

2019 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 2019.

January 2019

January 1, 2019	Holiday – New Year's Day	Office Closed
January 3, 2019	NCCD Work Planning/Budget Mtg. 11:00am	NCCD EE Center
January 3, 2019	NCCD Board of Directors Meeting 12:30pm	NCCD EE Center
January 15, 2019	Grant Quarterly Reports Due to DEP/PDA	
January 15, 2019	Dirt & Gravel Roads Annual Summary Due to Steve Bloser	
January 21, 2019	Holiday – Martin Luther King Jr. Day	Office Closed
January 30-31, 2019	PACD/SCC Winter Meeting	Toftrees, State College
January 31, 2019	February Board Meeting Notices to be Sent Out	
January 31, 2019	District Teamsheets Due to Karen Books	

Other activities:

Swear in reappointed directors
 Appoint committee members, associate directors
 Finalize speakers for the Conservation District Winter Forum, prepare flyers
 Finalize 2019 budget numbers
 Prepare and send out W-2's and 1099's
 Schedule 2018 audit
 Finalize pre-orders for tree sale and prepare brochure
 Send out Envirothon registration information and sponsorship requests
 Sent notices to universities about summer internship
 Meet with staff to review current DGLVR balances
 Process landowner agreements and permit applications for upcoming projects

February 2019

February 7, 2019	NCCD Board of Directors Meeting 12:30pm	NCCD EE Center
February 18, 2019	Holiday – Presidents' Day	Office Closed
February 27-28, 2019	2019 Staff Conference	Genetti Hotel, Williamsport
February 28, 2019	March Board Meeting Notices to be Sent Out	

Other activities:

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

Process landowner agreements and permit applications for upcoming projects
Employee evals

March 2019

March 6, 2019	Training for District Board Members		Ramada Inn, State College
March 7, 2019	NCCD Board of Directors Meeting	12:30pm	NCCD EE Center
March 11, 2019	Set up for Winter Forum	8:30am	Revival Tabernacle
March 11, 2019	Annual Bay Meeting	8am-3pm	Susquehanna University
March 12, 2019	Winter Forum	8am-1pm	Revival Tabernacle
March 14, 2019	PACD Northcentral Regional Mtg.	10am-1pm	Clinton CD, Mill Hall
March 15, 2019	Spring newsletter articles due to Judy		
March 19-21, 2019	Spring 102/105 Basic Training		Wyndham, State College
March 25, 2019	Tree Sale Deadline		
March 26-28, 2019	Mid-Atlantic Mosquito Control Assoc. Conf.		Hilton Harrisburg
March 28, 2019	April Board Meeting Notices to be Sent Out		
March 31, 2019	2018 Annual and Financial Reports and 2019 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
- Seasonal mosquito technician interviews

April 2019

April 1, 2019	Mosquito Season Starts		
April 1-5, 2019	ACT Boot Camp (Basic)		Fort Indiantown Gap
April 2-4, 2019	Spring 102/105 Technical Training (Topic Based)		Wyndham, State College
April 4, 2019	NCCD Legislative Luncheon	11:00am	NCCD EE Center
April 4, 2019	NCCD Board of Directors Meeting	12:30pm	NCCD EE Center
April 15, 2019	Grant Quarterly Reports Due to DEP/PDA		
April 18, 2019	Take Tree Sale Supplies to Rockefeller Township Building		
April 19, 2019	Holiday – Good Friday		Office Closed
April 22-23, 2019	Preparation of trees for Tree Sale	8-4:30pm	Rockefeller Twp.
April 24-25, 2019	Customer pick-up of trees	7am-7pm	Rockefeller Twp.
April 25, 2019	May Board Meeting Notices to be Sent Out		
April 27, 2019	Little Shamokin Creek Watershed Assoc. Annual Fishing Derby		
April 28, 2019	Little Shamokin Creek Watershed Assoc. Veterans Fishing Event		
April 30, 2019	High School Envirothon	9am-2pm	Shikellamy Marina
April 29-May 3, 2019	ACT Boot Camp (Advanced)		Fort Indiantown Gap

Other activities:

- Contact customers about tree sale pick-up
- Finalize preparations for Envirothon
- Little Shamokin Creek Watershed Association Fish Stocking
- Kick off meeting for 2019 mosquito season

May 2019

May 2, 2019	NCCD Board of Directors Meeting	7:00pm	NCCD EE Center
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May 14, 2019	Middle School Envirothon 9am-1:30pm	Montour Preserve
May 21-22, 2019	State Envirothon	University of Pittsburgh, Johnstown
May 22-23, 2019	2019 Mosquito Academy	Eldred, McKean County
May 27, 2019	Holiday – Memorial Day	Office Closed
May 30, 2019	June Board Meeting Notices to be Sent Out	

Other activities:

- Train intern
- Warrior Run On-Site Day
- Employee evals
- Mosquito Academy
- Tick Surveillance
- Schwartz Streambank Project?

June 2019

June 6, 2019	NCCD Board of Directors Meeting 7:00pm	NCCD EE Center
June 14, 2019	Holiday – Flag Day	Office Closed
June 17, 2019	Summer Newsletter Articles Due	

Other activities:

- CDFAP application due to Karen Books
- Finalize end of year numbers for state grants
- Management Summit
- Tick Surveillance

July 2019

July 3, 2019	July Board Meeting Notices to be Sent Out	
July 4, 2019	Holiday – Independence Day	Office Closed
July 11, 2019	NCCD Board of Directors Meeting 7:00pm	NCCD EE Center
July 15, 2019	Grant Quarterly Reports Due to DEP/PDA	
July 17-18, 2019	PACD/SCC Joint Annual Conference	Genetti, Williamsport
July 25, 2019	August Board Meeting Notices to be Sent Out	

Other activities:

- Notify award winners for awards picnic
- 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
- Foreman Limestone Run Streambank Project

August 2019

August 1, 2019	NCCD Awards Picnic 5:30pm	LSCWA Pavilion
August 1, 2019	NCCD Board of Directors Meeting 7:00pm	LSCWA Pavilion
August 29, 2019	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
- Employee evals
- Foreman Limestone Run Streambank Project

September 2019

September 2, 2019	Holiday – Labor Day	Office Closed
September 5, 2019	NCCD Board of Directors tour 1pm	NCCD Office
September 5, 2019	NCCD Board of Directors Meeting 7pm	NCCD EE Center
September 16, 2019	Fall Newsletter Articles Due	
September 26, 2019	October Board Meeting Notices to be Sent Out	
September 27, 2019	End of Mosquito Trapping Season?	

Other activities: Twilight Meeting
DGR/LVR Annual Conference
Schwartz Streambank Project?

October 2019

October 3, 2019	NCCD Board of Directors Meeting 7pm	NCCD EE Center
October 11, 2019	Seasonal Mosquito Techs' Last Day?	
October 14, 2019	Holiday – Columbus Day	Office Closed
October 15, 2019	Grant Quarterly Reports Due to DEP/PDA	
October 31, 2019	November Board Meeting Notices to be Sent Out	

Other activities: Watershed Specialist Annual Meeting
PACD Northcentral Regional Meeting
Tick Surveillance
Mosquito Season Wrap-Up Meeting
PVCA (PA Vector Control Association) Annual Conference
Kulpmont Education Day (if funded)

November 2019

November 5, 2019	Holiday – Election Day	Office Closed
November 7, 2019	NCCD Board of Directors Meeting 7pm	NCCD EE Center
November 11, 2019	Holiday – Veterans' Day	Office Closed
November 27, 2019	December Board Meeting Notices to be Sent Out	
November 28, 2019	Holiday – Thanksgiving Day	Office Closed
November 29, 2019	Holiday – Black Friday	Office Closed

Other activities: Pre-order preparations for 2020 tree sale
Staff evals
Send affiliate letters
Tick Surveillance

December 2019

December 5, 2019	NCCD Budget Worksession 11:30am	NCCD EE Center
December 5, 2019	NCCD Board of Directors Meeting 12:30pm	NCCD EE Center
December 16, 2019	Winter Newsletter Articles Due	
December 25, 2019	Holiday – Christmas Day	Office Closed
December 26, 2019	January Board Meeting Notices to be Sent Out	
December 31, 2019	District Audit Due to Karen Books	

Other activities:

- Staff planning meeting for 2020 CD Forum
- Staff annual work plan meeting for 2020
- Advertise meeting dates for the Conservation District and AgLand Preservation Board
- Review E&S Review Fees for 2020
- Meet with staff to review current DGLVR balances

Additional activities/goals for 2019:

- 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.
- Participate in strategic planning.