

## 2021 Work Plan Left Hand Watershed Center 01-13-2021

### Purpose

The purpose of this work plan is to outline and define the staff and organizational priorities for Left Hand Watershed Center for 2021. The tasks outlined below aim to meet the organizational goals and the mission of the Watershed Center:

*The mission of Left Hand Watershed Center is to assess, protect, and restore Left Hand Creek Watershed, and to serve as a resource for other watersheds using a collaborative and science-based approach.*

### Goals

As identified in the Watershed Center's strategic plan, the goals for the organization and include:

1. **Understand the State of the Watershed:** Assess and monitor conditions in the watershed, in order to identify, prioritize, and facilitate the remediation of threats to water quality and watershed health. *[Via our Adaptive Management, River, and Forest Services]*
2. **Plan and Implement Projects:** Facilitate and lead watershed planning and implementation projects, consistent with applicable laws, property rights, water rights, local policies and procedures, management plans, and master plan guidance, in order to enhance water quality, ecological function, flood resilience, and the natural character of the watershed. *[Via our Adaptive Management, River, and Forest Services.]*
3. **Promote a Strong Stewardship Ethic:** Communicate water quality and watershed-related information that increases the awareness of the public, property owners, stakeholders and local decision makers and promotes a stewardship ethic that improves the overall stream quality and long-term resilience within the watershed. *[Via our Stewardship, Community Science, Forest, and Outreach Services]*
4. **Facilitate Stakeholder Collaboration:** Build and maintain an effective watershed protection program that fosters open communication and cooperation among stakeholders, and serves the needs of landowners and other stakeholders, with strong public and financial support. *[Via all Services]*

### Tasks

Based on goals above and initiatives identified in the 5-year strategic plan, the following tasks are included in this annual work plan.

#### **Task 1: Adaptively Manage Watersheds (46% of Staff time)**

Subtask 1.1 Implement Annual Adaptive Management Process: Annual Data collection, Analysis, and Reporting and Adjustments

- Collect, enter, and analyze data annually in the Left Hand & St. Vrain Watersheds as part of our Adaptive Management Plan.
- Maintain a database with all data collected, including all associated metadata such as location and timing information. Develop procedures and work flow that allows data to be easily distributed and shared with others.

- Develop and implement QA/QC procedures for monitoring data collection, entry, and analysis.
- Develop annual state of the watershed report.
- Continue updating our Adaptive Management Plan as needed, including potential updates to our conceptual model, key monitoring parameters, protocols, and triggers for management action.
- ID and pursue funding for unmet needs as identified through adaptive management process.
- Oversee hired contractors or field staff as needed in data collection.

#### Subtask 1.2 Adaptive Management at Scale Project

- Implement tasks as outlined in the Adaptive Management at Scale project charter, working with partners to develop a shared adaptive management framework for the St. Vrain Basin.
- Complete grant reporting tasks as outlined in the grant agreement.

#### Subtask 1.3 Water Quality Monitoring

- Continue River water monitoring efforts utilizing DRMS funding and in collaboration with CU Boulder.
- Implement Water Quality Detection Team project as defined by our CWCB water plan grant.

#### Subtask 1.4 Assessment and Restoration of Legacy Mining Sites

- Carryout and administer a technical assistance grant (TAG) to better understand Captain Jack mine remediation efforts, and impacts to water quality and watershed health.
- Continue to identify and pursue funding to complete a comprehensive assessment of legacy mining sites in Left Hand Watershed, and track partner agency/organization efforts in assessment and remediation of legacy mining sites. Work toward removing Left Hand from impaired list.

### **Task 2: Restore Rivers (16% of Staff Time)**

#### Subtask 2.1 Adaptive Restoration Experiment

- Complete annual monitoring and reporting tasks within our stage zero restoration site as outlined in project monitoring matrix.
- Complete native fish stocking in stage zero site and complete fish monitoring per plan.

#### Subtask 2.2 St. Vrain Structure Repair Project

- Successfully complete St. Vrain structure repair project in Apple Valley North, including completing design, permitting, and construction phases.

#### Subtask 2.3 Fish Passage Feasibility Study and Education Initiative

- Carryout Left Hand fish passage feasibility study and education initiative as defined by grant applications.

#### Subtask 2.4 River Restoration Planning and Collaboration in St. Vrain Basin

- Participate in the Preble's Mouse Recovery Team, working with partners to identify restoration opportunities and conservation strategies that improve habitat while also meeting community and agricultural goals.

- Participate in and/or lead informal and formal river restoration planning committees in the St. Vrain Basin that build off of previous planning efforts (e.g. Stream Management Plan) or initiate new projects or planning initiatives (St. Vrain Fish Passage).
- ID and pursue funding to fund the cost of leading or participating in collaborative efforts described above.

#### Subtask 2.4 Identify Unmet Needs

Plan, identify, and pursue additional and appropriate unmet needs for St. Vrain Basin by working with other regional collaborative planning projects and partners. Pursue fee for service projects and grants as appropriate. (e.g. development of sediment catchment zones, fish passage, etc.)

### **Task 3: Restore Forests (7% of Staff Time)**

#### Subtask 3.1 St. Vrain & Left Hand Forest Health Planning & Collaboration

- Lead coordination for the St. Vrain Forest Health Partnership, implementing tasks as outlined in the project charter. This includes outreach to stakeholders, meeting planning and facilitation, implementation planning and coordination, and more.

#### Subtask 3.2 Regional Forest Collaboration

- Participate in the Northern Colorado Fireshed, Front Range Round Table, Boulder Collaborative MOU group, and Boulder Forest Collaborative.

#### Subtask 3.3 Identify Unmet Needs

Plan, identify, and pursue additional and appropriate unmet needs for the Left and St. Vrain Watershed in order to increase the pace and scale of forest restoration in the St. Vrain Basin by working with other regional collaborative planning projects and partners. Pursue new grants and fee for service projects as appropriate. Consider hiring Forest Program/project Manager as funding allows.

### **Task 4: Stewardship (3% of Staff Time)**

#### Subtask 4.1 Implement Left Hand & St. Vrain Stewardship projects

- Complete necessary post project weed control, seeding, and revegetation tasks on Left Hand and St. Vrain project reaches. Utilize contractors and/or volunteers as appropriate.

#### Subtask 4.2 Weed Control Partnership

- Work with Boulder County on a watershed-wide weed control pilot project as part of our CWCB Watershed Restoration grant.
- Initiate a “Weed Response Team” as part of our CWCB Water Plan grant.

#### Subtask 4.3 Stewardship Tracking

- Develop and maintain database to track work locations, times of treatment, acres, volunteer numbers, costs, etc.

### **Task 5: Community Science (9% of Staff Time)**

### Subtask 5.1 Community Science Plan Implementation

- Continue to implement our Community Science Plan by further prioritizing and planning and fundraising for additional community science projects.
- Leverage community partners at schools and university to further develop project plans and implement community science projects.
- As funding allows, consider hiring part time or seasonal employee to help lead community science and engagement activities and help with community science organizational and administrative tasks in summer months.

### Subtask 5.2 Community Monitoring & Stewardship

- Host 2-5 community monitoring and stewardship volunteer activities over the summer months in order to increase membership and awareness of Left Hand Watershed Center.

### Subtask 5.3 K-12 Community Science Education

- Continue our community science partnership with Lyons schools and expand to other schools as capacity allows.

### Subtask 5.4 Catch the Hatch

- Implement the 3<sup>rd</sup> year of our Catch the Hatch project. Utilize participant surveys and feedback to improve program in 2021.

### Subtask 5.5 Watershed Days

- Implement the 3<sup>rd</sup> year of our Front Range Watershed Days event, working with project partners. Hire event planner as needed.

### Subtask 5.6 Community Science Reporting and Tracking

- Develop annual report of community science activities.
- Develop and maintain database to all trainings/events/activities by type, date, volunteer numbers and more.
- Grant administration and reporting.

## **Task 6: Outreach & Partnership Building (6% of Staff Time)**

### Subtask 6.1 Monthly Newsletters & Social Media

- Utilize Monthly Newsletters & Social media posts to:
  - Boost credibility of Left Hand Watershed Center as a collaborative, science-based non-profit.
  - Highlight Watershed Center projects, tools, resources, and community opportunities.
  - Highlight partner and funder roles in projects and program success.
  - Distribute information about partner organization events, reports and/or news.
- Increase mail chimp subscribers from 825 (2020) to 900 in 2021.

### Subtask 6.2 Develop Marketing Materials

- Keep website content up to date and relevant.

- Develop new brochures and outreach materials as needed.

#### Subtask 6.3 Networking and Partnership Building

- Attend and participate in partner outreach and community events to extend the reach of Left Hand Watershed Center (e.g. CU Boulder Center for Sustainable Communities and Landscapes monthly meetings and outreach events, Trout Unlimited events, and more.)
- ID and pursue additional networking and partnership building opportunities (e.g. Agriculture community events, Boulder Nature-Net events, and more)

#### Subtask 6.4 Conduct Post-Project Surveys

- Conduct post project surveys from all landowner, contractor, and funder partners to gather information about the Watershed Center's project and communication protocols in order to improve effectiveness.
- Regularly present information to the board and community via a transparent process.
- Update project communication protocols as needed.

### **Task 7. Organizational Tasks (8% of Staff Time)**

#### Subtask 7.1 Work Planning & Annual Report

- Quarterly check-ins to assess progress toward goals outlined in this workplan and the 5 year strategic plan.
- Begin planning process for 5-year strategic plan update in 2022.
- Develop annual report to ensure annual accomplishments are documented, recognized, and celebrated.

#### Subtask 7.2 Conduct Board Meetings

- Prepare board materials and report on project progress at monthly board meetings. Organize and host monthly board meetings. Advertise and distribute meeting information to the board of directors and the public one week in advance of the meeting.

#### Subtask 7.3 Administrative, HR tasks, Staff Meetings, Trainings

- Carryout HR activities, complete timesheets, etc.
- Carryout individual staff training plans/goals as outlined in annual review documents and as the annual budget allows.
- Continue weekly staff meetings, monthly one-on-one staff check-ins, 2-4 team building activities/year.
- Update employee handbook and other policies as needed.

#### Subtask 7.4 Financial management

- Develop an annual budget with financial committee.
- Complete quarterly invoices and grant reporting as defined by individual grant agreements.
- Follow and ensure compliance of Watershed Center policies and procedures. Update policies as needed.
- Continue to oversee bookkeeper in preparing quarterly financial reporting and grant pay requests.
- Obtain an annual financial audit and single audit as required.
- Work with a CPA to prepare organizational tax documents.

### Subtask 7.5 Maintain Contacts Database

- Track current information for all landowners, members, funders, interested parties. Information may include:
  - Contact information
  - Donation values
  - Notes on conversations, interests, dislikes, etc.
  - Project survey results

## Task 8. Fundraising & Business Development (5% of Staff Time)

### Subtask 8.1 Donations and Grants

- Increase number of individual donors by 10% (minimum 60 donors).
- Increase number of corporate sponsors by 10% (minimum 12 donors)
- Maintain or increase number (and amount) of agency partner donations (minimum 11 donors and \$107,000).
- Raise a minimum of \$80,000 for St. Vrain Forest Health Partnership in 2021 via new grants, foundation or partner donations.
- Raise a minimum of \$25,000 in new Community Science funding via grants, foundations or partner donations.
- Raise a minimum of \$10,000 in unrestricted donations in 2021.
- Raise a minimum of \$8,000 in sponsorships for Watershed Days.
- Raise a minimum of \$10,000 for match on the CWCB Science, Stewardship and Education in St. Vrain grant.

### Subtask 8.2 Fee For Service

As appropriate, identify and pursue fee for service projects for above services. This could include responding to RFPs for services relating to watershed planning, ecology, water quality data analysis, restoration, adaptive management, citizen science, stewardship, recreation impacts, forestry health, and more. Potential clients include City of Longmont, City of Boulder, Boulder County, USFS, Water Districts, non-profits, Conservation Districts, and more.

### Subtask 8.3 Donor Stewardship

- Develop and implement a donor stewardship plan for corporations, board partners, and individual donors to meet each donor's gift intentions and expectations and to create a long-term, mutually-beneficial relationship.