

2023-24 Annual Work Plan - Benton SWCD

Goal #1: Ensure that the soil, water, and ecosystems of Benton County, including diverse habitats on wild, working, and urban lands, are protected, restored, and resilient.

Task #	Task	Staff position					
		<i>(Percentages in the columns below show an approximate percentage of time that each position spends on the listed task)</i>					
		RC I	RC II	NRCPM	OC	ED	CCEC
1.1	Soil Health Program Offer soil testing in Benton County; Conduct 5 or more site visits to record landowner resource concerns related to soil health; Follow up visit with soil test results; WVRLC and other urban soil education and outreach	14%		1%			
1.2	ODA Scope of Work Provide technical assistance to landowners: <ul style="list-style-type: none"> • Fifty water quality technical assistance contacts through telephone inquiries, office visits. Track landowner contacts per resource concern. • Forty site visits for WQ technical assistance and promote federal farm programs, AWQMP, GWMA TMDL implementation, Pollution Abatement and Riparian Tax Credit, etc. • Work with four landowners (site visits, evaluating resource concerns and project funding opportunities, secure funding for 2 OWEB small grants and 2 BSWCD CIP funds to resolve agricultural water quality concerns. • Attend compliance site visits with ODA and follow-up • Project management/inspection/verification not covered in other grant agreements • Conservation practices and acres implemented through USDA federal farm programs documented. • Ag Water Quality On-The-Ground Practices Implemented (Outputs) • Communication among staff for reporting and collaboration <i>(These hours are paid through a grant from ODA)</i>	14%	26%	2%			
1.3	Technical Assistance and Workgroup Participation: related to oak/prairie/forest restoration, pollinator habitat, urban water quality, and other habitat issues	2%	17%	1%			

FY24 Annual Work Plan - Benton SWCD

	Task	Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
1.4	<p>Program Strategy and Development: Pursue growth in Strategic directions: Work with staff to continue integrating climate change into our programs and plans. Work on Equity, Diversity, Inclusion, and Justice (EDIJ) integration into programs and partnerships. Focus on specific programs and projects and better define individual workplans. Make progress on building new programs and expanding some existing programs (wildfire risk reduction, oak habitat, urban, and others)</p>	1%	2%	8%	1%	7%	
1.5	<p>NRCS Conservation Plan certification: Complete plan; achieve certified planner status; update NRCS planner professional development</p>	1%					
1.6	<p>Strategic Implementation Area Upper Muddy Creek WQ monitoring; SIA reports and hours to Schmitz; monitoring data entry and analysis; local monitoring team meetings (<i>2% hours are paid through our SIA grant; other 14% via ODA SOW</i>)</p>	3%	1%	1%			
1.7	<p>Oblong spurge outreach and treatment: Outreach, follow up, Survey, coordinat contractors and ODA staff to treat oblong spurge (A List noxious weed in Oregon). <i>These hours are funded by an OSWB Grant</i></p>			5%			
1.8	<p>Willamette River focused grant implementation: Coordination of 8 grant projects focused on Ludwigia and yellow floating heart treatment, Willamette River monitoring, and relationship building with partners and landowners. Work also includes getting volunteers on the river to support conservation. <i>These hours are funded by 4 grants from OSWB, OWEB, and MMT</i></p>			20%			
1.9	<p>BSWCD Planner meetings (every two weeks) & NRCS check-in meetings (bi-monthly)</p>	3%	3%	3%			

Goal #2: Deliver engaging education and outreach opportunities that inspire residents throughout Benton County to protect and restore soil, water, and habitat.						
Task	Staff position					
	RC I	RC II	NRCPM	OC	ED	CCEC
2.1 Native Plant Sale (Fall bulb/seed sale AND Native Plant Sale): Coordinate with NPS contractor as well as multiple vendors, order plants, order supplies, assemble and work with NPS Advisory Committee, recruit volunteers, work on site during sale, setup, cleanup after NPS sales. Provide information to clients regarding use of native plants and where and how to plant, setup, cleanup after NPS sales.	10%	2%	6%	3%	2%	2%
2.2 Education and outreach themes: Coordinate with staff to develop themes, and host a workshop, tour, and/or presentation leading up to the 2023 Native Bulb/Seed sale, and 2024 Native Plant Sale.			2%			5%
2.3 Needs Assessment: Identify needs and opportunities for outreach that align with new strategic goals; assist staff with Education and Outreach for their programs.						3%
2.4 Salmon Watch: Work with Linn-Benton Salmon Watch Committee and school representatives to plan, deliver, support, and evaluate the 2022 Linn-Benton Salmon Watch Program in Benton County.						10%
2.5 STEAM Education: With key partners, support the 2023 Lincoln School Bi-lingual STEAM Night.						1%
2.6 Conservation education and outreach: With key partners, deliver conservation education and outreach at a minimum of 4 high priority events such as Natural Areas Celebration Week, Lets Pull Together, and others.			1%			5%
2.7 Community Conservation Grant Program: Manage grant program including funding to 4 local watershed councils; develop funding criteria to evaluate submissions, solicit and evaluate proposals, award and track funding, and review grant reports.						5%

Goal #3: Develop clear, consistent communications so people throughout Benton County can easily participate in Benton SWCD services and take action to steward our resources.						
	Task	Staff position				
		RC I	RC II	NRCPM	OC	ED
	Workshops for land managers:					
3.1	Plan and implement workshops. 2 workshops in GWMA, 1 workshop on invasive weeds, 1 other workshop.	3%	3%	1%		
	Community events:					
3.2	Represent District at events and meetings, tabling at events, presentations at partner events, post events to web and board calendar	1%	2%	1%		2% 2%
	Outreach:					
3.3	General outreach on various topics including soil, habitat, weeds, etc.; website updates, blog posts, checking Oregon Invasive Species Hotline for reports, responding to Emails from Community related to invasive weeds. Response to general inquiries by phone or Email.	1%	1%	1%	3%	
	Communications Strategy:					
3.4	Develop, implement, and evaluate communications strategy; assess community conservation needs through an online survey; identify barriers to program participation.					2%
	Participate in conservation:					
3.5	Build stakeholder relationships; encourage public participation in conservation practices; evaluate efforts to ensure desired impact.					3%
	Visibility:					
3.6	Increase BSWCD network and visibility; ensure inclusive messaging and engage diverse audiences; reflect strategic goals in messaging; creatively tell the BSWCD story.					5%
	Digital content:					
3.7	Design, manage, and update digital content using compelling metrics, visual resources, and customer testimonials; manage social media platforms and track community engagement (Facebook, Instagram, Twitter, Blog, YouTube Channel, etc.).					12%

	Task	Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
3.8	Equity, Diversity, Inclusion, and Justice: Equity Committee, promote EDIJ in programs, policies, and procedures	X	X	X	X	X	X
3.9	Website: Manage and update website; work with staff to develop program content; oversee contract with Abide Web Design.	1%					10%
3.10	Publications and promotional materials: Develop informational publications and promotional materials; create and distribute the FY23 Annual Report, send monthly e-news, develop flyers and invitations for events; create and distribute a visually appealing public version of BSWCD's new Strategic Plan 2023-2027.	1%				1%	13%

Goal #4: Enhance our strategic partnerships and revenue to increase Benton SWCD's impact.							
	Task	Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
4.1	Partnership Building and Strengthening: Meetings/phone calls/site visits/project and grant development with key strategic partners including NRCS, Willamette Partnership, ODF, ODFW, Tribes, Watershed Councils, USGS, The Confluence, Benton County Departments, Land Trusts, Linn SWCD, Oregon DEQ, EPA, etc	1%	3%	4%		3%	
4.2	Strategic Partnerships and Engagement: "Meet and Greet" with external organizations, lead engagement with OACD, SDAO, OCP, ODA-SWCD Program, SWCC, NRCS Basin Team Leader, The Confluence, Willamette Valley SWCD managers, Oregon Legislature, Natural Resource Legislative Committees, local reps, etc.			1%	2%	5%	
4.3	Gifts/Donations/Bequests: Review and revise policies; Explore working lands easements, gifts of property, relationship with Oregon Agricultural Trust and Oregon Agricultural Heritage Program					1%	
4.4	Benton CWMA Coordination: plan and chair 2 meetings each year, promote and implement 2 volunteer events, Website updates, Work to establish 3 committees: Field tour, Volunteer event, and Steering			3%			

Task		Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
4.5	Benton County Public Works collaboration: Invasive species management presentations to Benton County Road Crew; volunteer events related to Benton County roadsides. <i>Work funded by Benton County IGA</i>			2%			
4.6	Volunteer program: Recruit and manage volunteers; thank volunteers for their efforts with a volunteer celebration; update volunteer agreements.	1%					1%
4.7	Internship program: Coordinate with staff to develop an Internship Program that helps create conservation career pathways; initiate Skillbridge Program with retiring career military officers.			1%		1%	1%
4.8	Grant Funding - Development, Reporting, and Seeking new resources: pursue continued funding for invasive weeds, Willamette River restoration actions, habitat enhancements, farm conservation and efficiency, forest health, and general capacity building. Track grants and monitor the Project Fund Worksheet. Update SAM.gov.		5%	8%		1%	
4.9	Agricultural water quality collaboration: Work with partners, stakeholders, agencies, and organizations. <ul style="list-style-type: none"> Attend 30 meetings to provide agricultural water quality expertise and support project planning that improves water quality Develop one grant targeted to improve water quality. Work with DEQ in the Groundwater Management Area. Work with NRCS to implement EQIP or CSP in the GWMA. Work with partners in the Upper Muddy Creek Strategic Implementation Area grant (provide as match). 	13%	7%				
4.10	Willamette Mainstem Cooperative: Plan and chair 3 meetings each year, Website updates, Coordinate at least one guest presentation			1%			
4.11	ODA scope of work development: Tracking and reporting of task activities and financial information.		3%	1%			
4.12	Agricultural Water Quality Management Area Plan(s): Participate in and provide support to ODA for all biennial reviews of the AWQMPs. Organize and/or attend LAC meetings, communicate with LAC members, area plan review, biennial reviews, accomplishment reports, monitoring reports, note/minute taking, printing and postage, meeting refreshments, meeting location, presentations, tours, recruit LAC members when needed.		2%				

Goal #5: Implement operations that support highly effective programs and services.							
	Task	Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
5.1	Leadership: Set and follow Strategic Direction with Board guidance. Provide leadership and supervision to staff including mentorship and guidance. Work on team building and follow up on retreat outcomes. Coordinate with other SWCDs on policies and procedures.			1%	1%	5%	
5.2	Reviews and Check-ins: Performance Reviews, Quarterly work plan check ins, and informal staff/supervisor check-ins	2%	2%	3%	3%	4%	1%
5.3	Meetings and Planning: Staff meetings, Board Meetings, Annual Meeting, staff reports, safety presentations, annual report, strategic planning check ins, quarterly review of Measurable Outcomes for each Strategic Plan Goal; develop FY25 work plans. Take minutes at meetings, provide legal notices to the public, distribute board packets and other information in preparation of meeting.	7%	2%	2%	15%	17%	5%
5.4	Interactions with Board and Committees: Identify and address policy changes, Address roles and responsibilities questions, host Board Committee meetings (PFC), provide info for director elections, support Board recruitment, orientation, and training				1%	2%	
5.5	Policy Development and Management: Draft, review, revise, coordinate approval of directives, policies, procedures. Coordinate legal reviews and revise policies/procedures accordingly. Advocate for legislation with Board approval and OACD guidance..				1%	1%	
5.6	Financial Management: Oversee cash flow, projections, monitoring accounts (LGIP, bank accounts, Stripe, etc.)				1%	2%	
5.7	Fiscal Transactions: Submit, approve, track, report expenditures; make bank deposits; manage changes to signers				17%	1%	
5.8	Contracts: Develop and manage contracts and leases. Coordinate with District support services: IT, accounting, audit, and landlord.			1%	1%	2%	

Task		Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
5.9	Property Tax Levy: Monitor and track monthly turnover reports from Benton County, prepare and submit tax exemption forms. Track South Corvallis Urban Renewal District.					1%	
5.10	District Budget: Propose annual Budget, develop Budget Message, assist, and recruit for budget committee; track budget and prepare resolutions; communicate with DOR, track changes in Local Budget Law; address GASB; submit documents to Benton County clerk and tax assessor			2%	2%	10%	
5.11	District Audit: Contract with auditor, compile documents, schedule field work with auditors, coordinate meetings, and review draft audit report; submit audit to Oregon Secretary of State and ODA				1%	1%	
5.12	Human Resources: Revise and update Employee Handbook; conduct performance reviews and informal check-ins; Recruit and hire new staff and perform orientation and training. Screen and interview candidates for employment. Invest in building a high-performance team and increase collaboration. Develop and implement Human Resource (HR) policies, including employee longevity incentives.				1%	4%	
5.13	Compensation: Administer Employee Compensation Program (benefits package - medical/dental/vision, retirement, life/disability insurance, EAP, etc.); monitor pay equity; develop annual compensation and benefits package with recommendations for the PFC/Board.				1%	3%	
5.14	Payroll: Review employee timesheets; track staff accrual/use of leave, retirement, and health benefit contributions.				2%	1%	
5.15	Transition Readiness Plan: Prepare and implement organizational Transition Readiness Plan (e.g., identify components/tasks, clarify position roles & responsibilities, identify key skills and knowledge required for each position; update job descriptions as necessary; develop timeline for hiring).			1%	3%	2%	

FY24 Annual Work Plan - Benton SWCD

Task		Staff position					
		RC I	RC II	NRCPM	OC	ED	CCEC
5.16	Safety/Risk Management: Conduct Health and Safety/Risk Management Program: liability and Workers Comp insurance coverage, safety meetings, training, inspections, records; cybersecurity assessments, implement improvements noted in 2022 OSHA consultation report, develop and implement policies and procedures (e.g., OSHA rules).				7%	2%	
5.17	Operational Coordination: Maintain office lease(s); purchase office equipment and supplies; develop and maintain Operations Manual; maintain contact lists.				10%		
5.18	Compliance: Ensure compliance with OR Dept. of Agriculture SWCD Program: annual work plan, annual report, board documents, hold Annual Meeting.				1%	1%	
5.19	Records: Maintain administrative files, server backups, archives; follow OR and District records retention schedules; respond to public records requests according to policy.				6%		
5.20	Professional Development: Workshops and webinars related to professional interests such as invasive weeds, aquatic biology, forest ecology, GIS, and agricultural biodiversity. Workshops/webinars related to organizational growth such as supervision, budgeting, EDIJ, policy & law, and safety. NRCS related trainings for maintaining planner status and Agricultural Water Quality workshops and training. Trainings from key partners such as OCEAN, SDAO, ODA, OACD, others.	4%	2%	3%	2%	1%	2%
		0.83	0.83	0.87	0.85	0.83	0.88
Leave hours (Annual, Wellness, Holiday)		RC I	RC II	NRCPM	OC	ED	CCEC
HOURS		17%	17%	13%	15%	17%	12%
		100%	100%	100%	100%	100%	100%

Acronyms used in the BSWCD Work Plan

AWQMP	Agricultural Water Quality Management Area Plan
BSWCD	Benton Soil and Water Conservation District
CCEC	Communications & Community Engagement Coordinator (<i>Sarah Roberts</i>)
CIP	Conservation Incentive Program
CSP	Conservation Stewardship Program
CWMA	Cooperative Weed Management Area
DEQ	Department of Environmental Quality
DOR	Department of Revenue
ED	Executive Director (<i>Holly Crosson</i>)
EDIJ	Equity, Diversity, Inclusion and Justice
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentives Program
FY	Fiscal Year
GASB	Governmental Accounting Standards Board
GIS	Geographic Information System
GWMA	Groundwater Management Area
IGA	Intergovernmental Agreement
IT	Information Technology
LAC	Local Advisory Committee
LGIP	Local Government Investment Pool
MMT	Meyer Memorial Trust
NPS	Native Plant Sale
NRCPM	Natural Resource Conservation Program Manager (<i>Michael Ahr</i>)
NRCS	Natural Resources Conservation Service
OACD	Oregon Association of Conservation Districts
OC	Operations Coordinator (<i>Candace Mackey</i>)
OCEAN	Oregon Conservation Education and Assistance Network
OCP	Oregon Conservation Partnership
ODA	Oregon Department of Agriculture
ODF	Oregon Department of Forestry
ODFW	Oregon Department of Fish and Wildlife
OSHA	Oregon Occupational Safety and Health
OSWB	Oregon State Weed Board
OWEB	Oregon Watershed Enhancement Board
PFC	Personnel and Finance Committee
RC I	Resource Conservationist I (<i>Teresa Matteson</i>)
RC II	Resource Conservationist II (<i>Donna Schmitz</i>)
SDAO	Special Districts Association of Oregon
SIA	Strategic Implementation Area
SOW	Scope of Work
STEAM	Science, Technology, Engineering, the Arts and Mathematics
SWCC	Soil and Water Conservation Commission
SWCD	Soil and Water Conservation District
TA	Technical Assistance
TMDL	Total Maximum Daily Load
USDA	United States Department of Agriculture
USGS	United States Geological Survey
WMC	Willamette Mainstem Cooperative
WQ	Water Quality
WVRLC	Willamette Valley Regenerative Landscape Coalition