SPECIAL MEETING BY TELECONFERENCE NOTICE & AGENDA
Idaho Soil & Water Conservation Commission
October 17, 2018, 8:00 a.m. to 8:30 a.m. MT

Location: Idaho Water Center, 322 E Front St, Suite 560, Conference Room, Boise
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.

<table>
<thead>
<tr>
<th></th>
<th>WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL</th>
<th>Chairman Wright</th>
</tr>
</thead>
<tbody>
<tr>
<td>*#</td>
<td>a. AMENDED FY 2020 Budget Request</td>
<td>Yadon</td>
</tr>
<tr>
<td></td>
<td><strong>ACTION ITEM:</strong> Approve the amended FY 2020 Budget Request</td>
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<tr>
<td></td>
<td>e. Other Reports</td>
<td>Commissioners, Staff</td>
</tr>
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<td></td>
<td><strong>ACTION:</strong> None, for information only</td>
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</tbody>
</table>

| 2. | ADJOURN | |
|    | The next Regular Commission Meeting/Listening Session is scheduled for November 13, 2018 at 4:00 pm in Post Falls, Idaho. | |

(*) Action Item
(#) Attachment
ACTION: Staff recommended action for Commission consideration
FY 2020 BUDGET ADJUSTMENTS

In September, our budget request for FY20 was submitted to the Division of Financial Management with some adjustments. In your August meeting, you had granted authority to the Administrator to approve minor adjustments, but the SWCAP expense revisions mandated by DFM are more than what would be deemed as “minor.” The original draft Budget Synopsis is attached for comparison. The total proposed change in our FY20 budget from the originally-approved Budget Synopsis is an increase of $37,900. This increase includes: SWCAP ($34,900), new vehicle pricing ($1,600), ITS services ($1,300), and an adjustment to variable benefit costs ($100). Our total FY20 budget request is for $3,687,800, which is a 13.5% increase from our FY19 budget.

As was discussed in your previous meeting on October 11, 2018, the cost to replace one of our service trucks increased $13,270. However, we have decided to replace one of our service trucks with a Ford Escape, similar to the vehicle shared by our administrative staff. With the purchase of this replacement vehicle, no change is necessary to our original requested capital outlay amount.

RECOMMENDED ACTION: Approve FY 2020 Budget Request with SWCAP expense revisions, granting authority to Administrator to make minor adjustments to request amounts, if necessary.
## FY 2019 Appropriation

<table>
<thead>
<tr>
<th>Fund/Department</th>
<th>FTP</th>
<th>Personnel Cost</th>
<th>Operating Expense</th>
<th>Capital Outlay</th>
<th>Trustee / Benefit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund - Administration &amp; Board</td>
<td>15.40</td>
<td>1,215,500</td>
<td>187,300</td>
<td>3,200</td>
<td>1,253,200</td>
<td>2,659,200</td>
</tr>
<tr>
<td>Dedicated Fund - Federal Grants</td>
<td>4.25</td>
<td>271,600</td>
<td>17,500</td>
<td>-</td>
<td>-</td>
<td>289,100</td>
</tr>
<tr>
<td>Dedicated Fund - RCRDP Administration</td>
<td>2.10</td>
<td>168,300</td>
<td>147,300</td>
<td>500</td>
<td>-</td>
<td>316,100</td>
</tr>
<tr>
<td>Dedicated Fund - Professional Services</td>
<td>-</td>
<td>-</td>
<td>30,000</td>
<td>-</td>
<td>-</td>
<td>30,000</td>
</tr>
<tr>
<td>Dedicated Fund - Revolving Loan</td>
<td>-</td>
<td>-</td>
<td>30,000</td>
<td>-</td>
<td>-</td>
<td>30,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>21.75</td>
<td>1,655,400</td>
<td>412,100</td>
<td>3,700</td>
<td>1,253,200</td>
<td>3,324,400</td>
</tr>
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## Program Maintenance Adjustments

**DU 8.41 - Removal of One-Time Expenditures**
- General Fund - Administration & Board: (3,200)
- Dedicated Fund - Federal Grants: -
- Dedicated Fund - RCRDP Administration: (500)

**DU 8.51 - Base Reduction**
- Deducted Fund - Federal Grants: (-13,500)

**DU 10.11 - Health Insurance**
- General Fund - Administration & Board: -
- Dedicated Fund - Federal Grants: -
- Dedicated Fund - RCRDP Administration: -

**DU 10.12 - Variable Benefit Costs**
- General Fund - Administration & Board: 4,500
- Dedicated Fund - Federal Grants: 900
- Dedicated Fund - RCRDP Administration: 600

**DU 10.23 - Contract Inflation**
- General Fund - Administration & Board: 400
- Dedicated Fund - Federal Grants: 100
- Dedicated Fund - RCRDP Administration: 200

**DU 10.31 - Repair, Replacement Items**
- General Fund - Administration & Board: 25,000
- Dedicated Fund - RCRDP Administration: -

**DU 10.61 - CEC Regular Employees**
- General Fund - Administration & Board: 10,300
- Dedicated Fund - Federal Grants: 2,200
- Dedicated Fund - RCRDP Administration: 1,500

**Line Items**

**DU 12.01 - Financial Specialist, Sr.**
- General Fund - Administration & Board: 15,700
- Dedicated Fund - RCRDP Administration: 1,300

**DU 12.02 - District Funding**
- General Fund - Administration & Board: 1,246,000

**FY 2020 Request:**
- General Fund - Administration & Board: 1,253,200
- Dedicated Fund - Federal Grants: 274,700
- Dedicated Fund - RCRDP Administration: 171,700
- Dedicated Fund - Professional Services: 30,000
- Dedicated Fund - Revolving Loan: 30,000

**Change from FY 2019**
- 0.25

**Percentage Change from FY 2019**
- 2.24%

**General Fund Increase from FY 2019**
- 332,700

**General Fund Percentage Change from FY 2019**
- 12.51%
### FY 2019 Appropriation

<table>
<thead>
<tr>
<th>Fund</th>
<th>Operating Capital</th>
<th>Trustee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund - Administration</td>
<td>1,213,500</td>
<td>3,200</td>
<td>2,657,200</td>
</tr>
<tr>
<td>Dedicated Fund - Federal Grants</td>
<td>17.500</td>
<td></td>
<td>289,100</td>
</tr>
<tr>
<td>Dedicated Fund - RCRDP Administration</td>
<td>500</td>
<td></td>
<td>318,100</td>
</tr>
<tr>
<td>Dedicated Fund - Professional Services</td>
<td>-</td>
<td></td>
<td>30,000</td>
</tr>
<tr>
<td>Dedicated Fund - Revolving Loan</td>
<td>30,000</td>
<td></td>
<td>30,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,655,400</td>
<td>3,700</td>
<td>3,324,400</td>
</tr>
</tbody>
</table>

### Program Maintenance Adjustments

**DU 8.41 - Removal of One-Time Expenditures**
- General Fund - Administration & Board: -
- Dedicated Fund - Federal Grants: -

**DU 8.51 - Base Reduction**
- Dedicated Fund - Federal Grants: (13,500)

**DU 10.12 - Variable Benefit Costs**
- General Fund - Administration & Board: 4,500
- Dedicated Fund - Federal Grants: 1,000
- Dedicated Fund - RCRDP Administration: 600

**DU 10.23 - Contract Inflation**
- General Fund - Administration & Board: 400
- Dedicated Fund - Federal Grants: 300
- Dedicated Fund - RCRDP Administration: 200

**DU 10.31 - Repair, Replacement Items**
- General Fund - Administration & Board: 26,600

**DU 10.41 - Attorney General Fees**
- General Fund - Administration & Board: 14,000
- Dedicated Fund - RCRDP Administration: 7,600

**DU 10.45 - Risk Management Cost Increases**
- General Fund - Administration & Board: 8,200
- Dedicated Fund - Federal Grants: 2,100
- Dedicated Fund - RCRDP Administration: 1,000

**DU 10.46 - Controller's Fee Charge**
- General Fund - Administration & Board: 1,400
- Dedicated Fund - Federal Grants: 300
- Dedicated Fund - RCRDP Administration: 200

**DU 10.47 - Treasurer's Fee Charge**
- General Fund - Administration & Board: 100

**DU 10.61 - CEC Regular Employees**
- General Fund - Administration & Board: 10,300
- Dedicated Fund - Federal Grants: 2,200
- Dedicated Fund - RCRDP Administration: 1,500

**DU 10.71 - Non discretionary Adjustments (ITS)**
- General Fund - Administration & Board: 1,000
- Dedicated Fund - Federal Grants: 200
- Dedicated Fund - RCRDP Administration: 100

### Line Items

**DU 12.01 - Financial Specialist, Sr.**
- General Fund - Administration & Board: 15,700
- Dedicated Fund - RCRDP Administration: 1,300

**DU 12.02 - District Funding**
- General Fund - Administration & Board: 280,000

### FY 2020 Request:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Operating Capital</th>
<th>Trustee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund - Administration</td>
<td>1,244,000</td>
<td>26,600</td>
<td>3,016,200</td>
</tr>
<tr>
<td>Dedicated Fund - Federal Grants</td>
<td>6,700</td>
<td></td>
<td>281,500</td>
</tr>
<tr>
<td>Dedicated Fund - RCRDP Administration</td>
<td>330,100</td>
<td></td>
<td>330,100</td>
</tr>
<tr>
<td>Dedicated Fund - Professional Services</td>
<td>30,000</td>
<td></td>
<td>30,000</td>
</tr>
<tr>
<td>Dedicated Fund - Revolving Loan</td>
<td>30,000</td>
<td></td>
<td>30,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,692,500</td>
<td>26,600</td>
<td>3,687,800</td>
</tr>
</tbody>
</table>

Change from FY 2019:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Operating Capital</th>
<th>Trustee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund - Administration</td>
<td>37,100</td>
<td>22,900</td>
<td>363,400</td>
</tr>
</tbody>
</table>

**Percentage Change from FY 2019**

- General Fund Increase from FY 2019: 359,000
- General Fund Percentage Change from FY 2019: 13.51%

* SWCAP expense revisions mandated by DFM, increased our FY2020 budget by $34,900 from the previously approved budget request.*