

POLK SWCD ANNUAL WORK PLAN

July 1, 2019 to June 30, 2020

SWCD Conservation Activities:

FINAL

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:
Oak Savannah Upland Prairie Restoration thru NRCS RCPP Program (~\$6,000 income) 5th year ends-9/19	Marc
NRCS TA Grant- Polk County Habitat Restoration Oct'19 Sept '20 (\$24,805) (\$22,500 TA +\$2,255 Admin) income	Marc
OWEB plant establishment grant Smithfield Oaks (ends June 29, 2020) (\$15,345 income/pass through)	Marc
OWEB Restoration Grant Jont Creek (~\$ 7,500 ORWF, \$98, 879 OWEB income/pass through by 12/2020)	Marc
CREP Technical Assistance (~\$22,000 income from Jan '19 thru Dec '19) Then new biennium begins	Marc
Conservation Easement: in-house veg management The Cornerstone Project (~\$500-\$1,000 expense)	Marc/Jackson
OWEB Small Grant Applications new round of funding begins June of 2019 \$60,000, would like to try for 7, but will budget for 4 at a max of \$15,000 each????? Then include another 10K for grants in progress	Marc, Jackson
Eola Ridge -Small Grant 11-16-008 (2 yr status report due 6/2020, then finished)	Jackson
Zena Reveg 1 - 11-16-011 (~\$1,000 pass through) (post grant veg mgmt & 2 yr status report by 7/2020)	Jackson
BSNWR Nectar - Small Grant 11-16-012 (photo points & 2 yr status report due 3/2020, then finished)	Jackson
RockHouse Creek 11-16-015 (~\$1,008 income/passthrough) (2yr status report 05/2021)	Jackson
Oak Grove Habitat Restoration 11-18-002 (\$3,634 income/pass through) (by 11/28/19 PCR) (2yr status report 11/30/2021)	Jackson
Picchi Oak Restoration - 11-18-003 (final billing/completion report ~\$2,648 income/pass through) (ends11/28/19PCR) (2yr status report 11/21)	Marc
Aleutian Prairie Nelson's Checkermallow 11-18-008 (\$1,457 income/pass through)(ends 6/2020PCR)(2yr status report 6/2022)	Jackson
OregonStateWeedBoard BSNWR -Ludwigia Control 2018 (monitoring until 6/30/19, then final payment \$3,684.00)	Jackson
OregonStateWeedBoard BSNWR -Ludwigia Control 2019-2020 (early detection outreach/surveys, crews for treatment, monitoring) generally over the course of spring/summer 2019 \$17,697.00)	Jackson
EDRR (Early Detection & Rapid Response) (\$2,500 District Funded expense) (all year)	District

NRCS CIG Tractor Masticator (??? Will know more April '19)	Jackson
<u>Technical Support Only (District Supported no outside funding planned)</u>	<u>Performed by:</u>
NRCS - CIS Development and planning for Elk Meadows and Soil Health in Hazelnut Orchards	Marc, Jackson, Karin
Walk-in customers/referrals (all year) management plans	Marc, Jackson
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 hrs a month)	Karin, Marc, Jackson
Conservation Easement: management planning for The Cornerstone Project, Smithfield Oaks	Marc/Karin

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<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 SOW Program - Includes concern process, Local Advisory Committee meetings, and planning. Basin Ag Water Qual. Biennial Review/Salt Creek Focus Area/Salt Creek Collaborative/Soil Health in Hazelnut Orchards, ODA funded. (\$55,000 income) July 31, 2019 ends this grant cycle- numbers are not available yet for the new biennium	Jackson

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SWCD Outreach and Education:

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

Outreach and Education 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. (Oak and Upland Prairie, OSU Extension Small Farms - Living on the Land, CREP Tour, Jont Creek Tour. Hazelnut Orchard - cover crop tour, Salt Creek - tie in with NRCS CIS, Rainwater Harvesting, Presentation about Australian underground plastic bladders for water storage)	technicians, Karin
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)	Karin/Marc/Patti
NRCS Working Group (host in January)	Karin/Patti
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.), maybe	Jackson
Volunteer Management; as needed for events	all
Outreach and Facilitation of Salt Creek Watershed Flooding Solutions	Karin, Jackson
Outreach and Facilitation of Joint NRCS CIS - Elk Meadows and Soil Health, Polk County	Karin, Marc, Jackson
Annual Native Plant Sale - (Nov and February)	all
Media, News paper articles promoting work, Newsletters (qrtly w/OSU Ext) Annual Report, website presence, and other opportunities	all

POLK SWCD ANNUAL WORK PLAN

SWCD District Operations

July 1, 2019 to June 30, 2020

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

ODA Operations Support 2018-2019 (\$23,546 income)(\$4,900 auditor, \$18,646 twds payroll)	Auditor/Patti
<u>Specific Fiscal Activity:</u>	Performed by:
Fiscal Management - Grants, IGA's	Karin/technicians
Fiscal Management- in office (payroll, book keeping)	LE Horton/Karin

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.

<u>Specific Requirements:</u>	Performed by:
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
<u>Specific General Operations Projects:</u>	Performed by:
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