

**WEST CASSIA SOIL AND WATER CONSERVATION DISTRICT
DRAFT MINUTES – MARCH 2021 BOARD MEETING
Masonic Lodge Burley
April 13, 2021 at 11:00 a.m.**

Place: Masonic Lodge Burley
Date: April 13, 2021
Time: 11:00 a.m.
Presiding: Kathy Poulton

Supervisors Present:
Kathy Poulton – Treasurer
Brent Stoker – Member
Ken Black - Member
Richard Kunau – Chairman

Employees and Agency Representatives:
Doreen McMurray, I&E Specialist
Melanie Nebeker, TA2020 NACD
Carolyn Firth, ISWCC
Betty Carlson, Boat Station Manager

Supervisors Not Present:
Jordan Searle – Vice Chairman

ACTION ITEMS

- I. Meeting called to Order by Kathy Poulton at 11:14 am**
- II. Changes to Agenda:** Brent Stoker moved to accept agenda as presented. Ken Black seconded. Motion carried.
- III. Minutes for previous meeting –March 2021 Minutes – Brent Stoker moved to approve Minutes of previous meeting. Ken Black seconded. Motion Carried.**
- IV. Treasurer’s Report:** Report presented by Kathy Poulton and discussed by board. Brent Stoker moved to approve Treasurer’s Report for West Cassia, Ken Black seconded. Motion Carried.

ACTION ITEMS

V. OLD BUSINESS

- 1. Board reviewed **5 Year & Annual Plan**. It has been submitted and received by ISWCC.

VI. NEW BUSINESS

1. Calendar Events:

- a. **Next Board meeting** –May 11, 2021 @ 11am at the Masonic Lodge in Burley.
- b. West Cassia Board requested an **Annual Calendar of Events/Activities**. Doreen will work with Rachelle to prepare the calendar.

2. Supervisor’s Report:

- a. **Memorandum of Agreement with NRCS** document was discussed. When the NRCS office opens up for full district access, the Board will re-evaluate the agreement.
- b. **FY 2022 Budget** – Board discussed the need to have the budget clearly match QuickBooks reports. Kathy offered an example. Brent stressed the need for the budget to show the past year’s expenditures, the current year expenditures, as well as the budget amounts and QB totals. Rachelle will prepare a new budget for the upcoming FY22 to be reviewed at May’s board meeting. New budget should be in place by July 1st. Board would like budget to be updated quarterly and presented at board meetings quarterly.
- c. Ken requested information/or outline on how agencies work together. Carolyn described some work elements that are shared between agencies. Doreen will try to gather more info.

3. Office Items-

- a. **Computer Update** - Doreen reported on the computer quote Rachelle received from Thompson Computers (a local company). Board agreed local tech support would be helpful. Ken Black made a motion to purchase the new office computer from Thompson’s. Brent Stoker seconded the motion. Motion carried. The purchase includes the new desktop computer, 2 screens, Microsoft software, camera, headset w/ microphone, and USB hub. Cost will be shared with East Cassia.

- b. **NRCS Office Update** – NRCS offices are open to 50% staff and one customer in the office by appointment.
- c. **Sign for the Office Door** – Ken Black made a motion to order a small vinyl sign that can be used on the temporary office door as well as for tabletop displays. Richard Kunau seconded the motion. Motion carried. Rachele will look into signs and cost (Board expects their cost to be under \$25).

4. Admin Report –

- a. **TA2020** Melanie Nebeker Report – Melanie has been working on 11 Cassia and 7 Minidoka FSA compliance reviews and maps. She has been working on the TA grant reporting with Rachele. They have been studying the grant together. Melanie has prepared the narrative and together they are reviewing finances along with other reports needed. Melanie will complete a more detailed time sheet/task sheet to turn in to Rachele and also present it to the boards at board meetings. She has also been working on a few high tunnel rankings and is assisting Samantha as needed in the NRCS office.
- b. **Cotterel Boat Station** - Betty Carlson reported that they are currently working 10 hour shifts at the boat station. Around the middle of May they will be open 24 hours. ISP provides support 5 days a week but they have received no support yet from Cassia County Police. Betty will contact Nick to check on their contract. Currently there are 11 employees total. One employee will be quitting soon but will stay on as an emergency fill in if needed. These hours will be absorbed into the part time employee's schedules. The Station is running smoothly. Doreen read the letter sent to the Cassia County Commissioners thanking them for their support of the boat station.
- c. **IDEA Dues** – Richard Kunau made a motion to pay \$60 dues to IDEA (Idaho District Employee Association) for one employee. Brent Stoker seconded the motion. Motion carried.
- d. **TA2021 Grant Status** – Tabled until May meeting.
- e. **Other** -
 - 1. **LSEE** state meeting will be held on Thursday, April 15 @ 4:00. There will be NO national event again this year due to Covid. Ag Advisors are requesting the travel scholarship funds not used be given as scholarships to the seniors who participated on the winning 2 teams.
 - 2. No **NRC** (Natural Resource Camp) again this summer. Planning for 2022 camp.
 - 3. Soil Sampling and Deep Soil Sampling **TA Requests** have been turned in to Commission.
 - 4. **Tree Sale** - bagging trees will be held at Megan's on April 20 or 21st. Ken can help on the 20th or 22nd. Kathy and Melanie can both help. Melanie will ask Samantha.

VII. AGENCY REPORTS

NRCS Update: No NRCS report given.

ISWCC Update: Carolyn Firth - The legislature passed an additional \$2,000 funding increase for each district. Carolyn reported on the district voting collected so far on the distribution of match funding. A small majority of districts have voted for equal distribution. The second choice so far is to lower the cap. There are still a few districts to submit their choice and then Commission can prepare information to present to the legislature for the next legislative session.

They will be doing the Post-Harvest Deep Soil Sampling in 2021. (Last sampling was in 2017). Carolyn is writing the sampling plan. They'd like to go 6' deep if possible and be in the same fields as 2017. They will continue with the "soil your undies" soil health project. This will be the 3rd year for the project.

Adjourn- Brent Stoker moved that the meeting be adjourned. Ken Black seconded. The Meeting Adjourned at 1:00 pm.

Respectfully submitted by Doreen McMurray