

**WEST CASSIA SOIL AND WATER CONSERVATION DISTRICT
DRAFT MINUTES –February 14, 2023 BOARD MEETING**

Place: Burley NRSC Office
Date: February 14, 2023
Time: 11:00 a.m.
Presiding: Ken Black

Supervisors Present
Ken Black- Vice Chairman
Jordan Searle- Member
Brent Stoker- Member

Employees and Agency Representatives:
Doreen McMurray, I&E Specialist
Rachelle Osterhout, Admin
David Mabey- NRCS
Carolyn Firth- ISWCC
Betty Carlson- Boat Station
Melanie Nebeker- TA Grant

Supervisors Not Present:
Richard Kunau- Chairman
Kathy Poulton- Treasurer
Kyle Bowers – Associate Member

ACTION ITEMS

- I. Meeting called to Order by:** Ken Black at 11:17 AM
- II. Changes to Agenda:** No Changes
- III. Minutes for previous meeting:** January 2023 Minutes – Jordan Searle moved to approve Minutes of previous meeting. Brent Stoker seconded. Motion Carried.
- IV. Treasurer’s Report:** Ken Black would like the CD and LSEE account balance added to the report. Brent Stoker moved to approve Treasurer’s Report. Jordan Searle seconded. Motion Carried.
- V. Calendar of Events:**
 - 1. Division IV Spring Meeting:** March 2, 2023- McGregor Building, Rupert Idaho
 - 2. Request for County Funding:** March 6, 2023 Time TBD
 - 3. Next Board Meeting:** March 6, 2023- Following Commissioners’ Meeting

Agency Reports/ Requests

- 1. NRCS Update:** David Mabey shared with the board information about a workshop on February 15, 2023 in Twin Falls Idaho, Forage Solutions for Profitable Beef Production. EQIP applications are to be ranked by February 17 and will be submitted. EQIP 2nd round application are open until the middle of April. CSP application period has ended, They received several new applications. David and his team will be requesting extra funds for the ditch to pipe projects. The request is due by February 24, 2023. David reported they have more engineering help from Pocatello, her name is Maddie Saylor. They have really appreciated the help and work she has been doing. The Districts seedling tree sale is in full swing. They have been receiving applications in the office. Rachelle Osterhout provided a box to place orders/ payment in for security purposes. David would like to get together with the LWG after March to review goals and how they have been met during this funding season. David Mabey thanked Melanie Nebeker for her help the past 3 years.
- 2. ISWCC Update:** Carolyn Firth shared that Delwyne Trefz is busy presenting to the Legislature in Boise. They have also appointed two new ISWCC Conservation Commissioners. Mitch Silvers from Lewiston Idaho, Division II and Blake Hollingsworth from Burley Idaho. Carolyn also updated the board on the WQPA Searle project. Burley Irrigation District is waiting for the weather to warm up to finish. Once the work is completed, she will be submitting the final paperwork.
- 3. TA 2021:** Melanie Nebeker shared the final update for the TA grant position. She has been busy working on the Chatburn project to meet upcoming deadlines. She has also been briefing Trec Reed and Brooke Morgan to take it over. She has notified the producers she has worked with to let them know Trec Reed will be taking over her contracts.

- Cotterell Boat Station:** Betty Carlson shared with the board that Nic Zurfluh will be sending the 2023 MOU soon. Aaron Ursenbach ISAD regional manager turned in his 2 weeks notice. Nic Zurfluh will be filling in until they refill the position. They will have the annual training prior to the season starting. Betty Calson has been working on updating the work schedule to as follows:

Rachelle Osterhout and Betty also suggested to buy each of the Cotterell Boat Station Employees a water bottle to show appreciation for their continued employment at the boat station each year. It was also requested to purchase a new fridge with a freezer.

Jordan Searle made the motion to purchase a fridge and water bottled for the Cotterell Boat Station and use up to \$1,000.00. Brent Stoker seconded the motion. Motion Carried.

Betty Carlson's history working at Cotterel Boat Station as an inspector began in 2012 when Cassia County Weed was running the station. In 2014 ISDA took over running Cotterel Boat Station. At this time Melissa Carlson began working at the boat station as an inspector. In June 2017 West Cassia SWCD took over running the station. Betty Carlson moved to the position of Cotterel Boat Station manager in 2019.

Rachelle Osterhout reminded that board that she had sent the Cotterell Employee Handbook to ICRMP to review. Feedback that they sent was they check the readability and grade level scores. The reading ease score they prefer is between a 60 to 70 and higher, ours was at 45. The grade level they prefer is between 7 and 8, our manual is at 10.8. Tammy Middleton is finishing her review and will be emailing her suggestions. Rachelle Osterhout will be updating the handbook and will email it to the board for review.

ACTION ITEMS

VI. OLD BUSINESS

- Office Space Reimbursement Update:** Bob Kunau has been unavailable. Rachelle Osterhout will talk to him before the fund request meeting March 6, 2023.
- Budget:** Rachelle Osterhout presented the budget and suggested to West Cassia board to review and increase Employee Gross Payroll and Employer Taxes due to the recent pay raises. It was also suggested to increase the budget for IASCD Conference due to increased costs.
Brent Stoker made a motion to update the budget for Payroll and Conference. Jordan Searle seconded. Motion Carried.

VII. NEW BUSINESS

- Direct Deposit:** Rachelle Osterhout presented to the board the costs for direct deposit fees at Zion Bank and quickbooks through the CPA (Poulsen, VanLeuven and Catmull).
Brent Stoker made a motion to activate Direct Deposit for Office Employees and Boat Station Employees. Jordan Searle seconded the motion. Motion Carried.
- Review Newsletter Mailing List:** Ken Black, Brent Stoker and Jordan Searle reviewed the mailing list and made suggestions for who needs to be removed. They also added names to the list.
- Donation Requests:** Jordan Searle made a motion to pay the following donation requests: Idaho Ag in the Classroom \$150.00, Idaho State Forestry Contest \$50.00, Idaho Envirothon \$50.00 and to increase Know Your Government from \$400.00 to \$500.00. Brent Stoker seconded. Motion Carried.
- Dues:** Brent Stoker made a motion to pay dues for the following; IDEA \$60.00 and Division IV \$80.00. Jordan Searle seconded. Motion Carried.
- Other:**
 - Spring Awards Banquet/ Summer Picnic:** West Cassia would like to combine with East Cassia and Minidoka SWCD for a Summer Awards Banquet.

Adjourn: Brent Stoker made the motion to adjourn the meeting at 2:46 PM. Jordan Searle seconded. Motion Carried.

February 2023

Respectfully submitted by Rachelle Osterhout