



Cortland County Soil and Water Conservation District

2019 Annual Work Plan

PLAN COMPONENT

I. 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. Agricultural Environmental Management Program (AEM)

a. Review and update strategy; Report Card; AEM Annual Action Plan	High Priority	March	Murphy
b. Implement strategy and AEM Base program	High Priority	Ongoing	Staff
c. Provide support to CCE and Farm Bureau for education and outreach		Ongoing	Staff
d. Participate in County Agricultural Emergency Response; LEPC	Medium Priority	Ongoing	Smith
d.1. Support Rural Road Safety	Medium Priority	April	Barber
d.2. Support Skaneateles Lake Watershed Large Animal Rescue	Medium Priority	Ongoing	Smith
e. AEM Base Year 13 Management	High Priority	Ongoing	Murphy
e. 1. AEM Base 13 closeout	High Priority	June	Murphy
e. 2. update and manage AEM and USC database	Med Priority	Ongoing	Murphy
f. Coordinate and report USC data verification	High Priority	Ongoing	Smith
f. 1. perform USC data verification	High Priority	Ongoing	Staff

g. Pursue AEM/NRCS Planner certification to provide assistance in preparing CNMP's	High Priority	Ongoing	Love
h. E. Br. Tioughnioga River Ag Waste Round XXI implementation-Whey Street Dairy	High Priority	May	Smith
h. 1. E. Br. Tioughnioga XXI close out	High Priority	June	Barber
i. Upper Tioughnioga AGNPS Reduction Round XXI implementation-East River	High Priority	May	Murphy
i. 1. Upper T. AGNPS Red. XXI close out	High Priority	June	Barber
j. Otselic Watershed Round XXII implementation-Cardner, Barber	High Priority	August	Russell Smith Murphy
k. Fall Creek Watershed Ag Waste Mgmt. Round XXII implementation-Fouts, Beck	High Priority	November	Murphy
k. 1. Fall Creek WS XXII closeout	High Priority	December	Barber
l. Preble Hill Nutrient Mgmt WQP2 Round XXIII implementation	High Priority	June	Smith
l. 1. Preble Hill XXIII close out	High Priority	July	Barber
m. Otselic Livestock HUA Round XXIII implementation-Huizinga	High Priority	November	Smith
m. 1. Otselic HUA XXIII close out	High Priority	December	Barber
n. Climate Resilient Farming manure storage cover implementation-New Hope View	High Priority	November	Russell
n. 1. Climate Resilient Farming - New Hope View close out	High Priority	December	Barber
o. CAFO Waste Storage Grant- East River implementation	High Priority	October	Smith
p. AGNP, CRF, and other grant applications and POW development	High Priority	March	Russell Murphy Staff

q. AGNP, CRF, CAFO Waste Storage and other grant reporting (May, Nov)	High Priority	Ongoing	Russell
r. Upper Susquehanna cover crops implementation	High Priority	August	Staff
r. 1. Upper Susquehanna cover crops - management and reporting	High Priority	October	Murphy
s. Eastern Finger Lakes cover crops implementation	High Priority	August	Staff
s. 1. Eastern Finger Lakes cover crops contract management	High Priority	Ongoing	Barber Miner
s. 2. Eastern Finger Lakes cover crops reporting	High Priority	October	Russell Murphy
	High Priority	October	Murphy
t. Upper Susquehanna NFWF project management and implementation - Tillotson			

2. Lake and Watershed Management Programs

a. Finger Lakes-Lake Ontario Watershed Protection Alliance (FLOWPA)			
a.1. FLOWPA county representation and work plan management	High Priority	Ongoing	McGrath
a. 2. FLOWPA 16/17 close-out	High Priority	April	McGrath
a. 3. FLOWPA 19/20 Work Plan	High Priority	September	McGrath
a. 4. Technical and financial assistance per FLOWPA grant scopes	High Priority	Ongoing	Staff
a. 5. Coordinate water quality monitoring with lake associations	Medium Priority	Ongoing	McGrath
b. Skaneateles Lake Watershed Agricultural Program (SLWAP)			
b. 1. Facilitate use of SLWAP cooperative agreement funding for watershed activities	High Priority	Ongoing	Miner
b. 2. Represent Cortland County at Watershed Agricultural Program Review Committee meetings and act as liaison to Board	High Priority	Ongoing	Russell
c. Assist with implementation of Little York Lake Management Plan	High Priority	Ongoing	Barber McGrath

d. Work with lake associations to implement Kettle Lake WIPs	Medium Priority	Ongoing	Barber
d. 1. Develop and coordinate Shorescaping Program	Medium Priority	Ongoing	McGrath
e. Administer and implement Aquatic Invasive Species Spread Prevention grant	High Priority	Ongoing	Barber
e. 1. AIS Close-out	High Priority	Ongoing	Barber
f. Represent county in Cayuga Lake TMDL development	Medium Priority	Ongoing	Barber
g. Participate in Harmful Algal Bloom (HAB) prevention activities	High Priority	Ongoing	Staff
h. Upper Susquehanna Coalition (USC)	High Priority	Ongoing	Barber
h. 1. program administration including voting rep., Exec. Committee, and Ag Team Leader	High Priority	Ongoing	Barber
h. 2. TWT representative	Medium Priority	Ongoing	Barber
h. 3. Promote and support Upper Susquehanna Coalition Ag Team and RCPP Team	Medium Priority	Ongoing	Russell Love Murphy Smith
h. 4. Riparian Buffer Workgroup representation	Medium Priority	Ongoing	Murphy
h. 5. Promote and support Riparian Buffer Workgroup and establishment of buffers on public and private lands	Medium Priority	Ongoing	Russell Love Murphy Smith
h. 6. Stream Team representation	Medium Priority	Ongoing	Popoli
h. 7. Promote and support Upper Susquehanna Coalition Stream Corridor Mgmt. Program and Emergency Stream Intervention	Medium Priority	Ongoing	McGrath Russell
h. 8. WIP development assistance; seek funding for BMPs	Medium Priority	Ongoing	Staff
3. General Water Quality Monitoring, Investigations, and Assistance			
a. SWCD WQ Monitoring Plan			
a. 1. Review and revise - coordinate with partners	Low Priority	Ongoing	McGrath
a. 2. Implementation - data collection and analysis	Medium Priority	Ongoing	McGrath

b. Provide technical assistance to County Health, NYSDEC, municipalities, etc. relating to water quality management	Medium Priority	Ongoing	McGrath Barber
c. Coordinate Landfill Monitoring, Data Management and Reporting	High Priority	Ongoing	McGrath Barber
d. Coordinate and implement aquifer monitoring with the Town of Cortlandville	High Priority	Ongoing	McGrath
e. Coordinate and implement Part B monitoring in the Trout Brook watershed	High Priority	July	McGrath

B. Agricultural and Natural Resources Protection - Conserve and enhance natural resources while maintaining a viable land base and encouraging the sustainable production of food and fiber

1. USDA Programs

a. Assist USDA in promoting programs including Environmental Quality Incentives Program and Conservation Reserve Enhancement Program	Medium Priority	Ongoing	Staff
b. Cooperate to perform conservation planning and implement best management	Medium Priority	Ongoing	Staff

2. Waste Management

a. Support municipal composting efforts	Medium Priority	Ongoing	Popoli
b. Support school composting efforts	Medium Priority	Ongoing	Barber
c. Support County Recycling efforts			
c. 1. Coordinate and administer agreement with County for solid waste assistance	High Priority	Ongoing	Barber
c. 2. Serve on Environmental Improvement Committee (EIC)	Medium Priority	Ongoing	Barber

3. Farmland Protection/Agricultural Viability

a. Provide technical assistance to county farmland protection board, local municipalities and farmers with farmland protection planning/implementation	Medium Priority	Ongoing	Barber
b. Serve on Board of New York Agricultural Land Trust to create opportunities and support agricultural land protection	Medium Priority	Ongoing	Barber
c. Support Ag Summit, Ag Awareness Week, Ag Celebration Luncheon	Medium Priority	March	Barber
d. Complete soil group worksheets for landowners	High Priority	March	Murphy Smith Popoli Love

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; protect infrastructure and the tax base while protecting natural resources

1. Landuse Management

a. Provide I&E reports to Coordinated Review Committee, planning boards, and municipalities related to soils, stormwater, erosion, nonpoint source pollution, agriculture, and other impacts	Medium Priority	Ongoing	McGrath Russell
b. Provide other technical assistance as requested by municipalities, including code review and planning committees	Medium Priority	Ongoing	Staff
c. Technical assistance and resource information to landowners related to soils, stormwater, erosion, nonpoint source pollution, agriculture, etc	High Priority	Ongoing	Staff

2. Management of Flooding, Stormwater, Erosion/Sediment and Stream Corridors

a. Provide assistance to landowners and municipalities relating to streambank stabilization and stream corridor management	High Priority	Ongoing	Popoli Russell McGrath
b. Participate in Emergency and Disaster Planning, Management and Response; attend LEPC meetings	High Priority	Ongoing	Smith Barber Popoli
d. Assist municipalities with aquifer protection and stormwater management, including review of proposed development projects	Medium Priority	Ongoing	McGrath Barber
e. Town of Cortlandville assistance with Stormwater Code including plan review, site maintenance inspections and reporting	High Priority	Ongoing	McGrath
f. Implement Hydroseeding program	High Priority	Ongoing	Popoli
g. Cortland County Water Quality Coordinating Committee (WQCC)			
g. 1. Facilitate Annual Meeting and review the County Water Quality Strategy	Low Priority	December	Barber McGrath

3. Permits

a. Assistance with state/federal permits for protection of waters, wetlands, etc. where projects are consistent with our environmental goals	Priority - Varies	Ongoing	Popoli Russell
--	-------------------	---------	-------------------

4. Resource Conservation and Development

a. Provide technical assistance for planning, design and implementation of projects such as living snow fences, alternative energy, septic maintenance, etc.	Medium Priority	Ongoing	Staff
--	-----------------	---------	-------

b. Offer Part B Septic Maintenance Program targeting Trout Brook watershed	High Priority	May	Barber Miner
--	---------------	-----	-----------------

D. Education and Outreach - Conduct education programs to heighten awareness of local natural resource conservation concerns and resource management issues

1. Envirothon - sponsor and coordinate local high school competition	High Priority	May	Staff
2. Conservation Field Days - sponsor and coordinate event for all 6th grades in county	High Priority	September	Staff
3. Spruce Up America - Tree planting with schools, municipalities, and community groups	Medium Priority	April	Miner
4. River Clean-up – Coordinate event registration and trash disposal	High Priority	September	Miner
5. Coordinate Water Festival and Water Week activities	High Priority	June	McGrath Staff
6. General Education - workshops, presentations, programs, and activities as requested or as otherwise necessary to promote and educate about our conservation mission	Medium Priority	Ongoing	Staff
a. Fund raising to support conservation education programs	High Priority	Ongoing	Miner
b. Provide displays, and presentations at various public events and school functions as requested	Medium Priority	Ongoing	Staff
c. Committees – participate in District committees for WQ Symposium, Conservation Skills Workshop, Operations Manual, etc.	Medium Priority	Ongoing	Staff
d. Stewardship Week – Provide materials to interested local churches	Low Priority	April	Miner
e. Coordinate Rural Landowner Workshop(s)	Medium Priority	May	Staff

7. Conduct outreach to heighten awareness of SWCD resource management activities	Medium Priority	Ongoing	Staff
a. County Legislators – Outreach at Ag and Planning committee	High Priority	Ongoing	Barber
a. 1. Outreach to full Legislature during Soil and Water Stewardship Week	High Priority	April	Barber
b. State Legislators – attend NYACD Legislative Day to educate on issues	High Priority	Feb/Mar	Board
b. 1. meet legislators during local visit	High Priority	August	Barber
c. Media – maintain media contacts list	High Priority	Ongoing	Miner
c. 1. contribute program press releases and weekly article to Cortland Standard for publishing	High Priority	Ongoing	Miner Staff
d. Newsletter - publish at least annually	High Priority	January	Miner
d. 1. maintain database	High Priority	February	Staff
e. Website - maintain and update quarterly	High Priority	Ongoing	Miner Love
f. FSA County Committee - attend and report at meetings	Medium Priority	Quarterly	Murphy

E. Service/Earned Income Programs - Conduct programs as a service to assist in achieving natural resource conservation goals and help

1. Spring Planting and Conservation Program-coordinate program, manage distribution of materials, reporting	High Priority	April	Miner Staff
2. Pond stocking – bass, trout, minnows, other	Medium Priority	April-June	Popoli

II. OPERATIONS AND MANAGEMENT

A. Administration

1. Develop Annual Plan - forward to SWCC and County; review quarterly	High Priority	October	Board Barber
---	---------------	---------	-----------------

2. Conduct bi-weekly staff meetings	High Priority	Ongoing	Staff
3. Seek new grant funding and administer grants	High Priority	Ongoing	Staff
4. Risk Management - review policies, blanket agreements, memoranda of understanding, etc.	High Priority	January	Board
5. Board of Directors Meetings – conduct monthly meetings; Annual organizational meeting in January	High Priority	Monthly	Board
6. Maintain records for Performance Measures evaluation	High Priority	Ongoing	Miner
7. Records retention, filing system and procedures	High Priority	Ongoing	Miner

B. Personnel

1. Evaluations – Conduct evaluations annually	High Priority	August	Barber Board
2. Training and Training Plans – Review employee and director training plans. Budget and promote training.	High Priority	January	Barber Staff/Board
3. Review Personnel Policies – update as needed	High Priority	Ongoing	Barber Miner Board
4. Administer State Contract for Services	High Priority	Ongoing	Barber Miner
5. Recruit volunteers/interns	Medium Priority	Ongoing	Staff

C. Financial

1. Maintain computer bookkeeping system	High Priority	Ongoing	Miner
2. Outside audit of books for grants and county	High Priority	Varies	Miner Barber
3. Annual Reports	High Priority	February	Barber Miner

D. Equipment Management/Maintenance

1. Maintain field equipment inventory - review in December	High Priority	Ongoing	Russell
2. Survey equipment - inventory and peg check	High Priority	March	Murphy
3. Vehicles - maintenance, inspections, purchases	High Priority	Ongoing	Smith
4. Computers and office equipment inventory and maintenance - review in December	High Priority	Ongoing	Miner