

Committee members are reminded to disclose any actual or potential conflicts of interest prior to discussion of relevant agenda items.

DRAFT



Marion Soil and Water Conservation District (MSWCD) Administrative Committee Meeting Agenda **DRAFT**

**Friday
May 16, 2025
9:00 AM to 10:30 AM**

Our mission is to partner with people in support of thriving lands, clean water, and healthy habitats. We do this through planning, technical assistance, funding, and education.

This meeting will be held by video conference (Zoom), and by telephone.

Call In Number: 1-253-215-8782 | **Meeting ID:** 861 6125 6285 | **Passcode:** 720019

Staff Contact: Brenda Sanchez 503-871-7311 | brenda.sanchez@marionswcd.net

Agenda Changes and/or Additions	Chair
1. Public Comment	Chair 5 minutes
2. Board Updates on Committee Recommendations	District Manager 5 minutes
3. February 2025 Minutes Action	Chair 5 minutes
4. Policy Worktable Review Report	District Manager 5 minutes
5. Revised Salary Administration Plan and New Salary Table Action	District Manager 5 minutes
6. Office Support and Accounts Payable Assistant Position Description Action	District Manager 5 minutes
7. Employee Professional Development Support Policy Action	District Manager 5 minutes
8. Budget Process for Fiscal Year 2026-27 Discussion to formulate procedures	District Manager 5 minutes
9. Purchasing Policy-Outside District Boundary Discussion to formulate a written policy	District Manager 5 minutes

Meeting Adjourned – Chair

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.

Oregon residents can file a written grievance with the Marion SWCD regarding a violation of the Public Meetings Law within 30 days of the alleged violation. The grievance should include details about the alleged violation and be submitted to the Marion SWCD District Manager for review.