

Annual Work Plan: 2021-2022 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 oversite.				
Activity	Performed By:	Yearly Hours	Quarter 1 July '21-Sept '21	Quarter 2 Oct '21- Dec '21	Quarter 3 Jan '22 - Mar '22	Quarter 4 Apr '22 - June '22
*ODA Operations Support 2021-2022 (P - \$????25K), Office Administration (filing, coorespondence, record keeping, public record maintenance, etc.) Maintain supplies, SWCD equipment, and inventory funded, NRCS TA/Admin Assistance Grant (\$21,226 NRCS (2) days) (\$10,613 District (1) Day)	Admin assistant	384 hrs (Admin Assist - needs to be hired)	minutes, filing, front desk, inventory, newspaper announcements, updating notices, answering phone, walk-ins, etc.	minutes, filing, front desk, inventory, newspaper announcements, updating notices, answering phone, walk-ins, etc.	minutes, filing, front desk, inventory, newspaper announcements, updating notices, answering phone, walk-ins, etc.	minutes, filing, front desk, inventory, newspaper announcements, updating notices, answering phone, walk-ins, etc.
	Rhythm Admin	48	minutes	minutes	minutes	minutes
	Karin	30	any other office needs	any other office needs	any other office needs	any other office needs
Specific Fiscal Activity:						
Fiscal Management - Grants, IGA's, contracts	Karin	240	Qtrly CREP, ODA, RCPP, OWEB, BLM reporting as needed, will fill in with detail each qtr	Qtrly CREP, ODA, RCPP, OWEB, BLM reporting as needed, will fill in with detail each qtr	Qtrly CREP, ODA, RCPP, OWEB, BLM reporting as needed, will fill in with detail each qtr	Qtrly CREP, ODA, RCPP, OWEB, BLM reporting as needed, will fill in with detail each qtr
	Technicians	hours counted on first goal		same	same	Fiscal end of Year reporting.
Fiscal Management- in office (monthly payroll, billing, insurance coverage, benefits)	Karin	90	reporting as needed, will fill in with detail each qtr	reporting as needed, will fill in with detail each qtr	reporting as needed, will fill in with detail each qtr	reporting as needed, will fill in with detail each qtr
	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:						
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	270	reporting as needed, will fill in with detail each qtr	reporting as needed, will fill in with detail each qtr	reporting as needed, will fill in with detail each qtr	reporting as needed, will fill in with detail each qtr
Annual Legal Requirements - Annual Report, Annual Audit, Annual Work plan, and Annual Meeting. Long Range Planning	Karin, staff, Directors	Karin 105	Annual Audit conducted -reporting as needed, will fill in with detail each qtr	reporting as needed, will fill in with detail each qtr	OC to lead - Annual Meeting and Annual Reporting, Annual Work Plan drafting - reporting as needed, will fill in with detail each qtr	Finalize annual work plan- reporting as needed, will fill in with detail each qtr
Budget Process - Planning, Committee Review, and Adoption.	Karin, staff, Directors	Karin 105	Begin new Fiscal Year - reporting as needed, will fill in with detail each qtr	reporting as needed, will fill in with detail each qtr	begin budgetary process - planning for the next fiscal year	Finalizing the budget, Budget Committee & Budget Hearing Meetings, filing with ODA, county clerk, election of tax levy

Activity	Performed By:	Yearly Hours	Quarter 1 July '21 - Sept '21	Quarter 2 Oct '21 - Dec '21	Quarter 3 Jan '22 - Mar '22	Quarter 4 Apr '22 - June '22
Specific General Operations Projects:						
District Manager - Staff management, staff meetings, trainings, recruiting, IT, and communications.	Karin	72	bi-weekly staff meetings, other items will report each quarter as things come up	bi-weekly staff meetings, other items will report each quarter as things come up	bi-weekly staff meetings, other items will report each quarter as things come up	bi-weekly staff meetings, other items will report each quarter as things come up
District Committee Support - As appointed by the Chair. - research information for committees, plan and advertise for meetings, draft resolutions	Karin-finance, personnel	310	active committees - (personnel, fiscal, policy) all have staff help, monthly meetings, provide minutes for meetings, publicly advertised, draft resolutions as needed			
	Rhythm Admin-policy	120				
	Marc -easement	10				
Claudia the Fish Management and Rental	Karin	10	contracting, billing			
	OC	40	when hired and COVID-19 restrictions wain			
Mid-Willamette West Small Grant Team Keeper of Record - Admin Support	Jackson	20	General office work and Team Admin, meeting planning and reporting	General office work and Team Admin, meeting planning and reporting	General office work and Team Admin, meeting planning and reporting	General office work and Team Admin, meeting planning and reporting
Employees administrations - Time tracking - for grant billing, performance evaluations, and monthly board reports, quarterly annual work plan reporting, etc.	Karin	211	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting, June Staff Review
	Marc	47.5	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting, June Staff Review
	Jackson	47.75	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting, June Staff Review
	OC	47.75	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting, June Staff Review
	Hayley	20	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting	Time tracking, monthly board reports, quarterly annual work plan reporting	Review completed by OSU Extension, Time tracking, monthly board reports, quarterly annual work plan reporting