

Virtual Combined District Board Meeting Draft Minutes
Minidoka, East Cassia, & West Cassia Soil & Water Conservation Districts
Tuesday, December 8, 2020 at 11:00 am

Attending the meeting were:

Minidoka Board: Brian Kossman, Aaron Firth, Dusty Wilkins

West Cassia Board: Richard Kunau, Jordan Searle, Kathy Poulton, Brent Stoker

East Cassia Board: Steve Ward, Ken Woodworth, Hannah Sanders, Rob Cottle

Admin: Sharon Hardy-Minidoka, LaRae Warren-Cassia, Doreen McMurray-Cassia

Guests: Melanie Nebeker-TAGrant, Betty Carlson-Cotterel, Reid Bowen-Minidoka SWCD Guest, Carolyn Firth-ISWCC, Cathy Roemer-ISWCC, David Mabey-NRCS, and Samantha Lange-Pheasants Forever

1. **Call to Order - Brian Kossman (Minidoka Chairman) at 11:07 am**
2. **Review of IASCD Virtual Business Meeting in Boise - Brian Kossman**

Reported on the in person and also available virtual IASCD business meeting held in Boise in November of 2020, he stated that the Districts have decided to wait and work through issues with the commission and they are not in favor of disbanding the Commission. All Districts are concerned and disturbed about lack of access to their offices during the pandemic mandates. And there was discussion about the conditions of the MOA with NRCS.
3. **Resolution Proposal - Virtual District Meetings**

A Resolution regarding virtual meetings is being presented by Minidoka SWCD, it has been sent to Benjamin of the IASCD for review to help with some of the verbiage. After discussion the supervisors asked Sharon Hardy to follow up with Benjamin about the need to have a supervisor present at the place of origination of the virtual meeting. The resolution will be revised and presented to the three boards at their January Meetings.
4. **Tree Sale Update – Ken Woodworth** made a motion that all seedling special orders received by February 15 will only be charged a 5% special order fee. Orders received after February 15 will be charged a 10% special order fee. Ron Cottle seconded the motion. Motion passed. Megan Heward and Doreen McMurray will oversee the Tree Sales with a spreadsheet that can be updated and available to the two field offices. Sharon Hardy and LaRae Warren will continue to provide order forms and collect forms and moneys for the project. The tree distribution will be at Megan's home in 2021. All expenses will be taken from the total sales before the net is divided between the Districts.
5. **David Introduced New** Pheasants Forever/Sage Grouse employee who took over the position that **Connor White** had previously held. Samantha Lange is on board for that job and helping with conservation out of the Burley NRCS office.
6. **Reports:**

NRCS – David Mabey reported that CRP had 40 contracts and the EQIP deadline was December 4th, but not sure how many contracts will come from that. Due to the various closures which caused setbacks, he has Melanie Nebeker and Samantha Lange working on a number of applications, to provide documentation that is needed. District employees are #3 on the totem pole of necessary employees in a building when there is a lockdown/closure and so would be the first to be sent home. Nathan Huber has taken a job in Utah, and a replacement has not been found. The Local Work Group (LWG) report has been submitted, questions will be sent out in January for review. David Mabey asked to meet with the Three Chairman later to go over issues and projects.

TA (Technical Assistance) – Melanie Nebeker reported that she is finishing up on some contracts by doing pictures, and gathering necessary signatures. And working on some High Tunnel Projects. The TA2020 Grant for Melanie's position has been signed and is ready to start December 29, 2020.

ISWCC – Carolyn Firth stated potential changes and that working on improving relations with Districts will be the goal for the commission. She presented a chart outlining items that the Commission will address in the coming year. The chart outlined the combined desires from all the Districts for potential changes and actions, responsibilities and comments. This information was developed from the survey the Districts completed.
7. **ISWCC – Cathy Roemer** was asked by Kathy Poulton if the Commission had a priority list as the chart was nice and did outline many of the concerns and issues. Cathy Roemer stated that the Commission board will be having a meeting Thursday the 10th and will review the chart information and post it on their website. The Commission agrees that status quo in regards to relations with the Districts needs to change and be updated. One of the goals is that a member of the Commission will attend the District's meetings. Cathy Roemer stated that they need a better updated streamlined process for funding, and to look for increases in state funding for conservation.
8. **Ideas to Improve Working Relationship with Commission and IASCD – Doreen McMurray** – Simplify requested paper work. Kathy Poulton – What is purposed for the paper work and reports? How do they use the information? Brian Kossman – Some is required by state law – but are they really necessary? Kathy Poulton – How long have some of the requirements been in place and are they really still needed?

East & West Cassia Joint Business:

1. **QuickBooks Payroll situation & charges** - LaRae – Megan has tried to remove her name from QBs and find out what the charges are for, but to no avail. QB will not give LaRae any information since she is not on the account. We should stop using QuickBooks and apply for a new credit card to stop payments from coming out automatically. Change name also.
2. **Accountant instead of QB Payroll** - LaRae – Went over charges for several CPA offices in the Burley area. The Phillips Oaks Goodwin Crane & Co. CPA firm was chosen to contact and develop a plan of action ASAP. The Minidoka SWCD office uses this CPA firm also for their payroll. Kathy Poulton moved to try to cancel out QuickBooks payroll by the end of December and work with Phillips Oaks CPA to set up payroll and determine actual costs to be revisited in January board meeting 2021. Rob seconded. Motion Carried.

Continued with individual agendas.

**West CASSIA SOIL AND WATER CONSERVATION DISTRICT
DRAFT MINUTES – NOVEMBER 2020 – JOINT BOARD MEETING WITH WEST CASSIA & MINIDOKA SWCDS
Virtual Zoom Meeting
December 8, 2020 at 11:00 a.m.**

Place: Zoom Meeting – Doreen McMurray
Date: December 8, 2020
Time: 11:00 a.m.
Presiding: Richard Kunau

Supervisors Present:
Steve Ward – Vice Chairman
Ken Woodworth – Treasurer
Rob Cottle – Member
Hannah Sanders – Member

Employees and Agency Representatives:
LaRae Warren, Administrative Assistant
Doreen McMurray, I & Education Specialist
Melanie Nebeker, TA2019 Grant Employee
Betty Carlson, Manager Cotterel Boat Station
David Mabey, NRCS
Carolyn Firth, ISWCC

Supervisors Not Present:
Mark Webb – Chairman - Excused

ACTION ITEMS

- I. **Meeting called to Order by Richard at 12:47 am**
- II. **Changes to Agenda:** Virtual Tri-District Pre-Meeting before regular meeting
- III. **Minutes for previous meeting** – November 2020 Minutes – Kathy moved to approve Minutes of previous meeting and pay all bills. Jordan seconded. Motion carried.
- IV. **Treasurer’s Report:** Kathy reviewed and discussed Treasurer’s Report and bills to be paid. Brent moved to approve Treasurer’s Reports for November and pay all bills. Jordan seconded. Motion Carried.

ACTION ITEMS

- V. **OLD BUSINESS** – RC&D approved funding for LSEE Breakfast for 2020 State Land Judging Event. They ask that the request be sent in earlier next year. Doreen will send pictures from the event to use on the RC&D webpage.
- VI. **NEW BUSINESS**
 1. **Calendar of Events:**
 - a. **Next Board meeting** – Next meeting January 12, 2021. At the Masonic Lodge Burley.
 - b. **Tree Sales** – Start February 2021. Info on Website. Please save your newspapers.
 - c. **Employee Performance Evaluations** – January 12, 2021
 2. **Supervisor’s Report:**
 - a. **LSO Reporting due December 1, 2020** – Sent 12/1/2020 Have 30 days to send corrections
 - b. **Performance Report Due December 20, 2020** – Ready to be sent.
 - c. **QuickBooks & Credit Card** – Discussed in joint pre-meeting – Change to CPA then get new Credit Card for East Cassia SWCD.

- d. **District Board Reorganization** – Kathy moved to keep board members as they are. Brent seconded. Motion Carried.
 - e. **Ideas for Commission Relationship** – Will work on ways to build a better relationship
 - f. **Employee Performance Evaluations** – Do evaluations in January 2021 board meeting for Doreen, LaRae, Megan, Melanie and Betty.
3. **Office items:**
- a. **Budgets FY20-21** – Reviewed revised budget. Approved
 - b. **Audit for FY20** – CPA still Auditing files. He said it would be at least next week.
4. **Admin Report:**
- a. **Idaho Ag in the Classroom Membership Annual Dues** - \$150 Jordan moved that we pay Ag dues, Brent seconded. Motion Carried.
 - b. **Direct Seed Drill** – Rental – 23 Rentals – 26 with loaner. East and West Rental receipts are \$22,379.66 for this year 2020. Kathy moved to send report to Board members for review. Jordan seconded. Motion Carried. Drill will be repaired by Jeff and stored by Richard.
 - c. **Send Christmas Cards to Direct Seed Drill Renters** – Kathy moved that East and West Cassia SWCD will send Christmas Cards out. Jordan seconded. Motion Carried.
 - d. **Working at Home Office** – Office assistant, Doreen, Megan, and Carolyn still in tier 3 for entering the building. Enter for short periods of time only.
5. Cotterel Boat Station:
- a. **Manager's Report** – Betty reported that we are waiting for the outstanding payment from the ISDA to close out the year. Getting ready to start thinking about next year's season.
 - b. **Employee Bonus** – Split admin funds between manager and office admin. 1/3 % of Admin Fees from Cotterel Boat Station Season final 2020, divided by 2 employees, Betty and LaRae. Pay out when payment from ISDA is deposited in West Cassia bank account. Brent proposed amount and process to distribute bonus after outstanding payment is received. After discussion, Kathy moved that the proposal be accepted. Jordan seconded. Motion Carried.
 - c. **Old Business** – FFA 4-H It was decided to leave \$2000 donation for 4-H in the Budget to be discussed next summer.

Meeting Adjourned at 2:18 pm.

(A great big thanks to Doreen for her work on this Zoom Tri-District Meeting)

Respectfully submitted by LaRae Warren