



# Oregon

Theodore R. Kulongoski, Governor

Department of Agriculture  
635 Capitol Street NE  
Salem, OR 97301-2532



(DATE)

(Name), Chairperson  
(District Name) SWCD  
(Address)  
(City), Oregon (Zip)

Dear Director name,

I am presently working with (staff name) to schedule an operations review for (District) Soil and Water Conservation District. The tentative date is (August 14, 2008, from 5 p.m. to 9 p.m.)

An operations review consists of four parts.

1. The self-assessment worksheet

This document is available on the SWCD web page under “Services” (<http://www.oregon.gov/ODA/SWCD/services.shtml>). Electronic or printed copies may also be obtained through my office. This document is intended to be a pre-visit activity. Feel free to divide the work on this document in any fashion that makes sense for your district, based on your local organizational structure and individual areas of responsibility; however, please be aware that although it is appropriate for your staff to participate, this is primarily a board activity. It is not important to answer yes to every question on the worksheet. Once your district’s worksheet is completed, please send an electronic copy to me so I can use it to prepare for my visit.

2. The ODA visit

The visit is scheduled at your board’s convenience. Directors may invite appropriate partners or staff as they wish. Although the visit usually takes 4-5 hours, the order of the discussion items is easily adjusted to allow directors and staff to participate in sections of the review that are of interest to them.

3. Board prioritization of the summary report recommendations

After my visit, I will prepare a summary report that you will receive by mail. The summary report will highlight district strengths, identify areas of potential risk to the district, and list recommendations for follow-up actions by the district. After you have had a chance to review the report, I will attend a future board meeting to discuss the recommendations and answer questions. During this meeting you will have an opportunity to identify priority issues or follow-up actions, to plan for the implementation of those priorities, and to request additional ODA technical assistance.



4. Follow-up technical assistance

Technical assistance will be provided throughout the following year either directly by ODA staff, or coordinated by ODA from among the various partners who support this review process. We are tracking trends across districts, and will be planning training opportunities as needs become apparent. We are also continually improving the SWCD website at <http://www.oregon.gov/ODA/SWCD/index.shtml> by adding additional examples of best practices, policies, and procedures shared by districts.

I look forward to my upcoming visit to your district. Feedback from previous participants has been very positive so far. I hope you will also benefit from your involvement in this process.

Thanks in advance for your participation. If I can answer questions, please do not hesitate to contact me.

Sincerely,

Karla Sanders  
SWCD Program Specialist  
Natural Resources Division – Salem  
Phone: (503) 986-4696  
Fax: (503) 986-4730

Cc: (District office)

KS/af