

Umatilla County SWCD Annual Work Plan 2009-2010

Approved: 8/6/2009

*Action Items***GOAL 1: DISTRICT OPERATIONS****Task 1. District Goals and Requirements**

Produce a 5 year long range plan

Annually update work plan

Create/publish/distribute annual report & SWCD quarterly reports

Hold/attend annual meeting

Task 2. Board Assistance

Conduct/attend monthly board meetings.

Prepare agenda & monthly board meeting minutes

Recruit/orient new board members as needed

Increase understanding of directors roles and responsibilities

Encourage recruitment of Associate Directors & County Commissioner as a liason Director

Prepare/file reports, memos, & correspondence

Task 3. Financial Management

Prepare annual budget

Prepare for annual audit

Perform monthly payroll & quarterly reports

Perform monthly A/R & A/P

Create/correlate monthly financial statements

Manage/develop contracts & agreements

Task 4. Office Management

Update/maintain MOA/MOUs and Operational Agreement with NRCS

Provide office support to SWCD staff

Maintain mailing lists

Conduct filing & database maintenance

Order/purchase supplies

Provide monthly rent to HID for CWN office

Provide computer upgrades and maintenance as needed

Task 5. Personnel Mangement
Conduct annual staff performance reviews
Maintain/update personnel and procedure policies handbook, job descriptions, insurance, & other benefits
Provide opportunities for professional development of staff & produce staff training plans
Participate in USDA educational requirements (aglearn)
Hold/attend bi-monthly staff meetings
Task 6. Customer Service
Assist walk-in clients
Receive/direct phone calls & emails
Task 7. Partnerships
Maintain integrity and positive working relationships with conservation partners
Update/maintain Contribution Agreement with NRCS
Cooperate with & provide technical assistance when needed to partners
Create new oppourtunities for partnerships with existing and new organizations and businesses
Support LUBGWMA Action Plan goals
Promote the Agricultural Water Quality Management Area Plans
Promote USDA programs
Maintain involvement in UBWC's water quality monitoring program in the Wildhorse watershed
Maintain memberships in OACD, NACD, SDAO, Columbia Blue Mountain RC&D, & area Chambers of Commerce
Attend partner meetings
GOAL 2: PROVIDE CONSERVATION PLANNING, TECHNICAL & FINANCIAL ASSISTANCE TO CONSTITUENTS
Task 1. Utilize and develop existing programs
Participate in Local and Basin USDA Working groups
Work with landowners to determine USDA program need
Develop and assist with the implementation & maintenance of CREP plans
Continue building working relationship with CTUIR
Use ODA funds to establish and implement riparian plans
Provide technical support for USDA program enrollees
Complete follow-up report for past grants
Unanticipated work related to USDA programs
Inform landowners about SB 1010
Continue to recruit producers into SWCD incentive programs

Task 2. Planning
Conduct site visits, field inventory, & assess concerns
Develop conservation plans & maps
Assist landowners with project specifications
Perform follow-up visits for potential projects
Complete/review grant applications
Task 3. Technical Assistance & Services
Work with landowners to determine need for assistance and/or refer to other agencies
Provide technical & administrative assistance to landowners to develop and implement voluntary ag water quality management plans
Provide technical, financial, & administrative support to producers enrolled in the OWEB funded variable rate fertilizer incentive program
Provide financial, technical, & administrative support to producers enrolled in the OWEB funded direct seed incentive program
Provide technical assistance for irrigation efficiency projects basin wide but particularly in the LUBGWMA
Serve on OWEB Small Grant Review Team
Provide technical assistance to partnering agencies, & private & public organizations
Conduct first annual native plant sale by partnering with CTUIR Tribal Native Plant Nursery
Expand beyond traditional demographics to reach Hispanic and urban populations
Promote and use the Coordinated Resource Management process
Provide fiscal services to partners
Task. 4 Project/Program Implementation
Assist with project implementation
Report project completion
Coordinate volunteers
Conduct annual NRCS status reviews
Implement CWN programs focusing on water quality issues
Develop the PURE natural resource program
Conduct required annual inspections and/or monitoring reports
Conduct correspondence with project/program participants
Conduct project management requirements
Attend/host meetings, workshops, tours, etc.
Develop and oversee budget
Advertise and write press releases
Task 5. Seek Funding Sources to Provide for Staff & Project Implementation

Develop and manage 12 funding proposals for landowner projects that protect and improve soil & water resources
Administer existing grants to implement restoration projects
Research new funding sources
Seek funding to continue support of staff positions
Seek funding for community educational projects
Expand vision to incorporate new project opportunities (i.e composting facility)
Encourage BOD to seek tax base
GOAL 3: CONDUCT EDUCATION & OUTREACH ACTIVITIES
Task 1. Inform the public through news articles and website
Develop and publish e-NOTES monthly
Maintain and update SWCD website
Provide media with news releases, PSAs, site visits, and background information for articles
Create CWN news articles specific to water quality/quantity issues in the LUBGWMA
Promote Noxious Weed Awareness Week through newspaper articles
Select Conservation Cooperator of the Year, Teacher of the Year
Task 2. Provide education/outreach to area schools
Participate in Outdoor School, Watershed Field Days, & ESD Career Days
Expand educational opportunities, i.e. Hydromania, Envirothon
Speak to school and after school groups about water quality & natural resources
Promote OACD poster contest
Promote weed awareness in schools during OR Weed Awareness Week
Create partnerships with school organizations
Task 3. Provide education/outreach to the community (landowners/operators) through workshops, meetings, and events
Hold 3 direct seed breakfast discussion groups
Hold annual Sustainable Ag Seminar
Participate in Hermiston Farm Fair & Umatilla County Fair
Partner with CTUIR Tribal Native Plant Nursery to hold first native plant sale in conjunction with Earth Day
Develop Backyard Conservation Program & hold a minimum of 2 workshops
Hold SOLV Noxious Weed Pull
Participate in CTUIR Salmon Walk
Partner with USFS to host Arbor Day Celebration
Participate in partner events/workshops

Hold tours if possible
Expand public relations by presenting at non-traditional events (ex. community functions, local parades, event, & festivals)
Task 4. Clean Water Neighborhood (CWN) Program
Hold 4 CWN workshops promoting BMPs (1. nitrates, wells, & septic systems, 2. horse mgmt, 3. small acreage, 4. irrigation efficiency)
Hold quarterly CWN Education Committee meetings
Hold 4 CWN landowner meetings
Contract & complete LUBGWMA rural residential irrigated ag surveys
Install CWN signs on participating landowners' properties
Continue to develop CWN toolkit
Develop CWN newsletter
Encourage irrigation efficiency projects in LUBGWMA
Further develop CWN partnerships
Task 5. Provide outreach to community groups through educational materials, mailings, and presentations
Attend/speak at community based clubs and organization meetings
Maintain and add to SWCD informational kiosks
Provide conservation awards and recognitions to groups (businesses, landowners, etc.)
Create/update SWCD informational display
Distribute a minimum of 1,000 of conservation materials
Distribute a minimum of 500 water quality informational brochures
Disseminate informational materials through partner facilities
Increase & develop translated materials (English to Spanish)
Increase outreach to minority groups