

DRAFT FOR REVIEW



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ANNUAL PLAN OF OPERATIONS JULY 1, 2018– JUNE 30, 2019 – FY19

In 2018 we celebrate the 66th year of the Ocean County Soil Conservation District. The purpose of this Work Plan is to improve our planning abilities to build and sustain a conservation legacy through incorporating innovative ideas, programs and initiatives that support long range strategic goals. It is intended to help guide the District in serving its constituents and sustaining the natural resources of the communities we serve.

The Ocean County Soil Conservation District strives to lead efforts to conserve our soil and water resources by working with homeowners, farmers, and public officials, various state and federal agencies, and non-profit organizations. The Ocean County SCD strongly supports the protection and restoration of our soil resources through our abilities to plan, provide technical assistance and most importantly to educate. The Board believes that effective soil management is fundamental to protecting water quality, water quantity, and to minimizing both soil erosion and nutrient transport concerns are identified through the adoption of this Plan and through sustaining effective working relationships with its partners and elected officials.

VISION STATEMENT

To be recognized as a conservation leader with the ability to partner effectively, and using every opportunity to further sustainable resource management for current and future citizens of Ocean County and beyond.

MISSION STATEMENT

Ocean County Soil Conservation District strives to implement exemplary programs and services focusing on the following issues:

Protect, restore and sustain fully functioning soil resources to minimize nutrient transport and nonpoint pollution through (a) effective implementation of Chapter 251 P.L. 1975 Soil Erosion and Sediment Control Act; and (b) contributing to sustainable soil management practices for farm use.

Further natural resource stewardship through: (a) educational programs for students in Grades K-16 and the public; (b) effective management of public lands, preserved areas and open space; (c) teachers, educators and youth leaders through training in the use of regionally specific curricula and educational resources.

Develop and nurture effective relationships with: elected officials at the federal, state and local levels, public agencies and non-profit organizations to sustain functioning ecosystem services through education and resource management.

VALUES AND APPRECIATION

THE OCEAN COUNTY SCD VALUES OPPORTUNITIES TO:

- Educate the public
- Effectively apply science, research and management to sustain our natural resources.
- Promote a better understanding of social and economic concerns in natural resource management within our local communities.
- Enhance capabilities and contributions from District staff and from our partners

CHALLENGES AND NATURAL RESOURCE CONCERNS

Soil Health:

Excessive runoff is transporting nutrients into freshwater habitats and Barnegat Bay.

Increased water consumption due to shallow root systems on turf and farmland; improving guidelines, programs and training District staff to sustain functioning soils on turf, athletic fields and farmland and the appropriate use of fertilizers and soil amendments and soil management practices.

Water Quality and Quantity:

Reduced groundwater recharge; decreased fish and wildlife habitat; loss of SAV beds; potential loss of wetlands due to altered hydrology; and depleted and degraded soils increasing runoff and nutrient transport to the bay.

Soil Erosion:

Lack of healthy fully functioning soils accelerating erosion on farm and urban lands; critical roadside erosion in Pineland areas; and ineffectual buffers or riparian vegetation due to altered soil conditions.

Related Natural Resource Concerns:

Insufficient awareness and education of the connection between healthy soils and sustaining water resources; incorporating soil health practices/guidelines on all farmlands to sustain food supplies and minimize agricultural impacts: training and technology transfer to construct BMPs that sustain soil health; restoration of soils on disturbed and mined sites to help sequester carbon to reduce potential impacts on climate change and sustaining financial resources through partnering with public and private resources to continue District operations and provide exemplary service to constituents.

DISTRICT LEADERSHIP

To become a highly effective organization through developing leadership skills and knowledge that can enable the District to strategically lead, integrate and engage with communities and other partners.

BOARD OF SUPERVISORS

Dr. William Pollock, Chairman

Tony DiLodovico, Vice Chairman

Dr. Michael Gross, Secretary

Charlene Costaris, Treasurer

Martha Maxwell Doyle, Board Member

ITEM #1–IMPLEMENTATION OF CHAPTER 251 SOIL EROSION CONTROL ACT:

Educate the public, elected officials, and building community about the significance of reducing soil erosion on construction sites. Maintain an effective relationship with SSCC, NJDOT, NJDEP and others to minimize nonpoint pollution. ***NS = New Staff**

ACTIVITY	WHO	WHEN
1. Accept, review and certify approximately 900 Chapter 251 Soil Erosion and Sediment Control plans.	AG, KJ, JP, , BM, KA, RF & NS	Ongoing
Sub-Task: Log in applications; prepare and distribute certifications	JB & NS (BL as needed)	Ongoing
2. Make approximately 6000 inspections on construction sites to minimize off site sedimentation.	AG, KJ, JP, , BM, KA, RF & NS	Ongoing
3. Coordinate application, log in and processing of the Phase II (& III) Stormwater Discharge Program with NJDEP, SSCC via the e-permitting process.	JB (BL as needed) NS	Ongoing
4. To continue to support and partner with statewide and regional initiatives related to soil health and appropriate BMPs for Phase II and for drafting Phase III.	CR & KJ (other staff as needed/assigned)	Ongoing
5. Work closely with SSCC and SCDs to help effectuate soil erosion control and to help sustain functioning soils pursuant to the revised Soil Erosion and Sediment Control Standards. Implement New Standards in accordance w/ guidance & training.	CR & KJ *ALL Staff	Ongoing (Pursuant to the revised standards)
6. Update all files, records, Supervisor records/attendance, maps etc., semi-annually, in accordance with the SSCC Record Retention Policies.	JB NS	Semi- Annually
Sub-Task: Responsible for maintaining records and following the Record Retention Policy pursuant to Policy and Procedures Manual annually (SESC Plans)	JB	January-March
Sub-Task: Coordinates filing/archiving of SCD files/SESC Plans.	JB	As Needed
7. Maintain and distribute Chapter 251 policies, memos, guidelines to ALL staff. Keep accurate file both printed and electronic.	KJ & CR	Ongoing
8. Review and prepare reports regarding exempt municipalities for action by the Board at March meeting (i.e. Long Beach Township)	JB	November/December
9. Serves as Technical Advisor for Engineering Standards to District Director & District Staff.	KJ – AG assists as needed)	Ongoing
Sub-Task: Coordinates technical review with Consulting Engineer and SSCC Engineer as needed.	KJ	As Needed
Sub-Task: Forwards (emails) technical review letters to SSCC Engineer, in accordance with SSCC Bulletin.	KJ	As Needed
Sub Task: Serves as Technical Advisor to the District Director & District Staff regarding vegetative standards, plant and soil restoration guidelines in accordance with the Standards for SESC	KJ (AG –assists as needed)	Ongoing
Sub-Task: Evaluate 251 workload for review and inspection	KJ & (JB assists)	Ongoing

Sub-Task: Maintains interpretations, administrative bulletins, policies, guidelines, Policy and Procedure Manual, and make suggestions to the District Director for uniform implementation of Chapter 251 pursuant to SSCC policies;	CR, KJ & JB	Ongoing
10. Assists District Director in project costs analysis by annually reviewing a random survey of completed projects (SF & SP) as an integral component of a fee schedule modification application.	AG, JB, KJ	Annually/ January
Sub-Task: Prepares for the District Director a report from the District database of all practices, inspections, acreage etc. to be presented at each Board of Supervisor meeting.	JB (KJ & CR)	Bi-Monthly
11. Maintain, update, generate various reports as needed/requested by SSCC, District Director &/or Assistant Director, auditors, etc. from District's Access database * Work in coordination with District computer consultant.	JB	Ongoing
12. New Jersey Hydrologic Modeling Database –Attend training and input data of the basin summary sheets into database.	KJ & JB to Coordinate * ALL Staff Intern	Ongoing
13. Coordinate additional workload due to expiration of Plans*	KJ to Coordinate* ALL Staff	Ongoing
14. Update District Website with 251-SESC related items	JB & AG	Ongoing
15. USDA/NRCS State Technical Committee	CR Lead (KJ or JB as needed)	Quarterly Meetings
16. Plan, implement and evaluate SESC/Chapter 251 training for contractors, engineers, municipal code officials, etc. (BSCD Contractor Training as model)	CR Lead/BL Organize All Staff	Fall

ITEM #2 – FISCAL ADMINISTRATION

District Supervisors: Charlene Costaris and Michael Gross

ACTIVITY	WHO	WHEN
1. Utilize QuickBooks to maintain District financial transactions and to prepare monthly Treasurer Reports for the Board. Timely information on agreements, contracts, grants, project budgets, financial statements and investments will be provided.	JB	Ongoing
<u>Sub-Task: Quality Control Officer</u> – Review bank reconciliation	AG	Monthly
2. Prepare an Annual Budget for Board Approval in March/SSCC Submittal in April	CR, JB, KJ * input from Board	Winter
<u>Sub-Task: Study and evaluate District budget; review, change, eliminate, or add new programs; and make recommendations to the Board regarding personnel, audits, District building maintenance/improvements, and financial planning, etc. (Modify/Adjust budget as needed when new grants obtained.)</u>	CR With assistance from JB, KJ	Ongoing

<u>Sub-Task:</u> Determine necessary reserve funds for: 251 operating expenses; current and future retirements; capital improvements (vehicle replacements, building maintenance, and technology upgrades, etc.)	CR, With assistance from JB, KJ	Ongoing
3. Prepare an Annual Plan of Operation	CR, JB, KJ	Winter/Spring
<u>Sub-Task:</u> Evaluate existing APO in December (FY mid- point).	CR, KJ & JB	December/Ongoing
<u>Sub-Task:</u> Evaluate and revise long range plans as needed.	CR, KJ	As Needed
4. Evaluate Personnel/Staffing Needs	CR, KJ (JB to assist)	Winter/Spring
5. Conduct (and review) Annual Audit	JB & CR (and Board)	Fall/Winter
6. Insurance Policies & Audits, District Invoicing, Payments, Bill Payment & reconciliation, Payroll, Bank Deposits, Grant Financial reports, Inventory of Supplies, Legal Notices, etc.	JB	Ongoing
7. Personnel Records & Benefits – Payments/processing, PERS, COBRA, Deferred Comp. /HR contact	JB (CR Assist)	Ongoing

ITEM #3 – GENERAL OPERATIONS

District Supervisors: Tony DiLodovico and Martha Maxwell-Doyle

ACTIVITY	WHO	WHEN
1. Provide for the accountability of the District to the public, legislature, and to NJDA- SSCC. Post financial information, Board meeting minutes, agendas and meeting notices on website as required.	CR, JB	Ongoing
2. Address leadership succession needs for both Board members and District staff. Cultivate staff and board leadership through a training plan to improve technical needs. Identify Appropriate Opportunities.	CR, Staff & Board	Ongoing
3. District staff shall participate in various training opportunities including computer, soils, management/leadership, stormwater and soil erosion control training to enhance overall abilities of District personnel. Training Needs – Fred Pryor Membership, Financial Management – Training & Updates, CPESC - Hours/self-tracking – all 251 staff, Others as determined appropriate by Board, Director, and SSCC & NJCDEA. Annual Professional Development Plans.	All Staff	Ongoing As available/ applicable
<u>Sub-Task:</u> Coordinate training recommendations for all positions.	CR, JB, KJ	Ongoing
<u>Sub-Task :</u> Review & Approve Individual professional Development Plans	CR & KJ	Beginning of Year
4. Work with and serve on the South Jersey RC&D Council. Report/minutes/agenda to be shared electronically for tracking.	KJ & JP CR as needed	Quarterly
5. Serve as Liaison to Advisory Committee for Barnegat Bay Partnership Program and member of Communication & Education Committee (CEC) and Advisory Committee (AC). Report/minutes/agenda to be shared electronically for tracking.	CR (BL alternate)AC BL- CEC	Monthly/As Needed

6. Member of Ocean County Agricultural Development Board. (*Current-CR- Keeps file, maintains notes, activities, minutes and other significant information. Represents SCD at meetings and participates in annual inspections of farms as established by the CADB).	CR Alternate/designated Staff as needed	Monthly
7. Support and work closely with the NJ Conservation Partnership including: NJ Association of Conservation Districts, State Soil Conservation Committee, and USDA Natural Resources Conservation Service, Rutgers Agricultural Experiment Station & County RCE, and the NJ Bureau of Forestry. Attend District manager meetings, SSCC regional Supervisors meetings and the Annual meeting, etc.	CR & KJ or JB alternate	Ongoing/as needed
8. Maintenance of District Facilities: building, grounds, vehicles, alarm security system, etc. Inspect building and review needs. Submit a written report to District Director at least twice annually or as needed. Utilize checklist reporting system; update to track repairs as they are completed. Coordinate Repairs, Bids & Estimates.	CR & KJ (AG Alt.) (JB Assist)	Semi- Annually
Sub-Task: Building Safety -	KJ	Quarterly
9. OCSCD District Security System – Be first response.	KJ, JB Alternate	Ongoing
10. Monitor server backup and maintain internet connection. Consult with IT Contractor as needed to rectify any issues. Notify Director of any issues/problems as they arise. (Seek recommendations from IT for incorporation into next budget)	JP & AG JB (non-back-up issues)	Weekly/Ongoing
11. OCSCD Phone System: Computer File & Phone updates	JB & CR	Ongoing
12. OCSCD equipment ownership & depreciation. Track specific items under ownership of OCSCD, purchase date, serial number, depreciation valuation, etc. Recommend replacement when appropriate and obtain quotes for budgeting purposes.	JB (w/ Staff input)	Annual

ITEM #4 – EDUCATION INITIATIVES (GRANT RELATED)

District Supervisors: William Pollock and Michael Gross

ACTIVITY	WHO	WHEN
1. Continue to manage, coordinate, administer and implement current grants & to expand granted projects when the opportunities arise.	CR & JB Financial (to assist) BL	On-going Quarterly Reports
Grant 1: <i>Experience Jersey-Friendly Yards– Barnegat Bay Partnership (BBP)</i> Install Jersey-Friendly landscaping at Cattus Island, Island Heights Library, Admiral Farragut Park, Pine Beach and provide workshops and educational programs at Cattus Island Nature Center. 10 Homeowners	BL Lead	Ongoing Ends 12/18
Grant 2: <i>Urban Agriculture Initiative - Lakewood Township – NACD</i> Working with Lakewood High School, Georgian Court University, the Township, etc.	BL, CR	Ongoing Ends August 2018
<u>Grant 3</u> : Jersey Friendly Yards – Watershed Institute – Lighthouse Center - Workshops (District is subcontractor)	BL, CR	Ends 12/18
2. Seek grants and funding to support non-grant initiatives and programs	CR & BL	Ongoing

ITEM #5 – EDUCATION INITIATIVES

District Supervisors: William Pollock and Martha Maxwell-Doyle

Activity	Who	When
1. To maintain & enhance OCSCD website. To more effectively utilize and disseminate pertinent and educational resources and assist in fulfilling OCSCD Mission. Link to partners and projects.	CR/Coordinate BL & AG	Ongoing
<u>Sub-Task</u> : Constant Contact – Dissemination of email newsletters/updates, announcements, etc.	BL	Ongoing
<u>Sub-Task</u> : Content Management System – Pair Networks	AG- LEAD (& JB) BL – E & O	Ongoing
2. Maintain communication and network with regional and statewide Conservation Education and Environmental Education initiatives including: <i>Barnegat Bay Roundtable Steering & Planning Committee; (OCSCD Host);Barnegat Bay Estuary Program’s Communication and Education Committee (CEC & AC);Conservation Partnership meetings (SSCC, RCE, & NRCS, NJACD);Alliance for New Jersey Environmental Education (ANJEE); Natural Resource Education Foundation of New Jersey (NREF) – Board Member; Jersey Friendly Yards Soil Health Improvement Project (SHIP)</i>	CR & BL Lead (KJ/other staff as needed)	Ongoing
2. Continue to support <u>Trout in the Classroom (TIC)</u> in Ocean County Schools. Currently, OCSCD has sponsored 4 tan. Tank Set-up – September & Trout/Field Day-May	BL & CR	Assist with Trout Release Day
3. Coordinate local Annual Poster Contest (NJDA/NJACD & NACD – Theme/rules/deadlines Based on NACD theme; & NJACD determined deadline. Edit brochure to be OCSCD specific and sends press release, post on OCSCD website, coordinate judging, etc.	BL	Winter/Early Spring
4. Promote the distribution of “Low Maintenance Homeowners Guide for Barnegat Bay Watershed” Explore outreach opportunities using the guidebook. Promote Spanish version 2018.	BL	Ongoing
5. Initiate a plan to <u>convert DBB into electronic format</u> and make available on OCSCD website. Seek to add a “Submit a Lesson” portal on new/updated website.	BL to coordinate	Initiate at 2018 Roundtable
6. Plan and coordinate 2 2 nd Annual Barnegat Bay Environmental Educators Roundtable	BL – all staff	Planning – fall/winter Event – 3 rd Wed of April
7. Barnegat Bay Festival – Exhibit/display at Festival	BL, CR – other staff	First Sunday of June
8. Internship opportunities & agreements – Stockton, Georgian Court, Ocean County College	CR Coordinate BL- E&O - KJ/JB- SESC	Ongoing- Update projects annually
9. Offer a variety of Outreach Programs based on soil health & natural resources to various groups/organizations. Offer at least 12 programs each year.	BL	Ongoing/as requested
10. NJ Envirothon* Assist as able. Attend meetings, coordinate the wildlife test, assist with training 11. Update/create/maintain database & mailing list/contacts for E&O initiatives	BL, JB , others	May Event -
12. Track participants, evaluations, etc. Provide quarterly reports on E&O activities to District Director & Board	BL	Ongoing/ Quarterly
13. Jersey Friendly Yards Conference – Annual – In partnership with BBP, RCE/Master Gardeners, etc.)	BL & CR	Oct. event / Ongoing
14. OCSCD Lead- BBP/STAC SHIP (Soil Health Improvement Project) at Jakes Branch County Park. Coordinate weeding and maintenance. Maintain (5) Gardens	BL	Ongoing

Updated – CR 3/13/2018