

# MARION SWCD WORK PLAN

Name: <b>Janice Calkins</b>						<b>2020-2021</b>	
Position: <b>Office Coordinator</b>					Full-Time Equivalent (FTE) Circle	<div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;">Yes</div>	No
Circle one: Technical <div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;">Administrative</div> Education			Employee ID: <b>N/A</b>	Total Full Time Yearly Hours	<b>2080</b>		
	<b>Work Period:</b>		<b>7/1/20</b>	<b>6/30/21</b>	Total Anticipated Number of Hours	<b>2080</b>	
		Strategic Plan Goal Number	Assumed # of Hours	Additional # Hours Needed	% of Time	Quantity	Item Completed
<b>Personal Time</b>							
1	Statutory holidays (10 days) + 1 float day (11 total)		88		4		
2	Annual Leave (accrue 12 hrs per month)		144		7		
3	Sick Leave (accrue 8 Hrs./mo)		96		4		
	<b>Sub-Total Personal Time</b>		<b>328</b>		<b>15</b>		
<b>Ongoing Activities</b>							
Priority	Activity/Task						
1	<b>Info/Matls:</b> walk-in?, callers, staff, partners & others, meety/ greet, direct, assist, stock, log, display, PDF/jpg for web.		6	650		32	
2	<b>Records Management:</b> Hard & electronic copies - Maintain, Archive, Purge, Update (includes Conference		7	96		4	
3	<b>House-Keeping:</b> Office, Kitchen, Supply Rooms secure, tidy.		7	49		2	
4	<b>Outside Errands:</b> Mail/Bank runs, pick up mat'ls/supplies		7	35		1	
5	<b>Supplies:</b> Office, Postal - Maintain, Stock, Replenish		7	35		1	
6	<b>Meetings:</b> Staff, Trainings, Other		6, 7	96		4	
7	<b>Annual Promo Items:</b> Research, Order, Receive, Inventory (periodically)		7	52		2	
8	<b>Event Planning:</b> Annual Mtg (Venue, Dinner, Invites, Eve.Program) Perhaps limit attendance to: 50 for social distancing.		7	52		2	
9	<b>Donations:</b> Contact (phone, mail, e-mail) multi-times, Request, Pick-up items, AckForms, Thank you cards, Advertise		7	22		1	
10	<b>Posters</b> (sell): Assist, prepare for shipping, mail, log, keep stock avail		6, 7	22		1	
11	<b>Promote/Advertise Dist.Events:</b> Facebook, Libraries, Subscribers, etc.		6, 7	52		2	
12	<b>Update</b> brochures/info materials incorporating new District colors/logo, and create jpgs for web. Seek translations (DEI).			325		16	
	<b>Sub-Total Administrative/Operations</b>			<b>1486</b>		<b>68</b>	

Project or Program Activities									
Priorit	Activity/Task								
1	<b>Brochure Acquisitions - Index &amp; Log Updates</b>	<i>All Goals</i>	96		4				
2	<b>Misc. Other Duties/Activities</b> (assist w/special projects, mailings, phone calls, events, Staff trainings)	7	96		4				
3	<b>Newsletter</b> (Qtrly)- Articles	<i>All Goals</i>	22		1				
	<b>Sub-Total Project Activity</b>		<b>214</b>		<b>9</b>				
Outreach (Events & Marketing)									
		Goal #	# Hrs.	Addl Hrs ?	% Time	Quantity	Completed		
1									
	<b>Sub-Total Outreach</b>		<b>0</b>		<b>0</b>				
Education									
		Goal #	# Hrs.	Addl Hrs ?	% Time	Quantity	Completed		
	<b>Sub-Total Education</b>		<b>0</b>		<b>0</b>				
Program Activities									
		Goal #	# Hrs.	Addl Hrs ?	% Time	Quantity	Completed		
1	<b>MES:</b> Connect with area Landscapers/Gardeners,	1, 4, 6, 7	52		2	50			
	Advertise with flyers, mailings, posts on web, FB, CCTV C								
	<b>Sub-Total Program Activities</b>		<b>52</b>		<b>2</b>				
<b>TOTALS FROM PERSONAL TIME, ONGOING AND PROJECT ACTIVITIES</b>			<b>2080</b>		<b>94</b>				
Employee Goals for Fiscal Year									
1	Continue update of Resources Catalog & Resources Source Catalog		30	Incorporate d in above Totals					
2	Purge Computer & File Cabinets of old/obsolete matls		30	Incorporated in above Totals					
3	Work w/Staff to Update /Create Project Signage for LAP & Other Grant programs		10	Incorporated in above Totals					
4	Research & Acquire New Info Matls to replace old/outdated (Staff approved)		20	Incorporated in above Totals					
5	Continue to assist staff with advertising and outreach projects; and increase ways to advertise		30	Incorporated in above Totals					

## MARION SWCD EMPLOYEE WORK PLAN

Name: Tom Wilson				<b>2020-2021</b>			
Position: Administrative Assistant				Full-Time Equivalent (FTE)		0.25	
<b>Highlight One in Yellow:</b> Technical <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">Administrative</span> Education			Employee ID:		Quantity		<b>Annual Work Allotment</b> 25%    520
Work Period: July 1, 2020 - June 30, 2021					Anticipated annual average number of hours		25%    520
Priority	Activity/Task	Strategic Plan Goal Number	Planned		Actual	%	Completed
			Hrs/yr		Hrs/yr		
<b>Personal Time</b>							
	Statutory holidays (10 total)		20				
	Floater Day (1 Day for employees who works 20 hrs or more)		2				
	Annual Leave (earned at 8 hrs x 0.50 FTE = 4 hours per month)		24				
	Sick Leave (earned at 8 hrs x 0.50 FTE = 4 hours per month)		24				
	Other		0				
	<b>Sub-Total Personal Time</b>		<b>70</b>			<b>13%</b>	
<b>Ongoing Activities</b>							
1	Monthly Board and Committee Meetings Online Postings	6,7	24			5%	
2	Website and Social Media Daily Updates	6,7	240			46%	
3	Newsletter Creation and Subscriber Database Maintenance	7	24			5%	
4	Coordinates logistics for in-office meetings and any outside events for Technical Specialists including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials etc.	1-7	12			2%	
5	Assist District Manager with financial operations. Including but not limited to: Keep and maintain a list of all District Capital Items. Organizes and maintains vendor files; and associated quotes, bids, contract(s) and correspondence. Works with District Manager and accountant in preparing annual financial audit.	7	12			2%	
6	Coordinates a variety of projects, functions, and/or program components for the purpose of completing activities and/or delivering services. Responds to a variety of inquiries from internal and external parties for the purpose of providing information or direction and/or facilitating communication among parties.	1-7	36			7%	

7	Maintains a wide variety of manual and electronic document files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements. Assist with implementation of policies, regular reviews are completed, and remain current to laws.	7	36			7%	
	<i>Sub-Total Ongoing Activity</i>		<b>454</b>			<b>87%</b>	
<b>Project or Program Activities</b>							
1		1-6					
2							
3							
	<i>Sub-Total Project Activity</i>		<b>0</b>			<b>0%</b>	
	<b>TOTALS FROM PERSONAL TIME, ONGOING AND PROJECT ACTIVITIES</b>		<b>524</b>			<b>101%</b>	
<b>Program or Activity Targets</b>		Ongoing Activity #	Project or Program Activity #		Projected Total Numbers	Actual Total Numbers	Increase + Decrease -
1							
2							
<b>Employee Goals for Fiscal Year</b>							
1	Work to improved social media outreach with more detailed postings						
2	Continue to collaborate with education outreach in many different formats						

# MARION SWCD WORK PLAN

**2020-2021**

Name: **Susan Ortiz**

Position: <b>Programs Assistant / Grants - Contracts Coordinator</b>				Full-Time Equivalent (FTE) Circle	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Circle one: Technical	<input checked="" type="radio"/> Administrative	Education	Employee ID:	N/A	Total Full Time Yearly Hours	2080
Work Period:			7/1/20	6/30/21	Total Anticipated Number of Hours	2288
			Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time
						Quantity
						Item Completed

## Personal Time

1	Statutory holidays (10 days)		80			
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8			
3	Annual Leave (accrue 12 hrs per month)		144			
4	Sick Leave (accrue 8 hrs per month)		96			
	Other					
	<b>Sub-Total Personal Time</b>		328		15.8%	

## Ongoing Activities

Priority	Activity/Task					
1	Disbursement of funds of the District to pay bills and encumbrances incurred (accounts payable) through the operation of the District in accordance with District Policy. Ensure W-9's are on file for vendors (and grantees) and TIN matching is completed prior to payment, as required. Process reports required to appropriate agencies – Oregon Department of Revenue, Internal Revenue Service, and individuals (1099's).	7	83		4.0%	
2	Payroll disbursements for District employees. Process reports and payments required, to appropriate agencies – Oregon Department of Revenue, Internal Revenue Service, State Employment, etc. and employees. Include training to remain current on requirements.	7	83		4.0%	
3	Develop, monitor and maintain contracts with business that supplies materials, goods or services for the operation of the District in accordance with Oregon Law. Assist staff with the public contracting process. Write and review District Contracts, including intergovernmental agreements, contracts for supplies and services. Prepare and post Requests for Proposals in cooperation with District Manager. Research State of Oregon price agreements for purchasing of services and supplies. Attend training related to public contracting to remain current in the knowledge	7	73		3.5%	
4	Coordinates and provides assistance to Technical Specialists with the Conservation Activities Tracking System (CATS) computer program.	1-5	73		3.5%	
5	Acts as the main contact person during the absence of a Technical Specialist, following up with them upon their return. Acknowledges receipt of correspondence or documentation in absence of a Technical Specialist.	1-5	20		1.0%	
6	Assist District Manager with financial operations. Including but not limited to: Keep and maintain a list of all District Capital Items. Organizes and maintains vendor files; and associated quotes, bids, invoices, contract(s) and correspondence. Works with District Manager and accountant in preparing annual financial audit.	7	42		2.0%	
7	Monitors a variety of activities on behalf of the District's Technical Specialists for the purpose of achieving goals and meeting target dates. May assist with coordination of logistics for in-office meetings and any outside events for Technical Specialists including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials etc.	1-5	32		1.5%	
8	Researches a wide variety of topics for the purpose of providing information and/or recommendations and/or addressing a variety of administrative and/or program requirements. Includes training related to these areas.	1-7	32		1.5%	

9	Represent the District at various meetings and functions. Representation may be required outside the normal workday and may require overnight travel.	1-7	20		1.0%		
10	Coordinates a variety of projects, functions, and/or program components for the purpose of completing activities and/or delivering services. Responds to a variety of inquiries from internal and external parties for the purpose of providing information or direction and/or facilitating communication among parties.	1-7	42		2.0%		
11	Maintains a wide variety of manual and electronic document files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements. Assist with implementation of policies, regular reviews are completed, and remain current to laws.	7	62		3.0%		
12	Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District's Technical Specialists, and occasionally for operational staff such as the District Manager	1-7	20		1.0%		
13	District Committee(s) provides assistance and/or leads one or more committee for the purposes of furthering the needs of the District.	1-7	32		1.5%		
	<b>Sub-Total Ongoing Activity</b>		614	0	29.5%		
<b>Project or Program Activities</b>							
Priority	Activity/Task						
1	Grants Coordinator for LAP, SPG and other district grant programs. Performs grant program management including screening proposals for basic completeness and handles related follow-up, works with outside review team to review and rank applications, schedules meetings for application and program review, award notifications, grant agreements, maintaining schedule of grantee reporting deadlines, and ensuring grantee compliance for the grant programs. Develops, proofreads and edits various program related grant documents. Maintains filing system for the programs. Ensures required audits of finished grant projects are completed.	1-5, 7	931	62	44.8%		
2	Maintains tracking/filing system for technical information and internal and external grant programs.	1-5, 7	83	52	4.0%		
3	Foundant Grant Lifecycle Manager Platform - creating applications and processes within the platform for CLEAR, LAP, Cover Crop and SPG. Platform will provide an on-line grant application platform along with a grant tracking database to accept, evaluate, track, respond to applications for our internal grants	1-5, 7	208	208	10.0%		
4	Submits reporting and/or reports for external grants. If information is needed for a report from District personnel, advises appropriate personnel of the information required for reports to be filed on time.	1-5, 7	20		1.0%		
5	Grants Coordinator (Team Leader) for the Lower Willamette East Small Grant Team. Coordinates team grant submissions, team meeting, writes grant agreements, responsible for grant tracking and biennial reporting, primary liason between OWEB and grantees, team outreach, training and assistance with reporting for team members.	1-5, 7	52		2.5%		
6	Program Lead/Fiscal Agent - OWEB SG program for MSWCD. Performs application scoring, participates in team meetings, prepares reports on behalf of District, acts as fiscal agent for Marion SWCD on OWEB SG's.	1-5, 7	52		2.5%		
7					0.0%		
	<b>Sub-Total Project Activity</b>		1346	322	64.7%		
	<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>		1960	322	94.2%		
<b>Employee Goals for Fiscal Year</b>							
1	Assist Tech Staff to more fully utilize CATS for new clients, project development, update archive client information to include past grants						
2							
3							
4							
5							
6							

## MARION SWCD EMPLOYEE WORK PLAN

Name: Brandon Bishop							
Position: Agricultural Conservation Planner				Full-Time Equivalent (FTE) Circle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Circle one: <input checked="" type="radio"/> Technical <input type="radio"/> Administrative <input type="radio"/> Education			Employee ID:	N/A	Total Full Time Yearly Hours	2080	
Work Period:			7/1/20	6/30/21	Total Anticipated Number of Hours		
			Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity Item Complete
<b>Personal Time</b>							
1	Statutory holidays (10 days)	7	80		41%	N/A	
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)	7	8		4%	N/A	
3	Annual Leave	7	80		37%	N/A	
4	Sick Leave	7	40		19%	N/A	
	Other						
	<b>Sub-Total Personal Time</b>		208		100%	N/A	
<b>Ongoing Activities</b>							
Priority	Activity/Task						
1	New client technical assistance / recruitment	1 thru 6	250		17.8%	15	
2	Existing client technical assistance and cons. Planning	1 thru 6	400		28.5%	N/A	
3	Trainings	1 thru 7	120		8.5%	3	
4	General conservation planning	1 thru 6	180		12.8%	N/A	
5	District operations/Admin operations	6,7	170		12.1%	N/A	
6	Soil Health promotion and education	1,4,6	60		4.3%	N/A	
7	Social Media content and outreach	1,2,4,6,7	20		1.4%	N/A	
8	Targeted Meetings and Events	1 thru 6	60		4.3%	2	
9	GIS mapping; new clients and on going technical	1 thru 6	60		4.3%	N/A	
10	CATS general data input	7	60		4.3%	N/A	
11	Web Soil Survey mapping	1 thru 7	20		1.4%	N/A	
12	Other duties as assigned	1 thru 7	4		0.3%	N/A	
13							
14							
16							
17							
18							
19							
20							
	<b>Sub-Total Ongoing Activity</b>		1404		100.0%		

Project or Program Activities							
Priority	Activity/Task						
1	LAP general work and grant writing	1 thru 7	348		74%	23	
2	Previous LAP and OWEB audits	6, 7	48		10%	2	
3	OWEB general work and grant writing	1 thru 7	52		11%	2	
4	Conservation Cover Crop Program administration	4, 7	20		4%	N/A	
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
	<b>Sub-Total Project Activity</b>		468		100%		
	<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>						
Employee Goals for Fiscal Year							
1	Continue to recruit and retain LAP participants						
2	Improve technical assistance abilities						
3	Increase soil health and cover crop knowledge						
4	Increase participation in Conservation Cover Crop Program						
5	Focus on crop production issues: irrigation, water management and soil health						
6	Focus on issues with livestock and pasture management						
7	Develop relationships in targeted areas of district						
8	Connect with more agricultural organizations to develop conservation partners						
9	Develop relationships with vendors and suppliers of conservation materials						

2019 - Updated Strategic Plan

1 - Water Quality

2 - Water Quantity

3 - Wetlands / Riparian

4 - Soil

5 - Native and Invasive Plant Management

6 - Education

7 - District Operations



## MARION SWCD EMPLOYEE WORK PLAN

Jenny Ammon

Position: Natural Resources Educator					Full-Time Equivalent (FTE)	Yes	No
Circle one: Education			Employee ID:	N/A	Total Full Time Yearly Hours	2080	11 months
Work Period:			7/1/20	6/30/21	Total Anticipated Number of Hours	2080	100%
			Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete
<b>Personal Time</b>							
1	Statutory holidays (10 days)			80	3.8		
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)			8	0.4		
3	Annual Leave			40	1.9		
4	Sick Leave			101	4.9		
	Other			0	0.0		
<b>Sub-Total Personal Time</b>				<b>229</b>	<b>11.0</b>		
<b>Ongoing Activities</b>							
1	Administration: Maintain files, annual meeting; answer phone, office walkins, timesheets, grant tracking, update mailing and other lists etc.			all	160	7.7	
2	Attend Trainings not related to specific topic below; ie computer, first aid, etc.			all	40	1.9	
3	DEI Committee, Education Committee			all	48	1.9	
4	Onboarding and job training.			all	100		
5	Attend Staff meetings			all	40	1.9	
<b>Sub-Total Ongoing Activity</b>				<b>388</b>	<b>18.7</b>		
<b>Project or Program Activities</b>							
1	<b>Education</b>						
	Develop topics and workshop presentations; coordinates and hosts workshops in collaboration with staff and external partners. Delivers presentations and recruits/coordinates outside presenters or volunteers.			1-7	170	8.2	
	Lead or coordinates annual education events: Salmon Watch, Erosion Control Summit, Down by the Riverside, Outdoor school, Home School Day, Earth Day, First Fridays etc.			1-7	140	6.7	
	Provide adult education instruction or materials in coordination with District Technical staff and outside partners on conservation or ag related topics.			1-7	160	7.7	
	Promote conservation topics and/or practices, including preparing and distributing District newsletter articles and informative brochures, developing displays, exhibits and potential curriculum on conservation, natural resources and agriculture.			1-7	160	7.7	
	Identify, develop and/or coordinate with others educational opportunities for underserved populations in the District relating to conservation.			1-7	100	4.8	
	Coordinate and promote the District's scholarship program and CLEAR Grant programs.			7	40	1.9	
	Stay current on Statewide Outdoor School Program and assist schools within the District by directing them to additional resources and partners.			6,7	32	1.5	
	Identify innovative programming to improve understanding of agriculture and natural resources literacy throughout the District.			1-7	48	2.3	
	Develops, implements and evaluates area-wide school age and landowner education and outreach efforts.			7	40	1.9	
	Assist with North Santiam Watershed Council to put on a series of Plan for your Land workshops for landowners			1-7	20	1.0	
<b>Subtotal: Education</b>				<b>910</b>	<b>43.8</b>		

2	<b>Outreach</b>					
	Organize, implement, and participate in public events such as Earth Day, Farmers Markets and other events throughout the District.	1-7	120	5.8		
	Identify additional methods to reach and engage the public or communities in conservation related activities or distributing information.	1-7	60	2.9		
	Develop, coordinate or assist with new and existing District outreach efforts.	1-7	80	3.8		
	Develop a community and outreach partnership list.	6	8	0.4		
	Represents the District at various educational or outreach meetings with stakeholders, partners, agencies.	6-7	24	1.2		
	Recruit and develop a volunteer base to assist with events, educational opportunities, developing materials etc.	6,7	80	3.8		
	Organizes content calendar for District's website and social media.	6,7	32	1.5		
	<b>Subtotal: Outreach</b>		<b>404</b>	<b>19.4</b>		
	<b>Sub-Total Project and Program Activities</b>		<b>1314</b>	<b>63.2</b>		
	<b>Sub-Total Ongoing Activity</b>		<b>340</b>	<b>16.3</b>		
	<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>		<b>1654</b>	<b>79.5</b>		
	<b>TOTALS FROM PERSONAL TIME</b>		<b>252</b>	<b>12.1</b>		
	<b>TOTAL TIME</b>		<b>2080</b>	<b>100.0</b>		
<b>Employee Goals for Fiscal Year</b>						
1	Provide 3 Agricultural workshops (25-100 people) per year; 1 each of soil, water, animal topics. Build these into consistent yearly calendar for marketing and follow-up with First Fridays (December through March). I would like to discuss adding one more First Friday in the month of April	1,2,4, 5, 7	160			
2	Provide 3 Urban workshops (25-100 people) per year; family habitat workshop (nest box building), family native plant hike, adult learner program. Build these into consistent yearly calendar for marketing.	1,2,4,5,7	160			
3	Take over Scholarship funding and organization of committee.	7	40			
4	Develop two new outreach events to fill two needs: summer outreach and demographics we are not reaching (youth and families) Direct programming at preschool age participants. Host Lunch and Learns in partnership with community partners (NRCS, OSU, CLEARWATER, etc.)	7	40			
5	Conduct 2 teacher trainings (professional development) per year. Conduct 2 volunteer trainings per year; salmon watch and general volunteer training followed by appreciation activities.	1,2,6,7	50			

# MARION SWCD EMPLOYEE WORK PLAN

Name: Jane Keppinger						2020-2021		
Position: District Manager					Full-Time Equivalent (FTE)		<input checked="" type="radio"/> Yes	<input type="radio"/> No
Circle one: Technical <u>Administrative</u> Education				Employee ID:	N/A	Total Full Time	2080	
Work Period:				7/1/20	6/30/21	Anticipated Number of	2080	
				Strategic Plan Goal Number	Anticipated # of Hours	Additional # of Hours Needed	% of Time	Quantity
								Item Complete
<b>Personal Time</b>								
1	Statutory holidays (10 days)				80			
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)				8			
3	Annual Leave				80			
4	Sick Leave				24			
	Other							
<b>Sub-Total Personal Time</b>					<b>192</b>		<b>9.2%</b>	
<b>Ongoing Activities</b>								
Priority	Activity/Task							
1	<b>District Operations (State Statute Requirements)</b>							
2	Coordinate the Development of 2021-22 Employee Annual Work Plans and submit to ODA			7	8			
3	Provide financial information/article for Annual Report & submit Annual Audit to ODA			7	12			
4	Facilitate the District's Annual Meeting & Publish Public Meeting Notices			7	16			
5	Facilitate the development of the District's Annual Report and submit to ODA			7	8			
6	Distribute and Publish District's 2020 Director Election Information/Prepare to Publish Notice			7	12			
7	<b>Sub-Total District OperationsTime</b>				<b>56</b>		<b>2.7%</b>	
Priority	<b>Technical Management</b>							
1	Organize, lead employee weekly staff meetings or as needed for all employees or technical staff			7	96			
2	Assist technical staff with clients or their projects			1-5	32			
3	Review client, project, program folders for accuracy and compliance			7	36			
4	Continue review of Landowner Assistance Program with staff and Program Committee for possible revisions and updates as needed			1-7	24			
5	Attend Program Committee Meetings as needed			7	24			
6	Assist with review process for Pilot Conservation Cover Crop Program			1-7	8			
	<b>Sub-Total Technical ManagementTime</b>				<b>220</b>		<b>10.6%</b>	
Priority	<b>Financial Management</b>							
1	Comply annually with Oregon Budget Law requirements by doing research for updates, attending training etc.			7	16			
2	Manage Current Budget, Prepare 2021-22 Budget, Publish Notices, Organize Budget Committee Meeting & Hearing			7	56			
3	Review monthly payroll and quarterly reports			7	8			
4	Review & prepare monthly Accts. Rec./Accts. Payable			7	12			
5	Create/correlate monthly financial statements for Board			7	24			
6	Administer or manage contracts, agreements, office leases			7	24			
8	Prepare paperwork for 2019-20 annual audit. Seek Board approval by December. Electronically file report with Secretary of State & provide copy to ODA			7	48			
9	Research & Implement any new cost saving measures in district operations			7	8			
	<b>Sub-Total Financial Management Time</b>				<b>196</b>		<b>9.4%</b>	

Priority	Administration (Office & Personnel)						
1	Perform employee performance evaluations. Discuss with employees to provide training & workload, performance and review/evaluate SWCD programs for needed updates	7	96				
2	Review current employees' Annual Work Plan & update as needed	7	24				
3	Develop my 2021-2022 Work Plan Information	7	8				
4	Create, maintain, update position descriptions & hire any additional staff as needed	7	48				
5	Review, update and archive District forms, records, etc.	7	48				
6	Develop potential new employee telework plan post COVID-19	7	44				
7	Evaluate & Implement the need to contract out various administrative or technical work	7	40				
8	Participate in search for new office space as needed	7	40				
9	Oversee/conduct office maintenance	7	48				
10	Manage current office subleases	7	48				
11	Order/purchase supplies as needed	7	12				
12	Assist Building Committee with compiling and distributing any meeting agendas and attend Committee meetings as needed	7	20				
13	Assist All SWCD Committees with agendas, distribution and attend Committee meetings as needed	7	40				
14	Oversee computer maintenance/software updates & needed hardware with contractor	7	24				
15	Work with ODA on new Strategic Implementation Area in District	6-7	24				
16	Answer E-mail, phone, visitor/staff questions or concerns, oversee all HR functions/implement new laws	7	480				
17	Prepare for and attend monthly staff meetings	7	48				
18	Coordinate with SWCD Chair to compile or distribute monthly board meeting agendas & related documents	7	96				
19	Coordinate, Participate and/or work with SWCD Partners, Attend Community Meetings or Events etc.	6-7	56				
20	Prepare monthly time sheet/expense reports	7	12				
21	Perform required SWCD records retention, maintenance & destruction according to state statute	7	24				
22	Attend trainings, meetings, conferences or webinars as available i.e. effective communications etc.	6-7	56				
	<b>Sub-Total Administration Activity</b>		<b>1336</b>		<b>64.2%</b>		
<b>Project or Program Activities</b>							
1	Participate in teleconference meetings for set-up and coordinate training on new SWCD grant tracking program	7	40				
2	Research & assist implementing new conservation programs or project ideas with Board approval	7	40				
	<b>Sub-Total Project Activity</b>		<b>80</b>		<b>3.8%</b>		
	<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>		<b>2080</b>		<b>100%</b>		
<b>Employee Goals for Fiscal Year</b>							
1	Attend beneficial trainings	6-7				2	
	Research new programs or ideas to allocate District funds to implement more conservation projects/programs on the ground or redefine existing program criteria	1-6				2	
3	Successfully pass financial audit	7				1	
4	Have 2021-2022 Annual Budget approved by committee & board	7				1	

## MARION SWCD EMPLOYEE WORK PLAN

Name: Jenny Meisel

Position: Native and Invasive Plant Specialist				Full-Time Equivalent (FTE) Circle	<div style="border: 2px solid red; border-radius: 50%; padding: 2px; display: inline-block;">Yes</div>	No
Circle one: <div style="border: 2px solid red; border-radius: 50%; padding: 2px; display: inline-block;">Technical</div> Administrative Education	Employee ID:	N/A	Total Full Time Yearly Hours	2080		
Work Period: 7/1/20 6/30/21			Total Anticipated Number of Hours	1872	90%	
Strategic Plan Goal Number		Anticipated # of Hours	% of Time	Quantity	Item Complete	

### Personal Time

1	Statutory holidays (10 days)		80	4.3		
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8	0.4		
3	Annual Leave (10.8 hours/month)		129.6	6.9		
4	Sick Leave (7.2 hours/month)		86.4	4.6		
	Other					
<b>Sub-Total Personal Time</b>			<b>304</b>	<b>16.2</b>		

### Ongoing Activities

Priority	Activity/Task					
1	Administration: Maintain files, annual meeting; assist with interviewing and hiring employees; answer phone	8	30	1.6		
2	Coordinate annual native plant sale (see hours below)	1,3,4,5,6,7,8				
3	Attend Staff meetings	8	36	1.9	12	
4	Attend Trainings not related to specific topic below; ie computer, first aid, etc.	8	16	0.9	3	
<b>Sub-Total Ongoing Activity</b>			<b>82</b>	<b>4.4</b>		

### Project or Program Activities

Priority	Activity/Task					
<b>Native Plant Sale</b>						
1	coordinate volunteers and staff at plant sale	6,7,8	30	1.6		
2	Work with vendors to order and secure plant material; work with Bauman's to secure venue	5,6,8	20	1.1		
3	Develop plant list and create documents for the plant sale: advertising flyers, handouts, newsletter articles, etc.	1,3,4,5,6,7	30	1.6	6	
4	advertising and outreach for plant sale: create press release, prepare documents for media, talk to media, submit plant sale information to online media outlets and partners etc	5,6,7,8	36	1.9		
5	set up/take down and gather material, supplies and pick up plants for plant sale	5,6,7,8	40	2.1		
6	create/organize labels and signage for plants	5,6,7	8	0.4		
<b>Subtotal: Native Plant Sale</b>			<b>134</b>	<b>7.2</b>		
<b>Native Plant Program</b>						
1	Promote the use of native plants in the landscape by Providing technical assistance to the public and staff regarding native plants (phone calls, emails, site visits, plant ID assistance); track activity using CATS program	1,2,3,4,5,6,7,8	40	2.1		
2	develop newsletter articles, presentations and documents related to native plants; coordinate with other agencies and organizations	1,2,3,4,5,6,7,8	24	1.3	3	
3	Develop materials and outreach to promote oak and prairie habitat conservation. Work with local partners. Attend trainings and meetings related to oak conservation (CPOP conference every other year)	5,6,7,8	20	1.1		
4	Attend trainings related to native plants	1,2,3,4,5	24	1.3		
5	collect and organize photos and herbarium specimens	5,7,8	8	0.4		
<b>Subtotal: Native Plant Program</b>			<b>116</b>	<b>6.2</b>		

	<b>Invasive Plants Program</b>					
1	Provide technical assistance to the public and staff regarding invasive plants (phone calls, emails, site visits, plant ID assistance); respond to invasive hotline reports; track activity using CATS program	1,3,4,5,6,7,8	120	6.4		
2	coordinate with other agencies and organizations on invasive plant issues: No Ivy Coalition, Marion County Weed Control District, Oregon Dept of Ag, City of Salem etc., WIN steering committee, Chair the Mid Willamette CWMA, CWMA steering committee	1,3,4,5,6,7,8	60	3.2		
3	develop newsletter articles, presentations and other informational documents related to invasive plants	1,3,4,5,6,7,8	40	2.1	3	
4	Attend trainings related to invasive plants--Annual Events (4 County Pull Together/ODA noxious Weed Symposium-every other year, etc)	1,2,3,4,5	24	1.3	2	
5	collect and organize photos and herbarium specimens	5,7,8	8	0.4		
	<b>Subtotal: Invasive Plant Program</b>		<b>252</b>	<b>13.5</b>		
	<b>Invasive Plant Surveys/Partnerships</b>					
1	Work with the City of Salem and contractor on upland Knotweed survey and treatment project; contact landowners to gain permission to conduct treatments and inform them about the project; project management-work with contractor	1,3,4,5,6,7,8	144	7.7		
2	Assist NSWC with implementing OSWB grant for Phase 2 of Ludwigia control project along NS River. Planning, mailings to landowners, surveys, landowner outreach, education and outreach	1,3,4,5,6,7,8	120	6.4		
3	Assist NSWC with OSWB application and project planning for phase 3 of the Ludwigia survey and treatment project along the North Santiam River.	5,6,7,8	64	3.4		
4	Maintain and update GPS equipment for survey use	5,8	4	0.2		
	<b>Subtotal: Invasive Plant Surveys/Partnerships</b>		<b>332</b>	<b>17.7</b>		
	<b>Backyard Habitat</b>					
1	Provide education and outreach on native plants, pollinators, wildlife and stormwater management in the urban landscape	1,2,3,4,5,6,7,8	22	1.2		
2	Contact local retail nurseries about carrying native plants	5,6,7,8	10	0.5		
3	Attend trainings related to backyard habitat/Urban habitat/ecology conservation	1,2,3,4,5,6,7,8	16	0.9	2	
4	Coordinate with Portland Audubon/Columbia Land Trust regarding the possibility of expanding the Portland program into Marion County	1,2,3,4,5,6,7,8	10	0.5		
	<b>Subtotal: Backyard Habitat</b>		<b>58</b>	<b>3.1</b>		
	<b>Education and Outreach</b>					
1	Assist with Education and Outreach Events sponsored by the District or other agency partners; including tri county sponsored workshops (dry farming, soils workshop, pollinators,etc). Education and Outreach activities related to specific programs is accounted for within that program above.	1,3,4,5,6,7	20	1.1	3	
2	Assist Education Coordinator with education events: Salmon Watch, Down by the Riverside, Home School Day, provide assistance as needed for schools etc.	1,3,4,5,6,7	40	2.1	6	
3	assist with coordination and attending outreach events: Saturday market, Earth Day, etc	1,3,4,5,6,7	16	0.9	3	
	<b>Subtotal: Education and Outreach</b>		<b>76</b>	<b>4.1</b>		

	<b>LAP-Technical Assistance/Conservation Planning</b>					
1	Conduct site visits, create maps, site visit write ups; write specs for projects; support for ODA focus area	1,2,3,4,5,6,7,8	90	4.8		
2	Assist landowners with grant applications: LAP, OWEB Small Grants; provide LAP support and tech assistance for staff	1,2,3,4,5,6,7,8	90	4.8	6	
3	update and input client data into CATS database	1,2,3,4,5,6,8	100	5.3		
4	Provide GIS support for staff	1,2,3,4,5,6,7,8	16	0.9		
5	Attend weekly tech meetings	1,2,3,4,5,6,8	100	5.3	50	
6	Manage GIS Data	1,2,3,4,5,6,8	8	0.4		
7	Manage AGOL account, develop database. Work with MWV-COG to develop our program	1,2,3,4,5,6,8	32	1.7		
8	Take training courses for ArcGIS online	1,2,3,4,5,6,8	24	1.3	4	
	<b>Subtotal: Lap Assistance/Conservation Planning</b>		<b>460</b>	<b>24.6</b>		
	<b>Sub-Total Project Activity</b>		<b>1428</b>	<b>76.3</b>		
	<b>Sub-Total Ongoing Activity</b>		<b>140</b>	<b>7.5</b>		
	<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>		<b>1568</b>	<b>83.8</b>		
	<b>TOTALS FROM PERSONAL TIME</b>		<b>304</b>	<b>16.2</b>		
	<b>TOTAL TIME</b>		<b>1872</b>	<b>100.0</b>		
<b>Employee Goals for Fiscal Year</b>						
1	Take online GIS training courses--learn ArcGIS Online/ArcCollector for ipad data collection. Develop database for staff data collection.					
2	Work with local retail nurseries to provide native plants					
3	Develop materials to promote oak and prairie habitat conservation					
4	Stay current on CATS entries					
5	Take a leadership or project management course/training					

## MARION SWCD EMPLOYEE WORK PLAN

Name: Meredith J Hoffman

Position: Conservation Planner & Water Quality Specialist

Full-Time  
Equivalent  
(FTE) Circle

**Yes**

No

Circle one: **Technical** Administrative Education

Employee ID: N/A

Total Full Time  
Yearly Hours

2080

**Work Period:**

7/1/20

6/30/21

Total  
Anticipated  
Number of  
Hours

2080

Strategic Plan  
Goal Number

Anticipated  
# of Hours

Additional #  
of Hours  
Needed

% of Time

Quantity

Item  
Complete

### Personal Time

1	Statutory holidays (10 days)		80				
2	Floater Day (1 Day-Employee works more than 20 hrs per wk)		8				
3	Annual Leave		96				
4	Sick Leave		96				
	Other- unpaid leave as needed		80				
	<b>Sub-Total Personal Time</b>		360		17.3%		

### Ongoing Activities

Priority	Activity/Task						
1	Creation, development of project plans/ Con Plans	1 thru 5	225			15	
2	Tech review for LAP, SPG and OWEB, inc initial set up	1 thru 5	125				
3	Implement projects, monitor, reevaluate project timelines.	1 thru 5	105				
4	Support and evaluate past projects	1 thru 5	40			5	
5	Technical Partnership building/WQ Mtgs	1 thru 5	40				
7	ODA: WQ mapping 1st and 8th quarters	1 thru 5	180				
8	Outreach to new Agricultural Groups	1 thru 5	30			3	
9	Support for Educational Events	6	30			3	
10	Record Keep and data management	1 thru 5	90				
11	CATS continued data entry and training	1 thru 5	45			30	
12	Office duties	7	30				
13	Organization and Clean up	7	23				
14	Ongoing training, webinar , seminar, publications	1 thru 5	99			40	
16	District Operations	7	95				
18	Composting & other ag on line meetings	1 thru 5	32			3	
19							
20							
21							
22							
23							
24							
25							
	<b>Sub-Total Ongoing Activity</b>		1189		57.2%		



Project or Program Activities							
Priority	Activity/Task						
1	District Conservation Programs: LAP	1,2,3,4,5	301				
2	District Conservation Programs: SPG	1,2,3,4,5	20				
3	Conservation Programs: OWEB	1,2,3,4,5	10				
5	ODA Water Quality Program, No Santiam	1,2,3,4,5,6	190				
6	AgWQ: LAC Meetings and reports	1,2,3,4,5,6	10				
7							
8							
9							
10							
26							
27							
28							
29							
30							
	<b>Sub-Total Project Activity</b>		531		25.5%		
	<b>TOTALS FROM PERS TIME, ONGOING AND PROJECT ACTIVITIES</b>		2080		100.0%		
Employee Goals for Fiscal Year							
1	Increase my knowledge of soil & water management						
2	Develop landowner & community contacts						
3	Increase my awareness of conservation issues in MC						
4	Improve knowledge of Ag WQ management & soils						
5	Inc. understanding of MC Land use,policies, permits, rights						
6	Get Drainage Engineering Information documented						
7	Increase understanding of other agency programs						
8	Improve data management and learn CATS program						
9	Develop relationships with focus area candidates						
10	Strengthen vendor and supplier relationships						

## MARION SWCD EMPLOYEE WORK PLAN 2019-2020

Name: Sarah Hamilton		Full-Time Equivalent (FTE) Circle	Yes	No		
Position: Restoration Project Coordinator		Total Full Time Yearly Hours	2080			
Circle one: <u>Technical</u> Administrative Education		Total Anticipated	2080			
<b>Personal Time</b>						
	Activity/Task	Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete
	Statutory holidays (10 days)	8	80	3.85%	10	
	Floater Day (Employee works more than 20 hrs per wk)	8	8	0.38%	1	
	Annual Leave	8	96	4.62%	12	
	Sick Leave	8	96	4.62%	12	
	Other	8	0	0.00%		
	<b>Sub-Total Personal Time</b>		<b>280</b>	<b>13.46%</b>		
<b>Ongoing Activities</b>						
Priority	Activity/Task	Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete
1	Administration: Maintain files; annual meeting; check email; answer phone	8	70	3.37%		
2	Attend trainings not related to specific topic below, ie. computer, first aid, etc.	8	12	0.58%		
1	Attend staff meetings	8	36	1.73%	12	
	<b>Subtotal: Ongoing Activity</b>		<b>118</b>	<b>5.67%</b>		
<b>Project or Program Activities</b>						
Priority	Activity/Task	Strategic Plan Goal Number	Anticipated # of Hours	% of Time	Quantity	Item Complete
	<b>Technical and Grant Assistance and Conservation Planning</b>					
1	Technical Assistance; conduct site visits and provide phone and email technical assistance; assist landowners and partners with projects, plans, and other conservation concerns	1,3,4,5,6,7	350	16.83%		
1	LAP, SPG, and OWEB grant support; provide project development and grant writing assistance; oversee project installation; provide project reports	1,3,4,5,6	175	8.41%		
2	Assist staff, partners, and landowners with invasive and native plant identification, reporting, data collection, education and outreach materials development and the native plant sale	5,6,7	150	7.21%		
2	Update and input client data into CATS database	6,8	50	2.40%		
2	Provide GIS support for staff	6,8	30	1.44%		
3	Attend weekly tech meetings	6,8	100	4.81%	52	
	<b>Subtotal: LAP &amp; SPG Assistance/Conservation Planning</b>		<b>855</b>	<b>41.11%</b>		
	<b>North Santiam Watershed Council Project Coordination</b>					
1	Technical Assistance; conduct site visits and provide phone and email technical assistance to landowners, council members, partners, and the public	1,3,4,5,6,7	167	8.03%		
1	Grant support; provide project development and grantwriting assistance; oversee project implementation; monitor effectiveness; create project report	1,3,4,5,6	320	15.38%		
2	Support community outreach projects; develop classes, find speakers, develop outreach materials, and report outcomes	7	100	4.81%		
3	Provide GIS support for the work of the council	6,8	50	2.40%		
	<b>Subtotal: North Santiam Watershed Council</b>		<b>637</b>	<b>30.63%</b>		
	<b>Diversity, Equity, and Inclusion Planning</b>					
1	DEI trainings and education	6	30	1.44%		
	DEI meetings and event planning		60	2.88%		
1	Assist in the development of DEI Plan	6	80	3.85%	1	
2	Develop program reports	6,8	20	0.96%	1	
	<b>Subtotal: Diversity, Equity, and Inclusion Planning</b>		<b>190</b>	<b>9.13%</b>		
	<b>Sub-Total Program and Project Activity</b>		<b>1045</b>	<b>50.24%</b>		
	<b>Subtotal from North Santiam Watershed Council</b>		<b>637</b>	<b>30.63%</b>		
	<b>Sub-Total Ongoing Activity</b>		<b>118</b>	<b>5.67%</b>		
	<b>TOTALS FROM ONGOING AND PROJECT ACTIVITIES</b>		<b>1800</b>	<b>86.54%</b>		
	<b>TOTALS FROM PERSONAL TIME</b>		<b>280</b>	<b>13.46%</b>		
	<b>TOTAL TIME</b>		<b>2080</b>	<b>100.00%</b>		
<b>Employee Goals for Fiscal Year 2019-2020</b>						
1	Improve the district capacity to assist landowners with restoring riparian and wetland areas by working with WCs to increase partnerships.					
2	Head up the development of a plan focused on Diversity, Equity, and Inclusion.					
3	Assist the Partners of the North Santiam with development of structure, goals, projects, and grant applications.					
4	Build connections within the district and work to increase district and council outreach through partnerships.					
5	Increase my number of funded projects during the 2020-2021 fiscal year by encouraging landowner participation and building trust.					