

Honey Lake Valley Resource Conservation District Annual Work Plan

For May 1, 2016 – June 30, 2017



Prepared For:

Honey Lake Valley Resource Conservation District Board of Directors
170 Russell Ave., Suite C, Susanville, CA 96130

Prepared By:

Tim Keeseey, District Manager
Laurie Tippin, Board Member

April 27, 2016

Introduction

This work plan was developed to provide an annual roadmap for implementation of the existing Honey Lake Valley RCD Strategic Plan, adopted in 2016. The Strategic Plan identifies several Strategic Issues, with corresponding Goals and Strategies, to be dealt with by the District over a five year timeframe. The activities proposed in this work plan relate directly back to the content of the Strategic Plan, with each Issue and Goal identified by number. Each activity represents one of the Strategies from the Strategic Plan that has been converted to an action item. The responsible party, approximate cost and funding source for each activity is identified when possible.

Our mission is to conserve, restore, and sustain local agricultural and natural resources for those who live, work, or visit the service area to foster a viable economy by seeking and coordinating technical, educational, and financial resources.

Strategic Issue 1: Build HLVRCD leadership and organizational capacity.

Goal 1.1: The HLVRCD Board of Directors actively, knowledgeably, and effectively leads the District and its employees in the District’s mission.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Board Diversity	Determine skills desired for a well rounded Board; Incorporate the desired skills agreed upon into the Board opening announcement; Identify & outreach to potential Board applicants.	July/Aug 2016	Board Chair	\$0	Volunteer
Board Diversity	Determine whether to add Associate Directors to the RCD.	Sept/Oct 2016	L.Tippin	\$0	Volunteer
Board Diversity	Develop and distribute a “New Director Orientation” booklet	Nov/Dec 2016	Board Chair	\$0	Volunteer
District Policies	Provide input on creation of or update to these policies: personnel, procurement, fiscal, and volunteers.	Nov/Dec. 2016	Policy Committee	\$0	Volunteer
Strategic Thinking	Board members complete CSDA’s webinar “Good Governance”.	06/30/16	Board	\$0	Volunteer
Strategic Thinking	Identify & discuss issues affecting District performance, determine whether action is needed.	Quarterly	Board	\$0	Volunteer
Financial Acumen	Majority of Board completes CSDA’s webinar “Introduction to Special	10/31/16	Board	\$0	Volunteer

	District Finances for New Board Members”.				
District Visibility	Write & submit 2 “Where I Stand” pieces to the Lassen Times, with one on the Strategic Plan.	04/01/16; 12/31/16	Board Chair or Member	\$0	Volunteer
District Visibility	Inform Board of Supervisors on a regular basis.	Quarterly or Jan & July 2016	Board Chair or rotating Board member	\$0	Volunteer
District Visibility	Participate in at least 1 community activity	6/30/2017	Board	\$100	Volunteer
Community Outreach	Sponsor, host, speak, or volunteer at 2 conservation events.	10/31/16; 06/30/17	Board	\$100	Volunteer
Community Outreach	Seek MOU or similar documentation with NRCS to inform producers of program availability.	06/30/17	Board Chair	\$0	Volunteer
Employee Development	Provide annual performance review to each employee & create individual development plans.	Annually by 6/30/16 and 6/30/17	Board Chair w/ Board input	\$0	Volunteer
Employee Development	Mentor employees, look to assist as needed.	Ongoing	Board	\$0	Volunteer
Collaboration	Participate as a member of the Modoc Plateau Regional RCD.	Bi-monthly	L.Tippin	\$100	Volunteer
Collaboration	Seek & establish at least 1 new partnership	06/30/17	Board	\$0	Volunteer
Collaboration	Provide leadership to organize & sustain Lassen Co. Special Weed Action Team (SWAT)	Ongoing	Board	\$0	Volunteer
CARCD support & participation	Review/discuss Vision & Standards document,.	6/30/17	Board	\$0	Volunteer
CARCD support & participation	Meet Tier 1 standards	04/01/16	Board & Staff	\$250	Volunteer, RCD
CARCD support & participation	Identify actions & estimated timeframe to meet Tier 2 standards.	09/30/16	Board & Staff	\$500	Volunteer, RCD
CARCD support & participation	As Modoc Plateau Reg’l Chair, participate as CARCD Board member.	Quarterly	L.Tippin	\$0	Volunteer, CARCD
CARCD support & participation	At least1 Board Member to attend annual CARCD conference, preferably a 1 st time attendee.	Nov 2016	Board member	\$650	RCD
CARCD support & participation	At least1 Board Member to participate on a CARCD committee	Through 06/30/17	L.Tippin,	\$0	Volunteer

Goal 1.2: The HLVRCD is comprised of a fully functioning staff with the capacity to increase program development and delivery from 2015 levels.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Staffing	Create plan to identify actions & funding/funding sources needed to support a full-time District Manager for Board approval.	12/31/16	T.Keeseey	\$1,000	RCD
Training	Working with supervisor, each staff to create an Individual Development Plan to identify needed skills & training to meet/improve position skills.	06/30/16	All Staff	\$1,000	RCD, WM
Training	Participate in CARCD's Leadership Academy	11/2016	T.Keeseey	\$2,500	RCD, WM
District Policies	Create or update these policies for Board approval: personnel, procurement, fiscal, and volunteers.	12/31/16	T.Keeseey	\$2,000	RCD, WM
Program Development	Work with Board to develop programs that meet RCD mission for Board approval.	02/28/2017	T.Keeseey, T.King	\$1,000	RCD, WM
Program/Project Tracking	Create an electronic database to track the history of the District's past, current, and future projects, programs, outcomes, and participants.	06/30/17	T.Keeseey, T.King, M.Wheeler	\$2,500	RCD, WM
District Visibility	Resolve website problems	04/01/16	T.Keeseey	\$250	RCD, WM
District Visibility	Propose website content to Board & update website.	06/30/16	T.Keeseey	\$3,500	RCD, WM
District Visibility	Create semi-annual newsletter.	June & Dec 2016	T.Keeseey, T.King, M.Wheeler, Board	\$2,500	RCD, WM
Partnerships	Create list of current documented partners, source of partnership (eg, MOU), & focus area & a list of others where a partnership can be established.	06/30/16	T.Keeseey	\$500	RCD
Partnerships	Establish 1 new partnership.	06/30/17	T.Keeseey, Board	\$500	RCD
Community Outreach	Participate in at least 1 community event.	06/30/17	T.Keeseey	\$250	RCD
Network/ Collaboration	Establish relationship with surrounding peers.	06/30/17	T.Keeseey, T.King	\$250	RCD
Network/ Collaboration	Attend annual CARCD conference	11/16	T.Keeseey	\$750	RCD

Goal 1.3: Diverse and sustainable funding exists.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Fundraising	Invite CARCD or similar organization to provide training on fundraising for Board & Staff, including development of fundraising opportunities list for HLVRCD.	10/31/16	T.Keeseey, Board	\$500	RCD, CARCD, Volunteer
Fundraising	Develop policies for Board approval.	06/31/17	T.Keeseey; Board	\$1,000	RCD
Fee for Services	Invite CARCD or an RCD to provide training on fee for services for Board & Staff, including development of fee for services opportunities list for HLVRCD.	12/31/16	T.Keeseey	\$1,000	RCD, CARCD, Volunteer
Fee for Services	Develop policies for Board approval if fee for services will be conducted	06/31/17	T.Keeseey, Board	\$1,000	RCD

Goal 1.4: The Watermaster services are professionally provided.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Build Relationships	Meet on the ground with 100% of the water users.	50% by 12/31/16; 50% by 06/30/17	T.King	\$10,000	WM
Build Relationships	Establish peer relationship with at least 1 CA State Watermaster.	10/31/16	T.King	\$1,000	WM
Build Relationships	Assist 5 landowners to improve measuring capacity and irrigation management	6/30/2017	T. King	\$2,500	WM
Water Decree Implementation	Create GIS database of the Honey Lake Valley water system.	12/31/16	T.King, T. Keeseey	\$2,500	WM
Water Decree Implementation	Develop Operations Manual	2/28/17	T. King T. Keeseey	\$5,000	WM
Water Decree Implementation	Develop GIS database of diversions	6/30/2017	T. King T. Keeseey	\$2,500	WM
Water Decree Implementation	Assess all diversions for lockable and measureable capacity.	2/28/2017	T. King	\$2,500	WM
Water Decree Implementation	Develop policy necessary to enforce water code violations.	2/28/2017	T. King T. Keeseey	\$5,000	WM
WAC	Participate in WAC monthly meetings.	Monthly	T.King	\$2,500	WM

Water Decree Implementation	Develop FY16 Annual Report/Water Usage Report	11/30/2016	T. King; T. Keeseey	\$1,000	WM
-----------------------------	---	------------	------------------------	---------	----

Strategic Issue 2: Stay Relevant to the Conservation Needs of the Community.

Goal 2.1: The HLVRCD contributes to improved and restored health conditions of forested lands within the District, with a focus on the issues of fuel hazard, insect and disease infestations, invasive weeds, conifer encroachment, tree density, and species composition.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Forest Fuel Hazard Reduction	Establish working relationship with Lassen Co. Fire Safe Council	06/30/16	T.Keeseey, Board Member	\$500	RCD
Forest Fuel Hazard Reduction	Provide technical assistance to 1 landowner.	10/31/16	T.Keeseey	\$1,000	RCD
Special Weed Action Team	Provide leadership to SWAT by signing onto MOU, scheduling & facilitating meetings, working with partners to develop a Strategic Plan, & implement Strategic Plan	06/30/17	Board, T.Keeseey	\$2,000	RCD
Conservation Education	Hold 1 workshop/field trip regarding Forest Health issues.	6/30/2017	Keeseey	\$1,500	RCD
Project Development	Develop 2 Forest Health Projects and submit apply for funding to implement	9/1/2016; 3/31/2017	Keeseey	\$2,500	RCD

Goal 2.2: The HLVRCD contributes to improved water quality and quantity conditions within the District.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Conservation Education	Establish irrigation management training and technical assistance program	12/31/16	Keeseey King	\$1,000	RCD, WM
Building Relationships	Build relationships with five agencies that provide funding for agricultural water efficiency	6/30/17	Keeseey King	\$1,000	RCD, WM
Project Development	Work with water users on the Old Channel to develop project and apply for funding to address water quality and quantity issues.	12/31/16	Keeseey King	\$2,500	RCD, WM
Project Development	Work with LIC water users to develop project and apply for funding to address water quality and quantity issues.	3/31/17	Keeseey King	\$2,500	RCD, WM

Project Development	Work with Baxter Creek water users to develop project and apply for funding to address Deep Cut.	6/30/17	Keeseey King	\$2,500	RCD, WM
---------------------	--	---------	--------------	---------	---------

Strategic Issue 3: Capture conservation opportunities, as appropriate.

Goal 3.1: The HLVRCD acts on opportunities in the following areas when resources can be effectively used or obtained to assist others (landowner, partner, organization, agency, etc.): agriculture land conversion, climate change, range health, soil health, and wildlife.

Project/Program	Activity	Timing	Lead	Total Cost	Funding Source
Pine Creek CRMP	Coordinate activities of the Pine Creek CRMP	6/30/2017	Keeseey Wheeler	\$7,500	TU Contract
Conservation Planning	Assist 3 landowners to develop conservation plans and implement projects	6/30/2017	Keeseey	\$10,000	NRCS Contract
Buffalo Skedaddle Sage Grouse Working Group	Attend monthly meetings of the Buffalo Skedaddle Sage Grouse Working Group	Monthly to 6/30/2017	Keeseey/Giese	\$2,000	RCD
Buffalo Skedaddle Sage Grouse Working Group	Work with project partners to develop juniper removal and meadow restoration projects in the Horse Lake Planning area	9/1/2016	Keeseey	\$2,000	RCD
Lahontan Basins IRWM RWMG	Participate in monthly Lahontan Basins IRWM RWMG meetings	Monthly	Keeseey/Claypool	\$2,000	RCD
North Cal-Neva RC&D	Participate in Bi-annual meetings of the RC&D and monthly Executive Board meetings	Monthly	Keeseey	\$1,000	RCD