

**EAST CASSIA SOIL AND WATER CONSERVATION DISTRICT
DRAFT MINUTES – FEBRUARY 2021 BOARD MEETING
Masonic Lodge Burley
February 2, 2021 at 1:00 p.m.**

Place: Masonic Lodge Burley
Date: February 2, 2021
Time: 1:00 p.m.
Presiding: Mark Webb

Supervisors Present:
Mark Webb – Chairman
Steve Ward – Vice Chairman
Ken Woodworth – Treasurer
Hannah Sanders – Member
Rob Cottle – Member

Employees and Agency Representatives:
LaRae Warren, Administrative Assistant
Doreen McMurray, IES
Melanie Nebeker, TA2020
Carolyn Firth, ISWCC
Delwyne Trefz, ISWCC, by Virtual Zoom

Supervisors Not Present:

ACTION ITEMS

- I. Meeting called to Order by Mark Webb at 1:10 pm**
- II. Changes to Agenda:**
- III. Minutes for previous meeting – December 2020 Minutes – Ken moved to approve Minutes of previous meeting. Rob seconded. Motion Carried.**
- IV. Treasurer’s Report: Ken read treasurer’s report, reviewed and discussed. Steve moved to approve Treasurer’s Reports for January and pay all bills. Rob seconded. Motion Carried.**

ACTION ITEMS

- V. OLD BUSINESS – CPA, QuickBooks, Credit Card Update**
Poulsen CPA has taken our payroll and Taxes over. The cost to set up Payroll and Tax files will be \$400, split between East and West Cassia SWCDs. Then a \$160 per month charge will be for payroll and taxes. Quarter 4 taxes have been completed. Annual taxes have been completed and W-2s have been sent out. Tax payments were made by the Admin Assistant this year. Poulsen CPA is in the process of transferring payment responsibility to them so they will be able to pay tax liabilities going forward. Steve moved for Poulsen CPA to do the payroll monthly and process quarterly taxes for \$160 per month split with West Cassia and be paid. The \$400 for the setup process will also be split with West Cassia and be paid. Ken seconded. Motion Carried.

VI. NEW BUSINESS

Calendar Events:

Next Board meeting – March 2, 2021. @ 1 pm at the Masonic Lodge Burley was approved
Tree Sales – Orders are coming in – All forms are on the website, Info is in the Newsletter, Radio.
Commission Meeting – Reviewed Commissioners report and confirmed appointment on February 22, 2021. Hannah and Doreen may attend the meeting for East Cassia.

Supervisor’s Report:

Letter of Resignation – LaRae Warren resigned from the Administration Assistant position. Gave two weeks’ notice for final day to be February 16, 2021. Will help train after that date as needed.
Employee Performance Evaluations – The Supervisors held an Executive Session at the end of the meeting to evaluate employee. (Melanie Nebeker). Megan will be evaluated at another meeting.
Office items – Doreen updated Supervisors on office changes needed for the new hire for Admin Assistant position. Present admin assistant will probably need extra time to help prepare for the

new hire. Have had 38 applications for the position. Supervisors will review apps and interviews will be held Friday, February 12, 2021 at 1 pm. Doreen was asked to presort applications. She discussed the option of a temporary office in the Courthouse. David Mabey said it would probably be two weeks before he received information about the District employees being able to enter the Burley office and resume normal operations. May still be limitations on how many employees can be in the office? Internet for temp office will run approximately \$13 per month. Thumb drives are needed for computer backups and a paper shredder. Internet security items may be needed for the internet in the new office. Rob moved that thumb drives, paper shredder, and other office items for internet security can be purchased. The \$13 for the internet will be paid on a month by month basis to PMT until the office is moved back to the permanent office. Hannah seconded. Motion Carried. Microsoft Office Software for the computer is needed. The software that is now on the computer is out of date. Steve moved that the computer software can be purchased with approval of the total amount. Ken seconded. Motion Carried.

Documents in old file cabinets need to be sorted and filed as per the Record Retention Guide to make room for new files. Doreen will do the scanning and filing with the help from Admin Assistant when possible. File folders and thumb drives need to be purchased for this process. Steve moved that file folders and thumb drives can be purchased to scan and properly file the Districts' records. Rob seconded. Motion Carried.

Melanie reported that Cary with the FSA asked that we move the Direct Seed Drill to a new position that will not block traffic on their side of the parking lot. Also, they are getting calls for the East and West SWCDs regarding tree sales. Doreen will ask David for help to contact a service tech that can sort out the phone lines and make sure the messages are routed to the SWCD office phone.

Admin Report – Awards Banquet will be held in June, preferably. And will be held at Piggy Sue's in Albion again. Supervisors will be thinking of people to nominate for awards.

Tree Sales – 10 trees will be given to the individual that bought trees in 2020. They looked dry and died soon after planting. Doreen will contact them and put the extra trees on the tree list to be given to her when the trees arrive in 2021. Also, Megan will receive one check for her work at the end of the Tree Sale event. It may not be a bonus, but instead actual hours worked. She is good with that.

TA2020 – Melanie Report – Working 4–10-hour shifts. Split (3) Burley and (2) Minidoka.

TA2021 – Deadline 2/21/21. Discussed what the increase would involve. Ken moved to increase the amount requested for the Grant to \$50,000 for the Resource Technician from \$45,000, and that the amount will be contingent on the actual funding from the NACD. Rob seconded. Motion Carried.

VII. AGENCY REPORTS

ISWCC Update: Delwyne Trefz reported on progress of finding a better process for funding the Districts. He needs to know the specifics of changes proposed by the Districts. He'll be back at March board meeting for a more specific response. Carolyn will have a program that can run scenarios. Put Delwyne in Old Business for discussion and make it an Action Item.

Executive Session: Hannah made a motion to move into executive session to do employee evaluations. Rob seconded the motion. Motion Carried. Executive session began 3:21 pm. Supervisors conducted Employee Evaluations for the District employee – Melanie. The session lasted 55 minutes. Ken made a motion to exit Executive Session. Rob seconded. Motion Carried.

The Meeting Adjourned at 4:26 pm.

Respectfully submitted by LaRae Warren