

Cimarron Watershed Alliance, Inc. Six Month, One Year and Five Year Plan May 2005

SIX MONTH PLAN

I. Identify and set parameters for committees

1. Monitoring committee:

- i. Monitors water quality readings based on specific guidelines for both surface and subsurface water
- ii. Collates data into readable and understandable charts
- iii. Reports on findings based on known data
- iv. Makes recommendations based on data
- v. Make recommendation how to improve the TMDL's and address the contract we have with the state

2. Public Education & Outreach Committee:

- i. Formulates educational program
- ii. Schedules presentations of the educational program
- iii. Maintains the program with new and updated information
- iv. Keeps track of and reports on the number of, type of and location of all programs presented

3. Planning & Project Review Committee:

- i. Review all requested projects and recommend to the Board of Directors which projects to move forward on
- ii. Present a six month plan to the Board of Directors for approval
- iii. Present a one year plan to the Board of Directors for approval
- iv. Present a five year plan to the Board of Directors for approval
- v. Periodically review the plan for comparison to the actual movement of the CWA
- vi. Make recommendations to the Board of Directors when needed to adhere to the plan as approved
- vii. Update the Operational plans and RAS at least bi-annually (plans must be a living document)
- viii. Integrate new growth areas into the plan as they arise

4. Forest Health Committee:
 - i. Follow the bio-mass industry growth in the watershed areas and report on their potential impact on the watershed and surrounding areas and report to the Board of Directors
 - ii. Report on any forest health issues in the watershed area
 - iii. Recommend mitigation for forest health issues
 - iv. Recommend bio-mass disposal solutions
 - v. Report on the forest fire hazard rating and recommendations

5. Domesticated Animal, Wildlife Habitat & Watershed Interface Committee:
 - i. Report on domestic animals and wildlife in the watershed
 - ii. Recommend changes to watershed management to aid wildlife habitat

6. Fund Raising Committee - Grant Writing:
 - i. Identifies all available grants
 - ii. Recommends to the board of directors which grants to file for
 - iii. Assists the office manager in the accumulation of needed documents and information for the filing of the grant(s)
 - iv. Assists in the filling out of and filing of the grant(s)
 - v. Tracks any filed grant(s) with the intent to amend or re-file as needed

7. Fund Raising Committee – Private Funding:
 - i. Identify private funding sources
 - ii. Solicit funding from all recognized acceptable sources
 - iii. Recommend funding uses based on donors requirements

II. Designate and initiate starting projects – Done

1. Choose first project to begin meeting grant requirements as soon as possible
2. Determine the scope of work for the project
3. Select the people and companies to complete the work (by appointment and bid processes)
4. Determine the project coordinator from the CWA

III. Begin a ground survey of the Cimarron Watershed

IV. Put Administration & Office Management Procedures in place– Done

1. Grant Administration:
 - i. Complete contract for initial grant – Done
 - ii. Put procedures in place to bill against grant
 - iii. Tracks the use of the grant funds to assure the proper use of funds as required by the grant guidelines
2. Financial Administration:
 - i. Put Accounting & Financial procedures in place
3. Meeting Coordination:
 - i. Set a six month calendar for meetings – Done
4. Office Management:

One Year Plan: (Incorporates all of the Six month plan plus the following)

1. Monitoring Committee:

- i. Begin on the ground survey of the watershed
- ii. Make recommendations on how to get one stream off the 303D list.

2. Public Education & Outreach:

- i. Publish documents on the projects and their impact on the water quality, quantity and availability
- ii. Document the story of how the CWA began and evolved to its current state

3. Planning & Project Review Committee:

- i. Set funding goals for 2006
- ii. Set dues and fee schedules
- iii. Determine the most critical watershed projects for planning and funding
- iv. Formulate SOP for tracking all projects through completion
- v. Set project follow-up procedures for after completion of any project
- vi. Update the RAS
- vii. Annually update on the plan with a review of all action items
- viii. Explore affiliation with other watersheds in the area (Canadian, Sugarite, etc.)

4. Forest Health:

- i. Report on impact of the Forest Health Projects

5. Domestic Animal, Wildlife Habitat & Watershed Interface:

- i. Make recommendations to the watershed management to have a more even forage utilization pattern

6. Fund Raising – Grant Writing:

- i. Set fund raising goals and parameters
- ii. Continually monitor & apply for grants

7. Fund Raising – Private Funds:

- i. Set fund raising goals and parameters
- ii. Continuously identify sources of private funds & apply for private funds

8. Administration:

- i. Set Annual Board of Directors meeting for 2006 – done
- ii. Locate man power sources (donated, volunteer, and paid)
- iii. Locate material sources (donated, volunteer, and to be purchased)
- iv. Set bid list
- v. Set bid requirements

9. Administration – Financials:

- i. Set SOP for grant, in-kind, and dollar tracking pre- and post- funding
- ii. Set SOP for tracking by project, grant, and zone
- iii. Set annual budget for office, travel and other expenses

Five Year Plan: (Incorporates all of the one year plan plus the following)

1. Identify and get funding from long term funding sources including but not limited to; bonds, large donations, legislation, and fees for work
2. Give input to water conservation plans
3. Track water volume & make recommendations to improve quantity of water
4. Coordinate with other watershed groups where beneficial
5. Expand sampling area to encompass a larger number of watersheds and use types
6. Recognize and begin ***large impact*** watershed projects