







Marion Soil and Water Conservation District (MSWCD) Administrative Committee Meeting
Friday, March 8, 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


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 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	Present	Ortiz Ortiz	
Hart Hart	Present		
Plowhead Plowhead	Present		
Sanchez Sanchez	Present		
Lovett Lovett	Present		

Item # Minutes and Action/ Vote Count

1 Public Comment - None

Review of October 16, 2023, Meeting Minutes

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.

2 Action: Hart motioned that the Committee **approve the October 16, 2023, meeting minutes**, 2nd by Plowhead. No further discussion. MOTION PASSED (Aye-4 [Sanchez, Plowhead, Lovett, and Hart], Opposed-0).

Review of January 19, 2024, Meeting Minutes

Olson arrived.

Action: Hart motioned that the Committee **approve the January 19, 2024, meeting minutes**, 2nd by Plowhead. No further discussion. MOTION PASSED (Aye-5 [Sanchez, Plowhead, Olson, Lovett, and Hart], Opposed-0).

Partner Grant Application Review

Four Capacity Partner Grant applications for combined total of \$39,799.50, well below the \$50,000 cap.

1. Pudding River WC: Score 44 - Do Fund: 5-0
 Plowhead had a concern that there was not a clearly identified project described. Discussion on capacity grants' goals and purposes. Ortiz will provide the grant handbook to the committee for the next round. Ortiz suggested adding a definition of "capacity support".

3 Darin commented that he would like to see different questions asked for capacity grants in the next cycle, but he supports this project.

2. North Santiam Watershed Council: Score 45.5 - Do Fund: 5-0

Hart stated most funds to be used for project management. Not clear how the funding would be coordinated and what obstacles would be overcome with advanced capacity. She felt the application was not as concise as the others, but still worthy.

Plowhead asked about the source of matching funds, and Ortiz said generally for capacity grant the match funds are from outside. Ortiz can add a question on the capacity report (like the other non-capacity partner grants). Discussion of in-kind what qualifies for in-kind and cash match. Ortiz commented that the intent of these grants to were to keep the application as simple as possible.

3. Straub Outdoors: Score 47.5 – Do Fund: 5-0
No Discussion

4. Western Invasive Network (WIN): Score 44.2 – Do Fund 4, Fund w/ Conditions 1
Plowhead asked about time spent on projects in Marion County, vs. how much is being spent elsewhere, and who else is pitching in matching funds. She would like to see a breakdown of the total funding sources as percentages. Plowhead suggested getting this information before bringing it to the board.

Sanchez was also concerned about supporting regional work, but realized that invasive weeds don't heed boundaries, and the work benefits the district.

Olson supports the project but would like to have a larger discussion before the next grant cycle regarding funding criteria.

Ortiz explained staff works very closely with WIN, and the District has financially supported WIN on several occasions in the past.

Discussion regarding gathering more information. What is the cost of the entire position and specific information about supporting the district mission in Marion County.

Darin said this is our first round, everybody is learning, and suggested changing any parameters this round, but looking very closely at it moving forward and working with staff to have the applicant be more specific in the future.

Hart asked about the process of attaching conditions. Ortiz replied that the applicant should be notified and provided with limited additional information requested by the Committee. The applicant will provide information to Ortiz for the board meeting, and the Applicant should come to the board meeting to answer questions.

Hart would like to see a narrative of the long-term relationship with the District with a general idea of time spent working in Marion County. Ortiz will reach out to WIN.

6024003 = \$10,000
6024004 = \$9999.90
6424008 = \$9800

Action: Plowhead motioned to **recommend Partner Grants, 6024003, 6024004, and 6424008**, 2nd by Olson. No further discussion. MOTION PASSED (Aye-5 [Sanchez, Plowhead, Olson, Lovett, and Hart], Opposed-0).

Action: Hart motioned to **recommend Partner Grants, 6024009 with listed conditions**, 2nd by Plowhead. No further discussion. MOTION PASSED (Aye-5 [Sanchez, Plowhead, Olson, Lovett, and Hart], Opposed-0).

To be provided before the next board meeting.

- Short narrative History of the past relationship with the district.
 - Estimate of the time dedicated to time spent in the SWCD
 - Overall budget of position
-

Discussion regarding what information to collect on future applications and additional information available on Foundant. Peggy expressed her appreciation for being part of the process.

Pay Equity Analysis 2024 Report

Sanchez explains that after legal review, it was necessary to consider the criteria further and revise Table 2 more. Sanchez has made relevant changes.

- Knowledge (education + experience)
- Effort (levels of responsibility exempt/non-exempt)
- Skill level (new definitions)
- Working conditions (add fieldwork, not just travel)
- Developed a new way to differentiate.
- No changes in comparable groups.

- 4 Looked at differences between groups in corrective actions. No change in leave benefit but added tele-work. Legal suggested a need to rework the salary table and tighten up job descriptions and recommended an executive session to look at these.

Linda asked about the definition of 'merit'. Brenda explained the "bonafide factors of compensation differences".

Correction action of 8 hours of vacation at time of hire and remove cap.

Action: Sanchez motioned that the Committee **recommend that the Pay Equity Analysis Report be presented to the Board**, 2nd by Hart. No further discussion. MOTION PASSED (Aye-5 [Sanchez, Plowhead, Olson, Lovett, and Hart], Opposed-0).

Update on Credit Card Process

The process to use credit cards has changed significantly and Sanchez will be updating purchasing procedures.

There was an accidental charge to the District's credit card on a staff Amazon Account. Brenda has cancelled the credit card linked to that account and has closed all Amazon accounts using District e-mails and have a single account using the office@ address.

- 5 Linda said she thinks the problem stems from people ordering supplies during COVID for home delivery and the turnover of staff and management.

COGENT IT also has a copy of the credit card. Olson asked why they don't invoice us. He asked about the policy on credit card responsibility. Sanchez will follow up with Cogent and ask if we can be invoiced,

There was discussion about general credit card security and the need for policy.

Update on Strategic Planning

- 6 Good feedback from contractor. Moving forward towards completion.

Meeting adjourned