



Klamath
Soil & Water
Conservation District

541.883.6924 | Fax: 541.882.5409 | 1945 Main Street, Suite 200 | Klamath Falls, Oregon 97601 |
www.klamathswcd.org

KSWCD SPECIAL BOARD MEETING MINUTES **August 17, 2022**

In Attendance:

Board Members: David Cone, Denise Kandra, Todd Kepple, Ken Masten

Community: Will Natividad

Meeting called to order at 4:45 – Chairman Ken Masten

Agenda Additions:

- Connect – Seaside Training
- SDIS – Employee/Equipment Coverage

Motion 1: Move to Approve the August 10, 2022 Minutes

Motion: Dave

Second: Todd

Discussion: Objective of approval of minutes at this meeting, instead of September, is to have a signed copy for banking institutions and vendors where changes are needed based on the new staffing of the district.

Vote: Unanimous, Motion Passes

New Business:

Motion 2: Motion to Authorize Chairman Ken Masten to act as the District Manager until further notice.

Motion: Dave

Second: Todd

Discussion: Objective to give authority to sign contracts, grants and act on behalf of the district.

Vote: Unanimous, Motion Passes

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Staff | Will Natividad, Interim Project Manager



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Motion 2 Amendment: Motion amended to state Chairman Ken Masten will serve as Acting District Manager in a Volunteer capacity with no compensation.

Motion: Dave

Second: Todd

Discussion: None

Vote: Unanimous, Motion Passes

Motion 3: Motion to Hire Will Natividad as Interim Project Manager at \$27/hr.

Motion: Dave

Second: Todd

Discussion: Will shares he is part-time District Manager at Tulelake RCD with minimal hours. He is available to help us out as long as we can be flexible with his hours until we get a permanent replacement. Ken suggests Will be on an hourly basis. Dave asks what hourly wage Will would need? Will states he would need \$25-\$30/hour. Denise reminds the board the Conservation Coordinator wage is currently being advertised as \$23-\$27/hour. Dave states that Will's knowledge of the district is a benefit and worthwhile. Questions arise whether the health stipend is also part of the package and paid time off accrual? We will need to check the Employee Handbook as there are stipulations of a Trial Period for new employees.

Vote: Unanimous, Motion Passes

Motion 4: Motion to send out a notification letter to our partner agencies, notifying that Ken is serving as Interim District Manager in a volunteer capacity and Will Natividad has been hired as Interim Project Manager.

Motion: Todd

Second: Denise

Discussion: It was suggested that we send out a courtesy letter to inform our grant managers and community partners of the staffing changes.

Vote: Unanimous, Motion Passes

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Motion 5: Motion to send the DM Job Description for review and comment to: Karin Stutzman/ODA SWCD Coordinator, Josh Elke/NRCS and HR Answers.

Motion: Denise

Second: Todd

Discussion: Will can also give some unofficial feedback, with the understanding the board has final approval on any revisions.

Vote: Unanimous, Motion Passes

Motion 6: Motion to authorize SBC 10 extra hours in the month of August.

Motion: Todd

Second: Dave

Discussion: SBC has been helping the board with changing banking administrators needed following the staffing changes, they will most likely go over the 25 monthly hours August.

Vote: Unanimous, Motion Passes

Motion 7: Motion to appoint Denise Interim Board Secretary.

Motion: Dave

Second: Todd

Discussion: This would give Denise the capacity and authority to send out board correspondence. Barbara's email needs to be reset in order to see all official correspondence to partners and agencies.

Vote: Unanimous, Motion Passes

CONNECT Conference:

Brian is registered already. Dates are September 6-8, Approx. Cost \$1500 includes mileage/meals, registration is \$264, lodging approximately \$650. Question is raised what is the actual benefit to the district at this point in time when there are more pressing issues for Will to attend too and Ken is unavailable. Based on the timing it seems prudent to cancel for this year and see if we can get a refund for the registration.

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SDIS Insurance:

There has been concern raised about the insurance coverage when farmers are moving the drill themselves instead of the district personnel. Michelle Sharp was asked to contact SDIS and confirm. SDIS said; When a farmer pulls the district equipment, only the equipment is covered, the insurance of the person pulling the equipment would have to cover an accident. In the case of a temporary employee, we need to add them to the insurance and they would be covered. Ken going to put his name on, so that he is insured to pull the drill.

Informational:

- Todd reports that on August 21 there will be a group of community members meeting to discuss ways to encourage property owners in the city area to think about alternative landscaping methods to conserve water and cover bare ground. Community partners that have signed on as of this date are: Klamath Falls City Parks, OSU Extension, Native Plant Society, Master Gardner's, Klamath Tree League and others. Meeting at the old Extension office on Vandenberg Road. Will is interested in attending and then seeing if any grants are available in the next year. Todd would like to see the district sign on as a supporter in the future.
- Ken reports that John Moxley (he lives in Zone 3) is willing to be appointed to fill Earl's board vacancy. He will have John come to the next meeting to be appointed to fulfill the remainder of Earl's term.
Ken reports that all the board positions; except Martin, are up for re-election.
Zone 2 - Ken
Zone 3 - Earl
Zone 4 - Grant
Zone 5 - Denise
At Large 1 - David
At Large 2 - Todd

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- Denise requests we update the website to reflect the most current Conservation Coordinator job posting. Todd wonders whether the district should pull the posting until we fill the DM position. The consensus of the board is that the new DM should definitely be involved in filling the Conservation Coordinator position. Since we do not currently have any applicants, the board instructs Will to pull the Job Announcement until we hire a DM.

Public Comment: None

Meeting adjourned by Chairman Ken Masten at 6:30

Minutes Approved as Written or Amended:

Ken Masten _____ *9-14-22*
KSWCD Chair Date

David Cone _____ *9/14/22*
KSWCD Treasurer Date

Attachments:

- #1 Notification Letter
- #2 SBC/SDIS Email

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