

GOAL 1. WATERSHED. Maintain and Improve Water Quality. Enhance fish and wildlife habitat, especially riparian and wetlands. Note: These are Charter Goals 1 & 2.							
Strategy 1.1: Identify watershed needs				(OWEB Element 1)			
Objective 1.1.1. Add information to 2000 "baseline" assessment							
Actions (in priority order within each objective)	Priority	Timeline	Lead Person & (Support People)	Additional Resources Needed (not secured)	Product(s)	Evaluation Criteria (for hi priority items)	Done?
Identify needs for additional research as noted in assessment , consider using Coast Range Association Assessment manual , and/or Oregon Progress Board indicators Receive research reports - put in library	Lo	ongoing	Volunteer M. James, (intern?) (OSU, UO, agencies)	Volunteer time; Grant proposal for full update to assessment	List of research as needed for Conservation Strategy. Collaboration w/researchers when it benefits Council	Are local researchers and state aware of the information we need?	
Survey culverts to determine fish passage capability	Med		(Biologist Galovich, ODFW-training)	Funds or dedicated interns/volunteers; 3-4 days per stream			
Objective 1.1.2. Monitor water quality and share data				(OWEB Element 2)			
Determine temperature problem areas and probable sources	hi/ med	monthly	Issa/Thieman (WQ Monitoring Team)	Monitoring Grant for Feb 04 - Aug 05	Database, maps by watershed and sub-watershed	Can we a) identify sources of pollution for known impairments so citizens have a clear target when discussing and deciding solutions, and b) show the results of conservation efforts over time?	
Monitor other water quality parameters (DO, conductivity, turbidity) to deterine problem areas and sources for turbidity	hi/ med	monthly	Issa/Thieman (WQ Monitoring Team)				
Determine nutrient and <i>E.Coli</i> levels problem areas and probable sources	hi/ med	monthly	Issa/Thieman				
Deterine where low or high flows are a problem	hi/ med	annually	Thieman (Volunteers; Watermaster Mattick)				
Analyze and share all water quality data	hi/ med	annually	Thieman				Annual Water Quality Report, Presentations to Council. Data to DEQ.
Objective 1.1.3. Monitor other watershed conditions							
Provide fish traps and receive volunteer data to help determine native cutthroat trout use and migration	Med		Thieman (Taylor, Army Corps)	Fish Monitoring Team of volunteers	Compile and share data		
Conduct fish and macroinvertebrate sampling as volunteers are interested	Lo-med		Issa/Thieman (Volunteers)	Funds for fish traps (in monitoring grant)			
Strategy 1.2. Address priority conservation needs				(OWEB Element 1: Coordinator 25%)			
Objective 1.2.1. Develop Plans of Action to guide conservation efforts							
Begin process to create watershed conservation strategy/action plan by bringing issues and potential strategies to council meetings for discussion and feedback.	Hi	2004	Program Committee (Erickson)	n/a	Conservation Strategy input	Stakeholder approval of direction and content of the developing Strategy	
Map watershed projects by all entities to provide background for conservation strategy's priorities and justification for future project types and locations. (OWEB Element #2; Coord 5%)	Med		Volunteer Massingill		Projects map. Present to SC/ Council. Share with other practitioners.		

Actions (in priority order within each objective)	Pri- ority	Timeline	Lead Person & (Support People)	Additional Resources Needed (not secured)	Product(s)	Evaluation Criteria (for hi priority items)	Done?
Write document - watershed "conservation strategy" or "action plan" (title TBA). * (hi) Outline work to create Cons. Strat. in proposal to SC (Erickson/Thieman Nov-Dec 03) * (med-hi) Get sub-watershed outputs from RESTORE model from OSU	Med	Proposal Nov-Dec 03 to SC	Erickson/Thieman	perhaps funding for full document	Proposal. Model outputs. Possible grant application.	Conservation Strategy document widely supported by stakeholders in watershed.	
Objective 1.2.2. Protect the best remaining habitat and watershed functions							
Provide information to entities who can protect land and water - through assessment, conservation strategy, consultation	Hi	ongoing	Erickson and Thieman (McKenzie River Trust, Benton, East Lane SWCDs)		Annually updated list of protected sites and their specific locations from those entities	Do partners have the information they need?	
Objective 1.2.3. Implement conservation projects to protect, restore, or enhance priority habitat types and ecological functions.							
Cox Butte Culverts - Phase I - scoping and feasibility	Hi	2001-03: end Nov 03	Thieman/Army Corps/Holm	none	Grant application for next phase of work	Successful grant for phase II or Tech Team agreement that it's not necessary.	
Historic Coyote Creek - Phase III	Hi	2003-05; end July '05	Thieman/Johnson	n/a		Successful implementation of projects as determined by: Tech Team review, timeline and cost review, landowner satisfaction, project effectiveness results.	
Eber Creek Fish Passage and Riparian Enhancement	Hi	2003-05; end July '06	Thieman/Thomson	n/a			
South Fork Ferguson	Hi	2003-05; end July '07	Thieman/Neumeister	n/a			
Upper Ferguson Wood Placement	Hi	2003-05; end July '08	Theiman/Holzbauer	n/a			
Poodle Creek Fencing - Phase II	Hi	2003-05; end July '09	Thieman/Little/?	n/a			
Huhtanen/Scholler Project	Hi	2003-05; end July '10	Thieman/Hutanen/Scholler	n/a			
Develop other priority projects - Discuss this strategy in Steering Committee meeting	Hi	early 2004	Thieman, Secondary contractor?	TBD	Method of handling inflow of projects; Later: grant applications		How to prioritize and address inflow of projects

Long Tom Watershed Council Action Plan

The 2003-05 Council Work Plan is the high priority work shown in bold.

Actions (in priority order within each objective)	Pri- ority	Timeline	Lead Person & (Support People)	Additional Resources Needed (not secured)	Product(s)	Evaluation Criteria (for hi priority items)	Done?
Objective 1.2.4. Engage stakeholders to address sub-watershed needs (OWEB Elements 1, 3, 4. Coordinator time 50%)							
Implement the sub-watershed enhancement program in other creek basins to develop high priority projects and support landowners in implementing them (Bear, Spencer, Lower Amazon, Lower LT, Elk-Noti, Coyote, Fern Ridge, Upper LT, Elk-mainstem)	Hi-med	2003 - 2005	Erickson/Sub-watershed program assistant, sub-ws landowners and co-hosts (Thieman, SC)	n/a	List of potential projects and subset of those as grant-ready projects for each sub-watershed. Alternative: direct action by landowners.		
Find ways to implement Amazon Working Group's high priority ideas	Hi-med	2003-04; Amazon Council meetings	Amazon Working Group/Sub-watershed program assistant (Erickson, Program Committee, SC, Moriarty?)	funds; people to coordinate and support efforts.	Most likely grant applications and proposals for partnership with City		
Continue Sub-Watershed Enhancement sessions in Ferguson and Elk-Poodle to develop further projects in those basins	Hi-med	2005	Erickson/Sub-watershed program assistant (Thieman, SC, Benton SWCD engineer for Ferguson)	n/a	Grant-ready high priority projects		
Objective 1.2.5. Evaluate effectiveness of projects							
Monitor 2001-03 implemented projects as required by grant agreements - annually for three years after grant completion	Hi	Annually, through 2006	Contract out (Thieman)	Funds - 1 day per project per year	Monitoring reports submitted to Council and OWEB	Are projects effective and if not, do we understand why?	
<i>See also activities under Obj. 1.3.3.</i>							
Strategy 1.3. Coordinate community involvement and education about the watershed (OWEB Elements 3 & 4: Coordinator time 50%)							
Objective 1.3.1. Involve Volunteers							
Create a Volunteer/Member database to match citizen interests and skills with project participation possibilities.	hi/med	2003-05	E&O Assistant Issa/DeCou (Erickson)	n/a	Database, new forms for membership interest and volunteer application	Can we get the volunteers we need for all types of projects? Can interested people find a way to "plug in" to Council efforts within a reasonable amt. of time?	
Objective 1.3.2. Gather watershed stakeholders regularly							
Meetings of Council with agenda and invitation sent to all members.	Hi	monthly	E&O Assistant Issa/Erickson (BLM)	n/a	n/a	Does the "watershed community" have an identity, and a regular neutral place for discussion?	
Objective 1.3.3. Teach and encourage stewardship of projects							
Design and implement Projects Stewardship and Monitoring Program to ensure project effectiveness, assist landowners in stewardship, and to understand success and failures.	Med-hi						

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Objective 1.3.4. Use projects as education tools							
Invite landowners who've done projects to present at monthly meetings and with tours. Support them in creating presentation.	Hi-med	Ongoing	Program Committee (Thieman)	n/a	One landowner project slideshow or tour every other month on average.	Are we using projects effectively as demonstration tools? Is this spurring any other projects?	
Create fact sheets as projects are completed, esp. to support presentations. Include pictures, plan-view maps.	Med	Ongoing, due at end of each grant period	Thieman		Fact sheets in brag books, on web sites, and accompanying presentations and tours.		
Objective 1.3.5. Educate about watershed issues, aiming to change behavior							
Provide learning and involvement opportunities at regular Council meetings. Include tours, special meetings, and workshops.	Hi-med		Program Committee	n/a	Spreadsheet overview of topics.	Is there a diversity of topics and experiences at Council meetings? Do presenters who request time get included?	
Arrange monthly column in West Lane and Tri County News. Write series on land management practices that protect or improve water quality, habitat	Med-hi		Ekins (Column review team)				
Arrange presentations on watershed issues to the 7 neighborhood groups in Eugene and our watershed	Med-hi						
Use newsletter to advertise workshops put on by others	Med		E&O Assistant Issa				
Continue presence at Lane County Fair	Med	Annually August	Paul Reed	20 volunteers			
Implement other workshops, such as naturescaping	Med-lo				List and ranking of other workshops available or needed		
Evaluate & report on opportunities to collaborate with partners in bringing watershed education programs & experience to youth in schools	Lo-med						
Continue presence at Eugene Celebration, Earth Day	Lo-med	Annually, September	(Louisa Hemachek)				
Objective 1.3.6. Respond to individual requests							
Respond to requests for assistance in at least one of three ways: <i>Partner</i>, if request matches with LTWC priorities and available resources; <i>Make Recommendations</i> based on our watershed and community knowledge, or <i>Share Information</i> and contacts. All in accordance with work	Hi	Ongoing	Steering Committee (Erickson, Thieman)	Depending on level of requests, funding or other creative ways to handle work load.	Summary in contract accomplishment reports of who we helped, and on which subjects. Communicate requests to SC		

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GOAL 2. COUNCIL. Sustain and build the Long Tom Watershed Council as a healthy organization to support watershed improvement. (OWEB Element #5: Coordinator 20%)							
Strategy 2.1. Obtain the resources required to conduct priority work							
Objective 2.1.1. Ensure diverse and adequate funding							
Write grants and secure match funds to obtain consistent, full-time coordination	Hi	Due Nov 04	Erickson (SC)	n/a	Grant proposal(s)	Do we have funds to retain Coordinator?	
Write grants and secure match funds for Projects and Monitoring work to be completed	Hi	Ongoing; major due late-04	Thieman (SC)	n/a	Grant proposal(s)	Do we have capacity to implement projects and provide technical assistance to landowners?	
Fundraise to secure diversity in financial resources and services for Council activities	Hi	Begin 2004	Steering Committee/ Finance Committee (Erickson)	Dedicated involvement from SC, Council members	Funds	Do we have adequate funds for our priority work, staff and physical requirements?	
Objective 2.1.2. Maintain required physical resources							
Secure office space and services for 2005-07 with WREN/BLM	Hi	Ongoing, due 7/05	Erickson (SC, City, BLM, Johnston)	Funds for second space	Formal written agreements securing space	n/a	
Strategy 2.2. Recruit and Sustain Staff							
Objective 2.2.1. Assure the development and support of staff							
Provide training opportunities; advancement and professional growth opportunities, and recognition of key	Hi	ongoing	Erickson/Steering Committee, staff	none (funds as provided in grants)	Report orally to Contract Review	Are we retaining professional staff?	
Recruit staff necessary to accomplish work, esp. high priorities.	Hi	ongoing	Erickson/Steering Committee	grants	Grant proposal(s)	Are we getting priority work accomplished?	
Strategy 2.3. Involve diverse watershed stakeholders (landowners, land managers, residents, interested citizens)							
Objective 2.3.1. Keep members and potential members informed							
Produce newsletter regularly	Hi-med	per Council meeting	E&O Assistant Issa (BLM)		Regular newsletter	Do we get feedback that newsletter is interesting, and useful from those that like to receive their information that way?	
Maintain website and update as necessary	Med (temp Hi)	Ongoing	Payne (Monroe Telephone)			Is website ever out of date? Can people find info. such that staff doesn't have to deliver individually?	

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Objective 2.3.2. Support active membership							
Support Council committees' initiative and leadership with time on agenda, guidance, facilitation if necessary. Integrate efforts and results with other Council work.	Hi	ongoing	Erickson/Thieman (SC, Moriarty)	Possibly, funding for some facilitation	Work completed that was produced mostly independent of staff workload.	What work was done? How do committees regard their involvement, accomplishments, and overall experience?	
Continue to recruit and reward volunteer professional facilitators for Council meetings	Hi-med	Annually	Erickson (SC)	Possibly funding for associated work to leverage donation.	Professional, neutral facilitator running Council meetings and responsive to group.	Are we achieving our desired results in meetings and do people feel heard & respected?	
Recognize and thank the volunteers who contribute significantly. Write thank you cards to others as appropriate.	Med-hi	Annually	Steering Committee, Annual Celebration Committee				
Objective 2.3.3. Partner to achieve work							
Meet with East Lane and Benton SWCD to identify areas of collaboration	Med-hi		Allison, Bondioli (Erickson)				
Meet with grant partners to apprise them of council activities and to stay abreast of their issues, concerns, and wishes for	Med						
Strategy 2.4. Ensure effective operations							
Objective 2.4.1. Assure Charter and bylaws are accurate and functional							
Review Charter. Update if needed.	Hi	Due to Council at Annual Meeting	Steering Committee (ad-hoc Charter Team if necessary), (Erickson)	n/a			
Objective 2.4.2. Maintain accurate and effective fiscal and organizational policies and practices including budgeting and reporting							
Report on budget to Treasurer, Coordinator, Steering, and Contract Review Committees. Conduct Annual Audit. Assist in writing contracts and provide some legal review. Set up Contract Review meetings. Pay contractors as work is achieved.	Hi-med	Quarterly	CPRCD, Treasurer, Volunteer Fenley, SC	Additional fiscal agent fees?	Quarterly summary reports for all projects; monthly reports for each project; Monthly updates to expenditure spreads; Local match accounting.	Steering Committee and Contract Review understand financial condition of Council; all invoices paid on time, contracts signed.	
Maintain mailing lists and correspondence as necessary to support high priority Council functions.	Hi	Ongoing	E&O Assistant Issa/ Erickson				
Objective 2.4.3. Ensure Steering Committee's capacity and involvement in all Council programs							
Maintain list of potential Steering members by sub-basin. Recruit and mentor new members.	Hi-med	Annually; Aug-Oct.	Search Committee	n/a	Full Steering Committee, representing diversity of watershed.	Do SC members feel supported in their efforts to learn about and serve the Council?	
Give new and continuing SC members notebooks of updated materials.	Hi		E&O Assistant Issa, Volunteer Manske (Erickson)				
Create and distribute SC agendas and meeting materials	Hi	monthly	Erickson, E&O Assistant Issa, SC Chair		SC agendas meeting materials		

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Objective 2.4.4. Maintain effective and high quality programs and services to help the Council achieve its goals							
Conduct evaluations of Council through variety of methods incl.: comment cards, facilitator-conducted end-of-meeting reviews that ask for positive aspects and aspects to change.	Hi	regularly	Steering Committee (Moriarty, Erickson)	n/a	Comment cards, facilitator comments, and general comments read at SC.	Are Council members getting benefit from Council meetings and activities?	
Review accomplishments at end of each Steering Committee meeting	Hi	regularly	SC Secretary (Chair) (Recorder Sandford)	n/a	Formal notes of SC meetings (from Recorder)	Is Steering Committee operating as an effective team? Are meetings efficient?	
Conduct Steering Committee debriefs and self-evaluations.	Hi	annually or as required	Steering Committee (Moriarty, Rhodes, Erickson)	Possibly funds for facilitator.	Annual SC debrief. Biennial eval results to OWEB.	Is the Council operating effectively to achieve its mission and goals?	
Conduct staff evaluations regularly per contract requirements and report to SC and Council	Hi	per contract requirements	Contract Review/Erickson (Fiscal Agent)	n/a	Accomplishment and Contract Review reports	Are people that Council retains to conduct work fulfilling their contracts and workplans?	
Develop Council work plans	Hi	biannually	SC (Erickson)		Part of grant applications	Does the Council have a work plan with clear strategies, obvious roles, and ways for people to be involved?	
Review and evaluate education programs. Revise as needed.	Hi	biannually	SC, Council Members (staff)	Periodically, we may need funds or expertise to conduct professional evaluation	Brief internal report of results.	Are our education programs working - can we tell if they are changing behavior?	
Objective 2.4.5. Report Accomplishments							
Report to OWEB per grant requirements	Hi	Annually	Erickson, Thieman	n/a	Grant reports and summary documents Council can use	Approved reports.	
Produce revised "Brag Book" (Overview of Council Programs and Accomplishments).	hi/med	Annually approx. August	Volunteer Lead? (Erickson, Thieman)	Funding to print copies for new SC, main partners, key public officials	Brag Book	Do we communicate what we do impressively to interested and influential parties?	
Report to Lane and Benton County Commissioners, especially as requested	Med-hi	Annually	Steering Committee (Erickson)				
Objective 2.4.6. Collaborate with other Councils to strengthen our Council and ability to achieve our individual mission							
Work with Statewide Councils, OWEB, and Others to build network, council capacity, and gain private funding.	Med	Ongoing starting 2003	Erickson (Statewide Councils' Regional Reps, OWEB, Solliday, others)				
Work with Willamette Basin councils to share information and identify opportunities for regional collaboration.	med/lo	bi-monthly	Erickson		Coordination within Willamette basin and likely furthering of the interests of the Long Tom		