



441 Plum Creek Road  
Sunbury, PA 17801



## 2021 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 2021.

#### January 2021

January 1, 2021	Holiday - New Year’s Day	Office Closed
January 5-6, 2021	DEP Chapter 102 ePermitting Training – Round 1	Online
January 7, 2021	NCCD Work Planning Meeting 12:00pm	Virtual - Zoom
January 7, 2021	NCCD Board of Directors Meeting 12:30pm	Virtual - Zoom
January 15, 2021	Grant Quarterly Reports Due to DEP/PDA	
January 15, 2021	Dirt & Gravel Roads Annual Summary Due	
January 18, 2021	Holiday - Martin Luther King Jr. Day	Office Closed
January 19-20, 2021	DEP Chapter 102 ePermitting Training – Round 2	Online
Week of Jan 25, 2021	February Board Meeting Notices to be Sent Out	
January 26-27, 2021	Environmentally Sensitive Maintenance Training Dirt, Gravel, and Low Volume Roads Program	Virtual
January 28, 2021	PACD Executive Council Meeting 10:00am	Virtual - Zoom
January 31, 2021	District Teamsheets Due to Karen Books at DEP	

#### *Other activities:*

- Swear in reappointed directors/commissioner director
- Elect 2021 Board officers (Chairman, Vice-Chairman, Secretary/Treasurer)
- Appoint committee members, associate directors
- Finalize 2021 budget numbers
- Prepare and send out W-2s and 1099s
- Make decision about 2021 tree sale/summer intern(s)
- Schedule 2020 audit
- Local Envirothon planning meeting
- Forward updated Erosion and Sedimentation Control Plan review fee schedule to State Conservation Commission, if changes were made
- US Fish and Wildlife Permit annual report due

#### February 2021

February 4, 2021	NCCD Board of Directors Meeting 12:30pm	Virtual - Zoom
February 8-10, 2021	NACD Annual Meeting	Online
February 8-12, 2021	2021 District Staff Conference	Virtual - Zoom
February 15, 2021	Holiday - Presidents’ Day	Office Closed

Feb 15-17, 23, 24, 2021 2021 Board Leadership Webinar Series Virtual – Zoom  
 February 18, 2021 DEP NCRO Roundtable Meeting 9am-12pm Virtual – Microsoft Teams  
 Week of Feb 22, 2021 March Board Meeting Notices to be Sent Out

*Other activities:* Send out scholarship and award applications  
 Send out Envirothon registration info

### **March 2021**

March 1, 2021 NCCD Personnel Committee Meeting 10am Virtual - Zoom  
 March 4, 2021 NCCD Board of Directors Meeting 12:30pm Virtual - Zoom  
 March 15, 2021 Spring newsletter articles due to Judy  
 March 16-17, 2021 Conservation District & PA Agency Ag Staff Mtg. Virtual  
 March 18, 2021 PACD Northcentral Regional Mtg. 10am-12pm Virtual - Zoom  
 Week of Mar 22, 2021 April Board Meeting Notices to be Sent Out  
 March 31, 2021 2020 Annual and Financial Reports and 2021 Budget Due to Karen Books at DEP

*Other activities:* Advertise for seasonal mosquito technicians/Seasonal mosquito technician interviews/Prepare for 2021 mosquito season  
 Annual Bay meeting  
 Make decision about 2021 Legislative Luncheon

### **April 2021**

April 1, 2021 Mosquito Season Starts  
 April 1, 2021 NCCD Board of Directors Meeting 12:30pm Virtual - Zoom  
 April 2, 2021 Holiday - Good Friday Office Closed  
 April 12-15, 2021 Agricultural Conservation Tech Boot Camp Online  
 April 15, 2021 Grant Quarterly Reports Due to DEP/PDA  
 Week of Apr 26, 2021 May Board Meeting Notices to be Sent Out

*Other activities:* Advertise for District Manager position  
 High School Envirothon  
 10 Million Trees Partnership delivery

### **May 2021**

May 6, 2021 NCCD Board of Directors Meeting 7:00pm Virtual – Zoom  
 May 10-11, 2021 PA Envirothon Virtual Station Testing Online  
 May 24-25, 2021 PA Envirothon Virtual Oral Presentations Online  
 May 27, 2021 PA Envirothon Awards Program Online  
 Week of May 24, 2021 June Board Meeting Notices to be Sent Out  
 May 31, 2021 Holiday - Memorial Day Office Closed

*Other activities:* Hire/Start Training New District Manager  
 Middle School Envirothon  
 DEP EE Grant Rain Barrel Workshop

**June 2021**

June 3, 2021	NCCD Board of Directors Meeting 7:00pm	Virtual - Zoom
June 14, 2021	Holiday - Flag Day	Office Closed
June 15, 2021	CDFAP/ACT Tech application due to Karen Books at DEP	
June 15, 2021	2021-2022 Watershed Specialist funding application due to DEP	
June 15, 2021	Summer Newsletter Articles Due to Judy	
Week of June 21, 2021	July Board Meeting Notices to be Sent Out	

*Other activities:* Finalize end of year numbers for state grants  
 Make decision about holding Awards Picnic  
 Chesapeake Bay inspections for 2020-2021 end; pick next focus area(s) for 2021-2022 inspections  
 Management Summit

**July 2021**

July 1, 2021	NCCD Board of Directors Meeting 7:00pm	Virtual - Zoom
July 5, 2021	Holiday - Independence Day	Office Closed
July 15, 2021	Chesapeake Bay Technician Application for 2021-2022 Due	
July 15, 2021	Grant Quarterly Reports Due to DEP/PDA	
Week of July 26, 2021	August Board Meeting Notices to be Sent Out	
July 30, 2021	Judy Becker's Last Day	

*Other activities:* Make decision about holding Board Tour/Twilight Meeting  
 Notify award winners  
 PACD/SCC Joint Annual Conference

**August 2021**

August 2-4, 2021	Agricultural Conservation Tech Field Days	Ft. Indiantown Gap, Annville
August 5, 2021	Awards Picnic?	5:30pm LSCWA Pavilion?
August 5, 2021	NCCD Board of Directors Meeting	7:00pm LSCWA Pavilion?
Week of Aug 23, 2021	September Board Meeting Notices to be Sent Out	

*Other activities:* County budget submittal due  
 Confirm with District Board Members with terms expiring if they wish to be reappointed; notify commissioners office

**September 2021**

September 2, 2021	NCCD Board of Directors Tour? 1pm	Start from NCCD Office
September 2, 2021	NCCD Board of Directors Meeting 7pm	NCCD EE Center?
September 6, 2021	Holiday - Labor Day	Office Closed
September 15, 2021	CDFAP Administrative Assistance Financial Report and PUC Block Grant Report Due to Karen Books at DEP	
September 15, 2021	UGWF Allocation Worksheet (2021-2022) Due to Karen Books at DEP	
September 15, 2021	Fall Newsletter Articles Due	

Week of Sept 27, 2021 October Board Meeting Notices to be Sent Out  
 September 30, 2021 End of mosquito trapping season/seasonal mosquito techs' last day  
 September 30, 2021 County CD Fiscal Year Budgeting Spreadsheet Due to Karen Books at DEP

*Other activities:* Countywide Action Plan due to DEP

### **October 2021**

October 5-7, 2021 Conservation District Watershed Specialist Meeting Virtual  
 October 7, 2021 NCCD Board of Directors Meeting 7pm NCCD EE Center?  
 October 11, 2021 Holiday - Columbus Day Office Closed  
 October 15, 2021 Grant Quarterly Reports Due to DEP/PDA  
 Week of Oct 25, 2021 November Board Meeting Notices to be Sent Out

*Other activities:* DEP 319 grant announcement expected for Warrior Run WIP development  
 Dirt, Gravel, and Low Volume Roads Annual Conference  
 Annual 102/105 Meeting  
 PACD Northcentral Regional Meeting  
 Annual Envirothon Coordinator Meeting

### **November 2021**

November 2, 2021 Holiday - Election Day Office Closed  
 November 4, 2021 NCCD Board of Directors Meeting 7pm NCCD EE Center?  
 November 11, 2021 Holiday - Veterans' Day Office Closed  
 Week of Nov 22, 2021 December Board Meeting Notices to be Sent Out  
 November 25, 2021 Holiday - Thanksgiving Day Office Closed  
 November 26, 2021 Holiday - Black Friday Office Closed

*Other activities:*

### **December 2021**

December 2, 2021 NCCD Budget Work Session 11:30am NCCD EE Center?  
 December 2, 2021 NCCD Board of Directors Meeting 12:30pm NCCD EE Center?  
 December 15, 2021 Winter Newsletter Articles Due  
 December 24, 2021 Holiday - Christmas Day Office Closed  
 Week of Dec 27, 2021 January Board Meeting Notices to be Sent Out  
 December 31, 2021 District Audit Due to Karen Books at DEP

*Other activities:* Advertise meeting dates for the Conservation District and AgLand Preservation Board  
 Review E&S Review Fees for 2022  
 Meet with staff to review current DGLVR balances  
 Staff planning meeting for 2022 CD Forum and 2022 annual work plan  
 Pre-order preparations for 2022 tree sale  
 Send affiliate letters

*Additional activities/goals for 2021:*

- Work with Herbert, Rowland & Grubic and Lycoming County on development of Countywide Action Plan.
- 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.
- National Water Quality Initiative (NWQI) US Fish and Wildlife stream structure projects planned: Menges/Fredd (end summer/beginning of fall)
- Warrior Run Watershed community outreach events (spring/fall)
- NWQI Bishop Barnyard Project (date to be determined)
- Warrior Run Watershed monthly water sampling; 3-day macroinvertebrate sampling in January or February
- Northcentral PA Conservancy planned stream projects: Limestone Run – Yoder and Follmer (pending contact and agreement with landowner) – summer/fall
- Schwaben Creek – Snyder stream project (pending contact and agreement with landowner)
- Little Shamokin Creek – Haupt riparian buffer assessment/planting (spring or fall)
- Beaver Run – Fleming riparian buffer planting (spring)
- Shamokin Community Planting event (dependent on DEP Grant funding)
- Susquehanna University electrofishing and water quality analysis on Little Shamokin Creek and Limestone Run (June or July)
- Schwaben Creek fall buffer creek planting