



Klamath  
Soil & Water  
Conservation District

541.883.6924 | Fax: 541.882.5409 | 1945 Main Street, Suite 200 | Klamath Falls, Oregon 97601 |  
[www.klamathswcd.org](http://www.klamathswcd.org)

## **KSWCD BOARD MEETING MINUTES November 9, 2022**

### **In Attendance:**

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

**District Staff:** Will Natividad/DM

**Community:** Julie Jespersen/SBC, Michelle Sharp/SBC, Josh Elke/NRCS, Nina Andrews/ODA  
Jaxsen Sikorski/KID

### **Meeting called to order at 12:50 – Chairman Ken Masten**

Agenda Additions/Changes:

- Minutes will be first
- Financials second
- Reports by Community Partners third

### **Old Business:**

- **Workers Comp Resolution:** Michelle sent this form to Denise to put it on District letterhead. Resolution is to add volunteers and update a board member rating regarding Chairman Masten delivering the drill and volunteer Frank Hamerich as he works on the drill, there is discussion amongst the board and consensus that we hold the form and have further discussion with the insurance company if form updates are really necessary.
- **District Manager Contract:** Chairman Masten reports that the contract still needs to be signed by both parties.
- **District Vehicle repairs:** The board originally authorized \$300 for repairs when Will was still Interim DM; however, after diagnosis was completed, the estimate came in at \$755. It is stated that the District Manager has spending authority of \$1000; anything above that amount must be approved by the board.

### **Motion 1: Move to Approve the October 12, 2022 Minutes**

**Motion:** Denise

**Second:** David

**Discussion:** None

**Vote:** 4 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, District Manager



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**Motion 2: Move to Approve the October 26, 2022 Special Meeting Minutes**

**Motion: Todd**

**Second: Denise**

**Discussion: None**

**Vote: 4 Yes - Unanimous, Motion Passes**

**Financial Report:**

**October Financials were not received in time to be approved at this meeting. David Cone, Treasurer requests to hold approval until the December meeting in order to give everyone time to review.**

**Motion 3: Move to Approve the Notice of Designation updates for the Registered Agent for the Secretary of State of Oregon; to read registered agent: Will Natividad/DM and Chairman Ken Masten will sign for the Board**

**Motion: Denise**

**Second: David**

**Discussion: None**

**Vote: 4 Yes - Unanimous, Motion Passes**

**Motion 4: Move to wave the 6 month trial period for Will Natividad's Health Insurance stipend of \$450 monthly effective upon the completion of the new hire paperwork and a signed Employment Contract, prorated as needed.**

**Motion: Todd**

**Second: David**

**Discussion:** Todd suggests we review that section of the handbook, he thinks it is unfair to ask new employees to wait such a long period of time to receive a health benefit since it is essentially a tool used to recruit new employees.

**Vote: Yes – Unanimous, Motion Passes**

**Motion 5: Motion to move change the December meeting date to Thursday, December 15 beginning at 12:30.**

**Motion: Denise**

**Second: Todd**

**Discussion:** Denise has a scheduling conflict in December; so, in the interest of having a quorum at the December meeting, Denise requests that meeting day be changed from Wednesday to Thursday.

**Vote: Yes – Unanimous, Motion Passes**

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**Motion 6: Move to amend the SBC contract to authorize up to 50hrs. per month for 3 months, effective immediately, ending February 28, 2023.**

**Motion: Todd**

**Second: Cone**

**Discussion: None**

**Vote: Yes – Unanimous, Motion Passes**

### **Reports:**

#### **NRCS Report: Josh Elke**

NRCS still has 4 vacancies. They have over 20 applications for current programs. There have been multiple meetings with partner agencies. There is an Upper Klamath Basin Producer listening session coming up and the Klamath/Lake Forest Health Partnership is coming up as well. Lost River Juniper Removal Project areas have 1000's acres. They have more applications than money available, which will allow him to request more federal funds after the new year.

#### **ODA Report: Nina Andrews**

There are several landowners she is trying to contact within the SIA's. She requests if anyone can be of help to reach out to her with suggestions.

#### **SBC Report: Michelle Sharp/Julie Jespersen**

- They have delivered the contract between SWCD/SBC to David.
- Michelle requests that the Financial Policy be reviewed and updated. David will review and asks that it be added to the agenda for the December meeting.
- Notice for Registered Agent needs to be updated and completed by the board.
- Simple IRA Plan: Oregon requires that we offer IRA options; either through the Oregon state program or one of our own. Julie's recommendation is that KSWCD seek out and offer a simple IRA. The employee is not required to sign up, we only have to make the program available. Board consensus is to have Will and SBC bring information on Simple IRAs to the December meeting for approval.

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- On January 1, 2023 the Family Medical Leave Act takes effect. It is a 1% tax to the employee, the district is a small enough employer that we do not have to match it, but can pay 40% of the employee's 1% if we choose too.
- Budgeted repairs are already over budget for the Drill.
- Michelle asks when the board wants Will's health stipend to start. The employee handbook says it takes effect after the sixth month trial period. It will require board action if that the pleasure of 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. COC elections just opened; farmers and ranchers mainly in the Merrill/Malin area will receive a ballot. Candidates are: Luke Robison, Terry Gutherie and Les Sturm. FSA is now fully staffed.

#### **District Staff Report: Will Natividad**

- **Budget review:** Salary, Wages and Benefits are not being billed correctly (not charging the correct hourly wage) within the Local Capacity Grant. Will states that the District runs the risk of having to return monies to the State at the end of the biennium if we do not use it. The State has also requested that he do a budget amendment because they have an additional \$20,000 they want to give the District. Will suggests that we bring interns on board to work on specific projects; therefore, avoiding extensive training for all areas within the District. Will states that the District budget should be closely tied to our Capacity Grant and reflect one another. Will summarizes the situation as; we have not enough man power to cover everything and an excess of money, we run the risk of having to send some money back. He estimates that we have work to keep 4 full-time and 1 part-time (2 permanent which includes DM and Conservation Coordinator) position to fulfill current obligations before we accept any other projects or competing for any new grants. Board discussion is to fill the Conservation Coordinator position first, then move from there. Board requests that Will have SBC work the actual figures for 2 full-time and 1 part-time position so the board can visualize the sustainability of hiring additional full-time positions.

**Attachment #1- capacity grant budget pages**

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

#### **• OACD Convention:**

- Commission meeting revealed that there are multiple districts, primarily in the Willamette Valley area that are having trouble finding director candidates that own or manage 10 acres. The commission held a vote to void that requirement; the motion failed to pass. They are going to set-up a committee to review the requirement and bring options back to the Commission, one option that was floated is to allow each District to decide for themselves. Ken states there is a lot of opposition to that option in Southern and Eastern Oregon Districts.
- There are multiple new grants that are rolling out for 2023
- ODA has hired 7 new positions

### **New Business:**

- **Request for Office Computer Hardware/Software:** Will is going to postpone this request until December, he has not been able to get any quotes from Stacey and Dennis Computers yet. There is clear need for additional computer hardware; we have only one full workstation. We also need Antivirus software which would cost \$100 annually.
- **District Rezoning:** Will has talked with Eric Nusbaum. Will thought it would be good to zone according to resource concerns, but the requirement from the state is tied to population. Board asks Will if this is a top priority for him at this moment; he says no. Board consensus is to table the issue.
- **District Manager Training:** Board consensus and direction to Will is to find some Manager training, HR training and possibly Executive Session training and start this winter. The importance of training and finding a mentor was expressly conveyed.
- **Employee Handbook:** Denise expresses that there are several areas within the Employee Handbook that need immediate attention and revision prior to hiring anymore employees. She will send out some revisions for approval at the December meeting and then suggests that the entire handbook be reviewed by an HR firm.
- **Request for additional SBC hours:** Due to the overwhelming workload Will has currently, he is requesting the board approve additional hours for SBC, so that he will be able to push as much of the finance related work to them. He has a back log of amendments, release of funds requests, invoices, etc. that SBC could do the numbers and Will would do the reporting.

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**Public Comment: None**

**Meeting is adjourned at 3:46 – Chair Ken Masten**

**Minutes Approved as Written or Amended:**

  
\_\_\_\_\_  
KSWCD Chair 12/15/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
KSWCD Secretary/Treasurer 12/15/22  
\_\_\_\_\_  
Date

**Attachments:**

#1 – Local Capacity Grant Budget pages

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