

Pike County Conservation District

AGENDA

Monday, August 16, 2021 – 9:00am

Pike County Conservation District office, Route 402, Hawley, PA

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.

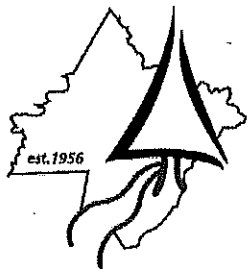
Meeting will be available via Zoom – link is available on the website.

- I Call to order – Pledge of Allegiance – Introductions
- II Public Comment on Agenda Items
- III Action on Minutes of June 21, 2021 meeting (*vote*)
- IV Financial Report (review/file subject to audit)
- V Correspondence Report
- VI Executive Director Report
- VII OLD BUSINESS/Committee Reports
- VIII NEW BUSINESS
 - 2020 Audit – Michele Long
 - 2021 Fund Analysis – Michele Long
 - Old Greentown Road, Palmyra Township Dirt and Gravel Road Contract – Chris Ingulli
 - QAQC Report/ Updated District website for DGLVR – Chris Ingulli
 - Spotted Lanternfly grant application – Michele Long
 - Conservation Fund transfer of \$18,000 – Michele Long
 - MOU with Wayne CD for Growing Greener Grant project – Michele Long
- IX PACD Update
- X Cooperating Agency and Other Organization Reports
- XI Public/Press Questions
- XII Executive Session
- XIII Adjourn

NEXT MEETING: MONDAY, September 20, 2021 at 9:00am

556 Route 402, Hawley, PA 18428

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



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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Monday, June 21, 2021

As a result of the COVID-19 Pandemic the Board of Directors meeting was also held via Zoom Video Conference call. Information regarding the conference call was posted on the District website.

ATTENDANCE:

Directors: Scott Savini, Jay Morrow, John Milliken (via Zoom), Kelly Stagen, Mike Spencer, Ken Coutts

Associate Directors: Paul Ranello, Joann Rose, Carole Linkiewicz

Staff: Michele Long, Chris Ingulli, Devan George, Ellen Enslin, Marianna Quartararo, Rachel Posavetz

Cooperating Agency Representatives:

Directors/Associate Directors Absent: Commissioner Ron Schmalzle

Guests: Pat Dawson (Twin & Walker Creeks Watershed Conservancy via Zoom) and Jim Andre.

Scott Savini called the meeting to order at 9:00 am at the Grey Towers National Historic Site in Milford, PA. A Zoom link was also made available for those who wanted to participate virtually.

Jaden Simister, Interpretive Specialist from Grey Towers National Historic Site in Milford, PA provided a brief overview of the history of Grey Towers and welcomed the District to the venue to celebrate our 65th anniversary.

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES OF May 17, 2021: Kelly Stagen made a motion to approve the May 17, 2021 Board Meeting minutes. Ken Coutts seconded. Motion carried.

FINANCIAL REPORT: Report filed subject to audit.

CORRESPONDENCE REPORT: The following correspondence was distributed to the Board prior to the meeting:

A copy of the Policy on Grant Assistance and Administration which was approved at the May 2021 Board meeting and an email from Angela Vitkoski of Pennsylvania Environmental Councils' Northeast Environmental Partners awards. Nominations for the awards are due by June 30, 2021 and the awards evening is scheduled for October 28, 2021 at the Woodlands Inn and Resort.

EXECUTIVE DIRECTOR REPORT: Michele stated that Kelly Rodemich is out of the office with some health issues, Ellen Enslin has been with the District for 18 years, and Jeremy Oettinger has been promoted to Resource Conservationist 2 position. Also Watershed Specialist Rachel Posavetz provided her two weeks' notice and will be leaving the District as of July 2nd. We will be immediately advertising for the position.

District staff are currently working with eight projects of which have compliance/enforcement issues. These take a considerable amount of staff time and resources to get into compliance.

We received notification that we can apply for grant funding through the Spotted Lanternfly program as our area is now in a quarantine zone. We will be submitting an application in July to cover staff time and education and outreach costs.

The Quality Assurance/Quality Control review of the Dirt, Gravel and Low Volume Road program was completed in the last month and we received a draft of the report. We will provide an overview of the report at the next Board meeting. It should be noted that Chris Ingulli has done an exceptional job in improving the program and restructuring staffing to make that happen has made a positive impact on the program's success.

The first meeting for 2021 to rejuvenate interest in the Pocono Sourcewater Collaborative was a great success with a number of local, state and federal representatives on hand to discuss education and outreach actions and the Growing Greener application the District will be submitting.

The meeting with the auditors went well and a draft of the 2020 Audit should be available the first week in July for review.

The updates to the District's Financial policy will be put on hold due to some staffing issues for now. We will revisit in the fall.

There have been additional legislative bills submitted recently including HB 591 which would provide waivers (with no guidance in the legislation) for projects that are between an acre and 5 acres of earth disturbance. This and other legislation would most likely be challenged on a number of levels.

Both Senator Bakers office and Representative Rosemary Browns office have reached out to see if we can schedule something with them to mark our 65th anniversary celebration. Both the House of Representatives and Senate provided proclamations to the District.

OLD BUSINESS/COMMITTEE REPORTS: None

NEW BUSINESS:

Associate Director application from Jim Andre – Kelly Stagen made a motion to approve the nomination of Jim Andre as a new PCCD Associate Director. Mike Spencer seconded. The motion passed. Chairman Scott Savini thanked Mr. Andre for his interest in the District. Mr. Andre accepted and is pleased to join the board and provide assistance where he can.

Update on Whittaker Road Dirt and Gravel Road Contract: The original contract for the Whittaker Road, Porter Township dirt and gravel road project was for \$69,162. The low bidder for the project was Wayco at \$79,341. During the pre-construction meeting it was determined that due to recent work completed by PPL on their Right of Way changes to the project would need to be made which would add an additional cost of \$4,940. During the last few weeks Chris has worked with the township and gotten approval from the QAB to approve a \$20% increase in the contract to assist with some of these additional costs. The township has agreed to cover any additional costs. It is the recommendation of the QAB to approve this change. Kelly Stagen made a motion to approve a 20% increase in the contract for this project. Ken Coutts seconded. The motion carried.

Growing Greener grant application – Ellen Enslin presented an overview of the Growing Greener grant application for education and outreach for both water system operators and owners and the residential community. This two-part approach will provide a necessary step in moving forward the Pocono Sourcewater Collaborative actional items from previous meetings. This will also move forward items identified in our 2020 Strategic Plan. Mike Spencer made a motion to approve a Growing Greener grant application for the Pocono Sourcewater Collaborative education and outreach initiative for approximately \$11,000. Jay Morrow seconded. The motion passed.

PACD Update: Kelly Stagen advised that the PACD annual meeting will be held virtually from 7/8/21 thru 7/22/11. There were no other updates.

Cooperating Agency and Other Organization Reports:

Twin and Walker Creek Watershed Conservancy – Pat Dawson provided a brief update on items that are identified in their newsletter which will be distributed to the board.

Executive Session: Chairman Scott Savini stated the Board will adjourn to an Executive Session to discuss legal matters. The board adjourned at 11:32 am.

The Board reconvened at 11:51pm.

Jay Morrow made a motion to offer \$18,000 to the Finans for the settlement of a litigation matter regarding the Quarry Heights NDPES permit, make the offer valid for 10 days and with no attorney fees to be included. Ken Coutts seconded. The motion carried.

PUBLIC/PRESS QUESTIONS: None

ADJOURN: Kelly Stagen made a motion to adjourn the Board of Directors Meeting. Ken Coutts seconded. Motion carried. Meeting adjourned at 11:53am.

Respectfully submitted,

Michele Long, Executive Director

DRAFT

Pike County Conservation District Profit & Loss Budget vs. Actual

January through July 2021

	Jan - Jul 21	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
4255 · Low Volume Road Allocation	0.00	0.00	40,000.00	-40,000.00	0.0%
4000 · Other Grant Income	0.00	3,317.02	12,000.00	-12,000.00	0.0%
4100 · State Cost Share Funds	14,916.00	0.00	65,343.00	-50,427.00	22.83%
4107 · County Contribution	236,126.94	224,883.19	444,111.00	-207,984.06	53.17%
1 4125 · UGW Income	61,921.62	59,827.65	56,818.00	5,103.62	108.98%
4150 · Watershed Specialist Grant	19,831.84	16,434.97	45,250.00	-25,418.16	43.83%
4200 · County Appropriation	15,000.00	15,000.00	30,000.00	-15,000.00	50.0%
4250 · D&G Rd Allocation	70,955.27	47,841.60	100,000.00	-29,044.73	70.96%
4300 · Fees Collected	44,340.00	57,460.00	30,000.00	14,340.00	147.8%
4400 · Program Income	1,900.00	10,700.00	500.00	1,400.00	380.0%
4500 · Misc Income	0.00	125.00	100.00	-100.00	0.0%
4700 · Interest Income	99.63	3,228.19	3,500.00	-3,400.37	2.85%
Transfer from Conservation Fund	0.00	4,338.95	8,629.00	-8,629.00	0.0%
Transfer from Low Volume Road Fund	0.00	52,268.38	0.00	0.00	0.0%
	465,091.30	495,424.95	836,251.00	-371,159.70	56.2%
5255 · Low Volume Road Expenditures					
5000 · Other Grant Expenditures	1,912.50	2,747.26	13,000.00	-11,087.50	14.71%
5100 · Salary/Benefits to County	46,294.34	34,402.48	126,950.00	-80,655.66	36.47%
Transfer to UGW Funds	0.00	0.00	26,693.00	-26,693.00	0.0%
5250 · D&G Rd Expenditures	122,582.93	70,350.23	91,000.00	31,582.93	134.71%
5505 · Telephone	1,422.10	1,417.34	3,000.00	-1,577.90	47.4%
5510 · Postage	0.00	60.75	800.00	-800.00	0.0%
5520 · Supplies/Equipment	3,205.96	7,978.18	11,000.00	-7,794.04	29.15%
5531 · Leased Equipment	6,064.84	6,540.91	11,200.00	-5,135.16	54.15%
5535 · Advertising	448.29	170.45	650.00	-201.71	68.97%
5540 · Professional Services	406.12	0.00	7,575.00	-7,168.88	5.36%
5550 · Personnel Expenses	236,126.94	224,883.19	444,111.00	-207,984.06	53.17%
5608 · Programs	2,577.10	11,903.91	7,000.00	-4,422.90	36.82%
5700 · Water Monitoring-Chem/Lab	0.00	0.00	10,700.00	-10,700.00	0.0%
5805 · Travel/Meals	0.00	1,266.52	2,000.00	-2,000.00	0.0%
5815 · Training/Conferences	773.19	493.05	3,773.00	-2,999.81	20.49%
5820 · Dues & Subscriptions	2,345.52	2,553.88	4,500.00	-2,154.48	52.12%
5870 · Repairs & Maintenance	10,554.73	11,041.71	15,220.00	-4,665.27	69.35%
5880 · Heat & Electric	3,658.91	2,378.57	7,000.00	-3,341.09	52.27%
5900 · Vehicle Expense	1,976.68	622.52	4,650.00	-2,673.32	42.51%
5940 · Capital Improvements	0.00	0.00	8,629.00	-8,629.00	0.0%
5950 · Misc Expense	275.27	2,015.00	800.00	-524.73	34.41%
	441,201.77	433,233.87	836,251.00	-395,049.23	52.76%
Net Income	23,889.53	62,191.08	0.00	23,889.53	100.0%

¹ Received the PUC Block Grant ACT 13 Funds in July. Act 13 has a provision that the District allocation of \$7.5 million will increase by the CPI (Consumer Price Index) measured yearly. The \$61,921 amount includes an increase of \$5,103 from the anticipated \$56,818. \$30,125 is budgeted for 2021 Staff Retention Program.

Pike County Conservation District
Summary Balance Sheet
 As of July 31, 2021

	Jul 31, 21	Jun 30, 21	Jul 31, 20
ASSETS			
Current Assets			
Checking/Savings	760,127.76	700,821.68	653,019.74
Accounts Receivable	0.00	13,734.36	52,129.86
Total Current Assets	760,127.76	714,556.04	705,149.60
Fixed Assets	167,576.37	167,576.37	188,013.58
TOTAL ASSETS	927,704.13	882,132.41	893,163.18
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	435.00	20,952.15	8,496.38
Other Current Liabilities	152,581.24	152,581.24	174,890.30
Total Current Liabilities	153,016.24	173,533.39	183,386.68
Total Liabilities	153,016.24	173,533.39	183,386.68
Equity	774,687.89	708,599.02	709,776.50
TOTAL LIABILITIES & EQUITY	927,704.13	882,132.41	893,163.18

Pike County Conservation District
Michele Long, Executive Director (ED) Report for July & August 2021

Board Agenda

- **2020 Audit** – The 2020 Audit has been completed and will need Board action at the August Board meeting. A copy of the Audit will be distributed before the board meeting.
- **2021 Fund Analysis** – Attached are the documents related to the analysis and the Long-Range plan proposal. This will need Board action.
- **Old Greentown Road, Palmyra Township Dirt and Gravel Road Contract** – This Project was recommended by the QAB at their last meeting in June. We were waiting for allocations to be approved by the State Conservation Commission to bring this to the Board for action. See attachment with details.
- **QAQC Report/ Updated District website for DGLVR** – The QAQC went well, and we were rated as “Exceeds Expectations” by the State Conservation Commission. The report is attached, and we will also view the new DGLVR webpage on the website.
- **Spotted Lanternfly grant application** -We submitted a \$5000 grant to the Department of Agriculture to provide education and outreach regarding the Spotted Lanternfly. We will need to approve the application submission at the Board meeting. It was submitted the first week in July.
- **Conservation Fund transfer of \$18,000** – We will need Board action to transfer \$18,000 from the Conservation fund to cover the cost of the Quarry Heights project which was discussed at the last board meeting.
- **MOU with Wayne CD for Growing Greener Grant project** - We received the MOU with Wayne Conservation District to move forward with the Growing Greener grant for \$242,000 for the Northeast Region Nutrient Management Plan Reimbursement Program. Board action will be needed at the Board meeting.

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

- Field work for the Fish sampling has been postponed until September. ED is coordinating with staff and the ARC consultant for coverage. We have 5 sites to complete.

Groundwater Monitoring

- The well run for July was cancelled due to staff shortages. ED and the Program Specialist will be completing the August well run. USGS consultant will be available in September to train the new Watershed Specialist.

102/105 Delegated Programs

- See attached Technical staff July reports for specifics on Projects/permitting activity. We continue to work with PennDOT and their contractors on compliance issues on the 84/450 site; Our regularly assigned DEP engineer is currently on leave and staff will be working with a replacement until he returns but projects remain on track to meet timelines.
- Riverside on the Delaware was submitted as a General permit but will need a PCSM review by DEP as there are some concerns regarding PCSM on the plans submitted; 84, 495 in technical review; Palmyra Beach dredging; will be meeting with consultants for Pike County Light and Power to discuss an NPDES Permit submission regarding work in Matamoras Borough; Resolving issues at Delaware Plaza and Raymondskill Creek Estates with their basins.
- With the Drawdown of Lake Wallenpaupack in the fall Chris has been busy working with landowners completing Chapter 105 permits so they can take advantage of the lake being lowered.

Forest Stewardship/ Gypsy Moth Program/Spotted Lanternfly

- Spotted Lanternfly- Marianna has distributed a number of large metal signs to municipalities for their public parks.
- Spotted Lanternfly informational program to be held on August 18th at the Dingman Fire Hall from 7-8:30 in cooperation with Penn State Extension office. The County put together a Google ad as well to help boost registration for this important presentation.
- Gypsy Moth – We will be discussing options with the county on how to notify residents of any potential issue in the county for 2022. We only received 10 phone calls at the office and they were all over the county and are unverified at this time.

Dirt Gravel Low Volume Roads

- Whittaker Farm Road was completed in June and payment finalized in July. Old Greentown Road is currently out to bid with a start date hopefully before the end of September.

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.

Rebranding

- STEM educational series “On the Road” with Communications Coordinator Devan George has gone well. There are number of dates for August scheduled including Wally Lake Fest and the GDS Fair.

Pike/Wayne Conservation Partnership

- The Legislative Breakfast held at the Lock 31 Canal house on July 29th went well with great weather. Program Manager Ellen Enslin presented information on the Growing Greener grant that was submitted for education and outreach on the Pocono Sourcewater Collaborative. Devan did an excellent job coordinating the event including working with the Partners on the posters that were developed. Packets of information on the posters were also distributed to legislators.
- Science on Tap will have 4 events this fall which will be presented by the Partnership and Devan. Flyers have been distributed and promoted on social media. They will be held at Here and Now Brewery in Honesdale and at the Wallenpaupack Brewery in Hawley.

Relationship building

- August E-Newsletter – Article on “What is NPDES” by Resource Conservationist II Jeremy Oettinger; Promotion of the “On the Road” series; Promotion of the Science on Tap partnership series; Promotion of the Spotted Lanternfly Tips Seminar for August 18th; Link to the Pike County Hazard Mitigation Plan survey – if you haven’t taken it click the link and provide your assistance.
- Met with Nathan Davis discussing the District as he is seeking his leadership in community badge through Boy Scouts. He will be completing a litter cleanup at Birchwood lakes community and needs to interview 3 environmental organizations.
- The 65th PCCD Anniversary celebration continues as we promoted the District Grey Towers event and will be rescheduling the Pike County Commissioners proclamation reading at their regular meeting. We also need to coordinate the Legislative presentation of their proclamations.

Source Water Protection/Water Quality

- Met with partners on the Pocono Sourcewater Collaborative to get a refresher on where we started and action steps that need to be revisited by the group. Agency personnel from EPA and DEP as well as PA Rural Water also attended and provided some good guidance on next steps as well as the grant application. Our next meeting will be held in September.

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.

Grant activities

- Growing Greener grant application for education and outreach related to the Pocono Sourcewater Collaborative actions was submitted.
- The DGLVR \$500,000 LWWMD grant is still awaiting contracts to move forward with the project.
- ED has been working with LWWMD and Program Manager Ellen Enslin on the PACD minigrant we received for a Community Association workshop on wastewater. The program has changed in development and the entire program can be done online. ED will be working with PACD to decide on whether or not grant funding would still be needed with this new format.

Staff Training

- Staff continue to work on their QuickBooks and Grant Writing courses through Lackawanna college.
- Ellen Enslin continues to complete the New Manager Boot camp training virtually. We are both signed up for the Managers Summit this September.
- Technical staff continue to complete trainings being offered on the Clean Water Academy. Training for the Fall bootcamp are currently being coordinated.

Personnel

- Received 36 applications for the Watershed Specialist position – mostly from the Indeed website. Interviews were completed and we hope to offer the position to a candidate by the first week in August.
- Evaluated the Program Assistant Position job description. This position has been reevaluated and will be advertised in August.
- Will be completing 2 staff evaluations in August.
- Weekly Technical Staff meeting/ Bi-weekly meetings with each staff member to review projects, workloads, etc.
- Special thank you to County Communications Director Krista Gromalski and County intern Shannon DeVuyst who helped out in the District office while I was away on vacation. Thanks again to the County Commissioners!

Operations/Building

Financial

- Completed the Management Discussion and Analysis to be included with the 2020 Audit. This will be presented at the Board meeting and has been reviewed by District Treasurer Jay Morrow.
- In the process of reviewing the Fees for Services and getting feedback from staff and local conservation districts.
- A draft of the Financial Policy is on hold until I can coordinate the electronic payment information with “Municipipay.” The updated internal segregation of duties with this new program was provided to the auditor for feedback and waiting for that feedback as well.
- The State Conservation Commission approved funding for Fiscal Year 2021-2022 for the Conservation District Fund Allocation Program (CDFAP). Pike County will receive \$22,350 for the ED position, \$16,225 for the 1st E&S technician and the UGWF allocation of \$27,874. This UGWF allocation is budgeted to cover administrative costs and the position allocations get redistributed to Pike County to cover salaries and benefits costs.
- All quarterly reporting for 102/105, WS grant, SRCP well run grant and DGLVR reporting was completed the first week in July.
- Sump pump fixed, work order in for fixing the back entrance door and window repair all completed by county maintenance.
- The Ford Escape wheel speed sensor and wheel bearing are getting repaired and has been at the shop for 2 weeks. Chris is working with Autopros to get it resolved.
- The county will be implementing a new financial management and payroll software. The payroll software will provide more advantages for staff to download paychecks and tax information providing easier access to their information. This will begin in October.

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

- ED is on the Pike County Hazard Mitigation Plan update committee. Have participated in two meetings and working with staff to share the survey that was developed.
- Program Manager Ellen Enslin is on the Pike County Trail Feasibility Study and ED attended their July public meeting.

102/105 Communications

- Staff continue to participate in Bi-weekly meetings with the DEP NE Region Staff and Districts.
- Staff have been compiling a list of active and inactive Individual NPDES permits for the Central office. The active permits will be invoiced an annual fee of \$500 due to a Chapter 92a rulemaking which was published in 2010 which required, an annual fee to DEP by permittees with individual NPDES permits. Currently sewage treatment plants, industrial waste dischargers, MS4s, etc. began paying an annual fee in 2010. In 2014 DEP recommended to the Environmental Quality Board in 2014 to proceed with the new rulemaking, which was later approved and published in the PA bulletin in March 2019. Final publication in the PA Bulletin will be on August 28, 2021. DEP’s Bureau of Clean Water, Data Management Division will be sending out notifications to permittees after that publication. Staff are reviewing guidance but calls will be directed to this DEP office.

PIKE COUNTY CONSERVATION DISTRICT
Long-Range Financial Plan
August 2021

Reviewed and Accepted by the Conservation District Board on August 16, 2021

Conservation Fund

The Conservation Fund consists of money set aside for the purpose of funding future District conservation efforts, including, but not limited to, matching grant funds, facility and equipment needs above and beyond annual county appropriations and cooperative efforts with other conservation organizations.

- Requests for appropriations from the Conservation Fund are made to the Board of Directors. Expenditures from the fund must be approved by a majority vote of the Board.
- Recommendations for the fund's investment strategy are made by the District Finance and Planning Committee and approved by the Board.
- Funds may be transferred between the Conservation Fund and the operating account as needed at the discretion of the Board.

The Conservation Fund is currently located in a PA INVEST account. Average Annual Use of these funds has been variable based on capital improvements planned and balance of excess revenue at year end.

Recommendations:

- 1) Annually in August (during budget development process) review account balance to be sure there are adequate funds in reserve. Following are recommended reserve amounts based on a.) one-year of basic operating expenses, b.) anticipated annual capitalized expenditure, and c.) reserve for education and grant matches as approved by the Board.
 - a. District Operating expense reserve - \$59,000
 - b. Capital fund reserve - \$38,000
 - c. Education/Grants/Scholarships/Special Projects - \$10,000
- 2) Transfer excess annual revenue to Conservation Fund at years end; complete this as a Board motion at the time of transfer.
- 3) All capital expenditures (threshold \$2,500) should be expended from the Conservation Fund.
- 4) Current Balance as of 7/31/2021 = \$169,202.84

Capital Reserve Expenditures

Anticipated potential capital reserve expenditures for the office building, vehicles, and equipment were reviewed based on the suggestions made by staff. A detailed list, **See Attachment A**, of capital items including original cost and projected replacement costs were outlined. Annual capital expenditures were projected to develop a long-range capital expenditure plan based on remaining life expectancy of capital items.

Recommendations:

- 1) 2021 Capital Reserve expenditures are listed on Attachment A total \$8,629 including completing the landscaping work in front of the office and fixing the concrete steps (\$5,000) and a YSI Water Sampling Meter estimated at \$3,629; this amount is included in the 2021 PCCD Budget.
- 2) 2022 Capital Reserve expenditures are listed on Attachment A total \$28,586 to replace the Ford Escape; this amount will be included in the 2022 PCCD Budget.

- 3) The Capital Reserve Projections **Attachment A** should be reviewed and updated annually during the budget development process for the next year; the Annual Capital Reserve Projection total for the next year should be included in the annual budget.

Act 13 Unconventional Gas Well (UGW) Impact Fee Funds

Public Utility Commission (PUC) UGW Block Grant Funds

PUC UGW Block Grants funds have been deposited in the District's PA INVEST account entitled *UGW Fund*. Average annual grant award to PCCD has been \$58,685.60 in the past five years. The District Board has designated these funds over the past five years for employment costs (actual and reserve) with an average annual budget use over the past 5 years of \$32,800. Budget use has been to reimburse Pike County Commissioners for the staff employment costs under the Staff Classification System (staff retention program) implemented in January 2014.

Recommendations:

- 1) Annually in August (during budget development process) review account balance to be sure there is a three (3) year balance set aside in this account ($\$30,125 \times 3 = \$90,375$) as backup for three (3) year transition of the Staff Classification System to county should Act 13 UGW funds become unavailable to Conservation Districts.
- 2) Current Balance as of 7/31/21 = \$289,912.27

BOARD ACTION NEEDED:

Based on the above recommendations, specific Board action will be needed on the following items:

1. Acceptance of the August 2021 Report to the Board on PCCD Long Range Financial Plan.

PCCD Long Range Financial Plan
ATTACHMENT A

						DRAFT 8/5/2021
PCCD Capital Reserve Projections						
	Year of replacement	Year Purchased	Purchase Price	Total Life	Projected Replacement Cost (PRC)*	Projected Annual costs
Landscaping and masonry work	2021		\$ 5,000	20	\$5,000	\$5,000
YSI Water Sampling Meter Scientific	2021	2014	\$ 2,759	7	\$3,629	\$3,629
Vehicle 1 - Ford Escape Hybrid - White	2022	2015	\$ 23,243	7	\$28,586	\$28,586
Flooring for Education room (moved from 2021)	2023	2005	\$ 3,000	20	\$5,418	
Linoleum Floors (Bathrooms & Kitchen)	2023	2008	\$ 4,865	15	\$7,580	
Septic System	2023	?	\$ 20,000	20	\$36,122	\$43,702
Vehicle 2 - Jeep	2024	2017	\$ 34,972	7	\$43,011	\$43,011
Vehicle 3 - Subaru	2025	2018	\$ 24,374	7	\$29,977	\$29,977
Painting inside office and education room	2027		\$ 5,000	20	\$9,031	\$9,031
YSI Water Sampling Meter Scientific	2028	2021	\$ 3,629	7	\$4,463	\$4,463
Vehicle 1	2029	2022	\$ 28,586	7	\$35,157	\$35,157
Vehicle 2	2031	2024	\$ 43,011	7	\$52,898	
Generator	2031	2011	\$ 9,883	20	\$17,850	\$70,748
Vehicle 3	2032	2025	\$ 29,977	7	\$36,868	\$36,868
Replacement Windows (front)	2034	2007	\$ 6,527	27	\$14,498	\$14,498
YSI Water Sampling Meter Scientific	2035	2028	\$ 4,463	7	\$5,489	\$5,489
Replacement Windows (back)	2036	2009	\$ 7,362	27	\$16,353	\$16,353
Drop Ceiling	2037	2013	\$ 14,289	25	\$29,918	\$29,918
Flooring office	2038	2018	\$ 25,688	20	\$46,395	
Lighting Fixture replacement	2038	2013	\$ 8,488	25	\$17,772	\$64,167
Parking Lot Repaving	2039	2019	\$ 118,550	20	\$214,114	\$214,114
Flooring for Education room	2041	2021	\$ 5,418	20	\$9,786	\$9,786
YSI Water Sampling Meter Scientific	2042	2035	\$ 5,489	7	\$6,751	\$6,751
Attic Insulation	2044	2015	\$ 19,097	30	\$46,353	\$46,353
Roof	2045	2015	\$ 13,309	30	\$32,303	\$32,303
* Projected replacement cost based on 3% annual increase						



**WAYNE
CONSERVATION DISTRICT**

Conserving Natural Resources for Our Future

Memorandum of Understanding

Between

Lackawanna County Conservation District;

Monroe County Conservation District;

Pike County Conservation District;

USDA Natural Resources Conservation Service;

And

Wayne Conservation District

Relative to the administration of the Northeast Region Nutrient Management Plan
Reimbursement Program.

Introduction

This Memorandum of Understanding is between the Lackawanna County Conservation District (LCCD), the Monroe County Conservation District (MCCD), the Pike County Conservation District (PCCD), the USDA Natural Resources Conservation Service (NRCS), and the Wayne Conservation District (WCD). This Memorandum recognizes the joint and individual responsibilities of the partnering organizations in the development and administration of the Northeast Region Nutrient Management Plan Reimbursement Program funded by a grant awarded through the Pennsylvania Department of Environmental Protection Growing Greener Plus Grant Program.



Wayne Co. Park Street Complex • 648 Park Street • Honesdale, PA 18431
Tel (570) 253-0930 • Fax (570) 253-9741 • wayneconservation.org

Purpose and Scope

This Memorandum is to define, in general terms, the basis on which the parties concerned will cooperate, participate, and provide documentation of agreed upon in-kind services pursuant to the match requirements of the Pennsylvania Department of Environmental Protection Growing Greener Plus Grant Program which will fund the Northeast Region Nutrient Management Plan Reimbursement Program.

This Memorandum shall become effective when signed by all signatories and shall continue for the life of the reimbursement program as determined by the contracted funding allocation period and any time extensions granted through the Pennsylvania Department of Environmental Protection Growing Greener Plus Grant Program.

This Memorandum may be modified at any time by mutual written agreement between the parties concerned. Requests for termination or any major change shall be submitted to the other parties not less than 60 days in advance of the effective date desired.

Roles and Responsibilities

The individual responsibilities of the parties are as follows:

The Lackawanna County Conservation District (LCCD) agrees to:

1. designate and identify at least one staff person to act as a point of contact between county landowners and the Wayne Conservation District (grantee) throughout the life of the reimbursement program,
2. provide technical assistance as appropriate to county landowners navigating the reimbursement process – to include site visits and mapping as necessary to confirm details provided in the Landowner Grantee Agreement
3. upload and maintain pertinent documentation relating to the implementation of the reimbursement program to the designated online shared folder on a regular basis – to include time logs, progress monitoring checklists, signed contracts and agreements, completed NMPs, and financial records,
4. actively participate in scheduled meetings with the Wayne Conservation District as needed throughout the life of the program.
5. provide technical assistance as appropriate to neighboring county landowners in the event that these services cannot be provided by the party of concern for reasons of conflicting interest.

The Monroe County Conservation District (MCCD) agrees to:

1. designate and identify at least one staff person to act as a point of contact between county landowners and the Wayne Conservation District (grantee) throughout the life of the reimbursement program,
2. provide technical assistance as appropriate to county landowners navigating the reimbursement process – to include site visits and mapping as necessary to confirm details provided in the Landowner Grantee Agreement
3. upload and maintain pertinent documentation relating to the implementation of the reimbursement program to the designated online shared folder on a regular basis – to include time logs, progress monitoring checklists, signed contracts and agreements, completed NMPs, and financial records,
4. actively participate in scheduled meetings with the Wayne Conservation District as needed throughout the life of the program.

The Pike County Conservation District (PCCD) agrees to:

1. designate and identify at least one staff person to act as a point of contact between the Pike County Conservation District and the Wayne Conservation District (grantee) throughout the life of the reimbursement program,
2. actively participate in scheduled meetings with the Wayne Conservation District as needed throughout the life of the program.

The USDA Natural Resources Conservation Service (NRCS) agrees to:

1. designate and identify at least one staff person to act as a point of contact between NRCS and the Wayne Conservation District (grantee) throughout the life of the reimbursement program,
2. complete a conservation plan and I&E for each contracted landowner participating in the reimbursement program prior to the end of contract date as determined by the Pennsylvania Department of Environmental Protection Growing Greener Plus Grant Program,
3. upload and maintain pertinent documentation relating to the implementation of the reimbursement program to the designated online shared folder on a regular basis – to include time logs, progress monitoring checklists, signed contracts and agreements, completed NMPs, and financial records,
4. actively participate in scheduled meetings with the Wayne Conservation District as needed throughout the life of the program.

The Wayne Conservation District (WCD) agrees to:

1. serve as the grantee and fulfill all necessary requirements to satisfy the terms and deliverables set forth in the contract with the Pennsylvania Department of Environmental Protection Growing Greener Plus Grant Program – to include financial record-keeping and processing, progress monitoring and reporting, and obtaining and retaining required legal agreements,
2. act as a point of contact between partnering agencies and the Pennsylvania Department of Environmental Protection Growing Greener Plus Grant Program,
3. provide parties of concern with all appropriate and/or required forms and documents necessary for the successful implementation of the reimbursement program,
4. create and maintain a designated online shared folder for the retention and organization of all documentation supporting the implementation of the reimbursement program and required reporting of progress on grant deliverables,
5. schedule and lead meetings with parties of concern as needed throughout the life of the program,
6. provide technical assistance as appropriate to county landowners navigating the reimbursement process – to include site visits and mapping as necessary to confirm details provided in the Landowner Grantee Agreement
7. provide technical assistance as appropriate to neighboring county landowners in the event that these services cannot be provided by the party of concern for reasons of conflicting interest.

Pike County Conservation District

Signature _____ Date _____

Title _____
Authorized Signatory; Pike County Conservation District

PCCD Chapter 102 and Chapter 105 Delegated Program Report for July 2021

Inspections

Date	Project Name	Municipality	Program	Inspector	Site Status
7/8/2021	Aikolai USA One Sites	Blooming Grove	102	JO/EE	Non-compliance
7/8/2021	SR 84 Section 450	Multiple	102-State	JO	Routine
7/9/2021	SR 2001, Section 402	Multiple	102-State	EE	Routine
7/9/2021	SR 84, Section 450	Multiple	102	JO	Routine
7/12/2021	Dollar General Shohola	Milford Twp.	102	MQ	Non-compliance
7/15/2021	Rivers Edge	Westfall	102	MQ	Routine
7/15/2021	Philoski House-Fawn	Lackawaxen	102	MQ/EE	Final/Closed
7/15/2021	Tony Litz Fill Site	Lackawaxen	102	MQ/EE	routine
7/15/2021	Carmen Litz Fill Site	Lackawaxen	102	MQ/EE	Routine
7/15/2021	PennDOT Maintenance Garage	Blooming Grove	102-State	JO	Routine
7/16/2021	PPL Blm.Gr-	Multiple	102	MQ	Routine
7/16/2021	Dollar General	Greene	102	JO	Non-compliance
7/19/2021	PPL Canadensis	Multiple	102	EE	Routine
7/19/2021	Raymondskill Creek	Dingman	102	JO	Routine
7/22/2021	S&S Construction	Milford Twp.	102	MQ	Routine
7/22/2021	SR 84, Section 450	Multiple	102-State	JO/EE	Non-compliance
7/22/2021	SR 84, Section 449	Multiple	102-State	JO/EE	Routine
7/29/2021	Dollar General Shohola	Milford Twp.	102	MQ	Non-compliance

Plan & Permit Reviews

Date	Project Name	Municipality	Program	Tech	Project Status
7/6/2021	SR0084 Section 495 Reconstruction	Multiple	102-State	JO	Complete Application
7/9/2021	1st Klas Marina Boat Storage Bldg	Palmyra	102	CI	Adequate
7/13/2021	Pocono Lakefront Major Mod	Palmyra	102	JO	Complete Application
7/14/2021	Riverside on the Delaware	Westfall	102	MQ	Complete Application
7/19/2021	Riverside on the Delaware	Westfall	102	MQ	Initial Technical Plan Review
7/20/2021	Jones Dock	Delaware	105	JO	GP Acknowledged
7/21/2021	Palmyra Twp. Beach	Palmyra	102	CI	Incomplete Application
7/26/2021	Westfall Site	Westfall	102	MQ	Ineligible for PAG-02
7/28/2021	Della Fera Dock	Delaware	105	JO	GP Acknowledged
7/28/2021	Aikolai Lots 1 & 6	Blooming Grove	102	JO	Initial Technical Plan Review
7/29/2021	Palmyra Twp. Beach	Palmyra	102	CI	Adequate

Complaints

Date	Complaint #	Municipality	Program	Tech	Action
7/1/2021	21-36	Lehman	105	JO	Final/Closed
7/9/2021	21-39	Lehman	105	JO	Final/Closed

7/20/2021	21-34	Palmyra	102	CI	Routine
7/20/2021	21-38	Delaware	102	JO	Final/Closed
7/22/2021	20-23	Delaware	105	JO	Final/Closed
7/26/2021	21-41	Greene	102	CI	Final/Closed
Technical Assistance					
Date	Name/Project	Municipality	Program	Tech	Type/Topic of Assistance
7/1/2021	BHW- Lot 135	Lackawaxen	102	MQ	Completing plot plan
7/2/2021	BHW- Lot 148	Blooming Grove	102	MQ	Completing plot plan/co-permittee form
7/5/2021	Nick Hutta	Lehman	105	JO	Woody debris in stream & stream encroachments
7/5/2021	Jason Lang (DG	Greene	102	JO	NPDES expiration info
7/5/2021	Nicole DeCarrolis (Delaware Highlands)	Palmyra	102	JO	Eagle Creek NPDES info
7/7/2021	SR 84, Section 450	Multiple	102-State	JO/EE	Progress meeting
7/7/2021	Delaware Plaza CAP Meeting	Delaware	102	JO/EE	Corrective Action Plan meeting for NPDES site
7/7/2021	Jim Furno (Sunrise	Dingman	105	JO	GP2 for boat ramps
7/8/2021	Rick Schweizer	Multiple	102-State	EE	SR 2001, Section 402
7/8/2021	Carmen Lepsch (Kintz Creek Dam)	Greene	102	JO	NPDES resubmission
7/8/2021	George Kise (Aikolai Lots 1 & 6)	Blooming Grove	102	JO	PDG review timeframes
7/9/2021	Tom Philoski	Lackawaxen	102	EE	Fawn Lake Site, permanent
7/9/2021	Amy St. Clair (RKR	Lehman	102	JO	Pond Dredge E&S
7/9/2021	Missy Prugar (B&J, Delaware Plaza)	Delaware	102	JO	Infiltration basin remediation plan
7/9/2021	Nicole DeCarrolis (Delaware Highlands)	Palmyra	102	JO	Eagle Creek site walkthrough
7/9/2021	Martin Jones	Dingman	105	JO	GP2 info
7/12/2021	Daniel Gonzoles	Delaware	105	JO	Wetland setbacks
7/13/2021	Cindy- Shorten homes	Lackawaxen	102	MQ	Blue Heron Woods- Lot 135 permit amendment
7/13/2021	Martin Jones	Dingman	105	JO	GP2 Walkthrough
7/13/2021	Chris Wood	Dingman	102	JO	Common plan of
7/14/2021	Mark Klauss	Lackawaxen	Non-delegated	MQ	Concern about Twp tar/chip dirt Rd- runoff potential
7/14/2021	Westfall Senior Apts	Westfall	102	MQ	Pre-construction meeting
7/14/2021	Joanna Donahue	Blooming Grove	102	EE	Aikolai USA One site discussion w/twp.
7/14/2021	Rick Singer	Multiple	102	EE	Common Plan of
7/14/2021	Ben Hogan (Preserve at Milford Hills)	Dingman	102	JO	Common plan of development
7/14/2021	Stephen Dundon	Dingman	105	JO	GP2 info
7/14/2021	Peter Williams (MHE, Fisher Lane Culverts)	Dingman	105	JO	Drainage area determinations

7/15/2021	Missy Prugar (B&J, Delaware Plaza)	Delaware	102	JO	Infiltration basin remediation plan
7/15/2021	Bill Detweill	Delaware	102	JO	Small projects E&S plan
7/15/2021	Anthony Caputo	Dingman	102	JO	Small projects E&S plan
7/16/2021	November Nickett	Palmyra	105	CI	Lakefront Patio Repair (GP-3)
7/16/2021	Blue Heron Woods	Lackawaxen	102	MQ	Lots 148,135,102
7/16/2021	SR 84, Section 450	Multiple	102-State	EE	Dewatering BMPs discussion
7/16/2021	Ed Valanda (PennDOT Maintenance Garage)	Blooming Grove	102-State	JO	Project termination criteria
7/19/2021	Blue Heron Woods	Lackawaxen	102	MQ	Lot plan approvals- 102 & 148
7/19/2021	Blue Heron Woods	Lackawaxen	102	MQ	Lot 135- PCSM amendment
7/19/2021	Victor Perez (Lehman's	Lehman	102	JO	NPDES permit transfers
7/19/2021	Matthew Livingston (Raymondskill Creek	Dingman	102	JO	Project status
7/19/2021	Porters Lake POA	Porter	105	JO	Pickereel Pond dam preconstruction meeting
7/20/2021	Blue Heron Woods	Lackawaxen	102	MQ	Lot 104- plan requirements
7/20/2021	Potential land purchase (name not given)	Lehman	Non-delegated	MQ	Information on endangered species and flood maps
7/20/2021	Deborah Crockett	Greene	102	CI	Soil property questions for home construction
7/20/2021	Palmyra Twp. Resident	Palmyra	Non-delegated	EE	Song bird mortality questions
7/20/2021	Carmen Lepsch (Kintz Creek Dam)	Greene	102	JO	NPDES permit issuance
7/20/2021	Scott Shlagel	Delaware	105	JO	Watercourse setbacks
7/20/2021	Joe Della Fera	Delaware	105	JO	GP2 Walkthrough
7/21/2021	November Nickett	Palmyra	105	CI	Lakefront Patio Repair (GP-3) Questions
7/21/2021	Joe Della Fera	Delaware	105	JO	PNDI walkthrough
7/22/2021	Ron Tussel	Delaware	105	CI	Boat Shed permitting requirements
7/22/2021	Mike McCafry	Blooming Grove	102	CI	Potential Common Plan of Development NPDES permit for subdivision
7/22/2021	Ron Tussel	Delaware	105	JO	Boat house permitting
7/22/2021	Sharon Hartzog	Palmyra	105	CI	GP-3 requirements/drainage improvements
7/23/2021	Dollar General Shohola	Milford Twp.	102	MQ	2nd on site review of corrections per CAP
7/23/2021	Lot 22 Blue Heron Woods	Lackawaxen	102	MQ	information sent re: wetlands on lot
7/23/2021	Lot135 Blue Heron	Lackawaxen	102	MQ	premit amendment

7/23/2021	Joe Della Fera	Delaware	105	JO	PNDI search guidance
7/23/2021	Peter Williams (MHE, Fisher Lane Culverts)	Dingman	105	JO	GP7 eligibility
7/26/2021	Resident	Lackawaxen	105	MQ	Wetlands/ sent wetland consultant list
7/26/2021	Mike Kushnir	Delaware	105	JO	PASPGP-5 self certification
7/26/2021	Brian Snyder	Dingman	102	JO	Timber harvest guidance
7/26/2021	Anthony Caputo	Dingman	102	JO	Small projects E&S plan submittal
7/26/2021	Scott Solomon	Lackawaxen	105	JO	GP7 walkthrough
7/27/2021	Arcadia Lots 8 and 9 CAP Mtg.	Dingman	102	MQ/EE	CAP meeting with engineer and DEP
7/27/2021	Thomas Westenberger	Lackawaxen	105	CI	Wetland Questions
7/28/2021	Tammy Brennan	Palmyra	102	EE	SR 507 culvert work questions/fill site
7/28/2021	Masthope resident	Lackawaxen	Non-delegated	EE	Surveying questions
7/29/2021	Jason Marie (Mott Macdonald)	Delaware	102	JO	Small projects E&S plan submittal
7/29/2021	Mike McCafry	Blooming Grove	Non-delegated	JO	Well testing data
7/29/2021	Peter Williams (MHE, Fisher Lane Culverts)	Dingman	105	JO	GP7 resubmittal
7/30/2021	Chris Jones-Bluestone Env'tal	Palmyra	102	EE	Tanglwood dredge project questions
7/30/2021	Tom Colbert	Palmyra	Non-delegated	EE	Provided drinking water testing information
7/30/2021	Peter Williams (MHE, Fisher Lane Culverts)	Dingman	105	JO	GP7 deficiency

August 2021 DEP Conservation District Field Rep Talking Points

Conservation District Funding

Conservation District Fund Allocation Program – The Commission approved allocations for the Conservation District Fund Allocation Program (CDFAP) based on appropriation figures provided in the Governor's enacted FY 2021-22 Pennsylvania state budget. Funds provided for distribution under this action are traditionally provided through line item appropriations to DEP and PDA, and through an earmarked transfer from the Unconventional Gas Well Fund (UGWF) to the Conservation District Fund (CDF). Program staff developed and presented one FY 2021-22 allocation concept for the Commission to consider at its July meeting. The scenario presented was adopted, which distributes 'line item' appropriations under the enacted FY2021-22 state budget, 'well-count' allocations based on a 15-year average, and a 50/50 split of UGW Funds. Manager, E&S Tech and ACT Allocations remained level at \$22,350; \$16,225 and \$16,225 respectively. UGW Funds allocated to all Conservation Districts increased slightly to \$27,874.

Nutrient Management Funding approved at SCC meeting

The SCC approved of funding levels for participating conservation districts for Fiscal Year 2021-22 (FY 21-22) for the Act 38 Nutrient Management / Chapter 91 Manure Management (NM/MM) delegation agreement. These funding levels were sent to county conservation districts as draft in May 2021. This approval is consistent with the final FY 21-22 Nutrient Management Fund budget that was also approved by the Commission and commitment of funds from the Pennsylvania Department of Environmental Protection (DEP).

Chapter 102

Chapter 102 Fall Trainings Request for Topics – The Bureau of Clean Water is soliciting suggestions of topics for the fall Chapter 102 trainings. All suggestions should be submitted to Mark Lonergan at mlonergan@pa.gov no later than August 13, 2021. The trainings will be held virtually this fall. Additional details regarding registration and dates will be sent to Conservation Districts after they are finalized.

Chapter 102 e-permitting System Updates:

1. The E&S application release is postponed a week and now planned for August 4, 2021.
2. For the Electronic Filing Administrator (EFA) registration, Clean Water is accepting the 'Consultant for an Individual' role. This role is intended for individuals who do not have or use computers, such as a child helping a parent. This is not appropriate for a Consultant. The reference materials will be updated accordingly.
3. Lead Reviewers are now copied on all correspondence sent to the applicant/consultant from the system. At this time the e-mail notification is sent directly to each user. However, there is request on our backlog to generate one e-mail notification and include all of the recipients.
4. The system nomenclature has been updated and is now referenced as 'e-permitting' opposed 'ePermitting'.
5. Please refer to Clean Water Academy for short instructional videos. Additional training videos will continue to be added.

As a reminder if you have suggestions for the system, please send them along to RA-EPCHAPTER102@pa.gov.

Policies and Procedures

District Director Nomination Process - In mid-July, the Commission sent letters to county chief clerks to begin the 2022 Director nomination process. A copy of this letter was sent to Conservation District managers. This first letter is encouraging the county chief clerks to work with their conservation district manager to update the county nominating organization list in their county. Ensuring that the county has a current list of eligible and informed nominating organizations is critical to the success of the director nomination process. A second letter will also go to chief clerks in mid-August asking them to begin the formal process of soliciting nominations for upcoming vacancies on the county conservation district board. Conservation District managers are encouraged to be in discussions with county chief clerks and county commissioners regarding 2022 director nominations.

Formation of Nutrient Management and Manure Management Delegation Agreement Workgroup - The State Conservation Commission (SCC) and the Pennsylvania Department of Environmental Protection (DEP) entered into a joint five (5) year delegation agreement with select conservation districts for Fiscal Years 2017-2022 for Nutrient Management (NM) and Manure Management (MM). That delegation agreement concludes on June 30, 2022.

It is the intent of both the SCC and DEP to enter into another joint 5-year delegation agreement for NM and MM with select conservation districts for Fiscal Years 2022-2027.

The SCC approved a workgroup to meet over the course of Calendar Year 2021 to negotiate a new joint delegation agreement and a new funding formula.

It is the intent of SCC staff to have a draft delegation agreement and funding formula developed prior to the end of 2021, so that every delegated conservation district can review and provide comments prior to asking the Commission for final action.

It is anticipated that SCC staff will ask for an action on the new joint delegation agreement at the April 2022 SCC meeting.

Sunshine Act Amendments –Senate Bill 554 of 2021 amends the Pennsylvania Sunshine Act to include an agenda requirement. This amendment requires all agencies to post an agenda of issues to be deliberated or planned official action at least 24 hours prior to any regular or special public meetings of the agency. The agenda must be posted to Websites*, agency offices, and meeting sites, and available at the meeting itself *(including other social media platforms i.e.: Facebook). These changes take effect August 29, 2021. The SCC is currently reviewing the amendments and will provide additional guidance as it becomes available. Additional information may be found at the Office of Open Records Website: <https://www.openrecords.pa.gov/index.cfm>

Office of Open Records Notice Regarding Virtual Meetings – Last year, the legislature passed Act 15 of 2020 in response to the COVID-19 Emergency Declaration. Part of the act addressed public meetings by allowing the use of internet-based platforms and social media to facilitate electronic or “virtual” gatherings. With the lifting of mask and occupancy limitations related to the COVID-19 global pandemic, all agencies should return to pre-COVID status with respect to public meetings and the expectation that meetings will include a physical gathering that allows for public attendance, observation and comment. Hybrid meetings (in-person with call-in capabilities) are still acceptable.

<https://www.openrecords.pa.gov/alert.cfm?id=17>

Retaining Virtual Participation Options for District Board Meetings – As district boards begin to hold in person meetings again, the SCC recommends Conservation Districts continue to offer a way for board members, cooperating agencies, and the public to participate in meetings either through conference call or video conference. Cooperating agency staff may not be allowed to attend in person meetings during this time and board members and the public may not feel comfortable attending. Providing a virtual option will allow greater participation in Conservation District board meetings.

Clean Water Academy

The Clean Water Academy Training is available at the link below.
<https://pacleanwateracademy.remote-learner.net/course/view.php?id=478>

Revised Aquatic Resources Table - With the PASPGP-6 becoming effective July 1 and the revised Aquatic Resource Table going into effect, the Quarterly report Spreadsheet has been revised. The Quarterly report spreadsheet is located on Clean Water Academy: [105 Resources: Appendices \(remote-learner.net\)](#)

As always, do not enter permits submitted through ePermitting.

Send the quarterly reports to RA-105GPREP@pa.gov

The Division of Wetlands, Encroachments and Training, Clean Water Academy Surveys - Over the next few months, The Division of Wetlands, Encroachments and Training in the Bureau of Waterways Engineering and Wetlands will be sending out four small 5-10 min surveys to get state-wide input into future online training with Clean Water Academy. The purpose of these surveys:

1. Get full regional and CCD input so topics and questions important to you to do your job are addressed in the trainings.
2. Prioritize the order of trainings
3. Create consistency and uniformity across the regions and the CCD's.

It is important that we get input from all regions and 105 delegated conservation districts to make sure we create impactful trainings that address issues important to our staff. This does not make up for in the field training, but with your input this will help to create a great learning tool for new and existing hires. In these surveys you will do two things, prioritize training subjects and give us your input into what you would like to see in the training.

These surveys are completely anonymous. The surveys will not ask for your name or any identifying information. Please complete these surveys, as your input will be critical in the creation of future trainings.

The first survey "Introduction to 105":
<https://www.surveymonkey.com/r/YMRL5GW>

This second survey "Permits":
<https://www.surveymonkey.com/r/YF5T98L>

MS4 Forum Presentations Available on Clean Water Academy - During the spring of 2021, EPA in coordination with PADEP, hosted a series of virtual MS4 Forums for MS4 permittees located within the Chesapeake Bay Watershed. The intent of the MS4 Forums was to provide an opportunity for municipalities with MS4 permits to discuss their stormwater management programs and share experiences and lessons learned. Nearly 300 people attended at least one of the Forums and over 60 presenters volunteered their time to share information on their stormwater programs. Topics covered included: implementation of the permit-required minimum control measures (MCMs), financing strategies, ways of fostering collaboration, and the highlight of the Forums was the presentation of multiple BMP case studies. The BMP case study sessions gave presenters a chance to show off their projects, share experiences/lessons learned, and answer questions from other permittees looking to implement similar projects. The recorded Forum presentations are now available on Clean Water Academy and can be accessed by clicking the link below.

[Course: Pennsylvania Spring 2021 MS4 Forum \(remote-learner.net\)](#)

PracticeKeeper – Best Management Practice (BMP) Module SOP (CBO-DATA-003)) and Complimentary DEP Clean Water Academy (CWA) Course Question and Answer Session Recording Now Available -Chesapeake Bay Office Agriculture Compliance staff held a question and answer session regarding the PracticeKeeper – Best Management Practice (BMP) Module SOP (CBO-DATA-003)) and Complimentary DEP Clean Water Academy (CWA) Course on July 16, 2021. The recording has been posted to the Resources section of the Clean Water Academy Course below. <https://pacleanwateracademy.remote-learner.net/course/view.php?id=478> The intended audience for the SOP, CWA Training and the Q&A Session is Conservation District Managers and Conservation District Staff who implement, verify, and record BMPs in the PracticeKeeper Database as part of any of their job duties. This may include but is not limited to Chesapeake Bay Technicians or Engineers, Nutrient Management Specialists, and Watershed Specialists. We encourage anyone who may have been unable to participate in the session or who would like a refresher to log into the CWA and view the recording.

Chesapeake Bay Watershed

Pennsylvania’s Phase 3 Watershed Implementation Plan – Monthly e-newsletter

The Department of Environmental Protection Chesapeake Bay Office (CBO) produces a monthly newsletter to showcase progress and updates on the statewide Phase 3 Watershed Implementation Plan and our local partners’ Countywide Action Plans. Our newsletter will highlight activities from the CBO and our partnering counties, agencies, and action team leaders; reporting and data tools; funding and grant opportunities; and major announcements.

<https://www.dep.pa.gov/Business/Water/Pennsylvania%E2%80%99s%20Chesapeake%20Bay%20Program%20Office/WIP3/Pages/Newsletter.aspx>

Best Management Practice Verification in Pennsylvania – Phase 3 WIP Webinar Wednesday

More than 85 county-based agriculture, conservation district, consultants and Countywide Action Plan (CAP) leaders and coordinators attended a CBO-sponsored webinar on July 21, 2021 regarding BMP Verification in Pennsylvania. This webinar was the second on this topic and the purpose of this webinar was to expand discussion between the EPA Chesapeake Bay Program Office, DEP and county partners, and answer questions regarding BMP verification (as a follow up to the first webinar held in December 2020). Speakers included staff from the CBO, SCC, and EPA’s Chesapeake Bay Program Office (CBPO). Agenda topics included how BMP verification affects PA’s progress; CAP Coordinator role vs. Conservation District’s role in BMP verification; how PracticeKeeper enhances

BMP verification; Chesapeake Bay Program BMP Verification Ad Hoc Action Team updates; and a deep dive on how BMP verification is applied to the Model, including discussion on BMP credit duration and life span; and CAST cutoff and back out. The webinar closed with a question and answer session. The webinar recording and all presentations will be posted to the Clean Water Academy.

Tier 1-2 counties: Reviewing two- and one-year progress, setting milestones - During the month of July, the Chesapeake Bay Office (CBO) has continued to support and provide information to Adams, Franklin, Lancaster, and York counties as they prepare their two-year Programmatic Milestone updates to their Countywide Action Plans (CAP). CBO and the Susquehanna River Basin Commission (SRBC) have met with each pilot county individually to provide technical support and updated CAST run scenarios to help the counties make informed updates during this milestone period.

Tier 2 counties have continued to make excellent progress on the implementation of their CAPs, while also preparing their first annual progress update.

Tier 3-4 Counties: Drafting Countywide Action Plans - The Tier 3 and 4 counties have completed their initial draft CAP midpoint review. These county CAP drafts identified the priority actions for each county and indicated a good understanding of what the opportunities are in each county, as well as potential challenges.

To best support the counties as they refine and finalize their CAPs, the CBO is transitioning the biweekly Touchbase Tuesdays conference call into monthly county group calls, to provide the individualized attention that is needed to fine-tune each CAP and begin the transition into CAP implementation.

Dates to Remember

SCC Meetings – 1:00 PM

In-Person Meeting	September 14
In-Person Meeting	November 9

SCC Conference Calls – 8:30 – 10:00 AM

Conference Call	August 17
Conference Call	October 12

Ag Progress Days

https://agsci.psu.edu/apd	August 10 - 12
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Agricultural Technician Training

Boot Camp I – ‘Basic’	August 2-4, 2021 (Field)
Boot camp II – ‘Advanced’	August 23 – 27

Management Summit

Wyndham Garden, State College	September 15 – 16
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Conservation District Watershed Specialist Meeting

Virtual Conference	October 5-7
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Also, check the Conservation District Training/Special Events Calendar at, www.PACD.org Select the "Events" tab and then the "Training Calendar" tab.

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



PACD Rewind

Monthly Report 07/01/21 – 07/31/21

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

Annual Conference

- Met with Sonia Wasco to review year end financials
- Finished gathering and updating delegate forms
- Sent registration reminders via email and Front Page
- Created slideshow and script for awards program
- Managed committee and council registrations
- Finalized and distributed committee agendas and materials
- Consulted with Operations chair and sent cancellation notice to registrants
- Created, reviewed, and sent annotated agenda to Mike, Chuck, and Kelly
- Hosted, took minutes, and prepared council reports for Conservation, District Employees, Education and Outreach, Legislative, and Ways and Means committees
- Prepared host council packet, videos, and screen-share schedule
- Gathered input from staff and wrote Executive Directors Report
- Held council dry-run
- Hosted and took minutes for council

Communications

- Updated and managed the PACD listserves
- Updated www.pacd.org
- Sent three *Front Page* e-newsletters
- Submitted 18 posts on social media channels
- Created social media messages for August shared messaging with districts
- Compiled and distributed monthly rewind report to membership
- Wrote and sent annual conference/awards and poster press releases
- Created an ad for PSATS' centennial book

Executive Board

- Held July Executive Board Meeting
- Prepared and reviewed July minutes
- Prepared August staff report (covering July activities)
- Began prepping for September meeting

QuickBooks Training for Conservation Districts

- Set up registration for QuickBooks basic, advanced, and payroll trainings
- Sent an email to conservation districts announcing registration

Human Resources and Office Management

- Processed three payrolls
- Managed accounts receivable and accounts payable
- Worked with ADP to begin new payroll service
- Worked with Merrill Lynch and ADP to move 401k to ADP
- Oversaw installation of new phone system
- Learned administrative console and helped set-up new phone system in console
- Provided overview of phone usage to all PACD staff
- Worked with IT consultant on meeting laptop updates and other IT tasks

Legislative Activities

- Researched bill histories for PACD Legislative Committee

Meetings and Events Attended

PACD staff attended/participated in the following events:

- Met with South Central conservation district managers
- Attended PRISM meeting
- Attended SCC meeting
- Held monthly managers meeting

Partner Activities

- Held partnership meeting
- Attended SCC Advisory Committee meeting
- Attended SCC new managers meeting
- Attended NRCS State Technical Committee meeting
- Attended DEP Chesapeake Bay Update meeting

Strategic Planning

- Continued implementing strategic plan

Grants and Special Projects

102/105 Technical Training Grant

- Prepared and submitted final reimbursement request
- Completed and submitted quarterly report for April-June
- Set up virtual planning workgroup meeting for August 3
- Created/updated and distributed agenda and materials for August 3 workgroup meeting

- Met with DEP about grant budget
- 102/105 Technical Training Webinars
 - Distributed webinar evaluations to planning workgroup
 - Added Zoom webinar to CWA account for EV Wetlands (EVW) webinar
 - Created online evaluation for EVW webinar
 - Prepared welcome slides and script for EVW webinar
 - Held presenter walk-through with EVW webinar
 - Hosted EVW webinar
 - Began preparing EVW webinar video/information for Clean Water Academy
- Clean Water Academy (CWA)
 - Courses under development
 - History of the Conservation Movement
 - Recorded Webinars Added
 - Concepts of the E&S Process
 - PASPGP-6
 - Ponds, Impoundments, and Why People Call About Them
 - Provided website administration and technical support

Agricultural Conservation Technical Training

- Prepared and submitted ACT final reimbursement reports
- Intro to Conservation Planning
 - Opened Intro application; advertised the course
- 2021 Basic & Level II Boot Camp
 - Fixed room block issues
 - Reviewed COVID protocols
 - Ordered port-a-potties
 - Ordered catering for Basic

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

- Reviewed district quarterly summaries and time reporting
- Submitted the quarterly reimbursement report

CREP Cost-Share

- Prepared and submitted GG1 final report and reimbursement requests
- Opened new bank account for the new CREP 2021/23 grant
- Created new accounts and classes in Quick Books for new grant
- Processed CREP cost-share and prepared invoices

CREP Outreach Program Office (COPO)

- Prepared and submitted COPO final report and reimbursement request
- Water Words that Work (WWTW) Outreach Project
 - Sent CREP farmer focus groups results (written report and recording presentation) to CREP partners and conservation districts
 - Scheduled a meeting with WWTW to plan the CREP marketing campaign
- CREP Partner Training
 - Created a course in the Clean Water Academy for the CREP Partner Training
 - Edited/uploaded CREP training recordings and CREP FAQ document to the course page
 - Sent course information to conservation districts and partners

- Website
 - Added Summer 2021 newsletter
 - Updated events page
 - Added Landowner Guide to Buffer Success to Resources page
 - Directed questions received from creppa.org
- Landowner Guide to Buffer Success
 - Sent notice to conservation districts and partners that the updated guides are available
 - Packed guides for conservation districts and partners who requested copies

DCNR Riparian Forest Buffer Program

- Processed four multi-functional riparian buffer sub-grant applications
- Prepared and submitted the six-month progress reports for the 2018 and 2019 grants

NRCS Employee of Record (Funded by NACD)

- Prepared and submitted quarterly reimbursement report

Engineering Technical Assistance Program Grant (TAG)

- Completed and submitted monthly invoice and report to DEP
- Conducted interviews and hired technician for Columbia County office
- Set up PACD email for new TAG technician Dakota Welkom
- Began new employee paperwork for Dakota

Leadership Development Program

- Submitted quarterly and annual program activity report
- Submitted quarterly reimbursement report
- Completed Unit 2 (Management Leadership) of New Manager Training
- Launched registration and promo for 2021 Fall Leadership webinar series
- Held Quarterly Committee Meeting

PA Nonpoint Source Pollution Education Office

- 2021-22 NPS Mini-grant Round
 - Reviewed one final report and issued reimbursement
 - Reviewed four mid-term reports
 - Reviewed four materials
 - Completed quarterly report
 - Moved nonpointsourcepa.org platform to WordPress
- 2021 Virtual Watershed Specialist Meeting
 - Updated agenda and sent to DEP for review
 - Contacted all presenters to confirm presentation dates/times
- 2021 Virtual 319 Meeting
 - Merged email lists and distributed link to page on CWA
 - Set December reminder to contact Ann about 2022 meeting



DATES TO REMEMBER

Leadership Development: New Manager Training

- Wednesdays, May-August 2021

Agricultural Conservation Technical “Boot Camp” Training – Basic Level

- August 2-4, 2021 (*in-person field days*), Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County). *Both online and in-person portions must be attended to complete the course.*

QuickBooks Training Webinar Series for Conservation Districts: Basic Training

- August 12, 2021 | 10 a.m. - Noon

Agricultural Conservation Technical “Boot Camp” Training – Level II

- August 23-27, 2021, Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County) and Holiday Inn Harrisburg (Hershey Area), Grantville, PA

QuickBooks Training Webinar Series for Conservation Districts: Advanced Training

- September 9, 2021 | 10 a.m. - Noon

Leadership Development: New Manager Pre-Conference Session

- September 14, 2021, Wyndham Garden State College, Boalsburg, PA

Building for Tomorrow 2021 Management Summit

- September 15-16, 2021, Wyndham Garden State College, Boalsburg, PA

PACD South West Region Meeting

- September 21, 2021 | 10:00 a.m. to Noon

QuickBooks Training Webinar Series for Conservation Districts: Payroll

- September 23, 2021 | 10 a.m. - Noon

PACD North West Region Meeting

- September 30, 2021 | 10:00 a.m. to Noon

PACD North East Region Meeting

- October 8, 2021 | 10:00 a.m. to Noon

2021 Virtual Conservation District Watershed Specialist Meeting

- October 5-7, 2021

PACD North Central Region Meeting

- October 14, 2021 | 10:00 a.m. to Noon

PACD South Central Region Meeting

- October 15, 2021 | 10:00 a.m. to Noon

Intro to Conservation Planning

- October 19-21, 2021, Holiday Inn Harrisburg (Hershey Area), Grantville, PA

Fall Leadership Development Series: Succession Planning & Management for Conservation Districts (Part 1)

- October 27, 2021 | 12 p.m. -1:30 p.m.

PACD South East Region Meeting

- October 28, 2021 | 10:00 a.m. to Noon

Fall Leadership Development Series: Succession Planning & Management for Conservation Districts (Part 2)

- November 3, 2021 | 12 p.m. – 1:30 p.m.

Fall Leadership Development Series: Conservation Leadership and Environmental Justice

- November 10, 2021 | 12 p.m. – 12:45 p.m.

STAFF CONTACT INFORMATION			
NAME	TITLE	PHONE #	E-MAIL
HARRISBURG OFFICE			
Brenda Shambaugh	Executive Director	717-794-6103	bshambaugh@pacd.org
Amy Brown	Director of Operations	717-794-6104	abrown@pacd.org
Shannon Wehinger	Director of Communications & Education	717-794-6112	swehinger@pacd.org
Molly Burns	Project & Event Specialist	717-794-6110	mburns@pacd.org
Holly Miller	Program Manager	717-794-6105	hmiller@pacd.org
Matt Miller	Leadership Development Coordinator	717-794-6111	mmiller@pacd.org
Nick Yeagy	Software Specialist	717-794-6106	nyeagy@pacd.org
Diane Young	Administrative & Program Assistant	717-794-6109	dyoung@pacd.org
BLOOMSBURG OFFICE			
Dakota Welkom	Conservation Technician		dwelkom@pacd.org
W. Andrew Wodehouse	Conservation Technician	570-317-9473	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

United States Department of Agriculture



Natural Resources Conservation Service
1300 Old Plank Road
Mayfield, PA 18433

570-280-3337
855-822-1795 fax

July 9, 2021

Dear District Directors:

This report highlights our staff's assistance to cooperators and communities in Lackawanna, Monroe, Wayne, and Pike Counties last month. In addition, I will use it to try to keep you informed of any significant conservation activity that is ongoing or upcoming and which may affect our mutual clients. If you have any questions concerning the report or would like to have more specific information, please let me know.

CONSERVATION PROGRAMS

Environmental Quality Incentives Program (EQIP)

Contract allocations are as follows:

Lackawanna

Wildlife – 1 contract totaling \$33,161.00

Monroe

Forestry – 1 contract totaling \$2,664.00

Grazing - 2 contracts totaling \$65,073.00

High Tunnel – 2 contracts totaling \$14,000.00

Stream Corridor – 1 contract totaling \$37,022.00

Forest Management Plan – 1 contract totaling \$1,373.00

Pike

Forestry – 1 contract totaling \$4,002.00

Forest Management Plan – 1 contract totaling \$5,148.00

Wayne

Livestock – 2 contracts totaling \$507,034.00

High Tunnel – 2 contracts totaling \$14,000

Forest Management Plan – 1 contract totaling \$1,373.00

Conservation Stewardship Program (CSP)

We currently have the following applications:

-5 FY 2021 CSP, we are working on ranking and assessing these applications.

Agricultural Management Assistance (AMA) Program

At this time, we have not had any AMA applications selected for funding.

CREP- Conservation Reserve Enhancement Program

Wayne County CREP Application Status: No new applications

Lackawanna County CREP Application Status: No new applications

Monroe County CREP Application Status: No new applications

Pike County CREP Application Status: No new applications

CONSERVATION PLANNING/TECHNICAL ASSISTANCE

Conservation Plans Completed:

No new plans written this month.

Landowner Assistance

(In addition to our program work, conservation technical assistance is a very important aspect to our job)

My staff has provided technical assistance to

8 landowners in Monroe County

7 landowners in Lackawanna County

15 landowners in Wayne County

9 landowners in Pike County

Sincerely,

Jennifer M. Matthews
District Conservationist
Mayfield Field Office
USDA-NRCS