

# Upper Willamette SWCD

## FY 2013-2014

### *Annual Work Plan*

#### **GOAL 1.**

REDUCE SOIL EROSION AND MAINTAIN OR IMPROVE WATER QUALITY WITHIN THE UPPER WILLAMETTE SWCD DISTRICT.

#### **TASK # 1**

<b>Objective:</b> 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. Partner with other conservation entities to provide technical assistance in the district's priority areas.		
Tech hrs DD	780	<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 and Upper Willamette TMDL listing with a focus on the GWMA. Assist 75 landowners participating in USDA/NRCS programs (EQIP, CRP, WRP, CSP, HFRP, 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. Provide technical assistance in the district's priority areas that include the Groundwater Mgmt Area, McKenzie Watershed, and Gettings Creek Priority Area.
Outreach	0	
Admin hrs	200	
BOD hrs	144	
NRCS hrs	2864	
TOTAL HRS.	3,988	

#### **TASK #2**

<b>Objective:</b> Protect and Enhance Wetlands within the District.		
Tech hrs. DD	50	<i>Description:</i> Assist local landowners in obtaining information and technical services; collaborate, as needed with USDA/NRCS to ensure that wetland determinations are accurate and timely; process DSL fill/removal permit applications in a timely manner.
Outreach	0	
Admin hrs.	20	
BOD hrs.	80	
NRCS hrs.	600	
TOTAL HRS.	750	

#### **TASK #3**

<b>Objective:</b> Eliminate or control pollution from Animal Feeding Operations (AFO)		
Tech hrs. D.D.	150	<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.
Outreach	0	
Admin. hrs.	20	
BOD hrs.	40	
NRCS hrs.	200	
TOTAL HRS.	410	

#### TASK #4

<b>Objective:</b> Implement Oregon Agricultural Water Quality Management Act of 1993 (SB1010)		
Tech hrs. D.D.	450	<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. Implement approved grant proposals from DEQ, OWEB and other funding sources to help fund Agricultural Water Quality plans/rules implementation efforts and Groundwater management area projects.
Outreach	0	
Admin hrs.	20	
BOD hrs.	24	
NRCS hrs.	0	
TOTAL HRS.	494	

#### TASK # 5

<b>Objective:</b> Promote Green Technologies within the Upper Willamette District.		
Tech hrs. D.D.	80	<i>Description:</i> Assist District constituents towards implementing sustainable practices by promoting green technology concepts to include rain garden, rain catchment, backyard conservation workshops and educational outreach projects and programs.
Outreach	50	
Admin hrs.	30	
BOD hrs.	100	
NRCS hrs.	180	
TOTAL HRS.	440	

#### TASK #6

<b>Objective:</b> Address Non-funded projects within the Upper Willamette 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 UWSWCD 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.
Outreach	0	
Admin hrs.	0	
BOD hrs.	0	
NRCS hrs.	0	
TOTAL HRS.	60	

## **GOAL 2.**

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

### **TASK #7**

<b>Objective:</b> Advance public understanding of UWSWCD's purpose, activities and promote conservation participation among rural and urban landowners, educational and community groups, watershed councils, working groups and District constituents. Present a total of 10 Rain Garden workshops and Backyard Conservation Program presentations to District constituents and community organizations.		
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 quarterly. Provide educational information, materials and technical assistance to District residents regarding natural resource issues, UWSWCD programs and services, USDA/NRCS programs and services, CWA DEQ 303 (d) listings, soil survey information, soil testing services and (BMP) information. Coordinate processing the Cooperator of the Year award and Conservation Poster Contest press announcements and forward to OACD for consideration.  Work with area watershed councils and municipalities to facilitate site tours and visits as a component of the District's mission. Develop 5 forum presentations, workshops, landowner/manager meetings or community group clinics regarding water quality protection, conservation planning and other SWCD related topics.
Outreach	200	
Admin hrs.	200	
BOD hrs.	220	
NRCS hrs.	60	
TOTAL HRS.	770	

### **TASK # 8**

<b>Objective:</b> Obtain increased public support for UWSWCD, USDA/NRCS conservation programs, Legislative measures, and financing.		
Tech hrs. D.D.	10	<i>Description:</i> Produce and distribute four UWSWCD subject bulletins or news releases to local newspaper and constituents regarding new projects, ongoing workshops, and volunteer opportunities. Increase outreach by providing 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 Upper Willamette SWCD.
Outreach	90	
Admin hrs.	50	
BOD hrs.	110	
NRCS hrs.	40	
TOTAL HRS.	300	

**TASK # 9**

<b>Objective:</b> Board and staff shall continuously improve their professional education and knowledge of the conservation business.		
Tech hrs. D.D.	30	<i>Description:</i> Obtain and utilize various sources of information and education for directors, associate directors and staff to maintain and improve their knowledge and skill in selected areas and to improve UWSWCD’s overall effectiveness. At least one director shall attend the Annual OACD convention and Board of Districts meeting and bring back presented information for presentation to the full Board. At least one staff member shall attend the annual Connect Conference and bring back information for presentation to the Board.
Outreach	0	
Admin hrs.	40	
BOD hrs.	240	
NRCS hrs.	140	
TOTAL HRS.	450	

**GOAL 3.**

GOVERNANCE AND ADMINISTRATION OF UPPER WILLAMETTE SWCD SHALL BE CONDUCTED IN AN EFFECTIVE FISCALLY RESPONSIBLE AND NON-DISCRIMINATORY MANNER.

**TASK# 10**

<b>Objective:</b> 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 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 Upper Willamette 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.
Outreach	0	
Admin. Hrs.	350	
BOD hrs.	340	
NRCS hrs.	32	
TOTAL HRS.	722	

## TASK # 11

<b>Objective:</b> Obtain a reliable source of funding to ensure continuity of operations.		
Tech hrs. D.D.	300	<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 grants from ODA.
Outreach	0	
Admin hrs.	100	
BOD hrs.	240	
NRCS hrs.	0	
TOTAL HRS.	640	

## TASK # 12

<b>Objective:</b> 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 increase funding and assist in providing increased services to district constituents. Seek special outreach for more diversity among participants and beneficiaries.
Outreach	0	
Admin hrs.	0	
BOD hrs.	240	
NRCS hrs.	16	
TOTAL HRS.	256	

## TASK # 13

<b>Objective:</b> Maintain integrity and positive working relationships with all conservation partners.		
Tech hrs. D.D.	40	<i>Description:</i> Establish and maintain formal Intergovernmental Agreements (IGA), Memoranda of Agreement (MOA) or Memoranda of Understanding (MOU) to clarify all financial and working relationships with other groups and agencies. Maintain contracts, IGAs, MOAs, MOUs and other funding agreements and associated accounting records in a positive, timely, and legally circumspect manner.
Outreach	0	
Admin hrs.	40	
BOD hrs.	40	
NRCS hrs.	20	
TOTAL HRS.	140	

## TASK # 14

<b>Objective:</b> Continually evaluate and strengthen the Upper Willamette SWCD.		
Tech hrs. D.D.	40	<b>Description:</b> Perform quarterly evaluations of progress on annual work plan and budget compliance. Survey Watershed Councils, working groups, landowners and other District patrons to determine their needs from UWSWCD. Conduct annual review of District finances and provide a copy of auditors' report to the Secretary of State. Provide a copy of the Annual Budget and Annual Work Plan to ODA by August 31, 2011 to ensure full technical services and administrative support funding. Provide a copy of the Annual Report and Financial Review to ODA by 12/31/11. Provide quarterly LMA and Tech 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.
Outreach	0	
Admin hrs.	150	
BOD hrs.	120	
NRCS hrs.	8	
TOTAL HRS.	318	

## Workload Totals

Tech Hours - Dave Downing	<b>2,080</b>
Outreach – S. McIntosh	<b>340</b>
Administrative Hours – S. McIntosh	<b>1,295</b>
Board of Directors Hours	<b>1,938</b>
NRCS Hours	<b>4,160</b>
<b>TOTAL WORK PLAN HOURS</b>	<b>9,873</b>

## WORK PLAN APPROVED:

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Gary Jensen, Chair

**DATE:**

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