

**Marion Soil and Water Conservation District
Administrative Committee Meeting
11/17/2021**

Location: Marion SWCD - Zoom meeting
408 N 3rd Ave Stayton, OR 97383
Date: Wednesday, November 17, 2021
Time: 7:01 - 8:38 PM

MINUTES
Recorder: Amy Boyd
Chair: Chong Kee Tan

TELEPHONE/VIDEO CONFERENCE (VIA PHONE & ZOOM MEETING) ATTENDANCE:

<u>DIRECTORS</u>	<u>ASSOCIATES</u>	<u>STAFF</u>	<u>GUESTS</u>
Terry Hsu	Chong Kee Tan	Amy Boyd	
Darin Olson		Susan Ortiz	
		Tom Wilson	

1. Chairman Tan called the meeting to order at 7:01 PM.
2. Minutes. Minutes for 10/20/21 and 10/29/21 were reviewed. Hsu motions to accept as written, Tan seconds, approved by the committee.
3. Website. Wilson presented three website options: Streamline, Weebly, and Wordpress. Wordpress is our current website provider. Weebly is the same price as Wordpress and has some features and functionality that Wordpress lacks. Streamline is considerably more expensive but also has a lot more features and is specifically put together by special districts of Oregon for special districts. We have discussed the topic at the past two administrative committee meetings. We discussed function, which can be built by a web designer, or bought such as with Streamline, and look, which is easily doable by Tom with Weebly software. The committee recommended using Weebly for the next year and reassessing. This action is within the scope of the district manager to implement, and does not need Board action.
4. Safety Handbook. Boyd presented the updated safety handbook, which primarily updated the exit plans for our Stayton building and hybrid work related-items, such as emergencies with remote workforce. Motion by Olson and seconded by Hsu. The committee recommends to the board to adopt the changes to the Safety Handbook.
5. Compensation Study. Boyd presented information about how a compensation study would occur, if approved by the Board, and recommended that the committee select a comprehensive compensation study, which would be inclusive of benefits. This will ensure our package is consistent with similar jobs, whereas if we do juts the wage we are missing out on a significant component of overall compensation. We had two bids, with a third pending. Motion by Olson and seconded by Hsu. The committee

recommended Cascade Employers total compensation study for a total of \$3250, and consider future updates or studies as needed.

6. Delegation of Authority. Boyd presented the draft Delegation of Authority document, which had been reformatted but not otherwise updated from the previous most current draft. The committee reviewed the draft in detail, focusing primarily on the delegation of authority focused on day-to-day spending by the project manager and the authority of the Board to hire and fire the district manager. Motion by Olson, seconded by Hsu. The committee recommends the changes as highlighted in the Board packet.

Chairman Chong Kee Tan adjourned the meeting at 8:38 PM.

Respectfully Submitted,

Amy Boyd

District Manager