

**West Multnomah Soil & Water Conservation District
Staff Work Session on FY2019-20 Annual Work Plans
Presented to Board on February 13, 2019**

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5:00	Introduction	Jim Cathcart	1
5:05	Urban Programs	Mary Logalbo	2
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7:00	Wrap-up	Jim Cathcart	-

Goals

- The District's goals are to:
- 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
 - 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.

Acronyms used in Annual Work Plans

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

2019-20 URBAN ANNUAL WORKPLAN (OVERALL GOALS)					TIMEFRAME				% 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	
5	Urban Landscape Demonstration	Explore opportunities to increase administrative efficiencies with similar programming (i.e. School & Community Garden Program, CWSP) and reach with partner organizations. Support and engage with Community Engagement Liaisons services (CELS) to assess demonstration site opportunities and gather input on increasing relevancy and access of program offerings with historically underserved communities starting with recommended follow-up from the Connect SW PDX project. Conduct review of historic sites to assess impact.	Complete 2 new demonstration plans and install 1 demonstration. Increase efficiency and reach through streamlining of forms, processes and outreach with internal and external partners. Assessment of program impact and relevancy through historic site review and CELs follow-up input.	Admin staff, District Manager, Conservationist & Education Coordinator, Communications and Outreach Manager, BES, CELs, Previous Demonstration Sites	X	X	X	X	5%
1, 2, 3	Urban Technical Assistance	Continue offering current modes of technical assistance with more proactive outreach of this service to marginalized or historically underserved communities. Craft a resource to better track incoming requests and their outcomes including a more responsive online intake form. Work on increased accessibility of technical information (i.e. language, location, modes). Increase ease of access to those seeking partner offerings through a niche finding exercise and resultant tool (i.e. interactive database and map).	Establish a more comprehensive baseline understanding of incoming requests and outcomes (regarding use of information provided) through a newly created or modified tool. Craft and begin implementation of strategies with CELs, Communications and Outreach Manager and partners to increase awareness and ease of those seeking assistance.	Admin staff, District Manager, Communications and Outreach Manager, Invasive Species Program Coordinator, CELs, BHCP, FPC, TCWC, TRWC, WRC, BES, BPS, CWMA, OSU Extension	X	X	X	X	10%
1, 2, 3, 6	Urban Natural Areas Restoration Program	Continue to offer onsite technical conservation planning assistance to all those that currently qualify while continuing with coordination of current cost-share projects, but cease taking on any new cost-shares to conduct a holistic program review and redesign. A green workforce development component, with both training and on-the-ground work, will serve as the key vehicle for conducting review and response to the needs of the suite of previous restoration project sites the District's Urban Programs have invested in.	A review of monitoring data, inventory of previously assisted sites, survey of partners and program participants, stormwater program findings and implementation of a habitat connectivity tool will serve as the foundation of the redesign. The review and redesign will be focused on long-term program outcomes, equity and organizational development issues to craft a strategy that is centered on greater on-the-ground success overtime. Through this work, we will better understand and address maintenance needs/barriers, develop a plan for managing key restoration investments into the future and craft a revised strategy for investment in any new projects.	Admin staff, District Manager, Conservationist & Education Coordinator, Seasonal Conservationist Technician, Interns, BES, CELs, Verde, WOE, Metro, TCWC, WWRP	X	X	X	X	20%

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6	Urban Natural Areas Restoration Program	Policy and funding issues will be addressed through letter writing, testimony and partner collaboration and communications with a focus on upcoming impactful local decisions and funding source issues that directly impact the success of this program.	The following issues will be responded to, per board approval, through strategies mentioned: Invasives 2.0, residential infill project, south reach plan, capital improvement programs, OWEB and Metro funding needs. *Additional stormwater specific policy discussed in stormwater section.	Admin staff, Board, District Manager, Communications & Outreach Manager, Invasive Species Program Coordinator, BES, BPS, TCWC, WRC, FPC, OWEB, Metro	X	X	X	X	5%
5	Urban Education & Outreach	Work on making District-created and co-created information resources and events more available, relevant and accessible. Review options to move from a more passive model to a more active approach focused on reaching diverse audiences and providing resources of interest in accessible formats. Continue to work with adult education collaboratives to produce and share co-created materials, events and messaging.	Table and disseminate district information at events (Multnomah Days & State of the Watershed) and lead 1 volunteer work party (TCWC State of the Watershed Event). Conduct workshops on an on-demand basis. Submit quarterly eNewsletter articles & 2 timely articles for PR. Work with equity and culturally specific partners and education collaboratives to better assess awareness of this service, relevancy and how to expand reach. Support Watershed 101 & Stormwater Stars workshops.	District Manager, Communications & Outreach Manager, WRC, TCWC, CELs, OEHR, WOE, ACE, Urban Conservation Education, Verde	X	X	X	X	5%
5	Urban Watershed Mentors	Work with green workforce collaboratives and partner volunteer programs to provide resources and presentations originally created for this program. Reach out to partners to assess completely sunsetting the program and a partner taking on the listserv, the most active part of the program, through a user-opt in model.	Support programs that provide residents with the hands-on educational and volunteer leadership opportunities this program sought to provide like Watershed 101 workshops as well as green workforce collaboratives. Transfer the listserv to a partner with more volunteer leadership opportunities and sunset the program.	Dig In, SOLVE, Hands On Greater Portland, WRC, TCWC, WOE, Verde, Blue Print Foundation, R. Franco Twinning Project, OSU Master Naturalist	X	X	X	X	1%
1, 6	Urban Stormwater Management	The Urban Conservations will serve as a catalyst and convener in processes that facilitate policy, permitting and process improvements (informed by PSU EMPA Capstone findings in June 2019 and complimentary OSU & Oregon Solutions Project effort).	Priority policy, permitting and process improvements and pilot project findings will be presented to key partners. The District will aim to identify more long-term sustainable solutions through options that address multi-stakeholder benefits and holistic subwatershed centered strategies.	District Manager, Communications & Outreach Manager, BES, BPS, Metro, OSU, Oregon Solutions Project, WRC, SW Watershed Committee	X	X	X	X	10%
1, 6	Urban Stormwater Management	Interested residents, developers and permitting agencies will be supported in piloting needed low impact development and retrofit projects to both spotlight implementation feasibility, management issues, and permitting and policy barriers and opportunities. Any direct service visits will incorporate a survey focused on site conditions and equity concerns.	Current unimproved roadway project and 1% for Green Grant completed and findings will be shared out. Survey findings for other sites served will also be shared with relevant partners. Key partners will be pursued to collaborate on sourcing funding, data management and response resources to better address stormwater issues on the subwatershed level.	District Manager, Communications & Outreach Manager, BES, BPS, Metro, OSU, Oregon Solutions Project, WRC, SW Watershed Committee	X	X	X	X	10%

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3, 4	Urban Canopy Weeds Program	Coordinate planning and mapping efforts for pre-existing and new targeted canopy weed focal areas. Create outreach materials and forms for canopy weed program. Survey past participants and monitoring pre-existing sites to understand outcomes.	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 outcomes and protect investments. Engage 10 new landowners and monitor sample of pre-existing sites.	Admin staff, Communications & Outreach Manager, FPC, PP&R, Interns	X	X	X		4%
3,6	Urban Partner Support	Continue to collaborate with pre-existing local partners to map & restore key habitats and wildlife corridors. Participate/coordinate meetings with local partners focused on relevant conservation issues (6 WWRP, 4 TCWC, 1 GFPCI). Explore opportunities to aid in building partner capacities as well as collective capacity of partnership efforts. Continue and expand efforts to build and maintain partnerships with equity focused and/or culturally specific organizations. Support and engage with Community Engagement Liaisons services (CELs) to assess partnership opportunities and gather input on increasing relevancy and access of program offerings with historically underserved communities starting with recommended follow-up from the Connect SW PDX project.	Review/revise existing maps with partners as is needed, complete 1 new urban strategies map w/ interns and conduct the wildlife connectivity tool in the WWRP corridor. Coordinate on localized restoration projects. Participate in the following meetings: 6 WWRP (Current Co-Chair), 4 TCWC, 1 GFPCI, 2 NIN Grant Partners. Attend at least 3 new CELs affiliated partner organizations' meetings to explore potential partnership opportunities. Pursue opportunities to meet with WOE to explore further partnership. Support partners on at least one capacity building project (TCWC Assessment). Work with Verde and GFPCI partners to implement the OWEB plan focused on building out a non-contractual capacity building partnership.	Admin staff, District Manager, Interns, BHCP, TCWC, WWRP, BES, WRC, FPC, PP&R, WOE, Verde and CELs, Seasonal Conservationist Technician,	X	X	X	X	20%
6	Intra-organization communication & support	Participate in staff, tech staff, special board meetings and other organizational meetings. DEI co-chair responsibilities including coordinating committee meetings and related special projects. and other organization meetings. Reply to information and support requests promptly.	Attend 18 tech staff meetings, 12 staff meetings, 6 DEI committee meetings and 2 board meetings. Continue to spearhead DEI projects and serve as DEI co-chair.	All WMSWCD staff & board, DEI committee	X	X	X	X	10%
									100%

2019-20 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
1,2, 4	Forest program	Provide landowners technical assistance, including stewardship plans, with science -based conservation and woodland management information.	Create 6 new stewardship/conservation plans. More than 10 site visits to new landowners (meaning people we don't already have plans/projects with)	Laura Taylor, Clean Water Services, Forest Park Conservancy, interns	X	X	X	X	Ongoing	35%
1,2, 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 15 properties	Laura Taylor, Michelle Delepine, Ari DeMarco, Clean Water Services		X		X	Ongoing, heaviest in the fall	15%
1,2, 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 4 properties, about 30 acres	Laura Taylor		X			Late fall/early winter	15%
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	15%
4	Forest Program	Grant Administration. NRCS Conservation Innovation Grant, Bureau of Land Management grant in Upper McKay watershed	meet deadlines for reports, timely reimbursement of expended funds	Randi Razalenti, Levis, ODF, NRCS, Tualatin River Watershed Council	X	X	X	X	Ongoing	5%
6	Mentoring	Assess existing mentoring opportunities in Portland; Contract with youth crews and job training crews (Verde, Wisdom); Attend Youth Mentoring Collaborative meetings; Summarize what WMSWCD currently offers and could offer in the future; communicate with high school contacts about field trips to restoration sites	Provide 3-5 mentoring opportunities (job shadowing, meetings with interested people)	OSU Extension 4-H, local schools	X	X	X	X	Ongoing	5%
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. Keep up with WoodsCamp outreach	6 articles for various newsletters; participate in 1-2 workshops; develop web content; 1-2 partner meetings	Renee Magyar, OSU Extension, Skyline Ridge Neighbors	X	X	X	X	Ongoing	5%
6	Education/Forest Program	Attend trainings to broaden education and experience related for forestry and other natural resources topics. Research long term stewardship programs like conservation easements and funding for land purchases/easements	Attend 1-2 pertinent trainings, workshops, and/or conferences. Attend 1 conference related to a professional development topic	various partner organizations	X	X	X	X	Ongoing	5%
										100%

2018-19 RURAL 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
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)	X	X	X	X	Ongoing	2.3%
3	Sturgeon Lake	manage restoration activities on Dairy Creek; 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 (10), Interns (16), Senior Conservationist (4), Const Tech (18)	X	X	X	X	Ongoing	16.2%
3	Sturgeon Lake	Sdupport District Manager to finalize maintenance plan, IGA and Easement; work with partners to implement post-construction;	Ensure long-term success of project		X	X	X	X	Ongoing	3.8%
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; local work group; workshop	Communications Coordinator (16 hours),	X	X	X	X	Ongoing	15.4%
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		X	X	X	X	Ongoing	6.2%
3	McCarthy Creek WRE	Assist NRCS and Senior Conservationist with activities related to McCarthy Creek Wetland Reserve Easement contract	Two 6-month reports for Cooperative Agreement, site visits with Senior Cons, assist NRCS with Compatible Use Agreement		X	X	X	X	Ongoing	6.2%
3	McCarthy Creek Phase 2	Assist CREST with technical review, onsite project management during construction, and post project monitoring	Successful implementation of the McCarthy Creek Phase 2 Wetland Restoration Project and set up project for long-term success.		X	X	X		July-March	4.6%
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)	X	X		X	July-Dec; May-June	3.8%
4	Conservation Planning	Conservation planning with rural landowners with a focus on farms, ranches, horse owners and other ag related landuses.	2-3 plans	Forest Conservationist (8 hours), Senior Conservationist (8 hours), Cons Tec (10 hours), Invasives (4 hours), interns (8)	X	X	X	X	Ongoing	9.6%
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; coordinate Equity Lense review of Soil School	Interns (16 hours) - soil school	X	X	X	X	Ongoing	5.4%
4	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		X	X	X	X	Ongoing	4.2%
5	Education and Outreach	Other partnership, outreach, education opportunities as available.	East-West Collabortation; 2-4 partnership meetings; 2-4 additional education events. Coordinate WFI Tour or assist Forestry Cons with similar.		X	X	X	X	Ongoing	5.8%

2018-19 RURAL ANNUAL WORKPLAN (OVERALL GOALS)										
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6	Admin	Program presentations and other attendance needs at board meeting. Other Board interaction	3 board meetings		X	X	X	X	Ongoing	1.9%
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)	X	X	X	X	Ongoing	6.2%
6	Professional Development	Attend trainings as available	CONNECT, OSSS Conference, 1 additional training		X	X	X	X	Ongoing	3.8%
6	Assist other staff	Assist other staff as needed			X	X	X	X	Ongoing	4.6%
										100.0%

2019-20 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. Coordinate day-to-day work of contractors, Seasonal Permanent Conservation Tech, and interns (during field season). Collaborate with partners to improve strategies.	Outreach to 150 new property owners to increase survey area, inventory 400 properties each year and treat all permitted properties with infestations (approximately 300).	Conservation Tech, Interns, Admin staff, Communication/Outreach, BES, TSWCD, PP&R, 4C-CWMA, TCWC, JCWC, SRN, CWS	X	X	X	X	35%
Goals 1-3, 5	Integrated Pest Management	Be source of integrated pest management information to support District invasive species management activities. Serve as technical liaison between 4-County CWMA and the District. Work with partners to develop IPM resources, such as solvepestproblems.edu website†. Stay informed and assist with outreach related to invasive insects. Collaborate on invasive pest management with partners across region.	Develop 2 seasonal contractor check-ins. Review herbicide record templates & reporting protocols, communicate with contractors and make improvements. Track NPDES documenting and reporting requirements. Provide new best management practice information as it becomes available and respond to requests from staff and community. Serve on solvepestproblems.org advisory committee and provide feedback on plans, outreach strategies, mock-ups, content and more. Assist with one open house related to Japanese beetle eradication. Serve as reviewer for one regional IPM plan. Comment and provide testimony and other letters of support, when appropriate.	CWMA, All technical staff (>1%), OSU Extension, Metro	X	X	X	X	8%
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 9 projects; recruit 2 new projects. Monitor 5 graduated projects and follow-up with maintenance activities as required.	All technical staff, as needed (<1%)	X	X	X	X	15%
Goals 1-3, 6	4-County Cooperative Weed Management Area†	Serve as the co-chair of the Technical & Scientific Review Committee, and help recruit chair for Mapping & Data Committee. Participate in the Steering Committee, Education & Outreach, and Event Planning Committees.	Assist in providing 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, Metro	X	X	X	X	10%

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Goals 4, 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%
Goals 1-3, 5	Oregon State Weed Board grant	Facilitate Oregon State Weed Board grant application, and complete all necessary project reporting.	Submit one Oregon State Weed Board application, interim report and final report. Complete reporting requirements on Oregon Watershed Resources Inventory. Investigate possibility of transitioning coordination responsibilities by the fourth quarter of 2019-20.	Admin staff, Budget Officer, BES, PP&R, TSWCD, CWS, JCWC, ODA, OWEB	X	X	X	X	3%
Goals 1-3, 5	Riverview Canopy Weeds Program	Outreach to landowners to provide control of canopy vines. Work with contractor to implement program.	Expand project scope to include an additional 5-10 priority properties. Field trial of ground ivy treatments at one site bordering Lewis & Clark.	Communications/Outreach		X	X	X	2%
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. Table at the Home & Garden Show (via 4-County CWMA).	Communications/Outreach, Conservation Tech, Interns, SWNI, TCWC, Friends of TC, CWS, TSWCD, 4C-CWMA, SRN, SBWC, Audubon, BHCP, Zoo	X	X	X	X	3%
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	Tryon Creek Watershed Council	Work with Watershed Council to manage, control and map priority weeds in the watershed. Serve as secondary District contact for TCWC Stewardship Committee.	Lead one Watershed Wide Event work party. Coordinate with urban conservationist on coverage of stewardship committee meetings. Provide tech assistance as needed.	TCWC	X	X	X	X	2%
Goal 5	Friends of Tryon Creek	Serve as a Friends of Tryon Creek Nature Guide.	Lead 8 field trips over the course of the year.	Friends of Tryon Creek	X	X	X	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. Remain an active advisory committee member at the conclusion of my term (Dec 2019).	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	3%
Goal 6	Invasive Species Mapping	Participate in annual mapping updates, and provide feedback to improve iMap Invasives + platform. Contribute to ODA Weedmapper.	Submit mapping data once annually.	iMap Invasives, PSU, ODA			X		2%

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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. Give occasional oral presentations, when invited. Report on activities to 4-County CWMA, OISC, etc.	King County Noxious Weed Control Board, CWMA partners (listed above), Western Invasives Network, Yamhill SWCD, WSDA, ODA, BC Ministry of Forests, etc.		X	X		2%	
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. Contribute data. Review and provide feedback to action plan.	Willamette Riverkeepers, Western Invasives Network, Benton SWCD, etc.		X	X		1%	
Goals 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%	

2019-20 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, perform follow-up quality checks of crew work, and review contractor documentation	22+ Healthy Streams Sites maintained 4 Healthy Habitats Sites maintained 15 Forestry Sites maintained Accurate and informative contractor records	Senior Conservationist Forest Conservationist	x	x		x	10%
1, 2, 3	Healthy Streams & Habitats, Forestry	Planting + planting plan development	3 Healthy Streams/Habitats Sites planted 2-5 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			1%
1, 2, 3	Healthy Streams & Habitats, Forestry	Spring UMP Monitoring (office prep, field work, data management and reporting)	0-2 Healthy Streams/Habitats Sites monitored 14 Forestry Sites monitored	Senior Conservationist Forest Conservationist	x			x	6%
1, 2, 3	Healthy Streams & Habitats, Forestry	Fall Survival Monitoring (office prep, field work data management and reporting)	27 Healthy Streams/Habitats Sites qualitatively monitored with descriptive reports provided, and ~50% of those also quantitatively monitored with comprehensive annual reports provided. 6-16 Forestry Sites monitored qualitatively and quantitatively	Senior Conservationist Forest Conservationist	x	x			15%
2, 3	Forestry	Monitor Understory Revegetation CIG projects and develop reports and presentation on findings.	10 Forestry Sites monitored twice per year One report partially developed One presentation developed and delivered	Forest Conservationist	x	x	x	x	6%
1, 2, 3	Healthy Streams & Habitats, Forestry	Site Inventories for new projects	1-2 Healthy Streams/Habitats Sites inventoried 2-5 Forestry Sites inventoried	Senior Conservationist Forest Conservationist	x	x	x	x	1%
4	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 programmatic, special projects and fulcrum upkeep	Programmatic 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 concise communication among staff. Professional informative responses to clients and partners with 1-3 day turn-around.	All Staff	x	x	x	x	10%
5	Education	Pollinator monitoring program: Support the Oregon Bee Atlas through specimen collection and volunteer support	3-5 collection days per season In-house specimen collection developed Specimen ID office hours hosted in fall	Communications, Oregon Bee Project	x	x		x	2%
5	Education	School, Community Garden & Environmental Education program coordination	4-7 gardens provided with technical assistance and funding 1-3 schools provided with environmental education programing and funding	Communications, Admin Staff	x	x	x	x	10%
5	Education	Education Partner Funding coordination	3-4 Partners engaged to support environmental education in our district.	Admin Staff, Ecology in Classrooms & Outdoors*, Friends of Tryon Creek*, Sauvie Island Center*, Master Gardeners			x		3%
5	Communications & Outreach	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	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	1%

2019-20 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	
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. Assist with hiring 2 interns.	Admin Staff, District Manager, Tech Staff	x	x	x		15%
6	Diversity, Equity, and Inclusion (DEI)	Participate in the DEI committee; Support partners with a strong commitment to DEI, implement equitable hiring practices for internship recruitment, and provide DEI training to new interns.	2-3 partnerships which provide environmental education to underserved communities. 2 interns hired using more equitable qualification requirements, and following the Equity Lens Hiring Playbook. 2 interns provided with DEI training.	District Manager, Urban Conservationist, Partners*	x	x	x	x	2%
6	District-wide	Attend meetings (Staff, Techstaff, Board, Annual)	Productive staff and Board collaboration	Staff, Board of Directors	x	x	x	x	1%
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	1%

100%
 Conservationist 80%
 Education Coordination 15%
 General District Support 5%

2019-20 Healthy Steams & Special Habitats 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	% 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. <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/streambank and on ~36 acres of priority habitat. 1-3 well managed vegetation management contracts. Clear scopes of work and related documentation. Projects re-planted, as needed. Landowner summaries for monitored sites. <i>Technical Outcomes: Monitoring data collected and well synthesized at >50% of the sites; short-term plant survival >50-75%; increased riparian canopy with longterm increase in streamside shade from <50% to >75%, sediment filtration and reduced stream temperature over the longterm (hard to measure in situ).</i>	technical support Conservationist, Permanent Seasonal Technician, Office Manager /Admin. Asst, Invasive Species Prog. Coordinator, possibly SIDIC & SBWC	X	X	X	X	15%	14%
1, 2, 3	Healthy Streams	Plan & begin implementation of 1 new riparian /wetland habitat "restoration" project in Patterson / Crabapple watershed (with landowner costshare); coordinate with forest conservationist on forestland planning; pursue grants as needed and capacity allows	1 conservation plan for the property that integrates riparian and forestland objectives; site-adapted conservation practices & specifications; satisfied landowner	Forest Conservationist; technical support Conservationist	x	x	x	x	3%	3%
1, 2, 3	Healthy Streams	Assist technical-support-Conservationist to develop 1 new HSP (or SH) conservation plan	1-3 priority landowners contacted re: opportunity for new projects with 1 new plan developed (by "Conservationist")	technical-support Conservationist	X	X	X	X	1%	1%
1, 2, 3	NRCS Wetland Reserve Easement / Healthy Streams / Special Habitats	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 (& CREST). Adapt actions & partner in CREST-facilitated marshplain wetland restoration planning & implementation.	8 acres of well managed riparian and upland areas with >50% survival; Well coordinated site preparation & final planting of 400+ upland / oak & hedgerow plants installed in late fall/winter 2019-2020 according to specification. Adequate and timely photo and other documentation provided to NRCS. CREST project successfully completed (by end of 2019/early 2020).	NRCS, CREST, Rural Conservationist, technical support Conservationist	X	X	X	X	10%	9%
1, 2, 3	Rural Partner Funding / Healthy Streams	Collaborate with SBWC and SIDIC, as needed, on canal-related work -- as part of SBWC partner funding support and follow up to: 1) opportunities identified in the new (DEQ-funded) Operations and Maintenance (O&M) Plan for Sauvie Island canals, and 2) water quality monitoring in canals by SBWC. Work may include: 1) development of a pilot project to re-shape or manage eroding canal banks, do additional riparian plantings, utilize improved dredging techniques and implement other BMPs to prevent erosion, sedimentation, and excess nutrients both canal-side and on farm fields; 2) aquatic weed & vegetation survey.	Framework for demonstration project & funding proposal	SBWC, SIDIC, Rural Conservationist	X	X	x	x	2%	2%

2019-20 Healthy Steams & Special Habitats 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	% FTE	
1, 2, 3	Rural Partner Funding / Healthy Streams / Special Habitats /	Continue to oversee and develop new annual partner agreement with SBWC. Deliverables additional to that noted above may be educational activities and habitat projects at moorages, e.g. along the shoreline, and / or on Sauvie Island and follow-up to completed revision of the WMSWCD/SBWC Living on the Water Guide and SIDIC O&M plan.	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).	SBWC, Communications & Invasive species staff	X	X	X	X	5%	5%	
3	Special Habitats	Manage WMSWCD's participation in the Clackanomah Oak Conservation Implementation Strategy (CIS). Continue targeted landowner outreach and conservation planning with interested landowners. Develop plans and specifications (and NRCS "Job Sheets") and assist landowner(s) and crews to implement conservation practices to specification and provide documentation for cost-share payments. Develop contractor scopes of work. Coordinate, negotiate and collaborate with NRCS.	Conservation work ongoing at 1 Oak CIS site(s) with successful site preparation implemented; conservation plans completed, specifications developed and work begun at 1-2 additional sites. Potential initial planning with 1 additional landowner for final year of funding. Required field inventories completed.	NRCS, CSWCD, Forest Conservationist; technical support Conservationist	X	X	X	X	10%	9%	
3	Special Habitats	*Continue to support landowners, via the Special Habitats Program, with funding, technical & crew assistance to protect, enhance and expand oak woodlands and savanna, meadow, native plant hedgerows, wetlands, ponds & other special habitats. *Promote oak protection, planting and / or understory seeding, planting and maintenance (and release for competing fir trees and invasive weeds) via one-on-one site visits, mailings, articles, workshops, or other education and outreach efforts. *Participate in regional efforts to promote the value of these habitat types, including tri-county habitat prioritization/mapping, and coordinated outreach strategy/campaign, as time permits (2-4 hrs/mo.).	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	Communications	X	X	X	X	7%	6%	
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	7%	6%	
5,6	All programs; Outreach	Support to other district conservation programs; provide projects, learning opp's and mentorship to interns Participate in community workshops or events, e.g. presentation /assist at 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	All tech staff, Communications	X	X	X	X	3%	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 education materials) and links; possibly participate in video development and shoot re: riparian, oak or other special habitat restoration, if time permits; take and share photos & info. 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	3%	3%	

2019-20 Healthy Steams & Special Habitats 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	% FTE	
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, wetlands, etc. plant identification, pollinator monitoring, restoration ecology) as well as technology & quantitative analysis tools, e.g. GIS, Fulcrum, advanced Excel, statistics; and supervisory/managerial training. Do cross-training with fellow staff & partners (e.g. in water quality monitoring, forestry, botany, invasives and mapping).	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; all tech. staff	X	X	X	X	7%	6%	
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 meetings and outcomes shared with fellow staff; match provided to partner groups, as appropriate		X	X	X	X	2%	2%	
6	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	6%	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	7%	6%	
6	Admin.	Cyclical Admin tasks (time sheets, health plan enrollment, employee handbook review, LRBP/strategic plan update as necessary)	Time sheets and health plan enrollment forms submitted on time; timely and targeted review and input on plans	Admin Staff, District Manager	x	x	x	x	1%		
6	Admin.	Senior Conservationist Duties: organize tech. staff meetings, facilitate communication & coordination across tech. team; supervise permanent seasonal technician	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	10%	9%	
6	Admin./DEI	Participate in training, presentations, reading and staff discussions around DEI issues; apply equity lens to programs & staff actions as appropriate	increased understanding & humility regarding, and increased attention to DEI issues and disparities in programming, contracting & hiring	All	x	x	x	x	1%	1%	
TOTAL									100%	89%	

2019-2020 COMMUNICATION'S ANNUAL WORKPLAN (OVERALL GOALS)									
GOAL	COMMUNICATIONS 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	% ANNUAL TIME
1-5	Publications & Products	Support programs' communications needs to enable delivery of services on the ground. Actions include: Writing/editing, designing, and/or printing or producing: EDRR renewal mailing; Oak habitat communications campaign; Sauvie Island Conservation Plan distribution; Additional products as needed for all program areas	Program publications reach intended recipients and generate desired response per individual program metrics	District Manager, Tech Staff	x	x	x	x	5%
1-5	Publications & Products	Inform District's landowners, partners, board of District's EDRR and Healthy Streams program success over preceding fiscal year Actions include: Edit, design, and print EDRR and Healthy Streams FY reports	EDRR and Healthy Streams Annual Report produced and distributed to target recipients	Senior Conservationist, Invasive Species Program Coordinator	x			x	2%
6	Publications & Products	Inform District's landowners, partners, board of District-wide program success over preceding fiscal year, in compliance with state law, with features that highlight District's 75th anniversary. Actions include: Manage, edit/write, compile, print, and distribute Annual Report	75th Anniversary Annual Report produced and distributed to target recipients	All staff, Design contractor	x			x	3%
6	Events - District	Engage and educate District's current and new customers, partners, and community members in District's 75th Anniversary event, including managing and producing Annual Meeting to engage residents in District work and report successes over preceding fiscal year in compliance with state law. Actions include: Community outreach, contract management, event production including Annual Meeting, coordinating and producing video(s)	75th Anniversary event produced, District oral histories video produced, Annual Meeting produced	District Manager, Event planner, Videographer, all staff	x				12%
1-5	Events - District	Engage, educate, and inform District's partner communities and potential new customers on conservation practices and District's work through District events. Actions include: Produce Soil School event targeted at gardener, landscape, small farm communities	Produce Soil School with 100+ attendance and positive feedback from attendees	Rural Conservationist, all staff		x	x	x	11%
1-5	Events - Partner orgs	Engage, educate, and inform District's partner communities on conservation practices and District's work through targeted partner events. Actions include: coordinate outreach materials and activities for various partner events; Exhibit at Tree School Clackamas for forest community	Engage with 30+ attendees at each partner org event; 50+ Tree School attendees through exhibit table	Tech staff, District Manager	x	x	x	x	3%

2019-2020 COMMUNICATION'S ANNUAL WORKPLAN (OVERALL GOALS)									
GOAL	COMMUNICATIONS 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	% ANNUAL TIME
1-5	Owned media	Educate, inform, and engage current and new customers, partners, and community members through District's owned media channels. Actions include: Maintain website & make minor improvements as needed for universal usability; Maintain social media accounts; Explore addition of Instagram account; Develop social media user guidelines and training for staff; Produce newsletter; Field and respond to info@ emails	Weekly website and social media management & publications; Quarterly newsletter	All staff	x	x	x	x	12%
1-5	Earned media	Inform District landowners and partners of District-wide program successes, news, events, and public meetings via partner channels and other earned media outlets. Actions include: Media list management, message development, news releases, outreach to partners	Earned media placement in partner and news media outlets	District Manager, Tech Staff, possible media contractor	x	x	x	x	2%
1-6	Diversity, Equity, Inclusion	Enage diverse communities and people of color (POC) who are beneficiaries of District services and potential future customers. Actions include: Grow network and relationships with conservationists and speakers who are POC; Participation on DEI committee	Increased diversity of District event speakers and participants; increased diversity of customer base	District Manager, Staff, DEI Committee	x	x	x	x	2%
6	Strategy Development	Assist District Manager with Long Range Business Plan update and close knowledge gap about our key customer base Actions include: Coordinate hiring of consultant Manage consultant contract; Assist in design of customer research plan; Further develop outreach plan based on results of customer research	Clear understanding of District's customers and core assets (landowners)	District Manager, Board, Tech staff, Consultant		x	x	x	5%
6	Professional Development	Attend trainings, conferences, and peer learning groups to stay informed on issues and technology in the communications field. Actions include: CONNECT; Willamette Valley SWCD outreach and educator group meetings; other trainings as available	Increased knowledge and understanding of developments in communications field & SWCD comms	Admin Staff, District Manager	x	x	x	x	1%
6	Administrative	Attend meetings (Staff, Techstaff, Board, Annual)	Productive staff and Board collaboration	Staff, Board of Directors	x	x	x	x	1%
6	Administrative	Cyclical Admin tasks (time sheets, monthly staff reports, annual work plan)	Time sheets and reports submitted on time; Annual work plan developed	Admin Staff, District Manager	x	x	x	x	1%
FTE									62.5%

2019-20 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%	14%
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	20.5%	
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; Annual meeting announcement made and meeting successful	Communications	X	X	X	X	1%	1%
6	Communications	Support planning and coordination for 75th Anniversary celebration at Annual Meeting in September 2019 (continue committee work with contracted historian videographer to document history of district, assist as needed)	Contracted historian is supported in efforts to produce a video documenting WMSWCD history	Communications; contracted videographer		X	X	X	0.5%	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	Diversity, Equity, and Inclusion (DEI) Committee member (lead development of hiring practices)	Equitable hiring practices implemented	All Staff and DEI committee	X	X	X	X	0.5%	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	2%	5%
6	Human Resources	Benefits management, annual enrollments, Employee Handbook updates, recruitment and hiring, incorporating equitable practices; payroll processing and recording, timesheet gathering/pre-approval; expense report pre-approval	In compliance with all labor laws and regulations	All Staff	X	X	X	X	4%	8%
	Human Resources	Continue work on salary matrices for all positions	Documented salary structure for all District positions	All Staff	X	X			1%	
6	Office Management	Safety: Emergency binder kept up-to-date; OSHA binder kept up-to-date; attend tenant safety meetings; safety sub committee annual evaluation; hazard investigations; Fire warden; bulletin board postings	In compliance with OSHA	All Staff	X	X	X	X		3%

2019-20 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	Coordinate with SDAO to ensure staff training and District Policies in place are adequate for liability insurance requirements	Training adequate for SDAO Best Practices discount	All Staff; Board	X	X	X	X		1%	
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 functioning optimally	Everything working and all documents are up-to-date and can be located	All Staff	X	X	X	X		21.5%	
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 management rules for public agencies	Admin Staff, District Manager	X	X	X	X	1%	4%	
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, ergonomic work stations; 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 (e.g. DEI committee, conference and workshop registration and travel arrangements)	Staff feel supported	All Staff	X	X	X	X		5%	
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		2%	
6	Public Contracting and Procurement	Support all staff as needed with contracting issues, providing guidance as needed, working with contractors to obtain insurance and other documentation to support payments under contract	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%	5%	
6	Supervision	Guide and supervise work of Office Manager	Position 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	Leadership	Leadership Team leads District by creating open communication, building trust, encouraging engagement and cooperation, and taking a long-term perspective when decisions are made	District is a great place to work and resources are used in a way that fulfills our mission while ensuring financial sustainability for the District	All Staff	X	X	X	X	0.5%	0.5%	
6	Tasks Applicable to all Staff	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%	3%	
6	Tasks Applicable to all Staff	Attend Trainings (including DEI) and Conferences in accordance with Professional 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%	2%	
									FTE	80%	100%