

East Cassia & West Cassia Soil & Water Conservation District
Joint Board Meeting
Draft Minutes- June 23, 2025

Place: Steadmen's, Raft River, ID

Date: June 23, 2025

Time: After Awards Picnic

Presiding: East Cassia Chairman- Rob Cottle

East Cassia Board Present

Rob Cottle- Chairman
Kurt Heward- Vice Chairman
Ken Woodworth- Treasurer
Hannah Sanders- Member
Brogan Higley- Member
Mark Webb- Associate Member

West Cassia Board Present

Richard Kunau- Chairman
Jordan Searle- Vice Chairman
Ken Black- Treasurer
Chad Searle- Member
Scott Yost- Member

Employee/ Agencies Present

Doreen McMurray- I&E Specialist
Rachelle Osterhout- Admin
Betty Carlson- Cotterell Station Manager

Action Items

- I. **Called Meeting to Order:** Rob Cottle called the meeting to order at 8:00 PM
- II. **Changes to Agenda:** No Changes
- III. **Approved Minutes of Previous Meeting:**
 - **East Cassia SWCD:** Board members reviewed the minutes from the May 8, 2025 Joint Board Meeting (held prior to bagging the seedling trees). Brogan Higley made the motion to approve the May 8, 2025, Minutes. Kurt Heward seconded the motion. Motion Passed.
 - **West Cassia SWCD:** Board members reviewed the May 8, 2025 Joint Meeting Minutes and the May 15, 2025 Emergency Board Meeting Minutes. Ken Black made the motion to approve the May 8, 2025 and the May 15, 2025 Minutes. Jordan Searle seconded the motion. Motion Passed.
- IV. **Treasurer's Report:**
 - **East Cassia SWCD:** Ken Woodworth presented the May 2025 Transaction Detail (Treasurer's Report). Hannah Sanders made the motion to approve the May 2025 Treasurer's Report as presented. Brogan Higley seconded the motion. Motion Passed.
 - **West Cassia SWCD:** Board Members reviewed the May 2025 Transaction Detail (Treasurer's Report). Jordan Searle made the motion to approve the May 2025 Treasurer's Report. Chad Searle seconded the motion. Motion Passed.
- V. **Calendar of Events**
 1. **Soil Health Workshop:** June 26, 2025- Heglar Creek Farms, 10 to 12:30
 2. **East Cassia:** July meeting canceled
 3. **West Cassia:** July meeting canceled

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

4. **Project Committee Meeting:** will meet by ZOOM on July 10 @ 10:00 am.
5. **Local Work Group Meeting:** July 15, 2025 10:00 AM @ Burley Field Office
6. **Next Meeting**
 - **East Cassia:** August 5, 2025 - Burley Field Office, Noon
 - **West Cassia:** August 12, 2025- Burley Field Office, 11:00 AM

VI. New Business

1. **AIS Cotterell Station Update:** Betty Carlson shared the station is getting very busy with inspections and hot washes. ISDA has sent the contract to Cassia County. Jordan Searle has followed up to see if they are going to sign the MOU. The West Cassia Board agreed to wait until the end of June 2025 to see if Cassia County will sign the MOU. If they will not sign West Cassia would like to ask ISDA to check with ISP about modifying their MOU to take more shifts. Betty has been keeping track of drive-bys and returns. Rachelle Osterhout shared the rudder was broken on a kayak. The owner would like to be reimbursed for the replacement; the cost is \$15.90. The owner filled out a tort claim paper and provided a copy of the receipt for the new rudder. The inspectors also provided pictures and they provided statements. Ken Black made the motion to reimburse the owner the amount it cost to replace the rudder (\$15.90). Chad Searle seconded the motion. Motion Carried.
2. **Natural Resource Camp:**
 - **East Cassia SWCD:** Board members discussed Natural Resource Camp Scholarship amounts and would like to encourage more students to attend. Kurt Heward made the motion to increase the NRC budget amount from \$100 to \$600 which should pay full camp tuition for 2 students. Ken Woodworth seconded the motion. Motion carried.
 - **West Cassia SWCD:** Doreen shared that the cost to attend the Natural Resource Camp was \$280 per student. 2 students from West Cassia attended the camp this year. West Cassia reviewed the budget and the decision was made to increase the amount to cover the 2 students who attend the camp.
3. **FY2025 Budget Review/ Approval of Amendments:**
 - **East Cassia SWCD -** Brogan Higley made the motion to approve the FY25 Budget as amended. Kurt Heward seconded the motion. Motion carried.
 - **West Cassia SWCD-** Ken Black made the motion to amend the FY2025 budget to increase the NRC (Natural Resource Camp) amount to \$560.00 and to approve the final FY 2025 budget. Jordan Searle seconded the motion. Motion carried.
4. **FY2026 Budget Approval**
 - **East Cassia SWCD -** Supervisors reviewed the proposed FY26 Budget. Ken Woodworth made the motion to increase the Pivot Trac Filler amount from \$3,500 to \$4,000. Hannah Sanders seconded the motion. Motion carried. (Note: The FY26 budget will reflect the NRC budget increase to \$600.)
 - **West Cassia SWCD-** Supervisors reviewed the proposed FY26 Budget. Chad Searle made the motion to accept the FY26 budget as presented. Ken Blacked seconded the motion. Motion carried.

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5. Employee Reorganization

Board members reviewed the new employee contract/job descriptions and the MOU, which describes the relationship between East Cassia & West Cassia Districts regarding the 2 employees (Admin Assistant and Information & Education Specialist).

- **East Cassia SWCD** - Kurt Heward motioned to accept the MOU and both employee contracts. Ken Woodworth seconded the motion. Motion carried.
Chairman Rob Cottle will meet tomorrow to sign the MOU and have it notarized and to sign the employee contract.
- **West Cassia SWCD**- Ken Black made the motion to approve both employee contracts and the MOU. Jordan Searle seconded the motion. Motion carried.
Chairman Richard Kunau will meet on Wednesday to sign and have notarized the MOU and employee contract.

VII. OLD BUSINESS

1. **PERSI Application (West Cassia):** Jordan Searle made the motion to finalize and submit the PERSI application. Chad Searle seconded the motion. Motion carried.

VIII. Adjourned at 8:31 PM

Respectfully submitted by Doreen McMurray & Rachelle Osterhout.

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