



541.883.6924 | Fax: 541.882.5409 | 1945 Main Street, Suite 200 | Klamath Falls, Oregon 97601 | www.klamathswcd.org

KSWCD BOARD MEETING: May 11th, 2022, 12:00pm

In Attendance:

Board Members: Earl Miller, David Cone, Denise Kandra, and Todd Kepple

KSWCD Staff: Brian Quick, District Manager and Barbara Farnsworth, Volunteer Admin Assistant

Community Partners: Laura Hall FSA, Julie Jespersen SBC, Michelle Sharp SBC, and Beth Pietrzak ODA (Zoom).

Meeting called to order at 12:06 pm by Chairman Earl Miller

Agenda Changes: None

Motion 1: Move to approve the minutes for April 13th, 2022

Motion: Todd

Second: David

Discussion: There were no proposed changes to minutes labeled (Draft 1) finalized.

Vote: Unanimous, Passed

Motion 2: Move to file the financials for April 2022

Motion: David

Second: Todd

Discussion: David reviewed the financials and asked about the reconciliation report regarding the HR Answers check for \$0.00. Julie explained that this is due to a voided check. David also asked about the 3 additional items. David was curious why they are all \$0.00. Julie explained these are older voided checks and they will show up on the reports. David explained that it would help if we noted in the memo area that's it's a voided check. David gave his recommendation to file the financial reports for April 2022.

Vote: Unanimous, Passed

Unfinished Business: Employee Handbook Revision:

Discussion: Chairman Earl asked if everyone received the proposed changes to the Employee Handbook. These changes are regarding vacation and sick leave changes previously discussed in April's meeting. Barbara sent it out attached to the same email with the minutes. Barbara made copies and handed them out. Denise explained that a discussion is warranted regarding the proposed changes. Denise explained that these changes needed to be reviewed and approved by the Board before KSWCD

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has a new hire. The proposed changes are still in process for discussion. David shared that these changes would separate the vacation and sick time available. The cap for vacation hours and sick leave hours was also discussed. To split the sick and vacation leave equally. In the past when employees separate from the district a large check is written to cover final wages, vacation accrual, and sick leave accrual. Barb shared that the Bureau of Labor and Industries (BOLI) has a minimum sick leave of 40 hours protected for each employee annually. If KSWCD has under 10 employees, the annual 40 hours of sick leave is protected but doesn't have to be paid leave. KSWCD can choose to let it accrue monthly at 1 hour for every 30 hours worked or have it reset to a full 40 hours at the beginning of each year. Barbara will make the requested changes to the revision and email it out to the Board for review. Denise shared the importance of having the Employee Handbook current and the importance of requiring a newly hired employee to read the handbook. Barbara shared the link for BOLI sick leave requirements for employers. <https://www.oregon.gov/boli/workers/Pages/sick-time.aspx>

Chairman Report Earl Miller: None

Vice-Chair Report Ken Masten: None

FSA TA: Laura Hall

Laura shared that she doesn't have any programs in process at this time. Laura mentioned that ODA has a program to help bridge the need for financial aid to help agriculture now. The application process opened yesterday and will close June 3rd, 2022. This intent is to be a stop gap for producers struggling and those in need of financial aid before the crop programs this summer. ELRP is a stock program and Phase 1 has paid out already. There is also an Emergency Relief Program (ERP) for crops and FSA doesn't have any ideas of the rules yet. FSA will have more information by July 15th. FSA does have the normal written into farm bill drought forage program. Due to lack of moisture these payments went up 50% due to the increased cost of hay rates. Due to the lack of hay the price has increased to \$200-\$300 a ton. FSA has their regular Livestock Assistance Program. This program will cover some of the cost if water or feed need to be transported to the livestock. Some programs are not as flexible as they have been in the past. They are referring producers to report to their crop insurance holders and let FSA know. Emily is due the 1st week of July and she will be going on maternity leave soon. Chairman Earl shared that in Seattle hay costs have risen to \$400 per ton. The group discussed the dairies and farms that are being sold off and/or shutting down.

ODA: Beth Pietrzak

Beth shared more information on the Oregon Disaster Assistance (ODA) Program that Laura touched on. Beth confirmed that applications are available from May 9th through June 3rd, 2022. The process is that certain banks are accepting applications beginning May 9th. The banks are Umpqua Bank, Columbia Bank, Bank of Eastern Oregon, and Old West Federal Credit Union. This is not Beth's program but it's Beth's understanding that individuals go into the bank and complete the application process. The

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maximum assistance that can be requested is \$125,000 or 90% of a 3-year baseline of potential earnings that could have been made without disaster impacts. This is disaster relief funding to help producers in Oregon continue going with all the impacts that have occurred. Beth can get Brian more information if anyone is interested in this program. ODA is very close in the hiring process their new Water Quality Specialist (WQS). They should be finalizing in the next few weeks and have that individual online within a month. Beth will be the primary trainer for the new WQS. Beth will be introducing the new WQS to KSWCD Board and staff. This individual will be living and based out of Klamath County or Klamath Falls area. The SIA letters have gone out to landowners in the Middle Sprague River SIA areas. There is 3 potential violations ODA will be following up on. There looked like there could be potential violations of water quality rules. Beth will be following up with these landowners and use these potential cases to train the new WQS coming on board. The WQS will be shadowing Beth during the site visits. There are 17 moderate water quality issues located within the same area. Those landowners received letters explaining the opportunity for improvement and they were referred to KSWCD. ODA will give the landowners 1 year to address any water quality concerns. Once the landowner follows up with KSWCD, ODA will follow up within the year to do a site visit. ODA also sent out 150 letters to landowners where ODA didn't see any water quality concerns. ODA shared program information with these landowners also. There is approximately \$3 million dollars available for off stream stock water wells. This information was also shared. Beth will share Teresa's contact information with Brian on the stock water well program. Laura also shared that Bill Leman is another good contact for the stock water well programs.

KSWCD District Manager: Brian Quick:

Brian shared a PowerPoint presentation with the Board. Below are the items that were included in the PowerPoint.

- Conservation Coordinator Job Announcement: Brian shared that the job announcement went out a couple weeks ago and KSWCD has received 1 resume. The announcement will be posted until filled. It has been posted on the OWEB job list serve and the website Indeed. Barbara is currently working on getting it posted to the Oregon Work Source website. When we have more applications Brian will put together a hiring committee to assist with interviews and the discussion making process.
- No-till Drill Program: The drills are continuing to stay busy. It appears that July 2021 until April 2022 the drills have made approximately \$24,707.00 in income. After part and materials there is approximately \$15,620.00 left available. Brian shared that there are invoices that have been recently billed invoices that are still coming in to finish up this round of planting. Once things slow down there are repairs that need to be completed to the seed cups. The seed cups are starting to wear out and there is 32 total on each drill. There are 16 for the grass seed bin and 16 for the grain seed bin. The cost for each grass seed cup is \$17.66 each for a total of \$282.00. The cost for each grain seed cup is \$52.15 each for a for a total of \$834.00. To replace 2 seed cups, you must take off all of them. Brian suggests that it can save time and labor down the road to replace

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them all due to having them all off at the same time. The total cost to replace all seeds cups will run approximately \$886.15 per drill. It will take Brian approximately 5 days with parts and labor the estimated project cost will run approximately \$2500.00. Todd asked if there was a company that could repair these. Brian explained that would cost approximately \$165.00 per hour and it could run into thousands of dollars to have them repaired by a company? Brian could do them as his time permits and the cost would be less. Denise shared that with Brian being down a staff person it could be outsourced if needed. Brian has used a couple different individuals to help with onsite repairs.

- District Vehicle: Brian explained that the District vehicle is in need of 2 front tires. According to Brian they are going bald. Once the drills are finished Brian would like to have the 2 tires replaced. Brian got a quote from Les Schwab for \$262.00 per tire.
- Algoma Grant: Brian shared that he revised the grant and submitted it on May 2nd, 2022. Brian also explained that the grant technical team shared concerns about high costs for low ecological value. Fencing along the ditches and items like these would be a not be a benefit for OWEB to fund. Brian shared that he removed these from the grant and narrowed it down to the Grant Knoll property irrigation improvements project. Brian received technical assistance help from Beth at ODA and Megan Skinner at USFW on the phosphorus charts and tables in the grant. This makes it easier to understand. They have a technical review team that will be doing a site visit in June or July and hopefully have the results in late summer.
- Keno Small Forestland Project: This project has been started a couple weeks ago. The contractor has been out there and started working on tree removal. The remaining trees are being limbed approximately 8 feet up. The contractor is in hopes of getting the 400 acres completed before fire season goes into effect. The moisture has pushed fire season back. We have until June 2023 to complete this project and expend the funds. Denise inquired about the location of this project. Brian explained that its off Hwy 66 and Lava Lane area in Keno. West of Keno Warden Road and South of Hwy 66. The first invoice for 40 acres was sent to ODF. ODF's invoice processing is different than OWEB processes.
- Flynn Water Quality Project: This project had been approved through USFWS. Once the project begins, they will be scraping back, sloping back the banks, water crossings, fencing, plantings and then monitoring. The timeline according to USFWS will begin in late summer or fall of this year. The landowner agreement will be completed first. Then they will begin the bank work, fencing, and then grass planting. In the spring of 2023, more planting will take place. A winter report will have to be completed in spring of 2023. The monitoring will be completed over the following few years after completion. Brian will pass on the formal agreement to SBC once it's received from USFWS.
- Balin Fencing Project: KSWCD is waiting on the contractor to start. This project will take about 2 to 3 weeks to complete. Once it completed Brian will do a site visit and take the photos and present them to the Board. Part of this grant was funded by OWEB Small Grant Program for \$15,000.

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- Final Report for 2 Regular Grants: Brian shared that there are 2 regular grants deadlines that are coming up for final reporting. Klamath Administration and Upland Project Support Grant and the Algoma Technical Assistance Grant will both end at the end of this month. Once they end the final reports are due and they will drop off the budget.
- OWEB Special Drought Funding: According to Brian it looks like livestock well drilling program will begin in June. KSWCD has not heard anything from OWEB on irrigation improvements. This project also has \$1.6 million of funding for irrigation districts to improve and pipe ditches.
- Willows Planting Video: Brian shared the Willow Planting Video that Will helped to create. This was a collaboration with USFWS, OIT, and KSWCD. We will be working to get this added to the website and it will be a good outreach video.

Brian also shared information of upcoming meetings and that he will be get the Hobos out to the Deming Creek Project for monitoring. Eric Nusbaum will be coming to the Board meetings in June, July, and August to do some Board training.

New Business:

Budget Cycle Review:

Discussion: Julie from SBC gave an update on the budget entry information they have been working on. Julie explained that they took the budget and entered it into QuickBooks which allows a report to be printed. Julie presented the Board with the report called Budget versus Actual. This report can also be printed to show how KSWCD is currently doing per project. This gives a better understanding of the actual. This can also eliminate additional budget work. Brian explained that Michelle (SBC) is going to meet later this afternoon with Brian to update and remove finished grants from the budget. There will also be some upcoming grants that will be added to the budget according to Brian. Todd asked about Deming Creek monitoring and it's his understanding that no more funding will be available. Brian explained that was correct because it was absorbed in last year's funding. Brian also explained that ODA did get money for Districts and that amount was approximately \$55,063. Brian shared that this funding will be added back into the budget. Chairman Earl asked if this was the entire budget for the year that was entered for this report. Julie explained that was correct. Chairman Earl explained that by the end of the year there will be an additional 25% expenditure on this. KSWCD will see an increase due to inflation and increased costs. Julie explained that there will also be profit and loss report per grant. Julie also explained information on an Excel Spreadsheet that QuickBooks can generate. Chairman Earl explained at the beginning of the year this could be difficult due to not knowing all the grants and projects coming in. Chairman Earl also explained that KSWCD didn't have an idea how inflation was going to make an impact. Denise asked for more time to discuss and look over the budget, a possible meeting. Denise also shared that board and staff work and it can't be a long meeting. Denise explained that at the last meeting David and she spoke, they are willing to meet and help in this area. Brian shared that the Board could create a Budget Committee to work together and report back to the Board. The Board discussed development of a Budget Review Committee. Todd suggested having a newer Board Member on the Review Committee.

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Motion 3: Move to create a Budget Review Committee of Grant, David, Brian, Michelle, and Denise.

Motion: Denise

Second: Todd

Discussion: See the discussion comments above in New Business: Budget Cycle Review: Discussion.

Vote: Unanimous, Passed

Motion 4: Move to approve and add Grant Knoll as a signer on the Umpqua Bank Accounts for the District.

Motion: Todd

Second: Earl

Discussion: Chairman Earl explained that it was his understand once a Director was elected and on the Board that they were automatically added as a signer to the accounts. Brain explained that the Bank requires it to be approved and in the minutes before a Director can be added as signer. Once it's motioned and added to minutes those minutes need to be presented to the bank to add the signer.



Vote: Unanimous, Passed

Public Comment: None

Meeting adjourned by Chairman Earl Miller at 2:14 pm.

Next Meeting: Wednesday, July 13th, 2022, at 12:00 pm

Minutes Approved as Written or Amended:

	6/8/22
_____ KSWCD Chair	_____ Date
	6/8/22
_____ KSWCD Secretary/Treasurer	_____ Date

Minutes Approved as Amended:

_____	_____
KSWCD Chair	Date
_____	_____
KSWCD Secretary/Treasurer	Date

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