





Marion Soil and Water Conservation District (MSWCD) Administrative Committee Meeting
Friday, July 19, 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:** Linda Lovett, linda.lovett@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 June 14, 2024, Minutes	Chair	Procedure	5 min.
3	Board Update on Committee Recommendations	Sanchez	Discussion	10 min.
4	Amended Public Contracting Policy	Sanchez	Review	20 min.
5	USDA Policy	Sanchez	Review	10 min.
6	Public Records Disclosure Resolution	Sanchez	Review	20 min.
7	Heat Illness Prevention Policy	Lovett	Review	15 min.
8	Wildfire Smoke Policy	Lovett	Review	15 min.
	Meeting Adjournment	Chair		

Agenda Brief

Item #	Brief	Action
3	Board Update on Committee Recommendations – New standing agenda item to recap Board actions on committee recommendations	Discussion
4	Amended Public Contracting Policy – Incorporates changes in State law related to equity in public procurements	Recommend revised policy for Board approval
5	USDA Policy	Recommend policy for Archive

6	Public Records Disclosure Resolution	Review policy for potential updates
7	Heat Illness Prevention Policy – For compliance with Oregon OSHA’s rules on Heat Illness Prevention, enacted June 2022	Recommend policy for Board approval
8	Wildfire Smoke Policy – For compliance with Oregon OSHA’s rules on Protection from Wildfire Smoke, enacted July 2022	Recommend policy for Board approval



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 contact 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
Darin Olson	Absent	Tom Wilson	
Peggy Hart	Present		
Angela Plowhead	Present		
Brenda Sanchez	Present		
Linda Lovett	Present		

Item #	Minutes and Action/ Vote Count
1	<p>Public Comment No Public Comment</p>
2	<p>Review of June 14, 2024, Minutes Lovett asked for changes to the June 14 minutes in the Wildfire Smoke section: clarify by adding “Employees are required to know and use the recommended tools to monitor their own worksites and that the district will monitor conditions and notify employees when conditions are poor”.</p> <p>Lovett motioned, Hart second, to accept the June 14, 2024, Minutes as amended. No discussion. The vote passed 4-0 (4-Yes, Sanchez, Plowhead, Lovett, and Hart 0-No)</p>
3	<p>Board Update on Committee Recommendations Sanchez provided results from Admin Committee recommendations such as the Grant Limitation Policy was not approved and was moved to the August Board meeting for review and consideration. Sanchez explained that the Directors voted 3-1 (abstain). Members discussed how policies and resolutions should be handled and approved. Members discussed the reasons the Grant Limitation Policy was challenging such as the amount of the grants etc.</p>
4	<p>Amended Public Contracting Policy Sanchez reviewed the Oregon Public Contracting Law and the recent changes made to the law including dollar amount limits increasing and language regarding diversity, equity, and inclusion responsibilities during the public contracting process. The District needs to update the Public Contracting policy to meet the changes in state law. Sanchez displayed and reviewed the revised policy. Sanchez explained that the Board can decide on contracting policy and where the District will meet or exceed state law. Sanchez adds that she could work on the wording better and narrow down the resolution,</p>

making Attachment A more consumable to the Board for approval. Wilson notes that he highlighted where the changes are and that Sanchez can easily reference.

Hart moved, 2nd Plowhead **to recommend the revised Public Contracting policy move to the Board, after Sanchez edits and changes, for approval.** No discussion. The vote passed 4-0 (4-Yes, Sanchez, Plowhead, Lovett, and Hart 0-No)

United States Department of Agriculture (USDA) Policy

5 Sanchez explained that the USDA policy relates to a process for approval of Natural Resources Conservation Services (NRCS) contracts. Sanchez states she spoke with Les Bachelor at NRCS and he explained that there was difficulty in meeting the process and timelines for contract approvals, that they stopped bringing contracts to the Marion SWCD for approval. Sanchez goes on to say that this policy can be archived because it is no longer applicable. Sanchez explained that Conservation Reserve Enhancement Program (CREP) contracts are different and we are the CREP technician's program support and that that CREP contracts need a signature from the District. It was communicated by USDA-CREP that the District Manager may review and sign the contracts. The Board would have to delegate this role to the District Manager because currently all contracts are approved first by the Board. The Board could also retain this authority. Hart asked if we could archive by committee? Sanchez said "yes".

Hart moved, 2nd Plowhead to archive the currently not applicable USDA policy. The vote passed 4-0. No discussion. Passed 4-0 (4-Yes, Sanchez, Plowhead, Lovett, and Hart 0-No)

Hart moved, 2nd Plowhead to recommend the Board delegate the approval and signing of CREP contracts to the District Manager. The vote passed 4-0. No discussion. Passed 4-0 (4-Yes, Sanchez, Plowhead, Lovett, and Hart 0-No)

Heat Illness Prevention and Protection from Wildfire Smoke Policies

Lovett displayed and reviewed the Heat Illness policy highlighting the key requirements and training requirements. Lovett goes on to explain that OSHA requires employers to have a heat illness policy.

6 Lovett moved on and displayed the Protection from Wildfire Smoke policy highlighting the rules and required training. Hart asked how this policy works during a wildfire. Sanchez explained that the District's role in catastrophic events is reducing and mitigating the risk and impacts from catastrophic natural events and providing post event restoration. Staff would not be allowed in areas that are under wildfire. Sanchez clarified that this policy relates to air quality during times of wildfires when working outdoors. Members discussed further the District's role during natural events. Lovett shares that staff has been made aware of phone apps that they can use to provide temperature and the air quality index. Sanchez ensures we worked with staff to download the apps and that staff has already been taking the wildfire smoke training for the last three years and that is where they get the info to monitor. It is imperative that employees monitor outdoor air quality during wildfire activity in the District and make decisions to rework their workday to stay away from wildfire smoke. Management will assist in monitoring.

Lovett moved, 2nd Hart to recommend that the Board adopt the Heat Illness Prevention and Protection from Wildfire Smoke Policies. The vote passed 4-0. No discussion. Passed 4-0 (4-Yes, Sanchez, Plowhead, Lovett, and Hart 0-No)

Public Records Disclosure Resolution

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Sanchez started by explaining what the Public Records Law is. Requires the District to retain, manage, and disclose public records and to retain records using the state's retention schedule. Sanchez explained that our policy needs to be updated to reflect recent changes in the law and schedule. Sanchez also notes that our Public Records Request form and pricing needs review and revision. Members discussed fees for public requests. Wilson shared his experience with the public requesting records and that these requests can be large and time consuming. Sanchez added that there is now a response time to address records requests that we need to incorporate. Lovett shared her experience with fees and the time it took to compile records, adding that we would propose a fee and the requester needs to agree to the price. Plowhead says she would like to see fees be reasonable. Members discussed different fee structures. Members agreed to construct fees based on the time it takes to compile and send. Wilson added to the retention of social media and that we (Wilson and Heath Keirstead) are working those details out. Sanchez says she will send the revised policy in the next Admin Committee packet.

Added at end: No Parking Signs in the Parking Lot

Sanchez ended the meeting by discussing the fact that she has had to deal with cars parking in our parking lot that are not clients or staff. Sanchez says it is usually not a problem, they park for a short time and then leave but we had a car left in our lot for three weeks that she was going to have towed. Sanchez consulted with the police and the city regarding the process. Sanchez asks the committee how they feel about adding signage to the parking lot to prevent long term parking. Members deliberated signage language such as "No Overnight Parking" or "Parking for Marion SWCD Only".

Meeting adjourned: 10:32 PM