**Mission Statement:**

To enhance the safety, productivity, and livability of our diverse community by providing flood control, drainage and irrigation water for Scappoose Drainage Improvement Company members.

Drafted at Board Workshop November 29, 2022

**Priority-**

Plan for non-maintenance infrastructure improvements.

**Goal-**

Develop a priority list of non-maintenance infrastructure improvements.

1. Solicit member input on infrastructure improvements.
2. Assemble staff recommendations on infrastructure improvements.
3. Board develops, prioritizes and approves list.
4. Implement plan by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Priority-**

Enhance Form collaborative relationships with local government and partner agencies including but not limited to Columbia County, City of Scappoose, Port of Columbia County, and Economic Development Agencies.

**Goal-**

Establish collaborative relationships with local government and partner agencies including but not limited to Columbia County, City of Scappoose, Port of Columbia County, and Economic Development Agencies.

1. Identify contacts and schedule appointments to introduce/have conversation about SDIC priority planning by \_\_\_\_\_\_\_\_\_\_\_.
2. Follow-up with contacts to determine if there are areas to collaborate.
3. Define collaborative work and target dates or deadlines for implementation.
4. Attend agency/government board meeting to report out on collaboration and extend appreciation.
5. Develop on-going check-in frequency to foster relationship.

**Priority-**

Maximize the efficiency of the conveyance system. Perform an infrastructure deficiency study.

**Goal-**

Maximize the efficiency of the conveyance system.

1. Contact the City of Scappoose and set a date to acquire stormwater deficiency study which is currently underway.
2. Perform an infrastructure deficiency study to fill any gaps not covered in the city study by \_\_\_\_\_\_\_\_\_\_\_\_.
3. Prepare list of needed improvements based on analysis of the studies to inform the Fiscal Year 2023/2024 budget.
4. Include appropriate improvement expenditures in Fiscal Year 2023/2024 budget.

**Priority-**

Improve member outreach, relations, education, District branding.

**Goal-**

Improve SDIC public relations, member outreach, and education; including SDIC branding.

1. Post monthly SDIC activity updates on website beginning in January 2023. short narratives on daily operations, videos of projects, educational messages about the SDIC system, or updates on the status of a board initiative.
2. Prepare a survey to be sent to all members seeking feedback on their awareness of and satisfaction with SDIC to be sent out in conjunction with the annual meeting in 2023.
3. Seek bids for public relations support from contractors who provide outreach support, branding recommendations, etc., by June 2023.

**Priority-**

Complete the recommendations outlined in the organizational assessment; the formal development, review and adoption of internal policies, bylaws, and the Operations and Maintenance Manual. The O & M Manual should include a comprehensive preventative maintenance schedule including criteria. The criteria for ditch needs will be established using the US Army Corp of Engineers criteria as the minimum standard and should contain a regular assessment of ditch condition and needs as well as properly identifying ownership of all ditches.

**Goal-**

Complete the recommendations outlined in the Board organizational assessment, including development of internal policies, updating SDIC Bylaws, and the Operations & Maintenance Manual.

1. Develop the recommended internal policies and provide for board review and adoption, at monthly meetings of the SDIC Board beginning in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Review SDIC Bylaws, making necessary revisions for approval by members by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Ensure current Operations and Maintenance Manual includes a preventative maintenance schedule for the system that can be used as a budgeting tool. The preventative maintenance criteria will be established using United States Army Corps of Engineers criteria and standards, and includes regular assessment of ditch conditions and needs, and proper identification of ditch ownership by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Develop an annual calendar, depicting when the SDIC Board will review and update the above policies by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Priority-**

Development of long-term financial plan that includes infrastructure improvements, on-going maintenance and funding sources.

**Goal-**

Develop a comprehensive long-term financial plan for SDIC.

1. Work with bookkeeper and General Manager to forecast revenues and expenditures for 3 – 5 years by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Use forecast to prepare a long-range financial plan including a capital improvement plan based on the infrastructure improvements list by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Develop a financial gap analysis identifying potential grant funding or cost sharing needs based on years where expenditures are projected to exceed revenues by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Priority-**

Evaluate staffing needs, workload, reporting structure and support (benefits) of current and future employees.

**Goal-**

Ensure the work climate is positive and staff retention rate is high.

1. Conduct annual performance evaluations on all staff by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Adjust workload and/or determine if contracting out work is necessary based on feedback from staff in performance evaluations by \_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Determine if a cooperative relationship with local governments is possible to support the work of SDIC staff by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Work with HR Answers to conduct a salary survey to determine if SDIC pay scales and benefits are within market by \_\_\_\_\_\_\_\_\_\_\_.
5. Ensure staff have access to training opportunities, budget appropriately for annual staff training.

**Priority-**

Develop a Succession Plan for staff and Board positions. Consider the possibility of a sudden, short notice, or planned departure.

**Goal-**

Prepare a plan for sudden or short notice departure of staff and a policy to follow in the event a Board member vacates a position.

1. Develop a policy defining the process for filling vacant Board positions in the event a Board member leaves prior to the end of a term of office by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Develop a list of potential contractors and individuals who could provide maintenance work in the event field

technician staff depart with short or no notice by \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Determine if there are other drainage districts/companies who have the capacity to assist SDIC in the event the General Manager leaves the position with little or no notice by \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Priority-**

Gain accreditation from FEMA, FIRM Act.

**Goal-**

Gain accreditation from FEMA, FIRM Act.

1. Ensure City of Scappoose provides the required data to the USACE by \_\_\_\_\_\_\_\_\_\_\_\_\_.