

**Marion Soil and Water Conservation District
Administrative Committee Meeting Minutes**

May 27, 2022

8:30 AM to 10:00 AM

Facilitator: Committee Chair Hsu

Recorded by: Brenda Sanchez

Meeting offered by video conference and by telephone.



Attendance

Committee Members

Hsu, Terry – Director and Committee Chair

Darin Olson – Director

Delani Herb – Staff

Brenda Sanchez – District Manager

Guests

Scott Walker – Director

A. Hsu Call to Order: 8:35 AM

B. Agenda Additions or Changes: Sanchez added Admin Updates

C. Announcements: None

1. Admin Updates

Heath Keirstead (staff) and Sanchez have been working on the election notification. Ad created for Capital Press for mid-June. We have a series of events. Developed a webpage. Please direct anyone interested to the webpage for more information.

Sanchez wants to clarify that the strategic planning the staff has been working on is really just the annual workplan meetings to complete their annual workplans that will be up here shortly to complete. Sanchez went on to say that she had over sold what they were working on when she termed it “strategic planning”. Staff is working to sort out the details of the team’s roles and responsibilities.

Sanchez shared that it was necessary to get dates on the LAP pause and to clearly understand what the pause entailed. Staff determined that the pause officially starts July 1, 2022. Shortly after all the of the last LAP cycle has been processed, agreements in place, etc. staff will then be able to work on the LAP backlog and procedural improvements. The pause will continue for six months; to the end of

December 2022. A goal has been set to accomplish 80% of all LAP program work which includes LAP backlog of work, getting CATs fully operating and streamlining internal materials and processes.

Hsu shares that he is concerned that we are doing work without the board involved. Sanchez replies we are not making big decisions, conversations are at staff level. Any changes that we need will be passed through the established process of Committee and Board. Sanchez reminds that she oversold the strategic planning, it is annual planning, and that the Board does not normally get involved in the annual planning work.

Sanchez completed the QuickBooks training and will take the exam to be “certified”. Sanchez is also learning payroll and accounts payable and will assume those duties by July and will cover until the new Financial Administrator is hired.

The Financial Administrator position has been reviewed and “approved” by Cascade Employers. Sanchez will be working with them to source the position. The week of June 6 finish writing advertisement and fly by end of week, Indeed, District website page, sent via other networks. Maybe hire late June early July.

2. Review of April 22, 2022, Minutes

No changes recommended.

Action: Hsu motioned for the Committee to **approve the April 22, 2022, Admin Committee Meeting Minutes**. 2nd by Olson. No further discussion.

3. Grievance

Sanchez reported that the grievance is still under legal review. Sanchez, Olson, and Koch met with attorney to follow up on materials and information. Sanchez will be working to schedule an executive session mid-June for the Board to respond to the attorney. There is 90 days to respond to the employee: end of June deadline.

4. Policy Updates

Sanchez began by saying that the District’s policies are old and need updating. Sanchez is working to log all the policies by date and then we can decide when and how to get those updated. There is one policy that stands out and that is the Board Meeting policy from 2005. Sanchez recommends that we grow and fit our policy to how we operate today. Sanchez would like to use SDAO policy template to draft the new board policy; tailor and migrate the old into the template and then keep those

items that applicable to how the Board operates, add in delegation of authority. Hsu and Olson agree to the template.

5. Board Training

It has been recommended that the Board should complete some trainings. Sanchez is looking to see what kind of trainings the Board would like. Sanchez provides some topics or that there are SDAO trainings. Hsu replies that je looking at the Oregon Constitution, because we take an oath, what is our role.

Hsu asks Olson how he feels about the Oregon Constitution. Olson says that it is OK if we train on just the pertinent parts.

Walker is trying to reply but is having sound difficulty.

Sanchez adds that we should have overall training on Board roles and responsibilities of the Board, recommends a series of short training by Eric Nussbaum (Oregon Department of Agriculture) during a Board meeting. Sanchez said she will work with Nussbaum to schedule a couple of 15-minute shorts. Sanchez recommends SDAO webinars, Hsu felt that individuals will not complete. Sanchez will follow up with the 15-minute trainings and Oregon Constitution.

6. DM Review

Hsu says that he has the Survey Monkey account until August and Sanchez says the district does not really use Survey Monkey and recommends that they complete the three-month review of her using the Survey Monkey account before it is cancelled. Hsu asks what others think. Olson replies that we should just have an officer review of Sanchez. Present to the Board (officer review) and wait until 9 months or a year b/c three months is not enough time to really consider a review. Hsu agrees, if we meet the three-month review for Sanchez. Sanchez agrees to the three-month officer review and that the Board can come back later to complete a full review; nine months from now. Hsu will not renew the Survey Monkey account.

Adjourn: Chair Hsu adjourned the meeting at 9:10 AM



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