

# Pike County Conservation District

## AGENDA

### Regular Monthly Meeting

Monday, February 28, 2022 – 9:00 AM

Pike County Conservation District Office, Route 402, Blooming Grove

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

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

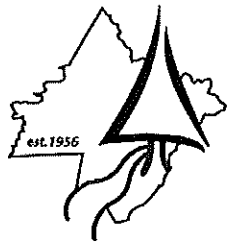
**Meeting will be done VIA ZOOM – see email and website**

- I Call to order – Pledge of Allegiance – Introductions
- II Public Comment on Agenda Items
- III Action on Minutes of January 24, 2022 meeting (*vote*)
- IV Financial Report (review/file subject to audit)
- V Correspondence Report
- VI Executive Director Report
- VII OLD BUSINESS/COMMITTEE REPORTS
  - Rebranding ad hoc committee – appointment – Michele Long
- VIII NEW BUSINESS
  - Transfer of \$3,675 from Conservation Fund for NEPA Environmental remediation work(*vote*)– Michele Long
  - Update on Pocono Sourcewater Collaborative & new webpage – Ellen Enslin
  - Saltwatch program update – Rachael Marques
  - Updated Fees for Services Policy (*vote*) – Michele Long
  - Post Construction Stormwater Management Delegation Agreement - Michele Long
- IX PACD Update
- X Cooperating Agency and Other Organization Reports
- XI Public/Press Questions
- XII Executive Session
- XIII Adjourn

**NEXT MEETING: MONDAY, MARCH 21, 2022 at 9:00am.**

556 Route 402, Hawley, PA 18428

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## PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, January 24, 2022

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

### **ATTENDANCE:**

**Directors:** Commissioner Ron Schmalzle, Scott Savini, John Milliken, Kelly Stagen, Ken Coutts, Jay Morrow

**Associate Directors:** Paul Ranello, Jim Andre, Jo Ann Rose

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

**Cooperating Agency Representatives:** Emily Borger and Matt Dietrich, Waterways Conservation Officers, PA Fish and Boat Commission, and Shane Kliner, DEP, and Edward Vinton, Natural Resources Conservation Service, and Patricia Dawson of the Twin and Walker Creek Watershed Conservancy.

**Directors/Associate Directors Absent:** Carole Linkiewicz, Mike Spencer

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

**PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS:** None

### **2022 Board Reorganization:**

**Oath of Office District Directors administered by Commissioner Schmalzle:** Commissioner Schmalzle administered the oath of office to Jay Morrow as a Director for a four-year term.

**Report of Nominating Committee:** Kelly Stagen provided the following report of the Nominating Committee which consisted of Kelly Stagen, Paul Ranello, Jim Andre, John Milliken

**Open Floor for additional nominations:** None

**Election of Officers –** Chairman Scott Savini; Vice-Chair John Milliken; Treasurer, Jay Morrow; Secretary, Lisa Dolci

**Appoint Associate Directors for 2022 –** Carole Linkiewicz, Jo Ann Rose, Paul Ranello, Jim Andre

### **2022 Standing Committees and Chairpersons**

**Executive Committee:** Scott Savini, John Milliken, Jay Morrow

**Nominating Committee:** John Milliken

**Finance/Planning:** Scott Savini, Jay Morrow

**Operations:** Kelly Stagen

### **2022 Appointees/Representatives**

**Dirt & Gravel Road Quality Assurance Board:** Paul Ranello, District Voting member; Kelly Stagen, Non-voting Member

**PA Association of Conservation Districts Executive Council:** Kelly Stagen, Voting Member/Designee; Michele Long or Ellen Enslin, Alternates

**Lake Wallenpaupack Watershed Management District:** Rachael Marques, Representative; Commissioner Ron Schmalzle, Alternate

**Pike County Marcellus Shale Task Force:** Paul Ranello, Representative; Michele Long, Alternate

**Pike County Agricultural Land Preservation Board Advisor from PCCD:** Ellen Enslin, Program Manager, Representative

**District Compliance and Enforcement Officer:** Michele Long, Executive Director; Ellen Enslin, Program Manager

Kelly Stagen made a motion to approve the Slate of Officers for 2022, Jay Morrow seconded. Motion carried.

Kelly Stagen made a motion to approve the Associate Directors for 2022, Jay Morrow seconded. Motion carried.

Kelly Stagen made an omnibus motion to approve the Standing Committee Chairs and Chairpersons, and appointees/representatives as presented. Jay Morrow seconded. Motion carried.

**ACTION ON MINUTES of December 20, 2021:** Jay Morrow made a motion to approve the December 20, 2021, Board Meeting minutes. Kelly Stagen seconded. Motion carried.

**FINANCIAL REPORT:** Michele stated on the December financial report there is an extra column removing the line items to help us determine a more accurate final net income for the end 2021. We have a transfer of \$18k still pending, the issue has not been resolved with the Pike County Courthouse, so the money will remain in the account. The staff retention funds have been distributed to the county for the end of the year. Report subject to audit.

**CORRESPONDENCE REPORT:** The following were distributed correspondence: Conservation District Drone Utilization Policy for State Delegated and State Contracted Programs. A Letter from Building for Tomorrow requesting attendance to the 2022 Director Workshop series which will discuss Staff Retention, the Employee Life Cycle, and Post-Covid Policies.

**EXECUTIVE DIRECTOR REPORT:** Michele stated we received an email that Prosser Labs has temporarily closed and there is a pending investigation. Jeremy was onsite this morning at 390 for bridge project and met with PennDOT to review the E&S installation. Jeremy attended a preconstruction meeting with PennDOT for 84/494 project that will be starting this year. We've had a pre-application meeting with a new Dollar General in Bushkill, DEP may have to go out for an assessment before the NPDES application is submitted. The Low Volume Road program, Blue Stone Blvd Project in Westfall, has begun and should be completed this month, Ellen has been on site to oversee the project. Ellen has submitted comments for the new Stream Crossing Policy, and we have received good feedback from Kelly Stagen. The next meeting for the Pocono Sourcewater Collaborative will be on January 31<sup>st</sup>, if anyone is interested, Ellen has the Zoom information to attend the meeting. There was a meeting with DEP Representative's regarding the Chapter 105 review fees and what services Districts can charge for services. There are districts across the state that are discussing giving back the Chapter 105 delegation agreement due to the costs involved. Due to our location, the staff does not recommend we do this at this time. The PACD Legislative Subcommittee has been going to DEP, the Dept of Agriculture, and different legislators to let them know the state funding we receive does not cover the cost of services. In April, the paper submission for the 105 programs will be eliminated and can only be submitted electronically. We have received push back with the electronic submissions, there were issues setting up accounts and submitting the forms online, that have been greatly improved. If the permit cannot be submitted electronically, they will have to submit a letter of hardship which would need to be approved by DEP. In Legislative news, Representative Peifer and Representative Rosemary Brown will not be running for re-election, and this will be their last year. We have been nominated as a finalist for the District Video Award for last year's Annual Report. The award ceremony will be held on February 16<sup>th</sup> at 3 pm. We will be working on comments for the DRBC proposed rulemaking regarding imports and exports of water from the Delaware River Basin, that deal with fracking. The draft will be sent to the board before submission by Michele and Rachael.

**OLD BUSINESS/COMMITTEE REPORTS:** None

## **NEW BUSINESS:**

**Transfer of 2021 Net Revenue from Operating Account to Conservation Fund** –The financial report shows the Net income for 2021 is \$54,364.74. Jay Morrow made a motion to approve the transfer of \$54,000 from the Operating account to the Conservation Fund, Kelly Stagen seconded. Motion carried.

**2022 Action Plan** – The action plan gives the staff guidelines to work on specific projects throughout the year. Completed items from 2021 are identified in the 2021 Annual report and reviewed by Michele Long. Moving into the new year we identified working with water quality data to make it more accessible and user friendly. We will share comments and updates on Chapter 102 and 105 to the regulated community. We will also be applying for additional funding to continue groundwater level monitoring beyond 2022. In February, we will recommend a subcommittee of Board and staff members to start the implementation of District rebranding. Work on expanding the number of participating nominating organizations, identifying the strengths of Board members to assist in Board development and board members will identify ways to recognize staff in a public way for their accomplishments throughout the year. During the rebranding discussions, we will identify ways to improve communications between the District, Pike County office of Community Planning, Economic Development Authority, Pike County Commissioners and Municipal officials. Continue to work with legislators on the legislation this year. Working with Partners to develop a natural resource guide for community associations and lake communities, which Devan has been working on a rack card and website for this goal.

**Updated Fees for Services Policy** – postponed until February meeting.

**Aquatic Resources Consulting contract** – Rachael has been working with Don Baylor regarding the contract and pricing for 2022. This year we have 18 macroinvertebrate sites and 7 fish sampling sites. Don will continue the fish sampling as previously done and for the macroinvertebrates he will continue to identify and tabulate the data and we will collect the data as we normally would. The price per site has been reduced since they will no longer be compiling the end of the year water quality report which will now be done within the district. The total for all sites to be completed is \$11,056. Ken Coutts made a motion to approve, Kelly Stagen seconded. Motion carried.

**Annual Report** – The annual report is developed each year as part of the requirement for funding through the CDFAP and highlights the work done throughout the year. The annual report was presented to the Board and will copies will be distributed to Board members. It will also be on the District website.

### **Cooperating Agency and Other Organization Reports:**

**PACD** – Kelly Stagen reported their annual winter meeting will be held on January 27<sup>th</sup> and would like to encourage everyone to keep up to date with the legislation. PACD regions all voted to oppose House Bill 591 as it is written. The bill would create a program for small project NPDES Permit programs, and the PACD legislative committee has concerns about the lack of criteria in the legislation. The vote before the board is to approve this policy to oppose House Bill 591. Jay Morrow made a motion to support the position of PACD on House Bill 591, Ken Coutts seconded. Motion carried.

**PA Fish and Boat Commission** – WCO Matt Deitrich reported the opening of Trout Season will be one day statewide on April 2nd. The Statewide Mental Youth Trout Day will be held March 26, 2022. Starting in March, we will be stocking several areas in Pike County through the beginning of Trout Season.

**NRCS** – Edward Vinton reported they are currently taking applications for the Cover Crop Program through January 28<sup>th</sup>. We are currently working on the Growing Greener Grant in Wayne County.

**DEP** – Shane Kliner reported that they are conducting interviews for the Field Rep. Position and hope to have someone within the next couple of months. The Clean Water Academy has been updated to include Introduction to Timber Harvest and an additional section for Watershed Specialists. The Leadership Development training for Directors is upcoming, along with staff conferences.

Twin and Walker Creek Conservancy– Patricia Dawson reported in February they will be receiving a report from PLEON for the 3 lakes water quality that was tested this past summer. After the report is received it will be forwarded to Michele and Rachael.

**EXECUTIVE SESSION:** No session was held.

**PUBLIC/PRESS QUESTIONS:** None.

**ADJOURN:** Jay Morrow made a motion to adjourn the Board of Directors Meeting. Ken Coutts seconded. Motion carried. Meeting adjourned at 9:53 am.

Respectfully submitted,

Lisa Dolci, Administrative Assistant

*[Faint, large, diagonal watermark text, possibly reading "DRAFT" or similar]*

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

	Jan 22	Jan 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
4255 · Low Volume Road Allocation	0.00	0.00	40,000.00	-40,000.00	0.0%
4000 · Other Grant Income	0.00	0.00	25,140.00	-25,140.00	0.0%
4100 · State Cost Share Funds	0.00	0.00	66,449.00	-66,449.00	0.0%
4107 · County Contribution	36,977.83	33,732.42	443,734.00	-406,756.17	8.33%
4125 · UGW Income	0.00	0.00	56,818.00	-56,818.00	0.0%
4150 · Watershed Specialist Grant	0.00	0.00	45,250.00	-45,250.00	0.0%
4200 · County Appropriation	0.00	0.00	30,000.00	-30,000.00	0.0%
4250 · D&G Rd Allocation	0.00	0.00	100,000.00	-100,000.00	0.0%
4300 · Fees Collected	150.00	12,900.00	35,000.00	-34,850.00	0.43%
4400 · Program Income	0.00	300.00	3,000.00	-3,000.00	0.0%
4500 · Misc Income	0.00	0.00	100.00	-100.00	0.0%
4700 · Interest Income	9.71	30.64	150.00	-140.29	6.47%
Transfer from Conservation Fund	0.00	0.00	28,250.00	-28,250.00	0.0%
<b>Total Income</b>	<b>37,137.54</b>	<b>46,963.06</b>	<b>873,891.00</b>	<b>-836,753.46</b>	<b>4.25%</b>
<b>Expense</b>					
5000 · Other Grant Expenditures	948.00	0.00	20,485.00	-19,537.00	4.63%
5100 · Salary/Benefits to County	0.00	0.00	121,925.00	-121,925.00	0.0%
Transfer to UGW Funds	0.00	0.00	35,318.00	-35,318.00	0.0%
5250 · D&G Rd Expenditures	0.00	0.00	91,000.00	-91,000.00	0.0%
5255 · Low Volume Road Expenditures	0.00	0.00	36,000.00	-36,000.00	0.0%
5505 · Telephone	114.80	167.92	2,900.00	-2,785.20	3.96%
5510 · Postage	0.00	0.00	500.00	-500.00	0.0%
5520 · Supplies/Equipment	223.14	351.53	13,020.00	-12,796.86	1.71%
5531 · Leased Equipment	886.35	886.35	11,500.00	-10,613.65	7.71%
5535 · Advertising	236.40	200.80	600.00	-363.60	39.4%
5540 · Professional Services	0.00	0.00	7,580.00	-7,580.00	0.0%
5550 · Personnel Expenses	36,977.83	33,732.42	443,734.00	-406,756.17	8.33%
5608 · Programs	6.87	0.00	7,000.00	-6,993.13	0.1%
5700 · Water Monitoring-Chem/Lab	0.00	0.00	12,450.00	-12,450.00	0.0%
5805 · Travel/Meals	0.00	0.00	2,900.00	-2,900.00	0.0%
5815 · Training/Conferences	115.00	29.63	3,750.00	-3,635.00	3.07%
1 5820 · Dues & Subscriptions	2,742.99	1,070.00	4,149.00	-1,406.01	66.11%
5870 · Repairs & Maintenance	2,903.09	2,055.17	17,830.00	-14,926.91	16.28%
2 5880 · Heat & Electric	2,033.91	253.89	8,000.00	-5,966.09	25.42%
5900 · Vehicle Expense	0.00	0.00	4,400.00	-4,400.00	0.0%
5940 · Capital Improvements	0.00	0.00	28,250.00	-28,250.00	0.0%
5950 · Misc Expense	99.67	0.00	600.00	-500.33	16.61%
<b>Total Expense</b>	<b>47,288.05</b>	<b>38,747.71</b>	<b>873,891.00</b>	<b>-826,602.95</b>	<b>5.41%</b>
<b>Net Income</b>	<b>-10,150.51</b>	<b>8,215.35</b>	<b>0.00</b>	<b>-53,218.51</b>	<b>-23.60%</b>

1 A majority of our dues/subscriptions are renewed in January of each year

2 Electric costs increased and 2 propane deliveries with bitter cold temperatures.

**Pike County Conservation District**  
**Summary Balance Sheet**  
 As of January 31, 2022

	<u>Jan 31, 22</u>	<u>Dec 31, 21</u>	<u>Jan 31, 21</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
007 · UGW Fund	262,680.07	262,677.17	226,472.70
006 · Low Volume Road Fund	6,774.96	8,674.98	8,577.06
005 · Clean Water Fund	2,503.13	2,502.92	2,750.64
002 · Conservation Fund	209,931.33	155,929.45	169,189.50
003 · Dirt & Gravel Municipal Fund	120,281.01	122,677.35	183,158.14
004 · Operating Account	108,249.47	169,502.50	145,997.15
<b>Total Checking/Savings</b>	<u>710,419.97</u>	<u>721,964.37</u>	<u>736,145.19</u>
Accounts Receivable	58,127.61	113,734.61	44,386.35
<b>Total Current Assets</b>	<u>768,547.58</u>	<u>835,698.98</u>	<u>780,531.54</u>
Fixed Assets	170,578.37	170,578.37	167,576.37
<b>TOTAL ASSETS</b>	<u><u>939,125.95</u></u>	<u><u>1,006,277.35</u></u>	<u><u>948,107.91</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	8,938.61	65,939.50	36,552.28
Other Current Liabilities	152,581.24	152,581.24	152,581.24
<b>Total Current Liabilities</b>	<u>161,519.85</u>	<u>218,520.74</u>	<u>189,133.52</u>
<b>Total Liabilities</b>	<u>161,519.85</u>	<u>218,520.74</u>	<u>189,133.52</u>
Equity	777,606.10	787,756.61	758,974.39
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>939,125.95</u></u>	<u><u>1,006,277.35</u></u>	<u><u>948,107.91</u></u>

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

**Board Agenda**

**Old Business/Committee Reports**

- **Rebranding ad hoc committee** – In the 2022 Action plan it is identified to “Develop a Board and staff subcommittee to start the implementation of District rebranding to establish the District as a recognized leader in natural resource protection in Pike County.” At the Board meeting we will appoint committee members to sit on the committee and develop next steps.

**NEW BUSINESS**

- **Transfer of \$3,675 from Conservation Fund for NEPA Environmental remediation work**—After an air quality assessment was completed, mold was found in the Executive Directors office. After getting three estimates on the project the Executive Committee in consultation with Jim Andre, chose a contractor to complete the work. The work is being completed the weekend of February 19-21<sup>st</sup>. Staff recommends transferring funds from the Conservation Fund to the Operating Account to cover the cost of the project.
- **Update on Pocono Sourcewater Collaborative** – Program Manager Ellen Enslin will provide an update on the progress of the reboot of the Pocono Sourcewater Collaborative initiative which has made great strides in the last year including adding a new webpage to our website.
- **Saltwatch program update** – Watershed Specialist Rachael Marques will give a brief summary of the program, where the data is collected and some of the groups she has been working with to include in the program.
- **Updated Fees for Services Policy (vote)** – The current Fees for Services Policy has not been updated since 2016. The attached DRAFT Fees for Services Policy proposes an increase in fees per acre of disturbance of \$250 which is an increase from \$200 per acre of disturbance and an increase from \$100 to \$150 for E&S reviews submitted with Chapter 105 general permits. The language also more clearly defined fees for NPDES Permit renewals, minor and major amendments to plans submitted for review and charges for reviews of E&S in relation to Corrective Action Plans. There is additional language relating to E-Permitting and electronic submission of plans.
- **Post Construction Stormwater Management Delegation Agreement** – Attached is the standard Post Construction Stormwater Management Delegation Agreement. We will discuss the option of the District taking on the delegation agreement and hiring a District Engineer to review the permits.

**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**

- Signed contract sent out ARC after the Board meeting. Assessing sites and sending out permission letters for the spring and fall sampling. Reviewed equipment and ordered supplies for the year. Submitted data to the Fish and Boat Commission website to get permits for 2022. Fishing permits and sampling permits secured for the 2022 sampling season.

**Groundwater Monitoring**

- Well run was completed in January by the Watershed Specialist. USGS would like to continue the program groundwater level monitoring grant program which has been ongoing since 2007. ED reached out to the Pike County Office of Community Planning staff and they stated any funds in the Scenic Rural Character Preservation Fund have been earmarked for other projects. We will be looking for other funding sources to continue the program.

**102/105 Delegated Programs**

- See attached Technical staff January reports for specifics on Projects/permitting activity.
- We continue to work with the DEP NE Region office, PennDOT and their contractors on compliance issues on the 84/450 site.
- Route 739 project has gone to elevated review; Matamoras Gas line Project has submitted an Individual NPDES permit application the beginning of February; One Sky project in Westfall should have permit by the end of February; Aikolai shooting range permit issued; 2001/402 Corrective Action plan in review at DEP; Lighthouse Marina E&S plan - .99 acres submitted for review.
- Staff worked on the delegated program retention by cleaning out files and sending up inactive permits to DEP’s Northeast Regional office; Pre-construction and pre-application internal checklists to assist in those aspects of the NPDES permit process were updated.



- DEP has provided training modules for staff and the regulated community for the new permit PAG-01 NPDES General Permit for Stormwater Discharges Associated with Small Construction Activities, effective March 1, 2022. There was some discussion on a new permit for small projects that would apply to HQ and EV watersheds which we have not yet seen.

#### **Forest Stewardship/ Gypsy Moth Program/Spotted Lanternfly**

- Met with Stephen Alessi from Penn State Extension office and coordinated meeting for March with Pike/Wayne representatives. Planning a program in March for residents. Purchased SLF circle traps which will be distributed in February/March.

#### **Dirt Gravel and Low Volume Roads**

- Bluestone Boulevard in Westfall will complete the project in early spring.
- District staff submitted comments to the SCC on the new Stream Crossing Policy. It now goes before the State Conservation Commission.
- ED is working on updating financial spreadsheets for program tracking. Was not completed in 2021 and needed for 2021 audit.

### **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**

- PCCD staff will be working with the Monroe County Conservation District staff on a program in May for the engineering community. The agenda and talking points are currently being developed.
- Staff are collaborating on a document that provides information on the soils of Pike County which can be used by landowners and contractors when working in and around Pike County soils. It will be ready for distribution in April.

#### **Relationship building**

- February E-Newsletter – Article on “Source Water Protection” by Ellen Enslin– February is Source Water Protection month at PCCD; the PCCD 2021 Annual Report; Updates and information on Climate Change by Devan George; Announcement for public for the 2022 On the Road project.
- The PCCD 2021 Annual report was distributed through various sources including to the State Conservation Commission.

#### **Source Water Protection/Water Quality**

- The Pocono Sourcewater Collaborative met January 31<sup>st</sup>. Ellen and Rachael worked with partners on developing action items for 2022 and showed the group the new webpage that lives on the district website.

#### **Watershed group support**

- Rachael is working with watershed groups and partners on a microplastics identification program that takes water samples from HQ and EV streams and analyzes the samples for plastics. The group doing the study is PennEnvironment Research and Policy Center.
- Provided comments to LWWMD on the strategic plan summary details that were submitted by their consultant.

### **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**

- Program Manager Ellen Enslin submitted a PACD mini grant to do a portion of the source water protection education and outreach to host a program and provide water test kits for participants which can be analyzed, and technical assistance will be provided on results. The grant was not funded.
- Communications Coordinator Devan George is working on purchasing video equipment for a PACD mini grant received to do a video on a best management practices. They will be doing a video on porous pavement which has been installed at a few places around Pike County including the Pike County Training Center.
- Reached out to NRCS looking for engineering assistance for two projects brought to the District in relation to streambank rehabilitation. We are trying to coordinate a meeting for late February or March before the growing greener grant application round opens in April.

### Staff Training

- Staff have done training on the new PAG-01 NPDES permit; 2 day webinar on the Asian Jumping worm which was discovered in Pike county in 2021; virtual webinar on National Fish & Wildlife Funding grants; Water Words that Work webinars hosted by PACD; Ellen Enslin started the ELP training in February; WS Rachael Marques attended a 2 day Virtual HABS symposium; WS training courses done on Clean Water Academy as well.

### Personnel

- Working on two staff 6-month evaluations.
- Meeting with Executive Committee regarding workload and staffing.
- Monthly staff meeting and two weekly morning check-ins were held in January.
- Weekly Technical Staff meeting/ Bi-weekly meetings with each staff member to review projects, workloads, etc.
- Met with staff on Education and outreach projects for first quarter of 2022.
- Met with staff on grant opportunities and what to look for in 2022.

### Operations/Building

- Scheduled office painting work had to be postponed due to the work being performed in the Executive Directors office. Will reschedule in March.
- Administrative Assistant Lisa Dolci is working on quotes for paving and sealcoating the parking area and driveway for 2022 which is budgeted.
- ED worked with COSTARS representative to get a quote on replacing the 2015 Ford Escape. Worked with Executive Committee and County Chief Clerk on ordering a 2022 Ford Escape which will not be ready until late July. This was a budgeted capital expenditure and will be addressed as we get closer to the July date.
- Our long-time cleaning lady, Ethel Grim, will be retiring at the end of February. We are currently looking for a replacement.
- Executive Director worked out of the Education room for the end of January and most of February because of the mold detected. Most of the items in that office will have to be thrown out and the rest is being cleaned by the ED.
- Administrative Assistant renewed and setup electronic reporting for the Salvage permits we have. These are needed to keep the animal specimens we have in the education room.
- New cell phone carrier – switched from Verizon to T-mobile for better discounted price.

### Financial

- SRCP annual reimbursement request will be submitted in mid-February as we just received the 4<sup>th</sup> quarter 2021 report and bill.
- Per our Spotted Lanternfly grant agreement, we need to transfer from a DUNS to a UEI number – in process of getting that information updated to get future reimbursements for the grant program.
- Working on reporting documents and set up for the Municipipay program.

## **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**

- No activity regarding the Milford Wellhead ordinance amendment.
- Provided comments to the Pike County Office of Community Planning on mitigation assessments for stormwater issues in the county, spotted lanternfly, and harmful algal bloom issues.

### **102/105 Communications**

- Numerous meetings with other Conservation Districts and the DEP Northeast Region staff on the PCSM delegation agreement and hiring a District Engineer.
- There will be a meeting with Deputy Secretary Aneka Atkinson on February 23<sup>rd</sup> to discuss communications with DEP and any issues or concerns we have. There are several items on the agenda regarding coordination of regulatory and guidance provided by DEP, additional trainings needed for District staff and discussions on enforcement manual updates which have to be sent out to Districts working with a Level 3 delegation agreement for Chapter 102.

### **Regional Watershed Opportunities**

- Watershed Specialist Rachael Marques met with a representative of the Upper Delaware Council to introduce herself and find out more about their organization.
- A draft of the District comments in regard to the Delaware River Basin Commission's proposed rulemaking in regard to imports of water into and exports of water from the Delaware River Basin was distributed to the Board for comments prior to the February 22<sup>nd</sup> deadline for submission.



## PENNSYLVANIA ENVIROTHON

702 West Pitt Street, Suite 3  
Bedford, Pennsylvania 15522  
PH: 814.310.3271 | Mobile: 814.977.2400  
[www.envirothonpa.org](http://www.envirothonpa.org)

January 24, 2022

Dear Conservation District:

County Conservation Districts have generously supported the Pennsylvania Envirothon educational scholarship program now for 18 years. THANK YOU! Since 2005, more than 240 Envirothon participants from 12 counties have received scholarship prizes ranging from \$1,200 to \$150. We hope to continue offering scholarships to the state's top Envirothon teams.

Because of the impacts of COVID-19, the 2020 State Competition was canceled, and no scholarship prizes were awarded. The 2020 scholarship funds were combined with the 2021 funds and the result was an increase in the number and amount of scholarships.

We appreciate your support to help us continue this amazing tradition. All donations go directly to support the Pennsylvania Envirothon scholarship program. A Contribution Form is enclosed for your convenience. Your investment in the Environmental program helps guarantee a strong future for our young people, our communities, and our state.

Thank you in advance for considering this request. Feel free to contact any board member if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Celina Seftas". The signature is fluid and cursive, with a long horizontal stroke at the end.

Celina Seftas, Chair



## PENNSYLVANIA ENVIROTHON

**Accept The Natural Challenge!**

The mission of the Pennsylvania Envirothon is to provide students with the knowledge and tools necessary to address the natural resource challenges facing today's world.

Your donation today will go directly to supporting the Pennsylvania Envirothon scholarship program and will help us continue the mission of the Pennsylvania Envirothon. The Envirothon would not be possible without the never-ending support and commitment of Pennsylvania's County Conservation Districts.

Thank you!

Pennsylvania Envirothon Scholarship Program  
Annual Donation Request

Enclosed is our most generous gift of:

\$100       \$250       \$500       Other \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please complete and return this form with your check made payable to:  
PA Envirothon Inc., 10541 Rt. 522, Middleburg, PA 17842.

*The Envirothon Program is offered and operated on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or handicap.*



**Pike County  
Conservation District**

556 Route 402  
Hawley, PA 18428  
Phone: 570-226-8220  
E-mail: [pikecd@pikepa.org](mailto:pikecd@pikepa.org)

PROJECT APPLICATION					
APPLICATION TYPE (check all that apply)    New <input type="checkbox"/> Renewal <input type="checkbox"/> Revision <input type="checkbox"/> Subsequent Revision <input type="checkbox"/> Amendment <input type="checkbox"/>					
Project Name:			Municipality:		
Site Location/Street Address:					
City, State Zip			Tax Parcel #		
Total Project Area (acres):		Total Disturbed Area(ac):		Lat   °   '   "   Long   °   '   "	
Receiving Water/Watershed Name:			Chapter 93 Classification:		
APPLICANT INFORMATION					
Applicant's Last Name		First Name		Phone	
				E-mail	
Organization Name or Registered Fictitious Name				Phone	
				E-mail	
Mailing Address			City	State	ZIP + 4
CONSULTANT INFORMATION					
n/a <input type="checkbox"/>					
Last Name (license, certifications)		First Name		Consulting Firm	
Mailing Address			City	State	ZIP+4
E-mail			Phone		Ext
PLAN INFORMATION					
Permits Required:					
<input type="checkbox"/> Non-NPDES Application (ex. Small project E&S Plan)					
<input type="checkbox"/> NPDES General					
<input type="checkbox"/> NPDES Individual					
<input type="checkbox"/> 105 Water Encroachment (GP)					
<input type="checkbox"/> E&SC Permit (only for ≥25 acres of disturbance for Timber Harvests or Road Maintenance Activities)					
<input type="checkbox"/> ESCGP (for oil and gas activities ≥5 acres of disturbance)					
Enclosed Fees (All Checks Payable to PCCD Unless Otherwise Stated)					
E&S Plan Review Fee \$ _____		NPDES Permit Fee    \$ _____ (payable to PCCD Clean Water Fund)			
Revision/Amendment/Other Fee \$ _____		NPDES Disturbed Acre Fee \$ _____ (payable to Commonwealth of PA Clean Water Fund)			
		Ch. 105 Permit Fee    \$ _____ (payable to PCCD Clean Water Fund)			
<b>NOTE:</b> A pre-application meeting is <b>strongly recommended</b> prior to submitting the permit application materials. Each fee must be on a separate check – DO NOT COMBINE fees.					
For District Use Only: Date Received: _____					
Project Review Fee    \$ _____		Ck# _____		Additional Revision Fee    \$ _____	
NPDES Permit Fee    \$ _____		Ck# _____		Additional Revision Fee    \$ _____	
DEP Disturbed Acre Fee    \$ _____		Ck# _____		_____ \$ _____	
105 Permit Fee    \$ _____		Ck# _____		_____ \$ _____	
				Ck# _____	



**PIKE COUNTY CONSERVATION DISTRICT (PCCD)  
Fee Schedule for Services**

All fees must be paid at the time of the plan submission. Any modifications to an approved Erosion & Sediment Pollution Control Plan requiring a technical review will be subject to permit and review fees.

Based on the project, there may be 3 different fees that must be paid upon initial application submission:

1. **E&S Plan Review Fee** – made payable to “Pike County Conservation District.”
2. **Permit Fee** – made payable to “PCCD Clean Water Fund.”
3. **Department of Environmental Protection (DEP Disturbed) Acre Fee** – made payable to “Commonwealth of PA Clean Water Fund.” If a Chapter 102 permit is required, this DEP Fee is also required; the check is forwarded to DEP by PCCD.

<b>1. E&amp;S PLAN REVIEW FEES – make check payable to “PCCD”</b>				
<b>RESIDENTIAL, INDUSTRIAL, COMMERCIAL &amp; UTILITY PROJECTS</b>				
Check One	Disturbed Project Acres	Enter # of Disturbed Acres (round to the nearest whole acre) “D”	Base Fee plus (disturbed acres “D” is multiplied by the fee per disturbed acre)	E&S Review Fee Submitted
<input type="checkbox"/>	Under 1 acre	N/A	\$150	
<input type="checkbox"/>	1+ acres		D x \$250	
<b>TIMBER HARVESTING PROJECTS</b>				
Check	Enter # of Disturbed Acres (round to the nearest whole acre) “D”		Review Fee	E&S Review Fee Submitted
<input type="checkbox"/>			\$150 + (D x \$10)	
<b>2. PERMIT FEES – make check payable to “PCCD Clean Water Fund”</b>				
<b>Chapter 102</b>				
Check One	Type of Permit	Description	Permit Fee Submitted	
<input type="checkbox"/>	General: \$500	Example: No portion of disturbance in HQ or EV watershed		
<input type="checkbox"/>	Individual: \$1,500	Example: Portion or all of disturbance in HQ or EV watershed		
<input type="checkbox"/>	E&SC Permit: \$1,500	Road Maintenance Activities or Timber harvest ≥ 25 acres of disturbance		
<input type="checkbox"/>	ESCGP: \$500	Oil and gas activities ≥ 5 acres of disturbance		
<b>CHAPTER 105</b>				
Check	Type of General Permit	See Chapter 105 Fee Calculation Worksheet	Permit Fee Submitted	
<input type="checkbox"/>		See Chapter 105 Fee Calculation Worksheet		
<input type="checkbox"/>		See Chapter 105 Fee Calculation Worksheet		
<b>3. DEP DISTURBED ACRE FEE – make check payable to “Commonwealth of PA Clean Water Fund”</b>				
Check	Enter # of Disturbed Acres (round to the nearest whole acre) “D”	DEP Per Disturbed Acre Fee	DEP Fee Submitted	
<input type="checkbox"/>		D x \$100		

**Pike County Conservation District  
Fee Schedule for Services  
Rules and Guidelines**

*(Adopted by Pike County Conservation District Board of Directors on May 16, 2016; Revised February 28, 2022)*

This resolution is declared as the Pike County Conservation District (District or PCCD) Fee Schedule for Services. This resolution shall become effective for plans received by the PCCD after February 28, 2022, and shall remain in effect until modified, amended or rescinded by the Pike County Conservation District Board of Directors.

**I. Authority & Applicability**

The Pike County Conservation District (District) is delegated the responsibility to administer the Commonwealth's Erosion and Sediment Control (E&S) Program and portions of the National Pollutant Discharge Elimination System (NPDES) Program under The PA Clean Streams Law. The Conservation District Law (Sec. 9) provides the District with the authority to accept the responsibility to administer programs and to collect fees for services performed.

The purpose of this Fee Schedule for Services is to help defray costs incurred by the District in its delegated administration of the Pennsylvania Department of Environmental Protection (DEP) Chapter 102 Erosion and Sediment (E&S) Control and Chapter 105 Dam Safety and Waterway Management and to promote complete and accurate E&S Control plan submissions and efficient reviews.

**II. Fees**

**District Fee Schedule** – The District will charge the fees found on the schedule titled “Fee Schedule for Services” (page 2) which accompanies this set of Rules and Guidelines. District fees can be submitted electronically through the “Municipay” program located on the District website.

E&S Plan Review Fee - established per the Fees Schedule for Services for the District to review the submitted applications. *Payable to Pike County Conservation District.*

Permit Fee - established by the DEP for General NPDES permits (\$500.00), Individual NPDES permit (\$1,500.00), Chapter 105 permits, *Payable to PCCD Clean Water Fund.*

Disturbed Acre Fee - established by the DEP at \$100.00 per acre of disturbance, associated with Chapter 102 permits. *Payable to Commonwealth of PA Clean Water Fund.*

Corrective Action Plan (CAP) - established per the Fee Schedule for Services for the District to review the submitted Corrective Action Plan for permitted and non-permitted sites. *Payable to Pike County Conservation District.*

Fees for PNDI Project Screening using PA Conservation Explorer - established to assist residents with implementation of PNDI environmental screenings for projects within Pike County, the District can complete screenings using the PA Conservation Explorer Tool created by PA DCNR. The District will charge a \$20 processing fee, in addition to a \$40 convenience fee due to PA DCNR, per project to use PA Conservation Explorer and get documentation for the permitting process. *Payable to Pike County Conservation District.*

PLEASE NOTE: The District will not take responsibility for clearance of potential impacts; property owners/consultants will be responsible for clearance of all potential impacts.

**III. General Terms and Conditions** – The following guidelines are to be utilized in determining the appropriate fee:

1. All plan review fees are based on acres of earth disturbance.
2. All fees will be at the District's discretion and must be received prior to the commencement of the review.
3. Submissions should be completed through the DEP E-permitting program with the instructions provided with applicable fees and one completed copy of the District's Project Application form submitted to the District via email. For paper copies, the applicant shall submit one (1) completed copy of the District's Project Application Form, one (1) copy of the complete site plan(s), one (1) copy of the plan narrative(s) for review and applicable fees. The District will accept and stamp the application as received, only when all fees have been submitted. Applications delivered to the District office after 3:00 p.m. will be stamped as received the next business day.

4. For multi-county projects, the above fees apply only to disturbed acres within Pike County.
5. The 105 Water Obstruction and Encroachment General Permit fee is separate from the E&S plan review fee. Federal, State, County, Municipal Agencies and Authorities are exempt from the permit fee (See DEP's 105 Fee Calculation Worksheet). An agency that is exempt from a 105 GP permit fee is not exempt from the PCCD review fee unless the review fee is waived by approval of the PCCD Board of Directors. For Chapter 105 General Permit-related E&S plans that are not part of a larger plan of development, there will be a standard District fee of \$150.
6. Initial and Revision Submissions – The E&S Plan review fee is intended to cover the initial plan review. If additional reviews are required, each resubmission shall be assessed a fee of 50% of the original review fee.
7. Permit applications under review for NPDES, ESCGP, or ESCP projects which increase disturbance area acreage, that was not included in the original submission must submit a disturbed acreage fee equal to the difference between the original acreage and new acreage. An additional DEP Disturbed Acre Fee may be required. A minimum fee of \$250 would apply.
8. Letters of adequacy issued by the PCCD for non-permitted E&S plans are valid for two (2) years from the date of issuance. Failure to complete earth disturbance within two (2) years of the issuance of the adequate review letter will invalidate the review and will be considered a new project subject to the provisions of this fee schedule.
9. NPDES Renewals –
  - a. NPDES Permit renewals involving the same original scope of work/earth disturbance acreage there will be a charge of 25% of the original Fee for Services. A minimum of \$250 will apply.
  - b. NPDES Permit renewals involving a change in the original scope of work/earth disturbance acreage will be considered a new permit submittal.
10. For a Corrective Action Plan (CAP), the fee will be based on the fee schedule. If the CAP will be submitted as an amendment to an Existing Chapter 102 Permit, then contact PCCD for both Permit amendment requirements and applicable fees.
11. The District will charge additional fees for the following scenarios for permitted sites. Major and Minor amendment definitions would be determined by DEP guidance. An additional DEP Disturbed Acre Fee may be required.
  - a. Major Amendments to permit applications will require a review fee of \$250.
  - b. Minor Amendments to permit applications will require a review fee of \$100.
  - c. Any increase in earth disturbance will result in the applicable E&S plan review fee (\$250/disturbed acre).
12. In cases where an additional 25% or 50% fee is believed to be excessive, a reduced fee may be granted with the Executive Director's approval.
13. Withdrawal of Projects – It is the policy of the Pike County Conservation District to provide no refund of any fees unless required by Conservation District Law or other applicable statutes once the initial project application is processed.
14. A \$25.00 charge plus any bank fees charged to the District will be assessed for any check refused by the bank due to insufficient funds, and the entire application package will be returned to the applicant without the review being performed.

**Waiver of Review Fee** – Requests for waiver of the Review Fee will be subject to Board of Directors Executive Committee approval. Requests must be submitted in writing to the District Executive Director. The time period to review a plan will not start until the District Board Executive Committee decides on the waiver request unless the fee is paid in full. Permit Fees and Disturbed Acre Fees are required by DEP and not subject to waiver by the District. *Waiver of fees does not waive or otherwise affect the requirement for E&S Plan development and implementation or other permit or regulatory requirements.*



**PCCD Chapter 102 and Chapter 105 Delegated Program Report for January**

**Inspections**

Date	Project Name	Municipality	Program	Inspector	Site Status
1/6/2022	Blue Heron Woods	Multiple	102	MQ	Initial
1/12/2022	Pine Hill Farm	Westfall	102	MQ	Initial
1/13/2022	Westfall Sr. Apts	Westfall	102	MQ	Initial
1/14/2022	SR 2001, Section 402	Multiple	102-State	EE	Initial
1/14/2022	Bushkill DG pre-appl.	Lehman	102	EE	Initial
1/24/2022	SR 390 Culvert	Greene	105	JO	Initial
1/28/2022	Blue Heron Woods Lot 148	Blooming Grove	102	MQ	Routine

**Plan & Permit Reviews**

Date	Project Name	Municipality	Program	Tech	Project Status
1/13/2022	SR 495 Reconstruction	Multiple	102-State	JO	Follow-Up Technical Plan Review
1/19/2022	Lighthouse Marina Boathouse	Greene	102	MQ	Initial Technical Plan Review
1/27/2022	Briscoe Mountain Road Culvert	Lehman	105	JO	GP Acknowledged

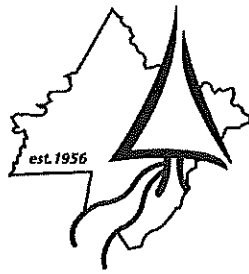
**Complaints**

Date	Complaint #	Municipality	Program	Tech	Action
	NONE!				

**Technical Assistance**

Date	Name/Project	Municipality	Program	Tech	Type/Topic of Assistance
1/3/2022	Mitch Jacobs-Kiley	Westfall	102	EE	One Sky bridge plan
1/3/2022	Catherine Daniels	Greene	105-State	JO	SR 390 culvert repair E&S
1/3/2022	Alicia Bateman (Raymondskill Creek)	Dingman	102	JO	Permit ammendments
1/4/2022	Jason Lang (DG)	Greene	102	JO	NOT requirements
1/4/2022	Rachel Heasley (DG)	Lehman	102	JO	Preapplication meetings
1/5/2022	B. Vail (BHW) Lot 53	Lackawaxen	102	MQ	Plans for additional bldg
1/5/2022	Pine Hill Farms	Westfall	102	MQ	Use of turbidity curtain for forebay
1/5/2022	David Chuff, Esq.	Shohola	102	EE	email re: Quarry Heights land transfer
1/5/2022	SR 0084 450	Multiple	102-State	JO	Progress meeting
1/6/2022	Bushkill DG	Lehman	102	JO/EE	Pre-application meeting for project
1/6/2022	Rich Donovan	Lehman	102-State	EE	SR 2001, Section 402 spoils areas info.
1/6/2022	Maureen Coleman	Lehman	102	JO	Small project E&S requirements
1/6/2022	Pete Williams	Dingman	105	JO	GP7 culvert sizing
1/7/2022	Pine Hill Farms	Westfall	102	MQ	Turbidity curtain approval
1/7/2022	Michael Lusaitis	Lehman	102	JO	DG Bushkill preapp follow up
1/10/2022	Pine Hill Farms	Westfall	102	MQ	Compost filter sock alternative
1/11/2022	Pine Hill Farms	Westfall	102	MQ	E&S alternatives
1/11/2022	Mike Sames	Blooming Grove	102	EE	Timber harvest operation questions
1/11/2022	Michael Lusaitis	Lehman	102	JO	Wetland setback requirements
1/12/2022	Kerry Good (Fawn Lake Wtrmain)	Lackawaxen	102	MQ	Partial NOT
1/12/2022	Shannon Cross BHW-	Palmyra	102	MQ	E&S violations on IR
1/13/2022	Jenifer Rose-BHW Lot	Lackawaxen	102	MQ	E&S violation on IR
1/13/2022	Amanda Cykesky-BHW	Lackawaxen	102	MQ	E&S violations on IR
1/13/2022	Lonell Shalkowski	Palmyra	102-State	JO	SR 6 Section 472 meeting minutes

1/13/2022	Gene Ruzanski (Rifle Range)	Blooming Grove	102	JO	Act 2 lead standards
1/14/2022	Mitch Jacobs-BHW Lot 125	Blooming Grove	102	MQ	E&S for Lot 125
1/14/2022	Pete Williams	Lehman	105	JO	PNDI clearance letters
1/18/2022	PennDOT Maintenance	Multiple	102-State	JO/EE	Shoulder cutting, E&S meeting
1/18/2022	Missy Prugar	Delaware	102	JO	CAP status
1/19/2022	Brett Hopkins lot 148 BHW	Blooming Grove	102	MQ	E&S violations on IR
1/19/2022	Pete Williams	Lehman	105	JO	PNDI clearance letters
1/20/2022	Doug Beaulieu	Dingman	102	JO	Small projects E&S for timber harvesting
1/21/2022	SR 84, Section 494	Multiple	102-State	JO/EE	Pre-construction meeting for project
1/21/2022	Amy Palamara (Wild Acres Sewage)	Delaware	102	JO	NPDES resubmission fees
1/21/2022	Rachel Heasley (DG)	Lehman	102	JO	Municipal and County NPDES notifications
1/24/2022	Frank Broussard	Lackawaxen	105	MQ	Dock permit information
1/24/2022	Justin/Lawnkey	Dingman	102	MQ	information on E&S plans and 105 permits
1/24/2022	John Fuller P.E.	Westfall	102	MQ	Several NPDES permits& Rt 6 Shi property
1/24/2022	SR 2001, Section 402	Multiple	102-State	EE	Corrective action plan meeting
1/24/2022	Leeward and Lehman	Lehman	102-State	EE	Spoils area restoration information
1/24/2022	Michael Schlenk	Dingman	102	JO	NPDES permit expirations
1/26/2022	Howard Jacoby	Greene	102	JO	Small projects E&S
1/26/2022	Jeff Cammarino	Westfall	105	JO	FEMA floodways
1/26/2022	Raymondskill Creek	Dingman	102	JO	Infiltration basin CAP meeting
1/27/2022	Alex Chriswell (Milford Water Auth)	Milford Twp.	102	MQ	NPDES permitting needs
1/27/2022	Mike Mrozinski	Multiple	105	EE	Wetland setback requirements
1/27/2022	Arcadia Lots 8 and 9	Dingman	102	EE	PCSM and E&S submittal meeting
1/27/2022	Mitch Jacobs	Westfall	102	EE	One Sky resubmittal question-ABACT
1/27/2022	Amy Palamara (Wild Acres Sewage)	Delaware	102	JO	NPDES resubmission fees
1/27/2022	Kris Reiss (Lehmans)	Lehman	102	JO	Permit transfers
1/28/2022	BHW Lot 148	Blooming Grove	102	MQ	IR corrections
1/28/2022	Frank Broussard	Lackawaxen	105	MQ	GP's for dock and wetland crossing
1/31/2022	BHW Lot 102	Lackawaxen	102	MQ	IR corrections



# Pike County Conservation District

## Post Construction Stormwater Management Delegation Agreement

The Pike County Conservation District currently has an Erosion and Sediment Pollution Control (E&S) Program and National Pollutant Discharge Elimination System (NPDES) Permitting Program for the Discharge of Stormwater Associated with Construction Activities Level III Delegation agreement with the PA Department of Environmental Protection (DEP). With this delegation agreement the District provides, education and outreach, program administration and compliance as well as program enforcement on behalf of DEP.

The program is administered by the Executive Director and the District Resource Conservationists who provide a variety of services including but not limited to educational programming to the public and regulated community, and working with contractors and applicants on permit review, implementation, and compliance of permit conditions. For the majority of NPDES permits, District staff review the NPDES permit applications for completeness and complete technical reviews on the E&S portion of the NPDES permit submission. The DEP Northeast Region (NERO) engineers review the Post Construction Stormwater Management (PCSM) portion of these NPDES permits and ultimately issues the permit.

The current process is not ideal for several reasons. The applicant needs to coordinate with both the District office for E&S concerns and the DEP NERO office for PCSM concerns. There are several guidelines in place including permit decision guarantee which keep the District staff and DEP staff on track with their review of the permit, but the reviews are not done concurrently. PCSM Plans submitted to the NERO get prioritized by the workload at the regional office and due to the volume of permits submitted each year and the number of engineers available this timeframe can lead to delays with the coordination of both reviews. Currently the DEP NE Region engineer assigned to Pike county reviews NPDES PCSM for projects and provides technical assistance to six counties. He also reviews any Corrective Action Plans that are related to enforcement which relate to PCSM issues.

DEP's engineers do a great job, but the workload does put our projects in a line with the priorities of a ten county region. From 2018 to 2021, five DEP engineers handled over 576 Individual NPDES permits which does not include NPDES General permits, reviews of Corrective Action Plans which are part of enforcement proceedings, and Chapter 105 Waterways and Wetlands reviews as well as minor amendments to NPDES permits. A number of times in the last few years, projects in Pike County have also been assigned to other DEP engineers due to personnel related issues. This reassignment takes additional time for District staff to review the project with the new engineer.

The current practice of review and issuance of NPDES permits in Pike County takes the local control out of the process and relies on the NE Regional office.

## **Proposal**

The Pike County Conservation District proposes to enter into a Chapter 102 Erosion and Sediment Control and Post Construction Stormwater Management (PCSM) Level III delegation agreement with DEP. This delegation agreement would bring more local control of the NPDES permitting process to Pike County.

The District proposes hiring a District Engineer to fill the current empty position at the District which is required per the PCSM delegation agreement. The position would review the Erosion and Sediment Control plans and the PCSM plans for all NPDES permit applications. They would be involved in all aspects of the NPDES permit program including inspections of critical stages of construction, Corrective Action Plan reviews, and Notice of Termination inspections. DEP NERO would still authorize the permits, but the review, coordination with applicants, contractors and engineers will be locally led, more responsive and have the undivided attention of the District Engineer.

Having an engineer who was familiar with our topography, streams, watersheds, soils, and geology which are all very unique to Northeast Pennsylvania, would not only expedite plan reviews but provide valuable guidance in the development of NPDES permit applications. A one stop shop for NPDES permits in the county for an ever-growing community. With the current development and buildout we are witnessing in our community; we anticipate a growing number of permits per year. This number includes renewals and modifications which all take the trained eye of an engineer to assess. This concurrent review of E&S and PCSM has cut review and issuance times at similar districts, who have hired an engineer, by almost 60%.

A District Engineer could also add to the District's voice by providing comments on DEP guidance reviews, participating in statewide workgroups, and reviewing municipal ordinances in relation stormwater. The Engineer would also be available to assist in design of flood control projects, municipal stormwater technical assistance and hazard mitigation projects. These interactions would develop a strong working relationship with our local engineering community as well as municipalities. The position would also provide valuable technical assistance to District staff handling the Erosion and Sediment control program.

District Resource Conservationists would work closely with the District Engineer on the NPDES permit process in relation to Erosion and Sediment control concerns but would handle all regular inspections of the current 43 active NPDES permits in various stages in Pike County. The Resource Conservationist staff will also handle complaint investigations, review of small projects erosion and sediment control plans and the administration of the Chapter 105 Waterways and Wetlands permitting program. This restructuring of duties would provide additional opportunities for these District staff to develop working relationships with municipalities as well, and provide more technical assistance to community, and education and outreach on why we do what we do.

## **Salary recommendation**

After discussions with the DEP Northeast Regional office and surveying surrounding Districts, the salary range for District Engineers with these responsibilities is between \$75K to \$105K. We would recommend a starting salary of \$85,000 with a county benefits package. DEP Engineers are at a similar rate and benefits package. This position would be an exempt employee position based on federal guidelines.

**ADMINISTRATION RESPONSIBILITIES IN THE  
EROSION AND SEDIMENT POLLUTION CONTROL (E&S) PROGRAM  
AND NATIONAL POLLUTANT DISCHARGE ELIMINATION  
SYSTEM (NPDES) PERMITTING PROGRAM FOR THE  
DISCHARGE OF STORMWATER ASSOCIATED WITH CONSTRUCTION  
ACTIVITIES**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Department of Environmental Protection, hereinafter called the "Department", and the \_\_\_\_\_ County Conservation District, hereinafter called the "District", provides for the District to be the Department's designee for the administration of the Post-Construction Stormwater Management Program, hereinafter called the "PCSM Program" and for the administration and enforcement functions of the Erosion and Sediment Pollution Control Program, hereinafter called the "E&S Program", and the National Pollutant Discharge Elimination System Program, hereinafter called the "NPDES Program", for the discharge of stormwater associated with construction activities within the political boundaries of \_\_\_\_\_ County according to the terms provided in level \_\_\_\_\_ for the E&S Program and the terms of the PCSM Program of the Delegation Responsibilities and Required Output Measures (ROMs) referenced in this Agreement and the Department's Program Administrative Policy and Permitting Manual, and the policies and procedures set forth in the Department's Program Compliance Assistance and Enforcement Manual, and with the concurrence of the \_\_\_\_\_ County governing body.

WHEREAS, the purpose of the E&S, PCSM, and NPDES Programs is to minimize erosion and sedimentation and to manage post construction stormwater in order to protect, maintain, reclaim, and restore water quality and existing and designated uses of waters of the Commonwealth and to provide for the conservation of soil, water, and related resources of the Commonwealth;

WHEREAS, it is the desire of the Department, the State Conservation Commission (SCC), and the district to maximize available resources and eliminate unnecessary duplication of effort and delays in the administration of the E&S, PCSM, and NPDES Programs under provisions of 25 Pa. Code Chapters 91, 92a, 93, 96, and 102; the Pennsylvania Clean Streams Law, 35 P.S. § 691.1, et seq.; the Conservation District Law, 3 P.S. § 49, et. seq.; the Federal Clean Water Act, 33 U.S.C. § 1251 et seq.; and other applicable Federal regulations, and thereby establish a more efficient program;

WHEREAS, the Department desires to delegate responsibilities as herein described to the District and the District desires to implement delegated responsibilities in the administration of the E&S, PCSM, and NPDES programs, to include those responsibilities related to agriculture erosion and sediment control;

WHEREAS, Section 11(2) of the Conservation District Law, 3 P.S. § 859(2) and 25 Pa. Code §102.41, authorizes the Department to delegate, by agreement and in accordance with regulations adopted by the Environmental Quality Board, to a District one or more of its regulatory functions under the Act and § 9(11) of the Conservation District Law, 3 P.S. § 857(11), authorizes the District to accept, upon approval by the Commission, any authority delegated by the Department;

WHEREAS, the District and Department agree to be legally bound by the Standard Contract/Delegation Agreement provisions in Attachment A, Nondiscrimination/Sexual Harassment Clause, Attachment B, Current Staff Resources, Attachment C, Additional Delegation Agreement Provisions and Attachment D, Levels of Program Delegation Responsibilities and Required Output Measures.

WHEREAS, such Programs and policies provide for the execution of this Agreement for the delegation by and between the District and the Department for the accomplishment of work by conducting District activities and completing ROMs as described in the Program Administrative Policy and Permitting Manual, and requirements of the Program Compliance Assistance and Enforcement Manual.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises contained herein, the parties intending to be legally bound agree as follows:

1. This delegation Agreement supersedes and replaces any and all prior Chapter 102 Delegation Agreements between the District and the Department.
2. The District and the Department agree to be legally bound by Attachments “A”, “B”, “C” and “D”.
3. For the purpose of Attachment “A”, all reference to “contractor” shall apply to the District.
4. The SCC approves District responsibilities as defined in the statutes, rules, regulations and SCC approved agreement terms, work elements, administrative procedures, budget allocations and payment provisions.
5. The Department agrees to delegate to the District, and the District agrees to accept delegation from the Department, certain responsibilities for the E&S Program, PCSM Program, and NPDES Program implementation in accordance with all applicable federal, state, and local statutes, rules, regulations, including those concerning agriculture, and with all requirements as referenced in the Program Administrative Policy and Permitting Manual, and Program Compliance Assistance and Enforcement Manual.

6. The Department shall periodically review the activities of the District conducted under this Agreement.
7. Prior written approval must be obtained from the Department for changes or additions to the work elements of this Agreement.
8. Program ROMs, a copy of which is attached hereto as Attachment D, will be reviewed on a five-year basis by the Department and the Districts. Changes to these ROMs will be determined by the Department and Districts, and shall be effective upon approval by the SCC.
9. The Department shall have access to and the right to examine any pertinent books, documents, letters, and reports or records involving transactions relating to the District's delegated authorities. Financial records, supporting documents, and all other records pertaining to the program shall be retained and be made available to the Department or its agent for audit for a period of three (3) years after any one or more of the following as occurred: (1) the final apportionment payment is made; (2) the agreement has expired; (3) projects have been completed; or (4) all other pending matters are resolved.
10. With respect to the performance of any duties or functions delegated to a District under this Agreement, the Commonwealth will defend and indemnify District directors and associate District directors and District employees to the same extent as it defends and indemnifies Commonwealth employees, and all directors and employees shall have all immunities afforded by law to Commonwealth employees.
11. The Commonwealth and the District agree that neither party shall be held responsible to the other for any loss of life, personal injury or property damages of any kind incurred in performing or completing any work or duties under this program.
12. All publication rights and copyrights produced by the District under this Agreement are owned by the Commonwealth. The Department grants a royalty-free, nonexclusive license to the District to use the rights to these publications. Upon request by the Department, the District shall consult with and review the results of these projects with the Department prior to publication.
13. Duties and responsibilities of the District:
  - a. **Staff** - The District shall retain sufficient personnel as identified in Attachment "B", and hereby agrees to commit appropriate staff time to attend Program training provided by the Department at a minimum of

once per year. The District shall notify the Department within 30 days of personnel changes utilizing Attachment B of this Agreement.

- b. **Administration** - The District will provide all functions within their level of delegation, such as: filing, reports, permit processing, conducting technical plan reviews, conducting of field inspections, voluntary compliance, enforcement actions, and other administrative functions in conformance with applicable federal and state laws, regulations, policies and procedures, and in conformance with the Standard Operating Procedures, Program Administrative Policy and Permitting Manual, Program Erosion and Sediment Pollution Control Manual, Stormwater BMP Manual, and Program Compliance Assistance and Enforcement Manual, developed by the Department, as amended and updated, as it relates to the District's level of delegation.
- c. Provide information and written materials to the public and educate the regulated community concerning Chapter 102 procedures and other requirements of the Act and regulations, policies, and procedures promulgated thereunder or established by the Department.
- d. Preserve the confidentiality of communications and documents exchanged between the parties in connection with their respective obligations under this Agreement, including documents such as permits, draft policies, procedures and guidance shared with the District prior to being formally released for public comment or as a final document and preserve all applicable privileges, including, but not limited to, attorney-client privilege, attorney work product, and deliberative process privilege.
- e. Keep accurate and timely accounting records of all funds disbursed to ensure that charged expenditures are for eligible purposes and that documentation is readily available to verify that such charges are accurate.
- f. Submit all program accomplishment reports, financial audit statements, and other reports on prescribed forms and at times as specified. Failure to submit these reports in a timely manner may result in program specific payment being withheld from the District until the reports have been received by the Department.
- g. Make available District personnel to act as witnesses for any proceeding where a District permit action is at issue.
- h. The District may not dispose of nor convert (1) equipment and supplies provided to the District, or (2) equipment purchased or acquired by the



District with Commonwealth funds, without prior written approval of the Department.

- i. District directors and District employees shall comply with applicable laws and regulations including those administered by the State Ethics Commission.
- j. If the District subcontracts or utilizes service purchase agreements for execution of project activities or provision of services to a project, the District must first seek written approval in advance by the Department. Any such arrangements shall provide that the District will retain ultimate control and responsibility for the project, and that the subcontractor shall be bound by these conditions and other requirements applicable to the District in the conduct of the project.
- k. Comply with the following attachments, each attached hereto and made a part hereof: Attachments A, B, and C.

14. Duties and responsibilities of the Department (Central Office):

- a. Retain power to conduct responsibilities pursuant to environmental statutes and regulations.
- b. Provide statewide regulatory, policy, and legal assistance to Districts on general Program matters as appropriate to the District's level of delegation.
- c. Develop statewide policies and regulations with input and consultation with Districts for the E&S, PCSM, and NPDES Programs within resource capabilities.
- d. Provide, within limits of resource capabilities, financial assistance to the District for actual expenditures up to the maximum amount available in accordance with Commission approved guidelines for administering the Conservation District Fund Allocation Program Statement of Policy.
- e. Be available to the District for consultation on matters relating to statewide Program policy.
- f. Provide the District with the necessary information, training, and materials for the District to properly educate and inform the public on the Programs.
- g. Conduct Program training for newly delegated districts.

- h. Conduct Program training for new staff in delegated districts.
- i. Provide oversight on routine District statewide program evaluations in the E&S, PCSM, and NPDES Programs once every five years or as necessary.
- j. Provide administrative and technical training to District staff, at a minimum, on an annual basis.

15. Duties and Responsibilities of the Department (Regional Office):

- a. Provide assistance to the Districts to train new District staff.
- b. Provide day-to-day Program guidance and technical assistance to Districts on routine administrative permitting procedures and policies, and plan reviews in regard to the E&S, PCSM, and NPDES Programs, and to make permit decisions based upon guidance in the Chapter 102 Standard Operating Procedures and the Program Administrative Policy and Permitting Manual.
- c. Assist in conducting Program evaluations of Districts in the E&S, PCSM, and NPDES Programs. Conduct Program follow-up evaluations on an as needed basis six to seven months from the date of the initial Program evaluation.
- d. Participate in Program training provided by the Department's Central Office staff.
- e. Notify the District prior to inspections and enforcement actions. Provide compliance and enforcement assistance, including legal support for compliance and enforcement matters. Update the District regarding the status of compliance and enforcement issues when the District makes a referral to the Department.
- f. Provide Program orientation for District Directors and staff.
- g. Maintain records of all completed permitting and completed compliance actions in accordance with the Department's records retention policy.
- h. Schedule and conduct regional roundtables and other meetings on Program issues at least twice per year.

16. The parties will receive any notice, in writing, to the following individuals at the following addresses:

Department: Bureau Director  
DEP Bureau of Clean Water  
Rachel Carson State Office Building  
400 Market Street  
Harrisburg, PA 17101

District: District Manager  
\_\_\_\_\_ County Conservation District

SCC: Executive Secretary  
State Conservation Commission  
2301 North Cameron Street  
Harrisburg, PA 17110

17. If any provision herein shall be held invalid or unenforceable, such provision shall not affect the validity or enforceability of any other provisions hereof, all of which other provisions shall, in any such case, remain in full force and effect.
18. This Agreement creates no relationship of partnership, joint venture, employment, franchise, or agency between the parties.
19. This Agreement may not be modified, except in a written amendment signed by duly authorized representatives of the parties.
20. This Agreement embodies the entire understanding among the parties with respect to the subject matter hereof, and replaces any and all prior understandings, representations, and discussions relating to the subject matter of this Agreement.
21. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
22. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104 (“RTKL”) applies to this Agreement. For the purposes of these provisions, the term “Commonwealth” shall refer to the contracting Commonwealth agency and “Contractor” shall refer to the District.

If the Commonwealth needs the Contractor’s assistance in any matter arising out of the RTKL related to this Agreement, it shall notify the Contractor using the

legal contact information provided in this Agreement. The Contractor, at any time may designate a different contact for such purpose upon reasonable prior written notice to the Commonwealth.

Upon written notification from the Commonwealth that it requires the Contractor's assistance in responding to a request under the RTKL for information related to this Agreement that may be in the Contractor's possession constituting, or alleged to constitute, a public record in accordance with the RTKL ("Requested Information") the Contractor shall:

Provide the Commonwealth, within ten (10) calendar days after receipt of written notification, access to, and copies of, any document or information in the Contractor's possession arising out of this Agreement that the Commonwealth reasonably believes is Requested Information and may be a public record under the RTKL; and

Provide such other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this Agreement.

If the Contractor considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the Contractor considers exempt from production under the RTKL, the Contractor must notify the Commonwealth and provide, within seven (7) calendar days of receiving the written notification, a written statement signed by a representative of the Contractor explaining why the requested material is exempt from public disclosure under the RTKL.

The Commonwealth will rely upon the written statement from the Contractor in denying a RTKL request for the Requested Information unless the Commonwealth determines that the Requested Information is clearly not protected from disclosure under the RTKL. Should the Commonwealth determine that the Requested Information is clearly not exempt from disclosure, the Contractor shall provide the Requested Information within five (5) business days of receipt of written notification of the Commonwealth determination.

If the Contractor fails to provide the Requested Information within the time period required by these provisions, the Contractor shall indemnify and hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Contractor's failure, including any statutory damages assessed against the Commonwealth.

The Commonwealth will reimburse the Contractor for any costs associated with complying with these provisions only to the extent allowed under the fee schedule

established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.

The Contractor may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, the Contractor shall indemnify the Commonwealth for any legal expenses incurred by the Commonwealth as a result of such a challenge and shall hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Contractor's failure, including any statutory damages assessed against the Commonwealth, regardless of the outcome of such legal challenge. As between the parties, the Contractor agrees to waive all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of the Requested Information pursuant to the RTKL.

The Contractor's duties relating to the RTKL are continuing duties that survive the expiration of this Agreement and shall continue as long as the Contractor has Requested Information in its possession.

23. As to duration, this Agreement shall begin on the date of the final Commonwealth signature. This Agreement will be evaluated periodically by the parties. It can be terminated through the arrangement described in Paragraph 25 below.
24. When the terms and conditions of this Agreement are not materially being met, or the parties, due to staff constraints, can no longer perform the required duties and responsibilities, the parties may, after written notice to the others, suspend the Agreement.
25. This Agreement may be terminated by any of the signatory parties upon sixty (60) calendar days with written notice to the other parties. Upon notice of termination, the parties will coordinate the transfer of responsibilities. Within ten (10) calendar days of such termination, all files and records shall be released to the appropriate parties.

The parties, through their authorized representatives, have signed this Agreement below.

**Witness:**

\_\_\_\_\_

\_\_\_\_\_

Chairperson,  
County Conservation District

**Witness:**

**Commonwealth of Pennsylvania  
State Conservation Commission**

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Executive Secretary  
State Conservation Commission

**Witness:**

**Department of Environmental Protection**

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Deputy Secretary for Field Operations

**Witness:**

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Deputy Secretary for Water Management

**Approved as to legality and form:**

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Office of Attorney General

Office of Chief Counsel  
Department of Environmental Protection

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Office of General Counsel

## ATTACHMENT A

### Nondiscrimination/Sexual Harassment Clause (August 2018)

The Contractor agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the contract or any subcontract, the Contractor, each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the contract.
3. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the contract.
4. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Contractor and each subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contracted services are performed shall satisfy this requirement for employees with an established work site.
6. The Contractor and each subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subcontractor or supplier who is qualified to perform the work to which the contract relates.

7. The Contractor and each subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws, regulations and policies relating to nondiscrimination and sexual harassment. The Contractor and each subcontractor further represents that it has filed a Standard Form 100 Employer Information Report (“EEO-1”) with the U.S. Equal Employment Opportunity Commission (“EEOC”) and shall file an annual EEO-1 report with the EEOC as required for employers’ subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Contractor and each subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the contracting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.

8. The Contractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that those provisions applicable to subcontractors will be binding upon each subcontractor.

9. The Contractor’s and each subcontractor’s obligations pursuant to these provisions are ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor and each subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the contract, it becomes aware of any actions or occurrences that would result in violation of these provisions.

10. The Commonwealth may cancel or terminate the contract and all money due or to become due under the contract may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the agency may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.



ATTACHMENT B

Current Staff Resources

STAFF RESOURCES OF THE \_\_\_\_\_ COUNTY CONSERVATION DISTRICT  
TO BE COMMITTED TO COMPLETION OF ALL REQUIREMENTS AND  
RESPONSIBILITIES SPECIFIED IN THE DELEGATION AGREEMENT EXECUTED  
\_\_\_\_\_, 20\_\_\_\_, BETWEEN THE \_\_\_\_\_ COUNTY  
CONSERVATION DISTRICT AND THE DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

PERSONNEL:

A.

1. NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

a. Education: \_\_\_\_\_ Year: \_\_\_\_\_

b. List license and/or certification:

c. Years in current position: \_\_\_\_\_

d. Years experience in delegated Program responsibilities: \_\_\_\_\_

2. LISTING OF DELEGATED PROGRAM WORK ASSIGNMENTS IN PERCENTAGE (%)  
OF TOTAL EMPLOYEE WORK ASSIGNMENTS: (Check all areas that pertain to your  
current job duties.)

- a. Administration (general) : \_\_\_\_\_%
- b. Program information & education : \_\_\_\_\_%
- c. Administration (permit processing) : \_\_\_\_\_%
- d. Technical review of plans : \_\_\_\_\_%
- e. Program compliance & inspections : \_\_\_\_\_%
- f. Enforcement (Level 3 only) : \_\_\_\_\_%

3. OTHER: List any other pertinent information, work experience, and training:

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B.

1. NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

- a. Education: \_\_\_\_\_ Year: \_\_\_\_\_
- b. List license and/or certification: \_\_\_\_\_
- c. Years in current position: \_\_\_\_\_
- d. Years experience in delegated Program responsibilities: \_\_\_\_\_

2. LISTING OF DELEGATED PROGRAM WORK ASSIGNMENTS IN PERCENTAGE (%) OF TOTAL EMPLOYEE WORK ASSIGNMENTS: (Check all categories that pertain to your current job duties.)

- a. Administration (general) : \_\_\_\_\_%
- b. Program information & education : \_\_\_\_\_%
- c. Administration (permit processing) : \_\_\_\_\_%
- d. Technical review of plans : \_\_\_\_\_%
- e. Program compliance & inspections : \_\_\_\_\_%
- f. Enforcement (Level 3 only) : \_\_\_\_\_%

3. OTHER: List any other pertinent information, work experience, and training:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C.

1. NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

- a. Education: \_\_\_\_\_ Year: \_\_\_\_\_
- b. List license and/or certification: \_\_\_\_\_
- c. Years in current position: \_\_\_\_\_
- d. Years experience in delegated Program responsibilities: \_\_\_\_\_

2. LISTING OF DELEGATED PROGRAM WORK ASSIGNMENTS IN PERCENTAGE (%) OF TOTAL EMPLOYEE WORK ASSIGNMENTS:

- a. Administration (general) : \_\_\_\_\_%
- b. Program information & education : \_\_\_\_\_%
- c. Administration (permit processing) : \_\_\_\_\_%
- d. Technical review of plans : \_\_\_\_\_%

- e. Program compliance & inspections :\_\_\_\_\_%
- f. Enforcement (Level 3 only) :\_\_\_\_\_%

3. OTHER: List any other pertinent information, work experience, and training.

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## ATTACHMENT C

### ADDITIONAL DELEGATION AGREEMENT PROVISIONS

#### A. Communications:

1. The District and the Department shall meet at the request of either party to discuss the progress of work under this Agreement and any issues pertinent to it.
2. The District or Department shall notify the other in writing within 30 calendar days of any unusual development or circumstance which could significantly change or otherwise affect the responsibilities outlined in this Agreement.
3. The District and Department shall practice open and objective communications at all levels to prevent and resolve disputes under this Agreement. Issue resolution at the lowest appropriate level in the chain of command is encouraged. Any party can request a meeting to discuss and resolve issues and/or request the assistance of a facilitator to assist in resolving a dispute. In matters of statewide policy and procedures, the Department Regional Office will confer with Department Central Office staff for dispute resolution.

The District and the Department will utilize the following chain of command to ensure effective communications, decision-making, and dispute resolution.

- a. In situations where the District program staff and DEP program staff are unable to resolve a disagreement concerning delegated duties, or interpretations of DEP rules, regulations, policies, and procedures, the issue will be elevated to the Conservation District Manager and appropriate DEP Program Section Chief for discussion and resolution.
- b. If the District Manager and DEP Section Chief cannot resolve the issue, it will be elevated to the Conservation District Board and appropriate DEP Program Manager for discussion and resolution.
- c. If District Board and DEP Program Manager cannot resolve the issue, it will be elevated to the DEP Regional Director, who, in consultation with appropriate DEP Central Office staff, will provide a final decision and resolution.

Issues of statewide or program wide significance such as, but not limited to, program funding, administrative manuals, reporting procedures, etc., will be elevated from the Conservation District Board to the Executive Secretary of the State Conservation Commission. The Executive Secretary of the SCC will work

with the appropriate DEP Central Office staff to provide options to resolve the issue and establish a course of action to achieve a resolution.

B. Department Initiated Process due to Delegated Program Deficiencies

It is understood that a fair and objective process will be followed in the interest of correcting performance deficiencies under this Agreement. Except for extraordinary circumstances, suspension and termination are considered last steps in a progressive process to define performance deficiencies and implement corrective action plans with ample opportunity to consider relevant circumstances and achieve acceptable performance.

- a. The Department conducts a program evaluation. Evaluations are normally conducted on a five-year cycle, unless specific problems are called to the attention of the Department which would result in scheduling a more immediate evaluation.
- b. If significant program deficiencies are found, a letter will be sent to the District Board referencing the evaluation findings and stating that a follow-up evaluation will be conducted within a six-month period to ensure that deficiencies have been corrected.
- c. If the follow-up evaluation indicates continued significant program deficiencies with no notable improvement, a letter detailing these deficiencies will be sent to the District Board within 15 calendar days from the date of the evaluation indicating the Department's intent to suspend delegation until the program deficiencies are corrected.
- d. The Board may request a meeting with the Department within 30 calendar days of receipt of the letter to initiate resolution of the Program deficiencies. If a meeting with the Department is not requested within the 30-day timeframe, the Department will initiate program suspension effective immediately following the 30-day time period.
- e. During the period of suspension, the District will not be compensated for that delegated program. Effective on the date of the program suspension, the program responsibilities will revert back to the Department.
- f. Once program specific staff has been sufficiently trained to the satisfaction of the Department, program suspension shall be removed and the delegation agreement reinstated.

C. District Initiated Process due to Program Staff Vacancies

The District shall notify the appropriate Department Central Office program staff immediately upon any change in personnel employed or retained for performing delegated program responsibilities. In the event that the District is unable to employ or retain sufficient, qualified, trained personnel to carry out the program, the Department may, upon written notice, suspend delegation until sufficient qualified, and trained personnel have been hired or retained.

During the suspension period, the District will not be compensated for the delegated program. The District would, however, be compensated upon the hiring or retaining of program specific personnel. Effective upon suspension, program responsibilities will revert to the Department. Once program specific staff have been sufficiently trained to the satisfaction of the Department, program suspension shall be removed and the delegation agreement reinstated.

## ATTACHMENT D

# Conservation District Levels of Program Delegation Responsibilities And Required Output Measures

### LEVEL I - EDUCATION/INFORMATION AND OUTREACH

#### The District will:

A. Provide education and outreach services on the Erosion and Sediment Control (E&S) Program, the Post Construction Stormwater Management (PCSM) Program, and the National Pollutant Discharge Elimination System (NPDES) Program.

#### Required Output Measures:

- A. Develop and conduct programs concerning the E&S, PCSM, and NPDES Programs. This also includes Agriculture E&S.
  1. Conduct a minimum of two informational and/or educational programs per calendar year on: general programs for school students, watershed groups, agricultural producer groups, civic groups or the general public, specialized educational programs for the regulated community, training seminars on the correct procedures for completing NPDES and E&S Control Permit applications, etc. (joint programs with neighboring districts will count as one credit for each sponsoring District).
  2. Issue a minimum of two news releases per calendar year (releases include newsletters, newspaper articles, TV and radio public announcements, etc.).
- B. Maintain an adequate supply of up-to-date applications and other forms developed by the department on the E&S, PCSM and NPDES Programs.
- C. Maintain and update all E&S, PCSM, and NPDES Program agreements in affect between the District and municipalities and/or other governmental agencies.
- D. Provide the department with the Program quarterly reports that detail accomplishments under their level of delegation. The District will submit the forms to the DEP by the 15<sup>th</sup> day following the end of each quarter. Failure to provide timely report information to the department may result in Program payment being withheld by the department until the required information has been submitted.
- E. Provide the department with other reporting data as requested.

F. Refer complaints received to the appropriate agency within 8 business days of receipt.

## **LEVEL II - PROGRAM ADMINISTRATION AND COMPLIANCE**

### **The District will:**

- A. Perform all Level I responsibilities and required output measures.
- B. Maintain a system, developed by the department with input from conservation districts, including appropriate files for the receipt, assessment and resolution of complaints. This system shall include complaints regarding agricultural operations.
- C. Receive, process, and review all permit application forms/NOIs, GIFs and E&S Plans for new or renewed general and individual NPDES Permits for Stormwater Discharges Associated with Construction Activities involving equal to or greater than one acre of earth disturbance, and for Erosion and Sediment Control Permits. Complete the review process and timeframes in accordance with the items listed below or as specified in the most current approved Standard Operating Procedures (SOP).
  1. Conduct completeness reviews for all permits, including completeness reviews of the PCSM components of the permit applications, within 15 business days of receipt. Provide notification to the applicant of completeness/incompleteness within the 20 business day timeframe. Conservation Districts are required to verify that the items listed under Post Construction Stormwater Management Plan in the NOI Checklist are present in the plan and narrative. As per the SOP, Delegated Conservation Districts are expected to confirm that the required information is complete and adequate in the application package. Delegated Conservation Districts may consult with the appropriate Department Regional Office and elevate when necessary, inconsistencies related to the technical elements of the PCSM plan and narrative.
  2. Conduct initial technical E&S Plan reviews for **General** NPDES permits within 22 business days after the 20 business day completeness timeframe lapses. Notify the regional office of permit coverage or of technical E&S Plan deficiencies within this 22 business day timeframe. Total processing time for a General NPDES permit without deficiencies is 71 business days.
  3. Conduct a second technical E&S Plan review, where necessary, within 17 business days from receipt of E&S Plan resubmittal. If the E&S Plan meets the technical requirements, approve coverage under the General NPDES Permit within the 17 business day timeframe. If the E&S Plan is deemed inadequate,



make a recommendation to the appropriate DEP Regional Office within the 17 business day timeframe to deny permit coverage.

4. Conduct initial technical E&S Plan reviews for NPDES **Individual** Permits and E&S Control Permits within 47 business days after the 20 business day completeness timeframe lapses. Total processing time is for an individual NPDES permit without deficiencies is 107 business days.
  5. If the E&S Plan meets the technical requirements, make a permit recommendation to the DEP Regional Office to issue the permit within the 47 business day timeframe. If the E&S Plan does not meet the technical requirements, notify the regional office of the deficiencies within the 47 business day timeframe, and request E&S Plan resubmission within 60 calendar days of the date that the deficiency letter is sent out by the District.
  6. Conduct a second technical E&S Plan review, where necessary, within 22 business days of receipt of E&S Plan resubmittal. Notify the region if the E&S Plan is either adequate or inadequate, and recommend either issuance or denial of the permit to the appropriate DEP Regional Office within the 22 business day timeframe.
  7. The above-mentioned timeframes for E&S Plan reviews associated with permit applications are consistent with DEP's Permit Review Policy and Permit Decision Guarantee timeframes.
- D. Receive, process, and review ESCGP permits for Oil and Gas activities. Complete the review process and timeframes in accordance with the items listed below or as specified in the most current approved Standard Operating Procedures (SOP).
1. Conduct completeness reviews for ESCGP permits within 15 business days of receipt. If the permit application is complete, the completeness notification letter shall be sent to the permit applicant. The Permit Review Process timeframe of 43 business days will be based upon the date of that letter.
  2. Conduct initial technical E&S Plan reviews for ESCGP permits within 18 business days from the date the permit application is considered complete. Any technical deficiencies should be documented in a technical deficiency letter to the applicant/owner and consultant. The letter will also include the requirement that revised plans should be submitted within 60 calendar days of the date of the technical deficiency letter.

3. Conduct a second technical E&S Plan review, where necessary, within 10 business days from the date of the resubmittal.

- E. Conduct E&S Plan reviews pursuant to other DEP regulations and notify the appropriate party of E&S Plan adequacy or inadequacy within 35 business days of receipt. This requirement does not supersede any other E&S Plan review timeframes established under agreements with other local, state, or federal agencies.
- F. Perform E&S Plan reviews under agreements with municipalities or other governmental agencies in accordance with the applicable laws, rules and regulations, policies, and procedures.
- G. Receive, process and acknowledge co-permittee/transferee application forms within 20 business days of receipt of a complete for submittal. Receive, process, and conduct a site inspection for notices of termination (NOT) forms within 20 business days of receipt. PSCM Best Management Practices should be inspected as part of the NOT final inspection.

**Required Output Measures:**

- A. Respond to all complaints within 8 business days of their receipt. Within 10 business days of receipt, refer problems dealing with situations outside the Programs to the department or other appropriate governmental agencies.
- B. Document all complaints utilizing forms developed by the department.
- C. For situations involving the authority under this Agreement, including those on agricultural operations, schedule and make site visits to assess the situation, conduct site inspections of the earth disturbance activity, document site conditions and violations of applicable laws and regulations on standard inspection report forms provided by the department, and attempt to attain voluntary compliance. When voluntary compliance cannot be attained, refer these cases to the appropriate Department Regional Office for appropriate enforcement action.
- D. Respond to and document situations, including those on agricultural operations, where sediment pollution, or a danger thereof, is being observed or a violation of applicable laws or regulations has occurred.
- E. Use the criteria established by the department for documentation and preparation of enforcement actions. Documentation could include actions, reports, letters of correspondence and other forms of documentation, including personal observations.
- F. Conduct site inspections of earth disturbance activities and document site conditions and violations of applicable laws and regulations, including those in regard to post

construction stormwater management activities, on the standard inspection report forms provided by the department. The site inspection should include the entire site, therefore any observable site conditions relating to PCSM practice installation should be documented by the Conservation District. Complete the site inspection process and timeframes in accordance with the items listed below or as specified in most current approved Standard Operating Procedures (SOP).

1. Inspect all active E&S Control permitted and **Individual** NPDES permitted sites once within the first 20 business days of commencement of earth disturbance activities, and then once every 65 business days at a minimum during active construction.
  2. Conduct more frequent inspections where there is higher pollution potential, sensitive environmental resources, continuing violations, or when the permittee has shown a lack of ability or intention to comply with a Department regulation, permit or order (history of non-compliance).
  3. Inspect active NPDES **general permitted** sites involving **5 or more acres** of earth disturbance once within the first 35 business days of earth disturbance and then on an as-needed basis.
  4. Inspect active NPDES **general permitted** sites involving **1 to less than 5 acres** of earth disturbance on an as-needed basis. Inspections should be prioritized based on E&S Plan review, complaints, pollution potential, sensitive environmental resources, continuing violations, or a history of non-compliance.
  5. Follow-up site inspections on sites with either major or severe violations should be conducted within 20 business days of the previous site visit. Inspections and reinspections at active non-permitted sites are to be conducted on an as-needed or complaint driven basis.
- G. Establish and maintain a separate District Clean Water Fund account for the deposit of any and all base administrative filing fees to be retained by the District under the E&S Program and NPDES Program. Fees must be deposited into the Clean Water Fund account within 10 calendar days of receipt of the permit application package. The fees deposited in the District Clean Water Fund account shall be used by the District to support the NPDES and E&S Programs, i.e., administrative expenses, travel expenses for site inspections, E&S technician reimbursement, field and office equipment, abatement of environmental problems, training sessions, conferences, and professional development related to the E&S and NPDES Programs. The District Clean Water Fund shall be subject to monitoring and audit by DEP or the Commission at all times.
- H. The District shall remit any and all disturbed acre fees under the E&S Program and NPDES Program to the DEP Regional Office. The delegated conservation district may forward the

disturbed acre checks to the regional office as they are received or may bundle them and forward all disturbed acre fee checks at least once a week to the regional office.

## **Conservation District Levels of Program Delegation Responsibilities And Required Output Measures for Post Construction Stormwater Management (PCSM)**

**In addition to all delegated responsibilities and required output measures per the level chosen for the E&S Program the District will:**

- A. Provide education and outreach services on the PCSM Program, and the National Pollutant Discharge Elimination System (NPDES) Program.
- B. Maintain a system, developed by the Department, including appropriate files, for the receipt, assessment, and resolution of PCSM complaints associated with active NPDES permitted sites prior to the submittal and acknowledgement of the Notice of Termination (NOT).
- C. Conduct technical (engineering) review for PCSM Plans that have been designed in accordance with the PA Stormwater BMP Manual. PCSM Plans using standards and design criteria other than those contained in the PA Stormwater BMP Manual shall be forwarded to the Department Regional Office for review. The technical review and review timeframes shall be conducted in accordance with the items listed below or the most current, approved Standard Operating Procedures (SOPs) and checklists provided by the Department.
  - 1. For Individual NPDES Permits, the technical review of both the E&S Plan and the PCSM plan will be completed within 47 business days of the date the permit application is considered complete.
  - 2. If the PCSM Plan meets the requirements of checklist, make a permit recommendation along with the items described in C. 4a. to the DEP Regional Office to issue the permit within the 47 business day timeframe. If the PCSM Plan does not meet the technical requirements, notify DEP of the deficiencies within the 47 business day timeframe, and request PCSM Plan resubmission within 60 calendar days of the date that the deficiency letter is sent out by the District.
  - 3. Conduct a second technical review of the E&S Plan and PCSM Plan, where necessary, within 22 business days of receipt of resubmittal. Any technical deficiencies that remain in both the E&S and PCSM plans should be

documented in a letter attached to an email to the Department application manager.

4. If the PCSM plan is found to be technically adequate for an Individual NPDES permit, the conservation district will forward the following information and documents to the regional office:

Completed recommendation for permit action letter, completed E&S technical plan review checklist, two sets of approved and stamped E&S Plans, completed PCSM plan, engineering review checklist, two sets of the approved stamped PCSM plans and narratives. The district will retain the third set of plans.

5. Conduct initial technical (engineering) PCSM Plan reviews for General NPDES Permits within the timeframes allotted for the General NPDES Permit review process as staff resources and other responsibilities permit.

- D. Perform PCSM Plan reviews under agreements with municipalities or other governmental agencies in accordance with the applicable laws, rules and regulations, policies, and procedures.
- E. Conduct inspections of PCSM BMPs and make notes in the standard inspection report forms when on site to perform E&S Program duties during the construction phase of the project. Conduct an inspection of installed PCSM BMPs when performing a final site inspection in conjunction with a notice of termination. After project construction is complete and a notice of termination has been acknowledged by the district or DEP, forward all complaints related to PCSM BMPs to the appropriate DEP Regional Office service representative.
- F. In coordination with the appropriate DEP regional office, Level III delegated conservation districts may initiate enforcement actions on active NPDES permitted sites prior to the submittal and acknowledgment of the NOT.

**Required Output Measures:**

- A. Develop and conduct programs concerning the PCSM Program.
  1. Conduct PCSM educational programs in conjunction with E&S educational programs when and where applicable: general programs for school students, watershed groups, civic groups or the general public, specialized educational programs for the regulated community, training seminars on the correct procedures for completing NPDES and E&S Control Permit applications, PCSM Plan preparation, etc. (joint programs with neighboring districts will count as one credit for each sponsoring District).

2. Issue a minimum of two news releases per calendar year (releases include newsletters, newspaper articles, TV and radio public announcements, etc.).
- B. Maintain an adequate supply of up-to-date applications and other forms developed by the Department on the PCSM Program.
  - C. Respond to all PCSM complaints within 8 business days of their receipt on active construction projects with NPDES permits. For completed construction projects refer PCSM complaints to the appropriate Department Regional Office Service Representative within 5 business days of receipt.
  - D. Document all complaints utilizing forms developed by the Department.
  - E. Conduct site inspections of the active earth disturbance activity under the authority of this agreement to include NPDES active permitted sites and associated PCSM BMPs prior to the submittal and acknowledgement of the NOT. Document site conditions and violations of applicable laws and regulations on standard inspection report forms provided by the Department, and attempt to attain voluntary compliance. When voluntary compliance cannot be attained, refer these cases to the appropriate Department Regional Office for appropriate enforcement action.
  - F. Respond to and document situations where sediment pollution, or a danger thereof, is being observed, or where stormwater runoff water quality or quantity is not in compliance with the approved PCSM Plan or a violation of applicable laws or regulations has occurred.
  - G. Use the criteria established by the Department for documentation and preparation of enforcement actions. Documentation could include actions, reports, letters of correspondence and other forms of documentation, including personal observations.
  - H. The PE employed by the conservation district to conduct the engineering review of the PCSM plan will provide the Department with a record of decision.

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



## **PACD Rewind**

***Monthly Report 01/01/22 – 01/31/22***

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



## **PACD STAFF REPORT**

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### **PACD & Membership Activities**

#### **Communications**

- Updated and managed the PACD listserves
- Updated [www.pacd.org](http://www.pacd.org)
- Sent five *Front Page* e-newsletters
- Submitted thirty-two posts on social media channels
- Created social media messages for February shared district messaging
- Compiled and distributed monthly rewind report to membership
- Wrote and distributed press release on HB 1901 testimony

#### **Executive Board**

- Prepared financial reports
- Met with Sonia Wasco to review financials
- Held January board meeting
- Took, edited, and approved minutes
- Updated monthly staff report

#### **Exhibit Booths and Outreach Events**

- Hosted Farm Show booth in partnership with NRCS/USDA
- Registered for booth at PSATS event

#### **Human Resources and Office Management**

- Processed two payrolls
- Managed accounts receivable and accounts payable
- Prepared three-year dues schedule per Ways and Means request for board
- Prepared and submitted 1099 information to CPA firm for distribution

### **Legislative Activities**

- Prepared and participated in a House Environmental Resources and Energy Committee information session on HB 1901 (BMP program using federal stimulus dollars)
- Met with U.S. Senator Bob Casey concerning infrastructure legislation

### **Meetings and Events Attended**

PACD staff attended/participated in the following events:

- PRISM meeting
- PSCFO meeting
- PSU Wind/Solar farms webinar
- SCC meeting
- NRCS State Technical Committee meeting
- Held monthly managers meeting
- Met with Carbon Forest
- Met with SC region managers
- Met with the Alliance for the Chesapeake Bay
- Met with DCNR about Lawn Conversion
- Hosted monthly partnership meeting
- Attended partnership meeting regarding the TAG program
- Met with NW region districts and DEP Deputy Secretary Aneca Atkinson

### **PACD/SCC Joint Annual Conference**

- Sent specs to Red Lion Hotel to hold space
- Contacted Grantville hotel about contract terms

### **PACD/SCC Winter Meeting**

- Prepared and sent packets for each committee
- Hosted six virtual committee meetings
- Took minutes for six virtual committee meetings
- Reviewed committee minutes and sent to chairs for approval prior to posting on PACD.org
- Prepped council reports for six committee chairs
- Held pre-council staff meeting and Executive Council dry-run
- Prepared annotated agendas for President and Secretary
- Reviewed delegates attending Executive Council
- Prepared for and hosted virtual Executive Council meeting
- Cleaned up and reviewed Executive Council minutes for posting on PACD.org

### **PACD Spring Region Meetings**

- Held internal planning meeting
- Prepared invitation letters for review by hosts

### **Strategic Planning**

- Continued implementing strategic plan
- Created and distributed winter PSA on responsible use of deicers



## **Grants and Special Projects**

### **102/105 Technical Training Grant**

- Prepared and submitted quarterly reimbursement
- Met internally to review 2022/2023 budget
- Clean Water Academy (CWA)
  - Provided website administration and technical support
  - Worked with partners to create two Agriculture Conservation training programs
  - Introduction to Hydrology course is under development
- 102/105 Technical Training
  - Met with Final Focus Productions to review hybrid event services
  - Hosted planning workgroup meeting via Zoom
  - Updated Basic and Topic-based agenda and distributed to workgroup
  - Scheduled next workgroup meeting in March
  - Cancelled space with Red Lion for March Topic-based session
  - Announced Topic-based change to virtual
- Ag Meeting (formerly All Bay Meeting)
  - Held January planning meeting
  - Opened registration and sent email invitations
  - Added registration and draft agenda to the CWA
  - Set up presenter practice runs

### **Agricultural Conservation Technical Training**

- Prepared and submitted quarterly report
- Ag Boot Camp Basic and Level II
  - Announced Basic round application period is open
  - Notified those accepted/not accepted for Level II, sent pre-requisite information, checked eligibility for district participants
  - Booked hotel overnight room blocks for Basic and Level II

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

- Prepared and submitted quarterly reimbursement

### **Conservation Reserve Enhancement Program (CREP) Grant**

- Prepared and submitted quarterly reimbursement
- CREP Cost-share
  - Processed new cost-share
  - Made cost-share payments
  - Processed CREP withdrawals
- CREP Outreach Program Office (COPO)
  - Opened a new CREP mini-grant round with applications due February 25, 2022
  - Posted the mini-grant announcement to the CREP PA Facebook page
  - Reviewed publications for one CREP workshop for 2021-22 mini-grant round
  - Met with Water Words That Work to continue the CREP marketing campaign
  - Met with Heidi Reed, Chair of the PA Certified Crop Advisor Board of Directors, and WWTW to learn more about CCAs and how we can partner to promote CREP
  - Attended a Farm Focus database demo with WWTW

### **CPESC Training for Conservation Districts**

- Canceled the March 15 CPESC training date (will offer in late summer/early fall)

### **DCNR Riparian Forest Buffer Program**

- Received two multi-functional riparian forest buffer sub-grant applications
- Processed one mid-term report
- Reviewed one buffer sign design
- Attended pre-contract call with DCNR for new buffer grant

### **Engineering Technical Assistance Program Grant (TAG)**

- Prepared and submitted monthly reimbursement
- Prepared and submitted grant acceptance paperwork, including Scope of Work
- Met with DEP to discuss monthly reimbursement changes
- Prepared six-month evaluation for a TAG employee
- Met with TAG staff employee for training on time reporting process

### **Leadership Development Program**

- Prepared and submitted quarterly reimbursement
- Promoted 2022 Staff Conference & Director Workshops
- Developed 2021 CD Video Awards presentation
- Finished developing 2022 Director workshop session

### **NFWF Grants Writing Webinar**

- Held planning meeting/dry-run
- Sent registration reminders via email and Front Page
- Managed incoming registrations
- Completed all final preparations, including housekeeping information and intro

### **NRCS Employee of Record (Funded by NACD)**

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

### **PA Nonpoint Source Pollution Education Office**

- Prepared and submitted second quarter reimbursement
- 2021-22 NPS Bonus Mini-grant Round
  - Closed bonus round application period
  - Reviewed three applications and issued agreements
  - Updated mileage rate
- 2021-22 NPS Mini-grant Round
  - Reviewed three final reports and issued reimbursements
  - Reviewed three mid-term reports
  - Reviewed twelve mini-grant materials
  - Canceled one mini-grant at the district's request
- 2022-23 NPS Mini-grant Round
  - Announced the opening of the 2022-23 NPS mini-grant round
  - Sent notifications to applicants as received
  - Answered questions and discussed potential projects with several districts

- Updated mini-grant documents and materials for 2022-23
- Watershed Specialist Equipment
  - Ordered and arranged for shipping of seventeen groundwater models
- Communication Webinars (Water Words That Work, More Than a Message, Perfect Outreach Projects)
  - Advertised the webinars to districts
  - Reviewed registrations for the three webinars
  - Created evaluation
- 2022 Virtual 319 Meeting
  - Sent follow-up emails to invited presenters for the meeting
  - Sent updated agenda to planning workgroup
- 2022 Virtual Watershed Specialist Webinar Series
  - Confirmed format with DEP (virtual)
  - Canceled space with Tofrees
  - Sent new *Save the Date* with update about virtual format



## **DATES TO REMEMBER**

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### **Building More Competitive Projects and Proposals: A Virtual NFWF Grants Writing Workshop for PA Conservation Districts**

- February 1, 2022 | 1:30-3:30pm

### **More Than a Message Webinar Series for Conservation Districts**

- February 8, 10, 15, 2022 | 1-3pm

### **2022 Hybrid Leadership Development Staff Conference**

- February 16-17, 2022

### **Perfect Outreach Projects Webinar Series for Conservation Districts**

- February 22, 24, and March 1, 2022 | 1-3pm

### **Virtual Conservation District and PA Agency Ag Meeting**

- February 23-24, 2022

### **2022 Regional Director Training Workshops**

- February 24, 2022 (Westmoreland Conservation District Office, Greensburg, PA)
- March 3, 2022 (Clinton County Conservation District Office, Mill Hall, PA)
- March 9, 2022 (Best Western Premier The Central Hotel & Conference Center, Harrisburg, PA + streaming via Zoom)

### **PACD South East Region Meeting**

- March 24, 2022 | 9:30-11:30a.m., Montgomery County 4-H Center, Collegeville, PA  
(virtual option is also available)

### **PACD North East Region Meeting**

- March 25, 2022 | 10:00 am – Noon, Schuylkill Conservation District, Pottsville, PA  
(virtual option is also available)

### **102/105 Virtual Topic-based Technical Training (Changed to Virtual)**

- March 29-31, 2022

**PACD North Central Region Meeting**

- March 31, 2022 | 10:00 am – Noon, Clinton County Conservation District, Mill Hall, PA  
*(virtual option is also available)*

**Agricultural Conservation Technical “Boot Camp” Training – Basic Level**

- April 4-8, 2022, Keystone Conference Center, Ft. Indiantown Gap, Annville, PA  
(Lebanon County)

**PACD South Central Region Meeting**

- April 8, 2022 | 10:00 am – Noon, Cumberland County Conservation District, Carlisle, PA  
*(virtual option is also available)*

**PACD South West Region Meeting**

- April 21, 2022 | 10:00 am – Noon, Westmoreland Conservation District, Greensburg, PA  
*(virtual option is also available)*

**Agricultural Conservation Technical “Boot Camp” Training – Level II**

- April 25-29, 2022, Keystone Conference Center, Ft. Indiantown Gap, Annville, PA  
(Lebanon County) and the USDA NRCS State Office, Harrisburg, PA *(Tentative)*  
*Note: There is an online pre-requisite for this course. Information will be sent to those that are accepted into the course.*

**PACD North West Region Meeting**

- April 27, 2022 | 10:00 am – Noon, Tionesta Church of God, Tionesta, PA (Forest County)  
*(virtual option is also available)*

**Spring 102/105 Basic Technical Training**

- May 3-6, 2022, Red Lion Hotel, Harrisburg, PA

**Section 319 Virtual Watershed Planning and Implementation Meeting**

- May 18-19, 2022 | 10–Noon

**2022 Management Summit**

- September 14-15, 2022, Wyndham Garden State College, Boalsburg, PA

**Conservation District Watershed Specialist Webinar Series**

- October 5-7, 2022

<b>STAFF CONTACT INFORMATION</b>			
<b>NAME</b>	<b>TITLE</b>	<b>PHONE #</b>	<b>E-MAIL</b>
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**United States Department of Agriculture**



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

570-280-3337  
855-822-1795 fax

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February 9, 2022

Dear District Directors:

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

**CONSERVATION PROGRAMS**

**Environmental Quality Incentives Program (EQIP)**

We have received 6 applications for the new Cover Crop Initiative (CCI) program. We have begun assessing and ranking the applications.

**Conservation Stewardship Program (CSP)**

Round 1 applications are being accepted through May 2, 2022.

**CREP- Conservation Reserve Enhancement Program**

**Wayne County CREP Application Status:** No new applications

**Lackawanna County CREP Application Status:** No new applications

**Monroe County CREP Application Status:** No new applications

**Pike County CREP Application Status:** No new applications

**CONSERVATION PLANNING/TECHNICAL ASSISTANCE**

**Conservation Plans Completed:**

Pike County – 1 plan totaling 26 acres

**Landowner Assistance**

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

My staff has provided technical assistance to

12 landowners in Monroe County

10 landowners in Lackawanna County

15 landowners in Wayne County

10 landowners in Pike County

Sincerely,

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

## February 2022 DEP Conservation District Field Rep Talking Points

### Grant Programs

#### 2021 Growing Greener Grants Awarded to County Conservation Districts and Pennsylvania Association of Conservation Districts

##### County Conservation Districts (CCD)

- Nineteen out of a total of 65 projects funded in the 2021 Growing Greener Grant round went to CCDs. This amounts to 29.2% of the total number of projects funded.
- Out of a total of \$18,222,967 Growing Greener funds awarded in 2021, \$4,586,041 went to CCDs. This amounts to 25.2% of the total amount awarded.

##### Pennsylvania Association of Conservation Districts (PACD)

- Two projects were awarded to PACD in the 2021 Growing Greener Grants round:
  - **Title: PACD Agriculture Plan Reimbursement Program**
  - **Amount awarded:** \$500,000
  - **Project description:** The project is a reimbursement program to help farmers statewide develop agricultural plans for their operations.
  
  - **Title: PACD Engineering Technical Assistance Program**
  - **Amount awarded:** \$2,047,769
  - **Project description:** The PACD Engineering Assistance Program provides statewide engineering and soils technical assistance to entities developing or implementing a watershed assessment, watershed restoration plan, or watershed protection plan. Program staff are based out of four regional offices and cover all river basins throughout the state.

### Policies and Procedures

**Statement of Financial Interests** - All Conservation District Directors are considered Public Officials and most District Employees are considered Public Employees. Any Conservation district employee that meets one or more of the criteria in the definition below **MUST** fill out a Statement of Financial Interest. Completing a statement is not optional. It is required by law. Statements are to be completed and filed with the Conservation District no later than May 1st. The general rule with this form is "when in doubt, fill it out".

"Public Official" includes any person (*such as a conservation district director*) appointed by a governmental body (such as the board of county commissioners or the county council)

"Public Employee" includes any individual employed by the Commonwealth or a political subdivision (*like a conservation district*) who is responsible for taking or recommending official action of a non-ministerial nature with regard to: Contracting or procurement; Administering or monitoring grants or subsidies; Planning or zoning; Inspecting, licensing, regulating, or auditing any person; or Any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person.

Please refer to the Director Handbook (pp. 4-6) or the Red Ethics Pamphlet (p. 12-15 & 31-36) for additional information. If you require additional forms go to [www.ethics.state.pa.us](http://www.ethics.state.pa.us) and click on "forms" on the left side of the page.

**District Director Nomination Process** – As of January 20, 2022, fifty-four counties have submitted conservation district director nominations for 2022. Those Counties that have yet to submit director nominations to the State Conservation Commission include Allegheny, Beaver, Cameron, Columbia, Elk, Lackawanna, Lancaster, Lehigh, Luzerne, Northampton, Venango, and Wyoming. Staff will continue to review conservation district nominations as they are received. Questions may be directed to your Conservation District Field Rep or Barb Buckingham [bbuckingha@pa.gov](mailto:bbuckingha@pa.gov).

### **Nutrient and Odor Management Updates**

**Draft Nutrient Management (NM) and Manure Management (MM) Delegation Agreement Funding Levels Public Comment Period Open** - The State Conservation Commission (SCC) Nutrient Management (NM) and Manure Management (MM) Delegation Agreement Workgroup has released draft Fiscal Year 2022-2026 funding levels for public comment. An email sent by Frank Schneider to all districts detailed the funding formula that was developed by the workgroup and draft allocations. The SCC is will accept comments on the draft funding levels from conservation districts through February 21, 2022. Comments may be submitted to Frank Schneider at [fschneider@pa.gov](mailto:fschneider@pa.gov) .

### **Chapter 102 and 105 Programs**

**Chapter 105 General Permits (GPs) To Go Paperless** - The Department is making final preparations to transition Chapter 105 General Permits (GPs) to paperless. Currently, the program’s goal is to transition to paperless e-permitting for 105 GPs this coming April. This means that the current paper GP registration forms will no longer be available or accepted by DEP or delegated conservation districts after the effective date. The Department will make a new paper GP form available for use only in rare circumstances where an applicant attests to and demonstrates an inability to use the e-permitting system due to technological limitations. These limitations may include a demonstrated hardship, such as lacking the ability to send and receive email or access the internet. Limitations may also include other hardships, such as not owning or having access to ADA-compliant computer hardware or software for those individuals with a disability. The Department is still ironing out the procedures for submitting a request to obtain a paper GP Form and the parameters that would be acceptable for demonstrating that a hardship exists which would preclude the use of the e-permitting system. Once paperless goes into effect, the e-permitting system will be the only means by which Chapter 105 GPs will be accepted. This is because e-permitting will become the data storage and retrieval system for all Chapter 105 GPs. It will be, hopefully, a rare circumstance that a paper application is accepted. Also, 105-delegated CCDs will no longer have to submit quarterly reports for GPs, as the e-permitting system will include all of the necessary information to replace this required task.

**PAG - 01** - The Final PAG-01 General Permit for Stormwater Discharges from Small Construction Activities was published in the *Pennsylvania Bulletin* on November 13, 2021. PAG-01 will serve as an alternative means for NPDES coverage for earth disturbance activities with less than 5 acres of disturbance. The primary benefit of PAG-01 is that a site-specific stormwater analysis for post-construction stormwater management (PCSM) is not required, which is one of the costliest parts of completing a Chapter 102 permit application. DEP has conducted a general stormwater analysis that will serve as the applicant’s analysis. However, in order to qualify for PAG-01 coverage, applicants will need to, among other things, 1) select from a suite of PCSM BMPs that are prescribed in the general permit; 2) ensure that impervious surface does not exceed 30,000 square feet; and 3) ensure that impervious surface does not exceed 12% of the project site area. DEP has establishing an effective date for PAG-01 of March 1, 2022 so that DEP can provide training to the regulated community and conservation districts, who will be processing PAG-01 Notices of Intent (NOIs).



## **Chapter 102 ePermitting Updates**

Here are Chapter 102 ePermit system updates:

- ESCGP-3 release is tentatively planned for 3/9/2022;
- Refer to Clean Water Academy for internal trainings.
- Refer to 102 ePermitting webpage for external resources, instruction videos and any updates to the system.

### **Clean Water Academy**

**Draft Pennsylvania 2022 Integrated Water Quality Report (IWQR)** - DEP has released for public comment the draft Pennsylvania 2022 Integrated Water Quality Monitoring and Assessment Report, the biennial update on the health of streams and lakes statewide. DEP welcomes comments on the report and the deadline for comments is March 1, 2022. Comments can be made online through the DEP eComment system, may be emailed to [ecomment@pa.gov](mailto:ecomment@pa.gov), or can be mailed to the DEP Policy Office, Rachel Carson State Office Building, P.O. Box 2063, Harrisburg, PA 17105. All comments must include the commenter's name and address. The press release can be found [here](#). A course has been added to the Clean Water Academy that is a demonstration of the various features of the 2022 Integrated Report and the 2022 Integrated Report Viewer. The CWA course can be found here: Course: 2022 Integrated Report and Viewer Demonstrations (remote-learner.net)

**PAG-01 NPDES General Permit Training and Q&A Session** – PAG-01 goes live on March 1, 2022 and to prepare Districts and the regulated community for the new permit, Program staff have created a course on the Clean Water Academy. The course is comprised of six eLearning modules. Modules 1-5 are open to the regulated community, while Module 6 (SOPs) is only available to conservation district and DEP staff. A Question and Answer Session will be held on February 10 from 10:00-12:00. Staff should complete the course before attending the virtual Q&A session. Even administrative staff should, at a minimum, watch Module 6 because there are differences in administrative processes between PAG-01 and PAG-02. Districts need to register to participate in the Q&A Session. Questions can be submitted ahead of time through the Questions activity on the CWA course page.

CWA Course Page: <https://pacleanwateracademy.remote-learner.net/course/view.php?id=721> (please make sure you are logged in when completing the course)

Q&A Session Registration Link: <https://us02web.zoom.us/join/register/tZlpc-uspjMuG9BBrqzQImOBbpPzM-5s5V1x>

**Agriculture Conservation Level I - New Staff Training (2022) and Agriculture Conservation Level II - BMP Verification (2022) Training on CWA** - After reviewing the new and existing Countywide Action Plans (CAPS) and identifying needs documented and presented by all counties throughout the watershed to better inventory and assess historic BMP implementation, the Chesapeake Bay Office (CBO) has made additional funds available to every county that has developed a CAP, to be spent on creating an inventory and assessing historic BMP implementation. In order to support the BMP Verification effort, the CBO Agriculture Compliance Section has developed a training plan including two separate programs on the Clean Water Academy (CWA), Agriculture Conservation Level I - New Staff Training (2022) developed in cooperation with NRCS, SCC and PACD staff found here: <https://pacleanwateracademy.remote-learner.net/totara/program/view.php?id=21> and Agriculture Conservation Level II - BMP Verification (2022) found here: <https://pacleanwateracademy.remote-learner.net/totara/program/view.php?id=26> . With congruent on-the-job training and oversight from experienced county conservation district staff, these programs will provide the foundation necessary to enable new staff the ability conduct on-site BMP verifications for specified existing BMPs on forest, pasture, and crop land uses on agricultural operations. Additionally, after completion of Agriculture Conservation Level II – BMP Verification

program, the learner will understand the appropriate procedures for recording BMPs, Conservation Plans, and Ag. E&S Plans in the PracticeKeeper database. As part of this effort the PracticeKeeper: Conservation Planning Module CWA course has also been updated and can be found here: <https://pacleanwateracademy.remote-learner.net/course/view.php?id=338>. All courses and programs are currently open to County Conservation District and DEP staff. If staff are hired outside these agencies to complete the BMP Verification effort, the learning materials can be opened up to them on a case-by-case basis.

**Completing Agriculture Inspections in the PracticeKeeper Database** - On January 6, 2022 CBO Agriculture Compliance staff held a mid-year check-in with all CCDs that have begun or will begin conducting Phase 2 Chesapeake Bay Agriculture Inspection Program (CBAIP) inspections as well as the DEP regional office staff where those counties are located. An overview of the purpose and intent of Phase 2 of the CBAIP was provided. Additionally, Ag. Compliance staff described the progress of Phase 2 CBAIP to date including inspections completed, BMPs reported for Chesapeake Bay progress, and on-the-ground implications of the conditions found during Phase 2 inspections. Staff offered points of clarification regarding appropriate completion of the Inspection Report for Agricultural Operations (3830-FM-BCW0524) and the corresponding PracticeKeeper data entry. Next they reviewed forthcoming outreach from DEP to help facilitate productive interactions with the regulated community during Phase 2 inspections. The meeting concluded with a discussion about Phase 2, how it is going, and current trends in the field.

The recorded session can be found in the Phase 2 section of the of the DEP Clean Water Academy (CWA) course: Completing Agriculture Inspections in the PracticeKeeper Database. The direct link for the recording is <https://pacleanwateracademy.remote-learner.net/mod/resource/view.php?id=5280>. The learner must be signed in to the CWA for access.

### **External Programs and Funding Opportunities**

**“Making Cover Crop Pay”, Penn State Extension Webinar Series** - Join Penn State Extension for the Making Cover Crops Pay series to see how cover crops can provide a positive return to your farm in the form of improved soil health, nutrient cycling, weed control, and pest suppression. Making Cover Crops Pay will provide practical information for cash grain and horticultural operations working with field-scale cover crop systems. In this year’s series, participants will look at ways to maximize the value of their cover crop through proper selection and management and learn how cover crops interact with our cash crops as well as weeds, insects, and diseases. The webinar series will be held Fridays Feb 11, 18, & 25, 2022 and March 4 & 11, 2022: 9:00-10:15 AM. Participation in the webinars is free, but registration is required. For more information and to register go to: [Summary - Making Cover Crops Pay \(event.com\)](#)

### **DCNR 2022 Community Conservation Partnership Program save the date announcement**

The 2022 grant application period for the [Community Conservation Partnerships Program](#) has been announced. Applications will be accepted starting January 18, 2022. The deadline to apply is 4:00 PM on Wednesday, April 6, 2022. All applications should be submitted through the [DCNR Grants Customer Service Portal](#).

Even though the application period is a few months away, it’s never too early to [contact your regional advisor](#) to discuss your project idea and ways to make it more competitive for state grants.

Virtual workshops were held in early November for potential applicants. Anyone interested in applying for [Community Conservation Partnerships Program grants](#) in 2022 is strongly encouraged to view the recorded virtual workshops on the website.

**Soil Health Education Grants** - The Pennsylvania Department of Agriculture, Bureau of Farmland Preservation will be offering Soil Health Education Grants in the new year. These mini grants were announced in the December 4, 2021 edition of the PA Bulletin, and they will be for the purpose of focusing soil health education and outreach efforts towards preserved farm landowners. They will be reimbursement grants that will award up to \$1,000 to county ag land preservation boards for eligible soil health related projects on a first-come, first-served basis. There is a total of \$10,000 available. Click [here](#) to view the Bulletin Notice. Applications for eligible projects will be accepted from 8:00 am January 3, 2022 through 4:00 pm February 28, 2022. Additional information and applications may be obtained by sending an email to [RA-farmland@pa.gov](mailto:RA-farmland@pa.gov).

**Agricultural Energy Efficiency Rebate Program** - The Pennsylvania Department of Environmental Protection (DEP) has created a new **agricultural energy efficiency rebate program** to help agricultural producers in the Commonwealth reduce energy consumption on their farms through the use of energy efficient technologies. Commercial ag producers who conduct normal farming operations in Pennsylvania are eligible to apply (i.e. farm on 10 or more contiguous acres of land OR farm less than 10 acres but have an anticipated yearly gross income of at least \$10,000).

Rebates are being offered for:

- LED lighting (including fixtures and controls)
- Variable frequency drives for milk vacuum pumps
- Variable frequency drives for ventilation fans

Rebates will pay 50% of equipment costs, up to \$2,000 per technology category. Applicants may apply for both lighting and variable frequency drive rebates. Applications are being accepted on a first-come, first-served basis as funding remains available or through March 31, 2022. Interested ag producers should apply for a rebate voucher prior to purchasing and installing the equipment. All applications must be submitted online through the Electronic Single Application system. More information can be found on the PA DEP website, including additional details on the program and the process of submitting a rebate application:

[www.dep.pa.gov/agricultureenergy](http://www.dep.pa.gov/agricultureenergy)

### **Chesapeake Bay Watershed**

#### **Pennsylvania's Phase 3 Watershed Implementation Plan – Monthly e-newsletter**

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

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

#### **Pilot and Tier 3 and 4 Counties**

The Chesapeake Bay Office in collaboration with the Susquehanna River Basin Commission (SRBC) created snapshot reports for Tier 3 and 4 counties and updated the pilot counties original snap shots to reflect their current progress. These snap shots are a two-page summary of the current conditions within the county, and their pollution reduction progress. Snap shots are a great tool for counties to use when promoting their CAPs. The Snapshots were created in December of 2021 using data from CAST19 and progress year 2020. Snapshots are now available on the Clean Water Academy and the DEP's Chesapeake Bay Office CAP webpage for county partners to utilize. Link to webpage:

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

## Dates to Remember

### SCC Meetings – 1:00 PM

Hybrid Meeting March 15  
Hybrid Meeting May 10

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

Conference Call February 15  
Conference Call April 12

### Leadership Development Staff Conference

Hybrid – State College and Virtual February 16-17

### Leadership Development Regional Director Workshops

Westmoreland CD February 24  
Clinton CD March 3  
Best Western, Harrisburg March 9

### Conservation District & PA Agency All Ag Meeting

Virtual February 23-24

### 102/105 Topic-based Technical Training

Red Lion Hotel, Harrisburg March 29-31

### Penn State Extension Webinar Series – “Making Cover Crops Pay”

Virtual 9:00 – 10:15 February 11, 18 & 25  
March 4 & 11

Also, check the Conservation District Training/Special Events Calendar at, [www.PACD.org](http://www.PACD.org) Select the "Events" tab and then the "Training Calendar" tab.