

RESOLUTION NO. 23 - 89
Bonner County Noxious 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 Noxious Weeds has reviewed the appropriate subsections of Idaho Code §31-871, in addition to IDAPA 02.03.03.100.05 as related to pesticide application records retention and the ISDA 2023 Noxious Weeds Cost Share Program Handbook, Section 6-Subsection 1-item K as related to cost share records retention; and

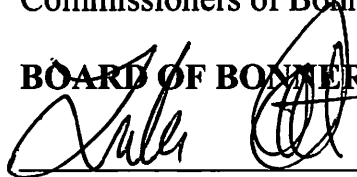
WHEREAS, Bonner County Noxious Weeds has reviewed the stored files/documents and identified the ISDA program(s) specific requirements, as well as whether they are ‘permanent’, ‘semi-permanent’ or ‘temporary’ per statute; and

WHEREAS, Bonner County Noxious Weeds proposes to destroy herbicide application records from 2019 and state noxious weed cost share records from 2017, attached are the governing codes related to the records in Exhibits A & B.

NOW, THEREFORE, BE IT RESOLVED by the Board of Bonner County Commissioners that Bonner County Noxious 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 7th day of Nov, 2023.

BOARD OF BONNER COUNTY COMMISSIONERS



Luke Omodt, Chairman

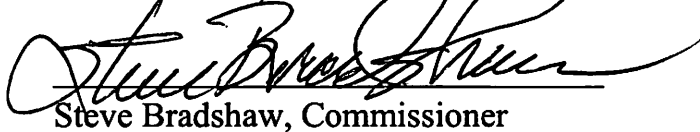
Attest: Michael W. Rosedale



Asia Williams, Commissioner

By: 

Deputy Clerk



Steve Bradshaw, Commissioner



BONNER COUNTY NOXIOUS WEEDS

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<https://www.bonnercountyid.gov/noxious-weeds>

October 27, 2023

**WEEDS
Item #1**

Memorandum

TO: Commissioners
FROM: Chase Youngdahl, Bonner County Noxious Weeds – department head
RE: Destruction of Records – **Resolution**

Idaho Code §31-871 allows for the classification of county records, and allows for a retention schedule. Bonner County Noxious Weeds requests approval to destroy herbicide application records and state cost share records as described 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; IDAPA Code 02.03.03.100.05, and 5 years for Cooperative Weed Management Area (CWMA) cost share program records; ISDA Noxious Weeds Cost Share Program Handbook 2023—Section 6, Sub-Section 1, Item K. Extractions of these sections of administrative code & program rule are attached as exhibits for reference.

Legal Review B. Wilson

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 #23-~~29~~²⁹ authorizing the destruction of Bonner County herbicide application records and state noxious weed cost share records as requested.

Recommendation Acceptance: YES NO Luke Omodt Date: 11-7-23
Commissioner Luke Omodt, Chairman

Exhibit A

Category Name	Category Description
Demonstration and Research (DR)	For application or supervision of the use of restricted use pesticides (RUPs) at no charge to demonstrate the action of the pesticide or conduct research with restricted use pesticides. The Pest Control Consultant Statewide (SW) is required.
Commercial Apprentice (CA)	For conducting General Use Pesticide (GUP) surface applications only in situations applicable to the OI, OH, AI, AH, GP, and RW categories. Persons with this category can only perform pesticide applications under limited supervision, and cannot make any soil-active Total Vegetation Control (TVC) pesticide applications or injectable applications to soil or plants. Applicators with this category cannot supervise other pesticide applicators. This license category will expire on December 31 st in the year it was obtained.

(3-15-22)

05. Records Requirements. Maintain pesticide application records for three (3) years, ready to be inspected, duplicated, or submitted when requested by the Director. Such records shall contain: (3-15-22)

- a. The name and address of the owner or operator of each property treated; (3-15-22)
- b. The specific crop, animal, or property treated; (3-15-22)
- c. The location by the address, general legal description (township, range, and section) or latitude/longitude of the specific crop, animal, or property treated; (3-15-22)
- d. The size or amount of specific crop, animal, or property treated; (3-15-22)
- e. The trade name or brand name of the pesticide applied; (3-15-22)
- f. The total amount of pesticide applied; (3-15-22)
- g. The dilution applied or rate of application; (3-15-22)
- h. The EPA registration number of the pesticide applied; (3-15-22)
- i. The date of application; (3-15-22)
- j. The time of day when the pesticide is applied; (3-15-22)
- k. The approximate wind velocity; (3-15-22)
- l. The approximate wind direction; (3-15-22)
- m. The full name of the person recommending the pesticide application; (3-15-22)
- n. The full name of the professional applicator applying the pesticide; (3-15-22)

Exhibit B (reference on back page)

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 02.03.03.100.05 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.
 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 direct recipient grant final payment date. If you have questions regarding record retention requirements for grant files, please contact 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 there are projects that are unable to be expended as planned, then the priority budget will need to be amended (see Section 8).

Section 7: Term Reporting Requirements and Guidelines

Term 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.

I. ROLES AND RESPONSIBILITIES

- A. Recipient – Is the legal entity which has agreed to receive funds for the Approved Project. The “Recipient” will be responsible for receiving and disbursing funds, and for providing the required ledgers, reports, and backup documentation to ISDA.
- B. Applicant – Is the Cooperative Weed Management Area (“CWMA”) or other group or entity which will be carrying out the Approved Project. The Applicant is designated as the primary point of contact regarding performance of the Cost Share agreement.
- C. Landowner – (a) The person who holds legal title to the land, except that portion for which another person has the right to exclude others from possession of the parcel; (b) A person with an interest in a parcel of land such that the person has the right to exclude others from possession of the parcel.