

Umatilla County SWCD Annual Work Plan 2010-2011

Approved August 12, 2010

GOAL 1: DISTRICT OPERATIONS

Task 1. District Requirements	Goal	Quantity or date completed
Prepare 2010-2011 Annual Plan of Work	August-10	
Create/ publish/ distribute 2009-2010 Annual Report	August-10	
Advertise/hold/ attend District Annual Meeting	December-10	
Prepare 2010-2011 Budget	July-10	
Contract Annual Audit	October-11	

Task 2. Board Meeting	Goal	Quantity or date completed
Hold board meetings.	Monthly	
Prepare board meeting minutes & treasurer report	Monthly	
Recruit/orient new board members as needed	Regularly	
Conduct Board Operations Review	Aug-Sept-Dec	
Appoint the Budget & Finance & Personnel Committees	Yearly	

Task 3. Financial Management	Goal	Quantity or date completed
Perform payroll & associated tasks	Monthly	
Manage operations budget	Monthly	
Manage/develop contracts & agreements	As required	
Director log bills, DM prepares payments, Director signs checks	Weekly	

Task 4. Office Management	Goal	Quantity or date completed
Update/maintain MOA/MOUs and Operational Agreements	Yearly	
Conduct filing & database maintenance	As needed	
Order/purchase supplies	As needed	
Provide computer upgrades and maintenance as needed	As needed	
Manage financial reporting	Monthly	

Task 5. Personnel Management	Goal	Quantity or date completed
Conduct staff performance reviews	Jan-11	
Maintain/update personnel and procedure policies handbook, job descriptions,	11-Jan	
Provide opportunities for professional development	On going	
Participate in USDA educational requirements (aglearn)	On going	
Hold staff meetings & conference calls	Monthly- weekly	

Task 6. Partnerships	Goal	Quantity or date completed
Participate LUBGWMA Action Plan goals	On going	
Promote the Agricultural Water Quality Management Area Plans	On going	
Promote USDA programs	On going	
Maintain memberships in OACD, NACD, SDAO, CBMRC&D, & area Chambers	Yearly	
Attend Watershed Council's, CBMRC&D, LUBGWMA and other partner meetings	As needed	

GOAL 2: PROVIDE CONSERVATION PLANNING, TECHNICAL & FINANCIAL ASSISTANCE TO CONSTITUENTS

Task 1. Utilize and develop existing programs	Goal	Quantity or date completed
Participate in Local and Basin USDA Working groups	As requested	
Develop and assist with the implementation & maintenance of CREP	On going	
Work with CTUIR, County Weed Department, OSU Extension and Watershed Councils to promote project partnerships	On going	
Provide technical support for USDA programs	On going	
Complete required OWEB monitoring reports	On going	
Increase awareness of AgWQMAPs (SB 1010 rules)	On going	
Promote Umatilla County SWCD incentive programs	On going	

Task 2. Planning	Goal	Quantity or date completed
Conduct site visits, field inventory, & assess natural resource concerns	On going	
Develop CREP conservation plans & maps	6 plans	
Assist landowners with project specifications	On going	
Perform site visits for potential projects	On going	
Develop grant applications	grant cycle	

Task 3. Technical Assistance & Services	Goal	Quantity or date completed
Work with landowners to identify and address natural resource concern	On going	
Provide technical, financial, & administrative support to producers enrolled in District incentive programs	On going	
Assist with conducting Biennial review of Umatilla AgWQMAPs	Oct-Dec 2010	
Provide technical assistance for irrigation efficiency projects	On going	
Provide technical assistance promoting CREP management	On going	
Provide technical assistance to partnering agencies, & private & public organizations	On going	
Conduct native plant sale by partnering with CTUIR Tribal Native Plant Nursery	On going	
Expand outreach to under served audience	On going	
Provide fiscal services to partners	On going	
Serve on OWEB Small Grant Review Team	On going	

Task 4 Project/Program Implementation	Goal	Quantity or date completed
Advertise and write press releases for program/project announcements	Quarterly	
Assist landowners on project development, grant writing, budget development	12 applications	
Complete required financial, final, monitoring reports and inspections on granted projects	On going	
Conduct NRCS status reviews through contribution agreement and ODA CREP project	Annually	
Implement CWN programs focusing on water quality issues	On going	
Develop the PURE natural resource program	On going	

Task 5. Seek Funding Sources to Provide for Staff & Project Implementation	Goal	Quantity or date completed
Develop and manage proposals for projects that protect and improve soil & water resources	12 grant applications	
Develop partnership projects with other entities	On going	

GOAL 3: CONDUCT EDUCATION & OUTREACH ACTIVITIES

Task 1. Inform the public through news articles and website	Goal	Quantity or date completed
Develop and publish e-NOTES	Quarterly	
Maintain and update SWCD website	Monthly	
Provide media with news releases, PSAs, site visits, and background information for articles	Bi-Monthly	
Create CWN news articles specific to water quality/quantity issues in the LUBGWMA	Quarterly	
Promote Noxious Weed Awareness Week through newspaper articles	Yearly	
Select Conservation Cooperator of the Year and Teacher of the Year	Yearly	

Task 2. Provide education/outreach to area schools	Goal	Quantity or date completed
Participate in Outdoor School	April & May 2011	
Conduct and participate in Watershed Field Days	May-11	
Promote OACD poster contest	Nov-10	
Promote weed awareness in schools during OR Weed Awareness Week		

Task 3. Provide education/outreach through workshops, meetings, and events	Goal	Quantity or date completed
Hold direct seed breakfast discussion groups	Winter 2010-2011	
Hold annual Sustainable Ag Seminar	Dec-10	
Participate in Hermiston Farm Fair	Dec-10	
Water Quality booth at Umatilla County Fair	Aug-10	
Hold SOLV Noxious Weed Pull		
Participate in CTUIR Salmon Walk	Aug-10	
Participate in partner sponsored events/workshops		

Task 4. Clean Water Neighborhood (CWN) Program	Goal	Quantity or date completed
Hold 4 workshops promoting BMPs	Quarterly	
Hold CWN Education Committee meetings	Quarterly	
Hold landowner meetings encouraging BMP implementation	On going	
Maintain CWN toolkit for landowners	On going	
Develop CWN newsletter	Quarterly	
Encourage irrigation efficiency projects in LUBGWMA	On going	

Task 5. Provide outreach to community groups	Goal	Quantity or date completed
Attend/speak at community based clubs and organization meetings	On going	
Maintain and add to SWCD informational kiosks	On going	
Provide conservation awards and recognitions to groups (businesses, landowners, etc.)	Dec-10	
Create/update SWCD informational display	On going	
Distribute water quality informational brochures	500	
Develop Spanish language natural resources educational materials	On going	

