

BOARD MEETING

When: Monday, July 13, 2026

Time: 1:00 PM-EXEC Only, 1:30 PM-Public Meeting

Where: Klamath Idea (803 Main St, Klamath Falls, OR 97601)

Name	Organization / Title	Present
Kelley Minty	Klamath County Commissioner – SCOEDD Chair (Officer)	X
Barry Shullanberger	Lake County Commissioner – SCOEDD Vice Chair (Officer)	X
Ashley Trushell	City of Bonanza – SCOEDD Treasurer (Officer)	X
Vacant	– Executive Board Member	
James Williams	Lake County Commissioner	X
Mark Albertson	Lake County Commissioner	
Andrew Nichols	Klamath County Commissioner	X
Shelley Batty	At Large – Lake County	X
Larry Dugger	Underrepresented	X
Rod Duarte	At Large	X
RaShell Carvalho	Higher Education	X
Other Attendees		
Bethany Osborn	SCOEDD Loan Officer/Grant Coordinator	
Julie Jespersen	SBC (Accounting)	X
Courtney Neubauer	Herald and News (Media)	
Scott Aycock	Central and South Central Regional Solutions Coordinator	
Theresa Haga	Roseburg Economic Development	
Cassady Brown	On the Verge (Re-Branding)	
Ginger Casto	Brownfields	
Darin Rutledge	Klamath IDEA	X

AGENDA

1. *EXECUTIVE SESSION* to discuss employee and employment matters

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2. Open Session: Called to Order by Chair Minty, 1:30pm.
 - Approve Meeting Minutes Jan-Apr 2026: Chair Minty made a motion, RaShell inquired for March meetings if Derrick DeGroot's name should be added where missing, all agreed. Ashley Trushell abstained from approving all minutes due to discussing legal matters which could be a conflict of interest. Shelley stepped in to explain Special District laws, bylaws & rules regarding during each vote listing each Board Member and how they voted. Bethany brought up some typos noted in many of the months of minutes. Shelley requested January minutes reflect which audits are being done, specifically years and then suggested to wait on voting to approve these months of minutes until they are edited, cleaned up and clarified.
 - Bylaws Update/Board Chair Transition: Chair Minty motioned to amend bylaws to allow non-commissioner to hold office for Chair. Commissioner Nichols seconded, none abstained, none opposed. All approved: Minty, Shullanberger, Trushell, Williams, Nichols, Batty, Dugger, Duarte, Carvalho
 - Chair Minty moved to nominate Ashley Trushell as Chair and Rod Duarte as Treasurer. Commissioner Nichols seconded, Trushell & Duarte abstained. None opposed. All approved: Minty, Shullanberger, Williams, Nichols, Batty, Dugger, Carvalho
 - Review & Approve May Minutes: Chair Trushell motioned to approve May Minutes, Commissioner Nichols seconded, Batty abstained, none opposed, all approved: Minty, Shullanberger, Trushell, Williams, Nichols, Dugger, Duarte, Carvalho
 - Add/Remove Bank Signers: Discussion regarding adding Ashley and Rod to First Interstate & Columbia. Commissioner Nichols motioned for approval. Commissioner Williams seconded. Trushell & Duarte abstained. None opposed. All approved: Minty, Shullanberger, Williams, Nichols, Batty, Dugger, Carvalho
 - Larry inquired if there is an administrator listed for the bank accounts, Rod said he would check into this, but typically there are co-signers/authorized users, non a main account owner. Commissioner Nichols inquired if anyone needs to be removed from accounts, it was suggested this not be voted on to remove anyone until new signed are added
 - Loan Update: Bethany shared on delinquent loans, Whiskey Bandit paid in full, working to remove lien on house used as collateral. Bethany needs approval to work on removing liens through AmeriTitle. 3 other remaining delinquent loans: 2 Aarstadt with last payment in 2023, and Adams Mobile Repair. Remaining loans are current on payments. RaShell inquired the policy for how long until adverse action is taken against those in arrears. Rod inquired as to the benchmark for late assessments? Commissioner Nichols moved to allow Bethany to sign reconveyance on collateral for Whiskey Bandit. Shelley seconded. None abstained, none opposed. All approved: Minty, Shullanberger, Trushell, Williams, Nichols, Dugger, Duarte, Carvalho, Batty
 - Financial Report: Julie states banks are more up to date, Bethany has done drawdowns on grants, Bethany's assessments are needed for Quickbooks but all expenses have been categorized. There is still a lot of money going out, mainly Brownsfield. Larry inquired if

restricted and unrestricted funds could be separated on the Balance Sheet-Julie responded that it is possible once the fund beginnings are known. Ashley thinks some funds are USDA loan, loan loss reserve, likely in the money market. She believes the loan loss reserve account should be around \$1m. Julie is unclear where the funds came from that are in the sweep account. Ashley expressed that since some accounts were closed and moved that there were not records kept at those times but they believe the operating account may be HB money and they are working on identifying origins of all account funds. EDA supplemental they believe were swept automatically into the sweep account and they are working to clarify everything, it is just extremely time consuming. Bethany is obtaining statements and Ashley is diving in deeply and cleaning up origination. Julie is getting accurate balances on grants and updating liabilities monthly.

- Updated IGA for Lakeview: Bethany states this is not time-sensitive right now as it is not urgent and suggests it be discussed at a later date. Shelley asked if there are any current IGAs in place and Commissioners Minty & Nichols reminded about Lake & Klamath County.
- Audit Update: Bethany reconciling ARPA funds, compiling expenses for Housing Revitalization Program.
- Ashley reminded Brownsfield is done in September and that needs to be prioritized. Bethany gave update - \$37k needs reconciling, and need to Complete Task 2 of Community Engagement. Proposals given for Florecker and Jessica Cannon and \$33k is to be spent on Task 2, Board must sign off on contracts & service agreements. Because bids were under \$10k, multiple bids not required. Ginger will be point of contact for these, Bethany will spend about 5 hours max over the two months so it will not take up her time. The Jessica Cannon proposal will be paid for from SCOEDD accounts from the award. Proposal was reviewed. Commissioner Nichols motioned to approve Jessica Cannon's proposal. Ashley seconded. None abstained, none opposed. No vote recorded from Commissioner Williams. All approved: Minty, Shullanberger, Trushell, Nichols, Dugger, Duarte, Carvalho, Batty
- RaShell noted she would like to meet with someone to discuss Brownsfield and learn more; Board members explained it is a years and years old project that is almost complete. Shelly shared that it is a program with DEQ/EPA for sites previously used for commercial business with suspected contamination. The current project is over 5 years old and in Lakeview at the former Don's 1910 gas/market with underground tanks. It is a grant that requires marketing and community engagement, this project was started years ago and with the changes in Lakeview leadership it was started up again and is now happening and moving toward completion. SCOEDD is the money pass-through. Bethany did meet with both Florecker and Jessica Cannon to determine who does which piece and ensure that they are not being hired to do the same thing. Ginger shared Jeri with Florecker is the facilitator and designer taking over for the last consultant. Crossover will be limited to none, as Jeri and Jessica will take different parts of the work. Commissioner Nichols motioned to approve both contracts for Brownsfield Task 2 with Florecker and Jessica Cannon. Rod seconded. None abstained, none opposed. All approved: Minty, Shullanberger, Trushell, Williams, Nichols, Dugger, Duarte, Carvalho, Batty

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- Legal Update – None at this time
 - Strategic Plan: Bethany shared that On the Verge is completed for branding & website, was a requirement for a strategic plan through Ford Family Foundation. Only 5 public surveys were completed. Commissioner Minty suggested putting out the current fires and focusing on priority elements of audit/financials, basics, board budgeting, etc prior planning strategically.
 - Lost Documents – Ashley working on this
 - Travel Moratorium: Commissioner Minty reminded no trainings/travel until finances are straightened out, Shelly inquired if important or great opportunity for training comes up, then Bethany and/or Board should consider taking advantage of it. All in agreement. Also Bethany to Lakeview not really considered 'travel'. Commissioner Shullanberger inquired about previously agreed-upon idea to bring in help from other Districts; this is still the plan and not included in travel ban. Previously brainstormed contacts are all unable to come down and help. Commissioner Williams and Bethany will continue to work on this. Bethany suggested SDAO-Commissioner Nichols requested more info for next month. Commissioner Minty said help needed NOW. Commissioner Minty motioned all travel must be approved by Board. Commissioner Nichols seconded. Trushell abstained, none opposed. All approved: Minty, Shullanberger, Williams, Nichols, Dugger, Duarte, Carvalho, Batty
 - SDAO Consulting Services: Bethany shared she and Shelley attended this training in June at Running Y. This resource is provided at no cost as part of our insurance package. Offers tons of resources for protection and learning, free and helpful services. Training modules are online and if the entire Board completes them, 10% savings implemented on insurance cost. Bethany will send to Board again. If SCOEDD is evaluated by SDAO and is not in compliance, then insurance could potentially be canceled. Board members highly encouraged to complete trainings and notify Bethany when done. RaShell requested Board requirements and Bethany states the consultants will help with this and other lacking items for Board.
 - Ashley expressed too many Board members and other are approaching Bethany with varying requests and ideas on priorities so items are getting lost and there is not one clear vision. Outlines priorities and projects must be completed, there are time sensitive items. Chair Ashley and Bethany have been and will continue meeting weekly or bi-weekly. Commissioner Shullanberger agrees.
 - Enterprise Zone Manager reassignment by Lake County: Zone sponsor Lake County assigned to Jonathan, SBC and other partners lacking information to fully understand. SCOEDD unable to take on at this time. Lake County Commissioners do not know anyone/have recommendations currently, but will take this on and not require anything of Bethany.
 - Amend check-signing policy-require two signatures on checks over \$1,000: No discussion, not approved at this time

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- Bethany time off request: 7/24-8/2, not required to get Board approval, just for notification. Ashley covering day-to-day for phone/email.
 - Board Budget Meeting: still postponed while Ashley & Rod & Budget Committee dive deeper into understanding, clarifying and straightening out budget
 - Board Administrator Consultant resigned due to lack of availability, new potential hire shadowed during this meeting. Shelley inquired if 10 hours/month is realistic and current Administrator agreed it should suffice. Bethany expressed SDAO can also assist with Board items.
 - Bethany notes she requests Board track their hours spent on SCOEDD meetings, etc to utilize for in-kind donations. Shelley expressed there are sometimes timesheet type pages for Board members to sign in at Board Meetings and write down their monthly hours for ease to track.
 - Shelley wanted it noted that the Bylaws be looked at and amended due to a few items potentially being incorrect, particularly for quorum and how bylaws are written. Bethany will send bylaws to SDAO to review.
 - Next Board Meeting: 8/17/26, Executive at 1pm, Public at 1:30pm
 - Adjournment 3:10pm