

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
October 17, 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. August 2025 Minutes Action	Chair 5 minutes
4. Delegation of Authority Policy Review and Potential Revisions Discussion	District Manager 30 minutes
5. DRAFT Volunteer Background Check Policy Discussion	District Manager 25 minutes
6. Landowner Permission to Enter Form Discussion	District Manager 25 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.



Marion Soil and Water Conservation District (MSWCD)
Administrative Committee Meeting Minutes August 18, 2025 DRAFT

10:06 AM to 11:16 AM

Facilitator: Brenda Sanchez

Recorded by: Brenda Sanchez

Approved:

Committee Member Attendance

Angela Plowhead (Committee Chair) - Director	Present
Peggy Hart - Director	Present
Darin Olson - Director	Absent
Brenda Sanchez - District Manager	Present
Staff Member Position	Vacant

Staff

Guests

Sarah Hamilton
Susan Ortiz
Becky Pinda
Cesar Zamora

Note: All documents and materials displayed or referenced are retained in the Administrative Committee Meeting file at the Marion Soil and Water Conservation District (Marion SWCD or District).

Minutes

Call to Order-Chair: 10:00 AM

Announcements - None

Agenda Additions or Changes - None

1. Public Comment

No Comments.

2. Board Updates on Committee Recommendations

Sanchez provided updates on committee recommendations. The Salary Administration Plan and Salary Table were adopted. Sanchez added that she had to reconsider her first application of the COLA and Salary Table and made sure in the revision that everyone received at least 2.5% COLA before moving employees into the new table. The revised Grant Limitation Cap Policy was approved with the new entity language.

3. May 2025 Minutes

Action: Hart **motions to approve the May 2025, Administrative Committee meeting minutes**, 2nd by Plowhead. Discussion. Plowhead expressed that the minutes are more of a transcript than a summary. Hart replies she disagrees and thinks the meeting minutes are very good for her and that they assist in reminding her about the meetings versus having to listen to them again. Sanchez adds that she is working on them and tries to capture the decision and remove transcribing. Plowhead suggests the AI tools. Sanchez adds that the new Office Support position will be taking on this responsibility and they will learn to do the minutes that works for both a summary and capturing decision-making conversations. Plowhead stresses that the use of AI will cut down on the cost for this task. Sanchez says they are trying AI out. MOTION PASSED (Aye-3 [Hart, Plowhead, and Sanchez], Opposed-0).

4. Policy Budget Process for Fiscal Year 2026-27

Sanchez presented the annual schedule of budgeting tasks and asked whether the committee preferred forming an ad hoc committee with directors or creating an internal staff team to complete the annual budgeting work.

She stated her preference for an internal staff team to reduce the administrative requirements of public meeting law and lessen the burden on directors. Sanchez added that she will schedule an annual Board work session and provide ongoing updates on budgeting progress to align with directors' priorities and maintain consensus on the fiscal year budget.

The committee discussed these options and agreed that the Budget Team should consist of internal staff, convened by the District Manager (Budget Officer), with progress reported to the Board as needed. The committee further agreed that the five-year forecast should be updated annually and that the Budget Officer should present the proposed unappropriated fund balance to the Board for confirmation prior to finalizing the fiscal year budget.

Consensus: Budget Team will consist of internal staff, convened by the District Manager (Budget Officer), with annual updates to the Board. The five-year forecast will be completed each year, and the proposed unappropriated fund balance will be brought to the Board for confirmation before finalizing the fiscal year budget.

5. Delegation of Authority Policy Review and Potential Revisions

Sanchez informed the Committee that the Delegation of Authority policy is scheduled for revision and asked whether she should first request that the Board

open the policy for revisions, or if the Committee preferred to initiate the revision process directly.

After discussion, the Committee agreed it would be best for the District Manager to draft proposed revisions and provide a copy to Committee members for their individual review, editing, or additions. Sanchez confirmed she would prepare the draft and circulate it in advance, with the goal of having it ready for review at the October Administrative Committee meeting. She also outlined several revisions she is currently considering.

Consensus: District Manager will draft proposed revisions to the Delegation of Authority policy and circulate them for Committee review in October. Darin Olson arrives at 10:55 AM.

6. Grants Specialist and Digital Systems & Multimedia Assistant Position Descriptions Review

Sanchez reported that she has developed two new job descriptions as a result of the recent salary and job level review and adoption. She explained that the existing descriptions no longer reflect the scope of work being performed, as both positions have outgrown their original definitions. The new descriptions are designed to capture the current responsibilities and align with the District's evolving needs.

Sanchez noted that the District's grant programs have expanded significantly, and the existing job description does not accurately reflect the level of responsibility required to manage grant program scheduling, ensure compliance with agreements, grant review administration, oversee financial obligations, and maintain alignment with the District's Strategic Plan.

She also explained that the new Digital Systems and Multimedia Assistant role reflects the District's need to support automation, video production, and ADA accessibility requirements. The Administrative Assistant position has naturally evolved into this role through additional training and growing demand from staff and the District Manager.

The Committee discussed the differences in the role and provided suggested edits. Sanchez stated that once the new job descriptions are approved by the Board, she intends to promote individuals from within the organization to these positions.

Action: Hart **motioned to recommend the Grants Specialist Job Description to the Board**, 2nd by Plowhead. No further discussion. MOTION PASSED (Aye-3 [Hart, Plowhead, and Sanchez], Opposed-0).

Plowhead noted that it should be distinguished that the new grants specialist position was developed based on current industry standards and comparable roles in other Soil and Water Conservation Districts (SWCD).

Sanchez confirmed this, adding that she reviewed several grant-making job descriptions from SWCDs and other nonprofit organizations to help formulate the Grants Specialist job description.

Action: Hart **motioned to recommend the Grants Specialist Job Description to the Board**, 2nd by Plowhead. No further discussion. MOTION PASSED (Aye-3 [Hart, Plowhead, and Sanchez], Opposed-0).

Committee members discussed the grade differences, and Sanchez presented the new Salary Table along with the Pay Equity results to explain how the pay grades for the new positions were established.

Action: Hart **motioned to recommend the Digital Systems and Multimedia Assistant-Part Time Job Description to the Board**, 2nd by Plowhead. Discussion. Plowhead states we should broaden the description away from specific software and go more general so that any software could be included. MOTION PASSED (Aye-3 [Hart, Plowhead, and Sanchez], Opposed-0).

Adjourn: Chair Plowhead adjourned the meeting at 11:16 AM



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Marion Soil and Water Conservation District Administrative Committee Meeting – Agenda Item Brief

Agenda Item Name: Review and Revision of the 2021 Delegation of Authority

Proposed By: District Manager

Purpose: To provide the Administration Committee with an opportunity to review and provide input regarding the District's Draft 2025 Delegation of Authority Policy prior to submission to the Board for approval.

Background: The Delegation of Authority Policy outlines which responsibilities are retained by the Board of Directors and which operational responsibilities are delegated to the Officers, Committees, District Manager, and staff. The policy ensures clarity regarding authority, accountability, and proper oversight, including special circumstances such as grievance handling.

Recent Revisions Include:

- Clarifying the Board's exclusive authority over the hiring, evaluation, and termination of the District Manager, adoption of the Strategic Plan, approval of the budget, and other key governance matters.
- Establishing clear delegation to the District Manager for operational duties, including implementing the Strategic Plan, developing the Annual Work Plan, and managing day-to-day District operations.
- Defining the process for handling staff grievances, including special circumstances and appeals in which the Committee or District Manager may be involved.
- Ensuring alignment of operational delegations with the District's mission, Strategic Plan, and budget.

Action Requested: Committee members are asked to review the updated policy, provide comments, and suggest any revisions prior to Board consideration. No action is required at this time. The next draft will be shared with the Natural Resources and Education & Outreach Committees for review of delegated authorities to committees. Once that review is complete, the District Manager will return the final draft to the Administration Committee for review and recommendation to the Board.

Attachments: 2021 current Delegation of Authority Policy, Draft 2025 Delegation of Authority Policy with tracked changes, and Draft 2025 Delegation of Authority Policy with no markup.



Marion Soil and Water Conservation District

Policy: Delegation of Authority Policy

Effective Date of Policy: 06-04-25

Adopted by Resolution No. 2021-002 A

Purpose

Resolution

WHEREAS Marion Soil and Water Conservation District ("District") is an Oregon special district which is subject to Oregon's Chapter 568; Soil and Water Conservation; and

WHEREAS ORS Chapter 568 authorizes the board to grant individual board members may be given authority or power to act on behalf of the board. Power is granted through board action and must be recorded in the minutes; and

WHEREAS on December 1, 2021, the District's Board of Directors ("Board") reviewed the previously adopted Delegation of Authority dated October 2, 2002; and

WHEREAS the District's Board of Directors desires to update and revise the Delegation of Authority to address changes in the law and to clarify certain procedures;

NOW, THEREFORE, BE IT RESOLVED that the District's Board of Directors, acting both as the governing body of the District, adopts the Delegation of Authority as shown in Attachment A to this Resolution.

The Delegation of Authority shown in Attachment A shall supersede and replace all prior local contracting rules adopted by the District.

UPON MOTION OF Director ? seconded by Director ? the foregoing resolution was passed approved and adopted by the Marion SWCD this ?? day of ?? 2025 by a vote of ? to ?. This Resolution is effective immediately upon passage.

Signature of Marion SWCD Board Chair

Date



Attachment A MARION SWCD DELEGATION OF AUTHORITY POLICY

Board of Directors (Board) and Officers

1) ~~The Board maintains the exclusive authority to hire and terminate the District Manager.~~

1) Board Retained Authorities

The following authorities are retained by the Board of Directors and shall not be delegated except as expressly authorized by Board action:

- a. The Board maintains the exclusive authority to hire, evaluate, and terminate the District Manager.
- b. The Board adopts, amends, and rescinds policies governing District operations, programs, and personnel.
- c. The Board approves the annual budget, significant budget amendments, and the District's overall financial strategy.
- d. The Board approves contracts, agreements, and other binding commitments that exceed delegated thresholds or carry significant fiscal or policy implications.
- e. The Board adopts the District's Strategic Plan and establishes long-term goals, priorities, and performance expectations.
- f. The Board reviews and accepts the District's annual audit and financial statements.
- g. The Board delegates operational responsibilities to the District Manager and reviews such delegations periodically.
- h. The Board acts on behalf of the District in legal, compliance, or regulatory matters requiring official Board action.
- i. The Board elects' officers, establishes committees, and defines committee roles and responsibilities.
- j. The Board approves the acquisition, lease, or disposal of District property and capital assets in accordance with state law and District policy.

2) The Board grants general authority to the Chair to:

- a. Represent the District with other districts, agencies, associations, partners, organizations, legislators and landowners consistent with the policies, plans and interests of the District.
- b. Conduct the regular and special meetings of the Board, consistent with statutory provisions, normal and accepted meeting practices, and the policies and best interests of the District.
- c. Sign on behalf of the District legal documents, agreements, contracts, letters of support, plans and other documents, as authorized or directed by the Board.
- d. Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered.
- e. Make purchases on behalf of the District of authorized materials, supplies, services and capital items as authorized or directed by the Board.
- f. Participate in job applicant interviews for the District Manager position.
- g. Participate in candidate interviews for vacant Director positions.
- h. Initiate and participate in periodic performance reviews of the District Manager.
- i. Establish and disband ad-hoc committees and appoint the Chair and members thereof.
- j. Commit or authorize, without advance Board authority, expenditures up to \$5000.00 and/or negligible staff time in support of activities or projects of other organizations that are consistent with the policies, plans and interests of the District provided that such action be reported to the Board at its next regularly scheduled meeting.
- k. Serve as the Board's "Contract Officer" for purposes of the public contracting process or to delegate such responsibility for individual projects.
- l. Serve as "Appointing Authority" (Appendix A) in personnel matters in the absence or unavailability of the District Manager, or if there is a vacancy in that position until the position is otherwise filled by the Board.

3) The Board grants general authority to the Vice-Chair to:

- a. Act with the general authorities of the Chair in case of the absence or unavailability of the Chair, or in the case of a vacancy in that office until the office is otherwise filled by the Board.
- b. Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered.

- 4) The Board grants authority to the Secretary-Treasurer to:
- a. Review the District's monthly Treasurer's Report, present and report on its contents to the Board, and collaborate with the District Manager to ensure accuracy and completeness of the information provided.
 - b. Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered.
 - c. On behalf of the District legal documents, agreements, plans and other documents as authorized or directed by the Board.
 - d. Deposit, withdraw or transfer District funds in its various accounts in the best interests of the District and consistent with the approved budget and accepted accounting practices.
 - e. Authorize the District Manager to deposit, withdraw or transfer District funds in its various accounts in the best interests of the District and consistent with the approved budget and accepted accounting practices.
 - f. Provide monthly draft minutes for Board review and approval.
- 5) The Board grants general authority to the District Manager to:
- a. Serve as "Appointing Authority" (Appendix A) in personnel matters, including:
 - i. Hiring for authorized or established staff positions (except as may be limited or conditioned from time-to-time by Board directive and Annual Salary Table),
 - ii. Developing and **modifying** position descriptions for approval by the Board,
 - iii. ~~Signing Board-approved position descriptions on behalf of the District,~~
 - iv. Periodic performance evaluations of employees,
 - v. Discipline and discharge of employees according to the District's adopted personnel policies, and
 - vi. Administering the District's approved Salary Administration Plan and Annual Salary Table.
 - b. Serve as "Budget Officer" for purposes of developing the District's annual budget, subject to other authority which may be delegated in that regard by the Board.

- c. Lead and coordinate implementation of the District's five-year Strategic Plan, ensuring that goals, objectives, and performance measures are in alignment with the District's mission and budget.
 - d. With the assistance of staff and the Administration Committee, the District Manager shall develop Annual Work Plans for recommendation to the Board, subject to review by the Administration Committee.
 - e. Administer, manage, conduct, coordinate, and authorize expenditures up to \$5,000 for the day-to-day operations of the District within the approved budget levels and types of resources and consistent with the policies, plans and interests of the District.
 - f. Represent the District with other districts, agencies, associations, partners, organizations, legislators and landowners consistent with the policies, plans and interests of the District.
 - g. Further delegate, in writing or through position descriptions or verbally as necessary, appropriate portions of this authority to individual staff members to ensure the District's successful, continuous operations and service.
 - h. Sign on behalf of the District legal documents, agreements, plans and other documents, as authorized or directed by the Board. Letters of support- Contracts?
 - i. Establish financial accounts on behalf of the District, as directed or authorized by the Board.
 - j. Establish purchase agreements or accounts with retail or wholesale suppliers for acquisition of routine materials, supplies, equipment or services for District purposes.
 - k. Sign checks (except for payment of her/his own expenses or items he/she has ordered), authorize expenditures or make purchases on behalf of the District for personnel, materials, supplies, services or capital items specifically authorized in the currently approved budget; and for the same type of expenses that are consistent with the budget, but not specifically authorized, in amounts less than \$3,000 as two signatures are then required for amounts of \$3,000 or above.
 - l. Establish, when necessary, debit or credit card agreements or accounts for purchases of authorized materials, supplies, services or capital items on behalf of the District with any additional authorized users to be approved in advance by the Board.
- 6) The Board grants general authority to the Natural Resources Committee to:
- a. Determine the frequency, location, timing and other logistics of its meetings.

- b. **Designate a Chair**, set guidelines of operation and involve District staff as it requires.
 - c. Research, investigate, report and recommend to the Board in the areas of conservation programs and methods, technical advances and systems, conservation issues and policies, and District participation in activities or efforts related to soil and water conservation.
 - d. Act as first level of review for proposed project or program grant applications, ideas or proposals, requests for special projects funds, or requests for support of activities or projects of other organizations which includes negligible staff time.
 - e. Have one or more of its members participate in job applicant interviews for the District Manager position and in candidate interviews for vacant Director positions.
 - f. Have one or more of its members participate in periodic performance reviews of the District Manager.
Have one or more of its members participate in job applicant interviews upon the request of the District Manager.
- 7) The Board grants general authority to the Administrative Committee to:
- a. Determine the frequency, location, timing and other logistics of its meetings.
 - b. Designate a Chair, set guidelines of operation and involve District staff as it
 - c. Requires.
 - d. Research, investigate, report and recommend to the Board in the areas of personnel, salary & benefits, budget, financial & accounting practices, purchasing and other administrative activities, policies and processes;
 - e. Assist the District Manager or staff in development of or changes to the District's administrative policies or practices and act as the first level of review for administrative matters.
 - f. Develop and recommend to the Board the position description for the District Manager and any subsequent changes thereto;
 - g. Have one or more of its members participate in periodic performance reviews of the District Manager.
 - h. Only the Director members of the Administration Committee act as the first level of appeal for grievances and discipline (including discharge), and as the first level of reviewing complaints by following all applicable laws and policies involving the District Manager.

- 8) The Board grants general authority to the Education and Outreach Committee to:
 - a. Determine the frequency, location, timing and other logistics of its meetings.
 - b. Designate a Chair, set guidelines of operation and involve District staff as it
 - c. Requires.
 - d. Research, investigate, report and recommend to the Board in the areas of natural resources education information and opportunities.
 - e. Be aware of District natural resources education and outreach activities.
 - f. Participate in reviewing the applications and making recommendations to the Board for the District's CLEAR grant program.
- 9) The Board grants specific authority to all District employees to:
 - a. Perform the duties and responsibilities of their approved position description;
 - b. Make purchases of authorized materials, supplies, services and similar items in amounts up to \$500 when directed or approved by the District Manager;
 - c. Perform such other duties and responsibilities as may be from time-to-time delegated to them by their supervisor, District Manager or Board of Directors;

Appendix A Appointing Authority

1. Definition

Appointing Authority refers to the individual or body authorized by the District's governing framework to make final decisions regarding the hiring, promotion, reassignment, discipline, or separation of District employees. This authority may be exercised directly or delegated in writing.

2. Designation of Appointing Authority

- a. The District Manager serves as the Appointing Authority for all District staff, unless otherwise delegated.
- b. The Board of Directors retains appointing authority over the Director Manager position.
- c. Any delegation of appointing authority to another individual (e.g., a program manager or department head) by the District Manager must be documented in writing and approved by the Board of Directors.

3. Responsibilities of the Appointing Authority

The Appointing Authority is responsible for making or approving employment-related decisions, including:

- a. Recruitment and hiring.
- b. Position classification or reclassification.
- c. Performance management and discipline.
- d. Termination or separation.
- e. Ensuring compliance with:
 - i. State and federal employment laws
 - ii. District policies and procedures.
- f. Consulting with legal counsel or human resources advisors as needed.
- g. Maintaining appropriate documentation of employment actions.
- h. Disciplinary and Termination Actions.
 - i. All formal disciplinary actions, including written warnings, suspensions, demotions, and terminations, must be reviewed and approved by the Appointing Authority before they are issued.
 - j. Employees must be given an opportunity to respond to proposed disciplinary actions in accordance with the District's personnel policies and due process requirements.



Marion Soil and Water Conservation District

Policy: Delegation of Authority Policy

Effective Date of Policy: 06-04-25

Adopted by Resolution No. 2021-002 A

Purpose

Resolution

WHEREAS Marion Soil and Water Conservation District ("District") is an Oregon special district which is subject to Oregon's Chapter 568; Soil and Water Conservation; and

WHEREAS ORS Chapter 568 authorizes the board to grant individual board members may be given authority or power to act on behalf of the board. Power is granted through board action and must be recorded in the minutes; and

WHEREAS on December 1, 2021, the District's Board of Directors ("Board") reviewed the previously adopted Delegation of Authority dated October 2, 2002; and

WHEREAS the District's Board of Directors desires to update and revise the Delegation of Authority to address changes in the law and to clarify certain procedures;

NOW, THEREFORE, BE IT RESOLVED that the District's Board of Directors, acting both as the governing body of the District, adopts the Delegation of Authority as shown in Attachment A to this Resolution.

The Delegation of Authority shown in Attachment A shall supersede and replace all prior local contracting rules adopted by the District.

UPON MOTION OF Director ? seconded by Director ? the foregoing resolution was passed approved and adopted by the Marion SWCD this ?? day of ?? 2025 by a vote of ? to ?. This Resolution is effective immediately upon passage.

Signature of Marion SWCD Board Chair

Date



Attachment A
MARION SWCD DELEGATION OF AUTHORITY POLICY

Board of Directors (Board) and Officers

~~The Board maintains the exclusive authority to hire and terminate the District Manager.~~ The Board retains the sole authority to hire and fire the District Manager.

1)

1) Board Retained Authorities

The following authorities are retained by the Board of Directors and shall not be delegated except as expressly authorized by Board action:

- a. The Board maintains the exclusive authority to hire, evaluate, and terminate the District Manager.
- b. The Board adopts, amends, and rescinds policies governing District operations, programs, and personnel.
- c. The Board approves the annual budget, significant budget amendments, and the District's overall financial strategy.
- d. The Board approves contracts, agreements, and other binding commitments that exceed delegated thresholds or carry significant fiscal or policy implications.
- e. The Board adopts the District's Strategic Plan and establishes long-term goals, priorities, and performance expectations.
- f. The Board reviews and accepts the District's annual audit and financial statements.
- g. The Board delegates operational responsibilities to the District Manager and reviews such delegations periodically.
- h. The Board acts on behalf of the District in legal, compliance, or regulatory matters requiring official Board action.
- i. The Board elects' officers, establishes committees, and defines committee roles and responsibilities.
- a.j. The Board approves the acquisition, lease, or disposal of District property and capital assets in accordance with state law and District policy.

4)2) The Board grants general authority to the Chair to:

- a. Represent the District with other districts, agencies, associations, partners, organizations, legislators and landowners consistent with the policies, plans and interests of the District.
- b. Conduct the regular and special meetings of the Board, consistent with statutory provisions, normal and accepted meeting practices, and the policies and best interests of the District.
- c. Sign on behalf of the District legal documents, agreements, contracts, letters of support, plans and other documents, as authorized or directed by the Board.
- d. Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered.
- e. Make purchases on behalf of the District of authorized materials, supplies, services and capital items as authorized or directed by the Board.
- f. Participate in job applicant interviews for the District Manager position.
- g. Participate in ~~job applicant interviews~~ candidate interviews for vacant Director positions.
- h. Initiate and pParticipate in periodic performance reviews of the District Manager.
- i. Establish and disband ad-hoc committees and appoint the Chair and members thereof.
- j. Commit or authorize, without advance Board authority, expenditures up to \$5000.00 and/or negligible staff time in support of activities or projects of other organizations that are consistent with the policies, plans and interests of the District provided that such action be reported to the Board at its next regularly scheduled meeting.
- k. Serve as the Board's "Contract Officer" for purposes of the public contracting process or to delegate such responsibility for individual projects.
- l. Serve as "Appointing Authority" (Appendix A) in personnel matters in the absence or unavailability of the District Manager, or if there is a vacancy in that position until the position is otherwise filled by the Board.

2)3) The Board grants general authority to the Vice-Chair to:

- a. Act with the general authorities of the Chair in case of the absence or unavailability of the Chair, or in the case of a vacancy in that office until the office is otherwise filled by the Board.

REVISED DRAFT with Markup

- b. Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered.

~~3)~~ The Board grants authority to the Secretary-Treasurer to:

4)

- a. Review the District's monthly Treasurer's Report, present and report on its contents to the Board, and collaborate with the District Manager to ensure accuracy and completeness of the information provided.
- b. Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered.
- ~~b.c.~~ On behalf of the District legal documents, agreements, plans and other documents as authorized or directed by the Board.
- ~~c.a.~~ Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered;
- d. Deposit, withdraw or transfer District funds in its various accounts in the best interests of the District and consistent with the approved budget and accepted accounting practices.
- e. Authorize the District Manager to deposit, withdraw or transfer District funds in its various accounts in the best interests of the District and consistent with the approved budget and accepted accounting practices.
- f. Provide monthly draft minutes for Board review and approval al.e.

4)5) The Board grants general authority to the District Manager to:

- a. Serve as "Appointing Authority" (Appendix A) in personnel matters, including:
 - i. Hiring for authorized or established staff positions (except as may be limited or conditioned from time-to-time by Board directive and Annual Salary Table),
 - ii. Developing and modifying position descriptions for approval by the Board,
 - iii. ~~Signing Board-approved position descriptions on behalf of the District;~~
 - iv. Periodic performance appraisal-evaluations of employees,
 - v. Discipline and discharge of employees according to the District's adopted personnel policies, and

Commented [BS1]: Clarification needed

REVISED DRAFT with Markup

- vi. Administering the District's approved Salary Administration Plan and Annual Salary Table.
- b. Serve as "Budget Officer" for purposes of developing the District's annual budget, subject to other authority which may be delegated in that regard by the Board.
- c. Lead and coordinate implementation of the District's five-year Strategic Plan, ensuring that goals, objectives, and performance measures are in alignment with the District's mission and budget.
- d. With the assistance of staff and the Administration Committee, the District Manager shall develop Annual Work Plans for recommendation to the Board, subject to review by the Administration Committee. With the assistance of staff and the Program Committee, develop the Annual Work Plan for recommendation to the Board, subject to approval of the Program Committee;
- e.—
- f.e. Administer, manage, conduct, coordinate, and authorize expenditures up to \$5,000 for the day-to-day operations of the District within the approved budget levels and types of resources and consistent with the policies, plans and interests of the District.
- g.f. Represent the District with other districts, agencies, associations, partners, organizations, legislators and landowners consistent with the policies, plans and interests of the District.
- h.g. Further delegate, in writing or through position descriptions or verbally as necessary, appropriate portions of this authority to individual staff members to ensure the District's successful, continuous operations and service.
- i.h. Sign on behalf of the District legal documents, agreements, plans and other documents, as authorized or directed by the Board. Letters of support- Contracts?
- j.— Establish financial accounts on behalf of the District, as directed or authorized by the Board.
- i.—
- k.— Establish purchase agreements or accounts with retail or wholesale suppliers for acquisition of routine materials, supplies, equipment or services for District purposes.
- l.i.—
- m.k. Sign checks (except for payment of her/his own expenses or items he/she has ordered), authorize expenditures or make purchases on behalf of the District for personnel, materials, supplies, services or capital items specifically authorized

Commented [BS2]: Clarification needed

REVISED DRAFT with Markup

in the currently approved budget; and for the same type of expenses that are consistent with the budget, but not specifically authorized, in amounts less than \$3,000 as two signatures are then required for amounts of \$3,000 or above.:

~~n.l.~~ Establish, when necessary, ~~debit or credit card agreements or accounts for~~ purchases of authorized materials, supplies, services or capital items on behalf of the District with any additional authorized users to be approved in advance by the Board.

~~o.—~~

Commented [BS3]: We do not currently have a debit card.

~~5)6)~~ The Board grants general authority to the Natural Resources Committee to:

- a. Determine the frequency, location, timing and other logistics of its meetings.
- b. ~~Designate a Chair, set guidelines of operation and involve District staff as it requires.~~
- c. Research, investigate, report and recommend to the Board in the areas of conservation programs and methods, technical advances and systems, conservation issues and policies, and District participation in activities or efforts related to soil and water conservation.
- d. Act as first level of review for proposed project or program grant applications, ideas or proposals, requests for special projects funds, or requests for support of activities or projects of other organizations which includes negligible staff time.
- e. ~~Have one or more of its members participate in job applicant interviews for the District Manager position and in candidate interviews for vacant Director positions.~~
- f. Have one or more of its members participate in periodic performance reviews of the District Manager.
~~Hhave one or more of its members participate in job applicant interviews upon the request of the District Manager.have one or more of its members participate in job applicant interviews for the District Manager position and in candidate interviews for vacant Director positions.~~

~~g.—~~

Commented [BS4]: In the current DOA, the Chair delegates committee chairs. Do we want to add that delegation to committees as well or only delegate to committees or chair, currently committees have been choosing their chair.

~~6)7)~~ The Board grants general authority to the Administrative Committee to:

- a. Determine the frequency, location, timing and other logistics of its meetings.
- b. Designate a Chair, set guidelines of operation and involve District staff as it
- c. Requires.

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- d. Research, investigate, report and recommend to the Board in the areas of personnel, salary & benefits, ~~budget~~, financial & accounting practices, purchasing and other administrative activities, policies and processes;
- e. Assist the District Manager or staff in development of or changes to the District's administrative policies or practices and act as the first level of review for administrative matters.
- f. Develop and recommend to the Board the position description for the District Manager and any subsequent changes thereto;
- g. Have one or more of its members participate in periodic performance reviews of the District Manager.
- h. Only the Director members of the Administration Committee ~~May~~ act as the first level of appeal for grievances and discipline (including discharge), and as the first level of reviewing complaints by following all applicable laws and policies involving the District Manager.

Commented [BS5]: Should all committees have the budget discussion?

7)8) The Board grants general authority to the Education and Outreach Committee to:

- a. Determine the frequency, location, timing and other logistics of its meetings.
- b. Designate a Chair, set guidelines of operation and involve District staff as it
- c. Requires.
- d. Research, investigate, report and recommend to the Board in the areas of natural resources education information and opportunities.
- e. ~~Be~~ to be aware of District natural resources education and outreach activities.
- d.f. ~~Participate~~ in reviewing the applications and making recommendations to the Board for the District's CLEAR grant program.

8)9) The Board grants specific authority to all District employees to:

- a. Perform the duties and responsibilities of their approved position description;
- b. Make purchases of authorized materials, supplies, services and similar items in amounts up to \$500 when directed or approved by the District Manager;
- c. Perform such other duties and responsibilities as may be from time-to-time delegated to them by their supervisor, District Manager or Board of Directors;

Appendix A Appointing Authority

1. Definition

Appointing Authority refers to the individual or body authorized by the District's governing framework to make final decisions regarding the hiring, promotion, reassignment, discipline, or separation of District employees. This authority may be exercised directly or delegated in writing.

2. Designation of Appointing Authority

- a. The District Manager serves as the Appointing Authority for all District staff, unless otherwise delegated.
- b. The Board of Directors retains appointing authority over the Director Manager position.
- c. Any delegation of appointing authority to another individual (e.g., a program manager or department head) by the District Manager must be documented in writing and approved by the Board of Directors.

3. Responsibilities of the Appointing Authority

The Appointing Authority is responsible for making or approving employment-related decisions, including:

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- a. Recruitment and hiring.
- b. Position classification or reclassification.
- c. Performance management and discipline.
- d. Termination or separation.
- e. Ensuring compliance with:
 - i. State and federal employment laws
 - ii. District policies and procedures.
- f. Consulting with legal counsel or human resources advisors as needed.
- g. Maintaining appropriate documentation of employment actions.
- h. Disciplinary and Termination Actions.
- i. All formal disciplinary actions, including written warnings, suspensions, demotions, and terminations, must be reviewed and approved by the Appointing Authority before they are issued.
- j. Employees must be given an opportunity to respond to proposed disciplinary actions in accordance with the District's personnel policies and due process requirements.

RESOLUTION NO. 2021-002

**A RESOLUTION ADOPTING UPDATED AND REVISED
DELEGATION OF AUTHORITY**

WHEREAS, Marion Soil and Water Conservation District ("District") is an Oregon special district which is subject to Oregon's Chapter 568; Soil and Water Conservation; and

WHEREAS, ORS Chapter 568 authorizes the board to grant individual board members may be given authority or power to act on behalf of the board. Power is granted through board action and must be recorded in the minutes; and

WHEREAS, on December 1, 2021, the District's Board of Directors ("Board") reviewed the previously adopted Delegation of Authority dated October 2, 2002; and

WHEREAS, the District's Board of Directors desires to update and revise the Delegation of Authority to address changes in the law and to clarify certain procedures;

NOW, THEREFORE, BE IT RESOLVED, that the District's Board of Directors, acting both as the governing body of the District, adopts the Delegation of Authority as shown in Attachment A to this Resolution.

The Delegation of Authority shown in Attachment A shall supersede and replace all prior local contracting rules adopted by the District.

APPROVED AND ADOPTED on ____December 1, 2021

Board Chair

ATTEST:

District Secretary

Attachment A

Delegation of Authority:

- 1.) The Board grants general authority to the District Manager to:
 - a. Serve as "Appointing Authority" in personnel matters, including hiring for authorized or established staff positions (except as may be limited or conditioned from time-to-time by Board directive and Annual Salary Table), developing and modifying position descriptions for approval by the Board, signing Board-approved position descriptions on behalf of the District, periodic performance appraisal of employees, discipline and discharge of employees according to the District's adopted personnel policies, and administering the District's approved Annual Salary Table;
 - b. Serve as "Budget Officer" for purposes of developing the District's annual budget, subject to other authority which may be delegated in that regard by the Board;
 - c. With the assistance of staff and the Program Committee, develop the Annual Work Plan for recommendation to the Board, subject to approval of the Program Committee;
 - d. Administer, manage, conduct, coordinate, and authorize expenditures up to \$5,000 for the day-to-day operations of the District within the approved levels and types of resources and consistent with the policies, plans and interests of the District,
 - e. Represent the District with other districts, agencies, associations, partners, organizations, legislators and landowners consistent with the policies, plans and interests of the District;
 - f. Further delegate, in writing or through position descriptions or verbally as necessary, appropriate portions of this authority to individual staff members to ensure the District's successful, continuous operations and service;
 - g. Sign on behalf of the District legal documents, agreements, plans and other documents, as authorized or directed by the Board;
 - h. Establish financial accounts on behalf of the District, as directed or authorized by the Board;
 - i. Establish purchase agreements or accounts with retail or wholesale suppliers for acquisition of routine materials, supplies, equipment or services for District purposes;
 - j. Establish when necessary, debit or credit card agreements or accounts for purchases of authorized materials, supplies, services or capital items on behalf of the District with any additional

authorized users to be approved in advance by the Board.

- k. Sign checks (except for payment of her/his own expenses or items
- l. he/she has ordered), authorize expenditures or make purchases on behalf of the District for personnel, materials, supplies, services or capital items specifically authorized in the currently-approved budget; and for the same type of expenses that are consistent with the budget, but not specifically authorized, in amounts less than \$3,000 as two signatures are then required for amounts of \$3,000 or above.

2.) The Board retains the sole authority to hire and fire the District Manager.

3.) The Board grants general authority to the Chair to:

- a) Represent the District with other districts, agencies, associations, partners, organizations, legislators and landowners consistent with the policies, plans and interests of the District;
- b) Conduct the regular and special meetings of the Board, consistent with statutory provisions, normal and accepted meeting practices, and the policies and best interests of the District;
- c) Sign on behalf of the District legal documents, agreements, plans and other documents, as authorized or directed by the Board;
- d) Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered;
- e) Make purchases on behalf of the District of authorized materials, supplies, services and capital items as authorized or directed by the Board;
- f) Participate in job applicant interviews for the District Manager position and candidate interviews for vacant Director positions.
- g) Participate in periodic performance reviews of the District Manager.
- h) Establish and disband ad-hoc committees and appoint the Chair and members thereof;
- i) Commit or authorize, without advance Board authority, expenditures up to \$5000.00 and/or negligible staff time in support of activities or projects of other organizations that are consistent with the policies, plans and interests of the District provided that such action be reported to the Board at its next regularly- scheduled meeting; Serve as the Board's "Contract Officer" for purposes of the public contracting process or to delegate such responsibility for individual projects.
- j) Serve as "Appointing Authority" in personnel matters in the absence or unavailability of the District Manager, or if there is a vacancy in that

position until the position is otherwise filled by the Board.

3.) The Board grants general authority to the Vice-Chair to:

- a) Act with the general authorities of the Chair in case of the absence or unavailability of the Chair, or in the case of a vacancy in that office until the office is otherwise filled by the Board;
- b) Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered;

4.) The Board grants general authority to the Secretary-Treasurer to:

- a) Sign on behalf of the District legal documents, agreements, plans and other documents as authorized or directed by the Board;
- b) Sign checks on behalf of the District for authorized expenditures, except for payment of her/his own expenses or items he/she has ordered;
- c) Deposit, withdraw or transfer District funds in its various accounts in the best interests of the District and consistent with the approved budget and accepted accounting practices;
- d) Authorize the District Manager to deposit, withdraw or transfer District funds in its various accounts in the best interests of the District and consistent with the approved budget and accepted accounting practices;
- e) Provide monthly draft minutes for Board review and approve.

5.) The Board grants general authority to the Program Committee to:

- a) Determine the frequency, location, timing and other logistics of its meetings;
- b) Designate a Chair, set guidelines of operation and involve District staff as it requires;
- c) Research, investigate, report and recommend to the Board in the areas of conservation programs and methods, technical advances and systems, conservation issues and policies, and District participation in activities or efforts related to soil and water conservation;
- d) Act as first level of review for proposed project or program grant applications, ideas or proposals, requests for special projects funds, or requests for support of activities or projects of other organizations which includes negligible staff time;
- e) Have one or more of its members participate in periodic performance reviews of the District Manager; have one or more of its members participate in job applicant interviews upon the request of the District Manager; have one or more of its members participate in job applicant interviews for the District Manager position and in candidate interviews for vacant Director positions.

6.) The Board grants general authority to the Administrative Committee to:

- a) Determine the frequency, location, timing and other logistics of its meetings;
- b) Designate a Chair, set guidelines of operation and involve District staff as it requires;
- c) Research, investigate, report and recommend to the Board in the areas of personnel, salary & benefits, budget, financial & accounting practices, purchasing and other administrative activities, policies and processes;
- d) Assist the District Manager or staff in development of or changes to the District's administrative policies or practices, and act as the first level of review for administrative matters.
- e) Develop and recommend to the Board the position description for the District Manager and any subsequent changes thereto;
Have one or more of its members participate in periodic performance reviews of the District Manager;
- f) May act as the first level of appeal for grievances and discipline (including discharge), and as the first level of reviewing complaints by following all applicable laws and policies involving the District Manager.

7.) The Board grants general authority to the Education Committee to:

- a) Determine the frequency, location, timing and other logistics of its meetings;
- b) Designate a Chair, set guidelines of operation and involve District staff as it requires;
- c) Research, investigate, report and recommend to the Board in the areas of natural resources education information and opportunities, to be aware of District natural resources education activities and to participant in reviewing the applications and making recommendations to the Board for the District's CLEAR grant program.

9.) The Board grants specific authority to all District employees to:

- a) Perform the duties and responsibilities of their approved position description;
- b) Make purchases of authorized materials, supplies, services and similar items in amounts up to \$500 when directed or approved by the District Manager;
- c) Perform such other duties and responsibilities as may be from time-to-time delegated to them by their supervisor, District Manager or Board of Directors;

This policy was adopted by a six to zero vote of the Board of Directors at its regularly scheduled meeting on **December 1, 2021**.

Adopted: September 4, 2002
September 4, 2002
October 2, 2002

Approved:

Amended: December 1, 2021



Marion Soil and Water Conservation District Administrative Committee Meeting – Agenda Item Brief

Agenda Item Name: New! Volunteer Background Check Policy

Proposed By: District Manager

Purpose: The purpose of this policy is to ensure a consistent and transparent process for conducting background checks on volunteers. It is intended to safeguard the District, its staff, and the public, while supporting a safe and professional environment for all volunteer activities.

Background: The Volunteer Background Check Policy establishes the process and procedures for conducting background checks on volunteers. This ensures that all volunteers participating in District events and activities are appropriately vetted, promoting the safety of staff, volunteers, and the public. The policy also supports the District's commitment to risk management, regulatory compliance, and maintaining a trusted and professional environment for all participants.

Key Features:

- **Consent and Disclosure:** Volunteers must provide written consent for a background check before beginning service and annually thereafter. Refusal to consent renders a volunteer ineligible.
- **Screening Process:** Checks may include state and national criminal history, sex offender registry, and driving records (if applicable). Results are reviewed by the Volunteer Coordinator in collaboration with the District Manager.
- **Disqualifying Criteria:** Automatic disqualification occurs for convictions involving child abuse, sexual offenses, violent felonies, major financial crimes, drug trafficking, or sex offender registry placement. Other offenses are reviewed case-by-case considering severity, time elapsed, rehabilitation, and relevance to the volunteer role.
- **Adverse Results Procedure:** Volunteers may be approved with conditions, restricted duties, or denied placement. Decisions are documented confidentially.
- **Appeals:** Volunteers denied placement may submit a written request for reconsideration to the District Manager, who, in consultation with the Board Chair if appropriate, issues a final decision.
- **Confidentiality and Recordkeeping:** Background check results are maintained securely, confidentially, and separately from personnel files.
- **Policy Review:** The policy will be reviewed every three years or as laws and best practices change.

Action Requested: Committee members are asked to review the new policy, provide comments, and suggest any revisions prior to Board consideration. No action is required at this time. The next draft will be shared with the Education & Outreach Committee and the volunteer coordinators for review of the new policy. Once that review is complete, the District Manager will return the final draft to the Administration Committee for review and recommendation to the Board.

Attachment/s: Draft 2025 Volunteer Background Check Policy with Attachment B: Volunteer Background Check Information and Consent For



Marion Soil and Water Conservation District

Policy: Volunteer Background Check Policy

Effective Date of Policy:

Adopted by Resolution #

Purpose

The purpose of this resolution is to formally adopt a Volunteer Background Check Policy and Procedures that establishes consistent standards for screening, re-screening, and evaluating volunteers. The policy ensures the District protects program participants, staff, and volunteers; safeguards children and vulnerable populations; and provides staff with a clear framework for decision-making and confidentiality in the volunteer screening process.

Resolution

WHEREAS the Marion Soil and Water Conservation District is committed to ensuring the safety and well-being of its program participants, staff, volunteers, and the community; and

WHEREAS the Marion Soil and Water Conservation District recognizes the importance of conducting background checks on all volunteers to reduce risk, protect vulnerable populations, and safeguard the integrity of District programs; and

WHEREAS the Board of Directors has reviewed the proposed *Volunteer Background Check Policy and Procedures (Attachments A and B)*.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the *Volunteer Background Check Policy and Procedures (Attachments A and B)* as presented, to be implemented by the District Manager and Volunteer Coordinator effective immediately; and

BE IT FURTHER RESOLVED that the District Manager is authorized to take such actions as are necessary to carry out this policy, including annual re-screening, documentation, and confidentiality safeguards.

UPON MOTION OF Director ?? seconded by Director ?? the foregoing resolution was adopted by the Marion Soil and Water Conservation District this ?day of ? 2025 by a vote of ? (yes) to ? (no).

Signature of Board Chair

Date



Attachment A: Marion SWCD Volunteer Background Check Policy and Procedures DRAFT

A. Purpose

The District is committed to providing a safe and secure environment for program participants, staff, volunteers, and the community. Background checks are conducted to protect the integrity of District programs, minimize risk, and safeguard children and vulnerable populations.

B. Scope

This policy applies to all volunteers serving the District, regardless of role or frequency of service. Volunteers who work directly with youth under 18 years of age or in other sensitive positions are subject to stricter review standards.

C. Consent and Disclosure

- All volunteers must consent in writing to a criminal background check prior to service.
- Volunteers will be informed that annual re-screening is required.
- Refusal to consent will result in ineligibility to serve.

D. Screening Process

1. Background checks will be completed prior to volunteer service and annually thereafter for volunteer service.
2. The District will conduct checks that may include:
 - State and national criminal history
 - Sex offender registry
 - Driving records (for roles requiring driving on behalf of the District)
3. Results will be reviewed by the Volunteer Coordinator in collaboration with the District Manager.

E. Disqualifying Criteria

Volunteers will be automatically disqualified from service for:

- Convictions of crimes against children, sexual offenses, child abuse or neglect.
- Violent felonies, including assault, homicide, kidnapping, domestic violence.
- Felony drug distribution or trafficking within the past 10 years.
- Major theft, fraud, or financial crimes within the past 10 years.
- Placement on a sex offender registry at any level.

Other convictions may be considered case-by-case, considering:

- The nature and severity of the offense,

- The time elapsed since the conviction,
- Evidence of rehabilitation,
- Relevance to the volunteer role.

F. Procedure for Adverse Results

1. If information is found, the Volunteer Coordinator will:
 - Verify the accuracy of the report.
 - **Notify the applicant in writing and provide an opportunity to respond.**
 - Review the case with the District Manager and determine eligibility.
2. A volunteer may be approved with conditions or restrictions, such as limited duties or supervision, if appropriate.
3. Final determinations will be documented and kept confidential.

G. Appeals (Optional)

Volunteers who are denied placement may submit a written request for reconsideration to the District Manager within 10 business days. The District Manager, in consultation with the Board Chair (if appropriate), will issue a final decision.

H. Confidentiality and Recordkeeping

- Background check results are confidential and will be accessible only to authorized staff.
- Records will be maintained securely and separately from personnel files.
- Information will not be shared outside the District except as required by law.

I. Review of Policy

This policy will be reviewed every three years or as laws and best practices change.

Volunteer Background Check – Staff Procedures Checklist

1. Before Service

- ☐ Confirm the volunteer has signed the background check consent form.
- ☐ Submit background check request through approved provider.
- ☐ Ensure results are received before the volunteer begins service.

2. Reviewing Results

- ☐ Check for automatic disqualifying offenses (child abuse, sexual offenses, violent felonies, major fraud/theft, drug trafficking, sex offender registry).
 - If present → go to Section 3A.
- ☐ If other offenses are present, review case-by-case with District Manager:
 - Nature and severity of offense
 - Time elapsed since conviction
 - Evidence of rehabilitation
 - Relevance to volunteer duties

3. When Concerns Appear

A. Automatic Disqualification

- ☐ Verify the accuracy of the report (correct individual, correct record).
- ☐ Notify the volunteer in writing that they are not eligible due to background check results.
- ☐ Do not disclose specific conviction details beyond what is necessary.
- ☐ Document decision and file securely.

B. Case-by-Case Review

- ☐ Meet with District Manager to discuss findings.
- ☐ Offer the volunteer a chance to respond or provide context.
- ☐ Determine whether:
 - Volunteer is approved with full clearance
 - Volunteer is approved with restrictions (e.g., no youth contact, supervised duties only)
 - Volunteer is not eligible
- ☐ Document decision and rationale in file.

4. Communication

- ☐ Provide written notification of outcome to volunteer.
- ☐ If denied, include information about optional appeal process (if policy adopted).

5. Recordkeeping & Confidentiality

- ☐ File results in a secure, confidential location (not in general personnel files).
- ☐ Restrict access to Volunteer Coordinators and District Manager only.
- ☐ Retain records in accordance with District retention schedule.

6. Annual Re-Screening

- ☐ Notify all active volunteers of re-screening requirement.
- ☐ Repeat process each year.
- ☐ Apply the same criteria consistently.



Attachment B: Volunteer Background Check Information and Consent Form

Volunteer Background Check Information

The District values the safety and well-being of all participants, staff, and volunteers. To help ensure a safe environment, all volunteers are required to complete an annual background check before beginning service.

What to Expect

- You will be asked to sign a consent form allowing the District to complete a background check.
- Background checks may include:
 - State and national criminal history
 - Sex offender registry
 - Driving record (if your role involves driving on behalf of the District)
- Results are kept confidential and reviewed only by the Volunteer Coordinator and District Manager.

Disqualifying Offenses

Volunteers will not be eligible to serve if the background check reveals:

- Crimes against children or vulnerable persons
- Sexual offenses or placement on a sex offender registry
- Violent felonies (e.g., assault, homicide, kidnapping, domestic violence)
- Major theft, fraud, or financial crimes (within the last 10 years)
- Felony drug distribution or trafficking (within the last 10 years)

Other convictions may be reviewed case-by-case, considering the time elapsed, relevance to the role, and evidence of rehabilitation.

Your Rights

- You will have an opportunity to review and respond to any information found.
- If you disagree with the findings, you may request reconsideration.
- Background check results are kept secure and will not be shared outside the District except as required by law.

Annual Re-Screening

All volunteers must complete a background check each year to remain active.

Volunteer Background Check Consent Form

The District is committed to providing a safe environment for all participants, volunteers, and staff. As part of the volunteer application process, and to remain eligible for continued service, all volunteers are required to undergo a background check annually.

By signing this form, I understand and agree to the following:

1. Authorization
 - I authorize the District to request and obtain information about my background, including but not limited to:
 - Criminal history records
 - Sex offender registry status
 - Driving record (if applicable to my volunteer duties)
 - I understand this information will be used solely to determine my eligibility to serve as a District volunteer.
2. Confidentiality
 - I understand that all background check information will be treated as confidential and will only be reviewed by authorized District staff.
 - Information will not be shared outside the District except as required by law.
3. Eligibility
 - I understand that certain offenses may disqualify me from volunteering, including but not limited to crimes against children, sexual offenses, violent felonies, serious financial crimes, and felony drug distribution.
 - I understand that other convictions may be reviewed on a case-by-case basis.
4. Annual Re-Screening
 - I understand that I must undergo a background check each year to remain eligible to volunteer.
5. Right to Review
 - I have the right to review the results of my background check and provide additional information or clarification if needed.

Volunteer Position / Role

Volunteer Full Name (Print)

Date of Birth *(used only for background check purposes)*

Signature

Date

Parent/Guardian Signature *(if under 18)*

Date



Marion Soil and Water Conservation District Natural Resources Committee Meeting – Agenda Item Brief

Agenda Item Name: Landowner Permission to Access Property Form

Proposed By: District Manager-Grants Specialist

Agenda Item Brief:

The attached Landowner Permission to Access Property form is being submitted for review and discussion. This document authorizes Marion Soil and Water Conservation District (MSWCD) staff and designated agents to enter private property for conservation-related site visits, evaluations, and technical assistance.

I recommend we review the form for clarity, consistency with current practices, and ease of use for both landowners and staff. Specific areas for discussion may include:

- When should we require permission.
- Duration options for access permission (e.g., one-time, one-year, or multi-year).
- Notification and communication requirements prior to entry.
- Language related to data sharing and public records disclosure.
- Overall readability and accessibility for the general public.

Your input on revisions that would improve understanding, legal sufficiency, or administrative efficiency is appreciated. Please review the attached version and bring suggestions to our next meeting.

Attachment: Landowner Permission to Access Property (Current Form)



Helping the people of Marion County
conserve natural resources.

Landowner Permission to Access Property

Landowner Name(s): _____ (collectively, "Landowner")

Mailing Address: _____

Property Address: _____ Acres: _____

Tax Lot(s) # _____

Contact Phone Number: _____

E-Mail: _____

Are there special instructions regarding access to your property (ie: steep slopes along the bank, animals on the property, gates, fences, call before entering property, etc.):

PURPOSE:

Landowner certifies that he/she is the legal owner of the property described above and grants permission to the Marion Soil and Water Conservation District (MSWCD) to conduct an on-site evaluation and/or to provide information, advice, and/or recommendations (written or otherwise) regarding issues relating to natural resources management or conservation opportunities that exist, or that are identified, on the property. These services are made available through various SWCD Programs (Program).

Landowner is advised that information obtained by the MSWCD during an assessment may be subject to disclosure under the public records act or the freedom of information act, where applicable. **However, the MSWCD is a non-regulatory agency and are not responsible for "code enforcement" matters.**

Landowner acknowledges that the MSWCD may provide services through grant funds awarded to the MSWCD. As a condition of grant funding for these services, the MSWCD will be required to report and share with the funding agency, their designated agents or anyone authorized to perform tasks on their behalf, details of the visit for certain services to satisfy grant conditions.

ACCESS PERMISSION

Landowner hereby gives permission to the MSWCD, their designated employees and agents or anyone authorized to perform tasks on their behalf, permission to enter onto the real property owned by the Landowner to gather necessary information relating to the services requested by Landowner. Access shall be limited to those portions of the Landowner's real

property which are relevant to the requested services and those additional portions of the real property that are reasonably necessary to gain access to the site in question. The MSWCD is authorized to gather information relevant to the conservation issue in question. Permission is granted for (*check one*)

- ☐ one-time site visit,
- ☐ one (1) year from this date,
- ☐ five (5) years from this date,
- ☐ indefinite, or
- ☐ other (specify length, terms)_____.

MSWCD shall give Landowners reasonable notice prior to entering the property. Reasonable and actual notice may be given by mail, in person, by e-mail or by telephone.

ASSUMPTION OF RISK

I acknowledge and agree that my request for technical assistance is voluntary. I have been advised and understand that risks may be involved as a result of my participation in this Program. I hereby agree to assume full and complete responsibility for any personal injury or property damage that may arise as a result of my participation in the Program.

AMENDMENT

This grant of access may be amended only by the mutual written agreement of Landowner and the MSWCD; this grant of access may be revoked at any time by either party with written notification to the other party.

_____ Signature of Landowner	_____ Printed Name	_____ Date
_____ Signature of Landowner	_____ Printed Name	_____ Date

ABOUT THE MARION SOIL AND WATER CONSERVATION DISTRICT

The mission of the Marion Soil and Water Conservation District ("MSWCD") is to protect, conserve and improve the quality of soil and water in Marion County through planning, technical assistance and education.

The MSWCD is a local special district organized under Oregon state law. Operating funds are drawn from local taxes, grants, partnerships, and fundraising activities. The MSWCD has been successful securing grant funding for natural resource projects.

Individuals who receive advice and counsel from the MSWCD are responsible for compliance with all laws, ordinances and permit requirements.

The MSWCD make no representations or warranties relating to the presence of any utilities. It is the landowner's responsibility to contact the Oregon Utility Notification Center at: 1-800-332-2344 (or 811) for information regarding location of underground utilities when conducting any activity that involves soil disturbances and excavations.

Information provided on practices that are structural in nature is advisory and should not be considered as complete construction specifications unless otherwise noted. Landowner is responsible for any further technical assistance that might be necessary.

For assistance with the conservation of natural resources, please contact the Marion SWCD Office at: 503-391-9927 or visit us on at: <http://marionswcd.net>