



2018 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 2018.

January 2018

January 1, 2018	Holiday – New Year's Day	Office Closed
January 4, 2018	NCCD Work Planning/Budget Mtg. 11:00am	NCCD EE Center
January 4, 2018	NCCD Board of Directors Meeting 12:30pm	NCCD EE Center
January 15, 2018	Grant Quarterly Reports Due to DEP/PDA	
January 15, 2018	Dirt & Gravel Roads Annual Summary Due to Steve Bloser	
January 15, 2018	Holiday – Martin Luther King Jr. Day	Office Closed
January 17-18, 2018	PACD/SCC Winter Meeting	Toftrees, State College
January 25, 2018	February Board Meeting Notices to be Sent Out	
January 31, 2018	District Teamsheets Due to Karen Books	

Other activities:

Swear in new/reappointed directors
 Appoint committee members, associate directors
 Finalize speakers for the Conservation District Winter Forum, prepare flyers
 Finalize 2018 budget numbers
 Prepare and send out W-2's and 1099's
 Process landowner agreements and permit applications for upcoming projects
 Schedule 2017 audit
 Finalize pre-orders for tree sale and prepare brochure
 Send out Envirothon registration information and sponsorship requests
 Send notices to universities about summer internship
 Advertisement and interviewing of Ag Tech position

February 2018

February 1, 2018	NCCD Board of Directors Meeting 12:30pm	NCCD EE Center
February 19, 2018	Holiday – Presidents' Day	Office Closed
February 22, 2018	March Board Meeting Notices to be Sent Out	
Feb 26-Mar 2, 2018	AMCA Annual Meeting	Kansas City, MO

Other activities:

Advertise for second seasonal mosquito position
 John Deere Days
 Send out Legislative Luncheon invites
 Send out award applications

Process landowner agreements and permit applications for upcoming projects
Employee evals

March 2018

March 1, 2018	NCCD Board of Directors Meeting	12:30pm	NCCD EE Center
March 6, 2018	Winter Forum	8am-1pm	Revival Tabernacle
March 8-9, 2018	QAQC Visit (Dirt, Gravel and Low Volume Roads Program Evaluation)		
March 12, 2018	Annual Bay Meeting	8am-3pm	Bucknell University
March 15, 2018	Spring newsletter articles due to Judy		
March 19, 2018	Tree Sale Deadline		
March 19-22, 2018	Spring 102/105 Technical Training (Basic/Refresher)		Ramada Inn, State College
March 29, 2018	April Board Meeting Notices to be Sent Out		
March 30, 2018	Holiday – Good Friday		Office Closed
March 31, 2018	2018 Annual and Financial Reports and 2018 Budget Due to Karen Books		

Other activities: Confirm legislators' attendance at Legislative Luncheon
Finalize tree sale orders
Send invites to media for Legislative Luncheon
Intern interviews

April 2018

April 1, 2018	Mosquito Season Starts		
April 5, 2018	NCCD Legislative Luncheon	11:00am	NCCD EE Center
April 5, 2018	NCCD Board of Directors Meeting	12:30pm	NCCD EE Center
April 11-12, 2018	Spring 102/105 Technical Training (Topic Based)		Ramada Inn, State College
April 12, 2018	PACD Northcentral Regional Meeting	9am-1pm	Clinton CD, Mill Hall
April 13, 2018	Take Tree Sale Supplies to Rockefeller Township Building		
April 15, 2018	Grant Quarterly Reports Due to DEP/PDA		
April 16-17, 2018	Preparation of trees for Tree Sale	8-4:30pm	Rockefeller Twp.
April 18-19, 2018	Customer pick-up of trees	7am-7pm	Rockefeller Twp.
April 24, 2018	High School Envirothon	9am-2pm	Shikellamy Overlook
April 26, 2018	May Board Meeting Notices to be Sent Out		

Other activities: Contact customers about tree sale pick-up
Finalize preparations for Envirothon
Little Shamokin Creek Watershed Association Fish Stocking
Tire recycling event

May 2018

May 3, 2018	NCCD Board of Directors Meeting	7:00pm	NCCD EE Center
May 8, 2018	Middle School Envirothon	9am-1:30pm	Montour Preserve
May 22-23, 2018	State Envirothon		Susquehanna University
May 28, 2018	Holiday – Memorial Day		Office Closed
May 31, 2018	June Board Meeting Notices to be Sent Out		

Other activities: Train intern
Little Shamokin Creek Watershed Association Annual Fishing Derby

Send award applications
Warrior Run On-Site Day
Employee evals
Mosquito Academy

June 2018

June 6-7, 2018	Management Summit	State College
June 7, 2018	NCCD Board of Directors Meeting 7:00pm	NCCD EE Center
June 15, 2018	Summer Newsletter Articles Due	
June 28, 2018	July Board Meeting Notices to be Sent Out	

Other activities: CDFAP application due to Karen Books
Finalize end of year numbers for state grants
Streambank Stabilization Projects

July 2018

July 4, 2018	Holiday – Independence Day	Office Closed
July 5, 2018	NCCD Board of Directors Meeting 7:00pm	NCCD EE Center
July 15, 2018	Grant Quarterly Reports Due to DEP/PDA	
July 15-18, 2018	NACD/PACD/SCC Joint Annual Conference	DoubleTree, Lancaster
July 26, 2018	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
CDFAP Administrative Assistance financial report due to Karen Books
Streambank Stabilization Projects

August 2018

August 2, 2018	NCCD Awards Picnic	5:30pm	LSCWA Pavilion
August 2, 2018	NCCD Board of Directors Meeting	7pm	LSCWA Pavilion
August 30, 2018	September Board Meeting Notices to be Sent Out		

Other activities: Staff planning meeting will be held to prepare for Board tour
County budget submittal
End of summer evaluations of intern(s)
Employee evals
Streambank Stabilization Projects

September 2018

September 3, 2018	Holiday – Labor Day	Office Closed
September 6, 2018	NCCD Board of Directors tour	1pm NCCD Office
September 6, 2018	NCCD Board of Directors Meeting	7pm NCCD EE Center
September 15, 2018	Fall Newsletter Articles Due	
September 27, 2018	October Board Meeting Notices to be Sent Out	
September 28, 2018	End of Mosquito Trapping Season	

Other activities: Twilight Meeting
D&G/LVR Annual Conference
Riparian Buffer Plantings (if awarded grant)

October 2018

October 4, 2018	NCCD Board of Directors Meeting 7pm	NCCD EE Center
October 8, 2018	Holiday – Columbus Day	Office Closed
October 12, 2018	Seasonal Mosquito Techs' Last Day	
October 15, 2018	Grant Quarterly Reports Due to DEP/PDA	
October 25, 2018	November Board Meeting Notices to be Sent Out	

Other activities: Watershed Specialist Annual Meeting
PACD Northcentral Regional Meeting
Riparian Buffer Plantings (if awarded grant)

November 2018

November 1, 2018	NCCD Board of Directors Meeting 7pm	NCCD EE Center
November 6, 2018	Holiday – Election Day	Office Closed
November 12, 2018	Holiday – Veterans' Day	Office Closed
November 22, 2018	Holiday – Thanksgiving Day	Office Closed
November 23, 2018	Holiday – Black Friday	Office Closed
November 29, 2018	Staff reports to be Sent Out	

Other activities: Pre-order preparations for 2019 tree sale
Staff evals
Send affiliate letters

December 2018

December 6, 2018	NCCD Budget Worksession 11:30am	NCCD EE Center
December 6, 2018	NCCD Board of Directors Meeting 12:30pm	NCCD EE Center
December 15, 2018	Winter Newsletter Articles Due	
December 25, 2018	Holiday – Christmas Day	Office Closed
December 27, 2018	January Board Meeting Notices to be Sent Out	
December 31, 2018	District Audit Due to Karen Books	

Other activities: Staff planning meeting for 2019 CD forum
Staff annual work plan meeting for 2019
Advertise meeting dates for the Conservation District and AgLand Preservation Board
Review E&S Review Fees for 2019

Additional activities/goals for 2018:

- 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.

Update website.