

**WEST CASSIA SOIL AND WATER CONSERVATION DISTRICT
DRAFT MINUTES – JANUARY 2021 BOARD MEETING
Masonic Lodge Burley
January 12, 2021 at 11:00 a.m.**

Place: Masonic Lodge Burley
Date: January 12, 2021
Time: 11:00 a.m.
Presiding: Richard Kunau

Supervisors Present:
Richard Kunau – Chairman
Jordan Searle – Vice Chairman
Kathy Poulton – Treasurer
Ken Black – Member

Employees and Agency Representatives:
LaRae Warren, Administrative Assistant
Melanie Nebeker, TA2020 NACD
David Mabey, NRCS
Carolyn Firth, ISWCC

Supervisors Not Present:
Brent Stoker – Member

ACTION ITEMS

- I. Meeting called to Order by Richard Kunau at 11:10 am**
- II. Changes to Agenda:** CPA Annual Audit Report
- III. Minutes for previous meeting – December 2020 Minutes – Ken moved to approve Minutes of previous meeting and pay all bills. Jordan seconded. Motion Carried.**
- IV. Treasurer’s Report: Kathy read report, reviewed and discussed. Kathy moved to approve Treasurer’s Reports for December for West Cassia and Cotterel Boat Station and pay all bills. Ken seconded. Jordan approved. Motion Carried.**
- V. CPA Annual Audit Report – Joel T Robins, CPA**
Joel said it was a good audit and went over the report. A Standard Form report for FY2020 ending June 30, 2020 was used for the audit. It has information in the report that refers to our Local Government status. We are in compliance. LSEE is included in the audit because we are supervising the funds. We are not legally required to set a budget. But keep doing budgets especially for the LSO reporting. It helps keep accountability each year. The Cash is FDIC insured. The upper Limits are \$250,000 for Checking and the same for Savings. Over that amount there are restrictions. The Direct Seed Drill depreciation for the year is listed in the report. Joel said the minutes were in order. The CPA charged \$200 more this year. Ken motioned to accept the FY2020 audit report as printed and presented. Kathy seconded. Jordan approved. Motion Carried.

ACTION ITEMS

- VI. OLD BUSINESS – CPA Evans Poulson, QuickBooks**
Still looking for a CPA to help with payroll and tax preparation right now. Halifax did not work because of the way they handle the payments for the IRS. It would not allow for the annual audit for West Cassia. Ken Woodworth, East Cassia SWCD in their board meeting this month suggested that we call Evans Poulson, CPA. Received quotes from 3 CPA firms and they were one of the three. He will talk to them and explain our concerns. They will give us a quote for completing fourth quarter and the 2020 Annual Tax reports and print W-2s. They will also give us a quote to see if processing the payroll is an option. At some point we may be able to close QuickBooks payroll and start over and then repurchase it with a new Administrator and Supervisor preferably. Kathy moved to use training budget of \$250 to get 4th quarter reports and annual taxes including W-2s finished for 2020. If needed we may choose to pay for other services. Jordan seconded. Motion Carried.

Virtual District Meeting – The document that sets the rules for the Districts to hold Virtual Board meetings was reviewed by all. Ken moved to approve the resolution draft to be submitted to the Idaho Association of Soil Conservation Districts Committee to review and be given a Resolution Number. Jordan seconded. Motion Carried. Brian Kossman will let us know when the resolution has been given a number.

VII. NEW BUSINESS

Calendar Events:

Next Board meeting – February 9, 2021. @ 11 am at the Masonic Lodge Burley was approved
Tree Sales – Starts February 2021 – All forms will be on the website and info in the Newsletter
Commission Meeting – We will get an appointment on the Commission calendar for February 2021. Richard and possibly Kathy may attend the meeting for West Cassia. Feb 22, tentative.

Supervisor's Report:

LSO Reporting Changes due January 2021 – No Changes are needed.

Employee Performance Evaluations – The Supervisors held an Executive Session at the end of the meeting to evaluate employees. (LaRae, Doreen, Betty and Megan).

College Scholarships – A budget amount of \$1800 was reviewed and approved. Applications will be sent to the local Schools and will be kept in the office and on the Website. Find out what happens if we don't have applications for the scholarship money. Who can we give it to? What are the rules?

Office items – Purchased the file cabinet that was approved in a prior meeting. Delivery 1/18/2021 Will put it in the storage room when we are allowed to move back in the office again.

Admin Report – Cotterel Boat Station – The Amendment for the 2020 season shortfall (\$8, 279.25) was signed and sent and approved by the ISDA. The check this is in the bank and bonuses have been paid. Nic with the ISDA said that we should probably ask for more and then return the overage at the end of the season for 2021. Ken made a motion that we ask for \$240,000 to be in our MOA for the 2021 Cotterel Invasive Species check station season to run the program. Jordan seconded. Motion Carried. Nic will be called for an update and asked what amount he is requesting to run the Boat Station for 2021.

TA2019 – Quarterly and Final Annual Report – The reports are finished and will be send 1/13/2020.

TA2020 – Melanie's Report – She has been working on CRP contracts for the FSA. With the NRCS having lost Nate she has helped greatly with the work load. Jordan Motioned that the TA2021 Grant be raised to \$50,000 for FY2022 for the cost of living. Kathy seconded. Ken approved. Motion Carried.

VIII. AGENCY REPORTS

NRCS Update:

David said that last year was all about restructuring, even his position. Data was collected and assessed that 2.3 persons were recommended for the Burley NRCS office. He said now that he has thought about it this NRCS report may be where the NACD gets some of their questions for the District TA Grant reports that he was wondering about. LaRae will call Meg Leader, NACD Grant, and let her know what trouble we are having collecting the report information each quarter. With the reports sent the TA2019 Grant will be Closed. He has been working with the Oakley Canal Company on a 2M overall project. Haydn will not be replaced. Nate's position will be filled although it will probably take a couple of months.

ISWCC Update:

Carolyn reported the hours we asked for this year for assistance were close to being used. The District could ask for 50 hours when we file for the request for assistance this next time. She went over a budget and performance measures report and told us where we can find it online. The University of Idaho have been great to give the producers assistance with their Soil Health results. Soil sampling will probably start again in June.

Executive Session: Kathy made a motion to move into executive session to do employee evaluations. Jordan seconded. Motion Carried. Executive session began. Supervisors conducted Employee Evaluations for the District employees – LaRae, Doreen, Megan, and Betty. The session lasted 35 minutes. It was motioned to exit the Executive Session at 1:44 pm.

The Meeting Adjourned at 1:45 pm.

Respectfully submitted by LaRae Warren