

**Marion Soil and Water Conservation District  
Administrative Committee Meeting  
3/17/2022**

Location: Marion SWCD - Zoom meeting  
408 N 3rd Ave Stayton, OR 97383  
Date: Thursday, March 17, 2022  
Time: 8:33 – 9:43 am

**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	Brenda Sanchez
Darin Olson		Susan Ortiz	
		Delani Herb	

- 1.** Chairman Tan called the meeting to order at 8:33 PM.
- 2.** Minutes. Minutes for 2/16/22 were reviewed. Tan recommends approval by the committee.
- 3.** Financial Manager. DM Boyd presented the financial manager position statement Discussion about a clear separation of duties from District Manager and a reassessment of the role and an update of the programs assistant role to a grants administration position. DM Boyd asked about the steps to achieve resolution – to reestablish the financial officer role and to offer the position to the current employee, or to make the existing employee an interim financial officer for three months while the position was opened to the public. Committee recommends that the existing employee is moved into the financial officer role on an interim basis. DM Boyd will query other similar districts for pay of existing employees and average those for an interim pay for the position. The interim position and pay will be reviewed at the upcoming Board meeting.
- 4.** Website. Brief discussion about website, based on previous meeting information. Our new communications and education specialist has website establishment experience, and has gotten two quotes. The Committee recommends to the Board that the quote by Abide Web Design.

Chairman Chong Kee Tan adjourned the meeting at 9:21 PM.

Respectfully Submitted,

**Amy Boyd**

District Manager