ONTARIO COUNTY SOIL AND WATER CONSERVATION DISTRICT
2021 Annual Plan of Operations

PLANNING AND ACTIONS

ACTIONS	PERSONNEL	TIME FRAME	TASKS	PROGRESS, RESULTS OUTCOME
1. Provide technical, planning, and education assistance to landowners, watershed groups, and local government while working cooperatively with county, state and federal agencies.	All SWCD Staff Cooperating Agencies	Ongoing	Prioritize non-point sources of pollution, i.e. agriculture, OSWTSs, stormwater, erosion and sediment control, and stream bank erosion. Stay actively involved with the County All Hazard Mitigation Plan and continue to assist with updating/revising the Ag Enhancement Plan which will include OCSWCD programs and services when necessary.	Update completed in 2016 and will continue in 2021 and beyond. Ag Enhancement Plan and AHMP was started in 2013 and updates completed in 2018. The District will remain actively involved and continue to serve on committees.
2. Provide erosion and sediment control/stormwater management technical assistance and training to County, municipalities, private contractors and community groups	Webster, Ohle, Lafler, Robarge, Gerace	2021	Renew/continue agreements with municipalities currently under contract and obtain new agreements for services when opportunities are available. Webster, Robarge, Ohle and Lafler will organize and present NYS DEC 4 hr E&SC training as well as the 2hr course to CEO's, Town/County boards, watershed groups and the MS4 Coalition in Ontario, Wayne and Monroe Counties.	COVID-19 retrictions limited in-person NYSDEC 4 Hr E&SC courses conducted 2020. If possible with health restrictions, trainings will be planned for 2021.
3. Provide technical assistance under Uniform Procedures Program (UPP) for onsite wastewater treatment work.	Gerace, Webster	Ongoing	Continue agreements or working relationship with all local governments. Ensure current Town protocols are following Town code. Gerace & Webster to work with municipalities who don't have OWTS insp's to change code to include OCSWCD where feasible based on workload.	Where feasible, Gerace will follow up in 2021 with Towns who do not currently use OCSWCD (CEO and Supervisor) to follow through with local law allowing for OCSWCD to conduct septic inspections. Ongoing work with Towns who currently utilize UPP inspection program in some capacity to ensure Town code is being followed and reports shared as required.
4. Assist citizens and local government with environmental permit applications and procedures.	All SWCD Staff	2021 and beyond	Continue to provide assistance to residents / municipalities to complete DEC/ACOE joint permit applications for water quality/soil stabilization work. Webster, Gerace, Kautz and Lafler will utilize OCSWCD joint general permit (when applicable) for completing appropriate work with municipalities and the County for projects that require permits.	The District staff assisted several municipalities, the County and citizens in 2020 with joint general permit projects and emergency permtting. The District has a GP valid until 12/31/24.
5. Agricultural Environmental Management (Base AEM)	Kautz, Lafler, Robarge, Webster	2020-2021	Kautz will work with Lafler and private farm planers to complete planning and implementation of Tier work on farms using all SWCC required forms/procedures. Webster will review with Kautz each interim report and final Base AEM closeout. Kautz will provide semi annual updates on AEM program status to SWCD Board of Directors.	Base AEM YR 16 runs 1/1/2020-12/31/2021. Remaining implementation projects supported by AEM will be completed in 2021.
6. Explore, write and implement federal, state, and local grants with emphasis on water quality initiatives to include Ag NPS, WRC, WQIP, DOS and other grants when opportunities & projects are available with approval of District Manager and Board of Directors.	Lafler, Kautz, Robarge, Webster	Ongoing	Give priority to AG grants, WQIP grants, WRC grants, DOS grants and EPA grants along with any stormwater, erosion and stream bank stabilization related grants.	In 2020, 2 WQIP grants, 1 CAFO grant, and 2 CRF grants were completed along with multiple projects within grants. District staff will continue to pursue grant opportinites in 2021 and manage ongoing grants. A grant spreadsheet will be utilized to track progress of each grant.
7. Assist local governments with agricultural related issues.	Kautz, Lafler, Robarge, Webster	Continuing	Provide info to County, municipalities, watershed groups, Ag Enhancement Board and citizens regarding the Base AEM and Ag grant programs. Answer citizen complaints, DEC complaints and work cooperatively with local govts and landowners to solve issues according to SWCD, Base AEM and AG NPS policies and procedures. Kautz or alternate to continue to serve on the OC Ag Enhancement Board.	Kautz and Lafler will continue to deliver Base AEM program deliverables in 2021. Webster and Robarge will also assist with Outreach and Partnership opportunities. Outreach will focus on smaller, outside venues and on-line materials rather than in-person gatherings such as the Soil Health Workshop.
8. Assist landowners and others with technical support for onsite treatment systems and water quality improvement projects funded under grants.	Ohle, Gerace, Webster	2021	Provide information for OSWTS design requirements to municipalities, homeowners and watershed groups. Assist County with implementation of Septic System Replacement Fund (SSRF).	Ohle and Gerace will continue review of SSRF applications for 2021. Ongoing as State funding allows; current applicants are being placed on a waiting list until funding is available.

DISTRICT OPERATIONS

ACTIONS	PERSONNEL	TIME FRAME	TASKS	PROGRESS, RESULTS OUTCOME
1. Conduct Annual Organizational Meeting of the Board of Directors	SWCD Board and Staff	Annually	Organizational meeting will choose official newspaper, and depository as well as set meeting schedule, committees and review policies and operating expenses approved prior to Board Audit. Additional content will be added as needed.	Annual meeting conducted at January Board Meeting.
2. Comply with all laws and regulations governing Districts.	SWCD Board and Staff	Ongoing	Follow NYS SWCC policies and utilize District Operations Manual; emphasize General Municipal Law (GML) and Environmental Conservation Law (ECL). Maintain accepted accounting practices. Complete NYS SWCC required Board training sessions in cooperation with AEA. Continue to follow all Board and Staff training plans as approved by the SWCD Board.	SWCD Board has attended several trainings and has used AEA for Board training in 2020. Board and staff will utilize WQS, Cons Skills, online training seminars, CDEA Div. II meetings and request AEA to provide trainings at Board meetings in 2021.
3. Conduct regular and special meetings of the Board of Directors.	SWCD Board, Webster, Thorn	Monthly	Assign and continue active involvement of the standing committees (Annual Planning, Audit, Budget, Personnel and Policy). Update and adjust APO on annual basis and have APO approved by Board and submitted to AEA by November 1st each year. Update SWCD policies and timesheets as needed. In 2021, at each Board Meeting, the Board will review District expenses, budget, etc.	All SWCD policies have been reviewed in 2020. All policies will be updated as needed with assistance from County Attny, Board and NYS SWCC. Additional policies will be reviewed for 2021 as needed, such as a drone policy.
4. Review District policies.	SWCD Board, Webster, Thorn	Annually	Update policies as needed. Revise Employee Handbook as needed.	Policies have been updated in 2020 based on ongoing needs and State and Federal policies.
5. Review agreements, contracts, and memorandums of understanding.	Webster, Thorn	Annually	Review and sign all agreements for services/cooperation agreements that need to be renewed annually or are expiring in 2021.	Thorn and Webster will review and have them renewed prior to end date where applicable. All agreements with signatures are kept in a 3 ring binder and filed in front office for review.
6. Provide comprehensive audit report.	SWCD Board, Webster and Thorn	Annually	Audit subcommittee of SWCD Board to review financial accounts yearly (August) using checklist from NYS Comptrollers office and updated District Operations Manual. Results of the audit will be shared/approved with the full Board at the following meeting and filed in 2021 Perf Measures binder.	Completed a SWCD board audit in September 2020. Yearly audit will be conducted in August 2021. A CPA has been retained as a consultant for the Treasurer/Manager to assist with financial and annual reporting.
7. Define responsibilities for Staff; provide necessary training. Review work products of each staff member.	SWCD Board, Webster,	Annually	Training for staff to be provided by the SWCC/CDEA and through WQS, and Conservation Skills Workshop, webinars, managers meetings, other SWCD's, etc. Follow the approved Employee/Director Training plans.	Staff attended WQS, Cons Skills Workshop, Soil Health workshops and other web based trainings throughout 2020. Other approved forms of training for staff will continue in 2021, with a focus on web based trainings.
8. Provide opportunity for employees/staff performance reviews.	Webster, Board	Annually	Webster will conduct yearly employee/staff performance reviews. Copies will be provided to staff members and also placed in the staff members' personnel file. The Personnel Committee will review each employee's performance review with Webster. The District Personnel Sub Committee will conduct Webster' s yearly staff performance review. All employee reviews will be shared with the Personnel Committee and the full District Board.	Completed in 2020 and will continue in 2021.
9. Provide opportunity for employees to work within assigned duties and gain certifications.	All SWCD Staff	2021	Webster to maintain CPESC and Ohle and Lafler to maintain NYSE&SCC in 2021. Ohle & Gerace will keep OTN certification. Each to use this knowledge to enhance the Districts stormwater and Uniform Procedures Program. Kautz and Lafler to keep CCA. Kautz will maintain CNMP certification.	Staff will attend required trainings to maintain/achieve cetifications in 2021.
10. Use appropriate standards and specifications in all work, and provide proper procurement and contracting practices.	All SWCD Staff	Ongoing	Follow USDA/NYS SWCC, NYS DOH and NYS DEC standards, specifications, regulations and procurement policies. Follow District policies, and the NYS SWCC policy for Base AEM and Ag NPS programs. Use all appropriate program forms and worksheets. Meet all required program deadlines at all times.	Procurement Policy updated 2019. Will continue in 2021 as we move forward with our District programs.
11. Provide proper insurance coverage for District operations.	Webster, Thorn	2021	Webster and Thorn to meet with District insurance agent to review District policies to ensure proper coverage.	Maintain required insurance through 2021.

12. Integrate safety measures into all District operations.	SWCD Staff	Continuing	Place emphasis on vehicle, equipment and field safety. Field safety items are located in offices and vehicles. Additional supplies are purchased as needed. Staff will be responsible for monitoring and maintaining scheduled maintenance on each of their respective vehicles. Staff will inform Webster of any damage to District equipment. Staff will attend training events when available.	Safety equipment is available for all District staff such as PPE such as masks, work gloves, hearing and eye protection, and first aid kit. Equipment will be replaced when needed. All scheduled maintenance was done on all vehicles/eqpt in 2020. Staff attended safety training events in 2020 such as Sexual Harassment and Defensive Driving Training. Staff will attend trainings in 2021.
13. Acquire and implement technology needed to meet information and service demands.	Webster and County IS Dept.	Annually as needed	Ensure OCSWCD computers, software and phones are up to date and functioning efficiently. Complete computer/software and phone training in cooperation with County Planning Dept. and County IS and GIS Dept. (Sheri Norton)	OCSWCD has been working closely with Planning Dept. and IS/GIS (Sheri Norton) to update OCSWCD computers and programs.

WATER RESOURCES MANAGEMENT

ACTIONS	PERSONNEL	TIME FRAME	TASKS	PROGRESS, RESULTS, OUTCOME
1. Integrate water quality/quantity management and soil erosion control into all District initiatives.	All SWCD Staff	Continuing	Complete through education, outreach, fieldwork and grant applications, and agreements for services.	Completed in 2020 and will continue in 2021 through staff training events like WQS and Cons. Skills and other training events when available.
2. Provide technical, educational and watershed management assistance to each watershed in Ontario, Yates and Seneca Counties. Also some specific watersheds in Wayne County.	All SWCD Staff	2021	Acomplish through support and administration of Ontario-Wayne MS4 Coalition, SWIO, HLWTF, CLWC WI program and the Genesee River Watershed Coalition. Also through involvement with the Ontario County WRC and through any agreement for OCSWCD UPP services.	OCSWCD continues to provide treasurer, clerical, technical and education outreach services to OWSC (MS4) SWIO, and HLWTF. All OCSWCD assistance to watershed groups will continue into 2021 and beyond through an Agreement for Service(s).
2b. Seneca Lake Watershed	Webster, Robarge, Lafler, Gerace, Kautz, Thorn	Continuing	Support SWIO activities to move toward implementing the updated 9 Element Watershed Management Plan; Onsite Wastewater Treatment System and Stormwater Management education initiatives; Kautz to advertise Base AEM Program to include Seneca Lake Watershed in Ontario County. Kautz to work with Lafler on BMP planning through Base AEM and submit BMP plans for future Ag NPS grants.	OCSWCD will continue to assist SWIO and other SWCDs in the watershed with implementation of the watershed plan as funds allow. Robarge will prepare quarterly newsletters highlighting the 9E plan and Seneca-Keuka Watershed Partnership.
2c. Flint Creek Watershed	Kautz, Lafler, Webster	2021	Kautz and Lafler to work on BMP planning in this watershed through Base AEM program. Kautz and Lafler to implement current grant BMPs.	Continue planning and implementation of BMPs into 2021.
2d. Canandaigua Lake Watershed	All SWCD Staff	Ongoing	OCSWCD will continue to administer the CLWI Watershed Inspection Program through an agreement for services. Kautz to continue to provide Base AEM Program in this watershed, Kautz and Lafler to implement BMP's in watershed. Stormwater SWPPP review and site inspection agreement for some towns in watershed are still current and in place; will renew when expired. Webster is rep for CLWC and administers the CLWI program. Staff to work on BMP planning in this watershed through Base AEM and future grant oppportunities.	OCSWCD staff assisted several Towns in the watershed with tech assistance for stormwater and drainage. Staff also provided several outreach and education presentations to many municipalities and citizens within the watershed. Ohle and Webster conducted several inspections, site visits, SWPPP / plan reviews and other projects within the watershed. Ohle's annual NYS DOH report is on file and report will be submitted to NYS SWCC with OCSWCD Annual Reports.
2e. Honeoye Lake Watershed	Webster, Lafler, Thorn, Kautz, Gerace, Robarge	Ongoing	Gerace and Webster to work with municipalities in this watershed to support the OCSWCD Uniform Procedures Program. Kautz to provide Base AEM program to farms in this watershed. OCSWCD will continue to administer HLWTF funds, provide clerical, technical and education and outreach services to HLWTF. Webster/Lafler to attend HLWTF meetings and take minutes and assist with meetings. Webster, Lafler and Robarge to provide education and outreach, tech assistance, and grant writing and management for HLWTF under agreement for services. Kautz to work with Lafler on BMP planning in this watershed through Base AEM and submit BMP plans for future Ag NPS grants and GLRI funding	Both WQIP 12 and 15 grants have been completed. Future BMP projects will be planned and funding sought for implementation based on the NYS DEC Honeoye Lake Action Plan and TMDL. Funding opportunities will be pursued for project implementation.
2f. Canadice & Hemlock Watersheds	Gerace, Webster, Lafler, Kautz	2021	Gerace and Webster to work with municipalities in this watershed to incorporate the OCSWCD Uniform Procedures Program into their code. Kautz and Lafler to provide Base AEM program to farms in this watershed where applicable.	All SWCD tech staff to provide tech assistance to municipalities/residents in this watershed when needed.

2g. Genesee River Watershed Coalition	Webster, Lafler, Kautz, Gerace, Robarge	Ongoing	In 2015 the NYS SWCC and the Districts in the Genesee River Watershed in NY and PA met to create the Genesee River Watershed Coalition. The SWCC created and approved an MOU that was signed by each SWCD in the watershed in both NY and PA. The SWCC and the Districts will move forward with the Coalition to implement soil erosion control and water quality BMP's.	GLRI and Genesee EBM grant funded projects implemented in 2020. Ongoing BMP implementation in 2021.
2h. Northern Watersheds [Canandaigua Outlet, Ganaurgua Creek, Honeoye Lake, Lower Honeoye Creek]	Kautz, Lafler, Gerace, Kautz	2020	Kautz and Lafler to implement BMP's in this watershed through current and newly obtained grants. Uniform Procedures Program and stormwater management education initiative, tech assistance, SWPPP and site inspection services will continue in 2021. Kautz to work with Lafler on BMP planning in this watershed through Base AEM and submit BMP plans for future Ag grants.	AgNPS grant projects for Canandaigua Outlet should be completed in 2021. Additional work in the watershed will continue into 2021.
3. Provide administrative and technical assistance to Canandaigua Lake Watershed Commission.	Ohle, Noga,Webster, Thorn	Ongoing	Noga to take minutes and provide clerical support to WI program. Thorn to assist with annual budget and prepare annual FT/PT expenses and complete annual invoicing with Webster.	Implementation of the adopted Local OWTS Law in participating municipalities by OTN Inspector.
3a. *Watershed Inspection Program	Ohle, Noga,Webster, Thorn	Ongoing	Continue to emphasize management aspects IAW EPA model(s). Ohle to assist CLWComm. (where possible) on CLWC Bylaws review.	OCSWCD agreement for services created with the assistance of the OC Attnys office renewed 2018.
3b. *Administrative Assistance to Commission	Webster, Noga, Thorn	Ongoing	District to continue WI program assistance by managing FT/PT expense and income database, and manage NYS retirement, health ins. and disability ins. for WI program. Thorn to assist in preparing WI annual budgets and invoicing.	Will continue in 2021.
4. Provide leadership and technical assistance to Agricultural Environmental Management (AEM) Program.	Kautz, Lafler, Webster	2021	Implement Year 16 Base AEM program (enhanced). Follow the goals and deliverables outlined in the Base AEM program requirements and Base AEM Annual Action Plan. Kautz and Lafler will work together to use planning data to apply for Base AEM Implementation Funding and future Ag NPS funding opportunities. Kautz, Lafler, Robarge, Webster to work together to complete deliverables of Year 16 Base AEM program and capture available funding. Kautz to review interim reports and closeouts w/ Webster in 2021 and provide semi-annual updates to the OCSWCD Board of Directors.	Year 16 is ongoing in 1/1/2020-12/31/2021. The updated Base AEM 5 year Strategic Plan and/or Base AEM Annual Action Plan will be used as a guide in 2021 and beyond.
4a. Canandaigua Lake Watershed Ag Program	Lafler, Kautz, Webster, Thorn, Yates SWCD, NRCS, CCE	2021	Lafler and Kautz to continue Canandaigua Lake Ag Program deliverables and BMP implementation. Kautz and Lafler to work on BMP planning in this watershed through Base AEM and submit BMP plans for future Ag NPS grants. FLX EBM, AgNPS Round 23 Canandaigua Outlet Waste Storage Project grants ongoing.	Canandaigua Outlet Waste Storage Project ongoing for 2021. FLX EBM projects ongoing 2021.
4b. Northern Watersheds Ag Program	Lafler, Webster, Kautz, Thorn, CCE, NRCS	2021	Kautz to continue to work with Lafler on BMP planning in this watershed through Base AEM and submit BMP plans for future Ag NPS grants.	Work continues in the watershed with AgNPS Round 23 Canandaigua Waste Storage Project. AgNPS Round 24 project implementation to continue 2021.
5. Provide technical and educational assistance under Uniform Procedures Program for onsite wastewater.	Gerace, Robarge, Webster, Ohle	2021	Continue to monitor SPDES permits relating to onsite systems. Ohle, Noga and Gerace to implement electronic database (finalized in 2013) and file archival, current and other records regarding inspections. Continue educational activities to local municipalities, real estate professionals and contractors through the Realtors Workshop. If possible, conduct 1 Real Estate Workshop in 2021 (Robarge, Ohle, Gerace, Webster). Gerace and Webster to work with towns who don't currently use OCSWCD to update their code to allow OCSWCD to perform Uniform Procedures Program as workload permits.	1 Realtor workshop was completed in 2020. Ohle and Gerace reviewed and commented on several OSWTS designs/plans for private citizens and municipal officials in 2020. Informational doorhangers and outreach materials were created as part of the 2020 Part B project funding supporting OWTS education.
6. Provide educational, informational, and technical assistance for stormwater management.	Webster, Ohle, Gerace, Lafler, Robarge	2021	Conduct 4 hour NYS DEC E&SC Training, 2 hour CEO ESC training and Realtors Workshop in 2021 as allowed with COVID-19 guidelines.	1 Realtor workshop was completed in 2020. OCSWCD /Ont-Wayne MS4 agreement for services renewed 2019. Possible workshops planned for 2021.
7. Inventory, sample, monitor, and compile all data on surface and groundwater resources recovered from field environment.	All SWCD Staff	2021	Attend and complete technical training in cooperation with OC Planning Dept., and OC IS Dept. on software and digital aerial photo and GIS work. Work with OC Planning Dept. and OC IS Dept. to obtain this training.	Staff at Planning Dept. and OCIS staff have provided several in office trainings and other assistance in 2020 and will continue training in 2021. Uniform Procedures Program will be focusing on integrating OWTSIT program for septic system tracking.

8. Complete Ontario County Stream Monitoring Program	All SWCD Staff	2021	Outlet) for woody debris accumulation, areas of streambank erosion, and structures that may increase flooding. When possible, work with County, municipalties and private landowners to address concerns.	OCSWCD has a dedicated fund to address issues in the Canandaigua Outlet and will work with partners to address issues in 2021. Past work in the Outlet has relied on municipal partners and private contractors.

GENERAL SERVICES

ACTIONS	PERSONNEL	TIME FRAME	TASKS	PROGRESS, RESULTS, OUTCOME
1. Provide leadership role in preserving and protecting soil and water resources.	SWCD Board and Staff	2021	Implement grants such as Ag NPS,WQIP, WRC. Webster or OCSWCD alternate to attend WRC, County Planning Board meetings and Ag Enhancement Board meetings. Webster to provide stormwater / E&SC comments related to proposed construction projects to County Planning Board for their review. Webster to attend necessary meetings of CDEA and other State agencies to gather info and report back to staff and SWCD Board and Ontario County.	2020 Outreach efforts highlighted Healthy Lawn/Healthy Septic for Ontario County. Webster, Kautz, Lafler, and Robarge attended several County Planning Board meetings, Ag Enhancement Board meetings, P&R meetings and Board of Supervisors meetings, CDEA meetings and provided updates and comments on OCSWCD programs in 2020. Will continue attendance in 2021 where possible.
2. Assist individual citizens and groups with resource related problems.	Webster, Robarge	Ongoing	Webster and Robarge to present to municpalities, Planning Boards, watershed groups and community groups at their request, to provide education and outreach regarding environmental resource concerns, invasive species, stormwater, erosion and sediment control, water quality, steep slopes and SWCD program information.	Completed in 2020 and will continue in 2021.
3. Provide administrative assistance to District Board and SWCD staff.	Webster	Continuing	Implement OC County updated electronic timesheet. Each employee will review and follow Employee Handbook and other OCSWCD policies. Continue to conduct bi-monthly staff meetings. Thorn to record and send staff meeting notes to Board and staff. Continue to inform Board, watershed groups and staff of training and grant opportunities. Ensure that SWCD Board members complete the SWCC required training modules. Track and record each members activities for 2021 Perf Measures and training plans.	Completed in 2020 and will continue in 2021.
4. Provide supervision and technical assistance to staff in the field.	Webster	2021	Webster will shadow each staff member in 2021 to observe staff work and verify program deliverables are met and report back to Board periodically at Board meetings.	Started in 2012 and will continue in 2021 for all staff members.

EDUCATIONAL, TRAINING, PUBLIC RELATIONS, & PROMOTIONAL SUBSECTION

ACTIONS	PERSONNEL	TIME FRAME	TASKS	PROGRESS, RESULTS, OUTCOME
1. Place emphasis on informational, educational, and training aspects of all programs, projects and services.	SWCD Board and Staff	2021	SWCD staff will continue to provide several education and outreach deliverables such as the OCSWCD newsletter, OCSWCD Annual Report, the OCSWCD website and Facebook page. Staff will also take advantage of other opportunities to promote OCSWCD programs, services and mission throughout 2021.	Education and outreach programs will continue in 2021 with an emphasis on highlighting the OCSWCD's unique value and expertise to County, municipalities, watershed groups, elected officials and others. The OCSWCD website is updated frequently.
1a. Provide web page, Facebook page, pamphlets, newsletters, District brochure, annual reports and other educational material.	Robarge, Webster	2021	Robarge to continue the SWCD newsletter and Annual Report with assistance from all staff members. Newsletters will be quarterly. Winter newsletter will include the Annual Report. Newsletters will be distributed by email again in 2021. Staff to update County Key Events, SWCD website and Facebook page as needed.	Updates to outreach materials will continue in 2021 as needed.
1b. Plan and provide materials for public display.	Robarge, Thorn, Webster, Gerace	Continuing	Place SWCD informational displays in public areas and work with local municipalities and watershed groups to distribute OCSWCD natural resource and environmental information. Continue to provide SWCD display at Ontario County Fair.	Completed in 2020 where possible due to COVID-19 restrictions and will continue in 2021.
1c. Coordinate programs for schools to include Conservation Field Days, Envirothon, Adopt-a-Stream and Fun on the Farm Days.	SWCD Staff	Continuing	Staff will continue to provide instruction and assistance with CFD. Robarge to continue administer Envirothon and create and edit the exam. Robarge to create OCSWCD programs and present them at Fun on The Farm Days, Conservation Field Days, and several other educational and outreach events throughout 2021 with support from staff as needed. Where virtual events replace in-person events, staff will work to create appropriate content.	Staff completed several education workshops that included OCSWCD info/programs on invasive species, stormwater management, erosion and sediment control, rain gardens, water quality, watershed education, watershed coalition development in Seneca Lake, etc. in 2020 and will continue this outreach work in 2021. Virtual presetations and webinars will be utilized as needed.

1d. Provide awards programs emphasizing citizens and staff.	SWCD Staff and Board	2021	Emphasize honoring the public sector, watershed groups and District employees through NYS CDEA and NYACD, Base AEM and other awards and citations. Kautz to nominate a farm in Ontario County for a Base AEM award as appropriate.	The District nominated Hemdale Farms for the AEM-Leopold Award. The farm was in the top three finalists for recognition in 2020.
1e. Conduct workshops in stormwater management, onsite wastewater treatment, etc.	Webster, Lafler, Robarge, Ohle, Gerace	Continuing	Place emphasis on local municipalities in Ontario and Wayne Counties. Work with realtors, the HLWTF, Canandaigua Lake Watershed Association, SWIO and the Ont-Wayne MS4 coalition to provide education and outreach presentations and services. Also work with wastewater design professionals, engineers, contractors, NYS Dept. of Health, Code Enforcement Officers, Highway Dept. staff and others in 2021. Research and potentially implement Local Roads program in Ontario County.	Completed in 2020 and will continue in 2021.
1f. Conduct tours for local government, citizen groups, schools.	Robarge, Kautz, Lafler, Webster	2021	Staff to continue to plan an Ag and natural resource project tour for 2021 as SWCD staff workload and budget allows.	Farm tours were not possible in 2020 due to COVID restrictions. If possible, will schedule in 2021 .
2. Seek out and provide training opportunities for Directors and Staff.	SWCD Board, Webster	Ongoing	WQS, Level 1 Tech Training, Conservation Skills Workshop, AEM conference, NYACD, Manager's conference, Erosion & Sediment control and stormwater trainings, etc. Board members to receive training from AEA or online training modules from SWCC website. Staff to attend training events as budget allows, and also attend webinars and online training courses as they are announced. Board and staff training plans will also be followed throughout the year and updated as needed by Webster.	Several training opportunities (CSW and WQS, Soil Health Trainings and online trainings) were utilized in 2020. Ongoing training will take place in 2021.
2a. Training in computer applications.	All SWCD Staff	2021	Continue to develop an understanding of the OSWTSIS software for septic inspections, GIS technology, BMP design programs, modified accrual accounting and all Microsoft programs. All staff will follow OC computer and IT policy.	Ongoing training to continue in 2021.
2b. Technical training in BMP design and inspection, and technical review and implementation.	Kautz, Lafler	2021	Kautz and Lafler will continue Ag BMP training with emphasis on engineering and design of Ag BMP's following NRCS / SWCC standards and specs. Utilize training sessions, other SWCD mentoring programs (SWCC Engineer online tutorials) and other tech development trainings when available. Also continue to use private engineering firms as grant funds allow. Staff will pursue Conservation Approval Authority were possible.	Training was completed in 2020 using WQS, Conservation Skills, workshops and online webinars.
2c. Technical training in on-site wastewater systems.	Robarge, Gerace, Ohle, Webster	2021	Gerace and Ohle to maintain OTN inspector certification. Robarge, Webster, Gerace and Ohle to continue presenting Water Workshop for Realtors.	Certifications were obtained/maintained in 2020 and training courses for Realtors Workshop were presented by OCSWCD staff in 2020. More trainings will be offered in 2021 where possible.
2d. Personnel management training.	Webster	2021	Attend training/management seminars as they become available and as funding allows.	Training seminars will be completed in 2021 as time and budget allows.
2e. Technical training in stormwater management.	Webster, Ohle, Lafler, Gerace	2021	Webster will maintain CPESC Certification. Ohle and Lafler will maintain NYS E&SC Certification.	Certifications will be renewed as needed in 2021.

SPECIAL PROGRAMS

ACTIONS	PERSONNEL	TIME FRAME	TASKS	PROGRESS, RESULTS, OUTCOME
1. Provide assistance with Agricultural Value Assessments.	Lafler, Kautz, Thorn	2021	Continue to work with the County IT, GIS and Planning Dept. staff to improve the soils worksheet process using computer and printing technology. Ongoing work with Town Assessors to streamline the process.	Completed in 2020 and will continue in 2021.
2. Provide liaison and technical assistance to special groups/associations, and maintain memberships.	All SWCD Staff	Continuing	Robarge and Webster to place emphasis on assisting with implementation of management plans and education and outreach services. Robarge, Lafler, and Webster to assist HLWTF with education and outreach, grant writing and tech assistance. Robarge and Thorn to work with Ont-Wayne MS4 to provide education and outreach and clerical work.	All agreements for services and work will continue in 2021.

3. Administer tree and fish stocking programs.	All SWCD Staff	2021	Gerace to be lead staff member for tree/shrub program with support from staff. Thorn is lead staff member for fish program. Thorn continues to administer QBks income/expenses for tree/shrub and fish programs.	In 2020 the program was reviewed with the Board and prices and advertising strategy approved for 2021 programs.
4. Increase shared programs and responsibilities with CCE.	Robarge	2021	Robarge and Webster to look for opportunities to work cooperatively with CCE of Ontario County.	Multiple workshops and meetings were conducted in 2020. Ongoing for 2021.
5. Provide technical ESC inspection and SWPPP review in support of County Capital Projects.	Webster, Lafler, Ohle	2021	Provide certified inspections for any County projects that require SPDES permit coverage and any other non permitted sites that are requested. Webster, Lafler and Ohle to provide SWPPP reviews, and certified site inspections and tech assistance for municipalities.	SWPPP reviews and inspections were performed in 2020. Ongoing for 2021.
6. Provide administrative/financial management to various funds, associations, and groups.	Thorn	2021	Continue to provide clerical/treasurer services to Ont/Wayne MS4 Stormwater Coalition, HLWTF, SWIO, Canandaigua Lake Watershed Inspection program, etc. Continue to act as financial administrator for each SWCD account as applicable, to include HLWTF, SWIO, Ont/Wayne MS4 Stormwater Coalition, and several Ag NPS grant accounts and District accounts. Provide annual reports/ treasurers report to the NYS SWCC and Comptrollers office, and other reports as requested.Webster and Thorn to review financial information on a quarterly basis with the Board of Directors.	Completed in 2020 and will continue in 2021.
7. Provide Annual Report to NYS Soil & Water Conservation Committee.	All SWCD Staff	2021	Report all Performance Measure funding items; Part A reimbursement, Part B, Conservation Project Assistance, and Part C reimbursement when applicable. All staff to assist in completing the 2020 Annual Report. Webster to complete 2020 Annual Plan of Operations and have SWCC AEA review and OCSWCD Board approve before November 1st.	Completed in 2020 and will continue in 2021.
8. Provide "Backyard Conservation" Program.	Gerace	2021	Meet and provide assistance and information to at least (2) County residents or municipalities. Gerace to write article on Backyard Conservation for publication in a OCSWCD newsletter in 2021.	Completed in 2020 and will continue in 2021.
9. Propose additional projects as available.	All SWCD Staff	2021	Staff will complete Ag NPS, WRC small grant projects, EPA, DOS and WQIP applications for District / Municipal/ watershed projects when applicable. All staff will keep files on potential projects to be submitted when funding allows.	Ongoing in 2021.
10. Conservation Project Financial Assistance (Part B funding)	Webster, Thorn, Robarge, Lafler, Kautz	2021	Webster will work with staff to determine a project and submit it to NYS SWCC for approval.	Completed in 2020 and Performance Measures will be met or exceeded in 2021.
11. Provide assistance to MS4 communities.	Webster, Lafler, Thorn, Robarge, Ohle	Continuing	Webster, Lafler and Ohle to continue inspection and SWPPP review services as requested by municipalities both MS4's and non-MS4's alike.	Completed several site inspections and SWPPP reviews for municipalities, Planning Boards, Watershed Groups and NYS DEC in 2020. Work will continue in 2021.

REGIONAL/STATE LEVEL ACTIVITIES

ACTIONS	PERSONNEL	TIME FRAME	TASKS	PROGRESS, RESULTS, OUTCOME
1. District Board to be active in regional and state level activities.	SWCD Board	2021	SWCD Board member(s) to attend WQS, CSW, CDEA or SWCC meetings as time allows; serve on committees; attend annual meeting of NYACD, Inc. attend CDEA Div II meetings, and other approved/appropriate meetings/functions to comply with the requirements of the 2021 NYS SWCC Performance Measures.	Several Board members attended meetings, events and functions in 2020 as required by the NYS SWCC. Webster recorded the meetings attended and reported on them in the 2020 Annual Perf Measures report. Perf Measures will be met or exceeded in 2021 by staff and Board members.
2. SWCD Staff to provide assistance; participate in NYS Conservation District Employees Association activities.	SWCD Staff and Board	2021	Staff and Board member(s) to attend Water Quality Symposium; Empire Farm Days, CSW, NYS State Fair, etc...	Ongoing in 2021.

3. Maintain active contact with regional groups and associations.	SWCD Staff	2021	All OCSWCD staff to stay associated with FL-LOWPA; Empire Chapter Soil & Water Society; Wetland Forum; Finger Lakes Land Trust; Nature Conservancy; NYSFOLA, CCE, NYS DEC, NRCS, FLCC Natural Resources Conservation Dept., FSA, NYACD, CDEA and NACD.	Will continue in 2021. NYACD dues were paid in full in 2020.