

Kootenai-Shoshone Soil and Water Conservation District
 7830 Meadowlark Way, Ste. C-1
 Coeur d'Alene ID 83815
 208.762.4939 x101

“Putting conservation on the ground by promoting stewardship”

APPROVED AMENDED MINUTES

Date September 9, 2009

District Board Meeting, 6:00 pm

Present

Jody Bieze–Chairman
 Isaac Henry–Vice Chairman
 Joy Cassidy–Secretary/Treasurer
 John Burton–Supervisor
 Fran Hughes–Supervisor
 Mark Addy–District Conservationist, NRCS
 Mark Hogen–Idaho Soil Conservation Commission
 Bob Trubelhorn–Natural Resource Conservation Service, Area Conservationist
 Jamie Davis–Idaho Association of Soil Conservation Districts

Absent- (Board members)

Gordon Sanders – Supervisor

Meeting called to order by Chairman Bieze at 6:00 p.m.

August Minutes: The Board reviewed the minutes from August. Joy Cassidy made a motion to approve the minutes. Isaac Henry seconded the motion. **Motion Carried.**

Financial Report: The Board, without a vote but by consensus, upon the recommendation of Secretary-Treasurer Cassidy, decided to forego a monthly financial report until such time as the QuickBooks financial accounting questions can be answered.

SUMMARY FINANCIAL TABLE

Date	Transaction	Income	Expense	Notes
08.03.09	IASCD		4365.76	NFOSC Project [Jamie Davis]
08.03.09	Robert Flagor		754.17	Payroll
08.03.09	Craig Nelson		415.34	Payroll
08.11.09	ISCC	4875.91		State Allocation
08.12.09	PLRCD		150.00	Dues/Subscription
08.12.09	Dominos		51.65	Board Meeting
09.07.09	Robert Flagor		842.69	Payroll
09.07.09	IRS Payroll Liabilities		558.75	
09.07.09	Robert Flagor		558.75	Payroll
09.07.09	Robert Flagor		1,459.27	Payroll
09.07.09	IASCD		6,267.51	NF OSC
09.07.09	Boyd Simonson Fabrication		1480.00	NF OSC
09.07.09	One-Eighty Networks		173.31	Web Hosting
09.07.09	US Treasury		271.03	Penalty
09.07.09	Jody Bieze [Dominos]		36.28	Board Meeting
09.29.09	IDEQ	12,718.91		NF OSC

AGENCY REPORTS

Jamie Davis (IASCD): Jamie updated the board on the progress she has made with the North Fork OSC project. The District received an extension for the North Fork OSC project.

Mark Addy (NRCS): NRCS conducted a review/assessment of the CDA River bank projects as well as future bank enforcement projects. Please note: one of NRCS applicants fell out this year due to the new Farm Bill rules for WHP. Hence, due to the new rules, NRCS cannot work on state-owned land. CSP is now open and NRCS is accepting applications. Application forms and fact sheets are available to landowners who wish to apply. CSP is a self-certification program w/ NRCS to make the appropriate BMP evaluation. All applications will be ranked.

Joy Cassidy updated the board on the process and approval of four WQPA projects.

Jody Bieze/Mark Hogen will meet with Tyson Clyne, DEQ to discuss Fish Creek opportunities.

OTHER UPDATES

Water Jet Stinger System: Fran Hughes provided an update to the build out of the system. It appears that Boyd Simonson Fabrication has built Water Jet Stinger Systems for years. Boyd will assemble the system and Fran will attach the pump once he receives the system from Boyd. The stinger system estimated cost is ~\$1400.00. The pump and motor ~800.00. Total cost ~\$2,200.00. The system should be available by the end of September.

North Idaho Fair: The District paid for booth space at the Fair, however, the District did not participate. Jody Bieze asked the board if we should continue to pursue participation in this event. Additionally, Jody Bieze asked each supervisor to provide to her list of events the District should potentially participate in over the next year. She requested this list by the next board meeting.

Outreach: Jody Bieze recommended that board consider holding a board meeting somewhere in the community other than the District office.

High School Intern [Summer]: The District did not fulfill its commitment to the High School Summer Intern. Jody Bieze will follow up with the intern regarding same.

Administrator Position: Isaac Henry suggested Fran Hughes take the lead and manage the effort to post/advertise the District Administrator position. John Burton raised a point that Jody Bieze had not tied the proposed list of activities detailed in the document titled KSSWCD Inventory/Audit with time/wages. Additionally, John Burton asked that we take a closer look at the District's budget. Fran Hughes walked the board through the hiring/interview process as well as volunteered Isaac Henry to work with him to review/rank all the applicants. Joy Cassidy suggested we move the process forward if we all concur with the KSSWCD Inventory/Audit. Isaac Henry made a motion to appoint Fran as the lead to post/advertise the District Administrator position. Joy Cassidy seconded the motion. **Motioned Carried.**

Conservation Filing System: Jody Bieze proposed that going forward the District follow the Conservation Filing System Guide.

Anderson Brothers: Jody Bieze met with Anderson Brothers to discuss the migration from Quickbooks online to Quickbooks offline. Anderson Brothers made several recommendations that would improve the District's bookkeeping activities. Jody Bieze presented the board with Anderson Brothers engagement letter for review and sign-off.

Vacant Board Seat: Fran Hughes suggested we speak with Shoshone County Commissioners to see if they know of any one that would be able to serve on the board. Mark Addy mentioned that Jan Olsen forwarded a person's name to the District. Jody Bieze asked if Mark Addy would be kind enough to forward the name again.

Citizen Comment: Several individuals attended our board meeting to learn more about the District's activities as well as the open administrator position.

Executive Session: The board discussed District projects as well as the role and responsibilities of the District's administrator.

Severance: John Burton made a motion to pay Bob Flagor a \$1,000.00 severance. Fran Hughes seconded the motion. **Motion carried.** Ayes 3, Noes 1

Respectfully Submitted by Jody Bieze, Chairman of the KSSWCD Board of Supervisors