

# FY2020 (7/1/19 – 6/30/20) Annual Work Plan

## Cowlitz Conservation District

*Picture of Natural  
Resource Project*

For More Information Contact: Darin Houpt, 360-425-1880, ccdmgr@ccdandwcd.com

### Mission of the Cowlitz Conservation District

- The mission of the Cowlitz Conservation District is to protect and improve the natural resources of the District and to guide resource development and use to provide the highest quality of life for present and future citizens.

### Natural Resource Priorities

- To coordinate the delivery of, and maintain, the Districts capacity to provide technical assistance to landowners within the district promoting sound resource management. This includes the ability to provide walk-in/call-in, field visits, and community watershed level technical assistance for planning, designing, and implementing practices that address site-specific resource concerns.
  - Local priority, based upon landowner feedback during long range planning outreach, supporting agencies includes all of our local natural resource partners including Cowlitz County Noxious Weed Control Board, WSU Cooperative Extension, WDFW, WSDNR, WSDOE

Local Resource Priorities include:

- Salmon Recovery\*:
  - State (Lower Columbia Salmon Recovery and Fish and Wildlife Plan), Regional / Federal (Pacific Coast Salmon Recovery & Endangered Species Act)
  - LCFRB, SRFB, NOAA-NMFS, WDFW, LCREP,
- Water Quality\*: predominantly non-point source pollution
  - State (WSDOE 303(d) list; Federal (EPA - Clean Water Act & USDA NRCS - State Natural Resource Concerns)
- Flood Damage Mitigation\*
  - State & Federal (WSDOE & FEMA - Flood Hazard Mitigation Programs)
- Economic Viability\*
- Invasive Weeds\*
  - State (WSDA Noxious Weed Program)

\* Landowner assistance does not fit neatly into natural resource priorities as listed above. Landowners typically request assistance to resolve their resource concerns which generally encompass most if not all of the priorities. Landowners typically are interested in being good all-around stewards of the land under their care.

Program Areas: *There are two program areas: natural resource programs and district programs. Natural resource programs are those intended to address specific, identified natural resource concerns in the district area. District programs are those supporting basic district operations, education and outreach with landowners, engagement with other processes and entities to advance the work of the district, etc. Both program area activities must relate to the district long term goal from 5-year plan. Copy and paste the two program templates as appropriate from page two as many times as needed to produce your Annual Work Plan.*

Goal(s): *Enter the long term goal(s) for this program area*

- *Example – Erosion on Highly Erodible Cropland – By November 2019, erosion on highly erodible cropland within the XYZ watershed will be reduced from 10 tons per acre to less than 5 tons per acre*
- *Another Example – Water Quality in XYG Watershed will meet TMDL standards by November 2019.*

Funding Source(s): *Enter the funding source or sources anticipated to be used for this program area*

<b>Activities for FY2020</b>	<b>Target Dates</b>	<b>Person Responsible</b>	<b>Time (Days) Required</b>	<b>Estimated Funding</b>	<b>Notes</b>
<i>Enter the actions anticipated for FY2020 for this program area (expand or reduce rows as needed)</i>	<i>Enter the start and end dates for the activity listed</i>	<i>Enter the name of a person or persons responsible for carrying out the activity</i>	<i>Enter the estimated time in days needed to complete the activity</i>	<i>Enter the estimated funding needed to complete the activity</i>	<i>Enter information on the activity including completion</i>

Washington Conservation Districts assisting land managers with their conservation choices

# FY2020 (7/1/19 – 6/30/19) Annual Work Plan Cowlitz Conservation District

*Picture of Natural  
Resource Project*

Natural Resource Priority Program Area: Community Watershed Management Program

## Goal(s):

Continue to develop and secure funding to maintain the District's capacity to assist watershed communities with planning and implementation on a watershed level.

Assist local watershed communities to address local natural resource issue(s) on a comprehensive basis.

## Natural Resource Measurable Result Objective:

Measurable result objectives are somewhat variable amongst watershed communities. Typical measurable result objectives include

Improve water quality by implementing practices designed to bring specific parameters to within state standards

Implement short-term practices that will address high priority limiting factors for salmon recovery on a reach-by-reach basis and implement long term practices that will help sustain improvements.

Implement practices designed to address landowner identified site specific resource.

Conduct education / outreach activities community wide and individually to increased awareness of natural resources stewardship.

Assist with community based effort to manage noxious weeds emphasizing those species that spread aggressively via water.

## Programmatic Measurable Result Objective:

Long term objective: Develop and implement plans and designs with 75 percent (spatially) of the community watershed in order to realize a measurable difference in most watershed based resource concerns.

Annual measureable objective:

Assist 2 landowners with implementation, 2 landowners with site planning and design, and 2 landowners with project development/funding in each community watershed.

## Funding Source(s):

Activities for FY2020	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
Continue monitoring and maintaining stream restoration projects that have been implemented in cooperation with landowners (13 landowners)	June 2020	Mgr/RT	2/10	3600	
Continue coordination with Cowlitz County Noxious Weed Program regarding treatment of knotweed within the watershed					
Continue to identify opportunities, plan projects, and apply for project funds during the 2020 LCFRB funding cycles. (Baxter)	June 2020	Mgr/RT	5/10	5025	

DRAFT

<b><u>Mill, Abernathy, Germany Creek Community Watershed</u></b>					
Continue monitoring and maintaining stream restoration projects that have been implemented in cooperation with landowners (3 landowners)  Continue to coordinate with Columbia Land Trust in an effort to ensure that riparian maintenance continues at the Davis project site	May 2020	Mgr/RT	1/2	1005	
Implement the Barker Tree Farm project in the Germany Creek watershed	October 2019	Mgr/RT	2/2	1480	
Implement the Smith Ranch stream restoration project in the Germany Creek Watershed.	October 2019				
Survey, Design, and Apply for permitting to allow for implementation of the Godinho Stream Restoration Project in the Germany Creek.	July 2019	Mgr/RT	2/2	1480	
Continue to identify opportunities, plan projects, and apply for project funds during the 2019 LCFRB funding cycles. Kosiba Project Proposal	Ongoing	Mgr/RT			
<b><u>Arkansas Creek Community Watershed</u></b>					
Monitor and take steps to adaptively manage the Bingham Stream Restoration project that was constructed during the 2017 hydraulic window. Continue to maintain riparian forest buffer planted trees and shrubs	June 2020	Mgr/Rt	7/1	3590	
Monitor and take steps to adaptively manage the Schwinn Stream Restoration project that was constructed during the 2017 hydraulic window. Continue to maintain riparian forest buffer					
<b><u>Toutle River Watershed</u></b>					
Continue to increase our awareness of the actions in process in the Toutle River Watershed in order to ascertain potential role of the District in this watershed.	Ongoing	Board/Mgr	1/3	475	
Continue to collaborate with Cowlitz County Public Works and Cowlitz County Commissioners to develop a watershed based mitigation plan for the WRIA's in Cowlitz County.	Ongoing	Mgr/Board	5/2	2400	
Continue to assist landowner along the Cowlitz River downstream of the Toutle River to address resource concerns associated with channel migration. (DOE CCWF)	April 2020	Mgr	5	2000	

<b>WRIA 27 Watersheds</b>					
<p>Complete funding request for the Anderson River Restoration Project on the Lewis River through the 2019 LCFRB project proposal process.</p> <p>Survey site and prepare preliminary design for Anderson site through LCFRB Small Grants Program funding</p> <p>Explore opportunity to propose the Anderson River Restoration Project to the Lewis River Aquatic Account program</p>	December 2019	Mgr			
<p>Complete funding request for the Camp Kalama River Restoration Project through the 2019 LCFRB project proposal process</p> <p>Survey site and prepare preliminary design for Camp Kalama site through LCFRB Small Grants Program funding</p>	December 2019	Mgr			
<p>Monitor and adaptively manage the Gaddis River Restoration Project implemented during the 2017 hydraulic window.</p>	December 2019	Mgr			
<p>Monitor the Melvoin-Debray river restoration project along the Kalama River.</p>	December 2019	Mgr			

# FY2020 (7/1/18 – 6/30/19) Annual Work Plan

## Cowlitz Conservation District

Picture of Natural  
Resource Project

District Program Area: Technical Assistance

Goal(s): To coordinate the delivery of and maintain the District's capacity to provide technical assistance to landowners within the district promoting sound resource management

Programmatic Measurable Result Objective:

Maintain existing CREP Contract Sites and enroll one additional sites (~12 acres)

Provide technical assistance to 35 landowners

Assist 5 landowners with planning / design assistance

Inform community of programs and opportunities available to them

Funding Source(s):

Activities for FY2020	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
<b>Conservation Reserve Program</b>					
Provide planning assistance to one landowner with new contracts to plan and implement CREP and provide assistance to two additional landowners interested in the program by assisting with getting them enrolled in the program, conducting site inventory, preparing management plans, and implementing plans (Bingham)	6/2020	Mgr/RT/BK	2/5/1	2565	
Conduct maintenance on the Smith CREP projects					
Conduct maintenance on the Schwinn CREP project site.					
<b>Livestock management assistance</b>					
Provide assistance to livestock operations as needed/requested.	6/2020	Mgr/RT/BK	.5/.5/.5	515	
<b>General technical assistance</b>					
Assist walk-in/call-in customers with technical assistance needs. Typically, over 50 per year	6/2020	Mgr/RT/BK	5/10/12	8505	
Assist about five landowners with the development of plans.	6/2020	Mgr/RT/BK	10/10/5	8850	

Continue to provide training opportunities to staff to maintain proficiency at providing technical assistance (WADE, USDA, WSU Ext...)	6/2020				
<b><u>Forestry Program</u></b>					
Utilize and continue to support the forestry positions established through the RCPP	6/2020	Mgr/Brd	1/1	475	
Continue providing forestry assistance to cooperators	6/2020	Mgr/For	5/113	30625	
<b><u>SWPE</u></b>					
Continue to participate in the ECB in support of the SW Region PE position	6/2020	Mgr/BK	1	475	
Utilize SWPE for preliminary design for Camp Kalama					
Utilize SWPE for preliminary design for Anderson Lewis River					
<b><u>Noxious Weeds</u></b>					
Assist the Cowlitz County Weed Control Board with development and implementation of an effective noxious weed abatement program.	6/2020	Mgr/Brd	2/4	950	
Participate as warranted in the SWWA Cooperative Weed Management Area (CWMA) process	Ongoing	Mgr	2	950	
<b><u>Cowlitz Public Works</u></b>					
Continue to collaborate on task orders through the inter local agreement (silver lake mitigation)	Ongoing	Mgr/Rt	1/1		
Monitor Silver Lake (Canal Road) mitigation site	6/2020	RT	2		
Monitor and maintain streamside plantings at Little Kalama River Rd project site	6/2020	RT	2		
<b><u>Miscellaneous</u></b>					
Continue to represent the constituency we serve by monitoring and taking action as needed on issues relating to natural resources within the area	Ongoing	Brd/Staff	10/2	950	



# FY2020 (7/1/19 – 6/30/20) Annual Work Plan Cowlitz Conservation District



Natural Resource Priority Program Area: Information, Education, and Outreach  
Goal(s):

Goal(s): Continue providing community service activities and promote an understanding of land use through sponsorship of forums, meetings, training sessions, participation in local natural resources oriented events, and use of local media.

Programmatic Measurable Result Objective: [

Assist ~10 landowner with stewardship forestry training

Assist 4 local school district with environmental education

Promote natural resource stewardship by providing information to the public through county fair

Assist local partners disseminate natural resource information through a wide range of local venues (earth day, kids fishing day, arbor day, parks and recreation...)

Funding Source(s): The principal funding sources for this program is WSCC implementation funds.

Activities for FY2020	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
Education/Outreach					
<b>Coached Planning Workshops</b> Partner with Department of Natural Resources and Cooperative Extension to host local workshops	6/2020	Mgr	2	950	
<b>Envirothon</b> Participate in regional Envirothon if there is an event	5/2020	RT/BK	1/3	1135	
<b>Cowlitz County Fair</b> Participate in the county fair by developing and displaying an exhibit in the natural resource building. Cooperate with building exhibitors to foster a cooperative effort to manage the building and draw in fair-goers.	8/2019	Mgr/RT/BK	.5/1/5	1953	

<p><b>Miscellaneous Activities</b> Continue to participate when possible in local activities oriented around natural resources (e.g. earth day celebrations, classroom partnerships, and assistance to student groups for tree planting days, and annual tree sale).</p>	6/2020	RT/BK	1/3	1135	
<p><b>Annual Meeting Presentation</b> Prepare and present an overview of district accomplishments and anticipated workload in a public meeting venue.</p>	3/2020	Mgr	1		

DRAFT

# FY2019 (7/1/19 – 6/30/20) Annual Work Plan Cowlitz Conservation District



District Program Area: District Operations

Goal(s): To maintain effective and efficient operation including accounting, grant administration, personnel management, and implementation of district policies.

Programmatic Measurable Result Objective:

Proper use of public money

At least one meeting to inform the public of district activities and upcoming plans

Funding Source(s):

Activities for FY2020	Target Dates	Person Responsible	Time(Days) Required	Estimated Funding	Notes
<b>District Operations</b>					
Submit grant vouchers and misc. grant paperwork as required.	Monthly	Mgr/BK	4/24	8860	
Prepare business information for Board meetings/Board Meetings	Monthly	Mgr/BK	2/12	4430	
Mid Month AP/AR	Monthly	Mgr/BK	2/6	2690	
Annual Plan of Accomplishments	Monthly	Mgr/BK	1/2	1055	
Prepare Southwest Association Meeting	10/15/2019	Mgr/BK	2/2	1530	
Prepare for and conduct annual election	10/15/2019	BK	1	290	
Arrangements to participate in WACD Annual Meeting	4/15/2020	BK	1	290	
Continue to prepare and submit grant applications as needed	7/15/2019	BK	1	290	
Prepare annual plan of work/review Long Range Plan	Ongoing	Mgr/RT	2/4	2110	
	10/15-4/16	Mgr/Brd	1.5/1	713	
Submit reports as required (quarterly and semi annual reports)	Ongoing	Mgr/BK	2/1	1240	
Complete and submit annual financial report	5/1/2020	Mgr/BK	1/5	1925	
Complete internal audit / Schedule 22	3/1/2020	BK	5	1450	
Apply for WSCC Funding	5/1/2020	Mgr/BK	1/2	1055	
Manage and Maintain District Owned Land	6/2020	Mgr/Brd	2/5	950	
Update and maintain CPDS system for Capital budget funding	Ongoing	Mgr/RT			

# FY2020 Annual Budget Cowlitz Conservation District

---

(7/1/19 – 6/30/20)

Salaries and Benefits		
	District Operations	\$40,000
	Community Watershed*	\$80,000
	Technical*	\$55,000
	Education Outreach	\$10,000
Facilities		\$40,000
Vehicle		\$4,000
Equipment		\$3,500
Travel		\$5,000
Misc Goods & Services		\$5,000
ESTIMATED OPERATING BUDGET*		\$242,500