



**WEST MULTNOMAH**  
Soil & Water Conservation District

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## Annual Work Plan for Fiscal Year 2018-2019

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Approved by Board of Directors on June 13, 2018

**West Multnomah Soil & Water Conservation District does not discriminate based on any class or identity including age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, and veteran status. The District is an equal opportunity employer and service provider. The District makes reasonable accommodations for persons with disabilities and special needs to provide access to district events, materials and services. If you have requests for accommodations or complaints about discrimination, harassment, unequitable treatment and being denied access to district events, materials and services, or for any questions at all, please contact us at our email [info@wmswcd.org](mailto:info@wmswcd.org) or call 503.238.4775.**

2701 NW Vaughn Street, Suite 450 • Portland, OR 97210

P: 503.238.4775 • F: 503.326.3942

[www.wmswcd.org](http://www.wmswcd.org)

*Clean Water, Healthy Soil, Diverse Habitat*

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## Introduction

The District's annual work plans form an integral part of and should be read in conjunction with the District's [Long Range Business Plan](#) and [Adopted Budget](#). Our annual work plans address the long-term conservation opportunities and associated concerns that are discussed in our Long Range Business Plan. Our District budget is based on the annual work plans proposed to our Board at the beginning of the budget process. Through consideration of our goals and also short-term factors, our annual work plans were finalized based on the approved and adopted budget for FY 2018-2019.

## Annual Measurement of Progress on Goals to Fulfill our Mission

The District's mission is to conserve and protect soil and water resources for people, wildlife, and the environment. The District operates around six strategic goals to fulfill our mission: (1) improve water quality in our watersheds; (2) minimize erosion and build healthy soils; (3) enhance habitats, biodiversity and ecosystem function; (4) enhance the productivity and sustainability of working lands; (5) cultivate land stewards of all ages; and (6) ensure that the District is a vibrant agency.

These broad strategic goals help focus our efforts to ensure that we are working toward the same end. Each program area Annual Work Plan contains a comprehensive list of the strategies, objectives and metrics by which we strive to achieve our goals and measure progress. We measure our progress, summarized in the table below, annually.

Metrics	FISCAL YEAR TOTAL				Goals					
	2015-2016	2016-2017	2017-2018	2018-2019	Water Quality	Healthy Soil	Habitat & Ecosystem	Working Lands	Land Stewards	Vibrant Agency
Conservation Plans Completed	34	39	40	41	✓	✓	✓	✓		
On-the-Ground Project Spending	\$ 238,114	\$ 233,454	\$ 234,000	\$ 241,020	✓	✓	✓	✓		
Landowners Served	649	825	825	850	✓	✓	✓	✓	✓	✓
Acres Treated for Invasive Plants	237	129	130	134	✓	✓	✓			
Acres of Native Habitat Enhanced	281	251	250	258	✓	✓	✓	✓		
Native Plants Installed	150,004	55,623	55,000	56,650	✓	✓	✓	✓		
Linear Feet of Streams/Banks	28,261	46,090	46,000	47,380	✓	✓	✓			
People Served at Outreach Events	3,585	1,237	2,000	2,060					✓	✓
Acres of Cropland Improved through Soil	-	38	38	39		✓		✓		
Public Meetings Held (Board Meetings, DEI Meetings, Annual Meeting)	15	17	17	18						✓
Recognition Awards	7	5	5	5						✓
Partners Engaged	-	44	59	61						✓

## Annual Work Plans by Program Area

On the following pages, our annual work plans are presented by program area. Acronyms used throughout the annual work plans are defined in the table below.

4C-CWMA	4 County Cooperative Weed Mngmnt Area	ODFW	Oregon Department of Fish & Wildlife
BC	British Columbia	OISC	Oregon Invasive Species Council
BES	City of Portland, Bureau of Environ. Services	OWEB	Oregon Watershed Enhancement Board
BHCP	Backyard Habitat Certification Program	PBOT	City of Portland Bureau of Transportation
BLM	Bureau of Land Management	PP&R	Portland Parks & Recreation
CSWCD	Clackamas SWCD	PSU	Portland State University
CWS	Clean Water Services	SBWC	Scappoose Bay Watershed Council
DEI	Diversity, Equity, and Inclusion	SOW	Scope of Work
DEQ	Department of Environmental Quality (Oregon)	SRN	Skyline Ridge Neighbors
EDRR	Early-Detection, Rapid Response	SWNI	Southwest Neighborhoods, Inc.
EQIP	Environmental Quality Incentives Program	TCWC	Tryon Creek Watershed Council
FOM	Friends of Marquam	TSCC	Tax Supervising and Conservation Commission
FOT	Friends of Terwilliger	UMP	Unified Monitoring Protocol
FPC	Forest Park Conservancy	USDA-APHIS	United States Department of Agriculture-Animal Plant Health Inspection Service
Friends of TC	Friends of Tryon Creek	USFS	United States Forest Service
HH	Healthy Habitats Program	WRC	Watershed Resource Center (Southwest)
HSP	Healthy Streams Program	WSDA	Washington State Department of Agriculture
JCWC	Johnson Creek Watershed Council	WWRP	West Willamette Restoration Partnership
LRBP	Long Range Business Plan		
NIN	Metro Nature in Neighborhoods		
NNRG	Northwest Natural Resources Group		
NRCS	Natural Resources Conservation Service		
NWNW	Neighbors West Northwest		
ODA	Oregon Department of Agriculture		
ODF	Oregon Department of Forestry		

**West Multnomah Soil & Water Conservation District  
FY2018-19 Annual Work Plans**

Program Area	Prepared by	Page
Conservation & Education	Laura Taylor	1
Urban Programs	Mary Logalbo	3
Communications	Carolyn Myers Lindberg	5
Rural Programs	Scott Gall	7
Healthy Streams & Special Habitats	Kammy Kern-Korot	9
Forestry Programs	Michael Ahr	11
Invasive Species Coordination	Michelle Delepine	12
Fiscal and Administrative Area	Michele Levis	14

2018-19 CONSERVATIONIST & EDUCATION COORDINATOR ANNUAL WORKPLAN (OVERALL GOALS)					TIME PERIOD				% ANNUAL TIME
GOAL (narrow down to priority goals)	PROGRAM	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	
1, 2, 3	Healthy Streams & Habitats, Forestry	Restoration Project Maintenance: monitor sites for maintenance needs, develop SOWs, coordinate and supervise maintenance crews, and perform follow-up quality checks of crew work	22+ Healthy Streams Sites maintained 4 Healthy Habitats Sites maintained 14 Forestry Sites maintained	Senior Conservationist Forest Conservationist	x	x		x	9%
1, 2, 3	Healthy Streams & Habitats, Forestry	Planting + planting plan development	5 Healthy Streams/Habitats Sites planted 9 Forestry Sites planted	Senior Conservationist Forest Conservationist		x	x		5%
2, 3	Healthy Streams & Habitats, Forestry	Fall seeding + seeding plan development	1-3 Healthy Streams/Habitats Sites seeded 2-3 Forestry Sites seeded	Senior Conservationist Forest Conservationist	x	x			2%
1, 2, 3	Healthy Streams & Habitats, Forestry	Spring UMP Monitoring (office prep, field work, data management and reporting)	5 Healthy Streams/Habitats Sites monitored 13 Forestry Sites monitored	Senior Conservationist Forest Conservationist				x	7%
1, 2, 3	Healthy Streams & Habitats, Forestry	Fall Survival Monitoring (office prep, field work data management and reporting)	28 Healthy Streams/Habitats Sites qualitatively monitored and ~50% of those also quantitatively monitored. 12 Forestry Sites monitored qualitatively and quantitatively	Senior Conservationist Forest Conservationist	x	x			13%
2, 3	Forestry	Monitor Understory Revegetation CIG projects	8 Forestry Sites monitored twice per year	Forest Conservationist	x			x	5%
1, 2, 3	Healthy Streams & Habitats, Forestry	Site Inventories for new projects	1-2 Healthy Streams/Habitats Sites inventoried 5-8 Forestry Sites inventoried	Senior Conservationist Forest Conservationist	x	x	x		4%
4, 5	Healthy Streams & Habitats, Forestry	Provide landowners technical assistance, including conservation plans, with science -based conservation information.	1-3 Conservation or Forest Stewardship Plans written	Senior Conservationist Forest Conservationist	x	x			5%
1, 2, 3	Healthy Streams & Habitats	GIS mapping assistance for programatic, special projects and fulcrum upkeep	Programatic maps for HSP/HH Programs and Fulcrum data updated annually	Senior Conservationist	x	x	x		4%
1, 2, 3	Healthy Streams	Targeted outreach to recruit new HSP participants	1-2 priority land owners contacted and enrolled	Senior Conservationist	x				1%
6	District-wide	Communication among staff and clients to implement conservation work	Clear conscise communication among staff. Prefessional informative responses to clients and partners with 1-3 day turn-around.	All Staff	x	x	x	x	9%
5	Education	Pollinator monitoring program coordination	12-20 return volunteers engaged in 2018 12-20 properties monitored 3-6 times 15-20 volunteers recruited and trained in 2019	Communications, The Xerces Society, Oregon Master Naturalist Program	x	x		x	9%
5	Education	School, Community Garden & Environmental Education program coordination	4-7 gardens provided with technical assistance and funding 3 schools provided with environmental education programing and funding	Communications, Admin Staff	x	x	x	x	6%
5	Education	Education Partner Funding coordination	3-4 Partners engaged to support environmental education in our district.	Admin Staff, Oregon Master Naturalist Program, Dig In Community, Friends of Tryon Creek, Sauvie Island Center			x		3%
5	Communications & Ourtreach	Assist Communications (newsletter articles, annual meeting & report prep, videos, tabling, zoo education, etc.)	3-4 Newsletter articles written Annual report content developed for Education and Healthy Streams programs	Communications	x	x	x	x	4%

2018-19 CONSERVATIONIST & EDUCATION COORDINATOR ANNUAL WORKPLAN (OVERALL GOALS)					TIME PERIOD				% ANNUAL TIME
GOAL (narrow down to priority goals)	PROGRAM	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	
1 - 6	Healthy Streams & Habitats, Forestry, Education	Attend Trainings and Conferences to stay abreast of innovations and best management practices in the field.	2-3 Natural resource oriented trainings or conferences attended	Admin Staff, District Manager	x			x	4%
6	District-wide	Assist with Intern hiring	2 excelent interns hired	Intern supervisor, Admin Staff			x		2%
6	District-wide	Attend meetings (Staff, Techstaff, Board, Annual)	Productive staff and Board collaboration	Staff, Borad of Directors	x	x	x	x	5%
6	District-wide	Cyclical Admin tasks (time sheets, health plan enrollment, employee handbook review, annual work plan, LRBP update as necessary)	Time sheets and health plan enrollment submitted on time 1 annual work plan developed	Admin Staff, District Manager	x	x	x	x	3%

100%

Conservationist 71%  
Education Coordination 18%  
General District Support 11%



2018-19 URBAN ANNUAL WORKPLAN (OVERALL GOALS)					TIMEFRAME				
GOAL (narrow down to priority goals)	PROGRAM	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	% ANNUAL TIME
Priority G 6 Additionally, G 1-5	Urban Programs Development Initiative	Urban Conservationist to pursue Executive Masters in Public Administration (EMPA). This program increases the efficacy of public officials for ethical, competent, and effective public service leadership. The program integrates theory and practice through a process of co-production, engaging community groups and citizens, public service executives, academic colleagues, and practitioners with the Center for Public Service.	Complete 18 credits of coursework in leadership, organizational theory, public policy and administrative theory & behavior. Course work will be applied to and of direct benefit to WMSWCD with case studies and recommendations for program areas and initiatives including urban programs, budget administration and diversity, equity and inclusion efforts.	District Manager, Admin staff, Portland State University,	X	X	X	X	15
Priority G 6 Additionally, G 1-5	Urban Programs Development Initiative	Urban Conservationist to complete a capstone project through the EMPA program. Groundwork has been laid to address "unimproved roadway" stormwater impacts including an initial paper exploring the issues and meeting with City staff, landowners and on the same.	Complete a capstone project that will result in meaningful change that utilizes new models to tackle a "wicked challenge" that touches on policy, partnerships and effective public engagement. The planned capstone is focused on SW Portland stormwater issues with an emphasis on the unimproved roadways.	District Manager, BES, PSU, WRC, PBOT	X	X	X	X	5
Priority G 6 Additionally, G 1-5	Urban Programs Development Initiative	Create strategies in response to organizational, administrative and public policy, practice and procedure analysis findings for urban programs (created in FY 2017-18) proposals for improved efficacy and efficiencies.	A plan will be crafted with strategies to improve the efficacy, efficiency and resilience of our urban programing in response to the administrative structure and public policy that influences this work both currently and within the context of predicted future urban growth pressures and climate change impacts.	Admin staff, District Manager, BES, PSU	X	X	X	X	5
Priority G 6 Additionally, G 1-5	Urban Programs Development Initiative	Review and provide input on outreach materials and respond to survey results for City of Portland's NW Expansion Plan. The NW Expansion Plan is a City led effort to explore NW Portland residents stormwater issues and concerns and to respond to the same with on the ground efforts with partners.	City survey information will be reviewed to inform tailored outreach materials will be delivered to NW Portland residents focused on residents priorities, needs and understanding of stormwater issues. The City and WMSWCD will explore helping upstart a NW Watershed Resource center and position.	BES, NWNW, PSU	X	X	X	X	2
Priority G 1-3, Additionally, G 5-6	Urban Technical Assistance	Provide landowners technical assistance with science-based conservation information.	Respond to all incoming calls, emails and walk-ins promptly with conservation information.	Admin staff	X	X	X	X	10
Priority G 1-3, Additionally, G 5-6	Urban Natural Areas Restoration Program	Provide landowners projects >1 acre conservation plans. Work with BES to ensure stormwater recommendations are in alignment.	Create 5 new conservation plans. Secure permission forms for any found priority EDRR invasive plant species. Offer interns opportunity to work on plans.	BES, Invasive Species Program Coordinator, Interns	X	X	X	X	10
Priority G 1-3, Additionally, G 5-6	Urban Natural Areas Restoration Program	Coordinate conservation plan implementation and funding cost-share assistance to landowners in target areas that meet acreage requirements and rank out on top with other criteria (including streams, proximity to other projects/naturals and # of people impacted). Monitor pre-existing and new restoration sites that we provide cost-share funding and project management assistance on.	Manage implementation, including contractor oversight, of 5 continuing project and 1 new project that implement conservation plans that enhance native habitat and watershed health. Ensure treatment of any found EDRR invasive plant species. Monitor 7 sites with the Unified Protocol in the Spring & 4 CWS Survival Monitoring Protocol in the Fall. Track and report out on OWEB Small Grants funding this work.	Admin staff, Invasive Species Program Coordinator, OWEB	X	X	X	X	20

2018-19 URBAN ANNUAL WORKPLAN (OVERALL GOALS)					TIMEFRAME				
GOAL (narrow down to priority goals)	PROGRAM	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	% ANNUAL TIME
Priority G 5, Additionally, G 1-3 & 6	Urban Education & Outreach	Educate landowners, gardeners and landscapers on a host of natural resource topics (Provide messages to residents and partners through workshops, mailings, social media, PR, website, tabling events and direct technical assistance).	Table and disseminate district information at 4 events (Zoo, Multnomah Days, Trillium Fest & State of the Watershed) and lead 1 volunteer work party (TCWC State of the Watershed Event) to reach at least 500 residents. Conduct workshops on an on-demand basis. Submit quarterly eNewsletter articles & 2 timely articles for PR. Support communications coordinator to deliver NIN social media campaign & garden tour.	District Manager, Communications Coordinator, BHCP, TCWCI, Friends of Tryon, WWRP	X	X	X	X	5
Priority G 5, Additionally, G 1-3 & 6	Urban Watershed Mentors	Explore Urban Watershed Mentors engagement opportunities. Build capacity and find volunteer opportunities for pre-existing Urban Watershed Mentors.	Identify one site for trained Urban Watershed Mentors to work on and four continuing educational opportunities that participants may attend. Send out opportunities via at least four emails to the listserv.	Dig In, SOLVE, Hands On Greater Portland, WRC, TCWC	X	X	X	X	1
Priority G 5, Additionally, G 1-3 & 6	Urban Stormwater Management	Stormwater Stars: share District developed "Stormwater Stars" Best Management Practice (BMP) factsheets & videos with interested landowners & landscape professionals. Offer design-build workshops to provide hands-on training. Firm up expansion and complete partner MOUs.	Coordinate planning and debrief meeting with Stormwater Stars partners. Provide District BMP training and factsheets to 40 interested landowners & landscapers through 4 design build workshops that enhance 4 sites. Revise webpage, partner MOU, rebranded fact sheets and expansion plan solidified. Provide more year-round participant support and engagement opportunities.	Admin staff, BES, Communications Coordinator, WRC, Verde	X	X	X	X	5
Priority G 3, Additionally G 1 & 2, 5 & 6	Urban Canopy Weeds Program	Coordinate planning and mapping efforts for targeting canopy weed focal areas. Create outreach materials and forms for canopy weed program w/ communications coordinator and partners. Our out a strategy for monitoring pre-existing sites.	Hold partner meeting, select priority area to focus on and compile canopy weed maps. Create landowner letter and permission form for program. Craft and implement a monitoring strategy to assess upkeep. Engage 20 new landowner and monitor sample of pre-existing sites.	Admin staff, Communication Coordinator, FPC, PP&R	X				2
Priority G 3 & 6 Additionally, G 1, 2, 5	Urban Partner Support	Continue to collaborate with regional partners to map & restore key habitats and wildlife corridors within target urban areas. Participate/coordinate meetings with regional partners focused on relevant conservation issues (6 WWRP, 4 TCWC, 1 GFPCI & 2 NIN Grant Partners). Provide follow-up support to partners and landowners following the door-to-door listening and engagement process in SW Portland. Assess overall project successes and capture lessons learned. Continue to develop new partnerships and related opportunities with a focus on culturally-specific partners.	Review/revise existing maps with partners as is needed, complete 1 new urban strategies map w/ interns. Coordinate on localized restoration projects. Participate in the following meetings: 6 WWRP (Current Co-Chair), 4 TCWC, 1 GFPCI, 2 NIN Grant Partners. Continue to coordinate translation service needs and technical information responses. Coordinate 1 debrief meeting to capture partners experiences. Complete final grant report. Revised partner support application and supporting materials, coordinate application process, review & award support and provide partner input/feedback. Serve on Wisdom of the Elders Advisory Council (Discovering Yidong Xinag). Support the GFPCI OWEB project focused on increasing Verde's capacity.	Admin staff, Interns, BHCP, TCWC, WWRP, BES, WRC, FPC, PP&R, Wisdom of the Elders, Verde.	X	X	X	X	10
Priority G 5 & 6 Additionally, G 1-3	Intra-organization communication & support	Participate in staff, tech staff, special board meetings DEI committee and other organization meetings. Reply to information requests promptly.	Attend 18 tech staff meetings, 12 staff meetings, 6 DEI committee meetings and 2 board meetings. Continue to spearhead DEI projects, if requested.	All WMSWCD staff & board, DEI committee	X	X	X	X	10
									100

2018-19 COMMUNICATION'S ANNUAL WORKPLAN (OVERALL GOALS)									
GOAL	PROGRAM	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	% ANNUAL TIME
6	District-wide	Write, design and print compelling brochures, books, news releases, and other printed materials to support District programs.	Ongoing	District Manager, Tech Staff	x	x	x	x	8.0
6	District-wide	Communicate the District's work and programs to landowners, partners and media, and manage media coverage.	Ongoing	District Manager, Tech Staff	x	x	x	x	6.0
6	District-wide	Coordinate outreach materials and activities, such as speaking/tabling, at targeted public events and with targeted organizations to provide information about the District and its programs.	Ongoing	All staff	x	x	x	x	7.5
6	District-wide	Manage District website and provide seasonal educational information on website, social media and in newsletters to inform residents of District programs and increase website's ADA access.	Ongoing web work; newsletters are quarterly	All staff	x	x	x	x	8.0
3	District-wide	Provide public outreach regarding the Sturgeon Lake Restoration Project, including a newsletter, with affected landowners, funders, partners, media and general public.	Ongoing	District Manager, Rural Conservationist, CREST, Oregon Wildlife Foundation, BPA, Metro	x	x	x	x	4.0
6	District-wide	Manage and produce Annual Meeting to engage residents in District work and report successes over preceding fiscal year in compliance with state law.	Annual Meeting produced	All staff	x	x		x	3.0
6	District-wide	Manage, edit/write, compile and print Annual Report detailing program success over preceding fiscal year in compliance with state law.	Annual Report produced	All staff	x	x		x	3.0
6	District-wide	Work with staff on events, such as Soil School, and managing those events to inform public about District programs, work and opportunities.	Maintain 100+ attendance at Soil School	Rural Conservationist, Tech Staff		x	x	x	8.0
6	District-wide	Work on District 75th Anniversary event, video, materials.	Anniversary event produced, District historic video produced	District Manager, Office Manager, Videographer, Planning Committee, New Communications Hire	x	x	x	x	5.0

2018-19 COMMUNICATION'S ANNUAL WORKPLAN (OVERALL GOALS)									
GOAL	PROGRAM	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	% ANNUAL TIME
5	Targeted SW neighborhoods	Provide Communications services in accordance with the grant for Connect SW PDX neighborhood engagement campaign, including web page design and maintenance, social media, signage and events.	Tied to grant deadlines	Urban Conservationist, Grant Partners	x	x			4.0
6	District-wide	Inform and update long-range business plan with input from District residents	Hold 3 Listening Sessions in targeted District Zones	District Manager, Board	x	x			1.0
6	District-wide	Attend Trainings and Conferences to stay abreast of issues and technology in the communications field.	Ongoing	Admin Staff, District Manager	x		x	x	1.0
6	District-wide	Attend meetings (Staff, Techstaff, Board, Annual)	Productive staff and Board collaboration	Staff, Borad of Directors	x	x	x	x	2.0
6	District-wide	Cyclical Admin tasks (time sheets, health plan enrollment, employee handbook review, annual work plan, LRBP updatae as necessary)	Time sheets and health plan enrollment submitted on time 1 annual work plan developed	Admin Staff, District Manager	x	x	x	x	2.0
FTE									62.5

2018-19 RURAL ANNUAL WORKPLAN (OVERALL GOALS)						
GOAL	PROGRAM	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	TIMEFRAME	% ANNUAL TIME
3	Sturgeon Lake	Assist CREST with Construction Oversight (with focus on protecting resource concerns and landowner obligations); continue as POC for landowner; mapping for project needs; Fish Salvage with ODFW	Successful implementation of the Sturgeon Lake Restoration Project and set up project for long-term success.	District Manager; Interns (8); Cons Tech (8)	July-Jan	38.5%
3	Sturgeon Lake	Updating funders, reporting and additional fundraising as needed; community outreach	Keep community and funders engaged in project	Communications Coordinator (8), District Manager (8)	Ongoing	2.3%
3	Sturgeon Lake	manage restoration activities on Dairy Creek outside of CREST project area; monitoring (habitat, invasives); Agua-weedwatchers;	Restore and maintain 15 acres of habitat along Dairy Creek. This includes ~7 acres of plants and area outside the construction zone.	Invasives Species (2), Interns (8), Senior Conservationist (4), Const Tech (2)	Ongoing	6.9%
3	Sturgeon Lake	Finalize maintenance plan and work with partners to implement post-construction;	Ensure long-term success of project	District Manager (4)	Ongoing	3.1%
2	Soil Health	Work with NRCS to implement their Soil Health Initiative. Promote cover crops -add acreage of cover crops to existing farms to improve soil health, capture nutrients and reduce weeds.	4 landowners, 40 acres	Communications Coordinator (24 hours),	Ongoing	7.7%
6	Diversity, Equity and Inclusion	Assist SWCD Board and Staff with development of DEI policy, actions and programs.	6 committee meetings, 1-2 trainings, additional partner meetings		Ongoing	5.8%
3	McCarthy Creek WRE	Assist NRCS Senior Conservationist and CREST with activities related to McCarthy Creek Wetland Reserve Easement	Two 6-month reports for Cooperative Agreement, site visits with Senior Cons, assist NRCS with Compatible Use Agreement		Ongoing	5.8%
1	Water Quality Monitoring	Monitoring Water Quality in Target Watersheds (McCarthy, Miller, Crabapple, SIDIC). Create year end report.	8-10 sites in West Hills. Assist with implementation and data analysis associated with SIDIC WQ monitoring	Interns (24 hours)	July-Dec; May-June	2.1%
2	Conservation Planning	Conservation planning with rural landowners with a focus on farms, ranches, horse owners and other ag related landuses.	2-3 plans (include Beovitch, Pastorino)	Forest Conservationist (8 hours), Senior Conservationist (8 hours), Cons Tec (4 hours), Invasives (4 hours), interns (4)	Ongoing	7.7%
5	Education and Outreach	Use diverse forms of outreach appropriate to the audience, e.g. word of mouth, mailings, website, social media, etc.	Submit quarterly eNewsletter articles & 2 timely articles for PR. Support communications coordinator to help deliver Soil School.	6 articles, 100+ attendees at SS	Ongoing	1.9%
5	Education and Outreach	Provide one-time technical assistance for a host of habitat and ecosystem function concerns via phone, email and other communications	Provide direct technical assistance to 40 landowners		Ongoing	3.8%
5	Education and Outreach	Other partnership, outreach, education opportunities as available.	2-4 partnership meetings; 2-4 additional education events, 1 zoo shift. Coordinate WFI Tour or assist Forestry Cons with similar.		Ongoing	1.7%

2018-19 RURAL ANNUAL WORKPLAN (OVERALL GOALS)						
GOAL	PROGRAM	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	TIMEFRAME	% ANNUAL TIME
6	Admin	Program presentations and other attendance needs at board meeting. Other Board interaction	3 board meetings		Ongoing	1.5%
6	All	Grant writing and management as needed to support program areas. Manage existing grants (non-sturgeon lake), serve as OWEB LWW Small Grant Team Leader - work toward transition Team Leader Role to another SWCD; Manage ODA grant	write 1-2 grants to support programs; 4 quarterly reports and 1 application for ODA TA/LMA grant	Admin (16 hours)	Ongoing	4.6%
6	Professional Development	Attend trainings as available	CONNECT, OSSS Conference, 1 additional training		Ongoing	2.7%
6	Assist other staff	Assist other staff as needed			Ongoing	3.8%

100.0%

2018-19 ANNUAL WORKPLAN (OVERALL GOALS)									
GOAL	Program	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	% FTE
1, 2, 3	Healthy Streams	Manage Healthy Streams (full-funding model) (& Special Habitats) Program; do program management planning & field work -- in McCarthy, Sauvie, & Abbey target watersheds; do outreach as needed; Manage and direct vegetation management contracts to maintain existing HS projects not maintained by landowners; Co-direct monitoring and (use monitoring data to) adaptively manage and re-plant as needed. Collaborate with SIDIC as needed and potentially direct and employ Scappoose Bay Watershed Council to assist with project management and vegetation contractor oversight of McCarthy Creek and Sauvies Island projects, as part of partner funding support. <i>(HS projects restore dense native woody --or herbaceous in certain circumstances-- vegetation to degraded riparian lands, and fence out or otherwise exclude livestock, where needed, to improve water quality, e.g. temperature and sediment, and habitat --for salmonids and other aquatic life, plus terrestrial wildlife, and minimize erosion.)</i>	~22 well-maintained and increasingly healthy existing HSP habitat enhancement projects along 4.2 miles of shoreline and on ~36 acres of priority habitat. 1-3 well managed vegetation management contracts. Clear scopes of work and related documentation. Phase 2 of new lower McCarthy HSP project successfully planted. Other projects re-planted, as needed. <i>Technical Outcomes: Monitoring data collected at &gt;50% of the sites; short-term plant survival &gt;50-75%; increased riparian canopy with longterm increase in streamside shade from &lt;50% to &gt;75%, sediment filtration and reduced stream temperature over the longterm (hard to measure in situ).</i>	technical-support- "Conservationist," Office Manager/Admin. Asst, Invasive Species Prog. Coordinator, possibly SIDIC, SBWC, CWS and TSWCD	X	X	X	X	17%
1, 2, 3	Healthy Streams	Assist technical-support-Conservationist to develop 1-2 new HSP conservation plans	1-3 priority landowners contacted re: opportunity for new projects with 1-2 new plans developed (by "Conservationist")	technical-support- "Conservationist"	X	X	X	X	1%
1, 2, 3	Healthy Streams, NRCS Wetland Reserve Easement	Manage habitat restoration at Enyart WRE on lower McCarthy Creek, including riparian wetlands and upland oak and pollinator habitat; develop and manage vegetation management contracts and scopes of work, prepare planting plans, schedules and specifications, order plants, direct contractors and invoicing, do or direct photo monitoring, coordinate with partners and landowner; provide and review necessary documentation for NRCS	8 acres of well managed riparian and upland areas; 6,000 new wetland / riparian plants installed in winter 2019 + well-designed upland oak and hedgerow plantings. Adequate and timely photo and other documentation provided to NRCS.	NRCS, Rural Conservationist	X	X	X	X	6%
1, 2, 3	Healthy Streams / Partner Funding	Oversee implementation of DEQ grant, including development of an Operations and Maintenance Plan for Sauvie Island Canals and water quality monitoring by SBWC. Work may include development of a pilot project to re-shape or manage eroding canal banks.	Water quality monitoring data for Sauvie Island canals, O&M plan for SI canals, presentations to and engagement of SIDIC board of directors / key stakeholders, identification of pilot projects and new BMPs	SBWC, SIDIC, Rural Conservationist	X	X			3%
1, 2, 3	Healthy Streams / Special Habitats / Rural Partner Funding	Develop and oversee partner agreement with SBWC. Deliverables additional to those noted above may be educational activities for and development of habitat projects at moorages and / or on Sauvie Island and promotion of the (hopefully) just-completed <i>Sauvie Island and Scappoose Bay Bottomlands Conservation Opportunities Strategy</i> (which assumes coordination with The Wetlands Conservancy, Metro, ODFW, State Parks and other major land managers in the planning area). Finalize updates to Living on the Water guide if not completed pre-July 1, 2018. Solicit input on both documents from Invasive Species staff, as needed.	Partner agreement in place with Scappoose Bay Watershed Council. Deliverables received from SBWC, e.g. 1-2 effectively designed and implemented educational activities or habitat projects for moorage and marina residents and owners on best management practices and / or water-quality and habitat related conservation practice(s). Updated <i>Living on the Water</i> guide completed <i>SI &amp; SBB Conservation Opportunities Strategy</i> (both may be completed before July 1, 2018).	SBWC, Communications & Invasive species staff	X	X	X	X	5%
3	Special Habitats	Manage WMSWCD's participation in the Clackanomah Oak Conservation Implementation Strategy. Do targeted landowner outreach and conservation planning with interested landowners. Develop specifications (and NRCS "Job Sheets") and assist landowner(s) and crews to implement conservation practices to specification. Develop contractor scopes of work. Coordinate, negotiate and collaborate with NRCS.	Conservation work begun at 1 Oak CIS site, according to specification. Outreach to ~50 target landowners. Begin planning with 1 additional landowner.	NRCS, CSWCD, Forest Conservationist	X	X	X	X	6%

2018-19 ANNUAL WORKPLAN (OVERALL GOALS)									
GOAL	Program	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	% FTE
3	Special Habitats	Continue to support landowners, via the Healthy Habitats Program, with funding and technical assistance to protect, enhance and expand oak woodlands and savanna, meadow, native plant hedgerows, wetlands, ponds & other special habitats. Promote oak planting and / or understory seeding, planting and maintenance (and release for competing fir trees) via mailing, workshop or other outreach. Participate in regional efforts to promote the value of these habitat types, as time permits.	1-2 landowner plans / projects that enhance special habitats; ~4 well maintained and adaptively managed existing habitat projects; participation in or development of 1+ workshop or presentation; 1+ newsletter articles or social media posts on related topics		X	X	X	X	6%
1,2,3,4,5	Conservation Planning, Education & Outreach	Miscellaneous technical assistance to landowners & partners	timely and science-based information provided to interested parties upon request		X	X	X	X	6%
3, 5	Special Habitats/~Partner Funding/DEI	Work with Wisdom of the Elders at NARA site to do habitat restoration and engage the community; develop scope(s) of work and provide on-the-ground direction, as needed. Do conservation planning and coordinate with NARA staff.	1 Conservation plan for NARA site and well-defined contract and scope(s) of work ; successful restoration of ~1.5 ac. of targeted habitat area; residents engaged in at least one activity	Wisdom of the Elders, NARA	X	X	X	X	3%
1,2,3,4,5	All programs; Outreach	Support to other district programs; provide projects, learning opp's and mentorship to interns Participate in community workshops or events, e.g. presentation at Rural Living Field Day, Soil School, habitat workshop on Sauvie, volunteer field day, shift at Zoo conservation education center, as time permits	fellow tech. staff feel supported, 2 fulfilled interns; work 1-2 events	Forest Conservationist, Rural Conservationist, Communications / Outreach staff	X	X	X	X	3%
5	Outreach	Write articles for quarterly district e-newsletter, community and other publications, e.g. SRN, SICA; provide / develop misc. ed. & outreach / web content (e.g. Oak factsheets) and links; possibly participate in video development and shoot re: riparian, oak or other special habitat restoration, if time permits; take and share photos for use in articles, our website, Facebook Twitter, etc.	4+ articles; improved content of webpages on riparian and special habitats; compelling and timely photos for social media shared with communications staff	Communications/ Outreach staff, Office Manager re: video	X	X	X	X	2%
6	Professional Development/ All programs	Attend trainings/seminars/field visits and review literature to improve technical relevance to landowners and stay current with the latest in conservation science (e.g. wetlands, soils and erosion, water quality, farm conservation, new invasives, pollinator monitoring, restoration ecology)	Participation in 4 - 6 trainings / conferences / workshops; 4-6 brown bags, webinars or field days- e.g. CONNECT, UERC, CWMA Pull-Together, NRCS, OSU and partner organization trainings & field days, professional association conferences, etc.	Admin. Staff	X	X	X	X	6%
	Admin./All programs	Organize and / or attend relevant partner meetings to develop and maintain partner relationships and opportunities and stay current with conservation activities in the region and state, to support partner grants and pursue collaborative grants, to develop strategic focus, etc.	6 productive productive meetings and outcomes shared with fellow staff; match provided to partner groups, as appropriate		X	X	X	X	2%
	Admin.	Staff & Board meetings (Staff, Leadership Team, Tech Staff, Board)	active participation in bi-weekly, weekly and monthly meetings; 2 board presentation	All staff, tech. staff, leadership staff	X	X	X	X	5%
6	Admin.	Monthly and quarterly reporting; annual report content and coordination; annual work planning and budgeting; may include some grant reporting	timely, complete and informative reports and plans	Admin. Staff; all staff; technician for mapping	X	X	X	X	6%
6	Admin.	Senior Conservationist Duties: organize tech. staff meetings, facilitate communication & coordination across tech. team	1-2 productive meetings/ month and sharing across programs; joint work products; satisfied and productive technician with thoughtful workplan and performance reviews		X	X	X	X	9%
TOTAL									85%



2018-19 Forest Conservationist ANNUAL WORKPLAN (OVERALL GOALS)										
GOAL	PROGRAM	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	TIMEFRAME	% ANNUAL TIME
Goals 1-5; Main goal: 4	Forest program	Provide landowners technical assistance, including stewardship plans, with science-based conservation and woodland management information.	Create 6 new stewardship/conservation plans.	Laura Taylor, Clean Water Services, Forest Park Conservancy	X	X	X	X	Ongoing	30
Goals 1-5; Main goal: 4	Forest program	Assist landowners with contracting vegetation crews and project management related to weed control as site preparation and site maintenance to enhance restoration projects. Create specifications for the work ahead of time. Development of relationships with youth crews	Complete these activities on 20 properties	Laura Taylor, Michelle Delepine, Ari DeMarco, Clean Water Services		X		X	Ongoing, heaviest in the fall	10
Goals 1-5; Main goal: 4	Forest program	Assist landowners with contracting vegetation crews and project management related to forest stand management. May include thinning, conifer release, gap creation, etc. Create specifications for the work ahead of time.	Complete these activities on 5 properties, about 25 acres	Laura Taylor		X			Late fall/early winter	10
Goals 1-5; Main goal: 3	Forest program	Plant ~13,000 native trees and shrubs to reduce erosion and add forest diversity/habitat on several properties	13,000 plants, 9 properties	Laura Taylor			X		February	10
Goal 6	Forest Program	Grant Administration. Oregon Department of Forestry/Western Competitive Grant, NRCS Conservation Innovation Grant, Beginning Farmer and Rancher grant with Northwest Natural Resources Group	meet deadlines for reports, timely reimbursement of expended funds	Randi Razalenti, Michele Levis, ODF, NRCS, Forest Park Conservancy, NNRG	X	X	X	X	Ongoing	5
Goals 1-6; Main Goal: 6	Internship	Manage intern program. Assure that interns are scheduled with staff for learning experiences and opportunities to assist with conservation planning and implementation. Problem solve with interns and staff to make sure the experience is good for all parties.	2 interns successfully complete internship; Each intern achieves most goals identified in their work plan.	Randi Razalenti, Jim Cathcart, Tech Staff	X			X	July-September	15
Goals 1-6; Main Goal: 6	Youth Mentoring	Work with high schools in Portland to hold field trips and service learning opportunities at WMSWCD project sites in an effort to educate youth about the environmental restoration field	Support 3 field trips to project sites with classes from 1-2 schools in Portland	OSU Extension 4-H, local schools	X	X	X	X	Ongoing	5
Goals 5-6; Main Goal: 6	Diversity, Equity, and Inclusion	Participate in the DEI committee; work on special projects including development of a mentorship program for younger environmental professionals	Creation or significant progress towards a DEI Mentorship Program, attendance at all or most committee meetings.	DEI Committee, Nonprofit Association of Oregon, Intertwine	X	X	X	X	Ongoing	5
Goals 5-6; Main Goal: 5	Education and Outreach	Contact/educate landowners through mailings, newsletter articles, and web content. Teach at workshops such as Tree School and other local or regional events	6 articles for various newsletters; participate in 1-2 workshops; develop web content	Carolyn Lindberg, OSU Extension, Northwest Natural Resources Group	X	X	X	X	Ongoing	5
Goal 6	Education/Forest Program	Attend trainings to broaden education and experience related to forestry and other natural resources topics	Attend 1-2 pertinent trainings, workshops, and/or conferences	various partner organizations	X	X	X	X	Ongoing	5
										100

2018-19 INVASIVE SPECIES PROGRAM COORDINATOR ANNUAL WORKPLAN (OVERALL GOALS)					TIMEFRAME				
GOAL (narrow down to priority goals)	PROGRAM	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	% ANNUAL TIME
Goals 1 - 3 (goals 4-5 are supported, but secondary focus)	Early Detection, Rapid Response	Detect, document and control invasive species on the District's EDRR list through landowner outreach, surveying, mapping, data collecting, controlling (via established integrated pest management (IPM) principles), and monitoring.	Outreach to 100 new property owners to increase survey area, inventory 450 properties each year and treat all permitted properties with infestations (approximately 400).	Conservation Tech, Interns, Admin staff, Communication/Outreach, BES, CWS, PP&R, 4C-CWMA, TCWC, JCWC, SRN	X	X	X	X	45
Goals 1-3, 5	EDRR Restoration	Work with property owners of early detection, rapid response sites to develop conservation plans and implement restoration practices.	Actively manage 6 projects; recruit 2 new projects.	All technical staff, as needed (<1%)	X	X	X	X	15
Goals 1-3, 5	Riverview Canopy Weeds Program	Outreach to landowners to provide control of canopy vines.	Expand project scope to include an additional 25 priority properties.	Communications/Outreach		X	X	X	2
Goal 5	Education & Outreach	Provide one-time technical assistance for a host of habitat and ecosystem function concerns via phone, email and other communications.	Provide assistance to 75 landowners, residents & community members.	All technical staff, as needed (<1%)	X	X	X	X	5
Goal 5	Education & Outreach	Develop and lead Weed Watcher program. Partner with community groups to host invasive species demos at native plant sales. Present at community organization meetings. Assist with Backyard Habitat invasives training. Table at the Zoo Education Center.	Organize 1 weed watcher workshop. Participate in 5 native plant sales. Present at community meetings as needed. Lead one Backyard Habitat training. Table at least once at the Zoo Education Center.	Communications/Outreach, Conservation Tech, Interns, SWNI, TCWC, Friends of TC, CWS, TSWCD, 4C-CWMA, SRN, SBWC, Audubon, BHCP, Zoo	X	X	X	X	2
Goal 5	Education & Outreach	Contribute to, and develop, printed content for communications and outreach.	Submit quarterly newsletter articles, and contribute to annual report. Develop and distribute EDRR annual report.	Communications/Outreach, CWMA	X	X	X	X	3
Goals 1-3, 5	Integrated Pest Management	Be source of integrated pest management information to support District invasive species management activities. Work with partners to develop IPM resources, such as solvepestproblems.edu website†.	Develop 2 seasonal contractor check-ins. Track NPDES documenting and reporting requirements. Provide new best management practice information as it becomes available and respond to requests from staff and community.	CWMA, All technical staff (>1%)	X	X	X	X	5
Goals 1-3	4-County Cooperative Weed Management Area†	Serve as the co-chair through June 2019. Lead the Steering Committee and participate on the Mapping & Data Committee, Education & Outreach Committee, and Technical & Scientific Review Committees.	Provide guidance to the Coordinator, Annual Work Plans, and all CWMA activities. Host one general meeting, participate in two general meetings, plan Pull Together event, and participate in all activities.	4C-CWMA, BES, EMSWCD, CSWCD, Clark Noxious Weed Control Board, TSWCD	X	X	X	X	10

2018-19 INVASIVE SPECIES PROGRAM COORDINATOR ANNUAL WORKPLAN (OVERALL GOALS)					TIMEFRAME				
GOAL (narrow down to priority goals)	PROGRAM	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	% ANNUAL TIME
Goals 1-3	Tryon Creek Watershed Council	Work with Watershed Council to manage, control and map priority weeds in the watershed. Participate in TCWC Stewardship meetings, events etc.	Participate in 4 TCWC Stewardship Meetings and 1 TCWC event. Assist with PSU weeds mapping project.	TCWC	X	X	X	X	3
Goal 6	iMap Invasives †	Participate in annual mapping updates, and provide feedback to improve platform.	Submit mapping data once annually.	iMap Invasives, PSU			X		1
Goals 5-6	Oregon Invasive Species Council	Serve on the OISC and participate in the Education & Outreach and Legislative committees. Represent local weed management organizations and act as a liaison to these groups.	Participate in 4 quarterly meetings and 4 committee meetings. Present 4 updates to 4-County CWMA, and at least one outside CWMA.	OISC, ODA, DEQ, ODF, USFS, BLM, Oregon Marine Board, ODFW, Oregon Sea Grant, PSU, USDA-APHIS, etc.	X	X	X	X	2
Goals 1-3, 6	Pacific Northwest Garlic Mustard Working Group	Lead the PNW-Garlic Mustard Working Group in collaborations and communications.	Organize and facilitate one meeting (annually). Co-curate the list-serv. Develop materials such as minutes, IPM matrices, and poster presentations, when necessary.	King County Noxious Weed Control Board, CWMA partners (listed above), Western Invasives Network, Yamhill SWCD, WSDA, ODA, BC Ministry of Forests, etc.		X	X		1
Goal 1	Willamette Aquatic Invasives Network	Partner with WAIN on aquatic invasive species initiatives, communications and other projects.	Participate in 2 meetings annually. Organizational support when needed.	Willamette Riverkeepers, Western Invasives Network, Benton SWCD, etc.		X	X		1
Goals 1-6	Support to other Staff	Lend assistance to other staff to duties beyond those described above.	Participate in staff & tech staff meetings; act as District Safety Officer; Demonstration gardens; invasive ID; vehicle maintenance; administrative assistance review and tracking etc.	WMSWCD staff	X	X	X	X	5
† indicates recommended funding recipient									100

2018-19 FISCAL ADMINISTRATION ANNUAL WORKPLAN (OVERALL GOALS)					TIME PERIOD				% ANNUAL TIME	
GOAL	PROGRAM AREA	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	CONTROLLER	OFFICE MANAGER
6	Accounting and Finance	Manage and/or support all monthly accounting to maximize efficiency and effectiveness; includes accounts payable, accounts receivable, payroll, banking, tax filings, financial statements and budget vs. actual reporting	Financial records are in order and finances are managed in accordance with policies and are in compliance with all laws and regulations; all items available in time for processing and vendors paid on-time	All Staff; Vendors	X	X	X	X	20%	10%
6	Audit	Complete annual audit	Audit reflects "clean" opinion and financial statements present financial position of governmental activities in accordance with generally accepted accounting principles without exception	Auditor	X	X			12%	
6	Board Support	Support board as needed and attend all board meetings (minutes, public meeting announcements, board package, etc.)	All Board files updated and accurate with agenda, minutes, staff reports, resolutions, postings, notices, etc.	Board; District Manager; Admin staff	X	X	X	X	1%	16%
6	Budget	Develop and file the annual budget	All local, state and federal standards and laws met; staff, board and public participate	All Staff; TSCC			X	X	24.5%	
5	Communications	Assist Communications (newsletter articles, annual meeting & report prep, tabling, zoo education, website support, etc.)	Financial updates prepared for 2 Newsletters per year and for Annual report; website is up-to-date with public meeting announcements, financial information and other administrative compliance information	Communications	X	X	X	X	1%	
6	Communications	Continue committee work with contracted historian videographer to document history of district for 75th Anniversary celebration at Annual Meeting in fall 2019	Contracted historian is supported in efforts to produce a video documenting WMSWCD history	Communications; contracted videographer		X	X	X		1%
5	Communications	Videos: shoot & edit conservation program videos for District website	Internal videos posted to District YouTube/website	Communications; tech staff	X	X	X	X		3%
6	DEI	Support Diversity, Equity, and Inclusion (DEI) Committee as needed and attend all meetings (minutes, SharePoint site management, public meeting announcements, scheduling, follow-up tasks, etc.)	DEI Committee functions optimally and is well supported	All Staff and DEI committee	X	X	X	X		3%
6	Grants	Quarterly reporting; compiling documentation and support; monitoring requirements; budget tracking, gathering approvals and filing	Grant reporting current; management and filing kept up-to-date in accordance with agreements	Applicable Staff and Grantor entities	X	X	X	X	3%	5%
6	Human Resources	Recruitment, hiring, Employee Handbook changes; timesheet gathering/pre-approval; expense report pre-approval; assistance with benefits, new hire paperwork, timesheet submittal, etc.	In compliance with all labor laws and regulations	All Staff	X	X	X	X	1%	3%
6	Human Resources	Safety: Emergency binder kept up-to-date; OSHA binder kept up-to-date; attend trainings as needed; safety sub committee annual evaluation; Fire warden; bulletin board postings	In compliance with OSHA	All Staff	X	X	X	X		2%
6	Human Resources	Assist with ensuring all Staff and Directors are receiving professional training and attending seminars/workshops applicable to their areas of responsibility	Training adequate for SDAO Best Practices discount	All Staff; Board	X	X	X	X		1%

2018-19 FISCAL ADMINISTRATION ANNUAL WORKPLAN (OVERALL GOALS)					TIME PERIOD				% ANNUAL TIME	
GOAL	PROGRAM AREA	STRATEGIES & ACTIONS	METRIC / OUTCOME	OTHER STAFF AND/OR PARTNERS INVOLVED	Q1 JULY, AUG, SEPT	Q2 OCT, NOV, DEC	Q3 JAN, FEB, MAR	Q4 APR, MAY, JUNE	CONTROLLER	OFFICE MANAGER
6	Office Management	Ensure all areas related to office operating smoothly (including computer and all office equipment, systems, files, reception duties, mail distribution, admin, scheduling, etc. ) are all in order and functionaing optimally	Everything working and all documents are up-to-date and can be located	All Staff	X	X	X	X		25.0%
6	Office Management	Maintain all district files and archives, both paper and electronic, to ensure compliance with ODA SWCD and SDAO requirements (record retention laws, statutory laws, and administrative rules)	District in compliance with records managmeent rules for public agencies	Admin Staff, District Manager	X	X	X	X	1%	5%
6	Office Management	Support and/or lead planning for internal staff events (staff meetings, minutes, refreshments, celebrations, etc.)	District is a great place to work	Admin Staff	X	X	X	X		2%
6	Office Management	Office space improvements: display cases; Storage space improvements: continue organizing and labeling	Optimal work environment	All Staff	X	X	X	X		1%
1-5	Operations Support	Support all staff as needed with admin aspects of their work (examples include tracking landowner cost-share contributions, tracking match-time related grants, producing and sending grant close-out letters, documenting NPDES treatment, conference and workshop registration and travel arrangements)	Staff feel supported	All Staff	X	X	X	X		8%
1-5	Operations Support	Manage District's Vehicles & potential DAS rentals (mileage logs, servicing, repairs, etc.)	Vehicles are optimally maintained and meet the needs of staff	Tech Staff	X	X	X	X		1%
6	Public Contracting and Procurement	Support all staff as needed with contracting issues, facilitating contract processing, gathering of supporting documentation, providing guidance	Contracting Guidance will be a value added resource for staff when working with contractors; all contractor files are up-to-date, and maintained in compliance with all contract requirements	All Staff	X	X	X	X	3%	3%
6	Supervision	Guide and supervise work of Office Manager and Admin Asst.	Postion Descriptions, Professional Development Plans, Annual Work Plans and Annual Performance Reviews are completed and up-to-date; supervised employees are given direction and are supported	All Staff	X	X	X	X	3%	
6	Tasks Applicable to all Staff	Cyclical Admin tasks (time sheets, health plan enrollment, employee handbook review, annual work plan, LRBP updateae as necessary)	Time sheets and health plan enrollment submitted on time 1 annual work plan developed	Admin Staff, District Manager	X	X	X	X	3%	3%
6	Tasks Applicable to all Staff	Attend Trainings (including DEI) and Conferences in accordance with Professinal Development Plan	Annual continuing education requirements to keep licenses active are completed; workshop and training relevant to work are attended as necessary	Training Organizations	X	X	X	X	5%	5%
6	Tasks Applicable to all Staff	Attend meetings (Staff, Board, Annual, Leadership, etc.)	Productive staff and Board collaboration	Staff, Board of Directors	X	X	X	X	2.5%	2.5%
FTE									80%	100%