

**EAST CASSIA SOIL AND WATER CONSERVATION DISTRICT  
DRAFT MINUTES – May 2021 BOARD MEETING  
Masonic Lodge Burley  
May 4, 2021 at 1:00 p.m.**

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

**Supervisors Present**

Mark Webb – Chairman  
Ken Woodworth – Treasurer  
Hannah Sanders – Member  
Rob Cottle – Member

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

**Supervisors Not Present:**  
Steve Ward – Vice Chairman

**ACTION ITEMS**

- I. Meeting called to Order by:** Mark Webb Called meeting to order at 1:10 pm
- II. Changes to Agenda:** No Changes
- III. Minutes for previous meeting – April 2021 Minutes – Rob Cottle moved to approve Minutes of previous meeting. Hannah Sanders seconded. Motion Carried.**
- IV. Treasurer’s Report: Ken Woodworth read treasurer’s report, reviewed and discussed. Hannah Sanders moved to approve Treasurer’s Reports for April. Rob Cottle seconded. Motion Carried.**

**ACTION ITEMS**

**V. OLD BUSINESS:**

- 1. **Computer Update-** The new office computer has been installed.
- 2. **Sign for Office Door-** The sign has been ordered it is 18x24 and will cost \$20.00

**VI. NEW BUSINESS-**

**1. Calendar Events:**

- a. **Next Board meeting – Tuesday June 1, 2021 @ 1 pm.** Doreen made the suggestion to check on meeting in the Commissioners Chambers or the lunchroom at the Courthouse. Rachelle is going to check with Tina Powers about reserving one of them for the next meeting.

**2. Supervisor’s Report:**

- a. **FY2022 Budget-** We are working on getting the budget updated. We will have it ready for review for next board meeting.
- b. **Remaining Match Funds/ District Funding-** The district received a check for the remaining Match Funds that the Idaho Soil & Water Conservation District had left over from the current year.

**3. Office Items :**

- a. **Printer-** Office printer is making noises. It is printing fine; we just wanted the district to be aware just in case it quit.

**4. Admin Report:**

- a. **TA2020** – Melanie presented her updated timecard. She has added more information so it can be used with the TA Grant report also. Melanie has been working on the grant report, tree seedling bagging orders, helping Samantha with Pheasants Forever, IT- Share Point, and the phone system at the office. She worked one week remote due to someone in the office being exposed to covid. During that time she was able to work on FSA Compliances, and webinars. There was discussion about the NRCS requesting the district carry Liability insurance on Melanie, the districts do not have any vehicles so we do not have coverage. She is covered under ICRMP as a district employee. We asked David why she is not covered with the NRCS, that is where 100% of the work she does that requires her to use a vehicle
- b. **Tree Sale Update-** We sold almost 2x the trees that we sold last year. We sold all of the trees we ordered. Mark Webb, Kathy Poulton, Brent Stoker (he also brought 3 others to help), Sharon Hardy, Megan Heward, Melanie Nebeker and Rachelle Osterhout helped fill the tree orders at Megan's house on April 21, 2021. The tree seedlings were purchased from Schumacher's Nursery in Heron Lake, Minnesota. Doreen is going to check with Teton Trees in Rupert Idaho to see if they have seedlings.
- c. **TA 2021-** Mark Webb reviewed the MOA and signed it.

**VII. AGENCY REPORTS:**

**ISWCC Update:** Carolyn reported they are still tallying votes for the distribution of funds. The deadline for districts to vote is June. Next month Carolyn and Melanie will be burying undies for soil sampling.

**NRCS Update:** David reported they are in the middle of working on their contracts. There has been no change for staff working in the office. It is still at 50% capacity for staffing: Burley office is allowed 3 staff members, and the Rupert office is allowed 2 staff members. They are not allowed to work between offices. They are open for 1 visitor at a time by appointment only. The NRCS would still like the districts to sign the agreement. There was discussion about the date and time of the local work group meeting. The meeting is set up in the middle of harvest, the board asked David to check and see if they can make a suggestion to move the meeting to June instead.

The Meeting Adjourned at 2:20 pm.

Respectfully submitted by Rachelle Osterhout