



Klamath  
Soil & Water  
Conservation District

541.883.6924 | 1945 Main Street, Suite 200 | Klamath Falls, Oregon 97601 | [www.klamathswcd.org](http://www.klamathswcd.org)

## **KSWCD BOARD MEETING MINUTES**

**September 11th, 2024**

### **In Attendance:**

**Board Members:** Ken Masten, Earl Miller, Martin Kerns, David Cone, Charles Dehlinger, Jolene Robison

**District Staff:** Will Natividad/DM, Sam Fletcher/PM

**Community/Agencies:** Josh Elke/NRCS, Julie Jespersen/SBC

**Meeting called to order at 12:33pm** – Chairman Ken Masten

**Agenda Additions/Changes:** None.

### **Old Business:**

- Approve Financials for July 2024
- Approve Financials for August 2024
- Approve Minutes for August 2024

### **Motion 1: Motion to Approve July Financials.**

**Motion:** Kerns

**Second:** Miller

**Discussion:** At the July board meeting, there were questions regarding the credit card statements. The balances on individual cards were not clear. Julie said the formatting was somewhat confusing before, as in Quickbooks, the credit cards had been broken down by employee, but payments were applied to the total credit card balance between all the cards. The format of this has been adjusted for the month of August and will be clearer moving forward.

**Vote:** 6 Yes - Unanimous, Motion Passes

### **Motion 2: Motion to Approve August Financials.**

**Motion:** Miller

**Second:** Kerns

**Discussion:** Julie mentioned that the SWCD was supposed to have received a credit from Holiday Inn several months ago now, but it has still not shown up on the credit card statements. The grant advances are in the Money Market account, and the Unrestricted funds are in the checking account, and are approximately \$31,000. It was also noted that the bookkeeper did receive one overdue payment for the No-Till drill. Earl Miller asked about the insurance appearing to be over budget, and Julie said it is actually about \$20 less per month than budgeted. Ken Masten asked what the “Absences Payable” was, which is the PTO time accrued by employees, payable upon separation. Julie did note that this number is not current, it has never been regularly updated for the SWCD but can be moving forward. Charles Dehlinger

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**Staff** | Will Natividad, *District Manager*, Alex Sharp, *Project Manager*, Sam Fletcher, *Project Manager*



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asked about what costs the credit cards are used for- which is mostly office supplies, software subscriptions such as Microsoft Office, Adobe, and phone and internet bills.

**Vote: 6 Yes - Unanimous, Motion Passes**

**Motion 3: Motion to Approve August Minutes.**

**Motion: Robison**

**Second: Dehlinger**

**Discussion: None.**

**Vote: 6 Yes - Unanimous, Motion Passes**

**Reports:**

**SBC Report: Julie Jespersen**

There is an issue with the final Algoma billing, it does not match with the actual invoice received from the contractor, JW Kerns. The final billing was submitted for approximately \$141,000 for the final contracting invoice, since that was the amount of funding that would be available for contracted service, and the actual cost of the project was going to be higher. However, the invoice received was only for approximately \$139,000, so the difference in funding needs to be accounted for with some kind of receipts, records, or adjusted timesheets.

**NRCS Report: Josh Elke**

NRCS has two new positions starting this fall; a partner biologist and a Pheasants Forever position. They are currently working on CRP signups, as well as sending planners to help out with certifications in other counties. Josh and Will have been on several site visits. The fiscal year for NRCS is also ending shortly, so Josh is working on getting last minute documents signed by landowners and completing employee evaluations. In the near future, NRCS will be working on conducting Cultural Resource requests and endangered species surveys. They are also working towards a large-scale, multi-year Juniper removal project in coordination with KLFHP, the Forest Service, and ODF, which will be submitted in April 2025 and would be implemented in 2026. NRCS is working on updating their filing systems to be electronic as well.

**FSA Report: Josie McCarty**

The basin is no longer in a D2 drought, so there are no drought-related programs available currently. There are no updates on Laura's position being filled yet or interviews scheduled, the acting CED is still in Harney County.

**District Staff Report: Sam Fletcher (Alex Sharp not present)**

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- Submitted 2 pre-proposals for IM-11 funding to OWEB, involving riparian plantings and irrigation efficiency projects. A total of 7 pre-proposals were submitted between Alex and Sam.
- Submitted RRF for Upper Sprague SIA.
- Created new timesheet format so we can track hours for workers comp required reporting.
- For USFWS, currently several projects in progress. Finished last of 3 water gaps on Sprague, also fencing. Fencing & water gaps also going in on several properties on the Williamson. One project on Williamson will be next year now- cultural resource specialist was unable to make it out there.
- 4 site visits were completed with USFWS Partners Program staff, some will be 2025 projects, some may be NRCS projects as well.
- Working on RRF for NRCS CA with EzFedGrants, which is entirely new system so a bit of a learning curve. Will be attending trainings offered.

#### **District Manager Report: Will Natividad**

The SWCD submitted several IM-11 pre-proposals for irrigation projects. There will be funding left over from the first application period, which should be available next Spring. For the Algoma project, the OWEB portion has been completed, and the final funding request has been received. Will is now working on the NRCS certification and landowner reimbursement portion of that project. The Hankins project should be completed this week as well. The district also received a small grant from OWEB for Yellow Flag Iris treatment and native planting along the Upper Klamath Lake. Replacement title paperwork was filed last week for the district's truck so that it can be sold. For the upcoming director election, several new individuals filed for positions; Lyndon Kerns filed for Zone 1, and Robert Douglas for Zone 4. The At-Large 1 position still has no candidates. Alex Sharp will be leaving the district to work for Sustainable Northwest. David Cone asked about the status of Hanna's phone and laptop, there has been no updates, but Will said he will send over a FedEx shipping label.

#### **Chair Report: Ken Masten**

Ken mentioned he will be leaving the Groundwater Advisory Committee, and is working on finding a replacement.

#### **New Business:**

Julie Jespersen reminded the board that for the fiscal year that ended in June, we will need someone to start preparing the financial review soon. Several of her clients have been working with Molatore successfully. There are some rumors that the district's current CPA, Todd, actually did not retire, so Ken will look into it, and ask Todd to prepare the statements if he's not retired.

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Jolene asked if the district was planning on flying a new position with Alex leaving. Will said that yes, the district will be. It will be a project manager position.


**The board entered executive session under ORS 192.660(2)(i) and ORS 192.660(8) to evaluate the performance of an officer, employee, or staff member- Will Natividad, District Manager.**

**Public Comment:**

None.

**Meeting is adjourned at 2:35pm – Chairman Ken Masten.**

**Minutes Approved as Written or Amended:**

  
\_\_\_\_\_  
KSWCD Chair 12-6-24  
Date

  
\_\_\_\_\_  
KSWCD Secretary/Treasurer 12/6/24  
Date

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