



Annual Work Plan

July 1, 2014 through June 30, 2015

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. The purposes and functions of a soil and water conservation district are described in Oregon Revised Statutes Chapter 568. 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, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. 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 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 natural resource priorities are water, wildlife, weeds, and working lands:

- **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.
- **Working lands** – Working to assure the long-term health of our working farms, fields, and forests.

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.
- **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” grant 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 plus 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% for the actual cost (up to \$2,500) of eradicating weeds on our Targeted Top Ten list.
- **Water Quality Small Grants** – We can pay up to 100% for the actual cost (up to \$2,500) of installing individual practices that improve or protect water quality.
- **Design and Consultation Small Grants** – We can pay up to 100% for the actual cost (up to \$2,500) 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 that helps us improve public natural resources on private lands.

July 1, 2014 through September 30, 2014: Field Season

FOCUS	What	Who	When	Goal or Note
Water quality	Monitor water quality in project areas	Baker	Monthly	Low summer flows may prevent sampling
	Begin outreach on managing manure piles	Kilders	Monthly	Include two months of billboards
	Continue to build the Septic Smart program	Kilders	Ongoing	Reduce/repair septic system failures
	Pesticide drift control program	Kilders	By October	Pesticide reduction
	Pesticide sprayer nozzle replacement program	Kilders	Ongoing	Pesticide reduction
Water quantity	Outreach about irrigation efficiency loans	Kilders	Ongoing	Maintain growth of loan program
Wildlife/habitat	Initiate oak strategy discussions with partners	Reische	By October	Develop key partnerships
	Develop habitat plan for demonstration farm	Reische, Carr	By October	Roadmap for habitat improvements
Weeds	Rapid Response weed control	Leininger	Ongoing	Treat targeted weeds
	Hire CWMA Coordinator	Salzer	By September	Increase District capacity
Working lands	Open farmers market support grant cycle	Rains	Annually	Supports key partners
	Site visits to working farms	Staff	Ongoing	Site visits are highest during the summer
	Install on-farm practices	Staff	Ongoing	Summer is construction season
	Outreach to CPOs and hamlets about working lands	Klock	Ongoing	Increase support for working lands focus
	Participate in Small Farm School	Staff	Annually	Support small acreage farms
Watersheds	Open watershed council support grant cycle	Rains	Annually	Supports key partners
	Host meeting of watershed council representatives	Salzer	Quarterly	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
Workshops/Ed	Farmers market and feed store tables	Klock	Ongoing	Spring and summer is market season
	Produce videos, provide workshops	Kilders	Ongoing	Adding more videos and workshops
	Display at Clackamas County Lavender Festival	Kilders	Annually	General marketing to the community
	Display at Clackamas County Fair	Kilders	Annually	General marketing to the community
	Pesticide sprayer calibration workshop	Kilders	August	Pesticide reduction
	Watershed training for local teachers	McQueeney	August	Optional, supports education
	Erosion control workshop for riparian landowners	Reische	September	Riparian restoration and health
	Community day on Milk Creek	Reische	September	Increase aware of riparian health issues
Workplace	Produce year-end financial reports	Lloyd	August	Earlier this year than last year
	Complete annual audit	Lloyd	September	Aiming for September completion
	District annual meeting	Kilders	September	Check in with constituents
	District annual report	Lloyd	September	Part of annual meeting
	Improvements to CATS planning database system	Faucera	By October	Streamlines workflow for planners
	File required budget documentation with County	Rains	By September	Required
	Make critical repairs at demonstration farm	Salzer	By October	Health and safety issues first
	Begin revision of job descriptions	Salzer	Ongoing	Clarity of performance expectations

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

October 1, 2014 through December 31, 2014: End-of-season wrap-up

ACTIVITIES	FOCUS	What	Who	When	Goal or Note
	Water quality	Begin outreach on well decommissioning plans Monitor water quality in project areas Continue to build the Septic Smart program Support Pesticide Stewardship Partnership	Klock Baker Kilders Kilders	By January Monthly Ongoing Periodically	Start sign ups in January Some sites required by grants Reduce/repair septic system failures Continue meeting to support group
	Water quantity	Planning: Irrigation efficiency improvements	Fenwick	By March	Goal is at least two large systems
	Wildlife/habitat	Continue oak strategy discussions Additional treatment and planting on oak properties Fall tree and shrub planting	Reische Reische Reische	By January By December Annually	Develop key partnerships Restoration of oak habitat Prime planting time in our area
	Weeds	Wilsonville Goat Appreciation Day Perform Rapid Response weed control End-of-calendar-year vendor invoices submitted	Leininger Leininger Leininger	Annually Ongoing Semi-annually	Public education and outreach Treat targeted weeds Provides for timely payment of costs
	Working lands	Award farmers market support grants Planning on-farm practices Coordinate CCSWCD at Small Farm School Outreach to CPOs and hamlets about working lands	Board Staff Kilders Klock	By December Ongoing Annually Ongoing	Supports good management of farm land Winter is prime planning time 3 rd annual Small Farm School Increase support for working lands focus
	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	Install rain gauge at demonstration farm	Salzer	By December	Outreach and education
	Wildlands	Participate in Clackamas Stewardship Partners	Reische, Salzer	Monthly	Maintain key relationships
	Workshops/Ed	Pesticide reduction workshop	Kilders	October	Pesticide reduction
	Workplace	Staff training, including harassment training OACD annual conference OWEB conference Staff appreciation dinner Employee handbook reviewed, updated SDAO Best Practices Checklist Prepare for IRS fiscal year end	Salzer Salzer Salzer Salzer Salzer Salzer Lloyd	December October October November By January 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, 2015 through March 31, 2015

ACTIVITIES

FOCUS	What	Who	When	Goal or Note
Water quality	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, prepare for field season	Reische	Ongoing	Evaluate survival of plants and structures
Weeds	Perform Rapid Response weed control	Leininger	Ongoing	Treat targeted weeds
Working lands	Planning on-farm practices Outreach to CPOs and hamlets about working lands	Staff Klock	Ongoing Ongoing	Phone calls will start with spring sunshine Increase support for working lands focus
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
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
	Pesticide reduction workshop	Kilders	February	Pesticide reduction
	Soil health workshop	Kilders	By April	Soil health and erosion control
Workplace	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, 2015 through June 30, 2015

ACTIVITIES	FOCUS	What	Who	When	Goal or Note
	Water quality	Monitor water quality in project areas	Baker	Monthly	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
	Working lands	Install on-farm practices Outreach to CPOs and hamlets about working lands	Staff Klock	Ongoing Ongoing	Spring, summer, fall practice installation Increase support for working lands focus
	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
	Workshops/Ed	Outreach at farmers markets, feed stores CONNECT training Oregon City Farmers Market "Green Fair" Tualatin Bird Fest	Klock Staff Kilders Kilders	Ongoing Annually Annually Annually	Spring and summer is market season Increase professional capacity of staff Outreach and education Wildlife education
Workplace	Board awards scholarships Budget Committee approves budget Board adopts budget Budget filed with County	Board Board Board Rains	May May May Annually	Supports education Goal is adoption in May Goal is adoption in May Required	