

2023



WAYNE COUNTY



**SOIL & WATER
CONSERVATION DISTRICT**

Annual Plan of Operations

WAYNE COUNTY SOIL AND WATER CONSERVATION DISTRICT

Each year the District develops an annual plan of operations. This living document provides the framework and guidance of goals and objectives to be met over the year.

These strategies are developed with the entire organization including Wayne County, the District Board of Directors and District Staff.

Approved by Staff and Board of Directors July 20, 2022

Approved by Regional Staff: October 28, 2022

Approved by the SWCC: November 15, 2022



DISTRICT STAFF:

Lindsey M. Gerstenslager, District Manager
Ronald Thorn, Conservation Field Program Manager, C.C.A
Bethany Comella, Conservation Secretary/Treasurer
Christopher Hotto, Senior District Technician, CPESC & Resource Specialist
Scott DeRue, Senior District Technician, CPESC & Water Quality Specialist
Drew Starkey, District Technician, Program Specialist
Ian Priestley, District Technician, AEM Specialist, C.C.A
Maxine Appleby, Conservation Public Relations Specialist
Mike Walker, AVC Crew Leader

DISTRICT BOARD OF DIRECTORS:

Mark Humbert, Farm Bureau, (Chairperson)
Lynn Chatfield, County Legislator (Vice Chairperson)
Steven Olson, At Large (Treasurer)
Patricia VanLare, Grange
Richard Lasher, County Legislator

WAYNE COUNTY SOIL & WATER CONSERVATION DISTRICT

7312 NY-31

LYONS, NEW YORK 14489

315.946.7200

www.waynecountyNYsoilandwater.org

Table of Contents of Annual Operations Guidance

District Operations, Page 3

1. Comply with all laws and regulations
Governing Districts: NYS/DAM: SWCC District Law
2. Board of Directors
3. Management operations for personnel
4. Internal Controls & Operations Management
5. Strategic Planning for program sustainability
6. Annual Reporting

District Planning & Regional/State Level Activities, Page 5

1. District Board potential activities in regional and state level activities participating in NYS Conservation District Employees Association activities
2. Maintain active contact with regional groups and associations

Water Resource Management, Page 6

1. Integrate water quality/quantity management into all District initiatives
2. Provide opportunities through community involvement
3. Provide technical assistance to local groups & associations
4. Provide technical, educational, and watershed management assistance to priority waterbody (PW) areas as determined by WQCC and in conjunction with NYS PWLs
5. Provide administrative and technical assistance to the aquatic vegetation harvesting program for vegetative control of invasive species
6. Municipal Assistance & Public Technical Assist.
7. Stream Corridor Management
8. Water Quality Programing

9. Stream Corridor Management Planning through Central Canal Corridor Watershed Assessments
10. Stream Corridor Flow Management planning in conjunction with municipal programs and FLOWPA
11. Great Lakes Restoration Initiative: Port Bay: Beaver Creek: Flow Project

Agriculture Environmental Management, Page 9

1. Provide technical assistance through NYS Agricultural Environmental Management (AEM) Program
2. Integrate soil health management into all of the Integrated agricultural planning as an option for all of the farms in Wayne County while encompassing other District Initiatives of water quality and Land Management.
3. Provide grant organization & management for the NYS Agriculture & Markets grant programs
4. Implementation for successful grant funded applications through agricultural planning
5. Provide assistance with Agricultural Value Assessments

Education, Training, Public Relations & Promotion, Page 11

1. Implement Community Awareness Plan for the District at part of five year strategic plan 2021 -2025
2. Sustain current social media outlets and outreach program materials
3. Coordinate programs for schools for County Envirothon.
4. Provide awards programs emphasizing citizens and staff
5. Begin conducting formal and informal workshops relating to the various nonpoint sources
6. School Assistance Program - Train the trainer workshops
7. Youth Fishing Derby
8. Library Conservation Corner
9. Assistance Environmental Permits
10. Forever Green Tree and Shrub sale
11. Spotted Lantern Fly Early Detection

WAYNE COUNTY SOIL AND WATER CONSERVATION DISTRICT

2023 Annual Plan of Operations

DISTRICT OPERATIONS

Objective: To provide continued guidance and support for daily operations.			
GOALS & ACTIONS	PERSONNEL	TIME FRAME	ACTION STEPS
1. Comply with all laws and regulations governing Districts: NYSDAM, SWCC	SWCD Board & Staff	Reviewed Monthly	NYS District Law; Review & Follow NYSSWCC policies; emphasize General Municipal Law (GML) and Environmental Conservation Law (ECL). Maintain accepted accounting practices in accordance to the Office of State Comptrollers Guidelines.
a. Update Civil Service Descriptions & Titles with County HR	District Manager	Annually - January & July	Review employee status with Chris Kalinski of Wayne County HR to review the organizational structure of Wayne County SWCD and to make sure the current descriptions are reflective of the actual jobs performed in accordance with NYS Civil Service; submittal of the payroll certification 1st of January and 1st of July.
2. Board of Directors			
a. Conduct regular and special meetings of the Board of Directors.	SWCD Board	Monthly	Regular Scheduled Board of Director Meetings are to be held on the third Wednesday of the month at 9:00 a.m. unless otherwise posted.
b. Conduct Annual Organizational meeting to determine committee appointments	SWCD Board	January	Meeting to be conducted the first meeting of the calendar year, prior to the regular Board Meeting: Personnel, Finance, Audit.
c. Board of Director Training Plan	Board (5 members)	Complete by Operations Meeting in January	Incorporate the District Director Modules from the SWCC and make sure the BOD has up-to-date training for District Law. Board of Directors' Training Plan is to meet the needs for the SWCC Performance Measures and to keep the Board informed of new technologies, program opportunities and potential partnership developments. These plans will be built bi-annually and begin in odd years.
			Request NYSSWCC update District Director Modules to reflect current processes.
d. Review District policies: Employee Handbook	SWCD Board, Gerstenslager	September review for the following year	Update as needed but reviewed annually beginning in September and approved in December.
i. Audit Policy	SWCD Board, Gerstenslager, Comella		Review policy annually to make sure it continues to meet the needs of the District. External Policy at the completion of each calendar/fiscal year with 2 internal audits at ends of 1st and 3rd quarters.
ii. Human Resources & Internal Operations			A. Update and revise Employee Handbook to fit and reflect changes in operation, civil service and economy.

			B. Employee Handbook provides a majority of the internal operations for most of the procedures and is revised in November. Each employee has identified SOPs for specific programs for additional direction in case of their absence.
iii. Procurement Policy	District Board, and District Manager		The District Board has adopted the state procurement guidelines at our organizational meeting. This is reviewed and updated annually.
3. Management operations for personnel management	Gerstenslager, Personnel Committee	Annually	Each employee to have certified job description and individual training plan. Board to complete performance evaluation for District Manager (DM) and for the DM to provide same evaluation for each employee annually.
	Gerstenslager, Staff Member	Bi-annually	Training plans for each staff member will be given to the staff with their performance information and will be reviewed within the corresponding years; beginning in odd years and finishing/revising in even years.
a. Provide a standard procedure for all employee reviews	Gerstenslager, Thorn	Semi Annually, Annually	Assist staff in maintaining Individual Annual Plans of Work for each program area of responsibility and to professionally track progress throughout the year.
b. Provide administrative assistance to staff	Gerstenslager, Comella	Monthly	
i. Monthly staff meetings	Staff	2nd Thursday of Month for lunch	Conduct staff meetings to work on team building, morale, project planning, project implementation review, information transfer, etc.
c. Provide supervision and technical assistance to staff in the field	Gerstenslager, Thorn	Continuing	Review monthly progress of staff on project progress and work to keep Board informed of the progress of the staff.
d. Provide a calendar of events for operations expectations	Gerstenslager	January	Provide a known calendar events to the staff for a operations expectations staff meeting during the Staff Meeting in February of each calendar year, in addition to a review of the annual plan of operations with the entire staff.
e. Staff Training Plan	Gerstenslager, Comella, Hotto, DeRue, Thorn, Starkey	Plans completed or updated by January	Include training opportunities for development of staff certifications in CNMP, CPESC, CCA, NYSESCC, state accounting, record management and leadership training. WQS, NYACD meeting, management conferences, and Conservation Skills Workshop. Make Board aware of training opportunities. Require staff to report on impact of training opportunities.
f. Personnel management training.	SWCD Board, Gerstenslager		Make use of formal and on-the-job training opportunities. Attend management training seminars as available.
i. Provide opportunity for employees to work within assigned duties and gain career pathway certifications for advancement.	Gerstenslager, NRCS		Thorn to maintain CCA; DeRue to maintain NYSESCC; Hotto to maintain CPESC; Priestley to maintain CCA; Comella to maintain Notary.
ii. Provide safe training for Board and staff (both technical and seasonal) to include the NYS DOL Sexual Harassment/Violence in the work place training	Gerstenslager	May Board Meeting	Resources for this training must be approved and apart of the NYSDOL curriculum. Additional reviews of the District's Policy will also be distributed.
iii. Training in computer applications and updates of current programs.	All SWCD Staff		To be conducted by County IT.
iv. Technical training:	All SWCD Staff	2023	See personnel folders for individual training plans.
4. Operations Management			

a. Review agreements, contracts, and memorandums of understanding.	SWCD Board, Gerstenslager, Thorn, Comella	Annually	Update and revise fee structure as needed and correct or update agreements based on current operational understandings.
b. Partnership agreements/memorandum of understanding	CCE, NRCS, townships, MS4	1st quarter of the year	Review/revise partnership agreements to reflect changes. Update/submit local sub agreement to reflect actual operational agreements.
i. Increase shared programs and responsibilities with NRCS	Thorn, Jones	Quarterly	A. Do partnership planning with NRCS to help farmers utilize State and Federal Program efforts.
	Thorn, Jones, Gerstenslager	Fall	B. Participate in NRCS Regional Local Work Group annually.
ii. Increase shared programs and responsibilities with CCE	Gerstenslager		Emphasis on shared agricultural and educational initiatives. Explore the potential option for CCE Master Gardener program to conduct Green Infrastructure Education and water quality education.
iii. Review agreements with each township/County on a program by program basis			Work specifically with Supervisors and Highway/DPW Superintendents, and Wayne County Emergency Management Office.
iv. Communicate with other Division II Districts for shared programs/partnerships	Monroe, Ontario, Seneca, Cayuga		Discuss and develop shared staff services or program opportunities with other Districts to extend equipment, technical knowledge/resources and grow program/project opportunities. (i.e. drone wor. Ag Implementors, EIS, etc)'
c. Provide for financial management.	SWCD Board, Gerstenslager, Comella	Weekly, Monthly, Quarterly	Board to monitor financial status of the SWCD. Treasurer to provide monthly postings of income received and expenses to be paid. Treasurer to provide monthly budget status.
i. Provide administrative/financial management to program grant funding	Gerstenslager, Comella		Financial administrator for each account as applicable, to include District funds, FLOWPA funds, and any grant program funds. Provide progress and annual reports as required.
ii. Assess quarterly reports to reflect general spending and time management	Gerstenslager, Comella		Reports will be provided by the staff and financial record keeping.
iii. Timely manage financial contracts for conservation implementation	FLOWPA, GLRI, NYSDEC, NYS DAM, GLBC, FWS		Conduct continued grant administration, management and development of grant funding programs for continued conservation implementation.
d. Provide comprehensive program audit control and risk management.			A. Develop a template for financial audit control for program implementation, and risk management for staff while interacting with the general public.
		Jan-23	B. Update Public Sector Emergency Operation Policy & COOP
	All SWCD Staff, NRCS	Continuing	C. Use appropriate standards and specifications in all work, and provide proper procurement and contracting practices. Follow USDA standards and specifications, NYS DOH and NYS DEC policies and regulations, and District policies.
e. Review property management and lease management with both District locations	DeRue, Hotto, Thorn & Gerstenslager	1st qtr 2023	A. Complete Shop Management Plan complete with cost estimate
		2nd qtr 2023	B. Approve Phase 1 of Shop Plan for the summer of 2023

			C. Review Budget Costs for Shop Plan and determine if General Savings can apply to some of the improvements and/or if there are improvements that are water quality demonstrations or improvements for Part C programs.
e. Provide proper insurance coverages for District operations.	Gerstenslager	November/Project by Project	Require contractors to provide evidence of adequate insurance. Revisit District insurance policies with insurance representative(s) annually.
f. Integrate safety measures into all District operations.	SWCD Staff	Continuing	Place emphasis on vehicle and equipment inspections, maintenance and field safety.
g. Acquire & implement technology needed to meet information and service requests	Staff	Annually	A. Continue to upgrade District hardware and software, with emphasis on GIS capabilities. Field Equipment Maintenance Schedule B. Work with County & affiliated partners to create a GIS Base System that will connect all projects and data collected within Wayne County. Applied/Succeed through CFA 2021.
	Hotto, Starkey, Gerstenslager		
5. Strategic planning for longevity	Board & Staff	Ongoing	A. Every odd year assess each programs goals, objectives, and tasks - programatically and financially. B. Develop a plan for thresholds to decided to keep reinvesting into a program or find a stand alone way to address the need.
a. Provide technical, planning, and education assistance to landowners, groups, and local government while working cooperatively with county and state agencies.	All SWCD Staff	Completed June by Staff & presented to Board in September	A. Prioritize nonpoint sources of pollution, (i.e. agriculture, OSWTSs, stormwater and erosion and sediment control. Establish a connection with county, town and village planning boards, highway departments, community service agencies, Grange, Farm Bureau, Water Orgs. etc.)
	Thorn, Hotto,	Assessment bi-annually through AEM program	B. Establish community supportive agriculture program(s) to address natural resource issues that balance environment, economic and ethics for the farm business entity.
	DeRue, Hotto, Gerstenslager	1st qtr 2023	C. Continue County drainage and aquatic vegetation programs and increase the efficiency of both programs by reviewing operations and variable impact analysis.
i. LAP: Assist landowners and others in acquiring professional technical and engineering services through District's Landowner Assistance Program (LAP).	All SWCD Staff, NRCS	Ongoing	A. Monitor and provide quality control to concept design for project requirements.
	Gerstenslager, Comella, Thorn	Feb-23	B. Solicit for an RFQ of contractors available for landowner/municipal requests and for District use.
- Work with community partners to assess need through SWOT Analysis.	SWCD Board and Staff	Quarterly Review in 2022	A. Meet with Agency Partners to discuss our/their programs to complete SWOT and gap coverage opportunities. (CCE, NRCS, FB, GRANGE, SEA GRANT, DEC & County Depts)
- Reassess Program functions & schedule with individual staff for growth and maintenance.	Staff	Throughout the year but begin in 4th Qtr 2021	A. Create a rubric sheet for pre/post assessment review with staff to begin program efficiency, growth and sustainability impacts.
ii. MAP: Assist municipal leadership in technical planning and management of watershed needs through Municipal Assistance Program (Map).			A. Begin the below process in assessing the needs of the communities with elected leadership
6. Annual Reporting			

a. Provide Annual Report to NYS Soil & Water Conservation Committee.	Gerstenslager, Comella, SWCD Board	January - February 15, 2023	Provide information about program development, community impacts and education for opportunities to increase funding opportunities under Parts A,B,C and conservation project assistance program.
b. Annual Report to Wayne County Board of Supervisors & County Residents	SWCD staff	First Quarter of the new year	Provide information about program development and impacts to demonstrate how county appropriations and contracts are being utilized to provide conservation services to the areas around Wayne County.

FUTURE GOALS & ACTIONS

District Standard Operating Procedures	SWCD Board & Gerstenslager, Comella & Thorn	beginning March 2023	The District procedure policies will be assembled into an actual manual that will be used to help guide District Staff in administrative tasks.
			A. This will include the strategic plan update in 5 year increments and give descriptions to the general processes of each program area and all that is contained in this area.
- Develop Community Awareness Plan for the District	SWCD Board and Staff		
District Needs Assessment	SWCD Board and District Manager	Every 4 years to initiate 5 year strategy and review	
- Conduct needs assessment with the 15 County Townships			District Programming and Community Conservation for Town Supervisors, Mayors, Town Council People, Village Board People and Highway
- Conduct a needs assessment with the 7 villages with Wayne County.			
			2. Review responses and tabulate overall requests of needs assessment.
			3. Meet in-person with Town/Village Boards & Leaders to discuss the findings and the agency review information as well. During these meetings offer the menu of resources of current available program.

REGIONAL/STATE LEVEL ACTIVITIES

Objectives: To broaden opportunities for partnership and funding through regional activities and organizations.

GOALS & ACTIONS	PERSONNEL	TIME FRAME	ACTION STEPS
1. District Board to be active in regional and state level activities	SWCD Board	Annually	Directors to be active in the work of the NYACD, Inc. Attend Annual Meeting of NYACD, Inc., Board also to be present at WQS March 2022
2. SWCD Staff to provide assistance; participate in NYS Conservation District Employees Association activities	All SWCD staff	Annually	Water Quality Symposium; State Fair Days; Golf Tournament and/or serve on NYSCDEA, Inc. Committees.
3. Maintain active contact with regional groups and associations	SWCD staff	Annually	FLOWPA; Farm Bureau, GLAA, Division II

WAYNE COUNTY SOIL AND WATER CONSERVATION DISTRICT

2023 Annual Plan of Operations

Water Resource Management

Objective: Integrate water quality resource management into each program areas while addressing point/non-point source pollution.

GOALS & ACTIONS	PERSONNEL	TIME FRAME	ACTIONS STEPS
1. Integrate water quality/quantity management into all District initiatives	All SWCD Staff	Continuous	1. Water Quality and Quantity should be the basis for why the conservation programs exists. Review of these items should take place each year by the Staff, Management and Board of Directors
	Gerstenslager	Ongoing	2. Working towards engaging each Township in Wayne County to move to a watershed management system when addressing infrastructure, drainage and stormwater to manage point source and nonpoint source pollution as part of the MAP Strategic Planning approach.
	Starkey, Gerstenslager	Ongoing	4. County Septic Program for cost-share assistance within 250lf of a designated water course. Funding pending County Allocation
		Ongoing	5. Finalize updates to the Priority Waterbody Lists from previous year's sampling program
	Staff	Ongoing	6. Water QualityCommunity E-blast stories 2x per month as stories arise
2. Community focused technical, educational, and watershed management awareness	All SWCD Staff	As requested	
a. Provide educational, informational, and technical assistance for watershed management	Hotto,DeRue, Starkey & Gerstenslager	As requested	A. Assistance to agencies and associations with implementation of watershed management. 2023 includes Grange & Farm Bureau by review of policy development; Bay Associations & Rotary by understanding local water issues; Scouts of America & 4-H and other youth groups with educational information toward awareness exposure and job potential.
			B. Submit of practical conservation for community list for consideration to each Town and Village in Wayne County to include specific topics when updating Comprehensive, LWRP or Master Plans
b. Provide assistance to four of MS4 communities members of the Ontario Wayne Stormwater Coalition on specific projects they have identified in the MS4 process.	Hotto, DeRue, Gerstenslager	Continuing	Work directly with the MS4 appointed person from Wayne County (B. Frey), Town of Macedon (S. Allen), Town of Walworth (Dreshall) and Town of Ontario (Cummings) to develop a plan for addressing 1-2 projects identified in annual MS4 assessment
c. Co-host and administer tire clean up event	District Staff	7/1/2023	Report stormwater related work to BME Associates; Kim Boyd for OWSC annual report.
d. Provide erosion and sediment control/stormwater management technical assistance directly related to construction over 1 acre requiring a CPESC	DeRue, Hotto	As requested	Conduct referrals as requested by NYSDEC.

e. Administer Fish Stocking & Pond Management program for local pond owners	Comella, Starkey	5/1/2023	1. The Fish Stocking program will follow the completion of orders for the Tree Sale. This will run April - pick up 2nd Thursday of May from 4:00-5:30.
f. Article in local paper about fish stocking and permits needed.	Starkey	1/1/2023	2. Grass Carp Permit Assistance as requested.
	Starkey	As requested	3. TA project would provide landowners an opportunity to understand pond ecology and stormwater management of their ponds. The staff will address green infrastructure techniques and management options for landowners to consider implementing to address nutrient contribution to small waterbodies.
5. Watershed Assessment and Data Review	Starkey, Hotto, DeRue	Weather dependent throughout 2022+	In 2022, the Staff will be working with other County Departments to assess the County's actual Watershed Data Management with GIS. The District will continue to work on individual assessments in conjunction with this watershed data management effort.
- Bear Creek Watershed Assessment - Final	DeRue	through 2/1/2022	Finalize and present at Walworth Town Meeting (March 2022)
- Black Brook Watershed Assessment	DeRue	Through 6/1/2023	Final Draft for Peer Review beginning 6/1/2023
- Newark Minor Tributaries - Monitoring & Sampling	DeRue	2023 Field Season	Plan, write QAPP and implement stream corridor sampling/monitoring program for two minor tributaries to support continued management efforts for the Town of Arcadia and Village of Newark.
6. Provide administrative and technical assistance to the aquatic vegetative control for Invasive Species Management	DeRue, Gerstenslager, Comella, Walker	2023	District to fully administer the program. Establish budget and equipment purchase cycles. Through County Contract programs and FLOWPA.
	Comella, Staff	Summer Season	Maintain Google Sheets call log for AVC program calls to document on going questions and concerns about the program.
	DeRue, Walker, Gerstenslager	4/1/2023	Manage the standard operation procedure for crew. 2. SOP will allow the crew to have a defined plan of operation for efficiency of harvesting.
	DeRue, Walker, Gerstenslager	By June 1 2023	Develop a tentative schedule for the Aquatic Harvesters; Update the schedule 2 weeks ahead of time based on a bi-weekly inspection. Google Calendar to contain harvesting schedule on the website. Update the calendar based on real time changes of the District Schedule of events on www.waynecountynysoilandwater.org with Google Calendar.
	DeRue, Gerstenslager	5 Periodical outreach efforts ea. Season	In conjunction with the bi-weekly inspection provide a press update to Next-door, local papers and the District Website & Facebook.
	DeRue, Walker, Gerstenslager	Review with Crew beginning of Summer 2023	Support Harvesting Crew through personnel policy review
- Appropriate funding to the Harvesting Savings Reserve	Gerstenslager, Comella	2023	Annually appropriate a portion of the County Harvesting Contract toward equipment replacement for the Aquatic Vegetation Harvesting program. Goal of \$25,000.00 annually, if possible.
7. Stream Corridor Management	DeRue, Hotto		
- Technical assistance/implementation for the Town of Williamson's Stream Corridor Management	Hotto, Gerstenslager	July-December	A POW Town's work along Salmon & Mink Creeks. A plan of work for 2023 to determine if there is work that is needed and necessary for 2023

	DeRue	Throughout 2022	Assists the CEO and Highway Dept. on planning and permitting assistance for some of the legacy stream corridor management related to stormwater projects.
- Canandaigua Outlet stream corridor management	DeRue	Complete Planning for permits by 9/30/21	Assess implementation completed and outline needs on several other areas along the stream corridor that have blockages and need bank stabilization for the next Round of WQIP to finish completed maintenance on this stream corridor
- Clyde River - Blockage removal for spring runoff management	Thorn & Gerstenslager	January/February 2023	Snag and drag removal of fallen debris that is restricting flow as part of Part C work for 2023 up to \$10,000
- Upper Ganargua Creek Stream Corridor Management Project	DeRue, Hutteman	July 1, 2023 - Oct 15, 2023	Work to implement planned and permitted projects as identified as part of the Upper Ganargua Creek Watershed Assessment.
T. 8. Continued Aquatic Connectivity Management through the NAACC Program	Starkey, Hotto	Tabled until funding: 3rd qtr. after foliage drop	Working on continued assessment on public culverts along the main stream corridors that outlet into Lake Ontario. Start Canal Corridor
T. 9. Begin program planning for developing Green Infrastructure Demonstrations	Gerstenslager, Hotto	Tabled until 2023	1. Write a grant for Mobile One Green Infrastructure unit through NYSG Program
		Tabled until 2024	2. Complete site assessment for rain garden at Grandpa's Nursery in partnership with Save Our Sodus Inc.
10. Water Quality Erosion Management Programming Efforts			
- Stream and Road Bank Stabilization (RRAMP)		Mar-23	Host Virtual Training about RRAMP for Highway Superintendents
- Critical area seeding: Hydro seeder & Mulcher	Starkey, Hotto	April 15- October 15	1. Work with municipalities for natural storm/ground water controls, mitigate NPS erosion through AG NPS program
			2. Work with Municipalities to develop action plans for erosion controls on streambanks and roadbank channels that have significant impact due to the size of the watershed they function within.
			3. Do outreach to highways to establish a relationship for a possible road drainage seeding program.
11. Resiliency Economic Development Initiative (REDI)	Gerstenslager, Starkey, Hotto, DeRue	2022-2025	
- Port Bay REDI Project Initiative			Complete design package, procurement and begin implementation
- Blind Sodus Bay REDI Project Initiative: Western Bluff			Complete design package, procurement and begin implementation
- Blind Sodus Bay REDI Project Initiative: Eastern Barrier Bar			Complete design package, procurement and begin implementation
12. FLOWPA Water Quality Management	DeRue, Gerstenslager, Starkey	Annual Contract POW	1. Implementation of all of the above efforts in management of the FLOWPA partnership.
			2. Participation in Regional and Full Membership Efforts

DeRue, Starkey,
Gerstenslager,
Comella

13. Great Lakes Restoration Initiative: Port Bay Flow Project: Beaver Creek

2023

Implement project as defined in US EPA guidelines and grant agreement

WAYNE COUNTY SOIL AND WATER CONSERVATION DISTRICT

2023 Annual Plan of Operations

Agriculture Environmental Management

Objective: To reduce and mitigate Ag NPS pollution through proactive whole farm planning utilizing the NYS Agricultural Environmental Management program.

GOALS & ACTIONS	PERSONNEL	TIME FRAME	ACTION STEPS
1. Integrate agricultural environmental management with all interested farms in Wayne County	Staff		
- Propose and implement federal, state, and local grants with emphasis on water quality initiatives with agriculture nonpoint source pollution.	All SWCD Staff, NRCS	Ongoing	Priority to agricultural nonpoint source grants. Apply for grants as available.
	Thorn		Final Year of Round (17) 22/23 AEM Base Contract
	Thorn, Hotto,		Finalize paperwork on Tier 4 CS proposed projects as contracted in Round 17. There are 2 projects: completed fall 2022
			Implement Agricultural Environmental Management program outreach piece and review all the District Programs, planning opportunities and management potential needs including technical design templates.
- Use Strategic Plan to focus AEM efforts with farm connections	Thorn, Hotto,	2021-2025	See annual AAPs for watershed priority guidance.
- Assist local government with agricultural related issues.	Thorn, Gerstenslager,	As requested	Maintain farmer-led/farmer-driven concept. Provide citizen outlets for voicing concerns and providing technical assistance, along with awareness development.
- Provide opportunities through community involvement through Wayne County Ag Development Board as an Ag Advisory Committee	Thorn	quarterly with County Planning	Round table for discussion on a specific topic and presentation to the Ag Economic Development Board as part of our program at each meeting.
- Continue to provide opportunities for minimal tillage rentals	Thorn,	Spring/Summer	Rental of the No-Till Drill, and mulcher for cultural tillage demonstration practices, riparian buffers, and pasture management.
2. Manage local opportunities for funding through State and Federal applications and partnering programs.	Gerstenslager, Comella, Thorn,	On-going	A. Farms must regularly participate with AEM planning, have a current Tier 3a or Whole Farm Plan and be a Ag Community Member in good standing.
- NYS Agricultural Non-point Source Abatement and Control Program			
Round 27: Harper Farms	Thorn, Hotto,	Spring/Summer 2022	Implement designed plan for this grant in accordance with plan of work designated by the SW3 Contract form.
Round 27: Humbert Farms	Thorn, Hotto,	Spring/Summer 2022	Implement designed plan for this grant in accordance with plan of work designated by the SW3 Contract form.
Round 25: CCCAP: Lower Ganargua Creek	Thorn, Hotto,	2022 Field Season	Two farms participating with bmp systems associated and allocated on the contracts sw3 form.
Round 28: Contracted projects as awarded	Hotto, Hutteman, Thorn	Jul-05	Implement designed plan for this grant in accordance with plan of work designated by the SW3 Contract form.
- Climate Resiliency Farming Program			
Climate Resiliency Farming: Round 5: Pollinator	Thorn,	April-September 2023	Implement designed plan for this grant in accordance with plan of work designated by the SW3 Contract form.

Climate Resiliency Farming: Round 5: Cover Crop	Thorn,	April-September 2023	Implement designed plan for this grant in accordance with plan of work designated by the SW3 Contract form.
Climate Resiliency Farming: Round 5: Harper Farms	Hotto, Hutteman, Thorn	Jan-23	Closeout from implementation fall 2022
Climate Resiliency Farming: Round 6 Contracted projects as awarded	Hotto, Hutteman, Thorn	Jul-05	Implement designed plan for this grant in accordance with plan of work designated by the SW3 Contract form.
- Grown & Certified Farming Program			
1. Robert Peters Farm	To be planned by the Ag Team: Thorn, Hotto	January - December 31, 2022	Winter planning management will determine farm selected engineer, finalized design plan, procurement, cost estimates, and schedule for next field season's implementation of these individual farm project contracts.
3. Lakeville Orchards			
4. G&S Orchards			
5. Chance			
6. Brick Church Farms			
7. Keymel Farms			
Apply for funding as opportunities arise for the agricultural community.			
4. Author Agricultural Value Assessments (Soil Group Worksheets) at Landowner/Producer Request	Comella, Thorn, Hotto, Starkey, Appleby, DeRue	Through April 2022 for 2022 Assessment	1. Improve the soils worksheet process using computer technology.
		May -Dec 2022 for 2022 Assessment	1. Improve the soils worksheet process using computer technology.
			2. Web Form & Updates to the assessors
5. Organize and implement Ag Drainage for soil and water management	Hotto,	February - July	1. Conduct assessments of the 6 maintenance projects for Wayne County Ag Drainage Program.
6. Integrate soil health and protection management into all of the District initiatives	All SWCD Staff, NRCS	Ongoing	1. Review Soil Health Needs, Education and see if CCE has ability to handle the Education piece
			2. Work with NRCS to better implement and education on the 4Es of Soil Health
		planning Jan-April; Imp: May-Nov	3. Review with NRCS Deliverables for Soil Health, Pollinator Habitat Development and ecosystem based management goals for USDA, NYSDEC and NYSDAM.
7. Update Ag Data Management for all program areas 1-6 listed above	Hotto, Gerstenslager, Starkey, Comella	4th Quarter 2022	Update GIS, Hard Copy and Digital Copy of Ag Drainage Records to be reflective of tools needed to adequately manage the Wayne County Ag Drainage Contract for the future of the program.
			AEM Plan Management Review
8. Review Job Approval Authority and SWCC Sign off program	Thorn, & Gerstenslager, District Board of Directors	By March 2022	1. Thorn and Gerstenslager will review new state policies and discuss the staff experience for certification. 2. Then meet with each staff member to make a plan of study to achieve applicable sign off/JAA for specific systems that are pertinent to the TA of Wayne County Farms and Landowners.
9. Ag Water Quality Management through Green Infrastructure	Hotto, Thorn	2022 Field Season	Implementation of 2 Agricultural Manure Composting Pads with Filter Strip in conjunction with AEM planning and FLOWPA.

WAYNE COUNTY SOIL AND WATER CONSERVATION DISTRICT

2023 Annual Plan of Operations

EDUCATION, TRAINING, PUBLIC RELATIONS & PROMOTIONS

Objective: To provide awareness and to involve community in environmental aspects that are critical to stewardship of our Natural Resources in Wayne County.			
GOALS & ACTIONS	PERSONNEL	TIME FRAME	ACTION STEPS
1. Manage media outreach program materials			
- Update website updates: www.waynecountyNYsoilandwater.org	Gerstenslager, Comella, Appleby, Starkey	Updated by June	Emphasize programmatic and watershed based approach. Upgrade and keep website current.
- Website will be used for community awareness and a clearing house for District project information only	All SWCD Staff	Monthly	Each staff member will be responsible for providing pictures, descriptions and narratives of the projects that they complete throughout their program areas.
- Google Calendar to contain all information based on schedule events with the District.	Comella, Starkey	Weekly	Update the calendar based on real time changes of the District Schedule of events.
- InFocus Web page	Gerstenslager & Technical Staff	Monthly	Continue developing the new section of the website that provides an in-depth look at what a Best Management Practice does and how it is supposed to function for water quality improvements.
- Newspaper/e-News with Times of Wayne County	Starkey, Comella	April, Aug, Nov	Newspaper, eNews and continued updates about information can be provided directly to the public through printed publications and electronic versions. 4 issues will be released.
- Facebook Account	Appleby	Tuesdays	Make posts and updates to Wayne County Soil and Water Conservation District's Page on Facebook.
- Outreach Annual Report (for the previous year)	All SWCD Staff	Jan-23	All staff will provide Manager with an Annual Report overview for their individual programs. From that an Annual Report will be compiled for distribution of information.
2. Coordinate programs for schools to for County Envirothon			
	Thorn, Gerstenslager, Starkey	Apr-23	1. Staff Committee will work off their Google checklist to complete the tasks for this event. Focus on local program.
3. Provide awards programs emphasizing citizens and staff			
	SWCD Board		Emphasize honoring the public sector and District employees.
- Conservation Agricultural Environmental Steward of the Year through AEM	AAC, Board, Staff, NRCS, FSA	Aug-23	Staff listed will devise criteria and proposed nominations for conservation steward of the year through the AEM program. This program will provide outreach and acknowledgement to farmers that have taken an active role in preserving and protecting their community.
- Conservation Farm of the year through AEM	AAC, Board, Staff, NRCS, FSA	Aug-23	Staff listed will devise criteria and proposed nominations for conservation steward of the year through the AEM program. This program will provide outreach and acknowledgement to farmers that have taken an active role in preserving and protecting their community.
- Water Quality Partner	All SWCD Staff, Board of Directors	Apr-23	Water Quality Partner would be intended to represent a member of the community that is not affiliated with a farm enterprise. However, this award criteria would need to be established by a committee and publicized. Collate this with National Water Week

4. Begin conducting formal and informal workshops relating to the various nonpoint sources	All SWCD Staff		Place emphasis on local municipalities, pond mgmt., rain gardens, etc.
a. Provide opportunities to bring in speakers, educators and work groups to conduct a community service in relation to environmental education.	All SWCD Staff		Spring and Summer Watershed Seminar
i. Soil Health Workshop	Thorn, Comella, Gerstenslager	2023	Soil Health Workshop for farmers to see field crop trials with different tillage methods.
b. Provide one NYSDEC Erosion & Sediment Control Workshop	Comella, DeRue, Hotto		Annually host an end of March 4 HR Erosion and Sediment Control Workshop for the Highway and Public Works Departments of Wayne County and/or awareness of the NY CDEA Digital Class at: https://www.nyscdea.com/nys-dec-endorsed-4-hour-erosion-sediment-control-online-training/
c. Work with the Wayne County Fair Staff for an educational component at Fair	Starkey, & Comella		Plan a workshop at the County Fair in 2023
6. Community Waste Management Program in partnership with Wayne County	Gerstenslager, Starkey & Comella	2023	Work with Wayne County, NYSDEC and the community to organize an electronics collection, house-hold hazardous waste collection and tire collection program.
7. Youth Fishing Derby	District Staff	June-August	This project is in partnership with the Wayne County Federation of Sportsmen
8. Work with Wayne County Library's through the OWWL for Conservation Corner Initiative	District Staff	2022	1. Conservation Corner would include all sorts of resources for environmental science learning and living environment. 2 sites to start with: Palmyra and Williamson
9. Assist citizens & government with environmental permit applications & procedures.	All SWCD Staff	Ongoing	LAP/MAP Program Documentation: Staff to maintain contractor list and procedure for disseminating joint permit applications.
10. Administer & Implement Forever Green Tree and Shrub Sale	Starkey, Comella & Staff Support	Jan - April 2022	Starkey & DeRue to be co-lead for tree/shrub program with assistance from Comella. Comella continues to administer QuickBooks income/expenses for tree/shrub
- Additional Conservation Materials available for sale to the general public	All SWCD Staff	2022	Provide a list of materials available to the public for purchase website and through the web store that are available at the office.
11. Spotted Lantern Fly Early Detection Project	District Staff	April - November 2022	Protocol for early detection will be developed and reviewed by FL-Partners Regional Invasive Species Management (PRISM) to assess and detect Spotted Lantern Fly in Wayne County. This will be tentatively a 3 year program and more will be developed through partnership with continuing State resources become available.