

East Cassia & West Cassia Soil & Water Conservation District
Joint Board Meeting

Draft Minutes- March 3, 2025

Place: Cassia County Courthouse

Date: March 3, 2025

Time: 10:30 AM

Presiding: West Cassia Chairman- Richard Kunau

East Cassia Board Present

Rob Cottle- Via Phone

Kurt Heward- Vice Chairman (Presiding for East Cassia)

Ken Woodworth- Treasurer

Brogan Higley- Member

West Cassia Board Present

Richard Kunau- Chairman

Jordan Searle- Vice Chairman

Chad Searle- Member

Scott Yost- Member

Employee/ Agencies Present

Doreen McMurray- I&E Specialist

Rachelle Osterhout- Admin

Action Items

- I. **Called Meeting to Order:** Richard Kunau called the meeting to order at 10:43 AM
- II. **Changes to Agenda:** No Changes
- III. **Approved Minutes of Previous Meeting:**
 - **East Cassia SWCD:** Board members reviewed the minutes from the January 29, 2025 Joint Board Meeting. Ken Woodworth made the motion to approve the January 2025 Minutes. Brogan Higley seconded the motion. Motion Passed.
 - **West Cassia SWCD:** Board members reviewed the January 2025 Minutes. Jordan Searle made the motion to approve the January 2025 Minutes. Chad Searle seconded the motion. Motion Passed.
- IV. **Treasurer's Report:**
 - **East Cassia SWCD:** Ken Woodworth presented the January 2025 Transaction Detail (Treasurer's Report). Brogan Higley made the motion to approve the January 2025 Treasurer's Report as presented. Ken Woodworth seconded the motion. Motion Passed.
 - **West Cassia SWCD:** Board Members reviewed the January 2025 Transaction Detail (Treasurer's Report). Jordan Searle made the motion to approve the January 2025 Treasurer's Report. Chad Searle seconded the motion. Motion Passed.
- V. **Calendar of Events**
 1. **Division IV Spring Meeting:** March 13, 2025- Eden ID @ The Snug, 9:45 to 1:00 PM
 2. **Mid-Snake RC&D:** March 14, 2025- Twin Falls County West Building, 11:00 AM
 3. **Next Meeting**
 - **East Cassia:** April 1, 2025- Burley Field Office, Noon
 - **West Cassia:** April 8, 2025- Burley Field Office, 11:00 AM
 4. **5-Year & Annual Plan:** Due March 31, 2025

VI. New Business

1. 5-Year Resource Conservation Business Plan & Annual Work Plan:

- West Cassia Supervisors reviewed their updated 5 Year & Annual Plan. They signed the Certificate of Adoption and Certification page. Jordan Searle made the motion to accept the revised FY2026 Annual Work Plan and the 5 Year Resource Conservation Business Plan. Chad Searle seconded the motion. Motion Carried.
- East Cassia Supervisors reviewed their updated 5-Year & Annual Plans. Ken Woodworth made the motion to accept the revised FY 2026 Annual Work Plan and the 5-Year Resource Conservation Business Plan. Brogan Higley seconded the motion. Motion Carried. East Cassia SWCD signed the Certificate of Adoption page.

2. PERSI/ Personnel Discussion: Rachelle shared information from ISDA, Jeff Poulsen CPA, & PERSI.

The East Cassia SWCD & West Cassia SWCD had a discussion about employees and PERSI benefits. The boards discussed moving Doreen McMurray to be an East Cassia SWCD employee and move Rachelle Osterhout to be a West Cassia employee. East Cassia would have an agreement in place to contract admin services from West Cassia SWCD. West Cassia would have an agreement in place to contract Information & Education services from East Cassia SWCD.

Ken Woodworth made the motion for Rachelle Osterhout to seek professional advice from Jeff Poulsen CPA to reorganize East Cassia & West Cassia office employees.

Brogan Higley seconded motion. Motion Carried.

Chad Searle made the motion for Rachelle Osterhout to seek professional advice from Jeff Poulsen CPA to reorganize East Cassia & West Cassia office employees. Jordan Searle seconded motion. Motion Carried.

3. Business Cards/ Holders: Supervisors reviewed the business card for Richard Kunau to support his position as IASCD President. Card format was accepted with the addition of the district website QR code to be printed on the back of each card. Supervisors would like business cards prepared for each district.

- West Cassia Supervisor Jordan Searle motioned to spend up to \$200 toward business cards for IASCD President, business cards for West Cassia SWCD, a pocket card holder, and a card display stand for the office. Chad Searle seconded the motion. Motion Carried.
- East Cassia Supervisor Brogan Higley motioned to spend up to \$50 for East Cassia Business Cards. Ken Woodworth seconded the motion. Motion carried.

4. Dues & Donations:

- East Cassia reviewed the requests for donations and dues. Ken Woodworth made the motion to pay the following:
Envirothon donation- \$50
Forestry donation- \$50
IDEA dues- \$60

Mid-Snake RC&D dues- \$50

Division IV dues- \$80

Brogan Higley seconded the motion. Motion Carried.

- West Cassia reviewed the requests for donations and dues. They will pay the following as per West Cassia FY26 Budget:
Envirothon donation- \$50
Forestry donation- \$50
IDEA dues- \$60
Mid-Snake RC&D dues- \$50
Division IV dues- \$80

5. **IAMP:** Supervisors discussed the IAMP grant program. 3 growers in Cassia County have submitted projects. The IAMP program has requested that Soil Districts assist with the admin and paperwork required to manage the program and to work with growers to make sure their needs are being met. Supervisors have questions about the program. Admin will seek answers and more information to discuss at the next board meeting.

6. **Other:**

- **Thank you for JFAC-** Doreen McMurray prepared thank you letters from both districts, thanking Clay Handy as a member of the JFAC committee, for his effort on helping pass the 1 million dollars for WQPA. Both boards signed the letters.

VII. Adjourned at 12:06 PM