



Klamath
Soil & Water
Conservation District

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

KSWCD BOARD MEETING MINUTES

February 8, 2023

In Attendance:

Board Members: David Cone, David Kent, Ken Masten, Earl Miller, Jolene Moxon

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

Community: Michelle Sharp/SBC, Nina Andrews/ODA, Damon Brosnan/ NRCS

Meeting called to order at 12:40pm – Chairman Ken Masten

Agenda Additions/Changes:

- Add approve financials from December
- Add Approval of Financial Policy
- Add Approval of Audit Report
- Add Approval for purchase of desktops and office chair
- Modify employment manual

Old Business:

- File Financials for January 2023
- Approve Minutes from January 2023
- Approve Financials from December 2022
- Financial Policy

Motion 1: Move to Approve December 15th, 2022 Financials.

Motion: Cone

Second: Moxon

Discussion: Cone discussed that the total income was more than budgeted and that the budget needs to be raised for next year's audit.

Vote: 4 Yes - Unanimous, Motion Passes

Motion 2: Move to Approve January Financials.

Motion: Cone

Second: Moxon

Discussion: Cone asked where \$100,000 came from and went to, Michelle said she moved it to the money market to collect interest.

Vote: 4 Yes - Unanimous, Motion Passes

Financial Report:

The district has managed to under budget the total income for the district and so there are currently more funds present in the account than was originally thought to be. The district will be buying out new employee, Sam Fletcher's, contract which will save money in the long run.

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Motion 3: Move to approve credit cards for \$500 for employees, other than the District Manager, to use for the purchase of office materials and errands then change the Financial Policy to include this.

Motion: Moxon

Second: Miller

Discussion: Will originally asked for \$250, Jolene suggested raising it to \$500. Employees will be able to use the card for a maximum amount of \$500 dollars each month with approval from District Manager.

Vote: 4 Yes - Unanimous, Motion Passes

Motion 4: Move to approve Financial Policy with the additional verbiage of \$500 credit cards for employees.

Motion: Moxon

Second: Kent

Discussion: None

Vote: 4 Yes – Unanimous, Motion Passes

Motion 5: Motion to approve January Board Meeting minutes.

Motion: Moxon

Second: Cone

Discussion: None

Vote: 4 Yes – Unanimous, Motion Passes

Motion 6: Move to adopt KSWCD Surplus Property Disposal Policy.

Motion: Miller

Second: Cone

Discussion: Talked about the cleaning out and sale of the district pickup, and adopting the state of Oregon’s SWCD’s policy.

Vote: 4 Yes – Unanimous, Motion Passes

Motion 7: Move to hire an additional 40 hour per week employee for Monitoring.

Motion: Moxon

Second: Kent

Discussion: Will explained how this will enable the district to take on more monitoring projects, therefore also enabling SWCD to receive more funding for projects involving monitoring. The employee will be paid \$25-\$27 per hour.

Vote: 4 Yes – Unanimous, Motion Passes

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Motion 8: Move to buy out Sam's contract with Express and hire as regular employee.

Motion: Moxon

Second: Kent

Discussion: Will explained since Sam is a contractor, she can't have a district card, or various accounts and logins required for admin work here. SWCD currently pays over \$28/hour to Express for her, and buying out the contract and hiring her would save the district money in the long run.

Vote: 4 Yes – Unanimous, Motion Passes

Motion 9: Move to approve a \$3,000 budget for new computers and an office chair.

Motion: Moxon

Second: Cone

Discussion: The district needs new computers for recently hired employees and an additional office chair.

Vote: 4 Yes – Unanimous, Motion Passes

Motion 10: Move to reschedule the April Board Meeting to the 11th.

Motion: Moxon

Second: Cone

Discussion: Moxon will be unavailable for the original meeting date and so the board decided to move the meeting to a different day.

Vote: 4 Yes – Unanimous, Motion Passes

Reports:

FSA Report: Laura Hall

No updates; livestock programs are due in January. Laura will be working with KSWCD to do independent assessments of grazing program for crop insurance. They have received more interest in conservation programs.

NRCS Report: Josh Elke is sick, Damon Brosnan spoke on behalf of NRCS

Attended KID meeting, discussed how collaboration with different groups is key to success. Due to the Inflation Reduction Act that was passed, NRCS will receive an additional \$20-\$25 million dollars this next year. They will be announcing a CSP around the 14th of March for cost sharing and management programs.

FSA Report: Laura Hall

The FSA is wrapping up current livestock programs. They do have two new programs; an emergency relief program for drought-related losses in 2020 and 2021, and also a pandemic

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relief program. The deadline for these programs is June 2nd. The CRP program is also still available. The FSA also is starting a new well program, now that we re out of the D3 drought category. Funding will be similar to NRCS/cost-share.

ODA Report: Nina Andrews

Nina outlined ODA's duties and position as far as being an enforcement agency, and explained they must adhere to DEQ standards. For SIA's, she discussed how ODA's role is regulatory, and KSWCD's role is more of a voluntary, support-type role. Nina also warned to be on the lookout for an invasive species called the Emerald Ash Borer.

SBC Report: Michelle Sharp

Not much to report. Michelle mentioned updating the Financial Policy and Employee Handbook. Moving forward, this summer SBC will have a more limited schedule and so they will be assigning days for board members to sign checks and for document drop offs.

District Staff Report: Will Natividad

- The Keno Grant is about 2/3 done and will be completed by the June deadline.
- The district applied for a Keno Defensible Space grant for \$250,000 and should receive an answer in March.
- KSWCD is doing more work with farmers and ranchers in local Irrigation districts.
- The district is looking into new technology, such as Virtual Fencing. There are several landowners who would be willing to do pilot projects with the virtual fencing and workshops. If these were successful, there's funding opportunities for rancher to rancher ,training.

Chair Report: Ken Masten

- One drill is at experiment station/site and ready to go. The other is still out with Frank, who has been working on getting prices for a fertilizer box.
- Working on pricing a new No-Till Drill, a 10ft one was roughly \$50,000.
- OACD officer elections are coming up.

New Business:

- Will's 3-Month Evaluation is coming up soon
- Review and revise budget

Public Comment: None

Meeting is adjourned at 2:50 pm – Chair Ken Masten

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Minutes Approved as Written or Amended:

KSWCD Chair

Date

KSWCD Secretary/Treasurer

Date

F E M I N A L

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