

**WEST CASSIA SOIL & WATER CONSERVATION DISTRICT**  
DRAFT **MINUTES** – November 9, 2022, BOARD MEETING  
McGregor Building, 85 East Baseline, Rupert, Idaho

**Place:** McGregor Building  
**Date:** November 9, 2022  
**Time:** 1:15PM  
**Presiding:** Richard Kunau

**Supervisors Present**  
Richard Kunau- Chairman  
Jordan Searle- Vice Chairman  
Kathy Poulton- Treasurer  
Kyle Bowers- Associate Member

**Employees and Agency Representatives:**  
Rachelle Osterhout- Admin  
Betty Carlson- Cotterel Boat Station Manager  
Carolyn Firth- ISWCC  
David Mabey- NRCS

**Supervisors Not Present:**  
Ken Black- Member  
Brent Stoker- Member

### **ACTION ITEMS**

- I. **Called to Order by:** Richard Kunau at 1:39PM
- II. **Changes to the Agenda:** No Changes
- III. **Approve Minutes of Previous Meeting:** Kathy Poulton moved to approve September 2022 minutes. Jordan Searle seconded the motion. Motion carried.
- IV. **Treasurer's Report:** Kathy Poulton presented the treasurer's report for September and October 2022. Kathy Poulton moved to approve the Treasurer's Report. Jordan Searle seconded the motion. Motion Carried.
- V. **Calendar of Events:**
  - a. **IASCD Conference:** November 15-17, 2022, Burley, Idaho
  - b. **Next Board Meeting:** December 13, 2022@ 11:00 AM, NRCS Office Conference Room
  - c. **Workshop:** January 10, 2023

### **VI. AGENCY REPORTS**

**ISWCC Update-** Carolyn Firth Reminded West Cassia the Performance Report is due December 20, 2022. Steve Steubneir was hired by ISWCC for Public Relations. He has been busy working on a video to highlight the WQPA projects that are being completed by the districts around the state. He made arrangements to include Craig Searle's project in his video. Both Carolyn and Craig were interviewed. KMVT was also present and aired the clip on the evening news. The project is nearing completion and the district will be receiving the payment application that Richard Kunau will need to sign. Funds for the project will be coming to the district.

**NRCS Update-** David Mabey shared information about LWG responsibilities. He reviewed how the meetings are set up and run. The information he found was on the Commissions website in the handbook. In the signed MOU the districts agreed to chair the meetings. The deadline for the LWG meeting worksheet is the end of next week (November 18, 2022).

**TA 2021-** Melanie Nebeker text Rachelle Osterhout her update to share with the board. She has been working on Chatburns SGI/EQIP project, working on eligibility. She has also been completing training, helping David gather signatures and GCI payments. She has also been out taking pictures and talking with producers.

**Cotterel Boat Station-** Betty Carlson shared with The West Cassia board that the season ended on October 31, 2022. They winterized and closed everything up for the season. The West Cassia Board asked Betty if she is willing to manage the boat station for the 2023 season and she said yes. Betty will be working on changing the schedule for next season and will talk to Nic Zurfluh. The Port of Entry will be moving locations. The boat station will remain at its current location. Nic will also be opening the station for random inspections during the winter to monitor how many boats are moving in the winter months. This may prompt opening the station year around.

2022 Cotterel inspection numbers:

- Cotterel inspected 5859 boats this season
- 4 boats with noxious weeds. (Included in training at start of season)
- 410 returned by law enforcement (95% ISP)
- 317 from infested waters
- 167 hot washed

All of Idaho boat station totals (19 stations & roving stations):

- 102,664 boats inspected
- 1790 returned by law enforcement
- 2007 from infested waters
- 665 hot washed

## VII. NEW BUSINESS

1. **FY22 Audit:** Jeff Poulsen attended the board meeting to present the FY22 audit. Jeff shared the audit findings with the board. He said it was a clean audit report as of June 30, 2022. It shared it helped combining the three QuickBooks accounts into one account. Test disbursements are in the file that are coming and going. Rachelle made changes that helped. Jeff looked into the state statute to see if the district could change the fiscal year to run as a calendar year. He recommended contacting the commission to find out more information on it. Jeff will send Rachelle a pdj copy of the report to submit with the LSO report.
2. **Budget Speech & Poster:** Rachelle Osterhout proposed to the board to up the current budget for the speech contest from \$200.00 to \$250.00 and the poster contest from \$300.00 to \$500.00. Kathy Poulton made the motion to combine the Speech and Poster Contest money on the budget and adjust the amount to \$750.00. Jordan Searle seconded the motion. Motion carried.
3. **Cash Rewards for Poster Contest:** Rachelle presented to the board the cash reward amount of \$280.00 for the winners of the 2022 contest. Kathy Poulton made the motion to approve \$280.00 for the poster contest winners. Jordan Searle seconded the motion. Motion Carried.
4. **LSO Report:** Rachelle Osterhout shared with the board that the LSO report is due December 1, 2022.
5. **Performance Report:** Rachelle Osterhout presented the updated performance report to the board for review. The due date to submit the report is December 20, 2022.
6. **NACD Dues:** Rachelle presented the information for the NACD membership dues. The board agreed to pay the approved budget amount of \$250.00.
7. **ISWCC Direct Deposit:** During the Division IV Fall Meeting Loretta Strickland handed out direct deposit forms to each of the districts and encouraged everyone to set it up to receive payments. Rachelle Osterhout shared the information with the board, and they agreed to set up to receive commission payments via direct deposit.
8. **Other: Years of Service Award to Doreen McMurray:** During the Awards Banquet at the upcoming IASCD Conference Doreen McMurray will be presented with an award by Robbie Taylor, the director of IDEA for her years of service to the districts. This upcoming February she will have worked for the Soil and Water Conservation Districts for 30 years. Jordan Searle made the motion to purchase flowers with East Cassia to present to her at the banquet. Kathy Poulton seconded the motion. Motion carried.

November 2022

The meeting Adjourned at 2:54PM by Jordan Searle. Kathy Poulton seconded the motion. Motion Carried.  
Respectfully submitted by Rachelle Osterhout