



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

**ANNUAL PLAN OF OPERATIONS JULY 1, 2017  
– JUNE 30, 2018 – FY18**

In 2017 we celebrate the 65th 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.\*NS = New Staff

ACTIVITY	WHO	WHEN
1. Accept, review and certify approximately 900 Chapter 251 Soil Erosion and Sediment Control plans.	CC,AG,KJ, JB, KS,JAB+ 2NS	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, JB,KS,JAB+ 2NS	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 (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.- 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)	JB,CH, & LT	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 (CC – 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	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 (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 to help Effectively and for uniform implementation of Chapter 251 pursuant to SSCC policies;	CR, 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 & LT	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	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. ( Modify/Adjust budget as needed when new grants obtained.)	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	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
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. 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 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 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) Advisory BL-Communication & Education.	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.	KJ & (KS Alt.)	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.	(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 )	JAB & AG JB (non-back-up issues)	Weekly/Ongoing
12. OCSCD Phone System: Computer File & Phone updates	JB lead /CH-routine changes	
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 Financial &LT (to assist) BL	On-going
<b>Grant 1: Partner with Ocean County Planning – 319h Grant – Vicki Pecchioli, Planning Department Subcontract w/ Soil Scientist Worm Works.</b>	CR	Ongoing – *Extension 7/18/17
Sub Task: Coordinate w/ Partners	CR	Ongoing
Sub Task: Quarterly reporting Financial reporting and tracking	CR , JB	Ongoing
<b>Grant 2: Experience Jersey-Friendly Yards– Barnegat Bay Partnership (BBP)</b>	CR,BL Lead	
Install Jersey-Friendly landscaping at Cattus Island, and provide workshops and educational programs at Cattus Island Nature Center and throughout the Barnegat Bay Watershed.	BL	Ongoing
Sub Task: Quarterly reporting/ Financial reporting and tracking	BL, JB & LT as needed	Ongoing/Quarterly

**ITEM #5 – EDUCATION INITIATIVES**

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 Host) Barnegat Bay Estuary Program’s Communication and Education Committee (CEC & AC) Conservation Partnership members (SSCC, RCE, & NRCS, NJACD) Alliance for New Jersey Environmental Education (ANJEE); Natural Resource Education Foundation of New Jersey (NREF) – Board Member; Metedeconk River Watershed EC Planning Group.(Brick MUA coordinating) Jersey Friendly Yards Soil Health Improvement Project (SHIP)	CR & BL Lead (KJ/other staff as needed)	Ongoing Monthly/Quarterly meetings
4. Continue to support <b><u>Trout in the Classroom (TIC)</u></b> in Ocean County Schools. Currently, OCSCD has sponsored 4 tanks.	BL & CR	Tank Set-up – September Release Trout/Field Day-May
5. Organize Soil Health workshops working with various partners.	BL	Ongoing/monthly programs
6. 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	BL	Winter/Spring
7. Promote the distribution of “Low Maintenance Homeowners Guide for Barnegat Bay Watershed” Explore outreach opportunities using the guidebook.	BL	On-going
8. Initiate a plan to <b><u>convert DBB into electronic format</u></b> and make available on OCSCD website. Seek to add a “Submit a Lesson” portal on new/updated website.	BL to coordinate	Winter 2016
9. To offer support and active participation with the NJACD/Statewide “Project Soil Conservation Activity Guide.” * Project on hold/nonactive	BL & CR	On Hold

10. 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
11. Barnegat Bay Festival – Exhibit/display at Festival	BL , CR (AG & CC – other staff)	First Sunday in June
12. Internship opportunities & agreements – Stockton, Georgian Court, Ocean County College	BL Coordinate/Manage (CR & KJ as needed)	Ongoing
13. 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
14. 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
15. Update/create/maintain database & mailing list/contacts for E&O initiatives	BL	Ongoing
16. Track participants, evaluations, etc. Provide quarterly reports on E&O activities to District Director & Board	BL	Quarterly
17. Partner w/ Barnegat Bay Partnership- Lead- 319h Project – Interactive NJ Yards Website: Promote use: Assist in gathering resources for website Provide advice and appropriate web links for NJ Yards	BL (CR as needed)	Ongoing
18. OCSCD Lead- BBP/STAC SHIP (Soil Health Improvement Project) at Jakes Branch County - Maintain (5) Gardens - Utilize to offer Education Programs	BL	Ongoing

Revised CR 2/27/17