

**WEST CASSIA SOIL AND WATER CONSERVATION DISTRICT
DRAFT MINUTES – MARCH 2021 BOARD MEETING
Masonic Lodge Burley
March 9, 2021 at 11:00 a.m.**

Place: Masonic Lodge Burley
Date: March 9, 2021
Time: 11:00 a.m.
Presiding: Richard Kunau

Supervisors Present:
Richard Kunau – Chairman
Jordan Searle – Vice Chairman
Kathy Poulton – Treasurer
Brent Stoker – Member

Employees and Agency Representatives:
Rachelle Osterhout, Administrative Assistant
Doreen McMurray, I&E Specialist
Melanie Nebeker, TA2020 NACD
Carolyn Firth, ISWCC
Delwyne Trefz, ISWCC, by Virtual Zoom
David Mabey, NRCS, by Virtual Zoom

Supervisors Not Present:
Ken Black – Member

ACTION ITEMS

- I. **Meeting called to Order by Richard Kunau at 11:07 am**
- II. **Changes to Agenda:** Port of Entry moving, how will it affect Boat Station, Census Survey
- III. **Minutes for previous meeting – February 2021 Minutes – Jordan Searle moved to approve Minutes of previous meeting. Brent Stoker seconded. Motion Carried.**
- IV. **Treasurer’s Report: Kathy read report, reviewed and discussed Kathy Poulton moved to approve Treasurer’s Report for West Cassia, Jordan Searle seconded. Motion Carried.**

ACTION ITEMS

V. OLD BUSINESS –

- a. **CPA Poulsen, Payroll-** LaRae setup payroll going through the CPA. East Cassia was very involved with the process. Rachelle has been working with Mindy Stoker to get payrolls submitted and finished quickly. We just finished the first Cotterell Boat Station payroll. It all seems to be working smoothly.
- b. **QuickBooks-** We are holding off on changing anything with Quick books until we see what CPA suggests. It was discussed that Megan’s name needs to be removed. Then add Rachelle’s name and a board member’s name for access to make changes in the future.
- c. **Email from Benjamin RE: Budget-** Richard read email from Benjamin: *“We had some good news from this morning’s Joint Finance and Appropriations budget hearing. The committee approved the request from IASCD to increase funding in the amount of \$200,000 to be distributed equally between all 50 districts. Representative Caroline Troy made the motion and has continued to work hard to push for more district funding. There is a long way to go but we really appreciate her work in going to bat for districts.”*
- d. **ISWCC Zoom-** Delwyne Trefz joined via Zoom. He updated the board on where they are at with distributing state funds. Doreen passed out paper explaining suggestions the districts provided for ways to change statute and rule in order to make the way the state distributes funds fair, easier, or otherwise better for Districts.
 - 1) Status Quo- no changes to current procedure
 - 2) Increase Base- several suggested amounts, most targeted at providing enough for every District to survive on their base allocation
 - 3) Equal Distribution- do away with match and divide all T/B funds equally amongst the 50 Districts
 - 4) Alter Match Cap- replace current \$50k cap on match with some other amount (\$15k, \$25k & \$30k all suggested)
 - 5) Institute A Tiered Approach- tier could be based on:
 - a- District Performance- grants applied for, grants funded, BMPs implemented, etc.
 - b- County Tax Base- the amount of private vs. public land in County.

- 6) a- Combination of equal distributions and move total funds to be distributed immediately.
- b- Move the 5 million to another account to help with match funds, our amount would be 100,000 (1 time payout)

After discussion, Brent Stoker made the motion to select option #4 and lower the match cap from \$50,000 to \$25,000.00 Jordan Searle seconded the motion. Motion carried.

- e. **TA 2021 Application-** has been completed and submitted

VI. NEW BUSINESS

1. Calendar Events:

- a. **Next Board meeting** – April 13, 2021. @ 11 am at the Masonic Lodge Burley was approved
- b. **Census Survey-** Discussed if we needed to respond to the optional surveys or if we could get rid of them. The board agreed that we could discard them.

2. Supervisor's Report:

- a. **5 Year and Annual Plan Review** – Doreen reviewed the plan with the board and they discussed the changes she had marked. She would like to add a map of the boundaries of the district and update the list of the West Cassia Board. They would like to add details about the Cotterel Invasive Species Boat Inspection Station to the plan Brent Stoker made the motion to approve the changes as submitted and discussed. Jordan Searle seconded the motion. Motion carried
- b. **New Employee** – Rachelle Osterhout is the new Administrative Assistant. I shared a little about myself. I look forward to using my knowledge of quick books to streamline and simplify reports.
- c. **LaRae Warren's Last Day/ Still available by phone-** Doreen let the board know LaRae's last day-was March 1st, 2021. She would still be available to reach by phone if we had any questions.

3. Office Items-

- a. **File Cabinet-** Doreen reported that the new file cabinet is in and works. She also had extra keys made.
- b. **New Office Computer, Mic/ Headset, Camera, USB Hub-** Office needs new computer. Discussed needing two screens. Rachelle will find quotes and email the board. Brent said his son may be able to get us a deal on one from Utah State. We will price compare. Brent Stoker made the motion to be able to email information to board for approval- the quotes will include computer, screens, mic/ headset, and USB hub. Jordan Searle seconded the motion. Motion carried.

4. Admin Report –

- a. **Cotterel Boat Station** – Betty said they opened March 5th, 2021. The contract is signed and they are ready to go. Betty asked for permission to buy supplies. Kathy and Richard clarified that yes she can use her card, there is a \$1000.00 limit on it. Arron is making extra Boat Station keys this week. Jordan asked about ISP schedule. Betty said they are waiting on it. Also Nic is waiting for the Cassia Sheriff's contract. Betty mentioned watching a news release on East Idaho News from Nic.

The port is moving and the commissioners would like a letter from the West Cassia Board about their concerns. Betty expressed that they have no issues. She said the ISP is contracted so security is not a problem staying where they are. She also expressed that the ITD is a huge help to all of the check stations around the state and they would rather not cause a rift with them. Doreen will prepare a letter for County Commissioners with update.

- b. **TA2020 Melanie's Report** – 2 employees are allowed in the office at this time. She is doing as much as she can from home with the Covid 19 restrictions. Melanie is helping Dinah with some of the NRCS responsibilities as Dinah's workload will now include Cassia cases too. Other stuff she has been working on is eligibility letters, helping Samantha, contract work/updating information and mapping, and doing paperwork on the TA Grant. She also has worked on two high tunnels in Minidoka County this year.

VII. AGENCY REPORTS

NRCS Update: David Mabey- staffing issues with the restrictions, he is trying to accommodate office time with all of the staff. Moving forward NRCS has priority for office time. Haydn is leaving and David has permission to hire, but that takes about 90 days. He is looking at having someone by June. Melanie is helping with Haydn's work. She has also be helping with the TA grant contract admin work. He also shared information about the 5 for 5 webinar. David clarified the MOA between the districts and the NRCS: admin time = space. Front desk, telephone and greet customers. He will hold on to the agreement for Admin work reimbursement in case SWCD admin want to take on extra work in the future. Applications are down this year. He is also requesting funding on top of their \$500,000. David wants to borrow the drill again for the demo farm and involve more local farmers.

ISWCC Update: Carolyn- They will be doing the Post-Harvest Deep Soil Sampling again. This will take place this Fall and Spring.

Adjourn- Kathy Poulsen moved that the meeting be adjourned. Jordan Searle seconded. The Meeting Adjourned at 1:55 pm.

Respectfully submitted by Rachelle Osterhout