



# IDAHO SOIL & WATER CONSERVATION COMMISSION

**REGULAR MEETING NOTICE & AGENDA**  
**Idaho Soil & Water Conservation Commission**  
**August 25, 2016, 8:00 a.m. to 2:00 p.m. MT**

***Len B. Jordan Bldg., 650 W. State, Boise***  
***Rm B09 (across from the Galley)***

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

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 indicate so 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>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>PARTNER REPORTS</b> <i>Typically include NRCS, IASCD, IDEA, Attorney General, DFM, OSC, etc.</i>	Partners
#	a.	FY 2016 Rangeland Skill-a-thon Report	Gretchen Hyde, Idaho Rangeland Resource Commission
	<b>4.</b>	<b>ADMINISTRATION</b>	
*#	a.	Minutes <ul style="list-style-type: none"> <li>• June 9, 2016 Regular Meeting</li> <li>• June 9, 2016 Special Joint Board Meeting with IASCD Board</li> </ul> ACTION: Approve	Chairman Wright

(\* ) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission Consideration

*#	b.	<p>Financial Report</p> <ul style="list-style-type: none"> <li>• June 30, 2016 Year End Report</li> <li>• July 31, 2016 Monthly Report</li> </ul> <p>ACTION: Approve the Financial Reports for the month and year ended June 30, 2016. &amp; Approve the July 31, 2016 Financial Reports</p>	Yadon
*	c.	<p>Audits and Operations</p> <ul style="list-style-type: none"> <li>• FY 2011 and FY 2012 Audits</li> <li>• Future Audits</li> <li>• Internal Controls</li> </ul> <p>ACTION: Accept FY 2011 &amp; 2012 Audits and approve comment letter</p>	Yadon, Legislative Services Office (Audits)
*#	d.	<p>Administrator's Report</p> <ul style="list-style-type: none"> <li>• Activities</li> <li>• Revised FY 17 Meeting Schedule (3rd) Thursdays</li> <li>• Contract/MOU Renewals <ul style="list-style-type: none"> <li>○ NRCS for office space/IT support</li> <li>○ Department of Administration for IT</li> </ul> </li> <li>• Tri-State Meeting</li> <li>• NASCA Letter to Chairman</li> <li>• IASCD Annual Conference &amp; Commission Listening Session</li> <li>• Capital Press clipping 8/8/2016</li> </ul> <p>ACTION: Approve Revised Regular Meeting Schedule</p>	Murrison
*#	e.	<p>FY 2018 Budget Request</p> <ul style="list-style-type: none"> <li>• FY 17 Budget Request Synopsis</li> <li>• IASCD Letter</li> </ul> <p>ACTION: Approve FY 2018 Budget Request, grant authority to Administrator to make minor adjustments to request, if necessary.</p>	Murrison, Yadon
*#	f.	<p>FY 2015 Performance Measures Report</p> <ul style="list-style-type: none"> <li>• DRAFT FY 16 Performance Measures Report</li> </ul> <p>ACTION: Approve FY 2016 Performance Measures Report</p>	Murrison
	<b>5.</b>	<b>PROGRAMS</b>	
#	<b>5</b>	<b>DISTRICT SUPPORT SERVICES</b>	Trefz
	a.	<ul style="list-style-type: none"> <li>• Update on disbursement of Trustees &amp; Benefit funds</li> <li>• <del>MA</del> Update on District Allocation Workgroup (DAWG), scheduling Special Meeting by teleconference to consider District Allocation awards (September 15th)</li> <li>• Report on FY 2016 District Survey Results</li> </ul> <p>ACTION: For information only</p>	
#	b.	<p><b>RESOURCE CONSERVATION &amp; RANGELAND DEVELOPMENT PROGRAM UPDATE AND FISCAL YEAR LOAN ACTIVITY SUMMARY</b></p> <ul style="list-style-type: none"> <li>• Activities <ul style="list-style-type: none"> <li>○ Marketing</li> <li>○ Loan Applications</li> <li>○ Loan Portfolio</li> </ul> </li> <li>• FY 2016 Loan Activity Summary</li> <li>• Customer Service Responses</li> <li>• Loan Tracking Outcomes</li> </ul> <p>ACTION: For information only</p>	Hoebelheinrich

(\* ) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission Consideration

Thurs. August 25, 2016 Reg. Meeting Agenda

Date of Notice August 11, 2016

*	c.	<b>ANNUAL REVIEW &amp; SETTING OF RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM INTEREST RATES</b> ACTION: Approve interest rates and loan terms for FY 2017.	Hoebelheinrich
	<b>6.</b>	<b>OTHER BUSINESS</b>	
	a.	Reports ACTION: For information only	Commissioners, Staff
	<b>7.</b>	<b>EXECUTIVE SESSION</b> <i>Executive Session is closed to the public. Under the relevant Idaho Code Sections noted below, all 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)(d), for the purpose of reviewing Loan Applications and pursuant to Idaho Code § 74-206(1)(b), the Commission will convene in Executive Session for the purpose of considering the evaluation of a public employee.	
	a.	Resource Conservation & Rangeland Development Program Pursuant to Idaho Code § 74-206(1)(d), the Commission will convene in Executive Session for the purpose of reviewing Loan Applications. <ul style="list-style-type: none"> <li>• Pending Loan Application # X709</li> <li>• Pending Loan Application # X710</li> </ul> ACTION: For consideration and possible action outside of Executive Session	Commissioners, Staff
	b.	<b>HUMAN RESOURCES: EMPLOYEE PERFORMANCE REVIEW</b> Pursuant to Idaho Code § 74-206(1)(b) the Commission will convene in Executive Session for the purpose of considering the evaluation of a public employee. ACTION: For information only	Commissioners
	<b>8.</b>	<b>RECONVENE IN OPEN SESSION to ADJOURN.</b> The next regular meeting is scheduled for September 15, 2016.	

(\*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission Consideration

Thurs. August 25, 2016 Reg. Meeting Agenda

Date of Notice August 11, 2016

The 2<sup>nd</sup> annual Idaho 4-H Rangeland Skill-a-thon took place at the University of Idaho McCall Outdoor Science School on June 3<sup>rd</sup> and 4<sup>th</sup>, 2016. Nine teams and 2 individual youth participated and approximately 70 people showed up to participate in the two day event.

Speakers included representing agencies of the Governor's Office of Species Conservation, State Park Service- Ponderosa State Park, Idaho Rangeland Resource Commission, University of Idaho Extension, United States Department of Agriculture- APHIS, and Phil and Yvette Davis of the Davis Ranch in Cascade, Idaho.



All participants, chaperones and guests stayed the night at the MOSS campus to create this two day event that included; nature walks to find specific rangeland plants, a visit to a ranch in Cascade, witnessing a release of a kestrel back into the wild, guest speakers that spoke of the challenges of livestock and wolves in Idaho.



Support and funding for the 2016 4-H Rangeland Skill-a-thon was provided by the Idaho Rangeland Resource Commission, University of Idaho Adams County Extension, Adams Soil and Water Conservation District, Idaho Soil and Water Conservation Commission, U.S. Forest Service and the David Little Rangeland-Livestock Endowment.

Summary of Expenses:

MOSS Room and board (workshop & skill-a-thon)	\$5,285
Awards/promotional products	\$1,617
Lunch at Davis Ranch/field trip	\$ 311
Intern & grad student support	<u>\$5,744</u>
Total not including staff time and travel	<u>\$12,957</u>

Respectfully submitted,

Gretchen Hyde, Executive Director, Idaho Rangeland Resource Commission

Tyanne Roland, Adams County, Extension Educator



# Idaho Soil & Water Conservation Commission

650 W. State St., Room 145 • Boise Idaho 83702  
Telephone: 208-332-1790 • Fax: 208-332-1799

## IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC MEETING & TELECONFERENCE

**Date and Time:**

Thursday, June 09, 2016  
8:00 am – 1:42 pm MST

**Location:**

Len B Jordan Building  
650 W State St, B09  
Boise, Idaho 83702

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### DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT:**

Norman Wright (Chair)                      Gerald Trebesch (Vice-Chair)  
Glen Gier    David Radford (teleconference)  
Leon Slichter (Secretary) (teleconference)

**COMMISSION STAFF PRESENT:**

1 Teri Murrison                      Delwyne Trefz                      Carolyn Watts                      Chuck Pentzer (teleconference)  
2 Cheryl Wilson                      Rhonda Yadon                      Katie Butcher

3

**PARTNERS AND GUESTS PRESENT:**

4 Mark Cecchini-Beaver, Office of the Attorney General  
5 Billie Brown, Idaho Association of Soil Conservation Districts (IASCD)  
6 Kerry Christiansen, IDEA  
7 Cathy Bolin, IDEA  
8 Joyce Smith, IDEA  
9 Robbie Taylor, IDEA  
10 Chris Simons, IDEA  
11 Benjamin Kelly, IASCD  
12 Steve Becker, IASCD  
13 Kit Tillotson, IASCD  
14 Kent Foster, IASCD  
15 Curtis Elke, NRCS  
16 Anita Hamann, DFM  
17 Ralph Fisher, EPA  
18 Nic Peak, EPA  
19 Carolyn Firth, SWCC  
20 John Hurley, Balanced Rock Soil Conservation (BRSWCD)  
21 Rick Rodgers, BRSWCD  
22

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23 **ITEM #1: WELCOME AND ROLL CALL**

24 Chairman Wright called the meeting to order at 8:00 a.m.

25 Roll call: Chairman Norman Wright, Commissioners Leon Slichter, Gerald Trebesch, and Glen  
26 Gier were present. Commissioner Dave Radford was excused.

27

28 **ITEM #2: AGENDA REVIEW**

29 Action: None taken

30

31 **ITEM #5a: FY 2017 TECHNICAL ASSISTANCE ALLOCATION AWARDS**

32 Action: None taken

33

34 **ITEM #5b: DISTRICT BUDGET HEARING AND UNMET PROGRAM/PROJECT NEEDS**

35

36 Commissioner Radford joined the meeting via teleconference at 8:11 AM.

37 Commissioner Radford left the meeting at 8:26 AM.

38

39 **ITEM #5c: DISTRICT CAPACITY BUILDING FUND REQUESTS**

40 Action: Commissioner Slichter made a motion to *approve FY 2017 Capacity Building Awards as*  
41 *presented, with the following changes: award \$1250 to Idaho County SWCD, \$750 Lewis CO*  
42 *SWCD, \$1250 to Payette SWCD, \$1250 to Adams SWCD with the caveat that when this matter is*  
43 *taken under consideration in FY 2018, each Division will be awarded \$1,500 and Divisions will be*  
44 *asked to recommend a program or event to receive funding.* Commissioner Gier seconded the  
45 motion. Motion carried.

46

47 **ITEM #5d: TMDL UPDATE**

48 Action: None taken

49

50 **ITEM #5e: DISTRICT REFERENCE MANUAL UPDATE**

51 Action: Commissioner Trebesch made a motion to *approve the updates made to the District*  
52 *Reference Manual and make the new manual effective June 10, 2016.* Commissioner Gier  
53 seconded the motion. Motion carried.

54

55 **VOTE ON ITEM #5b: DISTRICT BUDGET HEARING AND UNMET PROGRAM/PROJECT NEEDS**

56 Action: Commissioner Gier made a motion to *accept the District Budget Hearing and Unmet*  
57 *Program/Project Needs report.* Commissioner Trebesch seconded the motion. Motion carried.

58

59 **ITEM #3a: PARTNER REPORTS: DEEP SOIL SAMPLING PROJECT**

60 Action: None taken

61

62 **ITEM #3b: PARTNER REPORTS: BALANCED ROCK SOIL CONSERVATION REQUEST FOR**  
63 **ASSISTANCE REGARDING HIGHLY ERODIBLE LANDS CONSERVATION PLANS.**

64 Action: None taken

65

66 Commissioner Radford joined the meeting via teleconference at 10:12 AM.

67 Commissioner Radford left the meeting at 10:15 AM.

68 Commission recessed at 10:27 AM

69 Commission resumed at 10:40 AM

70

71 **ITEM #4a: ELECT COMMISSION OFFICERS TO SERVE BEGINNING JULY 1, 2016**

72 Action: Commissioner Gier made a motion to *reelect the slate of FY 2016 Commission Officers in*  
73 *FY 2017 Norman Wright as Chairman, Jerry Trebesch as Vice Chairman, and Leon Slichter as*  
74 *Secretary*. Commissioner Trebesch seconded the motion. Motion carried.

75

76 Commissioner Radford rejoined the meeting via teleconference at 12:05 PM.

77

78 **ITEM #4b: APPOINTMENT AND DELEGATION OF POWERS AND DUTIES TO ADMINISTRATOR IN**  
79 **2017.**

80 Action: Commissioner Gier made a motion to *appoint Teri Murrison as administrator and*  
81 *delegate powers and duties in 2017 as recommended*. Commissioner Radford seconded the  
82 motion. Motion carried unanimously.

83

84 **ITEM #4c: MINUTES**

85 Action: Commissioner Gier made a motion to *approve the May 19, 2016, meeting minutes as*  
86 *submitted*. Commissioner Radford seconded the motion. Motion carried unanimously.

87 Commissioner Radford left the meeting at 12:30 PM.

88

89 **ITEM #4d: FINANCIAL REPORT**

90 Action: Commissioner Trebesch made a motion to *approve the May 31, 2016 financial reports*  
91 *as submitted*. Commissioner Slichter seconded the motion. Motion carried.

92

93 Commissioner Radford rejoined the meeting via teleconference at 12:35 PM.

94

95 **ITEM #4e: ADMINISTRATOR'S REPORT**

96 Action: None taken

97

98 **ITEM #4f: FY 2017-2020 STRATEGIC PLAN**

99 Action: Commissioner Radford made a motion to *approve the FY 2017-2020 STRATEGIC PLAN*  
100 *with noted changes*. Commissioner Trebesch seconded the motion. Motion carried  
101 unanimously.

102

103 **ITEM #5f: RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM REPORT**

104 Action: None taken

105

106 **ITEM #6a: REPORTS**

107 Action: None taken

108

109 **ITEM #7: ADJOURN**

110 The meeting was adjourned at 1:42 PM. The next Commission Meeting will be held in Boise and  
111 via teleconference on August 25, 2016.

112

113 Respectfully submitted,

114

115

116

117 Leon Slichter, Secretary



# Idaho Soil & Water Conservation Commission

650 W. State St., Room 145 • Boise Idaho 83702  
Telephone: 208-332-1790 • Fax: 208-332-1799

## IDAHO SOIL & WATER CONSERVATION COMMISSION & IDAHO ASSOCIATION OF SOIL CONSERVATION DISTRICTS BOARD (IASCD) SPECIAL JOINT BOARD MEETING

**Date and Time:**

Thursday, June 9, 2016  
3:00 pm – 4:15 pm MST

**Location:**

Safari Inn  
1070 W Grove Street  
Boise, Idaho

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### DRAFT MINUTES

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**COMMISSION MEMBERS PRESENT:**

Norman Wright (Chair)                      Gerald Trebesch (Vice-Chair)  
Glen Gier

**IASCD BOARD MEMBERS PRESENT:**

Kit Tillotson (President)              Billie Brown (Vice President)  
Steve Becker (Treasurer)              Benjamin Kelly (Executive Director)

**COMMISSION STAFF PRESENT:**

1      Teri Murrison                                      Katie Butcher  
2

**PARTNERS AND GUESTS PRESENT:**

3  
4      Mark Cecchini-Beaver, Office of the Attorney General  
5

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**ITEM #1: WELCOME AND ROLL CALL**

6  
7  
8      Chairman Wright called the meeting to order at 3:00 PM.  
9      Roll call: Chairman Norman Wright, Gerald Trebesch, and Glen Gier were present.  
10

**ITEM #2: CONSERVATION PARTNERSHIPS IN FY 2017**

11  
12      Action: None taken  
13

**ITEM #3: REPORTS**

14  
15      Action: None taken  
16  
17  
18

19 **ITEM #4: ADJOURN:**  
20 The meeting was adjourned at 4:15 PM.  
21  
22 Respectfully submitted,  
23  
24 Leon Slichter, Secretary

DRAFT

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**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

Item # 4b

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, SLICHTER, AND TREBESCH**  
**FROM: RHONDA YADON, FISCAL & HR MANAGER**  
**DATE: AUGUST 8, 2016**  
**RE: FINANCIAL REPORTS, FISCAL MATTERS**

**FINANCIAL REPORTS**

Attached for your review is the Financial Detail Report as of June 30, 2016. I will complete the Financial Detail Report as of July 31, 2016 and will bring it to your meeting as our FY17 budget by index hasn't been finalized.

You will notice on the June Detail Report that we had a small balance in the General Fund of approximately \$1,642 that had to be reverted. A Summary Report was not prepared for June because the purpose of the report is to project expenditures and for the final month of a fiscal year, there are no further projected expenditures. I will also prepare and bring to your meeting a copy of the Financial Summary Report for July, the beginning of FY17. Overall, I believe that we ended the 2016 fiscal year in very good financial standing and will be ready to address any questions you may have at your meeting.

**AUDIT REPORTS FOR FISCAL YEARS 2011 AND 2012**

We have been told by Legislative Services (LSO) that our Audit Report for Fiscal Years 2011 and 2012 will be ready to report to the Commission Board this month. The LSO auditors will be at your meeting to discuss the audit and answer any questions you may have regarding it and future audits.

**COMMISSIONER HONORARIUMS**

Below is a schedule of the honorarium balances at the end of FY16. Commissioners spent 114% of the FY16 allocation. Included in the schedule is the days and amounts budgeted for each Commissioner for FY17. Per the State Controller's Office, the Workman's Comp Rate deduction in FY17 will be more accurate per individual, so the benefit costs paid for Commissioners will be less.

Commissioner	FY16 Days Budgeted/ Traveled to Date	FY16 Benefit Costs included in Honorariums	FY16 Honorariums Budgeted	FY16 Expended	FY17 Days Budgeted	FY17 Honorariums Budgeted	FY17 Benefit Costs included in Honorariums
Wright	20 / 33	\$224	\$1,224	\$2,038	26	\$1,404	\$104
Gier	20 / 21	\$224	\$1,224	\$1,314	20	\$1,080	\$80
Trebesch	20 / 18	\$224	\$1,224	\$1,115	20	\$1,080	\$80
Radford	20 / 18	\$224	\$1,224	\$1,130	22	\$1,188	\$88
Slichter	20 / 22	\$224	\$1,224	\$1,346	24	\$1,296	\$96
Totals		\$1,120	\$6,120	\$6,943	112	\$6,050	\$450

**RECOMMENDED ACTION:** Approve the Financial Reports for the month and year ended June 30, 2016  
 Approve the July 31, 2016 Financial Reports

Attachment: SWC Financial Reports as of June 30, 2016 and July 31, 2016

SWC DETAIL FINANCIAL REPORT AS OF June 30, 2016

GENERAL FUND	PERSONNEL			OPERATING			TRUSTEE & BENEFITS			CASH						
FY16	ACTUAL EXPENSE Thru End of Current			ACTUAL EXPENSE Thru End of Current			ACTUAL EXPENSE Thru End of Current			PLUS TOTAL			ACTUAL CASH BALANCE			
	BUDGET	Month	BALANCE	BUDGET	Month	BALANCE	BUDGET	Month	BALANCE	BEG CASH AT 7/1/15	REC TO DATE	LESS TOTAL EXP TO DATE	End of Current			
<b>NDEX</b>																
7101 MANAGEMENT ADMIN	266,000	256,020	9,980	43,742	51,411	(7,669)							309,742	307,431	2,311	
7111 MANAGEMENT BOARD	30,450	5,912	24,538	11,645	9,288	2,357							42,095	15,200	26,895	
7201 FIELD STAFF	487,600	488,488	(888)	95,888	96,065	(177)	48,300	49,950	(1,650)				631,788	634,503	(2,715)	
7301 PROGRAMS	201,700	200,705	995	2,378	203	2,175							204,078	200,908	3,171	
7310 DISTRICT ALLOCATIONS										1,103,200	1,103,200	0	1,103,200	1,103,200	0	
7320 DISTRICT CAPACITY BLDG										150,000	150,000	0	150,000	150,000	0	
7350 CREP	134,050	133,059	991	15,747	14,797	950							149,797	147,856	1,941	
<b>TOTAL GENERAL FUND 0001</b>	<b>1,119,800</b>	<b>1,084,184</b>	<b>35,616</b>	<b>169,400</b>	<b>171,764</b>	<b>(2,364)</b>	<b>48,300</b>	<b>49,950</b>	<b>(1,650)</b>	<b>1,253,200</b>	<b>1,253,200</b>	<b>0</b>	<b>2,590,700</b>	<b>0</b>	<b>2,559,098</b>	
	Balance moved to OE 35,500			Balance moved from Pl 6,000			Balance moved from Pl 29,500									
		96.82%	116		101.40%	1,526		103.42%	0		100.00%			Encumbered in FY17 98.78%	(29,960) 1,642	
7325 SWC PROFESSIONAL SERV				17,730	3,041	14,689	2,270	2,270	0				5,873	29,588	5,311	
<b>TOTAL FUND 0450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,730</b>	<b>3,041</b>	<b>14,689</b>	<b>2,270</b>	<b>2,270</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,873</b>	<b>29,588</b>	<b>5,311</b>	
				Encumbered in FY17 (14,689)			Encumbered in FY17 (27,850)							Encumbered in FY17 90.44%	(14,689) 15,460	
					17.15%	0		100.00%								
DEDICATED FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH			BALANCE SHEET			
FY16	ACTUAL EXPENSE thru End of Current			ACTUAL EXPENSE Thru End of Current			ACTUAL EXPENSE Thru End of Current			PLUS TOTAL			ACTUAL CASH BALANCE	LOANS PAID OUT, NOTES RECEIVABLE	NOTES RECEIVABLE	
	BUDGET	Month	BALANCE	BUDGET	Month	BALANCE	BUDGET	Month	BALANCE	BEG CASH AT 7/1/15	REC TO DATE	LESS TOTAL EXP TO DATE	End of Current	7/1/15	COLLECTIONS /ADJUSTMENTS TO DATE	End of Cur period
7351 RCRDP LOAN ADMIN	155,200	155,169	31	146,100	79,661	66,439				6,586,137	993,690	677,110	6,902,717	3,365,719	442,280	2,960,216
<b>TOTAL RCRDP ADMIN 0522-01</b>	<b>155,200</b>	<b>155,169</b>	<b>31</b>	<b>146,100</b>	<b>79,661</b>	<b>66,439</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,586,137</b>	<b>993,690</b>	<b>677,110</b>	<b>6,902,717</b>		(847,783)	
		99.98%			54.52%							10.28%				
7361 REVOLVING LOAN - DEQ				30,000	880	29,120				25,484	12,742	880	37,346	572,995	0	494,587
<b>TOTAL DEQ LOAN 0529-16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>880</b>	<b>29,120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,484</b>	<b>12,742</b>	<b>880</b>	<b>37,346</b>		(78,408)	
					2.93%							3.45%		ADV FROM PAYMENTS/ADJ TO DATE 515,723	ADV FROM END OF CUR PERIOD (77,305) 438,418	

**SWC DETAIL FINANCIAL REPORT AS OF July 31, 2016**

GENERAL FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			TRUSTEE & BENEFITS			CASH			
FY17	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			PLUS TOTAL			ACTUAL CASH BALANCE
	BUDGET	Month	BALANCE	BUDGET	Current	BALANCE	BUDGET	Current	BALANCE	BUDGET	Month	BALANCE	BEG CASH AT 7/1/16	REC TO DATE	LESS TOTAL EXP TO DATE	End of Current
<b>INDEX</b>																
7101 MANAGEMENT ADMIN	360,750	33,390	327,360	47,834	4,354	43,480	7,600	0	7,600				416,184		37,744	378,440
7111 MANAGEMENT BOARD	6,050	0	6,050	10,202	12	10,190							16,252		12	16,240
7201 FIELD STAFF	442,400	55,726	386,674	100,473	6,400	94,073	47,200	0	47,200				590,073		62,126	527,947
7301 PROGRAMS	257,800	22,976	234,824	2,492	0	2,492							260,292		22,976	237,317
7310 DISTRICT ALLOCATIONS										1,103,200	425,000	678,200	1,103,200		425,000	678,200
7320 DISTRICT CAPACITY BLDG										150,000	150,000	0	150,000		150,000	0
7350 CREP	134,000	15,243	118,757	16,500	1,982	14,518							150,500		17,225	133,275
<b>TOTAL GENERAL FUND 0001</b>	<b>1,201,000</b>	<b>127,335</b>	<b>1,073,665</b>	<b>177,500</b>	<b>12,748</b>	<b>164,752</b>	<b>54,800</b>	<b>0</b>	<b>54,800</b>	<b>1,253,200</b>	<b>575,000</b>	<b>678,200</b>	<b>2,686,500</b>	<b>0</b>	<b>715,083</b>	<b>1,971,417</b>
<b>FY16 ENCUMBRANCES</b>				<b>2,110</b>	<b>640</b>	<b>1,470</b>	<b>27,850</b>	<b>2,754</b>	<b>25,096</b>						<b>3,394</b>	
		<b>10.60%</b>			<b>7.18%</b>						<b>45.88%</b>				<b>26.62%</b>	
7313 DISTRICT ECON RECOVERY										100,000	100,000	0	100,000		100,000	0
<b>TOTAL FUND 0150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>0</b>
															<b>100.00%</b>	
7325 SWC PROFESSIONAL SERV				30,000	0	30,000							30,149	16	0	30,165
<b>TOTAL FUND 0450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,149</b>	<b>16</b>	<b>0</b>	<b>30,165</b>
<b>FY16 ENCUMBRANCES</b>				<b>14,689</b>		<b>14,689</b>										
															<b>0.00%</b>	
DEDICATED FUND	PERSONNEL			OPERATING			CAPITAL OUTLAY			CASH				BALANCE SHEET		
FY17	ACTUAL EXPENSE thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			ACTUAL EXPENSE Thru End of Current Month			PLUS TOTAL				LOANS PAID OUT, NOTES RECEIVABLE		
	BUDGET	Month	BALANCE	BUDGET	Current	BALANCE	BUDGET	Current	BALANCE	BEG CASH AT 7/1/16	REC TO DATE	LESS TOTAL EXP TO DATE	ACTUAL CASH BALANCE End of Current	NOTES RECEIVABLE 7/1/16	COLLECTIONS /ADJUSTMENTS TO DATE	NOTES RECEIVABLE End of Cur period
7351 RCRDP LOAN ADMIN	166,500	16,998	149,502	145,500	3,205	142,295				6,902,717	26,775	20,203	6,909,289	2,960,215	0	2,939,672
<b>TOTAL RCRDP ADMIN 0522-01</b>	<b>166,500</b>	<b>16,998</b>	<b>149,502</b>	<b>145,500</b>	<b>3,205</b>	<b>142,295</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,902,717</b>	<b>26,775</b>	<b>20,203</b>	<b>6,909,289</b>		(20,543)	
		<b>10.21%</b>			<b>2.20%</b>							<b>0.29%</b>				
7361 REVOLVING LOAN - DEQ				30,000	0	30,000				37,346	19	0	37,366	494,587	0	494,587
<b>TOTAL DEQ LOAN 0529-16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,346</b>	<b>19</b>	<b>0</b>	<b>37,366</b>		0	
												<b>0.00%</b>		<b>ADV FROM PAYMENTS/ADJ TO DATE</b>	<b>ADV FROM TO DATE</b>	<b>ADV FROM END OF CUR PERIOD</b>
												<b>0.00%</b>		438,418	0	438,418



IDAHO SOIL & WATER  
CONSERVATION COMMISSION

Item # 4c

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER, SLICHTER, AND  
TREBESCH**  
**FROM: RHONDA YADON, FISCAL & HR MANAGER**  
**DATE: AUGUST 9, 2016**  
**RE: AUDIT REPORT FOR FISCAL YEARS 2011 AND 2012**

We have been told by Legislative Services (LSO) that our Audit Report for Fiscal Years 2011 and 2012 will be ready to report to the Commission Board this month. Teri Murrison and I met with the Legislative Auditor, April Renfro, this week and she confirmed that she and one of the staff auditors will be at your meeting to discuss the audit and answer any questions you may have regarding it and future audits. She said that the Commission will receive a copy of the final report in two weeks, so I plan to prepare a draft response for your consideration that will be distributed at the meeting.

**Recommended Action:** Accept FY 2011 & 2012 audits and approve comment letter



**SOIL & WATER  
CONSERVATION  
COMMISSION**

H. Norman Wright  
Chairman

Gerald Trebesch  
Vice Chairman

Leon Slichter  
Secretary

Dave Radford  
Commissioner

Glen Gier  
Commissioner

Teri Murrison  
Administrator

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS TREBESCH,  
SLICHTER,  
GIER, AND RADFORD**

**FROM: TERI MURRISON, ADMINISTRATOR**

**DATE: AUGUST 1, 2016**

**RE: ADMINISTRATOR'S REPORT**

**ACTIVITIES** *(since the June 9, 2016 meeting)*

- The Commission's July 11, 2016 Special Joint Teleconference Meeting with the IASCD Board was not held due to lack of a quorum. The Chairman, Commissioner Gier, and staff participated informally in discussion. The IASCD Board committed to prepare a letter requesting an additional \$300,000 in Trustee and Benefit funds in the FY 2018 Budget Request.
- Attended:
  - Idaho Water Users' Summer Conference
  - The Nature Conservancy/Wood River Land Trust/University of Idaho Rock Creek Ranch Field Day near Fairfield
  - Idaho Agricultural Leadership Meeting, Northwest Farm Credit
  - NRCS State Technical Committee Meeting
  - Conservation Technology Information Center Planning teleconferences (for Aug. Tour)
  - Idaho Environmental Forum, Presentation on Striking a New Balance Between Salmon and Dams
  - Rock Creek Project Advisory Committee meeting
  - Food Producers' Governor's Award and Ag Summit Planning Meetings
  - NASCA teleconferences

**REVISED FY 2017 MEETING SCHEDULE (3<sup>RD</sup> Thursdays)**

At the June meeting, your Board approved a proposed schedule of Regular Meetings for FY 2017. For the most part, meetings were targeted to take place on the 2<sup>nd</sup> Thursday of each month, but in discussing that schedule with staff, we realized that is typically not possible to generate fiscal reports before the 10<sup>th</sup> of each month. So to maximize the likelihood of having the previous months' fiscal reports ready, we propose shifting your meetings to the 3<sup>rd</sup> Thursday (with a few exceptions) as follows:

August 25, 8 am LBJ Building, basement conference room, Boise  
 September 15, 8 am LBJ Building, basement conference room, Boise  
 October No mtg., Fall Division meetings  
 November 16 IASCD Annual Conference, Pocatello (date tentative)  
 December No mtg., Holiday break  
 January, wk. of 30th Idaho Water Center, Boise, date coincide w/JFAC mtg.  
 February wk. of 20th Idaho Water Center, Boise, date coincide w/Ag Summit  
 March No mtg. Spring Division meetings  
 April 20, 8:00 am Idaho Water Center, Boise  
 May 11, 8:00 am North Idaho Field Meeting to coincide w/Forestry Contest  
 June 15, 8:00 am Idaho Water Center, Boise

## **CONTRACT & MOU RENEWALS**

At your last meeting, the Board delegated authority to the administrator to sign routine contracts and renew existing contracts already discussed and/or considered by the Board. Since that time, the following contracts have been renewed:

- NRCS for office space/IT support (see attached) – this agreement was amended slightly to restate the Commission’s responsibilities, change the names of contacts for each agency, extend the term through June 30, 2017, reduce charges for one employee who no longer receives IT support but does occupy a desk, and add an employee who occupies a desk but doesn’t receive IT support. Several years ago, the Legislature appropriated ongoing \$53,700 to cover NRCS space rent and IT support. You will remember, that last year’s amendment reduced the overall commitment to NRCS by removing desk space for two employees, and that amount was factored into paying an increase in costs for space in the Water Center. This year’s agreement further reduces the amount owed to NRCS in FY 2017 to not to exceed \$42,828. Once again, the difference will be applied to cover increased space costs in the Water Center in FY 2017 forward until such time as we place future field staff employees in those NRCS offices.
- Department of Administration, IT support – this agreement automatically extended for FY 2017, as it has every year since 2010 (see attached).

## **TRI-STATE MEETING**

Attached is a copy of a notice requesting that your Board Save the Date of October 4-7, 2016, to meet in Winthrop, Washington with commissioners from Washington and Oregon. This is the third such annual meeting in which your Board has participated (last year the Commission hosted the meeting in Boise – the Conservation Summit). Please note also attached is a copy of a resolution that Washington found in their archives. They’ve requested that your Board discuss possible content for an updated resolution and come to the Tri-State meeting in October prepared to discuss the content of another joint resolution.

## **NASCA LETTER TO CHAIRMAN**

Attached is a copy of a letter of appreciation to Chairman Wright from Mike Brown, Executive Director for the National Association of State Conservation Agencies (NASCA). As you know, the Chair welcomed the NASCA Board to McCall in May for its annual Spring Board Retreat. Steve Becker of Idaho Association of Soil Conservation Districts (IASCD), also attended and briefed the NASCA Board on the collaborative efforts of the North Central Idaho Fire Recovery group.

## **IASCD ANNUAL CONFERENCE & LISTENING SESSION**

District Reference Manual. IASCD’s Board has requested that the Commission involve district supervisors in reviewing annual updates to the Manual. The Manual is a guidance, or “how to” guide used by district administrators for preparing annual reports due to the Commission under statute and rule. We have agreed to:

- Give a 15-minute presentation on the Manual at all the Division meetings in October. We’ll ask for input and questions.
- Provide the opportunity for more discussion during our Listening Session in Pocatello at the IASCD Annual Conference. Billie Brown may or may not ask us to go over the Manual again and we’ll take any additional questions/input for the next update.
- Next April or May, when the Manual is updated for next year, we’ll convene an advisory teleconference committee (comprised of 1 rep from IASCD, 1 from IDEA, and the District Support Services Specialist will choose 3 supervisors from throughout the state) and hear the updates, review a draft, and provide input.
- And finally, report to your Board and IASCD on the input received at the Special Joint Board meeting in June.

Finally, for your information, attached is a copy of the latest Capitol Press article entitled "EPA urged What's Upstream to tone down ag attacks". You will remember reading an article previously about the controversy generated by the "What's Upstream" Project billboard in Washington state.

**REQUESTED ACTION: Approve Revised Regular Meeting Schedule**

Attachments:

- NRCS Office Space/IT Support Contract Amendment/Extension
- Department of Administration IT MOA
- Tri-State Commission Save the Date & Commission Resolution (1992)
- NASCA Letter to Chairman Wright
- "EPA urged What's Upstream to tone down ag attacks", Capital Press clipping, 8/8/2016

**NOTICE OF GRANT AND AGREEMENT AWARD**

<b>1. Award Identifying Number</b> 65-0211-12-047	<b>2. Amendment No.</b> 5	<b>3. Award/Project Period</b> July 1, 2012 - June 30, 2017	<b>4. Type of Award Instrument</b> Reimbursable Cooperative
--	------------------------------	--	--

<b>5. Agency: Natural Resources Conservation Service (NRCS)</b> (Name and Address) Idaho State Office 9173 W. Barnes Dr. Suite C Boise, ID 83709	<b>6. Recipient Organization: (Name and Address)</b> Idaho Soil and Water Conservation Commission 650 West State Street, Room 145 Boise, ID 83702		
	<table border="1"> <tr> <td><b>DUNS:</b> 625196311</td> <td><b>EIN:</b> 826000952</td> </tr> </table>	<b>DUNS:</b> 625196311	<b>EIN:</b> 826000952
<b>DUNS:</b> 625196311	<b>EIN:</b> 826000952		

<b>7. NRCS Program Contact:</b> Mary Goode (208-378-5713)	<b>8. NRCS Administrative Contact:</b> Scott Smith (208-378-5712)	<b>9. Recipient Program Contact:</b> Teri Murrison (208-332-1790)	<b>10. Recipient Administrative Contact:</b> Rhonda Yadon (208-332-1790)
--	--	--	---

<b>11. CFDA Number</b> 10.902	<b>12. Authority</b> 16 USC 590a-f; IGCA PL 90-577	<b>13. Type of Action</b> Amendment/Revision	<b>14. Project Director</b>
----------------------------------	---	---	-----------------------------

**15. Project Title/Description:**  
Increase efficiency of service delivery in specific program areas. Amendment 5 extends agreement 1 year to 7/1/17, adds Commission FY17 funding & other administrative changes. Amendment 5 includes this NRCS-ADS-093 & Attachment A.

**16. Entity Type:** \_\_\_ Profit \_\_\_ Nonprofit \_\_\_ Higher Education \_\_\_ Federal  State/Local \_\_\_ Indian/Native American  
**Other**

<b>17. Select Funding Type:</b>			<b>18. Accounting and Appropriation Data</b>			
<input type="checkbox"/> Federal	<input checked="" type="checkbox"/> Non-Federal		<b>Financial Code</b>	<b>Amount</b>	<b>Fiscal Year</b>	<b>Treasury Symbol</b>
Original Funds Total:		209,512.00	NR.SI.COTA.16.J16A.16 17R	42,828.00	2016	
Additional Funds Total:		42,828.00				
Grand Total:		252,340.00				

**19. APPROVED BUDGET**

Personnel	\$	Fringe Benefits	\$
Travel	\$	Equipment	\$
Supplies	\$	Contractual	\$
Construction	\$	Other	\$
Total Direct Cost\	\$	Total Indirect Cost	\$
		Total Non-Federal Funds	\$ 42,828.00
		Total Federal Funds Awarded	\$ 0
		Total Approved Budget	\$ 42,828.00

This agreement is subject to applicable USDA NRCS statutory provisions and Financial Assistance Regulations. In accepting this award or amendment and any payments made pursuant thereto, the undersigned represents that he or she is duly authorized to act on behalf of the awardee organization, agrees that the award is subject to the applicable provisions of this agreement (and all attachments), and agrees that acceptance of any payments constitutes an agreement by the payee that the amounts, if any found by NRCS to have been overpaid, will be refunded or credited in full to NRCS.

(Continuation)

NOTICE OF GRANT AND AGREEMENT AWARD			
Award Identifying Number	Amendment No.	Award/Project Period	Type of Award Instrument
65-0211-12-047	5	July 1, 2012 - June 30, 2017	Reimbursable Cooperative

Name and Title of Authorized Government Representative Curtis F. Elke State Conservationist	Signature 	Date 6/17/16
Name and Title of Authorized Recipient Representative Teri Murrison	Signature 	Date 6/16/16

**NONDISCRIMINATION STATEMENT**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

**PRIVACY ACT STATEMENT**

The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. Section 522a).

ATTACHMENT A  
STATEMENT OF WORK FOR  
REIMBURSABLE AGREEMENT  
BETWEEN THE  
U.S. DEPARTMENT OF AGRICULTURE NATURAL  
RESOURCES CONSERVATION SERVICE  
AND THE  
IDAHO SOIL AND WATER CONSERVATION COMMISSION  
AMENDMENT NO. 5

Amended as follows:

BACKGROUND AND OBJECTIVES is amended to read:

This agreement is between the Idaho Soil and Water Conservation Commission, hereinafter referred to as the "Commission", and the United States Department of Agriculture "USDA", Natural Resource Conservation Service, hereinafter referred to as "NRCS". The Commission is responsible for assisting local conservation districts in providing assistance to private landowners and land users in the conservation, sustainment, improvement, and enhancement of Idaho's natural resources. The NRCS operates as the primary federal agency providing on-the-ground technical, financial, and planning assistance to private landowners and land users for natural resource conservation. The primary objective of this agreement is to increase the efficiency of service delivery in specific program areas. This agreement will specify clearly defined roles and responsibilities of the Commission and NRCS.

D. Commission Bullet 1 is amended to read:

Implement local conservation programs and work cooperatively with NRCS to provide service to our common customers.

D. Commission Bullet 7 is amended to read:

Provide funding to NRCS for 100 square feet of office space and information technology support for up to 10 employees. Funds are to be paid to NRCS upon receipt of billing for each year that this agreement is valid. Cost for Fiscal year 2017 will be no more than \$42,828.00.

D. Commission Bullet 8 is amended to read:

Technical

Teri A. Murrison Administrator  
Idaho Soil and Water Conservation Commission  
P.O. Box 83720  
Boise, ID 83720-0083  
(208) 332-1790

Administrative

Rhonda Yadon  
Idaho Soil and Water Conservation Commission  
P.O. Box 83720  
Boise, ID 83720-0083  
(208) 332-1790

D. NRCS Bullet 7 is amended to read:

Provide office space and information technology support for up to 10 Commission employees in NRCS offices.

D. NRCS Bullet 9 is amended to read:

Technical

Mary Goode  
State Administrative Officer  
Idaho State Office  
9173 W. Barnes Dr.  
Boise, ID 83709  
(208) 378-5713

Administrative

Scott Smith  
Grants and Agreements Specialist  
Idaho State Office  
9173 W. Barnes Dr.  
Boise, ID 83709  
(208) 378-5712

E. Term of Agreement is amended to read:

This agreement is effective upon signature by both parties and will remain effective July 1, 2012 through Jun 30, 2017.

All other terms and conditions apply.

Location	FY2017		
	Cost per Sq Ft (100 sq ft per location)	Annual Cost	CCE IT and Phone
Blackfoot	18.00	1,800.00	3,350.00
Burley	14.75	1,475.00	3,350.00
Coeur d'Alene	17.13	1,713.00	3,350.00
Emmett	16.91	1,691.00	3,350.00
Gooding	20.29	2,029.00	3,350.00
Marsing	17.00	1,700.00	3,350.00
Orofino	13.22	1,322.00	
Rexburg	17.48	1,748.00	3,350.00
Soda Springs	12.75	1,275.00	
Twin Falls *			3,350.00
Lewiston **	-	1,275.00	-
<b>TOTALS</b>		<b>16,028.00</b>	<b>26,800.00</b>

Keep desk and phone, remove IT for Rowan in Orofino  
 Keep desk and phone, remove IT for Johnson in Soda Springs  
 Desk only

Total FY2017 Office Expense: **42,828.00**

Employee in Twin Falls (Chuck Penzer) - works from home, has NRCS computer. \*  
 Employee in Lewiston (Lullibrige) is new and will only utilize phone

RECEIVED

MEMORANDUM OF AGREEMENT

JUN 25 2010

Department of Administration

for

Idaho State Soil and Water Conservation Commission

by

Office of the CIO, Department of Administration

Effective Date: July 1, 2010

Document Owner Service Provider (Office of the CIO)

VERSION

Version	Date	Revision / Description	Author
Original	7/1/10	Original Agreement	Bill Farnsworth Office of the CIO

APPROVAL

By signing below, all Approvers agree to all terms and conditions outlined in this MOA.

Approvers	Title and/or Affiliation	Approval Date
	Sara Schmidt, Administrator	7/1/10

MOA TERMINATION

The MOA is to remain in effect until terminated in writing by either the Service Provider or the Customer.

TIME AND COST DETAIL

Effective Date	End Date	Cost
7/1/10	Until terminated – billed annually	Refer to Addendum 1 attached

Subsequent Agreement Reference (Subsequent Agreement[s] Reference)

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## 1. AGREEMENT OVERVIEW

### A. SERVICE PHILOSOPHY

Supported agencies should expect the highest level of service and courtesy from the Office of the Chief Information Officer's ("OCIO") technicians. The service goal of OCIO is to begin an informed diagnosis of any computer-related problem within the specified priority services levels from the time the problem is reported. Moreover, for supported hardware and software, the goal of the OCIO is to have the concerned individual effectively operational as soon as possible; that is, the individual's equipment will either be restored to its original working condition or replaced by the manufacturer if warranted. OCIO technicians should be expected to have a thorough working knowledge of all supported hardware and software.

This Memorandum of Agreement ("MOA") between the OCIO ("Service Provider") and Idaho State Soil and Water Conservation Commission ("Customer") is for the information technology ("IT") services required to support and sustain the Customer.

This MOA remains valid until superseded by a revised MOA mutually endorsed by the Service Provider and Customer or terminated by one of the parties. Changes are recorded in the Version and Subsequent Agreement Reference sections on the cover page of this MOA and are effective upon mutual endorsement by the Service Provider and the Customer.

This MOA outlines the parameters of all IT services covered as they are mutually understood by the Service Provider and the Customer. This MOA does not supersede current processes and procedures unless explicitly stated herein.

## 2. GOALS AND OBJECTIVES

### A. PURPOSE

The purpose of this MOA is to ensure that the proper elements and commitments are in place to provide consistent service support and delivery to the Customer by the Service Provider.

### B. GOAL

The goal of this MOA is to obtain mutual agreement for service provision between the Service Provider and Customer.

### C. OBJECTIVE

The objectives of this MOA are to:

- (1) Provide clear reference to service ownership, accountability, roles and/or responsibilities;
- (2) Present a clear, concise and measurable description of service provision to the customer; and
- (3) Match perceptions of expected service provision with actual service support and delivery.

### 3. BASIS OF AGREEMENT

#### A. PARTIES OF THE MOA

The following Service Provider and Customer will be used as the basis of the MOA and represent the parties associated with this MOA:

**Service Provider:** OCIO

**Customer:** Idaho State Soil and Water Conservation Commission

#### B. DEPLOYMENT AND SUPPORT

The Service Provider and Customer are responsible for the deployment and ongoing support of this MOA:

##### *Service Provider*

Service Provider	Title / Role	Contact Information
OCIO Service Desk	Primary E-Mail Contact	<a href="mailto:servicedesk@cio.idaho.gov">servicedesk@cio.idaho.gov</a>
OCIO Service Desk	Primary Telephone Contact	208.332.1500
Bill Farnsworth	Customer Relationship Manager	<a href="mailto:bill.farnsworth@cio.idaho.gov">bill.farnsworth@cio.idaho.gov</a> , 208.332.1878
Carla Casper	Support Manager	<a href="mailto:carla.casper@cio.idaho.gov">carla.casper@cio.idaho.gov</a> , 208.332.1853

##### *Idaho State Soil and Water Conservation Commission*

Customer	Title / Role	Contact Information
<i>Kristin Magruder</i>	Primary Contact	<i>208-332-1792</i>
<i>Bill Dansatt</i>	Secondary Contact	<i>208-882-4960 x112</i>
<i>Sara Schmidt</i>	Manager / Director	<i>208-332-1790</i>

### 4. PERIODIC REVIEW

This MOA is valid from the effective date outlined herein and is valid until terminated by one of the parties.

#### A. DOCUMENT OWNER

The Designated Review Owner ("Document Owner") is responsible for facilitating regular reviews of this MOA. Contents of this MOA may be amended as required, provided mutual agreement is obtained from the Service Provider and Customer and communicated to all affected parties. The Document Owner will incorporate all subsequent revisions and obtain mutual agreements / approvals as required.

**Designated Review Owner:** Bill Farnsworth

**Review Period:** Annually

**Previous Review Date:** New Agreement

**Next Review Date:** 7/1/11

## B. DOCUMENT LOCATION

A template of this MOA will be posted to the following location and will be made accessible to all Customers:

Document Location: [www.cio.idaho.gov](http://www.cio.idaho.gov)

## 5. SERVICE AGREEMENT

In order to effectively support memorandum of agreements and/or other dependent agreements, policies, processes and/or procedures, specific service parameters must be defined.

### A. SERVICE SCOPE

#### (1) Desktop Hardware Support

- (a) Service Provider will provide full support for desktop hardware, excluding Macintosh and Linux. For purposes of this MOA, hardware includes: desktops, laptops, personal digital assistants, printers and scanners. Hardware must have been purchased from one of several vendors contracted with the State of Idaho.
- (b) Service Provider will perform support services only on Customer acquired hardware meeting minimum requirements. Installation and support services are not provided on any equipment personally belonging to employees. Customer agrees to consult with the Service Provider as to possible compatibility issues prior to the purchase of any hardware.
- (c) Service Provider will support only hardware meeting the minimum requirements as specified by the Service Provider. Minimum requirements for supported desktop hardware are subject to change as technology changes. Customer should contact the Service Provider for current hardware specifications before purchasing any new equipment.
- (d) Customer agrees to consider a three (3) year technology refresh policy for desktop and laptop hardware.
- (e) For computer hardware support, the Service Provider will:
  - (i) Provide recommendations and cost information for the purchase of new equipment, peripherals and components. Acquiring such equipment is the responsibility of Customer;
  - (ii) To the extent possible, keep Customer informed of the delivery schedule for any equipment ordered by the Service Provider on Customer's behalf and deliver and connect all hardware to the network within three (3) business days of its arrival;
  - (iii) Provide telephone support via the Service Desk during normal business hours. See Section 6., Service Management, for current Service Desk hours and procedures;

- (iv) Diagnose any malfunctioning equipment;
- (v) Install new or replaced components; and
- (vi) Service Provider reserves the right to remove any unsupported hardware if it reasonably believes that such hardware is causing recurring problems.

(2) Desktop Software Support

- (a) The Service Provider follows the Information Technology Resource Management Council's ("ITRMC") policies and standards related to desktop software.
- (b) The Service Provider will provide general troubleshooting assistance for the following list of supported software and operating systems. Supported software includes, but is not limited to, the most current version of each of the following software applications and its immediately preceding version unless ITRMC's standards state otherwise:
  - (i) Microsoft Office Productivity Suites;
  - (ii) Microsoft Applications software;
  - (iii) Microsoft Outlook client;
  - (iv) McAfee or Symantec Anti-Virus software; and
  - (v) Adobe Reader.
- (c) Microsoft Desktop Operating System. All supported software must be installed either by the vendor, the Service Provider or under the guidance of the Service Provider.
- (d) For desktop application software support, Service Provider will:
  - (i) Provide telephone and hands-on support for software related problems via the Service Desk during normal business hours. See Section 6., Service Management, for current Service Desk hours and procedures. The Service Provider does not provide assistance for "How do I ...?" or similar questions. The Customer is responsible for user proficiency and software-related training. The Service Provider recommends that the Customer determine user knowledge levels and designate those users who are at an advanced level as "Power Users" capable of providing assistance for the "How do I ...?" questions. If training is desired, the Service Provider staff can recommend and provide assistance in locating a suitable training provider;
  - (ii) Provide for operating system upgrades, updates and vulnerability patching;
  - (iii) Maintain a list of approved/scheduled changes, as well as proposed and planned changes, to the supported software environment;
  - (iv) When requested, provide troubleshooting assistance to a software vendor. The Service Provider does not provide direct support for non-supported and custom software applications;

- (v) Install licensed off-the-shelf software not listed above on user systems as needed; however, the Service Provider cannot guarantee support beyond the completion of the installation. The Service Provider's technicians will make every effort to resolve a support problem; should vendor technical support be required, the Customer understands it will be required to cover the costs for vendor technical support assistance services. The Service Provider's technician will notify the Customer of the need for vendor assistance prior to obtaining any fee-based support services. Users are encouraged to notify the Service Provider prior to the purchase of additional software. The Service Provider can provide guidance as to possible compatibility issues that may prevent software installations;
- (vi) Provide periodic notifications of security-related issues requiring attention or intervention by the Customer as the Service Provider becomes aware of such issues; and
- (vii) The Service Provider reserves the right to remove any unsupported software if it reasonably believes that such software is causing recurring problems.

### (3) Additional Support Services

#### (a) Consulting Services

The Service Provider is available to provide informational technology-related consulting services. These services typically include, but are not limited to, guidance on future technologies; assistance in determining the appropriate hardware and software needs and specifications; providing hardware and software cost information; providing guidance when determining the need for custom applications, off the shelf products, or project development; assistance with vendor-related discussions; and providing technical guidance on custom application projects.

#### (b) Preparation of Bid Specifications

The Service Provider will provide assistance in the preparation of bid specifications.

#### (c) Server Support

The Service Provider will provide full support for server hardware, Windows Server operating systems, Exchange Server, and VMWare. Unix and other Linux operating systems are excluded. The system must have been purchased under a State of Idaho contract. The Service Provider will perform support services only if the hardware belongs to the Customer. Server installation and support services are not offered for hardware or operating systems provided by the Customer's business partners. The Service Provider will support only hardware meeting the minimum requirements as specified by the Service Provider. Minimum requirements for supported server hardware are subject to change as technology changes. The Customer should contact the Service Provider for current hardware specifications before purchasing any new equipment. Low-profile rack-mount servers are required if the server will be installed in the Department of Administration's computer room. The Customer agrees to consider a four (4) year technology refresh policy for server

hardware. The Service Provider will notify the Customer when hardware is eligible for replacement under such a refresh policy.

For server support, the Service Provider will:

- (i) Provide telephone and hands-on support for server related problems via the Service Desk during normal business hours;
- (ii) Assign a **HIGH** priority service level to a downed server;
- (iii) Assign a **CRITICAL** priority service to a downed server impacting the work of many users and stopping critical business functions;
- (iv) Assign a **MEDIUM** priority level to a server reporting warnings or errors that are not directly impacting the functionality of the server;
- (v) Provide for server hardware and operating system installations;
- (vi) Provide for operating system upgrades, updates and vulnerability patching. Establish a standard scheduled maintenance window with the Customer for systems maintenance, operating system upgrades, updates and vulnerability patching. The Customer and the Service Provider agree to Thursday evening each week, from 5:00 p.m. until 8:00 p.m. (MST), as the standard scheduled maintenance window. The Customer will be provided advance notification of scheduled maintenance and any system down times required to perform system maintenance, install system updates, upgrades, or patches; and
- (vii) Upgrade or patch systems as necessary due to an emergency situation, critical security risk or serious vulnerability. In these circumstances, the Customer may not receive advance notification.

(d) Virtual Private Network Support (VPN)

The Service Provider will provide VPN related support services that follow the requirements of the Service Provider's VPN Policy and Checklist. Copies of these documents are available from the Service Provider upon request. The Service Provider's technicians will work directly with the Service Provider's network services staff to troubleshoot connectivity issues when necessary. The Service Provider's technicians will not travel; users experiencing VPN connectivity issues from home or while traveling will be required to work directly with network services staff or bring the system in to the Service Provider's office to be diagnosed. VPN levels of support will follow the same service levels as indicated above. The Customer should contact the Service Desk for VPN related problems. Any VPN related costs, such as software licenses, certificate keys, and hardware tokens, will be the responsibility of the Customer.

(e) Data Recovery

The Service Provider provides an enterprise backup system for only those servers located in the Department of Administration's computer room on a routine basis (incremental nightly on Monday through Thursday; full on Friday). To use the enterprise backup system, the Customer must purchase the appropriate backup licensing and provide for the ongoing maintenance costs. If the Customer houses its

own servers, the Service Provider will create data backup schedules. The Customer must designate staff responsible for media rotation as required by the backup rotation schedule and for monitoring backup status. The Service Provider's technicians will provide training to the Customer's staff in backup monitoring procedures. The Customer must provide for third-party backup software acceptable to the Service Provider, preferably NetBackup or ArcServ, and a backup media drive that is external or internal to the server.

The Service Provider will provide guidance to the Customer in developing its information technology-related disaster recovery processes.

(f) Database Administration

The Service Provider provides for database administration for Microsoft SQL server on servers located at and under complete administrative control of the Department of Administration. For these servers, the Service Provider's database analyst provides routine database maintenance and administration and will assist the Customer in developing and maintaining database tables as needed. Data-driven applications and dynamic web development is outside the scope of these services. The Service Provider will provide assistance to the Customer's application developer in building the database structure on these SQL servers when requested; however, the developer must provide the schema. The Service Provider will provide SQL database consultation on application development. Database development is project based and is not categorized in priority service levels. This means requested projects are completed in the order received; the development time period will depend on the number of previously received requests, as well as on the requested project's complexity. If database consultation services will be required, the Customer must coordinate with the Service Provider prior to beginning a database related project. The database analyst will remain involved in the development project solely in a database-related capacity until the project is completed.

(g) Web Server Services

The Service Provider will provide a stable web server platform and will support the underlying server services to include the IIS Web Server Service. This does not include web applications, web content, or design work and maintenance of websites.

(h) Networking and Wireless Network Support

The Service Provider will provide local-area network support to include support for connectivity issues, switch equipment failures, and cabling issues. Support for wireless networks, including installation, administration, and user connectivity issues, is provided as well. The Service Provider will also resolve WAN-related issues. Support issues should be submitted through the Service Desk.

## B. SERVICE COMPONENTS

The Customer and the Service Provider will jointly work out a list of major components on the Customer's system. Below is a suggested/sample format:

Component Name	Component Description	Component Location
<b>Application Server X</b>	Primary application server for Application Z	IP 255.255.255.255
<b>Application Server Y</b>	Backup application server for Application Z	IP 255.255.255.255
<b>File &amp; Print Server Z</b>	File & Printer Server for Application Z	IP 255.255.255.255
<b>Network Hub A</b>	Network Hub for all Application Z traffic	IP 255.255.255.255
<b>Operating System B</b>	Operating system on Application Servers X and Y	Resides on Application Server Y and Y

## C. CUSTOMER REQUIREMENTS

- (1) Customer responsibilities and/or requirements in support of this MOA include:
  - (a) Report all computer-related problems promptly;
  - (b) Be available to identify the problem and work with the support technician;
  - (c) Contact the Service Provider before making any changes to the system hardware or software;
  - (d) Keep informed about the schedule of all planned network, hardware, and software changes and all major Service Provider activities;
  - (e) Take responsibility for educating users on a continuing basis about basic computer-related skills;
  - (f) Maintain an updated version of virus protection software on all user systems at all times;
  - (g) Maintain vulnerability patches and updates for non-operating system software as need arises;
  - (h) Not install hardware or software without prior coordination with the Service Provider. Hardware and software installations must only be performed by the Service Provider's technicians or under the guidance of the Service Provider's technicians;
  - (i) Cover the costs for vendor technical support service calls for any off-the-shelf or custom application software in use by the Customer to resolve software support issues when the Service Provider's technical staff need assistance from the software vendor to resolve a technical support problem with its software;
  - (j) Be in compliance with State of Idaho computer policies, standards and guidelines: <http://www.idaho.gov/itrmc/plan&policies.htm>; and

- (k) Advanced scheduling of all service related requests and other special services with the Service Provider.
- (2) When contacting the Service Desk, please provide the following information:
  - (a) Complete contact information (first and last name, e-mail address, agency, and telephone number);
  - (b) Type of computer on which the user is experiencing the problem (i.e., Dell Desktop or Laptop);
  - (c) The computer's operating system (e.g., Windows XP/Vista); and
  - (d) A clear and specific description of the problem or request, including exact wording from any error messages received.

#### D. SERVICE PROVIDER REQUIREMENTS

The Service Provider responsibilities and/or requirements in support of this MOA include:

- (1) Meeting response times associated with service related incidents;
- (2) Making reports available for the Customer (see Section 6.B., Service Reporting);
- (3) Training required staff on appropriate service support tools;
- (4) Logging all incidents opened by the Customer; and
- (5) Appropriate notification to the Customer for all scheduled maintenance (see Section 6.C., Service Maintenance).

#### E. SERVICE ASSUMPTIONS

Assumptions related to in-scope services and/or components include:

- (1) Services are provided to agency staff only;
- (2) Agency customer user base will remain within ten percent (10%) of current staff levels;
- (3) Funding for major upgrades will be provided by the Customer and treated as a project outside the scope of this MOA; and
- (4) Changes to services will be communicated and documented to all Customers.

### 6. SERVICE MANAGEMENT

Effective support of in-scope services is a result of maintaining consistent service levels. The following sections provide detail on service monitoring, measurement, reporting and maintenance of in-scope services and related components.

#### A. SERVICE AVAILABILITY

- (1) Service Desk Hours

The Service Desk acts as a central point of contact for all technical support, including hardware and software questions and installations, networking, network connection requests, and troubleshooting.

(2) Service Desk Contact and Staffing

The Service Desk contact and staffing information is:

**E-Mail:** [servicedesk@cio.idaho.gov](mailto:servicedesk@cio.idaho.gov)  
**Telephone:** 208.332.1500  
**Availability:** Monday – Friday (Mountain Standard Time)  
 7:30 a.m. to 5:00 p.m., except State-observed holidays

Customer’s users are encouraged to call the Service Desk or send an e-mail to report a problem or to request computer-related support. In order to serve the large number of individuals who need support services, the Service Provider’s technicians will attempt to solve a majority of problems over the telephone. Support technicians may take remote control of the desktop/laptop or server when needed to assist in resolving a problem. If the technician is not able to quickly resolve a problem over the telephone, then he will make arrangements to provide assistance in person.

**B. SERVICE REPORTING**

The Service Provider will make available upon request the following reports on the intervals indicated:

Report Name	Interval	Recipient	Responsible
<b>Availability Report</b>	Quarterly	Customer Contact	Network Manager
<b>Backup Completion Report</b>	Yearly	Customer Contact	Support Manager
<b>Customer Incident Report</b>	Quarterly	Customer Contact	Support Manager

**C. SERVICE MAINTENANCE**

All services and/or related components require regular maintenance. Maintenance will be performed during a recurring weekly schedule (“Maintenance Window”) in order to maintain established service levels. The Service Provider will notify Customer when the Service Provider plans to use the regularly scheduled Maintenance Window, but the Customer should assume that services may be affected during any regularly scheduled Maintenance Window. Maintenance activities may render systems and/or applications unavailable for normal user interaction for the following locations and timeframes:

**Location(s):** All Locations  
**Timeframe(s):** 5:00 p.m. to 8:00 p.m., Thursday, (Mountain Standard Time)

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Begin</b>	0:00	0:00	0:00	0:00	05:00 pm MST	0:00	0:00
<b>End</b>	0:00	0:00	0:00	0:00	8:00 pm MST	0:00	0:00

There may be emergency or high priority updates, which may require immediate action and would not fall within the "Maintenance Window," that would make applications and systems unavailable at times not inside the "Maintenance Window."

#### D. SERVICE LEVELS

In support of services outlined in this MOA, the Service Provider will respond to service related incidents and/or requests submitted by the Customer within the following time frames. Problem response and installation services shall be completed in accordance with the following:

##### (1) Primary Response

Service Provider's technicians will determine the level of priority at the time a request or incident is reported. "Target response time" is defined as the time between receipt of the call during the hours of normal operation and the time that a Service Provider technician begins working on the problem. Due to the wide diversity of calls and the methods needed to resolve them, response time **IS NOT** defined as the time between the receipt of a call and problem resolution.

- (a) **CRITICAL PRIORITY** means work is stopped for an entire office or agency. These problems have the highest priority and will be resolved as quickly as possible. The goal of the Service Provider is to respond to all critical priority calls within thirty (30) business minutes.
- (b) **HIGH PRIORITY** means work is severely impaired for an entire office or agency, or work is stopped for one or more people. The goal of the Service Provider is to respond to all high priority calls within sixty (60) business minutes.
- (c) **MODERATE PRIORITY** means work is severely impaired for one or more people. The goal of the Service Provider is to respond to moderate priority calls within four (4) business hours.
- (d) **NORMAL PRIORITY** means work is impaired for one or more people. The goal of the Service Provider is to respond to normal priority calls within six (6) business hours.
- (e) **LOW PRIORITY** calls are questions or concerns, but do not involve any impairment to work. The goal of the Service Provider is to respond to low priority calls within one (1) business day.

##### (2) Installation of New Hardware or Software

The goal of the Service Provider is to provide for new hardware or software installations within three (3) business days from the time a request is received.

#### E. SERVICE EXCEPTIONS AND EXCLUSIONS

##### (1) Deviations

Any deviations from current policies, processes and standards are noted by the following service exceptions and exclusions:

Exception	Parameters	Coverage
<b>State Holidays</b>	N/A	No coverage
<b>Emergency Service Coverage</b>	Critical business need	Customer may request support by contacting the Service Desk

## (2) Exclusions

The following support services are not included in this MOA and will not be provided by the Service Provider:

- (a) Development, support, and maintenance of the Customer's web portal, web applications, and internal and external web sites;
- (b) Development, support, and maintenance of the Customer's custom applications;
- (c) Third-party applications;
- (d) Copiers; and
- (e) Database administration of MS SQL servers located at the Customer's location.

## F. SERVICE TERMINATION

Either party may terminate this MOA at any time, with or without cause, upon sixty (60) calendar days' prior written notice to the other party specifying the date of termination. Upon termination, the parties shall:

- (1) Promptly discontinue all work, unless the termination notice directs otherwise; and
- (2) Promptly return to the other party any property provided by the other party pursuant to the MOA.

Notwithstanding termination, the parties shall remain obligated as otherwise set forth in this MOA to the extent of costs or obligations to third parties incurred pursuant to the MOA prior to the termination.

## 7. INFRASTRUCTURE AND SECURITY RELATED SUPPORT SERVICES

### A. ADDITIONAL SERVICES

In addition to the services previously listed, below is a partial list of additional services provided to the Customer by the Service Provider.

- (1) Consulting for State network/network security;
- (2) Firewall management/administration;
- (3) Router management/administration;
- (4) Switch management/administration;
- (5) Connectivity troubleshooting;
- (6) VPN user management;

- (7) VPN access/remote access management;
- (8) Network backbone connectivity between State entities/Internet access;
- (9) Core network architectural design/implementation;
- (10) Long haul circuit support (circuit moves, adds/changes);
- (11) Fiber access in Capitol Mall area;
- (12) Two-factor authentication management;
- (13) Routing information;
- (14) Shared hub services;
- (15) Distribution and access levels into the network;
- (16) Backup and data recovery for some Customers (switches/routers/firewalls);
- (17) 24 hours a day, 7 days a week network monitoring for participating Customers;
- (18) IP address and management for public and private address spaces;
- (19) New service development (e.g., wireless, private line);
- (20) Network intrusion prevention/notification;
- (21) Syslog monitoring/event assessment;
- (22) Tripwire monitoring;
- (23) Perimeter testing;
- (24) E-mail threat and Spam filtering;
- (25) Security planning;
- (26) Security incident support; and
- (27) Security audit assistance.

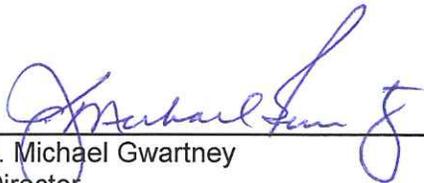
B. CONTACT FOR SERVICES

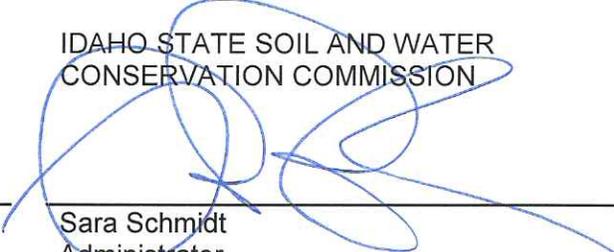
Additional information about these services is available by contacting the Service Provider.

IN WITNESS WHEREOF, the Service Provider and the Customer have executed this MOA to be effective as set forth herein.

DEPARTMENT OF ADMINISTRATION

IDAHO STATE SOIL AND WATER  
CONSERVATION COMMISSION

  
\_\_\_\_\_  
J. Michael Gwartney  
Director

  
\_\_\_\_\_  
Sara Schmidt  
Administrator

6-24-10  
\_\_\_\_\_  
Date

6-24-10  
\_\_\_\_\_  
Date

## ADDENDUM 1 — COST DETAILS

### A. CRITERIA

The costs for agency support are computed annually based on the following criteria:

- (1) The number of employees supported;
- (2) The number of desktop computers supported;
- (3) The number of laptop computers supported;
- (4) The number of PDAs (personal digital assistants) supported;
- (5) The number of printers supported;
- (6) The number of servers supported (servers are computed at a higher rate because of the additional time and higher level of support required);
- (7) Other equipment requiring support; and
- (8) Additional specialized services (e.g., 24x7 support, application support, database support, web development, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

### B. COST

The cost for the term July 1, 2010 through June 30, 2011 is Fifteen Thousand and 00/100 (\$15,000.00).

# Save the Date

*The Tri -State Meeting and Tour will be held in  
the beautiful town of Winthrop, Washington  
October 4—October 7, 2016*



*Lodging and meeting will be at the  
Sun Mountain Lodge, located at  
604 Patterson Lake Rd, Winthrop, WA 98862.*

*There is a room block held under the name “Tri State”  
until August 22, 2016 at the rate of \$89 single occupancy  
per night, or \$178 for double occupancy per night.*

*Phone number: 1-800-572-0493.*

## TRI-STATE CONSERVATION COMMISSIONS

*IDAHO*  
1215 W. State Street  
Boise, ID 83720-7000

*WASHINGTON*  
P.O. Box 47721  
Olympia, WA 98504-7721

*OREGON*  
635 Capitol St. NE  
Salem, OR 97310-0110

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The Tri-State Conservation Commission members from Idaho, Oregon, and Washington passed the following resolution at the June 11, 1992 Annual Meeting.

### RESOLUTION

Local conservation districts with support from their State Conservation Commissions, the Federal Soil Conservation Service, and Cooperative Extension Service provide the most effective, efficient local delivery system for natural resource protection projects.

The Tri-State Conservation Commission supports the following:

- Use of the Coordinated Resource Management (CRM) process to involve local land owners, managers, and interests groups in watershed resource protection goal setting and planning efforts. CRM is a proven technique leading to faster practice application providing long term resource benefits developed at the local level.
- Use of the model watershed approach for improving habitat, soil and water resources in the Snake/Columbia River system.
- Utilization of local conservation districts as the lead entity to coordinate model watershed activities in the Snake/Columbia River system with local land managers and owners, support agencies, and interest groups.
- Utilization of state conservation commissions in Idaho, Oregon, and Washington to “facilitate” the implementation of the Northwest Power Planning Council Habitat Improvement actions including the model watershed projects within limits of available resources.
- An effort to secure adequate long term federal funding to the Soil Conservation Service to provide technical assistance to model watershed project activities.

Same letter and attachment sent to all members of NWPPC:

Jim Goller  
Robert Saxvik  
John Brendan  
Angus Duncan  
Ted Truelove  
Ted Hallock  
Stan Grace

~~RECEIVED~~  
~~JUN 28 2016~~  
~~IDAHO SOIL & WATER~~  
~~CONSERVATION COMMISSION~~

June 21, 2016

H. Norman Wright, Chairman  
Idaho Soil and Water Conservation Commission  
650 W. State St., Room 145  
Boise, ID 83702

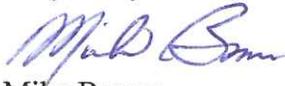
**RECEIVED**  
**JUN 28 2016**  
IDAHO SOIL & WATER  
CONSERVATION COMMISSION

Dear Norman:

I wanted to thank you for joining the National Association of State Conservation Agencies (NASCA) Board of Directors in McCall last month. We had a terrific meeting, and your insights got us started off in the right direction. Also, we appreciate the Commission allowing Teri to serve as our Pacific Director. She does a phenomenal job and ensures we always consider western issues in everything we do.

Hopefully our paths will cross again soon. I always enjoy seeing you and picking your brain!  
Thanks again Norman!

Very Truly Yours,



Mike Brown  
NASCA Executive Director

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Home State Washington

# EPA urged What's Upstream to tone down ag attacks

Don Jenkins

Capital Press

Published on August 8, 2016 11:25AM

Last changed on August 8, 2016 11:29AM



DON JENKINS/CAPITAL PRESS

A What's Upstream billboard in Olympia advertises a website that advocates for more strict regulations on farmers. The Environmental Protection Agency went over the What's Upstream website line-by-line last year, trying with mixed success to tone down the site's attacks on agriculture, according to newly released EPA records.

Buy this photo

The Environmental Protection Agency went over the What's Upstream website line-by-line last year, trying with mixed success to tone down the site's attacks on agriculture, according to newly released EPA records.

What's Upstream planners, led by the Swinomish Indian tribe in north Puget Sound, made some edits and thanked the EPA for its guidance.

But other suggestions were not adopted, and the tribe's environmental policy director, Larry Wasserman, resisted EPA's proposal to have the Washington Department of Ecology fact-check the website, according to an email from the EPA's Puget Sound intergovernmental coordinator, Lisa Chang, to the Northwest Indian Fisheries Commission.

Instead, the website was reviewed by EPA staff members, who were particularly concerned by unsupported claims about the extent of agriculture's contribution to water pollution and how surveys that purportedly showed strong public support for new regulations were presented.

“Since Larry was not open to having the appropriate ECY technical experts review this, I’m also including comments from our 303(d)/305(b) staff,” wrote Chang, referring to sections of the Clean Water Act. “We want to emphasize the importance of ensuring a solid technical basis for assertions made in this website, including those relating to the impaired waters listing program and those related to the public opinion research.”

Wasserman declined to comment.

The newly available records, released in response to a Freedom of Information Act request by the Capital Press, reveal more details about EPA’s part in an advocacy campaign that some federal lawmakers have called an illegal lobbying effort that falsely portrayed farmers as unregulated polluters.

EPA grants totaling some \$655,000 over five years were passed from the fisheries commission to the tribe to support What’s Upstream.

EPA ended its support in April after the complaints from lawmakers. The EPA’s Office of Inspector General is auditing how the money was used.

EPA Pacific Northwest Regional Administrator Dennis McLerran has described the agency’s role in What’s Upstream as “technical input.” An EPA spokesman confirmed this week that McLerran was referring to the agency’s detailed review of the What’s Upstream website.

An email from Chang to the fisheries commission last spring shows the EPA was concerned that what was intended to be a broad effort to educate the public about preventing Puget Sound pollution had turned into a media and political campaign to regulate farmers.

Later, the EPA questioned how the website presented the results of two public opinion surveys conducted by Strategies 360, a Seattle lobbying firm hired by the tribe to develop the advocacy campaign.

The surveys, linked to on the website, found that the public generally held farmers in high regard and that most respondents were satisfied with water quality.

The website’s summary of the surveys stressed responses that indicated high concern about agriculture’s impact on water and strong support for mandatory 100-foot buffers between farm fields and waterways.

“There will be many questions about the public opinion research. Intelligent consumers of the information on this website will need a basis for concluding that these claims are credible,” Chang wrote in an October email.

The EPA did not comment on the images that What’s Upstream used to link agriculture with water pollution. The images included photos of cows standing in streams. The photos were not taken in Washington.

Strategies 360 Vice President of Communications Jeff Reading said the photos were “tools in an information campaign.”

“I don’t know that the images one uses has to be somehow geographically associated with the issue in question,” he said.

In February, a month before the website drew widespread attention from lawmakers, the EPA again urged What’s Upstream to subject its materials to an independent review.

“As we have said in previous comments, the deliverables produced under this project do need technical review,” the EPA commented in a review of plans by What’s Upstream to advertise in newspapers and on radio and billboards. “The products generated under this award are highly visible and are intended to influence public opinion.”

What’s Upstream did remove from the website claims about agriculture’s contribution to water pollution that EPA reviewers said were unsupported by current data.

[http://www.capitalpress.com/Washington/20160808/epa-urged-whats-upstream-to-tone-down-ag-attacks?utm\\_source=Capital+Press+Newsletters&utm\\_campaign=4cf5f96baf-Daily\\_Ag\\_Update&utm\\_medium=email&utm\\_term=0\\_4b7e61b049-4cf5f96baf-69629921#.V6pJd4Usiy0.email](http://www.capitalpress.com/Washington/20160808/epa-urged-whats-upstream-to-tone-down-ag-attacks?utm_source=Capital+Press+Newsletters&utm_campaign=4cf5f96baf-Daily_Ag_Update&utm_medium=email&utm_term=0_4b7e61b049-4cf5f96baf-69629921#.V6pJd4Usiy0.email)

**Back to Agenda**



**SOIL & WATER  
CONSERVATION  
COMMISSION**

H. Norman Wright  
Chairman

Gerald Trebesch  
Vice Chairman

Leon Slichter  
Secretary

Dave Radford  
Commissioner

Glen Gier  
Commissioner

Teri Murrison  
Administrator

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS TREBESCH, SLICHTER,  
GIER, AND RADFORD**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: AUGUST 1, 2016**  
**RE: FY 2017 BUDGET REQUEST**

The Commission's FY 2018 Budget Request must be approved by the Board and submitted to the Division of Financial Management (DFM) and the Legislative Services Office (LSO) by September 1, 2016, along with the Performance Measures Report. The following details are provided for your consideration in approving the draft budget request (*amounts may not total due to rounding*):

FROM	FTPs	PERSONNEL	OPERATING	CAPITAL	TRUSTEE & BENEFIT	TOTAL
General Fund: Administration & Board	15.65	1,193,500	177,500	90,600	1,553,200	3,014,800
Dedicated Fund: RCRDP Administration	2.10	165,300	145,500			310,800
Dedicated Fund: Professional			30,000			30,000
Dedicated Fund: Revolving Fund			30,000			30,000
<b>TOTAL</b>	<b>17.75</b>	<b>\$1,358,800</b>	<b>\$ 383,000</b>	<b>\$ 90,600</b>	<b>\$1,553,200</b>	<b>\$3,385,600</b>

Rhonda Yadon will cover the specifics contained in the Budget Request Synopsis (attached).

The FY 2018 Budget Request contains requested funds to replace three light duty 4wd trucks used by field staff. Due to the terrain where vehicles must be driven, the miles driven are extremely rough miles. The Budget Development Manual specifies that vehicles may be replaced with upward of 90,000 miles on the odometer. By the time they are replaced (October-November 2017), each of those trucks listed below will have between 10,000 – 12,000 additional miles on its odometer:

- X5285 – 109,202 miles
- SCC 16 – 102,953 miles
- SCC 8 – 98,310 miles

The Board will remember discussing with members of the IASCD Board, possible Trustee and Benefits line item enhancement requests. Attached is a copy of a letter from IASCD Board President Kit Tillotson detailing their request for FY 2018. Summarized, it is as follows:

- District-led programs for regionally coordinated emergency responses that assess, mitigate, and prevent the effects of wildfire on private lands in the State of Idaho. This request results from FY 2017's Clearwater Wildfire Restoration Pilot Program which received a \$100,000 appropriation. Funds (\$50,000) would be allocated to a lead district in each of six divisions statewide. Following fire events occurring between July 1 and December 31<sup>st</sup>, the lead district would facilitate efforts of all participating conservation districts in the division, county commissioners, cities, emergency management coordinators, and others as needed. Ranking criteria developed during the Pilot Project would be applied to rank potential mitigation efforts. If a division had no qualifying fire events prior to December 31<sup>st</sup>, the funding could be used between January 2 and June 30<sup>th</sup> for thinning and other fuels management activities in the division. Award of thinning and fuels management funding would be subject to the development of ranking criteria, as well. An annual report on the outcomes would be made, possibly to be submitted by each division for inclusion in the Commission's annual germane reports.

RECOMMENDED ACTION: Approve FY 2018 Budget Request, grant authority to Administrator to make minor adjustments to request, if necessary.

Attachments:

- FY 2017 Budget Request Synopsis
- IASCD Letter re including Trustee & Benefit Line Item Enhancement in FY 2018 Budget Request

## Soil and Water Conservation Commission

FY 2018 Budget (Preliminary)

Wednesday, July 27, 2016

	FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee / Benefit	Total
<b>FY 2017 Appropriation</b>						
General Fund - Administration & Board	15.65	1,201,000	177,500	54,800	1,253,200	2,686,500
Dedicated Fund - Economic Recovery Reserve	-	-	-	-	100,000	100,000
Dedicated Fund - RCRDP Administration	2.10	166,500	145,500	-	-	312,000
Dedicated Fund - Professional Services	-	-	30,000	-	-	30,000
Dedicated Fund - Revolving Loan	-	-	30,000	-	-	30,000
<b>Total</b>	<b>17.75</b>	<b>1,367,500</b>	<b>383,000</b>	<b>54,800</b>	<b>1,353,200</b>	<b>3,158,500</b>
<b>Program Maintenance Adjustments</b>						
<b>DU 8.41 - Removal of One-Time Expenditures</b>						
General Fund - Administration & Board	-	(36,700)	-	(54,800)	(100,000)	(191,500)
Dedicated Fund - RCRDP Administration	-	(5,100)	-	-	-	(5,100)
<b>DU 10.11 - Health Insurance</b>						
General Fund - Administration & Board	-	19,400	-	-	-	19,400
Dedicated Fund - RCRDP Administration	-	2,600	-	-	-	2,600
<b>DU 10.12 - Variable Benefit Costs</b>						
General Fund - Administration & Board	-	200	-	-	-	200
Dedicated Fund - RCRDP Administration	-	-	-	-	-	-
<b>DU 10.31 - Repair, Replacement Items</b>						
General Fund - Administration & Board	-	-	-	90,600	-	90,600
<b>DU 10.61 - CEC Regular Employees</b>						
General Fund - Administration & Board	-	9,600	-	-	-	9,600
Dedicated Fund - RCRDP Administration	-	1,300	-	-	-	1,300
<b>DU 10.63 - CEC for Elected Officials &amp; Commissioners</b>						
General Fund - Administration & Board	-	-	-	-	-	-
<b>Line Items</b>						
<b>DU 12.01 - Increased Office Space Costs</b>						
General Fund - Administration & Board	-	-	-	-	-	-
<b>DU 12.02 - Convert Group Positions</b>						
Dedicated Fund - Professional Services	-	-	-	-	-	-
<b>DU 12.03 - District Matching</b>						
General Fund - Administration & Board	-	-	-	-	300,000	300,000
<b>FY 2018 Request:</b>						
General Fund - Administration & Board	15.65	1,193,500	177,500	90,600	1,553,200	3,014,800
Dedicated Fund - RCRDP Administration	2.10	165,300	145,500	-	-	310,800
Dedicated Fund - Professional Services	-	-	30,000	-	-	30,000
Dedicated Fund - Revolving Loan	-	-	30,000	-	-	30,000
	<u>17.75</u>	<u>1,358,800</u>	<u>383,000</u>	<u>90,600</u>	<u>1,553,200</u>	<u>3,385,600</u>
<b>Change from FY 2017</b>	<u>0.00</u>	<u>(8,700)</u>	<u>0</u>	<u>35,800</u>	<u>200,000</u>	<u>227,100</u>
<b>Percentage Change from FY 2017</b>	<u>0</u>	<u>-0.64%</u>	<u>0.00%</u>	<u>65.33%</u>	<u>14.78%</u>	<u>7.19%</u>
<b>General Fund Increase from FY 2017</b>						<u>328,300</u>
<b>General Fund Percentage Change from FY 2017</b>						<u>12.22%</u>

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# Idaho Association of Soil Conservation Districts

55 SW 5th Avenue, Suite 100 Meridian, ID 83642 208-895-8928 WWW.IASCD.ORG

July 29, 2016

Teri Murrison, Administrator  
Idaho Soil & Water Conservation Commission  
650 West State St, Room #145  
Boise, ID 83702

Dear Teri,

The Idaho Association of Soil Conservation Districts (IASCD) Board of Directors met on Monday, July 11, 2016 to discuss the FY 2018 Idaho Soil & Water Conservation Commission Budget. As a result of that meeting this letter is to inform you that IASCD supports a FY 2018 budget request to increase funding in the amount of \$300,000 in ongoing T&B funding. This request takes into consideration regionally coordinated emergency responses to help mitigate the effects of wildfire in a timely fashion on private lands in the state of Idaho.

With the anticipated success of the 2017 pilot project through the Clearwater Wildfire Restoration Group, the request and distribution of funds will be divided equally (\$50,000) between the six IASCD Divisions. Projects will need to be vetted and include the support of local entities such as conservation districts, county commissioners, cities, emergency management coordinators and others as needed. Projects will need to be prioritized and the criteria established by the Clearwater Wildfire Restoration Group will be used and adapted to meet specific needs.

If a region does not have a wildfire disaster, the allocated funds could be used in other areas as needed (which may include, but not be limited to fire prevention, flood relief, etc.). This could also include the total amount of \$300,000 directed to one area to address a catastrophic event.

Excess funds not used can then be allocated after January 1 to regions for fire prevention activities. These projects would need to go through the same process as other fire related projects.

Thank you for your consideration in this matter.

Sincerely,

Kit Tillotson  
IASCD President

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## 2016 Board of Directors

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Kit Tillotson  
Box 701  
Lava Hot Springs, ID  
83246  
(Division V)

### Vice President

Billie Brown  
PO Box 293  
St. Maries, ID  
83861  
(Division I)

### Treasurer

Steve Becker  
17603 Morscheck Rd.  
Genesee, ID  
83832  
(Division II)

### Secretary

Kent Foster  
4735 Moonlake Dr.  
Meridian, ID  
83646  
(Division III)

### Director

Lynn Bagley  
1402 West 8000 South  
Victor, ID  
83455  
(Division VI)

### Director

Richard Kunau  
137 North Hwy. 77  
Declo, ID  
83323  
(Division IV)

## Staff

### Executive Director

Benjamin Kelly  
55 SW 5th Ave., Ste. 100  
Meridian, ID  
83642  
208-895-8928



**SOIL & WATER  
CONSERVATION  
COMMISSION**

H. Norman Wright  
Chairman

Gerald Trebesch  
Vice Chairman

Leon Slichter  
Secretary

Dave Radford  
Commissioner

Glen Gier  
Commissioner

Teri Murrison  
Administrator

**MEMO**

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS TREBESCH, SLICHTER,  
GIER, AND RADFORD**  
**FROM: TERI MURRISON, ADMINISTRATOR**  
**DATE: AUGUST 1, 2016**  
**RE: PERFORMANCE MEASURES REPORT**

Attached is a copy of the final draft of the Commission's FY 2016 Performance Measures Report. A final report must be submitted to the Division of Financial Management (DFM) and the Legislative Services Office with the FY 2018 Budget Request.

The PMR is purposefully not all-inclusive and is condensed per instructions from DFM. The following elements of the PMR are mandatory:

- Agency Profile
- Core Functions
- General Fund Revenue & Expenditures
- Profile of Key Services
- Performance Highlights
- Performance Measurements

Staff will review the draft PMR at the meeting for your consideration.

**RECOMMENDED ACTION: Approve FY 2016 Performance Measures Report**

Attachments:

DRAFT FY 2016 Performance Measures Report

## Part I – Agency Profile

### Agency Overview

The Idaho Soil and Water Conservation Commission (ISWCC) was created in 1939 under Idaho Code § 22-2716, et. seq.) to form local conservation districts to work on reducing soil erosion generated by agricultural land management practices. ISWCC is now also the lead agency for a number of voluntary conservation programs that address water quality and other natural resource issues. ISWCC has no regulatory authority.

The ISWCC was led in FY 2016 by five Commissioners appointed by the Governor: Chairman H. Norman Wright, Vice Chairman Gerald Trebesch, Secretary Leon Slichter, and members Dave Radford and Glen Gier. The administrator was Teri Murrison. In FY 2016, the agency had 17.75 administrative and technical staff located in Boise and in offices around the State.

### Core Functions/Idaho Code

1. **District Support and Services:** provides technical, financial, and other assistance to Idaho's 50 local conservation districts.
2. **Comprehensive Conservation Services:** provides/promotes non-regulatory incentive and science-based programs to support voluntary conservation activities enhancing the environmental quality and economic productivity of the state.
3. **Administration:** ensures continuity of operations and establishes protocols to support Commissioners and staff.
4. **Outreach:** engages local, state, and federal partners, non-governmental organizations, and resource and agricultural production groups to coordinate, collaborate, and cooperate on voluntary conservation efforts.

### Revenue and Expenditures: <sup>1</sup>

Revenue	FY 2013	FY 2014	FY 2015	FY 2016
General Fund	\$2,306,400	\$2,364,100*	\$2,531,000	\$2,590,700
Receipts	6,700	5,600	6,800	29,600
RCRDP Loan Program	1,793,900	1,447,600	1,033,700	960,800
SRF Loan Program	147,270	31,900	84,300	99,300
Federal Grant Funds	<u>80,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b>\$4,334,270*</b>	<b>\$3,849,200*</b>	<b>\$3,655,800</b>	<b>\$3,680,400</b>
Expenditure	FY 2013	FY 2014	FY 2015	FY 2016
Personnel Costs	\$1,137,421	\$1,151,400	\$1,149,700	\$1,239,400
Operating Expenditures	421,341	286,200	346,400	257,500
Capital Outlay	10,526	0	71,400	80,100
Trustee/Benefit Payments	1,103,198	1,169,200	1,203,200	1,253,200
RCRDP Loan Disbursements	232,623	794,100	352,400	415,200
DEQ Loan	<u>116,322</u>	<u>44,300</u>	<u>71,700</u>	<u>86,700</u>
<b>Total</b>	<b>\$3,021,431*</b>	<b>\$3,445,200</b>	<b>\$3,194,800</b>	<b>\$3,332,100</b>

<sup>1</sup> “\*” indicates where numbers were updated in FY 2016 to correct prior year errors.

## Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2013	FY 2014	FY 2015	FY 2016
Conservation systems implemented on all cropland (acres)	133,625	186,076	97,432	133,586
Conservation implemented on other land uses (acres)	107,090	78,925	83,255	6,348
Grazing/pasture management systems implemented (acres)	539,007	531,613	486,449	506,625
Riparian acres implemented with protection, restoration, enhancement or creation (acres)	487	289	1,201	3,399
Conservation Reserve Program (CRP) – Private agricultural land removed from tillage-induced erosion through financial incentive for a contractual time period.	349,617	589,484	583,135	568,839

*Numbers above include conservation statistics from federal and local partners: NRCS and districts. The reason “other land uses” declined so significantly was unknown, although it may have dropped due to a policy, funding, or programmatic change. While an analysis by partners has not been conducted, it is likely that overall acres in conservation systems on all cropland and grazing/pasture management systems in FY 2015 were down due to the fact that the amount of land treated by NRCS in the Environmental Quality Incentives Program (EQIP) went down. There were also several large projects still in the middle of construction in other programs - those acres affected data are reported in FY 2016.*

## Performance Highlights

- District Support and Services** In FY 2016 districts received Trustee and Benefit funding that included the usual base funding (\$8,500), local matching funds (capped at \$50,000 per district), \$2,000 in operating funds per district, and capacity building awards that ranged from \$800 to \$2,300 per district. District satisfaction with Commission services continues to strengthen.
- Comprehensive Conservation Programs and Services** New loan volume in the RCRDP fund increased from 7 loans made for \$392,517 in FY 2015, to 12 loans made totaling \$875,049 in FY 2016. This is an increase of 223% from FY2015. The number of loan inquiries increased to 63, yet the number of loan applications decreased to 15. Approval rates increased from 70% to 80% of applications received. The average loan increased to \$72,921. Commercial lender rates are still low, making the additional paperwork required for a public funds loan less attractive. The impact of much lower commodity prices may also be a factor in fewer loan applications received.
- Outreach** The Commission published monthly issues of our newsletter *Conservation the Idaho Way* in FY 2016 to a distribution list of 591 subscribers (list was updated in FY 2016). Stories covered included: district efforts to benefit water quality on the Snake River, Snake and Pole Creeks, and key tributaries of Lake Cascade, fires in Southern and Northern Idaho, brush thinning and fire restoration efforts around the state, reduction of nitrate levels in ground water, online conservation resources for landowners, no-till, direct-seed, and cover crops, this year’s youth Envirothon competition, and more. Newsletter articles have been reprinted by newspapers and other agencies, including the Farm Bureau. *Conservation the Idaho Way* received an award from the Idaho Press Club in 2016.

**Part II – Performance Measures**

Performance Measure	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Benchmarks
<b>DISTRICT SUPPORT &amp; SERVICES</b>					
# of District Surveys on Commission Satisfaction	40 of 50	36 of 50	35 of 50	34 of 50	50 of 50
- Strongly agree	18%	22%	28.6%	29%	34%
- Somewhat agree	45%	50%	45.7%	62%	47%
- Neutral	30%	11%	8.6%	3%	7%
- Somewhat Disagree	8%	11%	14.3%	3%	10%
- Disagree	0%	6%	2.9%	3%	2%
N/A	0%	0%	0%	0%	0%
District five-year plans updated	50	50	50	50	50
Technical Assistance Provided to districts:					
- # of districts w/projects	31	38	40	38	39
- # of new projects	24	57	81	34	50
- # of ongoing projects	41	103	106	101	100
- # of landowners served	246	386	229	241	300
<b>COMPREHENSIVE CONSERVATION PROGRAMS</b>					
CREP Program Deliverables					
- Total Contracts	159	156	155	155	160
- Total Acres	17,236	16,792	16,729	16,526	17,500
- Certified Contracts	0	28	7 (82 total acres)	6 (88 total acres)	10
- Certified Acres	0	2,537	300 (8,880 total acres)	647 (9,527 total acres)	800
Ground Water Quality/Nitrate Priority Areas					
- Acres Treated	35,685	27,918	39,863	42,594	37,700
- Nitrates Reduced (lbs.)	114,797	141,779	138,247	145,370	132,100
- Phosphorus Reduced (lbs.)	24,473	32,084	27,745	29,575	26,500
- Sediment Reduced (tons)	137,414	54,618	143,670	150,170	142,600
RCRDP Loan Program					
- # of new loans	4	12	7	12	12
- Total \$ conservation projects	\$128,100	\$841,624	\$392,517	\$875,049	\$850,000
-Inquiries received <sup>2</sup>	-	-	48	63	50
-Applications submitted	-	-	20	15	25
Pending @ end of FY	-	-	5	0	2
-Applications denied or withdrawn	-	-	6	3	5
TMDL Ag Implementation Plans (subject to DEQ priorities)	5 Completed 19 In Progress 31 Pending	6 Completed 15 in Progress 19 Pending	8 completed 16 in progress 18 pending	7 completed 17 in progress 18 pending	6 Completed 12 In Progress 19 Pending

<sup>2</sup> New performance measures were established in FY 2015 to track overall program activity in addition to funded loans.

<b>OUTREACH</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017 BENCHMARKS</b>
<b>Communications</b>					
<b>Website</b>					
Total Visitors	383,964	N/A	71,822	70,255	74,000
Average Page Views**	-	-	-	26	26
Average Hits Per Day	-	-	-	31,936	33,000
Total Hits	-	-	-	1,018,241	1,020,000
<b>Facebook</b>					
Number of Posts	49*	220	153	230	245
Post Reach	-	-	-	48,046	50,000
New Page Likes	-	-	-	170	200
<b>Twitter</b>					
Number of Tweets	29	89	36	40	55
Twitter Impressions	-	--	--	11,144	11,200
Profile Views	-	-	-	762	700
New followers	-	-	-	111	200
<b>Newsletter</b>					
Subscriptions	N/A	505	725	591***	700

\*FY 2011- FY 2012 counted total impressions, a statistic that may not represent the number of people who actually read the post. From FY 2013 on, # of posts are reported. In FY 2016 analytics for different functions were captured to provide a better picture of growth.

\*\*Average page views is per visitor.

\*\*\*Reduction in distribution list in FY 2016 was due to a clean up and consolidation of the subscription list.

**For more information contact:**

Teri Murrison, Administrator  
 Idaho Soil & Water Conservation Commission  
 650 West State Street, Room 145  
 Boise, ID 83720-0083  
 Phone: (208) 332-1790  
 Fax: (208) 332-1799  
 E-mail: Teri.Murrison@swc.idaho.gov



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

Item #5a

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS RADFORD, GIER,  
SLICHTER, AND TREBESCH**  
**FROM: DELWYNE TREFZ, DISTRICT SUPPORT SERVICES**  
**DATE: AUGUST 1, 2016**  
**RE: DISTRICT SUPPORT SERVICES REPORT**

District Funds Allocations

- \$675,000 of Trustees and Benefits funds were disbursed to districts during July (see enclosed 'FY2017 District Allocations Disbursed in July' spreadsheet for details)
  - Base Allocation (\$8,500/district)
  - Operations Allocation (\$2,000/district)
  - Capacity Building Allocation (\$800-\$2,300/district)
  - Fire-related Special Allocation (\$100,000 to Nez Perce SWCD)
- \$678,200 Trustees and Benefits funds remain to be disbursed to districts as Match Funding

District Match Allocations

- District Financial & Match reports are due no later than August 16<sup>th</sup>
- SWCC staff will review for completeness and organize the reports in preparation for the District Allocations Work Group (DAWG) meeting
- DAWG to meet via teleconference the first full week of September to determine the value of local funds and services eligible for state match funds
- Commission will convene a special meeting via teleconference during the 2<sup>nd</sup> full week of September to consider DAWG-recommended match allocations (Thursday, September 15)
- Match allocations will be distributed to Districts before the end of September

District Survey Results

- 34 Districts submitted responses to our FY2016 survey
- Results are presented in the enclosed 'FY 2016 District Survey Results' spreadsheet
- Responses are trending in a positive direction

RECOMMENDED ACTION: For information only

Encl: District Allocations Disbursed in July  
FY 2016 District Survey Results

**FY 2017 DISTRICT ALLOCATIONS DISBURSED IN JULY**

District	Base Allocation	Operations Allocation	Special Allocation as Legislated	Capacity Building Funds			Total Allocation
				Standard Cap Bldg Allocation	Regional Programs Cap Bldg Allocation	Total Cap Bldg Allocation	
Ada	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Adams	\$ 8,500.00	\$ 2,000.00		\$ 800.00	\$ 1,250.00	\$ 2,050.00	\$ 12,550.00
Balanced Rock	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Bear Lake	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Benewah	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Blaine	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Bonner	\$ 8,500.00	\$ 2,000.00		\$ 800.00	\$ 1,500.00	\$ 2,300.00	\$ 12,800.00
Boundary	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Bruneau River	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Butte	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Camas	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Canyon	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Caribou	\$ 8,500.00	\$ 2,000.00		\$ 800.00	\$ 1,500.00	\$ 2,300.00	\$ 12,800.00
Central Bingham	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Clark	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Clearwater	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Custer	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
East Cassia	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
East Side	\$ 8,500.00	\$ 2,000.00		\$ 800.00	\$ 1,500.00	\$ 2,300.00	\$ 12,800.00
Elmore	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Franklin	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Gem	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Gooding	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Idaho	\$ 8,500.00	\$ 2,000.00		\$ 800.00	\$ 1,250.00	\$ 2,050.00	\$ 12,550.00
Jefferson	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00

District	Base Allocation	Operations Allocation	Special Allocation as Legislated	Capacity Building Funds			Total Allocation
				Standard Cap Bldg Allocation	Regional Programs Cap Bldg Allocation	Total Cap Bldg Allocation	
Kootenai - Shoshone	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Latah	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Lemhi	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Lewis	\$ 8,500.00	\$ 2,000.00		\$ 800.00	\$ 750.00	\$ 1,550.00	\$ 12,050.00
Madison	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Minidoka	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Nez Perce	\$ 8,500.00	\$ 2,000.00	\$ 100,000.00	\$ 800.00		\$ 800.00	\$ 111,300.00
North Bingham	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
North Side	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Oneida	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Owyhee	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Payette	\$ 8,500.00	\$ 2,000.00		\$ 800.00	\$ 1,250.00	\$ 2,050.00	\$ 12,550.00
Portneuf	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Power	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Snake River	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
South Bingham	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Squaw Creek	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Teton	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Twin Falls	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Valley	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Weiser River	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
West Cassia	\$ 8,500.00	\$ 2,000.00		\$ 800.00	\$ 1,000.00	\$ 1,800.00	\$ 12,300.00
West Side	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Wood River	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
Yellowstone	\$ 8,500.00	\$ 2,000.00		\$ 800.00		\$ 800.00	\$ 11,300.00
<b>Total</b>	<b>\$ 425,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 675,000.00</b>

## FY2016 DISTRICT SURVEY RESULTS

Question	Answer Options	2014	2015	2016	2016 Compared To 2015
SWCC provides opportunities to share information about district activities (via listening sessions, partner reports at Commission meetings, attending tours and visiting districts, compiling annual reports, conducting trainings, and making monthly field staff presentations at district meetings).	Agree	89%	94%	94%	No Change
	Neutral	11%	3%	3%	No Change
	Disagree	0%	3%	3%	No Change
SWCC has invited our district to serve on important work groups, to comment on new policies and/or processes, and to provide opinions and input on key decisions that impact us.	Agree	75%	86%	74%	-12%
	Neutral	17%	3%	18%	15%
	Disagree	8%	12%	9%	-3%
The staffing levels and geographic distribution of SWCC engineering and field staff have been sufficient to meet all our technical assistance needs over the past year.	Agree	45%	63%	63%	No Change
	Neutral	25%	9%	16%	7%
	Disagree	22%	29%	22%	-7%
SWCC helps districts and other conservation partners connect with each other to cultivate new partnerships and funding opportunities.	Agree	44%	66%	73%	7%
	Neutral	36%	14%	18%	4%
	Disagree	17%	20%	9%	-11%
Overall we are satisfied with the services and support provided by SWCC.	Agree	72%	74%	91%	17%
	Neutral	11%	9%	3%	-6%
	Disagree	17%	17%	6%	-11%

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**COMMISSION**

H. Norman Wright  
Chairman

Jerry Trebesch  
Vice Chairman

Leon Slichter Secretary

Dave Radford  
Commissioner

Glen Gier  
Commissioner

Teri A. Murrison  
Administrator

**TO: CHAIRMAN WRIGHT, COMMISSIONERS GIER, RADFORD, SLICHTER, AND TREBESCH**  
**FROM: TERRY HOEBELHEINRICH, LOAN OFFICER**  
**DATE: JULY 26, 2016**  
**RE: RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM UPDATE AND FISCAL YEAR SUMMARY**

Since your last meeting, the following activities have been conducted by staff:

<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Ag Pavilion (Boise &amp; Twin Falls) planning is in process</li> <li>• Updated print advertising</li> </ul>
<b>Loan Applications</b>	<ul style="list-style-type: none"> <li>• 4 loan inquiries have been received since the last update on June 1</li> <li>• 3 new loan applications (in process)</li> <li>• Closed 3 loans</li> <li>• Still trying to close 2 other loans</li> </ul>
<b>Loan Portfolio</b>	<ul style="list-style-type: none"> <li>• 76 loans, \$2,960,215</li> <li>• \$375,144 approved, but not disbursed</li> <li>• 2 delinquencies</li> <li>• Working with Deputy AG on restitution and 1 delinquency</li> </ul>

**FY 2016 Loan Activity Summary**

- 63 loan inquiries
- 15 loan applications received
- No loan applications pending
- 12 loans approved, \$875,049
- 3 loan applications withdrawn or denied
- Loan Volume Approved Exceeds FY 2015 and FY 2014

The loan activity summary provides details of key activities of the program. Interest in the program is increasing (63 vs. 48 inquiries in 2015). Conversions of these inquiries into loan applications declined (15 of 63 vs. 20 of 48 applications in 2015). This does not include loan inquiries handled by field staff that did not involve RCRDP staff. Loan approvals increased (12 and \$875,049 vs. 7 and \$392,517 in 2015). Fewer loans were denied or withdrawn (3 vs. 6 in 2015). Based on these positive trends the outlook for increased loan activity for fiscal year 2017 looks promising.

**Customer Service Survey –**

The survey provides feedback to the Commission on borrower’s perceptions of the RCRDP program. With this information we can evaluate the program and look for ways to improve it. The survey indicates that respondents are generally satisfied with the program. Compared to local lenders products and processes, the conservation loan application process is time consuming. The low interest rates continue to draw favorable ratings.

**ACTION:** For Information Only

Encl: Customer Survey Results

**FY16 RCRDP CUSTOMER SURVEY  
17 EVALUATIONS SENT  
12 EVALUATIONS RETURNED**

1	Would you do business with SCC again?					
	Yes	No	N/A			
	12	0				
2	Would you refer the RCRDP loan program to anyone else?					
	Yes	No	N/A			
	11	0	1			
3	How did you learn about the program?					
	Local Conservation District	9				
	Newsletter	1				
	NRCS	3				
	Web site	0				
	Other	0				
4	Rate your satisfaction of the following: 1= unsatisfied, 5= completely satisfied					
		1	2	3	4	5
	Interest Rates				2	10
	Conservation District Support				2	10
	Program flexibility			2	1	9
	Processing Time			2	1	9
	Customer Service from SWCC staff			1	2	8
	Application requirements			2	4	6
	Completion requirements			1	2	9
5	What did you like most about the program?					
	1 flexibility in making early payments. Good communication					
	2 interest rates were great and the people I talked to were helpful					
	3 it worked with the government program to help put in my first pivots					
	4 interest rate made program work					
	5 ease of use					
	6 low interest rate					
	7 help to get pivots					
	8 my husband passed away from leukemia 3/10. I was diagnosed with bone cancer 7/10. It was difficult to make payments-I was always able to work out a schedule. I am proud to have paid it off.					
	9 the interest rate & terms made it possible for me to buy a no-till drill					
	10 good interest rate					
	11 2 no response					
6	What did you like least?					
	1 N/A					
	2 nothing					
	3 paperwork					
	4 not unsatisfied					
	5 None- everyone I dealt with was compassionate and concerned. You'll never know how much it meant to me not to be ridiculed or condemned. Thank you so much.					
	6 the uncertainty of whether or not I would get funds & getting equipment company to hold the drill					
	7 application time-consuming					
	8 5 no response					
7	Please provide any suggestion that would help the SWCC market the loan program more effectively					
	1 N/A					
	2 none, just keep loans available. Ranching & farming is <u>not</u> a money maker -we are just trying to feed the world & maintain an old lifestyle.					
	3 10 no response					



# IDAHO SOIL & WATER CONSERVATION COMMISSION

**Item # 5c**

**TO: CHAIRMAN WRIGHT, COMMISSIONERS GIER, RADFORD, SLICHTER, AND TREBESCH**  
**FROM: TERRY HOEBELHEINRICH, LOAN OFFICER**  
**DATE: July 25, 2016**  
**RE: ANNUAL REVIEW & SETTING OF RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM INTEREST RATES**

Per administrative rule 60.05.01 the Commission shall determine interest rates not to exceed 6% annually.

**Background**

FISCAL YEAR	APPROPRIATION/ SPENDING AUTHORITY	EXPENSES	APPROPRIATION LESS EXPENSES
2013	\$290,100	\$276,248	\$13,852
2014	\$290,100	\$242,531	\$47,569
2015	\$297,500	\$239,385	\$58,115
2016	\$301,300	\$235,573	\$65,727
2017	\$312,000	?	?

FISCAL YEAR	RCRDP REVENUE (ACTUAL OR PROJECTED)	TREASURY (REVENUE) (ACTUAL OR PROJECTED)	TOTAL REVENUE PROJECTED)	EXPENSES	REVENUE LESS EXPENSES
2013	\$238,480	\$20,233	\$258,713	\$276,248	(\$17,535)
2014	\$170,452	\$17,425	\$187,877	\$242,531	(\$54,654)
2015	\$136,047	*-\$13,660	\$122,387	\$239,385	(\$116,998)
2016	\$112,267	\$32,619	\$144,886	\$235,573	(\$90,487)
2017	\$94,150	\$37,197	\$131,347	\$312,000	(\$180,653)
Change (‘16-’17)	(\$18,117)	\$4,578	(13,539)	\$61,935	(\$90,166)

**Assumes**

- \*Includes \$32,931 loss from Idaho Treasury Bond Losses
- 3.2% average interest rate for RCRDP portfolio (3.3% in FY 16)
- 0.5% estimated annual interest rate for treasury (cash) ( 0.47 % in FY 16)

RCRDP LOAN PORTFOLIO BALANCE AS OF 6-30-2016	\$ 2,960,215	3.2%
RCRDP TREASURY CASH BALANCE AS OF 6-30-2016	\$ 6,952,259	0.5%
RCRDP TOTAL LOAN PORTFOLIO & CASH AS OF 6-30-2016	\$ 9,912,473	1.3%

<p>FY 2016 Term &amp; Interest Rate Requests</p>	<ul style="list-style-type: none"> <li>• 9 - 2.5% - 7 year terms</li> <li>• 2 -2.75% - 10 year terms</li> <li>• 0 - 3.0% - 12 years</li> <li>• 1 - 3.5% - 15 years</li> </ul> <p><i>2.7% is Weighted Average Interest Rates of Loan Received &amp; Approved in FY2016</i></p>																				
<p>Interest Rate Trends</p>	<ul style="list-style-type: none"> <li>• 5 year treasury rates have decreased. <ul style="list-style-type: none"> <li>○ Ave. FY 14 1.55%</li> <li>○ Ave FY 15 1.57%</li> <li>○ Ave FY 16 1.44</li> </ul> </li> <li>• 10 year treasury rates have decreased. <ul style="list-style-type: none"> <li>○ Ave. FY 14 2.71%</li> <li>○ Ave FY 15 2.23%</li> <li>○ Ave FY 16 2.02%</li> </ul> </li> <li>• The Federal Reserve raised the Federal Funds Rate ¼ point in 2016. The current outlook is the Fed. will not raise rates in the near future in response to the Brexit vote, negative interest rates around the world and the risk of a European recession.</li> <li>• Historical Fed Rates <table border="0" style="margin-left: 20px;"> <tr><td>FY 2016</td><td>0.26</td></tr> <tr><td>FY 2015</td><td>0.11</td></tr> <tr><td>FY 2014</td><td>0.08</td></tr> <tr><td>FY 2013</td><td>0.14</td></tr> <tr><td>FY 2012</td><td>0.10</td></tr> <tr><td>FY 2011</td><td>0.16</td></tr> <tr><td>FY 2010</td><td>0.15</td></tr> <tr><td>FY 2009</td><td>0.70</td></tr> <tr><td>FY 2008</td><td>3.71</td></tr> <tr><td>FY 2007</td><td>5.25</td></tr> </table> </li> </ul>	FY 2016	0.26	FY 2015	0.11	FY 2014	0.08	FY 2013	0.14	FY 2012	0.10	FY 2011	0.16	FY 2010	0.15	FY 2009	0.70	FY 2008	3.71	FY 2007	5.25
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<p>Interest Rate Recommendations for FY 2016</p>	<ul style="list-style-type: none"> <li>• Recommended Changes</li> <li>• 2.5%, 7 Year Term</li> <li>• 2.75%, 10 Year Term (new equipment and real estate)</li> <li>• 3.0%, 8 - 12 Year Term</li> <li>• 3.25 %, 13 – 15 Year Term (decrease 0.25%)</li> <li>• 5% Combination 1<sup>st</sup> lien equipment and 2<sup>nd</sup> Mortgage</li> <li>• 6% Second Mortgages</li> </ul>																				

**RECOMMENDED ACTION:** Approve interest rates and loan terms for FY 2017.