

**WEST CASSIA SOIL AND WATER CONSERVATION DISTRICT
DRAFT MINUTES – FEBRUARY 2021 BOARD MEETING
Masonic Lodge Burley
FEBRUARY 9, 2021 at 11:00 a.m.**

Place: Masonic Lodge Burley
Date: February 9, 2021
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:
LaRae Warren, Administrative Assistant
Doreen McMurray, IES
Melanie Nebeker, TA2020 NACD
Carolyn Firth, ISWCC
Delwyne Trefz, ISWCC, by Virtual Zoom

Supervisors Not Present:
Ken Black – Member

ACTION ITEMS

- I. **Meeting called to Order by Richard Kunau at 11:10 am**
- II. **Changes to Agenda:** Betty decided to speak later
- III. **Minutes for previous meeting – January 2021 Minutes – Kathy moved to approve Minutes of previous meeting. Jordan seconded. Motion Carried.**
- IV. **Treasurer’s Report: Kathy read report, reviewed and discussed. Kathy moved to approve Treasurer’s Report for West Cassia and to accept and pay all bills. Jordan seconded. Motion Carried.**

ACTION ITEMS

- V. **OLD BUSINESS – CPA Poulsen, QuickBooks, Payroll,**
Poulsen CPA has taken our payroll and Taxes over. The cost to set up Payroll and Tax files will be \$400, split between East and West Cassia SWCDs. Then a \$160 per month charge will be for payroll and taxes. Quarter 4 taxes have been completed. Annual taxes have been completed and W-2s have been sent out. Tax payments were made by the Admin Assistant this year. Poulsen CPA is in the process of transferring payment responsibility to them so they will be able to pay tax liabilities going forward. Admin will check with CPA and then order computer checks for them to print out for West Cassia Cotterel Boat Station payroll only. Brent moved for Poulsen CPA to do the payroll monthly and process quarterly taxes for \$160 per month split with East Cassia and to be paid. The \$400 for the setup process will also be split with East Cassia and to be paid. Jordan seconded. Motion Carried.
- VI. **NEW BUSINESS**
Calendar Events:
Next Board meeting – March 9, 2021. @ 11 am at the Masonic Lodge Burley was approved
County Commissioners’ Meeting – February 22, 2021 @ 11:30 am – Doreen will check before the meeting and find out who will attend with her. Kathy and Richard will plan to present to the commissioners.
Supervisor’s Report:
Letter of Resignation – LaRae Warren resigned from the Administrative Assistant position. She gave two weeks’ notice for her final day to be February 16, 2021. She will help train after that date as needed.
Office Update – Doreen discussed the Division VI Zoom Meeting link. Supervisors asked to have the link sent to them again. Doreen updated Supervisors on office changes and items needed for the new hire for the Admin Assistant position. Present Admin Assistant will probably need extra time to help prepare for the new hire. It is okay with the Board to have present Admin Assistant type docs, and organize files in preparation for the new hire over the normal 5 hours a day or 4 days a week. And train as needed after they are hired.

The District has had 38 applications for the Assistant position. Interviews will be held Friday, February 12, 2021 at 1 pm. Doreen presorted the applications and 6 will be interviewed on that date. She discussed the option of a temporary office in the Courthouse since the present Admin Assistant has resigned and was using her home office since August of 2020 when the NRCS District office was closed to the District employee. The temp office will not require a rent payment, but must be vacated if it is needed for County employees. David Mabey said it would probably be two weeks before he received information about the District employees being able to move back to the Burley office and resume normal operations. And there may still be limitations on how many employees can be in the office at one time?

Office Tasks – Documents need to be sorted and filed as per the Record Retention Guide to make room for new files. Megan and Doreen will clean up old files in the cabinets in the storage room at the NRCS District office. They will shred or copy them on to storage drives and label them if they have to be saved. They will need to purchase a shredder, stick drives for backup and storage. Microsoft Office is also out of date. Find out how much the software would cost and let the Boards know. Use a credit card for the supplies and software. Brent moved to purchase office supplies for sorting and filing old documentation and for the office. Purchase Microsoft software upgrade when approved. Total will be split with East Cassia. Jordan seconded. Motion Carried. Stick drives are needed for computer backups and a paper shredder is needed for the temporary office security, also. These will be purchased with the other supplies. The paper shredder will be used for shredding old docs as well as for daily office use. If a phone is needed for the new Admin Assistant a quote will be obtained. One quote was obtained from Cricket. A phone could be purchased for \$73 and a monthly use plan for \$30. If a use plan is purchased it will be Month to Month with no contract. The amount should be okayed by Supervisors before purchasing either the phone or the plan.

Admin Report – Cottarel Boat Station – Betty said that the Boat Station will start its 2021 season around March 5, 2021, per Nic. Training will be a few days before the start date and will probably be by virtual Zoom for all employees. Nic also said that the Agreement with the District and the ISDA should be coming to the District soon. State guidelines allow for a .50 raise for those who are eligible. Employees will need to give Betty their current non-expired driver's license and signed tax deduction forms before they start work. Time cards will be due on Monday of the payroll week and employees will be paid by Friday. This change is due to the move from in-house payroll to outsourced status.

Awards Banquet – This year each District will have its own awards banquet again. Locations and who to give the awards to were discussed. They decided on Piggy Sue's in Albion for the banquet location, if possible. The remaining details will be added to the Old Business for March and make a decision at that Board meeting. At the banquet the scholarship award will be given out. An applicant can only apply once for a scholarship. The applicant can be in any year of college. The course of study must be Ag related. Can be in their Senior year of High School and planning to attend College in the fall of the year. They can also be attending a Trade school.

Tree Sales – Megan is handling special orders. Sold out of three different varieties of trees so far. Doreen deposits checks from tree sales approximately every two weeks. Megan's yard will be used for picking up seedlings again this year. Please save as many newspapers as you can.

TA2020 – Melanie's Report – Melanie has been working with Dinah in Minidoka two days a week. She has been trying to get the CRP lists earlier this year so they can be in the field while the crops are growing and get the mapping done and not wait until the last minute. Haydn will be moving to Utah in March to get ready to start his new job there. The Minidoka office of the NRCS may hire a pathway student to help Dinah with her work duties. Twin Falls may help with the work load also.

TA2021 Grant application is due by February 21, 2021. Examples of new application information were given to East and West Supervisors, specifically Kathy and Ken W. A copy was also given to Melanie to go over with David, since he was not at the meeting due to illness. Melanie and the designated Supervisors will go over changes and give them to the Admin Assistant to enter and send to the NACD for processing. All information regarding the NACD timeline and deadline for the TA2021 Grant applications were also given to the Board Supervisors and to Melanie. It was also sent to Brian Kossman, Minidoka SWCD for review.

VII. AGENCY REPORTS

NRCS Update: David sent Doreen information to be read at the Board meeting today since he was ill. He said that it is contract season. His name and the name for all the NRCS DCs has changed. They will be referenced as Team Leads now. Curtis and others would like to know what your thoughts are regarding a Local Work Group (LWG) spring meeting. It would be more of a listening, information gathering meeting. The Districts and others would not have to identify projects or make any decisions until the fall meeting. It could be a virtual Zoom meeting with Curtis in attendance. The Supervisors are not in favor of a spring

LWG meeting at this time. David wanted the Board to discuss the IRCD partnership, NRCS – District Employee NRCS registered. The Board said that they would address this when the Districts are back in the NRCS District office. Also, the FSA would like the Districts to move the Direct Seed Drill to a different location that will not block traffic on their side of the parking lot. Richard will research that possibility.

ISWCC Update:

Carolyn said that the District could ask for the 50 hours that we had already talked about and another 30 hours for Post-Harvest Deep Soil (not Nitrate) area Testing when the Request for Assistance documents are sent. (March 31 due) Carolyn will have a program from Delwyne that can run scenarios if you want to see how different input might change the amount of funding received by the Districts.

Delwyne Trefz reported on progress of finding a better process for funding the Districts. They have 1.28M in funds to distribute between 50 Districts in Idaho. He needs to know the specifics of changes proposed by the Districts. He'll be back at the March Board meeting for a more specific response. West Cassia may opt to keep things the way they are. Put Delwyne in Old Business for discussion and make it an Action Item in the March Agenda.

The Board walked across to the Courthouse to see the proposed temporary District office.

Jordan moved that the meeting be adjourned. Brent seconded. The Meeting Adjourned at 1:30 pm.

Respectfully submitted by LaRae Warren