

EAST CASSIA SOIL & WATER CONSERVATION DISTRICT

FIVE-YEAR RESOURCE CONSERVATION BUSINESS PLAN

JULY 1, 2023 – JUNE 30, 2028

and

FY24 ANNUAL WORK PLAN

(Revised March 2023)



1361 East 16th Street - Burley, ID 83318

208-572-3375

ewcswcd@gmail.com

website: www.minicassiaswcd.com

Forward

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.

Both by legislation and by agreement, 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.

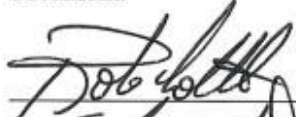
Table of Contents

Cover Page	1
Forward	2
Certificate of Adoption	4
5 Year Resource Conservation Business Plan	5
Organization and Function of East Cassia SWCD	
Mission & Value	
Maps	
Land Ownership	
Physical Characteristics	
Economic Conditions and Outlook	
Climate	
Stream Segments of Concern	
Trends & Strategies	
Priority Actions	9
Annual Work Plan FY2023	10
Annual Work Plan Mission, Trends, Projects, and Funding	11
Priority Area #1 WATER RESOURCES	12
Priority Area #2 IRRIGATED & NON-IRRIGATED CROPLAND	13
Priority Area #3 RANGELAND	14
Priority Area #4 INFORMATION & EDUCATION	15
Priority Area #5 DISTRICT OPERATIONS	16
Certification	18

Certificate of Adoption

The Board of elected supervisors of the East Cassia Soil and Water conservation District, this 21st day of March, 2023, 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, 2028 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.



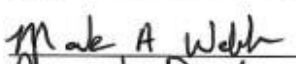
Rob Cottle, Chairman



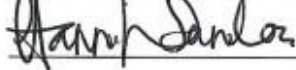
Steve Ward, Vice Chairman



Ken Woodworth, Treasurer



Mark Webb, Member



Hannah Sanders, 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 (2023 to 2028) East Cassia Soil & Water Conservation District

For More Information Contact: Rob Cottle, Chairman

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.
-

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.
-

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 reduced soil erosion, water management improvements, and reduction of flood damages from the Raft River and Cassia Creek.
-

Value of the East Cassia Soil & Water Conservation District

- Sustainable use of natural resources
 - Support for agricultural activity that uses sustainable, economically feasible practices
 - Value and respect for the Idaho Conservation Partnership
 - Conservation education for adults and youth
-

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

- District Operations
 - Information and Education
 - Irrigation Cropland
 - Soil Health
 - Non-irrigated Cropland
 - Rangeland
 - Water Quality
 - Water Resources (quality)
-

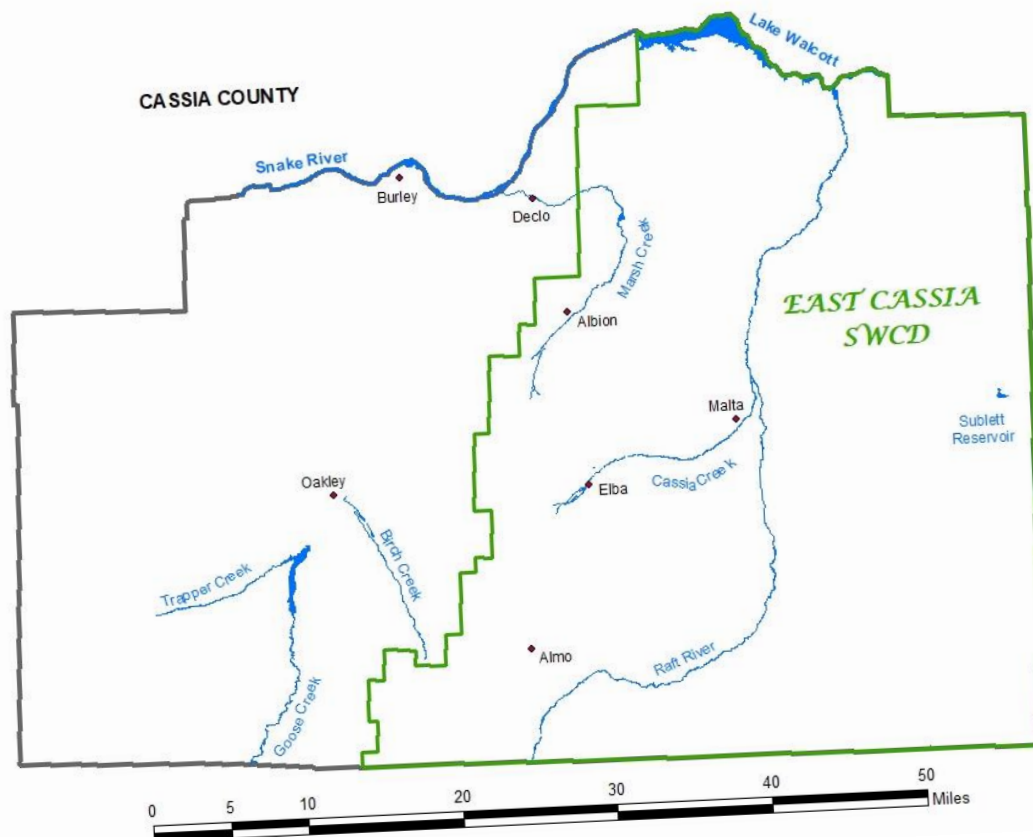
Idaho Soil & Water Conservation Districts by Division



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.*

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.

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 at Paul, Idaho by Amalgamated Sugar Company. 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 and the Pomerelle Ski Area are close recreational destinations.

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. The

District has made Soil Health a high priority concern and have held annual workshops to educate the community on the importance of good soil health. Improving Soil Health increases the overall nutrients in the soil as well as the water holding capacity of the soil.

Critical Ground Water Management Areas:

- Raft River

Stream Segments of Concern: (followed by pollutants 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, 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 and providing information to the public. 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
 - Supervisors become more informed on current issues impacting working lands, Farm Bill programs, 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
 - Arrange and Participate in the Local Work Group
-

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 in the Conservation District
 - Cassia County Commissioners
 - Cassia County Planning and Zoning Board Members
 - Elected City Officials including City Mayors, and City Council and/or Planning and Zoning Board Members for 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
 - Burley City Administrator
 - Cassia County Planning and Zoning Administrator
 - Burley Chamber of Commerce
-

Priority Actions

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

Annual Work Plan
FY24 (7/1/23 – 6/30/24)

East Cassia Soil and Water Conservation District



East Cassia Soil & Water Conservation District

Chairman – Rob Cottle
Vice Chairman – Steve Ward
Treasurer – Ken Woodworth
Member – Mark Webb
Member – Hannah Sanders
Administrative Assistant- Rachelle Osterhout
Information & Education Specialist- Doreen McMurray

Phone: 208-572-3375
Email: ewcswcd@gmail.com



FY24 (7/1/23 – 6/30/24) Annual Work Plan **East Cassia Soil & Water Conservation District**

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 reduced soil erosion, water management improvements.
- ◆ To educate landowners on the importance of soil health and cover crop benefits.
- ◆ To continue rental of direct seed drills.
- ◆ To conduct a focused soil health study in the Cassia area.
- ◆ To educate land owners on current district projects.



Windbreak along I-84 freeway

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 and conservation tillage.
 - ◆ Animal waste management practice improvements including odor and pest controls, and nitrate and phosphate levels.
-

Projects Planned, Coordinated or Managed:

- ◆ The Mini-Cassia Direct Seed & Cover Crop Project drill and rental equipment.
 - ◆ Direct Seed & Cover Crop Project researching possible new project to include an “all-in-one-pass” piece of tillage equipment with accompanying educational trainings.
 - ◆ Work jointly with NRCS District Conservationist to implement a Local Work Group
 - ◆ Annual Soil Health Forum for Growers to learn and share knowledge.
 - ◆ Participate in the Division IV Soil Health Testing Project
 - ◆ Windbreaks and Tree Sale
-

Funding Sources for District Operations and Projects:

- ◆ State & County Funds
 - ◆ Annual Seedling Tree Sale
 - ◆ Rental of direct seed drills
-



FY24 (7/1/23 – 6/30/24) 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):

Actions for FY24	Target Dates	Person(s) Responsible
1. Support Animal Waste Composting efforts through education to the public through newsletters and/or website.	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	Direct Seed 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	Direct Seed Committee Members, District Employees
4. Promote and encourage land owners to participate in the Direct Seed and Cover Crop project. (through grower survey, website, newsletter, and social media)	Year round	Direct Seed 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. Support the TMDL goals. Continue to provide information to landowners on restoration work through programs such as EQIP, 319 grants, RCRDP, and others. Support the Division IV Soil Health Project by participating in annual soil testing on selected fields.	Year round	Entire Board, NRCS Staff, ISWCC, Admin Assistant
7. Support and encourage participation in the Conservation Reserve Enhancement Program (CREP). To improve water quantity.	Year round	Entire Board, ISWCC
8. Manage the Annual Seedling Tree Sale.	January through April	Entire Board, All Employees





FY24 (7/1/23 – 6/30/24) 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.
- ♦ Work with Rural and City Fire Departments, and High School FFA Chapters to encourage fire-wise practices.
- ♦ Manage the Mini-Cassia Direct Seed & Cover Crop Project through no-till drill rentals, soil health education, and promotion of next generation conservation practices and equipment.

Actions(s):

Actions for FY24	Target Dates	Person(s) Responsible
1. Encourage good conservation practices which reduce water erosion, wind erosion, and fire risks 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, 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 no till drill and cover crops through the Mini-Cassia Direct Seed and Cover Crop Project. Two board members to serve on the Mini-Cassia Direct Seed & Cover Crop Project committee with 2-4 meetings held during the year to evaluate and assist with project needs.	Year round	Direct Seed Committee Members, I&E Specialist, Admin Assistant
9. 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.	Spring-Fall	District Employees
10. Hold a soil health forum to educate and provide opportunities for growers to share their experiences with BMPs.	Winter	Direct Seed Committee, District Employees

11. Advance the goals of the Mini-Cassia Direct Seed and Cover Crop Project by researching the possibility of acquiring an “All-in-one-pass” tillage tool to rent to growers. Plan and carry out yearly education that can be applied to the equipment use.	Year Round	Direct Seed Committee Members, I&E Specialist, Admin Assistant
12. Encourage and support firewise education by participating on the Mid-Snake RC&D Council.	Quarterly	Board Members, District Employees
13. District employee to serve in executive leadership position on Mid-Snake RC&D Council.	Year round	Doreen McMurray



Photos:
Left – Direct Seed Drill
Right – Cover Crop Root System



FY24 (7/1/23 – 6/30/24) 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 Woodlands.

Goal(s):

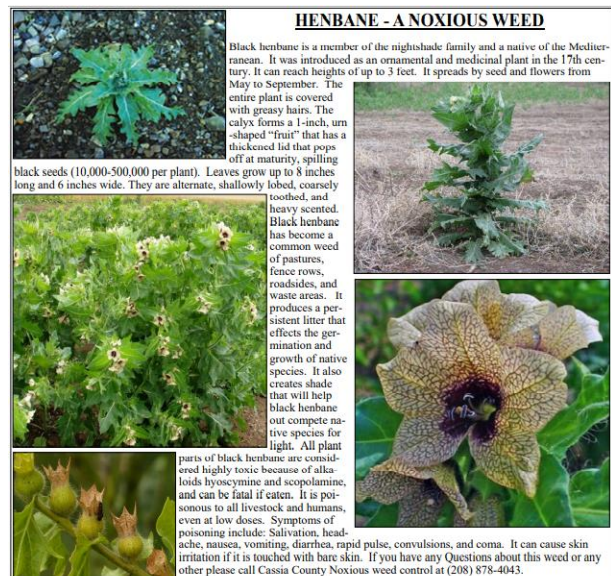
- ♦ To promote practices that will improve range and graze-able woodlands.
- ♦ Educate the public on noxious weeds and their control.

Actions(s):

Actions for FY24	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



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





FY24 (7/1/23 - 6/30/24) 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 information, activities, and opportunities.

Action(s):


Actions for FY24	Target Dates	Person(s) Responsible
1. Provide the rental service of the direct seed drills to be used to try direct seeding practices. Work with landowners, rent the drill, upkeep, and manage billing. Advertise through press releases, newsletters, social media pages, and the website.	Year round	Direct Seed Committee, I&E Specialist, Admin Assistant
2. Publicize workshops, tours, 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 Idaho State Land & Soil Evaluation Event. Includes contest arrangements, securing volunteers, site selection, financial bills and reports, raising funds to support the contest, and awards.	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 and on social media pages.	Year round	I&E Specialist
5. Seek out worthy recipients for Conservation and Education Awards. Conduct an Annual Awards Banquet to present conservation and other awards.	Spring/Summer	Entire Board, I&E Specialist
6. Provide assistance to conduct a focused soil health study in the Cassia area.	Year round	Entire Board, ISWCC, NRCS
7. Set up a display at the Cassia County Fair to spotlight district activities.	August	I&E Specialist
8. Prepare, print, and mail three Newsletters each year which will include district and educational activities. Send newsletter out by email to appropriate email addresses and post on the website.	3 Times each year	I&E Specialist

9. Solicit and collect advertising money to assist with the printing and postage costs (work with Minidoka Admin).	1 st Quarter	I&E Specialist
10. Participate on the Mid-Snake Resource and Conservation Development Council.	Quarterly	Board Members District Employees
11. Develop and update the minicassiaswcd.com website keeping information current and informative.	Ongoing	District Employees




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

Below: District Website - www.minicassiaswcd.com



Mini-Cassia

Soil and Water Conservation Districts



[Home](#)
[Soil Health](#)
[Tree Sale](#)
[Boat Inspection Station](#)
[Educational Programs](#)
[Newsletters](#)
[Resources](#)



FY23 (7/1/23 – 6/30/24) 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):

Actions for FY24	Target Dates	Person(s) Responsible
1. Review, update, and revise the Annual Plan and the 5 Year Plan.	March	Entire Board, Admin Assistant, I&E Specialist
2. Prepare and update the Performance Report	November	Admin Assistant, I&E Specialist
3. Have representation to the Summer Picnic and/or Awards Banquet (July.) Division IV Meetings (Mar. & Oct.), and the IASCD Conference (Nov.)	Throughout the year as scheduled	Entire Board, District Employees
4. Conduct and attend monthly board meetings. 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 st Tuesday of each month	Entire Board, Admin Assistant
5. 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 th .	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. Will 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 for presentation at the IASCD annual conference.	Year-round	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. Serve on the Local Work Group and provide Admin assistance. Attend the local WAG meetings.	Yearly	2 Supervisors Employees
14. Assist with the Division IV Soil Health Project. It is a focused Soil Health Study conducted in cooperation with U of I, ISWCC, and NRCS.	Seasonal	Entire Board, ISWCC, Employees
15. Provide and participate in Supervisor Training at Division IV meetings and monthly board meetings. Employees participate in Admin Training provided through IDEA local, regional, and/or state training classes.	As Available	Entire Board, All Employees



Division IV Soil Health Project