

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

June 24, 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**

**A. Hsu Call to Order:** 8:30 AM, paused the meeting at 8:37 because Olson requested a late start. Returned to the meeting at 9:00 AM.

**B. Agenda Additions or Changes:** None

**C. Announcements:** None

**1. Review of May 27, 2022, Minutes**

No changes recommended.

**Action:** Hsu motioned for the Committee to **approve the May 27, 2022, Admin Committee Meeting Minutes**. 2<sup>nd</sup> by Sanchez. No further discussion.

**2. Grievance**

Sanchez reported that the legal review is complete. The Board has scheduled Special Board meeting on June 27, 2022, to address the personnel action form by former District Manager Boyd and end the three month of additional duties that the Programs Assistant has been completing. A copy of the legal review was provided to the employee.

### **3. Establish Goals, Objectives, & Tasks of “The Pause” – Board**

Sanchez began by describing that this discussion is needed to provide the Board with a way to engage in the “Pause” and for the Board to provide direction as to what is completed over the next six months. Sanchez then displayed an excel spreadsheet that shows all the current district programs and services and will work as a tool for the Board to work from. The “Pause” starts July 1, 2022, and continues until December 31, 2022. Sanchez reminded the committee of the reason why Olson had thought of the “Pause”: *“to work to bring staff levels up and provide adequate training and establish workloads”*. Hsu states that it will be good for the Board to have a brainstorming session and get initial concerns out for discussion. Let’s keep it a listening session for the Directors and not have a structured conversation. Olson adds that every Director has a different ideal regarding the pause, share the District Inventory that Sanchez has, and the Board can take the time to discuss programs. The committee determined that a work session prior to the July 6, 2022, Board meeting will work fine. Start at 5PM and provide dinner. Bring in two staff to be there for questions.

### **4. Annual Workplans**

Sanchez presented the annual workplans that staff put together. Sanchez revised the workplan format and process to have more use for the workplan. Sanchez has linked staff timesheets to be aggregated over time. We will be able to next year have tracked all our accordingly and it will help with next year’s projection; more accurate and useful to see if we are meeting goals and objectives of our business plans. Sanchez reviewed the workplans format and results. Hus replies that he appreciates the results and the aggregated sheet. Discussion took place regarding the nuances of the workplans; admin was up slightly due to more consideration of meetings and committee times. Training hours are acknowledged, which was not as much in prior years. Olson adds that he also like the workplans. Sanchez asked if these workplans need to come to admin committee in the future? Hsu says it has a place in the Admin Committee for next year.

### **5. Grants Coordinator Position Description**

Sanchez provided a draft of the Grants Coordinator position that is really a revision of the Programs Assistant position. All the fiscal work was removed, and Sanchez added in a couple of new duties that should have been in there. Sanchez expressed that this is the pretty much the Programs Assistant position with some updates and a new title. Hsu asks if Sanchez needs anything regarding this. Sanchez, states that she

just needs a recommendation that the position description is good. It is not a new position just a reclassification.

**Action:** Hsu motioned for the Committee to **approve the Grants Coordinator Position as presented by Brenda.** 2<sup>nd</sup> by Olson. No further discussion. MOTION PASSED (unanimously: Aye-3 (Olson, Hsu, and Sanchez), Opposed-0).

## **6. Policy Updates – Board Meeting Policy-Part 1**

Sanchez explains that the original Board Meeting policy was one page. The proposed policy, using the Special Districts Association of Oregon, will be several pages. Hsu suggests that the policy be split into a few policies for ease and make it into a few polices, so the Board can easily digest and review. Sanchez agrees and will return with the proposed policy broken into separate documents for the Admin Committee to review.

**Adjourn:** Chair Hsu adjourned the meeting at 9:36 AM



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