

**RESOLUTION NO. 2024 - 84**  
**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 02.03.03.101.01 as related to pesticide application records retention and the ISDA 2024 Noxious Weeds Cost Share Program Handbook, Section 7 – Sub-Section K as related to cost share records retention; and

**WHEREAS**, Bonner County Noxious Weeds has reviewed the stored files/documents and identified the ISDA code(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 2020 & 2021 and state noxious weed cost share records from 2018, attached are the governing codes/rules 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 29 day of October 2024.

**BOARD OF BONNER COUNTY COMMISSIONERS**

Asia Williams

Asia Williams, Chair

Attest: Michael W. Rosedale

Steve Bradshaw, Commissioner

By: Auis Schaefer  
Deputy Clerk

Ron Korn

Ron Korn, Commissioner

# Exhibit A

- v. Excess credits may not be carried over to the next recertification period. (7-1-24)
- vi. Upon completing all licensing requirements for recertification, the license holder is recertified for the next licensing period. Licenses may be renewed up to twelve (12) months after the expiration date of the license. (7-1-24)T
- b. Recertification by Examination: A certified applicator who passes the Department's Applicator Core Competency (CO) examination plus examinations for all categories in which intend to license. (7-1-24)
  - i. Recertification examinations may be taken by a professional applicator beginning the thirteenth month of the recertification period. (7-1-24)
  - ii. The examination procedures as outlined in Subsection 100.03 will be followed. (7-1-24)
- c. The Department may grant variances in the recertification of professional applicators' and dealers' licenses. Issuance of variances will not relieve the recipient from compliance with all other responsibilities under the Pesticide and Chemigation Act and Rules. The request will be on a Department-prescribed form and state fully the grounds for requesting a variance. (7-1-24)
- d. Licenses are eligible for renewal no sooner than forty-five (45) days from the expiration date. (7-1-24)

## 101. PROFESSIONAL APPLICATOR RECORD KEEPING REQUIREMENTS.

- 01. Records Requirements. Maintain pesticide application records for two (2) years, ready to be inspected, duplicated, or submitted when requested by the Director. Such records shall contain: (7-1-24)
  - a. The name and address of the person for whom the pesticide was applied; (7-1-24)
  - b. The specific crop, animal, or property treated; (7-1-24)
  - c. The location by the address, general legal description (township, range, and section) or latitude/longitude of the specific crop, animal, or property treated; (7-1-24)
  - d. The size or amount of specific crop, animal, or property treated; (7-1-24)
  - e. The trade name or brand name of the pesticide applied; (7-1-24)
  - f. The total amount of pesticide applied; (7-1-24)
  - g. The EPA registration number of the pesticide applied; (7-1-24)
  - h. The date of application; (7-1-24)
  - i. The time of day when the pesticide is applied; (7-1-24)
  - j. The approximate wind velocity; (7-1-24)
  - k. The approximate wind direction; (7-1-24)
  - l. The full name of the professional applicator applying the pesticide; (7-1-24)
  - m. The license number of the professional applicator applying the pesticide; (7-1-24)
  - n. Full name and license number of professional applicator supervising the pesticide application of the professional applicator holding the Apprentice Category (CA). (7-1-24)

## Exhibit B

records, effectively managing the budget, and providing accountability for information and reports.

### How to Manage the Records

→ related reference on next page

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).
- 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.

#### **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 project 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*.

#### **Budget reports**

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.

### **Section 8: 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. All of these details are included in the awarded Cost Share Grant Agreement. 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. It is the responsibility of the CWMA to read and understand the reporting requirements described in the awarded agreement as the requirements may be different than what is referenced below.

#### **Term Reporting Roles**

- 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.
- 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.
- Landowner – 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. Or the



## BONNER COUNTY NOXIOUS WEEDS

- 521 S. Division Ave, Suite 216 • Sandpoint, ID 83864
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- Website: <https://www.bonnercountyid.gov/noxious-weeds>

10-29-2024

### Memorandum

### NOXIOUS WEEDS Item #1

**TO:** Commissioners

**FROM:** Chase Youngdahl, Noxious Weeds Director

**RE:** Resolution for Destruction of Records

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 detailed in the attached resolution.

Idaho State Department of Agriculture (ISDA) requirements for the retention of the noted records are 2 years for herbicide application records; IDAPA Code 02.03.03.101.01, and 5 years for Cooperative Weed Management Area (CWMA) cost share program records; ISDA Noxious Weeds Cost Share Program Handbook 2024—Section 7, Sub-Section K. Extractions of these sections of Idaho Administrative Code & Idaho Noxious Weeds Cost Share Handbook are attached in the packet for reference.

Auditing Review: N/A

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: N/A

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: B. Wilson

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution:        Original to BOCC Office  
       Copy to Noxious Weeds Office

A suggested motion would be: **Madam Chair, Based on the information before us I move to approve Resolution #2024 - 84, authorizing the destruction of Bonner County herbicide application records and state noxious weed cost share records as requested.**

Recommendation Acceptance: ☒ YES ☐ NO

Asia Williams  
Asia Williams, Chairwoman

Date: 10/29/2024