



FY2018 (7/1/17 – 6/30/18) 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



FY2017 (7/1/17 – 6/30/18) Annual Work Plan Pine Creek Conservation District



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 FY2018.

Programmatic Measurable Result Objective: 100 landowners/operators will be contacted/worked with resulting in 15 plans written and implemented in FY2018.

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

Activities for FY2018	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>	7/17-6/18	Manager	20	\$7,360.00	
<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>	7/17-6/18	Manager	15	\$5,520.00	
<i>Provide information on benefits of planning and installing BMP's via web site, meetings and one-on-one contacts with landowners.</i>	7/17-6/18	Board, Manager	6	\$2,208.00	
<i>Quality Review: Perform TSP services for CRP status reviews and practice checks</i>	7/17-6/18	Manager	2	\$ 736.00	
<i>Write Conservation Plans and produce maps for CRP</i>	7/17-6/18	Manager	7	\$2,576.00	
<i>Contact Landowners and inform about the benefits of direct seeding, assist with cost-share applications and provide technical assistance.</i>	7/17-6/18	Manager	5	\$1,840.00	
<i>Research enhancements to district weather station and making the data more accessible to landowners</i>	7/17-6/18	Manager	6	\$2,208.00	



FY2018 (7/1/17 – 6/30/18) Annual Work Plan Pine Creek Conservation District



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 FY2018.

Programmatic Measurable Result Objective: 100 landowners/operators will be contacted/worked with resulting in 15 plans written and implemented in FY2018.

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

Activities for FY2018	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
<i>Assist Landowners with updating Conservation plans for direct seeding as needed.</i>	<i>7/17-6/18</i>	<i>Manager</i>	<i>4</i>	<i>\$1,472.00</i>	
<i>Provide technical assistance to Landowners with implementing direct seeding.</i>	<i>7/17-6/18</i>	<i>Manager</i>	<i>6</i>	<i>\$2,208.00</i>	
<i>Research how the district can be more effective in providing assistance to customers desiring to utilize precision Ag. This includes exploring cost share opportunities, upgrading GPS capabilities and researching use of drones in precision Ag.</i>	<i>7/17-6/18</i>	<i>Board/Manager</i>	<i>5</i>	<i>\$1,840.00</i>	
<i>Assist landowners with cost-share applications, administration of cost share program and seek new cost share sources</i>	<i>7/17-6/18</i>	<i>Manager</i>	<i>2</i>	<i>\$ 736.00</i>	



FY2018 (7/1/17 – 6/30/18) Annual Work Plan Pine Creek Conservation District

Natural Resource Priority Program Area: Riparian Area Development

Goal(s): To improve and increase the riparian areas in the District

Natural Resource Measurable Result Objective: Existing riparian areas will be enhanced and new riparian areas identified for development

Programmatic Measurable Result Objective: 5% of the district's riparian areas will be enhanced or increased.

Funding Source(s): RCPP, WSCC Category 3, District

Activities for FY2018	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
<i>RCPP Riparian Projects (Oakesdale Bridge/Riparian Project)</i>	<i>7/17-6/18</i>	<i>Manager</i>	<i>13</i>	<i>\$4,784.00</i>	
<i>RCPP Monitoring Water Quality</i>	<i>7/17-6/18</i>	<i>Manager</i>	<i>1</i>	<i>\$ 368.00</i>	
<i>Further educate cooperators of the benefits of riparian forest buffer programs available through various programs and write conservation plans for the projects</i>	<i>7/17-6/18</i>	<i>Manager</i>	<i>5</i>	<i>\$1,840.00</i>	
<i>Provide technical assistance with developing riparian areas and installing riparian area BMPs.</i>	<i>7/17-6/18</i>	<i>Manager</i>	<i>5</i>	<i>\$1,840.00</i>	



FY2018 (7/1/17 – 6/30/18) Annual Work Plan Pine Creek Conservation District



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 FY2018

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 FY2018	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>	<i>7/17-6/18</i>	<i>Manager</i>	<i>15</i>	<i>\$5,520.00</i>	
<i>Cooperate with Dept. of Ecology in coordinating daily burn calls to minimize impact of permitted Ag burning.</i>	<i>7/17-6/18</i>	<i>Manager</i>	<i>2</i>	<i>\$ 736.00</i>	
<i>Assist producers with post burn reports</i>	<i>7/17-6/18</i>	<i>Manager</i>	<i>2</i>	<i>\$ 736.00</i>	

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 FY2018	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
<i>Produce maps for general public sales</i>	<i>7/17-6/18</i>	<i>Manager</i>	<i>2</i>	<i>\$ 736.00</i>	
<i>Conduct Farm Inventories and Produce Maps</i>	<i>7/17-6/18</i>	<i>Manager</i>	<i>5</i>	<i>\$1,840.00</i>	
<i>Assist with County Envirothon</i>	<i>5/18</i>	<i>Manager</i>	<i>1</i>	<i>\$ 368.00</i>	
<i>Assist with County Landjudging Contest</i>	<i>10/17</i>	<i>Manager</i>	<i>1</i>	<i>\$ 368.00</i>	
<i>Assist with Booth at Whitman County Fair</i>	<i>9/17</i>	<i>Manager</i>	<i>1</i>	<i>\$ 368.00</i>	
<i>Provide Information and follow-up to walk-ins and phone calls</i>	<i>7/17-6/18</i>	<i>Manager</i>	<i>15</i>	<i>\$5,520.00</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 FY2018	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
<i>Monthly Board Meetings</i>	<i>Monthly</i>	<i>Board, Manager</i>	<i>10</i>	<i>\$3,680.00</i>	
<i>Monthly Bill processing and coding</i>	<i>Monthly</i>	<i>Manager</i>	<i>8</i>	<i>\$2,944.00</i>	
<i>Monthly Payment Vouchers</i>	<i>Monthly</i>	<i>Auditor, Manager</i>	<i>1</i>	<i>\$ 368.00</i>	
<i>Quarterly Taxes</i>	<i>Quarterly</i>	<i>Manager</i>	<i>2</i>	<i>\$ 736.00</i>	
<i>Grant Vouchers</i>	<i>Monthly</i>	<i>Manager</i>	<i>1</i>	<i>\$ 368.00</i>	
<i>Grant Reporting</i>	<i>6/18</i>	<i>Manager</i>	<i>1</i>	<i>\$ 368.00</i>	
<i>Grant Applications</i>	<i>5/18</i>	<i>Board, Manager</i>	<i>1</i>	<i>\$ 368.00</i>	
<i>2017 Year End Financial Reports</i>	<i>1&2/18</i>	<i>Manager</i>	<i>4</i>	<i>\$1,472.00</i>	
<i>2018-19 Annual Plan of Work</i>	<i>1&2/18</i>	<i>Board, Manager</i>	<i>2</i>	<i>\$ 736.00</i>	
<i>Annual Internal Audit</i>	<i>1/18</i>	<i>Board, Manager</i>	<i>2</i>	<i>\$ 736.00</i>	
<i>State Audit</i>	<i>As Requested</i>	<i>Board, Manager</i>	<i>1</i>	<i>\$ 368.00</i>	
<i>Review MOUs, Policies, Law, Posters, Employee Manual</i>	<i>1/18</i>	<i>Board, Manager</i>	<i>.5</i>	<i>\$ 184.00</i>	
<i>Report of Accomplishments</i>	<i>8/17</i>	<i>Manager</i>	<i>2</i>	<i>\$ 736.00</i>	
<i>Prepare 2018 Budget</i>	<i>1/18</i>	<i>Board, Manager</i>	<i>1</i>	<i>\$ 368.00</i>	
<i>Election/Appointment of Supervisors</i>	<i>12/17 – 3/18</i>	<i>Board, Manager</i>	<i>2</i>	<i>\$ 736.00</i>	
<i>Admin phone calls & mail</i>	<i>On Going</i>	<i>Manager</i>	<i>5</i>	<i>\$1,840.00</i>	
<i>Annual Employee Evaluation</i>	<i>1/18</i>	<i>Board</i>	<i>.5</i>	<i>\$ 184.00</i>	
<i>Attend S.E. Area Meeting</i>	<i>10/17</i>	<i>Board, Manager</i>	<i>1</i>	<i>\$ 368.00</i>	
<i>Attend RCPP Meetings</i>	<i>Mo. To Qrtly</i>	<i>Manager</i>	<i>4</i>	<i>\$1,472.00</i>	
<i>Attend WACD Convention</i>	<i>12/17</i>	<i>Board, Manager</i>	<i>3</i>	<i>\$1,104.00</i>	
<i>Attend WADE</i>	<i>6/18</i>	<i>Manager</i>	<i>3</i>	<i>\$1,104.00</i>	
<i>Review/Inspect/Maintenance of District Equipment</i>	<i>12/17</i>	<i>Manager</i>	<i>1</i>	<i>\$ 368.00</i>	
<i>District Office Maintenance/Repair/Janitorial</i>	<i>As needed</i>	<i>Manager</i>	<i>3</i>	<i>\$1,104.00</i>	
<i>District Training</i>	<i>As available</i>	<i>Board, Manager</i>	<i>2</i>	<i>\$ 736.00</i>	



FY2018 Annual Budget

Pine Creek Conservation District

FY2018

REVENUE:

WSCC Grants	\$ 48,375
WSCC Basic Funding	12,500
DOE Burn Permitting Program	8,000
CREP	21,200
RCPP	17,000
Technical Service Provider Program	1,000
WSCC Cat 3 Cost Share	100,000
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TOTAL REVENUE	\$208,075

EXPENSES:

Salaries	\$ 55,000
Benefits	21,400
Supplies & Equipment	5,000
Communications	2,500
Travel	2,000
Utilities	1,800
Training/Education	2,000
Insurance	3,500
Maintenance	2,000
Advertising	500
Dues	3,200
Fuel	2,000
Miscellaneous	2,000
State Audit	1,500
Cooperator Cost Share	100,000
District Retainage	2,675
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TOTAL EXPENSES:	\$ 208,075

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