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KSWCD REGULAR MEETING MINUTES November 12, 2025

Attendance:

Board Members:

Present: Ken Masten, Jolene Robison, Charles Dehlinger, Bobby Douglas, Earl Miller.

Excused: David Cone, Lyndon Kerns.

Others Absent: none

District Staff: Misty Buckley

Agencies: Oregon Dept. of Agriculture (Nina Caldwell).

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

Proceedings:

Meeting called to order: 12:37 pm – Ken Masten

Quorum present? Yes

Agenda Additions/Changes: Introduction of guest preceded business.

- Approve Financials for September 2025 – Earl Miller motioned to approve the September 2025 financial reports. Jolene Robison seconded this motion. Charles Dehlinger abstained. The motion passed.
- Approve Financials for October 2025 – Jolene Robison pointed out there are uncleared checks, including one from 2023 and requested that Misty attempt to clear those checks. Earl Miller commented that the financial situation is improved. Ken had a question regarding a large deposit and Misty identified the source. Jolene Robison had a question regarding grants that show expired on the tracking spreadsheet; Misty provided clarification. Bobby Douglas motioned to approve the October 2025 financial reports. Charles Dehlinger seconded this motion. The motion passed unanimously.
- Approve Minutes for September 2025 Regular Meeting – Jolene Robison motioned to approve the minutes for the September 2025 Regular Meeting. Earl Miller seconded this motion. Charles Dehlinger abstained. The motion passed.

Reports:

- SBC – n/a
- NRCS – unavailable due to USDA Lapse in Funding.
- FSA – unavailable due to USDA Lapse in Funding. Jolene provided some updates based on publicly-available information.
- ODA – n/a
- District Manager – Misty e-mailed 11/11/25. Misty reviewed. Klamath County's noxious weed program and how KSWCD can support weed control was discussed; Jolene Robison will draft a potential program description and possible letter of support from the District.

- Chair – Ken has concerns regarding the District’s credit card with US Bank; this card was somehow tied to Ken’s personal credit profile and when there was a lapse with getting checks signed in a timely manner and the payment was unable to be accepted at the local branch of US Bank and had to be mailed, the late payments have been reported negatively on Ken’s personal credit. Ken suggested a few options; a) Klamath SWCD obtains a different card not tied to individual directors’ personal credit and that we close the US Bank credit card account, b) that we open a separate checking account to cover routine/recurring expenses and transfer the appropriate funding each month, or c) an employee pays on a reimbursement basis for expenses that can’t be paid by checking account. Jolene Robison suggested that American Express may offer entity cards through their corporate program and did not support employee reimbursement as that could potentially leave an employee carrying expenses if there were District financial difficulties and District expenses should not routinely be carried by any individuals with the possible exception of employment-related travel. Jolene suggested consolidating banking & credit accounts at one financial institution. Earl expressed concern that our bank balance exceeds the insured maximum and thought accounts at additional institutions may provide more FDIC coverage; Jolene shared that there are large agricultural businesses who only bank at one institution so there may likely be a way around this risk. Jolene suggested waiting to change banking until after the beginning of the new calendar year. Ken feels that disconnecting District expenses from individual’s responsibility is the main concern.

Unfinished Business:

- Nicole Burch with High Desert Bookkeeping reviewed her proposal and her contract. Jolene Robison suggested that the contract be changed to be separated into two contracts; one for the service of the Quickbooks conversion which could still start 12/1/2025 but because of the calendar year 2025 payroll reconciliation & reports carrying into January 2026 she recommended that Smart Business Consulting continue serving our payroll needs until that is complete. Ken Masten reported that SBC indicated we have a contract that requires at least 30 days notice to conclude services. Nicole agreed with this approach and indicated that the contract could indeed be separated into two contracts because the Quickbooks conversion is a project of its own with a finite start and end whereas the ongoing accounting is a different service. Accounting services with HDB could start with payroll services occurring after January 1, 2026 (for work performed in December 2025) but that would create a small overlap with paying both bookkeeping providers for the months of December 2025 and January 2026. Misty noted that the contracts still need to be approved today otherwise the next meeting will be well after an intended start date of December 1, 2025. Nicole offered to amend and provide two updated contracts as described while the Board continued with other business.

New Business:

- Klamath SWCD was among other county SWCDs selected for funding via HB5006; Oregon Dept. of Administrative Services has sent their grant agreement for receipt of these funds. Jolene Robison had some question about the work to be done as the language is not specific; Misty explained that each district has different types of work planned and that can be done because the language has that latitude; Jolene suggested that we look at the Gerber area and also suggested partnering with Green Diamond Resource Co. and connecting with the Lost River Working Group.

- Nina Caldwell joined & jumped in as her time was limited. She reported that she'll be working with Misty to plan the Local Area Committee biennial review for the Klamath Headwaters Agricultural Water Quality Management Area.
- Returning to discussion of HB5006. Jolene Robison made a motion to approve signature of the grant agreement subject to benefitting a large contiguous land area. Charles Dehlinger seconded the motion. The motion passed unanimously.
- Nicole Burch finished & sent the two updated contracts; one for QuickBooks conversion to start 12/1/25 and end 1/31/26 for the proposed flat fee, and a separate one for ongoing bookkeeping services to start 1/1/2026 and ending 1/1/2027 for the proposed monthly fee. Bobby Douglas pointed out that we'll have overlap & two invoices in the month of December 2025 where SBC continues all bookkeeping and payroll services and HDB initiates the QuickBooks conversion and in the month of January 2026 where SBC finalizes 2025 payroll requirements and HDB begins bookkeeping services. Notice will be provided and work with SBC will conclude January 31, 2026. Earl Miller made a motion to approve signature of the contract with High Desert Bookkeeping for QuickBooks conversion. Bobby Douglas seconded the motion. Jolene Robison, Charles Dehlinger, Bobby Douglas, and Earl Miller voted in favor; Ken Masten voted against the motion. The motion passed.
- Earl Miller made a motion to approve signature of the contract with High Desert Bookkeeping for ongoing bookkeeping services. Jolene Robison seconded the motion. Ken Masten discussed his reasons for dissenting. Discussion continued regarding the separation of duties and checks and balances that are able to be implemented by changing to QuickBooks Online and Nicole Burch explained that there are many settings within the software that restrict individual user access to authorized uses, i.e. what will any individual user be able to view and what will they be able to do with what they can see. She explained that the Board will be able to see and approve the settings so there is control. Charles Dehlinger stated that the decision had already been made to change and called for the vote. Jolene Robison, Charles Dehlinger, Bobby Douglas, and Earl Miller voted in favor; Ken Masten voted against the motion. The motion passed.
- OWEB sent a grant amendment for our 2025-2027 Capacity Grant because it was discovered that the required 5% district match was inadvertently left off of the agreement. Misty explained that this is not a change as we already knew there was a match requirement and that had already been budgeted and there is more than enough unrestricted expense to capture this 5%; the amendment is just a written correction to match the agreement to these terms. Jolene Robison made a motion to approve the 2025-2027 Capacity Grant amendment. Charles Dehlinger seconded the motion. The motion passed unanimously.
- Following up on the previous presentation from Bill Lehman of Klamath Watershed Partnership regarding the OWEB Small Grant Team 21, the participating team partners have been contacted by KWP and have declined or accepted participation. Jolene Robison made a motion to approve the OWEB Small Grant Team 21 bylaws. Charles Dehlinger seconded the motion. Earl Miller abstained. The motion passed.
- The Oregon Association of Conservation Districts (OACD) position statements were reviewed but due to the unavailability of a quorum for the October meeting, the deadline to comment has passed. No concerns were noted.
- The Oregon Association of Conservation Districts (OACD) Board has 3 positions ending in 2025. Brief biographies & candidate statements have been provided by OACD; current board members were reviewed. Bobby Douglas made a motion that we submit our ballot reflecting votes for Cassi Newton for the Columbia Plateau Region position, Jason Kesling for the Eastern Oregon Region position, and Dean Moberg for the West-At-Large position. Earl Miller seconded the motion. The motion passed unanimously.

- Misty Buckley reviewed a proposed Public Records Request policy. Jolene Robison made a motion to approve the policy as presented. Bobby Douglas seconded the motion. Jolene Robison, Bobby Douglas, Ken Masten, and Earl Miller voted in favor; Charles Dehlinger voted against the motion. The motion passed.

Board Discussion & Comment:

- Regarding changing the District banking and/or credit accounts, Charles Dehlinger will check with Rogue Credit Union, Ken Masten will check with Pacific Crest Credit Union, Jolene Robison will check with Columbia Bank, and Misty Buckley will research American Express credit card options and this will be revisited at the next meeting.
- Earl again expressed concern that our bank balance exceeds the insured maximum; Jolene Robison will inquire with Columbia Bank and commented that many business accounts could be significantly higher than ours. From the Oregon Treasury Public Funds Collateralization Program website, ORS chapter 295 governs the collateralization of Oregon public funds and provides the statutory requirements for the Public Funds Collateralization Program (PFCP), including what qualifies as collateral. The federal government has insurance programs for bank and credit union deposits. However, if the volume of deposits are more than the maximum covered by insurance, then institutions must pledge a sufficient amount of collateral, based on their respective financial health. That helps ensure that if the financial institution closes for whatever reason, the public funds can be recovered. As a result, taxpayers and governments are protected.

Public Comment:

- None

Adjournment:

- Earl Miller made a motion to adjourn the meeting. Bobby Douglas seconded the motion. The motion passed unanimously. The meeting was adjourned at 2:42 pm.