



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

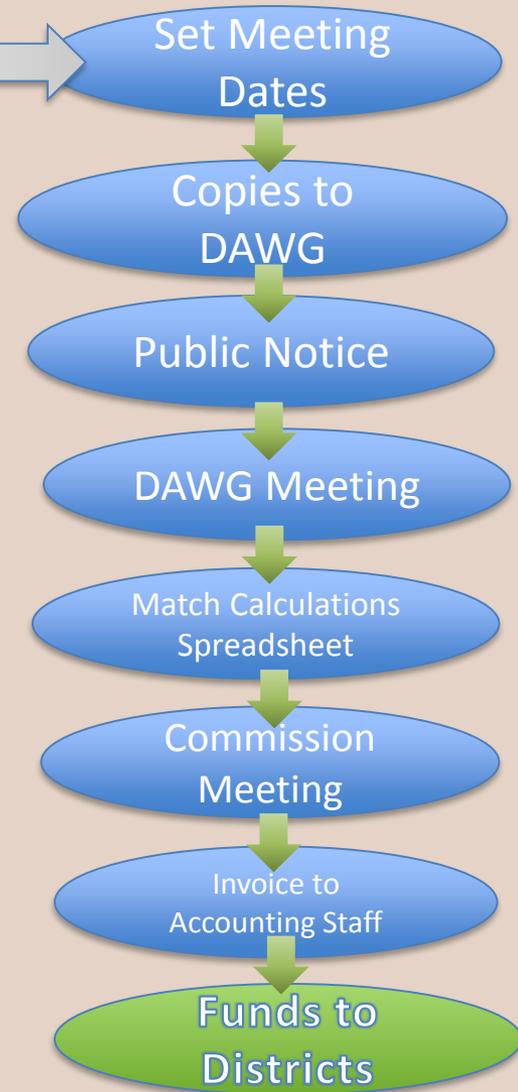
Match Fund Worksheet

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

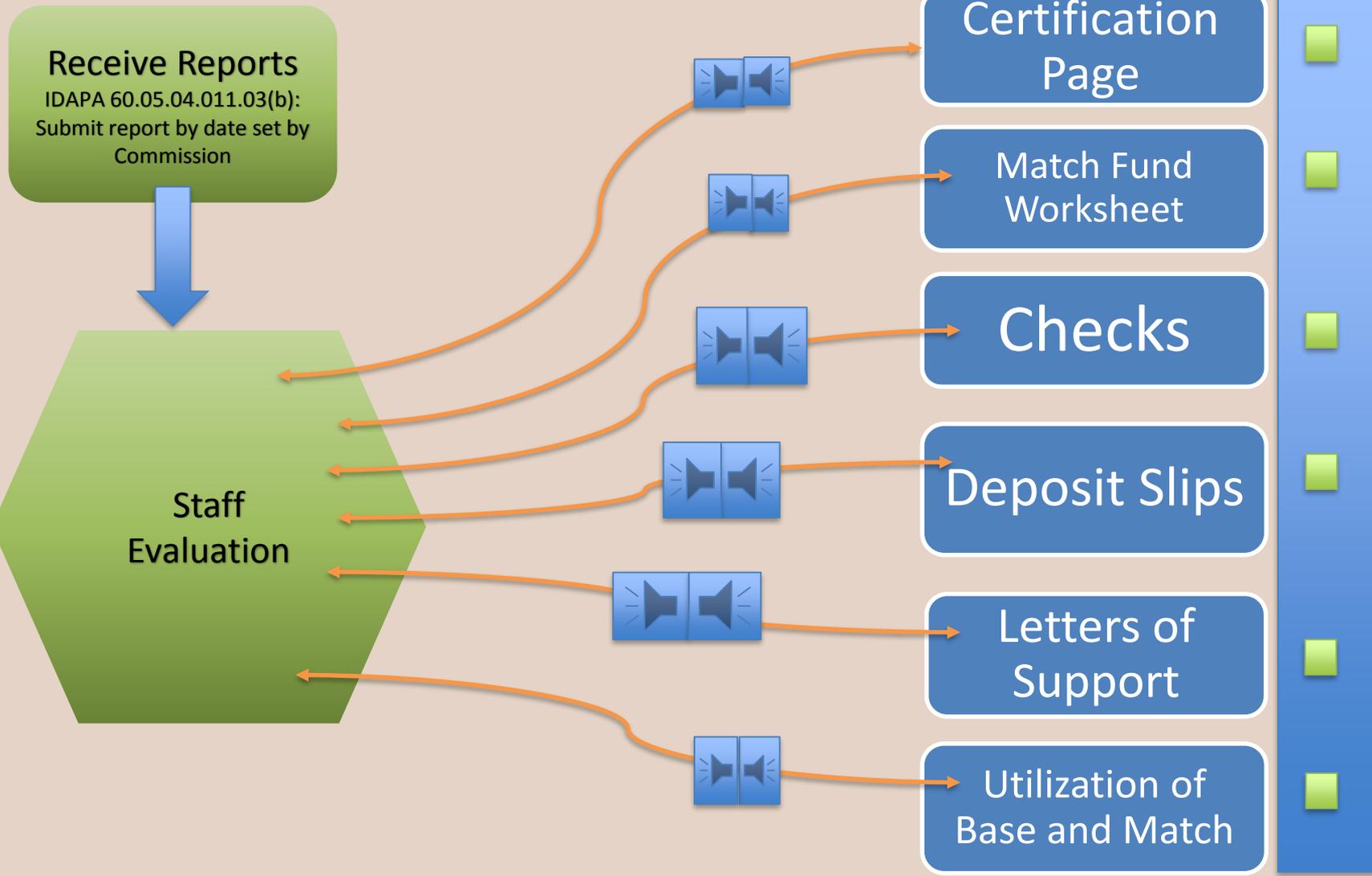
IDAPA 60.05.04 .010.06(a)
Deposited in last Fiscal Year

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)



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 3 0 Misc Pay 820301766124012 Rmr*iv*2009742326 800-421-0323*pi*99 2.731	992.73 ✓
Total ACH and Electronic Deposits/Additions		\$992.73

Match Fund Worksheet

Forest
ServiceWashington 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,

A handwritten signature in blue ink that reads "Timothy L Holden".

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

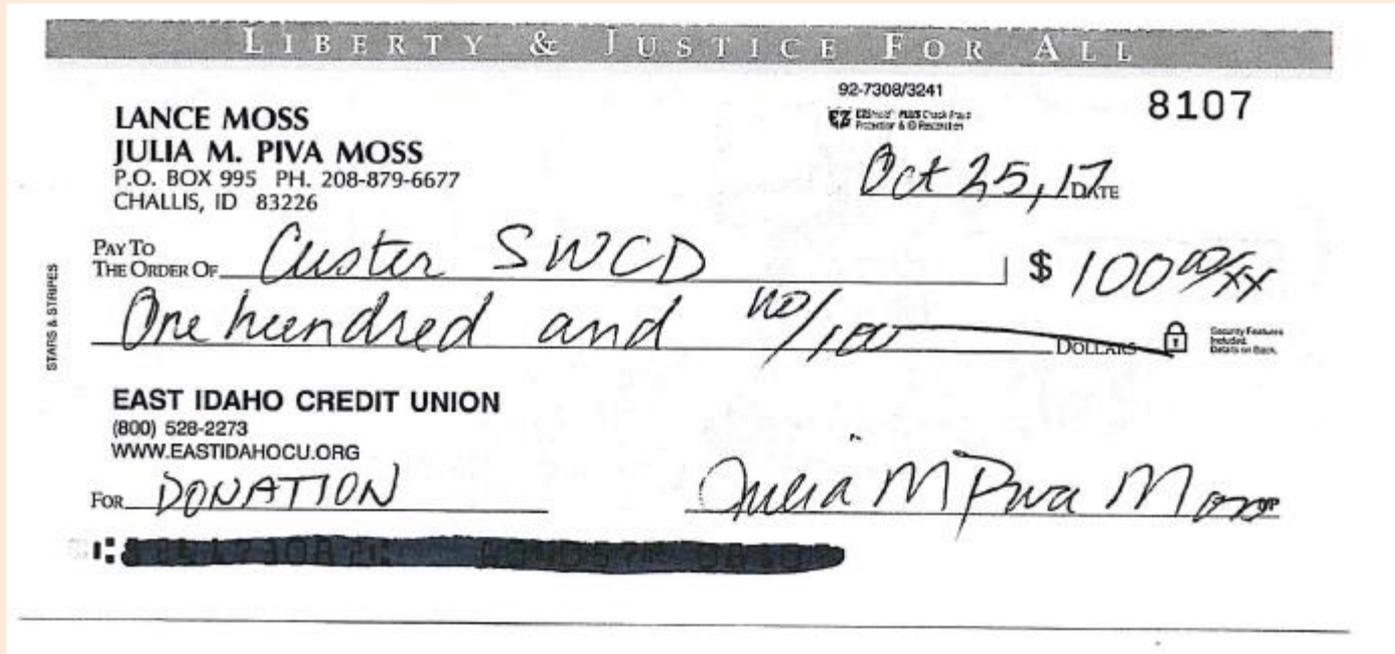
This work is non-project specific work and consists of processing large air photo GIS layers and LiDAR data into smaller components that the NPSWCD can utilize on our computers. In addition, NPC pays for county wide air photo coverage and provides it to the NPSWCD. FY2018 services included training of 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 Piva Moss	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**



**Certification
Page**



**Match Fund
Worksheet**



Checks



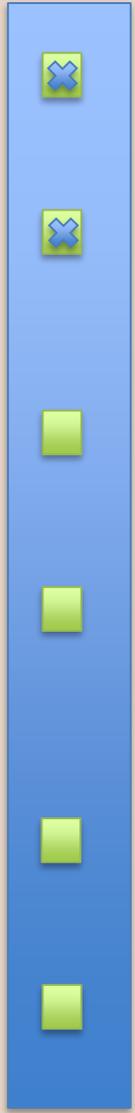
Deposit Slips



**Letters of
Support**



**Utilization of
Base and Match**



Checks

THE FACE OF THIS DOCUMENT HAS A MULTI-COLORED BACKGROUND ON WHITE PAPER

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

SECURITY FEATURES BUSINESS ID BUSINESS ON BACK

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



**Staff
Evaluation**



**Certification
Page**



**Match Fund
Worksheet**



Checks



Deposit Slips



**Letters of
Support**



**Utilization of
Base and Match**

Vertical sidebar with status indicators:

- Certification Page:
- 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

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



**Staff
Evaluation**



**Certification
Page**



**Match Fund
Worksheet**



Checks



Deposit Slips



**Letters of
Support**



**Utilization of
Base and Match**



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 ~~to~~ ~~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):
Submit report by date set by
Commission



**Staff
Evaluation**



**Certification
Page**



**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
-------------	-------------

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):
Submit report by date set by
Commission



**Staff
Evaluation**



**Certification
Page**



**Match Fund
Worksheet**



Checks



Deposit Slips



**Letters of
Support**



**Utilization of
Base and Match**



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



Set Meeting
Dates

Copies to
DAWG

Public Notice

DAWG Meeting

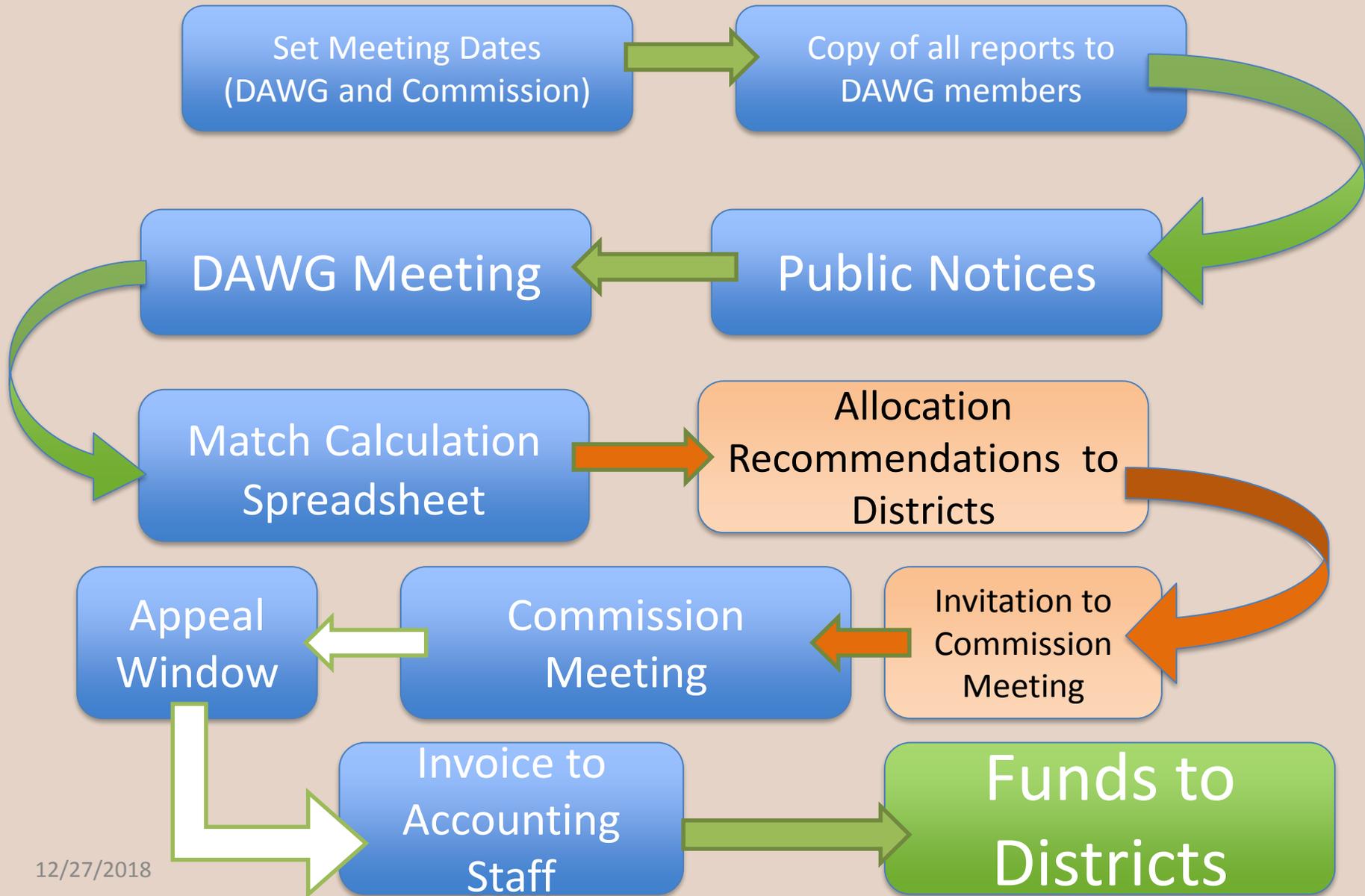
Match Calculations
Spreadsheet

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									1	2	3	4	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

