



Pike County Conservation District

AGENDA

Regular Monthly Meeting

Monday, December 21, 2020 9:00am

Pike County Conservation District Office, Route 402, Blooming Grove

Pike County Conservation District is committed to the long-term protection and sustainable use of Pike County's natural resources.

We accomplish this through partnership, education, technical assistance, planning, enforcement, and leadership.

Meeting will be done VIA ZOOM – see email and website

- I Call to order – Pledge of Allegiance – Introductions
- II Public Comment on Agenda Items
- III Action on Minutes of November 16, 2020 meeting (vote)
- IV Financial Report (review/file subject to audit)
- V Correspondence Report
- VI Executive Director Report
- VII OLD BUSINESS/Committee Reports
 - Operations Committee –Present “Collaborative Board Member Responsibilities” Draft Policy (vote)- Kelly Stagen
- VIII NEW BUSINESS
 - Updated COOP – December 14th – Executive Director, Michele Long
 - Appoint Nominating Committee – Board Chairman Scott Savini
 - Aquatic Resource Consulting 2021 Working Agreement (vote) – Watershed Specialist, Rachel Posavetz
 - 2021 Board Meeting Schedule (vote) – Executive Director, Michele Long
 - 2021 Budget (vote) – Michele Long
 - Unconventional Gas Well (UGW) Fund Transfer (vote) – Executive Director, Michele Long
 - 2021 Education and Outreach Plan – Communications Coordinator, Devan George
 - County request for waiver of District Fees for Services for Kintz Creek Dam project (vote) – Senior Resource Conservationist, Ellen Enslin
- IX PACD Update
- X Cooperating Agency and Other Organization Reports
- XI Executive Session
- XII Public/Press Questions
- XIII Adjourn

NEXT MEETING: *Tentatively* - MONDAY, January 25, 2021 at 9:00am.

556 Route 402, Hawley, PA 18428

Phone (570) 226-8220 Fax (570) 226-8222 e-mail: pikecd@pikepa.org www.pikeconservation.org



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2021 BOARD MEETING SCHEDULE

All meetings start on Monday morning at 9 AM unless otherwise stated

Location: District Office, 556 Route 402, Blooming Grove

January 25 – (4th Monday due to Jan. 18th holiday) Reorganization and Regular Meeting

February 22 – (4th Monday due to Feb. 15th holiday)

March 15

April 19

May 17

June 21

July 19

August 16

September 20

October 18

November 15

December 20

In the event of meeting cancellation due to severe weather, meetings may be held the day immediately following the scheduled meeting date.

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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, November 16, 2020

As a result of the COVID-19 outbreak and recommendations from the Center for Disease Control, Pennsylvania Department of Health, and the Pike County Commissioners to avoid in-person meetings the Board of Directors meeting was held via Zoom Video Conference call. Information regarding the conference call was posted on the District website.

ATTENDANCE – Directors: Scott Savini, Commissioner Ronald Schmalzle, Jay Morrow, John Milliken, Kelly Stagen, and Kenneth Coutts. **Associate Directors:** Paul Ranello and JoAnn Rose. **Staff:** Michele Long, Rachel Posavetz, Devan George, Kelly Rodemich, Ellen Enslin, Chris Ingulli and Jeremy Oettinger. **Cooperating Agency Representatives:** Jen Matthews (NRCS) and Emily Borger (Waterways Conservation Officer). **Directors/Associate Directors Absent:** Mike Spencer and Carole Linkiewicz. **Guests:** None.

Board Chairman Scott Savini called the meeting to order at 9:00 am via Zoom Video Conference Call.

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None.

ACTION ON MINUTES OF October 19, 2020: Chris Ingulli noted the following correction: Pat Dawson (Twin and Walker Creeks Watershed Conservancy) attended the October 19, 2020 meeting as a guest. Kelly Stagen made a motion to approve the October 19, 2020 Board Meeting minutes with the correction of adding Pat Dawson as a guest. Jay Morrow seconded. Motion carried.

FINANCIAL REPORT: There were no questions from the board. Financials filed subject to audit.

CORRESPONDENCE REPORT: The following correspondence was provided to the board: Email from Brenda Shambaugh (PACD) announcing upcoming Committee openings; Northeast Pennsylvania Environmental Partners Announcement of Virtual Awards Dinner and Award Recipients on November 19, 2020; PCCD comment letter to the Karl Brown (SCC) regarding the Conservation District Drone Utilization and Appointing Former (Conservation District) Employees as Conservation District Directors policies; The October 2020 issue of the Joint Legislative Air and Water Pollution Control and Conservation Committee Newsletter.

EXECUTIVE DIRECTOR REPORT: Michele Long provided an update on her Executive Director Report: General NPDES E-permitting expected to go into effect January 20, 2021. Individual NPDES E-permitting expected to go into effect in March 2021. Engineers have been notified about the upcoming E-permitting system. The District is working with the Penn State Extension office on future education, training and technical assistance on the Spotted Lanternfly which has been identified in Pike County. The 2021 Action Plan is being developed and will be presented to the Board in January after discussion with the Executive Committee. Michele Long, Kelly Stagen and Jay Morrow will be participating in a Leadership Development Webinar tomorrow about adaptive strategies and contingency planning. Long thanked Jay Morrow for his assistance with the development of the draft 2021 budget which will be reviewed by the Executive Committee in early December and brought to the board at the December board meeting. The Northeast Region District Directors had a virtual meeting with DEP Deputy Secretary, Aneka Atkinson, to discuss the Chapter 102 and 105 E-permitting programs, filling vacancies in the Northeast Region Field Representative Position and a number of DEP policy issues. Long will be contacting legislators regarding SB 619 to voice the District's opposition to the

legislation which changes the definition of pollution potentially impacting our delegated programs and how pollution spills in waterways are reported.

OLD BUSINESS/COMMITTEE REPORTS:

Operations Committee: Kelly Stagen provided an update from the Operations Committee. The Operations Committee has developed several strategies for director training including developing a document outlining board member responsibilities, and training. The committee plans to develop a draft on implementation of the director training strategy for review at the December board meeting and implementation January 2021.

NEW BUSINESS:

2021 DEP Environmental Education Grant – The Science of Pike County’s Drinking Water: Communications Coordinator, Devan George, stated the District will be applying for a 2021 DEP Environmental Education Grant to develop a video series on drinking water. The video series will review the links between ground water and drinking water as well as how to perform testing on your well water. The grant amount being applied for is \$3,000.

PCCD Quality Assurance Board DGLVR Recommendations: The DGLVR Quality Assurance Board (QAB) met on October 19, 2020 to evaluate and prioritize Dirt, Gravel, and Low Volume Road applications. The QAB recommends utilizing Dirt and Gravel Road funds for the Palmyra Township, Old Greentown Road Dirt and Gravel Project in the amount of \$59,247.34. Kelly Stagen made a motion to approve funding for the Old Greentown Road Dirt and Gravel Project in the amount of \$59,247.34. Jay Morrow seconded. Ken Coutts abstained to avoid potential conflicts of interest as a Palmyra Township Supervisor. Motion carried.

The QAB recommends utilizing Low Volume Road funds to partially fund the Westfall Township, Bluestone Boulevard Low Volume Road Project in the amount of \$8,500. Ken Coutts made a motion to approve funding for the Bluestone Boulevard Low Volume Road Project in the amount of \$8,500. Jay Morrow seconded. Motion carried.

The District has also developed an educational road sign to be placed at completed projects to promote the program. The sign was shown to the board. Education funds from the Dirt and Gravel and Low Volume programs were used to pay for the sign.

PACD Update: Kelly Stagen provided a PACD update: The PACD Executive Board cancelled this month’s meeting due to a lack of agenda items. PACD continues to monitor proposed legislation that have the potential to impact District program as well as the development of the budget for FY20-21.

COOPERATING AGENCY AND OTHER ORGANIZATION REPORTS:

Twin and Walker Creeks Watershed Conservancy: On behalf on the Watershed Conservancy, Watershed Specialist, Rachel Posavetz provided the following update: The Conservancy is evaluating ways to address stormwater runoff issues impacting Walker Creek. A baseline study was completed nearly 10 years ago that will be used to find potential solutions to the stormwater and sediment pollution issues. The District has indicated they will support the conservancy in their efforts where possible.

Jen Matthews (NRCS): NRCS will begin ranking Conservation Stewardship Program renewals, EQUIP and AMA applications.

EXECUTIVE SESSION: There was no need for an Executive Session.

PUBLIC/PRESS QUESTIONS: None.

ADJOURN: Kelly Stagen made a motion to adjourn the November 16, 2020 Board of Directors Meeting. Ken Coutts seconded. Motion carried. Meeting adjourned at 9:29 am.

Respectfully submitted, Chris Ingulli, Board Secretary.

**Pike County Conservation District
Profit & Loss Budget vs. Actual
January through November 2020**

	Jan - Nov 20	Jan - Nov 19	Budget	\$ Over Budget	% of Budget
Income					
4255 · Low Volume Road Allocation	40,000.00	3,623.53	0.00	40,000.00	100.0%
1 4000 · Other Grant Income	4,817.02	5,958.50	12,320.00	-7,502.98	39.1%
4100 · State Cost Share Funds	27,052.00	28,917.50	65,343.00	-38,291.00	41.4%
4107 · County Contribution	353,387.87	338,068.50	385,514.00	-32,126.13	91.67%
4125 · UGW Income	59,827.65	59,827.65	56,818.00	3,009.65	105.3%
4150 · Watershed Specialist Grant	28,848.49	34,983.04	45,250.00	-16,401.51	63.75%
4200 · County Appropriation	22,500.00	22,500.00	30,000.00	-7,500.00	75.0%
4250 · D&G Rd Allocation	123,144.12	63,177.64	103,110.00	20,034.12	119.43%
4300 · Fees Collected	65,411.00	28,612.31	35,000.00	30,411.00	186.89%
4400 · Program Income	10,700.00	4,312.79	2,700.00	8,000.00	396.3%
4500 · Misc Income	1,500.00	23.76	100.00	1,400.00	1,500.0%
4700 · Interest Income	3,591.89	12,439.35	10,000.00	-6,408.11	35.92%
Transfer from Conservation Fund	6,336.95		5,000.00	1,336.95	126.74%
Transfer from Low Volume Road Fund	25,894.72		25,894.72	0.00	100.0%
Total Income	773,011.71	602,444.57	777,049.72	-4,038.01	99.48%
Expense					
5255 · Low Volume Road Expenditures	80,203.33	21,129.66	25,894.72	54,308.61	309.73%
2 5000 · Other Grant Expenditures	9,248.53	10,324.58	11,220.00	-1,971.47	82.43%
5100 · Salary/Benefits to County	86,474.50	96,570.74	126,325.00	-39,850.50	68.45%
Transfer to UGW Funds	32,327.65		29,318.00		
5250 · D&G Rd Expenditures	93,411.14	118,146.03	103,110.00	-9,698.86	90.59%
5505 · Telephone	2,246.98	2,606.47	2,600.00	-353.02	86.42%
5510 · Postage	60.75	1,177.19	1,200.00	-1,139.25	5.06%
5520 · Supplies/Equipment	10,427.50	8,552.32	10,068.00	359.50	103.57%
5531 · Leased Equipment	10,051.69	10,745.23	11,200.00	-1,148.31	89.75%
5535 · Advertising	170.45	904.78	400.00	-229.55	42.61%
5540 · Professional Services	7,367.15	7,400.70	7,575.00	-207.85	97.26%
5550 · Personnel Expenses	353,387.87	338,068.50	385,514.00	-32,126.13	91.67%
3 5608 · Programs	11,899.91	8,954.74	8,350.00	3,549.91	142.51%
5700 · Water Monitoring-Chem/Lab	7,590.00	680.00	10,275.00	-2,685.00	73.87%
5805 · Travel/Meals	1,236.52	1,843.76	3,260.00	-2,023.48	37.93%
5815 · Training/Conferences	1,121.33	3,104.90	3,773.00	-2,651.67	29.72%
5820 · Dues & Subscriptions	3,780.52	3,495.32	4,285.00	-504.48	88.23%
4 5870 · Repairs & Maintenance	15,415.14	14,229.37	15,232.00	183.14	101.2%
5880 · Heat & Electric	3,507.21	4,626.61	7,000.00	-3,492.79	50.1%
5900 · Vehicle Expense	1,221.96	3,709.98	4,650.00	-3,428.04	26.28%
5940 · Capital Improvements	0.00	65,638.00	5,000.00	-5,000.00	0.0%
5950 · Misc Expense	2,175.00	1,312.46	800.00	1,375.00	271.88%
Total Expense	733,325.13	723,221.34	777,049.72	-43,724.59	94.37%
1 PACD Mini-Grant - Watershed Friendly Home Checklist (\$1500) 2 PACD Mini-Grant - Watershed Friendly Home Checklist Expenses (\$1,496.33); PACD Mini-Grant - Land Use Workshops Expenses (\$1245) 3 Includes \$3000 Farm Food guide for the Cooperage Project which was transferred from Conservation Fund; \$398 for Tick Brochures which was transferred from Conservation Fund 4 Maintenance and Repairs for Heating/Cooling System L.J. Bogumil (\$1,999) * End of year transfer from the Clean Water Fund to the Operating Account as of 12/8/2020 projected to be \$13,014.65					

Pike County Conservation District
Summary Balance Sheet
As of November 30, 2020

	Nov 30, 20	Oct 31, 20	Nov 30, 19
ASSETS			
Current Assets			
Checking/Savings			
007 · UGW Fund	253,948.69	253,932.61	221,423.22
006 · Low Volume Road Fund	1,521.33	1,521.23	42,502.14
005 · Clean Water Fund	15,514.65	15,013.45	18,170.24
002 · Conservation Fund	136,675.42	136,666.77	138,840.55
003 · Dirt & Gravel Municipal Fund	161,297.57	161,287.36	158,825.72
004 · Operating Account	118,763.86	132,645.63	86,991.77
Accounts Receivable	59,966.04	85,643.04	27,166.00
Total Current Assets	747,687.56	786,710.09	693,919.64
Fixed Assets	188,013.58	188,013.58	145,213.02
TOTAL ASSETS	935,701.14	974,723.67	839,132.66
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	17,457.78	44,791.73	42,792.40
Other Current Liabilities	174,890.30	174,890.30	247,513.24
Total Current Liabilities	192,348.08	219,682.03	290,305.64
Total Liabilities	192,348.08	219,682.03	290,305.64
Equity	743,353.06	755,041.64	548,827.02
TOTAL LIABILITIES & EQUITY	935,701.14	974,723.67	839,132.66

Pike County Conservation District
Michele Long, Executive Director (ED) Report for December 2020

Board Agenda

- Operations Committee (vote)– Attached is a copy of the draft policy “**Collaborating Board Member Responsibilities**” developed by the Committee. Committee Chair Kelly Stagen will discuss the policy development and the training plan beginning January 2021.
- Updated Continuity of Operations Plan -COVID-19- On December 14th staff will all be working remotely. Plan was approved by the Executive Committee and distributed to the County, DEP, and the SCC.
- Appoint Nominating Committee- A nominating committee will be appointed to develop a list of recommendations for District Officers and District representatives for various boards which will be appointed at the January 2021 Reorganization meeting.
- Aquatic Resource Consulting 2021 Working Agreement (vote) – This is the annual contract with Aquatic Resource Consulting to evaluate water quality monitoring data and compile our annual report. We will be conducting field work on 19 macroinvertebrate and 5 fish sites in 2021. This number includes sites from 2020 macroinvertebrate sampling which were unable to be completed due to COVID restrictions in April- May 2020.
- 2021 Board Meeting Schedule (vote) – On page two of the Board meeting agenda are the tentative dates for 2021 which will be voted on at the December meeting.
- 2021 Budget (vote)– The 2021 Budget includes projections for December 2020. The Budget has been reviewed by District Treasurer Jay Morrow and the Executive Committee. At the January meeting staff will present a final revenue number for board consideration and action. The draft budget will be distributed before the Board meeting.
- UGW Transfer to Operating Account (vote)– The Staff Retention program funds for 2020 were \$27,500. These funds are budgeted each year but voting on the transfer is part of the District Financial Accounts, Policies, and Procedures Policy.
- 2021 Education and Outreach Plan – District staff and Director Kelly Stagen participated in an annual meeting to discuss the next years education plan. The ED and Communications Coordinator (CC) Devan George developed a plan for 2021 based on those discussions, Strategic planning goals and objectives and staff workload. Devan will briefly discuss the plan at the meeting, but it is attached for your review.
- County request for waiver of District Fees for Services for the Kintz Creek Dam Project (vote) – Senior Resource Conservationist will review the project and the request will be presented to the District Board for consideration per the District Fees for Services Policy.

NATURAL RESOURCE CONSERVATION

Provide advocacy for Pike County’s natural resource assets – protecting sensitive natural environments, conserving the quality and quantity of soil and groundwater resources and Pike County’s special protection surface water resources.

Surface Water Quality Monitoring

- Watershed Specialist (WS) reviewed 2020 Surface Water Quality report and worked with consultant on final report. Submitted 2021 site list for contract proposal which will be discussed at the meeting and is attached for Board review.

Groundwater Monitoring

- WS Completed monthly Well run with no issues.

102/105 Delegated Programs

- See attached Technical staff report for specifics on Projects/permitting activity.
- Chapter 105 Dam Safety and Waterway Management has been revised and is currently open for public comment until February 3, 2021. We will also be reviewing a draft SPGP6 update. Senior Resource Conservationist Ellen Enslin has been on the statewide Chapter 105 committee in which Districts provided initial comment. We will be reviewing the documents and providing comments if applicable.
- Downtown Baseball General NPDES permit was issued in early December; Pocono Lakefront in Palmyra Township was sent the PACT tool available through DEP for permit coordination at the NERO- still no word from the engineer; SR 84, Section 494 is currently being reviewed with a number of technical deficiencies; Aikolai site in

Blooming Grove township will be submitting an NPDES permit; Delaware Plaza has been resolving issues with basins; Dollar General in Shohola is working on their basins and stabilization issues which should be resolved by early December. This site will need to be maintained, evaluated, and eventually stabilized before closing out the permit which will go into 2021.

- Dollar General Greentown continues to work with the DEP NERO on a Corrective Action Plan (CAP) to resolve E&S and PCSM issues on the site.
- Chapter 102 E-Permitting roll out for General NPDES permit NOIs is **tentatively** anticipated for January 20, 2021. DEP is planning a phased approach to transition applicants to the ePermit system where both electronic and paper submissions will continue to be accepted for an undetermined period of time. Training for CD staff is slated for the beginning of January. No new updates since November.

Forest Stewardship/ Gypsy Moth Program/Spotted Lanternfly

- Notification from DCNR of the updated guide and anticipated mapping of this past fall's gypsy moth egg mass surveys. More information to follow once we have reviewed the Pike County map.
- Held monthly meeting with Pike County workgroup on education and technical assistance for the Spotted Lanternfly. Devan will be putting together a calendar of outreach events with Penn State Extension to keep the public informed. NPS and Service Forester Garrett Beers have joined the group as well as Communications Director Krista Gromalski from the County.

Dirt Gravel Low Volume Roads

- Administrative Manager Chris Ingulli will be working on Dirt and Gravel road assessments the next few months. This entails reviewing the current assessments, mapping out changes, and conducting site visits for verification.
- County Chief Clerk has contacted Chris about a few County roads that may be eligible for funding under the program. Working out training requirements and application submission criteria with the County.

CONSERVATION EDUCATION AND COMMUNITY OUTREACH

Expand conservation education, integrating it as a component of all District conservation programs. Market the District as a recognized leader in natural resource protection in Pike County by utilizing branding techniques in promotion of the District to all audiences.

Annual Education Campaign Development

- The 2021 Education and Outreach Plan was developed and will be presented at the December Board meeting.
- A social media calendar will also be developed by Devan to schedule topics of interest throughout the year that discuss not only District activities but other important events.
- There will be a virtual PA Envirothon in 2021. Devan is currently working with Watershed Specialist Colleen Campion in Wayne county on how this will look with input from all the school districts in Pike and Wayne counties. There are more questions than answers at this point as to how or if this event will be taking place next spring depending on school workload.

Pike/Wayne Conservation Partnership

- Devan continued to work with the Wayne County Watershed Specialist on virtual programming to be made available to students and teachers throughout the school year.
- Devan distributed the monthly *Connections Magazine* article.
- The Partnership Leadership Committee met in November and developed goals for 2021 which include a Partnership Legislative function in July, municipal workshops to follow up from this past years events and programs for community associations on wastewater, trail development and developing greenspace in your community.

Relationship building

- December E-Newsletter –December is Groundwater month. *Rain Gardens: What you need to Know* by Marianna Quartararo, Happy Holidays note from the District, article on *Eco-Wrapping: Give a gift that's good for the planet* by Devan George and the Road Maintenance Conservation Cast by Devan and Chris Ingulli.
- Received a call from Channel 13 to run a piece on the Eco-wrapping article and Devan will also discuss the Watershed Friendly home interactive webpage and brochure.

GOVERNANCE, MANAGEMENT and FINANCIAL SUPPORT

Support the District's Mission through responsible governance, financial management, capital resource management and continued professional development of staff and board.

Annual Work Plan development

- Executive Director worked with Administrative Manager and Senior Resource Conservationist developing a 2021 Annual Work Plan. Draft will be discussed with the Executive Committee and presented to the Board for consideration at the January 2021 Board meeting.

Grant activities

- Submitted a grant through Friends of NACD District Grants for \$2,500 to purchase native seed packets for distribution to residents who participate in the district educational initiative to promote native plants and pollinators so they can be planted in and around Pike county. This is a project we have identified for 2021 to complete. We should receive notification in January, with a formal announcement of recipients at the 2021 NACD Annual Meeting in February.
- PACD Mini-grant Land Use Workshop — "*Growing a Stronger Pike County*" webinar. Final report was submitted with reimbursement request.
- PACD Mini-grant "*Checklist for a Watershed Friendly Home*" — final report submitted with reimbursement request.
- Devan submitted the PA DEP Environmental Education grant for the "*The Science of Pike County's Drinking Water*" for \$3,000. Grant announcements will be Spring 2021.

Board Committees/Development

- Director Nominations were submitted by the County Commissioners to the State Conservation Commission. Scott Savini and Kelly Stagen were both re-nominated to fill their current positions.
- Conservation District Advisory Committee meeting scheduled for December 10th to discuss the draft drone policy and former district staff serving as Directors, the Conservation District Fund Allocation Program (CDFAP) funding standard operating procedures, and the CDFAP reporting for FY20-21.

Staff Training

- Jeremy's Fluvial Geomorphology training was completed the first week in November.
- A number of staff have taken some Office 365 trainings to learn the new program.

Personnel

- Two staff evaluations will be completed in December.
- Based on the Strategic plan goals and objectives and District staff workload I have completed an assessment of personnel job duties and responsibilities. I will be presenting the findings of the assessment to the Executive Committee and Board in December.

Operations/Building

- Fall outside cleanup was completed in November but still waiting for them to finish cleaning out gutters. Recycled old file cabinets from the office. Maintenance agreement and annual maintenance for the generator will be completed in December. Shed roof was fixed.
- With the upgrade to Office 365 a few of the District computers needed drive upgrades as the new program slowed down programs significantly. Chris continued to work with staff on these upgrades and using the cloud-based system. Purchased a new computer for the Program Assistant as that computer was next on the list for upgrades. The new system works well and makes it much easier for most staff to work from home. The County staff have been great in assisting with these upgrades and the installation of a JABBER app which allows most of the staff to answer their office phone at their home computer.

Financial

- 2021 Draft Budget – The budget for 2021 is currently being reviewed by the Treasurer and the Executive Committee. It will be presented for approval at the December 2020 Board meeting.

LAND USE MANAGEMENT AND CONSERVATION

Provide leadership by promoting conservation of natural resources for land use and sustainable development in accord with the integrity of our natural resource base. Promote a collaborative relationship with stakeholders involved with economic development and resource management for sustainable growth.

Stakeholder Collaborations – Economic Development and Resource Management

- Hosted a meeting with the Planning Directors from Pike and Wayne Counties and the speakers from the municipal workshop series from September to discuss future programming. We have identified a few potential workshops that may be helpful in the planning initiatives that will be taking place in 2021.

102/105 Communications

- Will be meeting with Brookfield and Wayne Conservation District staff on the scheduled 2021 Lake Wallenpaupack Drawdown and how to get information out to the public. We normally do a workshop. Marianna Quartararo has been working on a webinar presentation that we can use to discuss permitting for this project.

Legislation

- Sent out a thank you email to all the legislators for keeping District budget line items in the budget.
- Copy of the Pike County Conservation District 2020 Highlights page is included in this Board packet. These are distributed to legislators in a package that PACD compiles and distributes.

PCCD Chapter 102 and Chapter 105 Delegated Program Report for November 2020

Inspections

Date	Project Name	Municipality	Program	Inspector	Site Status
11/4/2020	PPL Canadensis	Multiple	102	EE	Routine
11/5/2020	Dollar General Milford	Milford Twp.	102	MQ	Final/NOT Ackn.
11/10/2020	S&S Construction	Milford Twp.	102	MQ	Routine
11/10/2020	Dollar General Greeley	Blooming Grove	102	MQ	Final/NOT Ackn.
11/16/2020	Westfall Senior Center	Westfall	102	MQ	Routine
11/16/2020	Dollar General Greentown	Greene	102	JO	Non-compliance
11/17/2020	BHW, Lot 26 (Regenski)	Lackawaxen	102	EE	Routine
11/18/2020	SR 84, Section 450	Multiple	102-State	EE	Routine
11/18/2020	SR 84, Section 450	Multiple	102-State	EE	Routine
11/20/2020	Dollar General Greentown	Greene	102	JO	Non-compliance
11/23/2020	Paddlers Point	Westfall	102	MQ	Routine
11/25/2020	PennDOT Maintenance Garage	Blooming Grove	102-State	JO	Routine
11/25/2020	Delaware Plaza	Delaware	102	JO	Non-compliance
11/25/2020	Raymondskill Creek Estates	Dingman	102	JO	Routine
11/30/2020	Fawn Lake Water System	Lackawaxen	102	EE	Routine

Plan & Permit Reviews

Date	Project Name	Municipality	Program	Tech	Project Status
11/13/2020	Litz Spoils Area	Lehman	102	EE	Inadequate
11/16/2020	SR 84, Section 449 Field Change	Multiple	102-State	EE	Adequate
11/17/2020	Fawn Lake Water System, Minor Amendment #3	Lackawaxen	102	EE	Incomplete Application
11/18/2020	Tamiment Well No. 1 Well House	Lehman	102	JO	Adequate
11/19/2020	Litz Spoils Area	Lackawaxen	102	EE	Adequate
11/30/2020	Westfall Senior Apts	Westfall	102	MQ	Incomplete Application

Complaints

Date	Complaint #	Municipality	Program	Tech	Action
11/4/2020	Complaint 20-28 (Gilpin)	Greene	102	EE	Final/Closed
11/4/2020	Complaint 19-41 and 19-42 (Catapano)	Greene	105	EE	Routine
11/13/2020	Complaint 19-41 and 19-42 (Catapano)	Greene	105	EE	Routine
11/17/2020	Complaint #20-44 (Schafer)	Palmyra	105	EE	Initial
11/30/2020	Complaint #20-44 (Schafer)	Palmyra	105	EE	Routine

Technical Assistance

Date	Name/Project	Municipality	Program	Tech	Type/Topic of Assistance
11/2/2020	Mike McCaffrey	Blooming Grove	102	JO	Clean and green information
11/2/2020	Brian Canary (SR0084 Section 494)	Multiple	102-State	JO	NPDES tech review info
11/2/2020	Gene Ruzanski	Blooming Grove	102	EE	Range plans for Aikolai property
11/2/2020	Palmyra Township Resident	Palmyra	102	EE	Public input on NPDES permits information
11/2/2020	Garrett Houck	Palmyra	105	EE	GP-3 information, Lake Wallenpaupack
11/3/2020	Jim Walsh	Lackawaxen	102	EE	Blue Heron Woods, Lot 10
11/3/2020	Jackie Spiezia	Lackawaxen	102	EE	Blue Heron Woods, Lot 31
11/3/2020	Paulette Paravati	Blooming Grove	102	EE	Blue Heron Woods, Lots 142 and 143
11/3/2020	Tony Litz	Lackawaxen	102	EE	E&S plan, spoils site for Fawn Lake Water
11/3/2020	Dwayne Hilliard	Greene	105	EE	wetland violation resolution, Catapano
11/4/2020	Scott Quinn (Lehman Township Park)	Lehman	102	JO	NPDES minor ammendment submittal
11/4/2020	Will Kratz (Brookfield)	Palmyra	105	EE	Main. dredging by Ledge Dale Bridge
11/4/2020	Tony Litz	Lackawaxen	102	EE	E&S plan for spoils area
11/4/2020	Herman's Woods Resident	Greene	102	EE	main. dredging in Lk. Wallenpaupack
11/6/2020	Will Kratz (Brookfield)	Palmyra	105	EE	YackPack, LLC proposed project
11/6/2020	Aikolai USA, LLC	Blooming Grove	102	EE	meeting re: NPDES permit requirements
11/9/2020	Scott Quinn	Westfall	102	MQ	Submittal of PAG letter to DEP Central
11/9/2020	Ann Weigert	Westfall	102	MQ	Westfall Senior Apartments-NPDES permit
11/9/2020	Tom Regenski	Lackawaxen	102	EE	Blue Heron Woods, Lot 26

11/10/2020	Brookfield Renewable	Palmyra	102	EE	Devil's Hole Feasibility Meeting w/DEP, ACOE
11/10/2020	Mary Spirocostas	Lackawaxen	105	EE	Wetland/stream questions, Masthope
11/10/2020	Kevin Luhrs	Lackawaxen	102	EE	Blue Heron Woods, proposed buyer, Lot 140
11/12/2020	SR 84, Section 450	Multiple	102-State	EE	Progress Meeting
11/12/2020	Kevin Luhrs	Lackawaxen	102	EE	Blue Heron Woods, Lot 140
11/12/2020	Mitch Jacobs (Kiley Assoc.)	Lackawaxen	102	EE	NOT for Blue Heron Woods, Lot 26
11/13/2020	Patrick Boggs	Lehman	102	JO	Discussed E&S plan submittal
11/13/2020	Carmen Sollar	Greene	102	EE	Kintz Dam Rehab NPDES permit
11/16/2020	Larry Ollerich	Westfall	102	MQ	Bank stabilization/erosion
11/16/2020	Mitch Jacobs (Kiley Assoc.)	Lackawaxen	102	EE	NOT for Blue Heron Woods, Lot 26
11/16/2020	Carmen Sollar	Greene	102	EE	Kintz Dam Rehab NPDES permit
11/17/2020	Oar	Westfall	105	MQ	Dam remediation on potential real estate purchase
11/17/2020	Oar	Westfall	105	EE	Dam questions on Millrift property
11/18/2020	Mike Lamereaux	Lehman	102	JO	Lehman township Park minor mod
11/18/2020	Tom Regenski	Lackawaxen	102	EE	Blue Heron Woods, Lot 26
11/18/2020	Tony Litz	Lackawaxen	102	EE	E&S plan for spoils area
11/19/2020	Rich Tussel	Lackawaxen	102	EE	Email re: Blue Heron Woods, Lot 26
11/19/2020	Shad Manning	Dingman	Non-	EE	Oil tank remediation question, public health contact
11/19/2020	Bl. Grove Twp. Renter	Blooming Grove	Non-	EE	Septic System questions, referred to township
11/19/2020	Will Whitehead	Westfall	102	EE	Riparian Buffer questions for One Sky
11/19/2020	Loni Shalkowski	Westfall	102-State	EE	SR 84, Section 448 NOT questions
11/23/2020	Craig Fetterhoff	Porter	102	JO	discussed E&S plan review fees
11/24/2020	Dan Moscarelli	Dingman	102	JO	Clean and regulated fill
11/24/2020	Will Whitehead	Westfall	102	EE	Email re: One Sky riparian buffer
11/25/2020	Tim Dugan	Porter	102	JO	E&S plan review fees
11/25/2020	Ben Washington (PennDOT Maintenance Garage)	Blooming Grove	102-State	JO	Discussed permanent stabilization
11/25/2020	Jon Tresslar (Delaware Plaza)	Delaware	102	JO	Discussed infiltration basins
11/25/2020	Christopher Schubel	Delaware	102	EE	Zimmerman Farm Well/E&S req.
11/25/2020	SR 84, Section 450	Multiple	102-State	EE	Progress Meeting
11/25/2020	Kintz Dam Rehab.	Greene	102	EE	NPDES pre-application meeting
11/25/2020	Carmen Sollar	Greene	102	EE	Kintz Dam Rehab follow up from meeting
11/30/2020	Tim Dugan	Porter	102	JO	invoices for E&S plan review fees



Pike County Conservation District

556 Route 402, Hawley, PA 18428

Phone (570)226-8220 Fax (570)226-8222 e-mail: pikecd@pikepa.org

www.pikeconservation.org

Collaborative Board Member Responsibilities

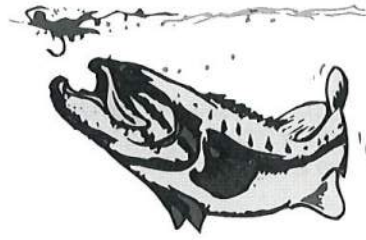
(Adopted by the Pike County Conservation District Board of Directors on **December 21, 2020**)

Role of Board Members and expectations of Officer's, Director's, and Associate Directors

1. Governing effectively requires that District Directors commit themselves to learning as much as they can about the natural resources of Pike county as well as the legal and fiduciary responsibilities of the District.
2. District Boards are most effective when they concentrate their time and energy on using the authority delegated to them to govern at the strategic level, enacting policies that implement those goals, hiring professional staff to accomplish them and allocating the resources necessary to make all of that happen.
3. As an Officer, voting Director or Associate Director, our role is to support the staff team with policy and governance. Individually, we must not interfere with the day-to-day operations unless requested by the Executive Director through the Board Chairman and then approved by the Board of Directors.
4. A District Board's authority is exercised through the collective decisions of the entire Board acting as a governing body. Conservation District Law does not convey any power or authority upon individual board members acting on their own merely by virtue of their office as a District Director.
5. Be open minded and bring a sense of humor to Board deliberations.
6. Prepare for and participate in Board and committee meetings and other organization activities. Serve in leadership positions or undertake special assignments willingly when asked.
7. When you consider your decisions, act on behalf of the overall best interests of the Conservation District – not a particular person or special interest group. Be mindful of potential conflicts of interest.

8. Ask timely and substantive questions. Once we make a decision, your duty as a Director is to support that decision even if you disagree, and to maintain in confidence, as appropriate, the work of the Board.
9. Support the Executive Director and staff – and when you consider policies, procedures, activities, etc., put yourself in their position as to understandability and enforceability.
10. Recognize achievements and success by others – Directors, committees, and staff – a thank you, a public commendation, a letter, etc.
11. The PCCD is an integral part of Pike County. We need to be ever vigilant and aware about our actions that may impact our fellow Pike County residents.
12. District Directors have an important responsibility to ensure that all perspectives are heard and that the policies enacted, budgets adopted and other decisions the Board make are consistent with the District Mission.
13. As with other local government units, District Boards are subject to Pennsylvania's Sunshine Act, which requires District Boards to deliberate and make their decisions at meetings that are open to the public and advertised in advance. The Sunshine Act also mandates that in those meetings, District Boards must allow citizens a reasonable opportunity to speak to the Board about the matters the Board is deciding.

AQUATIC RESOURCE CONSULTING



521 Quail Ridge Lane, Stroudsburg, PA 18360 – (570) 992-3558; (570) 983-7606

December 2, 2020

Page 1 of 2

WORKING AGREEMENT

We are pleased to submit this "Working Agreement" to the Pike County Conservation District (PCCD) for stream monitoring of surface waters in Pike County for spring and summer, 2021.

We propose to conduct aquatic studies at sampling sites established in writing by the Pike County Conservation District.

BENTHIC MACROINVERTEBRATE SURVEY (Pike County Water Quality Survey)

Pike County Conservation District (PCCD) will provide field collection of the physical and chemical parameters, habitat, and benthic macroinvertebrates at nineteen (19) sites. Additional sites may be added by the PCCD at the per site rate. PCCD will submit all data to Aquatic Resource Consulting (ARC) for analysis. PCCD will apply for and obtain necessary State and Federal permits to complete the proposed work. Collection methodology and analysis will be based on the PA Department of Environmental Protection Protocols of Assessment and Listing Methodology for Water Quality Monitoring (2015). ARC technicians will sort, identify, and tabulate these organisms to genus, wherever practicable. ARC will log all macroinvertebrate data into a Microsoft Excel spreadsheet and submit with statistical metrics and indices for each station sampled. All physical, chemical, habitat, and macroinvertebrate data and metric evaluation results will be included in a final report provided in PDF format to the Conservation District with interpretation and recommendations.

COST PER SAMPLE \$375.00 X 19 sites = \$7,125.00

FISH SURVEY (Pike County Water Quality Survey)

ARC will sample the fish population at five (5) sites identified by the PCCD. ARC will apply for and obtain necessary State and Federal permits to complete the proposed fish survey. Additional sites may be added by the PCCD at the per site rate. PCCD will submit all data to Aquatic Resource Consulting (ARC) for analysis. This work will require a sampling crew of four individuals. ARC will provide two members of this crew and PCCD will provide the other two. A minimum of 300 feet will be surveyed during periods of low to moderate flow in all streams and will include a single run through with DC portable backpack electrofishing gear. In larger streams, contiguous areas will be selected to ensure all representative fish habitats are surveyed. All fish collected will be identified to species and enumerated. All fish will be examined for external anomalies and all incidents described and recorded. Tabulated data will be logged into ARC's computer database. An index of biotic integrity will be developed to assess and interpret water quality. All fish data and metric evaluation results will be included in a final report to the PCCD with interpretation and recommendations. An electronic portable document format (pdf) file will be submitted along with a hard copy of the final report.

COST PER SAMPLE \$690 X 5 sites = \$3,450.00

ARC will be available to provide a qualified biologist to accompany PCCD personnel for data collection assistance and to teach PCCD the protocols for field collection of habitat and benthic macroinvertebrate data at a **per day rate (8 hours) of \$690**.

ARC will include two assistants from the PCCD on the Pennsylvania Scientific Collector's permit. Names to be provided at the time of the application. Additional assistants may be added to the permit at the expense of the District.

Rates include all travel, laboratory, clerical, material, and permit expenses. A final report will be completed and submitted to the PCCD by December 31, 2021. Any alterations or deviations from the above agreement involving extra costs or man hours for the completion of the bio-monitoring survey, will be executed only upon written orders, and will become an extra charge over and above the quoted price. All agreements are contingent upon delays beyond our control.

Respectfully submitted *Kenneth Frsbak*

Per Aquatic Resource Consulting

ACCEPTANCE OF AGREEMENT

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date _____ Signature _____ Title _____

Date _____ Signature _____ Title _____

PCCD 2021 Education and Outreach Plan

- Use social media and newsletter to drive traffic to website educational resources.
- Collaborate with partner organizations to provide relevant programming to target audiences.
- Continue community association outreach through workshop series.
- Ongoing outreach includes newsletter, social media and web updates.
- Invasive Species series of articles in newsletter
- Podcast series rolls out in January 2020 with additional podcasts planned throughout 2020

Date	Article/Event/Activity	Audience	Staff
January - Stormwater			
12/15/20	Water Quality Report	General Public	RP
	Annual Report - Movie		DG/ML
February - Invasives			
1/15/20	Road Salt	General Public	RP
	Knotweed Eradication Event	Volunteers, partner with TLRC	DG
March - Forestry			
2/15/21	Clearcutting	General Public	JO
2/15/21	Drawdown Info	Residents along Lake Wallenpaupack	MQ
2/15/21	Leafpack for all (promote April progr	General Public	RP/DG
	Stream Crossing Webinar	Contractors/road crews	CI
April - Homeowners Assistance			
3/15/21	New Construction		EE
	Envirothon	Students	DG
	Leafpack Webinar	General Public	RP/DG
	Vernal Pools	General Public	DG
May - Wetlands			
4/15/21	What is Chap. 105? District Role	General Public	EE
	Water Quality Monitoring	General Public	RP
	Leaf Pack - Field Work	CA/Nom. orgs.	RP
	Legislative function-dist. info	Legislative officials	ML
June - 65th Anniversary			
5/15/21	CA Road Issues warning signs	Community associations	CI
	New Homeowner Packet/webpage	New Homeowner	DG
	Municipal Workshop	Municipal Officials	ML
	Annual Dinner	Staff and board	DG
July - Harmful Algae Blooms (HABs)			
6/15/21	HABs	General Public	RP
Mid July	Partnership Legislator function	Legislators	ML
	PR Drinking water program	General Public	DG
	Legislative function	Legislative officials	ML/DG
August - Drinking Water			
7/15/21	What is an NPDES Permit?	General Public	JO
	Drinking Water Program	General Public	DG/RP
September - Trails			
8/15/21	Health and nature	General Public	DG
	CA Trail Development	CA/Nom. orgs./General Public	
	Fish sampling		
October - Flooding			
9/15/21	FEMA/PAMA Mapping and flood plain	General Public	EE
	CA Developing Greenspace in Communities	CA/Nom. orgs./General Public	
	Black Bear Film Festival		DG
November - Recycling			
10/15/21	Household Waste Disposal	General Public	DG
	CA Community System Maintenance	CA/Nom. orgs./General Public	
December - Volunteering			
11/15/21	Youth Directors	Pike County Young Professionals	ML
	Public comments on NPDES projects		EE

topics for month can be changed

Article

PODCAST

PIKE COUNTY COMMISSIONERS

PIKE COUNTY ADMINISTRATION BUILDING

506 BROAD STREET

MILFORD, PA 18337

570-296-7613

FAX: 570-296-6055

MATTHEW M. OSTERBERG
RONALD R. SCHMALZLE
STEVEN R. GUCCINI

COMMISSIONERS



GARY R. ORBEN
CHIEF CLERK

THOMAS F. FARLEY, ESQUIRE
COUNTY SOLICITOR

November 25, 2020

Mr. Scott Savini, Chairman
Pike County Conservation District
556 Route 402, Suite 1
Hawley, PA 18428

Dear Chairman Savini,
Per Section 109 of the Pike County Conservation District's Fee Schedule for Services, the Pike County Board of Commissioners hereby request a waiver of District Fees for Services for the Kintz Dam Rehabilitation project located in Greene Township, Pike County. We understand that the fees for the NPDES Administrative filing fee and the DEP per acre fee are not part of this waiver request.

Thank you for your consideration.

Sincerely,
Pike County Commissioners

Matthew M. Osterberg, Chairman

Ronald R. Schmalzle, Vice-Chairman

Steven R. Guccini, Commissioner

5925 Stevenson Ave., Suite A • Harrisburg, PA 17112 • 717-238-7223 • 717-238-7201 (FAX) • www.PACD.org



PACD Rewind

Monthly Report 11/01/20 – 11/30/20

Greetings everyone! Below is a recap of what's happening with your state association. The information is also available at www.pacd.org or you can always reach out to any member of our staff. Enjoy this month's 'Rewind!'



PACD STAFF REPORT

PACD Membership Activities

Communications

- Updated and managed the PACD listserves
- Updated www.pacd.org
- Sent three *Front Page* e-newsletters
- Submitted twenty posts on social media channels
- Compiled and distributed monthly rewind report to membership
- Provided updated COVID-19 information to members and put on website
- Created online registration and distributed information on Native Plant and Pollinator Training

PACD Executive Board

- Completed December staff report
- Prepared financial reports
- Distributed materials to board
- Met with Sonia regarding month-end financials

PACD Strategic Planning

- Continued implementing strategic plan

PACD Human Resources and Office Management

- Processed two payrolls
- Hosted Audit Committee meeting
- Completed checklist items for the two new employees
- Administrative and Program Assistant
 - Advertised, assessed, interviewed, and hired for the position
 - Set up equipment and MS365 account (laptop, email, etc.)
 - Prepared new employee paperwork and information

- Met with new employee in the office for orientation
- Scheduled zoom meetings each current PACD employee for orientation and training

PACD Region Meetings

- Created list of Spring 2021 Region Meetings
- Wrote and ran Save the Date article in Front Page
- Added to Events page

Meetings and Events Attended

PACD staff attended/participated in the following events:

- Several PA Invasive Species Council meetings and committee meetings
- Chesapeake Bay Commission meeting
- SCC meeting
- Conowingo WIP webinar
- DEP MS4 meeting
- Partnership meeting
- PA State Council of Farm Organizations meeting
- SCC new manager meeting
- Met with DEP on various issues/concerns
- Held region meetings with Dep. Secretary Aneca Atkinson
- Hosted monthly manager meeting

Legislative Activities

- Attended House Environmental Resources and Energy Committee meeting
- Sent emails to members of the House ERE on SB 619
- Sent updates and templates to managers for budget correspondence and SB 619
- Sent all House and Senate members correspondence on CD funding
- Monitored House/Senate sessions

Grants and Special Projects

102/105 Technical Training Grant

- 102/105 Technical Training Sessions
 - Assisted with MS4 Panel discussion and wrap-up
 - Set up next planning meeting
 - Coordinated with presenter for Verbal Judo course in February
- Clean Water Academy (CWA)
 - Met with DEP on strategic planning and future modules
 - Discussed the purchase of a drone for CWA use
 - Discussed future funding opportunities within this grant

Agricultural Conservation Technical Training

- 2021 Basic & Level II Boot Camp
 - Reviewed and submitted Holiday Inn contract
 - Updated hotel overnight room document for Level II Agronomy
 - Booked catering for Basic and Level II
- Intro to Conservation Planning
 - Sent final reminder and information on location

- Added groups to nametags
- Packed and attended first day, checked in participants, got caterer set-up
- Training held
- Wrote thank you note for farmer
- Sent 29 certificates of completion to participants
- Reviewed catering and location invoice
- Compiled evaluation results

CD-Umbrella Agreement with NRCS (Includes TAG and ACT)

- Completed necessary paperwork and reporting

CD-Umbrella Match Agreement with DEP

- Received final signed contract
- Prepared and submitted quarterly reimbursement request to DEP

CREP Cost Share

- Prepared and submitted cost share reimbursement request to DEP
- Received and processed CREP cost share payments
- Received and processed CREP replacement cost-share payments
- CREP Annual Report
 - Contacted partners with changes
 - Coordinated with DEP
 - Created new document and began completing necessary information

CREP Outreach Program Office (COPO)

- Started meeting with Water Words That Work to begin next phase of the COPO grant
- Formally asked for and received grant extension

DEP Environmental Education Grant

- Worked on text and images for buffer sign
- Requested quote for buffer image

DCNR Riparian Forest Buffer Program

- Continued all grant activities

Fluvial Geomorphology Training

- Created and sent zoom meeting invite
- Created certificates for participants
- Held 4 day 5 hour training for 100 participants

Engineering Technical Assistance Program Grant (TAG)

- Compiled monthly time reporting forms
- Compiled and posted reimbursements in QuickBooks
- Processed travel for TAG employees
- Submitted final invoice and report for Growing Greener grant ending
- Advertised, assessed, interviewed, and hired Conservation Technician for Lebanon TAG office
- Worked with NRCS to provide equipment, lincpass and orientation for new staff

Leadership Development Program

- Held Leadership Development Committee meeting

PA Nonpoint Source Pollution Education Office

- Canceled one mini-grant
- Reviewed 1 final report; issued reimbursement
- Reviewed 2 mid-term reports
- Reviewed 1 material
- Reviewed 2 revised budgets
- Sent reminders about overdue mid-term and final reports
- 2020-21 NPS Mini-grant Round
 - Started updating guidelines
 - Reviewed budget for new round
- Watershed Specialist Meeting
 - Sent availability poll and set date for wrap-up meeting
 - Formatted evaluations from SurveyMonkey
 - Set wrap-up meeting in Zoom and sent invitation with SurveyMonkey results

**DATES TO REMEMBER**

PACD Conservation Committee Video Conference

- January 8, 2021 | 10-11 a.m.

PACD Legislative Committee Video Conference

- January 11, 2021 | 10-11 a.m.

PACD District Employees Committee Video Conference

- January 12, 2021 | 10-11 a.m.

PACD Education and Outreach Committee Video Conference

- January 14, 2021 | 10-11 a.m.

PACD Ways and Means Committee Video Conference

- January 19, 2021 | 10-11 a.m.

PACD Operations Committee Video Conference

- January 21, 2021 | 10-11 a.m.

PACD Executive Council Video Conference

- January 28, 2021

Virtual Staff Conference Workshop & Forum Sessions

- February 8-12, 2021

Building for Tomorrow's 2021 Board Leadership Webinar Series

- February 15, 2021
- February 16, 2021
- February 17, 2021
- February 23, 2021
- February 24, 2021

Native Plants and Pollinators Technical Training for Conservation Districts

- February 18, 2021 | 10:00-11:30 a.m.
PACD South Central Region Video Conference
- March 16, 2021 | 10:00 a.m. to Noon
PACD North Central Region Video Conference
- March 18, 2021 | 10:00 a.m. to Noon
PACD South East Region Video Conference
- March 25, 2021 | 10:00 a.m. to Noon
PACD South West Region Video Conference
- March 30, 2021 | 10:00 a.m. to Noon
PACD North West Region Video Conference
- April 8, 2021 | 10:00 a.m. to Noon
Agricultural Conservation Technical “Boot Camp” Training – Basic Level
- April 12-16, 2021 (*tentative*), Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County)
PACD North East Region Video Conference
- April 16, 2021 | 10:00 a.m. to Noon
Agricultural Conservation Technical “Boot Camp” Training – Level II
- April 26-30, 2021 (*tentative*), Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County)

STAFF CONTACT INFORMATION			
NAME	TITLE	PHONE #	E-MAIL
HARRISBURG OFFICE			
Brenda Shambaugh	Executive Director	717-238-7223 x103	bshambaugh@pacd.org
Lisa Suhr	Director of Operations	717-238-7223 x112	lsuhr@pacd.org
Shannon Wehinger	Director of Communications & Education	717-238-7223 x105	swehinger@pacd.org
Amy Brown	Program Manager	717-238-7223 x104	abrown@pacd.org
Molly Burns	Project & Event Specialist	717-238-7223 x110	mburns@pacd.org
Matt Miller	Leadership Development Coordinator	717-238-7223 x107	mmiller@pacd.org
Nick Yeagy	Software Specialist	717-238-7223	nyeagy@pacd.org
Diane Young	Administrative & Program Assistant	717-238-7223	dyoung@pacd.org
BLOOMSBURG OFFICE			
Nathan Brophy	Conservation Technician	570-784-4401 x127	nbrophy@pacd.org
W. Andrew Wodehouse	Conservation Technician	570-784-4401 x119	awodehouse@pacd.org
CLARION OFFICE			
Danielle Kalp, PE	Conservation Engineer	814-297-5261	dkalp@pacd.org
Cassie Daniels	Conservation Technician	814-297-5260	cdaniels@pacd.org
LEBANON OFFICE			
Jeff Sholly, PE	Conservation Engineer	717-376-3484	jsholly@pacd.org
Lauren Brodbar	Conservation Technician	717-376-3510	lbrodbar@pacd.org
SOMERSET OFFICE			
Phillip Gardner	Conservation Technician	814-445-8979 x4260	pgardner@pacd.org
Phillip Wilson	Conservation Technician	814-445-8979 x4254	pwilson@pacd.org

December 2020 DEP Conservation District Field Rep Talking Points

2021 Conservation District Director Nominations – Information packets for 2021 Conservation District Director nominations and appointments were sent out to county chief clerks and copies went to district managers. District managers are encouraged to contact chief clerks to discuss the 2021 nomination process and to answer questions regarding upcoming vacancies on their board. Conservation District Field Representatives and Barb Buckingham (bbuckingham@pa.gov) at the State Conservation Commission are available to answer questions concerning the director nomination process.

2019 District Audit, Due December 31 – FY 2019 audits are due December 31, 2020. Make sure your auditor knows the audit due date. Extensions are only granted due to extenuating circumstances. To date 49 district audits have been received. Check with your Field Rep for a list of district audits that have been received. If your auditor has any questions you may direct them to Karen Books. Final audits should be emailed to Karen Books at kbooks@pa.gov.

Clean Water Academy – New courses are being added to the Clean Water Academy on a regular basis. Five new courses have been added to the Clean Water Academy in the past month alone. New courses include: PA4R Alliance Fall 2020 Webinar Series, Clean Water Grows on TREES, Macroinvertebrates.org, Model My Watershed – Stroud Water Research Center, and Chapter 105-Waivers. Also recently posted on the CWA is a webinar recorded by the NCRO titled Inspections: How to Prepare and Complete Inspections that Best Support Possible Enforcement Actions <https://pacleanwateracademy.remote-learner.net/mod/hvp/view.php?id=2900>
If you do not have an account and would like to sign up, you can do so at <https://pacleanwateracademy.remote-learner.net/login/index.php>. If you already have an account login and see all the new training available.

102 ePermitting – PAG-02 ePermitting system is tentatively schedule for go live on January 20, 2021. BCW continues working with IT to make the PAG-02 epermitting go live and generally on the overall Chapter 102 NPDES ePermitting effort.

In advance of the rollout of the system, User Acceptance testing will be accomplished to verify essential functionality of the system. Testers will include a select group of conservation district staff. At the initial rollout, the use of the system will be optional for permittees; however, ultimately wide scale use of the system will be necessary to realize the efficiency that the epermitting system provides.

Training is being planned for the CCD, DEP users, and the regulated community. CCD and DEP User training will be held in early in January and then again before the system goes live closer to the January 20th date. It will include a broad overview of the system as well as detailed user training.

The General NPDES permit for CAFOs (PAG-12) was amended with a January 1st effective date. The existing terms and condition will continue to apply to permittees until January 1st. The changes to the permit include:

- **Coverage Expiration Date** – A specific expiration date will be identified on the coverage approval page of the amended General Permit. This date will coincide with the expiration date of the master PAG-12 General Permit. All coverage under the amended General Permit will expire on the same date. In order to continue coverage under the General Permit, CAFOs must submit a timely Notice of Intent (NOI) for continuation of coverage under a reissued general permit prior to expiration of their existing coverage. Closer to the date of expiration, DEP will provide details on the future requirement of the NOI submission.
- **Annual Report Serving as Notice of Intent (NOI)** – Under the 2018 General Permit, CAFO Annual Reports are considered NOIs to continue coverage under the General Permit. The 2021 General Permit will no longer consider CAFO Annual Reports as NOIs. Permittees authorized to operate

pursuant to the PAG-12 General Permit will continue to submit CAFO Annual Reports pursuant to Part A.III.D., but DEP will no longer consider the CAFO Annual Report to serve as an NOI.

- Removal of Automatic Expiration of Coverage Language – The 2018 General Permit specifies that failure to submit the CAFO Annual Report and the annual NOI installment fee payment by the due date will constitute an expiration of coverage. The permit has been amended to clarify that failure to submit the CAFO Annual Report and the annual NOI installment fee payment may result in revocation of coverage or enforcement action.
- Daily Water Line Inspections – The 2018 General Permit includes a requirement from federal regulations at 40 CFR § 412.37 that operations with at least 700 mature dairy cows and/or 1,000 cattle other than mature dairy cows and veal calves must inspect water lines daily, including drinking water or cooling water lines, for the presence of leaks. The 2018 General Permit inadvertently omitted other types of operations that must conduct daily water line inspections under federal regulations. Those operations include all Large CAFOs except those with sheep, lambs, horses, or ducks. This omission will be corrected in the amended 2021 General Permit.

Existing permittees will need to postmark an NOI acknowledging coverage under the amended permit by January 1st.

Update: CAFO Annual Report and Annual NOI Installment Fee – Deadline Administratively Extended

The Notice of Intent (NOI) as noted above, must be postmarked by January 1. The NOI is different than the Annual Report. The Annual Report provides information from the agricultural operation during the previous crop year, while the NOI is used to seek permit coverage moving forward.

In recognition of the need to file an NOI by January 1, 2021 and the impact COVID-19 has on how business is done, the Department will be administratively extending the upcoming CAFO Annual Report and annual NOI installment fee deadline from January 1, 2021 to February 15, 2021. We have notified our Regional Office staff of the extended deadlines. A memo was circulated to the Agricultural and Nutrient Management Advisory Boards and will be published to the Department's website. The official extension will be published in the PA Bulletin.

Reminder: CAFO Winter Manure Application Form

CAFOs that will apply manure in the winter must submit the "Winter Period Application of Manure Notification" form (3830-FM-BCW0532). This form must be submitted within seven days prior to the anticipated manure application to the Bureau of Clean Water in DEP's Central Office.

Chesapeake Bay Update

2019-2020 Chesapeake Bay Ag Inspection Program Annual Summary

The Chesapeake Bay Office reviewed the results of this past fiscal year during the November 10 State Conservation Commission meeting. The annual summary is published on DEP's website here: <https://www.dep.pa.gov/Business/Water/CleanWater/AgriculturalOperations/Pages/Agricultural-Compliance.aspx>

PracticeKeeper -Agriculture Inspections Module Standard Operating Procedure (SOP) (CBO-DATA-002) Release and Webinar

The SOP describing the data collection standards for the PracticeKeeper Agriculture Inspection Module has been provided to the Chesapeake Bay Conservation Districts via the email list-serve.

Complementary web-based training materials have been developed to support the SOP and have been posted to the Clean Water Academy for on-demand learning. These data standards and training materials

will improve data consistency and streamline program reporting for all Chesapeake Bay Agriculture Inspections resulting in previously undocumented nutrient and sediment reductions.

Chesapeake Bay Office Agriculture Compliance staff will host a question and answer session on December 18, 2020 from 1-2 PM with Conservation District and DEP Regional Office staff. This session will be recorded and posted to the Clean Water Academy as well. The intended audience are District Managers and Conservation District Staff who conduct inspections via the Chesapeake Bay Agriculture Inspection Program (CBAIP), namely Chesapeake Bay Technicians.

Please contact your CDFR and/or Regional Office with any further questions.

Chesapeake Bay Watershed – Phase 3 WIP Local Action Update – Countywide Action Plans (CAPs)

Thank you to all of the Conservation Districts for your active involvement and engagement!

DEP Provides \$6 million to continue support for Pilot and Tier 2 counties' accelerated progress on local water quality improvement in the Chesapeake Bay watershed.

Pilot Counties – Lancaster, York, Adams, Franklin

DEP Chesapeake Bay Office staff have reviewed the annual progress reports and provided comments and met individually with each county. Clean Water Community Coordinator and CAP Implementation Grant applications have been submitted by the counties in mid-October and announced by DEP in mid-November. The Press Release with more information regarding the funding amounts and proposed projects can be found here: <https://www.ahs.dep.pa.gov/NewsRoomPublic/articleviewer.aspx?id=21890&typeid=1>

Tier 2 Counties – Bedford, Centre, Cumberland, Lebanon

DEP Chesapeake Bay Office staff have reviewed their draft Countywide Action Plans and provided comments and met individually with each county. Finalized CAPs to be provided by the Tier 2 Counties in December. Clean Water Community Coordinator and CAP Implementation Grant applications have been submitted by the counties in mid-October and announced by DEP mid-November. The Press Release with more information regarding the funding amounts and proposed projects can be found here: <https://www.ahs.dep.pa.gov/NewsRoomPublic/articleviewer.aspx?id=21890&typeid=1>

Tier 3 and 4 Counties

Counties have been actively working with the DEP Region CAP Support Teams. The county groupings have been determined after much discussion between and amongst the counties and the DEP regional offices. Clean Water Community Coordinator Grant applications are being accepted through December 14, 2020.

Continued Ag Plan Development Funding –

The Ag Plan Reimbursement Program is in its fourth year of a four-year contract. There have been 182 plans registered and 27,497 acres registered for this round. There is \$792,376 remaining this year to cost-share privately developed Ag E&S, Conservation, Nutrient Management, and Manure Management Plans. More information can be found here: <https://www.dep.pa.gov/Business/Water/Pennsylvania%E2%80%99s%20Chesapeake%20Bay%20Program%20Office/agriculture/Pages/Funding-Programs.aspx>

Dates to Remember:**SCC Meetings**

January 19

Virtual

March 9

Harrisburg or Virtual

SCC Conference Calls

December 8

8:30am – 10am

February 9

8:30 am – 10am

PACD Executive Council Meeting

January 28

Virtual

Building for Tomorrow Leadership Development Program

2021 Virtual Staff conference

February 8 - 12

2021 Board Leadership – Webinar Series

February 15,16,17, 23, 24

Native Plants and Pollinators Technical Training for CDs

February 18

Virtual

Agricultural Technician Training

Boot Camp I – ‘Basic’

April 12 – 16, 2021

Boot Camp II – ‘Advanced’

April 26 – 30, 2021

Also, check the Conservation District Training/Special Events Calendar at, www.PACD.org Select the "Events" tab and then the "Training Calendar" tab.