



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 BOARD MEETING MINUTES September 14, 2022

In Attendance:

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

District Staff: Will Natividad

Community: Julie Jespersen/SBC, Michelle Sharp/SBC, Josh Elke/NRCS, Nina Andrews/ODA,
Beth Pietrzak/ODA via Zoom

Meeting called to order at 12:05 – Chairman Ken Masten

Agenda Additions:

- Oregon Unemployment Claim -David
- Weather Modification Meeting – David
- Board Vacancies – Todd

Motion 1: Move to Approve the June 24, 2022 Minutes

Motion: Todd

Second: David

Discussion: None

Vote: 4 Yes - David, Denise, Todd, Ken

1 Abstention - Martin

Motion Passes

Motion 2: Move to Approve the July 13, 2022 Minutes

Motion: David

Second: Todd

Discussion: Todd asks for confirmation that the corrections to the minutes were for the Employee Handbook revisions of Comp. Time, Vacation Time, Sick Leave. Denise confirms based on the June minutes that these were the only revisions, not Overtime.

Vote: 4 Yes - David, Denise, Todd, Ken

1 Abstention - Martin

Motion Passes

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Staff | Will Natividad, Interim Project Manager



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Motion 3: Move to Approve the August 17, 2022 Special Meeting Minutes

Motion: David

Second: Todd

Discussion: None

Vote: 4 Yes - David, Denise, Todd, Ken

1 Abstention - Martin

Motion Passes

Motion 4: Move to Approve the August 2022 Financials

Motion: David

Second: Todd

Discussion: Dave has a question on the P&L versus Actual and Budget. Julie explains that the Budget figures are 2/12ths of the total \$\$ budgeted. Dave also questions the Contracted Services line item, "we are over budget there, is that because of the way the money came in?". Julie confirms "Yes", this is the case. And SBC is working with Will to try to clean-up and close out grants. Dave states he and Ken have had conversation about depositing money into the Money Market account. Dave suggests keeping \$5000 balance in the Money Market and deposit the rest into checking to avoid having to make multiple transfers between accounts. SBC has ordered a Deposit Stamp for the checking account for that purpose. Ken and Julie confirm that the minimum required balance for the Money Market is \$2500. Michelle wants to make the board aware that there is a \$10 bank charge due to oversight on transferring \$\$ to cover Brian's final check and PTO. Julie states that SBC will issue a credit on the next billing to the District for that bank charge.

Vote: Yes – Unanimous, Motion Passes

Motion 5: Move to change Payroll Processing to Direct Deposit. Time card will be sent electronically for approval by a board member. 1- Treasurer, 2- Chair, 3- Vice-Chair (based on availability at time of payroll)

Motion: Martin

Second: Denise

Discussion: Denise thought we weren't able to do it because the bank required a certain number of employees. Ken and Julie went to Umpqua Bank and confirmed that is not the case and there is not a minimum.

Vote: Yes – Unanimous, Motion Passes

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NRCS Report: Josh Elke

October is the beginning of their fiscal year. November 18 is the date NRCS will know which agencies they will be working with for the remainder of fiscal year 2023, based on applications to the State Office. They have multiple programs going for applications, Josh can provide more information if needed. NRCS has 3 position vacancies soon to be 4. They may be looking at using local partners to provide resources to fill in the gaps such as engineering. NRCS has completed their long-range plan for 2022-2027. Josh provided the condensed version for the board.

FSA Report: Laura Hall

No new updates. Program deadlines approaching are: Crop Insurance Nov. 30, Acreage Reporting Dec. 15, Livestock program, (hauling water, feed transportation drought grazing losses) Jan. 30, 2023. They are exploring emergency response plans for the Van Meter fire, mostly fencing.

ODA Report: Beth Pietrzak/Nina Andrews

Nina gives the report because audio is not working properly and we cannot hear Beth. They are sending out follow-up letters to property owners in the Middle Sprague SIA and have been doing some water sampling in the Wood River. ODA/DEQ MOA is out for public comment until Sept. 18. Within the last 4 months there are 2 compliance case landowners outside of the SIA that they could use help from SWCD. (fencing/livestock watering systems)

SBC Report: Michelle Sharp

Will had asked Michelle to provide information about the Drill/Aerator P&L and whether it would be feasible to hire someone to do delivery and service. Net income for the Drill and Aerator last fiscal year \$20293. SBC believes the income is accurate, however the expenses may not be as accurate due to coding errors from the district. They think there is approximately \$20,000 net to support a part-time person. However, if the district writes-off the some of the past due (over 90 days) AR accounts due for the Drill, that would have to come out of the \$20,000. Michelle reports the CONNECT registration charge will be refunded. SBC wants to make the board aware that there is a lot of information missing concerning the Balin Fencing grant. The numbers that were provided to SBC from Brian are not aligned to quickbooks.

District Staff Report: Will Natividad

See Attachment #1

Will reports that he has had interest from someone willing to do the drill/aerator delivery and service. He and Ken will talk with him and see what transpires. The board will need to decide on salary or wage, etc. At an absolute minimum there is need for an administrative person/project manager position. He reports there are a lot of grant opportunities in addition to

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cooperative agreements with other agencies, such as NRCS. Also, we have 2 SIAs up in the Sprague worth \$250,000 that are years behind and we need to do the work that is funded. If we were able to employ more people, we could easily keep them busy for 3-4 years.

Will states that he would like to come up with a document for the board to use when talking with constituents that lists current programs we have, how to qualify and a website for information.

Regarding the Flynn project, Will reminds the board that Brian Quick had committed his own personal property to use to water the vegetation on the project (four-wheeler, trailer, sprayer etc.). The district does own any of this type of equipment, so Will is talking with Brian Hidden/USFWS about possibly renting the equipment from them when the time comes.

Chair Report: Ken Masten

Ken reports that he has not had a chance to see the attorney but will make a point of getting there next week. Todd and Ken delivered Brian's final check August 11, Brian reported them for trespassing, no charges were filed.

Ken has moved the drill twice. One rental was to Frank Hamerich, Ken is requesting that we do not charge Frank due to the fact that there was a bearing out on the drill, Frank purchased and replaced the bearing. Frank has also offered to replace the fertilizer box this winter if the district purchases it.

Ken had Stacey & Dennis IT come and change computer passwords and do a security search for remote access.

Ken will continue to work on the outstanding AR balances.

OACD did not have a meeting this month.

Ken queries the board whether to continue serving lunch at monthly meetings or move the time to 12:30 so people can eat prior.

Motion 6: Motion to change meeting time to 12:30 and not provide lunch

Motion: David

Second: Denise

Discussion: None

Vote: Yes – Unanimous, Motion Passes

New Business:

Oregon Unemployment Claim: David – David has been dealing with the Employment department regarding the Brian's termination. The district has received 3 letters, the last one states the State intends to grant benefits to Brian. David wants to know if he should continue to deny it? Board consensus is to not pursue denial.

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Weather Modification meeting: David

David attended the public comment meeting on behalf of the district. David reports that he has since become aware that the ODA has denied the Weather Modification applications for Curry and Klamath County.

Board Vacancies: Todd

Todd states that he wants to make sure that people who are interested in board positions are contacted and made aware of the Write-in process and deadlines. October 25 is the deadline for the application.

Motion 7: Motion to pay Will the \$75 monthly cell phone stipend effective August 16, 2022.

Motion: Denise

Second: David

Discussion: It is discussed that at a later date, it would be a good idea to get a district phone for the manager. then it stays with the district in the event of staff changes. Will is going to get some proposals and figures for cell plans for a district phone and present at next meeting for approval.

Vote: Yes – Unanimous, Motion Passes

District Manager Job Description/Announcement: Denise

Denise gives an overview of the current job description, input on the job description from HR Answers, Josh Elke/NRCS and board members. Consensus is that the current job description and announcement are very verbose, redundant and generally too lengthy. There is discussion that the email listed on the job description should be one that is accessed outside of the district office. A committee is appointed to finalize the job description and job announcement.

Ken Masten, David Cone, Todd Kepple will meet on Monday, September 19 at 12:00.

The final document will be emailed to the rest of the board.

Public Comment: None

Meeting is adjourned at 2:44 – Chair Ken Masten

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Staff | Will Natividad, Interim Project Manager

Attachment #1

Will's Interim Project Manager Report notes

Since last board meeting:

- Pass through payments to contractors either actually paid out or in final process at Oregon Watershed Enhancement Board reduced the back log of payments to contractors from \$108K to \$40K.
- Deming Creek visit conducted for our long-term temperature monitoring project funded by ODA. Work on this project was not conducted according to procedure this year, resulting in months of data being lost and required visits and tethering hardware upgrades not completed.
- The District has completed all necessary actions to officially enter into a Cooperative Agreement with USFWS to do work on the Flynn property in the Sprague, minus a final approval from Ken. This agreement will earn the District \$24K over the next 3 years but more importantly, will establish a template by which we can receive additional projects like this from USFWS, which we have not had a contractual relationship with for many years.

Current financial business:

- Anticipated revenues within the next month include \$33K from the Gerber Project close out, \$15K in capacity grant funds, and \$9K from assorted other projects (Keno, Balin Fencing, Algoma T/A, Medin SG).
- Go ahead received from Grant Knoll to implement the OWEB funded project on his Algoma property. Agreement will be available for signing in the first week of November.

More people needed: Build capacity to service existing grants/cooperative agreements, pursue additional state funding opportunities, and accept cooperative agreement work from NRCS.

- No till on per contract basis, project manager and/or admin.

Future:

More forestry money available (Community Wildfire Defense grants open), livestock well applications opening in November, weed fund applications open in December, SIAs are years behind.