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KSWCD REGULAR MEETING MINUTES July 9, 2025

Attendance:

Board Members:

Present: Ken Masten, Jolene Robison, David Cone, Charles Dehlinger, Bobby Douglas, Lyndon Kerns, Earl Miller.

Others Absent: none

District Staff: Misty Buckley

Agencies: Eric Nusbaum/ODA

Community/Other: none

Proceedings:

Meeting called to order: 12:30 pm – Ken Masten

Quorum present? Yes

Agenda Additions/Changes: Lyndon Kerns requested to add discussion of grant application for Klamath Drainage District. Earl Miller inquired if we had surpassed \$1 million in expenditures which would require additional board member training; ODA has submitted training for approval but is still awaiting approval.

- Approve Financials for June 2025 – Financial reports were received the day of the meeting and most had not had time to review, thus approval of June 2025 financial reports was postponed. Charles Dehlinger motioned to postpone approval of the June 2025 financial reports. Lyndon Kerns seconded this motion. The motion passed unanimously.
- Approve Minutes for June 2025 Regular Meeting – Jolene Robison motioned to approve the minutes for the June 2025 Regular Meeting. David Cone seconded this motion. The motion passed unanimously.

Reports:

- SBC – n/a
- NRCS – no updates
- FSA – acreage reports are due July 15; Ken thought that may be extended. USDA sent an email about County Committee Elections.
- ODA – Nina Caldwell was unable to attend. Eric Nusbaum indicated that capacity grants were working their way through to districts and spending will be allowed as of July 1 even if we don't have the agreement yet.
- District Manager – Misty e-mailed 7/8/25. Misty reviewed.
 - Past instruction was to e-mail to the entire LB-BV RCD Board a copy of the letter previously postal mailed to the LB-BV RCD that was returned by USPS; Misty has been unable to verify current LB-BV RCD Board membership & e-mail addresses. No further correspondence has been received at KSWCD from LB-BV RCD; Jolene

Robison saw Scott Seus and he didn't bring it up. Jolene Robison motioned to record this chain of events and file the returned letter. Lyndon Kerns seconded this motion. The motion passed unanimously.

- Chair – Thank you to Eric Nusbaum from ODA for presenting information before the meeting regarding tax district considerations.

Unfinished Business:

- There is no digital or paper trail documentation of agreement to pay for the two individuals who still have past-due accounts for equipment rental. Misty Buckley contacted them and requested payment; neither have responded at this time and Misty does not recommend collection action because of lack of documentation. David Cone made a motion to write off these accounts; Lyndon Kerns seconded the motion. The motion passed unanimously. [amended by board vote 8/13/2025 to specify effective in 2024-25 fiscal year] Charles Dehlinger had previously indicated interest specifically in renewing the equipment rental program; Misty suggested that Charles could assist the district in drafting policies including obtaining proof of identification of individuals renting the equipment which would help with documentation if we found ourselves again in a position to initiate collection of past-due accounts and procedures for pre-season, periodic, and post-season maintenance and obtaining deposits toward the rental fee dependent upon reported intended usage. Charles also reported that he has leads for equipment grants. Ken Masten also recommended that we require two non-tamper meters; one that records cumulative use and the other that records per-user use and that we require contract signature for users. Charles further suggested that the contract could state that users are liable for repairs beyond anticipated wear/tear and this responsibility could be verified with pre- and post- rental documentation of condition. Earl Miller made a motion to not allow future rental to the two individuals whose accounts have been written off unless they pay for the previous amount. Jolene Robison seconded the motion. The motion passed unanimously.

New Business:

- Approval of Molatore & Co LLP Letter of Engagement – Molatore & Co LLP will prepare our financial statements for the fiscal year ending June 30, 2025; anticipated to begin near the end of October 2025 and to be completed near the end of December 2025. Lyndon Kerns made a motion to authorize signature of engagement contract with Molatore & Co LLP. Jolene Robison seconded this motion. The motion passed unanimously.
- Approval to purchase QuickBooks Online - Charles Dehlinger asked to be reminded of the anticipated cost; it is about \$800-\$1,200 approximately per year inclusive of the payroll software fees. Ken Masten expressed Julie Jespersen's concern that the QuickBooks Desktop and QuickBooks Online are not compatible and said this is a problem; Misty confirmed that QuickBooks Desktop is compatible to be imported into QuickBooks Online but they won't stay up to date with each other for back-and-forth continued use. Julie has stated her business does not support the QuickBooks Online platform and if we switch to the online version we would need to find a different bookkeeper. Eric Nusbaum reported that many small districts utilize QuickBooks Online because the information is accessible remotely and in real-time, including some SWCD's contracting with out-of-state providers who have financial experience with small government entities, and the online platform increases the options available to the district. Ken inquired how checks would be handled and different scenarios were discussed, with all scenarios still requiring two board member signatures on checks. Misty stated that there can be cost savings gained by being able to

access the data for reporting and the reporting can be obtained when we need it rather than having to pay to have a report generated when the bookkeeping service has capacity to do so. Misty also said we can set expectations and define what tasks will be done and when by the bookkeeping service, what tasks will be done by the district management, and what tasks will be done by the board treasurer. Earl Miller motioned to approve the purchase of QuickBooks Online. Lyndon Kerns seconded this motion. The motion passed unanimously. Charles stated that he prefers to have a local bookkeeper and Jolene stated that she feels strongly that it be a local provider; this requirement will be stated in the RFP.

- David Cone made a motion to publish an RFP to include local accessibility. Earl Miller seconded the motion. The motion passed unanimously.
- Lyndon Kerns expressed his concerns regarding the Klamath Drainage District (KDD) request for KSWCD to submit a grant application and perform associated fiscal agent and reporting responsibilities. Discussion and clarifying information was shared regarding where water flows. Misty Buckley reviewed her understanding of the project application and the NRCS capacity it proposed to fund. Feasibility, competing interests, and agency implications were discussed along with the timeline for being able to have board discussions and provide timely responses to those wishing to partner with us for proposals; this request came on short notice which didn't facilitate time for all steps we may wish to consider in the future. Conclusion to apply was based on no construction to be performed and the ability for landowners to provide design input. Jolene Robison made a motion to participate by submitting the application. Bobby Douglas seconded the motion. The motion passed unanimously.

Board Discussion & Comment:

- Charles Dehlinger reviewed his costs of attendance at recent training opportunities; it was briefly discussed to what extent we can pay for board member training at this time. Board members who wish to have registration fees paid or to be reimbursed for costs should have that considered by the board in advance of the expenditure.

Public Comment:

- None

Adjournment:

- David Cone made a motion to adjourn the meeting. Jolene Robison seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:17 pm.