







**Marion Soil and Water Conservation District (MSWCD)  
Administrative Committee Meeting  
Friday, January 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:** 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 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.



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
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 open 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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