

**POLK SWCD ANNUAL WORK PLAN**  
**SWCD Conservation Activities:**

**July 1, 2018 to June 30, 2019**

**Goal 1:** Offer technical assistance and conservation planning to resource owners and communities directed towards the conservation & wise use of Polk County natural resources including Ag Water Quality.

**Objective A: Technical Assistance/Contracted Services**

**Technical Assistance and Contracted Services:** includes but is not limited to: Project Management, Conservation Planning, Riparian Enhancement, Nutrient Management, Wellhead Protection, Pest Control (Flora & Fauna), Renewable Energy, Forest Management, Watershed Management, Vineyards, Wildlife Improvement, Grant Writing, Lists of Available Sources of Assistance, and General Natural Resource Assistance. (to be completed within the FY unless otherwise stated)

<b>Grant Specific Technical Projects:</b>	<b>Performed by:</b>
Oak Savannah Upland Prairie Restoration thru NRCS RCPP Program (~\$26,000) 4th year	Marc
OWEB plant establishment grant Smithfield Oaks (~\$16,000) (4 k per year 2017-2020)	Marc/Lucas
OWEB Restoration Grant Jont Creek (~\$ 115,000)	Marc
CREP Technical Assistance (~\$22,000 for 2018-19)	Marc
NRCS Technical Assistance (contract writing/TSP - Forestry/wetlands) (~\$50,000)	Marc/Jackson
Conservation Easement: in-house plant management Smithfield Oaks??? (~\$500-\$3,500)	Lucas/Jackson
Conservation Easement: in-house plant management The Cornerstone Project (~\$500-\$3,500)	Lucas/Jackson
Eola Ridge -Small Grant 11-16-008 ( monitoring and closeout)	Lucas
Zena Reveg 1 - Small Grant 11-16-011 (~\$2,000) (ends Aug-'18)	Lucas
BSNWR Nectar - Small Grant 11-16-012 (monitoring and close out)	Lucas
RockHouse Creek Small Grant 11-16-015 (~\$10,000) (ends May '19)	Lucas
Oak Grove Habitat Restoration Small Grant 11-18-002 (\$10,519)	Marc
Picchi Oak Restoration - Small Grant 11-18-003 ( final billing/completion report ~\$3,000)	Marc
OSWB BSNWR -Ludwigia Control (\$14, 736) (ends April '19)	Lucas
Weed Survey/spraying/weed control Mak Metals (July/August/Sept)/	Lucas/Jackson
Contract with Ash Creek Water Control Dist (knotweed control all year) (\$2,500)	Lucas/Jackson
EDRR (Early Detection & Rapid Response) (\$2,500 District Funded) (all year)	Lucas/Jackson
Contracted Coordinator Services for Rickreall/Glen Gibson Watershed Councils ~75%FTE ~(\$40,000)	Lucas
OWEB Small Grant Applications for specific Landowner Projects (proposed ~\$60,000)	Marc, Lucas, Claudia, Jackson
<b>Technical Support Only (District Supported no outside funding planned)</b>	<b>Performed by:</b>
Walk-in customers/referrals (all year) management plans	Marc, Lucas, Claudia, Jackson
Invasive Weed Control (IPM)- outreach and technical assistance	Lucas, Marc, Claudia, Jackson
Attending other partners meetings (Ash Creek Water Control dist, LWC, OCEAN, Ag First, etc.) (avg 3 hrs a month)	Karin, Marc, Lucas, Claudia, Jackson

Conservation Easement: management planning for The Cornerstone Project, Smithfield Oaks	Marc/Karin
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Objective B: Ag Water Quality	Performed by:
Ag Water Quality Support includes providing information, technical support, and implementing the two Agriculture Water Quality Management Area Plans within Polk County.	
Grant Specific Technical Projects:	Performed by:
Ag Water Quality Focus Area and SOW Program - Includes concern process, Local Advisory Committee meetings, and planning. Basin Ag Water Qual. Biennial Review/Salt Creek Focus Area ODA funded. (\$55,000),	Claudia, Jackson, Karin
WSARE Grant- Pasture Pigs?? (~\$75,000??) -if awarded funds in March '19	Claudia, Karin

## POLK SWCD ANNUAL WORK PLAN

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### SWCD Outreach and Education:

**Goal 2: Provide education and outreach related to natural resource issues within Polk County**

<u>Outreach and Education</u> includes developing Landowner/Manager Resources, articles, stories, and photo opportunities for the general public, newsletters, youth outreach and internships, technical workshops, and tours.	
SWCD Presentations - To Partners, land managers, and other entities providing information on BMP, Conservation, Polk SWCD and Polk County Natural Resources. (livestock Assoc., Rotary, WC, OWEB, etc.)	technicians, Karin (@ least 2 a year)
Community Events (4th of July Parade, Polk County Fair, Chick Day @ Old Mill, Ag Fest, Annual Meeting)	all
Plan for Outreach Events @ The Cornerstone Project-(partner w/schools, WC's, Land Trusts, businesses)	all
NRCS Working Group (host in January)	Karin
Technical Workshops/tours - regarding landowner/manager concerns (soils, manure management, forest management, city chickens, farming practices, Realtor training, Oak Restoration, etc)	technicians (@ least 2 a year)
Forest Management Planning/Forestry short course/Mentored plan course(teaching w/Brad W.R.)	Lucas/Jackson
Procure grant funds for outreach related to current Ag practices- soil health, pasture pigs, pasture management, etc.	Claudia/Karin
Volunteer Management; as needed for events	all
Solve- Youth Conservation CORPS projects	technicians
STEM- WOU STUDENT??? (Not sure yet)	technicians
Outreach and Facilitation of Salt Creek Watershed Flooding Solutions	Karin, Claudia, Jackson
Outreach and Facilitation of Ground and Surface Water Storage options, Polk County	Karin, Claudia, Jackson
Annual Native Plant Sale - (Nov and February)	all
Media, News paper articles promoting work, Newsletters (qtrly w/OSU Ext) Annual Report, website presence, and other opportunities	all

**POLK SWCD ANNUAL WORK PLAN**  
**SWCD District Operations**

July 1, 2018 to June 30, 2019

Goal 3: District operations will be effective, economical, and efficient to meet legal and grantor requirements.

<b>Objective A: Fiscal Management</b>	
Fiscal Management includes Daily Fiscal Management of Funds, Inventory, Equipment Lists, Ordering of Supplies, Employee Administration (time tracking, payroll, etc.), book keeping, billing and contract oversight.	
ODA Operations Support 2018-2019	<b>\$23,546</b>
<b>Specific Fiscal Activity:</b>	<b>Performed by:</b>
Fiscal Management - Grants, IGA's	Karin/technicians
Fiscal Management- in office (payroll, book keeping)	Karin
<b>Objective B: General &amp; Statutory</b>	
Operations includes SWCD Statutory Requirements of Governing and Complying with ORS, Statutes and Administration Rules. Meeting Legal Requirements for Posting/Advertising, Public Records, Safety and Civil Rights Management, Monthly Board Meetings, and the Public Budget Process, Effective and Economical Operations, Staff Management and Trainings, SWCD Committees, Annual Events, Annual Meeting, Award Recognition, and Scholarship Program), IT, Communications/Correspondence, and other Daily Operations.	
<b>Specific Requirements:</b>	<b>Performed by:</b>
Board Meetings - Agendas, Minutes, Advertising, and etc.	Karin, Patti, Chair of board
Annual Legal Requirements - Annual Report, Annual Audit, Annual Work plan, Monthly Reports, and Annual Meeting.	all, Directors
Budget Process - Planning, Budgeting, and Budget Committee.	Karin, Patti, Directors
<b>Specific General Operations Projects:</b>	<b>Performed by:</b>
Management - Staff management, staff meetings, trainings, recruiting, IT, communications, and general SWCD operations.	Karin, cttees
District Committees - As appointed by the Chair.	staff & Directors
Communications/Correspondence, awards, scholarship	all, Directors
Claudia the Fish Management and Rental	Karin & Patti
Mid-Willamette West Small Grant Team Keeper of Record - Admin Support	Marc & Jackson
Employees administrations - Time tracking, performance evaluations, and etc.	all
Permit review, safety mtgs and safety training	all
Office Administration (filing, coorespondence, record keeping, public record maintenance, etc.)	Patti