



Marion Soil and Water Conservation District (MSWCD) Administrative Committee Meeting
Friday, June 14, 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 March 8, 2024, Minutes	Chair	Procedure	5 min.
3	Policy Review Update	Sanchez	Discussion	10 min.
4	Amended Grant Limitation Policy	Sanchez	Review	15 min.
5	Amended Public Contracting Policy	Sanchez	Review	15 min.
6	USDA Policy Review	Sanchez	Review	10 min.
7	Partner Grant Procedure	Sanchez	Discussion	10 min.
8	Wildfire Smoke Policy	Lovett	Discussion	10 min.
9	Admin Committee Charter	Sanchez	Discussion	40 min.
	Meeting Adjournment	Chair		

Agenda Brief

Item #	Brief	Action
3	Policy Review Update – Apprise on status of policy work since review of Policy Binder.	Discuss progress to date
4	Amended Grant Limitation Policy – Policy revised to include the Partner Grant Program.	Recommend revised policy for Board approval
5	Amended Public Contracting Policy – Incorporates changes in State law related to equity in public procurements.	Recommend revised policy for Board approval
6	USDA Policy Review	Recommend policy for Archive
7	Partner Grant Procedure – Apprise on status of process to date	Discussion
8	Wildfire Smoke Policy	Discussion

9 Admin Committee Charter

Discuss and begin developing charter



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

Item # Minutes and Action/ Vote Count

1 **Public Comment** – No Public Comment

Review of March Minutes

2 **Lovett motioned, Plowhead second, to accept the March 8, 2024, Minutes as presented. No discussion. Passed 3-0 (3-yes, Sanchez, Plowhead, and Lovett Aye, 0-no)**

Policy Review Update

Sanchez reported on the progress of the proposed Policy Work. Sanchez explained that work is ongoing on Specials Districts Grants group Ins., Records Retention, Public Records Request, Financial Management, are in progress and will have made available over the next couple of ADMIN Committee Meetings. Workers Compensation, Delegation of Authority have not been worked on. Sanchez is currently working also on the vehicle policy. The USDA policy is ready for discussion and to be archived. Sanchez also noted she is working on guidelines for food and beverage purchases for staff clarity on when and how.

Lovett asked if there was a difference between when a board needs to make policy or when is an agreement. Sanchez replies that the difference to her is more about staff agreeing to policy through a signed agreement, acknowledging they have been advised and provided policy. Agreements usually cover important items that staff needs to be made aware of and the importance of these policies.

Amended Grant Limitation Policy

4 Sanchez explained that this policy needs to be amended since there have been changes since the last one was approved. The payout cap was increased to 10,000, we added a Partner Grant Program, and the name change for the Landowners Assistance Grant. Sanchez explained this policy has history and was not amended the last time it was presented to the Board; unsure as to why but the policy should be amended-superseding all previous amendments. Sanchez then reviewed the policy.

Plowhead motioned, Lovett second, to recommend the updated Cap Limitation Policy for Board amendment. No discussion. Passed 3-0 (3-yes, Sanchez, Plowhead, and Lovett Aye, 0-no)

Amended Public Contracting Policy

5 Wilson explained that the Public Contracting Law changed and the District needs to update the contracting policy. Wilson reviews the changes.

Plowhead motioned, Lovett second, to table the updated Contracting policy to the next Admin Committee meeting when there is an elected member present. No discussion. Passed 3-0

USDA Policy Review

6 Sanchez explains that the USDA Conservation Plan Review Policy can be archived if ever needed again. Currently NRCS is not presenting projects to the District for approval and the policy is not applicable currently. Sanchez adds that we are the co-grantee for the Conservation Reserve Enhancement Program) CREP) position and CREP projects should come through the District, however in the CREP instance the District Manager can review and sign CREP agreements, if the Board delegates the work. The Committee agrees to move this forward to the Board, no need for committee recommendation.

Partner Grant Procedure

7 Sanchez reviewed with committee the proposed Partner Grant (PG) process regarding the application review. Sanchez explained that PG Capacity Grant applications will continue to go through the Admin Committee for review but the other grants (technical assistance, project implementation, education, outreach) will go through an internal review with a team comprised of employees (conservation planners and native and invasive plant and communications and education specialists. Site visits will be conducted, the team will review and move forward only well vetted, complete applications directly to the Board for approval. The process also adds a final site visit upon completion. Sanchez added that there will also be a form identifying secured and pending match funds that would be submitted with application. Secured funds will need a signature or award letter from the Grantor or source of income. Sanchez also discussed the allowable admin costs for this application and the proposal to keep it at 10 percent with the Board discretion of higher admin costs.

Wildfire Smoke Policy

8 Lovett reviews the proposed Wildfire Smoke Policy. Explain this is a requirement of the state. Annual training and days when the air quality index (AQI) is above allowed air quality those working in the field must leave those areas. Lovett discussed some ideas on how AQI is tracked; suggesting that employees should be on their own and the District could monitor during fire season, along with monitoring temperatures for heat illness. Sanchez adds that employees have this and were given training assignments. Sanchez asked Lovett to broaden the District's reason for monitoring because of the variation of timing of wildfires.

Admin Committee Charter

8 Plowhead states that the Admin Committee Charter will come back to the next Admin Committee meeting. Lovett asked if other committees have a Charter. Sanchez replies that no, other committees have not created their charters.

Meeting adjourned