



Benton Soil and Water CONSERVATION DISTRICT

FY22

Goals

1. Address natural resource issues and build partnerships that promote conservation.
2. Inform residents of the services available to them.
3. Responsibly manage District resources, increase our ability to serve our community, and maintain a knowledgeable and dedicated Board and staff.
4. Apply an equity lens to all BSWCD policies, practices, procedures and programs. Remove barriers to access and develop and provide opportunities for currently served and underserved members of our community.

FY22 Annual Work Plan								Goal Addressed				
Program / Actions	LEAD	*Staff support in days (days/year varies)						Delivery Date	1	2	3	4
		ED	OM	RC II	CCEM	NRCPPM	RC I					
Total days/year				0	245	245	245	245				
Operations and Administrative Services	ED			0	35.2	73	32		x	x	x	x
Maintain funding from OR Dept. of Agriculture SWCD Prog.							0.12		x	x	x	x
Prepare/submit Scope of Work and Focus Area Action Plan		x		x		0.5	0.5	30-Jun	x		x	
Prepare/submit Annual Work Plan		x	x	x	0.2	x	0.25	30-Jun			x	
Submit and administer ODA-SWCD biennial Capacity Grant		x		x				6/30 and Q reports	x	x	x	
Develop/adopt Five Year Strategic Plan and submit to ODA		x	x	x		12	4	resubmit every five years	x	x	x	
Prepare/submit Annual Report (also under communications)		x	x	x			0.25	annual	x	x	x	
Hold Annual Meeting		x	x	x	0.5	x	0.5	annual	x	x	x	
Respond to Soil and Water Conservation Commission requests		x					0	as needed	x		x	
Develop annual budget									x	x	x	x
Prepare and present Budget and Budget Message		x		x		2	0.5	March/April	x		x	
Hold Budget Committee meeting		x	x	x	1.25	1	0.5	April/May	x	x	x	
Hold Budget Hearing (resolution to adopt budget/make appropriations/impose tax)		x				0.5		June			x	
Submit Tax Certification to county tax assessor		x	x					15-Jul			x	
Submit budget documents to Benton County Clerk		x	x					30-Sep			x	
Conduct audit/submit to OR Secretary of State and ODA		x	x					Due 12/31			x	
Support Board of Directors/Manage BSWCD Office									x	x	x	x
Plan/attend Board meetings (develop agendas, etc.)		x	x	x	1.5	3	4.5	12/year	x	x	x	
Prepare Board meeting minutes, resolutions and other docs		x	x	x	0.25	1	0.25	12/year			x	
Provide info for Director elections and new Director training		x	x					within 4 months			x	
Assist with Director and Associate Director recruitment		x		x	0.25	0.5	0.25	as needed	x		x	
Prepare and mail Board packets including staff reports		x	x	x	1.5	1.5	0	12/year			x	
Provide customer service: phone/mail/office supplies/equipment loan check out		x	x	x		2	2	daily	x	x	x	
Provide fiscal services for grants		x		x		7	0.5	daily	x		x	
Provide public/legal notices and respond to records requests		x	x					monthly		x	x	
Support staff to work enthusiastically, effectively, and safely											x	x
Administer Employee Compensation Prog (benefits package - medical/dental/vision, retirement, life/disability insurance, EAP etc.)		x	x					monthly			x	
Administer Payroll/ approve employee Timesheets		x	x					monthly			x	
Conduct Health and Safety Prog (training, inspections, records)		x	x	x	0.25	1	0.5	monthly			x	
Maintain IT infrastructure, IT equipment, cybersecurity		x	x					weekly			x	



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Implement professional development and training program		x	x	x	3	3	1	all year			x	
Hold staff meetings, check-ins and strategic planning sessions		x	x	x	6	10	3	weekly	x		x	
Support team collaboration (hold team-building sessions, follow up on retreat outcomes)		x	x	x	2	2	2	semi-annual sessions or follow up				
Conduct employee performance evaluations		x		x	1	2	1	annual			x	
Develop and implement District plans, policies, and procedures; Enhance partnerships											x	x
Lead strategic planning efforts and special initiatives		x		x	4	5	4	monthly	x	x	x	
Develop and oversee Risk Management Program		x	x					weekly			x	
Maintain financial oversight		x	x					daily			x	
Develop/update Employee Handbook		x						as needed			x	
Develop Policies and Procedures		x	x					as needed			x	
Oversee District Operations/Facilities Management		x	x					daily			x	
Maintain community relations, promote BSWCD, conduct fundraising activities, build partnerships, track donations		x	x	x	5	5	1	daily	x	x	x	
Oversee legal agreements, grants and contracts											x	x
Develop and manage legal agreements: IGAs, MOAs, MOUs, JFAs with a variety of partner organizations and landowners		x		x	1	4	2	all year	x		x	
Develop internship, fellowships, and volunteer agreements		x		x	2	2	0.5	all year	x		x	
Manage grants and fiscal sponsorship agreements		x	x	x	5	5	3	all year	x		x	
Develop and manage Contracts and leases		x	x	x	0.5	3		all year	x		x	
Equity, Diversity & Inclusion	CCEM	0	0	0	21.5	41	5.5		x	x	x	x
Assess Demographics, Equitability, and Inclusivity of District Composition, Programs, Policies, and Procedures (% d)							0.02			x		x
Identify community composition, needs, interests and barriers to participation		x		x	3	2	0.5			x		
Assess how existing policies, staff and board composition, and programs align with identified community needs/interests/composition		x		x	5	2	0.5	on-going		x		
Raise multi-cultural awareness, understanding, and competence of District staff and board										x		x
Announce/share info about EDI training opportunities					0.5		0.5			x		

*Staff Legend: ED-Executive Director; OM-Operations Manager; RC-Resource Conservationist; CCEM-Communications and Community Engagement Manager; RRISC-River Restoration Invasive Species Coordinator



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Participate in EDI training and coaching events/opportunities		x	x	x	8	3	3	on-going		x		
Develop Equity Statement and Action Plan										x		x
Develop equity policy (after FY22 strategic planning)		x		x	1	2	1			x		
Develop equity action plan to support EDI goals; set EDI benchmarks and communications strategies. (address during strategic planning)		x			4	2	0	on-going		x		
Communications	CCEM	0	0	0	77	21	30		x	x	x	x
Develop and implement District-wide communications plan/strategy							0.12			x		x
Develop messages; develop timeline; identify budget		x			3		0.5			x		
Create outreach materials					6	1	1	on-going		x		
Use social media to distribute information about BSWCD and our programs										x		x
blog posts		x		x	4	1	4	12/year		x		
e-newsletters					6			6/year		x		
Facebook posts					3	1		60/year		x		
Use website to provide the most current information										x		x
Maintain and update the website and online databases					10	3	3	continuously		x		
Post events to calendar			x		1.5			as needed		x		
Reach out to audiences using conventional methods										x		x
Hard copy newsletters (Annual Report)		x		x	5	2	0	1/year		x		
Post announcements in newspapers and local magazines		x	x		1.5	0.5	0.0	monthly; as needed		x		
News article in local paper about SWCD or local efforts				x	2	0.5	0	1/year		x		
Communicate with audiences in person										x		x
Tabling events		x	x	x	5	2.5	2	2/year		x		
Respond to email and telephone inquiries		x	x	x	4	2.5	4	as needed		x		
Offer presentations, tours and workshops		x		x	8	2	2	as needed		x		
Represent BSWCD at community events		x	x	x	6	2	2	6/year		x		
Cultivate relationships with stakeholders		x		x	6	2	8		x	x		
Improve program offerings										x		x



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Create short and mid-term evaluation tools (including Survey Monkey) and put in place.					3	1	2	pre and/or post		x		
Informal program evaluation by partners				x	1.5	0.5	0.5	post activity		x		
Evaluation by participants/review					1.5	0.5	1	at event/post event		x		
Habitat Restoration	RC	0	0	0	0	28	3		x			x
Provide Technical Assistance for restoration of native habitats									x			x
Workshops and tours		x		x		8	0	3/year	x			
On-site consultations				x		4	0	50/year	x			
Facilitate and provide funding for conservation practices									x			x
Enroll landowners in conservation programs				x			0	4/year	x			
Secure grants for implementation		x		x		5	0	3/year	x			
restore wildlife habitat				x		5	0	20/year	x			
establish riparian buffers				x		0.5	0	3/year	x			
Serve on technical advisory committees		x		x		2	0	2/year	x			
Partner with agencies to implement regional/public conservation projects		x		x		1	2	2/year	x			
Improve program offerings									x			x
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.		x		x		1	0	pre and/or post activity	x			
Informal program evaluation by partners		x		x		1	0	post activity	x			
Evaluation by participants/review		x		x		0.5	1	at event/post event	x			
Invasive Species	NRCPM	0	0	0	11.5	53.5	0.5		x			x
Facilitate the sharing of information among land managers, landowners, and community members.									x			x
CWMA meetings					1	5		2/year	x			
WMC meetings				x		5		2/year	x			
CWMA and WMC mailing lists posts						3		as needed	x			
Raise awareness about invasive species identification and management									x			x
Workshops, pulls and tours		x			2	14	0.5	2/year	x			
Create and provide invasive species identification and management information									x	x		x



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Maintain current information about invasive species via the online database				x	0.5	6		as needed	x	x		
Create and revise weed guides		x			8	6		as needed	x	x		
Offer current information via presentations		x				3		as needed	x	x		
Improve program offerings									x			x
Grant writing for Invasives Program						9		as needed	x			
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.						1		pre and/or post activity	x			
Informal program evaluation by partners		x				1		post activity	x			
Evaluation by participants/review		x				0.5		at event/post event	x			
Native Plant Program	CCEM	0	0	0	50.5	4.5	23.5		x			x
Coordinate Native Plant Sales							0.1		x			x
Manage plant inventory					8	1	1	as needed	x	x		
monitor orders					3		1		x			
WooCommerce					3				x			
Venue, Books and supplies			x	x								
Plant distribution event staff duties		x	x	x	3.5	1	10	4 days/year	x	x		
customer service		x	x	x	2	1	1	300/year	x	x		
Coordinate volunteers					1		2.5	75/year	x	x		
NPS event set up/ clean up		x	x	x	2	1	3			x		
Creation & distribution of NPS/NPM publicity/ads		x			3.5		0		x			
NPS food for event			x	x			0				x	
Promote the use of native plants									x			x
Associated outreach & events (Bee Buddies, Pollinators, Meadowsaping, IBPM)		x		x	20	0.5	2	2/year	x	x		
Publish blog posts				x	2		2	2/year		x		
Improve program offerings									x			x
Create short and mid-term evaluation tools for programmatic planning and assessment		x			1				x			
Stakeholder database analysis		x			0.5			prior/post event	x	x		
survey stakeholders, customers, and volunteers		x			1		1	prior event/post event	x	x	x	
Soil Health Program - OWEB NRCS TA grant pending	SHC	0	0	0	1	1	42.5					x

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Encourage informed management decisions that build soil health							0.16					x
Provide soil health assessments and reports to land managers.							15		x	x		
Raise awareness about soil health												x
Include soil health information in conservation conversations				x	1		4		x	x		
Work with partners (NRCS) to promote soil health				x		1	8					
SQP Management Data							0.5					x
Farmer interviews							15		x	x		
Water Quality and Land Management (SOW)	RC	0	0	0	0	2	27		x			x
Educate Benton County residents to wisely manage resources through technical assistance							0.10		x			x
Respond to landowners by telephone, email or office calls		x		x			5	100/year	x	x		x
Site visits				x			15	50/year	x	x		x
Participate in/present workshops, tours, demonstrations		x		x			5	2/year	x	x		x
Provide information on funding sources through grants and programs									x	x		x
Provide incentives to implement conservation practices				x					x	x		x
Secure funding for conservation projects		x		x		0.5		3/year	x		x	
Enroll federal farm program participants				x				3/year	x	x	x	x
Implement conservation projects				x		0.5		5/year	x	x	x	x
Collaborate with partners to address water quality and land management concerns									x			x
Assist Department of Agriculture to implement WQ rules (LAC biennial review, SOW, Ag WQ complaints)		x		x			1		x	x	x	x
Serve on technical advisory committees		x		x			0	2/year	x			
Partner with agencies to implement regional/public conservation projects		x		x		0.5	1	2/year	x		x	x
Improve program offerings									x			x
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.				x		0.25		prior to service	x			
Survey partners and landowners.				x		0.25		post service	x			
Use surrogate measures such as stream miles planted.				x				as needed	x			



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ODA Focus Area	RC II	0	0	0	0	3.5	0		x			x
							0.00		x			x
needs assessment				x			0.5	0	x	x		
Landowner communication and site visits				x				0	x	x	x	x
Funding opportunities							0.5	0				
OWEB SIA Grant - UPPER MUDDY CREEK	RC II	0	0	0	0	2	29		x			x
Work with ODA and MRWC to identify landowners, encourage conservation, and contribute to watershed uplift							0.11		x			x
Community meetings		x		x			0.5	5	x	x	x	x
Site visits: landowner contacts, planning, visits, followup				x				5	x	x	x	x
BSWCD SIA planning		x		x			0.5	10	x	x	x	x
Agency meetings		x		x			1	3			x	
Reports				x				6			x	
SIA Monitoring				x				7	ongoing	x	x	x
Willamette Mainstem Cooperative	NRCPM	0	0	0	2.5	61	0		x			x
Work with landowners and community members to protect high quality and unique habitats through management and control of high priority invasive plant species.									x	x	x	x
Share information with appropriate stakeholders to support WMC efforts.		x					6		ongoing	x	x	
Develop a list of priority invasive plant species utilizing existing data and documents.							3		ongoing	x		
Apply integrated techniques to implement priority weed control on the river							7		ongoing	x	x	x
Designate high priority areas for habitat restoration efforts.							10		ongoing	x		
Develop plan for long-term management of aquatic and terrestrial invasives							5		ongoing	x	x	
Develop and administer requests for proposals and contracts.		x					3		ongoing	x		x



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Apply for and secure permits for implementation of restoration activities						2		ongoing	x		x	
Develop relationships; facilitate coordinated efforts amongst stakeholders. Provide opportunities for collaboration/resource sharing. Conduct outreach in support of program goals/mission.									x	x		x
Stakeholder meetings		x		x		3		2/year	x	x		
Implement workshops		x		x		3		2/year	x	x		
Attend and present at regional conferences/events		x				3		3/year	x	x		
Organize volunteer events					0.5	3		4/year	x	x		
Develop and distribute outreach materials					2	4		ongoing	x	x		
Monitor post-treatment site changes for impacts, success, and future management needs									x			x
Implement monitoring protocols for aquatic and terrestrial sites to determine impacts of invasives management activities through observation and measurement of change in water quality parameters, non-target impacts, and habitat recovery						4		ongoing	x			
Improve program offerings									x	x	x	x
Grant writing for WMC Program						12		as needed			x	
Create short and mid-term evaluation tools (including Survey Monkey, surveys, interviews and other means) and put in place.						2		1/year; as needed		x	x	
Youth Education	CCEM	0	0	0	37.25	1	2.5		x	x		x
Improve Benton County youth's understanding of natural resources topics							0.01		x	x		x
Reach students through science nights, field days, community service events, and classroom presentations				x	20	1	2	800/year	x			
Planning Meetings					3		0.5		x		x	
Encourage educators to teach natural resource information									x	x		x
Offer grants for natural resources education		x			2				x	x	x	
Offer educator scholarship		x			0.25				x	x	x	
Offer grants for watershed councils within BSWCD boundaries		x			2							
Offer/teach at volunteer instructor trainings					3							



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Loan out educational materials					1		1		x			
Improve program offerings									x			x
Fundraising for Youth Education Program					3			as needed	x		x	
Create short and mid-term evaluation tools (including Survey Monkey) and put in place.					2.5			pre/post activity	x			
Informal evaluation by program partners					0.5			post activity	x			
Urban Conservation Program		0	0	0	3	1	12.5					x
Program strategy: Assess and develop							0.05					x
Assess conservation needs for Benton County's urban areas		x		x	1	1	1		x	x	x	x
WVRLC meetings and projects		x					8		x			
Develop program goals, objectives and timeline		x		x	2		3.5		x	x	x	x
Certified Conservation Planner		0	0	0	0	30	30					
Program strategy: Assess and develop							0.13					
work with NRCS Tangent Office to complete initial plan				x			10		x		x	
work with landowner to identify conservation concerns, recommend appropriate practices, and create conservation plan				x			10		x	x	x	x
Complete required training and continued education				x		5	10		x		x	