



441 Plum Creek Road
Sunbury, PA 17801



2017 Annual Work Plan

Northumberland County Conservation District

Summary

The Northumberland County Conservation District’s mission is to promote the protection, maintenance, improvement, and wise use of our natural resources. Keeping this mission in mind, we hereby present our Annual Work Plan for 2017.

January 2017

January 2, 2017	Holiday – New Years’ Day	Office Closed
January 5, 2017	NCCD Annual Work Planning Mtg. 11:00am	NCCD EE Center
January 5, 2017	NCCD Board of Directors Meeting 12:30pm	NCCD EE Center
January 10, 2017	Manure Management Plan Workshop 8am-4pm	NCCD EE Center
January 15, 2017	Grant Quarterly Reports Due to DEP/PDA	
January 15, 2017	Dirt & Gravel Roads Annual Summary Due to Steve Bloser	
January 16, 2017	Holiday – Martin Luther King Jr. Day	Office Closed
January 23, 2017	Manure Management Plan Workshop 8am-12pm	Martz’s Game Farm, Dalmatia
January 24-25, 2017	PACD/SCC Winter Meeting	Ramada Inn, State College
January 26, 2017	February Board Meeting Notices to be Sent Out	
January 31, 2017	District Teamsheets Due to Karen Books	
January 31, 2017	MMP Train-the-Trainer Workshop 9am-3:30pm	Montoursville

Other activities:

- Swear** in new/reappointed directors
- Appoint** committee members, associate directors
- Finalize** speakers for the Conservation District Winter Forum, prepare flyers
- Finalize** 2017 budget numbers
- Prepare** and send out W-2’s and 1099’s
- Process** landowner agreements and permit applications for upcoming projects
- Employee** evals
- Schedule** 2016 audit
- Finalize** pre-orders for tree sale and prepare brochure
- Clean** out vacant office in preparation for housing mosquito-borne disease control program.

February 2017

February 1, 2017	Manure Management Plan Workshop 8am-4pm	NCCD EE Center
February 2, 2017	NCCD Board of Directors Meeting 12:30pm	NCCD EE Center
February 16, 2017	Manure Management Plan Workshop 8am-12pm	Tractor Supply, Milton
February 20, 2017	Holiday – Presidents’ Day	Office Closed
February 23, 2017	March Board Meeting Notices to be Sent Out	

February 24, 2017 Manure Management Plan Workshop 8am-4pm NCCD EE Center

Other activities: **John Deere Days**
Send out Legislative Luncheon invites
Process landowner agreements and permit applications for upcoming projects
Send award applications
Hold QAB meeting to vote on Dirt & Gravel/Low Volume projects to fund

March 2017

March 2, 2017	NCCD Board of Directors Meeting	12:30pm	NCCD EE Center
March 7, 2017	Winter Forum	9am-1pm	Revival Tabernacle, Watsontown
March 8-9, 2017	Annual Staff Conference		Ramada Inn, State College
March 9, 2017	Soil Health Conference	8:30am-3:30pm	Pine Barn Inn, Danville
March 10, 2017	Manure Management Plan Workshop	8am-12pm	Rovendale Ag, Watsontown
March 13, 2017	Annual Bay Meeting	8am-3pm	Bucknell University
March 14-16, 2017	Intro to Conservation Planning		Holiday Inn, Granville
March 15, 2017	Spring newsletter articles due to Judy		
March 20, 2017	Tree Sale Deadline		
March 20-24, 2017	ACT Basic Level Training		Keystone Conference Center, Annville
March 20-24, 2017	Spring 102/105 Basic Technical Training		Ramada Inn, State College
March 30, 2017	April Board Meeting Notices to be Sent Out		
March 30, 2017	PACD North Central Regional Meeting		Clinton CD, Mill Hall
March 31, 2017	2016 Annual and Financial Reports and 2017 Budget Due to Karen Books		

Other activities: **Confirm** legislators' attendance at Legislative Luncheon
Finalize tree sale orders
Send invites to media for Legislative Luncheon
Finalize summer intern plans and send notice to universities
Winter Forum

April 2017

April 5-6, 2017	Spring 102/105 Advanced Technical Training		Ramada Inn, State College
April 6, 2017	NCCD Legislative Luncheon	11:00am	NCCD EE Center
April 6, 2017	NCCD Board of Directors Meeting	12:30pm	NCCD EE Center
April 10-14, 2017	ACT Advanced Level Training		Keystone Conference Center, Annville
April 13, 2017	Take Tree Sale Supplies to Rockefeller Township Building		
April 14, 2017	Holiday – Good Friday		Office Closed
April 15, 2017	Grant Quarterly Reports Due to DEP/PDA		
April 17-18, 2017	Preparation of trees for Tree Sale	8-4:30pm	Rockefeller Twp.
April 19-20, 2017	Customer pick-up of trees	7am-7pm	Rockefeller Twp.
April 25, 2017	High School Envirothon	9am-2pm	Shikellamy Overlook
April 26-27, 2017	Cultural Resources Training		NRCS Office, Bloomsburg
April 27, 2017	May Board Meeting Notices to be Sent Out		

Other activities:

- Contact** customers about tree sale pick-up
- Interview** potential interns for summer
- Finalize** preparations for Envirothon
- Little Shamokin Creek Watershed Association Fish Stocking**
- Employee** evals
- Shamokin High School** field trip (for Envirothon)

May 2017

May 4, 2017	NCCD Board of Directors Meeting 7:00pm	NCCD EE Center
May 9, 2017	Middle School Envirothon 9am-1:30pm	Montour Preserve
May 23-24, 2017	State Envirothon	University of Pittsburgh, Johnstown
May 25, 2017	June Board Meeting Notices to be Sent Out	
May 29, 2017	Holiday – Memorial Day	Office Closed

Other activities:

- Train** intern
- Little Shamokin Creek Watershed Association Annual Fishing Derby**
- Warrior Run On-Site Day**
- Finalize** end of year numbers for state grants

June 2017

June 1, 2017	NCCD Board of Directors Meeting 7:00pm	NCCD EE Center
June 6-7, 2017	Annual Management Summit	Ramada Inn, State College
June 7-8, 2017	ESM Training (for Dirt & Gravel Roads)	Susquehanna Valley Country Club, Hummels Wharf
June 15, 2017	Summer Newsletter Articles Due	
June 29, 2017	July Board Meeting Notices to be Sent Out	

Other activities:

- CDFAP** application due to Karen Books
- Finalize** numbers for end of year state grants
- Streambank** restoration projects

July 2017

July 4, 2017	Holiday – Independence Day	Office Closed
July 6, 2017	NCCD Board of Directors Meeting 7:00pm	NCCD EE Center
July 15, 2017	Grant Quarterly Reports Due to DEP/PDA	
July 19-20, 2017	PACD/SCC Joint Annual Conference	Ramada Inn, State College
July 27, 2017	August Board Meeting Notices to be Sent Out	

Other activities:

- Notify** award winners for awards picnic
- Act 38/Chapter 91** funding application due
- Act 13** annual report due to Karen Books
- Staff** planning meeting will be held to prepare for Twilight Meeting
- Employee** evals
- CDFAP** Administrative Assistance financial report due to Karen Books
- Streambank** restoration projects

August 2017

August 3, 2017	NCCD Awards Picnic	5:30pm	LSCWA Pavilion
August 3, 2017	NCCD Board of Directors Meeting	7pm	LSCWA Pavilion
August 31, 2017	September Board Meeting Notices to be Sent Out		

Other activities: **Staff** planning meeting will be held to prepare for Board tour
Legislative kayak tour
County budget submittal
End of summer evaluations of intern(s)
Streambank restoration projects

September 2017

September 4, 2017	Holiday – Labor Day		Office Closed
September 7, 2017	NCCD Board of Directors tour	1pm	NCCD Office
September 7, 2017	NCCD Board of Directors Meeting	7pm	NCCD EE Center
September 15, 2017	Fall Newsletter Articles Due		
September 26-28, 2017	Dirt, Gravel, & Low Volume Roads Conference		Best Western, Sayre
September 28, 2017	October Board Meeting Notices to be Sent Out		

Other activities: **Twilight** meeting
SCRA/Kulpmont Borough Education Days (if funded)

October 2017

October 5, 2017	NCCD Board of Directors Meeting	7pm	NCCD EE Center
October 9, 2017	Holiday – Columbus Day		Office Closed
October 15, 2017	Grant Quarterly Reports Due to DEP/PDA		
October 26, 2017	November Board Meeting Notices to be Sent Out		

Other activities: **Watershed** Specialist Annual Meeting
Staff evals
Annual 102/105 Meeting
PACD Northcentral Regional Meeting

November 2017

November 2, 2017	NCCD Board of Directors Meeting	7pm	NCCD EE Center
November 7, 2017	Holiday – Election Day		Office Closed
November 10, 2017	Holiday – Veterans' Day		Office Closed
November 23, 2017	Holiday – Thanksgiving Day		Office Closed
November 24, 2017	Holiday – Black Friday		Office Closed
November 30, 2017	December Board Meeting Notices to be Sent Out		

Other activities: **Pre-order** preparations for 2018 tree sale

December 2017

December 7, 2017	NCCD 2018 Budget Work Session	11:30am	NCCD EE Center
December 7, 2017	NCCD Board of Directors Meeting	12:30pm	NCCD EE Center
December 15, 2017	Winter Newsletter Articles Due		
December 25, 2017	Holiday – Christmas Day		Office Closed
December 31, 2017	District Audit Due to Karen Books		

Other activities:

- Send** out affiliate letters for 2018
- Staff** planning meeting for 2018 CD forum
- Staff** annual work plan meeting for 2018
- Advertise** meeting dates for the Conservation District and AgLand Preservation Board
- Review** E&S Review Fees for 2018

Additional activities/goals for 2017:

- Seek** to obtain Memorandums of Understanding for municipalities without one.
- Work** with the county in getting the countywide Act 167 plan approved.
- Seek** grant opportunities and other sources of income.
- Evaluate** building options.
- Work** with media to publicize District events.
- Keep** legislators and county commissioners apprised of District activities and comment on conservation related legislation.
- Review** work plan on a monthly basis at NCCD Board of Directors meeting.
- Update** nominating organizations list.
- Complete** conservation plans project (Special Projects Bay funding).
- Rush** Township Dirt & Gravel Roads project (Bellas Hollow Road).
- Jordan** Township Low Volume (Gun Club Road) and Dirt & Gravel Roads projects (Fisher Ridge Road).
- Come** up with formal grant review process for potential projects.
- Update** website.
- Implement** the mosquito-borne disease control grant program for the 5-county area (Northumberland, Columbia, Montour, Union, Snyder).