East Cassia & West Cassia Soil & Water Conservation District
Joint Board Meeting
Draft Minutes- September 8, 2026

Place: NRCS Meeting Room Burley, ID
Date: September 8, 2026
Time: 11:00 AM
Presiding: East Cassia Chairman- Rob Cottle

East Cassia Board Present
Rob Cottle- Chairman
Ken Woodworth- Treasurer
Hannah Sanders- Member *(Via Phone)*

Employee/ Agencies Present
Doreen McMurray- I&E Specialist
Rachelle Osterhout- Admin
Betty Carlson- Cotterell Station Manager
David Mabey- NRCS

West Cassia Board Present
Richard Kunau- Chairman
Jordan Searle- Vice Chairman
Ken Black- Treasurer
Chad Searle- Member
Scott Yost- Member

Action Items

I. **Called Meeting to Order:** Rob Cottle called the meeting to order at 11:11 AM

II. **Changes to Agenda:** No Changes

III. **Approved Minutes of Previous Meeting:**
- **East Cassia SWCD:** Board members reviewed the minutes from the August 2026 Meeting. Ken Woodworth made the motion to approve the August 2026 Minutes. Hannah Sanders seconded the motion. Motion Passed.
- **West Cassia SWCD:** Board members reviewed the August 2026 Minutes. Jordan Searle made the motion to approve the August 2026 Minutes. Chad Searle seconded the motion. Motion Passed.

IV. **Treasurer's Report:**
- **East Cassia SWCD:** Ken Woodworth presented the August 2026 Transaction Detail (Treasurer's Report). Ken Woodworth made the motion to approve the August 2026 Treasurer's Report as presented. Hannah Sanders seconded the motion. Motion Passed.
- **West Cassia SWCD:** Ken Black reviewed the August 2026 Transaction Detail (Treasurer's Report). Ken Black made the motion to approve the August 2026 Treasurer's Report. Jordan Searle seconded the motion. Motion Passed.

V. **Calendar of Events**
1. **East Cassia 70th Birthday-** September 5, 2026
2. **Mid Snake RC&D Meeting-** September 11, 2026
3. **LSEE Setup Day-** October 6, 2026 *Use Richards trailer, Digging pits Mark/Kurt*
4. **LSEE Contest-** October 7, 2026 *Volunteers: Ken, Scott, Hannah*
5. **Posters Due (Judging will be October 26th – 28th)-** October 22, 2026
6. **West Cassia Speech Contest-** October 27, 2026 Burley High School
7. **East Cassia Speech Contest-** October 29, 2926 Raft River High School- 6:30PM
8. **Division IV Meeting (Snake River SWCD Hosting)-** November 5, 2026
   Anyone interested in serving on the Division IV Leadership?
9. **IASCD Conference-** November 17-19, 2026 Moscow ID
10. **2027 Workshop-** January 26, 2027 Burley Inn & Convention Center

Note: *The Board may hold an executive session to discuss legal and personnel matters pursuant to Idaho Code § 74-206(1) (A)(B)*

VI. Agency Reports/ Requests

1. **ISWCC-** Carolyn Firth was not in attendance, so there was no ISWCC report.
2. **NRCS-** David Mabey updated the Boards on the NRCS reorganization in Idaho. The agency is awaiting final approval and the official announcement of the changes. Once the reorganization is finalized, there will be a critical hiring phase during which NRCS employees from across the nation may apply for available positions. There will be one position available in Cassia County and one position available in Minidoka County.
3. **Pheasants Forever-** Madison Pittinger was not in attendance.
4. **Cotterell Inspection Station- Cotterell Station Update:** Betty Carlson updated the West Cassia Board on the inspection season. The season started slowly but became very busy around Memorial Day and has remained busy. The number of hot washes has increased this year, as individuals are becoming more aware of the threat of invasive species and are more willing to have hot washes performed.
   Employee scheduling has been going well, with employees willing to step in and assist where needed. The ISP adjusted its schedule to 1:00 p.m. to 11:00 p.m., which has made a significant impact on watercraft returns. ISP has contacted ISDA to request an extension of its contract through the end of the inspection season.
   For the 2027 season, the district plans to advertise for specific shifts, including day/night and weekday/weekend positions.

VII. New Business (Joint District)

1. **Information & Education Specialist Position:** Doreen McMurray presented her letter of resignation to the East Cassia and West Cassia Boards. Doreen plans to retire on or shortly after November 1, 2026.
   Rachelle Osterhout presented the Boards with an updated Information & Education Specialist job application, contract, and bullet-point list of responsibilities. The East Cassia and West Cassia Boards discussed advertising the position on Indeed, through the Department of Labor, and on social media. The Boards anticipate interviewing qualified candidates September 16–18, 2026.
   Rachelle will email all Board members copies of applications received, interview questions, and the pay scale document. Once a qualified candidate is selected, the Boards will discuss pay and benefits.

VIII. New Business (East Cassia)

1. **2027 Tree Sale Order Form:** The 2027 Tree Sale order form was presented to the East Cassia Board for review. After discussion, Ken Woodworth made a motion to approve the Tentative 2027 Tree Sale order form. Hannah Sanders seconded the motion. Motion carried.

IX. New Business (West Cassia)

1. **AIS Resolution:** The Bonner SWCD resolution, titled *Sustaining and Increasing Funding for Aquatic Invasive Species Prevention, Monitoring, Rapid Response, and Control*, which will be presented at the November 2027 IASCD Conference, was presented to the West Cassia Board for review. After discussion, Jordan Searle made a motion to co-sponsor the Bonner SWCD resolution. Ken Black seconded the motion. Motion carried.

X. Adjourned at 12:10 PM

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Respectfully submitted by Rachelle Osterhout.

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