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## **KSWCD REGULAR MEETING MINUTES December 10, 2025**

### **Attendance:**

#### **Board Members:**

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

**Absent:** Ken Masten.

**District Staff:** Misty Buckley

**Agencies:** none.

**Community/Other:** High Desert Bookkeeping (Nicole Burch).

### **Proceedings:**

**Meeting called to order:** 12:34 pm – Jolene Robison

**Pledge of Allegiance**

**Quorum present?** Yes

**Agenda Additions/Changes:** item of unfinished business combined with relevant HDB report.

- Approve Financials for November 2025 – Jolene Robison had a question regarding a December travel reimbursement which reflected a purchase in town; the receipt was not immediately available for review so this will be reviewed after the meeting. David Cone motioned to approve the November 2025 financial reports. Bobby Douglas seconded this motion. The motion passed unanimously.
- Approve Minutes for November 2025 Regular Meeting – Charles Dehlinger motioned to approve the minutes for the November 2025 Regular Meeting. Earl Miller seconded this motion. David Cone abstained. The motion passed.

### **Reports:**

- SBC – n/a
- HDB – Nicole Burch has thus far been unable to initiate the QuickBooks conversion project as the contract was not signed when anticipated and there was also a delay with credit card purchase of the QuickBooks subscription and we were unable to take advantage of a limited time promotional discount. Nicole offered a solution to the subscription challenge in that HDB is in Intuit's ProAdvisor program and can purchase the QuickBooks software subscription at a discounted rate that is locked-in for specified periods of time and this will be a long-term better cost savings for the district rather than us purchasing it directly. We would need to take over direct payments at the full retail rate if we no longer worked with an Intuit ProAdvisor. Nicole amended her ongoing services contract to reflect the additional cost of the QuickBooks Online subscription combined with the already-agreed fee for services and presented this for approval. Earl Miller made

a motion to approve the updated contract. David Cone seconded this motion. Bobby Douglas had a question about ensuring this was the same product with the same access and Misty said it is the same and we would need to designate an administrative contact who could grant and revoke role-based accesses and provide separation of duties. Bobby also wanted to verify that if we no longer contracted with HDB that the data still belonged to us and we could easily continue with the same file. Misty stated that the data in QuickBooks Online would exist in the cloud rather than on an individual device and Nicole confirmed this and also suggested the administrative contact be thoughtfully considered as someone who is a long-term and trusted contact because removing them through QuickBooks support is tedious if that has to be done. If we no longer worked with HDB the primary administrative contact would still be in control of role-based accesses and could remove HDB as an authorized user and add a different bookkeeping user but the data would not be affected. Jolene Robison suggested this role be delegated to the District Treasurer and additionally Jolene requested that HDB invoices be broken out with line items attributed to distinct services; Nicole agreed to do so. The motion passed unanimously.

- NRCS – unavailable due to overlapping meeting.
- FSA – n/a. Jolene provided some updates based on publicly-available information.
- ODA – n/a. Misty commented that she continues to work with Nina preparing for the upcoming Klamath Headwaters AWQM Area Plan Local Advisory Committee Biennial Review meeting in January.
- District Manager – Misty e-mailed throughout the month. Misty encouraged everyone to subscribe to USDA press releases and/or follow USDA social media if they have not already done so as there are many updates throughout the month and that is a good way to stay in the know. Misty also reported that she may look at changing the internet service as it is sometimes not of consistent quality when multiple people are in concurrent virtual meetings. Misty will forward an email received today with announcement of a new USDA initiative.
- Chair – n/a. Jolene Robison noted that Ken and Lyndon are both in Portland attending the Oregon Farm Bureau Annual Convention and she also reiterated some FSA deadlines that have been publicly announced.

### **Unfinished Business:**

- Information was obtained from Rogue Credit Union, Columbia Bank, as well as AmEx and US Bank. Misty noted that it appears that US Bank does have an online portal where we could have been making online payments but that was not utilized for unknown reasons; nonetheless it would be advantageous to have the credit accounts at a local institution where we could have a local contact for any issues and where we could easily make same-day payments when needed. The bank accounts currently are with Columbia Bank and Jolene Robison suggested we should close the US Bank credit account and open a new credit account at Columbia Bank. Misty clarified that we should not close the US Bank account before obtaining a new credit card and also confirming that recurring subscription charges are correctly processing on the new account. Jolene remarked that we should have this switched by January 31 (2026). David Cone made a motion to initiate a new credit account at Columbia Bank. Lyndon Kerns seconded the motion. The motion passed unanimously.
- Misty reported that she has contacted both of the two previous employees who have not deposited checks; one from August 2023 and one from April 2025. Neither individual has acknowledged/responded to the emails which offered options for clearing these transactions. David Cone made a motion to request that the bookkeeper void these two

checks within CY2025 to clear them from our books. Charles Dehlinger seconded the motion. The motion passed unanimously.

### **New Business:**

- Klamath SWCD received e-mail correspondence on 12/2/25 from SBC to end the working relationship. Julie offered to finish bookkeeping through December 2025 as well as to prepare & file 4<sup>th</sup> quarter payroll reports & annual reports in January 2026. She indicated she has enjoyed working with the district for many years and wishes us all the best. Misty said she had drafted a notice to Julie before receiving this correspondence but had not sent it yet because the new contract was not actually signed yet; as such Misty had an acknowledgement ready to send to Julie to detail the desired transition as described in the November meeting. Misty reviewed the letter; Jolene Robison had one clarification to add requesting that Julie also provide financial reporting through current calendar year end.
- Misty has received the insurance renewal quotation from WHA Insurance; there were two minor revisions she submitted for correction and we should be receiving the final invoice soon. Midland Empire Insurance has contacted us to inquire about becoming our agent with no change to cost or coverage and they would like to meet with us at a later date. As WHA has already done the work for the upcoming year and the renewal is in process, Misty suggested that we should not look to switch right at this time. Our workers compensation policy is renewed in July and that could be an opportunity to change to a local agent. Misty commented that there is no issue with WHA and they have been responsive and pleasant to deal with, but it is unknown why we were not already working with a local agent and it would be good for us to work with local contacts when feasible. Jolene Robison commented that she works with Midland Empire in other local organizations and the experience has been positive.
- Misty has received the draft AUP report and had a minor revision and has submitted that to the auditing firm. It has been discovered that our bond is of an insufficient amount and the directors listed are significantly outdated; those two items will need to be remedied. The bond renewal was recently submitted as it was not yet known that it was insufficient so we can likely expect a subsequent invoice. David Cone made a motion to approve signature of the agreed-upon procedures letter. Earl Miller seconded the motion. The motion passed unanimously.
- Misty received information from Gene Souza at KID alerting us to the opportunity for public comment regarding proposed revision of portions of ESA regulations. Gene pointed out some areas of alignment with KSWCD mission and values to help expedite supportive comment if we choose. As the deadline for public comments is 12/22/25 and would otherwise require additional discussion & review time and a special meeting, Misty provided a draft of a letter that could be sent on behalf of the District and reviewed this draft. David Cone made a motion to approve the letter for signature. Earl Miller seconded the motion. Lyndon Kerns commented that the proposed regulatory revisions would be positive; Bobby Douglas expressed question of the likelihood of revision. The motion passed unanimously.

### **Board Discussion & Comment:**

- Lyndon Kerns commented regarding a point that had been raised by a restoration partner entity that the budget for project work is whatever is described in the project; if the project doesn't end up quite working out the way it was envisioned there is no additional money to continue trying to remedy the situation and the neighboring landowners have to deal with it for better or for worse. Lyndon also commented that he had talked with OWRD

personnel because he had received a shut-off letter last spring but later flows would have supported irrigation but OWRD never sent out a subsequent letter authorizing irrigation. Lyndon feels this should be on the radar of irrigators.

- Jolene Robison acknowledged the past services provided by SBC and suggested that we consider a recognition gift. Different gift suggestions were discussed; Bobby Douglas asked if we have adequate funds to consider this and we do as long as the gift is not significantly large, and Misty suggested we review statutes pertaining to gifts before we proceed. This will be revisited in January.

**Public Comment:**

- None

**Adjournment:**

- Lyndon Kerns made a motion to adjourn the meeting. Earl Miller seconded the motion. The motion passed unanimously. The meeting was adjourned at 1:27 pm.