



# Annual Work Plan

July 1, 2012 through June 30, 2013

## About the District

**We are a service organization.** The Clackamas County Soil and Water Conservation District is a special service district headquartered in Oregon City, Oregon, governed by publicly elected directors and employing professional staff to serve our citizens. We provide service throughout Clackamas County, Oregon.

**We see a future where people and places thrive.** Our District is a place where our communities, environments, and economy thrive together.

**Our mission is to help create that future.** We provide technical service and support designed to conserve and use resources sustainably today and for future generations.

**Our values guide us as we work toward accomplishing our mission.**

- We strive to maximize community, environmental, and economic benefits through our projects and programs.
- We are accountable to our voters, taxpayers, and residents, and we measure the impacts of what we do.
- Our technical assistance to landowners is based on science and decades of proven technology.
- We leverage District resources through outside funding and form strategic partnerships to accomplish our work.
- We work as members of a flexible and responsive team, and treat everyone with respect.
- We support continuous learning and professional development.
- We reduce, reuse, recycle, and restore our natural resources.

**An elected Board of Directors provides governance and accountability.** The Clackamas County Soil and Water Conservation District is governed by a seven-member Board of Directors. Our Directors are locally elected and serve four-

year terms. The purposes and functions of a soil and water conservation district are described in Oregon Revised Statutes Chapter 568.

**Our professional staff provides high quality service and accomplishment.** Staff specialists provide a wide range of services and knowledge to our citizens. Conservation specialties including farm planning, streambank restoration, and invasive weeds are well represented on our staff. We provide many workshops throughout the year to help our citizens learn and do more conservation of our natural resources. Our management and administrative employees assure compliance with the many regulations and procedures we use to protect the resources entrusted to us.

**We assist individuals, neighborhoods, and watersheds.** Traditionally, we work one-on-one with individuals who are concerned with their land and related resources. Natural resource issues like soil erosion and water quality are rarely limited to a single land parcel. Instead, they may involve neighbors, neighborhoods, local landscapes, and sometimes extend to entire watersheds. By working together, we can achieve better solutions.

**Our services are based on voluntary cooperation, not regulation.** We do not issue tickets or turn people in. While we often act as an interface between a landowner and a regulatory agency, we will do so only at the request of the landowner. Our services and resources are available to people who are willing to collaborate with us to find appropriate solutions.

**We provide services without discrimination.** The Clackamas County Soil and Water Conservation District prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. The District is an equal opportunity employer.

## About this Plan

**This plan is a guide.** This annual work plan is organized into three-month periods representing calendar quarters. A plan is only a guide, and the very nature of the District's work requires that we remain nimble and flexible in order to meet the emerging needs of citizens and natural resources.

Each Quarterly period is represented by a table divided into eight columns: focus, task or activity, who is responsible for making sure the task gets done correctly and on time, due date for completion, and Quarterly columns for reporting the status of this work.

Because this is a plan, it is dynamic in nature. We update it regularly as resource conditions and natural events provide new opportunities to conserve our vital natural resources.

**Our planned work addresses many important conservation needs.** The District focuses our available time, money, and energy on a variety of important conservation issues, and on the sound operation of the District. Our programs, projects, and progress revolve around these focal points:

- Water quality – Protecting and restoring the quality of surface and ground water.
- Water quantity – Assuring future supplies of water for people, plants, and animals.
- Watersheds – Working toward stronger, more resilient watershed conditions.
- Weather – Developing responses to our changing climate, as well as floods and droughts.
- Weeds – Detecting, controlling, and eradicating invasive plants.
- Wildlife – Developing habitat conditions to enhance living conditions for wild creatures.
- Wildlands – Working to improve wildlands, including prairies and forests.
- Working lands – Providing service to help keep agricultural lands productive.
- Workshops, outreach, and education – Reaching and teaching citizens, agencies, and organizations.
- Working together – Developing and nurturing key partnerships to help achieve our conservation mission.
- Workplace – Assuring accountability and sound delivery of services to our citizens.

**We provide a number of funding assistance opportunities.** Our conservationists look at natural resource issues and customer needs, and our financial staff provide the funding strategies that support installing time-tested, science-based conservation solutions.

- **“Dollars on the Ground”** is a traditional 75:25 cost-sharing program in which the District can pay up to 75% of the cost of implementing conservation practices, with the landowner picking up the remaining 25%.
- **“Grant and Loan”** is also a 75:25 program but the 25% consists of a low-interest loan to the landowner, with repayment over up to 10 years.
- **“District Led Work”** is generally used for projects involving public entities or those with predominantly public benefits.
- **“Targeted Weed Grants”** can pay up to 100%, up to \$2,500, for the actual cost of eradicating weeds on our Targeted Top Ten list.
- **“Water Quality Small Grants”** can pay up to 100%, up to \$2,500, for the actual cost of installing individual practices that improve or protect water quality.
- **“Design and Consultation Small Grants”** can pay up to 100%, up to \$2,500, for the actual cost of designing practices that will be implemented to improve or protect water quality. This program can also be used for cultural resources assessments as part of a water quality improvement or protection project.
- **“Water Quality/Quantity Loans”** is a low-interest loan program in which we can lend up to 100% of the actual cost of installing certain practices that improve or protect water quality.

**Q3 2012 – July 1, 2012 through September 30, 2012**

<b>FOCUS</b>	<b>Activities</b>	<b>Who</b>	<b>Recurs/Due</b>	<b>Q3 Status</b>
<b>Water quality</b>	ODA scope of work due	Kilders	Annually	
	WES scope of work due	Kilders	Annually	
	Ripple Press (Doane/Dolan/Deep area)	Kilders	Quarterly	
	Provide water quality small grants	Rains	Ongoing	
	Begin well decommissioning program	Klock	Ongoing	
	Monitor water quality in project areas	Baker	Monthly	
<b>Water quantity</b>	Water quality/quantity measurements	Staff	Monthly	
<b>Watersheds</b>	Offer watershed council support grants	Rains	Annually	
	Represent CCSWCD at council meetings	Salzer	Ongoing	
<b>Weather</b>	Rain gauge giveaway at County Fair	Salzer	August	Note: coordinate with NWS CoCoRaHS program
<b>Weeds</b>	Rapid Response weed control	Leininger	Ongoing	
	Maintain engagement with partners	Leininger	Ongoing	
	Provide weed treatment grants	Rains	Ongoing	
<b>Wildlife/habitat</b>	Implement CreekCare program	Reische	Ongoing	
	Provide general TA on riparian issues	Reische	Ongoing	
	Milk Creek in-stream work window	Reische	September	
<b>Wildlands</b>	Attend Clackamas Stewardship Partners	Reische	Monthly	
<b>Working lands</b>	Offer farmers market support grants	Rains	Annually	
	Provide rental equipment for conservation	Baker	Ongoing	
	Provide technical assistance to farms	Staff	Ongoing	
	Pacific NW Christmas Tree Association display	Kilders	Annually	
	Revise Equipment Rental Program agreement	Baker	August	
<b>Workshops/Ed</b>	Farmers market and feed store tables	Klock	Ongoing	
	Produce videos, provide workshops	Kilders	Ongoing	
	Outreach to Prairie View community	Kilders	Ongoing	
	Display at Clackamas County Fair	Kilders	Annually	
	Watershed training for local teachers	Kilders	August	
<b>Workplace</b>	Produce year-end financial reports	Lloyd	Annually	
	District annual meeting	Salzer	Annually	
	District annual report	Kilders	Annually	
	Auditor begins field work	Lloyd	Annually	
	Health and Safety Committee meetings	Salzer	Monthly	
	Negotiate operating agreement with NRCS	Salzer	Annually	
	Design loan program	Rains	August	

Reminders: Prepare for County Fair; Prepare for annual dinner, annual meeting, and annual report.

**Q4 2012 – October 1, 2012 through December 31, 2012**

<b>FOCUS</b>	<b>Activities</b>	<b>Who</b>	<b>Recurs/Due</b>	<b>Q4 Status</b>	
<b>ACTIVITIES NOT RECURRING</b>	<b>Water quality</b>	Ripple Press (Doane/Dolan/Deep area) Report progress to Clackamas LAC Outreach to South Needy well owners Town hall meeting, Prairie View community ODA report due Provide water quality small grants	Kilders Kilders Klock Kilders Kilders Rains	Quarterly Quarterly November November Quarterly Ongoing	
	<b>Water quantity</b>	Implement Northwoods collection system Propose loan program Water quality/quantity measurements	Faucera Salzer Staff	December December Monthly	
	<b>Watersheds</b>	Award watershed council support grants Represent CCSWCD at council meetings	Board Klock	Annually Ongoing	
	<b>Weather</b>	Follow-up on rain gauge install/usage	Salzer	December	
	<b>Weeds</b>	Wilsonville Goat Appreciation Day Perform Rapid Response weed control Maintain engagement with partners Provide weed treatment grants	Leininger Leininger Leininger Rains	Annually Ongoing Ongoing Ongoing	
	<b>Wildlife/habitat</b>	Implement CreekCare program Provide general TA on riparian issues	Reische Reische	Ongoing Ongoing	
	<b>Wildlands</b>	Attend Clackamas Stewardship Partners	Reische	Monthly	
	<b>Working lands</b>	Award farmers market support grants Planning for Prairie View nursery erosion Coordinate CCSWCD at Small Farm School Rent equipment for conservation purposes	Board Baker Kilders Baker	Annually Ongoing Annually Ongoing	
	<b>Workshops/Ed</b>	Outreach at farmers markets, feed stores North Clackamas Watershed Event	Klock Kilders	Ongoing November	
	<b>Workplace</b>	Defensive Driving training for staff OACD annual conference OWEB conference Staff appreciation dinner Board accepts financial audit Personnel manual revised Board Director elections SDAO Best Practices Checklist Prepare for IRS fiscal year end Health and Safety Committee meetings	Salzer Salzer Salzer Salzer Lloyd Salzer N/A Salzer Lloyd Salzer	December October October November December December Annually Annually Annually Monthly	

Reminder: Prepare for IRS end of calendar year; Property tax revenues arriving in November.

**Q1 2013 – January 1, 2013 through March 31, 2013**

**ACTIVITIES NOT RECURRING**

FOCUS	Activities	Who	Recurs/Due	Q1 Status
<b>Water quality</b>	Ripple Press (Doane/Dolan/Deep area)	Kilders	Quarterly	
	Site visits to South Needy wells, begin plans	Klock	Ongoing	
	Practice advice to Prairie View community	Reische	Ongoing	
	ODA report due	Kilders	Quarterly	
	Provide water quality small grants	Rains	Ongoing	
<b>Water quantity</b>	Water quality/quantity measurements	Staff	Monthly	
<b>Watersheds</b>	Represent CCSWCD at council meetings	Klock	Ongoing	
<b>Weather</b>				
<b>Weeds</b>	Perform Rapid Response weed control	Leininger	Ongoing	
	Maintain engagement with partners	Leininger	Ongoing	
	Provide weed treatment grants	Rains	Ongoing	
<b>Wildlife/habitat</b>	Implement CreekCare program	Reische	Ongoing	
	Provide general TA on riparian issues	Reische	Ongoing	
<b>Wildlands</b>	Attend Clackamas Stewardship Partners	Reische	Monthly	
<b>Working lands</b>	Planning for Prairie View nursery erosion	Baker	Ongoing	
	Rent equipment for conservation purposes	Baker	Ongoing	
<b>Workshops/Ed</b>	NW Willamette Hort Society meeting	Kilders	Annually	
	Tree School	Kilders	Annually	
	Outreach at farmers markets, feed stores	Klock	Ongoing	
	National Weed Awareness Week	Kilders	Annually	
	NW Ag Show	Kilders	Annually	
<b>Workplace</b>	Legal counsel reviews personnel manual	Salzer	January	
	Application period for scholarships	Kilders	January	
	Begin offering loans	Salzer	January	
	Health and Safety Committee meetings	Salzer	Monthly	
	Prepare 1099 and W-2 reports	Lloyd	Annually	
	Perform employee evaluations	Salzer	Annually	
	Convene the Budget Committee	Board	Annually	
	Develop draft budget	Salzer	Annually	
	Begin Budget Committee meetings	Salzer	Annually	

**Q2 2013 – April 1, 2013 through June 30, 2013**

**ACTIVITIES NOT RECURRING**

FOCUS	Activities	Who	Recurs/Due	Q2 Status
<b>Water quality</b>	Ripple Press (Doane/Dolan/Deep area)	Kilders	Quarterly	
	Begin decommissioning South Needy wells	Klock	Ongoing	
	Practice advice to Prairie View community	Reische	Ongoing	
	ODA report due	Kilders	Quarterly	
	Provide water quality small grants	Rains	Ongoing	
<b>Water quantity</b>	Implement Northwoods water metering	Faucera	June	
	Water quality/quantity measurements	Staff	Monthly	
<b>Watersheds</b>	Represent CCSWCD at council meetings	Klock	Ongoing	
<b>Weather</b>				
<b>Weeds</b>	Perform Rapid Response weed control	Leininger	Ongoing	
	Maintain engagement with partners	Leininger	Ongoing	
	Provide weed treatment grants	Rains	Ongoing	
<b>Wildlife/habitat</b>	Implement CreekCare program	Reische	Ongoing	
	Provide general TA on riparian issues	Reische	Ongoing	
	OSU Spring Garden Fair	Kilders	Annually	
<b>Wildlands</b>	Attend Clackamas Stewardship Partners	Reische	Monthly	
<b>Working lands</b>	Planning for Prairie View nursery erosion	Baker	Ongoing	
	Rent equipment for conservation purposes	Baker	Ongoing	
<b>Workshops/Ed</b>	Outreach at farmers markets, feed stores	Klock	Ongoing	
	CONNECT training	Baker	Annually	
	Clackamas County Lavender Festival	Kilders	Annually	
	Oregon City Farmers Market "Green Fair"	Kilders	Annually	
<b>Workplace</b>	Board adopts new personnel manual	Salzer	June	
	Board awards scholarships	Kilders	May	
	Health and Safety Committee meetings	Salzer	Monthly	
	Budget Committee approves budget	Board	Annually	
	Board adopts budget	Board	Annually	
	Budget filed with County	Salzer	Annually	