

West Multnomah Soil & Water Conservation District
FY2020-21 Annual Work Plans Presented on February 18, 2020
Approved by Board of Directors on June 16, 2020

Program Area	Staff	Page
Diversity Equity and Inclusion	Scott Gall	1
Urban Programs	Mary Logalbo	3
Rural Programs	Scott Gall	7
Invasive Species Programs	Michelle Delepine	9
Forestry Programs	Michael Ahr	13
Healthy Streams & Special Habitats	Kammy Kern-Korot	15
Conservation & Education Programs	Laura Taylor	18
Communications and Outreach	Renee Magyar	20
Fiscal and Administrative Area & Wrap-up	Randi Razalenti & Michele Levis	22

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		

Diversity Equity and Inclusion (DEI) Initiative 2020-21 ANNUAL WORKPLAN

DEI Guiding Principle	DEI Initiative Program Area(s)	STRATEGIES & ACTIONS	Outcome	STAFF, BOARD AND/OR PARTNERS INVOLVED	TIMEFRAME
a. Inclusivity	Organizational Training	Seek out and develop DEI trainings so all are grounded in equity and inclusion.	New interns and staff/board are trained in Racial Equity 101 within 1 year of onboarding. Offering advanced trainings as they become available with partners or as requested by staff/board.	DEI Commettie as lead, All Staff & Board, partners such as Office of Equity & Human Rights (OEHR) if available	Ongoing
a. Inclusivity	Access	Provide translation services as requested to ensure access to program services and events.	Actively advertise that reasonable request accommodations will be made and how to make said accommodations. Track event translation services requested and provided for annual evaluation of needs to ensure these are met and to track what languages are being requested to inform communication strategies.	Communications & Outreach Manager Leads, All Staff	Ongoing
b. Diversity	Organizational Diversity	Seek out partnership opportunities and steps that lead to diversifying the board and organizational leadership.	Recruitment and retention of diverse board and committee members.	All Board & Staff	Ongoing
c. Equitable Engagement	Partnership Development & Maintenance	Build and strengthen individual and organizational relationships with new and current partners representing historically underserved communities.	Identify and support activities where the District can be a value-added partner that helps address expressed community needs for these partners. Grow network and increase engagement with partners representing diverse and historically marginalized communities emphasizing those that represent culturally specific organizations and/or communities.	All Staff & Board	Ongoing
c. Equitable Engagement	Partnership Development & Maintenance	Representatives of communities of color are engaged in leadership capacities to shape District decision making, programs, policy and implementation.	A committee of community leaders that serve as liaisons for racially and ethnically diverse communities found in our District will be hired to advise on District decisions. Continue to engage community engagement liaison (CEL) advisory committee on outcomes from the Long Range Business Plan.	All Staff & Board Members, CELs	Ongoing
d. Equity Accountability	Equity Lens Implementation	Apply the equity lens to decisions to help uncover assumptions, barriers, opportunities for equitable outcomes and engaging multiple perspectives.	Committee serves as a facilitator for equity lens exercies as requested. Capture and apply learnings from applying the lens.	All Staff & Board, Equity Consultant	Ongoing
d. Equity Accountability	Organizational Self-Assessment	Review of the "Coalition of Communities of Color (CCC) Tool for Organizational Self-Assessment Related to Racial Equity 2014"	Review tool in it's current form and dicuss revising to better meet the needs of WMSWCD specifically. Considering using results as on method of tracking DEI programs.	DEI Chair Lead, DEI Committee Assist	2021

Diversity Equity and Inclusion (DEI) Initiative 2020-21 ANNUAL WORKPLAN

DEI Guiding Principle	DEI Initiative Program Area(s)	STRATEGIES & ACTIONS	Outcome	STAFF, BOARD AND/OR PARTNERS INVOLVED	TIMEFRAME
d. Equity Accountability	Data Collection Plan & Gathering	Work with experts and community leaders to design and implement a plan to collect, review and respond to organizational and demographic data related to equity and inclusivity for those we serve and those that are currently represented in our organization (staff and board).	<ul style="list-style-type: none"> - Track and evaluate "Interim Policy on Woman, Minority and Emerging Small Businesses" through data collection with existing contractors. Evaluate and report out on current percent of contractor resource allocation - Review options for establishing a baseline of demographic data and related appropriate qualitative data that will be consistently collected and regularly evaluated against indicator intentions with a written plan and policies to assess progress and inform strategy. 	Urban Conservationist and Communications & Outreach Manager Leads, Equity Consultant, Community Engagement Liaison services (CELS), All Staff	Ongoing
d. Equity Accountability	<i>Whose Land is Our Land?</i> Report and follow up	Address concerns identified by the "Whose Land is Our Land? - Spatial exclusion, racial segregation, and the history of the lands of West Multnomah County" By Indi Keith	Provide ideas and recommendations for the	DEI Chair as lead, DEI committee assist; leadership team	Fall 2020
d. Equity Accountability	Organizational leadership	Provide leadership, policy recommendations, and feedback as needed or requested by WMSWCD Staff and Board for DEI related topics. This can include, but not limited to - hiring practices, personnel policies, board policies, etc.	Repond to requests or situations as they arrive	DEI Chair and committee members	Ongoing

2020-21 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
5	Urban Landscape Demonstration	Explore opportunities to increase administrative efficiencies and reach with similar programming (i.e. School & Community Garden Program, CWSP). Conduct review of historic sites to assess impact. Existing funded demonstration projects will recieve agreed upon support. New demonstration project sites will recieve technical support.	Install one new project site that focuses on reaching a historically underserved community. Priority measures to increase efficiency and reach through streamlining of forms, processes and outreach with internal and external partners will be implimented. A report of the assessment of program's impact and relevancy found through historic site review and LRBP update will be completed.	Admin staff, District Manager, Conservationist & Education Coordinator, Communications and Outreach Manager, BES, CELs, Previous Demonstration Sites	X	X	X	X	3%
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. Increase ease of access to those seeking district & partner offerings through a niche finding exercise and resultant tool (i.e. flowchart or list and/or delivery areas map).	Residents will receive technical support for conservation projects and will better understand district and partner resources to get their projects done.	Communications and Outreach Manager, Invasive Species Program Coordinator, BHCP, FPC, TCWC, TRWC, WRC, BES, BPS, CWMA, OSU Extension	X	X	X	X	7%
1, 2, 3, 6	Healthy Watersheds	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 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. 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.	Create 5 new conservation plans. Protect historic site investments with monitoring and manitanence treatments. Through a historic site review 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	16%

2020-21 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
6	Healthy Watersheds	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: Residential infill project, south reach plan, capital improvement programs, Portland Harbor Superfund and 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	4%
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. Stormwater Stars materials will receive technical review and support.	District Manager, Communications & Outreach Manager, WRC, TCWC, CELs, OEHR, WOE, ACE, Urban Conservation Education, Verde	X	X	X	X	3%
5	Urban Education & Outreach	Work with green workforce collaboratives, green landscaper groups and partner volunteer programs to provide resources and presentations originally created for the sunsetted Urban Watershed Mentor's program.	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 will receive technical support & materials (& if desired, presentations).	SOLVE, Hands On Greater Portland, WRC, TCWC, WOE, Verde, Blue Print Foundation, OSU Master Naturalist	X	X	X	X	1%
1, 6	Urban Stormwater Management	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).	Present a peer reviewed priority policy, permitting and process article to discuss with key partners. Identify more long-term sustainable solutions through options that address multi-stakeholder benefits and holistic subwatershed centered strategies.	PSU, 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.	Current unimproved roadway project and 1% for Green Grant findings will be shared out. 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	5%

2020-21 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
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. Craft and implement a strategy responsive to monitoring outcomes.	Engage 30 new landowners and respond to monitoring findings.	Admin staff, Communications & Outreach Manager, FPC, PP&R, Interns	X	X	X		2%
3,6	Urban Partner Support	Continue to collaborate with pre-existing local partners to map & restore key habitats and wildlife corridors. Coordinate with partners on localized restoration projects and priorities. 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.	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. Participate in the following meetings: 6 WWRP (Current Co-Chair), 4 TCWC, & 1 GFPCI. Pursue opportunities to meet with WOE & Verde 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,	X	X	X	X	12%
6	Long Range Business Plan Update	Manage the Long Range Business Plan (LRBP) update through its completion. LRBP project management includes oversight, coordination and synthesis of community conversations, board input, LRBP teams' input, equity lens reviews, CELs input and partner/public input from the direction setting phase through plan review and adoption phases.	An updated Long Range Business Plan will be adopted by our Board of Directors after public/partner/CELs review of an outline and subsequent draft of the same that accomplishes the following: 1) Affirms or modifies our mission, vision, values and goals 2) Identifies our framework for a financially sustainable organization, 3) Integrates diversity, equity and inclusion as a central principal and component of all that we do, and 4) Incorporates an organizational health strategy	All WMSWCD staff & board, DEI committee, Long Range Business Plan Teams, CELs, All Interested Partners	X	X			15%
6	Long Range Business Plan Transition Management	Provide review, refinement and finalization of the LRBP Plan Update as we transition from the outline draft and move to the final (w/ community, staff and board input incorporated on the same). Maintain relationships and continued engagement with the community members/partnerships formed during the process to ensure that the engagement work we've done doesn't fall flat in how we implement community suggestions. Review how urban programs are conducted through the end of the fiscal year w/ the newly updated LRBP as a guide to assess if you might make any tweaks through the fiscal year to better align with the LRPB Update and/or take any actions to start to set yourself and/or our team up for implementing LRBP Update components.	Amend current programing to better align with the updated LRBP and lay groundwork for implimentation in the next fiscal year, as is feasible and appropriate.	All WMSWCD staff			X	X	5%

2020-21 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
6	Whose Land Publication	Continue work with former intern, Indi Keith, and former PSU advisor, Dr. Craig Shinn, to complete peer review & publication of Whose Land paper.	Publish a peer reviewed Whose Land article and explore next steps to ensure vetted narratives are centered on and kept alive in district and partner forums. Assist w/ PSU co-sponsored speaking series.	Indi Keith, PSU, Oregon Historical Society	X	X			2%
6	Intra-organization communication & support	Participate in staff, tech staff, special board meetings and other organizational meetings. Rejoin DEI committee after LRBP Update is finalized.	Attend 18 tech staff meetings, 12 staff meetings, and 2 board meetings and some DEI Committee meetings.	All WMSWCD staff & board	X	X	X	X	15%
									100%

2020-21 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 (2), District Manager (2)	X	X	X	X	Ongoing	1.5%
3	Sturgeon Lake	manage restoration activities on Dairy Creek; monitoring (habitat, invasives); Agua-weed watchers;	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 (8), Senior Conservationist (4), Const Tech (16)	X	X	X	X	Ongoing	16.2%
3	Sturgeon Lake	Support 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; Local work group/workshop		X	X	X	X	Ongoing	11.5%
2	Soil Health - SIDIC	Implement projects on Sauvie Island aimed at address concerns identified within the canals. This can include nutrient management on farms and management canals	Work with NRCS to develop new CIS if possible. Assist with plans, site visits, etc.		X	X	X	X	Ongoing	5.8%
6	Diversity, Equity and Inclusion	Serve as DEI Co-Chair/ Assist SWCD Board and Staff with development of DEI policy, actions and programs.	6 committee meetings along with prep, 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.	site visits with Senior Cons, assist NRCS with Compatible Use Agreement		X	X	X	X	Ongoing	1.5%
3	McCarthy Creek Phase 2	Assist CREST with project monitoring	Assist CREST as requested		X			X	Spring - summer	1.5%
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 land uses.	2-3 plans/projects especially those with a definite water quality impact.	Forest Conservationist (8 hours), Senior Conservationist (8 hours), Cons Tec (10 hours), Invasives (4 hours), interns (8)	X	X	X	X	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; coordinate Equity Lens 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	5.8%

2020-21 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
5	Education and Outreach	Other partnership, outreach, education opportunities as available.	East-West Collaboration; 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%
6	Admin	Administrative & Operations tasks (time sheets, health plan enrollment, employee handbook review, LRBP update), Staff & Board meeting attendance, presentations and participation	active participation in all staff meetings; 3 board meetings; timely, complete, accurate reporting and input on LRBP and other plans as needed		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	Long Range Business Plan	Support LRBP Process as needed/requested; follow up with partners	Completion of LRBP process; continued contact with partners		X	X	x	x	Ongoing	6.9%
6	Assist other staff	Assist other staff as needed			x	X	X	X	Ongoing	4.6%
										100.0%

2020-21 INVASIVE SPECIES PROGRAM COORDINATOR ANNUAL WORKPLAN (OVERALL GOALS)* *Boldtype indicates new addition (strikethrough = deletion to prior year's plan)					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. Maintain sUAS (ie Drone) equipment and recordkeeping--log practice flights and capture imagery, including around Sturgeon Lake.	Outreach to 150 new property owners to increase survey area, inventory 400 properties each year and treat all permitted properties with infestations (approximately 300). Complete 25 hours of flight time. Capture drone imagery from around 3 miles of shoreline.	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 (IPM) - INTERNAL	<ul style="list-style-type: none">▪ Be technical, and timely, resource to other staff conservationists for integrated pest management information to support District invasive species management activities.▪ Ensure District pesticide storage and use continues to meet and exceed OSHA standards.▪ Review and address staff questions related to contractor herbicide records.▪ Stay current on new literature and best management practices, and relay important updates to staff.▪ Maintain current records for staff pesticide certifications.▪ Keep District informed of new or adapted best management practices.▪ Stay informed and assist with outreach related to invasive insects and other pests of environmental concern.	Provide timely replies to staff needs. 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 tech staff with new best management practice information as it becomes available and respond to requests from staff and community. Assist with one open house related to Japanese beetle eradication.	All technical staff (>1%)	X	X	X	X	6%
Goals 1-3, 5	Integrated Pest Management (IPM) - EXTERNAL	<ul style="list-style-type: none">▪ Work with partners to develop IPM resources, such as solvepestproblems.edu website†.▪ Stay informed and well-connected with research.▪ Collaborate on invasive pest management with partners across region.▪ Keep ear to ground on relevant policy, and provide testimony when appropriate.	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 or strategic plan and one species listing nomination. Comment and provide testimony as needed.	CWMA, OSU Extension, Metro, District Manager and/or Board Chair (for signing letters)	X	X	X	X	5%

2020-21 INVASIVE SPECIES PROGRAM COORDINATOR ANNUAL WORKPLAN (OVERALL GOALS)* *Boldtype indicates new addition (strikethrough = deletion to prior year's plan)					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, 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 3 graduated projects and follow-up with maintenance activities as required.	All technical staff, as needed (<1%)	X	X	X	X	5%
Goals 1-3, 6	4-County Cooperative Weed Management Area†	Serve as the co-chair of the Technical & Scientific Review Committee. Participate in the Steering Committee, Education & Outreach, Mapping & Data and Event Planning Committees. (Successfully recruited new Mapping chairs to take over my interim chair role of that committee!) Participate in Portland Invasive Community Survey Outreach project with CELs (ie Community Engagement Liaisons). Provide assistance with developing technical resources for local natural resource professionals.	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, including CELs outreach planning and outcomes.	4C-CWMA, BES, EMSWCD, CSWCD, Clark Noxious Weed Control Board, TSWCD, Metro, many more...etc	X	X	X	X	12%
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 100 landowners, residents & community members.	All technical staff, as needed (<1%)	X	X	X	X	4%
Goals 4, 5	Education & Outreach	Aquatic Invasives Outreach Assistance to staff and partners, including Sauvie Island Drainage Improvement Company. If funded via OISC grant, assist with SBWC "Moorage /Aquatic Invasives" outreach effort	Provide 40 hours of technical and education assistance for Moorage/Aquatic Invasives Outreach work with Scappoose Bay Watershed Council and Senior Conservationist. Attend 2 partner meetings with SIDIC.	Communications, Senior Conservationist, SBWC	X	X	X	X	3%
Goals 4, 5	Education & Outreach	Implement "Portland Pest Prevention Outreach Project" if funded by OISC Education Grant	Provide in-person workshops to four (4) community organizations, realty firms and/or new resident groups.	Communications, ODA, Samara Group	X	X	X	X	4%

2020-21 INVASIVE SPECIES PROGRAM COORDINATOR ANNUAL WORKPLAN (OVERALL GOALS)* *Boldtype indicates new addition (strikethrough = deletion to prior year's plan)					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, 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. Revisit possibility of transitioning coordination responsibilities by the fourth quarter of 2020-2021.	Admin staff, Budget Officer, BES, PP&R, TSWCD, CWS, JCWC, ODA, OWEB	X	X	X	X	2%
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. Focus on education & outreach. Check in with past owners to provide technical assistance.	Communications/Outreach		X	X	X	1%
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, Conservation Tech, Interns, SWNI, TCWC, Friends of TC, CWS, TSWCD, 4C-CWMA, SRN, SBWC, Audubon, BHCP, Zoo, Multnomah Master Gardeners	X	X	X	X	2%
Goal 5	Education & Outreach	Contribute to, and develop, printed content for communications and outreach.	Submit quarterly newsletter articles ideas for blog posts and contribute to annual report. Develop and distribute EDRR annual report.	Communications/Outreach, CWMA	X	X	X	X	2%
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 and/or TCWC Watershed Council	Lead one Watershed Wide Event work party. Coordinate with urban conservationist on coverage of stewardship committee meetings. Provide tech assistance as needed.	TCWC, Urban Conservationist, District Manager	X	X	X	X	2%
Goal 5	Friends of Tryon Creek	Serve as a Friends of Tryon Creek Nature Guide.	Lead 4 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, Communications and Legislative committees. Assist with developing regional network framework for local representation, as requested. Represent local weed management organizations and act as a liaison to these groups. Remain active in OISC Network.	Participate in 4 quarterly meetings and 4 committee meetings. Present 4 updates to 4 County CWMA, and at least one outside CWMA. Attend or participate in two quarterly meetings and four committee meetings.	OISC, ODA, DEQ, ODF, USFS, BLM, Oregon Marine Board, ODFW, Tribes, Oregon Sea Grant, PSU, USDA-APHIS, etc	X	X	X	X	2%
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%

2020-21 INVASIVE SPECIES PROGRAM COORDINATOR ANNUAL WORKPLAN (OVERALL GOALS)* *Boldtype indicates new addition (strikethrough = deletion to prior year's plan)					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, 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, including NAISMA 2020 conference (theme this year is on cross-boundary collaborations in Western states). Report on activities to 4-County CWMA, OISC, etc.	King County Noxious Weed Control Board, CWMA partners (listed above), Western Invasives Network, WSDA, ODA, BC Ministry of Forests, NAISMA 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 and Wapato Revival initiative .	Willamette Riverkeepers, Western Invasives Network, Benton SWCD, etc.		X	X		1%
Goal 1	Western Invasives Network	Partner with WIN on developing information and resource sharing across CWMAs in Western Oregon.	Attend one North Coast CWMA meeting.	North Coast CWMA, Cascade RC&D	X				1%
Goals 6	Long Range Business Plan	Serve on Conservation Scope team; Assist with outreach/liaison to partners; Review and provide feedback; participate in meetings	Devote 80 hours to completing tasks relating to development of 2021-2025 LRBP	All Staff; Directors	X	X	X		3%
Goals 6	District-wide actions & support to other Staff	Cyclical Admin and operations tasks (time sheets, monthly staff reports, annual work plan, LRBP input); assist other staff; participate in staff & tech staff meetings; serve on District Safety Committee; facilitate Safety meeting topics; Demonstration gardens; intern hiring; write letters of reference; vehicle maintenance; administrative assistance review and tracking, admin tasks (time sheets, monthly staff reports, annual work plan)	Time sheets and reports submitted on time; Annual work plan developed; staff assisted as needed.	WMSWCD staff	X	X	X	X	5%
† indicates recommended funding recipient									100%

2020-21 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 5-7 new stewardship/conservation plans with some of these focused on McNamee Road where Forest Park Conservancy holds easements. Revise 2 existing plans with updates (plans are 10 years old and need a revisit). More than 10 site visits to new landowners (meaning people we don't already have plans/projects with). Complete deliverables, including a technical report, for our Understory seeding (NRCS Grant funded) project.	Conservationist & Educ. Coord, Clean Water Services, Forest Park Conservancy, interns	X	X	X	X	Ongoing	33%
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	Conservationist & Educ. Coord, Invasive Species Coord, Seasonal Conserv Tech, 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	Conservationist & Educ. Coord		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	Conservationist & Educ. Coord			X		February	10%
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	Admin Fiscal Staff, ODF, NRCS, Tualatin River Watershed Council	X	X	X	X	Ongoing	3%
6	Mentoring, interns, other support of co-workers	Support the work of intern manager in mentoring our hired interns as well as Forest Park Conservancy interns that have shared duties with our staff. Provide additional job shadowing opportunities as needed. Assist in associated Human Resources components. Work with Verde and Forest Park Conservancy on strategic partnership (workforce development).	Provide 5-7 mentoring opportunities (job shadowing, meetings with interested people). Review intern applications and attend associated meetings during time of intern hiring.	OSU Extension 4-H, local schools	X	X	X	X	Ongoing	4%
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; 1-2 partner meetings. Likely begin to host a forest field tour each year...perhaps in cooperation with Tualatin SWCD	Communications Manager, OSU Extension, Skyline Ridge Neighbors	X	X	X	X	Ongoing	4%

2020-21 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
5	Education and Outreach	Solicit more participation in our woodland program with mailings, field tours, and workshops. Specific outreach to the Rock Creek Watershed where we've had some interest in targeted wildfire risk reduction and emergency management work.	Work with Skyline Ridge Neighbors and other organizations on workshop topics and field tours. Likely begin to host a forest field tour each year...perhaps in cooperation with Tualatin SWCD	Skyline Ridge Neighbors, Forest Park Neighborhood Association, Forest Park Conservancy, OSU Extension	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. Potentially join the ODF Stewardship Committee that meets several times a year to discuss program needs/delivery.	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%
6	District-wide	LRBP Update Transition Management	Take the items we're discussing with our Long-range business plan update and integrate them into the forestry program.	WMSWCD staff, partner interviews						5%
6	District-wide	Cyclical Admin and operations tasks (time sheets, health plan, employee handbook review, annual work plan, LRBP update as necessary)	Time sheets and health plan enrollment submitted on time Annual work plan developed; input into LRBP	Admin Staff, District Manager	X	X	X	X	Ongoing	1%
										100%

2020-21 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. Communicate & share results w/landowners; educate re: longterm maintenance. <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 successful 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 (or maintained, in the face of warmer summers) stream temperature over the longterm (hard to measure in situ).</i>	technical support Conservationist, Permanent Seasonal Technician, Office Manager, Invasive Species Prog. Coordinator, possibly SIDIC	X	X	X	X	19%	17%
1, 2, 3	Healthy Streams	Plan & begin implementation of 1 new riparian or wetland habitat "restoration" project with WMSWCD funding, as landowner interest allows; hire and direct work crews as needed	1 conservation plan for the property with site-adapted conservation practices; satisfied landowner	technical support Conservationist	x	x	x	x	3%	3%
1, 2, 3	Healthy Streams	Assist seasonal technician to develop 1 new HSP (or SH) conservation plan, including soils assessment	1-3 priority landowners contacted re: opportunity for new projects with 1 new plan developed (by technician)	seasonal technician; rural conservationist	X	X	X	X	1%	1%
1, 2, 3	NRCS Wetland Reserve Easement / Healthy Streams / Special Habitats	Manage habitat restoration at large WRE site on lower McCarthy Creek, including riparian, enhanced wetlands, and upland oak and pollinator habitat; oversee vegetation management contracts and scopes of work; prepare for re-planting, if needed; do or oversee plant survival, photo and other monitoring; prepare and review necessary documentation for NRCS (& CREST), including specifications for new cooperative use agreement; coordinate w/landowner & partners, including CREST re: additional wetland restoration at adjacent site and HSP project area.	9.25 acres of well managed riparian, wetland and upland areas with >50% survival of woody plantings; Adequate and timely monitoring, including photo and other documentation provided to NRCS. Specifications approved by NRCS.	NRCS, CREST, Rural Conservationist, technical support Conservationist	X	X	X	X	10%	9%
1, 2, 3	Rural Conservation / Healthy Streams	Collaborate with SIDIC, as interest dictates, on opportunities identified in 1) the recently completely Operations and Maintenance (O&M) Plan for Sauvie Island canals, and 2) the 2019 WMSWCD-funded aquatic weed/plant survey of canals. Work may include: 1) additional riparian/canalside plantings, 2) planning for improved dredging techniques, 3) other BMPs to prevent erosion, sedimentation, and excess nutrients both canal-side and on farm fields. The latter could include NRCS-funded nutrient management plans and/or planning for such, as well as cover cropping as part of soil health programming.	Successful follow-up to completed aquatic weed/plant survey on Sauvie Island canals and O&M plan	SIDIC, Rural Conservationist, Invasive Species staff	X	X	X	X	2%	2%

2020-21 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 may include habitat projects at moorages, e.g. along the shoreline or creeks, around ponds and in open areas (thin oak savanna), and educational activities with the floating home and marina communities, including outreach and follow-up related to the revision of the WMSWCD/SBWC Living on the Water Guide just completed in 2019-20. Help implement Oregon Invasive Species Council (OISC) grant -- for education, including on-the water training in identification, and posted signage re: aquatic invasive species -- if funded.	Partner agreement in place with Scappoose Bay Watershed Council. Deliverables received from SBWC, e.g. 1-2 effectively designed and implemented habitat projects and/or educational activities for moorage and marina residents and owners re: water-quality and habitat related conservation practice(s) and aquatic invasives species identification and reporting. Distribution and presentation of Living on the Water update to multiple moorages.	SBWC, Communications & Invasive species staff	X	X	X	X	5%	5%
3	Special Habitats	Continue to participate in the Cackanomah Oak Conservation Implementation Strategy (CIS), as needed. Continue targeted landowner outreach and education re: oak habitat conservation and funding opportunities. Continue grant administration and implementation of funded CIS oak savanna project in the upper Abbey Creek watershed, including fall planting of both herbaceous and woody species, ongoing vegetation management, and plant protection from animal damage.	Conservation work ongoing at 10 acre Oak CIS site with successful site preparation, planting, seeding, and site maintenance implemented according to specification; grant payments successfully secured. Effective communication with partners and targeted landowners.	NRCS, CSWCD, technical support Conservationist	X	X	X	X	10%	9%
3	Special Habitats	*Continue to support landowners, via the Special Habitats Program, with planning, 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, maintenance, and release from competing fir trees and invasive weeds, via one-on-one site visits, mailings, articles, workshops, and/or other education, outreach and partner 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; Forest Conservationist	X	X	X	X	6%	5%
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%	5%
5,6	All programs	Support to other district conservation programs; provide projects, learning opp's and mentorship to interns	fellow tech. staff feel supported, 2 fulfilled interns	All tech staff, Communications	X	X	X	X	3%	3%
5	Outreach	Participate in community workshops or events, e.g. Soil School, habitat workshop on Sauvie, volunteer field day, as time permits. Write or edit articles for district, community and other publications; provide/develop misc. ed. & outreach content and links for website, etc; take and share photos & info. for use in articles, our website, Facebook, Twitter, etc.	Work 1-2 events; 2+ accurate & informative articles; improved webpage content re: habitats; compelling and timely photos for social media shared with communications staff	Communications staff, Office Manager re: video	X	X	X	X	2%	2%

2020-21 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. soils and erosion, water quality, farm conservation, new invasives, wetlands, plant identification, pollinator monitoring, restoration ecology, etc.) 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, Community College 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%	1%
6	Admin.	Monthly and quarterly reporting; annual report content and coordination; annual work planning and budgeting; may include some grant reporting	timely, complete, accurate and informative reports and plans	Admin. Staff; all staff; technician for mapping	X	X	X	X	5%	5%
6	Admin.	Cyclical Admin tasks (time sheets, health plan enrollment, employee handbook review, LRBP/strategic plan update)	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	4%	4%
6	Admin.	Regular Staff & Board meetings (All-Staff, Tech Staff, Board)	active participation in bi-weekly, weekly and monthly meetings; 2 board presentations	All staff, tech. staff, leadership staff	X	X	X	X	3%	3%
6	Admin.	Additional Senior Conservationist Duties: organize tech. staff meetings, facilitate communication & coordination across tech. team; supervise permanent seasonal technician; leadership team participation (meetings noted above)	1-2 productive tech. meetings/ month and sharing across programs; joint work products; satisfied and productive technician with thoughtful workplan and performance reviews; timely review of timesheets and reimbursement requests; 3 leadership team mtg's/mo.; effective engagement on leadership issues		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; pursue and engage in partnerships as opportunities arise	increased understanding & humility regarding, and increased attention to DEI issues and disparities in programming, contracting & hiring	All	X	X	X	X	2%	2%
TOTAL									100%	90%

2020-21 CONSERVATIONIST & EDUCATION COORDINATOR ANNUAL WORKPLAN (OVERALL GOALS)					TIME PERIOD				% ANNUAL TIME
(narrow down to priority)	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 1 Forestry Sites maintained Accurate and informative contractor records	Senior Conservationist Forest Conservationist	x	x		x	15%
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)	3 Healthy Streams/Habitats Sites monitored 10 Forestry Sites monitored	Senior Conservationist Forest Conservationist	x			x	5%
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	Understory Revegetation CIG project: Data analysis, Final report, and Follow-up monitoring	One final technical report on seeding understory forbs 8 Forestry Sites monitored once in June	Forest Conservationist	x			x	7%
1, 2, 3	Healthy Streams & Habitats, Forestry	Site Inventories for new projects	1 Healthy Streams/Habitats Sites inventoried 1-2 Forestry Sites inventoried	Senior Conservationist Forest Conservationist	x	x	x	x	2%
1, 2, 3, 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			2%
1, 2, 3	Healthy Streams & Habitats	GIS mapping assistance for programmatic, special projects	Programmatic maps for HSP/HH Programs	Senior Conservationist	x	x	x		2%
5	Education	Pollinator Education: Provide Pollinator workshops and Talks to the public Serve on the Oregon Bee Project Advisory Committee	2-4 talks/workshops offered to the public WMSWCD representation in the Oregon Bee Project Strategic Plan	Communications, Oregon Bee Project	x	x		x	5%
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	6%
5	Education	Education Partner Funding coordination	3-4 Partners engaged to support environmental education in our district.	Admin Staff, Friends of Tryon Creek, Sauvie Island Center			x		3%
5	Education	Metro Nature Education Grant Implementation (pending grant approval)	2 schools receive integrated nature education through school yard garden/habitat restoration projects and field trips Underserved East African Community members in our district engage in 10 outdoor excursions in nature. Partnership formed with Haki, and strengthened with Tryon Creek Watershed Council.	Admin Staff, Tryon Creek Watershed Council, Haki Community Organization, Friends of Tryon Creek, Sauvie Island Center	x	x	x	x	6%
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; Up to 4 Green jobs interns (employed by the Forest Park Conservancy) actively engaged in our work. Each intern achieves most goals identified in their work plan. Assist with hiring 2 interns.	Admin Staff, District Manager, Tech Staff, Forest Park Conservancy	x	x	x		15%

2020-21 CONSERVATIONIST & EDUCATION COORDINATOR ANNUAL WORKPLAN (OVERALL GOALS)					TIME PERIOD				% ANNUAL TIME
(narrow down to priority)	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	Diversity, Equity, and Inclusion (DEI)	Participate in the DEI committee; Support partners with a strong commitment to DEI, continue to promote equitable hiring practices for internship recruitment	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.	District Manager, Rural Conservationist, Partners*	x	x	x	x	2%
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%
5	Communications & Outreach	Assist Communications (newsletter consultation, annual meeting & report prep, videos, tabling, zoo education, etc.)	Assist with 2-4 Newsletter articles Annual report content developed for Education and Healthy Streams programs	Communications	x	x	x	x	1%
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)	Time sheets and health plan enrollment submitted on time, input on employee handbook 1 annual work plan developed; input on LRBP	Admin Staff, District Manager	x	x	x	x	1%
6	District-wide	LRBP Update Transition Management	Ideas for integrating the new LRBP into Education and Conservation Program areas generated and incorporated into my 2021-2022 work plan	District Manager, Other staff	x	x	x	x	5%
									100%

2020-2021 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; 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	2%
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 Actions include: Manage, edit/write or compile, publish, and distribute Annual Report	Annual Report produced and distributed to target recipients	All staff, Design contractor	x				2%
6	Publications & Products	Create <i>Continuity of Business Plan</i> for staff and board reference in case of Cascadia Subduction Zone earthquake or other large disruption or disaster. Actions include: Compile reference materials, write plan, consult on drafts with Leadership Team and Safety Committee	Continuity of Business Plan produced and distributed to board and staff	Leadership Team, Safety Committee	x	x	x		4%
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	10%
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 various public events	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%
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 social media accounts; Complete Social media best practices guide; Host social media training for staff; Produce newsletter; Field and respond to info@ emails	Weekly website and social media management & publications; Quarterly newsletter; Social media best practices guide	All staff	x	x	x	x	12%

2020-2021 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
1-6	Owned media	Website update: Oversee a significant update and/or redesign of the website Actions include: create RFP; collect input from staff; manage contract, contractor, and project	An attractive and easy to navigate website is successfully launched, preferably by the end of March 2021	District Manager, all staff, website development contractor	x	x	x		14%
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	1%
1-6	Diversity, Equity, Inclusion	Engage diverse communities and people of color (POC) who are beneficiaries of District services and potential future customers. Actions include: Participation on DEI committee; Actively pursue event speakers who are POC	Increased diversity of District event speakers and participants; increased diversity of customer base	District Manager, Staff, DEI Committee	x	x	x	x	1%
6	LRBP Development and Transition	Assist with Long Range Business Plan update; Plan for workplan transition based on results of updated LRBP Actions include: Input on plan contents; Participate in team meetings	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	3%
6	Administrative	Cyclical Admin and operations tasks (time sheets, monthly staff reports, annual work plan, misc tasking to support staff and constituents); Act as administrative back-up when Operations Manager and Budget Officer are both out of the office. (Time for this would be covered by comp time in addition to regular hours and are not included in the percentage calculations shown here.)	Time sheets and reports submitted on time; Annual work plan developed; input on LRBP	Admin Staff, District Manager	x	x	x	x	3%
FTE									62.9%

2020-21 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; Contractors; Vendors	X	X	X	X	25%	8%
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.) Draft or update as needed board policies and other relevant documents	All Board files updated and accurate with agenda, minutes, staff reports, resolutions, postings, notices, etc.; Policies are up-to-date and in compliance with relevant laws	Board; District Manager; Admin Staff	X	X	X	X	3%	12%
6	Budget	Develop and file the annual budget	All local, state and federal standards and laws met; staff, board and public participate	District Manager; Staff; TSCC			X	X	25%	
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	2%	1%
5	Communications	Videos: shoot & edit conservation program videos for District website	Internal videos created (one per year on average) and available to public on District and YouTube website	Communications; Tech Staff	X	X	X	X		1%
6	DEI	Diversity, Equity, and Inclusion (DEI) Committee member or participant	Equity promoted throughout organization and in all decision making, including hiring, partner funding, vendor selection, etc.	All Staff and DEI committee	X	X	X	X	1%	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 Grantors	X	X	X	X	3%	3%
6	Human Resources	Benefits management, annual enrollments, Employee Handbook updates, workers compensation management, recruitment and hiring, ensuring equitable practices, on-and off-boarding, payroll processing and recording, timesheet gathering/pre-approval, personnel record maintenance, expense report pre-approval	In compliance with all labor laws and regulations; supervisors are supported in job description and salary matrix preparation and updates; recruiting, onboarding, etc. are efficient and successful	All Staff	X	X	X	X	7%	7%
6	Office Management & Operations Support	Ensure all areas related to office operating smoothly (including computer and all office equipment, vehicles, systems, files, reception duties, mail distribution, admin, scheduling, etc.) are all in order and functioning optimally	District is a great place to work, an optimal work environment exists and all staff feel supported, with everything working	All Staff	X	X	X	X	1%	39%

2020-21 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	Maintain all district files and archives, both paper and electronic, to ensure compliance with ODA SWCD and SDAO requirements (record retention laws, statutory laws, administrative rules, and SDAO and other Best Practices)	District in compliance with records management rules for public agencies, and all items and documents are up-to-date and can be located; SDAO Best Practices discount received annually	Admin Staff, District Manager	X	X	X	X	1%	3%	
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; Ensure policies are up-to-date	All contractor files are up-to-date, and maintained in compliance with all contract requirements. Guidance up-to-date and available to all staff.	All Staff	X	X	X	X	1%	3%	
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	Office Manager	X	X	X	X	3%		
6	LRBP Update Transition Management	Complete LRBP update as active participant in process and transition to new LRBP	LRBP completed and District operations are financially sustainable and equitable	All Staff	X	X			5%	5%	
6	Safety	Monthly safety committee and quarterly planning meetings; hazard investigations; Fire warden; bulletin board posting; emergency binder kept up-to-date; OSHA binder kept up-to-date; attend tenant safety meetings	In compliance with OSHA	All Staff	X	X	X	X	1%	5%	
6	District-wide administrative	Attend meetings (Staff, Board, Annual, DEI, Leadership, etc.); Cyclical Admin tasks (time sheets, health plan enrollment, employee handbook review, annual work plan, LRBP update as necessary)	Productive staff and Board collaboration and effective Leadership Team; Time sheets and health plan enrollment submitted on time Annual work plan developed	All Staff	X	X	X	X	5%	5%	
6	Training and Professional Development	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%	
									FTE	100%	100%