

POLK SWCD ANNUAL WORK PLAN

SWCD Conservation Activities:

FINAL

July 1, 2020 to June 30, 2021

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)

| Grant Specific Technical Projects: | Performed by: PM, ADMIN |
|---|--------------------------------|
| CREP Technical Assistance (~\$54,100,000 income)(fit their FY to ours) (provide quarterly report to show phases) | Marc, OC, Karin |
| NRCS TA Grant- Polk County Habitat Restoration Oct'19 Sept '20 (P- \$22,500 - A \$2,255) income (provide quarterly report to show phases) | Marc, Karin |
| OWEB Smithfield Oaks plant est grant 3045-11261 (through Dec, 2020) (P- \$1,050 CS - \$8,150 A- \$1,395) | Marc, Karin |
| RCPP Polk County Oak Habitat Restoration 2020 -2025 if awarded (P - \$63,000 FY CS - \$20,000 FY) | TBD, Karin |
| OWEB Small Grant Applications \$10,000 left in SGT budget till 2021 unless bonus funds received | Jackson |
| Zena Reveg 1 - 11-16-011 (post grant veg mgmt & 2 yr status report by 7/2020) | Jackson |
| RockHouse Creek 11-16-015 (2yr status report 05/2021) | Jackson |
| Oak Grove Habitat Restoration 11-18-002 (2yr status report 11/30/2021) | Jackson |
| Picchi Oak Restoration - 11-18-003 (2yr status report 11/21) | Marc |
| Aleutian Prairie Nelson's Checkermallow 11-18-008(2yr status report 6/2022) | Jackson |
| Thorstad Oak Restoration 11-20-001 (P - \$1,320 CS- \$10,000 M&S \$3,088 A-\$592)(provide quarterly report to show phases) | Jackson, Karin |
| Left Coast Hedgerows 11-20-002 (P-\$1056 CS- \$2,000 M&S \$3,335 A-825)(provide quarterly report to show phases) | Jackson, Karin |
| Baskett Butte Burn Response 11-20-003 (P- \$350 - CS \$14,340 A - \$310)(provide quarterly report to show phases) | Jackson, Karin |
| East Butte Fender's Prairie 11-20-004 (P- \$350 CS - \$12,790 A- \$1,514)(if funded provide quarterly report to show phases) | Jackson, Karin |
| Oregon State Weed Board BSNWR - Ludwigia Control 2020 (early detection outreach/surveys, crews for treatment, monitoring) generally over the course of spring/summer (P- \$2,992 CS - \$12,375 A - \$1,537) | Jackson, Karin |
| EDRR (Early Detection & Rapid Response) (\$2,500 District Funded expense) (all year as needed) | Marc , Jackson |
| | |
| Technical Support Only (District Supported) | Performed by: |
| Walk-in customers/referrals (all year) management plans (Patti will keep track of walk-in's) | All |

| | |
|--|----------------------|
| Attending other partners meetings (Ash Creek Water Control dist, LWC Tech Advisory Group, OCEAN, SEDCOR, Oak Accord, Willamette Partnership, Farm Bureau, PECAN, OSU Extension, etc.) (avg 3-6 hrs a month) (put in with quarterly report) | Karin, Marc, Jackson |
| Conservation Easements: Annual Maintenance, Reporting to BPA of The Cornerstone Project, Smithfield Oaks | Marc, Karin |
| Cornerstone - IAE Kincaid's Lupine Restoration 2020-2023- in-kind T.A. , travel (about one week a year over 3 years), EDRR funds | Marc, Karin |
| NRCS Plant Materials Center - Hazelnut Cover Crop/Conservation Cover rotation Trials (3 producers) | Karin, NRCS, OC |

POLK SWCD ANNUAL WORK PLAN

July 1, 2020 to June 30, 2021

SWCD Conservation Activities:

FINAL

| | |
|--|----------------------|
| <u>Objective B: Ag Water Quality</u> | Performed by: |
| Ag Water Quality Support includes providing information, technical support, and implementing the two Agriculture Water Quality Management Area Plans within Polk County. | |
| <u>Grant Specific Technical Projects:</u> | Performed by: |
| Ag Water Quality Focus Area and Scope Of Work Program - Includes Ag Water Quality Concern Process with ODA, Local Advisory Committee meetings (LAC) and planning. Basin Ag Water Qual. Biennial Review, Salt Creek Focus Area (OSU Stream Monitoring and Data Collection study with OSU Water Resources Department) ODA funded (\$58,320 income) | Jackson/OC/Karin |

POLK SWCD ANNUAL WORK PLAN

July 1, 2020 to June 30, 2021

SWCD Outreach and Education:

FINAL

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

Outreach and Education includes developing Landowner/Manager Resources, newsletter articles and stories, youth outreach and internships, technical workshops, and tours. Participating in Community Events

| | |
|--|------------------------------------|
| SWCD Presentations - To Partners, land managers, and other entities. (Examples: Oak and Upland Prairie Restoration, OSU Extension Small Farms - Living on the Land Series, OSU Small Farms Conference track, tours of conservation easements, CREP projects, cover/conservation crop trials, etc. Polk County Fair - family activity tent. | All |
| Community Events (4th of July Parade, Polk County Fair, Fiesta Comunidad, Ag Fest, Annual Meeting, etc.) | all |
| Staff to put emphasis on West Salem outreach events as well as other communities in the county besides Monmouth- Dallas central area. Get out more into the county with outreach events. Continue to partner with watershed councils and other groups when we plan outreach events. | all |
| Plan for Outreach Events @ The Cornerstone Project and Smithfield Oaks (partner w/schools, WC's, Land Trusts, businesses) | all |
| NRCS Local Working Group (host in January) | Karin/Patti |
| ENVIROTHON Team Support | Marc, all |
| Technical Workshops/tours - regarding landowner/manager concerns (soils, manure management, forest management, city chickens, farming practices, Realtor training, Oak Restoration, etc) | technicians/ OC (@ least 2 a year) |
| Forest Management Planning/Forestry short course/Mentored plan course(teaching w/Brad W.R.) | Jackson |
| Volunteer Management; as needed for events | OC |
| Educational Kiosk - signage for Smithfield and Cornerstone (Spirit Mtn, OSWB or other possible source of funding) | Outreach Coord |
| Outreach and Facilitation of Joint NRCS CIS - Elk Meadows and Soil Health, Polk County | Karin, Marc, Jackson |
| Annual Native Plant Sale - (Nov and February)(work to promote advance purchases all year long for the annual sales, with a goal of \$20K) | all |
| Media, News paper articles promoting work, Publish CULTIVATING Newsletters (qtrly w/OSU Ext), work to expand newsletter to more readers, Annual Report, increase website presence, upgrade website making sure ADA compliant, and other opportunities | all |

POLK SWCD ANNUAL WORK PLAN

SWCD District Operations

July 1, 2020 to June 30, 2021
FINAL

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

Objective A: Fiscal Management

Fiscal Management includes Daily Fiscal Management of Funds, Inventory, Equipment Lists, Ordering of Supplies, Employee Administration (time tracking, payroll, benefits systems, etc.) book keeping, billing and contract oversight.

ODA Operations Support 2019-2020 (P - \$24,995)

Patti/Karin

Specific Fiscal Activity:

Performed by:

Fiscal Management - Grants, IGA's

Karin/technicians

Fiscal Management- in office (payroll, billing, insurance coverage, benefits)

Karin/Ascension Accounting

Objective B: General & Statutory

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.

Specific Requirements:

Performed by:

Board Meetings - Planning and implementing monthly board meetings including: preparation of agendas, minutes, collection of information for meeting topics, preparation of resolutions, advertising, and etc.

Karin, Patti, Chair of board

Annual Legal Requirements - Annual Report, Annual Audit, Annual Work plan, Monthly Reports, and Annual Meeting.
Long Range Planning

all

Budget Process - Planning, Committee Review, and Adoption.

all

Specific General Operations Projects:

Performed by:

District Manager - Staff management, staff meetings, trainings, recruiting, IT, communications, and general SWCD operations.

Karin, cttees

District Committee Support - As appointed by the Chair. - research information for committees, plan and advertise for meetings, draft resolutions

staff & Directors

Claudia the Fish Management and Rental

Karin & Patti

Mid-Willamette West Small Grant Team Keeper of Record - Admin Support

Jackson

Employees administrations - Time tracking, performance evaluations, and etc.

all

Maintain supplies, SWCD equipment, and inventory

Patti/Karin

Development, Review, and Maintenance of District Contracts

Karin, Directors

Office Administration (filing, coorespondence, record keeping, public record maintenance, etc.)

Patti