



Pike County Conservation District

AGENDA

Regular Monthly Meeting

Monday, August 17, 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 July 20, 2020 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
 - United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Cooperative Working Agreement with the District – Jen Matthews
- IX PACD Update
- X Cooperating Agency and Other Organization Reports
- XI Executive Session
- XII Public/Press Questions
- XIII Adjourn

NEXT MEETING: MONDAY, September 21, 2020 at 9:00am.

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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, July 20, 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: Commissioner Ronald Schmalzle, Jay Morrow, John Milliken, Kelly Stagen, and Kenneth Coutts. **Associate Directors:** Paul Ranello, JoAnn Rose and Carole Linkiewicz **Staff:** Michele Long, Ellen Enslin, Rachel Posavetz, Devan George and Chris Ingulli. **Cooperating Agency Representatives:** Jen Matthews (NRCS) and Carl Deluca (DEP). **Directors/Associate Directors Absent:** Scott Savini **Guests:** Pat Dawson (Twin and Walker Lake Watershed Association), Jenna Mauder (The Cooperage Project) and Greg Lawless (Hemlock Farms).

Board Vice-Chairman John Milliken called the meeting to order at 9:00 am via Zoom Video Conference Call.

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None.

ACTION ON MINUTES OF June 15, 2020: Kelly Stagen made a motion to approve the June 15, 2020 Board Meeting minutes. Jay Morrow seconded. Motion carried.

FINANCIAL REPORT: District staff are working with the accountant and auditors in preparation for the 2019 audit. Jay Morrow noted a significant increase in the fees collected for the month of July which was the result of the submittal of a large PPL project. Financials filed subject to audit.

CORRESPONDENCE REPORT: The following correspondence was distributed to the board: Email to Senator Baker regarding Senate Bill 252 which includes language for 3rd party permit reviews for NPDES permits; Email to DEP from Districts regarding Chapter-102 e-Permitting; Governance Planning Letter from Zelenkofske Axelrod LLC for 2019 audit; Email correspondence with Representative Peifer's office regarding the Shohola Creek upgrade petition submitted in 2009; Survey Monkey survey for DCNR's strategic plan; Joint letter with Wayne CD to the Governor's Office regarding a HABs Task Force; Letter from the Cooperage Project requesting a \$3,000 grant to assist with the development of a Local Producer Website; Slide-show presentation of SR 84, Section 450 pollution event; Thank You Letter from a GP Customer to Resource Conservationist, Jeremy Oettinger, for his assistance with the GP registration process.

EXECUTIVE DIRECTOR REPORT: Michele Long provided an overview of the Executive Director Report provided to the board. The current COVID-19 response and operation plan has not changed as a result of the July 15th update from the Governor and Department of Health. The District was awarded the DEP EE Grant for the 'Leaf Pack' program with local school districts, but due to the uncertainty surrounding school operations due to COVID-19 the District will not accept the grant. Communications Coordinator, Devan George, is working members of the Pike/Wayne Conservation Partnership on developing virtual trainings. Surface Water Monitoring is scheduled for August and will be completed following social distancing guidelines with only District Staff and the Contractor participation. Chapter 102 E-Permitting

launch date has been delayed to resolve issues with the program that were brought up during the testing phase. Tentative go-live date for Chapter 102 e-Permitting is set for the beginning of September. Several important decisions will be made during the State Conservation Commission meeting scheduled for Wednesday July 22nd including the approval of District allocations through the Conservation District Fund Allocation Program (CDFAP) which provides funding for District Managers and the 1st Technician as well as Administrative Assistance money for operational costs. There are 3 options for CDFAP budgeting which include leaving the allocations the same as the previous year, a 5/12th version which would cut funding to 5/12th of what is normally received and a final version which would take money from the Gas Well Districts and use it towards Administrative Assistance money for other Districts. The DGLVR program allocations will also be approved at the meeting. Changes to the allocation formula as well as additional Districts being eligible for funding will result in the District receiving the minimum allocations for Dirt & Gravel and Low Volume totaling \$100,000 and \$40,000 respectively. The August board package will have a different format for staff monthly reporting. Staff is submitting weekly reports to the Executive Director. The Executive Director will include the information from the staff's weekly reports into one document which will be formatted to follow the Strategic Plan. A single technical staff report will also be included in the board package showing all work completed associated with the Delegated Programs.

OLD BUSINESS/COMMITTEE REPORTS: None.

NEW BUSINESS:

Request for Financial Support for Local Producer Website: Jenna Mauder explained that the Cooperage Project is looking for ways to support local farmers. Together with Wayne Tomorrow's Agriculture Task Force and the Pike County Agriculture Land Preservation Program, they have begun to gather farms and food market locations to create a website and mobile app to help connect consumers with local farmers and their products. The Cooperage Project is asking for financial assistance to help launch this initiative in the amount of \$3,000 from the District. The funds would be used for website and mobile app design. Kelly Stagen made a motion approve the grant request in the amount of \$3,000 and transfer \$3,000 from the Conservation Fund to the Operating Account to cover the expense. Jay Morrow seconded. Motion carried.

Joint Letter with Wayne CD to Governor's Office re: HAB Task Force: Michele Long reviewed the letter with the Board. The letter requests that a Harmful Algae Blooms (HAB)s task force be developed which would include the Department of Health. The District is hoping to gain ground on this issue prior to HABs becoming an issue in the late summer months. Long plans to complete the letter early this week so that it can be provided to Wayne CD for approval by their board. The board did not have any questions or comments regarding the letter.

PACD Update: Kelly Stagen stated the PACD Executive Council will be held on Thursday, July 23rd at 10 am via video conference and anyone interested in attending can contact Stagen or Long for the link to RSVP. There is an NACD national meeting tonight from 5-7 pm which she will be attending. Long stated there are many different bills currently being introduced which have the potential to negatively impact the Districts financial assistance from the State. Many of these programs that legislators are looking to take funds from to cover other state expenses are designed in a way that funds are distributed as reimbursements for costs incurred. Therefore, it can appear that these funds are 'sitting' and not being utilized, but that is not the case. At the SCC meeting, Districts will be requesting the SCC to review the CDFAP policy to change how those funds could be distributed.

COOPERATING AGENCY AND OTHER ORGANIZATION REPORTS:

NRCS: Jen Matthews stated NRCS is open with a rotational schedule and is completing field visits. Ranking for EQUIP applications and Conservation Stewardship Program applications have been completed and contracts should be available by August.

DEP: Carl Deluca stated DEP staff is still working remotely until further notice. DEP is still completing inspections on a case by case basis. Trainings are being added to the Clean Water Academy for CD staff.

Twin and Walker Lake Watershed Association: Pat Dawson stated a Zoom presentation will be held on August 29th given by Beth Norman from PLEON to present the water quality data collected over the past year for the 3 lakes within the association. Anyone interested in attending is asked to email Pat. Long stated Watershed Specialist, Rachel Posavetz, will be attending the August 29th meeting.

EXECUTIVE SESSION: The Board went into executive session at 9:50 am to discuss legal matters associated with Quarry Heights and a pollution event which happened on the SR 84, Section 450 project. The regularly scheduled meeting resumed at 10:12 am.

PUBLIC/PRESS QUESTIONS: None.

ADJOURN: Kelly Stagen made a motion to adjourn the July 20, 2020 Board of Directors Meeting. Jay Morrow seconded. Motion carried. Meeting adjourned at 10:13 AM.

Respectfully submitted, Chris Ingulli, Board Secretary.

DRAFT

Pike County Conservation District Profit & Loss Budget vs. Actual

January through July 2020

	<u>Jan - Jul 20</u>	<u>Jan - Jul 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
4255 · Low Volume Road Allocation	0.00	3,088.83	0.00	0.00	0.0%
4000 · Other Grant Income	3,317.02	3,822.50	12,320.00	-9,002.98	26.92%
4100 · State Cost Share Funds	0.00	1,751.50	65,343.00	-65,343.00	0.0%
4107 · County Contribution	224,883.19	215,134.50	385,514.00	-160,630.81	58.33%
1 4125 · UGW Income	59,827.65	59,827.65	56,818.00	3,009.65	105.3%
4150 · Watershed Specialist Grant	16,434.97	22,701.76	45,250.00	-28,815.03	36.32%
4200 · County Appropriation	15,000.00	15,000.00	30,000.00	-15,000.00	50.0%
4250 · D&G Rd Allocation	47,841.60	9,982.55	103,110.00	-55,268.40	46.4%
4300 · Fees Collected	57,460.00	21,000.00	35,000.00	22,460.00	164.17%
4400 · Program Income	10,700.00	3,867.79	2,700.00	8,000.00	396.3%
4500 · Misc Income	125.00	23.76	100.00	25.00	125.0%
4700- · Interest Income	3,228.19	8,308.70	10,000.00	-6,771.81	32.28%
Transfer from Conservation Fund	4,338.95		5,000.00	-661.05	86.78%
Transfer from Low Volume Road Fund	52,268.38		25,894.72	26,373.66	201.85%
Total Income	<u>495,424.95</u>	<u>364,509.54</u>	<u>777,049.72</u>	<u>-281,624.77</u>	<u>63.76%</u>
Expense					
5255 · Low Volume Road Expenditures	52,407.92	0.00	25,894.72	26,513.20	202.39%
5000 · Other Grant Expenditures	2,747.26	4,540.00	11,220.00	-8,472.74	24.49%
5100 · Salary/Benefits to County	34,402.48	45,336.26	126,325.00	-91,922.52	27.23%
1 Transfer to UGW Funds			29,318.00		
5250 · D&G Rd Expenditures	70,350.23	116,755.44	103,110.00	-32,759.77	68.23%
5505 · Telephone	1,417.34	1,611.30	2,600.00	-1,182.66	54.51%
5510 · Postage	60.75	92.20	1,200.00	-1,139.25	5.06%
5520 · Supplies/Equipment	7,978.18	6,031.99	10,068.00	-2,089.82	79.24%
5531 · Leased Equipment	6,540.91	5,107.62	11,200.00	-4,659.09	58.4%
5535 · Advertising	170.45	713.42	400.00	-229.55	42.61%
5540 · Professional Services	0.00	4,810.00	7,575.00	-7,575.00	0.0%
5550 · Personnel Expenses	224,883.19	215,134.50	385,514.00	-160,630.81	58.33%
5608 · Programs	11,903.91	5,611.89	8,350.00	3,553.91	142.56%
5700 · Water Monitoring-Chem/Lab	0.00	680.00	10,275.00	-10,275.00	0.0%
5805 · Travel/Meals	1,266.52	1,059.91	3,260.00	-1,993.48	38.85%
5815 · Training/Conferences	493.05	1,779.80	3,773.00	-3,279.95	13.07%
5820 · Dues & Subscriptions	2,553.88	2,816.67	4,285.00	-1,731.12	59.6%
5870 · Repairs & Maintenance	11,041.71	11,141.05	15,232.00	-4,190.29	72.49%
5880 · Heat & Electric	2,378.57	3,210.20	7,000.00	-4,621.43	33.98%
5900 · Vehicle Expense	622.52	2,361.27	4,650.00	-4,027.48	13.39%
5940 · Capital Improvements	0.00	0.00	5,000.00	-5,000.00	0.0%
5950 · Misc Expense	2,015.00	999.26	800.00	1,215.00	251.88%
Total Expense	<u>433,233.87</u>	<u>429,792.78</u>	<u>777,049.72</u>	<u>-343,815.85</u>	<u>55.75%</u>

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 \$59,827.65 amount includes an increase of \$3009.65 from the anticipated \$56,818. \$27,500 of this is budgeted for 2020 Staff Retention Program.

	Jul 31, 20	Jun 30, 20	Jul 31, 19
ASSETS			
Current Assets			
Checking/Savings			
007 · UGW Fund	253,791.64	193,882.56	219,891.87
006 · Low Volume Road Fund	2,905.89	2,904.90	61,927.09
005 · Clean Water Fund	13,384.92	12,333.19	15,536.54
002 · Conservation Fund	136,590.90	139,543.52	203,267.57
003 · Dirt & Gravel Municipal Fund	89,396.25	89,365.76	108,071.90
004 · Operating Account	156,950.14	177,747.37	97,326.85
Total Checking/Savings	653,019.74	615,777.30	653,019.74
Accounts Receivable	52,129.86	59,298.12	14,904.57
Total Current Assets	705,149.60	675,075.42	667,924.31
Fixed Assets	188,013.58	188,013.58	145,213.02
TOTAL ASSETS	893,163.18	863,089.00	813,137.33
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	7,616.63	36,728.12	14,619.47
Other Current Liabilities	174,890.30	174,890.30	247,513.24
Total Current Liabilities	182,506.93	211,618.42	262,132.71
Total Liabilities	182,506.93	211,618.42	262,132.71
Equity	710,656.25	651,470.58	604,006.70
TOTAL LIABILITIES & EQUITY	893,163.18	863,089.00	866,139.41

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

Board Agenda

- **United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Cooperative Working Agreement with the District** – Jen Matthews from NRCS will review the attached Cooperative Working agreement which needs to be reviewed annually.

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

- Met with ARC consultant to discuss protocols and a schedule for fish electroshocking which will take place in August. Watershed Specialist completed verifications on all permissions for sampling which will begin in mid-August.
- WS also reviewed the DEP Triennial Review which included a clarification for the Chapter 93 designation of the Lackawaxen River which is designated HQ-Trout Stocked Fisheries (TSF) Migratory Fishes(MF).
- WS is also reviewing the PADEP Integrated Water Quality report on the health of Pike county waterways and comparing our data to the data in the report. Comments are due August 11th.

Groundwater Monitoring

- Completed Well run and submitted quarterly report to the Scenic Rural Character Preservation Board. Social Media posts in July promoting Groundwater Month.

102/105 Delegated Programs

- See attached Technical staff report for specifics on Projects/permitting activity.
- SR 84, Section 450 has had some compliance issues during construction. SRC is working with contractors, applicants, DEP and Wayne CD to resolve issues.
- RC Oettinger is working on updating protocols for Post Construction Stormwater Management Operations and Maintenance filing which is required as part of NPDES permit conditions.
- Raymondskill Creek Estates had a preconstruction meeting; 739 Notice of Termination of permit will be out in August as stabilization is almost complete; DCNR Headquarters resubmission received.
- Continue to work with Dollar General's in Greentown, Dingman's, Shohola and Milford to resolve compliance issues.
- There seems to be an increase in the number of Chapter 105 General Permit #2's which are for docks.

Forest Stewardship/ Gypsy Moth Program/Spotted Lanternfly

- The program "*What's wrong with my Trees*" had to be rescheduled as the Pike Service Forester got called away on forest fire assignment out west.

Dirt Gravel Low Volume Roads

- Provided assistance to Palmyra Township regarding Old Greentown Road French Mattress installation/bidding process; Old Shohola road project was completed; Completed Quarterly reporting; Pre-construction meeting was held with Shohola township on the Flagstone Road project which will begin in August.
- Reviewed financial tracking with Center staff on clarification of Administrative and Education spending requirements.
- In July the SCC approved a policy stating the funding for Administrative and Educational expenses must be spent in a one-year time frame; Reviewed these requirements with Center staff.
- SCC approved the DG and LV allocations for 2020-2021; Pike DG allocation is \$100,000 and Pike LV allocation is \$40,000 for the next fiscal year.

Lake Communities water quality/Invasive Species

- ED developed letter addressed from the Board to the Governor's office requesting a Harmful Algae Bloom's taskforce be formed to address concerns related to water quality and invasive species. A consistent message has been developed and distributed by LWWMD to the Pike CD, Wayne CD, Lacawac and Brookfield to use in discussions regarding HABS.
- WS reviewed the Twin and Walker Creek PLEON report which provided information on the water quality of the Big and Little Twin Lakes and included future recommendations. She will be contacting TWCWC and attending a follow-up meeting held by TWCWC hosting PLEON in August.

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.

Pike/Wayne Conservation Partnership

- CC is working with Wayne CD Watershed Specialist and other Partners on the development of virtual programming to be made available to students and teachers throughout the school year.
- Worked with Natural Lands and Pike Planning Office on the Municipal Workshop series "*Growing a Stronger Pike County*" for municipal officials which will be held September 18th and 22nd.

Relationship building

- July E-Newsletter – Stories from the Field: Highlighted the PCCD Well run and watersheds; Article by Jeremy Oettinger on Managing a Small Woodlot; Promoting the webinar series; Fill out the 2020 Census; Dingman township Recycling Event; and promoting "What's Wrong with my Tree" program with DCNR.
- August E-Newsletter – Invasive Species – Japanese Beetle; Promoting "Getting to Know Your Drinking Water" webinar for August 25th; Links to previous webinars on the PCCD YouTube channel; "*What's Wrong With My Tree*" promotion of webinar; Promotion of Notes from the Field of Resource Conservationists; Fill out 2020 Census.

Watershed group support

- Met with Pike County Penn State Extension and Wayne CD on Master Watershed Program to be implemented in Pike and Wayne Counties and promoted to local watershed groups.

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

- PACD Mini-grant Land Use Workshop – received approval from PACD on agenda and invitation to move forward with promotion of "*Growing a Stronger Pike County*" webinar.
- PACD Mini-grant "*Checklist for a Watershed Friendly Home*" – submitted mid-term report.

Staff Training

- Provided overview of Microsoft Teams to all staff on daily check-in meetings with staff.
- Kelly Rodemich completed a General Accounting Professional Certification program on Star 12 in March; Chris Ingulli completed his Leadership training course from Penn State the end of June.

- Staff continue to find new training opportunities on the DEP Clean Water Academy website that relate to Chapter 102 programming; webinar on Chapter 105 E-permitting update completed by staff.

Personnel

- AM will be out beginning July 29th until August 24th for the birth of baby Aubrey. Congratulations to the Ingulli Family!
- Worked on four staff evaluations to be scheduled for completion in August.
- ED has been with the District for 17 years on July 14th.

Operations/Building

- Working with DEP and Blooming Grove Baptist Church on filing change as public water supplier.

Financial

- Quarterly reporting completed and submitted for CDFAP, Chapter 102 & 105, Watershed Specialist position and SRCP GW grant.
- 2019 Audit - Preparations and financials submitted to Auditor prior to in person review; Auditor reviewed files on 7/28 in office.
- The SCC approved a 5/12th line item allocation in July. This does not impact the funds slotted for the ED and SRC which is \$22,350 and \$16,225 but will impact the Administrative Assistance reducing it to \$12,076 which is half of what we normally receive in a regular budgeted year. Our PUC UGW funding was received in the amount of \$59,827 which was deposited into our UGW account and slated for use for the staff retention program. 2020's allocation for the staff retention program is \$27,500.

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

- Distributed \$3,000 from the Conservation Fund as approved by the Board in July, for a *Locally Produced products website* which is to be developed by the Cooperage Project and the Pike Agricultural Land Preservation Program.

Legislation

- Bi-monthly meetings with PACD to discuss legislation which may impact budget. July's discussions focused on reviewing legislation which would take funding from the CDFAP line items and put it into the general fund. There will be legislation introduced in the near future for financial and technical assistance program to implement BMPs on ag operations and is fashioned after the DGLVR program.

Landowner Outreach

- Marianna and Devan worked diligently on the Webinar slated for mid-July on rain gardens, rain barrels and native plants to assist residents in understanding nonpoint source pollution and ways they can improve their backyard landscapes but had no one join so staff will be recording then uploading the content to the website.
- *Checklist for a Watershed Friendly Home* rack card will be distributed to landowners on what they can do in their own backyard to prevent non-point source pollution and distributed widely to community associations and through our Partners.
- Promotion of DCNR's Bureau of Forestry Strategic plan survey through email distribution list.

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

Inspections

Date	Project Name	Municipality	Program	Inspector	Site Status
7/2/2020	SR 84 Section 450	Multiple	102-State	EE	Non-compliance
7/2/2020	Litz Stream/Wetland Excavation	Lackawaxen	105	EE	Initial
7/2/2020	Paddlers Point	Westfall	102	MQ	Routine
7/2/2020	Rivers Edge	Westfall	102	MQ	Routine
7/2/2020	Fawn Lake Water System	Lackawaxen	102	EE	Routine
7/2/2020	SR 739	Blooming Grove	102-State	CI	Routine
7/6/2020	Rt 6 Sec 4008	Westfall	102-State	MQ	Routine
7/7/2020	PPL Canadensis Cellon Tap	Greene	102	EE	Initial
7/8/2020	Westfall Senior	Westfall	102	MQ	Routine
7/9/2020	SR 2001, Section 402	Multiple	102-State	EE	Routine
7/9/2020	SR 84 Section 450	Multiple	102-State	EE	Non-compliance
7/14/2020	SR 84 Section 450	Multiple	102-State	EE	Non-compliance
7/15/2020	Dollar General - Greentown	Greene	102	JO	Routine
7/22/2020	Dollar General Shohola	Milford Twp.	102	MQ	Non-compliance
7/23/2020	Paddlers Point	Westfall	102	MQ	Routine
7/28/2020	SR 84 Section 450	Multiple	102-State	EE	Non-compliance
7/31/2020	S&S Construction	Milford Twp.	102	MQ	Routine

Plan & Permit Reviews

Date	Project Name	Municipality	Program	Tech	Project Status
7/1/2020	Woodloch Spa Dock Replacement	Lackawaxen	102	EE	Adequate
7/7/2020	Capece Dock	Delaware	105	JO	GP Acknowledged
7/10/2020	143 Waterview Drive Dock	Lackawaxen	105	JO	GP Acknowledged
7/14/2020	SES Hawley Antenna Expsion	Palmyra	102	MQ	Initial Technical Plan Review
7/15/2020	Koss Project #2	Palmyra	102	EE	Inadequate
7/17/2020	Saw Creek No. 4 Rigby Tank	Lehman	102	JO	Adequate
7/17/2020	Saw Creek No. 5 Dorchester Tank	Lehman	102	JO	Adequate
7/17/2020	Netrebov Fawn Lake Dock	Lackawaxen	105	JO	GP Acknowledged
7/17/2020	Koss Project #2	Palmyra	102	EE	Adequate
7/24/2020	PPL Canadensis Red Line	Greene	102	EE	Adequate
7/27/2020	SES Hawley Antenna Expansion	Palmyra	102	MQ	Inadequate

Complaints

Date	Complaint #	Municipality	Program	Tech	Action
7/8/2020	20-21	Westfall	105	MQ	Initial
7/8/2020	19-41/19-42	Greene	105	EE	Routine
7/16/2020	20-22	Palmyra	105	MQ	Initial
7/27/2020	20-22	Palmyra	105	MQ	Final/Closed
7/28/2020	20-21	Westfall	105	MQ	Final/Closed

Technical Assistance

Date	Name/Project	Municipality	Program	Tech	Type/Topic of Assistance
7/1/2020	Aikolia Lot 6, Gene Ruzanski	Blooming Grove	102	EE	Common plan of dev. Question/NPDES
7/1/2020	Julie Capece	Dingman	105	JO	GP2 walkthrough
7/1/2020	John Ferramosca	Lackawaxen	105	JO	GP2 walkthrough
7/2/2020	John Ferramosca	Lackawaxen	105	JO	PNDI walkthrough
7/2/2020	Dave Walker	Dingman	105	JO	Lake drawdown and dock permit question

7/2/2020	Tommy Fu	Dingman	105	JO	Discussed wetland delineations
7/6/2020	Bill Goodwin (Raymondskill Creek Estate)	Lehman	102	JO	Discussed NPDES co-permittees
7/6/2020	Curtis Brown	Lehman	105	JO	Discussed 105 permit submissions
7/6/2020	David walker	Dingman	105	JO	GP2 walkthrough
7/6/2020	Lisa Sparnon	Shohola	105	MQ	EV wetland determination for permit
7/6/2020	Gene Ruzanski	Blooming Grove	102	EE	Common plan of dev. Question/NPDES
7/7/2020	Bill Goodwin (Raymondskill Creek Estate)	Lehman	102	JO	Discussed NPDES co-permittees
7/8/2020	Caroline Reynolds	Shohola	105	MQ	Agency co-ordination for lake draw-down
7/8/2020	Lauren Hermley	Lackawaxen	102	EE	Soils, forest management-property to buy
7/8/2020	Gene Ruzanski/Lisa Sparnon	Blooming Grove	102	EE	Aikolia Lots 1 and 6 pre-appl. Mtg.
7/8/2020	David Walker	Dingman	105	JO	Discussed PNDI searches
7/8/2020	Jeff Bonnaci	Greene	102-State	EE	SR 84, Section 450 Progress Meeting
7/9/2020	Ethan Henbest	Lehman	102	JO	Discussed NPDES submission criteria
7/9/2020	Brian Ferkel-JDM	Palmyra	102	EE	Koss Fill Areas site visit
7/10/2020	Lackawaxen Resident	Lackawaxen	105	JO	Discussed shoreline stabilization projects
7/10/2020	Rosh Castillo (Raymondskill Creek Estate)	Lehman	102	JO	Discussed PCSM recording
7/10/2020	John Lavelle	Dingman	105	JO	Discussed pond construction
7/10/2020	Lois Wyatt	Dingman	105	JO	Provided info regarding wetland crossing permits
7/10/2020	Deidre Sandlin(Pine Forest lake camp)	Lackawaxen	105	MQ	GP2 on DCNR property
7/13/2020	Mark Podlesny (Saw Creek Tanks)	Lehman	102	JO	Discussed plan deficiencies
7/13/2020	One Sky, LLC	Westfall	102	EE	Riparian Buffer discussion w/DEP, Kiley
7/13/2020	Amanda Seagraves	Greene	102	EE	Greene Twp. Secretary 102/105 questions
7/14/2020	David Hanes (DG Greentown)	Greene	102	JO	Discussed corrective action plan
7/14/2020	Pine Forest Lake Camp (Sandlin)	Lackawaxen	105	MQ	GP2 information
7/15/2020	Melinda Ruiz	Dingman	105	JO	GP2 and PNDI walkthrough
7/15/2020	Ethan Henbest	Lehman	102	JO	Discussed NPDES permit applications
7/15/2020	Bob Labaff	Lackawaxen	105	JO	Discussed dredging behind dams
7/15/2020	Mr. Case	Lackawaxen	105	JO	Provided info on GP3 registrations
7/15/2020	Mike DeVita	Shohola	105	MQ	Walker Lake HOA- road culvert issues
7/16/2020	Jeff Camarino	Westfall	105	MQ	Driveway culvert for possible stream
7/17/2020	Rich Tussell	Lackawaxen	105	MQ	Building within floodway of stream
7/17/2020	David Hanes (DG Greentown)	Greene	102	JO	Provided legacy NOI and PCSM plan info
7/17/2020	Richard Hartman	Lackawaxen	102	JO	Discussed small projects E&S plan requirements
7/17/2020	Rick Singer	Greene	102	EE	PPL Canadensis NPDES permit revision
7/20/2020	Steve 108 Edwards Ct	Westfall	105	MQ	Drainage area for waiver
7/20/2020	Bob Labaff	Lackawaxen	105	JO	Discussed dredging and in-stream structures
7/20/2020	Rich Tussell	Lackawaxen	102	JO	Discussed small projects E&S plan requirements
7/20/2020	Joe Chasman	Lackawaxen	105	EE	Westcolang Lake, Floating dock questions
7/20/2020	One Sky, LLC	Westfall	102	EE	NPDES submittal extension granted
7/20/2020	Rick Singer	Greene	102	EE	PPL Canadensis NPDES permit revision
7/22/2020	Steve Franchak	Shohola	102-State	EE	Pond Eddy bridge updates
7/22/2020	Jeff Bonnaci	Greene	102-State	EE	SR 84, Section 450 Progress Meeting
7/23/2020	Kerry Good	Lackawaxen	102	EE	Fawn Lake Water System minor amendment
7/23/2020	Jeff Camerino(108 Edwards Court)	Westfall	105	MQ	Stream drainage area/permits (site visit)
7/27/2020	Jason Emerson(Parkers Glen Rd)	Shohola	105	MQ	Floodway of stream
7/28/2020	Bill Schoenagel	Palmyra	102	EE	Yacht Club Drive E&S plan discussion
7/29/2020	Lou Cozza	Palmyra	102	EE	Tanglwood Canoe Access Forebay revisions
7/29/2020	John Pivovarnik	Greene	102-State	EE	SR 84 Section 450 project progress
7/29/2020	Walker Lake HOA/Road Maint	Shohola	105	MQ	Road flooding issues/Maintenance
7/30/2020	Chad McKenrick	Palmyra	102	EE	111 Park Avenue in Promised Land
7/30/2020	Steve Owens 108 Edwards Ct	Westfall	105	MQ	Items for DP waiver letter
7/30/2020	Mike Manieri	Greene	102-State	EE	SR 84 Section 450 meeting discussion
7/30/2020	Bill Schoenagel	Palmyra	102	EE	Provided E&S plan information



PACD Rewind

Monthly Report 07/01/20 – 07/31/20

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-nine posts on social media channels
- Compiled and distributed monthly rewind report to membership

Executive Board Meetings

- Held July board meeting using Zoom
- Completed, reviewed, and approved minutes
- Completed August staff report (covering July activities)

Phone Project

- Coordinated with Bluetek IT regarding project timeline

PACD Strategic Planning

- Continued implementing strategic plan

Human Resources and Office Management

- Processed three payrolls
- Held weekly staff web meetings to review projects and facilitate working remotely
- Scheduled 2019/2020 audit

Virtual PACD Committee and Executive Council Meetings

- Prepped for, held, and completed follow-up for all 6 PACD Committee meetings:
 - Communicated with committee members and distributed meeting information
 - Took RSVPs for guests and distributed meeting information

- Held committee meetings
- Created council reports and sent to committee chairs
- Took minutes, reviewed them, sent them to chair for approval, then posted online
- Prepped for, held, and completed follow-up for PACD Executive Council Meeting:
 - Sent registration reminders via listserves and Front Page
 - Followed up with partners requesting written reports
 - Distributed packet one week prior
 - Completed dry runs of meeting
 - Prepared special version of council packet to share on-screen
 - Sent calendar invitations to new registrants on a weekly basis
 - Sent packets to new registrants on an on-going basis
 - Compared council registration to delegate list and contacted districts as needed
 - Prepared notes for President and Secretary
 - Hosted meeting via Zoom
 - Prepped and took minutes, reviewed, sent to Mike for approval, and posted on PACD.org

PACD Awards Program

- Contacted nominators to plan for receipt of awards
- Traveled to Crown Trophy to pick up PACD Awards
- Updated and distributed awards press release
- Finished awards slideshow
- Finalized awards script
- Prepared 5-year certificates for Employee Recognition Program
- Assembled and prepared Employee Recognition program pins and certificates for mailing

PA Poster Contest

- Prepared and judged posters
- Wrote and distributed press release
- Notified all participating conservation districts of contest results

Joint Annual Conference and Winter Meeting (2021 and Beyond)

- Notified Wyndham that we are not contracting space at this time
- Attended several webinars on the future of in-person events and virtual event technologies

PA Association of Environmental Educators

- Completed bookkeeping entries, deposits, and reports for PAEE, as needed
- Corresponded with PAEE Board members to discuss turning over bookkeeping duties

Meetings and Events Attended

PACD staff attended/participated in the following events:

- Board meetings for Centre, Westmoreland, and Monroe
- SCC Meeting and SCC New Manager Meeting
- Condo Association Meeting
- Held PACD managers meetings using Zoom
- Scheduled and hosted Partnership Meeting using Zoom

Legislative Activities

- Worked with partners and Sen. Yaw on proposed legislation

Grants and Special Projects

102/105 Technical Training Grant

- Prepared and submitted reimbursement request for expenses to DEP
- 102/105 Technical Training Sessions
 - Led 102/105 Technical Training Planning Meeting (DEP hosted via Skype)
 - Sent planning meeting notes to planning committee
 - Updated managers and technicians on status of training sessions
 - Contacted presenters to see if they are willing and available to present virtually
 - Requested and reviewed quote to print and mail plans for basic session
 - Followed up with DEP on quote and planning status
- Clean Water Academy (CWA)
 - Courses started/in-progress:
 - Timber Harvest Activities
 - Channel Calculations, Design, and Review (Worksheet #11)
 - Enforcement Referrals
 - Horizontal Directional Drilling and Inadvertent Returns

Agricultural Conservation Technical Training

- Basic & Level II Boot Camp
 - Reviewed and submitted updated catering contracts
 - Figured out alternatives to allow social distancing
 - Created electronic certificates for electronic signing
 - Contacted participants to confirm training is proceeding and communicate safety measures
 - Continued to update information online as the training evolves+6

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

- Prepared and submitted reimbursement request for expenses to DEP NRCS

CREP Cost Share

- Submitted cost share reimbursement request to DEP
- Received and processed CREP cost share payments
- Coordinated with DEP to confirm handling of cost-share requests for this fiscal year

CREP Outreach Program Office (COPO)

- Prepared and submitted reimbursement request for expenses to DEP
- Continued to work with partners on Riparian Buffer Calendar

DCNR Riparian Forest Buffer Program

- Provided payment information to DCNR
- Provided six-month reports on both awarded grants
- Received and reviewed three buffer grants from Indiana
- Received and reviewed one grant from Westmoreland
- Received two mid-term reports from Monroe and Berks

Fluvial Geomorphology Training

- Began working with Independent Educational Consultants Association (IECA) to present as a virtual training in November

Wetland Delineation Training

- Contacted conservation districts to determine interest and tracked responses
- Contacted NRCS to learn more about their training, which was cancelled for this year

Webinar on Video Content Creation for Districts

- Created and held webinar on how districts can create and share education and outreach videos

Engineering Technical Assistance Program Grant

- Prepared and submitted reimbursement request for expenses to DEP
- Compiled monthly time reporting forms
- Compiled and posted in QuickBooks
- Processed travel for TAG employees

Leadership Development Program

- Planned and developed content for September Summit and October Leadership webinar series
- Submitted quarterly and yearly program reports to SCC
- Held Manager Forum meetings
- Held Employment Law webinar

PA Nonpoint Source Pollution Education Office

- Prepared and submitted reimbursement request for expenses to DEP
- 2020-21 NPS Mini-grant Round
 - Reviewed five materials
 - Reviewed one addendum report
 - Sent reminder to three districts with outstanding agreements
- Watershed Specialist Meeting
 - Sent initial invitations to presenters and followed up as needed
 - Drafted sample agenda
 - Distributed session information and sample agenda to planning committee for feedback
 - Followed up with additional items and follow-up questions



DATES TO REMEMBER

Agricultural Conservation Technical Training – Level II

- August 31-September 4, 2020, Dauphin County Agriculture and Natural Resources Center, Dauphin, PA

Agricultural Conservation Technical Training – Basic Level Fall Field Days

- September 9-11, 2020, Dauphin County Agriculture and Natural Resources Center, Dauphin, PA

PACD North West Region Meeting (tentative)

- September 25, 2020, Dawndi's Restaurant at Lucky Hills Golf Course, Franklin, PA

PACD South Central Region Meeting (tentative)

- September 29, 2020, Cumberland County Conservation District, Carlisle, PA
PACD South East Region Meeting (tentative)
- October 1, 2020, Henning's Market, Harleysville, PA
PACD North East Region Meeting (tentative)
- October 2, 2020, DEP Northeast Region Office, Wilkes-Barre, PA
PACD South West Region Meeting (tentative)
- October 5, 2020, Westmoreland Conservation District, Greensburg, PA
Conservation District Watershed Specialist Webinar Series
- October 6-8, 2020
PACD North Central Region Meeting (tentative)
- October 22, 2020, Clinton County Conservation District, Mill Hall, PA
Intro to Conservation Planning
- November 4-6, 2020 (tentative), Pennsylvania NRCS State Office, USDA Conference Center, Harrisburg, PA
Fluvial Geomorphology Training
- November 17-18, 2020, Clinton County Conservation District, Mill Hall, PA
Agricultural Conservation Technical "Boot Camp" Training – Basic Level
- April 12-16, 2021 (tentative), Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County)
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
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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
Jann McNamara	Administrative Assistant	717-238-7223 x106	jmcnamara@pacd.org
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BLOOMSBURG OFFICE			
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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
Randi Tyler	Conservation Technician	814-266-8160 x117	rt Tyler@pacd.org
LEBANON OFFICE			
Jeff Sholly, PE	Conservation Engineer	717-376-3484	jsholly@pacd.org
Ana Turosky	Conservation Technician	717-376-3510	aturosky@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

August 3, 2020

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)

We have assessed & ranked 69 applications.

As of now the following number of contracts have been selected for funding:

Lackawanna County - 2 totaling \$3,738
Monroe County - 7 totaling \$149,324.12
Pike County – 2 totaling \$7,511.00
Wayne County – 5 totaling \$307,364.38

Conservation Stewardship Program (CSP)

We have assessed & ranked 15 applications.

As of now the following contracts have been selected for funding:

Lackawanna County – 2 contracts totaling \$124,276.00
Monroe County – 1 contract totaling \$8,561.97
Wayne – 5 contracts totaling \$131,031.00

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

We are working on Re-enrollments.

CONSERVATION PLANNING/TECHNICAL ASSISTANCE

Conservation Plans Completed:

No new plans this month

Landowner Assistance

Our office staff has been assisting the Montrose Service Center office since the loss of their Soil Conservationist Technician.

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

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

An Equal Opportunity Provider and Employer

My staff has provided technical assistance to

8 landowners in Monroe County

7 landowners in Lackawanna County

11 landowners in Wayne County

6 landowners in Pike County

Local Work Group Meeting – Still currently postponed awaiting guidance on rescheduling.

Sincerely,

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

COOPERATIVE WORKING AGREEMENT
Between the
NATURAL RESOURCES CONSERVATION SERVICE
UNITED STATES DEPARTMENT OF AGRICULTURE
and
THE STATE CONSERVATION COMMISSION OF PENNSYLVANIA
and
THE PIKE COUNTY CONSERVATION DISTRICT

For their Cooperation in the
Conservation of Natural Resources

THIS AGREEMENT is between the Natural Resources Conservation Service (NRCS), an agency of the United States Department of Agriculture (USDA), the State Conservation Commission of Pennsylvania, and the Pike County Conservation District, collectively referred to as the parties, to define clearly the roles and responsibilities of the parties.

AUTHORITIES, STATUTES, LAWS

NRCS is authorized to cooperate and furnish assistance to the parties in the conservation of natural resources as referenced in the Soil Conservation and Domestic Allotment Act, 16 U.S.C. 590; The Department of Agriculture Reorganization Act of 1994, Public Law 103-354; and Secretary's Memorandum No. 1010-1, Reorganization of the Department of Agriculture, dated October 20, 1994.

The Conservation District's and the State Conservation Commission's authority is defined in Conservation District Law, Act of May 15, 1945, Public Law 217 as Amended and Act 18 of June 1995.

The purpose of this agreement is to supplement the Mutual Agreement between the United States Department of Agriculture and the Commonwealth of Pennsylvania. This cooperative working agreement documents those areas of common interest of the state, federal and local partnership in natural resources conservation.

The customers of the parties to this agreement are individual landowners/land users, Federal and state land management agencies, other individuals, groups, and units of government. The parties mutually agree to provide leadership in resource conservation. To accomplish this we share a commitment to listen, anticipate and respond to our customers' needs; anticipate, identify, and address issues; maintain decision-making at the lowest appropriate level, preferably the District; advocate comprehensive resource management planning; maintain and improve our grass-roots delivery system; build new alliances to expand our partnership; foster economically viable environmental policies; improve the quality of life for future generations; and conserve and enhance our natural resources.

The parties pledge to work together by advancing and practicing teamwork; including input in the decision-making process; communicating, coordinating, and cooperating; sharing training opportunities; promoting mutual respect, support, trust, and honesty; and sharing the leadership and ownership, the credit and the responsibility. A mutual goal is to improve our efficiency and effectiveness by putting quality first; empowering people to make decisions; demonstrating professionalism and dedication and striving for continuous improvement.

CONSERVATION PARTNERSHIP VISION STATEMENT

A dynamic and innovative partnership dedicated to providing quality leadership and service for the stewardship and conservation of Pennsylvania's natural resources.

CONSERVATION PARTNERSHIP QUALITY POLICY

We are dedicated to providing quality service that meets your expectations through mutual respect, trust and a positive attitude.

The parties further agree that the optional operational agreement which is worked out at the field office level is key to the success of the partnership's efforts in natural resources conservation. Although the operational agreement is voluntary, the parties agree to work toward the development of such an agreement.

ROLES AND RESPONSIBILITIES:

PERSONNEL

Each party is responsible for the employment of, management, supervision, development, and evaluation of its own personnel. Each party supports the maintenance of an environment conducive to a diverse work force.

TRAINING

The parties agree to offer joint training opportunities to the extent that each party's personnel and facilities permit. The parties further agree that training plans are considered important by employees and management and if budget funds are available the parties will provide time for training.

The District, in cooperation with the State Conservation Commission, will train its employees in District philosophy, programs, responsibilities, authorities, and day-to-day operations as outlined in the employee's job description. District managers will be given additional training in management and administration.

The District, in cooperation with the State Conservation Commission, will offer training to NRCS employees in District philosophy, programs, responsibilities, authorities, and day-to-day operations.

NRCS will offer technical training in natural resource management and leadership and management training opportunities to District employees.

EMPLOYMENT

The parties agree to work together to coordinate individual staffing plans to provide the necessary expertise for successful program delivery. The parties further agree to establish qualifications for and determine the classification of their own employees. The parties will assign, by the means of job descriptions, the responsibilities to be assumed by their employees.

The parties agree to annually evaluate the performance of each of their employees and privately review such evaluation with each employee individually according to each partner's policy. Employee evaluations will be done independently by the employing organization, but other partners may be requested to provide input.

~~The State Conservation Commission, where appropriate and upon request, will provide assistance to districts relative to recruitment, development of job descriptions, employment policies, and administration of District employees.~~

Each party agrees to consult with the other partners in personnel actions that affect their working relationships.

TECHNICAL AND ADMINISTRATIVE ASSISTANCE

The parties will work together to determine the amount of technical and administrative assistance needed and available for program delivery at each level. Such assistance may include contracts, agreements, procurement, personnel, engineering, information resources management, and/or other assistance provided by the parties.

~~PROGRAM DELIVERY~~

~~□ FARM BILL IMPLEMENTATION~~

~~The District agrees to convene a core local work group to partner with the District, NRCS, FSA, the FSA county committee, Extension, and other Federal, State and local government entities; and to provide leadership for the assessment of natural resource conditions and needs, identification of program priorities and resources available, development of proposals for priority areas, and to make program policy recommendations and provide technical and related support within available capability and established priorities.~~

The District and NRCS agree to accept program applications and to forward them to FSA. The District and NRCS will cooperate on the development and approval of conservation plans and modifications.

~~The NRCS agrees to provide program management leadership, implement policies and procedures, provide technical leadership for planning and implementation, concur with FSA on contracts and contract modifications, be responsible for technical quality and technical approval of work, analyze performance indicators and reports, and assist in developing cooperative agreements with the Penn State Cooperative Extension Service and other local partners concerning their roles and responsibilities.~~

~~□ NATURAL RESOURCE PLANS~~

~~The parties will cooperate with public and private resource groups, other resource agencies, and interested parties to share information and resources in developing comprehensive natural resource plans. These plans should address the concerns identified by the local stakeholder group and conform with the District's long range plan.~~

~~□ RESOURCE INVENTORIES~~

~~The District agrees to assume a leadership role in assessing local resource conditions, evaluating the conservation needs, and developing a long range plan of action for accomplishing conservation goals within the District. The assessment of the local resources will be accomplished through the use of public forums and/or input from a broad stakeholder group which includes, but is not limited to, the local work group as described in the Farm Bill Implementation subsection.~~

Through the broad stakeholder group, the parties agree to identify, define, and coordinate the collection and use of resource inventory data.

The parties will cooperate in monitoring and validating the resource inventory data to assure that the data meets the needs of the resource planning and evaluation process. The method used to monitor and validate the data will be jointly concurred upon.

INFORMATION/DATA SHARING

At the local level, the parties will agree to decide who has the responsibility for establishing and maintaining any specific databases and further agree to share all databases.

PRIORITY SETTING

Through the local stakeholder groups, the parties will agree on common geographical boundaries to be used for the delivery of priority or targeted services.

The District agrees to take the leadership role in evaluating the conservation needs and developing a long range plan of action for accomplishing the conservation goals within the District. The parties further agree to work toward the development of an annual operational agreement which will be compatible with the District's long range plan. Public input in determining the kinds and amount of work to be done in the District could be gained from the local stakeholder group or from a special public meeting. The parties will analyze their workload, set priorities and incorporate those priorities into the annual work plans or operational agreement.

To the extent possible, NRCS will allocate resources to meet the local priorities, except when precluded by Federal mandates.

MARKETING

The parties will coordinate their efforts in the communication of program information to their customers. The Districts will assume a leadership role in conducting a public outreach campaign as part of the Farm Bill. The parties should encourage all customers receiving technical assistance to become cooperators with the Conservation District.

COORDINATION OF EFFORTS IN EMERGENCY PROJECTS

NRCS will take the leadership in developing state, regional and local protocol for involving the partnership in emergency programs such as Emergency Watershed Program with emphasis on:

- Leadership in coordination of efforts (chain of command)
- Communications
- Specific responsibilities of each party
- Maintenance of standards (Technical Guide, permits, E&S, etc.)

TECHNICAL STANDARDS

The parties will adopt the Pennsylvania Technical Guide (Guide) and other science-based technical standards. This applies to all standards outlined in the Guide which includes technical information about the conservation of soil, water, air, plant, animal, and other natural resources as outlined on the introductory page to the Guide. If a standard for the practice does not exist in the Guide or its references, the parties agree to use other science based standards and to pursue their incorporation into the Guide.

JOB APPROVAL/CERTIFICATION

For engineering job approval authority, the parties agree to follow the procedure as outlined in the current Pennsylvania supplement to the National Engineering Manual covering engineering job approval authority. (Sec. 501.04)

When assigning non-structural conservation practice or planning authority/certification to its personnel based on employee knowledge, skill and ability levels, within applicable laws and guidelines, each party agrees to do so according to a jointly developed and concurred upon procedure.

NATURAL RESOURCES PLANNING PROCEDURES

The parties agree to adopt the planning process as outlined in the latest edition of the NRCS National Planning Procedures Handbook.

SOILS

The parties understand that the current base soils information is only contained in 3SD - NASIS/FOCS (State Soil Survey Database National Soil Information System/Field Office Computer System). The parties agree that NRCS will take the leadership for the development, maintenance, and accessibility of a current and accurate soils database.

RECORDS, FACILITIES AND EQUIPMENT

WORKING SPACE

The parties will work together to provide office space within funding limits, operating guidelines, and authorities. The parties will develop a policy and strategy to collocate and make the best use of available space, whenever possible. The parties agree that they will have joint discussions when any one of them contemplates vacating a location or building.

EQUIPMENT/RESOURCE MATERIALS

The parties, where appropriate, will agree to share equipment for common use and will establish guidelines and procedures, at the local level, for the use of such equipment.

The parties agree to assume responsibility for damage or loss of equipment/resource materials owned by the other parties when such damage or loss is due to willful negligence of their employee.

In non-colocated offices, Federally owned equipment resource materials will be housed in the USDA-NRCS office space unless NRCS decides, and the District concurs, that it is beneficial to house the resources in District space or other space.

VEHICLES

District employees are authorized to use NRCS owned vehicles that are available within the District when such use will increase the effectiveness of the program of the District. However, NRCS vehicles may not be used in any District fund raising activity or regulatory enforcement activities. Vehicles will be used within NRCS policies and guidelines. (120-GM 405.21-.23)

If driving NRCS vehicles on District assignments when they would not be agents of NRCS, the District shall carry a property damage and bodily injury liability insurance policy covering its employees and others under its supervision. In addition, the District must have a fully executed Agreement for Intermittent Use of Transportation Equipment. The amount of insurance should be, as a minimum, that required by Commonwealth law. (Reference Motor Vehicle Financial Responsibility Law, October 1, 1984)

The parties, where appropriate, will establish guidelines and procedures, at the local level, for the use of vehicles.

RECORDS MANAGEMENT

Any records filed by a cooperator's name are covered by the Federal Privacy Act and cannot be released without the cooperator's consent. However, records may be disclosed to cooperating Federal, State, and local agencies, as necessary for implementation of conservation programs, as spelled out in General Manual 120, Amendment 46, August 1993, part 408.40 - 408.45.

Public information, other than personal information, may be released under and consistent with the Federal Freedom of Information Act, as spelled out in General Manual 120, part 310.19 - 310.20, dated June 1989. Public information (all papers, records, plans, and documents apart from those classified as confidential or protected by law) may also be released under and consistent with the Pennsylvania Right-to-Know Law (65 P.S. Section 66.1).

The parties agree that cooperator files will be kept, as a minimum, for the maximum length of time required by the various programs involved. The parties further agree that all engineering data should be kept for as long as the land remains in agricultural uses.

The local representative of the parties may develop policies for maintenance, retention and disposal of program participant records (cooperator files, RAMP, RC&D, Erosion and Sedimentation Plans, PL-566 etc.) with attention given to the disposition requirements of the various programs.

The parties agree that the District and NRCS will be co-owners of all program participant files. In the event that they are not collocated, and if each party desires their own set of records, they agree to mutually share in the expense and labor of duplication and maintenance of these records.

FUNDING

The parties will work together to optimize available resources and actively seek funding to accomplish natural resource priorities and programs.

FEE FOR SERVICES

The parties recognize that nonfederal signatories may establish procedures to collect fees, where permissible, for delivery of such services which are not provided through federal financial or technical assistance. The parties recognize that any signatory may enter into reimbursable agreements.

TORT LIABILITY

The parties will each assume responsibility for the actions of their officials, directors, or employees acting within the scope of their employment and/or position to the extent provided by federal, state, county, and local laws.

ACCOUNTABILITY

The parties will design and implement a benefit based evaluation system(s) to determine if resource and customer needs are being met. The NRCS State Performance Plan, other program plans or locally developed systems may be used to accomplish this goal. Actions to address the needs expressed in the results of the evaluations shall be incorporated into annual and long range plans.

SCOPE OF AGREEMENT

The Cooperative Working Agreement is a "memorandum agreement" and is not a legally enforceable or fund obligating agreement. Authority to carry out specific projects or activities, such as transfer of funds, acquisition of services and property, will be established under separate agreement.

CIVIL RIGHTS


The parties will be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended. The Civil Rights Restoration Act of 1987 (Public Law 100-259) and other nondiscrimination statutes, namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, and in accordance with regulations of the Secretary of Agriculture (7CFR-15, Subparts A & B) which provide that no person in the United States shall, on the grounds of race, color, national origin, age, sex, religion, marital status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Agriculture or any agency thereof.

TERMINATION

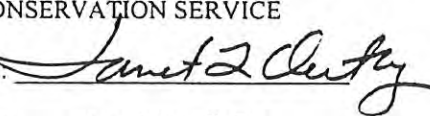
This agreement can be modified or terminated at any time by mutual consent of all parties or can be terminated by any party's giving 60 days written notice to the other parties.

This agreement supersedes the Supplemental Memorandum of Understanding.

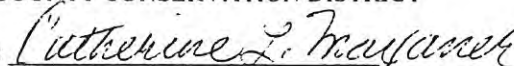
COMMONWEALTH OF PENNSYLVANIA
STATE CONSERVATION COMMISSION

By: 
Date: 2-1-97

UNITED STATES DEPARTMENT
OF AGRICULTURE
NATURAL RESOURCES
CONSERVATION SERVICE

By: 
Date: 1-27-97

PIKE COUNTY CONSERVATION DISTRICT

By: 
Date: 3/17/97

Civil Rights Responsibilities for Partners Checklist

Natural Resources Conservation Service (NRCS) is required to deliver United States Department of Agriculture (USDA) Civil Rights (CR) and Equal Opportunity requirements and information with institutions that participate in or administer USDA federally conducted and/or federally assisted programs. In an effort to fully comply with Federal, Departmental, and Agency governing Civil Rights laws and regulations, an annual "Civil Rights Responsibilities for Partners Checklist" has been developed by NRCS. This check-list serves as an internal guide to assist with the Civil Rights responsibilities and expectations discussion between NRCS and Partners.

Board Membership Responsibilities

- Annual review of the Memorandum of Understanding (MOU) between NRCS and Board.
- Conservation District (CD) Board Demographic Information - NRCS Plan of Action for Representation on Boards, Councils, and Committees, requires States to annually review current Board membership data with state conservation agencies and discuss the opportunities and benefits of having minority and female representatives on local boards/councils who are impacted by the board's/council's decisions regarding conservation programs.
- Prohibition disclosure of certain information by the USDA and its Cooperators - Applicants, participants, location, and any and all privacy information is not to be disclosed without a FOIA request. Upon Board membership ending, former Board members have the responsibility to protect any information.
- New and existing partners are invited and should attend NRCS sponsored Civil Rights Training.

Federally Assisted and Federally Conducted Program Delivery Responsibilities

- 1964 Civil Rights Act - Title VI is a federal law that prohibits discrimination on the basis of race, color or national origin in programs and activities that receive federal financial assistance. Unlawful/prohibited discrimination is unfair or unequal treatment based on a prohibited basis.
- NRCS employees and partners who work with USDA programs are required to guarantee fairness and equal treatment to all customers eligible to receive USDA/NRCS programs and services regardless of any of the cited prohibited bases enforced by USDA:
race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program Outreach

- NRCS State and Field offices are required to establish and maintain outreach programs at the local level to ensure that all persons know about the availability of USDA/NRCS program services effectively and are encouraged to participate:
Board membership includes willingness to reach out to others, to reach out farther than others, to exceed normal communication expectation, or to go beyond existing limits to communicate with the under-served or under-resourced (women, minorities, persons with disabilities, historically underserved, limited resource, etc.)

Public Notification Responsibilities

- Governing documents relative to required equal opportunity public notification requirements that conservation partners must review:

Secretary of Agriculture Civil Rights Policy Statement	USDA Equal Employment Opportunity is the Law poster
USDA Alternative Dispute Resolution Policy Statement	NRCS Chief's Civil Rights Policy Statement
USDA Anti-Harassment Policy Statement	NRCS EEO Counseling poster
USDA Nondiscrimination Statement	NRCS LEP Policy Statement
"And Justice for All" poster	NRCS LEP Services poster
USDA "Sexual Harassment is Illegal" poster	Receipt for Services (RFS) poster

- The public notification requirements must be prominently and visibly displayed in all offices where there is a USDA presence and where viewing is accessible for employees and customers.
- Compliance with Section 504¹ and Section 508² of the Rehabilitation Act of 1973.
- Access public notification required documents at the following link: https://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/about/civilrights/?cid=nrcs143_022466 and the RFS poster at: <https://directives.sc.egov.usda.gov/OpenNonWebContent.aspx?content=41288.wba>.
- Public notification documents attached: (Review description for partners)

1. Secretary of Agriculture Civil Rights Policy Statement- affirms USDA's commitment to equality and civil rights for program delivery and employment with emphasize on USDA's zero tolerance for any form of discrimination or reprisal.
2. USDA Alternative Dispute Resolution (ADR) Policy Statement- affirms USDA's commitment to conflict prevention to increase customer satisfaction and employee morale.
3. USDA Anti-Harassment Policy Statement- affirms USDA's commitment to maintaining an environment free from unlawful harassment (sexual and non-sexual).
4. USDA Nondiscrimination Statement - must be posted in all USDA offices and included on all materials produced by USDA for public information, public education, or public distribution. In addition to Section 504 and Section 508 requirements, the statement shall be made available in other languages appropriate to the local population served or directly affected by USDA program or activity.
5. "And Justice for All" poster - primary method utilized to inform customers or their civil rights. Institutions participating or administering USDA programs are required to display the appropriate poster in respective facilities where poster can be viewed by customers. (NRCS applicable versions: Form AD-475-A, relevant to assisted programs; and Form AD-475-C, relevant to conducted programs.)
6. USDA "Sexual Harassment is Illegal" poster - general preventive tips and guidance on filing sexual harassment claims.
7. USDA "EEO Is The Law" poster- employee information and guidance on filing an EEO complaint.
8. NRCS Chiefs Civil Rights Policy Statement- reaffirms Secretary of Agriculture's Civil Rights policy and emphasizes that reprisal of any kind against customers or employees will not be tolerated.
9. NRCS "EEO Counseling" poster - contact information for employees filing an EEO complaint. (does not apply to customers)
10. NRCS Limited English Proficiency (LEP) Policy Statement - reaffirms USDA's commitment and provides support to the provisions of federally conducted and federally assisted prohibited discrimination based on national origin. LEP applies to individuals who do not speak English as their primary language, and who have a limited ability to read, speak, write, or understand English.
11. NRCS LEP Services poster - provides notice to customers that LEP oral interpreting and written translation services are available at no cost to customer relative to NRCS federally assisted and federally conducted programs.
12. Receipt for Services (RFS) poster - Farm Service Agency, Conservation Service, and Rural Development employees must provide producers a receipt of any approved, denied or requested service.

¹ Federal facilities and locations must be accessible for the public to guarantee access to persons with a disability.

² Public and employee notices regarding events and activities sponsored, co-sponsored, hosted, and or co-hosted by USDA, NRCS contain NRCS POC information including name, telephone number, email address, and a respond by date for persons to request accommodations (for example — an interpreter, translator, seating arrangements, etc.) materials in an alternative format (for example — braille, large prints, audiotape — captioning, etc.)

Affirmation of Review

Field Office: _____

State: _____

Conservation District Board Member(s) Printed Name:

Signature and Date:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

NRCS Representative Printed Name:

Signature:

Title:

Date:
