






**Marion Soil and Water Conservation District (MSWCD) Administrative Committee Meeting**  
**Friday, March 5, 2024, 9:00 am to 11:00 am**

HB2560 requires that all Oregon public meetings held by a governing body of a public body, excluding executive sessions, must provide to members of the public an opportunity to access and attend the meeting by telephone, video or other electronic or virtual means. This meeting will be held by video conference and by telephone.

 **Link to Video Conference:** [\(Zoom\) Meeting Link Meeting Call](#)  
**in Number:** 1 (253) 215 - 8782  
 **Meeting ID:** 861 6125 6285 | **Passcode:** 720019  
 **Staff Contact:** Brenda Sanchez, [brenda.sanchez@marionswcd.net](mailto:brenda.sanchez@marionswcd.net)


**Agenda**

**Chair:** Call Meeting to Order, Agenda Changes & Approval

Item #	Topic	Presenter	Purpose	Time
1	Public Comment	Chair	Feedback	5 min.
2	Review of January 2024 Minutes; vote on October 2023 Minutes	Chair	Procedure	10 min.
3	Partner Grant Application Review	Ortiz	Review/Discussion	75 min.
4	Pay Equity Analysis 2024 Report	Sanchez	Discussion	10 min.
5	Update on credit card process	Sanchez	Discussion	10 min.
6	Update on Strategic Planning	Sanchez	Discussion	10 min.
	Meeting Adjournment	Chair		

**Agenda Brief**

Item #	Brief	Action
3	Partner Grant Application Review: Each member should have reviewed the 10 applications and submitted evaluations through the online grant system. Committee will review rankings and make any recommendations for conditions or stipulations	Provide recommendations to the Board for application funding.
4	Pay Equity Analysis 2024: Review and decide whether to forward to the Board.	Approve Pay Equity Report and submit for Board approval in April.
5	District Credit Card: The District has changed its credit card number and revised some processes to ensure the security of the number.	Review current procedure.

 Marion Soil and Water Conservation District complies with the American with Disabilities Act (ADA) and does not discriminate based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. If special physical, language, or other accommodations are needed for this meeting, please advise the District Manager at 503-391-9927 as soon as possible, and at least 48 hours in advance of the meeting.

## Meeting Minutes

### Attendance

Committee Members	Present/Absent	Staff	Guests
Angela Plowhead - Chair		Susan Ortiz	
Peggy Hart			
Darin Olson			
Brenda Sanchez			
Linda Lovett			




**Call to Order:** XX started meeting at

Item #	Minutes	Action/ Vote Count
1	Public Comment	
2	Review of January 2024 Minutes; vote on October 2023 Minutes	
3	Partner Grant Application Review	
4	Pay Equity Analysis 2024 Report	
5	Update on credit card process	
6	Update on Strategic Planning	
	Meeting adjourned	



**Marion Soil and Water Conservation District (MSWCD)  
Administrative Committee Meeting  
Friday, January 19, 2024, 9:00 AM to 11:00 AM**

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- Staff Contact:** Brenda Sanchez, [brenda.sanchez@marionswcd.net](mailto:brenda.sanchez@marionswcd.net)

**Agenda DRAFT**

**Chair:** Call Meeting to Order, Agenda Changes & Approval

Item #	Topic	Presenter	Purpose	Time
1	Public Comment	Chair	Feedback	5 min.
2	Review of October and November 2023 Minutes	Chair	Procedure	10 min.
3	Partner Grant Review Introduction	Ortiz	Instructional	15 min.
4	Continue Marion SWCD Policy Review	Sanchez	Discussion	85 min.
5	Pay Equity Analysis 2024 Report	Sanchez	Discussion	20 min.
<b>Meeting Adjournment</b>		Chair		

**Agenda Brief**

Item #	Brief	Action
3	Continue review of MSWCD policies to determine which need revisions, minor updates, etc.; prioritize identified policies and assign staff for updates. Include Admin team’s suggestions of new policies (e.g., access to security camera log-in, POV use, District email on accounts—see list).	Recommend policy work for Board approval
4	Review draft Pay Equity Report before submitting for legal review. Pending no significant changes, submit report to the Board in March.	Approve Pay Equity Report for legal review, then submit for Board approval in March.



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## Meeting Minutes

### Attendance

Committee Members	Present/Absent	Staff	Guests
Darin Olson	Present	Susan Ortiz	
Peggy Hart	Present		
Angela Plowhead	Present		
Brenda Sanchez	Present		
Linda Lovett	Present		

Item #	Minutes and Action/ Vote Count
<b>1</b>	<p><b>Public Comment - None</b></p> <hr/> <p><b>Review of October 16, 2023, and November 17, 2023, Meeting Minutes</b>                      Lovett explained that the recording of the November committee meeting was not started at the beginning of the meeting and it is unclear on the approval votes for the October meeting minutes, they are back up for approval.</p>
<b>2</b>	<p><b>Action:</b> Plowhead motioned that the Committee <b>approve the October 16, 2023, meeting minutes, 2<sup>nd</sup></b> by Olson. No further discussion. MOTION PASSED (Aye-5 [Sanchez, Plowhead, Olson, Lovett, and Hart], Opposed-0.)</p> <p><b>Action:</b> Hart motioned that the Committee <b>approve the November 17, 2023, meeting minutes, 2<sup>nd</sup></b> by Sanchez. No further discussion. MOTION PASSED (Aye-5 [Sanchez, Plowhead, Olson, Lovett, and Hart], Opposed-0).</p>
<b>3</b>	<p><b>Partner Grant Review Introduction</b>                      Ortiz started by saying there are six Partner Grant applications. The District conducted a well-attended partner meeting to introduce the grant and the procedure for applying. Applications opened on December 18, closing February 15; 60 days open. Ortiz stresses that there is a tight timeframe to get applications evaluated, compiled, and sent to the board for approval in April. Ortiz explains that committees must have their review and recommendation completed by March 15.</p> <p>Ortiz displayed the Partner Grant Guidebook. Ortiz goes on to explain the Partner Grant review process. Members discussed the process.</p> <p>No action was required.</p>
<b>4</b>	<p><b>Marion SWCD Policy Review</b>                      Sanchez began with Promoting internal staff and noting that the policy was related to a specific event where there were two interim managers appointed and is no longer relevant and should be abolished and removed from the binder.</p> <p>Group Self-insurance, need to update policy to state that workers comp is covered by SAIF and no longer SDIS; Plowhead suggest just remove the reference to the insurance company. Needs update as soon as possible.</p>

Volunteer Workers Comp the original policy was not completed and the check boxes in the policy were never checked. Needs to be completed as intended.

Website Objectives does not need any revisions but could use some terminology updates and have Keirstead review the policy. Lovett mentioned a social media policy, but we already have one located in the Personnel Policy Manual.

Wilson raised the difference between resolution and policy and that resolutions explain the why and policy is the what. Plowhead suggests that Policy Binder is the policy and a resolution should be made to make the binder the policy.

Sanchez then reviews the proposed new policy for development. Security camera access should be discussed and set, added to the Personnel Policy Manual. Sanchez explains that we need a vehicle use policy to address the risk and what would an employee need to drive their own vehicles. We have also been working to reduce risk with the District credit card and how district emails are used to open accounts.

Wilson explained that the advocacy policy regards Oregon Association of Conservation District (OACD) and lobbying. The District cannot be political but OACD can be and because the District pays dues, the Board should be able to submit a letter of support to OACD for legislation the Board supports. Wilson explains that this legal and the Board should have a policy regarding this.

Sanchez goes on to explain that we already have a landowner permission form for entering private property. Sanchez explains that Oregon Department of Ag grants that are sponsored by Oregon Watershed Enhancement Board (OWEB) requires this permission be on file when using grant funds. The District needs to clarify the District's position on landowner permission before entering private property for all instances.

Lovett explained that we do need a Protection from Wildfire Smoke policy as it is required by law. Lovett has drafted a policy already and will add it into the Safety Handbook. The Protection from Wildfire Smoke policy will apply to employers whose employees are or will be exposed to unhealthy or hazardous levels of wildfire smoke. There are a few key requirements such as training, providing filtering masks, and leaving the area to reduce exposure. and monitoring air quality during wildfires.

Sanchez went on to explain that she is working to develop a grant policy manual, a place where all our grant policies and procedures are documented and curated as a policy guidebook.

**Action:** Olson motioned that the Committee **recommend the proposed policy work and prioritization as presented**, 2<sup>nd</sup> by Hart. No further discussion. MOTION PASSED (Aye-5 [Sanchez, Plowhead, Olson, Lovett, and Hart], Opposed-0).

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#### **Pay Equity Analysis 2024 Report**

- 5 Sanchez summarizes the analysis of the 2023 dataset which demonstrates that there is equal pay for the same job. Pay differences are due to seniority and merit and there are no pay corrective actions recommended.
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The leave benefit assessment shows that there is one discrepancy, not in comparable groups but across all employees. Every year on an employee's annual hire date an employee receives eight [8] hours of annual/vacation leave every year up to their tenth anniversary and then the benefit ends. Two employees who have worked with the District over ten years do not receive the benefit. It is recommended that the District take corrective action and amend the leave benefit by removing the ten-year cap and allowing the benefit for the entire length of employment with the District so everyone receives the benefit annually.

Sanchez explains that other exceptions in leave benefits are attributed to seniority, for that reason no other corrective actions are necessary.

Analysis of insurance and retirement offerings establishes that there are equal offerings to all employees and within the comparable groups and there are no corrective actions concerning insurance and retirement offerings.

It is recommended that the Salary Table be assessed during the next review of the Salary Administration Plan and any differences in salary structure between ranges and between steps should be identified. Actions should be taken to resolve any differences in salary structure to ensure compliance with pay equity when establishing ranges for job positions and promoting employees. Committee members discussed the results.




**Action:** Olson motioned that the Committee **recommend the Pay Equity Analysis Report to go to legal review and then to the Board, pending no significant changes from legal review**, 2<sup>nd</sup> by Hart. No further discussion. MOTION PASSED (Aye-5 [Sanchez, Plowhead, Olson, Lovett, and Hart], Opposed-0).

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**Marion Soil and Water Conservation District (MSWCD) Administrative Committee Meeting**  
**Monday, October 16, 2023, 8:30 am to 10:00 am**

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- Staff Contact:** Brenda Sanchez, [brenda.sanchez@marionswcd.net](mailto:brenda.sanchez@marionswcd.net)


**Agenda**

**Chair:** Call Meeting to Order, Agenda Changes & Approval

Item #	Topic	Presenter	Purpose	Time
1	Public Comment	Chair	Feedback	5 min.
2	Review of July 2023 Minutes	Chair	Procedure	5 min.
3	Revised Job Descriptions	Sanchez	Discussion	10 min.
4	Marion SWCD Policy Review	Sanchez	Discussion	70 min.
	<b>Meeting Adjournment</b>	Chair		

**Agenda Brief**

Item #	Brief	Action
3	Office & Facility Coordinator and Financial Administrator Duties and Functions section of the job descriptions have been updated to reflect that currently the Office Coordinator is now part-time work and payroll duties and treasurer's report was removed from the Financial Admin.	Recommend updates for Board approval.
4	The Admin Committee will review MSWCD policies to determine, as recommendations, policies that need revisions, minor updates, etc., which policies are priority and identify needed policy.	Recommend policy work for Board approval.

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## Meeting Minutes

### Attendance

Committee Members	Present/Absent	Staff	Guests
Peggy Hart	Present		
Linda Lovett	Present (arr. 9:02)		
Angela Plowhead - Chair	Present		
Darin Olson	Absent		
Brenda Sanchez	Present		

**Call to Order:** Sanchez started meeting at 8:35

Item #	Minutes	Action/ Vote Count
1	Public Comment	None
2	Review July 21, 2023 minutes; this was a re-vote in January because the original vote in October was not captured on the recording.	Plowhead motioned that the Committee approve the July 21, 2023 minutes, 2nd by Sanchez. No further discussion. MOTION PASSED (Aye-5 [Sanchez, Plowhead, Olson, Lovett, and Hart], Opposed-0.)
3	Revised Job Descriptions – The Office and Facility Coordinator position title was changed to part-time Office Coordinator, reflecting the focus on District administrative operations and reduced responsibility for maintenance of the office building. The percentage of time spent on job duties/functions was adjusted to accommodate this change and the reduction to part time. Proposed changes to the Financial Administrator position were tabled to allow flexibility in the position in case the Financial Administrator needed to take on payroll and Treasurer’s report duties in the future, such as in the absence of the District Manager.	Plowhead motioned that the Committee approve the job descriptions, 2nd by Olson. No further discussion. MOTION PASSED (Aye-5 [Sanchez, Plowhead, Olson, Lovett, and Hart], Opposed-0.)
4	Marion SWCD Policy Review – The District has about 30 policies. Sanchez noted that districts are advised to review their policies annually to ensure that they are relevant and current. However, MSWCD has not followed this practice, resulting in many out-of-date policies. Sanchez and Wilson put all existing policies into a binder and looked for what needs to be updated or archived. Once the policies needing changes are identified, they will be prioritized for review. The Admin Committee reviewed the policy binder through the Grants section and will continue from there at the next meeting. Suggestions included possibly putting some policies into a Directors’ Handbook	<p><b>Policies/Resolutions identified for revision and priority level:</b></p> <ul style="list-style-type: none"> <li>• Delegation of Authority (Priority)</li> <li>• Board Meeting Policy and Procedures (Priority)</li> <li>• Directors Travel (Moderate)</li> <li>• Ag Water Quality (Low)</li> <li>• City of Keizer Economic Development (Archive)</li> <li>• USDA Conservation Plan Review (Priority)</li> <li>• Disposing of Surplus Property (Low)</li> </ul>



and having the Natural Resources Committee review others. Plowhead suggested putting the date of the Admin Committee review on the policies that do not require changes. Sanchez said those dates could be added to the policy binder. The review also aims to identify new policies that need to be written, such a Wildfire Smoke policy, which is required by OSHA.

- **Financial Management (Priority)**
- **Public Contracting Rules and Procedures**
- **Reserve Fund – Abolish Building Fund (Archive)**
- **Reserve Fund – Abolish Vehicle Resolution (Archive)**

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Plowhead adjourned meeting at 9:32

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DRAFT

**From:** [Susan Ortiz](#)  
**To:** [Susan Ortiz](#)  
**Subject:** Partner Grant Applications are Ready for your Evaluation  
**Date:** Thursday, February 22, 2024 11:35:44 AM  
**Attachments:** [Partner Grant-Evaluation Process.pdf](#)  
[Applications-2-15-2024.pdf](#)

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Marion SWCD Committee Member,

Applications for the Partner Grants have been received and reviewed administratively. The "Applications-2-15-2024" document lists the applications along with the Committee(s) each grant application is assigned for evaluations.

- 10 Applications
- \$154,164.02 in funding requested.
  - \$39,799.50 requested for Capacity Grants
  - \$114,364.52 requested for Education, Outreach, Technical Assistance, and/or Project Implementation

**As a Committee Member, you have been assigned Partner Grant applications to review and evaluate. Please log into the online grant system to complete and submit your evaluations.**

The on-line grant application/management platform contains all the necessary materials to proceed with the evaluation and scoring of the Partner Grant applications.

To access the on-line grant application/management platform, you will login in here:

<https://www.grantinterface.com/Home/Logon?urlkey=MSWC>

**Username:** your email addresses serve as your username (*use the email address used to send you this email*)

**Password:** Via the Logon page select "Forgot your password" and send yourself an email to reset to a secure password

Please complete the Evaluation for each application assigned. Plan to submit your completed evaluations prior to the Committee Meeting as it is helpful for our staff to receive the evaluations with comments at least 24 hours prior to the meeting so that they are prepared to address any questions and concerns regarding the applications.

I recommend reviewing the Tutorial for Committee Evaluator - Side by Side to familiarize yourself with the platform and this evaluation process:

- GLM/SLM Side by Side Evaluation: [Written Tutorial](#)
- [GLM Side by Side Evaluation: Video Tutorial](#)

If you are unable to utilize the on-line platform, please let me know so that I can provide the applications and review materials in an alternative format.

If needed, we can schedule a Zoom meeting to go over the new process, or I am available to answer questions and guide you individually through the process.

Thank you,

*Susan*

# Partner Grant



## Evaluation and Award Process

2023 – 2024

## Evaluation and Award Process

### Minimum Requirements Review

Grants Coordinator will review applications according to the following guidelines:

- Protect, conserve, and improve the quality of soil and water in Marion County through planning, technical assistance and education.
- In the District or for the benefit of the constituents of the District
- Must be current on all District grant reporting (completion reports, financial reports)
- Technical Assistance and Project Implementation:
  - On the ground project implementation must be within the boundaries of the District
  - For TA and Implementation
    - Must solve a natural resource issue
    - Must address one or more of the District's Natural Resource Concerns
- Capacity Grants
  - Must certify that they meet minimum eligibility standards as provided in Appendix A-Partner Capacity Grant Eligibility Standards.
- Budget – completeness, addition, allowed expenses, and related
- Must meet the match requirements
- Within funding limitations – request total
  - All grant funds count toward limitation

### Application Review Criteria

Proposal Clarity:

- Project is ready to implement
- Project is clearly defined
- Scope and scale of project is feasible
- Project uses appropriate methods
- Can be completed in proposed timeframe

Budget and Cost Effectiveness

- Represents proposal
- Budget is cost effective,
- Budget is reasonable,
- Costs are aligned with the work necessary to accomplish the proposed components.

Applicant

- Capacity to complete the project,
- Capacity for stewardship and maintenance,
- Past projects completed as proposed,
- Engages appropriate partners.

## Committee Review

### Committee assignments for review and evaluation

- Partner Capacity Support
  - Applications are reviewed by 1) staff, 2) Admin Committee, 3) Board
- Education, Outreach, Technical Assistance, and Project implementation
  - Applications are reviewed by 1) staff, 2) Committee, 3) Board
    - E&O Committee reviews Education and Outreach
    - Natural Resources Committee reviews Technical Assistance and Project Implementation

### Committee Member Review

1. Each committee member shall review and evaluate each application individually based on how well the proposed project meets the Review Criteria.
2. Each committee member shall recommend each project, with written justification of the recommendation, as one of the following:
  - Do Fund
  - Do Fund with conditions.
  - Do Not Fund
  - Defer to staff or the Board with an explanation if there is a policy issue or budget issue that needs to be addressed.
3. Each committee member shall rank order all recommended (Do Fund & Do Fund with Conditions) applications
  - Rank based on how well the application meets the Review criteria, with the following preferences:
    - Applications with direct evidence of collaboration between stakeholders and agencies over single part projects
    - Certainty of success based on organizational capacity of applicant and likelihood of meeting application objectives
    - Expected benefits to District constituents and/or natural resources
    - Project cost relative to anticipated benefits / outcomes
  - Applications with Do Not Fund or Defer will be considered as ranked at the lowest level, i.e. zero or equivalent

### Compilation of Rankings

#### Staff compiles ranking results

- Applications with Do Fund and Do Fund with conditions, will have their ranks averaged.
- Applications receiving three (3) or more Do Not Fund, or Defer, will automatically be denied

## Committee Review

Committee will review Rankings and make any recommendations for conditions or stipulations.

The Committee may revise Ranking order.

- Individual committee members may choose to change their decision and ranking

The Committee will

- Provide recommendations to the Board based on ranking
- Provide recommendations to the Board for application funding amount (i.e. Requested amount and recommended amount)

Staff review of the rankings and funding

- Clarify any issues

## Board Review and Award

Board will review Committee Recommendations

- May revise funding amounts for any application prior to approval
- May deny an application funding based upon available District funding
- Receives list of all applications, both those recommended for funding and those denied funding

If a application is funded, the decision will be formalized with a written agreement that will include Marion SWCD and grantee responsibilities, a description of reporting and monitoring requirements, procedures for requesting payments, etc.

**Project Name**

Name of Project.

**Review Criteria**

Review the application based upon how well the proposed project the following criteria:

Proposal Clarity:

- Project is ready to implement.
- Project is clearly defined.
- Scope and scale of project is feasible.
- Project uses appropriate methods.
- Can be completed in proposed timeframe.

Budget and Cost Effectiveness

- Represents proposal
- Budget is cost effective.
- Budget is reasonable.
- Costs are aligned with the work necessary to accomplish the proposed components.

Applicant

- Capacity to complete the project
- Capacity for stewardship and maintenance
- Past projects completed as proposed.
- Engages appropriate partners.

**Would you recommend funding this grant?\***

Select one of the following:

- Do Fund
- Do Fund with Conditions
- Do Not Fund
- Defer to staff or the Board

**Defer to staff or Board - Provide More information**

If you selected, Defer to staff or Board on the previous question, provide an explanation where there is a policy or budget issue that needs to be addressed.

**Ranking Instructions**

Rank the application based on how well the application meets the Review criteria, with the following preferences:

- Applications with direct evidence of collaboration between stakeholders and agencies over single part projects
- Certainty of success based on organizational capacity of applicant and likelihood of meeting application objectives.
- Expected benefits to District constituents and/or natural resources.
- Project cost relative to anticipated benefits / outcomes

**Ranking\***

Rank can range between 0 (lowest score) and 50 (highest score)

Grants need not be ranked in consecutive order, for example, a very good application may receive a score of 48, and a poor application may receive a score of 20.

*An Application recommended "Do Not Fund" or "Defer to staff or the Board" shall be marked at the lowest level, i.e. Zero (0).*

N/A	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

**Additional Comments**

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**2023-2024  
Partner Grants  
February 15, 2024**

Grant Number	Project Name	Applicant	Grant Request Amount	Grant Category /Process				
				Capacity (Admin Committee)	Education (E&O Committee)	Outreach (E&O Committee)	Technical Assistance (NR Committee)	Project Implementation (NR Committee)
60-24-001	Champoeg Prairie Harvest Area Enhancement	Institute for Applied Ecology	\$ 34,455.93		x			x
60-24-002	Native American Climate Adaptation Partnership	Wisdom of the Elderberry Farm	\$ 35,000.00		x	x		x
60-24-003	Pudding River WC Capacity Support	Pudding River Watershed Council	\$ 10,000.00	x				
60-24-004	2024 North Santiam WC Capacity	North Santiam Watershed Council	\$ 9,999.50	x				
60-24-005	PRWC Native Plant Outreach Plot	Pudding River Watershed Council	\$ 19,220.85		x	x		
60-24-006	PRWC Coolidge McClain Park Restoration	Pudding River Watershed Council	\$ 8,133.27					x
60-24-007	PCC Farm Rehabilitation and Preservation	Pringle Creek Sustainable Living Center	\$ 16,208.47					x
60-24-008	Straub Outdoors "Accessing The Outdoors!" Van Replacement	Straub Outdoors	\$ 9,800.00	x				
60-24-009	Western Invasives Network Capacity Support	Western Invasives Network	\$ 10,000.00	x				
60-24-010	Westminster Habitat Improvement	Westminster Presbyterian Church	\$ 1,346.00			x		x
			<b>\$ 154,164.02</b>					