



FY2014 (7/1/13 – 6/30/14) Annual Work Plan Pine Creek Conservation District

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Mission of the Pine Creek Conservation District:

The mission of the district is to work in cooperation with private landowners and other local, state and federal agencies to voluntarily protect, enhance and restore natural resources in the Pine Creek Conservation District. This mission will be accomplished with information/education, technical and financial assistance, and assessment of local natural resource conditions and concerns. The district will foster community involvement in natural resource issues and cooperation between private landowners, government agencies, nonprofit organizations and private business.

Natural Resource Priorities

■ **Soil**

- This is designated as a state, regional and local priority
- The NRCS State Resources Assessment 2011:Priority Resource Concerns is the Data Source
- Washington State NRCS, Washington State Department of Ecology, Adams CD, Pine Creek CD, Palouse CD, Spokane CD, Whitman CD

■ **Water**

- This is designated as a state, regional and local priority
- The NRCS State Resources Assessment 2011:Priority Resource Concerns is the Data Source
- Washington State NRCS, Washington State Department of Ecology, Adams CD, Pine Creek CD, Palouse CD, Spokane CD, Whitman CD

■ **Agricultural Energy Efficiency**

- This is designated as a state, regional and local priority
- The NRCS State Resources Assessment 2011:Priority Resource Concerns is the Data Source
- Washington State NRCS, Washington State Department of Ecology, Adams CD, Palouse CD, Spokane CD

■ **Air Quality**

- This is designated as a state, regional and local priority
- The NRCS State Resources Assessment 2011:Priority Resource Concerns is the Data Source
- Washington State NRCS, Washington State Department of Ecology, Adams CD, Pine Creek CD, Palouse CD, Spokane CD, Whitman CD

Washington Conservation Districts assisting land managers with their conservation choices



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Natural Resource Priority Program Area: Soil and associated Water Quality

Goal(s): To reduce soil erosion and its impacts on water quality in the district, to improve soil health and productivity, to improve water quality.

Natural Resource Measurable Result Objective: Soil erosion will be reduced and water quality will be improved by at least 5% in the district in FY2014.

Programmatic Measurable Result Objective: 100 landowners/operators will be contacted/worked with resulting in 40 plans written and implemented in FY2014.

Funding Source(s): WSCC Implementation, Basic Funding, TSP (NRCS), Ecology, District Financing

Activities for FY2014	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
<i>Offer Technical Assistance on targeted highly erodible areas in the district –includes: farm plan development & revision of existing plans, field measurements, mapping, meetings w/ landowner, develop plans & permit assistance.</i>	7/13-6/14	Manager	14	\$5530	
<i>Provide direct technical assistance for the implementation of Best Management Practices: filter strips, contour buffers, critical area seeding, riparian buffers, direct seed & reduced tillage.</i>	7/13-6/14	Manager	9	\$3555	
<i>Provide information on benefits of planning and installing BMP's via web site, meetings and one-on-one contacts with landowners.</i>	7/13-6/14	Board, Manager	5	\$1975	
<i>Quality Review: Perform TSP services for CRP status reviews and practice checks</i>	7/13-6/14	Manager	5	\$1975	
<i>Write Conservation Plans and produce maps for CRP</i>	7/13-6/14	Manager	42	16590	
<i>Contact Landowners and inform about the benefits of direct seeding</i>	7/13-6/14	Manager	2	\$790	



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Natural Resource Priority Program Area: Soil and associated Water Quality continued...

Goal(s): To reduce soil erosion and its impacts on water quality in the district, to improve soil health and productivity, to improve water quality.

Natural Resource Measurable Result Objective: Soil erosion will be reduced and water quality will be improved by at least 5% in the district in FY2014.

Programmatic Measurable Result Objective: 100 landowners/operators will be contacted/worked with resulting in 40 plans written and implemented in FY2014.

Funding Source(s): WSCC Implementation, Basic Funding, TSP (NRCS), Ecology, District Financing

Activities for FY2014	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
Assist Landowners with updating Conservation plans for direct seeding as needed.	7/13-6/14	Manager	2	\$790	
Provide technical assistance to Landowners with implementing direct seeding.	7/13-6/14	Manager	4	\$1580	
Coordinate with Palouse-Rock Lake CD in the administration, planning and implementation of joint direct-seed grant	7/13-6/14	Board/Manager	2	\$790	
Contact Landowners and inform about the benefits of riparian areas. Target priority riparian areas. Offer cost share assistance.	7/13-6/14	Manager	1	\$395	
Assist Landowners with riparian area conservation plans.	7/13-6/14	Manager, Board	1	\$395	
Provide technical assistance with developing riparian areas and installing riparian area BMPs.	7/13-6/14	Manager	2	\$790	



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Natural Resource Priority Program Area: Energy Efficiency

Goal(s): To improve Ag Operations Energy Efficiency, to reduce energy usage

Natural Resource Measurable Result Objective: Electricity usage by agriculture will be reduced by 1% in FY2014

Programmatic Measurable Result Objective: 40 Landowners will be contacted/worked with resulting in 20 energy assessments and associated energy efficiency implementations in FY2014.

Funding Source(s): BPA, WSCC Implementation, District, Utilities

Activities for FY2014	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
<i>Participate and attend training and meetings with BPA/Utilities in Energy Efficiency Program</i>	<i>7/13-6/14</i>	<i>Manager</i>	<i>2</i>	<i>\$790</i>	
<i>Cooperate with other CDs to implement Energy program across county lines</i>	<i>7/13-6/14</i>	<i>Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Contact Farm Operations to inform and educate about potential energy efficiency</i>	<i>7/13-6/14</i>	<i>Manager</i>	<i>16</i>	<i>\$6320</i>	
<i>Perform energy efficiency analysis as requested by farm operators</i>	<i>7/13-6/14</i>	<i>Manager</i>	<i>23</i>	<i>\$9085</i>	
<i>Provide efficiency reports to BPA and appropriate Utility.</i>	<i>7/13-6/14</i>	<i>Manager</i>	<i>2</i>	<i>\$790</i>	



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Natural Resource Priority Program Area: Air

Goal(s): Air quality will be improved throughout the entire district due to reductions in Ag burning and burning when environmental conditions exist that direct smoke away from populated areas.

Natural Resource Measurable Result Objective: Air Quality will be improved in the district in FY2014

Programmatic Measurable Result Objective: 60 Landowners/Operators will be worked with resulting in 60 burn permit evaluations

Funding Source(s): Local Burn permit program

Activities for FY2014	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
<i>Receive, evaluate, produce maps and process burn permit applications for approximately 50 landowners/producers.</i>	7/13-6/14	Manager	18	\$7110	
<i>Cooperate with Dept. of Ecology in coordinating daily burn calls to minimize impact of permitted Ag burning.</i>	7/13-6/14	Manager	2	\$790	
<i>Process, analyze, select and contact producers for metered burning in burn zone 7 on metered burn days</i>	7/13-6/14	Manager	2	\$790	
<i>Assist producers with post burn reports</i>	7/13-6/14	Manager	2	\$790	
<i>Research and evaluate visual smoke manage systems in cooperation with DOE</i>	7/13-6/14	Manager	1	\$395	

District Program Area: Information/Education

Goal(s): To increase awareness of Natural Resource problems in the district. To enhance landowners/Operators abilities to address Natural Resource problems.

Programmatic Measurable Result Objective:

The district will offer farm inventories and maps for 5% of the landowners in the district, will provide natural resource information and support to local groups and individuals, will maintain and update a website, host an annual Ag Information Day, and support educational activities for interested local schools.

Funding Source(s):

Activities for FY2014	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
<i>Produce maps for general public sales</i>	<i>7/13-6/14</i>	<i>Manager</i>	<i>2</i>	<i>\$790</i>	
<i>Conduct Farm Inventories and Produce Maps</i>	<i>7/13-6/14</i>	<i>Manager</i>	<i>2</i>	<i>\$790</i>	
<i>Host an Annual Ag Information Day/Annual Meeting</i>	<i>3/14</i>	<i>Board, Manager</i>	<i>2</i>	<i>\$790</i>	
<i>Assist with County Envirothon</i>	<i>5/14</i>	<i>Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Assist with County Landjudging Contest</i>	<i>10/13</i>	<i>Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Assist with Booth at Whitman County Fair</i>	<i>9/13</i>	<i>Manager</i>	<i>1</i>	<i>\$395</i>	
<i>Provide Information and follow-up to walk-ins and phone calls</i>	<i>7/13-6/14</i>	<i>Manager</i>	<i>6</i>	<i>\$2370</i>	

District Program Area: District Operations**Goal(s):** Efficient operation of the District, Compliance with all local, state and federal laws.**Programmatic Measurable Result Objective:**

During this fiscal period - complete effective and efficient operations including accounting, grant vouchering, personnel management, Supervisor elections & appointments, training & development, annual planning and reporting and maintenance of district equipment and property

Funding Source(s):

Activities for FY2014	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
<i>Monthly Board Meetings</i>	<i>Monthly</i>	<i>Board, Manager</i>	9	\$3555	
<i>Monthly Bill processing and coding</i>	<i>Monthly</i>	<i>Manager</i>	4	\$1580	
<i>Monthly Payment Vouchers</i>	<i>Monthly</i>	<i>Auditor, Manager</i>	2	\$790	
<i>Quarterly Taxes</i>	<i>Quarterly</i>	<i>Manager</i>	1	\$395	
<i>Grant Vouchers</i>	<i>Monthly</i>	<i>Manager</i>	1	\$395	
<i>Grant Reporting</i>	<i>12/12 & 6/13</i>	<i>Manager</i>	1	\$395	
<i>Grant Applications</i>	<i>5/14</i>	<i>Board, Manager</i>	1	\$395	
<i>2013 Year End Financial Reports</i>	<i>2/14</i>	<i>Manager</i>	2	\$790	
<i>2014-15 Annual Plan of Work</i>	<i>3/13</i>	<i>Board, Manager</i>	1	\$395	
<i>Annual Internal Audit</i>	<i>2/13</i>	<i>Board, Manager</i>	1	\$395	
<i>Review MOUs, Policies, Law, Posters, Employee Manual</i>	<i>1/13</i>	<i>Board, Manager</i>	.5	\$198	
<i>Prepare 2013 Budget</i>	<i>12/13</i>	<i>Board, Manager</i>	1	\$395	
<i>Election/Appointment of Supervisors</i>	<i>12/13 – 3/14</i>	<i>Board, Manager</i>	2	\$790	
<i>Annual Meeting, planning, prep & hosting</i>	<i>2/14 - 3/14</i>	<i>Board, Manager</i>	4	\$1580	
<i>Annual Employee Evaluation</i>	<i>12/13</i>	<i>Board</i>	.5	\$198	
<i>Attend S.E. Area Meeting</i>	<i>10/13</i>	<i>Board, Manager</i>	1	\$395	
<i>Attend WACD Convention</i>	<i>12/13</i>	<i>Board, Manager</i>	3	\$1185	
<i>Attend WADE</i>	<i>6/14</i>	<i>Manager</i>	3	\$1185	
<i>Review/Inspect District Equipment, Maintenance Plan</i>	<i>12/13</i>	<i>Manager</i>	.5	\$198	
<i>Service & Maintenance of District Vehicle & ATV</i>	<i>As needed</i>	<i>Manager</i>	.5	\$198	
<i>District Office Maintenance & Repairs</i>	<i>As needed</i>	<i>Manager</i>	1	\$395	
<i>District Training</i>	<i>As available</i>	<i>Board, Manager</i>	1	\$395	



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FY2014

REVENUE:

WSCC Grants	\$ 54,000
WSCC Basic Funding	6,250
DOE Burn Permitting Program	10,000
Ecology Direct Seed	2,000
BPA Energy Efficiency	12,000
Equipment Rentals	300
Dues/Donations	500
Technical Service Provider Program	15,000
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TOTAL REVENUE	\$100,050

EXPENSES:

Salaries & Benefits	\$ 72,500
Supplies & Equipment	4,650
Communications	2,200
Travel	3,000
Utilities	2,500
Training/Education	1,000
Insurance	3,500
Maintenance	1,500
Advertising	200
Dues	3,000
Fuel	2,500
Miscellaneous	3,500
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TOTAL EXPENSES:	100,050

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