

**2016 Action Plan**

As presented to the Armstrong Conservation District  
on Wednesday, September 16, 2015

Who is Responsible	Capacity Building
Board	Continue to offer training and professional development opportunities to Staff, Interns, Directors, and Associate Directors within established budget limits.
Manager	Conduct staff meetings on a bi-weekly basis.
Manager	Review and update job descriptions as needed with staff on an annual basis. Discuss staff suggestions to the Annual Action Plan and report to the Board. Continue current performance evaluation system. Refine as directed by the Board.
Board	Have a minimum of two Directors or Associate Directors or the Manager attend at least one PACD Executive Council or regional PACD meeting.
All Staff	Continue to expand the Cooperator Assistance Program by making the information available to the public. The District will continue to provide outreach through website, brochures, and fair displays and producer workshops.
Board	Continue District participation in the AmeriCorps Program with a conservation assistant and development positions as funding permits.
Board / Staff	Explore new partnership opportunities with the staff and Board of the Armstrong County Tourist Bureau, the Armstrong Educational Trust, and the Armstrong County Sewage Enforcement Agency.
Ag Tech	The District will expand the Outreach Program for cooperators through the use of the Dayton Fair display, attendance and participation in field days or workshops.
Watershed Specialist Ag Tech AmeriCorps DGLVR Specialist	Apply for Growing Greener, Commonwealth Finance Agency (CFA) or PENNVEST grants to continue watershed restoration projects and any other grants as directed by the Board. Apply for DEP Environmental Education Grants as directed by the Board. Administer Growing Greener, CFA, or PENNVEST grants for the Armstrong County Farm Bureau and other conservation organizations as directed by the Board.
Board	Appoint voting delegates to and have those delegates attend at least one meeting per year for PACD, WPCAMR, RC&D, the QAB, and any other organization that the Board chooses for membership.
Watershed Specialist AmeriCorps	Continue to assist individuals in the Buffalo Creek, Kiski River, and Redbank Creek Watersheds as they grow watershed associations within their respective areas. As time permits assist individual watershed associations with project development.

<b>Who is Responsible</b>	<b>Technical Assistance</b>
Watershed Specialist	As requested and directed by the Manager, the Watershed Specialist will provide technical assistance within the limits of available staff time to all Armstrong County Watershed Associations, the Armstrong County Conservancy and the Allegheny Valley Land Trust to help these organizations attain their goals. Administer and be fiscally responsible for Growing Greener Grants, CFA, or PENNVEST Grants accepted by the Board of Directors. File all progress reports, final reports, and requests for financial reimbursement in a timely fashion.
DGLVR Specialist / Ag Tech / AmeriCorps	The DGLVR Specialist and Ag Tech, with assistance from AmeriCorps member, will work with the County GIS Technician to update and maintain the theme layers of all farms participating in Ag Security Areas (ASA's) and theme layers essential to Farmland Preservation scoring criteria.
AmeriCorps/ Manager / Board	Continue workshops and meetings to bring non-governmental conservation organizations together for information sharing and the development of a coordinated effort to protect and restore natural resource concerns within the County.
DGLVR Specialist	Conduct at least one demonstration project utilizing DGLVR BMP's annually with participating Municipalities.
Ag Tech	Complete the Renshaw, Shilling, and Carnahan Run AG BMP Phase I Growing Greener grants. Begin work on Boarts Growing Greener Grant and request extension. Baker/Roaring Run, Carnahan Run II, Campbell Run Ag BMP
Watershed Specialist / AmeriCorps	Complete construction work on the Ring, Shay, Campbell Run, Huling's Run AMD and Carnahan Run Watershed restoration projects.
Watershed Specialist	Work with private landowners in the Patterson Run Watershed and governmental agencies within the Roaring Run Watershed to establish and maintain forested riparian buffers along watercourses.
Watershed Specialist	Provide technical assistance to Brady's Bend Township as they apply for funding to reduce flooding along Sugarcreek.
Manager	Direct staff to be active participants in various planning functions and committees as the Board determines to assign staff as participants.
DGLVR Specialist / AmeriCorps	The DGLVR Specialist will work with and assist interested municipalities with the Dirt, Gravel, and Low Volume Road (DGLVR) Program for reassessment, identification, and scope of work of potential work sites. Work with municipalities to develop DGLVR Project proposals. Provide all information to the QAB and the Board of Directors in a timely fashion to allocate Dirt, Gravel, and Low Volume Road Funds. Administer all contracts between the District and participating Municipalities. File all reports and replenishment requests in a timely fashion.
Watershed Specialist / AmeriCorps	Collect water samples and data for use in the Sugarcreek Watershed and data for use in developing a plan to capture AMD set aside dollars available through SMCRA.
<b>Who is Responsible</b>	<b>Resource Conservation</b>

E&S Tech	The E&S Tech will review plans and conduct all site inspections within the E & S delegation agreement with the Commonwealth. All earthmoving complaints will be investigated in accordance with the current delegation agreement. Required educational activities shall be conducted in accordance with the current delegation agreement. Report on all activities monthly to the Manager and the Board of Directors.
Ag Tech	Continue the District participation in Project Grass and GLFCC program. Apply for Project Grass, Nutrient Management, and Manure Management grants to provide technical and financial assistance to area producers.
Ag Tech	The Armstrong County Agricultural Lands Preservation Board (ACALPB) will continue the process of purchasing a fifth Conservation Easement. Technical and administrative assistance will be provided to the ACALPB in accordance with the current MOU between the Boards. Annual inspections will be conducted of the preserved farms. Prepare an annual operating budget for the ACALPB.
E&S Tech Office Manager	Sponsor an earthmoving contractor workshop. Sponsor an engineers / plan preparers' workshop. Sponsor any other required educational activities in accordance with the current delegation agreement
<b>Who Is Responsible</b>	<b>Outreach &amp; Education</b>
Ag Tech	Provide education to the public through workshops and through articles in the Armstrong County Farm Bureau and Armstrong County Penn State Cooperative Extension Service newsletters. Continue to provide technical, administrative and financial assistance to farmer cooperators of the District.
Watershed Specialist AmeriCorps	Continue to provide staff assistance to the Junior Naturalist and Outdoor Adventure Camp for 2016 and within the limits of current staff resources, provide additional staff assistance as requested by the ELC / AET.
Ag Tech / Watershed Specialist/AmeriCorps	Plan and implement a tour for Directors, Associate Directors, elected officials and members of the press to highlight conservation projects throughout the County. Within the limits of current staff resources, assist the ELC with school classes and other public programs.
Ag Tech / AmeriCorps	Continue the countywide Envirothon including all high schools within our service area. Seek sponsorships for the event.
E&S Tech	Continue to support and implement Resource Stewardship Week with area schools and other groups.

Who Is Responsible	Outreach & Education
Watershed Specialist	Work with the Penns Corner RC&D Council and Forestry Committee to implement forestry outreach efforts within the council area. Continue to sponsor a team from the NCCC to assist local conservation organizations.
ACT Tech / AmeriCorps	Continue an Arbor Day Program that distributes evergreen seedlings to all third grade students in Armstrong County.
Office Manager / AmeriCorps	Provide routine maintenance to keep the District webpage and brochures current. If funds are available and time permits, create and publish a new and more user friendly website. Create a Facebook Page.
ACT Tech/AmeriCorps	Continue to conduct the annual District fruit tree and seedling sale.
Manager	Sponsor a District Cooperator and Awards Annual Banquet with FSA, Armstrong County Farm Bureau and the Armstrong County Penn State Cooperative Extension Service.
Manager / Office Manager	Plan for a bi-annual meeting in 2017 of nominating organizations, the Armstrong County Commissioners, the Armstrong County Chief Clerk, and the DEP Field Representative, to explain the current District Director nomination procedure, any updates to the process, and explain the selection process to all.
All Staff	Publish an Annual Report of District activities on the District website and email to the State Conservation Commission in conformity with established SCC policy.
Board / Staff	The District will continue outreach efforts by attending their functions and making presentations to ATV owners and riders within the County to encourage respect for private landowners and their private property rights.
Board / Staff	The District will work with the Armstrong County Commissioners and ATV owners and riders by participation with the Armstrong County Planning staff through a DCNR funded study to provide safe, environmentally friendly off road places.
Ag Tech / AmeriCorps	Continue to provide administrative support for the Armstrong County Animal Response Team (CART) while partnering with another person/organization to respond to small animal emergencies.
Ag Tech	Provide information to interested Ag producers regarding the REAP Program. The Ag technician will review applications for consistency with the program and inform producers of filing deadlines. District participation in REAP will be evaluated annually by the Board.
All Staff / Board	Sponsor a Legislative Breakfast or similar other meeting for Local, State, and Federal elected officials to showcase the District projects from the previous year and present budget information for the up coming fiscal year.
DGLVR Specialist	Allocate funds for District Staff, QAB members, and municipal officials to attend an Environmentally Sensitive Maintenance (ESM) Dirt, Gravel, and Low Volume Road workshop in 2015.

Ag Tech	Continue to assist local producers and municipal officials regarding the criteria to establish and continue Ag Security Areas (ASA's) within their municipal boundaries.
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Legend:

Board – ACD Board & Associate Directors  
 Manager – David R Rupert  
 E & S Tech – Christine Cramer  
 DGLVR Specialist – A Gregg Smith  
 Watershed Specialist – David E Beale

ACT Tech – Jessica Schaub  
 AmeriCorps Member – Katelyn Good  
 All Staff – Employees & AmeriCorps  
 Office Manager – Cindy Smith (Revised 9/25/2015)