



714 Lacey Road, Forked River, NJ 08731 Tel (609) 971-7002 Fax (609) 971-3391
www.SoilDistrict.org

**ANNUAL PLAN OF OPERATIONS JULY 1, 2016
– JUNE 30, 2017 – FY17**

In 2015 we celebrate the 63rd 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:

1. 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.
2. 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.
3. 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 about effective natural resource management.
- 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

1. 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.

2. Water Quality and Quantity:

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

3. 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.

4. 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

Martha Maxwell Doyle, Board Member

Charlene Costaris, Treasurer

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.

| ACTIVITY | WHO | WHEN |
|---|-----------------------------------|--|
| 1. Accept, review and certify approximately 800 Chapter 251 Soil Erosion and Sediment Control plans. | CC,AG,KJ, MM,JB, KS,JAB | Ongoing |
| Sub-Task: Log in applications; prepare and distribute certifications | CH, LT (JB as needed) | Ongoing |
| 2. Make 6000 inspections on construction sites to minimize off site sedimentation. | CC,AG,KJ, MM,JB,KS,JAB | Ongoing |
| 3. Coordinate application, log in and processing of the Phase II (& III) Stormwater Discharge Program with NJDEP, SSCC via the e-permitting process. | CH, LT (JB as needed) | 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 | 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. | 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.- SESC Plans | JB, CH & LT | Semi- Annually |
| Sub-Task: Responsible for maintaining records and following the Record Retention Policy pursuant to Policy and Procedures Manual annually (SESC Plans) | CH, LT (JB assists as needed) | January-March |
| Sub-Task: Coordinates filing of SCD files to County archives. | 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 (MM – assists as needed) | Ongoing |
| Sub-Task: Coordinates technical review with Consulting Engineer and SSCC Engineer as needed. | KJ (MM – assists as needed) | As Needed |
| Sub-Task: Forwards (emails) technical review letters to SSCC Engineer, in accordance with SSCC Bulletin. | KJ (MM – assists as needed) | Monthly |
| 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 Soil Erosion and Sediment Control. | KJ (CC –assists as needed) | Ongoing |
| Sub-Task: Evaluate 251 workload for review and inspection; | KJ & JB | Ongoing |

| | | |
|--|---------------------------------|--------------------|
| Sub-Task: Maintains interpretations, administrative bulletins, policies, guidelines, Policy and Procedure Manual, and make suggestions to the District Director to help Effectively and for uniform implementation of Chapter 251 pursuant to SSCC policies; | KJ & JB | Ongoing |
| 10. Assists District Director in (1) project costs analysis by annually reviewing a random survey of completed projects at the time of the District annual audit. | AG, JB, KJ | January - April |
| Sub-Task: Prepares for the District Director a report from the District database of all practices, inspections, acreage etc. to be presented by the District Director before each Board of Supervisor meeting. | JB (KJ & CR) | Ongoing/Monthly |
| 11. Maintain, update, generate various reports as needed/requested by SSCC, District Director &/or Assistant Director, auditors, etc. from District's Access database * Works 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 to Coordinate * ALL Staff | Ongoing |
| 13. Coordinate additional workload due to expiration of Permit Extension Act* | 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 |

ITEM #2 – FISCAL ADMINISTRATION

District Supervisors: Charlene Costaris and Michael Gross

| ACTIVITY | WHO | WHEN |
|--|-----------------------------------|---------------|
| 1. Prepare an annual budget. | CR, JB, KJ * input from Board | Winter/Spring |
| <u>Sub-Task:</u> To assist in this preparation, District staff will prepare written financial statements and summaries of other financial records for the Board to review. Timely information on agreements, contracts, grants, project budgets, financial statements and investments will be provided. | CR, JB | Monthly |
| <u>Sub-Task:</u> <i>Quality Control Officer</i> – Review bank reconciliation | AG | Monthly |
| <u>Sub-Task:</u> 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. | 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 |
| 2. Prepare an Annual Plan of Operation | CR, JB, KJ with input from Staff & Board | Winter/Spring |
| <u>Sub-Task</u> : Evaluate existing APO in December (FY mid- point). | CR,KJ | December/Ongoing |
| <u>Sub-Task</u> : Evaluate and revise long range plans as needed. | CR, KJ | As Needed |
| 3. Evaluate Personnel/Staffing Needs | CR ,KJ (JB to assist) | Winter/Spring |
| 4. Conduct (and review) Annual Audit | CR, JB, (and Board) | Fall/Winter |

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. | 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, SSCC & NJCDEA | All Staff | Ongoing As available/applicable |
| <u>Sub-Task</u> : Coordinate training for all staff | CR, JB, KJ | Ongoing |
| 4. Work closely with and serve on the Council for the South Jersey RC&D. Report/minutes/agenda to be shared electronically for tracking. | KJ, JAB, & BL CR as needed | Quarterly |
| 5. Serve as Liaison to Advisory Committee for Barnegat Bay Partnership Program and member of Communication & Education Committee and Advisory Committee. Report/minutes/agenda to be shared electronically for tracking. | CR (BL alternate) | 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). | As 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. Coordinate Repairs, Bids & Estimates. | MM & KJ | Quarterly |
| Sub-Task: Building Safety | | |
| 9. Safety Coordinator : Inventory List & Training | KS | Annual end of Fiscal Year |
| 10. OCSCD District Security System – Be first response. | MM (KJ, JB Alternate) | Ongoing |
| 11. 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) | MM & AG JB (non-back-up issues) | Weekly/Ongoing |
| 12. OCSCD Phone System: Computer File & Phone updates | JB lead /CH | |
| 13. 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 CH (to assist) | On-going |
| <u>Grant 1: Partner with Ocean County Planning – 319h Grant – Vicki Pecchioli, OCPlanning Department</u> | CR | Ongoing – *Extension |
| Sub Task: Coordinate w/ Partners | CR, CC | Ongoing |
| Sub Task: Coordinate Basin Plantings & Restoration Projects | CC & Staff | Spring/Fall |
| Sub Task: Coordinate and Arrange for Basin Assessments & Fairgrounds (Subcontractor - Worm Works, Inc. Chris Smith Soil Scientist/Contractor) | CC CR to Coordinate | Ongoing |
| Sub Task: Document OCSCD work with photos/written reports | CR & CC * | Ongoing |
| Sub Task: Quarterly reporting | JB, CC | Ongoing/Quarterly |
| Sub Task: Financial reporting and tracking | CR, JB | Ongoing |

| | | |
|--|---------------|----------------------------------|
| Grant 2 : OCSCD Lead- BBP/STAC SHIP (Soil Health Improvement Project) at Jakes Branch County Park* • Grant officially closed – Education and Outreach Activities continue | CR Lead BL | Completion date: *Ongoing E&O |
|--|---------------|----------------------------------|

| | | |
|---|------------------------------------|-------------|
| Grant 3 – Partner w/ American Littoral Society- 319h Project – Helen Henderson, Lead | CR & CC & BL | Ongoing |
| Sub Task: Coordinate w/ Partners – ALS & Princeton Hydro- Steve Souza | CR & CC | Ongoing |
| Sub Task: Document OCSCD work with photos/written reports -Reporting – As needed | CR & BL & CC | Ongoing |
| Grant 4 – Partner w/ Barnegat Bay Partnership- Lead- 319h Project – Interactive NJ Yards Website | CR & BL | Ongoing |
| Sub Task: Document OCSCD work with photos/written reports. Primary role is to pilot website and implement demonstration sites. Will work with all partners. | BL- Coordinating (CR as needed) | Spring 2016 |
| Sub Task: Quarterly reporting | BL (CR as needed) | Quarterly |
| Sub Task: Assist in gathering resources for website | BL (CR as needed) | Ongoing |
| Sub Task: Provide advice and appropriate Weblinks for NY Yards | BL (CR as needed) | Ongoing |

ITEM #5 – EDUCATION INITIATIVES (NON-GRANT RELATED)

District Supervisors: William Pollock and Martha Maxwell-Doyle

| ACTIVITY | WHO | WHEN |
|--|--|--|
| 1. Seek grants and funding to support non-grant initiatives and programs | CR & BL | Ongoing |
| 2. To maintain & enhance OCSCD website. To more effectively utilize and disseminate pertinent soil health information, research and educational resources and assist in fulfilling OCSCD Mission. Link to partners and projects. | CR/Coordinate BL | Ongoing – Content Creation and Maintenance |
| <u>Sub-Task</u> : Constant Contact – Dissemination of email newsletters/updates, announcements, etc. | BL (CR as needed) | Ongoing |
| <u>Sub-Task</u> : Content Management System – Pair Networks | AG- LEAD, (JB & CR) BL – Education & Outreach | weekly updates/additions |
| 3. Maintain communication and network with regional and statewide Conservation Education and Environmental Education initiatives including: Barnegat Bay Roundtable Steering & Planning Committee; (OCSCD Hosted) Barnegat Bay Estuary Program’s Communication and Education Committee (CEC, AC & STAC) Conservation Partnership members (SSCC, RCE, & NRCS, NJACD) Alliance for New Jersey Environmental Education (ANJEE) – Advisory Board; Natural Resource Education Foundation of New Jersey (NREF) – Board Member; Metedeconk River Watershed EC Planning Group.(Brick MUA coordinating) | CR Lead & BL (KJ/other staff as needed) | Ongoing Monthly/Quarterly meetings |

| | | |
|--|---|--|
| 4. Continue to support Trout in the Classroom (TIC) in Ocean County Schools. Currently, OCSCD has sponsored 4 tanks. Statewide partnership with NJCR&W and Trout Unlimited. | BL, CR, & Staff | Tank Set-up – September Release Trout/Field Day-May |
| 5. Organize Soil Health workshops working with various partners. Monthly programs at Jakes Branch Park w/ various partners | BL | Ongoing/monthly programs |
| 6. Coordinate local Annual Poster Contest (NJDA/NJACD & NACD – Theme/rules/deadlines) | BL | Winter/Spring |
| Based on NACD theme; & NJACD determined deadline. Edit brochure to be OCSCD specific and sends press release, post on OCSCD website | BL | Winter |
| 7. Promote the distribution of “Low Maintenance Homeowners Guide for Barnegat Bay Watershed” Explore outreach opportunities using the guidebook. | CR & Partners | On-going |
| 8. Provide in-service workshops and professional development opportunities utilizing Discovering Barnegat Bay (DBB) | BL & CR | Throughout School Year – Fall, Winter, Spring |
| 9. Initiate a plan to convert DBB into electronic format and make available on OCSCD website. Seek to add a “Submit a Lesson” portal on new/updated website. | BL to coordinate | Winter 2016 |
| 10. To offer support and active participation with the NJACD/Statewide “Project Soil Conservation Activity Guide.” * Project on hold/nonactive | BL & CR | On Hold |
| 11. Plan and coordinate Annual 19th Barnegat Bay Environmental Educators Roundtable | BL & CR | Winter/Spring |
| Sub-Task: Personnel/Staffing Needs - Preparation Day and Day of Roundtable – Set-up, supply delivery, parking, registration, materials, clean-up | BL & CR All Staff as needed | Spring |
| 12. Barnegat Bay Festival – Exhibit/display at Festival | BL , CR (AG & CC – other staff) | First Sunday in June |
| 13. Internship opportunities & agreements – Stockton, Georgian Court, Ocean County College | BL Coordinate/Manage (CR & KJ as needed) | Ongoing |
| 14. Offer a variety of Outreach Programs based on soil health & natural resources to various groups/organizations including: schools, OC libraries, OC Girl Scouts, etc. as available | BL | Ongoing |
| 15. NJ Envirothon* Assist as able 2016 –Hosted by Somerset-Union- Coordinating Wildlife Station & Co-Hosting Spring Training • Support & participation – assist in support – all areas | BL (and other staff as needed) | Ongoing |
| 16. Update/create/maintain database & mailing list/contacts for E&O initiatives | BL | Ongoing |
| 17. Track participants, evaluations, etc. Provide quarterly reports on E&O activities to District Director & Board | BL | Quarterly |