

**2026 Annual Workplan
McKean County Conservation District**

Committee: District Projects – Larson, Holcomb, Miles, Fetter, Payne

OBJECTIVE A: Implement projects that maintain and improve our natural resources.

Goal #1: Implement stream restoration/riparian buffer/water quality projects as funding and resources permit.

Action Step	By Who?	By When?
Inventory & Prioritize Sites	Watershed Specialist	2026-2028
Develop, design, and implement a minimum of 6 stream projects as funding & resources permit.	Watershed Specialist	2026-2028
Work to secure necessary funding	Watershed Specialist	2026-2028
Design, implement and monitor riparian buffers	Watershed Specialist	2026-2028
Foster collaboration with partners and create community ambassadors, as appropriate	Watershed Specialist	2026-2028
Develop and provide education and outreach efforts	Watershed Specialist	2026-2028

Goal # 2: Provide support to implement Agricultural BMPs as funding and resources permit.

Action Step	By Who?	By When?
Conduct informal, educational site visits	Watershed Specialist & Resource Technician	Annually
Create & maintain a database of needs while promoting resources from other organizations/partners	Watershed Specialist & Resource Technician	2026-2028
Work to secure necessary funding for at least 5 projects	Watershed Specialist & Resource Technician	2026-2028
Review project ranking system	Watershed Specialist & Resource Technician	Annually
Assist with the development of the plans & designs	Watershed Specialist & Resource Technician	2026-2028
Oversee the implementation, monitoring and evaluation of the practices	Watershed Specialist & Resource Technician	2026-2028
Foster collaboration with partners and create community ambassadors, as appropriate	Watershed Specialist & Resource Technician	2026-2028
Develop and provide education and outreach efforts	Watershed Specialist & Resource Technician	2026-2028

Goal #3: Develop a method to monitor our natural resources.

Action Step	By Who?	By When?
Determine a method of monitoring/management	Watershed Specialist	2026
Develop a plan to analyze before and after data	Watershed Specialist	2026
Implement stream and invasive plant monitoring as projects are constructed	Watershed Specialist & Resource Technician	2026-2028
Maintain stream monitoring data and invasive plant data	Watershed Specialist & Resource Technician	2026-2028
Foster collaboration with partners, as appropriate	Staff	2026-2028
Develop and provide education and outreach efforts	Staff	2026-2028

Committee: District Programs – Larson, Miles, Holcomb, Kreiner, Stratton

OBJECTIVE B: Provide programs that maintain and improve our natural resources.

Goal# 1: Implementation of the Nutrient/Manure Management Programs as delegated

Action Step	By Who?	By When?
Provide technical assistance to the farming community	Resource Technician	Annually
Write 10 Manure Management Plans	Resource Technician	Annually
Provide lead role in evaluating plans to assure compliance with NM regulations	Resource Technician	2026-2028
Develop and provide education and outreach efforts	Resource Technician	2026-2028
Foster collaboration with partners and create community ambassadors, as appropriate	Resource Technician	2026-2028

Goal # 2: Implementation of the Chapter 102 Program as delegated.

Action Step	By Who?	By When?
Review E&S Plans & Issue Earth Disturbance Permits	Conservation Technician	Annually
Perform inspections as required	Conservation Technician	Annually
Provide technical assistance to the regulated community, as requested.	Conservation Technician	Annually
Monitor earth disturbance permits to assure Notice of Terminations.	Conservation Technician	Annually
Develop and provide education and outreach efforts	Conservation Technician	2026-2028

Goal # 3: Implementation of the Chapter 105 Program as delegated.

Action Step	By Who?	By When?
Acknowledge General Permits	Conservation Technician	Annually
Provide technical assistance to the regulated community, as requested.	Conservation Technician	Annually
Develop and provide education and outreach efforts	Conservation Technician	2026-2028

Goal # 4: Implementation of the Dirt, Gravel & Low Volume Road Program.

Action Step	By Who?	By When?
Promote ESM practices for the forest industry and private sector	Resource Conservationist	2026-2028
Assist municipalities with implementing DGLVR practices	Resource Conservationist	2026-2028
Provide technical assistance to municipalities, as requested	Resource Conservationist	2026-2028
Promote 100% ESM certification of municipalities	Resource Conservationist	2026-2028
Develop a plan and conduct dirt and gravel road assessments	Resource Conservationist	2026-2028
Develop and provide education and outreach efforts.	Resource Conservationist	2026-2028

Goal #5: Grow the district's no-till program

Action Step	By Who?	By When?
Promote the district's no-till drill	Board & Watershed Specialist	2026-2028
Develop no-till and cover crop demonstration plots	Watershed Specialist	2026-2028
Create a program evaluation for landowners to complete	Watershed Specialist	2026-2028
Foster collaboration with partners and create community ambassadors, as appropriate	Watershed Specialist	2026-2028
Develop and provide education and outreach efforts	Watershed Specialist	2026-2028

Goal #6: Implementation of an invasive species program

Action Step	By Who?	By When?
Work to secure funding for program implementation	Resource Technician	2026-2028
Monitor and map invasive plant infestations	Resource Technician	2026-2028
Identify and prioritize plant species for treatment	Resource Technician	2026-2028
Foster collaboration with other districts and other entities	Resource Technician	2026-2028
Develop and provide education and outreach efforts	Resource Technician	2026-2028

Goal #7: Promote a county-wide recycling program

Action Step	By Who?	By When?
Lobby County Commissioners to hire a recycling coordinator	Board & Manager	2026-2028
Assist county recycling coordinator with education and outreach efforts	Manager	2026-2028

Committee: District Development – Larson, Kane, Lane, Coffman, Fitzsimmons

OBJECTIVE C: Sustain, enhance and grow the Conservation District.

Goal #1: Promote professional growth of the staff and board

Action Step	By Who?	By When?
At least two directors attend at least one PACD Executive Council Meeting annually.	Board	2026-2028
Encourage directors and staff to participate in various planning functions and committees to provide input.	Board & Manager	2026-2028
Encourage professional growth opportunities for directors and staff.	Board & Manager	2026-2028
Encourage cross-training and diversifying responsibilities among staff.	Manager & Staff	2026-2028
Expand director orientation to include increased written resources, mandatory training, and opportunities for mentorship from other board members.	Board & Manager	2026-2028

Goal #2: Strengthen connection and working relationships between board and staff.

Action Step	By Who?	By When?
Include staff presentations on programmatic work at board meetings at least 4 times per year. Encourage board/staff interaction & dialog	Board & Manager	2026-2028
Offer opportunities for group interaction between board and staff at least twice per year.	Board & Manager	2026-2028
Leverage directors’ skills and expertise, as needed and where appropriate, to support district operations/programs & mentor staff.	Board & Manager	2026-2028

Goal #3: Build the “pool” of associate directors

Action Step	By Who?	By When?
Recruit a minimum of two new associate directors, focusing on recruiting individuals with key skills, connections, and demographics that reflect the community and will strengthen the district’s reach.	Board & Manager	2026-2028
Identify and utilize new channels for publicizing open positions to reach a more diverse pool of candidates.	Board & Manager	By 2026

Goal # 4: Evaluate staff needs and increase capacity where feasible

Action Step	By Who?	By When?
Conduct an annual review of job descriptions and staff	Manager	2026-2028
Investigate staff retention tools	Board & Manager	2026
Conduct an organizational assessment to evaluate factors such as leadership, operations, and grant writing.	Manager	2026-2028
Based on assessment, adjust existing staff responsibilities, hire new or temporary staff, and engage consultants accordingly to reduce over-subscribed staff.	County, Board & Manager	2026-2028
Investigate utilization of interns	Board & Manager	2026-2028

Goal # 5: Enhance the district’s technical and operational capacities to effectively balance mission and financial health

Action Step	By Who?	By When?
Update policies and procedures as needed	Board & Manager	2026-2028
Leverage partnerships for funding to meet community needs	Manager & Staff	2026-2028
Investigate necessary equipment and resources to implement programs	Board, Manager & Staff	2026
Improve financial literacy among staff	Manager	2026-2028
Development of succession plans for both board and staff	Board & Manager	2026-2028
Monitor maintenance of the district’s existing equipment	Board, Manager & Staff	2026 - 2028

Goal # 6: Monitor and implement the district’s plans

Action Step	By Who?	By When?
Gather input for development of Annual Plan of Work	Board, Manager & Partners	2026-2028
Monitor implementation of Strategic Plan and Annual Plan of Work annually.	Manager & Staff	2026-2028
Update the Strategic Plan	Board, Manager, Staff & Partners	2028

Committee: District Engagement – Kreiner, Kane, Fetter, Lane, Mader

OBJECTIVE D: Increase awareness of Conservation District programs & functions through community engagement.

Goal # 1: Market the activities of the Conservation District

Action Step	By Who?	By When?
Distribute an Annual Report	Manager	Annually by March 31 st
Publish and distribute a minimum of 3 newsletters per year; distribute electronically, on website, and copies as needed	Manager & Staff	2026–2028
Prepare and submit news releases to media for events and general information	Manager & Staff	2026-2028
Maintain and update district publications	Manager & Staff	2026–2028
Promote district education programs (pre and post program)	Manager & Staff	2026–2028
Maintain/improve social media presence; goal -one media post per week minimum Monitor use and effectiveness monthly	Manager & Staff	2026–2028
Maintain/ improve website Monitor use and effectiveness monthly	Manager	2026–2028
Manage distribution lists - digital and mailing lists.	Manager	2026–2028

Goal # 2: Conduct conservation education programs

Action Step	By Who?	By When?
Develop and market 3-4 Youth Programs per year	Board, Manager, Staff & Partners	2026-2028
Conduct various educational workshops for adults and community.	Board, Manager, Staff & Partners	2026-2028
Programs to promote Eco-tourism	Board, Manager, Staff & Partners	2026-2028
Consider smaller, personalized programs	Board, Manager, Staff & Partners	2026-2028
Foster collaboration with partners, when appropriate.	Board, Manager, Staff & Partners	2026-2028
Promote conservation careers & scholarships for youth	Board, Manager, Staff & Partners	2026-2028

Goal # 3: Raise literacy of elected officials, policymakers and stakeholders

Action Step	By Who?	By When?
Foster greater communication	Board & Manager	2026-2028
Develop and provide education and outreach programs	Board, Manager, Staff & Partners	2026-2028
Foster collaboration with partners and create community ambassadors, as appropriate	Board & Manager	2026-2028

Goal # 4: Present district exhibits and presentations

Action Step	By Who?	By When?
Host an interactive exhibit for the McKean County Fair annually	Board, Manager & Staff	2026-2028
Coordinate a minimum of two additional exhibits at other events or meetings throughout the County	Board, Manager & Staff	2026-2028

Goal # 5: Hold or participate in a Conservation Recognition Event

Action Step	By Who?	By When?
Sponsor or participate in an event	Board & Manager	2026-2028
Recognize contributions of Board, staff members, partners, students, and others who have helped reach goals and mission of the district	Board & Manager	2026-2028
Foster collaboration with partners, when appropriate	Board, Manager, Staff & Partners	2026-2028