

# “Powering up Your Districts Long Range & Annual Plans”

Oklahoma Association of Conservation Districts  
Annual Meeting Breakout Session – February 2019

# Imagine When .....

- Key decision makers and partners know conservation districts well, and know that we are the best converters of time, money, and energy into conservation work completed, because....
- The report of accomplishments for conservation in the state was the combination of the incredible annual reports by conservation districts (built one district at a time), and.....

# Imagine When .....

- Your district's Long Range Plan along with 84 other Long Range Plans....
- Was the basis for our state funding decision packets, budgets, staffing plans, programs, multi-year agreements and....
- Our data collected and shared is what local and state decision makers depended upon for natural resources decisions....

# Imagine When .....

- Annually the state conservation plan for private land conservation services was the combined annual plans of conservation districts, and...
- Key decision makers and partners know us so well because of 85 stories of accomplishment that.....
- Because we have the best planning and reporting system in America!!!

# Why Important

- Engaged in State Government Priorities Process
- Reflect Conservation District Needs and Priorities
- 85 – Long Range Plans will be reflected – decision packets, funding proposals, staffing into a state-wide 5 year plan
- 85 – annual plans into a state plan
- 85 – annual reports into a state report of accomplishment

# Effective Planning & Reporting

5 - Year  
Planning &  
Natural  
Resource  
Inventory

Budgets,  
Personnel,  
Decision Packets

Annual Reporting  
of  
Accomplishments

Annual Planning

# Oklahoma State Law - Plans

## **§27A-3-3-108. Long-range program and annual work plan - Annual report - Dissemination of works and activities information.**

- 1. Each district organized under the Conservation District Act shall prepare and keep current a long-range program for the conservation of all the renewable natural resources of the district. The program shall be directed toward conservation of resources for their best uses and in a manner that will best meet the needs of the district and the state, and be consistent with the best uses of the renewable natural resources of the state.

# Oklahoma State Law - Plans

- The program shall include:
  - an inventory of all renewable natural resources in the district,
  - a compilation of current resource needs,
  - projections of future resource requirements,
  - priorities for various resource activities,
  - projected timetables, and
  - provisions for coordination with other resource programs.



# Oklahoma Long Range Plans

## November 2018 Memorandum from Conservation Commission

# Oklahoma Long Range Plans

## Process

- Phase One: Initial Planning Process
- Phase Two: Mission & Vision Statement
- Phase Three: Inventory of Renewable Natural Resources & Update of social, economic, and demographic data
- Phase Four: Needs Assessment, Resource Trends, and Organizational Assessment
- Phase Five: Long-Term Goals
- Phase Six: Performance Measures (Objectives)
- Phase Seven: Actions & Strategies
- Phase Eight: Public Comment

# Long Range Plan Contents

- Organization & Background
- Function
- We Serve & Why
- Mission, Vision
- Values
- Natural Resource Priorities & Goals
- Critical Geographic Areas
- Natural Resource Data & Maps
- Information-Education Priorities & Goals
- District Operations Priorities & Goals
- Trends
- Strategies to Address Trends
- Staffing Needs
- Annual Budget Needs
- Key Decision Makers
- Priority Actions

# Long Range Planning

- Linkage to Annual Plan & Annual Report formats
- Linkage to existing natural resource data sets in your district

# Natural Resource Inventory & Long Range Planning

- Natural resource conditions & needs
- Data sets from private, local, state, and federal sources
- Examples – existing data sets
  - 303d water quality listings
  - Fecal coliform count data
  - Endangered & threatened species habitat
  - PM-10 air quality data
  - In-stream flow data
  - Land use issues & conversion data
  - Local Work Group priorities
  - Limited Factors Analysis
  - Other

# Statements of Intent

- By {date} the {natural resource measurable outcome}
  - xx conservation plans developed
  - xx acres with conservation systems implemented
  - xx sediment reduced



# Annual Planning

- Uses for the Annual Plan
- Links 5-year goals & mission to the plans for the year
- Time and money estimates linked to budget and workload
- Flexible design – program areas unique each district

# Annual Planning Day

- Host an annual planning / evaluation work session (3 hours) for important people in the district for reporting progress, and receiving input on district program and priorities for the upcoming year
- Input to be used during district board and staff planning meeting (full day)





# District Evaluation

- Set aside one full day per year for district program evaluation, upgrading the long range business plan, and developing ideas for the annual plan of work and annual budget
- Expect to draft ideas on the work day – brought forward by directors & staff
- Next board meeting for review and/or approval
- Use each meeting for updates on progress using the measures selected by the district board



# Annual Reporting

- Accomplishments on the Landscape
- Brief format – 2 page
- Examples

# Examples

