

**BUTTE SOIL AND WATER CONSERVATION DISTRICT  
MAY BOARD MEETING AGENDA**

**May 19th, 2022 12:00 P.M.**

**Butte SWCD Office, 260 W. Grand Ave., Arco  
And via Zoom (link can be found at [butteswcd.org](http://butteswcd.org))**

CALL TO ORDER - Randy Purser, Board Chairman  
APPROVE MINUTES FROM APRIL  
TREASURER'S REPORT

MONTHLY EMPLOYEE AND PARTNER REPORTS:

Butte SWCD employees  
NRCS – Jesse Fullmer  
UI Extension – David Callister  
ISWCC

OLD BUSINESS:

NATURAL RESOURCE CAMP SCHOLARSHIPS – APPLICATION REVIEW

NEW BUSINESS:

DRILL EXPENSES  
FY22-23 BUDGET  
EMPLOYEE RAISES  
COMMISSION DISTRICT SURVEY  
NEXT MEETING DATE

EXECUTIVE SESSION:

*Butte Soil and Water Conservation District may hold an executive session pursuant to Idaho Code 67-2345. No formal action will be taken during this session.*

ADJOURN

**BUTTE SOIL AND WATER CONSERVATION DISTRICT**  
**Board Meeting Minutes for April 21st, 2022**  
**Butte SWCD Office, Arco, ID**

**Board Present:** Todd Perkes, Randy Purser, Walt Johnson, Hayden Isham

**Staff Present:** Mindy Hawley, Samantha Spaulding

**Guests Present:** David Callister – UI Extension

**Zoom Attendance:** Stephanie Barnes – Butte SWCD, Jesse Fullmer – NRCS, George Hitz - ISWCC

**Call to Order:** The meeting was called to order by Randy Purser at 12:03 p.m.

**Approve Minutes:** A motion was made by Hayden Isham to accept the March minutes as written. A second was made by Walt Johnson. Voting Aye: Walt Johnson, Todd Perkes Hayden Isham, and Randy Purser. Voting Nay: None. **Motion Approved.**

**Treasurer's Report:** Todd Perkes provided the monthly treasurer's report and checks to be approved and signed. A motion was made by Walt Johnson to approve the treasurer's report and sign the checks, including the IDEA dues and donations to the UI Redbook and the 4-H Market Animal Association. A second was made by Hayden Isham. Voting Aye: Walt Johnson, Todd Perkes Hayden Isham, and Randy Purser. Voting Nay: None. **Motion Approved.**

**Monthly Reports:**

**Butte SWCD Employees and Board:** Mindy Hawley gave an update on the upcoming Envirothon competition. The poster contest will be judged during the meeting and winners chosen. Stephanie Barnes updated the board on the engineering funds held by the IASCD. Jesse Fullmer will try contacting Benjamin Kelly at IASCD to see if those funds can be released.

**NRCS:** Jesse Fullmer updated the board on NRCS program contract loads. Discussion was made on the Farm Service Agency workload and writing a letter to the state FSA office suggesting more staff be added. The NRCS is still waiting on a budget from the national office. Jesse has requested more funding to cover projects in the District. The Resource Conservationist position has been posted and he should be seeing the applicant information soon.

**UI Extension:** David Callister updated the board on several youth agricultural related activities held recently in Arco and Mackay. A forage school will be coming up. He is looking into holding a soil moisture meter educational class.

**ISWCC:** George Hitz updated the board on the WQPA funding recently passed by the legislature. He provided eligibility details and sent the application form to the District.

## Old Business:

**4-H Ad Book Donation:** A \$75 donation to the 4-H Market Animal Association was approved with the treasurer's report.

**Redbook Sponsorship:** A \$100 sponsorship donation to the UI Redbook was approved with the treasurer's report.

## New Business:

**Grant Updates:** Stephanie updated the board on the NACD TA grant. The third year of the grant has been concluded and final reports were submitted. Year four of the grant has now started. A \$250 grant from Project Learning Tree/Idaho Forest Products Commission to do an Arbor Day activity in May and also during the 6<sup>th</sup> grade natural resources tour. A grant for \$2,500 was submitted to Project Neighborly on behalf of the Arco Farmer's Market for equipment, we should know if funding was received in May. Stephanie is working with the NRCS to submit a grant from the Rocky Mountain Power Foundation for funding to help pay for a fish screen for the Blaine County Canal Company's pipeline project, it is due in June.

**IDEA Dues:** The \$60 annual Idaho District Employees Association dues were approved with the treasurer's report.

**Natural Resource Camp Scholarships:** Mindy will visit Arco and Mackay 7<sup>th</sup> graders the first week in May and will advertise UI's Natural Resources Camp. Interested students will pay \$80 and the SWCD will pay the remaining amount for them to attend the camp.

**Quickbooks Update:** Stephanie informed the board that support for the current version of quickbooks will end in May. No action was taken.

**Next Meeting Date:** The next board meeting will be held May 19th at noon at the Butte SWCD office in Arco.

A motion was made at 1:32 p.m. by Hayden Isham to adjourn, a second was made by Walt Johnson. Voting Aye: Walt Johnson, Todd Perkes Hayden Isham, and Randy Purser. Voting Nay: None. **Motion Approved.**

**District Employees suggested Pay Schedule Guidelines**  
(This has been created to use as a helpful tool, feel free to adjust to your District)

Pay Grade	Step 1	Step 2	Step 3
Level 1 per hour	\$10.15-11.50	\$12.00-13.50	\$13.50-14.50
Level 2	\$14.50-15.00	\$15.51-16.00	\$16.00-16.50
Level 3	\$16.75-17.50	\$17.75-18.50	\$18.75-19.50
Level 4	\$20.00-21.00	\$21.25-22.00	\$22.25-23.00
Level 5	\$23.50-25.00	\$25.00-27.00	\$28.00 +

When first hiring, determine level of knowledge, skills and ability (KSA's). Once the level is decided upon, determine amount of pay (see below). When first hiring, a minimum of 90 days probation is recommended, (6 months would be more beneficial). Probationary period is discussed under Recruitment and Employment section of Personnel Management Reference Handbook. Every six months to one year is recommended for employee evaluations. At these evaluations, determine the employee's Level (below). If they have learned only part of a Level, increase their wages accordingly using the step guide above. If they have learned all of a Level, move them up a Level and increase their wages as the District can afford. Below is a description of the Levels, please feel free to add or subtract duties. \*Please see other means of compensation below.

**ADMINISTRATIVE ASSISTANT (Level 1)**

Entry-level position limited office skills. To be trained by qualified individual. Experience with answering phones, typing/keyboarding (50 wpm) and public relations experience.

**ADMINISTRATIVE ASSISTANT (Level 2)**

Previous level 1 experience plus Microsoft Word, Publisher & Excel experience required (or similar software compatible with State reporting). Experience in newsletter writing, editing and mailing. Knowledge of QuickBooks and basic payroll services. Submission of SAM and Duns # requirements. Send required reporting to State for District Funding.

**ADMINISTRATIVE ASSISTANT (Level 3)**

Previous levels 1-2 experience plus knowledge of developing, designing, and organizing educational material to be used by educators and the public. Conduct classroom lectures, tours and educational demonstrations. All educational outreach such as: tours, Envirothon, Soil Contests, Forestry Contests, Symposiums, workshops, student field days, and poster contests etc. (as applicable to your District). Report and submit payroll liabilities both quarterly and annually. Oversee elections within your County for District board members.

**OFFICE MANAGER (Level 4)**

Able to perform all of the above skills and have at least 5 years experience as an office manager, plus small grant writing experience.

**DISTRICT MANAGER (Level 5)**

May or may not have an office manager under them. Have experience in all of the above levels. Possess a business or agriculture degree or a minimum of 15 years on the job experience with the above levels. Knowledge of District law and programs, (see Qualifications for Employment in Personnel Management Reference Book). Large Grant writing experience as determined by Conservation District. Will directly be responsible for office oversight and reporting to board members at board meetings.

\* Dental, vision, supplemental insurance such as Aflac or similar policies are inexpensive ways to add a perk if health insurance is not an option. Year-end bonuses, vacation and sick-leave can be a perk for both part and full-time employees. Remember, a thank-you goes a long way in creating a productive employee.

- Last update in 2016.

**IDAHO SOIL AND WATER CONSERVATION COMMISSION DISTRICT SURVEY FOR FY 2022**

District responses to this survey enable the Commission to measure progress in achieving specific goals enumerated in its Strategic Plan. Agency strategic planning and performance measurement are required and governed by Idaho Code §67-1901 through 1905.

*Please return one survey per District to the Commission via email addressed to  
**Loretta.Strickland@swc.idaho.gov***

**Due Date: July 31, 2022**

**Conservation District Name (required):**

**Date of Board Action:**

*Please check only one box per question*

**Agree**

**Neutral**

**Disagree**

**1.** Our Board is satisfied with the services and programs provided by the Commission over the past fiscal year.

**2.** Our Board is satisfied with the effectiveness of the communication received from the Commission over the past fiscal year.

**3.** Please identify your District training needs (check as many boxes as apply):

- Supervisor Authorities and Responsibilities
- Recruitment and Elections
- Fiduciary Responsibilities
- Commission Reports and Programs
- Idaho Open Meeting Law

**4.** Comments (The Commission welcomes constructive criticisms and any other comments. You may attach additional pages if necessary.):

**Signed by Chairman (or representative Supervisor)**

**Date**