



Marion Soil and Water Conservation District (MSWCD) Administrative Committee Meeting Agenda **DRAFT**

Friday  
February 14, 2025  
9:00 AM to 10:30 AM

Our mission is to partner with people in support of thriving lands, clean water, and healthy habitats. We do this through planning, technical assistance, funding, and education.

This meeting will be held by video conference (Zoom), and by telephone.

**Call In Number:** 1-253-215-8782 | **Meeting ID:** 861 6125 6285 | **Passcode:**  
**Staff Contact:** Brenda Sanchez 503-871-7311 | [brenda.sanchez@marionswcd.net](mailto:brenda.sanchez@marionswcd.net)

Agenda Changes and/or Additions	Chair
1. Public Comment	Chair 5 minutes
2. Board Updates on Committee Recommendations	District Manager 5 minutes
3. Grant Terms Entity and Limitation Cap Discussion	District Manager 30 minutes
4. Updated Policy Work Discussion	District Manager 10 minutes
5. Tuition-Training Policy Discussion	District Manager 15 minutes
6. Salary Administration Plan Report	District Manager 15 minutes
7. Spending Outside the District Boundary Discussion	District Manager 15 minutes
8. Meeting Dates for 2025	Chair 5 minutes

Meeting Adjourned – Chair

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.

Oregon residents can file a written grievance with the Marion SWCD regarding a violation of the Public Meetings Law within 30 days of the alleged violation. The grievance should include details about the alleged violation and be submitted to the Marion SWCD District Manager for review.

### **Uncertainties Identified (December 2024 Board Meeting)**

1. Budget Submitted with Application
  - Concerns over lack of detail and potentially unjustified costs.
2. One Owner/Manager for Two Separate Applications/Grants
  - Uncertainty regarding whether a single owner is applying for multiple grants presents a risk of exceeding the District's grant caps

### **Responses Discussed at the January Board Meeting**

#### **1. Budget Issues – Mostly Resolved**

- Updated Budget: Zamora confirmed that the budget had been revised, though the updated version was not included in the Board packet.
- Justification of Costs: Hardy visited and interviewed the applicant, explaining the costs and concluding they were justified.
- Process Improvement: Hardy recommended future revisions to the application and evaluation process.
- Board Perspectives: Ovchinnikov also found the costs to be justified.

#### **2. One Owner/Operator Applying for Two Grants – Unresolved Concerns**

- Key Concerns:
  - The possibility that an owner, manager, business, or piece of land could exceed grant caps by applying as separate entities. This was not only a main concern for several Board members, but also this is the stickiest and most difficult thing that needs to be worked out. Responsible use of the public's money....the driving force behind all the other concerns.
  - An individual managing multiple properties under different applications.
  - Potential conflict of interest: Applicant owns/part owner of the vendor where materials and services will be purchased from. It is a conflict of interest using District funds to purchase materials and supplies from their own business.
- Board Discussion and Decisions:
  - Option 1: Accept the application despite concerns, as it meets the current grant criteria.
  - Option 2: Reject and refer the issue to committees for further review—motion denied, but some Board members favored this approach.
  - Final Decision: Accept the application and refer it to committees for revisions to application language and process. Susan Ortiz will provide historical context and assist in clarifying application language. This action was voted on and approved by the Board.

#### **Remedies and Next Steps**

- Clarify and refine application language with Ortiz's guidance.
- Review NRCS application language for potential adoption.
- Enhance transparency on applicants' roles: Without accessing financial data, gather information on potential dual roles and responsibilities across properties.
- Define grant eligibility criteria: Should grants be awarded per individual, per entity, or per property?
- Balance clarity with flexibility: Ensure application revisions allow the Board discretion in rejecting grants when similar conflicts arise in the future.

**Action Items for Staff**

- Inform NR and Admin Committees about past cases with similar circumstances and how they were handled (Ortiz to lead).
- Ensure complete Board packets include updated budgets and maps.
- Improve review processes:
  - Committees and District staff should anticipate Board concerns and identify weaknesses in applications before they reach the full Board.
  - Address potential objections and clarify ambiguities in advance.



## Grant Limitation Policy

2024-08-07

Entity Payout Cap Policy

Marion Soil and Water Conservation District Grant Programs

**Adopted:** May 7, 2008

**Amended:** July 6, 2011, February 1, 2012, February 20, 2014, March 11, 2020, and August 7, 2024

**Effective Date of Policy:** 08-07-2024 4

### **Background**

Marion Soil and Water Conservation District (Marion SWCD) currently offers several grant programs. The Grant Limitation Policy is applicable to the following programs:

- Conservation Assistance Grant (CAG)
  - Formerly Known As: Landowner Assistance Program (LAP)
- Conservation Learning Education And Resource Grant Program (CLEAR)
  - Salmon Watch
- Cover Crop Assistance Grant (CCA)
- Partner Grant Program (PGP)
- Special Project Grant (SPG)

The Board of Directors has final approval authority for all grant program applications.

### **Purpose**

While each grant has a different intention and purpose, the Marion SWCD seeks to afford the availability of grant funds to a broader range of entities. Therefore, the Board of Directors has established a Grant Limitation Policy (2008-05-07) to cap the total combined payout from all Marion SWCD grant funds that an entity can receive during a fiscal year and during a rolling five (5) fiscal year period. Payout limitations are reviewed on an as needed basis to ensure the needs of the grant programs are being met.

### **Definition**

For purposes of this policy, an **entity** is defined as:

- Community Organization
- Corporation, Limited Liability Company (LLC), or Partnership
  - Farm Corporations
  - Horticultural Nurseries
  - Other Corporate or LLC organization
- Educational Institution (Not a School Grade or a School Classroom)
- Government Agency
- Individual Landowner or Land Manager
- Native American Tribe
- Neighborhood Association
- Nonprofit Organization or group – 501 (c) (3) status is not required.

**Grant Limitation – CAG (LAP), CLEAR, CCA, and SPG Programs**

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**CAG (LAP), CLEAR, CCA, and SPG (or combination of)** – A maximum of **\$10,000** in grant funds will be permitted per **entity** during each fiscal year (a one-year period from July 1 to June 30).

Furthermore, a maximum of **\$30,000** in CAG (LAP), CLEAR, CCA, and SPG (or combination of) grant funds will be permitted per **entity** during any five consecutive fiscal year period. Five year rolling max will be three times the yearly max.

***Fiscal Year Example:*** In a fiscal year if an individual landowner has received CAG funds in the amount of \$4,100, that individual could qualify for an additional \$5,900 in grant funds through any of the above listed grants for a total of \$10,000.

***Exception:*** The District may allow an entity with a Large Project to request a one-time only payout of up to no more than the five years maximum available to an applicant. Large Projects are defined as projects with a total cost more than twice the five-year max

**Grant Limitation – Partner Grants Program**

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**Capacity Grant** – A maximum of **\$10,000** in Capacity grant funds will be permitted per **entity** during each fiscal year (a one-year period from July 1 to June 30).

Furthermore, a maximum of **\$30,000** in Capacity grant funds will be permitted per **entity** during any five consecutive fiscal year period. Five year rolling max will be three times the yearly max.

***No exceptions.***

**Education, Project Implementation, Outreach, and Technical Assistance (or combination of)** – A maximum of **\$35,000** in Education, Project Implementation, Outreach, and Technical Assistance (or combination of) grant funds will be permitted per **entity** during each fiscal year (a one-year period from July 1 to June 30).

Furthermore, a maximum of **\$105,000** in Education, Project Implementation, Outreach, and Technical Assistance (or combination of) grant funds will be permitted per **entity** during any five consecutive fiscal year period. Five year rolling max will be three times the yearly max.

***No exceptions.***

**Accountability**

To maintain a record of the amount of grant funds that have been received by an **entity** and ensure that the grant limitations are not exceeded, grant tracking shall be maintained by Marion SWCD.

The amended policy was adopted by the Board of Directors, with a vote of 4-1, at its regularly scheduled meeting on August 7, 2024.

Marion Soil and Water Conservation District

-----Chair

Policy Work							
Policy	Notes	Priority #	Timeline	Staff	Revision Level	Committee	Status
Training-Tuition Policy	New!	1	2025	BS	Draft/Adopt	Admin Comm	In progress
Entry onto Property/ Landowner Agreement	New!	1	2025	BS/SO	Draft/Adopt	Admin Comm/ NR	Not Started
Conflict of Interest Form	New!	1	2025	BS/TW	Draft/Adopt	Admin Comm	Not Started
Using District E-mails Accounts	New!	2	2025	BS	Draft/Adopt	Admin Comm	Not Started
Associate and Director Job Descriptions	New!	2	2025	BS	Draft/Adopt	Admin Com	Not Started
Succession Planning- Continuity	New!	3	2025-26	BS/LL/TW	Draft/Adopt	Admin Comm	Not Started
Advocacy	New!	3	2025	TW/BS	Draft/Adopt	Admin Com	Not Started
Ag Water Quality Concern	Update	2	2025	BS	Minor Update	Natural Resources	Not Started
Delegation of Authority	Updates/ Revisions Needed	1	2025	BS/ Chair	Revision	Admin Comm	Not Started
LAP Inspection Policy	Revision	1	2025	BS/SO	Revision	Natural Resources	Not Started
Directors Travel Policy	Merge Director Handbook	2	2025	BS	Revision	Admin Comm	Not Started

Board Meeting Policy and Procedures	Need Director Manual	2	2025-26	BS	Revision	Admin Comm	Not Started
Computer Procedures and Policy		1	2025	BS	Revision	Admin Com	Not Started
Policy for District Website		1	2025	BS/TW	Revision	Admin Com	Not Started
Financial Management Policy	Updates	1	2025	BS/LL	Update	Admin Comm	In Progress
<b>Policy Tracking</b>							
<b>Policy</b>	<b>Adopted</b>	<b>Effective Date</b>	<b>Status</b>	<b>Notes</b>		<b>Committee Review</b>	
Ag Water Quality Concern Policy	11-02-05	11-02-05	Updates/Revisions Needed			NR Comm	
Check Writing Policy	09-04-02	09-04-02	Current	Also, in Delegation of Authority Policy		Admin Comm	
Computer Procedures and Policy	05-04-11	05-04-11	Updates/Revisions Needed			Admin Comm	
Cost of Living Adjustments	01-11-23	01-11-23	Current	Reference in Salary Administration Plan		Admin Comm	
Credit Card Policy	11-01-07	11-01-07	Current	Potential amendment		Admin Comm	
Delegation of Authority	12-01-21	12-01-21	Updates/Revisions Needed			Admin Comm	

Director Travel Policy	11-02-05	11-02-05	Updates/ Revisions Needed		Admin Comm
District Organizational Structure	07-22-23	07-22-23	Current		Admin Comm
Employee Rewards and Recognition Policy	09-07-05	09-07-05	Current	Move to Personnel Manual	Admin Comm
Financial Management Policy	07-05-06	07-05-06	Updates/ Revisions Needed		Admin Comm
Grant Limitation Cap Policy	08-07-24	08-07-24	Current	Up for potential revision	Admin Comm
Heat Illness Prevention Policy	08-07-24	08-07-24	Current	Reference in Safety Handbook	Admin Comm
LAP Inspection Policy	11-02-09	11-02-09	Updates/ Revisions Needed		NR Comm
Liaisons to Watershed Councils Policy	02-03-05	02-03-05	Updates/ Revisions Needed		Admin Comm
Personnel Policy Manual	08-02-23	08-02-23	Current	But needs updates	Admin Comm
Policy for District Website	05-05-10	05-05-10	Updates/ Revisions Needed		Admin Comm
Protection from Wildfire Smoke policy	08-07-24	08-07-24	Current	Reference in Safety Handbook	Admin Comm
Public Contracting Rules and Procedures	12-04-24	12-04-24	Current		Admin Comm



Policy Status and Work Tracker 02-07-25

Public Records Retention, Management, and Disclosure	01-08-25	01-08-25	Current		Admin Comm
Safety Handbook	08-2021	08-2021	Updates/ Revisions Needed	In progress	Admin Comm
Salary Administration Plan	12-06-23	12-06-23	Updates/ Revisions Needed	In progress	Admin Comm
Vehicle Operation Maintenance Safety Policy	11-06-24	11-06-24	Current	Update as needed	Admin Comm
Workers Comp for Volunteers	01-08-25	01-08-25	Current		Admin Comm