

# Tompkins County Soil and Water Conservation District

## Annual Plan of Work

2023

### Program Areas

Agricultural Environmental Management Program .....	2
Watershed Protection Program .....	4
Stormwater Coalition Program .....	6
Invasive Species Control Program .....	7
District Operations.....	8
Earned Income.....	11
Outreach .....	11
Education .....	13
Coordination with other agencies and organizations .....	13

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

Agricultural Environmental Management Program				
Goal: Work with agricultural landowners to provide services related to Best Management Practice implementation to reduce sediment, nutrient and flood water runoff from farms.				
Objectives	Tasks/Deliverables	Team Responsible	Resources: Budget & Personnel Hours	Timeline
<b>1. Implement AEM Base Program annual plan of work – Round 17 – Year 1.</b>	a) Complete 10 Tier 1's adding new farms to our database.	*NRPS, ACT	\$1,499.85 to cover 44 hours of staff time from NYS	Complete by December 31
	b) Complete 10 Tier 2's adding new farm resource concerns to our database.	*NRPS, ACT	\$8,162.75 to cover 230 hours of staff time from NYS	Complete by December 31
	c) Complete 5 Tier 3's planning new conservation projects to be implemented.	*NRPS, ACT	\$7,742.11 to cover 224 hours of staff time from NYS	Complete by December 31
	d) Complete 15 Tier 4's covering staff time to implement new conservation projects.	*NRPS, ACT	\$14,474.06 to cover 415 hours of staff time from NYS	Complete by December 31
	e) Complete 10 Tier 5's updating our existing Tier 1 & 2 database.	*NRPS, ACT	\$3,658.44 to cover 104 hours of staff time from NYS	Complete by December 31
	f) Education to farmer	*NRPS, ACT, DM	\$3,876.27 to cover 108 hours of staff time from NYS	Complete by December 31
	g) Outreach to farmers	*NRPS, ACT, DM	\$3,876.27 to cover 108 hours of staff time from NYS	Complete by December 31
	h) Partnership activities	*NRPS, DM, ACT	\$4,726.72 to cover 140 hours of staff time from NYS	Complete by December 31
	i) Program Evaluation/Data Management including data management in ArcGIS.	*NRPS, DM, ACT	\$5,700.28 to cover 164 hours of staff time from NYS	Complete by December 31
	j) Reporting to NYS	*NRPS, ACT, DM, SC	\$4,344.00 to cover 128 hours of staff time from NYS	Contract deliverables due December 31, 2024
	k) BMP Construction/Implementation	*NRPS, ACT	\$100,000 allocated over the course of the 2 year contract with the State up to \$50,000/farm.	December 31, 2024
<b>2. Apply for NEW cost-share dollars for implementation of Best Management Practices from state and federal sources.</b>	a) Apply for Round 29 of NYS Ag & Markets Agricultural Non-Point Source Pollution Abatement Grant Program.	*NRPS, ACT, DM	AEM Tier 4 Funds used to cover cost of 40 hours of staff time to write grants.  Farm Match Costs need to be identified for each grant	Applications due ~June each year
	b) Apply for Round 7 of NYS Ag & Markets Climate Resilient Farming Grant Program.	*NRPS, ACT, DM	AEM Tier 4 Funds to cover cost of 40 hours of staff time to write grants.  Farm Match Costs need to be identified for each grant	Applications due ~December-March each year
<b>3. Implement EXISTING cost-share dollars for implementation of Best</b>	a) Round 24 – Jerry Dell Farms Manure Storage (Final Construction, Closeout)	*NRPS, ACT, DM, SC	\$7,849 in grant, \$4,614.19 budgeted in 2023 to cover 136 hours of staff time	NYS Contract Expires March 1, 2023. Contract extension

**Key:**  
DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors  
\*denotes lead team member

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

Agricultural Environmental Management Program

Goal: Work with agricultural landowners to provide services related to Best Management Practice implementation to reduce sediment, nutrient and flood water runoff from farms.

Objectives	Tasks/Deliverables	Team Responsible	Resources: Budget & Personnel Hours	Timeline
Management Practices from State and Federal sources.			\$11,250 to cover Engineering Fees \$500,569 + \$50,000 contingency to cover construction costs	needs to be submitted if extending term.
	b) Round 25 – Houston Farm Manure Storage (Closeout)	*NRPS, DM, ACT, SC	\$2,587.88 to cover 76 hours of staff time \$11,160 to cover engineering fees \$451,275 to cover construction costs	NYS Contract expires February 20, 2023
	c) Round 26 – Cayuga/Owasco Lake Watershed Cover Crop Grant (Cayuga County holds contract) (cover crop implementation)	*NRPS, ACT	\$5,585.83 to cover 166 hours of technical staff time support to project	Agreement with Cayuga County expires 6-30-2024
	d) Round 3 - CAFO Waste Storage and Transfer System Grant (Cook Farms)	*NRPS, ACT	\$6,413.55 to cover 174 hours of staff time \$15,000 to cover engineering fees \$361,720 to cover construction costs	NYS Contract expires March 1, 2023. Contract extension needs to be submitted if extending term.
4. Verify, track and report Ag BMP implementation data to the USC.	a) Enter data into online application.	*NRPS, ACT	\$1,000 contract with USC to cover up to 30 hours of staff time.	Complete by December 31, 2023

**Key:**  
DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors  
\*denotes lead team member

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

Watershed Protection Program				
Goal: To provide assistance to municipalities & private landowners in Tompkins County watersheds willing to reduce sediment and nutrient delivery to Cayuga/Owasco Lakes and Upper Susquehanna River basins.				
Objectives	Tasks	Team Responsible	Resources: Budget & Personnel	Timeline
<b>Provide technical planning assistance to municipalities &amp; landowners regarding streambank erosion, drainage, ponds, etc..</b>	a) Respond to phone inquiries and schedule site visit	E, WCT, *RCS, NRPS, DM	\$26,991.70 from County appropriations to cover 438 hours of technical staff time  \$116,699.36 from NYS Aid – Part C to cover 1,857 hours of engineering staff time  Funds for implementation are usually limited to grants or FLOWPA/USC Programs	Ongoing throughout the year
	b) Attend site visits and record conservation notes			
	c) Discuss planning and implementation steps with District Manager for funding if needed.			
<b>Apply for NEW cost share dollars for implementation of Best Management Practices where applicable from State and Federal sources.</b>	a) Apply for Round 19 of NYS Department of Environmental Conservation’s Water Quality Improvement Program.	*RCS, WCT, E, DM, SC	Funds from County appropriations will cover up to 40 hours of staff time to apply for these grants  MATCHING COSTS NEED TO BE IDENTIFIED prior to application.	June/July application deadline annually
	b) Apply for Tree’s for Tributaries funding through NYSDEC to supplement riparian buffers	*RCS, WCT	Funds from County appropriations will cover up to 10 hours of staff time to assist landowners applying for these grants.	April/May distribution of trees.
<b>Implement EXISTING cost share dollars for implementation of Best Management Practices from State and Federal sources.</b>	a) NYSDEC – Round 14 - Cayuga Inlet Sediment Assessment Grant <ul style="list-style-type: none"> <li>i. Categorize and rank stream segments for site analysis and survey</li> <li>ii. Conduct stream assessments on high priority sites</li> <li>iii. Design/implement BMP’s for high priority work areas</li> <li>iv. Complete grant paperwork and submit quarterly reports</li> </ul>	i. *RCS, SW1, WCT, E ii. *RCS, WCT, E iii. *E, RCS iv. *RCS, WCT, DM, SC	\$22,738.73 to cover 400 hours of staff time related to this grant  \$473,579.70 to cover contractual services related to BMP implementation	i. January ii. February-March iii. April-October iv. October-December  NYSDEC Contract expires 4/30/2024
	b) NYSDEC – Round 15 – Tompkins County Stormwater Mapping Grant	*NRPS, WCT, DM, SC	\$13,269.54 to cover 291 hours of staff time related to this grant	NYSDEC Contract expires 4/30/2023. Contract extension needed if extending term.
	c) NYSDEC – Round 16 – Tompkins County Hydroseeding Program	*WCT, DM, SC, MEO	\$36,829.89 to cover 1032 hours of staff time \$80,000 to cover seed & materials \$127,500 to cover a new truck and seeder	NYSDEC Contract expires 12/31/2023

**Key:**  
 DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors  
 \*denotes lead team member

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

Watershed Protection Program

Goal: To provide assistance to municipalities & private landowners in Tompkins County watersheds willing to reduce sediment and nutrient delivery to Cayuga/Owasco Lakes and Upper Susquehanna River basins.

Objectives	Tasks	Team Responsible	Resources: Budget & Personnel	Timeline
	d) Fingerlakes Lake Ontario Watershed Protection Alliance (FOLLOWPA) Program State Fiscal Year (SFY) 20-21 Contract <ul style="list-style-type: none"> <li>i. Ag BMP Implementation</li> <li>ii. Non-Ag BMP Implementation</li> <li>iii. USGS Gauging Station Support</li> <li>iv. Hydrilla Assistance</li> </ul>	<ul style="list-style-type: none"> <li>i. *NRPS, ACT, DM, SC</li> <li>ii. *RCS, WCT, DM, SC</li> <li>iii. *SC, DM</li> <li>iv. *WCT, RCS, DM,</li> </ul>	<ul style="list-style-type: none"> <li>i. \$37,450 to cover BMP cost of implementation and 88 hours of staff time (\$3,233.22)</li> <li>ii. \$37,450 to cover BMP cost of implementation and 8 hours of staff time (\$510.78)</li> <li>iii. \$7,300 to cover contractual cost to Town of Caroline</li> <li>iv. \$7,000 to cover 32 hours of staff time (\$1,930.41) and material costs</li> </ul>	FOLLOWPA Contract expires 12/31/2023
	e) Fingerlakes Lake Ontario Watershed Protection Alliance (FOLLOWPA) Program State Fiscal Year (SFY) 21-22 Contract <ul style="list-style-type: none"> <li>i. Ag BMP Implementation</li> <li>ii. Non-Ag BMP Implementation</li> <li>iii. USGS Gauging Station Support</li> <li>iv. Technical Assistance for Hydrilla Eradication Program</li> </ul>	<ul style="list-style-type: none"> <li>i. *NRPS, ACT, DM, SC</li> <li>ii. *RCS, WCT, DM, SC</li> <li>iii. *SC, DM</li> <li>iv. *WCT, RCS, DM</li> </ul>	<ul style="list-style-type: none"> <li>i. \$37,450 to cover BMP cost of implementation and 88 hours of staff time (\$3,233.22)</li> <li>ii. \$37,450 to cover BMP cost of implementation and 128 hours of staff time (\$6,091.82)</li> <li>iii. \$7,300 to cover contractual cost to Town of Caroline</li> <li>iv. \$6,867.13 to cover 164 hours of staff time</li> </ul>	FOLLOWPA Contract expires 12/31/2024
	f) NYS Aid Part B Contract		\$6,000 to cover a TBD project.	NYS Contract expires 12/31/2023
	g) NYS Aid Part C Contract	E, RCS, WCT	\$80,025.61 to cover 1,577 hours of engineering staff time.  Additional projects to be approved by Board with leftover funds awarded to District in 2023.	Funds roll over from year to year, but projects should be targeted to complete by December 31, 2023

**Key:**  
 DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors  
 \*denotes lead team member

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

Stormwater Coalition Program

Goal: Assist municipalities in implementing the requirements of the Phase II Stormwater Program.

<i>Objectives</i>	<i>Tasks</i>	<i>Team Responsible</i>	<i>Resources: Budget &amp; Personnel</i>	<i>Timeline</i>
<b>1. Provide technical assistance to the Tompkins County Stormwater Coalition for MS4 communities.</b>	<ul style="list-style-type: none"> <li>a) Prepare bimonthly meeting agendas and facilitate meeting.</li> <li>b) Take minutes at bimonthly meetings and distribute to coalition members following meeting.</li> <li>c) Conduct 3 education and outreach activities.</li> <li>d) Organize 2 trainings for municipal staff and board members.</li> <li>e) Prepare Stormwater Annual Report for regulated municipalities.</li> </ul>	*NRPS	\$12,000 contract to cover 84 (\$4,337.46) hours of staff time	Ongoing throughout the year
<b>2. Provide training to municipalities, contractors and landowners for the Stormwater Phase 2 Construction Permit program.</b>	<ul style="list-style-type: none"> <li>a) Plan 1-2, 4-Hour Erosion and Sediment Control Trainings.</li> <li>b) Teach 4- hour training course and prepare all necessary training materials prior to the training.</li> </ul>	*NRPS	\$95/person charge to cover costs to deliver program and printing/other charges.	Spring and Fall trainings
<b>3. Provide stormwater technical assistance to municipalities through contract agreements.</b>	<ul style="list-style-type: none"> <li>a) Conduct SWPPPs reviews for projects disturbing 1 acre or more.</li> <li>b) Inspect active construction sites and write inspection reports</li> <li>c) Work with the municipality's code enforcement officer to implement corrective actions on deficient sites.</li> </ul>	*NRPS	Contracts with individual towns for \$50/hour fee to cover 20 hours (\$1,048.69) of staff time	Contracts expire December 31 annually
<b>4. Maintain Certified Professional in Erosion and Sediment Control (CPESC) accreditation.</b>	<ul style="list-style-type: none"> <li>a) Attend trainings to receive necessary credits to maintain certification.</li> <li>b) Submit necessary documentation to EnviroCert International to maintain certification.</li> </ul>	*NRPS, DM	County appropriations cover the cost of recertifications for staff	Recertifications need to be completed before the annual expiration of each individual's license.

**Key:**

DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors  
\*denotes lead team member

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

Invasive Species Control Program

Goal: Eradicate Hydrilla from the Cayuga Inlet and prevent its spread to Cayuga Lake and the Great Lakes.

<i>Objectives</i>	<i>Tasks</i>	<i>Team Responsible</i>	<i>Resources: Budget &amp; Personnel</i>	<i>Timeline</i>
<b>1. Provide technical assistance to the County Hydrilla Task Force to eradicate Hydrilla from Cayuga Inlet, Cayuga Lake.</b>	a) Set-up and attend task force and management sub-group meetings. b) Oversee water quality monitoring efforts following herbicide treatment.	a) *NRPS, WCT b) *WCT, NRPS	\$7,000 of FLOWPA funding to cover 164 hours (\$6,867.13) of staff time	a) Monthly

**Key:**  
 DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors  
 \*denotes lead team member

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

District Operations				
Goal: To manage an efficient and effective organization.				
Objectives	Tasks	Team Responsible	Resources: Budget & Personnel	Timeline
<b>1. Conduct annual organizational meeting.</b>	<ul style="list-style-type: none"> <li>a) Elect Officers</li> <li>b) Appoint Personnel, Finance and Safety committees along with any other committees deemed necessary.</li> <li>c) Conduct Administrative Policy Review</li> <li>d) Designate official newspaper(s) and bank(s).</li> <li>e) Approve rates for services</li> <li>f) Appointment of Secretary/Assistant Treasurer</li> </ul>	*BD, DM, SC (Acting as Board Secretary)	<p>County Legislators are reimbursed mileage to meetings through the County. All other Directors are offered mileage reimbursement at the end of the year.</p> <p>38 hours (\$1,862.69) of staff time to assist with organizational meeting preparation and delivery is covered by County appropriations or NYS Aid – Part A</p>	Complete by January 31 annually.
<b>2. Conduct Monthly board meetings. Hold minimum of 10/year.</b>	<ul style="list-style-type: none"> <li>a) Conduct regular (old/new) business and hold executive sessions when needed.</li> <li>b) Approve bills and financial report(s).</li> <li>c) Accept comments and recommendations from the public.</li> <li>d) Provide staff reports to Board</li> <li>e) Provide opportunity for partnership reports/presentations.</li> </ul>	<ul style="list-style-type: none"> <li>a) *BD, SC (acting as Board Secretary)</li> <li>b) *BD, DM (acting as Board Assistant Treasurer), SC (acting as Board Secretary)</li> <li>c) *BD</li> <li>d) All staff</li> <li>e) *BD, all staff</li> </ul>	<p>County Legislators are reimbursed mileage to meetings through the County. All other Directors are offered mileage reimbursement at the end of the year.</p> <p>450 hours (\$21,853.51) of staff time to assist with Board meeting preparation and delivery is covered by County appropriations or NYS Aid – Part A.</p>	Ongoing throughout the year.
<b>3. Conduct subcommittee meetings.</b>	<ul style="list-style-type: none"> <li>a) Appoint chair of committees for the year at first meeting. Committees will include at least a finance, safety and personnel team.</li> <li>b) Hold at least 1 meeting/year.</li> </ul>	*BD, DM, SC (Acting as Board Secretary)	County Legislators are reimbursed mileage to meetings through the County. All other Directors are offered mileage reimbursement at the end of the year.	Ongoing throughout the year
<b>4. Adopt Annual Plan of Work</b>	<ul style="list-style-type: none"> <li>a) Review actions of past year. Evaluate progress and outcomes.</li> <li>b) Add, delete and updates actions and activities.</li> <li>c) Board Review progress, results &amp; outcomes</li> <li>d) Submit Plan to SWCC</li> </ul>	<ul style="list-style-type: none"> <li>a) *DM, all staff</li> <li>b) *DM, all staff</li> <li>c) *BD</li> <li>d) *DM, SC</li> </ul>	\$3,676.58 of county appropriations to cover 73 hours of staff time	<ul style="list-style-type: none"> <li>a) June</li> <li>b) July/August</li> <li>c) September/October</li> <li>d) November</li> </ul>
<b>5. Update Director training plans and attend trainings/meetings as required by performance metrics set by NYS Ag and Markets.</b>	<ul style="list-style-type: none"> <li>a) Review required and desired training topics annually for all Board Members.</li> <li>b) Utilize iSpring learning modules or SWCC staff to complete training modules.</li> <li>c) Attend a regional meeting as offered throughout the year to meet NYS performance metrics</li> </ul>	<ul style="list-style-type: none"> <li>a) *BD (Chair), DM</li> <li>b) *DM, BD</li> <li>c) *BD, DM</li> </ul>	Board Directors volunteer their time to attend these training sessions at no cost to the District other than mileage/event registration.	<ul style="list-style-type: none"> <li>a) Complete by February annually</li> <li>b) Complete by December 31 annually</li> <li>c) Complete by December 31 annually</li> </ul>

**Key:**  
DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2,  
MEO = Motor Equipment Operator, BD = Board of Directors  
\*denotes lead team member



Tompkins County Soil & Water Conservation District  
2023 Plan of Work

District Operations				
Goal: To manage an efficient and effective organization.				
Objectives	Tasks	Team Responsible	Resources: Budget & Personnel	Timeline
<b>6. Review and approve State Reports for previous year activities</b>	a) NYS Aid to Districts Report (A, B, C) b) Performance Measures Report c) Annual Report of Activities d) Treasurer's Report	a) *DM, BD, SC, NRPS, RCS, E b) *DM, BD, SC c) *DM, BD, SC, NRPS, RCS, ACT, WCT, E d) *SC, DM, *BD (Treasurer)	\$6,800.81 of county appropriations to cover 134 hours of staff time to complete report.	a) Due February 2023 b) Due February 2023 c) Due February 2023 d) Due February 2023 with extension possible for 60 days beyond if requested before 2/15/2023.
<b>7. Conduct Annual Budget Process</b>	a) Review financial status. b) Prepare draft budget for review. c) Approve Draft Budget d) Submit appropriation requests to Tompkins County e) Meet with County Administrator for appropriation request review. f) Present appropriation requests to County expanded budget committee g) Review County approved appropriations and grant/program budget forecasts to adopt final budget h) Adopt next year's budget	a) *DM, BD, SC b) *DM, SC, staff c) *BD d) *DM e) *DM f) *DM g) *BD, DM, SC h) *BD	\$7,511.23 of county appropriations to cover 130 hours of staff time to draft budget.	a) Ongoing throughout the year b) March-June c) June-July d) July e) July-August f) September-October g) October-November h) December
<b>8. Conduct Fiscal Audits</b>	a) Do quarterly spot checks of financial records/processes through finance committee. b) Utilize outside auditing firm for annual review.	a) *BD, DM, SC b) *BD, DM, SC	\$1,937.66 of county appropriations to cover 48 hours of staff time to assist with audits.	a) Quarterly b) annually
<b>9. Conduct annual performance evaluations.</b>	a) Review work plan goals for each employee and evaluate achievements of those goals throughout the year. b) Discuss evaluations with DM and staff. c) Present evaluation and compensation recommendations to Board of Directors for salary adjustments in budget. d) Approve salary adjustments in budget according to performance eval.	a) *DM, staff b) *DM, staff c) *DM, BD d) *BD	\$3,466.37 of county appropriations to cover 56 hours of staff time to conduct evaluations.	a) September-October b) October-December c) November-December d) December
<b>10. Conduct weekly staff meetings</b>	a) Set agenda b) Attend meeting	a) All Staff b) All Staff	\$7,579.13 of county appropriations to cover 152 hours of staff time to attend meeting.	weekly

<p><b>Key:</b> DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors *denotes lead team member</p>
---

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

District Operations				
Goal: To manage an efficient and effective organization.				
Objectives	Tasks	Team Responsible	Resources: Budget & Personnel	Timeline
<b>11. Attend trainings and workshops related to job responsibilities and that further individual and/or team development goals.</b>	<ul style="list-style-type: none"> <li>a) Water Quality Symposium</li> <li>b) Conservation Skills Workshop</li> <li>c) New York Association of Conservation District's Administrative Conference</li> <li>d) Annual Mandatory Training</li> <li>e) Other Approved Outside Trainings</li> </ul>	<ul style="list-style-type: none"> <li>a) DM, SC, NRPS, RCS, E, ACT, WCT</li> <li>b) DM, NRPS, RCS, E, ACT, WCT</li> <li>c) DM, SC, BD</li> <li>d) All Staff</li> <li>e) All BD and Staff</li> </ul>	\$21,917.23 of county appropriations to cover 507 hours of staff time to attend training.	<ul style="list-style-type: none"> <li>a) March annually</li> <li>b) September annually</li> <li>c) October annually</li> <li>d) December annually</li> <li>e) Ongoing</li> </ul>
<b>12. Perform regular maintenance on district vehicles and equipment.</b>	<ul style="list-style-type: none"> <li>a) Develop a regular maintenance schedule.</li> <li>b) Maintain registration and inspections.</li> <li>c) Grease and lubricate equipment on daily/weekly intervals as needed</li> </ul>	<ul style="list-style-type: none"> <li>a) DM, *WCT, SC in conjunction with County Highway garage</li> <li>b) *SC, DM, MEO, CT</li> <li>c) MEO, *WCT</li> </ul>	\$3,120 of county appropriations to cover staff time and County Highway to maintain vehicles and equipment.	Ongoing throughout the year
<b>13. Maintain field and office equipment inventory.</b>	<ul style="list-style-type: none"> <li>a) Review annually.</li> <li>b) Dispose of excess, outdated or broken equipment.</li> </ul>	<ul style="list-style-type: none"> <li>a) *SC</li> <li>b) *SC, DM, other staff as needed</li> </ul>	\$1,385.89 time to maintain equipment inventory.	<ul style="list-style-type: none"> <li>a) January-March</li> <li>b) Ongoing</li> </ul>
<b>14. Maintain District Accounting Records</b>	<ul style="list-style-type: none"> <li>a) Process Accounts Payable and Receivables</li> <li>b) Process Payroll and Employee Benefits</li> <li>c) Cash Management</li> <li>d) Grant Accounting and Vouchering</li> </ul>	<ul style="list-style-type: none"> <li>a) *SC, DM, BD (Treasurer)</li> <li>b) *SC, DM, BD (Treasurer)</li> <li>c) *SC, DM, BD (Treasurer)</li> <li>d) *SC, DM, NRPS, RCS, CT, BD (Treasurer)</li> </ul>	\$40,905.37 of county appropriations to cover 1,093 hours of staff time to maintain District Accounting records.	<ul style="list-style-type: none"> <li>a) Ongoing/Monthly</li> <li>b) Bi-weekly</li> <li>c) Ongoing</li> <li>d) Ongoing</li> </ul>

**Key:**  
 DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors  
 \*denotes lead team member

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

## Earned Income

Goal: To offer conservation and natural resource programs to the public that support the general budget of the District.

<i>Objectives</i>	<i>Tasks</i>	<i>Team Responsible</i>	<i>Resources: Budget &amp; Personnel</i>	<i>Timeline</i>
<b>1. Prepare Soils Group Worksheets for eligible agricultural producers.</b>	a) Review process and expectations with County assessment office. b) Set time frame to respond to requests. c) Complete worksheets	b) *ACT,*NRPS, DM c) *ACT, *NRPS, DM d) *ACT, NRPS, WCT	Worksheets are completed at \$50 hour to cover an estimated 418 hours (\$14,551.21) of staff time	a) September/October b) September c) November - April

## Outreach

Goal: To inform landowners, elected officials and the general public about water quality and natural resources conservation issues and the services we offer.

<i>Objectives</i>	<i>Tasks</i>	<i>Team Responsible</i>	<i>Resources: Budget &amp; Personnel</i>	<i>Timeline</i>
<b>1. Review and update district website and social media.</b>	a) Update website on County Server to reflect current status of District. b) Update District Facebook Page	a) *SC, DM, staff as needed b) *DM, SC, staff as needed	\$867.50 of county appropriations to cover 18 hours of staff time to update District website and social media.	Ongoing throughout the year
<b>2. Prepare annual report of previous year's work to be used at the county, state and federal level.</b>	a) Collect documentation through the year. Highlight successes from each program area. b) Format and edit report c) Post on website. d) Print limited copies.	a) *SC, staff b) *SC, DM c) *SC d) *SC	\$522.63 of county appropriations to cover 12 hours of staff time to prepare annual report.	a) Ongoing b) February c) March d) March

**Key:**

DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors  
\*denotes lead team member

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

Outreach

Goal: To inform landowners, elected officials and the general public about water quality and natural resources conservation issues and the services we offer.

<i>Objectives</i>	<i>Tasks</i>	<i>Team Responsible</i>	<i>Resources: Budget &amp; Personnel</i>	<i>Timeline</i>
<b>3. Prepare newsletters on programs, grants and activities.</b>	<ul style="list-style-type: none"> <li>a) Write up informative article on completed projects.</li> <li>b) Compile write-ups into a newsletter or press release</li> <li>c) Maintain database of newsletter subscribers</li> <li>d) Research newsletter software for distribution</li> <li>e) Distribute newsletters</li> <li>f) Invite Legislature/media to view project or activity.</li> </ul>	<ul style="list-style-type: none"> <li>a) DM, NRPS, RCS, CT</li> <li>b) *SC, WCT</li> <li>c) *SC, WCT</li> <li>d) *SC, WCT</li> <li>e) *SC, WCT</li> <li>f) *DM, SC, staff</li> </ul>	<p>\$3,000 is appropriated in the budget for outreach and education purposes to cover printing/software and other costs</p> <p>\$2,188.17 of county appropriations to cover 46 hours of staff time to prepare newsletters.</p>	<ul style="list-style-type: none"> <li>a) As project is completed or during major milestones that may be of interest to the public</li> <li>b) Quarterly</li> <li>c) Ongoing</li> <li>d) Annually</li> <li>e) Quarterly</li> <li>f) Annually</li> </ul>
<b>4. Attend Tompkins County Open Farm Days</b>	<ul style="list-style-type: none"> <li>a) Develop display appropriate for event.</li> <li>b) Attend to booth at the event</li> <li>c) Review outcome for future events</li> </ul>	<ul style="list-style-type: none"> <li>a) *ACT, NRPS</li> <li>b) *ACT, NRPS, DM</li> <li>c) *ACT, NRPS, DM</li> </ul>	\$799.88 of county appropriations to cover 20 hours of staff time to attend event.	August annually
<b>5. Attend Empire Farm Days</b>	<ul style="list-style-type: none"> <li>e) Develop display appropriate for event.</li> <li>f) Attend to booth at the event</li> <li>g) Review outcome for future events</li> </ul>	<ul style="list-style-type: none"> <li>a) *ACT, NRPS</li> <li>b) *NRPS, ACT, DM</li> <li>c) *NRPS, ACT, DM</li> </ul>	\$544.49 of county appropriations to cover 16 hours of staff time to attend event.	August annually
<b>6. Attend NYS Fair Booth</b>	<ul style="list-style-type: none"> <li>a) Develop display appropriate for event.</li> <li>b) Attend to booth at the event</li> <li>c) Review outcome for future events</li> </ul>	<ul style="list-style-type: none"> <li>a) *ACT</li> <li>b) *ACT, NRPS, RCS, DM</li> <li>c) *ACT, DM</li> </ul>	\$811.73 of county appropriations to cover 24 hours of staff time to attend event.	August annually
<b>7. Attend Dryden Dairy Day</b>	<ul style="list-style-type: none"> <li>a) Develop display appropriate for event.</li> <li>b) Attend to booth at the event</li> <li>c) Review outcome for future events</li> </ul>	<ul style="list-style-type: none"> <li>a) *ACT</li> <li>b) *NRPS, ACT, DM</li> <li>c) *ACT, DM</li> </ul>	\$245.71 of county appropriations to cover 8 hours of staff time to attend event.	June annually
<b>8. Attend Legislative Days in Albany on Behalf of NYACD and NYS Soil and Water Conservation Districts</b>	<ul style="list-style-type: none"> <li>a) Prepare/Review notes of interest and research legislator priorities prior to visit to conduct well informed discussion.</li> <li>b) Attend visit with other SWCD representatives</li> </ul>	<ul style="list-style-type: none"> <li>a) *DM, BD</li> <li>b) *DM, BD</li> </ul>	\$544.49 of county appropriations to cover 16 hours of staff time to attend event.	February

**Key:**  
DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors  
\*denotes lead team member

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

Education

Goal: To improve the knowledge of local landowners, municipalities, community groups and youth around natural resource issues in Tompkins County.

Objectives	Tasks	Team Responsible	Resources: Budget & Personnel	Timeline
1. Assist Cornell Cooperative Extension to develop conservation education workshops that further District education goals.	a) Identify purpose, topics and expected outcomes. b) Determine roles and responsibilities	a) *DM, NRPS, RCS, ACT, WCT b) *DM, NRPS, RCS, ACT, WCT	\$1,346.20 of county appropriations to cover 40 hours of staff time to assist CCE with these events.	Ongoing throughout the year
2. Envirothon Program (Regional Event)	a) Solicit Sponsorship Donations from local businesses to support program b) Reach out to schools to find teachers willing to start Envirothon club c) Assist teachers with starting and maintaining clubs throughout the year on a limited basis d) Provide 2 staff to help the day of the event	a) *SC, DM, ACT, WCT b) *ACT, WCT c) *ACT, WCT d) *ACT, WCT, DM, NRPS, RCS, SC	\$4,660.57 of county appropriations to cover 90 hours of staff time to assist with the regional and state events.  Sponsorship donations support the event costs.	a) June/July for next year b) August c) School year d) April/May annually
3. Envirothon Program (State Event)	a) Serve on Envirothon State Committee b) Volunteer at State Competition	a) *NRPS, DM b) NRPS, DM, others as desired	Staff will be helping the State Committee with Oral Presentation organization at this year's event.  \$4,660.57 of County appropriations to cover 90 hours of staff time at the State/regional event.	a) Ongoing meetings throughout the year b) June

Coordination with other agencies and organizations

Goal: To maintain working partnerships to protect, improve and conserve water quality and natural resources in Tompkins County.

Objectives	Tasks	Team Responsible	Resources: Budget & Personnel	Timeline
1. Coordinate with USDA Natural Resources Conservation Service (NRCS) on water quality projects.	Conduct Monthly meeting with NRCS to help identify possible partnership opportunities	a) *DM, NRPS, RCS, ACT, WCT	\$2,181.41 of county appropriations to cover 42 hours of staff time to attend these meetings and coordinate professional assistance when needed.	Monthly
2. Coordinate with USDA Farm Service Agency on water quality projects.	a) Provide information on SWCD programs.	a) *NRPS, ACT b) *NRPS, RCS, ACT, WCT c) *NRPS, ACT, BD	\$801.71 of county appropriations to cover 24 hours of staff time to attend these meetings and provide professional assistance when needed.	Monthly/Ongoing

**Key:**  
DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors  
\*denotes lead team member

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

Coordination with other agencies and organizations

Goal: To maintain working partnerships to protect, improve and conserve water quality and natural resources in Tompkins County.

Objectives	Tasks	Team Responsible	Resources: Budget & Personnel	Timeline
	b) Assist with federal conservation programs, as may be appropriate. c) Attend regular meetings			
3. Coordinate with United States Geological Survey	Pursue opportunities to collaborate on shared flood remediation, groundwater modeling or other water science goals	*DM, NRPS, RCS, ACT, WCT	New Projects/Ideas formed through this coordination will be added to POW through amendment of this document and adequate resources allocated.	Ongoing throughout the year
4. Coordinate with United States Fish and Wildlife Service	Pursue opportunities to collaborate on shared fishery habitat goals through streambank stabilization and the "Partners for Fish and Wildlife" program	*RCS, DM, NRPS, ACT, WCT	New Projects/Ideas formed through this coordination will be added to POW through amendment of this document and adequate resources allocated.	Ongoing throughout the year
5. Coordinate with Tompkins County Stormwater Coalition.	See Stormwater Coalition Program	*RCS	New Projects/Ideas formed through this coordination will be added to POW through amendment of this document and adequate resources allocated.	Ongoing throughout the year
6. Coordinate with Tompkins County Water Resources Council.	a) Attend full WRC Meeting b) Attend subcommittee meetings	a) *DM, BD b) *DM	\$1,679.26 of county appropriations to cover 28 hours of staff time to attend these meetings and act as official member	a) Monthly b) As needed
7. Coordinate with County Legislature	a) Attend and give reports of activities at PEEQ Committee meetings and respond to inquiries/comments/concerns from Legislators. b) Provide annual report of activities to PEEQ and/or full legislature	a) *DM, staff, BD b) *DM, BD	\$388.74 of county appropriations to cover 6 hours of staff time to attend these meetings and provide professional guidance to the Legislature.	
8. Serve on the Tompkins County Agriculture and Farmland Protection Board.	Attend meetings	*NRPS (appointed to represent Board Chair)	\$801.71 of county appropriations to cover 24 hours of staff time to attend these meetings and act as official member	Monthly
9. Coordinate with Cornell Cooperative Extension	See Education Program	All staff	New Projects/Ideas formed through this coordination will be added to POW through amendment of this document and adequate resources allocated.	Ongoing
10. Coordinate with Cornell University	Engage with local professors and researchers to investigate questions and topics of local watershed interest	DM, NRPS, RCS, CT, E	New Projects/Ideas formed through this coordination will be added to POW through	Ongoing throughout the year

**Key:**

DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors  
\*denotes lead team member

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

Coordination with other agencies and organizations

Goal: To maintain working partnerships to protect, improve and conserve water quality and natural resources in Tompkins County.

<i>Objectives</i>	<i>Tasks</i>	<i>Team Responsible</i>	<i>Resources: Budget &amp; Personnel</i>	<i>Timeline</i>
			amendment of this document and adequate resources allocated.	
<b>11. Coordinate with NYSDEC's Fingerlakes HUB</b>	Engage with and inquire about Cayuga Lake TMDL progress, Owasco Element 9E plan updates, and any other lake management issues from the State DEC.	*DM, staff	New Projects/Ideas formed through this coordination will be added to POW through amendment of this document and adequate resources allocated.	Ongoing throughout the year
<b>12. Coordinate with the Fingerlakes Land Trust</b>	Pursue opportunities to collaborate on shared goals relating to stream, agricultural landscape and watershed protection through contractual agreements.	a) DM, NRPS, RCS, CT, E, BD	New Projects/Ideas formed through this coordination will be added to POW through amendment of this document and adequate resources allocated.	Ongoing throughout the year
<b>13. Coordinate with the Cayuga Lake Watershed Network</b>	Pursue opportunities to collaborate on shared watershed protection goals through contractual agreements or programs	a) DM, NRPS, RCS, CT, E, BD	New Projects/Ideas formed through this coordination will be added to POW through amendment of this document and adequate resources allocated.	Ongoing throughout the year
<b>14. Coordinate with the Cayuga Lake Intermunicipal Organization</b>	Pursue opportunities to collaborate on shared watershed protection goals through contractual agreements or programs	a) DM, NRPS, RCS, CT, E, BD	New Projects/Ideas formed through this coordination will be added to POW through amendment of this document and adequate resources allocated.	Ongoing throughout the year
<b>15. Coordinate with the Owasco Lake Watershed Management Council and Watershed Inspection Division</b>	a) Attend Management Council Meetings b) Provide updates on projects in the watershed to the Council	a) *DM, NRPS, RCS, BD b) *DM	\$1,311.96 of county appropriations to cover 14 hours of staff time to attend these meetings and provide technical advice/assistance	a) Monthly b) Annually
<b>16. Coordinate with other County Departments</b>	Work with other County Departments through Intermunicipal Agreements to pursue opportunities to collaborate on shared goals	All staff and BD	New Projects/Ideas formed through this coordination will be added to POW through amendment of this document and adequate resources allocated.	Ongoing throughout the year
<b>17. Coordinate with Tompkins County municipalities</b>	Work with municipalities in Tompkins County through Intermunicipal Agreements to pursue opportunities to collaborate on shared goals	All staff and BD	New Projects/Ideas formed through this coordination will be added to POW through amendment of this document and adequate resources allocated.	Ongoing throughout the year
<b>18. Coordinate with other Soil and Water Conservation Districts</b>	Work with other Soil and Water Conservation Districts through contractual agreements to pursue	All staff and BD	New Projects/Ideas formed through this coordination will be added to POW through	Ongoing throughout the year

**Key:**

DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2, MEO = Motor Equipment Operator, BD = Board of Directors

\*denotes lead team member

Tompkins County Soil & Water Conservation District  
2023 Plan of Work

Coordination with other agencies and organizations

Goal: To maintain working partnerships to protect, improve and conserve water quality and natural resources in Tompkins County.

Objectives	Tasks	Team Responsible	Resources: Budget & Personnel	Timeline
	opportunities to collaborate on shared goals		amendment of this document and adequate resources allocated.	
19. Serve as a member county of the Upper Susquehanna Coalition.	Attend Meetings and partner with programs funded through USC	*DM, NRPS, RCS, ACT, WCT	\$1,941.26 of county appropriations to cover 47 hours of staff time to attend these meetings and act as official member	Monthly
20. Serve as a member county of the Finger Lakes – Lake Ontario Watershed Protection Alliance.	a) Develop programs that utilize Environmental Protection Fund allocation. b) Attend Legislative Days in Albany on behalf of FLOWPA Participate in board meetings and regional events.	a) *DM, NRPS, RCS, ACT, WCT, BD b) *DM, NRPS, RCS, ACT, WCT BD c) *DM, NRPS, RCS, ACT, WCT, BD	\$2,454.68 of county appropriations to cover 68 hours of staff time to attend these meetings and act as official member	a) November b) February c) Bi-yearly

Approved Date: 10/17/2022

Resolution #: 2022 - 27

**Key:**  
 DM = District Manager, SC = Senior Account Clerk, NRPS = Natural Resource Program Specialist, RCS = Resource Conservation Specialist, E = Engineer, ACT = Agricultural Conservation Technician, WCT = Watershed Conservation Technician, SW1 = Seasonal Worker 1, SW2=Seasonal Worker 2,  
 MEO = Motor Equipment Operator, BD = Board of Directors  
 \*denotes lead team member