

Scappoose Drainage Improvement Company

–Long-Range Strategic Planning/S.W.O.T Analysis –

-As of 4/13/2023-

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](#)
- Identify specific areas where member & public feedback should be solicited and methods to be used: [Rolling Basis](#)
- 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: [May 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](#)