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KSWCD REGULAR MEETING MINUTES May 14, 2025

Attendance:

Board Members:

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

Excused: Ken Masten

Others Absent: none

District Staff: Misty Buckley

Agencies: none

Community/Other: Julie Jespersen/SBC

Proceedings:

Meeting called to order: 12:30 pm – Jolene Robison

Quorum present? Yes

Agenda Additions/Changes: None.

- Approve Financials for April 2025 – Financial reports were received the day of the meeting and many had not had time to review, thus approval of April 2025 financial reports was postponed.
- Approve Minutes for April 2025 Regular Meeting – David Cone motioned to approve the minutes for the April 2025 Regular Meeting. Charles Dehlinger seconded this motion. Bobby Douglas abstained as he had not been at the meeting. The motion passed.

Reports:

- Misty Buckley shared an update of the status of the position that will support NRCS activities.
- FSA update was shared via email.
- ODA – Nina Caldwell was unable to attend but Nina has been helping Misty with the long-term temperature monitoring program and Misty provided an update of this status.
- SBC – David Cone inquired about negative retained earnings; Julie Jespersen said that is a cumulative representation of the yearly net profit or loss. She said her records go back to 2000 and that is the overall loss of KSWCD during that time until present.
- Misty reviewed her report sent via email and the Board discussed safety protocols for field work and development of a formal safety plan including appropriate field clothing. ODA provided an additional 5% to our capacity allocation, which is very helpful; Misty suggested tracking the budget & expenses by task to more closely align with how we report to ODA. Misty suggested that each Board member watch the webinar provided by the Yamhill SWCD Executive Director regarding how their district successfully uses

QuickBooks Online; it is not compatible with QuickBooks Desktop and the two are separate platforms but QuickBooks Online is more robust and will be more efficient than the current system. Jolene Robison stated her support of this transition and her experience using QuickBooks Online. David Cone expressed concern for this taking more time but Misty explained that she anticipates it will save time for both her and the accountant's office. Robert Douglas wondered what the downside is to doing this and asked about the cost. Jolene Robison said with more employees you could run into payroll issues but we don't have that many employees and likely won't. Julie Jespersen came back on and said she doesn't work with QuickBooks Online and that she doesn't believe it will work for many grants and she doesn't like it for payroll; she said the District would have to find a different bookkeeper. Misty re-encouraged Board members to watch Andy's presentation as he successfully uses QuickBooks Online with a larger SWCD. Robert asked Julie to review what she does for KSWCD and she said she does accounts payable and invoicing when we had the no-till drill and tracking receivables, in addition to the bank reconciliation and financial statement preparation, grant and advance payment tracking, and payroll. Robert asked how many hours/week she spends and Julie estimated 10-20 hours per month depending on volume with higher hours during quarterly and annual reporting, for example. Misty also reviewed the process for public contracting and previewed topics for the annual work plan.

- Chair – n/a; Ken is absent.

Unfinished Business:

- Approval of 2025-2027 SWCD Capacity Grant application – Misty Buckley said it was substantially similar to what Nina presented previously, with the adjustment made for the 5% increase. Lyndon Kerns motioned to approve the application; Earl Miller seconded this motion. The motion passed unanimously.
- Lyndon Kerns asked if there has been any further correspondence regarding the past issues with Lava Beds-Butte Valley RCD and past employees; Misty stated she has not received any further correspondence in those matters.

New Business:

- None

Board Discussion & Comment:

- Charles Dehlinger asked where the proceeds from the sale of the equipment had been put and Misty Buckley stated she believed that it would have been credited to unrestricted funds. He is interested in acquiring another no-till drill. Misty is still looking for purchase documentation for the other drill and the aerator and shared that there is definitely strong community interest in the program. Considerations of a more sustainable program were discussed, including a check in-check out procedure, purchase of a model that was compatible with highway towing, set-aside for repairs, maintenance, and program growth, as well as semi-annual cleaning & thorough maintenance.

Public Comment:

- None

Adjournment:

- 1:58 pm – Lyndon Kerns motioned to adjourn the meeting. Earl Miller seconded this motion. The motion passed unanimously.

