

# **WEST CASSIA SOIL & WATER CONSERVATION DISTRICT**

## **FIVE-YEAR RESOURCE CONSERVATION BUSINESS PLAN**

**JULY 1, 2025 – JUNE 30, 2030**

and

## **FY26 ANNUAL WORK PLAN**

(Revised February 2025)



**1361 East 16<sup>th</sup> Street - Burley, ID 83318**

**208-572-3375**

**[ewcswcd@gmail.com](mailto:ewcswcd@gmail.com)**

**website: [www.minicassiaswcd.com](http://www.minicassiaswcd.com)**

## **Executive Summary**

The West 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 provide assistance to 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 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 West Cassia Soil and Water Conservation District.

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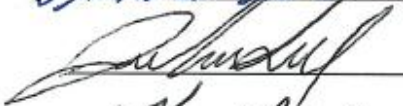
### **Certificate of Adoption**

The Board of elected supervisors of the West Cassia Soil and Water Conservation District this 3rd day of March, 2025, does 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, 2030 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.



Richard Kunau, Chairman



Jordan Searle, Vice Chairman



Ken Black, Secretary/Treasurer



Chad Searle, Member



Scott Yost, Member

### **Supporting Idaho Conservation Partners:**

- \*Natural Resources Conservation Service
- \*Idaho Soil and Water Conservation Commission
- \*Idaho Association of Soil Conservation Districts



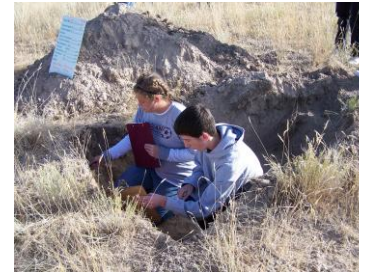
# **Five-Year Resource Conservation Plan Business Plan **FY26** (7/1/2025 to 6/30/2030) West Cassia Soil & Water Conservation District**

**For More Information Contact: Richard Kunau, Chairman**

## **Organization and function of the West 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 22, 1958 to provide voluntary land and water conservation technical and financial assistance to landowners and users within the West Cassia SWCD boundary.
- To make available technical, financial and educational resources; to meet the needs of the local land manager in the areas of conservation of soil, water, and related natural resources.



*Idaho State FFA & 4-H  
Land & Soil Evaluation Event*

## **Who We Serve**

- We serve the people in the West Cassia SWCD by educating and assisting them in the conservation of natural resources for beneficial and sustainable use by all.

## **Mission of the West 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, improved soil health, water management improvements, and utilization of Best Management Practices.

## **Value of the West Cassia Soil & Water Conservation District**

- Encourage and educate the public on the sustainable use of natural resources
- Support for agriculture activity that uses sustainable, economically feasible practices
- Value and respect for the Idaho Conservation Partnership
- Conservation education for adults and youth.

## **Natural Resource Priorities Areas:**

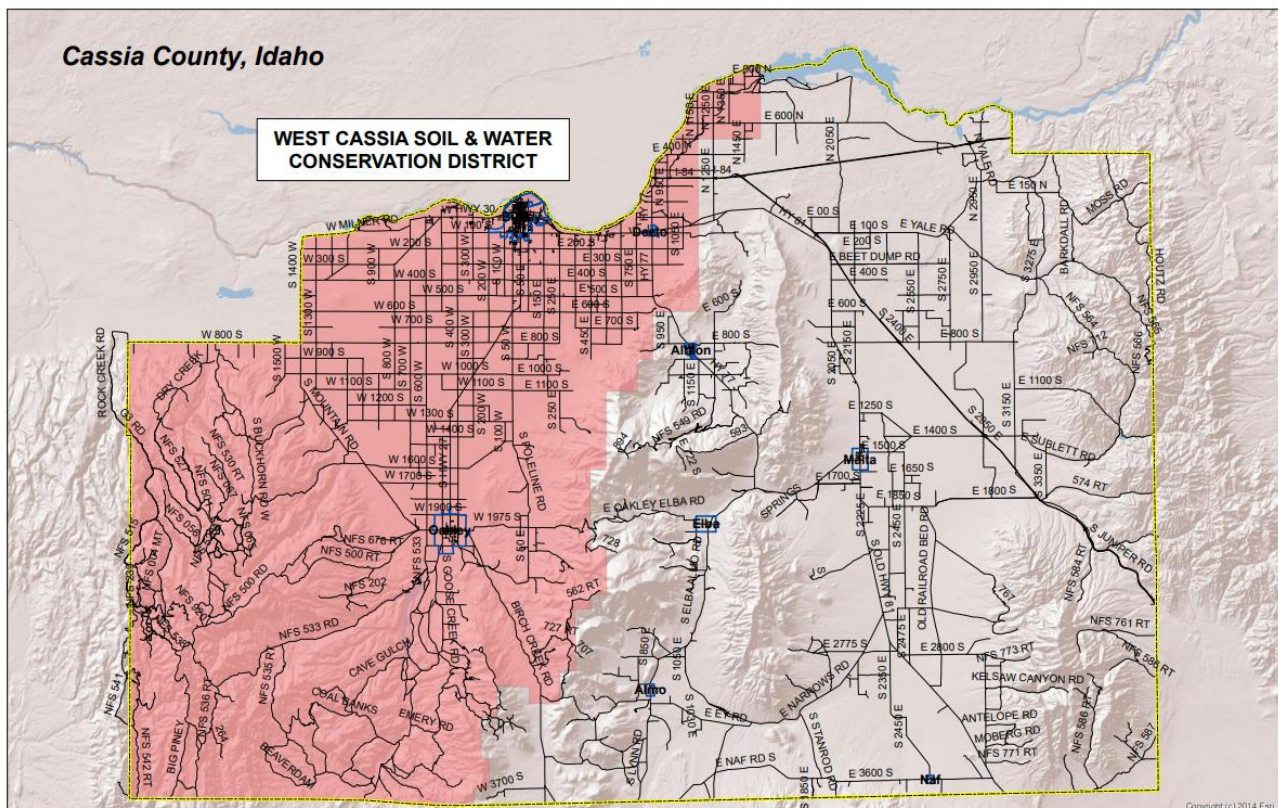
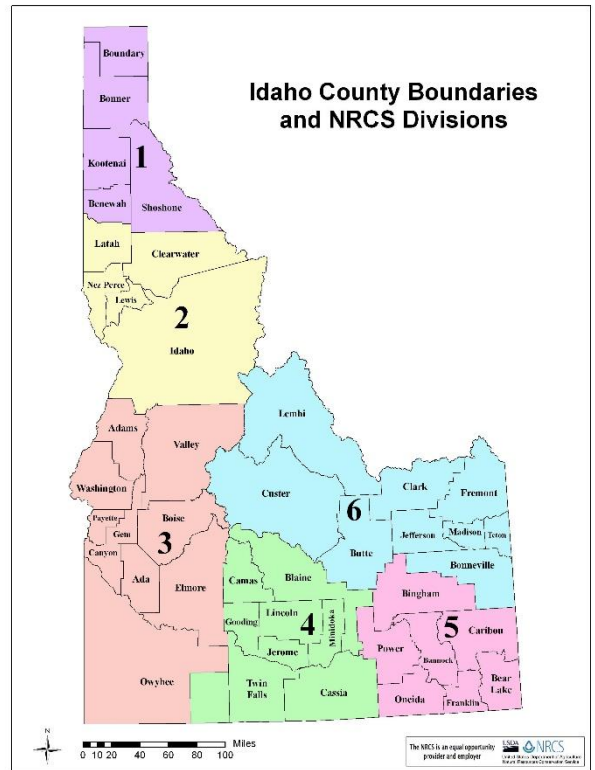
- Water Resources / Water Quality and Water Quantity (including animal waste management)
- Soil Health
- Pasture & Hay
- Information/ Education and Public Outreach
- District Operations
- Aquatic Invasive Species Management



West Cassia Soil & Water Conservation District  
is located in southcentral Idaho in Division IV,  
in the Western part of Cassia County.



Cassia County



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**Land Ownership within West Cassia SWCD:**

▪ Water	5,713 acres	0.8%
▪ State Land	19,650 acres	2.8%
▪ BLM	130,420 acres	19.3%
▪ National Forest	227,430 acres	33.6%
▪ Private Land	294,423 acres	43.5%

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**Physical Characteristics:**

West Cassia SWCD is located in the south central part of Idaho and encompasses the entire western part of Cassia County, some 676,636 acres. Elevations range from 4,156 feet above sea level in Burley to about 10,000 feet above sea level in the higher mountain areas. The valley floor and lands along the Snake River Plain and the Goose Creek drainage are generally flat to 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, Western Part.

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**Economic Conditions and Outlook:**

Population within the district is concentrated in Burley. Urban centers include Burley, Declo, and Oakley. Most goods and services are obtainable in Burley.

The main economic base of the West 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 in Burley processes potatoes, and sugar beets are processed in 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.

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**Flooding:**

Flooding occurs frequently above the Oakley Reservoir as a result of high spring flows. Some flooding occurs each year. Major flooding occurs once every 5 to 10 years. Drainage can be a problem on a year having high water yields and affects levels along Goose Creek, where lands remain in their native conditions as pastureland, hayland, and rangeland for livestock grazing. Flash flooding from summer storms can occur if and when the Oakley Reservoir fills to overflowing. This occurs rarely, 2 times since the reservoir was constructed in 1911.

A system was developed and installed that would handle the excess run-off waters from the Cottonwood Creek and the Oakley Reservoir. The Oakley Fan Aquifer Recharge Site is a series of infiltration trenches that absorb excess water into the aquifer. Also included in the project are gravity-fed abandoned deep wells. These injection systems provide disposal options for heavy spring run-off waters.

Flooding can also occur in the winter when rain falls on frozen, snow-covered ground as in the serious flooding of February 2017.

## **Stream Segments of Concern:** (followed by pollutants addressed)

### Goose Creek Area

- Goose Creek – temperature, sediment
- Trapper Creek – nutrients, sediment
- Birch Creek – nutrients, bacteria
- Cold Creek – temperature
- Beaverdam Creek – nutrients, temperature, bacteria, sediment, dissolved oxygen
- Little Cottonwood Creek – bacteria
- Left Hand Fork Beaverdam Creek – nutrients, sediment, bacteria

### Lake Walcott Watershed

- Snake River – sediment, oil & grease, total phosphorus
- Milner Reservoir – sediment, oil & grease, total phosphorus

### Lake Walcott

- Marsh Creek - bacteria, temperature

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## **Trends Impacting Conservation in the West Cassia Soil & Water Conservation District**

- Water and wind erosion concerns
- Outdated irrigation techniques
- Increasing CAFOs with waste management needs
- Limited availability of State funds for conservation
- Focus on water quality compared to other conservation and environmental issues.
- Invasive species entering Idaho on watercraft.
- Urbanization and future growth in Cassia County

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## **Strategies to Address Trends**

- Continued education through participation in Town Hall Meetings, Local Work Group, tours, press releases, publications, social media, and website.
- Reducing water and wind erosion through
  - Conversion to sprinkler systems
  - Crop residue
  - Conservation tillage
  - Soil Health – Cover Crops
  - Cross slope farming practices
  - Windbreak education and seedling tree sale
  - Continued education
  - Promote Moisture Monitoring
- Improve animal waste management practices and composting efforts including odor and pest controls and nitrate and phosphate levels.
- Encourage use of BMPs, especially target Burley/Marsh Creek Groundwater Improvement Project area.
- Raising awareness of conservation values with state legislature and elected officials – help decision makers be better informed.
- Becoming a working partner with County and City Conservation activities.
- Supervisors become more informed on current issues impacting working lands, Farm Bill programs, and information from cooperating agencies.
- Be involved with County Planning and Zoning issues impacting natural resources.
- Work with weed supervisor to increase education on noxious and invasive weeds.
- Work together with East Cassia and Minidoka Soil & Water Conservation Districts.
- Active on Mid-Snake RC&D Council.
- Advertise Board Meetings where district goals are discussed to improve public awareness.
- Training for Conservation District Supervisors and staff.
- Look for new and innovative ways to increase funding, ie: grants, projects, etc.
- Manage the Aquatic Invasive Species Inspection Station (AIS).
- Urban Conservation- Create and Implement Community Conservation Classes



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## Staffing Needs

- Part-time Conservation District Administrative Assistant
- Part Time Information & Education Specialist.
- Aquatic Invasive Species (AIS) Watercraft Inspection Station Manager and Inspectors (Cotterell Station)
- Other employees as needed for implementing district projects.

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## Annual Budget Needs

- Annual budget reviewed regularly and submitted annually to carry out the plans and projects of the West Cassia Soil & Water Conservation District All funds used to run district operations comes from County and State funding supplemented with the money raised by the annual seedling tree sale, management of the Aquatic Invasive Species station, and rental of the direct seed drills.

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## Key Decision Makers

- West Cassia Soil & Water Conservation District Supervisors
- Cassia County Commissioners
- Cassia County Planning and Zoning Board Members
- Elected City Officials including City Mayors and City Council Members 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
- Citizens in West Cassia Soil & Water Conservation District
- Burley City Administrator
- Cassia County Planning & Zoning Administrator
- Mini-Cassia Chamber of Commerce

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## Priority Actions

Action	Begin Date	End Date
<ul style="list-style-type: none"><li>▪ Seek public comments on Five-Year Resource Conservation Business Plan and Annual Work Plan.</li></ul>	February	March
<ul style="list-style-type: none"><li>▪ Board of Supervisor review of Five-Year Resource Conservation Business Plan and the Annual work Plan during regular monthly board meetings.</li></ul>	Monthly	March
<ul style="list-style-type: none"><li>▪ Complete written update of Five-Year Resource Conservation Plan and Annual Work Plan.</li></ul>		February
<ul style="list-style-type: none"><li>▪ Adopt and submit Five-Year Resource Conservation Business Plan and Annual Work Plan</li></ul>	February	March
<ul style="list-style-type: none"><li>▪ Identify budget and staff needs</li></ul>	On-going	
<ul style="list-style-type: none"><li>▪ Develop Budget (on-going), review (December and May), and adopt annual budget (June)</li></ul>	On-going	June

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**Annual Work Plan**  
FY2026 (7/1/25 – 6/30/26)

**West Cassia Soil & Water Conservation District**



**West Cassia SWCD Supervisors**

Richard Kunau – Chairman  
Jordan Searle – Vice-Chairman  
Ken Black – Treasurer  
Chad Searle – Member  
Scott Yost - Member

**West Cassia SWCD Employees**

Rachelle Osterhout – Administrative Assistant  
Doreen McMurray – Information & Education Specialist  
Betty Carlson – Aquatic Invasive Species Station Manager  
Aquatic Invasive Species Inspectors- Seasonal



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# FY2026 (7/1/2025 – 6/30/2026) Annual Plan of Work West Cassia Soil & Water Conservation District

## **Priority Area Number 1: WATER RESOURCES**

**Objective: To improve water conservation and waste management practices throughout West Cassia SWCD**

**Goals:**

- ♦ To encourage good conservation practices which reduce water erosion, encourage conversion to sprinkler systems, and promote the benefits of cover crops, crop residue, and conservation tillage.
- ♦ To promote animal waste management practices including odor and pest controls and nitrate and phosphate levels.
- ♦ Support Animal Waste Composting efforts through conservation plans. Encourage use of BMP's.
- ♦ To educate farmers about available conservation programs.
- ♦ Encourage participation in EQIP, WQPA, and other conservation improvement programs.

**Action(s):**

<b>Actions for FY26</b>	<b>Dates</b>	<b>Person Responsible</b>
1. Provide education to the public on reducing water erosion through conversion to sprinkler systems, promoting crop residue and conservation tillage, implementing cover crops, and implementing other Best Management Practices. Inform landowners of irrigation practices available to them. (Through newsletters, website, social media, and press releases, forums, and workshops.)	On-going	All Board Members I&E Specialist
2. Encourage good conservation practices which reduce water erosion including emphasis on converting flood irrigation systems to sprinkler systems, planting cover crops, and other water resource information. (Through tours, newsletters, website, workshops, social media and press releases.)	Yearly	All Board Members I&E Specialist
3. Request NRCS assistance to help with design, layout, and approval of plans.	On-going	Chairman, NRCS Staff
4. Keep current on animal waste management practices, pest controls, and nitrate and phosphate levels. Support Animal Waste Composting efforts and concerns. (Including odor and through conservation plans).		
5. Seek to improve the water holding capacity in the soil by managing a 3-year Cost-Share program with landowners using Soil Moisture Monitors.	2024 through 2027	Board Members Employees
6. Encourage project cooperators to use Soil Moisture Monitors to collect data regarding moisture levels in the soil. Hold grower forums each year during the 3-year project to increase grower knowledge about the monitoring equipment and use of the data. and help growers trouble-shoot project issues. Collect grower surveys and evaluate participation in the project.	On-going	All Board Members Employees

7. Satisfy TMDL goals and work to reduce nitrate levels in groundwater. Continue to work with landowners on restoration work through programs such as EQIP, WQPA, 319 grants, Conservation Improvement Grants and other programs. Support the Mini-Cassia Ground Water Improvement committees by attending meetings and offering solutions to address the problem of elevated nitrate levels in ground water within the Marsh Creek NPA. <u>Receive WAG meeting at board meetings.</u>	Year round	Entire Board, Tri-District Project Committee, I&E Specialist, Admin Assistant, Landowners
8. Attend Local Work Group (LWG) yearly meetings voicing the need for water quality and water quantity as top priorities for the use of federal funds. Assist with planning, invitations, taking minutes, and all arrangements for the meeting.	On-going November	Chad Searle Richard Kunau Employees



## Moisture Monitoring Project Grower Forum

Thursday, February 27, 2025  
11:00 - 1:00

Location: McGregor Building / Minidoka Fairgrounds  
Lunch included

**Please RSVP**  
to one of the phone numbers or emails below

**Topics:**

- Moisture Monitor EQUIPMENT CARE
- GROWER EXPERIENCES  
\*Each grower shares 2-3 minutes on their experiences so far...
- How to USE YOUR DATA

*KNOW YOUR SOIL BETTER*

Sponsored by the East Cassia, Minidoka, & West Cassia  
**Soil & Water Conservation Districts**

East Cassia & West Cassia SWCD  
208-572-3375  
ewcswcd@gmail.com

Minidoka SWCD  
208-436-4202  
minidokaswcd@gmail.com









# FY2026 (7/1/2025 – 6/30/2026)

## Annual Plan of Work

### West Cassia Soil & Water Conservation District

#### **Priority Area Number 2: SOIL HEALTH**

**Objective: To improve conservation practices throughout West Cassia SWCD**

**Goals:**

- ♦ To provide education to landowners on the importance of soil health and how to improve soil health through practices such as the use of cover crops and reduced tillage.
- ♦ To encourage good conservation practices which reduce wind erosion.
- ♦ To have available for rent a direct seed drill.
- ♦ To educate farmers on available conservation programs.
- ♦ To encourage windbreak plantings to reduce erosion.
- ♦ To educate youth in managing soil resources.

**Action(s):**

<b>Actions for FY26</b>	<b>Dates</b>	<b>Person Responsible</b>
1. Encourage good conservation practices which reduce wind erosion through education including emphasis on cover crops, and no-till or low till farming. (Through newsletters, website, social media and press releases, community conservation classes and workshops.)	On-going	All Board Members, All Employees
2. Provide education and encourage landowners about the importance of soil health and the role cover crops can play in the improvement of soil health. Including education on cover crops, reduced tillage, conservation tillage, cross slope farming practices, and other BMPs through newsletters, website, and social media.	On-going	All Board Members, Admin Assistant, I&E Specialist
3. Request NRCS assistance to help with design, layout, and approval of plans.	On-going	Chairman, NRCS staff
4. Promote no till/low till practices and the use of cover crops. Rent the Direct Seed Drill to landowners for no-till and reduced tilling practices to improve soil health. Maintain and repair the drills, manage billing and records. Advertise the beneficial use of the direct seed drills and the use of cover crops.	Year round	Direct Seed Committee, I&E Specialist, Admin Assistant
5. Encourage the use of windbreaks to control soil erosion and to keep valuable top soil on the ground through the seedling tree sale, newsletter, and other media venues.	Year round	All Employees
6. Manage the annual tree sale providing seedling trees for windbreaks and other conservation purposes. Reduce soil erosion by encouraging windbreak and habitat plantings. Encourage seedling plantings through education (press releases, website, radio interviews, newsletter, social media posts and community conservation classes.)	December through May	All Board Members, Admin Assistant, I&E Specialist

<p>7. Manage the Idaho State FFA &amp; 4-H Land &amp; Soil Evaluation Career Development Event. Raise donation funds to support the state event and funds to assist the top 2 winning teams to attend the National Event in Oklahoma City. Maintain accounting of all receipts and debits associated with the contest. Raise funds to support the contest including submitting documents and application for an NRCS Umbrella Grant and working to increase funding as needed. Assist with the state planning meeting. Plan, organize, carryout all arrangements, volunteers, meals, land-owner and contest location and facilities. Arrange for an Ag career fair, secure all supplies and materials needed to carry out the event.</p>	<p>Year Round</p> <p>Contest held in October</p>	<p>Supervisors I&amp;E Specialist Admin Assistant</p>



# FY2026 (7/1/2025 – 6/30/2026) Annual Plan of Work West Cassia Soil and Water Conservation District

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## **Priority Area Number 3: PASTURE & HAY**

**Objective: To improve irrigation and pasture management which will aid in reduction of erosion and improved yields.**

**Goal(s):**

- ♦ To educate landowners concerning rotation techniques which will help to improve yields.
- ♦ To educate landowners about conservation practices which improve soil health in pastures and where hay is grown.
- ♦ Provide information regarding noxious weeds, stressing current weed control practices.

**Actions(s):**

<b>Actions for FY26</b>	<b>Dates</b>	<b>Person Responsible</b>
1. Provide information on rotation techniques to improve yields through website, social media, newsletters, and presentations at board meetings.	Year Round	Entire Board, I&E Specialist
2. Provide information on soil health improvements through the website, social media postings, and newsletters, classes, and workshops. Provide project ideas and support information from cooperating agencies at scheduled meetings, , county fair displays, etc. Publish information in newsletters and send out press releases where appropriate.	As appropriate	Entire Board, I&E Specialist
3. Educate landowners concerning Best Management Practices for watering and irrigating which reduces erosion and provides optimum moisture for crops, hay, and pastures.	Annually	Entire Board, I&E Specialist
4. Encourage the use of windbreaks to provide protection to CAFOs and animals, habitat for wildlife, and to provide protection to property and motorists. Work with East Cassia and Minidoka Soil Districts in managing the seedling tree sale and delivery of seedlings to the public. Submit windbreak information in newsletters, on the website, on social media, TV news, radio interviews, and during the seedling tree sale.	Winter through Spring	Entire Board, District Employees
5. Cooperate with the County Weed Supervisor to provide noxious weed information in district newsletters. Stress weed control practices and prevention techniques to reduce the spread of noxious weeds.	Annually	I&E Specialist



# FY2026 (7/1/2025 – 6/30/2026) Annual Plan of Work West Cassia Soil and Water Conservation District

## **Priority Area Number 4: Information & Education / Public Outreach**

**Objective: To Promote Environmental Awareness and Provide Information to cooperators, the general public, and to youth about agricultural information, activities, and opportunities.**

**Goal(s):**

- ♦ Provide conservation-based information to the public.
- ♦ Sponsor and host events that will educate, encourage participation in, and highlight conservation programs and conservation awareness.
- ♦ Conduct and support conservation activities for students.
- ♦ Participate in the Mid-Snake RC&D Council.

**Actions(s):**

<b>Actions for FY26</b>	<b>Dates</b>	<b>Person Responsible</b>
1. Prepare, publish, and distribute three newsletters each year to approximately 1,200 local landowners through both mail and electronic sources. Solicit and collect advertising money to assist with printing/postage costs (with Minidoka Admin). District Activities and conservation issues will be included.	3 times per year	I&E Specialist, Admin Assistant
2. Publicize tours, activities, workshops, forums, tree sale, and special events through district newsletters, local radio interviews, TV interviews, newspaper articles, website, and social media postings.	As needed	I&E Specialist
3. Have 2 board members serve on the Project Committee (joint committee with Supervisors from East Cassia, West Cassia, and Minidoka Soil & Water Conservation Districts). Evaluate drill rentals and project activities. Maintain upkeep on direct seed drills, their rental and use. Implement projects that provide conservation education to the public.	As needed	Richard Kunau Jordan Searle I&E Specialist, Admin Assistant
4. Organize meetings, agendas, minutes, and arrangements for the Tri-District Project Committee meetings.	On-going	I&E Specialist Admin Assistant
5. Co-sponsor, along with East Cassia, the Idaho State FFA and 4-H Land & Soil Evaluation Event. (To include contest arrangements, volunteers, site selection, awards, banquet, arrange for a career fair, pay bills, and raise funds to support the contest). Participate in state committee meeting in Spring.	Contest held in October 2025	I&E Specialist, Admin Assistant
6. Provide information to school age students within the district on the Natural Resources Workshop Camp, Know Your Government, 5th & 6th grade Poster Contest, High School Speech Contest, Envirothon, and annual Scholarship Awards. Have contest and scholarship information and applications available on the district website.	Year round	District Employees

7. Seek out worthy recipients for Conservation and Education Awards. Conduct an Annual Awards Banquet to honor a farmer using good conservation practices, and present other conservation awards.	Spring/Summer	All Board Members, I&E Specialist
8. Provide scholarships for students planning to attend college majoring in an Ag related field. Prepare, publicize, and promote the scholarship.	Spring	Board Members I&E Specialist
9. Hold Poster contest for 5 <sup>th</sup> and 6 <sup>th</sup> graders in local elementary schools throughout Cassia County. Give classroom presentations on the conservation theme where opportunities are allowed.	Fall	I&E Specialist
10. Hold Speech Contest for students in grades 9-12 focusing on the Stewardship theme.	Fall	I&E Specialist
11. Set up a display at the Cassia County Fair spotlighting district activities.	August	I&E Specialist
12. Plan with East Cassia, Minidoka & Oneida Districts a Legislative Luncheon for local legislatures, County Commissioners, Mayors, & Board Members to have a Q&A session.	December	I&E Specialist, Admin Assistant, Board Members
13. Participate with IASCD in the Legislative Social and display day in Boise. Set up display, have informational handouts available for Legislatures.	January	Board Members Employees
14. Actively participate on the Mid-Snake RC&D Council which holds quarterly council meetings.	Quarterly	Board Members, Employees
15. District Employees to serve in Council Leadership positions on Mid-Snake RC&D Council.	Year Round	Doreen McMurray Rachelle Osterhout
16. Plan and carryout a Community Conservation program to include 3 community classes/trainings during the year. Project is to be overseen by the Project Committee with members from East Cassia, Minidoka, and West Cassia Soil & Water Conservation Districts. Project is to be organized and carried out by district employees.	Year Round	Richard Kunau Jordan Searle District Employees
19. Evaluate the need for a grower workshop covering topics facing farmers such as soil health, water issues, pests, etc. If needed, secure a venue, make arrangements, and line up speakers.	Ongoing Possible annual workshop	Board Members Employees



## Mini-Cassia

# Soil and Water Conservation Districts

East Cassia, Minidoka, and West Cassia Soil & Water Conservation Districts

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Our Webpage [www.minicassiaswcd.com](http://www.minicassiaswcd.com)



# FY2026 (7/1/2025– 6/30/2026)

## Annual Plan of Work

### West Cassia Soil and Water Conservation District

#### **Priority Area Number 5: DISTRICT OPERATIONS**

**Objective: 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 supervisors, employees, finances, monthly board meetings, and to evaluate and make new goals.
- Increase Supervisor knowledge and employee expertise.
- Maintain an active Board of Supervisors.

<b>Actions for FY26</b>	<b>Dates</b>	<b>Person Responsible</b>
1. Update the District's 5-Year Resource Conservation Plan and revise the Annual Plan of Work.	February-March	All Board Members, Admin Assistant, I&E Specialist
2. Conduct and attend monthly board meetings to be held the second Tuesday of each month. The meetings are open to the public and the media. Guests are invited when appropriate along with county officials and agency and state personnel. Meetings are announced and published as required by law.	2 <sup>nd</sup> Tuesday of each month	All Board Members, Admin Assistant, Other employees as requested
3. Maintain qualified Supervisors, seek and retain active associate board members.	Ongoing	Board Members
4. Discuss the USDA Memorandum of Agreement with the NRCS District Conservationist (Team Lead)	Annually	All Board Members NRCS Team Lead
5. Have representation to the Awards Banquet, Division IV Meetings (March and October), the IASCD Conference (November), Local Work Group, Project Committee meetings, Legislative Display Days in Boise (January), and Legislative Luncheon (December).	Throughout the year as scheduled	All Board Members, District Employees
6. Receive information from the quarterly WAG (Walcott Watershed Advisory Group) by ISWCC employee during board meetings.	Quarterly	ISWCC
7. Have 2 board members serve on the Project Committee. Following these meetings, Supervisors will report to the West Cassia Board about activities planned by the Project Committee. (Direct Seed Drill information, committee decisions, Community Conservation Classes, workshops and any other planned activities).	2-3 meetings a year	Richard Kunau Jordan Searle
8. Represent West Cassia SWCD at the Local Work Group meeting. Provide support to the NRCS staff by assisting with arrangements, taking meeting minutes, invitations, and other planning as requested.		Chad Searle Employees
9. Manage Supervisor elections in the even numbered years. Organize an outreach program to recruit and educate new supervisors.	Yearly, Elections in October	Admin Assistant

10. Develop a budget, prepare monthly financial statements, and have an audit annually or as needed. Provide payroll and financial information to the accountant to meet tax obligations. Arrange for accountant to attend a board meeting for an annual review.	Budget set July, reviewed quarterly	Entire Board, Admin Assistant
11. Discuss potential or existing legislation that impacts the district. Draft appropriate communication to be sent to local officials or state legislators.	On-going	All Board Members Employees
12. Discuss potential or existing concerns with IASCD By-laws that impact the district. Draft appropriate or legislation for presentation at the IASCD annual conference.	Year-Round	All Board Members Employees
13. Meet with County Commissioners to review District Activities and funding needs. Prepare an overview of activities accomplished. Present the proposed budget as a basis for requesting county funding.	February	All Board Members, Employees
14. Conduct Employee reviews annually, revise duties if necessary, and discuss any issues or needs with the Administrative Assistant, I & E Specialist, and other employees.	January	All Board Members, All Employees
15. Develop and maintain an effective Supervisor and staff development program including identification of Board and staff training opportunities, attendance at IASCD Division Meetings, IASCD Annual Conference, NACD Annual Conference and other local, state and regional meetings	Year-Round	All Board Members, All Employees



Legislative Display Days in Boise January 2025  
West Cassia Chairman Richard Kunau and employees meet with legislators and discuss district activities and needed funding.

# FY2026 (7/1/2025– 6/30/2026) Annual Plan of Work West Cassia Soil & Water Conservation District

## **Priority Area Number 6: WATER RESOURCES / AQUATIC INVASIVE SPECIES**

### **Objective: Protecting Idaho Waters**

#### **Goals:**

- ♦ Manage Aquatic Invasive Species Watercraft Inspection Station on I-84 Cotterel Station).
- ♦ Inspect all watercrafts to ensure they are clean, drained, dry, and free of invasive mussels, snails, clams, and weeds.
- ♦ To educate landowners on the importance of keeping Idaho Waters Clean of Invasive Species.

#### **Action(s):**

<b>Actions for FY26</b>	<b>Dates</b>	<b>Person Responsible</b>
1. Manage Cotterel Invasive Species Watercraft Inspection Station.	February through November	Entire Board, Admin Assistant, AIS station Manager, and Employees
2. Educate the public on the aquatic invasive species problem and the importance of keeping Idaho Waters Clean through press releases, newsletter articles, website, social media postings, and by sharing ISDA approved materials.	On-going	I&E Specialist, Admin Assistant
3. Manage all employees during AIS (Aquatic Invasive Species) inspection season to ensure the station is in continual operation, including hiring and firing of employees and scheduling work shifts. Turn in all time sheet records and bills to Admin Assistant.	February through November	Board Members as needed, Admin Assistant Watercraft Station Manager
4. Complete all required reports for Idaho Department of Agriculture. Manage the agreement, finances, payroll, reports, and records.	As needed	Admin Assistant, Board Members
5. The watercraft station manager will attend monthly meetings as requested, to provide the board with new updates, policies or procedures as well as a final report at the end of the season to highlight station accomplishments. The board will conduct the employee review at the end of the season.	As needed	Watercraft Station Manager/ Board Members/ Admin Assistant
6. Keep watercraft station up to date with needed equipment and supplies.	As needed	Watercraft Station Manager
7. Cooperate with the Idaho State Department of Agriculture to provide information and training to the Watercraft inspectors regarding aquatic invasive species and noxious weeds. Help in the prevention of aquatic invasive species and the spread of weeds.	Annually	Watercraft Station, Manager, Inspectors



**IDAHO SOIL & WATER  
CONSERVATION COMMISSION**

**FIVE-YEAR (5) PLAN and  
ANNUAL WORK PLAN  
CERTIFICATION**

**DISTRICT:** West Cassia SWCD

**FOR FISCAL YEAR:**

Fy 2026 (7/1/25 - 6/30/26)

**DUE :** 2025  
March 31,

**CERTIFICATION**

On behalf of my local Board of Supervisors, I hereby certify that the attached Five-Year (5) Plan and Annual Work Plan is true and accurate, and further submit said Plan for the above named District and fiscal year.

A copy of this Five-Year (5) Plan and Annual Work Plan shall be kept at the District office and is available for public inspection.



Board Supervisor Signature

Richard Kunau

Printed Name

3/3/2025

Date

208-572-3375

District Telephone

ewcswcd@gmail.com

District Email Address

**FOR SWC USE ONLY:**

**DATE OF CONFIRMATION:**