



5-Year Plan (2014 to 2018) Okanogan Conservation District



For More Information Contact: Craig Nelson, Phone: (509) 422-0855, Email: craign@okanogand.org

Organization of the Okanogan Conservation District

A political subdivision of the State of Washington – authorities, powers and structure contained in RCW 89.08.

The Okanogan Conservation District (OCD) is an amalgamation of five previous districts that existed separately between 1940 and 1976. The OCD is the largest in Washington State with an approximate size of 5,269 square miles (3,372,440 acres) located in North Central Washington State. The District includes all of unincorporated Okanogan County, the cities of Okanogan, Elmer City, and the portions of Omak and Coulee Dam that lie within the Colville Indian Reservation.

The District is currently funded through grants from local, state, and federal agencies. Furthermore, the District began receiving a special assessment authorized under RCW 89.08.400 in January 2007. The District currently operates on an annual budget of approximately \$1 million and employs 6 full time employees.

Function of the Okanogan Conservation District

To make available technical, financial, and educational resources from diverse sources and focus or coordinate them so that they meet the needs of the local land manager with conservation of soil, water and related natural resources.

We Serve & Why

- We serve current landowners, land occupiers, and public entities who voluntarily request services to educate and implement on the ground conservation of natural resources within the district because:
 - Natural resource health is necessary for sustaining human health;
 - Any improvement in conservation practices is a benefit to the entire community;
 - Promote a more healthy and functional natural environment and economy;
 - Avoid regulatory actions and serve the best use of the natural resources;

Mission of the OKANOGAN Conservation District

- *The mission of the Okanogan Conservation District is to help cooperating land managers achieve their conservation goals.*

Vision of the OKANOGAN Conservation District

- *The Okanogan Conservation District is a leader in providing educational, technical, and financial assistance to land managers to help them voluntarily conserve and enhance natural resources.*

Values of the OKANOGAN Conservation District

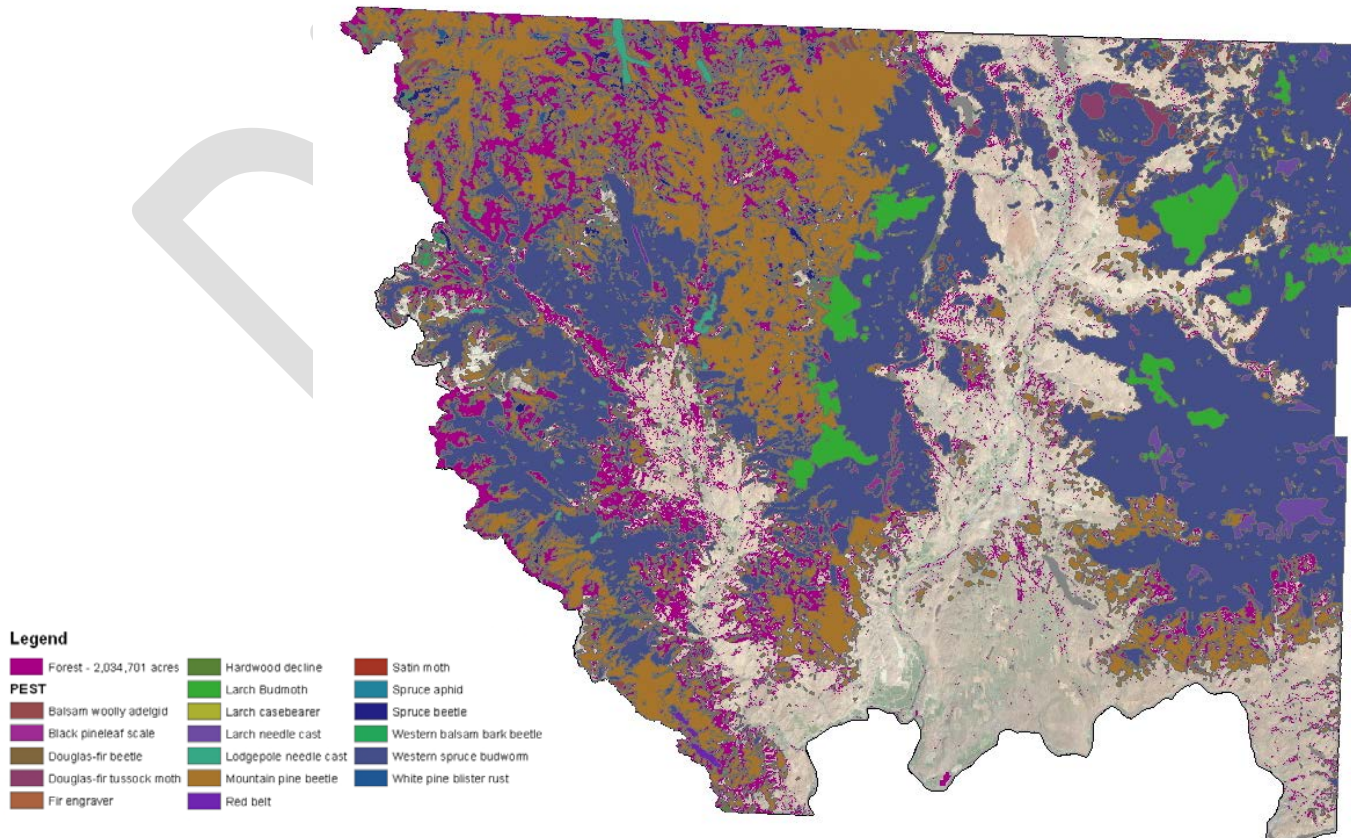
- Locally-led, , partnership, teamwork, helpfulness, resourcefulness, rural enterprise, integrity, honesty, solution providers, voluntary, resource enhancement, community, responsible, integrity of intentions, and landowner trust.

Natural Resource Data & Information:

- *Winter 2010 Survey results:*
 - *Greatest Natural Resource Concern (45 responses): 1: Water Quality, 1 (51.1%): Noxious Weeds (51.1 %), 3: Forest Land health (48.9 %);*

- Top three geographic areas we should prioritize (39 responses): 1: None (46.2%), 2: Upper Okanogan River (17.9%), 3: Middle Okanogan River (15.4%), 3: Lower Okanogan River (15.4%);
- Land use acres: 1,915, 943 acres of forest, 979,146 acres of range, 2,767 acres of pasture, 17,202 acres of orchard, 13,558 acres of irrigated hay, and 1,294 acres of irrigated crop (other), 441,610 Other (urban, non-irrigated ag, non-classified). Total acres in District 3,371,520.
 - 2,200 more tax parcels in 2010 compared to 2005.
- 303(d) Information – Washington State Surface Waters Impaired by Pollutants
 - WRIA 48 (Methow)
 - 10 listings on the mainstem and tributaries, one for temperature that requires a TMDL and nine for impairment by a non-pollutant that cannot be addressed through a TMDL. These latter problems require complex solutions to help restore streams to more natural conditions.
 - WRIA 49 (Okanogan)
 - 23 listings for “legacy” pesticide chemicals (DDT, 4,4'-DDD, Dieldrin) that are being addressed by a TMDL; 5 listings for invasive exotic species and 1 listing for instream flow (Salmon Cr) that are not currently being addressed by a TMDL; 31 listings for the mainstem and tributaries for water quality parameters that do not meet standards and will require a TMDL.
- Forest Land Health
 - 2,034,701.00 - Total Acres In Forest land in Okanogan County
 - 1,612,539.45 - Actual Acres infected by one or more pests
 - 422,161.55 - Acres not infected (no know pest species present)
 - 79.25% - Percent of forest land infected by pests

Okanogan County Forest Pestilence



Data: USDA Natural Resources Conservation Service, WA Department of Natural Resources, and Okanogan County.

Criteria for Selecting Conservation Priorities:

- *Priorities are established by the District Board based upon input from staff, partner agencies, landowners, and others. The criteria used by the District Board to select the priorities identified in this document include some or all of the following:*
 - *Grass-roots conservation concerns brought forth by constituents;*
 - *Natural resource data regarding local resource conditions;*
 - *Local partner agency priorities;*
 - *State defined resource priorities;*
 - *Federally defined resource priorities*

Priority Natural Resource Conservation Needs & Geographic Areas, Measures of Success and Goals:

- **Soil Health**
 - **Greater erosion control**
 - *By 2018, 10 cooperators will implement soil stabilization practices*
 - **Build soil organic matter**
 - *By 2018, 5 cooperators will implement practices to build soil organic matter by 0.5%*
- **Water Quantity**
 - **Improve irrigation efficiencies**
 - *By 2018, 50 cooperators or partners have improved irrigation efficiency by 10%*
 - **Improve domestic water use efficiency**
 - *By 2018, 2 domestic water utilities have improved customer efficiency by 10%*
 - **Restore forest stand health**
 - *By 2018, Select 1 watershed for restoration*
 - *By 2020, forest health watershed plan developed for target watershed*
- **Water Quality**
 - **Reduce non-point source pollution**
 - *By 2018 remove one stream segment from Washington State 303(d) list*
 - **Restore riparian systems**
 - *By 2018, 10 landowners adjacent to priority reaches have improved riparian systems to functional*
- **Ecosystem Restoration**
 - **Restore forest stand health**
 - *By 2018, forest landowners implement forest stand improvement practices on 1,200 acres*
 - *By 2018, 50 homeowners in the Wildland Urban Interface (WUI) implement Firewise techniques*
 - **Engage in range restoration**
 - *By 2018, 5 rangeland managers implement practices to improve rangeland site conditions on 5,000 acres*
 - **Restore the health of aquatic and wetland habitat**
 - *By 2018, 10 landowners have implemented restoration activities*
 - *By 2018, 100 irrigation pump screens in the Okanogan River meet fish protection standards*

- **Working Lands**
 - **Ensure agriculturalists have access to technology, farm management information, and conservation assistance to preserve working lands**
 - *By 2018, no net loss of ag sales per acre of farmland*
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Information – Education & District Operations Priorities, Measures of Success, and Goals:

- **Education**
 - **Increase awareness of conservation district mission, services, and natural resource conservation**
 - *By 2018, the District receives an average of 10 service requests per month from a range of cooperators including women, minorities, and small-parcel landowners*
 - **Provide adult education programs that increase conservation activities in the county**
 - *By 2018, 75% of participants indicate they will take conservation action as a result of education program/event*
 - **Provide youth education programs that meet needs of county educators**
 - *By 2018, provide programs to 50% of K-12 students in Okanogan County at least once per school year*
 - *By 2018, 3 more groups participate in regional Envirothon*
 - **District Operations**
 - **Maintain and implement clear and actionable long range plan**
 - *By 2018, 75% of grant applications are funded to implement the District long range plan*
 - **Develop and implement a strategically diversified funding plan**
 - *By 2018, 85% of funding from grants, 4% from fee for services programs, 1% from individual donors, 10% from assessment*
 - **Maintain the necessary facilities and equipment to effectively deliver the District program**
 - *By 2018, have affordable office space for the District that preserves the NRCS/District partnership*
 - *By 2018, secure vehicles and equipment that best meets current program needs and reflects conservation values*
 - **Develop and maintain loyal, well-trained, and engaged board and staff**
 - *By 2018, have 5 engaged Associate Supervisors that attend 50% of District Board meetings*
 - *By 2018, average staff employment is a minimum of 5 years*
 - **Know our cooperators and natural resource needs better**
 - *By 2018, Okanogan CD will routinely identified as a key source of natural resource information and assistance*
 - **Develop and maintain effective and efficient funding and administration of District activities**
 - *By 2018, have no audit findings in all audits of district finances and program review*
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Land Manager Needs

- *Okanogan Conservation District Cooperators have expressed the following needs or District supervisors and staff have seen the need for the following products and services*
 - *Trained and technically proficient conservation district staff*
 - *Consistent and accurate information on natural resource rules and regulations*
 - *Options for conservation programs that can be customized to meet their needs while providing adequate protections to natural resources*
 - *Access to engineering and archeologists*
 - *Transparency in permitting process*
 - *Cost-share funds to offset costs to implement highest priority practices – particularly those that primarily benefit the public more than the individual landowner*

Milestones, Timeline & Actions

Priority: Soil Health

Measurable Goal: By 2018, 10 cooperators will implement soil stabilization practices

Milestones	Timeline	12 Month Actions
50 people contact District for assistance	July 2013 – June 2018	<ul style="list-style-type: none"> • Seek funding to implement soil health activities • Conduct outreach activities using District and community resources
40 people request site visits	July 2013 – June 2018	<ul style="list-style-type: none"> • Conduct site visits upon request and where funding is available
20 cooperators receive TA for improvement	March 2014 – June 2018	<ul style="list-style-type: none"> • No activity in 2014 FY

Priority: Soil Health

Measurable Goal: By 2018, 5 cooperators will implement practices to build soil organic matter by 0.5%

Milestones	Timeline	12 Month Actions
125 people contact District for assistance	July 2013 – June 2018	<ul style="list-style-type: none"> • Seek funding to implement soil health activities • Conduct outreach activities using District and community resources
75 people request site visits	July 2013 – June 2018	<ul style="list-style-type: none"> • Conduct site visits upon request and where funding is available
30 cooperators receive TA for improvement	March 2014 – June 2018	<ul style="list-style-type: none"> • Develop conservation plans upon request and where funding is available
7 cooperators implement practices	July 2014 – June 2018	<ul style="list-style-type: none"> • No activity in 2014 FY

Priority: Water Quantity**Measurable Goal: By 2018, 50 cooperators or partners have improved irrigation efficiency by 10%**

Milestones	Timeline	12 Month Actions
200 people contact District for assistance	July 2013 – June 2018	<ul style="list-style-type: none"> • Seek funding to implement water quantity activities • Conduct outreach activities using District and community resources
125 people request site visits	July 2013 – June 2018	<ul style="list-style-type: none"> • Conduct site visits upon request and where funding is available
100 cooperators receive TA	March 2014 – June 2018	<ul style="list-style-type: none"> • Develop conservation plans upon request and where funding is available
75 cooperators implement TA recommendations	May 2014 – June 2018	<ul style="list-style-type: none"> • No activity in 2014 FY

Priority: Water Quantity**Measurable Goal: By 2018, 2 domestic water utilities have improved customer efficiency by 10%**

Milestones	Timeline	12 Month Actions
Contact 10 domestic water utilities	July 2014 – June 2015	<ul style="list-style-type: none"> • No activity in 2014 FY
Provide TA to 5 utilities and their customers	April 2015 – June 2018	<ul style="list-style-type: none"> • No activity in 2014 FY
3 utilities implement efficiency incentives for users	July 2015 – June 2018	<ul style="list-style-type: none"> • No activity in 2014 FY

Priority: Water Quantity**Measurable Goal: By 2018, Select 1 watershed for restoration**

Milestones	Timeline	12 Month Actions
Conduct 5 public scoping meetings	July 2014 – December 2014	<ul style="list-style-type: none"> • No activity in 2014 FY
Initiate discussions with 10 forest land management representatives	January 2015 – June 2015	<ul style="list-style-type: none"> • No activity in 2014 FY

Priority: Water Quantity**Measurable Goal: By 2020, forest health watershed plan developed for target watershed**

Milestones	Timeline	12 Month Actions
Develop cooperative agreements with 3 agencies	July 2015 – June 2016	<ul style="list-style-type: none"> No activity in 2014 FY
Coordinate 25 public meetings to develop watershed plan	July 2016 – June 2018	<ul style="list-style-type: none"> No activity in 2014 FY

Priority: Water Quality**Measurable Goal: By 2018 remove one stream segment from Washington State 303(d) list.**

Milestones	Timeline	12 Month Actions
Identify five reaches with greatest opportunity for success	July 2013 – December 2013	<ul style="list-style-type: none"> Seek funding to implement water quality activities Communicate with conservation partners and cooperators to determine priority reaches
Identify top three key sources of pollution for targeted reaches	January 2014 – June 2014	<ul style="list-style-type: none"> Work with conservation partners to identify key sources of pollution
Contact 75% of landowners along targeted reaches	July 2014 – June 2016	<ul style="list-style-type: none"> No activity in 2014 FY
25% of landowners implement conservation practices	July 2014 – June 2018	<ul style="list-style-type: none"> No activity in 2014 FY

Priority: Water Quality**Measurable Goal: By 2018, 10 landowners adjacent to priority reaches have improved riparian systems to functional**

Milestones	Timeline	12 Month Actions
60 people contact District for assistance	July 2013 – June 2018	<ul style="list-style-type: none"> Seek funding to implement water quality activities Conduct outreach activities using District and community resources
40 people request site visits	July 2013 – December 2018	<ul style="list-style-type: none"> Conduct site visits upon request and where funding is available
30 cooperators receive TA	July 2013 – June 2018	<ul style="list-style-type: none"> Develop conservation plans upon request and where funding is available
15 cooperators implement TA recommendations	July 2014 – June 2018	<ul style="list-style-type: none"> No activity in 2014 FY

Priority: Ecosystem Restoration

Measurable Goal: By 2018, forest landowners implement forest stand improvement practices on 1,200 acres

Milestones	Timeline	12 Month Actions
Contact 100 forested land managers	July 2013 – December 2016	<ul style="list-style-type: none">• Seek funding to implement ecosystem restoration activities• Conduct outreach activities using District and community resources• Implement Firewise grant program
75 people request land evaluation and technical assistance	July 2013 – December 2016	<ul style="list-style-type: none">• Conduct site visits upon request and where funding is available• Conduct Firewise site assessments
30 landowners implement forest stand improvement practices	October 2013 – June 2018	<ul style="list-style-type: none">• Implement activities identified in Firewise assessments

Priority: Ecosystem Restoration

Measurable Goal: By 2018, 50 homeowners in the Wildland Urban Interface (WUI) implement Firewise techniques

Milestones	Timeline	12 Month Actions
Contact 300 homeowners	July 2013 – June 2015	<ul style="list-style-type: none">• Seek funding to implement ecosystem restoration activities• Conduct outreach activities using District and community resources• Implement Firewise program
100 homeowners request risk assessments	July 2013 – June 2015	<ul style="list-style-type: none">• Conduct Firewise site assessments as funding allows

Priority: Ecosystem Restoration

Measurable Goal: By 2018, 5 rangeland managers implement practices to improve rangeland site conditions on 5,000 acres

Milestones	Timeline	12 Month Actions
Contact 50 rangeland managers	July 2013 – June 2015	<ul style="list-style-type: none">• Seek funding to implement ecosystem restoration activities• Conduct outreach activities using District and community resources• Implement Livestock and Implementation Grants
20 request assistance	July 2013 – June 2015	<ul style="list-style-type: none">• Implement Livestock and Implementation Grants

Priority: Ecosystem Restoration

Measurable Goal: By 2018, 10 landowners have implemented restoration activities to restore wetland and aquatic habitat

Milestones	Timeline	12 Month Actions
Contact 100 landowners	July 2013 – June 2016	<ul style="list-style-type: none">• Seek funding to implement ecosystem restoration activities• Conduct outreach activities using District and community resources• Implement CREP, Livestock, and Implementation Grants as appropriate
50 request site evaluations	July 2013 – June 2016	<ul style="list-style-type: none">• Implement CREP, Livestock, and Implementation Grants as appropriate

Priority: Ecosystem Restoration

Measurable Goal: By 2018, 100 irrigation pump screens in the Okanogan River meet fish protection standards

Milestones	Timeline	12 Month Actions
Contact 125 identified irrigators	July 2013 – June 2018	<ul style="list-style-type: none">• Conduct outreach activities using District and community resources• Make direct contact attempts to landowner
100 landowners request assistance	July 2013 – June 2018	<ul style="list-style-type: none">• Implement fish screen program

Priority: Agricultural Viability

Measurable Goal: By 2018, no net loss of ag product sales per acre of farmland

Milestones	Timeline	12 Month Actions
Nurture partnerships with at least 3 key organizations involved in working lands preservation	July 2013 – June 2016	<ul style="list-style-type: none">• Seek funding to implement agricultural viability activities• Work with key organizations to develop and approve cooperative agreements for collaborative work
Work with key organizations to develop a resource information document for cooperators	July 2014 – December 2014	<ul style="list-style-type: none">• Evaluate existing documentation and sources of information and develop
100% of site visits receive resource information	January 2015 – June 2018	<ul style="list-style-type: none">• No activity in 2014 FY
25% of cooperators follow up with one or more programs	January 2015 – June 2018	<ul style="list-style-type: none">• No activity in 2014 FY

Priority: Education

Measurable Goal: By 2018, the District receives an average of 10 service requests per month from a range of cooperators including women, minorities, and small-parcel landowners

Milestones	Timeline	12 Month Actions
By 2013, implement comprehensive communications plan, including social media policy	July 2013 – December 2013	<ul style="list-style-type: none">• Seek funding to implement education activities• Conduct outreach activities using District and community resources
By 2014, implement program to promote good stewards of natural resources in Okanogan County	October 2013 – December 2014	<ul style="list-style-type: none">• No activity in 2014 FY
By 2015, all promotional materials are available in English and Spanish	January 2014 – December 2014	<ul style="list-style-type: none">• No activity in 2014 FY

Priority: Education

Measurable Goal: By 2018, 75% of participants indicate they will take conservation action as a result of education program/event

Milestones	Timeline	12 Month Actions
By 2014, develop a suite of adult education programs/events to meet interests and needs of local community and to address key conservation issues.	July 2013 – June 2014	<ul style="list-style-type: none">• Work with small group of cooperators and partners to develop ideas and programs for education and outreach efforts
Increase attendance by 10%, year over year	July 2014 – June 2018	<ul style="list-style-type: none">• No activity in 2014 FY

Priority: Education**Measurable Goal: By 2018, provide programs to 50% of K-12 students in Okanogan County at least once per school year**

Milestones	Timeline	12 Month Actions
By 2014, form a youth education advisory committee, including at least one student/youth representative.	July 2013 – June 2014	<ul style="list-style-type: none"> • Conduct outreach to educators and interested public to seat advisory committee
By 2014, develop 3 education partnerships to increase programming opportunities for K-12.	July 2013 – December 2014	<ul style="list-style-type: none"> • Develop cooperative agreements with partner organizations
8 public school districts receive annual youth education program guide	January 2014 – December 2014	<ul style="list-style-type: none"> • Implement conservation education programs as requested and funding allows
Teachers from 6 of 8 school districts schedule programs	September 2014 – July 2016	<ul style="list-style-type: none"> • No activity in 2014 FY
75% of educators request additional programs	January 2015 – June 2018	<ul style="list-style-type: none"> • No activity in 2014 FY

Priority: Education**Measurable Goal: By 2018, 3 more groups participate in regional Envirothon**

Milestones	Timeline	12 Month Actions
Identify 5 program champions that will coach teams	July 2013 – June 2014	<ul style="list-style-type: none"> • Conduct outreach to new and under-represented programs
Provide training and assistance to support coaches and teams	September 2013 – June 2015	<ul style="list-style-type: none"> • Work with conservation partners to provide training and assistance to identified coaches
3 coaches commit to bringing teams to regional Envirothon	September 2014 – June 2016	<ul style="list-style-type: none"> • No activity in 2014 FY

Priority: District Operations**Measurable Goal: By 2018, 75% of grant applications are funded to implement the District long range plan**

Milestones	Timeline	12 Month Actions
Identify funding sources that align to District priorities	July 2013 – June 2018	<ul style="list-style-type: none"> Develop grant source database for grants identified that match District goals and activities
Develop projects that align with District priorities	July 2013 – June 2018	<ul style="list-style-type: none"> Work within funding sources to develop new projects that implement conservation priority practices Cultivate new and existing partnerships to identify and implement joint priority projects
Apply for grant funding that best fit project and District priorities	July 2013 – June 2018	<ul style="list-style-type: none"> Seek grant funding for the highest priority projects with priority given to those projects that implement the greatest number of District and partner priorities possible

Priority: District Operations**Measurable Goal: By 2018, 85% of funding from grants, 4% from fee for services programs, 1% from individual donors, 10% from assessment**

Milestones	Timeline	12 Month Actions
By 2013, develop grant application policies and procedures	July 2013 – December 2013	<ul style="list-style-type: none"> Collect similar policies from other conservation districts and partner agencies where available Board and staff work together to formulate policies based upon current and identified best practices
Conduct quarterly grant strategy staff meetings	July 2013 – June 2018	<ul style="list-style-type: none"> Staff organize and conduct meetings and invite supervisors to attend as they are available
By 2018, maintain a savings account equal to or greater than \$75,000	December 2018	<ul style="list-style-type: none"> No activity in 2014 FY
Assessment is renewed at a level necessary to sustain District operations	January 2015 – December 2018	<ul style="list-style-type: none"> No activity in 2014 FY
All fund sources are fully spent and completed on time	July 2013 – June 2018	<ul style="list-style-type: none"> Staff work together to strategically organize staff time and workload to ensure projects are fully spent and complete

Priority: District Operations

Measurable Goal: By 2018, have affordable office space for the District that preserves the NRCS/District partnership

Milestones	Timeline	12 Month Actions
Identify office space opportunities	July 2013 – June 2014	<ul style="list-style-type: none">• Research options and opportunities for viable office space for District operations
Determine feasibility of owning our own building	July 2013 – June 2014	<ul style="list-style-type: none">• Evaluate costs and benefits of building ownership and opportunities
Obtain NRCS/FSA commitment to move to District owned facility	July 2018 – June 2018	<ul style="list-style-type: none">• No activity in 2014 FY
Explore partnership with Community Action for demonstration farm opportunities	July 2014 – June 2018	<ul style="list-style-type: none">• No activity in 2014 FY

Priority: District Operations

Measurable Goal: By 2018, Secure vehicles and equipment that best meets current program needs and reflects conservation values

Milestones	Timeline	12 Month Actions
Establish a vehicle and equipment replacement fund	July 2013 – December	<ul style="list-style-type: none">• Collect similar policies from other conservation districts and partner agencies where available• Board and staff work together to formulate policies based upon current and identified best practices
Prioritize vehicle and equipment replacement needs	July 2013 – June 2018	<ul style="list-style-type: none">• Evaluate vehicle and equipment needs and develop a replacement plan and identify funding needs to fully implement the plan

Priority: District Operations

Measurable Goal: By 2018, have 5 engaged Associate Supervisors that attend 50% of District Board meetings

Milestones	Timeline	12 Month Actions
Develop supervisor recruitment plan	July 2013 – June 2014	<ul style="list-style-type: none">• District Board and staff work with key cooperators to develop recruitment plan
Contact 25 cooperators about becoming an Associate Supervisor	July 2014 – June 2016	<ul style="list-style-type: none">• No activity in 2014 FY
10 cooperators apply to be Associate Supervisors	July 2014 – June 2018	<ul style="list-style-type: none">• No activity in 2014 FY
Provide necessary training and meeting opportunities to develop knowledge and skills for position	July 2013 – June 2018	<ul style="list-style-type: none">• Seek and provide key training and networking opportunities for board members

Priority: District Operations

Measurable Goal: By 2018, average staff employment is a minimum of 5 years

Milestones	Timeline	12 Month Actions
Maintain updated employee training plans	July 2013 – June 2018	<ul style="list-style-type: none">• Evaluate training needs based upon current capabilities of staff compared to technical proficiencies needed to implement District priorities• Staff work collaboratively to develop individual and total staff training plans that position district staff to provide priority conservation assistance
Board actively engages staff in long range and project planning	July 2013 – June 2018	<ul style="list-style-type: none">• Staff actively participate in long range and annual planning activities
Provide necessary training and meeting opportunities to develop knowledge and skills for position	July 2013 – June 2018	<ul style="list-style-type: none">• Seek and provide key training and networking opportunities for staff members

Priority: District Operations**Measurable Goal: By 2018, Okanogan CD will routinely identified as a key source of natural resource information and assistance**

Milestones	Timeline	12 Month Actions
By 2014, develop a GIS linked cooperator database	July 2013 – December 2014	<ul style="list-style-type: none"> • Seek funding to implement district operations activities • Evaluate ways to minimize data entry time and maximize output for the benefit of the District and public
Convene a cooperators advisory committee every two years	July 2013 – June 2018	<ul style="list-style-type: none"> • Identify key cooperators from different landuses and geographic locations • Identify meeting structure and committee purpose to ensure effective utilization and program impact
By 2018, conduct an inventory of natural resource status and trends	July 2013 – June 2018	<ul style="list-style-type: none"> • Seek funding to implement district operations activities • Identify data gaps • Begin collecting information and enter data into GIS database

Priority: District Operations**Measurable Goal: By 2018, have no audit findings in all audits of district finances and program review**

Milestones	Timeline	12 Month Actions
Prepare and submit all financial and program documentation with appropriate entities	July 2013 – June 2018	<ul style="list-style-type: none"> • Submit accurate and timely vouchers for grants on a monthly basis • Follow district supervisor election procedures as prescribed by the Washington State Conservation Commission • Submit all monthly, quarterly, and annual financial, payroll, and other administrative reports
Conduct internal audit and review of policies and procedures annually, adjust program and policies as needed	July 2013 – June 2018	<ul style="list-style-type: none"> • Board members conduct an annual Schedule 22 audit of district operations • Board and staff review district policies and procedures on an annual basis
Conduct district business, including supervisor elections, board meetings, and expenditure of funds, in accordance with all laws, rules, and established policies	July 2013 – June 2018	<ul style="list-style-type: none"> • Advertise Board meetings, elections, and district activities • Follow General Accounting Principles (GAP) for managing district finances and assets • Implement projects and District programs in accordance with laws, rules, and policies

Staffing Needs (optional)

- *The current staff composition of three Conservation Planners, one Conservation Educator, one Treasurer, and one District Manager is appropriate for the workload in current grants and agreements. However, continued funding of this staff level is contingent upon continued successful application of grant funds and development of funded partnership agreements.*
- *To accomplish the workload associated with this five year plan, the District may need to acquire one additional technical employee or find appropriate contractors to help with specific projects as needed. Additionally, the District may need to seek at least part time assistance to assist the Conservation Educator with heavy workload of presentations in the spring and fall of each year.*
- *Training, particularly technical training is needed to develop and maintain proficiencies to ensure we are providing cooperators with accurate and timely assistance.*

Annual Budget Needs

- *To meet the goals of this plan the District would need approximately \$550,000 each year to pay for wages and benefits and district operations costs such as rent, communications, advertising, travel, training, equipment, and other expenses necessary to deliver the District's program.*
- *We anticipate needing an additional \$500,000 to \$1,000,000 each year to provide cost-share, pay for contractors and consultants, and other expenses associated with the direct implementation of conservation activities.*

Key Decision Makers

- *The District Board of Supervisors is the most critical group of key decision makers. The Board's decisions have profound impacts on the scope and scale of the District's program and therefore a direct corollary to the conservation activities that are ultimately implemented.*
- *The individual cooperator is the next most important key decision maker. Without their decisions to seek assistance, decisions on practices to implement, and follow-up with increased knowledge on conservation issues, we will be unable to achieve our conservation goals.*
- *There are several other individuals and groups that are key decision makers from one program to another. These include federal, tribal, state, and local elected and appointed officials, staff from federal, tribal, state, and local agencies, and representatives of non-governmental organizations and private business.*

Washington Conservation Districts assisting land managers with their conservation choices

