, I am renting space from Valley County. That space is located at 209 N. Idaho St, Cascade, ID 83611. This location is primarily utilized for the Valley Soil and Water District Office (District). The Forest Service is paying \$3,971 per year in quarterly payments for this space. Those quarterly payments are being deposited directly into the District bank account in order to minimize the number of transactions required. My understanding of this is Valley County would provide this funding to the District if it were being deposited into a Valley County account as additional "in kind" matching funds for the District.

Sincerely,

9/12/18

Match Fund Worksheet

LOCAL SERVICES (IN-KIND ONLY) - Add lines as needed

Local Government Entity or Organization	Description	Value
Nez Perce County	IT Services	\$14,504
Nez Perce County	GIS Services	\$ 4,966.00
Nez Perce County	Wireless Communications Tower	\$ 1,848.00
Nez Perce County	Website Maintenance/Updates	\$ 4,800.00

Match Fund Worksheet

Nez Perce Soil and Water Conservation District
Details for In-Kind Local Services
Nez Perce County (NPC) Contributor

Computer System Maintenance/Repairs/Upgrades

NPC provides information and technology (IT) services to the NPSWCD. The NPSWCD computer system is managed by NPC. The NPSWCD system consists of a server, backup server, 17 computers and associated software, printers, scanners, monitors, and tablets. NPC provides all IT services to the NPSWCD including training, upgrades, security, software, trouble shooting, and repairs. In FY2018, services included hard drive replacement on server, server maintenance labor, server and email account maintenance, training, and troubleshooting labor (there are 22 user accounts that NPC manages for the NPSWCD), and system moving during office renovation. Computer maintenance and service including repairs to individual PCs, monitors, upgrades to operating systems, installation of new hard drives and sound cards and system moving during office renovation. In addition, software upgrades and security system design and connection were provided. The NPSWCD installed a video surveillance system which is connected to the server. The system allows remote access to cameras. NPC provided design and connection assistance.

Web Site Maintenance Activities

This service includes hosting, website updates, and scanning of large documents/maps. NPC maintains and develops the NPSWCD website. The hours were higher this year due to several changes in the website and large document scanning. The document library section of the website underwent major upgrades in order to allow public access to historic district documents.

Wireless Communications Tower

The NPSWCD has been working with NPC for three years on establishing a wireless communications tower to provide faster internet to the NPSWCD and to allow for the direct storage of data on the NPC server system. This means that the NPSWCD data backups and shared data with the county will be located at the NPC facility and the NPSWCD will no longer house the data storage system nor the backups. This project involves permitting, design, installation, and connection. The services provided in FY2018 included the NPC development of the conditional use permit application and subsequent public meeting response, the selection of the site for the communications pole, working with Clark Communications and Clearwater Power to identify the power needs, site grading, system specifications and to test the connection to the Lewiston Hill Tower which relays the internet and data transfer to the NPC facilities. We are hoping for installation in FY2019.

GIS Services

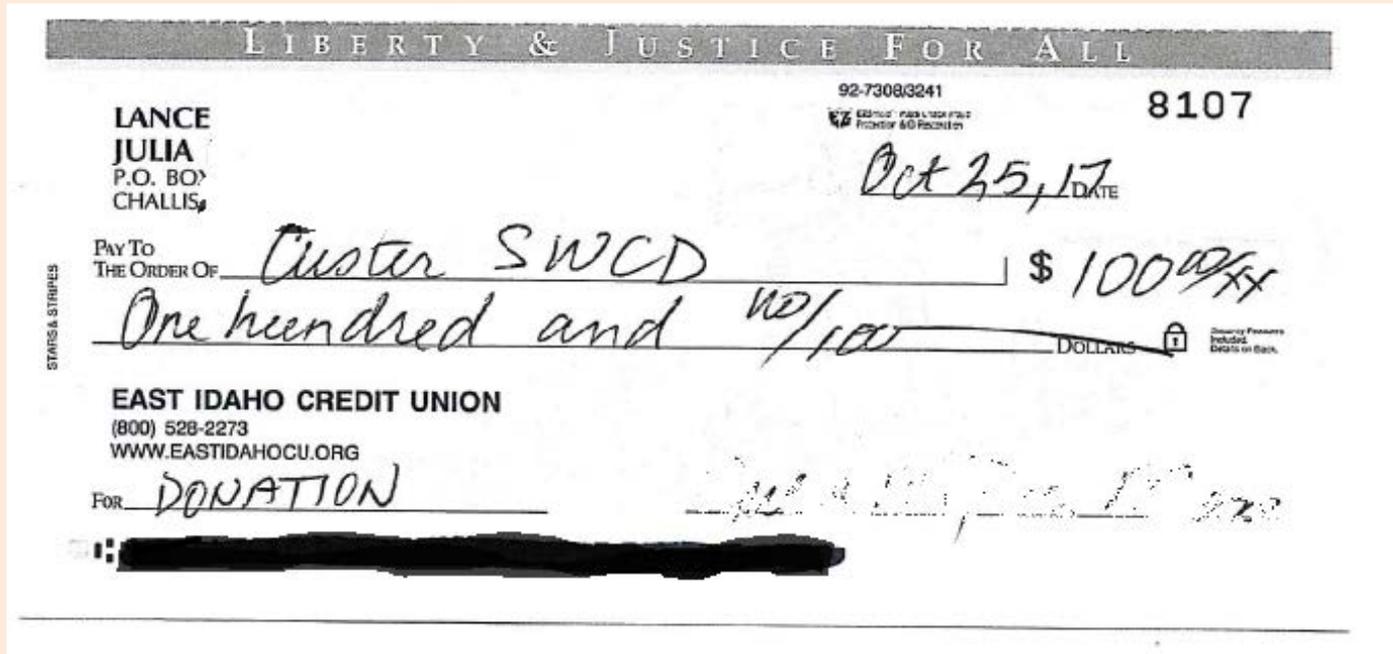
This work is non-project specific work and consists of processing large air photo GIS layers and LiDar data into smaller components that the NPSWCD can utilize on our computers. In addition, NPC pays for county wide air photo coverage and provides it to the NPSWCD. FY2018 services included training of staff, development of resource inventory layers and associated maps for use in county wide strategic planning sessions held in January, and large map printing costs. NPC also provided housing, training, and technical supervision of an intern who was creating base layers for the

S:\D130_Partners\D130-SCC Idaho Soil Conservation Commission\D130_SCC_FY18MR
Financial_Match_Report\InkindServicesDocumentation1.docx

development of the NPSWCD resource inventory. NPC printed 22 large maps for the NPSWCD for the strategic planning sessions. Costs include labor and printing costs.

Match Fund Worksheet

H&N Construction	Donation General Conservation	\$	150.00
Julia	Donation General Conservation	\$	100.00



Match Fund Worksheet

LOCAL SERVICES (IN-KIND ONLY) - Add lines as needed		
Local Government Entity or Organization	Description	Value
KVC Construction -owner Kevin Wear	Drip system for the Camas Medical Shelter Belt Project	\$650.00

projects, or on a fee-for-service basis.

The stated value of donated services is based upon the open market value of those services.

In the space below, itemize funds and services donated to the District. For donated services, list each service provided and the value of that service as separate items. Attach additional pages if necessary.

KVC Construction supplies for Drip System at Camas Shelter Belt Project	\$650.00

Match Fund Worksheet

TO: CCD DATE: 5/20/18

ADDRESS: _____

CITY/STATE/ZIP _____

DESCRIPTION	AMOUNT
Supplies for Drop	
System at Carnas	
County Shelter belt	
project	\$650 ⁰⁰

Receive Reports
IDAPA 60.05.04.011.03(b):
Submit report by date set by
Commission

**Staff
Evaluation**

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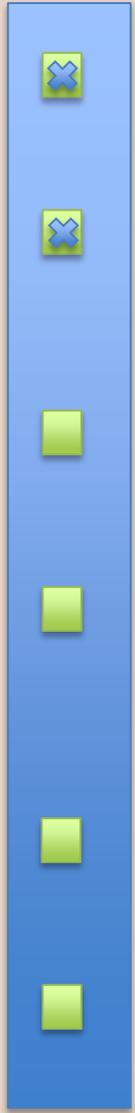
**Match Fund
Worksheet**

Checks

Deposit Slips

**Letters of
Support**

**Utilization of
Base and Match**



Checks

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Cassia County 1459 Overland Ave. Burley, Idaho 83318	Payable Through: D.L. Evans Bank 2281 Overland Burley, Idaho 83318 1-208-678-6000	92-358/1241
	Fund WEED & PEST FUND	Check # 2018-0133507
		Date 1-02-2018
		Amount 5,000.00

Pay *****Five Thousand & 00/100 Dol.

To the Order of WEST CASSIA SOIL CONS DST
1361 EAST 16TH ST
BURLEY, ID 83318

By Joseph W. Larsen
Auditor

THE BACK OF THIS DOCUMENT CONTAINS CHECK SECURITY WATERMARK AND COIN REACTIVE INK

Receive Reports
IDAPA 60.05.04.011.03(b):
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**Staff
Evaluation**



**Certification
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**Match Fund
Worksheet**



Checks



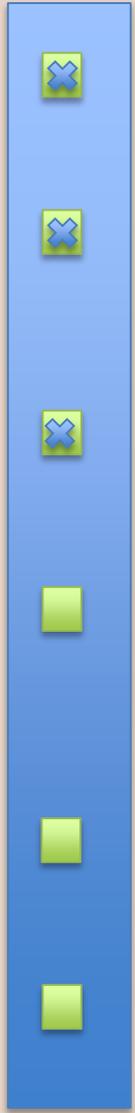
Deposit Slips



**Letters of
Support**



**Utilization of
Base and Match**



Deposit Slips

Idaho Central Credit Union
PO Box 2469
Pocatello, ID 83206-2469
www.iccu.com

Branch: Hayden
Date: 06 Jul 2018 01:39 PM

Member #: 1200821
Teller: 686821 Term: 5432
Cash Box: 2371

Fund Source
Check - Same Day Availability
\$4,000.00

Business Money Market Checking
Acct #: ***1032
Deposit \$4,000.00
Available Balance
Current Balance

This is your transaction confirmation.
Check deposits may not be available
for immediate withdrawal.

Member NQUA

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**Match Fund
Worksheet**

Checks

Deposit Slips

**Letters of
Support**

**Utilization of
Base and Match**

Vertical sidebar with status indicators: four 'X' icons, two solid green squares.

Letters of Support

PLEASE NOTE!! This Letter of Support Must Be Completed in Full by the Donating Entity!!

From (Name of Donating Entity): _____

Date: _____

To Whom It May Concern:

Pursuant to section 22-2727, Idaho Code, and IDAPA 60.05.04 we would like to formally document our donation of the following funds and services to the _____ Conservation District during the _____ State fiscal year (July 1 ~~thru~~ June 30).

We understand that the Idaho Soil and Water Conservation Commission (ISWCC) may allocate to the Conservation District matching funds in a sum not to exceed twice the value of local funds and services received by the Conservation District, provided that the legislature has appropriated adequate State funds to ISWCC to meet the requested match.

The funds and services itemized below were provided for the general purposes of the conservation district. None of the itemized funds and services were provided for special projects, for use as required match for specific grants or projects, or on a fee-for-service basis.

The stated value of donated services is based upon the open market value of those services.

In the space below, itemize funds and services donated to the District. For donated services, list each service provided and the value of that service as separate items. Attach additional pages if necessary.

Total value of donated funds and services: \$ _____

Thank-you,

Signature - *By signing this letter, I affirm that I am an authorized representative of the local organization or government named above and that the information provided herein is true and correct. I agree to provide the Idaho Soil and Water Conservation Commission with any information requested to confirm the accuracy of the information provided above.*

Printed Name _____

Title _____

Mailing Address _____

Phone Number (required) and Email Address (optional) _____

Receive Reports
IDAPA 60.05.04.011.03(b):
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**Staff
Evaluation**



**Certification
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**Match Fund
Worksheet**



Checks



Deposit Slips



**Letters of
Support**



**Utilization of
Base and Match**



Base and Match Utilization Page

Base and Match funds received for FY2018 totaled **\$ 14,851.11.**

Base and Match funds were utilized in the following budget sheet:

Expenses for FY2018

Operating Costs

• Donations	\$2,200.00
• Dues	\$2,330.00
	\$4,530.00

Personnel Costs

• Employees	\$10,321.11
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District Conservation Projects

- The district worked jointly on a project with East Cassia SWCD and Minidoka SWCD promoting minimal tillage practices and cover crops. The project was funded through a grant received. No Base or Match funding was used for this project. The three district also worked jointly on their annual tree sale which educates patrons on the benefits of windbreak projects and offers trees and bushes for sale at a low cost for such projects. No Base or Match funding was used for this project as this project funds itself each year through tree sales.

Total Base and Match Funding spent in FY2018 \$14,851.11

Base and Match Utilization Page

Idaho Soil and Water Conservation District
Utilization of State Base and Match Funds Report
In the space below or in an attached word document briefly describe how your district utilized the State base and match funds you received during the previous fiscal 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.
State Base funds of \$8,500.00 were spent on Personnel costs. Match funds in the amount of \$10,891.55 were spent on Personnel costs as well.

Receive Reports
IDAPA 60.05.04.011.03(b):
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**Staff
Evaluation**



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**Match Fund
Worksheet**



Checks



Deposit Slips



**Letters of
Support**

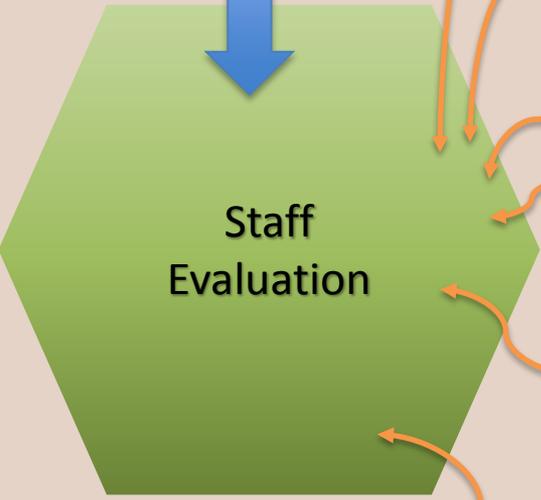


**Utilization of
Base and Match**



Financial and Match Reports

Receive Reports
August 16th
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Certification Page

Match Fund Worksheet

Checks

Deposit Slips

Letters of Support

Utilization of Base
and Match



Set Meeting
Dates

Copies to
DAWG

Public Notice

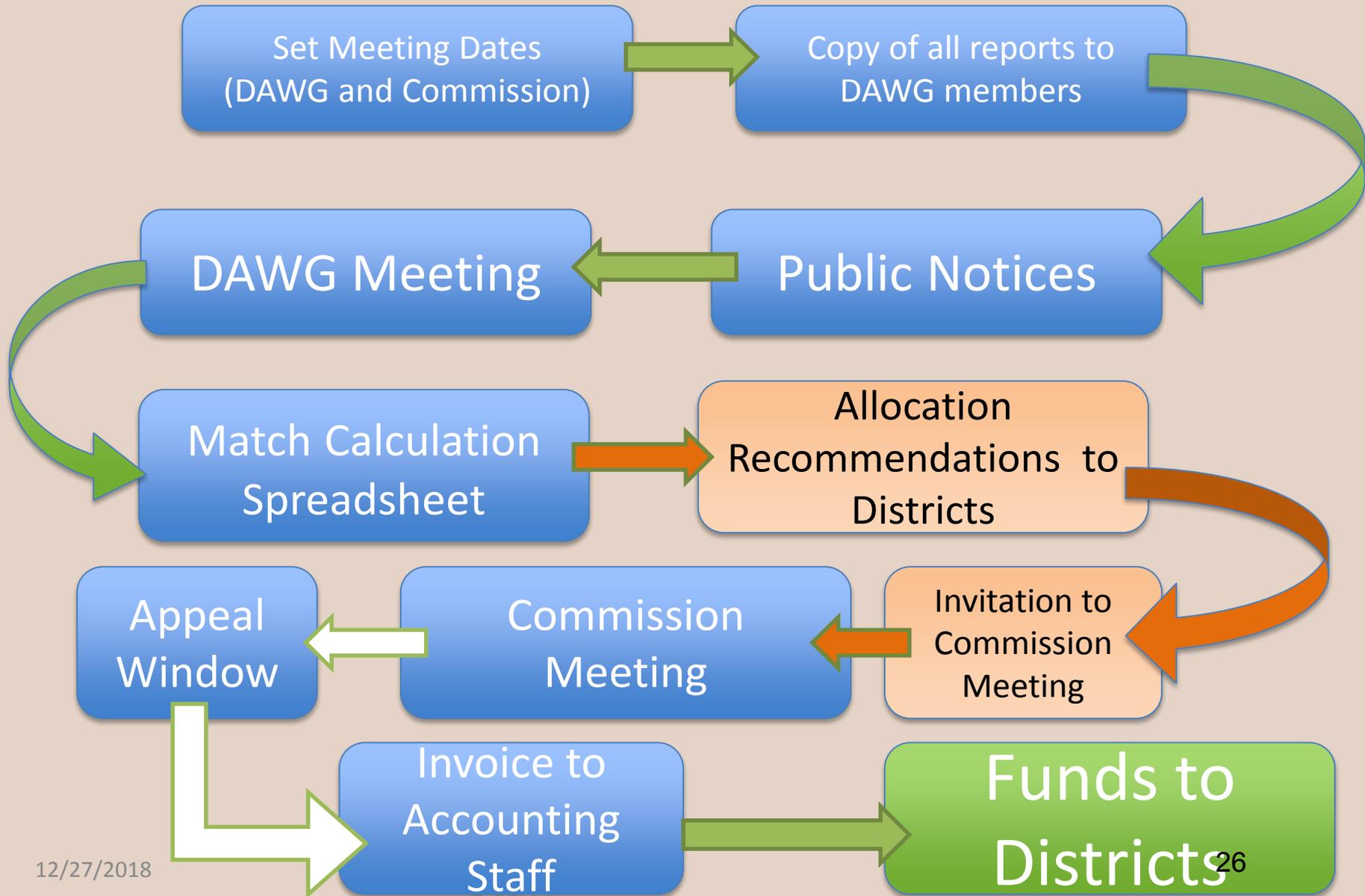
DAWG Meeting

Match Calculations
Spreadsheet

Commission
Meeting

Invoice to
Accounting Staff

Funds to
Districts





AUGUST	16		17		18		19		20		21		22	
1. Financial and Match Reports Due														
	23		24		25		26		27		28		29	
AUGUST	30		31	SEPTEMBER										5
2. Reports and supporting documentation to DAWG members														
SEPTEMBER	6	SEPTEMBER	7		8	SEPTEMBER	9		10	SEPTEMBER	11		12	
						3. DAWG Meeting Recommendations				4. Notice to Districts; Opportunity to Contest Recommendations				
	13		14		15		16		17		18		19	
	20		21		22		23		24	SEPTEMBER	25	SEPTEMBER	26	
										5. Commission Meeting - Allocations Approved		6. Approved allocations information to Districts/Appeal Start Date		
	18		19		20		21		22		23	OCTOBER	24	
OCTOBER												7. Judicial Appeals End Date		
OCTOBER	25		26		27		28		29		30		31	
8. Invoices to Accounting														
NOVEMBER	1													
9. Allocations to the districts														



Financial and Match Reports
ISWCC Staff Analyses and Processes

COMMISSIONER STUDY SESSION
DECEMBER 27, 2018



SOIL & WATER
CONSERVATION COMMISSION

Conservation the Idaho Way: Sowing the Seeds of Stewardship

