**Scappoose Drainage Improvement Company
–Long-Range Strategic Planning/S.W.O.T Analysis –
-List of Priorities for Review and Approval-**

**Priority: Develop a list of Non-Maintenance Infrastructure Improvement Projects**

* Staff and Board to generate list of possible projects:
	+ Cherry pump bypass, Columbia and Crown Z Culverts, Backup Generators, etc
	+ Solicit Feedback from Members, Stakeholders, Govt., Public: June 2023
	+ Each project to have a write up (summary with cost info if available): July 2023
	+ Update after conveyance system Deficiency Study completed: TBD
* Initial list completed for Board Review: Fall 2023
* List then broke down into priority by BOD based on timeframe and budget availability: Winter 2023

**Priority: Establish Collaborative Relationships with Gov’t and other Entities**

* Develop list of contacts and resources from various government and partner agencies; City of Scappoose, Columbia County, Port of Columbia County, Columbia County Economic Team, Col. County Emergency Management, etc: August 2023
	+ Assign SDIC point person for each entity: Annually in March
	+ Add annual update of the Contact List to the Master Calendar: Annually in July
	+ Add dates for entity events/meetings to master calendar: Annually in July
* Review potential intergovernmental agreement options for emergency situations: Fall 2023
	+ Add emergency contacts, list and resource agreement to O&M: TBD

**Priority: Water Conveyance System Deficiency Study**

* Meet with the City of Scappoose to understand current scope of work completed: April 2023
	+ If further study is needed to include missing portions of district then check budget and quote: June 2023
	+ Prepare list of needed improvements based on analysis of the studies to inform long-range planning. Include items in Non-Maintenance Infrastructure Projects List: TBD

**Priority: Improve SDIC public relations, member outreach and education**

* Post SDIC activity and updates on website: Review and Update Quarterly
* Develop logo, sign, and letterhead: Spring 2024
	+ Contact CCET for branding resources/grant funding: Summer 2023

**Priority: Complete outstanding items in Organizational Assessment**

* Create employee manual: Winter 2022/23
	+ Adopt employee manual: April 2023
* Phase 6 – Create long range plan post accreditation:
	+ Revisit after accreditation: TBD
* Update O&M Manual:
	+ One time true up: August 2023
	+ Add annual review of the O&M Manual to the Master Calendar: Annually in March
* Annual Review of bylaws:
	+ Add to Master Calendar: Annually in September
* Review org assessment to identify which topics need regular review:
	+ Add those items to master calendar: Summer 2023
* Ditch level analysis:
	+ Identify district responsibility, versus landowner ditches and create master map delineating each: Summer 2023
	+ Perform ditch analysis: TBD
		- Use analysis to create priority list and proposed intervals for cleaning
		- Add to master schedule
* Finish Development of Master Calendar:
	+ Upload to website: May 2023

**Priority: Long term financial plan**

* Develop a long term financial plan: TBD by priorities below
	+ Completion of Operations and Maintenance Manual True Up
	+ Non Maintenance Infrastructure Improvement list
	+ Conveyance System Deficiency Study
	+ Ditch Analysis

**Priority: Ensure work climate is positive**

* Conduct Annual Reviews of staff in accordance with Adopted Employee Evaluation Process:
	+ Add annual reviews to master calendar: May 2023
* Ensure Staff and Board have access to needed training:
	+ Budget for Staff training: Annually in June

**Priority: Succession planning**

* For board members – already covered in bylaws:
	+ Create onboarding checklist for new Board Members’: Summer 2023
		- Utilize SDAO for checklist template
* For staff – create list for staff succession, utilize landowners, corporations, etc:
	+ Create list of individuals to assist upon unexpected staff exit:
	+ Add to master calendar for review annually: Annually in May

**Priority: Accreditation**

* Finish levee accreditation process: Prior to December 2024