



## 2019 Action Plan

As presented to the Armstrong Conservation District  
on Thursday, January 24, 2019

<u>Who is Responsible</u>	<u>Capacity Building</u>
Board	Continue to offer training and professional development opportunities to staff, interns, directors, and associate directors within established budget limits.
Directors Associate Directors Staff	Work to implement the current <u>Vision Statement</u> of the District – "The communities of Armstrong County, guided by the District and partners, fulfill the needs of citizens through efficient and responsible natural resource use."
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. Use competitive salaries to help retain staff.
Board	Have a minimum of two directors or associate directors or the manager attend at least one PACD Executive Council or regional PACD meeting.
Manager Board	Monitor current office space in Kittanning Borough. Continue to utilize the County phone system, internet and IT department for technology resources.
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 resources and space permits.
Board Staff	Explore new partnership opportunities with the staff and Board of the Armstrong County Tourist Bureau, the Armstrong Center for Community Learning (ACCL), and the Armstrong County Sewage Enforcement Agency.
Ag Tech/MED Coordinator/AmeriCorps Watershed Educator	The District will continue to expand their Education/ Outreach Program through the use of the Mobile Environmental Display (MED).
Watershed Educator 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. Partner with the Armstrong County Conservancy to seek out new private foundation funding sources that complement the District Program.

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 Educator	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.
Manager Directors Associate Directors	Review the current Strategic Plan on an annual basis and use the planning document to guide future action plans of the District. Adjust future Action Plans as needed for unforeseen circumstances or to capture new opportunities.
<b><u>Who is Responsible</u></b>	<b><u>Technical Assistance</u></b>
Watershed Educator	As requested and directed by the Manager, the Watershed Educator 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 or workshop utilizing DGLVR BMP's annually with participating Municipalities.
Ag Tech	Begin work on Garrett's Run (Mohney) Growing Greener Grant and request extensions on any other GG grants that may expire. Finish work on Boarts/Huston, Stubrick, and Campbell Run Ag BMP.
Watershed Educator AmeriCorps	Monitor the effectiveness of Huling's Run AMD Watershed restoration project by gathering quarterly water samples.
Watershed Educator	Provide technical assistance to Brady's Bend Township as they apply for funding to reduce flooding along Sugar creek.
Watershed Educator AmeriCorps	Deploy and regularly monitor at least three data logger devices within impaired stream stretches.
Manager	Direct staff to be active participants in various planning functions and committees as the Board determines to assign staff as participants.

DGLVR Specialist/Watershed Educator	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. Perform Aquatic Organism Passage (AOP) evaluations as requested by eligible Municipal entities for potential funding opportunities.
Watershed Educator	Collect water samples and other data for use in the Sugarcreek Watershed for use in developing a plan to capture AMD set aside dollars available through SMCRA.
Manager Directors	Ensure that adequate funds are available for the necessary cross-training of staff. Make staff aware of training opportunities with a goal of having all staff cross-trained within 5 years across all major program areas of the District.
<b><u>Who is Responsible</u></b>	<b><u>Resource Conservation</u></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 AmeriCorps	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 AmeriCorps	Start application process for 7 <sup>th</sup> farm to be preserved. 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 all preserved farms. Prepare an annual operating budget for the ACALPB.
E&S Tech	Sponsor an earthmoving contractor workshop. Sponsor an engineers / plan preparers' workshop. Sponsor any other required educational activities in accordance with the current E&S / NPDES delegation agreement.
<b><u>Who is Responsible</u></b>	<b><u>Outreach &amp; Education</u></b>
Ag Tech AmeriCorps	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 farm cooperators of the District.
Watershed Educator/Ag Tech AmeriCorps	Continue to provide staff assistance to the Outdoor Discovery Center (ODC) within the limits of current staff resources. The Ag Tech may serve on the steering committee of the ODC within the mission of the District

Ag Tech Watershed Educator 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 ODC with school classes and other public programs.
Ag Tech AmeriCorps/Watershed Educator	Continue the countywide Envirothon including all high schools within our service area. Seek sponsorships for the event. Investigate the potential to establish a Junior Envirothon for middle school aged students 2019.
AmeriCorps	Geotrail – Continue to implement and maintain the Conservation District Geotrail with up to 15 caches featuring local farms, watershed restoration projects and DGLVR Projects.
MED Coordinator/Watershed Educator/ Staff Board	Mobile Environmental Display (MED) – Schedule MED for various events throughout the County and continue partnering with other CD's and NGO's to utilize the MED. Scheduling efforts to be coordinated through the MED Coordinator with assistance from the Watershed Educator
Watershed Educator	Work with the Penn's Corner RC&D Council to implement outreach efforts within the RC&D council area.
Ag Tech Watershed Educator AmeriCorps	Continue an Arbor Day Program that distributes evergreen seedlings to all third grade students in Armstrong County and conduct the annual District fruit tree and seedling sale.
Office Manager Watershed Educator	Provide routine maintenance to keep the District webpage and brochures current. Maintain the website. Maintain the District Facebook Page.
E&S Tech	Contact each Municipality to determine their involvement in the ACT 167 stormwater management process. Obtain copies of their current Municipal ordinances and assist those Municipalities and their engineers interested in adopting stormwater management ordinances.
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	In 2020, plan for and conduct a meeting 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.
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	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.
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 2019.
Ag Tech AmeriCorps	Continue to assist local producers and municipal officials by contacting each Township that currently has an ASA and by reaching out to those that do not currently have ASA's to solicit interest in the program. Provide each Municipality with information regarding the criteria to establish and continue Ag Security Areas (ASA's) within their municipal boundaries.

**Legend**

Board – ACD Board / Associate Directors  
 Manager – David R Rupert  
 E & S Tech – Holly Laird  
 DGLVR Specialist – A Gregg Smith  
 Watershed Educator – vacant

MED Coordinator – Laura Sue Stewart  
 Ag Tech – Jessica Schaub  
 AmeriCorps Member – Jillian Matthews  
 Staff – Employees / AmeriCorps Member  
 Office Manager – Cindy Vranka (Revised 2/24/2019)