

RESOLUTION NO. 2021 - 102
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, in addition to IDAPA 02.03.03.150.01 as related to pesticide applicator records retention and 2021 ISDA Noxious Weeds Cost Share Program Handbook, Section 6-Subsection 1-item K as related to grant records retention; and

WHEREAS, Bonner County Weeds has reviewed the stored files/documents and identified the ISDA program(s) specific 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 2017 and cost share grant records from 2015, attached are the ISDA specific codes related to the records in Exhibits A & B.

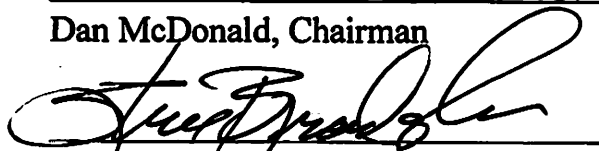
NOW, THEREFORE, BE IT RESOLVED by the Board of Bonner County Commissioners that Bonner County Weeds is hereby authorized to destroy the aforementioned records.

The foregoing was duly enacted as a Resolution of the Board of County Commissioners of Bonner County, Idaho, on the 26th day of Oct, 2021.

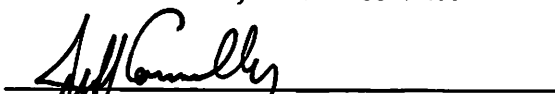
BOARD OF BONNER COUNTY COMMISSIONERS



Dan McDonald, Chairman

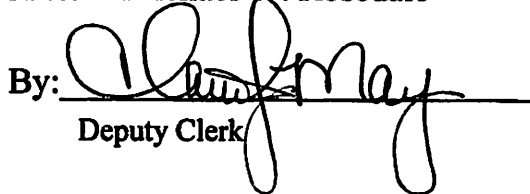


Steve Bradshaw, Commissioner



Jeff Connolly, Commissioner

Attest: Michael W. Rosedale

By: 

Deputy Clerk



BONNER COUNTY NOXIOUS WEEDS

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

October 19, 2021

Memorandum

WEEDS
Item #1

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 two years ago for destruction of the exact same records. Another batch has now exceeded 5 years and 3 years of retention, respectively. There have been no changes to the codes related to records retention since previous legal review.

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 #21 102 authorizing the destruction of herbicide application records and cost share grant records as requested.

Recommendation Acceptance: YES NO


Commissioner Dan McDonald, Chairman

Date: 10/24/21

Exhibit A

three (3) years and shall be made available to the ISDA for inspection, duplication and verification upon request of the ISDA. (3-19-99)

ix. A report of the records required by Subsection 101.02.g. shall be submitted to the ISDA as an annual summary report. (4-5-00)

h. Collars shall be used only upon sheep or goats within fenced pastures no larger than two thousand five hundred sixty (2,560) acres (four (4) square miles). Fenced pastures include all pastures that are enclosed by livestock fencing. In addition to wire livestock fences, and other man-made fences, such as rock walls, natural barriers such as escarpments, lakes, or large rivers may be used as fences, as long as they will prevent escape of sheep or goats. Fenced pastures and fences as herein defined shall be referred to elsewhere in this section as "area". Collars shall not be used on unfenced, open range. (4-5-00)

i. All appropriate alternative control methods must be considered before implementing use of the LPC. (4-5-00)

j. Each collar in use shall be inspected by the professional applicator once a week to ensure that it is properly positioned and unbroken. An inspection report on a form prescribed by the director shall be forwarded to ISDA following the conclusion of the project. (4-5-00)

i. If any collared animal is not accounted for in any two (2) consecutive checks, a complete and intensive search for the collared animal shall be conducted. (4-5-00)

ii. If more than four (4) LPCs are unaccounted for during any thirty (30) day period, WS employees shall remove all LPCs from all animals and terminate their use. Use of collars shall not be resumed until WS employees have provided ISDA with a written protocol defining adequate steps they shall take to prevent any losses of LPCs. (4-5-00)

k. Intact LPCs containing Compound 1080 shall be stored by USDA, APHIS, WS under lock and key in a dry place away from food, feed, domestic animals and corrosive chemicals, and in outbuildings or in outdoor storage areas attached to, but separate from, human living quarters. (4-5-00)

102. RESTRICTIONS AND PENALTIES.

Any person who violated or fails to comply with any provision of these rules, or Title 22, Chapter 34, Idaho Code, shall be subject to one (1) or more of the following actions. (3-19-99)

01. **Revocation, Suspension Or Denial To Issue Or Renew.** Revocation, suspension, or denial to issue 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. (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. (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)

Exhibit B

The administrative fee will be calculated according to the total amount spent at the time of each expenditure on the financial ledger *Exhibit 13*:

CWMA expenditures for goods and services x 5% = administrative fee

CWMA expenditures + administrative fee = ISDA distribution

$\$28,571.43 \times 5\% = \$1,428.57$

$\$28,571.43 + \$1,428.57 = \$30,000.00$

Section 6: Recordkeeping Requirements → See next page

Once a CWMA has received the grant, it is essential that it be effectively managed. In accepting the grant, the CWMA has agreed to accomplish the designated tasks within a specified timeframe for a designated amount of money. This requires maintaining accurate and complete records, effectively managing the budget, and providing accountability for information and reports.

I. HOW TO MANAGE THE RECORDS

A good file system is essential to effective grant management. Files should contain, at a minimum, the following:

- A. A copy of the application and approved budget.
- B. Correspondence.
- C. Time documentation records (personnel timesheets and contracts).
CWMA's receiving Federal cost share funding are required to submit supporting documentation for all labor expenses, as approved on the Line Item Budget. Documentation must be submitted on a term basis, as expenses are incurred. Documentation must show hours worked by each employee on CWMA projects and must be signed by the employee.
- D. Herbicide application records for a CWMA-sponsored spray day. Follow IDAPA 02.03.03.150.02 records requirements if a professional applicator is present. If one is not present, and non-restricted pesticides are being applied, please use the application record example listed in *Exhibit 15a*. Applications of Restricted Use pesticides require a Professional Applicator license or Private Applicator license (please comply with USDA records requirements).
- E. Herbicide application records (*Exhibit 15a*) applied by landowners with or without CWMA supplied herbicides (excluding CWMA-sponsored spray day(s)): The CWMA can count the landowner's cost of herbicide, time, and equipment as in-kind match. Such records shall contain:
 1. Name of CWMA.
 2. Applicator name, address, and phone.
 3. Date of application.
 4. Hours (amount of time spent applying the herbicide for each date).
 5. Target noxious weed(s).
 6. Equipment used.
 7. Location of treatment (include GPS coordinates, legal description, or maps).
 8. Name of herbicide.
 9. Rate of application.

Exhibit B

10. Amount of herbicide (amount poured out of the container).
 11. Treatment acres (acres actually treated).
 12. Treatment area (Estimation of entire area covered in which treatment acres were contained).
 13. Total hours (total amount of time spent applying herbicides for the CWMA).
 14. Total in-kind match for the worksheet (this is to be calculated by the CWMA, not the landowner - refer to *Exhibit 7*).
 15. Signature of the applicator/landowner.
- F. Consultant contracts, invoices and reports.
- G. Copies of financial ledgers, match summaries and sufficient supporting documentation for all expenses incurred and matching funds contributed for project activities.
- H. Related documentation such as client records, public notification, evaluation, before and after photos, maps, etc.
- I. Copies of all bids, quotes, requisitions and invoices.
- J. Project match documentation, including participant names and contact information.
- K. Grant records should be maintained for a minimum of five years from the grant closure date for auditing purposes, or until a final agency review has been completed. Never discard documents sooner than five years without checking with ISDA.

II. HOW TO PROVIDE PROJECT IN-KIND MATCH DOCUMENTATION (*Exhibit 11, Exhibit 12, and Exhibit 14*)

All in-kind or matching contributions must be properly documented for each AOP receiving cost share dollars. It is critical that the match documentation include the signature and contact information of the responsible person for the contribution documentation. Each contributor must maintain detailed documentation of contributions. All contributions are to be compiled into the Match Summary (*Exhibit 14a*) as supporting documentation for the Financial Ledger (*Exhibit 13*). All documentation must be available for review upon the request of ISDA. For standard in-kind contribution rates, please refer to *Exhibit 7*.

III. HOW TO MANAGE THE BUDGET

The Budget Report should be reviewed during each CWMA meeting, or at least every three months, to accurately check expenditures and track progress of expenditures. Monitor the progress of each priority (i.e., if a project is 50% complete, then approximately 50% of the priority funds should be used). If not, then the priority budget should be amended (see Section 8).

Section 7: Reporting Requirements

Reporting deadlines are important! Review the application and reporting requirements (including the timeline, type, and content of the required reports) at the beginning of the grant period. Be sure to record due dates for the submission of term and annual reports to allow sufficient time for preparation. Pay particular attention to the reports due at project closing. The quality of reports and ability to meet deadlines can have a direct impact on future cost share funding.