



Klamath
Soil & Water
Conservation District

541.883.6924 | 1945 Main Street, Suite 200 | Klamath Falls, Oregon 97601 | www.klamathswcd.org

KSWCD BOARD MEETING MINUTES

July 10th, 2024

In Attendance:

Board Members: Ken Masten, Earl Miller, Jolene Moxon-Robison, David Cone, Charles Dehlinger

District Staff: Will Natividad/DM, Alex Sharp/PM, Sam Fletcher/PM

Community/Agencies: Julie Jespersen/SBC, Abby Wicks/NRCS, Nina Caldwell/ODA

Meeting called to order at 12:31pm – Chairman Ken Masten

Agenda Additions/Changes: None

Old Business:

- Approve Financials for June 2024
- Approve Minutes for June 2024
- Approve Final FY 2024-2025 Budget
- Approve Final Work Plan

Motion 1: Motion to Approve June Financials.

Motion: Cone

Second: Miller

Discussion: None.

Vote: 5 Yes - Unanimous, Motion Passes

Motion 2: Motion to Approve June Minutes.

Motion: Moxon-Robison

Second: Dehlinger

Discussion: None.

Vote: 5 Yes - Unanimous, Motion Passes

Motion 3: Motion to Approve the 2024-2025 Budget with the discussed changes.

Motion: Moxon-Robison

Second: Cone

Discussion: Jolene and the board discussed the budget, line by line. She asked if the district would be pursuing another SDAO internship grant this year, Will was not sure at this point. The House Bill 2010 funding has not yet been spent for Juniper removal. There is another grant from Sustainable Northwest this year, for \$20,000, but \$15,000 of that is for contracted work with OIT. For the Grizzly Mountain Dyer's Wood grant, Julie said that about \$17,000 of the \$28,000 advance has been spent so far.

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The following changes were then made to the budget:

- Changed NRCS Salaries, Wages, and Benefits to an even \$100,000, as that CA is for 5 years and can be spent at a variable rate
- Increased postage cost to \$150, since the price of stamps is going up
- Increased printer costs to \$2,000
- Increased dues from \$1,800 to \$3,000, as most are spending based, and that is predicted to increase from last year
- Increased the Audit fees to \$15,000, as the current CPA is retiring and costs are rising for these services
- Increased Training, Travel & Education from \$0 to \$3,200.

With these changes, the net income for FY 2024-2025 is calculated to be -\$36,331.70.

Vote: 5 Yes - Unanimous, Motion Passes

Motion 4: Motion to approve the Annual Work Plan, with the formatting changes discussed, and changing Smart Business Consulting's annual hours from 770 to 284.

Motion: Moxon-Robison

Second: Miller

Discussion: Julie brought up the point that 770 hours would be around \$65,000 per year, which would far exceed the historical and predicted bookkeeping costs. The board referenced the budget, and decided to change that number to 284 hours to reflect the budgeted amount. Jolene also wanted to change the formatting slightly, so sections and tasks would start and end on the same pages, and not be split between pages.

Vote: 5 Yes - Unanimous, Motion Passes

Motion 5: Motion to declare the district's truck as surplus property, and place it for sale in the newspaper to be available for 30 days to the highest offer. If there is no sale, the district will have the truck taken to the scrap yard, and follow all applicable rules for the sale and disposal of public property.

Motion: Moxon-Robison

Second: Dehlinger

Discussion: None.

Vote: 5 Yes - Unanimous, Motion Passes

Motion 6: Motion to approve payment to Todd Goebel at CPA Associates for preparing the FY 2023-2024 financial review.

Motion: Robison

Second: Miller

Discussion: None.

Vote: 5 Yes - Unanimous, Motion Passes

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Motion 7: Motion to approve payment to the Oregon Association of Conservation District for annual dues.

Motion: Moxon-Robison

Second: Dehlinger

Discussion: None.

Vote: 5 Yes - Unanimous, Motion Passes

Reports:

SBC Report: Julie Jespersen

Julie notified the board that as of next Wednesday when payroll taxes come out, the unrestricted funding the district has will be -\$3,249.13. Ken has spoken with Sandi Hiatt at ODA about the situation, and was advised that if the district does not have any money in unrestricted funds to pay staff, it can not operate and staff can not be incurring hours on projects that there are no funds in the bank to pay them with. Staff must be paid for any hours worked, which the board is ultimately liable for. Jolene asked if Nick Trapper had paid the No-Till overdue balance yet, and he had not. Due to the age of the debt, the board agreed to just write it off as bad debt.

NRCS Report: Abby Wicks

Abby announced that NRCS has another new staff member, and introduced Chelsea Pierce. She also followed up on the status of the SWCD truck that the district has been meaning to get rid of, as NRCS may be getting more vehicles with the increase in staff. The board discussed it and did decide to declare the truck as surplus property and dispose of it in accordance with any applicable laws. Abby asked for the status of employee performance reviews, which Josh Elke had previously suggested. Will responded that they would try to have them completed by the next board meeting.

FSA Report: Laura Hall

The FSA has finished with CRP Grasslands, and has two applicants. The area is in a D0 drought status right now, and the criteria for any drought relief programs is D2.

ODA Report: Nina Caldwell

Fourth quarter reporting for the Capacity Grant is due Monday, July 15th. There are some new laws on CAFO's going into effect, involving more regulations, water permits, and other standards for new CAFO's. The public comment period for these new laws is currently open. For any grasshopper assistance from ODA, the contact is Todd Adams.

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District Staff Report: Sam Fletcher & Alex Sharp

- Sam has been working on completing capacity expense reporting. She has also been working towards becoming a Level 1 NRCS Planner. She has been planning 6-7 restoration projects on the Williamson and Sprague Rivers in coordination with the USFWS Partners Program, and is also working with them and Alex to plan more projects for 2025.
- In addition to planning 2025 USFWS projects, Alex has been working on pre-proposals for the IM-11 funding that will be available to apply for with OWEB. She has completed 17 site visits in the last few weeks, and is mainly looking at irrigation improvement and piping projects. She has also been working in support of NRCS.

District Manager Report: Will Natividad

Will said that even though the district may currently be in the red for unrestricted funds, there should be \$75,000 coming in this month, in time for the next payroll from various funds requests and reimbursements. The intern, Makenna Shamion, has been working using the SDAO Internship Grant of \$3,000, monitoring, and doing outreach for weeds.

Chair Report: Ken Masten

Ken mentioned the upcoming SDAO Board of Directors and Management Staff Training, coming up August 13, from 9-3:30 at the Shilo Inn. The cost is \$75 per person, but the first person is free. There is also a free SDAO webinar on public meeting training that will be available soon, that Sam can forward to the board. Since Ken was not at the meeting where the No-Till program was suspended, he asked for more clarification on the reasoning. Will answered that the equipment had a fractured axle, needs repairs, and the district didn't have the personnel and financial resources to continue. Charlie said he could look into the value of the drills and options for next meeting. Ken asked if Hanna's position had been advertised for two weeks before the intern replaced her; Will said the intern was not replacing Hanna, her position was still vacant. Ken also asked if the district has any kind of current dress code, and they do not. According to Sandi they are not required for SWCD's, but employees should be dressing professionally according to the situation. Jolene agreed it was not a bad idea to have one, she had seen a situation where an employee wore open-toes shoes, and it resulted in costly workers comp claim.

New Business:

There is currently no teleworking policy, but the board agreed there should be one, and that field work is not considered teleworking. The district will do more research on this and try to find some examples of policies for similar jobs.

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Public Comment:

None.

Meeting is adjourned at 2:50 pm – Chairman Ken Masten.

Minutes Approved as Written or Amended:

Final

KSWCD Chair

Date

KSWCD Secretary/Treasurer

Date

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