

2020 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 2020.

January 2020

January 1, 2020	Holiday – New Year's Day	Office Closed
January 9, 2020	NCCD Work Planning Meeting 11:30am	NCCD EE Center
January 9, 2020	NCCD Board of Directors Meeting 12:30pm	NCCD EE Center
January 15, 2020	Grant Quarterly Reports Due to DEP/PDA	
January 15, 2020	Dirt & Gravel Roads Annual Summary Due to Steve Bloser	
January 17, 2020	Warrior Run Pancake Breakfast Setup 10am	Turbotville Community Hall
January 18, 2020	Warrior Run Pancake Breakfast 8am-12pm	Turbotville Community Hall
January 20, 2020	Holiday – Martin Luther King Jr. Day	Office Closed
January 22-23, 2020	PACD/SCC Winter Meeting	Wyndham Garden State College, Boalsburg
January 30, 2020	February Board Meeting Notices to be Sent Out	
January 31, 2020	District Teamsheets Due to Karen Books	

Other activities:

Swear in reappointed directors/new commissioner director
 Appoint committee members, associate directors
 Finalize speakers for the Conservation District Winter Forum, prepare flyers
 Finalize 2020 budget numbers
 Prepare and send out W-2's and 1099's
 Schedule 2019 audit
 Meet with staff to review current DGLVR balances
 Finalize pre-orders for tree sale and prepare brochure
 Send out Envirothon registration information and sponsorship requests

February 2020

February 6, 2020	NCCD Board of Directors Meeting 12:30pm	NCCD EE Center
February 12-13, 2020	2020 Staff Conference	Wyndham Garden State College, Boalsburg
February 17, 2020	Holiday – Presidents' Day	Office Closed
February 26, 2020	NorthCentral Regional Director Training	Clinton County CD
February 27, 2020	March Board Meeting Notices to be Sent Out	

Other activities:

Advertise for seasonal mosquito positions

Send out invitations for Legislative Luncheon
 Process landowner agreements and permit applications for upcoming projects
 Sent notices to universities about summer internship
 Send out award applications
 Tree Sale brochures sent out
 Multi-county Districts 102 training for consultants

March 2020

March 5, 2020	NCCD Board of Directors Meeting	12:30pm	NCCD EE Center
March 9, 2020	Winter Forum Setup	8:30am	Revival Tabernacle, Watsontown
March 9, 2020	Chesapeake Bay Program Annual Meeting		Susquehanna University
March 10, 2020	Winter Forum	8am-1pm	Revival Tabernacle, Watsontown
March 11, 2020	Chesapeake Bay Program Annual Mtg	Snow Date	Susquehanna University
March 11-12, 2020	2020 Riparian Forest Buffer Summit		Blair County Convention Center, Altoona
March 16, 2020	Spring newsletter articles due to Judy		
March 16-19, 2020	Spring 102/105 Basic Training		Wyndham, State College
March 23, 2020	Tree Sale Deadline		
March 26, 2020	PACD Northcentral Regional Mtg.	10am-1pm	Clinton CD, Mill Hall
March 26, 2020	April Board Meeting Notices to be Sent Out		
March 28, 2020	Tire Collection Event (if funded)		Rockefeller Township
March 31, 2020	2019 Annual and Financial Reports and 2020 Budget Due to Karen Books		
March 31-April 2, 2020	Spring 102/105 Topic Based Training		Wyndham, State College

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

April 2020

March 31-April 2, 2020	Spring 102/105 Topic Based Training		Wyndham, State College
April 1, 2020	Mosquito Season Starts		
April 2, 2020	NCCD Legislative Luncheon	11:00am	NCCD EE Center
April 2, 2020	NCCD Board of Directors Meeting	12:30pm	NCCD EE Center
April 10, 2020	Holiday – Good Friday		Office Closed
April 15, 2020	Grant Quarterly Reports Due to DEP/PDA		
April 17, 2020	Take Tree Sale Supplies to Rockefeller Township Building		
April 20-21, 2020	Preparation of trees for Tree Sale	8-4:30pm	Rockefeller Twp.
April 22-23, 2020	Customer pick-up of trees	7am-7pm	Rockefeller Twp.
April 24, 2020	Take Tree Sale supplies back to office		
April 25, 2020	LSCWA Trout Derby		
April 26, 2020	LSCWA Veterans Fishing Event		

April 28, 2020 High School Envirothon 9am-2pm Shikellamy Marina
 April 30, 2020 May Board Meeting Notices to be Sent Out

Other activities: Contact customers about tree sale pick-up
 Finalize preparations for Envirothon
 PPL Community Roots tree events
 Municipal workers mosquito habitat training (if funded)

May 2020

May 7, 2020 NCCD Board of Directors Meeting 7:00pm NCCD EE Center
 May 12, 2020 Middle School Envirothon 9am-1:30pm Montour Preserve
 May 19-20, 2020 State Envirothon Susquehanna
 University/Camp Mount Luther
 Office Closed
 May 25, 2020 Holiday – Memorial Day Eldred, PA
 May 27-28, 2020 2020 Mosquito Academy
 May 28, 2020 June Board Meeting Notices to be Sent Out

Other activities: Train intern
 Tick Surveillance
 Warrior Run On-Site Day
 Mosquito Season Kick-off Meeting
 Rain Barrel Workshop

June 2020

June 3-4, 2020 2020 Mosquito Academy Rain Dates Eldred, PA
 June 4, 2020 NCCD Board of Directors Meeting 7:00pm NCCD EE Center
 June 15, 2020 Holiday – Flag Day Office Closed
 June 16, 2020 Summer Newsletter Articles Due
 June 25, 2020 July Board Meeting Notices to be Sent Out

Other activities: Finalize end of year numbers for state grants
 Tick Surveillance
 Butch Shaffer streambank restoration project (Schwabens Creek)
 Carl Foreman streambank restoration project (2nd phase – Limestone Run)
 Chesapeake Bay inspections for 2019-2020 end; pick next watershed for 2020-2021 inspections

July 2020

July 1, 2020 CDFAP/ACT Tech application due to Karen Books
 July 2, 2020 NCCD Board of Directors Meeting 7:00pm NCCD EE Center
 July 3, 2020 Holiday – Independence Day Office Closed
 July 15, 2020 Chesapeake Bay Technician Application for 2020-2021 Due
 July 15, 2020 Grant Quarterly Reports Due to DEP/PDA
 July 22-23, 2020 PACD/SCC Joint Annual Conference Wyndham, State College
 July 30, 2020 August Board Meeting Notices to be Sent Out

Other activities: Notify award winners for awards picnic

Staff planning meeting for Twilight Meeting
Tick surveillance

August 2020

August 6, 2020	NCCD Awards Picnic	5:30pm	LSCWA Pavilion
August 6, 2020	NCCD Board of Directors Meeting	7:00pm	LSCWA Pavilion
August 15, 2020	CDFAP Administrative Assistance Financial Report and PUC Block Grant Report Due to Karen Books at DEP		
August 27, 2020	September Board Meeting Notices to be Sent Out		

Other activities: Staff planning meeting will be held to prepare for Board tour
End of summer evaluation of intern
Tick surveillance

September 2020

September 2-3, 2020	Management Summit		Wyndham State College
September 3, 2020	NCCD Board of Directors tour	1pm	NCCD Office
September 3, 2020	NCCD Board of Directors Meeting	7pm	NCCD EE Center
September 7, 2020	Holiday – Labor Day		Office Closed
September 15, 2020	Fall Newsletter Articles Due		
September 24, 2020	October Board Meeting Notices to be Sent Out		

Other activities: DGR/LVR Annual Conference
Twilight Meeting
County budget submittal due
End of mosquito trapping season/seasonal mosquito techs' last day

October 2020

October 1, 2020	NCCD Board of Directors Meeting	7pm	NCCD EE Center
October 6-8, 2020	Watershed Specialist Annual Meeting		Toftrees, State College
October 12, 2020	Holiday – Columbus Day		Office Closed
October 15, 2020	Grant Quarterly Reports Due to DEP/PDA		
October 29, 2020	November Board Meeting Notices to be Sent Out		

Other activities: Water Quality Education Day (dependent on grant award)
End of Mosquito Season Wrap-Up Meeting
Tick surveillance

November 2020

November 3, 2020	Holiday – Election Day		Office Closed
November 5, 2020	NCCD Board of Directors Meeting	7pm	NCCD EE Center
November 11, 2020	Holiday – Veterans' Day		Office Closed
November 25, 2020	December Board Meeting Notices to be Sent Out		
November 26, 2020	Holiday – Thanksgiving Day		Office Closed
November 27, 2020	Holiday – Black Friday		Office Closed

Other activities: Pre-order preparations for 2021 tree sale
Send affiliate letters

Tick Surveillance
 Planning for mosquito coordinator's off-season work

December 2020

December 3, 2020	NCCD Budget Worksession	11:30am	NCCD EE Center
December 3, 2020	NCCD Board of Directors Meeting	12:30pm	NCCD EE Center
December 15, 2020	Winter Newsletter Articles Due		
December 25, 2020	Holiday – Christmas Day		Office Closed
December 31, 2020	January Board Meeting Notices to be Sent Out		
December 31, 2020	District Audit Due to Karen Books		

Other activities:

- Advertise meeting dates for the Conservation District and AgLand Preservation Board
- Review E&S Review Fees for 2021
- Meet with staff to review current DGLVR balances
- Staff planning meeting for 2021 CD Forum and 2021 annual work plan

Additional activities/goals for 2020:

- 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.
- Increase social media presence.