

**WEST CASSIA SOIL AND WATER CONSERVATION DISTRICT  
DRAFT MINUTES – August 10, 2021 BOARD MEETING  
Masonic Hall, Burley**

**Place:** Masonic Hall  
**Date:** August 10, 2021  
**Time:** 11:00 a.m.  
**Presiding:** Richard Kunau

**Supervisors Present**  
Richard Kunau – Chairman  
Jordan Searle – Vice-Chairman  
Brent Stoker - Member  
Ken Black – Member

**Employees and Agency Representatives:**  
Doreen McMurray, I&E Specialist  
Melanie Nebeker, TA2020  
David Mabey- NRCS  
Carolyn Firth- ISWCC  
Samantha Lange – Pheasants Forever

**Supervisors Not Present:**  
Kathy Poulton - Treasurer

**ACTION ITEMS**

- I. Meeting called to Order by:** Richard Kunau at 11:05 a.m.
- II. Changes to Agenda:** 4-H/FFA Market Animal Sale at the Cassia County Fair.
- III. Minutes for previous meeting – July 13, 2021 Minutes –** Ken Black moved to approve Minutes of previous meeting as sent out by email. Jordan Searle seconded. Motion Carried.
- IV. Treasurer’s Report:** Jordan Searle reviewed treasurer’s report. Jordan Searle moved to approve Treasurer’s Report for July. Ken Black seconded. Motion Carried.

**ACTION ITEMS**

- V. Old Business - Scholarships**  
Scholarship Winners Melissa Hardy and Ben Geary each told a little about themselves and were presented with Scholarship awards of \$500 each.
- VI. AGENCY REPORTS/ REQUESTS**
  - 1. NRCS Update –** David Mabey said Thanks to Brent and West Cassia for the Awards Banquet and the irrigation presentation. Covid update: Back to mandatory masks in the office and 50% staffing. New employee to start in Rupert office by the end of September. NRCS is working on several irrigation and high tunnel projects. Discussed possible ditch to pipeline projects but they don’t rank well. LWG meeting November 9. Facilitator is scheduled to assist with the meeting. Oakley Canal Company dropped their application for this year due to easement issues.
  - 2. ISWCC Update-** Carolyn Firth gave Delwyne Trefz report thanking districts for participating in the surveys. Carolyn reported that Chuck Pentzer took a new position doing CREP. SWCC is seeking replacement for Chuck and also a new board member in Division III. The Commission meets today to interview for the director’s position replacing Teri Murrison. The Commission will meet on August 19 where RCRDP loan rates will be set. Match reports are due August 16. West Cassia’s reports have already been sent in. The underwear will be dug up starting August 18<sup>th</sup> for the Soil Sampling Project. Melanie is helping Carolyn with this. Carolyn is working on the Deep Soil Sampling proposal.
  - 3. Pheasants Forever –** Samantha Lange introduced herself to the board. She is working on several projects: 3 year SGI in the RR area which includes juniper removal, range seeding, and stock water, Lop and scatter project In Goose Creek with the Forest Service, Lop and scatter and mastication project in Jim Sage and Beaver Dam areas, Flying seed on spencer’s land down near state line, 2 sage brush planting projects, Cheat grass challenge proposal in 2 fire areas, and NRCS natural disaster work.

## VII. NEW BUSINESS

### 1. Admin Report:

- a. **TA 2020-** Melanie is working on 39 CRP contracts and providing field reviews. She attended Conservation Planning Boot Camp virtually and had a field day. She is helping Carolyn with the soil sampling project. Melanie will be on Jury Duty call until the end of September.
- b. **Cotterell Boat Station** – Betty Carlson (Boat Station Manager) reported that they inspected 1,538 boats in July. There were 404 bypasses, 96 returns by state police, and 64 hot washes. Discussed issue with employee showing up inebriated to work. Employee was given a warning in his file. There are 3 items that need to be added to the Employee Handbook: 1) Discipline procedures for inappropriate work behavior, 2) Add “time and ½” to the overtime section, and 3) A Probationary period of 2 weeks for new employees. Rachelle has been working with ISDA to resolve worker comp payments. The payments made in 2021 will be reimbursed to the account.
- c. **Budget** – passed around copies of budget. Rachelle is updating frequently.
- d. **AUDIT** – District should have a new auditor every 2-3 years. It is okay to use Poulson as long as it is someone different than who works on our payroll. (Rachelle-check with Poulson for legal concerns). Brent suggested to check with Department of Labor for ideas / procedures.

### 2. Calendar of Events

- a. **Next Board meeting** – *(change from regular schedule)* Thursday September 9, 2021 @ 1:00 PM following the Direct Seed Meeting (Location at the Minidoka County Fair Grounds in the McGregor Building.) Lunch served at noon.
- b. **Direct Seed Meeting** – Thursday September 9, 2021 11:00 am (Location: Minidoka County Fair Grounds in the McGregor Building.)
- c. **Fair Booth Display** – in Art Building at Cassia County Fair. Doreen is working on updating display board and has ordered handouts and materials.

### 3. Supervisor’s Report:

- a. **4-H/FFA Market Animal Sale at the Cassia County Fair.** Ken Black made a motion for West Cassia to purchase an animal at the 4-H/FFA Market Animal Sale. Jordan Searle seconded. Motion carried.
- b. **Approve Admin 3 month Review and Pay Increase.** Brent Stoker made the motion to increase Rachelle Osterhout’s pay to \$16 per hour. Ken Black seconded the motion. Motion carried.
- c. **Employee & Supervisor Timeline** – Supervisors reviewed the timeline. It is available on google docs. Supervisors want copies to review before each meeting to prepare for upcoming activities.

The Meeting Adjourned at 1:27 pm.

Respectfully submitted by Doreen McMurray