



**Marion Soil and Water Conservation District (MSWCD)
Administration Committee Meeting
Friday, August 12, 2022, 8:30 am to 10:00 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 offered by video conference and by telephone. Please inform the MSWCD if you would like to attend in person (as space is limited), contact by phone, 503-391-9927 or visit www.marionswcd.net at least 24 hours in advance for assistance.

📺 **Link to Video Conference:** [\(Zoom\) Meeting Link \(Click Here\)](#)
 📞 **Meeting Telephone Number:** 1-253-215-8782
Meeting ID: 886 3515 7335 | **Passcode:** 930208

Agenda DRAFT

Chair Hsu: Call Meeting to Order, Agenda Changes & Approval

Item #	Topic	Presenter	Purpose	Time
1	Review of June 24, 2022, Minutes	Chair	Procedure	5 min.
2	Urban Conservationist Position	Sanchez	Review Recommend	10 min.
3	Compensation Study-Revised	Sanchez	Review Discussion	25 min.
4	Compensation for Employee Waived Benefits	Sanchez	Discussion	
5	Employee Policy Handbook – Part 1 Review	Sanchez	Review Discussion	25 min.
	Meeting Adjournment	Chair		

Committee Members 2022: Terry Hsu, Darin Olson, Brenda Sanchez, and Delani Herb

Agenda Item Briefing

Item #	Description	Action
2	Admin Committee to review the proposed Urban Conservationist position description and recommend to Board for approval. Review duties and salary.	Recommend Urban Conservationist Position

3	Review Compensation Study revised to include Programs Assistant and Financial Administrator; Financial Manager removed.	Discuss results and determine what percentage of the market norm pay range that the District would like to achieve and recommend to Board.
4	Does the District want to compensate employees who waive their benefits?	Discussion and potential recommendation to the Board.
5	Review Employee Policy Handbook – Part 1 (of three parts) Review. See table below for projected schedule to review	Review Part 1; discussion, edits etc. Recommend Part 1 to move forward.

Personnel Policy Handbook Review Projected Schedule

August	Admin Committee	Introduction through Whistleblower Protections
September	Admin Committee	Communication and Software Systems through Benefits
October	Admin Committee	Leaves of Absence to End
November	Board	Adopt employee handbook for immediate use by employees.



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.