

Honey Lake Valley Resource Conservation District Annual Work Plan

2024 – 2025



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Prepared For:

The Honey Lake Valley Resource Conservation District Board of Directors

Prepared By:

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Introduction

This work plan was developed to provide an annual roadmap for implementation of the existing Honey Lake Valley RCD Strategic Plan, adopted in 2024. The Strategic Plan identifies several Strategic Issues, with corresponding Goals and Strategies, to overcome 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.

Our mission is to conserve, restore, and sustain local agricultural and natural resources for those who live, work, or visit the service area.

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	Completion Date
District Policies	Review and Update 25% of Section 2 of the Policy Handbook	
District Policies	Review and Update Employee Handbook	
District Visibility	Each Board Member to attend at least 1 conference or meeting representing the RCD.	
District Finances	Approve an Accounting Manual for the District	
Board Knowledge	Each Board Member to complete at least 2 CSDA non-mandatory Online Trainings that qualify for CIP	
Employee Development	Conduct Annual DM Performance Review and develop an Individual Development Plan, if necessary	

Goal 1.2: The HLVRCD consists of a fully functioning staff with the capacity to increase program development and delivery from 2023 levels.

Project/Program	Activity	Completion Date
District Capacity	Seek funding opportunities that create full-time or part-time employment opportunities for the District	

Employee Development	Encourage staff to attend professional or technical skills trainings at least once this year	
Employee Development	Provide supervision, oversight, communication, and training to employees	
Employee Development	Comply with all applicable safety and health standards, rules and regulations. Ensure employees are instructed and trained in safe practices and methods of job performance.	
District Visibility	Review and update the RCD website monthly	
District Visibility	Publish 2 social media posts per month	
District Visibility	Publish an Annual RCD Newsletter	
Community Outreach	Sponsor, host, collaborate, or speak at 2 community based events promoting RCD programs	
District Partners	Develop and foster one new partnership	
Networking and Collaboration	DM to attend Annual CARCD Conference	

Goal 1.3: Diverse and sustainable funding exists.

Project/Program	Activity	Completion Date
District Finances / Capacity	Encourage and promote staff trainings to become better CEQA professionals; OR promote RCD as Lead Agency role for all RCD partners	
Grant Administration / Project Development	Continue to apply for and secure grants that align with the District's Mission and Strategic Plan	
Grant Administration / Project Development	Seek opportunities to diversity funders	
Grant Administration / Project Development	DM to attend at least 1 grant-writing or grant administration workshop	

Goal 1.4: Provide Watermaster services in a professional and effective manner.

Project/Program	Activity	Completion Date
Decree Implementation and Employee Training	Watermaster to attend one continuing education course or training	
WAC / Water Users	Attend every WAC meeting, provide both a Watermaster Report and a DM / RCD Report each meeting	
Decree Implementation	Enforce and adhere to approved Watermaster Rules and Regulations, address complaints in a timely manner	

Strategic Issue 2: Prioritize the Conservation Needs of the Community.

Goal 2.1: Foster partnerships with diverse organizations within our community to help drive the conservation work the RCD seeks to accomplish.

Project/Program	Activity	Completion Date
Partner Collaboration / Project Development	Co-sponsor a grant application, submit letters of support, and continue to collaborate with partners on projects that have been funded	

Goal 2.2: Increase community understanding on natural resource conservation and the role of the HLVRCD.

Project/Program	Activity	Completion Date
Community Outreach	Host or attend one community event to showcase RCD Programs	
Community Outreach	Host or participate in one volunteer event	
Community Outreach	Participate in Local Working Group Meeting or a similar event	

Goal 2.3: Expand the availability of the resources the RCD can provide

Project/Program	Activity	Completion Date
Grant Administration/ Project Development	Continue to seek out, apply for, and collaborate on new grant applications and proposals for projects with direct impacts on our service area	

