



CORTLAND COUNTY SOIL AND WATER CONSERVATION DISTRICT (SWCD)

2018 ANNUAL PLAN OF ACTION

VISION STATEMENT: Assist with the wise use and conservation of Cortland County's natural resources, and the maintenance and improvement of our environment.

MISSION STATEMENT: To provide education, technical and financial expertise and assistance relating to environmental management to units of government, private landowners, other land users and other decision makers to facilitate the wise use and conservation of our natural resources.

ACTIVITIES: The SWCD assists citizens and units of local government in making sound decisions regarding the management of soil, water, and related natural resources based on their priorities. We develop and implement programs and services as necessary to address the needs of the county. Furthermore, SWCD strives to improve water quality, control and abate nonpoint sources of pollution, assist in the control of floods, protect the tax base, protect public lands, utilize resources to enhance the quality of life, and protect and promote the health, safety, and general welfare of the people of the county. SWCD assists in the implementation of resource management decisions to accomplish these things by seeking and coordinating technical and financial assistance from federal, state, and local governments, and private sources.

GUIDING PRINCIPLES FOR PROGRAM DELIVERY: Our guiding principles are to practice teamwork and to communicate, coordinate and cooperate with other agencies, individuals, groups, and units of government; promote mutual respect, support, trust, and honesty among staff and between staff and customers; share the leadership and ownership, the credit and the responsibility. We strive to improve efficiency and effectiveness by putting quality first, empowering people to make decisions, demonstrating professionalism and dedication, and striving for continuous improvement.

Citizens and units of local government with identified resource problems will be given service on a first come basis with consideration also given to the resource concern, the severity of the problem, and the location of the problem. Units of state and federal government will be given service utilizing the same priority system.

Priority Watersheds include:

1. Dry Creek/Otter Creek	2. Upper Tioughnioga River	3. Otselic River
4. Lower Tioughnioga River	5. Virgil Creek	6. Owego Creek
		7. Skaneateles Lake

SWCD will coordinate activities with the Cortland Field Office of the USDA-Natural Resources Conservation Service (NRCS) to maximize the utilization of all available resources.

PLAN COMPONENT				
I. RESOURCE CONCERNS/PROGRAMS				
A. Water Quality - Prevention of nonpoint source (NPS) pollution including, but not limited to the following sources: agricultural land use, construction sites, mining sites, stormwater runoff, streambank erosion, and roadbank erosion.				
1. Agricultural Environmental Management Program (AEM)				
a. Review and update strategy; Report Card; AEM Annual Action Plan	High Priority	March	Murphy	
b. Implement strategy and AEM Base program	High Priority	Ongoing	Staff	
c. Provide support to CCE and Farm Bureau for education and outreach	Medium Priority	Ongoing	Staff	
d. Participate in County Agricultural Emergency Response; support Rural Road Safety Week	Medium Priority	Ongoing April	Smith Barber	
e. Year 13 Close-out	High Priority	June	Murphy	
f. Update and manage AEM Database; update and manage USC Database	High Priority	Ongoing	Murphy Smith Atti Russell	
g. Update and manage USC Database; conduct USC data verification	High Priority	Ongoing	Smith Staff Atti Russell	
h. Provide assistance in preparing CNMP's; pursue AEM/NRCS Planner certification	High Priority	Ongoing	Atti Murphy	
i. Upper Tioughnioga Cover Crop Round XIX implementation close out	High Priority	February	Barber Smith	
j. Otselic Round XX implementation-Ruschmann	High Priority	July	Murphy Barber	
k. E. Br. Tioughnioga River Ag Waste Round XXI implementation-Whey Street Dairy; close out	High Priority	December	Smith Barber	

l. Upper Tioughnioga AGNPS Reduction Round XXI implementation-East River; close out	High Priority	October	Smith Barber	
m. Otselic Watershed Round XXII implementation-Cardner, Barber	High Priority	Ongoing	Murphy Smith	
n. Fall Creek Watershed Ag Waste Mgmt. Round XXII implementation-Fouts, Beck; close out	High Priority	Ongoing	Murphy Russell Barber	
o. Factory Brook Round XXII implementation-McMahon; close out	High Priority	Ongoing	Russell Barber	
p. Preble Hill Nutrient Mgmt WQP2 Round XXIII implementation; close out	High Priority	Ongoing	Murphy Russell Barber	
q. Otselic Livestock HUA Round XXIII implementation-Huizinga; close out	High Priority	October	Smith Russell Barber	
r. AGNP and other grant applications, contract development, and coordination with partners	High Priority	Ongoing	Murphy Barber	
s. Climate Resilient Agriculture Farming technical assistance, grant applications, etc.	High Priority	Ongoing	Barber Russell	
t. Climate Resilient Farming grant implementation-Head	High Priority	October	Barber Murphy	
u. Upper Susquehanna cover crops implementation; close-out	High Priority	October	Smith Barber	
v. Upper Susquehanna riparian buffer planning and CREP planning	High Priority	October	Russell Murphy	
2. County Lake and Watershed Management Program				
a. Administer Finger Lakes-Lake Ontario Watershed Protection Alliance (FLOWPA)grants-close 15/16	High Priority	April	McGrath	
b. Technical and financial assistance to implement BMPs in watersheds per grant scopes	High Priority	Ongoing	As assigned	
c. Conduct water quality monitoring	Medium Priority	Ongoing	McGrath	

d. Assist with update of Little York Lake Management Plan	High Priority	Ongoing	Barber Reidy	
e. Work with lake associations to implement lake management plans; including weed harvesting	Medium Priority	Ongoing	Reidy Barber	
f. Coordinate education and outreach activities	Medium Priority	Ongoing	As assigned	
g. Administer and implement Aquatic Invasive Species Spread Prevention grant	High Priority	Ongoing	Barber	
h. Represent county in Cayuga Lake TMDL development	Medium Priority	Ongoing	Barber Murphy	
3. Upper Susquehanna Coalition (USC)				
a. Attend regular meetings	High Priority	Ongoing	Barber Popoli	
b. Legislative efforts, program administration including Ag Team Leader activities; TWT representative	High Priority	Ongoing	Barber	
c. Seek funding for best management practices to help meet TMDL	Medium Priority	Ongoing	Barber	
d. Promote and support Upper Susquehanna Coalition Stream Corridor Mgmt. Program and Emergency Stream Intervention Program	Medium Priority	Ongoing	Popoli Russell	
e. Promote and support Upper Susquehanna Coalition Riparian Buffer Workgroup	Medium Priority	Ongoing	Murphy Smith	
f. Promote and support Upper Susquehanna Coalition Ag Team and RCPP Team	Medium Priority	Ongoing	Smith Murphy	
4. General Water Quality Monitoring, Investigations, and Assistance				
a. Data collection and analysis-maintain and implement SWCD County WQ Monitoring Plan	Low Priority	Ongoing	McGrath	
b. Provide technical assistance to County Health, NYSDEC, municipalities, etc. relating to water quality management	Medium Priority	Ongoing	McGrath Barber	
c. Conduct Landfill Monitoring, Data Management and Reporting	High Priority	Ongoing	McGrath Reidy	

d. Assist municipalities implementing aquifer protection and stormwater management	Medium Priority	Ongoing	McGrath Reidy	
e. Implement Water Quality Implementation Project Grant for hydroseeding	High Priority	Ongoing	Popoli Barber	
f. Implement Water Quality Implementation Project Grant for Flint Road Stabilization	High Priority	Ongoing	Popoli Barber	
5. Skaneateles Lake Watershed Agricultural Program (SLWAP)				
a. Facilitate use of cooperative agreement funding for watershed activities.	High Priority	Ongoing	Russell Barber	
b. Represent Cortland County at Watershed Agricultural Program Review Committee meetings and act as liaison to Board	High Priority	Ongoing	Russell	
6. Cortland County Water Quality Coordinating Committee (WQCC)				
a. Facilitate Annual Meeting and review the County Water Quality Strategy	Low Priority	December	Barber McGrath	
B. Agricultural and Natural Resources Protection - Conserve and enhance natural resources while maintaining a viable land base and encouraging the sustainable production of food and fiber				
1. USDA Programs				
a. Assist USDA in promoting programs including Environmental Quality Incentives Program and Conservation Reserve Enhancement Program	Medium Priority	Ongoing	As assigned	
b. Cooperate to perform conservation planning and implement best management practices	Medium Priority	Ongoing	As assigned	
c. Provide technical assistance through contribution agreement for Riparian Forest Buffer Initiative and EQIP projects-Law, Burden, M. Young	High Priority	August	Popoli Smith	
2. Waste Management				
a. Support ag and municipal composting efforts	Medium Priority	Ongoing	Popoli Barber	

3. Farmland Protection/ Agricultural Viability				
a. Provide technical assistance to county farmland protection board, local municipalities and farmers with farmland protection planning/implementation	Medium Priority	Ongoing	Barber	
b. Serve on Board of New York Agricultural Land Trust to support agricultural land protection	Medium Priority	Ongoing	Barber	
c. Support Ag Summit, Ag Awareness Week, Ag Celebration Luncheon	Medium Priority	March	Barber	
d. Complete soil group worksheets for landowners	High Priority	March	Murphy Smith Popoli Atti	
C. Rural/Urban Development - Provide soils, plant material, and land use information to facilitate sound land use decisions. Provide technical assistance on urban erosion/sediment control and stormwater management; protect infrastructure and the tax base while protecting natural resources				
1. Landuse Management				
a. Provide I&E reports to Coordinated Review Committee, planning boards, and municipalities related to soils, stormwater, erosion, nonpoint source pollution, agriculture, and other impacts	Medium Priority	Ongoing	McGrath Reidy Russell	
b. Provide other technical assistance as requested by municipalities including code review	Medium Priority	Ongoing	As assigned	
c. Technical assistance and resource information to landowners related to soils, stormwater, erosion, nonpoint source pollution, agriculture, etc	High Priority	Ongoing	As assigned	
2. Management of Flooding, Stormwater, Erosion/Sediment and Stream Corridors				
a. Provide assistance for compliance with Code for Town of Cortlandville including plan review, site maintenance inspections and reporting.	High Priority	Ongoing	McGrath Reidy	
b. Participate in Emergency and Disaster Planning, Management and Response; attend LEPC meetings	High Priority	Ongoing	Smith Barber Popoli	

c. Complete I-4 project on Trout Brook watershed	Medium Priority	Ongoing	Popoli	
d. Complete NAACC culvert assessment analysis; grant close-out	Medium Priority	March	Russell Phelps	
3. Permits				
a. Assistance with state/federal permits for protection of waters, wetlands, etc. where projects are consistent with our environmental goals	Priority - Varies	Ongoing	Popoli Russell	
4. Resource Conservation and Development				
a. Living Snow Fences- provide technical assistance for planning, design and implementation	Low Priority	Ongoing	Smith	
b. Hydroseeding - provide services as requested and consistent with policy.	High Priority	September	Popoli	
c. Alternative Energy – provide education, information and technical assistance to landowners and municipalities related to alternative energy technologies and practices	Low Priority	Ongoing	Staff	
d. Septic Maintenance Workshops-facilitate Part B project and manage budget	Low Priority	May	Miner	
D. Education and Outreach				
1. Conduct education programs to heighten awareness of local natural resource conservation concerns and resource management issues				
a. Envirothon - Local high school competition	High Priority	May	As assigned	
b. Conservation Field Days - 5th and 6th grades	High Priority	September	As assigned	
c. Spruce Up America - Tree planting with schools, municipalities, and community groups	Medium Priority	April	Miner	
d. River Clean-up – Coordinate event registration and trash disposal	High Priority	September	Miner	
e. Fund raising to support conservation education programs	High Priority	Ongoing	Miner	

f. Newsletter - publish at least annually; maintain database	High Priority	January	Miner Staff	
g. Website - maintain and update quarterly	High Priority	Ongoing	Miner	
h. Provide displays, and presentations at various public events and school functions as requested	Medium Priority	Ongoing	As assigned	
i. Committees – WQ Symposium, Conservation Skills Workshop, Operations Manual, etc.	Medium Priority	Ongoing	As assigned	
j. Stewardship Week – Provide materials to interested local churches	Low Priority	April	Miner	
k. Coordinate Rural Landowner Workshop(s)	Medium Priority	May	As assigned	
l. Coordinate Water Festival and Water Week activities	High Priority	June	McGrath Staff	
2. Conduct outreach to heighten awareness of SWCD resource management activities				
a. County Legislators – Outreach at Leg. Session	High Priority	March	Barber	
b. State Legislators – attend NYACD Legislative Day; meet legislators during “Town Meetings”	High Priority	March	Board Barber	
c. Media – maintain media contacts list; contribute program press releases and weekly article to Cortland Standard for publishing	High Priority	Ongoing	Barber Staff	
E. Service/Earned Income Programs				
1. Conduct programs as a service to assist in achieving natural resource conservation goals and help support district programs				
a. Spring Planting and Conservation Program	High Priority	April	Miner Smith	
b. Pond stocking – bass, trout, minnows, other	Medium Priority	April June	Popoli	
II. OPERATIONS AND MANAGEMENT				
A. Administration				

1. Review of Annual Plan	High Priority	Quarterly	Board Barber	
2. Conduct bi-weekly staff meetings	High Priority	Ongoing	Staff	
3. Seek new grant funding and administer grants	High Priority	Ongoing	Staff	
4. Develop Annual Plan - forward to SWCC and County	High Priority	October	Barber Board	
5. Risk Management - review policies, blanket agreements, memoranda of understanding, etc.	High Priority	January	Board	
6. Board of Directors Meetings – conduct monthly meetings; Annual organizational meeting in January	High Priority	Monthly	Board	
7. FSA County Committee meetings	Medium Priority	Quarterly	Murphy	
8. County Legislative Committee meetings	High Priority	Monthly	Barber	
9. Records retention, filing system and procedures	High Priority	Ongoing	Miner	
B. Personnel				
1. Evaluations – Conduct evaluations annually	High Priority	August	Barber Board	
2. Training and Training Plans – Review employee and director training plans. Budget and promote training.	High Priority	January	Barber Staff/Board	
3. Review Personnel Policies – update as needed	High Priority	Ongoing	Barber Miner Board	
4. Administer State Contract for Services	High Priority	Ongoing	Barber Miner	
5. Recruit volunteers/interns	Medium Priority	Ongoing	Barber Staff	
C. Financial				
1. Maintain computer bookkeeping system	High Priority	Ongoing	Miner	

2. Outside audit of books for grants and county	High Priority	Varies	Miner Barber	
3. Annual Reports	High Priority	February	Barber Miner	
D. Equipment Management/Maintenance				
1. Maintain field equipment inventory - review in December	High Priority	Ongoing	As assigned	
2. Survey equipment - inventory and peg check	High Priority	March	Murphy	
3. Vehicles - maintenance, inspections, purchases	High Priority	Ongoing	Smith	
4. Computers and office equipment inventory and maintenance - review in December	High Priority	Ongoing	Miner	