

# EAST CASSIA SOIL & WATER CONSERVATION DISTRICT

## FIVE-YEAR RESOURCE CONSERVATION BUSINESS PLAN

JULY 1, 2025 – JUNE 30, 2030

and

## FY26 ANNUAL WORK PLAN

(Revised March 2025)



1361 East 16<sup>th</sup> Street - Burley, ID 83318

208-572-3375

[ewcswcd@gmail.com](mailto:ewcswcd@gmail.com)

website: [www.minicassiaswcd.com](http://www.minicassiaswcd.com)



## Overview

The East Cassia Soil and Water Conservation District is one of 50 Conservation Districts in Idaho. Idaho Soil and Water Conservation Districts are political subdivisions of state government but are not state agencies. Conservation Districts are charged with carrying out a program for the conservation, use and development of soil, water, and other natural resources.

**Conservation Districts are the primary entities to aid private landowners and land users in the conservation, sustainment, improvement and enhancement of Idaho's natural resources. They are catalysts for coordinating and implementing conservation programs, channeling expertise from all levels of government into action at the local level. Programs are non-regulatory; science-based technical assistance, incentive-based financial programs and informational and educational programs at the local level.**

By legislation the USDA Natural Resources Conservation Service and the Idaho Soil and Water Conservation Commission provide technical assistance to landowners and land users through Conservation Districts. Each Conservation District in Idaho has a signed Mutual Agreement with the Secretary of Agriculture and the Governor of Idaho that establishes a framework for cooperation.

This Annual Plan/Five-Year Resource Conservation Business Plan was developed not only to guide the Conservation District, but also to encourage cooperation among landowners, government agencies, private organizations, and elected officials. Through knowledge and cooperation, all concerned can ensure a sustainable natural resource base for present and future generations in the East Cassia Soil and Water Conservation District.

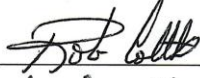
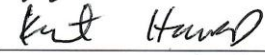

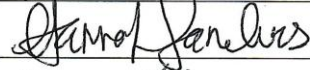

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**Certificate of Adoption**

The Board of elected supervisors of the East Cassia Soil and Water conservation District, this 3rd day of March, 2025, do hereby approve the following document known as the Resource Conservation Business Plan. This Plan will be in effect for a five-year period ending June 30, 2030 during which time it will be updated annually and/or amended, as necessary.

As evidence of our adoption and final approval, we do hereby affix our signatures to this document.

 Rob Cottle, Chairman  
 Kurt Heward, Vice Chairman  
 Ken Woodworth, Treasurer  
 Hannah Sanders, Member  
 Brogan Higley, Member  
\_\_\_\_\_ Mark Webb, Associate Member  
\_\_\_\_\_ Steve Ward, Associate Member

**Supporting Idaho Conservation Partners:**

- \*Natural Resources Conservation Service
- \*Soil & Water Conservation Commission
- \*Idaho Association of Soil Conservation District



# **Five-Year Resource Conservation Plan Business Plan FY26 (7/1/2025 to 6/30/2030) East Cassia Soil & Water Conservation District**

**For More Information Contact: Rob Cottle, Chairman**

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## **Organization and Function of the East Cassia Soil & Water Conservation District**

- A political subdivision of the State of Idaho – authorities, powers and structure contained in Soil Conservation District Law, Title 22, Chapter 27, Idaho Code.
  - Officially organized on September 5, 1956 to provide voluntary land and water conservation technical and financial assistance to landowners and users within the eastern half of Cassia County.
  - To make available technical, financial and educational resources, to meet the needs of the local land manager with conservation of soil, water and related natural resources.
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## **Who We Serve - and Why**

- We serve the people in East Cassia SWCD by educating and assisting them in the conservation of natural resources for beneficial and sustainable use by all.
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## **Mission of the East Cassia Soil & Water Conservation District**

- To set high standards for conservation of natural resources.
  - To educate both youth and adults in conservation practices and needs.
  - To encourage cooperation among landowners, government agencies, private organizations, and elected officials to accomplish conservation goals.
  - To carry out a well-balanced resource conservation program centered around conservation education activities, reduced soil erosion, water management improvements, and reduction of flood damages from the Raft River and Cassia Creek.
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## **Value of the East Cassia Soil & Water Conservation District**

- Encourages sustainable use of natural resources through education and projects
  - Supports agricultural activity that uses sustainable, economically feasible practices
  - Values the Idaho Conservation Partnership
  - Conservation education for adults and youth
  - Implement conservation projects that encourage farmer/citizen involvement
  - Provides information to the public through technology
- 

## **Natural Resource Priorities and Goals** (See the Annual Plan for specifics and goals on each priority area)

- Water Resources (water quality and quantity)
  - Irrigated & Non-irrigated Cropland
  - Rangeland
  - Information/ Education and Public Outreach
  - District Operations
-

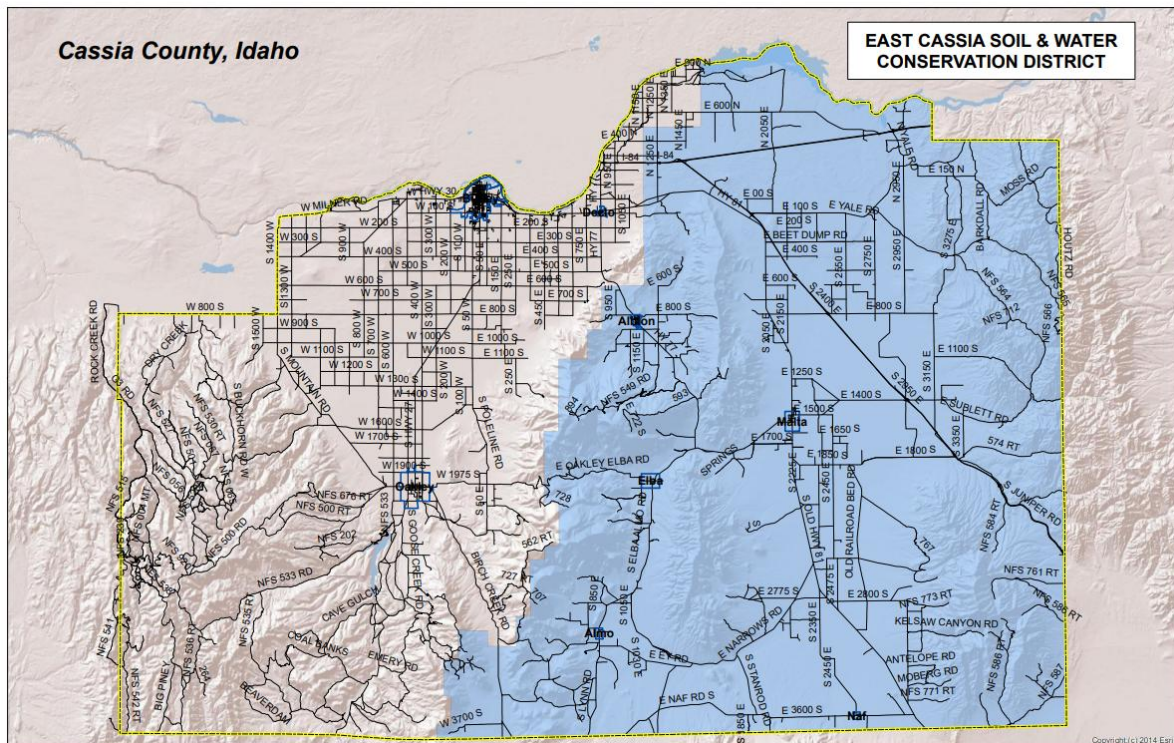
## Idaho Soil & Water Conservation Districts by Division



East Cassia  
Soil & Water Conservation  
District is located in southcentral  
Idaho in Division IV, in the  
Eastern part of Cassia County.



Cassia County



## Land Ownership within East Cassia SWCD

▪	Water	3,220 acres	(0.3%)
▪	USFWS	7,438 acres	(0.8%)
▪	State	34,850 acres	(3.6%)
▪	National Forest	165,069 acres	(17.0%)
▪	BLM	335,137 acres	(34.5%)
▪	Private Land	426,681 acres	(43.9%)

*Private Land Use breakdown: Of the 426,681 acres,  
22.2% is dry cropland,  
28.5% is irrigated cropland,  
27.6% is range,  
1.6% is forest use, and  
20.0% is other.*

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## Physical Characteristics

East Cassia SWCD is located in the south central part of Idaho and encompasses the entire eastern part of Cassia County, some 900,000 acres, or 1,357 square miles. Elevations range from 4,156 feet above sea level to about 10,000 feet in the higher mountain areas. A dominant feature of East Cassia is the Raft River Valley, which extends north from the Utah border to the Snake River. Other smaller valleys, including the Albion, Almo, Elba, and Junction Valleys, occur between the mountain ranges. The Sublett, Albion, Cotterel, Cassia, Black Pine, and Jim Sage Mountains constitute the major topographic relief. The valley floor and lands along the Snake River Plain are generally flat to very gently sloping to the mountainous area ranging from sloping to very steep. For more information on the physical characteristics of the district, please refer to the published **Soil Survey of Cassia County, Idaho, Eastern Part**.

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## Economic Conditions and Outlook

Population within the district is concentrated in the towns of Malta, Albion, Elba, and Almo, with small population numbers scattered throughout the district. Some goods and services are obtainable in these communities but most services must be obtained in nearby Burley.

The main economic base of the East Cassia SWCD is agriculture. Crops grown include wheat, barley, alfalfa, corn (sweet and field), sugar beets, potatoes, dry beans and peas and other specialty seed crops. Much of the harvested agricultural products are sold and processed locally. McCains processes potatoes, and sugar beets are processed by Amalgamated Sugar Company Paul, Idaho. The county is diversifying beyond agriculture. Marketing Cassia and Minidoka counties together through a community partnership has attracted new businesses. The area offers an abundance of natural resources and recreational opportunities with Burley located on the banks of the scenic Snake River. The City of Rocks National Reserve, Castle Rocks, Pomerelle Ski Area, and Lake Cleveland are close recreational destinations.

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## Climate

The total annual precipitation is about 11 inches. The growing season for most crops falls within April through September. Many years, drought conditions are a concern. Sections of East Cassia have westerly to southwesterly winds that can cause erosion and dangerous driving conditions. This concern has been addressed through windbreak education, planting windbreaks, and holding an annual seedling tree sale. Flooding can occur on the Raft River and other areas as a result of high spring flows. Some erosion due to spring runoff flooding occurs each year. Flash flooding from summer storms can also occur. Soil Health, cover crops, and windbreaks have all been educational priorities to assist with climate concerns.

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## **Critical Ground Water Management Areas with Stream Segments of Concern**

(followed by pollutants which need to be addressed)

### Raft River

- Raft River – temperature, sediment, bacteria
- Sublett Creek – nutrients
- Cassia Creek – nutrients, sediment
- Fall Creek – nutrients, bacteria
- Lake Fork Creek – nutrients
- Sublett Reservoir – nutrients
- Marsh Creek – sediment, temperature

### Lake Walcott Watershed

- Snake River – sediment, oil & grease, total phosphorus
- Milner Reservoir – sediment, oil & grease, total phosphorus

### Lake Walcott

- Marsh Creek – bacteria, temperature
- 

## **Trends Impacting Conservation in the East Cassia Soil & Water Conservation District**

- Animal waste management and composting improvements
  - Increased education needed in water and wind erosion, crop residue, pollinators, soil moisture monitoring, irrigation improvements, soil health, etc.
  - Limited availability of State funds for conservation
  - Focus on water quality compared to other conservation and environmental issues
- 

## **Strategies to Address Trends**

- Animal waste management practice improvements including odor and pest controls, and nitrate and phosphate levels. Animal waste composting efforts through conservation plans with the NRCS. Encourage use of BMPs.
  - Implementation and education concerning conservation practices which reduce water and dust or soil erosion, conversion to sprinkler systems, promoting the benefits of crop residue, conservation tillage, cross slope farming practices, and cover crops to improve soil health.
  - Continued and increased education.
  - Raising awareness of conservation values with state legislature and elected officials – help decision makers be better informed.
  - Strengthen Locally Led efforts through Local Work Group
  - Supervisors become more informed on their responsibilities and on current issues impacting working lands, through supervisor trainings, Farm Bill program updates, and information from cooperating agencies.
  - Determine how to be a resource for the Cassia County Planning and Zoning Commission regarding issues impacting natural resources.
  - Work with Weed Supervisor to increase education on noxious and invasive weeds.
  - Advertise Board Meetings where district goals are discussed to improve public awareness.
  - Work together with West Cassia and Minidoka Districts.
  - Training for Conservation District Supervisors and staff.
  - Active on Mid-Snake RC&D Council.
  - Manage yearly seedling tree sale with Minidoka & West Cassia SWCD.
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## **Staffing Needs**

- Part Time Administrative Assistant
  - Part Time Information & Education Specialist
-



## Annual Budget Needs

- Annual budget completed and reviewed quarterly to carry out the plan of the East Cassia Conservation District based on the included needs and information. *More funding is needed.*

## Key Decision Makers

- Citizens within the Conservation District boundary
- Cassia County Commissioners
- Cassia County Planning and Zoning Board Members
- Elected City Officials including City Mayors, and City Council and/or Planning and Zoning Boards, Locations include Burley, Albion, Declo, Malta, and Oakley cities.
- State Legislators representing District 27 – Kelly A. Anthon, Douglas Pickett, and Clay Handy
- Idaho’s U.S. Senators, Representatives and Staffers
- East Cassia’s Conservation District Supervisors
- Local City Administrators
- Cassia County Planning and Zoning Administrator
- Mini-Cassia Chamber of Commerce

## Priority Actions

Action	Begin Date	End Date
<ul style="list-style-type: none"> <li>▪ Seek public comments on Five-Year Resource Conservation Business Plan and Annual Work Plan.</li> </ul>	December	February
<ul style="list-style-type: none"> <li>▪ Have Annual Plan and 5 Year Plan documents available on the district website.</li> </ul>	April	
<ul style="list-style-type: none"> <li>▪ Board of Supervisor review of the Five-Year Resource Conservation Business Plan and the Annual Work Plan. Review priorities, actions, and public comment.</li> </ul>	February	March
<ul style="list-style-type: none"> <li>▪ Complete written update of Five-Year Resource Conservation Plan &amp; Annual Work Plan</li> </ul>		March
<ul style="list-style-type: none"> <li>▪ Adopt and submit Five-Year Resource Conservation Business Plan and Annual Work Plan</li> </ul>	February	March
<ul style="list-style-type: none"> <li>▪ Identify budget and staff needs</li> </ul>	On-going	
<ul style="list-style-type: none"> <li>▪ Develop (ongoing), review (December and May), and adopt (June) annual budget</li> </ul>	On-going	June

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**Annual Work Plan**  
FY26 (7/1/25 – 6/30/26)

**East Cassia Soil and Water Conservation District**



**East Cassia Soil & Water Conservation District**

**Supervisors**

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

**Employees**

Administrative Assistant- Rachelle Osterhout  
Information & Education Specialist- Doreen McMurray

**1361 East 16<sup>th</sup> Street - Burley, ID 83318**

208-572-3375

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website: [www.minicassiaswcd.com](http://www.minicassiaswcd.com)





## **FY26 (7/1/25 – 6/30/26) Annual Work Plan** **East Cassia Soil & Water Conservation District**

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### **Mission of the East Cassia Soil and Water Conservation District**

**Idaho Conservation Districts assisting landowners and operators with their conservation choices.**

- ◆ To set high standards for conservation of natural resources.
- ◆ To educate both youth and adults in conservation practices and needs.
- ◆ To encourage cooperation among landowners, government agencies, private organizations, and elected officials to accomplish conservation goals.
- ◆ To carry out a well-balanced resource conservation program centered around education, reduced soil erosion, and water management improvements.
- ◆ To educate landowners on the importance of soil health, cover crops, soil moisture monitoring, and windbreaks.
- ◆ To continue the rental of direct seed drills and the pivot track filler.
- ◆ To educate land owners on current district projects.

Soil Moisture & Pesticide WORKSHOP 2025



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### **Trends Impacting Conservation in the East Cassia Soil & Water Conservation District:**

- ◆ Implementation and education concerning conservation practices which reduce water and wind erosion, water conservation through updated irrigation systems, promoting the benefits of crop residue, conservation tillage, and monitoring.
- ◆ Animal waste management practice improvements including odor and pest controls, and nitrate and phosphate levels.

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### **Projects Planned, Coordinated or Managed:**

- ◆ The Project Committee (All 3 districts in the Mini-Cassia area oversee the rental and upkeep of the two direct seed drills.)
- ◆ Work jointly with NRCS District Conservationist to implement a Local Work Group
- ◆ Organize grower Forums, and other meetings as needed to implement current projects.
- ◆ Manage the rental and upkeep for the Pivot Trac Filler
- ◆ Hold Annual Seedling Tree Sale

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### **Funding Sources for District Operations and Projects:**

- ◆ State & County Funds
  - ◆ Annual Seedling Tree Sale
  - ◆ Rental of Direct Seed Drills
  - ◆ Rental of the Pivot Trac Filler
-



# FY26 (7/1/25 – 6/30/26) Annual Work Plan East Cassia Soil & Water Conservation District

## **Priority Area Number 1: WATER RESOURCES**

### **Objective: Improve Water Quality, Quantity and Public Awareness of Water Issues**

#### **Goal(s):**

- ◆ Implement good water quality practices for TMDL's, Animal Waste Management, and erosion control.
- ◆ To improve water quality.
- ◆ Educate the public on water resource issues, including water quantity.
- ◆ Educate and promote low till or no till practices to increase the water holding capacity in the soils.

#### **Action(s):**

<b>Actions for FY26</b>	<b>Target Dates</b>	<b>Person(s) Responsible</b>
1. Support Animal Waste Composting efforts through education to the public. (newsletters, website, social media, workshops and forums).	Yearly	Chairman, I&E Specialist
2. Improve water quality through reduced water erosion and wind erosion by encouraging good conservation practices through education (Tree Sale and windbreak education, press releases, newsletters, websites, and social media as appropriate).	Year round	Project Committee Members, I & E Specialist
3. Promote the benefits of crop residue, and conservation tillage through education. Support new conservation technology by researching possible new equipment, tours, newsletters, and press releases as appropriate.	Year round	Project Committee Members, District Employees
4. Promote and encourage land owners to participate in Projects. (through forums, educational events, website, newsletter, and social media)	Year round	Project Committee, District Employees
5. Provide no-till drill rental to growers and encourage cover crop plantings which reduces erosion and increases water holding capacity in the soil.	Spring-Fall	District Employees
6. Provide Pivot Trac Filler equipment rental with trailer.	Summer/Fall	Board Members, District Employees
7. Support the TMDL goals. Continue to provide information to landowners on restoration work through programs such as EQIP, 319 grants, RCRDP, and others.	Year round	Entire Board, NRCS Staff, Admin Assistant
8. Support and encourage participation in the Conservation Reserve Enhancement Program (CREP). To improve water quantity.	Year round	Entire Board, ISWCC
9. Manage the Annual Seedling Tree Sale.	November through April	Entire Board, All Employees





## FY26 (7/1/25 – 6/30/26) Annual Work Plan East Cassia Soil & Water Conservation District

### **Priority Area Number 2: IRRIGATED & NON-IRRIGATED CROPLAND**

**Objective: Improve Conservation Practices on Irrigated and Non-Irrigated Cropland.**

**Goal(s):**

- ◆ Work with landowners to implement good conservation practices on their irrigated and non-irrigated cropland with emphasis on erosion control, dust, water holding capacity, and fire control.
- ◆ Manage the Moisture Monitoring Project, the no-till drill rentals, provide soil health education, and promotion of next generation conservation practices and equipment.

**Actions(s):**

<b>Actions for FY26</b>	<b>Target Dates</b>	<b>Person(s) Responsible</b>
1. Encourage good conservation practices which reduce water erosion, and wind erosion, through education, newsletters, conservation awards, tours, etc.	Year round	Entire Board, I&E Specialist
2. Review and approve all conservation plans developed by NRCS for fields under the Conservation Compliance Provisions of the FSA (as appropriate).	Year round	Entire Board
3. Request NRCS assistance to help with design, layout, and approval of conservation plans.	Year round	Chairman
4. Recognize farmers that are good stewards of the land implementing good conservation practices at an annual Awards Banquet.	Spring/Summer	Entire Board, I&E Specialist
5. Support new technology through newsletter publications, press releases, active website, and social media pages.	Year round	Entire Board, I&E Specialist, Admin Assistant
6. Manage the annual tree sale providing seedling trees for windbreaks and other conservation purposes. Provide information to the public through order forms and detailed descriptions, press releases, information on the website, newsletter articles, and social media pages.	Spring	Entire Board, District Employees, I&E Specialist
7. Encourage wind and soil erosion control by providing information on windbreak plantings and seedling tree sale. Information available on the website, newsletter publications, social media pages, and news releases.	Year round	District Employees
8. Promote the use of the no-till drill and cover crops.	Year round	Project Committee Members, Employees
9. Work together with West Cassia and Minidoka SWCD board members on the Project Committee, holding 2-4 meetings per year, overseeing the budget, direct seed drill rentals, the Moisture Monitoring Project, Community Conservation Classes, and other Conservation activities.	On-going	Ken Woodworth Hannah Sanders

10. Promote and encourage land owners to participate in no-till and reduced tillage practices by renting the no-till drills and planting cover crops. These practices reduce erosion and increase the water holding capacity in the soil. Educational information to be included in the newsletters and on the website.	Spring-Fall	District Employees
11. Continue with the Moisture Monitoring Project holding forums and educational activities to train cooperators on the Project, the use of the monitor equipment, and the use of the data collected. Provide opportunities for growers to share their experiences. Collect data and evaluate moisture levels recorded in the soil.	Seasonal	Project Committee, District Employees
12. Advance the goals of the Project Committee by researching and planning a Community Conservation Program with classes offered 3 times a year that will be valuable to both urban and rural residents of Cassia & Minidoka Counties.	Year Round	Project Committee Members, I&E Specialist, Admin Assistant
13. Hold a Grower WORKSHOP covering topics such as soil health, water irrigation monitoring, voles and pests, etc.	Yearly	Project Committee Employees
14. Encourage and support fire-wise education by participating on the Mid-Snake RC&D Council.	Quarterly	Board Members, Employees
15. District employees to serve in executive leadership positions on Mid-Snake RC&D Council.	Year round	Doreen McMurray Rachelle Osterhout



Moisture Monitor Project Grower Forum (above)  
(above right) Moisture Monitor being “planted”

Direct Seed Drill





# FY26 (7/1/25 – 6/30/26) Annual Work Plan East Cassia Soil & Water Conservation District

## Priority Area Number 3: RANGELAND

**Objective: Reduce Erosion and Increase Production on Range and Graze-able lands.**

**Goal(s):**

- ◆ To promote practices that will improve range and other graze-able lands.
- ◆ Educate the public on noxious weeds and their control.

**Actions(s):**

Actions for FY26	Target Dates	Person(s) Responsible
1. Encourage brush management while protecting sage grouse habitat by supporting Pheasants Forever brush removal and conservation programs.	Year round	Board Members
2. Encourage range seeding programs where appropriate.	Year round	Board Members
3. Seek ways to educate the public concerning pest control.	Summer	Entire Board
4. Educate the public concerning fire control practices due to drought through newsletters and media postings. Actively serve on the Mid-Snake RC&D Council and support Firewise activities.	When conditions require	Entire Board, I&E Specialist, Admin Assistant
5. Encourage stock water systems combined with planned grazing systems.	Year round	Entire Board, NRCS
6. Educate the public concerning invasive or noxious weeds through cooperation with the County weed department to provide information to the public in district newsletters.	Spring	I&E Specialist

### Mini-Cassia Conservation Update


East Cassia, West Cassia, & Minidoka  
Soil and Water Conservation Districts



Volume No. 2023.1

*Newsletter distributed 3 times each year and includes noxious weed information yearly.*

HENBANE - A NOXIOUS WEED



Black henbane is a member of the nightshade family and a native of the Mediterranean. It was introduced as an ornamental and medicinal plant in the 17th century. It can reach heights of up to 3 feet. It spreads by seed and flowers from May to September. The entire plant is covered with greasy hairs. The calyx forms a 1-inch, urn-shaped "fruit" that has a thickened lid that pops off at maturity, spilling black seeds (10,000-500,000 per plant). Leaves grow up to 8 inches long and 6 inches wide. They are alternate, shallowly lobed, coarsely toothed, and heavy scented. Black henbane has become a common weed of pastures, fence rows, roadsides, and waste areas. It produces a persistent litter that affects the germination and growth of native species. It also creates shade that will help black henbane out compete native species for light. All plant parts of black henbane are considered highly toxic because of alkaloids hyoscyamine and scopolamine, and can be fatal if eaten. It is poisonous to all livestock and humans, even at low doses. Symptoms of poisoning include: Salivation, headache, nausea, vomiting, diarrhea, rapid pulse, convulsions, and coma. It can cause skin irritation if it is touched with bare skin. If you have any Questions about this weed or any other please call Cassia County Noxious weed control at (208) 878-4043.





# FY26 (7/1/25 - 6/30/26) Annual Work Plan East Cassia Soil & Water Conservation District

## **Priority Area Number 4: INFORMATION & EDUCATION**

**Objectives: To Keep the Public Informed of District Activities Completed and Upcoming.**

**Goal(s):**

- ◆ To promote Environmental Awareness.
- ◆ Provide information to cooperators, the general public, and to youth about agricultural topics, concerns, and conservation practices.

**Action(s):**

<b>Actions for FY26</b>	<b>Target Dates</b>	<b>Person(s) Responsible</b>
1. Provide the rental service of the direct seed drills to be used for direct seeding practices. Work with landowners, rent the drill, upkeep and maintenance of the drills, and manage billing. Advertise through press releases, newsletters, social media pages, and the website.	Year round	Project Committee, I&E Specialist, Admin Assistant
2. Publicize workshops, tours, classes, activities, and special events through local radio, newspapers, the Mini-Cassia Conservation Update Newsletter the website, social media pages, and the Cassia County Fair as appropriate.	Year round	I&E Specialist
3. Co-sponsor (with West Cassia SWCD) the <b>Idaho State FFA &amp; 4-H Land &amp; Soil Evaluation Career Development Event</b> . Making all contest arrangements, securing volunteers, site selection and site preparation, financial bills and reports, raising funds to support the contest, awards banquet, and arranging an Ag Careers Fair.	Year round	Entire Board, I&E Specialist, Admin Assistant
4. Provide information to school age students within the district on the Natural Resources Camp, Know Your Government, 5th & 6th grade Poster Contest, High School Speech Contest, Envirothon, and Annual Scholarship Awards. Have information and applications available on district website, advertised on social media pages, and scholarships sent to local schools.	Year round	I&E Specialist
5. Seek out worthy recipients for Conservation and Education Awards. Plan and carry out an Annual Awards Banquet to present conservation recognition and other awards.	Spring/Summer	Entire Board, I&E Specialist
6. Set up a display at the Cassia County Fair to spotlight district activities.	August	I&E Specialist
7. Prepare, print, and mail three Newsletters each year which will include district and educational activities to approximately 1,000 landowners and email to approximately 800 more. Post newsletter on the website.	3 Times each year	I&E Specialist

8. Solicit and collect advertising money to assist with the printing and postage costs of the newsletter (work with Minidoka Admin).	1 <sup>st</sup> Quarter	District Employees
9. Participate and support the Mid-Snake Resource and Conservation Development Council. Employees to serve on the executive board.	Quarterly	Board Members District Employees
10. Develop and update the minicassiaswcd.com website keeping information current and informative.	Ongoing	District Employees
11. Promote Educational activities, programs, and classes/forums through social media, radio, tv, newsletter, email, etc.	Ongoing	District Employees
12. Plan with West Cassia, Minidoka & Oneida Districts a Legislative Luncheon for local legislatures, County Commissioners, Mayors, & Board Members to have a Q&A Session.	December	Board Members Employees
13. Participate With IASCD in the Legislative Social and display day in Boise. Set up display, have informational handouts available.	January	Board Members Employees



*Photos above: Idaho State Land & Soil Evaluation Event held in Cassia County each year.*

*Below: District Website - [www.minicassiaswcd.com](http://www.minicassiaswcd.com)*



## Mini-Cassia Soil and Water Conservation Districts

East Cassia, Minidoka, and West Cassia Soil & Water Conservation Districts

Click here for our recent NEWSLETTER

Click here for Tree Sale

Home
Education for Adults
Education for Youth
Equipment Rentals
Newsletters
Tree Sale
AIS Inspection Station
Awards & More...



# FY26 (7/1/25 – 6/30/26) Annual Work Plan East Cassia Soil & Water Conservation District

## **Priority Area Number 5: DISTRICT OPERATIONS**

**Objective: To Develop and Carry out a Sound Resource Conservation Program and to Manage the Ongoing Business and Activities of the District.**

**Goal(s):**

◆ To manage and run the affairs of the district including the management of finances, supervisors, employees, monthly board meetings, and evaluate and update the annual plan.

**Action(s):**

<b>Actions for FY25</b>	<b>Target Dates</b>	<b>Person(s) Responsible</b>
1. Update and revise the 5-Year Plan and the Annual Plan. Review sections at each monthly board meeting.	Complete by March	Entire Board, District Employees
2. Prepare and update the Performance Report.	November	Admin Assistant, I&E Specialist
3. Have representation to the Annual Awards Banquet (June.) Division IV Meetings (Mar & Oct), the IASCD Conference (Nov), Legislative Luncheon (Dec), and the Legislative Display Day (Jan).	Throughout the year as scheduled	Entire Board, District Employees
4. Conduct and attend monthly board meetings. Post detailed agendas as required by law. Post agendas and minutes on the website. The meetings are open to the public and the media. Guests are invited when appropriate along with county officials and agency and state personnel.	Monthly 1 <sup>st</sup> Tuesday of each month	Entire Board, Admin Assistant
5. Support the Local Work Group with 1 (one) board member assigned to represent East Cassia. Employees work with the NRCS to assist with meeting planning, lunch, and other meeting arrangements.	November	Rob Cottle Employees
6. Discuss the NRCS Memorandum of Agreement with the NRCS District Conservationist "Team Lead".	November or as needed	Entire Board, NRCS
6. Manage Supervisor elections in the even numbered years. Work with Cassia County Election office. Recruit new supervisors as needed. (Signature page due September 6 <sup>th</sup> )	September	Entire Board Admin Assistant
7. Provide information and training at monthly board meetings to help educate supervisors on their roles and responsibilities.	Monthly	Chairman Admin Assistant
8. Develop a budget (fiscal year), prepare monthly financial statements, and arrange for an Audit or a financial review when necessary. Prepare and submit LGR (formerly LSO) and other required financial documents and reports.	Reviewed Monthly	Entire Board, Admin Assistant

9. Detailed monthly financial review with board Treasurer prior to board meetings. Financial review presented at monthly board meetings.	Monthly	Treasurer Admin Assistant
10. Discuss potential or existing legislation that impacts the district. Draft appropriate legislation or By-law changes for presentation at the IASCD annual conference. Encourage support for WQPA state funding.	Year-round Legislative Luncheon & Display Days	Entire Board, District Employees
11. Meet with County Commissioners to review the proposed budget as a basis for requesting county funding. Prepare documents to present to county commissioners.	February	Entire Board, Admin Assistant, I&E Specialist
12. Review, revise if necessary, and approve the agreement with the Administrative Assistant and I & E Specialist. Hold employee reviews in January.	January	Entire Board, All District employees
13. Receive updates and information from the ISWCC on local WAG meetings.	Yearly	Supervisors Employees ISWCC employees
14. Provide and/or participate in Supervisor Training at Division IV meetings and monthly board meetings.	As Available	Entire Board, All Employees
15. Develop and maintain an effective Supervisor and staff development program. Including board and staff trainings, attendance at IASCD Annual Conference and Division Meetings.	Year around	Employees Entire Board



*Above and Left:  
Legislative Display  
Days in Boise for State  
Legislators, Supervisors  
and Admin - Sharing the  
benefits of Soil Districts*

*Right: East & West  
Cassia & Minidoka  
SWCD Employees.*



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

**FIVE-YEAR (5) PLAN and  
ANNUAL WORK PLAN  
CERTIFICATION**

**DISTRICT:** East Cassia SWCD

**FOR FISCAL YEAR:**

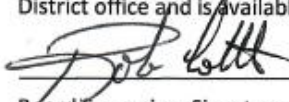
Fy 2026 (7/1/25 - 6/30/26)

**DUE :** 2025  
March 31,

**CERTIFICATION**

On behalf of my local Board of Supervisors, I hereby certify that the attached Five-Year (5) Plan and Annual Work Plan is true and accurate, and further submit said Plan for the above named District and fiscal year.

A copy of this Five-Year (5) Plan and Annual Work Plan shall be kept at the District office and is available for public inspection.



Board Supervisor Signature

**Rob Cottle**

Printed Name

3-11-2025

Date

208-572-3375

District Telephone

ewcswcd@gmail.com

District Email Address

**FOR SWC USE ONLY:**

**DATE OF CONFIRMATION:** \_\_\_\_\_