



Annual Work Plan

July 1, 2013 through June 30, 2014

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. We are governed by a board of publicly elected directors. The District employs professional staff to serve our citizens. We provide service throughout Clackamas County, Oregon.

We see a future where people and places thrive. We see the District as 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 help people use natural 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. Staff specialists provide a wide range of services and knowledge to our citizens. Conservation specialties include: farm planning; streambank restoration; invasive weed management; and urban conservation practices. 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 needed to protect the financial 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, these issues often involve neighbors, neighborhoods, local landscapes, and sometimes entire watersheds. By finding ways to work together, we can achieve better solutions.

Our services are based on voluntary cooperation, not regulation. We do not issue tickets or turn people in. We often serve as an interface between a landowner and a regulatory agency. Our services and resources are available to people who collaborate with us to find solutions.

We provide services without discrimination. For all programs and activities, the Clackamas County Soil and Water Conservation District prohibits discrimination on the basis of race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, genetic information or political beliefs. The District is an equal opportunity provider and 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 several columns: focus area; what the activity is; who is responsible for making sure the task gets done correctly and on time; when the task should be completed; and notes.

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 precious 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 top three natural resource priorities are water, wildlife, and weeds:

- **Water quality and quantity** – Protecting and restoring the quality of surface and ground water, and assuring future supplies of water for people, plants, and animals.
- **Wildlife** – Developing habitat conditions to enhance living conditions for wild creatures.
- **Weeds** – Detecting, controlling, and eradicating invasive plants.

We also highly value the work performed by a variety of partners. Other program areas include:

- **Watersheds** – Working toward stronger, more resilient watershed conditions.
- **Weather** – Developing responses to our changing climate, as well as floods and droughts.
- **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 Conservation Services staff looks at natural resource issues and customer needs. Our District Operations staff provides funding strategies. The two departments work together to help install time-tested, science-based conservation solutions.

Financial tools we may provide include:

- **Water Quality/Quantity Loans** – This 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. Two advantages for recipients are (1) the District can pay vendors directly, and (2) loans are not reportable as income to recipients.
- **Dollars on the Ground** – A “DOG” 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** – A grant-and-loan combination is also a 75:25 program but the 25% consists of a low-interest loan to the landowner.
- **District Led Work** – This is generally used for projects involving public entities.
- **Targeted Weed Grants** – To help respond quickly to invasions of particular weeds, we 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** – We 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** – We 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.

Sometimes a landowner has natural resource conditions that can affect many others. For large projects, we can develop a temporary construction-and-maintenance easement to help landowners allow us to improve public natural resources on private lands.

July 1, 2013 through September 30, 2013

FOCUS	What	Who	When	Notes	
RECURRING ACTIVITIES	Water quality	Publish Ripple Press (Strategic Implementation Area) Begin outreach on well decommissioning program Monitor water quality in project areas	Kilders Klock Baker	Quarterly Ongoing Monthly	Outreach to key area Introduce well decommissioning Low summer flows may prevent sampling
	Water quantity	Outreach about irrigation efficiency loans Follow-up on Northwoods rainwater harvesting system	Kilders Faucera	Ongoing By October	Building our loan program Close this rainwater harvesting project
	Wildlife/habitat	Corral Creek dam removal Outreach about ODFW wildlife habitat program	Reische Kilders, Klock	By October By October	Remove fish-blocking weir Purpose: increase participation in program
	Weeds	Rapid Response weed control Issue RFP for vegetation management contractors	Leininger Rains	Ongoing By October	Treat targeted weeds Current contracts expire December 31 st
	Watersheds	Open watershed council support grant cycle Host meeting of watershed council representatives	Rains Salzer	Annually Quarterly	Supports key partners Knowledge transfer is facilitated
	Weather	Rain gauge giveaway at County Fair	Salzer	August	Coordinate with CoCoRaHS program
	Wildlands	Participate in Clackamas Stewardship Partners	Reische, Salzer	Monthly	Maintain key relationships
	Working lands	Open farmers market support grant cycle Site visits to working farms Install on-farm practices Pacific NW Christmas Tree Association display	Rains Staff Staff Baker	Annually Ongoing Ongoing August	Supports key partners Site visits are highest during the summer Summer is construction season Representation to key industry segment
	Workshops/Ed	Farmers market and feed store tables Produce videos, provide workshops Display at Clackamas County Fair Watershed training for local teachers	Givens, Klock Kilders Kilders Kilders	Ongoing Ongoing Annually August	Spring and summer is market season Adding more videos and workshops General marketing to the community Optional, supports education
	Workplace	Produce year-end financial reports Complete annual audit District annual meeting District annual report Implement CATS planning database system File required budget documentation with County	Lloyd Lloyd Kilders Lloyd Faucera Rains	August September September September By July By September	Earlier this year than last year Aiming for September completion Must complete audit first Part of annual meeting Streamlines workflow for planners Required

Reminders: Prepare for County Fair; prepare for annual dinner; plan and prepare for annual meeting.

October 1, 2013 through December 31, 2013

FOCUS	What	Who	When	Notes	
ACTIVITIES NOT RECURRING	Water quality	Publish Ripple Press (Strategic Implementation Area) Begin well decommissioning plans Monitor water quality in project areas	Kilders Klock Baker	Quarterly By spring Monthly	Outreach to key area Develop plans Some sites required by grants
	Water quantity	Planning: Irrigation efficiency improvements	Fenwick	By March	Goal is at least two large systems
	Wildlife/habitat	Complete Corral Creek dam removal Fall tree and shrub planting	Reische Reische	By December Annually	Final report Prime planting time in our area
	Weeds	Wilsonville Goat Appreciation Day Perform Rapid Response weed control Sign contracts for vegetation management	Leininger Leininger Board	Annually Ongoing By January	Public education and outreach Treat targeted weeds Needed for spring 2014 treatments
	Watersheds	Award watershed council support grants Host meeting of watershed council representatives	Board Salzer	By December Quarterly	Supports partner's conservation work Knowledge transfer is facilitated
	Weather	Follow-up on rain gauge install/usage	Salzer	December	Outreach and education
	Wildlands	Participate in Clackamas Stewardship Partners	Reische, Salzer	Monthly	Maintain key relationships
	Working lands	Award farmers market support grants Planning on-farm practices Coordinate CCSWCD at Small Farm School	Board Staff Kilders	By December Ongoing Annually	Supports good management of farm land Winter is prime planning time 2 nd annual Small Farm School
	Workshops/Ed	North Clackamas Watershed Event	Kilders	November	Participate if event occurs
	Workplace	Defensive Driving training for staff OACD annual conference OWEB conference Staff appreciation dinner Personnel manual revised SDAO Best Practices Checklist Prepare for IRS fiscal year end	Salzer Salzer Salzer Salzer Salzer Salzer Lloyd	December October October November December Annually Annually	Reduce risk, reduce insurance premiums Assist OACD to the extent possible Maintain/build relationships with partners Maintain positive work environment Keep up with changes in personnel law Reduce risk, reduce insurance premiums Various filings required by IRS

Reminder: Prepare for IRS end of calendar year; property tax revenues arrive in December; prepare presentation(s) for OACD and/or OWEB.

January 1, 2014 through March 31, 2014

ACTIVITIES NOT RECURRING

FOCUS	What	Who	When	Notes
Water quality	Publish Ripple Press (Strategic Implementation Area)	Kilders	Quarterly	Outreach to key area
	Monitor water quality in project areas	Baker	Monthly	Some sites required by grants
Water quantity	Planning: Irrigation efficiency improvements	Fenwick	By March	Goal is at least two large systems
Wildlife/habitat	Site monitoring	Reische	Ongoing	Evaluate survival of plants and structures
Weeds	Perform Rapid Response weed control	Leininger	Ongoing	Treat targeted weeds
Watersheds	Host meeting of watershed council representatives	Salzer	Quarterly	Knowledge transfer is facilitated
Weather	Post articles on flooding	Salzer	By March	Identify flood-related practices
Wildlands	Participate in Clackamas Stewardship Partners	Reische, Salzer	Monthly	Maintain key relationships
Working lands	Planning on-farm practices	Staff	Ongoing	Phone calls will start with spring sunshine
Workshops/Ed	NW Willamette Hort Society meeting	Kilders	Annually	Outreach and education
	Tree School	Kilders	Annually	Outreach and education
	National Weed Awareness Week	Kilders	Annually	Outreach and education
	NW Ag Show	Kilders	Annually	Outreach and education
Workplace	Legal counsel reviews personnel manual	Salzer	January	Assure manual agrees with law
	Application period for scholarships	Kilders	January	Provide educational support
	Prepare 1099 and W-2 reports	Lloyd	January	Required actions
	Perform employee evaluations	Salzer	Annually	Complete earlier than last year
	Convene the Budget Committee	Board	Annually	Continue budget process used last year
	Develop draft budget	Salzer	Annually	Continue budget process used last year

April 1, 2014 through June 30, 2014

ACTIVITIES NOT RECURRING

FOCUS	What	Who	When	Notes
Water quality	Publish Ripple Press (Strategic Implementation Area) Monitor water quality in project areas	Kilders Baker	Quarterly Monthly	Outreach to key area Some sites required by grants
Water quantity	Implement/install efficient irrigation systems	Fenwick	By July	Goal is at least two large systems
Wildlife/habitat	OSU Spring Garden Fair Plan fish barrier removal	Kilders Reische	Annually By July	Outreach and education Try to remove at least one barrier a year
Weeds	Perform Rapid Response weed control	Leininger	Ongoing	Treat targeted weeds
Watersheds	Host meeting of watershed council representatives	Salzer	Quarterly	Knowledge transfer is facilitated
Weather				
Wildlands	Participate in Clackamas Stewardship Partners	Reische, Salzer	Monthly	Maintain key relationships
Working lands	Install on-farm practices	Staff	Ongoing	Spring, summer, fall practice installation
Workshops/Ed	Outreach at farmers markets, feed stores CONNECT training Clackamas County Lavender Festival Oregon City Farmers Market "Green Fair"	Klock Baker, others Kilders Kilders	Ongoing Annually Annually Annually	Spring and summer is market season Education for conservation staff Outreach and education Outreach and education
Workplace	Board adopts new personnel manual Board awards scholarships Budget Committee approves budget Board adopts budget Budget filed with County	Board Board Board Board Rains	June May May May Annually	Consistent policies and procedures Supports education Goal is adoption in May Goal is adoption in May Required