



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

October 19, 2022

In Attendance:

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

KSWCD Staff: Interim Project Manager, Will Natividad

Community Partners: Molly O'Brien, Herald and News (via zoom)

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

Agenda Additions:

- District Cell Phone – Old Business
- Elections – Old Business
- Overtime – New Business
- Holiday Pay for Will – New Business

Motion 1: Move to Authorize Interim Project Manager to secure a District Cell Phone for a maximum of \$60 monthly for plan/hardware and cancel the Fax Machine Service through Spectrum.

Motion: David

Second: Todd

Discussion: Will reports that within the last 2-3 years we have received a maximum of 4 advertisements over Fax. If we cancel the Fax and the cell phone reimbursement for the District Manager, we will save approximately \$60 dollars monthly. The Spectrum cell phone plan would be approximately \$50 for plan and hardware. Ken states that NRCS has a fax machine that we would be able access if needed. Todd asks if the cell plan has everything, we need such as data plan? Will confirms that yes, the plan would cover what he needs.

Vote: Yes – Unanimous, Motion Passes

Motion 2: Move to Approve the September 14, 2022 Financials

Motion: Todd

Second: Denise

Discussion: None

Vote: Yes – Unanimous, Motion Passes

Board Members | Ken Masten: Interim District Manager/Chairman/Director, David Cone: Treasurer/Director, Denise Kandra: Secretary/Director, Todd Kepple: Director, Martin Kerns: Director, Grant Knoll: Director
Staff | Will Natividad, Interim Project Manager



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Motion 3: Move to Approve the September 14, 2022 Minutes

Motion: David

Second: Todd

Discussion: None

Vote: Yes – Unanimous, Motion Passes

Motion 4: Move to pay Board Members \$50 per day for interim No-till Drill and Aerator Delivery until the District finds a permanent solution for delivery.

Motion: David

Second: Kandra

Discussion: Will would like to see the District reimburse Ken for his work with the no-till drill delivery. Will spoke with Eric Nusbaum at ODA regarding compensating a board member for delivering the drill. Eric said there is no issue with reimbursement of mileage, it is covered under ethics law, or the board could pass policy that allows board members to be compensated at \$50/day which the maximum allowed under special district law. Ken would need to submit a log of the days he delivered the drill and submit it to the bookkeeper.

Vote: 3 Yes – David, Denise, Todd

1 Abstention – Ken

Motion Passes

Motion 5: Move to pay a Pilot Car standard mileage rate (.625) to accompany the Drill/Aerator Delivery. Mileage from operator residence and return to residence. Temporary, until the District finds a permanent solution.

Motion: David

Second: Kepple

Discussion: Ken states that he has a conflict of interest because the pilot car is being driven by his wife, currently.

Vote: 3 Yes – David, Denise, Todd

1 Abstention – Ken

Motion Passes

Board has discussion regarding the Agenda order. It is determined that the District Manager Hiring process should have been listed under the Executive Session, as that is the purpose of the executive session.

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Motion 6: Move to authorize the District to cover the cost of the OACD Conference registration, travel and lodging.

Motion: Cone

Second: Kepple

Discussion: Dave and Todd suggest that is standard policy for the District to cover such conference charges.

Vote: Yes – Unanimous, Motion Passes

Motion 7: Move to Authorize the bookkeeper to pay Interim Project Manager, Will Natividad, for the Columbus Day Holiday Pay and PTO for medical reasons.

Motion: Kepple

Second: Cone

Discussion: Michelle at SBC contacted Dave regarding whether Will should be paid for the holiday. Dave looked at the Employment Handbook and it appears that full-time temporary employees are eligible for holiday pay. Todd suggests that we pay for the Sick leave and delve into the Handbook and make sure it is up to date in all areas.

Vote: Yes – Unanimous, Motion Passes

Election Discussion:

Board discusses write-in options; no names have been submitted currently. Will is going to check with Sandi Hiatt at ODA prior to the deadline of Oct. 25. Ken thinks it would be better for people to do the write-in option versus being appointed, but either way can produce good board members. Ken asks that if anyone comes up with any name for write-in to please contact himself or Will.

Financial Policy Discussion:

David requests that by the November meeting all the Board members have a copy of the latest updated Financial Policy for review. Michelle at SBC suggests that there may be articles that need updated, reviewed or removed.

No-Till Drill/Aerator Discussion:

Ken is still currently delivering the drill. Todd asks about previous discussion of the District charging a deposit or surcharge. Ken thinks that it may be more paperwork than it is worth and if he just reminds the renter to clean out the seed and/or fertilizer bin prior to returning the drill, that would probably take care of the issue.

Will suggests placing a laminated sheet on the seed bin that indicates what the return expectation is. Denise asks if the return policy is currently on the rental agreement, it is confirmed that it is and that it probably needs to be highlighted.

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Personnel Discussion:

Will states that the workload is increasing due to multiple projects opening up within the next several weeks. (Knoll, Flynn, Barclay Springs) in addition to the back log of catch-up work. Will would like to hire a temporary worker immediately to help fill the gap with typing, phone work and any other duties that do not require an abundant amount of training, in order give Will more time to devote to meet deadlines etc.

OACD Report:

Ken reports that Jan at OACD is leaving and that the agency has hired Cascade Employment Association to find a new Executive Director. Ken is still planning to attend the OACD convention in Newport. He asks if the District would still be willing to pay for the registration. Consensus amongst the board is that the District should pay for all related costs since Ken is there as a District representative.

Public Comment – None

Media is advised that they may stay for the Executive Session but may not report on what is discussed during the Executive Session

Open Session is Recessed at 1:50 to go into Executive Session – Chairman Ken Masten

Executive Session is called to order at 1:51 under ORS 192.660(2)(a) ORS 192.660(7)

To consider the employment of an officer, employee, staff member or agent

Executive Session is Adjourned at 2:20

Return to Open Session at 2:20 – Chairman Ken Masten

Interview Committee:

Chairman Masten appoints an interview committee: David Cone, Denise Kandra and Todd Kepple will interview candidates beginning at 9am on Friday, October 21, 2022. Then the committee will bring a recommendation to the board at a Special Meeting on Wednesday, October 26 at 9am.

Motion 8: Move to Authorize the Interim Project Manager to hire a Temporary Employee for 2 months. Maximum of 40 hours per week at \$20 per hour.

Motion: Kepple

Second: Cone

Discussion: None

Vote: Yes – Unanimous, Motion Passes

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Meeting is adjourned at 2:20 – Chairman Ken Masten

Minutes Approved as Written or Amended:

Ken Masten 10/26/22
KSWCD Chair Date

David Cone 10/26/22
KSWCD Secretary/Treasurer Date

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Staff | Will Natividad, Interim Project Manager