







**Marion Soil and Water Conservation District (MSWCD)
Administrative Committee Meeting
Monday, October 16, 2023, 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 held by video conference and by telephone.

-  **Link to Video Conference:** [\(Zoom\) Meeting Link](#)
-  **Meeting Call in Number:** 1 (253) 215 - 8782
-  **Meeting ID:** 861 6125 6285 | **Passcode:** 720019
-  **Staff Contact:** Brenda Sanchez, brenda.sanchez@marionswcd.net

Agenda DRAFT


Chair: Call Meeting to Order, Agenda Changes & Approval

Item #	Topic	Presenter	Purpose	Time
1	Public Comment	Chair	Feedback	5 min.
2	Review of July 2023, Minutes	Chair	Procedure	5 min.
3	Revised Job Descriptions	Sanchez	Discussion	10 min.
4	Marion SWCD Policy Review	Sanchez	Discussion	70 min.
	Meeting Adjournment	Chair		

Agenda Brief

Item #	Brief	Action
3	Office & Facility Coordinator and Financial Administrator Duties and Functions section of the job descriptions have been updated to reflect that currently the Office Coordinator is now part-time work and payroll duties and treasurer's report was removed from the Financial Admin	Recommend updates for Board approval
4	The Admin Committee will review MSWCD policies to determine, as recommendations, policies that need revisions, minor updates, etc., which policies are priority and identify needed policy.	Recommend policy work for Board approval

Meeting Minutes

 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.

Attendance

Committee Members	Present/Absent	Staff	Guests
Peggy Hart			
Linda Lovett			
Angela Plowhead - Chair			
Darin Olson			
Brenda Sanchez			

Item #	Minutes	Action/ Vote Count
1		
2		
3		
4		