



CORTLAND COUNTY SOIL AND WATER CONSERVATION DISTRICT (SWCD)

2011 ANNUAL PLAN OF ACTION

VISION STATEMENT: Assist with the wise use and conservation of Cortland County's natural resources, and the maintenance and improvement of our environment.

MISSION STATEMENT: To provide technical and financial expertise and assistance relating to environmental planning and education to units of government, private landowners and other land users and decision makers to facilitate the wise use and conservation of our natural resources.

ACTIVITIES: The SWCD assists citizens and units of local government in making sound decisions regarding the management of soil, water, and related natural resources based on their priorities. We develop and implement programs and services as necessary to address the needs of the county. Furthermore, SWCD strives to improve water quality, control and abate nonpoint sources of pollution, assist in the control of floods, protect the tax base, protect public lands, utilize resources to enhance the quality of life, and protect and promote the health, safety, and general welfare of the people of the county. SWCD assists in the implementation of resource management decisions to accomplish these things by seeking and coordinating technical and financial assistance from federal, state, and local governments, and private sources.

GUIDING PRINCIPLES FOR PROGRAM DELIVERY: Our guiding principles are to practice teamwork and to communicate, coordinate and cooperate with other agencies, individuals, groups, and units of government; promote mutual respect, support, trust, and honesty among staff and between staff and customers; share the leadership and ownership, the credit and the responsibility. We strive to improve efficiency and effectiveness by putting quality first, empowering people to make decisions, demonstrating professionalism and dedication, and striving for continuous improvement.

SWCD will coordinate activities with the Cortland Field Office of the USDA-Natural Resources Conservation Service (NRCS) to maximize the utilization of all available resources.

PLAN COMPONENT

I. PRIORITY OF SERVICES

A. Citizens and units of local government with identified resource problems will be given service on a first come basis with consideration also given to the resource concern, the severity of the problem, and the location of the problem.

B. Units of state and federal government will be given service utilizing the same priority system.

C. Priority Watersheds include:

1. Dry Creek/Otter Creek
2. Upper Tioughnioga River
3. Otselic River
4. Lower Tioughnioga River
5. Virgil Creek
6. Owego Creek
7. Skaneateles Lake

II. RESOURCE CONCERNS/PROGRAMS

A. Water Quality - Prevention of nonpoint source (NPS) pollution including, but not limited to the following sources: agricultural land use, construction sites, mining sites, stormwater runoff, streambank erosion, and roadbank erosion.

1. Implement an Agricultural Environmental Management Program

a. Review and update strategy for TMDL compliance	High Priority	Nov-Dec	Murphy	
b. Implement strategy	High Priority	Ongoing	Staff	
c. Provide support to CCE and Farm Bureau for education and outreach	Medium Priority	Ongoing	Staff	
d. Facilitate and participate in County Agricultural Emergency Response Planning Initiative	Medium Priority	Ongoing	Barber Smith	
e. Complete AEM Report Card	High Priority	October	Murphy	
f. Year 6 Close-out	High Priority	June	Murphy	

g. Update and Manage AEM Database	High Priority	Ongoing	Murphy	
h. Provide assistance in preparing CNMP's	Medium Priority	Ongoing	Barber Staff	
i. Upper T. Round XII-close-out	High Priority	January	Barber Smith	
j. Otselic River WS Round XIV implementation-Cardner and close-out	High Priority	June	Smith Barber	
k. Upper T. Round XIV implementation-S. Young, Hoellerer, Phillips	High Priority	Ongoing	Smith	
l. Upper T. Round XV implementation-Butts, Augur, Hartnett	High Priority	Ongoing	Smith	
m. Upper T. Round XVI implementation-Forbes, Currie, Butts	High Priority	Ongoing	Smith Murphy	
n. Grant applications, contract development, and coordination with other Counties	High Priority	Ongoing	Barber Murphy	
2. Water Resources Protection Program				
a. Administer grants and coordinate activities/projects	High Priority	Ongoing	Barber	
b. Technical and financial assistance to implement BMPs	High Priority	Ongoing	As assigned	
c. Promote natural stream design and Upper Susquehanna Stream Corridor Mgmt. Program	High Priority	Ongoing	Popoli	
d. Coordinate Rural Landowner Workshop(s)	Medium Priority	April	Popoli	
e. Coordinate Water Festival and Water Week activities	High Priority	Mar-Jun	Popoli	
f. Develop water quality monitoring protocol relating to natural gas development	High Priority	As Needed	Reidy	
g. Coordinate education and outreach activities	High Priority	Ongoing	As assigned	
h. Provide training on floodplains, erosion and sediment control, groundwater/wellhead protection	Medium Priority	Ongoing	Reidy Barber	

i. Assist municipalities implementing aquifer protection and stormwater management	Medium Priority	Ongoing	Reidy	
3. Finger Lakes-Lake Ontario Watershed Protection Alliance				
a. Administer grants	High Priority	Ongoing	Reidy	
b. Technical and financial assistance to implement BMPs	High Priority	Ongoing	As assigned	
c. Conduct water quality monitoring	High Priority	Ongoing	As assigned	
d. Initiate and implement Environmentally Sensitive Road Maintenance Project	High Priority	Ongoing	Smith Popoli	
e. Work with lake associations to implement aquatic weed harvesting	High Priority	Ongoing	Reidy	
f. Work with lake associations to implement lake management plans	Medium Priority	Ongoing	Reidy	
g. Coordinate education and outreach activities	High Priority	Ongoing	As assigned	
4. Upper Susquehanna Coalition				
a. Attend regular meetings	High Priority	Ongoing	Popoli	
b. Legislative efforts and program administration including Ag Team activities	High Priority	Ongoing	Barber	
c. Seek funding for best management practices to help meet TMDL; specifically, seek funding for equipment and materials to facilitate adoption of practices such as cover crops and reduced tillage.	High Priority	Ongoing	Barber	

5. General Water Quality Monitoring and Investigations				
a. Data collection and analysis-update and implement SWCD County WQ Monitoring Plan	High Priority	Ongoing	Reidy	
b. Provide technical assistance to County Health, NYSDEC, municipalities, etc. relating to water quality management, including use of Mod-Flow	High Priority	Ongoing	Reidy	
c. Conduct Landfill Monitoring, Data Management and Reporting	High Priority	Ongoing	Reidy	
6. Skaneateles Lake Watershed - Participate in Agricultural Program with Onondaga County SWCD				
a. Facilitate use of cooperative agreement funding for watershed activities.	High Priority	Ongoing	Barber Russell	
b. Represent Cortland County at Watershed Agricultural Program Review Committee meetings and act as liaison to Board	High Priority	Ongoing	Russell	
7. Cortland County Water Quality Coordinating Committee				
a. Facilitate the Committee and assist to implement the County Water Quality Strategy	Low Priority	Ongoing	Barber	
B. Agricultural Resources - Conserve and enhance soil, water, air, plant and animal resources while maintaining a viable land base for the production of food and fiber				
1. USDA Programs - Environmental Quality Incentives Program (EQIP), Wetland Reserve Program, Forestry Incentive Program, Agricultural Management Assistance, Wildlife Habitat Incentive Program, Conservation Reserve Program, etc.				
a. Cooperate with NRCS to perform conservation planning, and implement Best Management Practices	High Priority	Ongoing	As assigned	
b. Assist NRCS to promote and implement programs including CRP, EQIP, etc.	Medium Priority	Ongoing	As assigned	

2. Local Agricultural Promotion				
a. Attend County Subcommittee Meetings and support Ag Summit, Ag Awareness Week, Ag Celebration Luncheon	High Priority	Ongoing	Barber	
3. Soil Group Worksheets				
a. Complete worksheets for landowners	High Priority	Jan-Feb	Murphy Popoli	
4. Graze New York				
a. Provide technical assistance to farmers and conduct information/education/outreach program	High Priority	Jan-Mar	As assigned	
b. Subcontract with partners and administer funding, including financial and progress reports.	High Priority	Jan-Aug	Russell	
5. Non-Cost Share Technical Assistance				
a. Erosion Control/Water Quality/Water Management	Medium Priority	Ongoing	As assigned	
b. Develop Ag Plastics Baler use plan for baler transportation, operation of baler and storage of plastic bales	Medium Priority	Mar-Apr	Popoli	
6. Farmland Protection				
a. Provide technical assistance to county farmland protection board and local municipalities engaged in planning activities	Medium Priority	Ongoing	Barber	
b. Provide technical assistance to farmers and resource information for program applications	Medium Priority	Ongoing	As assigned	
c. Serve on Board of New York Agricultural Land Trust to support agricultural land protection	Medium Priority	Ongoing	Barber	

C. Rural/Urban Development - Provide soils, plant material, and land use information to facilitate sound land use decisions. Provide technical assistance on urban erosion/sediment control and stormwater management.				
1. Coordinated Review Committee				
a. Provide inventory and evaluation reports to committee and municipalities related to soils, stormwater management, erosion/sediment control, nonpoint source pollution, and agriculture	Medium Priority	Ongoing	Reidy As assigned	
2. Management of Flooding, Stormwater, Erosion/Sediment and Stream Corridors				
a. Provide plan review and inspection assistance for compliance with Code for Town of Cortlandville	High Priority	Ongoing	Reidy	
b. Provide plan review and technical assistance to communities and developers as requested	Medium Priority	Ongoing	Reidy	
c. Provide technical assistance as requested by Municipalities for erosion control, etc.	Medium Priority	Ongoing	As assigned	
d. Coordinate Floodplain Evaluation Site(s) – Part B project	High Priority	Ongoing	Reidy	
e. Coordinate Cincinnatus Stream Corridor Mgmt.	High Priority	Ongoing	Popoli	
f. Assist City of Cortland with stormwater retention basin/waterworks berm project	High Priority	Jan-Nov	Barber Reidy	
3. Permits				
a. Assistance in applying for and complying with state and federal permits for protection of waters, freshwater wetlands, and resource extraction where projects are consistent with our environmental goals	Priority - Varies	Ongoing	As assigned	

4. Homeowner Inventory/Evaluations				
a. Assist with soils/plant materials/water management	Medium Priority	Ongoing	As assigned	
5. Resource Conservation and Development				
a. Living Snow Fences-Virgil, Homer, Co. Hwy	Medium Priority	Ongoing	Smith	
b. Hydroseeding - provide services to municipalities; maintain equipment; coordinate billing and admin.	Medium Priority	April-Sep	Popoli	
c. Natural Gas Exploration – provide information on resource protection to landowners and municipalities	Medium Priority	Ongoing	Barber Murphy	
D. Education and Outreach				
1. Conduct education programs to heighten awareness of local natural resource conservation concerns and resource management issues				
a. Envirothon - Local high school competition	High Priority	Feb-May	Popoli Miner	
b. Conservation Field Days - 5th and 6th grades	High Priority	May-Sep	Popoli Miner	
c. Spruce Up America - Tree planting/forest management with schools, municipalities, and community groups	Medium Priority	Feb-Apr	Miner	
d. River Clean-up – Coordinate event registration and trash disposal	High Priority	Jun-Sep	Popoli	
e. Fund raising to support conservation education programs	High Priority	Ongoing	Miner	
f. Newsletter - publish quarterly; maintain database	High Priority	Quarterly	Popoli Catalano	
g. Website - maintain and update quarterly	High Priority	Ongoing	Barber	
h. Provide displays, and presentations at various	Medium	Ongoing	As assigned	

public events and school functions as requested	Priority			
i. State-wide Committees/Programs - State Fair, Water Quality Symposium, Conservation Skills Workshop, Envirothon, etc.	Medium Priority	Ongoing	As assigned	
j. Stewardship Week – Provide materials to interested local churches	Medium Priority	Feb-Apr	Miner	
2. Conduct outreach to heighten awareness of SWCD resource management activities				
a. County Legislators – Outreach at Leg. Session	High Priority	Mar	Staff	
b. State Legislators – attend NYACD Legislative Day; meet legislators during “Town Meetings”	High Priority	Feb/ Ongoing	Barber	
c. US Senate and Congress – trip to Washington; develop potential project site visits for reps. and send to scheduler	High Priority	Mar-Aug	Barber Russell	
d. Media – maintain media contacts	High Priority	Ongoing	Miner	
E. Service/Earned Income Programs				
1. Conduct programs as a service to assist in achieving natural resource conservation goals and help support district programs				
a. Seedling and groundcover sale	High Priority	Jan-Apr	Miner	
b. Pond stocking - bass, trout, minnows, other?	Medium Priority	Feb-Jul	Popoli	
c. DEC seedling trucking	High Priority	Jan-Apr	Miner Smith	
III. MANAGEMENT				
A. Administration				
1. Review of Annual Plan – Staff and Board	High Priority	Quarterly	Barber	

2. Conduct bi-weekly staff meetings	High Priority	Ongoing	Staff	
3. Seek new grant funding and administer grants	High Priority	Ongoing	Staff	
4. Develop Annual Plan - forward to SWCC and County	High Priority	Feb	Barber Board	
5. Develop District Long Range Plan	Medium Priority	September	Barber Board	
6. Risk Management - review insurance policies, blanket agreements, memoranda of understanding, etc.	High Priority	Mar	Board	
7. Board of Directors Meetings – conduct monthly meetings including annual organizational meeting in January; special meetings as needed	High Priority	Monthly	Barber Board	
8. FSA County Committee meetings	Medium Priority	Monthly	Russell Murphy	
9. County Legislative Committee meetings	High Priority	Monthly	Barber	
10. RC&D meetings - BOD representative to attend	Medium Priority	Monthly		
11. Coordination with other agencies and groups	High Priority	Ongoing	Barber As assigned	
12. Represent SWCD on committees/attend meetings - GIS Focus Group, Flooding Subcommittee, etc.	Medium Priority	Ongoing	Barber As assigned	
13. Maintain filing system and procedures	High Priority	Jun-Dec	Miner	

14. Develop new library catalog system and organize	High Priority	May-Jul	Miner	
B. Personnel				
1. Evaluations - Conduct evaluations annually	High Priority	June	Barber Board	
2. Training Plans – Develop employee and director training plans and promote training opportunities	High Priority	Jan	Barber Staff/Board	
4. Review SWCD Personnel Policies - update as needed	High Priority	Ongoing	Barber Board	
5. Recruit volunteers/interns	Medium Priority	Ongoing	Staff	
C. Financial				
1. Improve computer bookkeeping system	High Priority	Ongoing	Miner	
2. Private audit of books for grants and county	High Priority	Varies	Miner	
3. Annual Reports	High Priority	Jan-Feb	Miner	
D. Equipment Management/Maintenance				
1. Maintain equipment inventory - review in December	High Priority	Ongoing	Popoli	
2. Survey equipment - inventory and peg check	High Priority	Dec-Jan	Russell	
3. Vehicles - maintenance, inspections, purchases	High Priority	Ongoing	Smith	
4. Computers and office equipment maintenance	High Priority	Ongoing	Barber	