



# Idaho Soil & Water Conservation Commission

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## IDAHO SOIL & WATER CONSERVATION COMMISSION PUBLIC COMMISSION MEETING

**Date and Time:**

Tuesday, August 30, 2011

From 11 am to 5 pm MDT

**Location:**

Capitol Building

700 W Jefferson St, Boise Idaho

House Agricultural Affairs Room EW20

### APPROVED MINUTES

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**COMMISSION MEMBERS PRESENT:**

Dick Bronson

Roger Stutzman (via teleconference)

Dave Radford

Bill Flory

**ADVISORS PRESENT:**

Randy Purser, President, IASCD

**COMMISSION STAFF PRESENT:**

Teri Murrison

Kristin Magruder

Terry Hoebelheinrich

Erin Seaman

**PARTNERS AND GUESTS PRESENT:**

Harriet Hensley, Deputy Attorney General

Terry Halbert, North Side SWCD

Bret Rumbeck, IASCD

Dave Ascuena, Division 3 Director, IASCD

1  
2 **ITEM #1: WELCOME AND INTRODUCTIONS**

3  
4 The meeting was called to order by Chairman Dick Bronson, Idaho Soil & Water Conservation  
5 Commission (SWC) member at 11:01 a.m.  
6

7 **ITEM #2: ROLL CALL**

8  
9 Roll call: Commissioners Dave Radford, Bill Flory and Dick Bronson present. A quorum being reached,  
10 the meeting began.  
11

12 **ITEM #3: REVIEW AGENDA**

13  
14 Chairman Bronson reviewed the agenda and asked if there were any items to add. Vice Chair Radford  
15 advised that Randy Purser has a report on behalf of the IASCD. Chairman Bronson added the partner  
16 report to the Administrator's Report.  
17

18 Chairman Bronson added that the board intends to conclude business today due to the harvest season  
19 and the necessity to finalize reports for submission by September 1, 2011.  
20

21 **ITEM #4: ADMINISTRATORS REPORT**

22  
23 Teri Murrison, Administrator, reported that the Commission now has a Facebook page featuring pictures  
24 and videos of projects and personnel around the state. The Commission also has a Twitter account in  
25 order to reach a broad range of partners and interested parties.  
26

27 FY 2011 Closeout

28 Ms. Murrison advised that the Commission successfully closed out FY 2011 and encumbered \$82,400 in  
29 WQPA funds. Total expenses were \$2,255,835.  
30

31 Commissioner Stutzman joined the call at 11:07 am.  
32

33 FY 2012 Financial Report

34 Ms. Murrison presented the FY 2012 financial update as of July 31, 2011. The Commission is 8% through  
35 the fiscal year and has expended 24% of general funds.  
36

37 Discussion on SWCAP expenses, Fund 0450, and Administrator travel expenses. Ms. Murrison estimated  
38 that she has visited with more than one-third of the districts. Operating expenses are trending high due  
39 to field season, staff meeting, travel and SWCAP. SWCAP is the annual overhead for state controller,  
40 treasury, and attorney general costs.  
41

42 NRCS has advised that the Commission can expect increased cost for field offices beginning FY13. Costs  
43 will increase from \$11,000 to \$48,000. Staff is examining options including: cost savings in current  
44 budget, delaying payment until FY13, and cost-benefit analysis to relocate staff out of the NRCS field  
45 offices.  
46

47 FY 2013 Budget Request

48 Ms. Murrison presented a highlight of the FY13 budget request. The base will be the same as FY12  
49 including an increase to benefit costs of \$32,200. The Division of Financial Management is currently  
50 recommending a 1% increase of \$9,400 for merit increases.

51

52 Line Item Enhancement Requests include:

- 53 1. RCRDP Request.
- 54 2. NRCS CTA Grant.
- 55 3. NRCS Office Space.
- 56 4. District Match Request. Additional \$227,022 will bring districts to full 2:1 match.
- 57 5. TA Cost Recovery.

58

59 Discussion on NRCS office space. Vice Chair Radford concerned IT costs were included twice.  
60 Commissioner Flory asked about feasibility of sharing space in other locations or if there was any  
61 analysis done. Ms. Murrison responded that staff has looked at the possibility of OnePlan replacing  
62 Toolkit; looking at IT needs of field staff. Commissioner Flory asked if any of the current offices are  
63 scheduled to be closed. Ms. Murrison is not aware of any closures that would affect our staff.

64

65 Randy Purser asked that Ms. Murrison's travel budget be maintained to continue to connect to the  
66 districts.

67

#### 68 FY 2012 Meeting Schedule

69 There is a request to move the September 21<sup>st</sup> teleconference to September 14<sup>th</sup> and to move the  
70 November 9<sup>th</sup> teleconference to coincide with the IASCD annual conference to November 14<sup>th</sup>.

71

72 Commissioner Flory and Vice Chair Radford supportive of meeting schedule. Chairman Bronson  
73 commented that meeting either in person or teleconference every month is good and with the  
74 exception of September's meeting, scheduling teleconferences to review loan business on a regular  
75 schedule will be helpful in applicant expectations.

76

77 **Vice Chair Radford moved to approve FY 2011 Financial Report and FY 2012 Financial Report.**  
78 **Commissioner Flory seconded. No further discussion. Motion carried.**

79

80 **Commissioner Flory moved to approve FY 2013 Budget Request. Vice Chair Radford seconded. No**  
81 **further discussion. Motion carried.**

82

83 Discussion on direction to take with regards to NRCS office space. Commissioner Flory spoke in favor of  
84 the efficiencies of having staff co-located with NRCS and districts. Vice Chair Radford is cognizant of  
85 impact of increased expenses and sees the value of having staff with NRCS. If it appears that costs will  
86 continue to increase, then the Commission should look at the available options. Commissioner Flory  
87 agreed with Vice Chair Radford and wanted to know what the impact of the Meridian office closing will  
88 have on IASCD. Mr. Purser advised the Commission that NRCS has assured them that they will be able  
89 to stay until the first of the year. They will be taking further action after November's conference and  
90 have identified suitable office space. Ms. Murrison pointed out that the NRCS grant will help the  
91 Commission pay for those increased costs. Chairman Bronson advised that one consideration had been  
92 to pay for the increased costs from the funds that had been set aside to pay for the district's ICRMP  
93 insurance. The board was not in favor of this option for FY 2012.

94

95 **Vice Chair Radford moved to approve the FY 2012 Meeting Schedule with noted changes.**  
96 **Commissioner Stutzman seconded. No further discussion. Motion carried.**

97

98 Chairman Bronson invited IASCD to present his report. Vice Chair Radford thought that it might coincide  
99 with the strategic plan discussion and Mr. Purser opted to wait.

100

101 **ITEM #5: RULEMAKING FOR DISTRICT ALLOCATIONS**

102

103 Kristin Magruder, Commission staff, reviewed the current rulemaking process. The Rule Governing  
104 Allocation of Funds to Conservation Districts was published in the Rules Bulletin during August and there  
105 were no comments received during this period. Staff recommends adoption of the pending rule for  
106 legislative review during the 2012 session.

107

108 **Vice Chair Radford moved to adopt the Pending Rule Governing Allocation of Funds to Conservation**  
109 **Districts, IDAPA 60.05.04. Commissioner Flory seconded. No further discussion. Motion carried.**

110

111 **ITEM #6: FY 2011 PERFORMANCE MEASUREMENT REPORT (PMR)**

112

113 Ms. Murrison advised that administrative staff resources have been dedicated to the strategic planning  
114 process and therefore, the performance measurement report is only partially complete. Ms. Magruder  
115 reviewed the highlights for FY 2011 and changes made to the PMR.

116

117 **Vice Chair Radford moved to approve the FY 2011 Performance Measurements Report and to**  
118 **authorize Administrator to make the necessary updates for submission by September 1<sup>st</sup>.**  
119 **Commissioner Flory seconded. Commissioner Flory commented on the value of visualizing the trends**  
120 **in programs and services. There will be a final report for the Commission's review at the next**  
121 **meeting. Motion carried.**

122

123 **ITEM #7: STRATEGIC PLAN**

124

125 Ms. Murrison briefly reviewed the overall strategic planning process, which began back in February  
126 2011. Discussion on feedback received from districts and importance of moving forward with districts as  
127 partners. Prepared alternatives for Commissioner's consideration based on the feedback and comments  
128 received. Draft three was distributed and discussions with partners incorporated additional changes to  
129 the draft plan.

130

131 Three core functions were identified: District Support Services, Programs, Administration and the  
132 priorities as established by the Commission. There was a review of Commission responsibilities under  
133 the core functions and the number of FTPs currently allocated to each. Ms. Murrison reviewed  
134 Administration functions the agency is responsible for including strategic planning, reporting,  
135 rulemaking, budgeting, HR, legal, IT, and fleet management.

136

137 Ms. Murrison discussed the FTPs assigned to each core function and the need to assess the current  
138 workload to ensure that staff is properly distributed across the state and among mandated programs.

139

140 Vice Chair Radford commented about the value of this visual to understand the agency responsibilities  
141 and commended the attendance of Terry Halbert at all of the meetings, the partners that have  
142 contributed to the process, and heard from the districts that they want everyone to be successful.

143 Ms. Murrison discussed staffing. One of the district concerns was the lack of technical assistance. She  
144 has identified a solution to relieve three current supervisors of some administrative duties to allow them  
145 to provide more technical services, which would shift supervisory duties to an Ag Program Specialist that  
146 would also be responsible for the statewide district support services.

147  
148 Ms. Murrison reviewed the proposed organizational chart. One FTP is to be converted to the loan  
149 program and cannot be paid out of the general fund because there are insufficient funds to pay for the  
150 position.

151  
152 Ms. Murrison reviewed the tracked changes in the Strategic Plan as proposed from the August 24<sup>th</sup>  
153 meeting. The prior meeting did not have sufficient time to review all of the objectives contained within  
154 Goal #3: Administration. Ms. Murrison felt that it was important to highlight all of the agency functions  
155 that the Commission is responsible for. All state agencies are responsible for the same components and  
156 most operate with much larger staff. Further review of administration duties as covered within the  
157 proposed strategic plan under Goal #3.

158  
159 Ms. Murrison highlighted the loss of two highly-qualified field staff to other agencies that were able to  
160 provide additional pay and better opportunities. Staff will be evaluating comparable positions in other  
161 agencies and providing a report and recommendation to the Commission.

162  
163 Harriet Hensley, Deputy Attorney General, provided some suggested edits that were incorporated into  
164 the plan, including replace 'TA' with 'technical assistance' within the entire document.

165  
166 Randy Purser reported on behalf of IASCD. He thanked the Commission for their time and patience to  
167 involve the districts and partners in the process. Mr. Purser pledged support to participate in the  
168 various workgroups cited in the proposed plan. The IASCD board met via teleconference on August 29,  
169 2011.

170  
171 There was a resolution passed last night that supports draft three with the following caveats:  
172 - That the Commission not fill any vacancies until working group can evaluate needs  
173 - That the Commission conduct a workload analysis  
174 - IASCD does not support any plan that removes any technical assistance from districts as passed  
175 by resolution at the 2010 Annual Conference

176  
177 Mr. Purser stood for questions from the Commission. Vice Chair Radford asked if the staffing as  
178 presented today represents their support. Mr. Purser confirmed that it does.

179  
180 Commissioner Stutzman provided some additional comments. Believes this plan is fluid and that the  
181 Commission has been very transparent throughout the entire process. Requested that there be a  
182 resolution of support at the 2011 conference. Mr. Purser advised that the resolution will need to come  
183 from one of the districts.

184  
185 Chairman Bronson commented on the district, IASCD, and partners' involvement in the process. There  
186 has been significant input into the hiring of the Administrator, the strategic plan, and staffing. There  
187 were several drafts for the Commission to consider and there were perceptions that the Commission  
188 was trying to hire another administrative staff position. Chairman Bronson assured all partners that was  
189 never the case.

190

191 Ms. Murrison brought up that if IASCD will not support hiring any positions that it will leave the  
192 Commission in a bind because there is one offer ready to be made for the Arco position, one position  
193 closes today, one position will be transferred to the loan program, and the statewide support position  
194 will be the one to conduct the workgroups, the analysis, and other components as identified in the  
195 strategic plan.

196  
197 Mr. Purser and Dave Ascuena both commented. The resolution as passed was not delineated in their  
198 meeting and the concern is that Commission has carte blanche on how they staff these positions.

199  
200 Chairman Bronson commented that the Administrator does need to be granted the ability to staff  
201 appropriately. Vice Chair Radford doesn't believe that it is appropriate for the districts to have veto  
202 power on the staffing issues. Mr. Purser responded that it is not the intent of districts to attempt to do  
203 so.

204  
205 **Commissioner Flory moved to approve the FY 2012-2015 Strategic Plan as amended and discussed.**  
206 **Vice Chair Radford seconded. No further discussion. Motion carried.**

207  
208 The Chair called for a five-minute break at 1:23 pm.  
209 The meeting reconvened at 1:35 pm.

210  
211 Chairman Bronson apologized for having members, staff, and partners meet through lunch. Would like  
212 to conclude business today and will not be meeting on Wednesday, August 31, 2011.

213  
214 **ITEM #8: OTHER BUSINESS**

215  
216 Bret Rumbeck reported on the 2011 Envirothon. A team from Rigby won the Idaho competition and  
217 participated in the national competition in Canada. The level of competition was extremely high but the  
218 Idaho team enjoyed the experience. He is planning to bring the team to report on their experience to a  
219 business meeting.

220  
221 Mr. Rumbeck thanked the Commission for incorporating the district's feedback during the strategic  
222 planning process.

223  
224 Vice Chair Radford suggested that Mr. Rumbeck work with Commission staff to share the Envirothon  
225 experience with legislature or other interested partners. Mr. Rumbeck advised that he is pursuing  
226 options to create a video project to tell the entire conservation story.

227  
228 **RESOURCE CONSERVATION AND RANGELAND DEVELOPMENT PROGRAM**

229  
230 **ITEM #9: RCRDP LOAN INTEREST RATES**

231  
232 Ms. Murrison reviewed the rules and policy that allow the Commission to set the interest rates each  
233 year. In order to support the additional work as proposed in the strategic plan, staff is recommending a  
234 revision to the loan terms on the current interest rates.

235  
236 Current loan rates and terms:  
237 2% APR 1-7 years  
238 3% APR 8-12 years

239 4% APR 13-15 years

240

241 Proposed loan rates and terms:

242 2% APR 1-4 years

243 3% APR 5-10 years

244 4% APR 11-15 years

245

246 Vice Chair Radford spoke in support of the adjustment to support loan activity. He was hopeful that  
247 there would be a proposal to reimburse districts for their work on the loan program to encourage  
248 additional loans. Ms. Murrison responded that this is a process that needs to be thoroughly examined  
249 and researched before presenting a recommendation to the Commission for consideration.

250

251 **Vice Chair Radford moved to approve the interest rates and terms for FY 2012 at 2% APR for 1-4 years,**  
252 **3% APR for 5-10 year, and 4% APR for 11-15 years. Commissioner Flory seconded. No further**  
253 **discussion. Motion carried.**

254

255 **ITEM #10: RCRDP FINANCIAL REPORTS**

256

257 Ms. Magruder presented the RCRDP Financial Report for June and July 2011. Closed out the fiscal year  
258 with an ending cash balance of \$2,984,699.

259 

- Total principal received: \$1,721,844

260 

- Total interest received: \$400,119

261 

- Total personnel costs: \$11,161

262 

- Total operating costs: \$94,362

263 

- Total loan disbursements: \$724,664

264

265 RCRDP Financial Report for July 2011:

266 

- Beginning cash balance: \$2,984,688

267 

- Interest received: \$8,169

268 

- Principal received: \$62,296

269 

- Personnel costs: \$2,288

270 

- Operating costs: \$4,287

271 

- Loan disbursements: \$7,571

272 

- Ending cash balance: \$3,041,007

273

274 **Commissioner Flory moved to accept the RCRDP Financial Reports for June 2011 and July 2011. Vice**  
275 **Chair Radford seconded. No further discussion. Motion carried.**

276

277 Chairman Bronson advised the meeting is going to move to the Attorney General's office on the 2<sup>nd</sup> floor  
278 of the JRW building 700 W. State St, Boise in order to review pending loan business in executive session.  
279 The Commission will conduct open session after only for the purposes of disposing of pending loan  
280 business.

281

282 **Commissioner Flory moved to enter into executive session pursuant to Idaho Code § 67-2345(d) for**  
283 **the purpose of considering pending RCRDP loan applications only. Radford seconded. No discussion.**  
284 **Roll call vote was taken with all voting in the affirmative. Motion passed unanimously.**

285

286 The Commission moved into executive session at 2:12 pm. Terry Hoebelheinrich, Teri Murrison, Kristin  
287 Magruder, Harriet Hensley, and Erin Seaman were invited to stay.

288

289 **Executive session ended at 2:47 pm.**

290

291 **ITEM #11: RCRDP PENDING LOAN BUSINESS**

292

293 Commissioners discussed the disposition of pending RCRDP loan business.

294

295 Loan No. 652 Reconsideration

296 Amount: \$78,200 (\$30,000 approved)

297 Term: 7 years

298 Rate: 2%

299

300 This loan is a reconsideration request from a previously approved action at the June 7, 2011. At that  
301 time, the Commission approved a portion of the request and denied the portion that had been financed  
302 by a third party prior to approval.

303

304 **Commissioner Flory moved to deny the reconsideration of Loan A-652 based on IDAPA 60.05.01**  
305 **Section 56.02.c.ii. Commissioner Radford seconded. No further discussion. Motion carried.**

306

307 Loan No. A-657

308 Amount: \$35,000

309 Term: 10 years

310 Rate: 3%

311

312 **Vice Chair Radford moved to deny the applicant's request. The application meets the criteria for**  
313 **conservation benefit but does not meet the loan criteria as established in IDAPA 60.05.01 and RCRDP**  
314 **loan policy. Commissioner Flory seconded. No further discussion. Motion carried.**

315

316 **At 2:49 pm, Chairman Bronson adjourned the meeting.**

317

318 Respectfully submitted,

319

320

321 Roger Stutzman

322 Commissioner and Secretary,

323 Idaho Soil & Water Conservation Commission