

GOAL 1.

REDUCE SOIL EROSION AND MAINTAIN OR IMPROVE WATER QUALITY WITHIN THE EAST LANE SWCD DISTRICT.

TASK # 1

Objective: Provide leadership in conservation practices and projects directed toward protecting, restoring and wise use of renewable natural resources with a focus on voluntary landowner/manager actions and fundable projects. Develop and implement Conservation Resource Management Plans (CRMP) in the district. Identify and control invasive weed infestations that degrade water quality and/or wildlife habitat.		
Tech hrs DD	966	<i>Description:</i> Provide professional technical assistance to 100 landowners/managers in the district. Provide planning and practice implementation to meet specifications of the designated Agricultural Water Quality Management Area plans. Provide assistance to 14 landowners identified in the OWEB tech assistance grant. Assist 75 landowners participating in USDA/NRCS programs (EQIP,CRP,WRP,CSP etc). Promote and obtain funds for landowners, community and youth groups in the district for small grant projects that provide environmental benefit. Work cooperatively with Watershed Councils in developing and implementing restoration projects. Provide fiscal administration services for grants obtained by councils as needed. Continue the Lost Creek knotweed inventory and coordinate eradication efforts. Develop and complete riparian restoration projects on Lost Creek.
Tech hrs J.L	1530	
Admin hrs	297	
BOD hrs	144	
NRCS hrs	2700	
TOTAL HRS.	5,637	

TASK #2

Objective: Protect and Enhance Wetlands within the District.		
Tech hrs. DD	480	<i>Description:</i> Collaborate, as needed with USDA/NRCS to ensure that wetland determinations are accurate and timely; assist local landowners in obtaining information and technical services; process DSL fill/removal permit applications in a timely manner. Complete wetland determinations on 350 acres of agricultural land. Participate in the Army COE Upper Willamette Floodplain Restoration project feasibility study. Complete year 4/5 monitoring on Bergey I project to determine the success rate of project plant material and overall effectiveness of the projects. Assist landowners interested in developing and implementing wetland restoration projects. Partner with other agencies in completing wetland restoration projects to include Bergey II, Hayworth wetland, Green Island, Sandland restoration project, Spores WRP, Konnie/Haney WRP.
Tech hrs. JL	350	
Admin hrs.	20	
BOD hrs.	80	
NRCS hrs.	680	
TOTAL HRS.	1,610	

TASK #3

Objective: Eliminate or control pollution from Animal Feeding Operations (AFO)		
Tech hrs. D.D.	100	<i>Description:</i> Facilitate cooperators receiving requested information and technical assistance toward preventing or resolving water quality problems related to animal feeding operations, or receiving management planning and cost/share funding. Develop policies and procedures for addressing animal waste complaints. Work with cooperating landowners to implement animal waste management systems on 5 AFO's.
Tech hrs. J.L.	12	
Admin. Hrs.	20	
BOD hrs.	40	
NRCS hrs.	300	
TOTAL HRS.	472	

TASK #4

Objective: Implement Oregon Agricultural Water Quality Management Act of 1993 (SB1010)		
Tech hrs. D.D.	250	<i>Description:</i> provide technical and administrative assistance to 20 landowners to develop and implement voluntary agricultural water quality management plans according to the approved AWQMAPs for the Southern and Upper Willamette and Upper Siuslaw plan areas. Contact two agribusinesses and review with them the contents of the approved AWQMAPs. Distribute Southern Willamette and Upper Willamette/Upper Siuslaw plans and rules and fact sheets at landowner workshops and meetings. Prepare FSA newsletter articles about the plans and rules and distribute to constituents of the district. Prepare and submit press releases about the plans and rules and success stories of individual implementations. Submit grant proposals to DEQ, OWEB and other funding sources to help fund Agricultural Water Quality plans/rules implementation efforts.
Tech hrs. J.L.	0	
Admin hrs.	20	
BOD hrs.	24	
NRCS hrs.	0	
TOTAL HRS.	294	

TASK # 5

Objective: Address Comprehensive Nutrient Management within the East Lane District.		
Tech hrs. D.D.	0	<i>Description:</i> Provide administrative and fiscal management support for the private grant-funded study for the large-scale waste composting facility for Lane County with the goal of reducing ground water contamination from landfill leachate and to improve recovery of re-useable resources. Implement nutrient management practices on 450 acres of crop/grazing land.
Tech hrs. J.L.	0	
Admin hrs.	0	
BOD hrs.	120	
NRCS hrs.	180	
TOTAL HRS.	300	

TASK #6

Objective: Address Non-funded projects within the East Lane District.		
Tech hrs. D.D.	60	<i>Description:</i> Contribute appropriate time and resources from funded projects, as possible, to facilitate performance of un-funded ELSWCD project work, or work on cooperators/partners programs for the conservation, protection and development of soil, water and related plant and animal resources within the district.
Tech hrs. J.L.	60	
Admin hrs.	0	
BOD hrs.	0	
NRCS hrs.	0	
TOTAL HRS.	120	

GOAL 2.

PROMOTE SOIL AND WATER CONSERVATION THROUGH AN EDUCATION AND PUBLIC INFORMATION PROGRAM.

TASK #7

Objective: Advance public understanding of ELSWCD's purpose and activities and advance conservation participation among rural and urban landowners, students, teachers, youth leaders, community groups, watershed councils and working groups, ethnic minorities and other constituents.		
Tech hrs. D.D.	90	<i>Description:</i> Publish reports of activities and progress within the district on conservation practices in general and updates on SB1010 plans and adoption by local landowners/managers. Publish reports at least quarterly. Provide educational information, materials and technical assistance to 1000 individual district residents regarding natural resource issues, ELSWCD programs and services, USDA/NRCS programs and services, CWA DEQ 303 (d) listings, soil survey information, (BMP) information, Cooperator of the Year, Teacher of the Year and Conservation Poster contest announcements and information. Work with area watershed councils to facilitate site tours and visits and include site tours as a component of the District's Annual Meeting. Develop 3-5 forum presentations, workshops, landowner/manager meetings or community group clinics regarding conservation planning, backyard conservation, groundwater and wellhead protection, water quality testing, septic systems maintenance and other SWCD-related topics.
Tech hrs. J.L.	50	
Admin hrs.	90	
BOD hrs.	180	
NRCS hrs.	60	
TOTAL HRS.	470	

TASK # 8

Objective: Obtain increased public support for ELSWCD, USDA/NRCS conservation programs, Legislative measures, and financing.		
Tech hrs. D.D.	10	<i>Description:</i> Produce and distribute four SWCD subject bulletins or news releases to local newspaper and constituents. Provide information to the public through personal contact, addressing community groups, and press releases and information to area newspapers to improve public understanding of the mission, goals and activities of East Lane SWCD.
Tech hrs. J.L.	10	
Admin hrs.	20	
BOD hrs.	220	
NRCS hrs.	40	
TOTAL HRS.	300	

TASK # 9

Objective: Board and staff shall continuously improve their professional education and knowledge of the conservation business.		
Tech hrs. D.D.	20	<i>Description:</i> Obtain and utilize various sources of information and education for directors, associates and staff to maintain and improve their knowledge and skill in selected areas and to improve ELSWCD's overall effectiveness. At least one director shall attend the annual OACD convention and bring back presented information for presentation to the full board.
Tech hrs. J.L.	20	
Admin hrs.	20	
BOD hrs.	180	
NRCS hrs.	140	
TOTAL HRS.	380	

GOAL 3.

GOVERNANCE AND ADMINISTRATION OF EAST LANE SWCD SHALL BE CONDUCTED IN AN EFFECTIVE, FISCALLY RESPONSIBLE AND NON-DISCRIMINATORY MANNER.

TASK# 10

Objective: Ensure implementation of the adopted Business Plan is in compliance with operational, administrative and personnel policies, using non-discriminatory management while fostering a participatory environment.		
Tech hrs. D.D.	0	<i>Description:</i> Conduct District affairs fairly, openly and respectfully in a non-discriminatory manner and within adopted plans, goals, objectives, policies and legal guidelines. The appointed Personnel Committee shall maintain a current set of policies covering agency and personnel management which prohibit discrimination and sexual harassment and which reflect the East Lane SWCD adopted values, policies, standards, rules and legal guidelines. The appointed Personnel Committee shall perform staff performance evaluations annually and keep the District employees compensation and benefits current with industry standards, commensurate with available funding. Provide timely administrative services including general office administration, reception, payroll and grant fiscal administration for the District and partners.
Tech hrs. J.L.	0	
Admin. Hrs.	820	
BOD hrs.	340	
NRCS hrs.	32	
TOTAL HRS.	1,192	

TASK # 11

Objective: Obtain a reliable source of funding to ensure continuity of operations.		
Tech hrs. D.D.	40	<i>Description:</i> Continue to seek funding for administration and technical support from ODA and OWEB and other public and/or private grant funding activities. Continue to seek funding for education and restoration projects through various public and private agencies. Administer grant from ODA for LMA and Technical assistance.
Tech hrs. J.L.	40	
Admin hrs.	60	
BOD hrs.	160	
NRCS hrs.	0	
TOTAL HRS.	300	

TASK # 12

Objective: Maintain services at parity with staff and population including ethnic minorities, women, and disabled persons.		
Tech hrs. D.D.	0	<i>Description:</i> Increase Board participation in the provision of services to the District. Increase Associate Director membership by 50% and focus all director recruitment on the ability and willingness to raise funding and assist in providing increased services to district constituents. Seek special outreach for more diversity among participants and beneficiaries. Recruit qualified and willing persons to fill the vacant zone 2 and at-large Director positions.
Tech hrs. J.L.	0	
Admin hrs.	0	
BOD hrs.	240	
NRCS hrs.	0	
TOTAL HRS.	240	

TASK # 13

Objective: Maintain integrity and positive working relationships with all conservation partners.		
Tech hrs. D.D.	0	<i>Description:</i> Establish and maintain formal Memoranda of Agreement (MOA) or Memoranda of Understanding (MOU) to clarify all financial and working relationships with other groups and agencies. Maintain contracts, MOAs, MOUs and other funding agreement and associated accounting records in a positive, timely, and legally circumspect manner.
Tech hrs. J.L.	0	
Admin hrs.	20	
BOD hrs.	40	
NRCS hrs.	20	
TOTAL HRS.	80	

TASK # 14

Objective: Continually evaluate and strengthen East Lane SWCD.		
Tech hrs. D.D.	64	<i>Description:</i> Perform quarterly evaluation of progress on annual work plan and budget compliance. Survey watershed councils and working groups, landowners, and other District patrons to determine their needs from ELSWCD. Conduct annual review of District finances and provide a copy of auditors report to Secretary of State. Provide a copy of the Annual Budget and Annual Work Plan to ODA by August 15, 2005 to ensure full technical services and administrative support funding. Provide a copy of the annual Report and Financial Review to ODA by 12/31/05. Provide quarterly activity reports to Lane County Commissioners and the quarterly LMA and Technical assistance activity report to ODA. Conduct an Annual Meeting to which the public is invited and during which the Annual Work Plan and Annual Report are presented.
Tech hrs. J.L.	0	
Admin hrs.	120	
BOD hrs.	120	
NRCS hrs.	8	
TOTAL HRS.	312	

Workload Totals

Tech hrs. Dave Downing	2080
Tech hrs. Jodi Lemmer	2082
Administrative hrs.	1092
Board of Directors hrs.	1888
NRCS hrs.	4176
TOTAL WORK PLAN HRS.	11,318

WORK PLAN APPROVED: _____
 Ralph D. Perkins, Board Chair

DATE: _____