



Marion Soil and Water Conservation District (MSWCD)
Board of Directors September 3, 2025
Monthly meeting Minutes

6:35 PM – 7:53 PM Board Monthly Meeting

Facilitator: Chair Olson

Recorded by: Ivy Chappelle

Approved: November 5, 2025

Directors Record of Attendance

At Large 1-Peggy Hart (Secretary-Treasurer)	<i>Present</i>
At Large 2	<i>Vacant</i>
Zone 1-Noah Justice	<i>Present</i>
Zone 2-Nik Ovchinnikov	<i>Present</i>
Zone 3-Darin Olson (Chair)	<i>Present</i>
Zone 4-Angela Plowhead (Vice-Chair)	<i>Present</i>
Zone 5-Rochelle Koch	<i>Absent</i>

Associate Directors

Leland Hardy	<i>Present</i>
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Staff

Brenda Sanchez	<i>Present</i>
Kassi Roosth	<i>Present</i>
Cesar Zamora	<i>Present</i>

Guests

Karin Stutzman ODA SWCD Lead	<i>Present</i>
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Note: All documents and materials displayed or referenced are retained in the Board of Directors Meeting file at the Marion Soil and Water Conservation District (Marion SWCD or District).

Minutes

Chair Olson Call to Order: 6:35 PM

Public Comment

- No public comments were received.

Announcements

- No announcements were made.

Agenda Additions or Changes

- No agenda changes or additions to the agenda.

1. District Snapshot

- a. Staff Report Kassi Roosth-Environmental Education Specialist
Roosth shared a slide show with reports and update. Slide deck on file.
Overall, approximately 4,000 people attended education events in the FY 24-

25. Events included Homeschools Days, Envirothon, Salmon Watch and various community events classes. Salmon included 12 trips, 650 students from 12 schools.

- b. Sanchez shared that Ivy Chappelle has been hired as the new Office Support and Accounts Payable Assistant, starting September 17. The mural will be painted in October and the ADA bathroom remodel is still waiting for the permit. Anticipate November start of work. Annual audit is scheduled for September 18.

2. Treasurers Report - July 2025

Hart shared that she reviewed the Treasurers Report. It is the first month of the new fiscal year and Hart requested that Board members keep an eye on the carryover as it diminishes over the next months. It's total now is #3,113,367.

Action: Justice motioned that the Board **accept the July 2025 Treasurers Report as presented**, 2nd by Plowhead. No further discussion. MOTION PASSED (Aye- 5 [Plowhead, Olson, Ovchinnikov, Justice, and Hart], Opposed-0).

3. Draft August 4, 2025, Board Meeting Minutes

Hart reviewed the minutes from August 4, 2025, and provided a few edits. Sanchez applied the edits.

Action: Plowhead motioned that the Board **approve the August 4, 2025, Board meeting minutes as amended**, 2nd by Ovchinnikov. No further discussion. MOTION PASSED (Aye-5 [Plowhead, Olson, Ovchinnikov, Justice, and Hart], Opposed-0).

4. Administrative Committee

a. Committee Chair Report

i. Budget Process for Fiscal Year 2026-27

Sanchez explained that she put together an annual budget schedule to include an internal process in alignment with Oregon Budget Law process. Sanchez reviewed the process with the Admin Committee and adjusted the process as discussed. Sanchez shared the annual schedule in the Board packet. No action needed.

ii. Delegation of Authority Policy Review & Potential Revisions

Plowhead explained that the Admin Committee is reviewing and updating the Board's Delegation of Authority Policy, last updated in 2021. The Committee will present the revised policy for Board approval sometime in the upcoming months.

b. Grants Specialist Job Description

Sanchez presented two new position descriptions which were developed after reviewing salary and pay equity studies, job descriptions, and consulting a HR specialist. Plowhead notes that Sanchez compared responsibilities and salaries to other districts' Grant personnel for consistency and relativity.

Sanchez explains the Grant Coordinator position had evolved into a full-time role, necessitating the creation of a new position, the Grant Specialist, to encompass the job's responsibilities to support the District's grant programs. The intention is to promote from within. The Grant Specialist position will replace the Grant Coordinator position. Plowhead emphasized the importance of cross training this position, which Sanchez confirms that the new Office Support and Accounts Payable position will do so at a later time.

Action: Hart motioned that the Board **approve the Grants Specialist Job Description**, 2nd by Ovchinnikov. No further discussion. MOTION PASSED (Aye-5 [Plowhead, Olson, Ovchinnikov, Justice, and Hart], Opposed-0).

c. Part-time Digital Systems & Multimedia Assistant Job Description

Sanchez reviewed the current part-time Administrative Assistant responsibilities and assessed the need for a new part-time Digital Systems and Multimedia Assistant job descriptions to cover the District's future needs. The position has been developed to include video production, editing, managing website & software, document automation, and much more. The intention is to promote from within. The Administrative Assistant position will remain active for future use if needed.

Action: Plowhead motioned that the Board **approve the Part-time Digital Systems & Multimedia Assistant Job Description**, 2nd by Hart. No further discussion. MOTION PASSED (Aye-5 [Plowhead, Olson, Ovchinnikov, Justice, and Hart], Opposed-0).

5. Natural Resources Committee

a. Committee Chair Report – presented by Zamora

- i. Director Review of CAG Application Process** - The Committee is developing a grant application mock scenario for the Board to complete, which will be handed out at the October Board Meeting. Obtaining the Board's perspective and feedback is the intention of the mock scenario.
- ii. End of Grant Pilot Program Review Process** – The Partner Grant Pilot Program is finishing this year. To assess the pilot program, the staff are assigned roles and criteria to review. Staff will submit a report of the

assessment to the Natural Resources Committee; from there a recommendation to make a regular program, or not, will be submitted to the Board for consideration.

- b. Special Projects Grants FY25-26 Budget** – The \$20,000 fund for the Special Projects Grants (SPG) is allocated entirely to date. The Committee recommended the Board appropriate \$10,000 to the fiscal year 25-26 SPG Budget. This allows staff to promote the SPG program when an applicant is interested in those services. The Board discussed how to allocate the funds.

Action: Hart motioned that the Board **approve Special Projects Grants FY25-26 Budget amendment of \$10,000 from CAG (line item 114) to SPG (line item 119) as recommended**, 2nd by Justice. No further discussion. MOTION PASSED (Aye-5 [Plowhead, Olson, Ovchinnikov, Justice, and Hart], Opposed-0).

6. Conservation Assistant Grant Program (CAG)

- a. Request for Extension – (1 in total)**

Action: Justice motioned that the Board **approve the Request for Extension on project CAG 20-25-002 as recommended**, 2nd by Ovchinnikov. No further discussion. MOTION PASSED (Aye-5 [Plowhead, Olson, Ovchinnikov, Justice, and Hart], Opposed-0).

- b. Grants Completed – (3 in total)**

Hart and Roosth briefly discussed the three completed grant projects. Highlighted was the Self-Guided Conservation Tour project in South Salem's Pringle Creek community. The interactive Marion SWCD branded signs are designed with the ability to update the educational reading material.

7. Marion SWCD 2025 Master Services Agreement with Mid-Willamette Council of Governments

Sanchez presented the annual Intergovernmental Agreement, explaining that it supports office functions such as GIS services, staff training, and other operational needs. According to the bylaws of Mid-Willamette Council of Governments (COG), a Soil and Water Conservation District (SWCD) must hold a seat on their Board, which is currently filled by Yamill SWCD. There's an annual membership fee of \$1,400 that was confirmed by Olson and Sanchez to provide value to the District.

Action: Plowhead motioned that the Board **approve the Marion SWCD 2025 Master Services Agreement with Mid-Willamette Council of Governments** as recommended, 2nd by Ovchinnikov. No further discussion. MOTION PASSED (Aye-5 [Plowhead, Olson, Ovchinnikov, Justice, and Hart], Opposed-0).

8. District Manager Annual Officers Review

The board conducted an annual review of the District Manager, Sanchez, recommending a step increase in pay, retroactive to April 1st, 2025. Sanchez confirms the salary table used on her hire date was used to calculate the step pay increase, per Hart's question.

Action: Hart motioned that the Board **approve the step increase in pay, retroactive to April 4th, 2025**, as recommended, 2nd by Plowhead. No further discussion. MOTION PASSED (Aye-5 [Plowhead, Olson, Ovchinnikov, Justice, and Hart], Opposed-0).

9. 2026 Drawdown of Detroit Dam

Olson discussed the implications of the Detroit Dam drawdown scheduled for spring 2026, which was the result of a court ruling. He noted that Brent Stevenson from the Santiam Water Control District may present further information from his point-of-view on the topic in coming months. Olson emphasized that while the Board and staff should remain neutral and refrain from taking public positions, staff should be well-informed to support communities which may be impacted - whether positively or negatively. The discussion covered many concerns related to a similar drawdown at Green Peter Lake, including sediment release, graduated drawdown, its effects on water systems, and the challenges faced by cities managing water use. Plowhead requested an amendment to the Marion SWCD Catastrophic Plan to include the potential impacts on the City of Stayton resulting from the Detroit Dam drawdown.

Adjourn: Chair Olson adjourned the meeting at 7:53 PM



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