

Coos Soil and Water Conservation District



Business Plan For: 2018-2023

379 N Adams Street
Coquille, OR 97423
541-396-6879

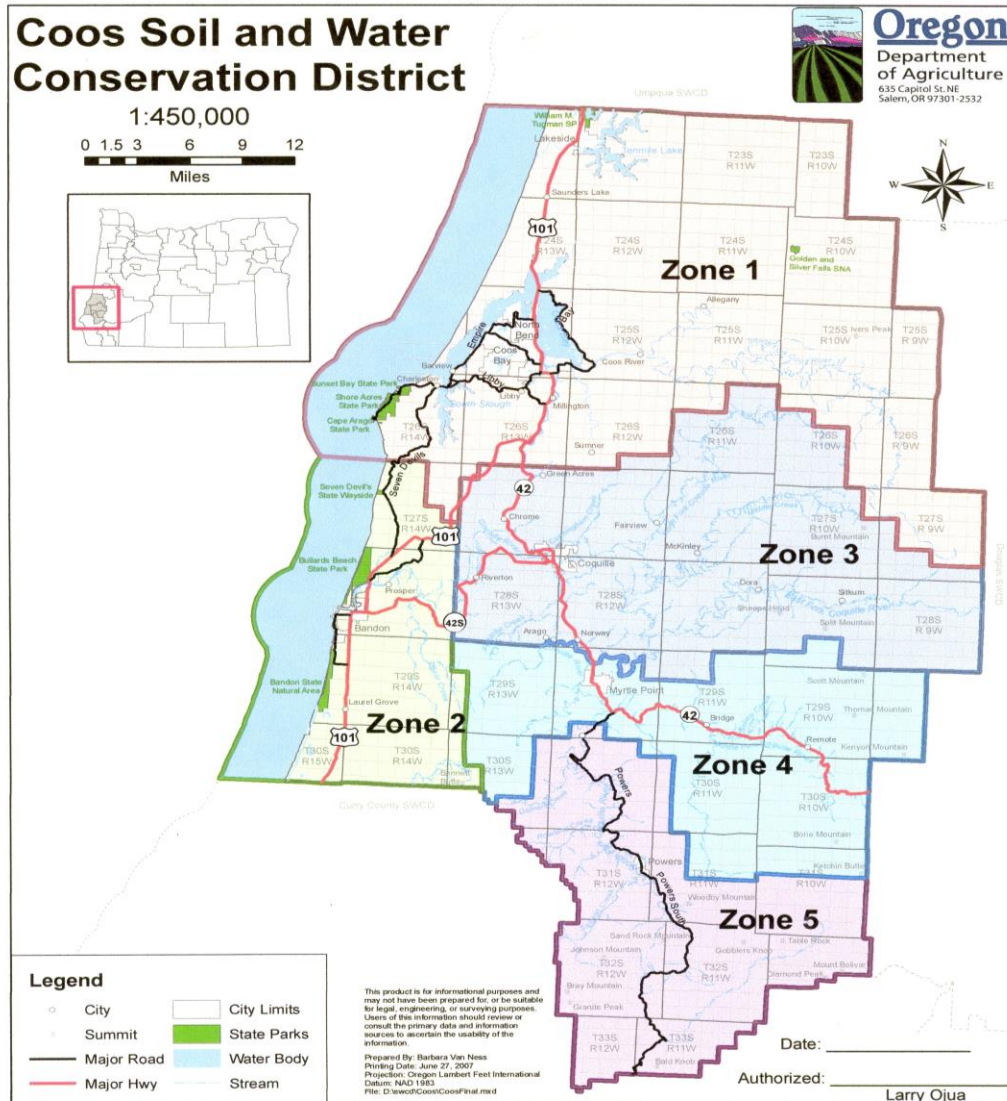
Adopted: 6/4/2015

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Executive Summary

The purpose of the Coos Soil and Water Conservation District (SWCD) Long Range Business Plan (Plan) is to serve as a broad outline to guide its directors, employees, and partners to respond to natural resource concerns, internal and external practices, and other factors that influence strategies and action. The Plan provides a summary of the organization’s structure, identifies key natural resource issues and priorities, and provides an overview of the services, programs, and assistance available to customers through the District. This Plan guides operations management and recruitment of new employees, partners, and associate directors. It is also used as the basis for developing annual work plans and funding requests.



The Plan provides information to county government, state and federal funding agencies, and various partners to support conservation programs within the District. The Coos SWCD prepared the Plan with the assistance of partners, particularly the Natural Resources Conservation Service (NRCS). This Plan has been formatted so it outlines both broad long-range and specific short-term strategic goals to benefit the District, our cooperators, constituents, and the community we serve.

The Coos Soil and Water Conservation District takes the lead in soil and water conservation throughout Coos County by working with urban and rural property owners, operators, and public officials, various state and federal agencies, and private organizations.

This District believes in the protection, conservation, and improvement of soil and water through our employees' and directors' abilities to plan, assist, and educate. It is our belief that concerns about water quality, water quantity, wetlands, soil erosion, and weed management be addressed while simultaneously respecting the rights of the private property owner and operator.

Introduction and History

This Business Plan was updated and revised by the 2018 Coos SWCD Board of Directors:

- | | |
|---|---------------|
| • Mark Villers <i>At Large, Position #2</i> | Chairman |
| • Charlie Waterman <i>(Zone 3)</i> | Vice Chairman |
| • Dan Pierce <i>(Zone 2)</i> | Secretary |
| • Ernie Newton <i>(At Large, Position #1)</i> | Treasurer |
| • Adela Villers <i>(Zone 1)</i> | |
| • Vacant Position <i>(Zone 4)</i> | |
| • Chuck Steffensmeier <i>(Zone 5)</i> | |

Additional assistance was provided by: Beth Pietrzak (ODA), Eric Nusbaum (ODA) and Caley Sowers (Coos SWCD).

This Business Plan was developed to direct the programs, activities, and operations of the Coos SWCD Board of Directors and employees as a “road map” for their activities. This Plan guides the development of the District annual budget and work plan. It will be reviewed annually for possible updates to reflect changing circumstances and conditions. This current long-range Business Plan will cover July 1, 2018 – June 30, 2023.

The District encourages public attendance at its meetings and participation in its activities and services. Monthly Board meetings are open to the public and are held on the fourth Thursday of each month at Coos County Annex, located at 201 North Adams Street, Coquille, OR.

The Coos Soil and Water Conservation District was formed in 1962, and coordinates government assistance with conservation needs, provides assistance, information, and education for Coos County farmers, ranchers, and woodlot owners to implement sound resource management and conservation practices. The Coos-Coquille Agricultural Water Quality management plan (AgWQMP) was developed in 1998 for the 1993 directives of Senate Bill 1010. The document consists of an educational component and a set of rules addressing measures that safeguard water quality, the beneficial uses of water resources, and provides best management practices for water quality concerns. The plan also includes the basins of Ten-mile Lakes, Four-mile Creek, and Two-mile Creek as well as the Camas Valley and Lower Umpqua areas in Douglas County. Two public hearings were held in Coos County in the fall of 2001 and after a period of public comment and review the Coos-Coquille Ag WQMP was adopted by the Board of Agriculture in March of 2002. The Coos SWCD provides support to the Local Advisory Committee (LAC), which meets every two years for a review of the WQMP and associated rules. A history of the development of conservation districts in Oregon and throughout the nation is summarized in Appendix B.

The Coos SWCD is an Equal Opportunity Employer, providing services to the public without regard to race, color, national origin, religious preference, gender, age, or disability.

Leadership and Governance

The Coos SWCD is one of 45 conservation districts in Oregon. Conservation districts are defined in Oregon law as political subdivisions of state government. The District is not a state agency. Rather it is classified as a municipal corporation, a form of local government which is required to follow many of the same laws that govern state agencies and special districts. It is specifically governed by ORS 568.210 to 568.890 and ORS 568.900 to 568.933. See Appendix E for the specific powers and authorities granted to districts. Appendix F lists other statutes and administrative rules to which the District is subject.

The Oregon Revised Statutes (ORS) that established and govern Oregon's Soil and Water Conservation Districts (SWCD) (except the federal tribal Tiicham Conservation District) was significantly revised by the 2009 Legislative Assembly under House Bill 2082. The origin of the House Bill was a collaborative effort among the Oregon Association of Conservation Districts, member Conservation Districts, and the Oregon Department of Agriculture. It was designed to address the evolving challenges and opportunities presented to today's SWCDs that were not envisioned when the Statute originated, and to eliminate antiquated provisions in the previous editions.

In addition to the general purpose of Districts under ORS 568.225 in the previous editions, the following was added: **“promote collaborative conservation efforts to protect and enhance healthy watershed functions, assist in the development of renewable energy and energy efficiency resources”**.

Board of Directors

Directors are elected by the electorate of Coos County at the November General Election, which is held during even-numbered years. Director positions are elected in staggered terms to provide continuity on the board and maintain consistent operations. The Coos SWCD Board may appoint a person to fill a board vacancy between elections for the duration of that position's term. Five of the seven positions are classified as zone positions and must meet the zone requirements and terms of office as specified in ORS 568.560 as follows:

“Zone directors must own or manage 10 or more acres of land in the District, be involved in the active management of that property, reside within the boundaries of the District, and be a registered voter.”

An individual may serve as a zone director in lieu of land ownership or management requirements if the individual resides within the zone that is represented, has served at least one year as a Coos SWCD Director or Associate Director and has a conservation plan approved by the Coos SWCD Board. The other two positions are at-large positions. To qualify for an at-large position, a person must reside in Coos County and be a registered voter. No land ownership or management requirements are needed for an at-large position, which is also governed by ORS 568.560.

An individual director has power only when acting as a part of the Coos SWCD Board. Individual board members may be delegated authority or power to act on behalf of the Board in specific, limited tasks. This authority or power is granted through board action (resolution, motion, policy, etc.) and must be recorded in the meeting minutes.

The Coos SWCD Board works cooperatively as a unit to plan and oversee implementing district programs. As a representative of the District Board, opinions expressed publicly by individual board members should be consistent with established board policy, not the individual's personal agenda or opinions.

ORS 568.545 requires all districts to select a Chair and Secretary from among its directors. The District may elect other officers as desired.

The **Chair** is granted the responsibility to represent the District with other districts, agencies, associations, partners, organizations, legislators, and property owners consistent with the policies, plans, and interests of the District. The chair will also conduct regular and special meetings of the Board.

A **Vice-Chair** has been given the authority to act as the Chair in case of the absence or unavailability of the Chair.

The **District Clerk** is the custodian of all District records, minutes, contracts, and other official documents.

Committees are an effective way for the District to plan and implement district functions. They can be comprised of board members, associate directors, and district advisors, representatives of cooperating agencies and associations, or interested citizens. The Coos SWCD has 7 standing committees: the projects committee, plan of work committee, business plan committee, budget committee, Guerin Memorial Essay Contest, personnel committee, and ODA scope of work committee. The district also has a Local Advisory Committee Representative: Dan Pierce and Coquille Watershed Association representatives: Ernie Newton, and a small grant representative in Caley Sowers.

The Coos SWCD also has various **ad hoc committees**, which are charged with specific tasks over a specific time period. Ad hoc committees are then disbanded after the assigned task and/or timeframe is completed.

The Coos Soil and Water Conservation District expands its capabilities through the selection and appointment of **Associate Directors**. The 2018-2023 Associate Directors are:

Associate Directors do not vote on board decisions but are expected to augment the Board's knowledge and experience level and assist with District programs and activities. They may also be asked to represent the Board on specific assignments. Associate Directors, once officially appointed by the District Board, are provided with the same Tort liability insurance under the Oregon Tort Claims Act as the elected directors. Associate Directors are expected to attend monthly board meetings and other special meetings as requested. Associate Directors serve until the Board meeting on the January following the General Election, at which time the Board determines who they wish to appoint or reappoint.

Strategic Direction

Mission

The mission of the Coos Soil and Water Conservation District is to protect, conserve and improve the quality of soil, water, and other natural resources in Coos County through planning, technical assistance, and education.

In carrying out our mission, the District works, coordinates, and cooperates with:

- property owners and operators
- public and private conservation organizations
- agricultural groups
- public agencies
- citizens

Vision

The vision of the Coos SWCD is to:

- be viewed as a leader in soil and water conservation efforts
- be known in both urban and rural areas
- demonstrate accountability with the funding it receives
- have an active and informed board and a well-managed district office
- be respected for the quality and effectiveness of our services
- have a track record of measurable and demonstrated results

Values

The values the District strives to meet:

- the proper administration of district funds
- quality customer service
- the economic importance of agriculture and natural resources
- the respect, trust, confidence and confidentiality of all property owners/operators
- private property rights
- the stewardship of soil and water
- the application of science and research
- the decisions and knowledge of the property owners/operators
- managed use of natural resources

Guiding Principles

Principles that guide the District's services, programs, and administrative operations are:

- ❑ Private landowners will solve their conservation and environment problems voluntarily if given incentives, technical assistance, and education.
- ❑ Proper stewardship can enhance the economic profitability.
- ❑ Resource management is best achieved with a voluntary, locally-led, and holistic approach dealing with watersheds.

- ❑ Natural resource conservation efforts can be planned and implemented to sustain long-term healthy, economically viable, productive land uses.
- ❑ The district recognizes our dependence from outside sources for our funding.
- ❑ The district forms partnerships dedicated to common principles, goals, and objectives. These partnerships ideally include communications, coordination, joint decision making when possible, mutual support, and shared leadership in collaborative efforts.
- ❑ The district values the relationships with our partners who have common goals, while respecting the differences in mission, cultures, and targets.
- ❑ The district recognizes the need for realistic regulation and that the best results will occur when an industry regulates and polices itself.
- ❑ The district believes in enduring conservation is achieved only by the cooperative efforts of individuals, agencies, and organizations working together.
- ❑ The district believes that a locally led, watershed-based approach to resource management on private lands is key to conserving natural resources.

Primary Strategies

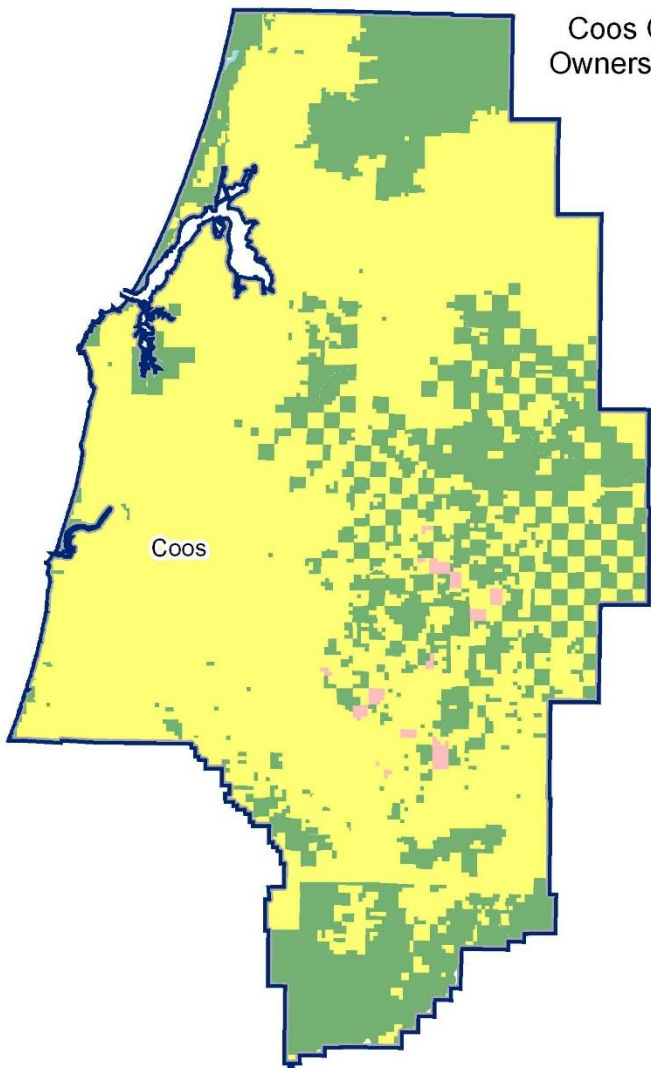
- 1) Grant writing and administering Best Management Practices (BMP's) for water and soil conservation to landowners, associations, and local organizations.
- 2) Administering Community Outreach & Environmental Education Programs directed towards laying the framework of knowledge and attitude within our community to learn about, experiment with, accept and recognize the value of conservation practices and environmental restoration.

Subbasin Hydrologic Profile

Introduction

Three Hydrologic Units, the Coos, Coquille and Sixes subbasins cover the Coos SWCD. Only the northern portion of the Sixes Hydrologic Subbasin lies in the Coos SWCD. This portion, however, contains cranberry fields along with pasture and hay fields. This profile summarizes data from all three subbasins.

About 89 percent of the district is either private or public forest land. Much of the private forest is in industrial forest ownership. Other private lands include developed areas as well as residential homes and resort properties along highway 101. Farm land lies along the valley stream bottoms or in the southern district in low lying areas near the coast. Other private working lands include Christmas tree and woodlot production.

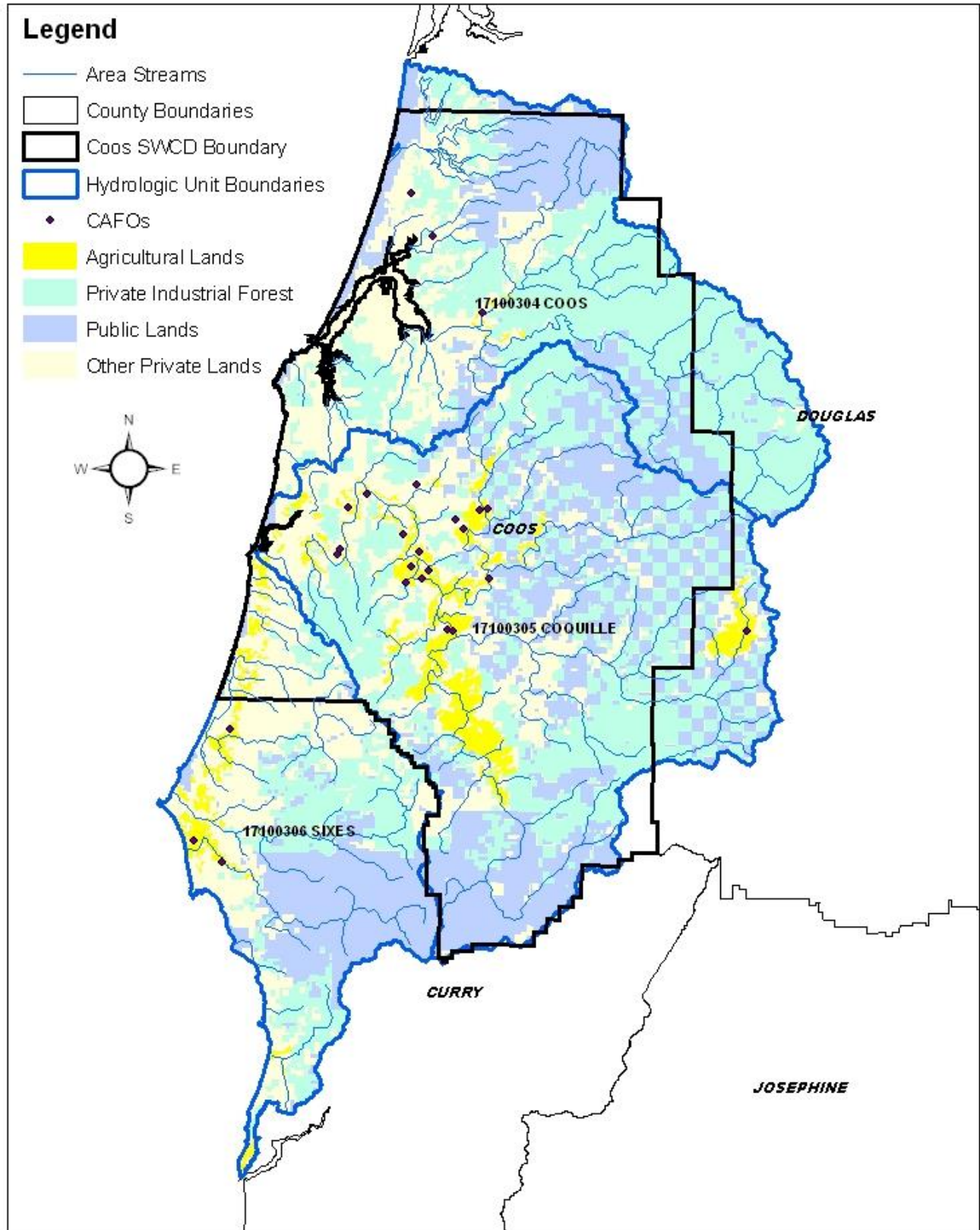


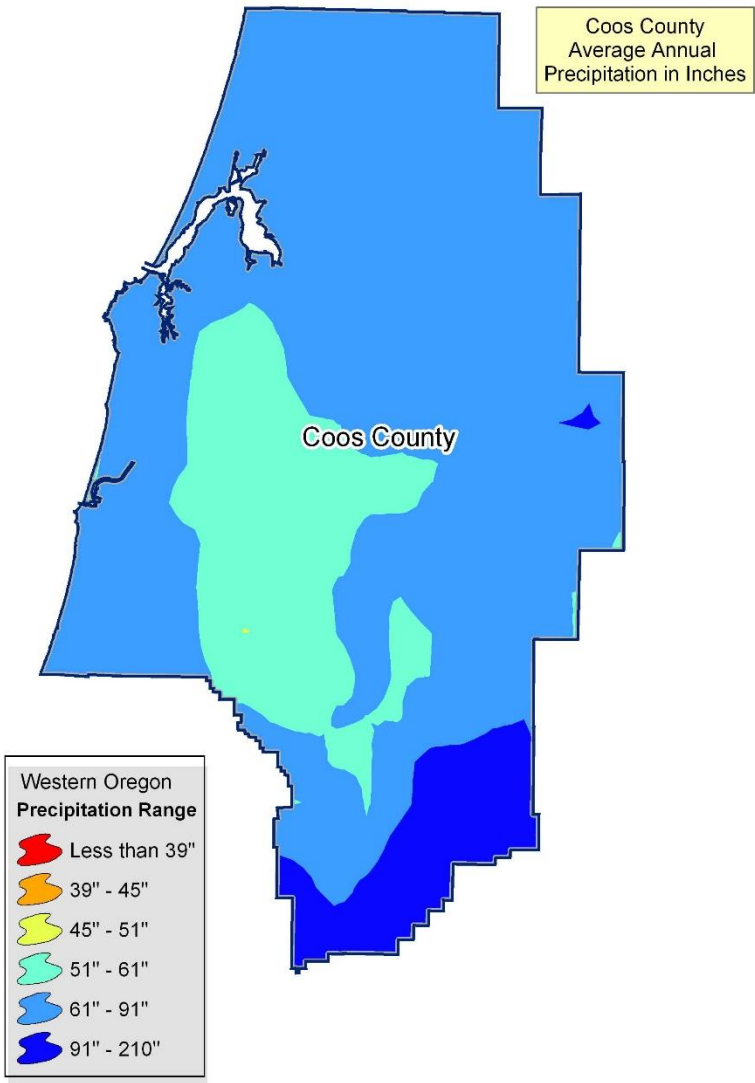
Total population exceeds 69,000 with most people living in the coastal towns of Coos Bay, North Bend, Bandon and Coquille.

The Pacific Ocean marks the western boundary of the District and the east by the crest of Coast Range. Annual precipitation varies from 50 inches along the Coquille River valley to over 210 inches in the mountains.

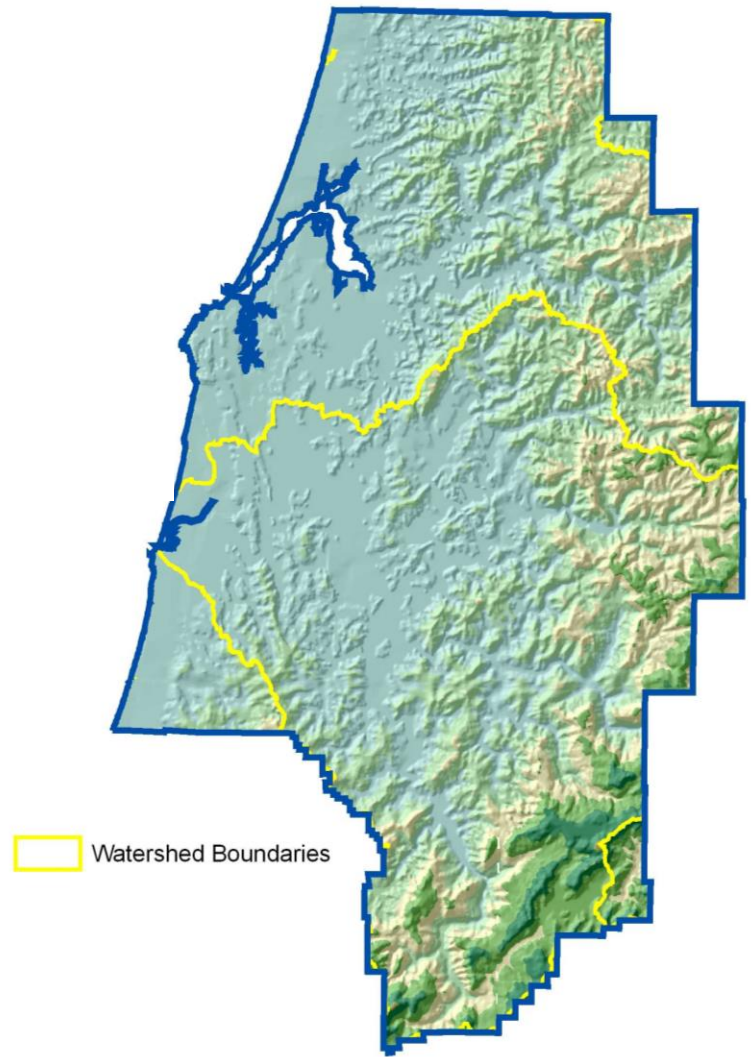
Conservation assistance is provided by the Coquille USDA service centers, Southwest Oregon Resource Conservation and Development Area (RC&D), and Coos Soil and Water Conservation District.

Coos SWCD Major Hydrologic Subbasins





Relief Map



Land Cover/ Land Use	Ownership							
	Public		Private		Private-Industrial		Totals	%
	Acres	%	Acres	%	Acres	%		
Forest	410,700	29%	325,800	23%	545,100	38%	1,281,600	89%
Agricultural	0	0%	95,700	7%	0	0%	95,700	7%
Water/Wetlands/Other Private Lands	18,300	1%	32,400	2%	0	0%	50,700	4%
Grand Totals	429,000	30%	460,500	32%	545,100	38%	1,434,600	100%

Private working lands total 421,500 acres with 325,800 acres of forest and 95,700 acres of farm land. Farm land is mostly pasture and hay but also includes about 3,300 acres of cranberries. About 5,000 acres of tribal lands (Coquille) has been included in the other private lands totals.

Another 545,100 acres are managed as private industrial forest. About 429,000 acres are publicly owned and managed by the U.S. Forest Service, Bureau of Land Management, or the State of Oregon.

According to the Census of Agriculture this area has about 1,074 farms. Sixty-five percent are part-time operations and on farm less than 180 acres in size. The mean acreage is approximately 160 acres. Based on Oregon Department of Agriculture confined animal feeding operation (CAFO) permits, 24 dairies with 5,786 cows are located within these three subbasins.

Farm Size		
1-49	No.	542
50-179	No.	323
180-499	No.	119
500-999	No.	45
1000+	No.	45

		ACRES	ACRE-FEET
Irrigated Adjudicated Water Rights (OWRD/4)	Surface	27,035	70,849
	Well	2,577	6,910
	Total Irrigated Adjudicated Water Rights	29,612	77,759
Stream Flow Data	USGS 14323200 TENMILE CREEK, NEAR LAKESIDE, OR	Total Avg. Yield	244,720
		May – Sept. Yield	23,132
	USGS 14326500 MIDDLE FK COQUILLE RIVER, NEAR MYRTLE POINT, OR	Total Avg. Yield	438,591
		May – Sept. Yield	38,486
	USGS 14327000 N FK COQUILLE RIVER, NEAR MYRTLE POINT, OR	Total Avg. Yield	676,012
		May – Sept. Yield	55,456
	USGS 14325000 S FK COQUILLE RIVER, AT POWERS, OR	Total Avg. Yield	563,473
		May – Sept. Yield	46,654
		MILES	PERCENT
Stream Data/5	Total Miles – Major (100K Hydro GIS Layer)	2,605	---
	*Percent of Total Miles	623	24%
	of Streams in HUC	459	18%

Adjudicated water rights, according to the Oregon Department of Water Resources, total 29,612 acres with about 90% with surface water source. Based on an average water right of 2.6 acre-feet per acre some 77,759 acre-feet of water are adjudicated to irrigation, annually.

The stream flow data demonstrates that the May-September water yield from major streams is adequate to meet adjudicated irrigation water rights. Coastal streams are susceptible to flooding and high stream flows carrying high sediment loads during the wet winters.

Water quality is also a major resource concern. Twenty-four percent of all stream miles are listed as water quality limited by the state. Stream temperature, fecal coliform, and dissolved oxygen are listed by the state as major contributors to poor water quality.

Elevated stream temperatures may be due to inadequate riparian shade, stream channel widening, and other anthropogenic or natural causes.

Fecal coliform can be indicative of livestock waste, but it also is associated with improperly operating onsite sewage disposal systems.

The Coos and Coquille Rivers, as well as many other smaller coastal streams support salmon runs of coho, chum and fall Chinook as well as winter steelhead and sea-run cutthroat trout. Recent runs of wild fish are a fraction of historic runs with coho listed as a threatened species.

Concerns

Resource Concerns/Issues by Land Use	
SWAPA +H Concerns	Specific Resource Concern/Issue
Soil Erosion	Concentrated Flow or Gully
	Streambank
	Soil Mass Movement
Water Quantity	Ponding and Flooding
	Water Management For Irrigated Land
Water Quality, Surface	Pesticides
	Nutrients and Organics
	Suspended Sediments and Turbidity
Plant Management	Establishment, Growth, and Harvest
Animal Habitat, Wildlife	Management
Human, Economics	High Risk and Uncertainty
	High Capital/Financial Cost
	High Management Level Required
	Low or Unreliable Profitability

Natural Resource Concerns

1. Water Quality
 - Waterbodies classified as on the DEQ 303(d) water quality limited list
 - Discharge of pollutants into lakes, ponds, rivers and streams
 - Contamination of surface and ground water caused by various practices and sources
 - Improper operation of drainage and irrigation ditches
 - Inappropriate use of fertilizers and pesticides
 - Lack of baseline water quality data
2. Water Quantity
 - Declining groundwater tables and slow groundwater recharge due to area geology
 - Declining amounts of surface water available for beneficial uses
 - Decrease in fish and wildlife habitat
3. Wetlands
 - Loss of natural wetlands due to development
 - Construction of wetlands for mitigation may reduce the effective function and benefits of the wetlands, such as providing migratory bird habitat and supporting native aquatic species
 - Potential of unintended effects on surrounding property due to restoration
4. Soil Erosion
 - Irrigation-induced erosion
 - Bare soil during rainy seasons
 - Lack of healthy riparian vegetation or buffers
 - Improper application of management practices
5. Weed Management
 - Lack of noxious weed control
 - Loss of native groundcover
 - Contamination of crops
 - Degradation of streamside areas

Objectives and Goals

Objective 1: Provide Conservation Planning, Technical, and Financial Assistance to Property Owners and Operators

Goals:

- Develop conservation plans for property owners and managers
- Help implement the Coos & Coquille Agricultural Water Quality Management Area Plan.
- Establish demonstration areas and sites
- Promote current and relevant Best Management Practices
- Apply for grants to fund at least 10 Agricultural Water Quality Improvement Projects per biennium.
- Assist with requests for information or services
- Improve drinking water quality
- Continue to develop partnerships with Watershed Councils and other conservation agencies to expand our technical capabilities.

Objective 2: Deliver Conservation Education Materials and Workshops

Goals:

- Design and deliver information materials, education programs, workshops, events and presentations tailored to meet the specific needs for students and their teachers, adults, agricultural producers, and natural resource partners
- Maintain and update the Coos SWCD website
- Produce and distribute a quarterly newsletter
- Produce and distribute an Annual Report to detail the accomplishments of the district
- Fundraise for large education projects

Objective 3: Administer District Operations

Goals:

- Implement the Board-approved District planning process
- Produce and maintain the Annual Work Plan
- Develop and approve the Coos SWCD annual operating budget
- Complete financial audit per Oregon Revised Statute (ORS) 568, Section 297.425
- Review the Business Plan and update as necessary
- Conduct staff, committee, and board meetings
- Provide orientation, development, and training for staff
- Develop needed administrative policies and processes
- Recruit Board members as needed
- Hold an Annual Meeting
- Maintain a working relationship with agriculture organizations; watershed councils; cities,; and county, state, and federal entities

Objective 4: Implement Programs that Assist Constituents with Natural Resource Concerns

Goals:

- Water quality monitoring program
- SB 1010 Plan
- Noxious weed control program
- OWEB grant programs
- EPA Section 319 grant funds
- NRCS-funded programs
- Other programs or funds as available

Partnerships

The Coos SWCD works closely with and maintains partnerships with many natural resource organizations and partners in order to complete our mission.

Natural Resources Conservation Service (NRCS)

The Coos SWCD works with the United States Department of Agriculture (USDA) NRCS to provide technical assistance to design and implement conservation practices throughout the District, approval for NRCS local practice plans, administrative services for local field staff and business and annual work plan development through a Memorandum of Agreement. See Appendix C for a description of programs available through NRCS.

Farm Service Agency

The FSA's mission is to stabilize farm income, help farmers conserve land and water resources, provide credit to new or disadvantaged farmers and ranchers, and help farm operations recover from the effects of disaster. FSA provides aerial photos for use in conservation planning work done by Coos SWCD and NRCS.

Property Owners/Operators

The District assists property owners/operators with conservation planning, technical and/or financial assistance, cooperator agreements, farm bill program opportunities, needs assessments and conservation-related questions through various working agreements.

Watershed Councils

The Coos SWCD provides technical and administrative support, as resources allow, to the watershed councils located within our district. It may also serve as fiscal management agency for grant administration and collaborates with planning and projects as appropriate and requested.

Oregon Association of Conservation Districts (OACD)

The Oregon Association of Conservation Districts assists the Coos SWCD by serving at the state level and speaking for issues relating to the District. It cooperates with other public and private organizations, with purposes similar to the Coos SWCD, to adopt statewide policies and programs, which will effectively contribute to a quality environment and a productive economy.

Oregon Department of Agriculture (ODA)

The Coos SWCD receives overall administrative oversight, partial administrative and technical support funding and small grant funding from the Natural Resources Division of the Oregon Department of Agriculture. The Coos SWCD will function as the Local Management Agency (LMA) for SB1010, specifically the Agricultural Water Quality Management Act, 1993 and Coos & Coquille Subbasin Agricultural Water Quality Management Area Plan. The Coos SWCD submits quarterly reports of work progress, annual reports of overall accomplishments, yearly work plans and financial status reports to ODA. The District also functions as the local referral agency for questions and problems related to Confined Animal Feeding Operations (CAFO), a responsibility of ODA.

Oregon State University (OSU) Extension Service

The Coos SWCD works with OSU Extension to further their mutual goals of natural resource conservation, management and education by working closely with private property owners. The OSU Extension assists the Coos SWCD in delivering efficient conservation programs.

Coos County

The Coos SWCD provides technical consultation and assistance where requested from the various cities within the District's boundaries.

Oregon Watershed Enhancement Board (OWEB)

The Oregon Watershed Enhancement Board provides technical assistance, technical training and forums for communication among the watershed councils and the Coos SWCD. OWEB also provides small grants for locally identified restoration projects and offers workshops to landowners within the Coos SWCD.

Resource Conservation and Development, Inc. (RC&D)

The Coos SWCD works with RC&D to inventory problems, obtain funds, and implement natural resource projects. RC&D works to involve people from the private sector, corporations, counties, foundations and all levels of government to identify and solve environmental problems.

Oregon Conservation Employees Association Network (OCEAN)

The Oregon Conservation Employees Association Network is a voluntary organization, affiliated with the Oregon Association of Conservation Districts, which represents the interests of employees of the Coos SWCD to the OACD and National Association of Conservation Districts (NACD) and sponsors employee training and workshops.

The National Association of Conservation Districts (NACD)

The National Association of Conservation Districts assists the Coos SWCD by developing national conservation policies, influencing lawmakers, and building partnerships with other agencies and organizations. The NACD also helps the Coos SWCD share ideas in order to better serve its local community.

Soil and Water Conservation Commission (SWCC)

The Soil and Water Conservation Commission has a major role to oversee the ODA grant programs to the Coos SWCD. The Commission also provides assistance, direction, and coordination between the Coos SWCD, the Natural Resources Division, the NRCS, Farm Service Agency (FSA), OSU Extension, OACD, and OWEB.

Oregon Department of State Lands (DSL)

The Coos SWCD functions as the local reviewing agency for the Oregon Department of State Lands Removal/Fill Permits for state lands and waterways.

Oregon Department of Environmental Quality (DEQ)

The Coos SWCD has worked collaboratively with DEQ on the water quality monitoring program. DEQ has assisted Coos SWCD with technical advice, training, assistance on grants, and loaning of equipment. They serve as partners with Coos SWCD in the EPA Section 319 grant for the Pudding River Pesticide Stewardship Partnership.

Oregon Department of Fish and Wildlife (ODFW)

ODFW Habitat Restoration and Protection and Conservation Biologists assist Coos SWCD with technical advice, training, permitting, and assistance on grants.

Capabilities

Services

The Coos SWCD will provide direct assistance, in an office or field setting, to property owners and operators on natural resource issues and concerns within the scope of our Mission. Field visits upon request to view livestock holding facilities, streambank erosion, field erosion

- Geographic Information System (GIS) computer information including prints of land area from FSA aerial photos, tax lot maps, soil maps, United States Geological Survey quadrangle maps of Coos County
- conservation planning assistance to address natural resource concerns
- workshops and presentations on natural resource issues or programs
- technical assistance on soil testing, plant tissue testing, water quality monitoring, nutrient testing training for individuals to conduct their own tests
- technical help with approved engineering plans for conservation practices
- assistance including planning, design, layout and construction observation on conservation projects
- assistance in obtaining permits such as DSL Removal-Fill permits, Flood Plain permits, CAFO permits, and non-agricultural erosion control permits
- facilitation of the locally-led process, the stakeholder work session, to address and identify critical natural resource issues, critical geographic areas of concern and recommend other state, local or private programs that are available
- assistance in obtaining funding from programs or grants to address natural resource issues (see Appendix C)
- providing information on water quantity and quality in some local streams

2018 Personnel

Watershed Technical Specialist 1 FTE	Manages the District Office, staff, and files. Keeps Directors informed of District business and activities with regular communication and monthly reports. Provides technical assistance to landowners to help them implement voluntary conservation practices. Develops conservation plans. Attends various Watershed Councils, LAC, and NRCS workgroup meetings. Attends annual staff training events such as CONNECT and the OACD Conference. Writes grant applications to fund Agricultural Water Quality Improvement Projects for landowners. Acts as Project Manager on grant funded projects for landowners. Develops and delivers technical presentations. Organizes and hosts outreach and educational events.
Office Secretary/ Administrative Assistant 1 PTE	Assists with managing the District Office. Oversees the daily mail, processing of bills, invoices, checks, administrative records, and reports; updates office grant binders regularly, takes meeting minutes; answers the phone, responds to emails, and takes messages. Assists with organizing and planning workshops and outreach events. Provides assistance to the WTS as needed on various tasks.

This District encourages continued education and training for employees to enhance job performance and assist in potential career advancement within the District. If necessary, detailed training plans providing for the developmental opportunities will be recorded. Training will also be provided to meet District needs to be kept current of new procedures.

Facilities

The Coos SWCD District Office is housed at 379 N Adams Street, Coquille, OR 97423.

Appendix A

Acronyms and Terms used in this Business Plan

ASCS	Agriculture Stabilization Conservation Services (currently FSA)
CAFO	Confined Animal Feeding Operation
CREP	Conservation Reserve Enhancement Program
CRP	Conservation Reserve Program
DEQ	Department of Environmental Quality (Oregon)
District	Soil and Water Conservation District
DSL	Department of State Lands (Oregon)
EQIP	Environmental Quality Incentives Program
ESA	Endangered Species Act (Federal)
EWP	Emergency Watershed Protection Program
FSA	Farm Service Agency (formerly ASCS)
FTE	Full Time Equivalent Employee (2080 hrs/yr)
GIS	Geographic Information Systems
HEL	Highly Erodible Land
LAC	Local Advisory Committee
LMA	Local Management Agency (Oregon SB1010)
NACD	National Association of Conservation Districts
NRCS	Natural Resource Conservation Service (formerly SCS)
OACD	Oregon Association of Conservation Districts
OAR	Oregon Administrative Rule
OCEAN	Oregon Conservation Employees Association Network
ODA	Oregon Department of Agriculture
OFRI	Oregon Forest Resources Institute
ORS	Oregon Revised Statute
OSU	Oregon State University
OWEB	Oregon Watershed Enhancement Board
RC&D	Resource Conservation and Development
RD	Rural Development (formerly Farmers Home Administration)
SCS	Soil Conservation Service (currently NRCS)
SDAO	Special Districts Association of Oregon
SB1010	Agricultural Water Quality Management Act of 1993 (OR)
SWCC	Soil and Water Conservation Commission
SWCD	Soil and Water Conservation District
USDA	United States Department of Agriculture
WHIP	Wildlife Habitat Incentives Program
WRP	Wetland Reserve Program

Appendix B

Oregon Revised Statute 568.550

ORS 568.550(1). The board of directors of a soil and water conservation district has the following powers: [*Letters correspond to actual statute format.*]

- a. To secure surveys and investigations and do research relating to:
 - The character of soil erosion
 - The character of floodwater and sediment damage
 - All phases of the conservation, development, utilization and disposal of water
 - The preventive measures, control measures and improvements needed
- b. To conduct demonstrational projects on lands within the district upon obtaining the consent of the owner and occupier of such lands.
- c. To carry out preventive and control measures on lands within the district upon obtaining the consent of the owner and occupier of such lands.
- d. To enter into written agreements (*see specifics in 568.330[(d)][A]&[(B)]*)
- e. To obtain options upon and to acquire by purchase, exchange, lease, gift, grant, bequest or devise any property, real or personal or rights therein, (*see specifics in 568.330[e]*)
- f. To borrow money and to mortgage personal property of the district as security (*see specifics in ORS 568.330[ff]*)
- g. To issue general obligation bonds of the district as provided in ORS 568.803
- h. To make available, on such terms as the directors shall prescribe, to landowners or occupiers within the district, agricultural and engineering machinery and equipment, fertilizer, seeds and seedlings and other material or equipment.
- i. To construct, operate and maintain such structures as may be necessary or convenient for performance of any of the operations authorized in ORS 568.210 to 568.880 and 568.900 to ORS 568.933.
- j. To develop comprehensive plans and specifications for the conservation of soil resources and for the continued control of soil erosion within the district, and to publish such plans, specifications and information and bring them to the attention of owners and occupiers of the lands within the district.
- k. To take over, by purchase, lease or otherwise, and to administer, any soil conservation, erosion control or erosion prevention project, or combination thereof, located within district boundaries undertaken by the United States or any of its agencies, or by this state or any of its agencies.
- l. To manage, as agent of the United States or any of its agencies, or of this state or any of its agencies, any soil conservation, erosion control or erosion prevention project, or combination thereof, within district boundaries.
- m. To act as agent for the United States or any of its agencies, in connection with the acquisition, construction, operation or administration of any soil conservation, erosion control or erosion control project, or combination thereof, within district boundaries.
- n. To accept donations, gifts and contributions in money, services, materials, or otherwise from the United States or any of its agencies, or from this state or any of its agencies, and to use or expend such moneys, services, materials or other contributions in carrying on its operations.
- o. To sue and be sued in the name of the district, to have a seal, which shall be judicially noticed, to have perpetual succession unless terminated as provided by law, to make and execute contracts and other instruments necessary or convenient to the exercise of its powers, and to make, and from time

to time amend or repeal, rules not consistent with ORS 568.210 to 568.808 and 568.900 to 568.933 to carry into effect its purposes and powers.

- p. To purchase liability or indemnity insurance, in such amounts and containing such terms and conditions as the board believes necessary for the protection of directors, officers and employees of the district against claims incurred in the performance of their duties.
- q. To place liens on real and personal property.
- r. To enter into written agreements with, coordinate activities with and provide assistance to landowners, managers and residents within the districts and federal, state and local governments, relating to natural resource issues, including but not limited to issues of:
 - Agriculture and forestry
 - Economic development based upon natural resources
 - Watershed management and ecosystem health
 - Invasive species
 - Alternate and renewable energy
 - Air Quality
 - Animal waste and nutrient management
 - Carbon sequestration
 - Access to market-based services and certification
 - Fuel reduction and wildfire planning and management
 - Preservation of agricultural, forestry and other lands
- s. To conduct outreach and conservation education activities.
- t. To provide financial assistance, including but not limited to loans and grants to implement activities and projects authorized under ORS 271.715 to 271.795, 569.210 to 568.808 or 568.900 to 568.933.
- u. To hold patents, trademarks and copyrights.
- v. To hold conservation easements under ORS 271.715 to 271.795.

ORS 568.550(2). As a condition to the extending of any benefits under ORS 568.210 to 568.808 or 568.900 to 568.933 to lands or the performance of work upon lands, the directors may require contributions in money, services, materials or otherwise to any operations conferring such benefits, and may require landowners or occupiers to enter into and perform such agreements or covenants as to the permanent use of such lands as will tend to prevent or control erosion thereon.

ORS 568.550(3). In order to avoid duplication of activities under subsection (1)(a) of this section, the department may call upon other state and federal agencies for assistance and cooperation in their fields in accordance with memoranda of understanding to be signed by all cooperating agencies.

ORS 568.550(4). A district may not adopt land use regulations under ORS chapter 197, 215 or 227. A district has the standing of an affected landowner to participate in the public process involving administrative rules, regulations, goals, guidelines, plans or other public body actions that may affect one or more properties within the district.

Appendix C

Related Statutes and Administrative Rules

<i>STATUTE</i>	<i>DESCRIPTION</i>
Americans with Disabilities Act of 1990	Hiring Persons With Disabilities- Federal
OAR 137-30-000 through 137-35-080	Oregon Public Contracting Law
Oregon Constitution Article XV, Section 3	Oath of Office
ORS 44.320	Oath of Office
ORS 174	Public Bodies
ORS 190.003 through 190.110	Intergovernmental Cooperation
ORS 192.001	Public Records, Reports, and Meetings
ORS 198	Special Districts Generally
ORS 244.010 through 244.400	Conflict of Interest
ORS 247.035	Residency
ORS 250	Initiative and Referendum
ORS 255	Special District Elections
ORS 271	Conservation and Highway Scenic Preservation Easements
ORS 280	Taxation for Local Public Improvements
ORS 287	Borrowing and Bonds of Local Governments
ORS 288	Public Borrowing and Bonds Generally
ORS 292.210 through 292.250	Subsistence and Mileage allowances for Travel by State Officers and Employees
ORS 294.305 through 294.565	Local Budget <i>–for district with a tax levy</i>
ORS 297.005 through 297.712	Contracting
ORS 297.210 through 297.230	Auditing Accounts of State and State-Aided Institutions and Agencies Laws
ORS 297.405 through 297.485	Municipal Audits
ORS 310	Property Tax Rates and Amounts Limitations
ORS 468B	Water Quality
ORS 517	Non-aggregate Mineral Surface Mines
ORS 541	Watershed Management and Enhancement
ORS 542.750	Watershed Protection and Flood Protection
ORS 561.395	Soil and Water Conservation Commission
ORS 561.400	Natural Resources Division (ODA)
ORS 568.900 through 568.933	Agricultural Water Quality Management
ORS 659.010 through 659.990	Civil Rights, Unlawful Employment
ORS 659.405	Civil Rights of Disabled Persons
Title VII Civil Rights Act of 1964	Equal Opportunity Employment/Sexual Harassment/Discrimination- Federal