

**WEST CASSIA SOIL AND WATER CONSERVATION DISTRICT
DRAFT MINUTES –January 10, 2023 BOARD MEETING**

Place: Burley Event Center
Date: January 10, 2023
Time: 11:00 a.m.
Presiding: Richard Kunau

Supervisors Present
Richard Kunau – Chairman
Jordan Searle – Vice-Chairman
Kathy Poulton –Treasurer
Brent Stoker - Member

Employees and Agency Representatives:
Doreen McMurray, I&E Specialist
Rachelle Osterhout, Admin

Supervisors Not Present:
Ken Black – Member
Kyle Bowers – Associate Member

ACTION ITEMS

- I. Meeting called to Order by:** Richard Kunau at 3:31 PM
- II. Changes to Agenda:** No Changes
- III. Minutes for previous meeting:** December 2022 Minutes – Jordan Searle moved to approve Minutes of previous meeting. Brent Stoker seconded. Motion Carried.
- IV. Treasurer’s Report:** Kathy Poulton read the financial transaction detail sheet. Brent Stoker moved to approve Treasurer’s Report. Jordan Searle seconded. Motion Carried.
- V. Calendar of Events:**
 - 1. Legislative Social and Conservation Day at the Capitol:** January 16 & 17, 2023 Boise, Idaho
 - 2. Magic Valley Forum:** January 24, 2023. Rock Creek Fire Station, 10-1PM
 - 3. Next Board Meeting:** February 14, 2023, NRCS Meeting Room (Richard Kunau will be out of town)

ACTION ITEMS

VI. OLD BUSINESS

- 1. Mid-Snake RC&D:** Doreen McMurray updated the board on the current Mid-Snake RC&D business. At the December 2022 meeting it was discussed to dissolve the Mid-Snake RC&D. They have lost the funding from the highway 93 Boat Check Station, and Firewise Funding from the BLM. There is an estimated \$300,000.00 in the Mid-Snake RC&D account. The decision was made to continue operating RC&D for 1-year and then re-access again. The following individuals were voted in: Heidi Tubbs- Chairman, Terry Kramer- Vice Chairman and Doreen McMurray- Secretary/ Treasurer. Debbie Dane is no longer the admin. The new board held interviews and have offered the position to one of the candidates. Doreen McMurray is reviewing and updating the contracts for the admin. Brent Stoker made the motion when a Board Member from West Cassia SWCD is present at a meeting the Board Member holds the voting right. When a Board Member is not present Doreen McMurray or Rachelle Osterhout have the authority to cast the vote for West Cassia Soil and Water Conservation District.

VII. NEW BUSINESS

- 2. Elections:** Brent Stoker and Kathy Poulton were the only candidates filing for election for their positions with West Cassia Soil and Water Conservation District and therefore they are reinstated for another 4-year term starting January 2023. Brent Stoker made the motion to elect Ken Black to Vice Chairman and all other Board Members remain in the same positions: Richard Kunau- Chairman, Kathy Poulton Secretary/ Treasurer, Jordan Searle- Member, Brent Stoker- Member, Kyle Bowers- Associate Member. Jordan Searle seconded the motion. Motion Carried.
- 3. Office Space Reimbursement Information:** Information from ISWCC Reference Manual for Conservation Districts for Match Funding was presented to West Cassia to review the guidelines for the office space and other expenses the county are providing to the districts at the current office location.

January 2023

Richard Kunau will share the information with Robert Kunau. Rachelle Osterhout will follow up with how to proceed forward to request the funding.

4. **Employee Reviews:** The board discussed Doreen McMurray and Rachelle Osterhouts Employee Performance Evaluation. Jordan Searle made the motion to match East Cassia Soil and Water Conservation Districts pay increase for Doreen McMurray from \$24.00 to \$27.00 per hour and Rachelle Osterhout from \$18.50 to \$21.00 per hour. The pay increase will take effect for the February 2023 payroll.
5. **Other:**
 - a. **Boat Station Email:** Rachelle Osterhout shared an email from Nic Zurfluh regarding the Watercraft Inspection Station Pay Rates for the upcoming season. During the discussion it was suggested to send the letter to Boat Station employees.

Adjourn: Meeting adjourned at 4:15PM.

Respectfully submitted by Rachelle Osterhout