

POLK SWCD ANNUAL WORK PLAN
SWCD Conservation Activities:

July 1, 2017 to June 30, 2018

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:
OWEB Small Grant Applications for specific Landowner Projects (proposed ~\$40,000)	Marc, Lucas, Stacey
Oak Savannah Upland Prairie Restoration thru NRCS RCPP Program (\$25,500/yr) 3rd year	Marc
OWEB plant establishment grant Smithfield Oaks \$16,000 (4 k per year 2017-2020)	Marc/Lucas
OWEB Restoration Grant Jont Creek (\$ 200,000) (follows OWEB TA grant)(put 50k into this budget)	Marc
Conservation Easement: work related to purchase of Smithfield Oaks- (funding ~\$ in Sept 2017???)	Marc/Karin
Conservation Easement: in-house plant management The Cornerstone Project (\$500-\$3,500)	Lucas
Upper Rickreall Creek Restore. Projects/ (small grants or other) (proposed funding \$ 60,000_K_)	Lucas- WC
Laurel/Rockhouse/Mercer plunge pool/Mercer Gravel/Canyon Creek	
Weed Survey/spraying/weed control (July/August/Sept)/	Lucas
Contract with Ash Creek Water Control Dist (knotweed control all year) (\$500)	Lucas
EDRR (Early Detection & Rapid Response) (\$2,500 District Funded) (all year)	Lucas
Grant Proposals for DWPP and OSWB (\$ 60K)	Lucas
Coordinator Services for Rickreall/Glen Gibson Watershed Councils - Contracted (\$41,000) (1/2 time all year)	Lucas-WC
Mycorrhiza Study (\$25,000 over two years through 2018)	Marc, Lucas
CREP Technical Assistance (\$22,000 for 2017)	Marc
Technical Support Only (District Supported no outside funding planned)	Performed by:
Ruper's CE application	Marc, Karin
Assistance and planning for visible Ag land soil and streambank erosion	Stacey, Marc, Lucas
Walk-in customers/referrals (all year) management plans	Stacey, Marc, Lucas
Invasive Weed Control - outreach and technical assistance (\$160 District Funded)	Lucas, all
Attending other partners meetings (Ash Creek Water Control dist, LWC, OCEAN, Ag First, etc.) (avg 3 hrs a month)	Stacey, Karin, Marc, Lucas
Conservation Easement: management planning for The Cornerstone Project	Marc/Lucas

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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. (\$52,000) 1FTE	Stacey, Karin

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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.)	all (at least two a year for @ employee)
Community Events (4th of July Parade, Polk County Fair, Chick Day @ Old Mill, Ag Fest, Annual Meeting)	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)
Benton SWCD- RMA - workshops (thru sept 2017)	Stacey
Forest Management Planning/Forestry short course/Mentored plan course(teaching w/Brad W.R.)	Lucas
Volunteer Management; as needed for events	all
Solve- Youth Conservation CORPS projects	Stacey, Lucas
STEM- WOU (3 summers of internships)(help with Myco and weed surveys)	Marc, Lucas
Outreach and Facilitation of Salt Creek Watershed Flooding Solutions	Mostly Karin & Stacey
Outreach and Facilitation of Ground and Surface Water Storage options, Polk County	Mostly Karin & Stacey
Annual Native Plant Sale - (Aug/February)	Tom, all
Media, News paper articles, Newsletters (qtrly w/OSU Ext) Annual Report, website presence, and other opportunities	all

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SWCD District Operations

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, etc.), book keeping, billing and contract oversight.

Specific Fiscal Activity:	Performed by:
Fiscal Management - Grants, IGA's (\$30,000)	Karin
Fiscal Management - Watershed Council Fiscal Administration (\$80,000 includes pass thru funds)(10% Admin Fee)	Karin
Fiscal Management- in office (payroll, book keeping)	Karin, Tom

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 - Agendas, Minutes, Advertising, and etc.	Karin, Tom W
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, Tom W, Directors
Specific General Operations Projects:	Performed by:
Management - Staff management, staff meetings, trainings, recruiting, IT, communications, and general SWCD operations.	Karin & Tom
District Committees - As appointed by the Chair.	staff & Directors
Communications/Correspondence, awards, scholarship	all, Directors
Claudia Management and Rental	Tom W & Karin
Mid-Willamette West Small Grant Team Keeper of Record - Admin Support	Tom & Marc
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.)	Tom W