

RESOLUTION NO. 2020 - 56
Bonner County Weeds
Destruction of Records

WHEREAS, Idaho Code §31-871 provides for the classification of county records as 'permanent', 'semi-permanent' or 'temporary'; and

WHEREAS, Bonner County Weeds has reviewed the appropriate subsections of Idaho Code §31-871, IDAPA 02.03.03.150 and ISDA Noxious Weeds Program Cost Share Handbook, Section 5-Subsection 2-paragraph 2 as related to the stored files/documents; and

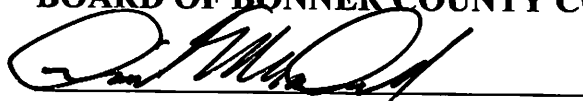
WHEREAS, Bonner County Weeds has reviewed the stored files/documents and identified the specific ISDA requirements, as well as whether they are 'permanent', 'semi-permanent' or 'temporary' per statute; and

WHEREAS, Bonner County Weeds proposes to destroy herbicide application records from 2016 and cost share grant records from 2014, attached are the ISDA specific codes related to the records in Exhibits A & B.

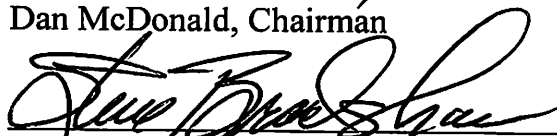
NOW, THEREFORE, BE IT RESOLVED by the Board of Bonner County Commissioners that Bonner County Weeds is hereby authorized to destroy the aforementioned records.

The foregoing was duly enacted as a Resolution of the Board of County Commissioners of Bonner County, Idaho, on the 4th day of Aug, 2020.

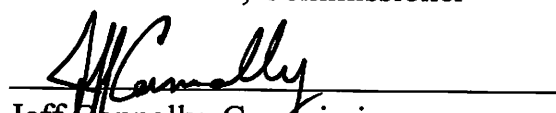
BOARD OF BONNER COUNTY COMMISSIONERS



Dan McDonald, Chairman



Steve Bradshaw, Commissioner



Jeff Connolly, Commissioner

Attest: Michael W. Rosedale

By: 

Deputy Clerk

Exhibit A

or renew the license or certification of an applicant, licensee, or certificate holder in accordance with Title 22, Chapter 34, Idaho Code, Section 22-3409, Idaho Code. (3-19-99)

02. **Amendment, Suspension, or Revocation of the LPC Registration.** Amendment, suspension, or revocation of the LPC registration in accordance with Title 22, Chapter 34, Idaho Code, Section 22-3408. (3-19-99)

03. **Imposition of Civil Penalty.** Imposition of a civil penalty, in accordance with Title 22, Chapter 34, Idaho Code, Section 22-3423, Idaho Code. (3-19-99)

04. **Initiation or Pursuit of Any Other Action.** Initiation or pursuit of any other action of an enforcement nature available through Title 22, Chapter 34, Idaho Code. (3-19-99)

103. -- 149. (RESERVED)

150. RECORDS REQUIREMENTS.

01. **Applicator Records.** Professional applicators shall maintain pesticide application records for three (3) years, ready to be inspected, duplicated, or submitted when requested by the Director. The records shall be maintained in a location designated by the professional applicator. (4-5-00)

02. **Record Contents.** Such records shall contain: (3-20-97)

a. The name and address of the owner or operator of each property treated; and (3-20-97)

b. The specific crop, animal, or property treated; and (3-20-97)

c. The location by the address, general legal description (township, range, and section) or latitude/longitude of the specific crop, animal, or property treated; and (3-23-98)

d. The size or amount of specific crop, animal, or property treated; and (3-23-98)

e. The trade name or brand name of the pesticide applied; and (3-23-98)

f. The total amount of pesticide applied; and (3-23-98)

g. The dilution applied or rate of application; and (3-23-98)

h. The EPA registration number of the pesticide applied; and (3-23-98)

i. The date of application; and (3-20-97)

j. The time of day when the pesticide is applied; and (3-20-97)

k. The approximate wind velocity; and (3-20-97)

l. The approximate wind direction; and (3-23-98)

m. The full name of the person recommending the pesticide application; and (3-23-98)

n. The full name of the professional applicator applying the pesticide; and (3-23-98)

o. The license number of the professional applicator applying the pesticide; and (3-23-98)

p. Worker protection information exchange, if required by the worker protection standard, prior to pesticide application, shall be documented by: (3-30-01)

i. Date of contact; and (3-23-98)

Exhibit B

Section 4 Disbursement of Funds

ISDA will disburse CWMA cost share grant funds in up to three (3) payments, provided the CWMA complies with all terms and conditions of the CWMA Disbursement Agreement. The initial disbursement will be made for the majority of the grant awarded and the remaining funds will be split equally and paid in the subsequent two disbursements. The disbursement amounts will be provided in the disbursement agreement.

Tentative Disbursement Schedule for Funds:

- 1st Disbursement: by April 1st
- 2nd Disbursement: Will be processed upon receipt and approval of term financial reports
- 3rd Disbursement: Will be processed upon receipt and approval of term financial reports

ISDA reserves the right to change this schedule, based on funding availability.

Section 5 Grant Administration

I. ADMINISTRATION

- A. Efforts should be made to expend grant funds in a timely manner and according to the AOP and the approved line item budget.
- B. Cost share applications and mandatory reports should be processed well before the due dates in order to allow time for revisions and signatures.
- C. Budget modifications must be approved by ISDA prior to expenditures being made (Section 8). Amendment requests should be made well before the program end date in order to confirm approval of such amendments before the final report is due.
- D. If a project will not utilize a substantial part of the grant funding (50% or more), ISDA must be informed in writing no later than the second term reporting deadline of October 15. Plans should also be in place to utilize these funds through the approved contingency plan.
- E. CWMA Board Members should be sensitive to situations in which there is a potential for conflict of interest. The potential is especially great when a CWMA member is a consultant for, or has some other financial interest in, a business venture that is related to weed management. Such situations pose a problem for a CWMA, since priorities may be distorted by the opportunity for economic gain on the part of the individual member, the business in which he or she works, or even the CWMA itself. Any decision should err on the side of avoiding the appearance of a conflict of interest.

II. EXPENDITURES

Expenditures must relate to the dates covered by the cost share grant. That is, no expenditure may be incurred before or after the grant beginning and end dates and should comply with approved project timelines stated in the AOP.

The CWMA is responsible for the maintenance of all records, including but not limited to requisitions, match documents, receipts, vouchers and in-kind matching funds related to all purchases made during the grant period. These records must be kept for five years after the completion of the grant for auditing purposes and must be provided to ISDA upon request.

A. Grant Funds



BONNER COUNTY NOXIOUS WEEDS

1500 Hwy 2, Suite 101 • Sandpoint, ID 83864 • Phone: (208) 255-5681 ext.6
<https://www.bonnercountyid.gov/noxious-weeds>

July 27, 2020

Memorandum

WEEDS
Item #2

TO: Commissioners
FROM: Chase Youngdahl, Weeds Manager
RE: Destruction of Records – **Resolution**

Idaho Code §31-871 allows for the classification of County records, and allows for a retention schedule. Bonner County Weeds requests approval to destroy herbicide application records and cost share grant records as noted in the attached resolution.

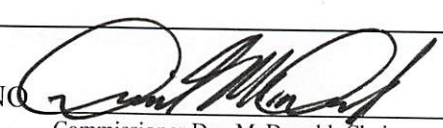
Idaho State Department of Agriculture (ISDA) requirements for the retention of the noted records are; 3 years for herbicide application records, and 5 years for cost share grant records. These specific codes are attached as exhibits for reference.

This was reviewed by legal last year for destruction of the exact same records. Another batch has now exceeded 5 years and 3 years of retention, respectively.

Distribution: Original to Weeds Office – Chase Youngdahl
Copy to BOCC Office

A suggested motion would be: Mr. Chairman based on the information before us I move to approve Resolution #20-~~2~~⁵ authorizing the destruction of the Weeds Department records as requested.

Recommendation Acceptance: ☒ YES ☐ NO


Commissioner Dan McDonald, Chairman

Date: 8/4/20