

Pike County Conservation District

AGENDA

Monday, September 19, 2022 – 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 held via Zoom & in person – see email and website

- I Call to order – Pledge of Allegiance – Introductions
- II Public Comment on Agenda Items
- III Action on Minutes of August 15, 2022 meeting (*vote*)
- IV Financial Report (review/file subject to audit)
- V Correspondence Report
- VI Executive Director Report
- VII OLD BUSINESS/Committee Reports
 - Communication and Outreach Committee meeting
- VIII NEW BUSINESS
 - 2021 PCCD Audit – Michele Long
- IX PACD Update
- X Cooperating Agency and Other Organization Reports
- XI Public/Press Questions
- XII Executive Session
- XIII Adjourn

NEXT MEETING: MONDAY, October 17, 2022 at 9:00am



Pike County Conservation District

556 Route 402, Hawley, PA 18428

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

PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Monday, August 15, 2022

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, John Milliken, Jay Morrow, Kelly Stagen, Ken Coutts

Associate Directors: Paul Ranello, Carole Linkiewicz

Staff: Michele Long, Devan George, Ellen Enslin, Lisa Dolci, Rachael Marques, Jeremy Oettinger

Cooperating Agency Representatives: Janet Creegan, DEP, and Jen Mathews, NRCS

Directors/Associate Directors Absent: Commissioner Ron Schmalzle, Mike Spencer, Jo Ann Rose

Scott Savini called the meeting to order at 9:00 am.

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES of June 27, 2022: Ken Coutts made a motion to approve the June 27, 2022, Board Meeting minutes. Jay Morrow seconded. Motion carried.

FINANCIAL REPORT: At the end of June, we received our Public Utilities Commission Unconventional Gas Well Act 13 funds (UGW) totaling \$67,123. The funds are currently in the Operating Account until the funds can be transferred into the UGW Fund. Report subject to audit.

CORRESPONDENCE REPORT: There are two letters of correspondence: a letter from the Pennsylvania Envirothon Vice Chairman, who is seeking new directors and associate directors and an information sheet about the Shawnee-Walker 69-Kilovolt Transmission Line Project. A pre-application meeting with DEP, Monroe County, along with other department agencies has been pushed back to the fall due to additional comments from the public. Our office will be reviewing the Erosion and Sediment Control plan portion of the NPDES permit due to the location of the project being a majority in Pike County.

EXECUTIVE DIRECTOR REPORT: The staff will begin the Surface Water Quality Monitoring next week, sampling fish. The Executive Committee approved a waiver of District fees for Lehman Township Park NPDES permit renewal. The State Conservation Commission approved allocations for Pike County of \$100,000 for the Dirt and Gravel and \$40,000 for the Low Volume Road for Fiscal Year 2022-2023. On September 8th, a Twilight Pond Walk will be held at the Delaware Township Building. Rachael will be presenting with Peter Wulforst from Penn State Extension. The "Welcome to the Neighborhood" program that took place on July 29th had over 40 participants. Ellen has been working with Dingman Township on the Pollinator Project Grant. She met with the township landscape engineer, township secretary and a representative from the Penn State Master Gardeners. The installation will take place in September on the 7th, 8th and 9th and the public program will take place on September 17th. Rachael has been working on the Leaf Pack Network program grant that will be held on October 22nd to help the public learn about macroinvertebrates and collect samples. The samples will be collected in a stream at Promised Land State Park. Ellen has completed her Environmental Leadership Program training. Marianna received her 10-year pin at the PACD Annual Conference. We have 2 candidates for the Engineer Position that will have their 2nd interviews this week with Michele, Scott, and Commissioner Schmalzle. The patchwork and sealcoating in the parking lot have been completed along with the front step repairs. The Ford Escape we ordered should be ready

for delivery in the next few weeks. Everything with the new Dime Bank account has been set up and completed. Michele and Ellen submitted comments to the Planning office regarding the Pike County Hazard Mitigation plan. The Festival of Wood at Grey Towers National Historic Site is September 24th and 25th. We have been asked to host an arts and crafts tent and are looking for volunteers to help on either date. Michele and Scott met with the Pike County Commissioners last week regarding the Spongy Moth Deforestation issue. Kendra McMillon with DCNR provided mapping of the area and they will be conducting egg mass counts within the next few weeks. Due to staffing the Conservation District will not be able to administer a Spongy Moth program for 2023 so the Commissioners are looking at options to have the program administered through another department within the County with our assistance.

OLD BUSINESS/COMMITTEE REPORTS:

Communications & Outreach Committee – A request will be sent out to the committee to set up the next meeting date. The municipal survey was sent out again and we have not received any responses.

NEW BUSINESS:

2021 District Audit – The Draft audit was not distributed in time for proper review by the Board so will be moved to the September board meeting agenda.

Dirt, Gravel, and Low Volume Road contracts – There are 3 contract amendments to bring to the board. Palmyra Township had some delays in completing 2 Dirt and Gravel Road projects and 1 Low Volume Road project. The amendments proposed will extend the date of the contracts into 2023. The Old Greentown Road Part 2 would be extended to June 30, 2023; The Old Greentown Road Part 3 would be extended to September 20, 2023; Bartleston Road, Low Volume Road Project would be extended to September 20, 2023. Ellen spoke to the Quality Assurance Board, the State Conservation Commission, and Palmyra Township who are all on board with the contract extensions. Kelly Stagen made a motion to approve the contract extensions. Jay Morrow seconded. Motion carried. Ken Coutts abstained as he is a Palmyra Township Supervisor.

We received a fee waiver request from Palmyra Township Supervisors for the E&S review fee for the Old Greentown Road Phase 3 and Bartleston Road project. Kelly Stagen made a motion to approve the fee waiver. Jay Morrow seconded. Motion carried. Ken Coutts abstained as he is a Palmyra Township Supervisor.

2022 Fund Analysis – Every August we review our major funds to review our financial status. We analyze operating costs which continue to rise. The Capital fund reserve is reviewed for the average amount needed to cover capital expenditures. The Capital fund reserve also includes \$10,000 set aside each year for Education/Grants/Scholarships/Special Projects. After the cost for the Escape is processed, the remaining balance will be \$144,527. The Capital Reserve expenditures for this year are \$47,683 including the car, office painting, sealcoating and paving repairs, heating, and stair repairs. The Unconventional Gas Well Impact Fees have a current balance of \$330,227.40. Jay Morrow will provide a long-term capital replacement value analysis. Ken Coutts made a motion to approve the fund analysis. Jay Morrow seconded. Motion carried.

Conservation District Fund Allocation Program FY 22/23 – The state budget was passed in June with a significant increase for Conservation Districts in both the Department of Agriculture and Department of Environmental Protection line items. This funding may be a one-time influx of funding from the state, and we are unsure as to the continuation of this level of funding going into the next budget

This change increases the funding available and has to be allocated prior to reporting. Currently our budget has allocated Manager - \$22,350, 1st Technician - \$16,225, Admin/CDFAP UGWF = \$27,874

After discussions with the Executive Committee staff recommend:

Manager - \$50,000; This falls below the 50% is allowable under the State Conservation Commission policy for use of the CDFAP funding. For FY 22-23 estimated costs would be \$104,119

1st technician - \$30,000; This falls below the 65% allowable (based on our delegation) under the State Conservation Commission policy for use of the CDFAP funding. For FY 22-23 estimated costs would be \$96,854.

Administrative Assistance funds - \$50,000; These funds can support operational costs of the District. There are specific costs that can be covered – not all operations and can cover some admin staff salary and benefits. Our operating costs are running at around \$70K. The Administrative Assistant position FY 22-23 estimated costs would be around \$58,000.

2nd technician - \$37,145; Can fund up to 100% of any other technical related position not necessary Chapter 102. The FY 22-23 estimated costs would be around \$66,000

Jay Morrow made a motion to approve the 2022/2023 fund allocation. Ken Coutts seconded. Motion carried.

Cooperating Agency and Other Organization Reports:

PACD – Kelly Stagen was unanimously re-elected President of PACD for another year. The budget and dues increase have both been approved at the last PACD board meeting. With the new increase in budget PACD is committed to assist districts and push legislators to understand that this needs to be a long-term increase.

NRCS – Jen Matthews has included on her report the first wave of allocation funding. They have received a livestock application for funding in Pike County.

DEP – Janet Creegan reported that with the budget increase also includes additional funding for the Nutrient Management Program, those funds have not been allocated yet. John Berger has stepped down from his position and any questions regarding funding allocations for the Nutrient Management Program can be directed to Karen Books. There was an increase to the Mini Grant from the Environmental Education Grant that opened August 1st and goes through to December. There is a Management Leadership Summit in September on the 14th and 15th open to all Managers, Assistant Managers and staff interested in future management positions are encouraged to attend.

EXECUTIVE SESSION: None

PUBLIC/PRESS QUESTIONS: None

ADJOURN: Ken Coutts made a motion to adjourn the Board of Directors Meeting. John Milliken seconded. Motion carried. Meeting adjourned at 9:47 am.

Respectfully submitted,

Lisa Dolci, Administrative Assistant

Pike County Conservation District
Profit & Loss Budget vs. Actual
January through August 2022

| | Jan - Aug 22 | Jan - Aug 21 | Budget | \$ Over Budget | % of Budget |
|-------------------------------------|-------------------|-------------------|-------------------|--------------------|-----------------|
| Income | | | | | |
| 4255 · Low Volume Road Allocation | 20,000.00 | 20,000.00 | 40,000.00 | -20,000.00 | 50.0% |
| 4000 · Other Grant Income | 9,211.81 | 400.00 | 25,140.00 | -15,928.19 | 36.64% |
| 4100 · State Cost Share Funds | 0.00 | 14,916.00 | 66,449.00 | -66,449.00 | 0.0% |
| 4107 · County Contribution | 295,822.64 | 296,074.00 | 443,734.00 | -147,911.36 | 66.67% |
| 4125 · UGW Income | 67,123.03 | 61,921.62 | 56,818.00 | 10,305.03 | 118.14% |
| 4150 · Watershed Specialist Grant | 21,901.36 | 19,831.84 | 45,250.00 | -23,348.64 | 48.4% |
| 4200 · County Appropriation | 15,000.00 | 15,000.00 | 30,000.00 | -15,000.00 | 50.0% |
| 1 4250 · D&G Rd Allocation | 0.00 | 70,955.27 | 100,000.00 | -100,000.00 | 0.0% |
| 4300 · Fees Collected | 26,415.00 | 48,250.00 | 35,000.00 | -8,585.00 | 75.47% |
| 4400 · Program Income | 1,822.50 | 1,778.30 | 3,000.00 | -1,177.50 | 60.75% |
| 4500 · Misc Income | 3,886.72 | 0.00 | 100.00 | 3,786.72 | 3,886.72% |
| 4700 · Interest Income | 2,744.10 | 109.10 | 150.00 | 2,594.10 | 1,829.4% |
| Transfer from Conservation Fund | 43,393.00 | 0.00 | 0.00 | 28,250.00 | 15,143.00 |
| Total Income | 507,320.16 | 549,236.13 | 845,641.00 | -338,320.84 | 59.99% |
| Gross Profit | 507,320.16 | 549,236.13 | 845,641.00 | -338,320.84 | 59.99% |
| Expense | | | | | |
| 5255 · Low Volume Road Expenditures | 446.22 | 576.35 | 36,000.00 | -35,553.78 | 1.24% |
| 2 5000 · Other Grant Expenditures | 12,852.56 | 3,975.00 | 20,485.00 | -7,632.44 | 62.74% |
| 5100 · Salary/Benefits to County | 42,692.08 | 46,294.34 | 121,925.00 | -79,232.92 | 35.02% |
| Transfer to UGW Funds | 67,123.03 | | 0.00 | 35,318.00 | -35,318.00 |
| 5250 · D&G Rd Expenditures | 720.34 | 122,582.93 | 91,000.00 | -90,279.66 | 0.79% |
| 5505 · Telephone | 939.99 | 1,590.03 | 2,900.00 | -1,960.01 | 32.41% |
| 5510 · Postage | 171.09 | 0.00 | 500.00 | -328.91 | 34.22% |
| 5520 · Supplies/Equipment | 4,405.49 | 3,319.80 | 13,020.00 | -8,614.51 | 33.84% |
| 5531 · Leased Equipment | 7,868.30 | 7,084.09 | 11,500.00 | -3,631.70 | 68.42% |
| 3 5535 · Advertising | 2,159.89 | 496.72 | 600.00 | 1,559.89 | 359.98% |
| 4 5540 · Professional Services | 7,305.85 | 7,181.12 | 7,580.00 | -274.15 | 96.38% |
| 5550 · Personnel Expenses | 295,822.64 | 296,074.00 | 443,734.00 | -147,911.36 | 66.67% |
| 5608 · Programs | 2,076.12 | 2,958.51 | 7,000.00 | -4,923.88 | 29.66% |
| 5700 · Water Monitoring-Chem/Lab | 0.00 | 0.00 | 12,450.00 | -12,450.00 | 0.0% |
| 5805 · Travel/Meals | 294.18 | 0.00 | 2,900.00 | -2,605.82 | 10.14% |
| 5815 · Training/Conferences | 382.94 | 773.19 | 3,750.00 | -3,367.06 | 10.21% |
| 5820 · Dues & Subscriptions | 3,120.62 | 2,665.64 | 4,149.00 | -1,028.38 | 75.21% |
| 5870 · Repairs & Maintenance | 31,649.49 | 11,493.85 | 17,830.00 | 13,819.49 | 177.51% |
| 5880 · Heat & Electric | 6,094.34 | 3,905.41 | 8,000.00 | -1,905.66 | 76.18% |
| 5900 · Vehicle Expense | 3,451.95 | 3,167.93 | 4,400.00 | -948.05 | 78.45% |
| 5940 · Capital Improvements | 17,970.00 | 0.00 | 28,250.00 | -10,280.00 | 63.61% |
| 5950 · Misc Expense | 18,507.50 | 297.27 | 600.00 | 17,907.50 | 3,084.58% |
| Total Expense | 526,054.62 | 514,436.18 | 838,573.00 | -312,518.38 | 62.73% |
| | -18,734.46 | 34,799.95 | 7,068.00 | -25,802.46 | -265.06% |
| | -18,734.46 | 34,799.95 | 7,068.00 | -25,802.46 | -265.06% |

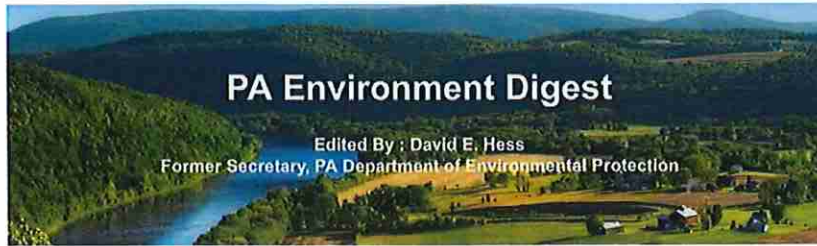
- 1 Have not received D&G allocation for 22-23 as of 9/8/22
- 2 DEP EE grant purchases which will be reimbursed in 2023
- 3 Advertising for District Engineer position
- 4 Includes final bill for completion of 2021 Audit

Pike County Conservation District
Account Balances
As of August 31, 2022

| | <u>Aug 31, 22</u> | <u>Jul 31, 22</u> | <u>Aug 31, 21</u> |
|------------------------------------|--------------------------|--------------------------|--------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 008 · Dime Operating Account | 173,875.97 | 190,844.12 | 0.00 |
| 007 · UGW Fund | 263,913.31 | 263,441.03 | 289,917.29 |
| 006 · Low Volume Road Fund | 44,428.77 | 24,361.55 | 26,315.37 |
| 005 · Clean Water Fund | 18,364.02 | 14,933.01 | 15,155.82 |
| 002 · Conservation Fund | 167,329.88 | 167,030.44 | 169,205.84 |
| 003 · Dirt & Gravel Municipal Fund | 117,056.42 | 116,173.70 | 120,553.98 |
| Total Checking/Savings | <u>784,968.37</u> | <u>776,783.85</u> | <u>621,148.30</u> |
| Total Current Assets | <u>784,968.37</u> | <u>776,783.85</u> | <u>621,148.30</u> |
| TOTAL ASSETS | <u><u>784,968.37</u></u> | <u><u>776,783.85</u></u> | <u><u>621,148.30</u></u> |
| LIABILITIES & EQUITY | 0.00 | 0.00 | 0.00 |

Summary Balance Sheet - August 31, 2022

| | <u>Aug 31, 22</u> | <u>Jul 31, 22</u> | <u>Aug 31, 21</u> |
|---------------------------------------|--------------------------|--------------------------|--------------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | 784,968.37 | 776,783.85 | 772,484.17 |
| Accounts Receivable | 2,585.00 | 8,927.34 | 0.00 |
| Total Current Assets | <u>787,553.37</u> | <u>785,711.19</u> | <u>772,484.17</u> |
| Fixed Assets | 158,364.78 | 158,364.78 | 167,576.37 |
| TOTAL ASSETS | <u><u>945,918.15</u></u> | <u><u>944,075.97</u></u> | <u><u>940,060.54</u></u> |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | 9,796.32 | 14,232.82 | 1,880.99 |
| Other Current Liabilities | 107,692.75 | 107,692.75 | 152,581.24 |
| Total Current Liabilities | <u>117,489.07</u> | <u>121,925.57</u> | <u>154,462.23</u> |
| Total Liabilities | <u>117,489.07</u> | <u>121,925.57</u> | <u>154,462.23</u> |
| Equity | 828,429.08 | 822,150.40 | 785,598.31 |
| TOTAL LIABILITIES & EQUITY | <u><u>945,918.15</u></u> | <u><u>944,075.97</u></u> | <u><u>940,060.54</u></u> |



Poconos Region Special Protection Streams Deliver \$3 Billion In Economic Benefits

On August 16, the [Our Pocono Waters Initiative](#) released the first study to quantify the economic impact of the Poconos region's protected streams. It found nearly \$3 billion in benefits for local businesses, property owners, and communities.

The report-- [Economic Effects Of Special Protection Stream Designations in the Pocono Mountain Region](#)-- looks at the relationship between the region's high concentration of "Special Protection Streams" and various economic, social and ecological indicators.

Without protections, many of the region's waterways are vulnerable to the growing threats of expanding industrial and commercial land development.

"The health of the local economy, communities, and the environment are all intertwined," said Donna Kohut, Our Pocono Waters campaign manager. "Regardless of whether you fish, boat or hike, residents and tourists alike understand that the Poconos region is defined by its outstanding streams and rivers. Exceptional Value waterways enrich our quality of life and play a major role growing our local economy."

Ecological benefits translate into real economic value--

-- **Stream and riparian protections improve water quality**, reducing stress on water treatment facilities. Nutrient retention services generate **\$553.5 million in annual value**.

-- **Watershed and forest buffers** help to avoid potential damage from flooding and erosion. Avoided sediment control services represent **\$2.7 million in estimated savings per year**.

-- **Riparian buffers absorb enough carbon dioxide** to collectively provide roughly **\$1.5 billion in carbon sequestration benefits per year**.

-- **Each acre of natural riparian land provides potential for wildlife viewing, pheasant hunting, and recreational fishing**, among other activities. Avoiding the loss of any of these activities saves an estimated **\$14.3 million of recreational value each year**.

In total, ecological services bring \$2 billion in benefits to the region--

-- Carbon County: \$178.9 million

-- Lackawanna County: \$243.6 million

-- Luzerne County: \$435.4 million

-- Monroe County: \$331.2 million

-- Northampton County: \$114.5 million

-- Pike County: \$327.3 million

-- Wayne County: \$478.2 million

Stream protections boost the region's outdoor recreation economy--

-- **"Exceptional Value" or "High Quality" waterways**, frequented by the region's fishing, hunting, hiking, and water sports enthusiasts, could increase outdoor recreation spending by 2-8%, bringing in as much as **\$982 million in sales to the region per year**.

-- **Potential increases in visitor spending** on outdoor recreation could produce as many as **7,380 new jobs**, resulting in up to **\$246 million in wage increases**.

Properties located closer to Special Protection Streams are more desirable, valuable--

-- The study found both residential and commercial land is more valuable in areas closest to Special Protection Streams.

-- On average, landowners are willing to pay 2-3 percent more for properties closer to an Exceptional Value or High Quality stream.

[Click Here for a copy of the report.](#)

Waterways designated by the Pennsylvania Department of Environmental Protection as "Exceptional Value" are the cleanest of all the Commonwealth's streams, rivers, and lakes. Roughly 80 percent of these waterways are located in the Poconos.

Many of these Special Protected Streams are valuable tributaries to the Delaware and Lehigh rivers.

"A century ago, the Lehigh River was used as a transportation tool for a booming industry. Today, it is the industry," said Sierra Fogal, operations manager and co-owner of Jim Thorpe-based [Pocono Whitewater and Skirmish](#). "Our rivers and streams are premiere tourist destinations, drawing hundreds of thousands of tourists each year and providing outdoor recreation for a diverse audience."

"The riparian buffers along our township's streams provide many ecological and economic benefits that are essential to the beauty and vibrancy of our community," said [Stroud Township](#) Supervisor Ed Cramer. "Special Protection Streams are essential to filtering out pollutants, improving water quality, and maintaining recreational trails."

"Monroe County has the third highest sales of non-resident fishing licenses among Pennsylvania counties," said Todd Burns, secretary of the [Trout Unlimited - Brodhead Chapter](#). "Why is the sport so popular here? We have high-quality streams, cold and clear, teeming with insect life and wild and native trout."

The considerable economic benefit of Special Protection Streams is recognized by many Poconos residents.

A recent survey, conducted on behalf of Our Pocono Waters, revealed widespread support for "Exceptional Value" stream protections.

More than three quarters of Pocono residents have observed increases in commercial development in recent years, with two thirds expressing concern that greater development poses a negative impact on water quality for Pocono-area streams.

Our Pocono Waters is a campaign that advocates for the continued protection of the clean, Exceptional Value streams of the Pocono Mountains region.

Related Article:

-- PA Parks & Forests Foundation Blog: What Is The Economic Value Of Protected Open Space In Pennsylvania? By Jason Lenker, Intern, PA Parks & Forests Foundation

[Posted: August 16, 2022]

8/22/2022

PA Environment Digest
PaEnviroDigest@gmail.com

PA Environment News LLC
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THE LACKAWAXEN RIVER CONSERVANCY 2022 ANNUAL REPORT



PRESIDENT'S REPORT

Dear Members of the Lackawaxen River Conservancy:

As I complete my last year as President of the Conservancy (I have been President for 6 years and my Board tenure is now up) I think of all the changes and activities and education the Conservancy has done over these years. It has been a pleasure and an honor to serve as your president. I want to thank my many friends that have served on the board with me and the many members who have participated in our events. As the conservancy looks ahead at what is important, it always comes back to protecting our river and its watershed and making sure this beautiful place stays beautiful! That is our goal for our community's future!

As always, we need you to help us decide what is important to you and to support the things that are important to you. So please, write us, call us, or send us an email. Let us know what types of activities might interest you and what things we can be doing to make this place (a place we all love) even more beautiful.

With Covid hopefully behind us and the opportunity to hold more activities, we look forward to many programs that you will enjoy and hopefully take part in. Some of the activities we held this year include our biannual towpath cleanup, participant outdoor luncheons at the Rowland Coop, the Day by the River at a Board member's home, participating in Zane Grey Day, the Lockhouse 31 Canal Fest and our annual dinner.

So how do you want your Conservancy to serve you? We want to know! We look forward to hearing from you and involving as many of you as we can!

Here's to a great next year!

Sincerely,

Howard Leifman

Dr. Howard Leifman

President of TLRC

info@lackawaxenriver.org

BOARD OFFICERS

President – Howard Leifman

Vice President – Carole Linkiewicz

Co-Secretaries – Christine Foland and Randy Nilsen

Treasurer – Kenny Christianson

BOARD MEMBERS

Ernest Ianace

Courtney Peterson

Devan George

Glen Johnson

Randi Olsen

Renee Winslow

Bergit Pinkston

Samantha Howey Wins Lackawaxen River Conservancy 2021 Scholarship



Samantha Howey

Samantha Howey is the winner of the 2021 Lackawaxen River Conservancy Scholarship. Samantha received her award at Senior Class Night on June 16, 2021. She is attending Marywood University in Scranton, Pennsylvania, where she is studying both management and environmental science in pursuit of a career in sustainability management or eco-diplomacy. Samantha's particular concern is the environmental impact of the fashion industry.

In her application essay entitled, "What Not to Wear," Samantha explained her concern clearly and effectively. She pointed out that the fashion industry accounts for 10% of all humanity's carbon emissions and is the second largest consumer of the world's water supply. After learning of the dangers that the fashion industry poses to the environment, Samantha did further research and found that although many companies encourage their customers to discard clothing in order to be

TREASURER'S REPORT

- Operational Account--\$3,166.88
Sojourn Account--\$276.10
Operating funds--\$1,737.38
Scholarship Account--\$1,429.00
- CD--\$6206.15
- Net worth, \$8,986.63

on trend, there are companies focused on sustainability. Samantha decided to pursue a career to help businesses in the fashion industry adopt plans to reduce carbon emissions and the production of waste. She hopes to raise awareness about the effects of the fashion industry on the environment. "The latest fashion trend comes and goes but the environment is always around us."

Samantha is an outstanding student. She graduated summa cum laude after a demanding program with a strong emphasis on science. She used her time and talents well and was able to participate in a number of extracurricular activities. Her activities included the Hugh O'Brien Youth Leadership for Service and Seminar. It was through this program that Samantha learned about the harmful effects of the fashion industry on the environment. She also participated in the Science Olympiad, Student Council, and the Junior Academy for four years as well as the One Goal Organization for three years. She participated in the Conservation Leadership Academy and the Pathways in Ecological Research Program at the Lacawac Sanctuary and was a member of the National Honor Society. In addition to this busy schedule, Samantha worked part time at Home Depot.

Samantha is a welcome and much needed advocate for the protection of our environment.

More Scholarship News....

Lucas Macdonough from Wallenpaupack Area High School is our 2022 Conservancy Scholarship winner. Read more about Lucas in our annual report in the spring of next year!



Menu +



AA lackawaxenriver.org



TLRC's New Website Is Up and Running

Ta Da!!! Fanfare, please!! We are proud to announce that the new improved Lackawaxen River Conservancy website is up and running. You can now join, renew your membership, and donate online. Our membership mailing is late this year because we have been working diligently to provide online donation, enrollment, and membership renewal capability. The website also includes our mission, photos of the river, river resources, and scholarship information. Please, check out your new website and, if you choose, you can renew your membership online: lackawaxenriver.org.



Board members Carol Linkiewicz, Bergit Pinkston, Howard Leifman, Christine Foland, Randi Olsen, Ernie Ianace, Renee Winslow, member Marian Keegan, Kenny Christianson and Glen Johnson



TLRC Members at 2022 Day by the River enjoying presentation



Board Members Courtney Peterson and Christine Foland presenting at The Pike County Community Foundation breakfast meeting.



National Park Service representative Scarlet Farley presenting at Day by the River



Towpath Cleanup



Howard Leifman on the job at the biannual cleanup.

**CHECK YOUR EMAIL FOR
UPCOMING EVENTS!**

**PLEASE REMEMBER TO
RENEW YOUR MEMBERSHIP
WHICH YOU CAN NOW DO
ONLINE AT:**

lackawaxenriver.org

Michele Long

From: Pike County Conservation District <RA-EPPikeCCD@pa.gov>
Sent: Wednesday, August 24, 2022 4:02 PM
To: Pike Conservation; Michele Long
Subject: FW: Organizational Announcement

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

From: Whitcomb, Jill <jiwhitcomb@pa.gov>
Sent: Wednesday, August 24, 2022 4:01:49 PM (UTC-05:00) Eastern Time (US & Canada)
To: EP-County Conservation <ep-countyconservation@pa.gov>
Subject: Organizational Announcement

Good afternoon, Conservation Districts!

I wanted to let you know of some new organizational changes to the Office of Water Programs to better streamline operations and better utilize available resources.

DEP created a new Bureau of Watershed Restoration and Nonpoint Source Management, formerly known as the Chesapeake Bay Office. This bureau will have two divisions: the Chesapeake Bay Watershed Restoration Division (includes the current Bay Partnership Section & Watershed Accountability & Administration Section) and the Nonpoint Source Management Division (includes the current Watershed Support Section, Conservation District Support Section & Agriculture Compliance Section). The regional Watershed Managers will be reporting to the bureau as well, but will still work with you and your local watershed organizations and municipal partners.

The DEP Compacts and Commissions Office has been reorganized, with staff reporting directly to the Deputy Secretary for Water Programs. The Compacts and Commissions Support staff will continue to serve the same function as they had prior to the reorganization. Compacts and Commissions Support includes the Water Use and Planning Section, the Coastal Resources Management Section, and support staff for the Compacts and Commissions.

Sincerely,

Jill Whitcomb | Director, Bureau of Watershed Restoration and Nonpoint Source Management
Department of Environmental Protection
Rachel Carson State Office Building
400 Market Street | Harrisburg, PA 17105
Phone: (717) 783-5205
www.dep.pa.gov

PRIVILEGED AND CONFIDENTIAL COMMUNICATION

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Pike County Conservation District
Michele Long, Executive Director (ED) Report for September 2022

Board Agenda

OLD BUSINESS/COMMITTEE REPORTS

- Communications and Outreach ad hoc committee – We will highlight items from the attached report from the August 22nd meeting at the Board meeting.

NEW BUSINESS

- 2021 District Audit – The District Audit is included with the Board packet. We will need board action on this item at the 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

- Fish sampling was moved to the end of September due to an equipment issue with ARC consultants. We are hoping rain in the beginning of September will help with sampling as streams were very low in August.

Groundwater Monitoring

- Well run was completed in August by the Watershed Specialist. We have been working with USGS to get a new Joint Funding Agreement with USGS to continue the project into the next four years with funding through the County Act 13 funding. We will have that agreement and a presentation by USGS at the October meeting to close out the previous SRCP grant funding which ends September 30, 2022. There is also a replacement webpage being developed locally by USGS Pennsylvania Water Science Center (PAWSC) which is nearing completion. This updated webpage will continue to store current and historical data on the well run data we have been gathering since 2007.

102/105 Delegated Programs

- See attached August Technical staff report for specifics on projects/permitting activity.
- Dingman Dollar General review and coordination with Township on Sewage requirements; Matamoras Gas line in technical review; Continue to work with Pine Hill Farms on compliance issues –new contractor; NOT for Westfall Senior Center; Milford Highlands Lot 56 NPDES Permit; Econopak NPDES permit submitted; There are a number of Interstate 84 projects in different phases of construction - 84/450 - 84/494 – 84/495
- There were a number of complaints inspected and resolved by staff in August.
- PACT (DEP Permit Application Consultation Tool) meetings are being coordinated in September for the Milford Warehouse Distribution center and the Shawnee Walker Transmission Line proposed projects.

Forest Stewardship/ Spooky Moth Program/Spotted Lanternfly

- Spooky Moth – DCNR and county representatives met with Twin/Walker Creek Conservancy on a presentation the end of August for its members as they are looking into doing a spray program in 2023. The county has requested mapping from DCNR as to aerial evaluation results from this past August.
- The trees for the 10 Million trees program that we ordered will be picked up by Rachael the week of September 12th. Rachael is working with the groups that ordered the trees on dates for installation the week of the 19th.
- Devan is working on a forestry program with DCNR Service Forester Garrett Beers for late September or October at Promised Land.

Dirt Gravel and Low Volume Roads

- Bluestone Boulevard was completed and the final payment will be distributed in September to Westfall Township for this Low Volume Road project.
- Executed contract for Porter Townships Whittaker Road project was sent out and the Amendments for the Palmyra Township projects were sent out as well.
- The Quality Assurance Board will be considering an application from Shohola Township for a LVR project on Chauncey Thomas Road at their meeting on September 22nd.

Lake Communities water quality/Invasive Species

- WS and ED met with other representatives at Brookfield and LWWMD to discuss Settlement Funds 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.

102/105 education

- The contractor's workshop will be scheduled for Feb/March of 2023. We will reach out to the Builders Association to see if they would like to join us like they did in 2018 to co-sponsor the program. In August staff will be developing a format for a Contractors workshop to be held this fall that will cover Chapter 102 and 105 program related questions and concerns.
- A Twilight Pond Walk was cancelled due to lack of interest. This program was to be held September 8, 2022 at the Delaware Township Building which Rachael was working with Peter Wulfhorst from Penn State Extension. We may look into doing something similar in 2023 at no cost to participants.
- The *Do I Need A Permit* brochure was updated by staff. The new brochure is similar in design to the other brochures we have here at the District. This brochure is taken the most at events that we are tabling. The next one to be reviewed and updated is the *Before you Dig* brochure which discusses when you need an E&S plan and how to develop one.

Pike/Wayne Conservation Partnership

- The next Partnership meeting will be held on September 6th at 10 am.
- The legislative breakfast which is done annually will be postponed until spring of 2023 due to workloads of both the Pike and Wayne Conservation District offices. These offices usually take the lead on planning this event.

Relationship building

- September E-Newsletter- September is Trails Month- Article on Trail Safety by Devan George; Congratulations to Kelly Stagen for re-election as the PACD President; Flyer on the Pollinator Garden unveiling on September 17th at the Dingman Township park; Article by Devan George on Climate Change and Outdoor Recreation.
- On the Road –August events included the 4H club demonstrating the Enviroscape and another Hemlock Farms Day.
- Festival of Wood – Grey Towers – Staff and board members will be at the Arts and Crafts booth with Grey Towers staff on September 24th and 25th.
- Devan is producing four videos on the trails in Pike County by working with the SRCP program coordinator Jessica Yoder. The trails highlighted are properties that have received funding through the SRCP and/or state funding. These will be shared through social media and other outlets in September.
- The ED has been asked to sit on the Conservation District Financial Workgroup for the State Conservation Commission. This group met in early 2019 into 2020 to discuss ways to assist Districts with financial management and reporting. The first meeting will be held September 7th.

Source Water Protection/Water Quality

- Rachael worked with the Commissioners office to submit the DEP application and get finalization on the DV site for the event. She also put together the Eventbrite to send out for folks to sign up for the event and a press release was drafted that was shared with the planning office and Commissioners for distribution.

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

- DEP EE Grant – Pollinator Project with Dingman Township –Staff worked on registration, press releases and outreach to get volunteers and registrants for this program. An evaluation was developed and approved by the DEP grants center. The plantings will be done the week of September 5th and the public program will be September 17th. Ellen has been working diligently on organizing the event, gathering materials, and coordinating volunteers for this project. It has been a large undertaking and we look forward to the finalized product.
- DEP EE Grant – LeafPack Network – Rachael worked on the press release, sign up and logistics for this program. There will be an October 22nd program for the public to learn about macroinvertebrates and collect samples in a stream at Promised Land State Park.
- LWWMD Growing Greener Grant for Dirt and Gravel Road program for Community Associations – Ellen and Rachael attended the startup meeting for this grant project in August and our staff provided supporting information and documentation to get the ball rolling.

Staff Training

- ED will be attending the Management Summit September 14-15th in State College sponsored by the SCC Leadership Development Committee.
- Both Devan and Ellen have signed up for additional LinkedIn Trainings for another year.
- Rachael started a series of the CCAP trainings in August.

Personnel

- The District Engineer position has been offered and accepted by Christopher Meszler, PE. The start date will be 9/26/2022. We

are in the process of developing training protocols with neighboring Districts and the DEP NERO for the District Engineer position.

- Monthly staff meeting and two weekly morning check-ins were held in August.
- Staff evaluations for one staff member was done in August. Two are scheduled for September.
- The Bi-annual review of the flex schedule will be assessed in September. This provides 4 separate options for staff to work a flex schedule/work from home option. Job performance and office coverage are taken into consideration.
- Weekly Technical Staff meeting/ Bi-weekly meetings with each staff member to review projects, workloads, etc.
- Biweekly Education and outreach meetings with staff.

Operations/Building

- Waiting on word regarding the 2022 Ford Escape trade in.

Financial

- Staff will begin the budgeting process for 2023 in late September.
- ED participated in the Conservation District Advisory Committee to provide feedback on how the increase in District allocations should be distributed to Districts through the State Conservation Commission.

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 will be on the steering committee for the update of the Pike County Comprehensive Plan. This is a planning process that will take monthly meetings throughout the next year.

PCCD Chapter 102 and Chapter 105 Delegated Program Report for August 2022

Inspections

| <u>Date</u> | <u>Project Name</u> | <u>Municipality</u> | <u>Program</u> | <u>Inspector</u> | <u>Site Status</u> |
|-------------|----------------------|---------------------|----------------|------------------|--------------------|
| 8/2/2022 | SR 0084 Section 494 | Multiple | 102-State | JO/EE | Routine |
| 8/2/2022 | Pocono Lakefront | Palmyra | 102 | JO | Routine |
| 8/19/2022 | Pine Hill Farm | Westfall | 102 | MQ | Non-compliance |
| 8/22/2022 | SR 84, Section 450 | Multiple | 102-State | JO/EE | Routine |
| 8/22/2022 | Pocono Lakefront | Palmyra | 102 | JO/EE | Non-compliance |
| 8/23/2022 | Rivers Edge | Westfall | 102 | MQ | Routine |
| | Construction Milford | | | | |
| 8/25/2022 | Office | Milford Twp. | 102 | MQ | Routine |
| 8/25/2022 | PPL Canadensis | Multiple | 102 | EE | Final/NOT Ackn. |

Plan & Permit Reviews

| <u>Date</u> | <u>Project Name</u> | <u>Municipality</u> | <u>Program</u> | <u>Tech</u> | <u>Project Status</u> |
|-------------|--|---------------------|----------------|-------------|---------------------------------|
| 8/9/2022 | Old Sawmill Storage | Milford Twp. | 102 | MQ | Initial Technical Plan Review |
| 8/9/2022 | SES Drainage | Palmyra | 102 | JO | Follow-Up Technical Plan Review |
| 8/12/2022 | Estrada GP2 | Porter | 105 | JO | GP Acknowledged |
| 8/18/2022 | Milford Highlands Lot 56 | Milford Twp. | 102 | MQ | Incomplete Application |
| 8/22/2022 | Ritchie Gravel path | Palmyra | 102 | JO | Initial Technical Plan Review |
| 8/23/2022 | Old Greentown Road, Phase 3, DGLVR Project | Palmyra | 102 | EE | Initial Technical Plan Review |
| 8/23/2022 | Bartleston Road, DGLVR Project | Palmyra | 102 | EE | Initial Technical Plan Review |
| 8/23/2022 | Alders GP3 | Greene | 105 | JO | GP Acknowledged |
| 8/24/2022 | Camp Shohola | Shohola | 102 | MQ | Incomplete Application |
| 8/25/2022 | Camp Shohola | Shohola | 102 | MQ | Complete Application |

Complaints

| <u>Date</u> | <u>Complaint #</u> | <u>Municipality</u> | <u>Program</u> | <u>Tech</u> | <u>Action</u> |
|-------------|--------------------|---------------------|----------------|-------------|---------------|
| 8/17/2022 | 22-16 | Greene | 102 | JO | Initial |
| 8/24/2022 | 22-20 | Delaware | 105 | JO | Initial |
| 8/24/2022 | 22-21 | Delaware | 105 | JO | Initial |

Technical Assistance

| <u>Date</u> | <u>Name/Project</u> | <u>Municipality</u> | <u>Program</u> | <u>Tech</u> | <u>Type/Topic of Assistance</u> |
|-------------|-----------------------|---------------------|----------------|-------------|--|
| 8/2/2022 | Brian Ferkel | Multiple | 102-State | JO | Channel liners |
| 8/3/2022 | Gene Ruzanski | Dingman | 102 | EE | Arcadia Lots 8 and 9 submittal |
| 8/3/2022 | Bob Santoski | Multiple | 102-State | JO | Co-permittee forms |
| 8/3/2022 | SR 0084 Section 450 | Multiple | 102-State | JO | Progress meeting |
| 8/5/2022 | Will Doyle | Dingman | 105 | EE | 105 Partridge Circle, potential wetlands |
| 8/5/2022 | Craig Oliver | Dingman | 102 | JO | Timber harvest <25 ac |
| 8/5/2022 | Bruce (Pocono Mini | Palmyra | 102 | JO | PCSM basin maintenance |
| 8/5/2022 | Pete Williams | Greene | 105 | JO | GP11 for bridge maintenance |
| 8/9/2022 | Allen Jones | Multiple | 102-State | JO | Shoulder cutting guidance |
| 8/10/2022 | Fred Sakacs (BHW Lot | Palmyra | 102 | MQ | Fill site E&S |
| 8/10/2022 | Lois Pike Light&Power | Westfall | 102 | MQ | utility installation in Pine Hill Farm |
| 8/10/2022 | Sanjay | Milford twp. | 102 | MQ | NPDES requirements Milford Highlands |
| 8/10/2022 | Alex Radkiewicz | Greene | 105 | JO | GP2 expiration |

| | | | | | |
|-----------|----------------------------|----------------------|-----------|----|--|
| 8/10/2022 | Chris Ingulli | Greene | 105 | JO | GP2 expiration |
| 8/11/2022 | Jim Duva | Shohola | 102 | MQ | Septic issues refered to Twp SEO |
| 8/11/2022 | Mike Gable | Westfall | 102 | MQ | NOT for Westfall Sr Center |
| 8/11/2022 | Chris Karelus | Westfall | 102 | MQ | Utility installation in Pine Hill Farm |
| 8/12/2022 | Mike Mancino | Lackawaxen | 105 | MQ | Pond dredging |
| 8/12/2022 | Karen Tetor | Palmyra | 105 | JO | GP2 registration |
| 8/15/2022 | Krista Predmore | Delaware | 105 | JO | Driveway culvert permitting |
| 8/15/2022 | Devin Schappert (BGHFC) | Blooming Grove | 105 | JO | GP8 walkthrough |
| 8/15/2022 | Tom Alders | Greene | 105 | JO | PNDI search |
| 8/16/2022 | Mike Mancino | Lackawaxen | 105 | MQ | PNDI guidance |
| 8/16/2022 | Nick Spinelli | Greene | 105 | EE | USFWS Wall. Creek project |
| 8/16/2022 | Jessica Gardner | Dingman | 105 | JO | Emergency permits |
| 8/16/2022 | James Wheeler | Dingman | 102 | JO | Small projects E&S |
| 8/16/2022 | Jim Shedlaukas | Dingman | 105 | JO | Wetland delineations |
| 8/16/2022 | MHE Engineering/Fabcorp | Greene | 105 | JO | Lake Paupack Road Bridge preconstruction meeting |
| 8/17/2022 | Tad Moser (BHW Lot 148) | Blooming Grove | 102 | MQ | NOT - no engineer oversight for critical stages, how to proceed |
| 8/17/2022 | Fred Sakacs (BHW Lot | Palmyra | 102 | MQ | Fill site E&S |
| 8/17/2022 | Jeni Toll | Lackawaxen | 105 | MQ | 102/105 Permitting needs for home consturction |
| 8/17/2022 | Gene Ruzanski | Dingman | 102 | EE | Arcadia Lots 8 and 9 fees |
| 8/17/2022 | SR 0084 Section 450 | Multiple | 102-State | JO | Progress meeting |
| 8/17/2022 | Betty Whyte | Delaware | 105 | JO | Stream culvert replacement |
| 8/18/2022 | Mike Mancino | Lackawaxen | 105 | MQ | Pond dredging |
| 8/18/2022 | Tom Voglino | Westfall | 102 | MQ | Pine Hill Farm- plans received for utility installation |
| 8/18/2022 | PennDOT | Delaware | 105-State | EE | SR 2003 Little Bushkill pre-construction mtg. |
| 8/19/2022 | Gretchin Lintner | Palmyra | 105 | JO | E&S for GP3 |
| 8/22/2022 | Darren Siriani | Lackawaxen | 102 | MQ | Blue Heron Woods Lot 14 copermittee form |
| 8/23/2022 | Darren Siriani | Lackawaxen | 102 | MQ | Blue Heron Woods Lot 14 copermittee form |
| 8/23/2022 | Philip Riley | Lackawaxen | 105 | MQ | GP2 requirements |
| 8/24/2022 | Amanda Cykosky | Lackawaxen | 102 | MQ | Blue Heron Woods Lot 102 NPDES requirements |
| 8/24/2022 | Alexander Bar | Delaware Blooming | 102 | JO | Common plan of development determination |
| 8/25/2022 | James Catenaro | Grove | 102 | MQ | Blue Heron Woods Lot 140 requirements |
| 8/25/2022 | Ryan Neenan | Multiple Blooming | 102 | MQ | Blue Heron Woods- signature requirements for co-permittee form |
| 8/25/2022 | Emmett Manicello | Grove | 102 | MQ | Blue Heron Woods inspection Lot 128 |
| 8/25/2022 | Chris Morgan | Westfall | 102 | MQ | Inspection Westfall Brewery |
| 8/25/2022 | SR 0084 Section 494 | Multiple | 102-State | JO | Progress meeting |
| 8/30/2022 | Pete Williams | Lehman | 105 | JO | Culvert sizing for AOP |



Pike County Conservation District

PCCD Communications & Outreach Committee
Monday, August 22, 2022

Attendees: John Milliken, Kelly Stagen, Paul Ranello, Lisa Dolci, Michele Long, Devan George, Ellen Enslin.

Updates:

Community outreach

- An Elevator Speech was developed for use and will be added to the back of our Business cards:
The Pike County Conservation District is a local resource that provides education and technical assistance to landowners in our county on the importance of the community's unique natural resources.
- Work with Pike/Wayne Partnership on School outreach ideas – Michele will be meeting with Jamie Knecht of Wayne Conservation District on this item to see what we can provide to the Wallenpaupack Conservation and Environment Academy.

Municipal

- Will discuss with Board at the November Board meeting the option of presenting the Annual report at municipal meetings in 2023.
- Municipal survey – did not receive much feedback from both the mailed out and electronic surveys. Michele and Ellen will be attending the October Township Supervisors meeting so will speak with them individually at this event to get feedback.
- Municipal Resource Guide – No progress- Staff will work with township offices to get a draft started then regroup with the Planning office. This project will be completed by April 2023.
- Conservation Minute videos – Video Topics to discuss a topic we focus on at the District for municipal officials (3-5 minutes long, with visuals for municipal workshop in October)
 - Intro/Overview of the District-Showcase this one
 - Small Project E&S plan
 - General Permits
 - Dirt, Gravel, Low Volume Road program (before and after photographs)
 - New Homeowner Guide (interactive webpage) – this would involve a road map to take municipal officials through the resources available to residents.

Regulated Community

- Ongoing - Information generally comes from DEP

State Partners

- Will invite agencies to Board meetings to do a 5-minute presentation on what they do and their interactions with the District. These will be one per board meeting for the next few months in 2022. Ex: Fish and Boat Commission; NRCS; PACD; DCNR; etc. Inviting DCNR to next Board Meeting
- Discussed next potential director listening session-
 - Table to Spring 2023, workshop day (put in budget)
 - Topics: Sunshine Law, Conservation District Law, etc.
 - May be able to utilize Clean Water Academy sessions that are upcoming to be released
 - Utilize new DEP Field Representative
 - Reviewing training materials available for directors (modules)
 - Survey board to see if this should be an ongoing event

Completed Projects

- Budgeted funds for Facebook boosts for 2023
- Board meeting discussion of social media program
- Publication updates:
 - Do I need a permit? Brochure
 - Next, Before you Grade brochure
- District Road Sign:
 - Put on hold until next year
 - Replace sign entirely or place new metal reflective sign over existing posts
 - Must coordinate with PennDOT and Blooming Grove Township

PIKE COUNTY CONSERVATION DISTRICT
(A COMPONENT UNIT OF PIKE COUNTY)
HAWLEY, PENNSYLVANIA

FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2021

PIKE COUNTY CONSERVATION DISTRICT
(A COMPONENT UNIT OF PIKE COUNTY)
YEAR ENDED DECEMBER 31, 2021

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Pike County Conservation District
Hawley, PA

Report on Financial Statements

Opinions

We have audited the financial statements of the of the governmental activities and the major fund of the PIKE COUNTY CONSERVATION DISTRICT (the "District"), a component unit of the County of Pike, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of December 31, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Adoption of Governmental Accounting Standards Board Pronouncements

As discussed in Note 1 to the financial statements in 2021 the District adopted the provisions of GASB Statement No. 89, "*Accounting for Interest Cost Incurred before the End of a Construction Period*" and partially implemented GASB Statement No. 99, "*Omnibus 2022*", the requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis* on pages 4 through 8 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic

financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August XX, 2022 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

August XX, 2022
Harrisburg, Pennsylvania

ZELENKOFKSKE AXELROD LLC

Pike County Conservation District
MANAGEMENT'S DISCUSSION AND ANALYSIS
Financial Statements for the Year Ended December 31, 2021

This section of the Pike County Conservation District's ("the District") Annual Financial Report presents management's overview and analysis of the District's financial performance for the fiscal year ended December 31, 2021, as well as a comparison to the previous year's financial performance. This discussion and analysis is intended to serve as an introduction to the District's basic financial statements.

Overview of the Financial Statements

Pike County Conservation District's financial statements were prepared in compliance with generally accepted accounting principles for governmental agencies. We continue to present these financial statements in compliance with the reporting model required by the provisions of GASB Statement #34. Our statements are audited by Zelenkofske Axelrod LLC and include both government-wide and fund financial statements as of and for the year ended December 31, 2021.

The government-wide financial statements, prepared using the accrual basis of accounting, report information using accounting methods similar to those used by private sector companies. These statements offer short and long-term financial information about the District's activities. The Summary of Net Position presents information on all of the District's assets and liabilities, with the difference between the two reported as Total Net Position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. The Statement of Activities presents information on revenues and expenses by various District functions/programs and shows how the District's net position changed during the fiscal year.

The fund financial statements include the Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balance. These statements are prepared using the modified accrual basis of accounting. Under this method of accounting, the District accrues revenues and expenditures to the extent that they can be paid with current resources (i.e. collected within 365 days of the end of the current fiscal period).

This Management Discussion and Analysis should be read in conjunction with the financial statements section of this report. The notes to the financial statements provide additional information that is essential to a full understanding of the data provided within the financial statements. The notes to the financial statements can be found following the financial statement section of this report.

Financial Highlights

- The assets of the District exceeded its liabilities as of December 31, 2021, by \$823,433.
- Total net position of the District increased by \$72,634 during 2021.
- Program revenues for governmental activities exceeded expenses by \$72,488 for 2021.

Summary of Net Position

Table 1 shows the assets and liabilities of the District. For the year ended December 31, 2021, assets exceeded liabilities by \$823,433. This compares to a figure of \$750,799 in 2020.

| TABLE 1 – Net Position | <u>2021</u> | <u>2020</u> |
|---------------------------------------|--------------------|--------------------|
| Assets: | | |
| Cash and cash equivalents | \$ 590,613 | \$ 544,734 |
| Due from Primary Government | 7,500 | 7,500 |
| Due from Other Governments | 110,663 | 52,050 |
| Restricted cash & cash equivalents | 131,352 | 191,726 |
| Capital assets being depreciated, net | 157,851 | 167,063 |
| Capital assets not depreciated | 513 | 513 |
| Total Assets | \$ 998,492 | \$ 963,586 |
| Liabilities: | | |
| Accounts Payable | \$ 7,455 | \$ 8,567 |
| Due to Primary Government | 59,911 | 51,639 |
| Unearned Revenue | 107,693 | 152,581 |
| Total Liabilities | \$ 175,059 | \$ 212,787 |
| Net Position: | | |
| Net Investment in Capital Assets | \$ 158,364 | \$ 167,576 |
| Restricted | 23,659 | 39,145 |
| Unrestricted | 641,410 | 544,078 |
| Total Net Position | \$ 823,433 | \$ 750,799 |

Cash and cash equivalents included the Board-designated Conservation Fund of \$155,930 and \$136,683 (2020); the operating/checking account of \$169,503 and \$166,073 (2020); the Clean Water Fund Account of \$2,503 and \$15,516 (2020); the Unconventional Gas Well (UGW) Fund of \$262,677 and \$226,462 (2020).

The Conservation Fund, by current policy, is a PA INVEST account consisting 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.*

Following the District's financial policy, the Clean Water Fund Account consists of *permit application fees collected from the administration of the delegated programs. Expenditures from this fund shall be used to support the delegated programs, i.e., administrative expenses, travel expenses for site inspections, salary and benefits reimbursements, field and office equipment, abatement of environmental problems, training sessions, and conferences and professional development.*

The UGW fund was created in 2017 by transferring the UGW block grant balance in the Conservation Fund into this new account. The UGW Fund, by current policy, *consists of funds received through the state's Act 13 Unconventional Gas Well Impact fee. Funds deposited to this account include UGW block grants received from the Public Utility Commission (PUC). Block grant funds are authorized for use by the Conservation District for any use consistent with the act of May 15, 1945, known as the Conservation District Law.*

Due from Other Governments in the amount of \$110,663 for 2021 includes 4th Quarter 2021 State Cost Share Reimbursement, Conservation District Fund Allocation for Administrative Assistance, Dirt and Gravel Road reimbursement of funds from the State Conservation Commission, Spotted Lanternfly Grant reimbursement from the Department of Agriculture, Scenic Rural Conservation Planning Groundwater Level Network grant reimbursement, and Watershed Specialist grant reimbursement requests for work completed in 2021 and paid in 2022. Similarly, the 2020 *Due from Other Governments* amount of \$52,050

includes 4th Quarter 2020 State Cost Share Reimbursement, Dirt and Gravel Road reimbursement of funds from the State Conservation Commission, Scenic Rural Conservation Planning Groundwater Level Network grant reimbursement, Pennsylvania Association of Conservation Districts mini grant reimbursement, a COVID-19 Staff Promissory Note, and Watershed Specialist grant reimbursement requests for work completed in 2020 and paid in 2021. *Due from Primary Government* includes the 4th Quarter County Appropriation for work completed in 2021 and paid in 2022.

Restricted cash & cash equivalents in the amount of \$131,352 for 2021 includes the Dirt & Gravel and Low Volume Road funds that are restricted for Dirt & Gravel and Low Volume Road projects. The amount includes accumulated interest as well as funds contracted but not yet paid.

Capital assets being depreciated (net of depreciation) totaled \$157,851 for 2021, a decrease of \$9,212 from 2020. Additional information about Capital Assets is included below.

Due to Primary Government in the amount of \$59,911 on December 31, 2021, represents 4th quarter salary/benefits reimbursements from the District to Pike County for certain positions for which the District receives state cost share reimbursements or grant funds. This amount also includes operational services the County provides the District. These are short-term liabilities that are generally cleared within the first quarter of the following year.

Unearned Revenue in the amount of \$107,693 for 2021 is attributed to grant funds received from the Dirt & Gravel and Low Volume Road Programs but not yet contracted or spent by the Conservation District.

In summary, the total net position of the District increased by \$72,634 during 2021 compared to an increase of \$47,102 during 2020.

Capital Assets

The District capitalizes asset additions valued at greater than \$2,500. The District's capital assets being depreciated net of accumulated depreciation as of December 31, 2021, amounted to \$158,364. Capital assets not depreciated amounted to \$513. Capital assets consist of leasehold improvements, computers and office equipment, educational equipment and vehicles purchased with District contract or grant funds.

Additional information on Capital Assets is included in Note 4 of the financial statements.

Statement of Activities

The *Statement of Activities* reports Governmental Activities by major program areas/functions. Table 2 shows the 2021 Statement of Activities compared to the 2020 Statement of Activities.

Program Revenues come from several major sources and are grouped as either Operating Grants & Contributions or Charges for Services for various program areas. Operating Grants & Contributions include the following: an annual Pike County appropriation to the Conservation District to help fund operating expenses (*County Appropriation*); County-paid employee salaries and benefits (*County Contribution*); State Cost Share Funds providing a percentage of salaries and benefits costs for certain District employees as well as administrative assistance funds; and state grants including the Watershed Specialist Grant and Dirt & Gravel and Low Volume Road Program allocations. State Cost Share Funds and state grant reimbursements for salary and benefits costs are reimbursed to the County upon receipt by the Conservation District. Charges for services include permit and plan review fees, and education program income. General Revenues include interest earned on the four PA INVEST accounts --Dirt & Gravel Road Fund, Low Volume Road Fund, UGW fund and Conservation Fund -- and miscellaneous income.

Table 2 – Statement of Activities Comparison

| | Expenses | | Program Revenues | | | | Net (Expenses) Revenues and Changes in Net Position | |
|--------------------------------------|-------------------|-------------------|----------------------|------------------|------------------------------------|-------------------|---|---------------|
| | | | Charges for Services | | Operating Grants & Contributions | | Governmental Activities | |
| | 2021 | 2020 | 2021 | 2020 | 2021 | 2020 | 2021 | 2020 |
| Governmental Activities | | | | | | | | |
| Administration | \$ 66,293 | \$ 76,531 | \$ - | \$ - | \$ 65,978 | \$ 75,288 | \$ (315) | \$ (1,243) |
| Regulatory Programs | 286,590 | 280,309 | 62,055 | 65,511 | 330,687 | 285,042 | 106,152 | 70,244 |
| Watershed Activities | 368,593 | 318,773 | - | - | 358,400 | 312,258 | (10,193) | (6,515) |
| Education | 63,387 | 59,902 | 1,778 | 10,700 | 57,887 | 48,988 | (3,722) | (214) |
| Other Cons. Activities | 37,279 | 24,587 | - | - | 37,338 | 26,227 | 59 | 1,640 |
| Unallocated Depreciation | 19,493 | 20,437 | - | - | - | - | (19,493) | (20,437) |
| Total Governmental Activities | \$ 841,635 | \$ 780,539 | \$ 63,833 | \$ 76,211 | \$ 850,290 | \$ 747,803 | 72,488 | 43,475 |
| | | | | | General Revenues | | | |
| | | | | | Interest Income | 146 | 3,627 | |
| | | | | | Gain on Disposal of Capital Assets | | - | |
| | | | | | Total Gen. Revenues | 146 | 3,627 | |
| | | | | | Change in Net Position | 72,634 | 47,102 | |
| | | | | | Net Position-Beginning | 750,799 | 703,697 | |
| | | | | | Net Position-Ending | \$ 823,433 | \$ 750,799 | |

2021 program revenues for governmental activities exceeded expenses by \$72,488. In 2020, program revenues for governmental activities exceeded expenses by \$43,475. Charges for Services collected by the District decreased in 2021 as compared to 2020. This decrease was due to a decrease in the amount of fees for services collected. Revenues from Operating Grants and Contributions increased to \$850,290 in 2021 from \$747,803 in 2020 due to an increase in Dirt and Gravel and Low Volume Road funding and grant activity.

The District's total net position increased by \$72,634 in 2021 as compared to an increase of \$47,102 in 2020.

Economic Factors and Future Outlook

The District continued to operate within budget and take advantage of a number of grant opportunities to supplement revenues for various activities, particularly in the areas of Watershed Programs and Other Conservation Activities. Fees for services and state cost share funds further supplement staff, operating and program expenses. However, in 2021, state cost share salary/benefits reimbursements continued to remain at the same levels as 2020. This is a trend that is expected to continue in 2022 given the anticipated continued State budget revenue shortfalls.

In 2021 the District continued to receive revenues through the Marcellus Shale Regulatory and Impact Fee Legislation (Act 13) which includes provisions for Conservation Districts to receive funding through: 1) the Public Utilities Commission (PUC) with funds to be spent based on the Conservation District Law, and 2) the State Conservation Commission (SCC) with funds to be spent based on the State Conservation Commission's Conservation District Fund Allocation Program Statement of Policy. In 2021 the District received Act 13 funds from the PUC in the amount of \$61,922 for Calendar Year 2020. Act 13 Block Grant funds from the PUC for Calendar Year 2021 will not be received until 2022 and will total \$56,818 plus any increase in the Consumer Price Index adjustments made by the Bureau of Labor Statistics.

At this time the State Conservation Commission has not yet determined specific distribution formulas so it is unclear the total amount of funding the District will receive for Fiscal Year 2021-2022 from the SCC portion of Act 13 funds as well as its impact on future budgets.

The District Board continues to work closely with the Pike County Commissioners on a Staff Retention Program which was established in 2014. This program enables staff who have received additional training/certifications and have received positive evaluations the opportunity for an increase in their salary. This increase in salary is based on a class system which is evaluated and tracked by the District Executive Director. The increases in salaries for staff are financially supported by the District through the Act 13 PUC block grant funds the District receives. The District then reimburses the county who pays the staff salary/benefits costs.

In 2013, PA Act 89, the PA Transportation Funding Bill, increased funding for the Dirt and Gravel (D&G) Road program from \$4 Million to \$20 Million annually. This legislation also incorporated an additional \$8 Million for Low Volume Road projects expanding the overall program. This funding is distributed to Conservation Districts through the State Conservation Commission utilizing an allocation formula. Based on these formulas Pike County was allocated \$102,128 for D&G Road Projects and \$40,000 for Low Volume Road projects for State Fiscal Year 2021-2022. These restricted funds cover project costs, administration of the program and education and outreach programs. The current contract for the D&G and Low Volume Road program was renewed July 1, 2018 and ends June 30, 2023.

In 2021, the District updated the Financial Accounts, Policies and Procedures policy. The changes included adding language regarding the distribution of cost recovery funds under the Chapter 102 Level 3 Delegation agreement, updated language in the *Guidelines for County Conservation District Annual Audits* from the State Conservation Commission, the inclusion of "Municipipay" for customers to submit electronic payments to the District, and some updates to staff title changes. Electronic payments through "Municipipay" were not set up until 2022.

The District remains fiscally dependent on revenues from the County of Pike for a significant percentage of staff salary/benefits costs (*County Contribution*) and operating expenses (*County Appropriation*). The County appropriation was \$30,000 in 2021.

Contacting the District's Financial Management

This financial report is designed to provide citizens and taxpayers with a general overview of the District's finances and to demonstrate the District's accountability. Questions concerning this report or requests for additional information should be directed to:

Pike County Conservation District
556 Route 402
Hawley, PA 18428

PIKE COUNTY CONSERVATION DISTRICT
(A COMPONENT UNIT OF PIKE COUNTY)
STATEMENT OF NET POSITION
DECEMBER 31, 2021

| | <u>Governmental Activities</u> |
|--|------------------------------------|
| Assets: | |
| Cash and Cash Equivalents (Note 2) | \$ 590,613 |
| Due From Primary Government | 7,500 |
| Due From Other Governments (Note 7) | 110,663 |
| Restricted Cash and Cash Equivalents (Note 3) | 131,352 |
| Capital Assets Not Being Depreciated (Note 4) | 513 |
| Capital Assets Being Depreciated, Net (Note 4) | <u>157,851</u> |
| Total Assets | <u>\$ 998,492</u> |
| Liabilities: | |
| Accounts Payable | \$ 7,455 |
| Due To Primary Government (Note 6) | 59,911 |
| Unearned Revenue | <u>107,693</u> |
| Total Liabilities | <u>175,059</u> |
| Net Position: | |
| Net Investment in Capital Assets | 158,364 |
| Restricted for Dirt, Gravel and Low Volume Road Programs | 23,659 |
| Unrestricted | <u>641,410</u> |
| Total Net Position | <u>\$ 823,433</u> |

The accompanying notes are an integral part of the financial statements.

PIKE COUNTY CONSERVATION DISTRICT
 (A COMPONENT UNIT OF PIKE COUNTY)
 STATEMENT OF ACTIVITIES
 YEAR ENDED DECEMBER 31, 2021

| | Program Revenues | | Net Program (Expenses) Revenue and Changes in Net Position | |
|----------------------------------|------------------|-------------------------|---|----------------------------|
| | Expenses | Charges for Services | Operating Grants and Contributions | Governmental Activities |
| Functions/Programs | | | | |
| Primary Governmental: | | | | |
| Governmental Activities: | | | | |
| Administration | \$ 66,293 | \$ - | \$ 65,978 | \$ (315) |
| Regulatory Programs | 286,590 | 62,055 | 330,687 | 106,152 |
| Watershed Activities | 368,593 | - | 358,400 | (10,193) |
| Education | 63,387 | 1,778 | 57,887 | (3,722) |
| Other Conservation Activities | 37,279 | - | 37,338 | 59 |
| Unallocated Depreciation | 19,493 | - | - | (19,493) |
| Total Governmental Activities | \$ 841,635 | \$ 63,833 | \$ 850,290 | 72,488 |
| General Revenues: | | | | |
| Interest Income | | | | 146 |
| Total General Revenues | | | | 146 |
| Change in Net Position | | | | 72,634 |
| Net Position - Beginning of year | | | | 750,799 |
| Net Position - Ending | | | | \$ 823,433 |

The accompanying notes are an integral part of the financial statements.

PIKE COUNTY CONSERVATION DISTRICT
(A COMPONENT UNIT OF PIKE COUNTY)
BALANCE SHEET - GOVERNMENTAL FUND
DECEMBER 31, 2021

| | |
|--|-----------------------|
| Assets: | |
| Cash and Cash Equivalents (Note 2) | \$ 590,613 |
| Due From Primary Government | 7,500 |
| Due From Other Governments (Note 7) | 110,663 |
| Restricted Cash and Cash Equivalents (Note 3) | <u>131,352</u> |
| Total Assets | <u>\$ 840,128</u> |
| Liabilities: | |
| Accounts Payable | \$ 7,455 |
| Due To Primary Government (Note 6) | 59,911 |
| Unearned Revenue | <u>107,693</u> |
| Total Liabilities | <u>175,059</u> |
| Fund Balances: | |
| Restricted for Dirt, Gravel and Low Volume Road Programs | 23,659 |
| Committed (Note 5) | 155,930 |
| Unassigned | <u>485,480</u> |
| Total Fund Balance | <u>665,069</u> |
| Total Liabilities and Fund Balance | <u>\$ 840,128</u> |

The accompanying notes are an integral part of the financial statements.

PIKE COUNTY CONSERVATION DISTRICT
(A COMPONENT UNIT OF PIKE COUNTY)
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUND
TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2021

| | |
|---|--------------------------|
| Total Fund Balances of Governmental Fund: | \$ 665,069 |
| Amounts reported for governmental activities in the Statement of Net Position are different because: | |
| Capital Assets, used in governmental activities are not current financial resources and, therefore, are not reported in the funds (See Note 4). | <u>158,364</u> |
| Total Net Position of Governmental Activities | <u><u>\$ 823,433</u></u> |

The accompanying notes are an integral part of the financial statements.

PIKE COUNTY CONSERVATION DISTRICT
 (A COMPONENT UNIT OF PIKE COUNTY)
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
 IN FUND BALANCE - GOVERNMENTAL FUND
 YEAR ENDED DECEMBER 31, 2021

| | |
|---|------------------------------|
| Revenues: | |
| Grants | \$ 323,904 |
| County Contribution | 415,023 |
| State Cost Share | 81,365 |
| County Appropriation | 30,000 |
| Interest Income | 146 |
| Fees Collected | 62,055 |
| Education Program | <u>1,778</u> |
| Total Revenues | <u>914,271</u> |
| Expenditures: | |
| Grant | 196,381 |
| Salaries and Benefits - County Share (Note 8) | 415,023 |
| Salaries and Benefits - Reimbursed to County (Note 9) | 131,064 |
| Capital Improvement | 10,280 |
| Office Administration | 29,216 |
| Staff and Board of Directors | 6,254 |
| Building and Grounds | 22,272 |
| Education Programs | 3,239 |
| Water Monitoring | 10,200 |
| Vehicle Maintenance | 7,504 |
| Miscellaneous | <u>992</u> |
| Total Expenditures | <u>832,425</u> |
| Net Change in Fund Balance | 81,846 |
| Fund Balance at Beginning of Year | <u>583,223</u> |
| Fund Balance at End of Year | <u><u>\$ 665,069</u></u> |

The accompanying notes are an integral part of the financial statements.

PIKE COUNTY CONSERVATION DISTRICT
 (A COMPONENT UNIT OF PIKE COUNTY)
 RECONCILIATION OF THE STATEMENT OF REVENUES,
 EXPENDITURES AND CHANGES IN FUND BALANCE -
 GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES
 YEAR ENDED DECEMBER 31, 2021

| | | |
|--|----|--------|
| Net Change in fund balance - total governmental fund | \$ | 81,846 |
|--|----|--------|

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the the amount depreciation (\$19,492) exceeded capital outlays \$10,280 in the current period.

(9,212)

| | | |
|---|----|----------------------|
| Change in Net Position of governmental activities | \$ | <u><u>72,634</u></u> |
|---|----|----------------------|

PIKE COUNTY CONSERVATION DISTRICT
(A COMPONENT UNIT OF PIKE COUNTY)
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1: NATURE OF ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The PIKE COUNTY CONSERVATION DISTRICT (the "District") was formed by the Pike County Commissioners, and operates under the direction of an appointed Board of Directors for the purpose of promoting protection, conservation and sustainable use of natural resources through education, public awareness and cooperation with local, state, and federal agencies. To meet its goals, the District has entered into agreements with various state agencies. The District receives funding from the Commonwealth of Pennsylvania, Department of Environmental Protection and the State Conservation Commission to fund its various programs. The District also receives an appropriation from Pike County (the "County").

A summary of the District's significant accounting policies applied in the preparation of the accompanying financial statements is as follows:

A) Reporting Entity

The District is a legal subdivision of state government, responsible under state law for conservation work within county boundaries. The District follows the criteria promulgated by the Governmental Accounting Standards Board ("GASB") for purposes of determining the scope of its reporting entity. In accordance with GASB Statement No. 61, the County of Pike ("County") has evaluated the District to determine whether the District should be included as a component unit of the County. The County considers the District a component unit due to its ability to impose its will on the District. As required by accounting principles generally accepted in the United States of America, the financial statements of the reporting entity include those of only the PIKE COUNTY CONSERVATION DISTRICT.

B) Measurement Focus and Basis of Accounting, and Financial Statement Presentation

1. Government-Wide Financial Statements

The Government-wide financial statements (i.e., statement of net position, and the statement of activities) report information on all activities of the District. Governmental activities are supported by charges for services, county appropriations, and intergovernmental revenues.

Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement 33 – *Accounting and Financial Reporting for Nonexchange Transactions*.

PIKE COUNTY CONSERVATION DISTRICT
(A COMPONENT UNIT OF PIKE COUNTY)
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2021

NOTE 1: NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B) Measurement Focus and Basis of Accounting, and Financial Statement Presentation (CONTINUED)

1. Government-Wide Financial Statements (CONTINUED)

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Interest and other items not properly included among program revenues are reported instead as general revenues.

Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source. Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

2. Fund Financial Statements

Separate financial statements are provided for governmental funds. The one major individual governmental fund is reported as a separate column in the fund financial statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 365 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Operating and capital grants and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when the District receives cash.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of "available spendable resources". The Governmental fund operating statement presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during the period.

PIKE COUNTY CONSERVATION DISTRICT
(A COMPONENT UNIT OF PIKE COUNTY)
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2021

NOTE 1: NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B) Measurement Focus and Basis of Accounting, and Financial Statement Presentation (CONTINUED)

2. Fund Financial Statements (CONTINUED)

Because of their spending measurement focus, expenditure recognition for governmental fund types exclude amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources were expended rather than as fund assets.

C) Assets, Liabilities, and Net Position or Fund Balance

1. Cash and Cash Equivalents

The District considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

2. Restricted Cash and Cash Equivalents

Restricted cash and cash equivalents represent revenues set aside for the liquidation of specific obligations, as detailed in Note 3.

3. Capital Assets

Capital assets, which include leasehold improvements, equipment, and vehicles are reported in the government-wide financial statements. Capital assets are defined by the District as assets with a value of \$2,500 or more and useful life longer than one year. Capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at acquisition value on the date donated. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Capital assets of the District are depreciated using the straight-line method over the following estimated useful lives:

| | |
|-----------------------------------|------------|
| Leasehold improvements | 5-40 years |
| General and Educational Equipment | 3-5 years |
| Vehicles | 5 years |

4. Compensated Absences

The employees of the District are County employees. The District reimburses the County for a portion of salaries and fringe benefits during the year. Therefore, the amount, if any, related to compensated absences is recorded on the County's financial statements.

PIKE COUNTY CONSERVATION DISTRICT
 (A COMPONENT UNIT OF PIKE COUNTY)
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 DECEMBER 31, 2021

NOTE 1: NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C) Assets, Liabilities, and Net Position or Fund Balance (CONTINUED)

5. Net Position/Fund Balances

The government-wide financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted and unrestricted.

- *Net Investment in Capital Assets* – This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.
- *Restricted Net Position* – This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.
- *Unrestricted Net Position* – This category represents net position of the District, not restricted for any project or other purpose.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

The following classifications describe the relative strength of the spending constraints:

- *Nonspendable Fund Balance* – Amounts that are not in a spendable form (such as Inventory) or are required to be maintained intact.
- *Restricted Fund Balance* – Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- *Committed Fund Balance* – Amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority (i.e. Board of Directors). To be reported as committed, amounts cannot be used for any other purpose unless the District takes the same level of action to remove or change the constraint. This formal action is a Board approved Resolution.
- *Assigned Fund Balance* – Amounts the District intends to be used for a specific purpose, but are neither restricted nor committed. Assignments of fund balance are created by the Board or Executive Director pursuant to authorization established by the Board of Directors.

PIKE COUNTY CONSERVATION DISTRICT
 (A COMPONENT UNIT OF PIKE COUNTY)
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 DECEMBER 31, 2021

NOTE 1: NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C) Assets, Liabilities, and Net Position or Fund Balance (CONTINUED)

5. Net Position/Fund Balances (CONTINUED)

- *Unassigned Fund Balance* – Amounts that are available for any purpose. Positive amounts are reported only in the general fund.

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance and lastly unassigned fund balance.

6. Unearned Revenues

Unearned revenues reported in government-wide financial statements represent revenues not yet earned. The unearned revenues will be recognized as revenue in the fiscal year they are earned in accordance with the accrual basis of accounting. Unearned revenues reported in governmental fund financial statements represent revenues which are measurable but not available and, in accordance with the modified accrual basis of accounting, are reported as unearned revenues. The District deems revenue received within 365 days of year end to be available.

7. Accounting Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual amounts may differ from those estimates.

D) Adoption of Governmental Accounting Standards Board Statements

The District adopted the provisions of GASB Statement No. 89, "*Accounting for Interest Cost Incurred before the End of a Construction Period*", and partially implemented GASB Statement No. 99, "*Omnibus 2022*", the requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63.

The adoption of these GASB Statements did not result in modification of previously reported amounts.

PIKE COUNTY CONSERVATION DISTRICT
(A COMPONENT UNIT OF PIKE COUNTY)
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2021

NOTE 1: NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E) Pending Changes in Accounting Principles

In June 2017, the GASB issued Statement No. 87, "*Leases*". The District is required to adopt Statement No. 87 for its calendar year 2022 financial statements.

In May 2019, the GASB issued Statement No. 91, "*Conduit Debt Obligations*". The District is required to adopt Statement No. 91 for its calendar year 2022 financial statements.

In January 2020, the GASB issued Statement No. 92, "*Omnibus 2020*". The District is required to adopt the provisions of Statement No. 92 for its calendar year 2022 financial statements.

In March 2020, the GASB issued Statement No. 93, "*Replacement of Interbank Offered Rates*". The District is required to adopt the provisions of Statement No. 93 for its calendar year 2021 financial statements, except for the requirements of paragraphs 11b, 13, and 14 which are effective for the District's calendar year 2022 financial statements.

In March 2020, the GASB issued Statement No. 94, "*Public-Private and Public-Public Partnerships and Availability Payment Arrangements*". The District is required to adopt the provisions of Statement No. 94 for its calendar year 2023 financial statements.

In May 2020, the GASB issued Statement No. 96, "*Subscription-Based Information Technology Arrangements*". The District is required to adopt the provisions of Statement No. 96 for its calendar year 2023 financial statements.

In June 2020, the GASB issued Statement No. 97, "*Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*". The District is required to adopt the remaining provisions of Statement No. 97 for its calendar year 2022 financial statements.

In April 2022, the GASB issued Statement No. 99, "*Omnibus 2022*". The District is required to adopt requirements related to leases, PPPs, and SBITAs of Statement No. 99 for its calendar year 2023 financial statements and requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 of Statement No. 99 for its calendar year 2024 financial statements.

In June 2022, the GASB issued Statement No. 100, "*Accounting Changes and Error Corrections- an amendment of GASB Statement No. 62*". The District is required to adopt the provisions of Statement No. 100 for its calendar year 2024 financial statements.

PIKE COUNTY CONSERVATION DISTRICT
(A COMPONENT UNIT OF PIKE COUNTY)
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2021

NOTE 1: NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E) Pending Changes in Accounting Principles (CONTINUED)

In June 2022, the GASB issued Statement No. 101, "*Compensated Absences*". The District is required to adopt the provisions of Statement No. 101 for its calendar year 2024 financial statements.

The District has not yet completed the various analysis required to estimate the financial statement impact of these new pronouncements.

NOTE 2: DEPOSIT AND INVESTMENT RISK

Custodial Credit Risk. For deposits and investments of the District, custodial credit risk is the risk that in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District does not have a formal policy to limit its exposure to custodial credit risk.

At December 31, 2021, the District's cash deposits had a carrying amount of \$172,005 and a bank balance of \$174,866. All of the bank balance was covered by federal depository insurance. The District's cash equivalents of \$549,960 were not subject to custodial credit risk, as they were invested in a state investment pool.

As of December 31, 2021, the District had the following debt investments and maturities:

| Investment Type | Fair Value | Investment Maturities (in Years) | | | |
|-----------------------|------------|----------------------------------|------|------|--------------|
| | | Less Than 1 | 1-5 | 6-10 | More Than 10 |
| State investment pool | \$ 549,960 | \$ 549,960 | \$ - | \$ - | \$ - |

Interest Rate Risk. The District's Investment Policies do not limit investment maturities as a means of managing their exposure to fair value losses arising from increasing interest rates.

Credit Risk. As of December 31, 2021 all of the District's investments in the state investment pool were rated AAA by Standard and Poors.

Fair Value. The District's fair value of its position in the state investment pool is measured at amortized cost and is the same as the value of the pool shares. The state investment pool does not place any limitations or restrictions on withdrawals from the pool. The Commonwealth of Pennsylvania provides external regulatory oversight of the pool. Separately issued financial statements of the state pool are available to the public via its website.

NOTE 3: RESTRICTED CASH AND CASH EQUIVALENTS

Assets whose use is limited to a specific purpose has been classified as restricted in the governmental fund balance sheet and the Statement of Net Position. Restricted cash and cash equivalents of \$131,352 is comprised of cash held in a Pennsylvania INVEST Account for the Dirt, Gravel and Low Volume Road Programs.

PIKE COUNTY CONSERVATION DISTRICT
(A COMPONENT UNIT OF PIKE COUNTY)
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2021

NOTE: 4 CAPITAL ASSETS

Capital assets activity for the year ended December 31, 2021 was as follows:

| | Beginning Balance | Increases | Decreases | Ending Balance |
|---|----------------------|------------|-----------|-------------------|
| Capital Assets, Not Being Depreciated: | | | | |
| Collections of Art | \$ 513 | \$ - | \$ - | \$ 513 |
| Total Capital Assets, Not Being Depreciated | 513 | - | - | 513 |
| Capital Assets, Being Depreciated: | | | | |
| Leasehold Improvements | 192,391 | 10,280 | - | 202,671 |
| General Equipment | 42,643 | - | (9,018) | 33,625 |
| Office Furniture | 6,240 | - | - | 6,240 |
| Education Equipment | 1,600 | - | - | 1,600 |
| Vehicles | 82,615 | - | - | 82,615 |
| Total Capital Assets Being Depreciated | 325,489 | 10,280 | (9,018) | 326,751 |
| Less Accumulated Depreciation for: | | | | |
| Leasehold Improvements | (42,717) | (7,857) | - | (50,574) |
| General Equipment | (42,643) | - | 9,018 | (33,625) |
| Office Furniture | (6,240) | - | - | (6,240) |
| Education Equipment | (1,600) | - | - | (1,600) |
| Vehicles | (65,226) | (11,635) | - | (76,861) |
| Total Accumulated Depreciation | (158,426) | (19,492) | 9,018 | (168,900) |
| Total Capital Asset, Being Depreciated, Net | 167,063 | (9,212) | - | 157,851 |
| Total Capital Assets, Net | \$ 167,576 | \$ (9,212) | \$ - | \$ 158,364 |

PIKE COUNTY CONSERVATION DISTRICT
 (A COMPONENT UNIT OF PIKE COUNTY)
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 DECEMBER 31, 2021

NOTE 5: COMMITTED FUND BALANCE

This commitment of \$155,930 at December 31, 2021 represents amounts committed by the Board of Directors for the purpose of funding specific 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.

NOTE 6: DUE TO PRIMARY GOVERNMENT

The District reimburses the County for various payroll, employee benefits, and other expenditures during the course of the year. As of December 31, 2021, the District owed the County \$59,911.

NOTE 7: DUE FROM OTHER GOVERNMENTS

The Due From Other Governments amount of \$110,663 at December 31, 2021 represents amounts due to the District from various grant programs administered by the District.

NOTE 8: SALARIES AND BENEFITS – COUNTY SHARE

Salaries and Benefits – County Share (\$415,023) represents payroll and benefit expenses of the District that are paid by the County through an annual contribution.

NOTE 9: SALARIES AND BENEFITS – REIMBURSED TO COUNTY

Salaries and Benefits – Reimbursed to County (\$131,064) consists of State Cost Share Funds for certain District employees, state grants (including the salaries and benefits reimbursements from the Watershed Specialist Grant and Dirt, Gravel and Low Volume Road Programs), and fees for services that the District reimburses the County to cover costs for salaries and benefits.

NOTE 10: COMMITMENTS AND CONTINGENCIES

Economic Dependency

The District receives a substantial amount of its support from state and local governments. A significant reduction in the level of their support, if this were to occur, may have an effect on the District's programs and activities.

Risks and Uncertainties

As the effects of the Coronavirus pandemic continue to evolve and are dependent upon future developments, the impact of the Coronavirus on the District's operations and financial results are uncertain at this time.

NOTE 11: SUBSEQUENT EVENT

The District has evaluated all subsequent events through report issue date of August XX, 2022 noting that no events have taken place that effect the financial statement or required disclosure.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Pike County Conservation District
Hawley, PA

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the PIKE COUNTY CONSERVATION DISTRICT (the "District"), a component unit of Pike County, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated August XX, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a certain deficiency in internal control, described in the schedule of findings and responses as finding 2021-001 that we consider to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Pike County Conservation District's Response to the Finding

The District's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

ZELENKOFKSKE AXELROD LLC

Harrisburg, Pennsylvania
August XX, 2022

PIKE COUNTY CONSERVATION DISTRICT
(A COMPONENT UNIT OF PIKE COUNTY)
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2021

Finding 2021-001

Segregation of Duties

Criteria: Proper internal control dictates that duties should be segregated to serve as a check and balance on the employee's integrity and to maintain the best control system as possible.

Condition: During the audit, we noted that disbursements are not approved by an individual independent of the bookkeeping function and bank reconciliations are not performed by someone who is independent of the receipts function.

Cause: The District has a limited number of people working in the office which makes it difficult to completely segregate all duties.

Effect: The duties that are not segregated may result in a material misstatement of the financial statements.

Recommendation: The District should ensure that duties are properly segregated to the best extent possible.

Management's Response: Management is in agreement with the above finding. Management has segregated duties to the extent possible with the limited number of District Employees. Management has deemed that the hiring of additional employees to further segregate duties would not be cost beneficial to the Conservation District.



PACD Rewind

Monthly Report 08/01/22 – 08/31/22

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

Highlighting August 2022 activities as they relate to the 2018-2023 PACD Strategic Plan.

PACD will promote and advocate for conservation districts to elected officials, partners, and the general public.

PACD: Legislative Activities

- Met with Lehigh County CD and Sen. Browne

PACD: Exhibit Booths and Outreach Events

- Attended Ag Progress Days and offered conservation district and CREP outreach at the PACD booth

PACD: Salary Survey Project

- Met with John Dryzal to discuss project parameters
- Spoke with Michele Ulmer about SCC financial committee project
- Drafted and updated brief description of project

PACD will help districts with the recruitment, training, and development of directors, managers, and staff.

102/105 Technical Training Grant

- Clean Water Academy (CWA)
 - Developed course on BMP Sequencing
- 102/105 Technical Training | Basic and Topic-based sessions
 - Reviewed, signed, and submitted Red Lion contract for Basic
 - Began preparing for September planning meeting at Shady Maple

Agricultural Conservation Technical Training

- Wrote scope of work for 2022-23 for SCC
- Set up planning meeting for September
- Updated timeline for boot camp 2023
- Completed contract and BEOs with the hotel for Conservation Planning Part 2
- Ordered port-a-potty for Conservation Planning Part 2

Leadership Development Program

- Hosted quarterly Leadership Development Committee meeting
- Continued team tracking and administration for CliftonStrengths for Managers initiative
- Finalized program and event planning for 2022 Management Summit and Pre-Con
- Program development for 2022 Fall Leadership webinar series and 2023 Staff Training initiative
- Reviewed one strategic plan for reimbursement and began updating 2022-23 program scope and requirements

PACD will help districts attain sustainable, diverse funding.

Ag Plan Reimbursement Program

- Presented the Intro to PACD's Ag Plan Reimbursement Program webinar
- Posted the recording and program templates to the PA Clean Water Academy
- Processed two applications

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

- Intro to Conservation Planning Training
 - Updated the online application and opened application period
 - Updated the 2022 timeline
 - Advertised the training

Conservation Reserve Enhancement Program (CREP) Grant

- CREP Cost-share
 - Processed new cost-share
 - Made cost-share payments
- CREP Outreach Program Office (COPO)
 - Processed five final reimbursement requests
 - Met with WWTW to wrap-up the marketing campaign and continue website updates
 - Posted wave three and four promotional ads to CREP Facebook

DCNR Riparian Forest Buffer Program

- Approved three projects and issued first payments

PA Nonpoint Source Pollution Education Office

- 2022-23 NPS Mini-grant Round
 - Reviewed two final reports; issued reimbursements
 - Reviewed three mid-term reports
 - Reviewed ten mini-grant materials
 - Completed Goals & Accomplishments document for 2018-2021
- 2022 Virtual Watershed Specialist Webinar Series

- Set up event in Zoom
- Continued CDWS presenter follow-up
- Finalized agenda for distribution
- Distributed registration information

PACD will strengthen relationships and agreements with state and federal agencies.

Partnership Activities

- Please see PACD: Meetings and Events Attended

NRCS Employee of Record (Funded by NACD)

- Prepared and submitted quarterly reimbursement request
- Provided on-going human resources and administrative support for position

PACD will strive to be adequately staffed and funded.

Note: All of PACD's grants and special projects contribute to this goal.

Engineering Technical Assistance Program Grant (TAG)

- Prepared and submitted monthly reimbursement request
- Provided on-going human resources and administrative support
- Hired new Lebanon area TAG employee to start 9/6

PACD will foster communication between conservation districts.

PACD: Communications

- Updated and managed the PACD listserves
- Updated www.pacd.org
- Sent four Front Page e-newsletters
- Submitted forty-one posts on social media channels
- Created social media messages for September shared district messaging

Other association activities that support conservation districts and PACD.

PACD: Executive Board

- Prepared materials for September board meeting
 - Meeting agenda and attachments
 - Monthly staff report
 - Monthly financial reports

PACD: Human Resources and Office Management

- Processed two payrolls
- Managed accounts receivable and accounts payable
- Reconciled all bank accounts and credit card accounts
- Interviewed and hired new Administrative and Program Assistant Brian Cooper
- Received new Ricoh multi-function machine and helped with installation as needed

PACD: PACD Fall Region Meetings

- Updated six region meeting invitations and sent to hosts for review/update

- Updated partner distribution list
- Invited partners to provide reports
- Distributed invitations to TAG staff, PACD board members, partners, and via Front Page
- Sent reminder invitations to listserves
- Began taking South East RSVPs
- Began tracking attendance for PACD attendees (staff, TAG, board)

PACD: PACD/SCC Joint Annual Conference (JAC)

- Reviewed and paid remaining bills/invoices
- Followed up on any receivables due

PACD Awards Program and Poster Contest

- Prepared and mailed pins to districts who did not attend the JAC
- Sent letter of congratulations and check for seven poster contest winners

PACD: Meetings and Events Attended

PACD staff attended/participated in the following events:

- Agricultural Conservation Assistance Program (ACAP) Meeting
- Met with Alex Echols, Campbell Foundation, on technical assistance capacity

PACD: Leopold Conservation Award

- Ranked applications for the Leopold Conservation Award



DATES TO REMEMBER

Management Summit Conference

- September 13-15, 2022 | Wyndham Garden State College, Boalsburg, PA

PACD North West Region Meeting

- September 21, 2022, 10:00 a.m. to Noon | Kinzua Bridge State Park, Mount Jewett, PA

PACD South West Region Meeting

- September 28, 2022, 10:00 a.m. to Noon | Westmoreland Conservation District, Greensburg, PA

PACD South East Region Meeting

- September 29, 2022, 9:30 a.m. to Noon | Henning's Market, Harleysville, PA

PACD South Central Region Meeting

- October 5, 2022, 10:00 a.m. to Noon | Cumberland Conservation District, Carlisle, PA

Conservation District Watershed Specialist Webinar Series

- October 5-7, 2022

PACD North Central Region Meeting

- October 18, 2022, 10:00 a.m. to Noon | Clinton Conservation District, Mill Hall, PA

PACD North East Region Meeting

- October 25, 2022, 10:00 a.m. to Noon | Schuylkill Conservation District, Pottsville, PA

Certified Professional in Erosion and Sediment Control (CPESC) Review Course

- October 25, 2022 | 8:30 a.m. - 5:00 p.m. | Red Lion Hotel Harrisburg Hershey, Harrisburg, PA

Intro to Conservation Planning

- November 1-3, 2022, Holiday Inn Harrisburg (Hershey Area), Grantville, PA.

CREP Partner Virtual Training

- November 9-10, 2022

Agricultural Conservation Technical “Boot Camp” Training – Basic Level (Tentative)

- March 27-31, 2023 | Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County)

Agricultural Conservation Technical “Boot Camp” Training – Level II (Tentative)

- April 17-21, 2023 | Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County)

| STAFF CONTACT INFORMATION | | | |
|----------------------------------|--|--------------------|---------------------|
| NAME | TITLE | PHONE # | E-MAIL |
| HARRISBURG OFFICE | | | |
| Brenda Shambaugh | Executive Director | 717-794-6103 | bshambaugh@pacd.org |
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| <i>Vacant</i> | Conservation Technician | | |
| SOMERSET OFFICE | | | |
| Phillip Wilson | Conservation Technician | 814-445-8979 x4254 | pwilson@pacd.org |

September 2022 DEP Conservation District Field Rep Talking Points

Office of Water Programs Reorganization

DEP created a new Bureau of Watershed Restoration and Nonpoint Source Management, formerly known as the Chesapeake Bay Office. This bureau will have two divisions: the Chesapeake Bay Watershed Restoration Division (includes the current Bay Partnership Section & Watershed Accountability & Administration Section) and the Nonpoint Source Management Division (includes the current Watershed Support Section, Conservation District Support Section & Agriculture Compliance Section). The regional Watershed Managers will be reporting to the bureau as well but will still work with you and your local watershed organizations and municipal partners.

The DEP Compacts and Commissions Office has been reorganized, with staff reporting directly to the Deputy Secretary for Water Programs. The Compacts and Commissions Support staff will continue to serve the same function as they had prior to the reorganization. Compacts and Commissions Support includes the Water Use and Planning Section, the Coastal Resources Management Section, and support staff for the Compacts and Commissions.

PracticeKeeper

PracticeKeeper Database Partner Plan Submission Modules and Data Transfer Functionality Live in Production - On Monday, August 29, 2022, the partner plan submission modules and data transfer functionality will go live in the production environment of the PracticeKeeper (PK) Database. The PK Database is an interagency tool used for tracking and reporting of spatially located Best Management Practices (BMPs), Agriculture Erosion and Sediment Control Plans (Ag. E&S), agricultural inspections, Manure Management Plans (MMPs), Nutrient Management Plans (NMPs), and multiple other aspects of DEP, SCC, DCNR, and local county conservation district (CCD) reporting. In addition to the aggregated dataset received from the Natural Resource Conservation Service, the PK Database is currently the main repository for agricultural BMPs submitted for annual progress toward implementation of PA's Chesapeake Bay Phase 3 Watershed Implementation Plan.

The new enhancement will build upon existing functionality allowing for external partner submission of BMPs to DEP or DCNR staff for approval and acceptance into the PK Database. Once accepted, the BMPs are available for queries and program reporting. With the new enhancement, external partners can submit farm plans including Ag. E&S Plans, MMPs, and NMPs and their related BMPs as well as stand-alone BMPs to DEP, SCC, DCNR, and CCD staff for approval and acceptance into the PK Database. The immediate use of this functionality will support the Chesapeake Bay BMP verification effort that is jointly executed in counties across the commonwealth by CCDs and external partners. It allows for the external partner to complete the verification of the BMP and/or farm plans and submission of the data to the local CCD for approval and acceptance into the PK Database.

All users of the Partner Plan Submission Modules should complete the PracticeKeeper Partner Submission and Approval Course on the DEP Clean Water Academy found at <https://pacleanwateracademy.remotelearner.net/course/view.php?id=866> prior to using the new functionality. Additionally, all existing users should coordinate with their local PK admin to assure that they are assigned the appropriate permissions to use the new functionality. New users on partner tenants should coordinate with Andrew Hake of Geodecisions (ahake@geodecisions.com) to identify a local PK admin and Kate Beats (kbeats@pa.gov) to identify new users of the database.

In addition to the enhancement allowing for partner submission of farm plans into the PK Database, the current enhancement allows for existing users including DEP, DCNR, SCC, and CCD staff to transfer plans, BMPs, and agricultural inspections across agencies. This enhancement will improve efficiency and increase interagency cooperation and communication while maintaining data integrity and local autonomy of user permissions.

102 and 105 Programs

New Chapter 102 Inspection Report - A new Chapter 102 Inspection Report is available in Clean Water Academy for district testing and evaluation. It is considered “pre-final” and will be considered final on 10/1/22. During the 6-week period until 10/1 districts should begin transitioning over to using the new Chapter 102 Inspection Report, and on 10/1 the Program will expect everyone to use begin using the new form. To be clear, if you want to use the new inspection report prior to 10/1 to document your inspections, you have authorization to do so. For those that prefer to wait until 10/1, that’s okay as well.

There are two templates for the report as well as instructions. One template is in Word and one is in Excel. You can choose the version you are most comfortable using. To access the templates, log into Clean Water Academy and go to: <https://pacleanwateracademy.remote-learner.net/mod/folder/view.php?id=6057> . The templates are located in the Chapter 102 Resource Center – Compliance and Enforcement Resources – Chapter 102 Inspection Report. **It is important that you read the instructions before or during your testing**

Please note that there is an updated list of violations in the new inspection report. The violations contained in the Earth Disturbance and PCSM inspection reports were combined, reviewed, and updated. As a result, the 102 penalty matrix was also updated. A pre-final version of this matrix is also available in Clean Water Academy, Chapter 102 Resource Center – Compliance and Enforcement Resources. We will also consider this matrix “pre-final” until 10/1, meaning Level 3 districts and DEP regions may use it but are not required to before then.

The new Chapter 102 Inspection Report has not yet been posted (in PDF) to DEP’s eLibrary. When the Chapter 102 Inspection Report is posted, the Earth Disturbance and PCSM Inspection Reports will be removed from eLibrary and Clean Water Academy. The PCSM BMP summary report (detailed BMP checklists) will remain for your use.

If you have feedback on ways that would make the report more user friendly, or if you discover “bugs” in your testing or you have suggestions on the 102 penalty matrix, please share that feedback with BCW using the 102 resource account, RA-EPCHAPTER102@pa.gov.

105 General Permit Registration Module Videos - The 105 e-permitting webpage was updated to include 11 new e-permitting videos. These videos are geared to external users but should be reviewed by permit reviewers as well. The videos cover all of the modules within CH 105 e-permitting. Instructions, Videos, User Guides (pa.gov)

Please review this videos over time as they will help you understand the process and explain things to registrants. Please also direct registrants to this webpage to get helpful information.

102 and 105 Attachment B on the Clean Water Academy – It is essential that Districts update the Attachment B on the Clean Water Academy for the Chapter 102 and 105 Programs anytime there are staff changes at the district. **The 102 and 105 Programs use the Attachment B online forms to enable e-permitting permissions for new staff** and to disable them for former staff. The Attachment B can be found under the Data Portal. To update Attachment B, you need to search for your county and then select the Gear icon to edit. You can then change employment status to Former and choose an Employment End Date. This helps DEP to maintain all the data systems we need to maintain and enable. Course: Data Portal (remote-learner.net)

PA Agricultural Conservation Assistance Program (ACAP)

The State Conservation Commission (Commission) continues to develop the newly authorized Agricultural Conservation Assistance Program or ACAP. Created as a part of the FY 2022-23 State Budget, ACAP is funded under the newly created Pennsylvania Clean Stream Fund (CSF). The CSF represents a historic investment to reduce non-point source (NPS) pollution in Commonwealth streams, rivers and other water bodies. The CSF addresses polluted runoff from NPS sources such as agriculture, urban areas, acid mine drainage, abandoned mine land, and helping plant more trees along streams and rivers. The CSF received an initial appropriation of \$220 million from the federal ARPA funds.

The purpose of the ACAP is to assist farmers and landowners in the design and installation of agricultural conservation BMPs that will reduce or prevent nutrient and sediment losses from their farms and improve water quality and soil health across the Commonwealth. Seventy percent (70%) or \$154 million of the CSF is dedicated to ACAP. This initial allocation of funds must be committed by December 31, 2024 and spent by December 31, 2026.

Under the enabling legislation the Commission is charged with the administration of the ACAP, and will need to perform certain administrative duties such as: Develop guidelines to administer the program; Allocate available ACAP funds to county conservation Districts; Designate agricultural conservation Best Management Practices (BMPs) eligible for funding; Develop a training, education, and technical assistance program for staff performing program work; Delegate certain duties and responsibilities to conservation districts, Penn State, or other entities; and carry out ACAP in counties where county conservation districts choose to not participate.

The enabling legislation requires the Commission to allocate ACAP funding to participating county conservation districts based on written apportionment criteria developed by the Commission that is focused on preventing nutrient and sediment pollution. The Commission's written apportionment criteria must consider: Agriculturally Impaired Stream Miles; Number of Cropland Acres; Number of Farms; Number of Livestock and Poultry; and other criteria established by Commission.

If a conservation district chooses to carry out the ACAP at the county level, they will be required to enter into a delegation agreement with the Commission and carry out the program consistent with Commission guidelines. They will need to accept and review complete applications within 90 days, enter into agreements with successful applicants, oversee the agreement for the design and installation of the BMPs and reimburse participants for eligible costs. Districts may utilize up to 6% of the funds they receive for administrative expenses. Districts will be allowed an additional percentage for their technical assistance services, however, this percentage has not been established by the Commission at this time.

The Commission anticipates allocating a total of \$141.68 million to county conservation districts over the next 3 fiscal years. Participating districts will receive an equal allocation once a year for the next three years. As required by law, districts will have 2 years from the time of receipt to spend these funds, and all funds must be spent by December 31, 2026.

Additional ACAP information is available from the Commission Office.

2023 DEP Environmental Education Grants

The 2023 EE Grants Program began accepting applications on August 1, 2022. Application deadline is December 9, 2022. **Water, Climate Change** and engaging people living and or working within **Environmental Justice** areas are the EE Grants Program priorities. **Applications must be submitted electronically: <https://www.esa.dced.state.pa.us/Login.aspx>**

Three types of grant awards are available:

- **Mini Grants up to \$5,000** for local (school, county, municipality or other defined area) environmental education projects.
- **General Grants (Level I): up to \$30,000** for large-scale, regional and/or statewide environmental education projects.
- **General Grants (Level II): up to \$85,000** for non-formal environmental education programs designed to widely* engage teachers and youth at three (3) levels: county, state *and* national (**Teachers and students from at least 60 Pennsylvania counties must directly participate in the project*) **AND** at least 30% of the EE program participants live and/or work within an Environmental Justice Area.

The EE Grants Program free **live webinar** is scheduled for **September 27, 2022 from Noon-1:00. Registration is required.** The session will be recorded and posted.

Additional Information is on the EE Grants Program Homepage:

<https://www.dep.pa.gov/Citizens/EnvironmentalEducation/Grants/Pages/default.aspx>

Printable version: 2023 Environmental Education Grants Program Manual (PDF)

General questions about the Environmental Education Grants Program may be directed to: RA-epEEgrants@pa.gov

Chesapeake Bay Watershed

2021 Chesapeake Bay Model Progress Run - The latest Pennsylvania's 2021 Chesapeake Bay Model progress run noted several impressive improvements in BMP implementation. Increases in Core Nitrogen (39.6%) and Core Phosphorus (62.3%) Nutrient Management reporting can be attributed to implementation of the Nutrient and Manure Management Program and Chesapeake Bay Agriculture Inspection Program, as well as trainings by DEP staff on how to enter plans and document implementation into PracticeKeeper. Increases (12.2%) in Soil and Water Conservation Plan acres are attributed to conservation district development and tracking of Ag E&S and Conservation Plans, the implementation of the DEP Agriculture Plan Reimbursement Program, Chesapeake Bay Ag Inspection Program, and trainings by DEP staff on entering plans and document implementation into PracticeKeeper.

Two-Year Milestones and Annual Progress Reports - the Chesapeake Bay Watershed Restoration Division in the Bureau of Watershed Restoration and Nonpoint Source Management assisted all 34 counties in preparing their Two-Year Milestone and Annual Progress Reporting updates. Each county will submit a draft version of these documents on August 31st. In upcoming weeks the Division staff will meet with counties individually to review their draft documents and provided feedback and suggestions moving forward.

Dates to Remember

Leadership Development Management Summit

Wyndham Garden, State College Sept 13-15

EE Grants Program – 1:00 PM

Webinar Sept 27

Conservation District Watershed Specialist Webinar Series

Webinar Oct 5-7

SCC Meetings – 1:00 PM

Hybrid Meeting Sept 13

Hybrid Meeting Nov 15

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

Conference Call Oct 15

Conference Call Dec 13

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