

Pike County Conservation District

AGENDA

Reorganization and Regular Monthly Meeting

Monday, January 24, 2021 – 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 2022 Board Reorganization
 - Oath of Office District Directors administered by Commissioner Schmalzle
 - Report of Nominating Committee Chair John Milliken
 - Open Floor for additional nominations
 - Election of Officers – *(vote)*
 - Appoint Associate Directors for 2022 - *(vote)*
 - Name Standing Committee Chairpersons – Board Chairman
 - Name representative(s) and alternate(s) *(vote)*
 - Dirt, Gravel and Low Volume Road Quality Assurance Board
 - PA Association of Conservation Districts Executive Council
 - Lake Wallenpaupack Watershed Management District
 - Pike County Marcellus Shale Task Force
 - Pike County Agricultural Land Preservation Program Board Advisor
 - District Compliance and Enforcement Officer

REGULAR MONTHLY MEETING

- IV Action on Minutes of December 20, 2021 meeting *(vote)*
- V Financial Report (review/file subject to audit)
- VI Correspondence Report
- VII Executive Director Report
- VIII OLD BUSINESS
- IX NEW BUSINESS
 - Transfer of 2020 Net Revenue from Operating Account to Conservation Fund *(vote)*- Michele Long
 - 2022 Action Plan – Michele Long
 - Updated Fees for Services Policy *(vote)* – Michele Long
 - Aquatic Resources Consulting contract *(vote)*- Rachael Marques
- X PACD Update

556 Route 402, Hawley, PA 18428

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

- XI Cooperating Agency and Other Organization Reports
- XII Public/Press Questions
- XIII Executive Session
- XIV Adjourn

For your information, the following were **2021 Standing Committee Chairs and Representatives to Organizations**. The Nominating committee will present the **2022 nominations at the January Meeting**.

2021

SLATE OF OFFICERS:

Chairman- Scott Savini
Vice-Chair -John Milliken
Treasurer- Jay Morrow
Secretary – not filled

2021 Associate Directors

Carole Linkiewicz
Jo Ann Rose
Paul Ranello
Jim Andre

2021 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

2021 Appointees

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:

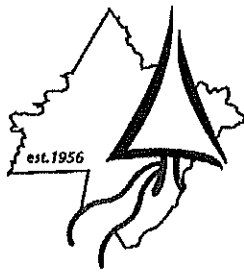
Paul Ranello, Representative; Michele Long, Alternate

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



Pike County Conservation District

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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, December 20, 2021

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

ATTENDANCE:

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

Associate Directors: Paul Ranello, Jim Andre

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

Cooperating Agency Representatives: Emily Berger and Matt Dietrich, Waterways Conservation Officers, PA Fish and Boat Commission, John Hahn, and Commissioners Steve Guccini & Matt Osterberg

Directors/Associate Directors Absent: Joann Rose, Carole Linkiewicz

Scott Savini called the meeting to order at 11:30 am.

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES of November 15, 2021: Jay Morrow made a motion to approve the November 15, 2021, Board Meeting minutes. Ken Coutts seconded. Motion carried.

FINANCIAL REPORT: Michele stated the Dirt & Gravel advancements were distributed for the Bartleson Road and Old Greentown road contracts. Report subject to audit.

CORRESPONDENCE REPORT: The following were distributed correspondence: Letter from the Pike County Commissioners nominating Jay Morrow as Public Director on the Pike County Conservation District Board for a four-year term ending December 31, 2025. The Commissioners have appointed Commissioner Ronald R. Schmalzle as Commissioner Director for a one-year term ending December 31, 2022. A copy of the Pike County Conservation District Legislative sheet sent out by the PA Association of Conservation Districts, that is included in a larger packet of information distributed to the Legislators across the state.

EXECUTIVE DIRECTOR REPORT: Michele stated we received the final report from Surface Water Quality Monitoring for 2021. The Aquatic Resource Consultants do not currently have the staff to complete the report for 2022. Michele and Rachael met with one of the associates to determine how to move forward for next year. For the delegated programs, there was a discussion with DEP regarding a couple of enforcement projects that are in the works and have been notified they are updating their enforcement protocols, waiting for additional guidance. The DEP central office has hired a new staff member to evaluate the enforcement manual and protocols statewide. The State Conservation Commission and Center for Dirt & Gravel Road have released a new Stream Crossing policy and have requested comments. A pre-construction meeting for the Dirt & Gravel project for Bluestone Blvd. took place this morning and Ellen attended. Michele and Ellen will be handling the Dirt, Gravel and Low Volume Road Program. We are working on the annual report for 2021, which will be completed in January/February. We have submitted two DEP Environmental Education Grants; one is for a Pollinator Garden at the Dingman Township Park submitted by Ellen and Rachael has re-submitted

the Leaf Pack Project that was not able to be done in 2020. Rachael has reached her 90-day mark with the District. Chris Ingulli's last day was December 10th. Ellen has been accepted into the Environmental Leadership Program, which is funded through the William Penn Foundation. The cost for training is \$3,000 that Ellen will be receiving for free. We received an estimate to paint and complete any repairs needed the two front offices and hallway of the building for \$6,750. Kelly Stagan made a motion to approve the work to be done, Jay Morrow seconded. Motion carried. We are waiting for the final bill for the increase to our Bond Insurance Policy. The policy has been increased from \$250,000 to \$500,000.

OLD BUSINESS/COMMITTEE REPORTS: None

NEW BUSINESS:

Nominating Committee – Scott Savini has asked John Milliken to chair the Nominating Committee. John has also asked Kelly Stagen, Paul Ranello and Jim Andre to assist with nominations for the Board and set committees. The reorganization meeting will be in January.

2022 Board Meeting Schedule - Kelly Stagan made a motion to approve the 2022 Board Meeting Schedule, Ken Coutts seconded. Motion carried.

Removal of Christopher Ingulli from Financial Accounts –Mike Spencer made a motion to remove Chris Ingulli from all financial accounts, Kelly Stagen seconded. Motion carried.

Unconventional Gas Well (UGW) Fund Transfer for Staff Retention – 2021 Budget for staff retention was \$30,125, this included \$5,000 for Kelly Rodemich and Jeremy Oettinger's training and promotion to RC3. Jeremy's training was completed later in the year, so this amount was reduced to \$750 for the year. Kelly passed in July, so her cost was reduced to \$2,500. The new amount for Staff retention has been updated to \$27,250 that will need to be moved to the Operating Account from the UGW fund per our financial policy. Jay Morrow made a motion to approve the \$27,250 and move \$27,250 from the UGW fund to the Operating Account, Kelly Stagen seconded. Motion carried.

Conservation Fund transfer for YSI meter – The YSI Meter is a budgeted Capital expenditure that was estimated at \$3,629 for purchase in 2021. Rachael was able to purchase a replacement for \$3,002; it has been ordered and should arrive in January 2022. Ken Coutts made a motion to approve the transfer of \$3,002 from the Conservation Fund to the Operating account for the YSI meter, Mike Spencer seconded. Motion carried.

Clean water fund transfer to operating account – The Clean Water Fund Account has a current balance of \$18,183.05 and we will be transferring \$15,683.05 to the operating account. The Clean Water Fund Account consists of permit application fees for the delegated programs and the account must carry a balance of \$2,500. Kelly Stagan made a motion to approve the transfer of \$15,683.05 to the Operating account, Mike Spencer seconded. Motion carried.

Draft 2022 Budget – The 2022 Budget has a total income and total expense of \$873,891. The new amount includes the changes for Capital Expenditure addition of \$6,750 to paint the offices and hallway. There was an adjustment to the Staff Retention, the original amount was \$25,500 that included Chris Ingulli, with his departure the amount has been reduced to \$21,500. The anticipated revenue projections are based on numbers from November 2021, so in January 2022 we will have a more accurate number of revenue projections. Staff will come to the board with a recommendation at that time. There is a misc. expense for 2021 that includes \$18,000 for the settlement case with the Finan's that was filed with the Pike County Court last week. The State Conservation Commission will be addressing the court case at their January meeting, and we have asked to be included in the meeting since they will be discussing the case and Conservation District Law. Jay Morrow made a motion to approve the proposed 2022 budget, Mike Spencer seconded. Motion carried.

Milford Township Wellhead/Watershed Zoning Amendment – Throughout the last year, our office has received numerous correspondence regarding the Milford Water Authority's Source Water Protection Plan and how it relates to a Dingman Township zoning amendment in early Spring and a proposed Milford Township wellhead/watershed zoning amendment. Most of the correspondence was received from *Friends of the Milford Aquifer*. Last winter we were in contact with Dingman Township regarding their zoning change, as well as the Pike County Planning Office and what was proposed, we felt there wasn't a need for District

engagement in that conversation. At a recent Pike County Commissioner's meeting it was requested that Commissioner Schmalzle request a letter supporting Milford Water Authority and Milford Borough's efforts to get the Milford Water Authority Source Water Protection Plan to this amendment to the Conservation District and Planning Commission. Staff reviewed the amendment and had several conversations with Milford Township and Milford Water Authority representatives. After review of the Milford amendment, the District asked for clarification of the zones outlined in the amendment, better defined requirements for a Spill Prevention Plan and clarified the District typically would get involved with Spill Prevention Plans if the proposed project required a National Pollutant Discharge Elimination System (NPDES) permit for stormwater discharges associated with construction activities. It was also recommended PA Code 25. Chapter 102, specifically 102.8, be referenced as well as the PA DEP BMP Manual guidance in the amendment- a clarification of what was already stated. The Township Supervisors have asked the planning office to do a map of the zones outlined in the amendment for clarification. Once the Township has the draft, it goes to the Pike County Planning Commission and the District could make additional comments at that time. Currently, staff do not recommend sending a letter of support as the amendment at this time but will keep the Board up to date on the amendment.

Cooperating Agency and Other Organization Reports:

PACD – Kelly Stagen reported they have trainings coming up in Harrisburg next March with a virtual option. The Executive Council meeting will be held virtually on January 27th.

PA Fish and Boat Commission – WCO Emily Borger reported the Fish and Boat Commission is now selling licenses for 2022, the prices have increased from 2021. They have established their Statewide Mental Youth Trout Day, that will be held March 26, 2022. April 2nd is the statewide opening day of Trout Season. The closed season for stocked trout waters will be from February 21st to opening day, except for stocked lakes and ponds. On December 17th there will be 19 people who will be moving on to the second half of training at the Fish & Boat Academy.

EXECUTIVE SESSION: No session was held.

PUBLIC/PRESS QUESTIONS: None.

ADJOURN: Kelly Stagen made a motion to adjourn the Board of Directors Meeting. Mike Spencer seconded. Motion carried. Meeting adjourned at 11:33 am.

Respectfully submitted,

Lisa Dolci, Administrative Assistant

**Pike County Conservation District
Profit & Loss Budget vs. Actual
January through December 2021**

	Jan - Dec 21	Jan - Dec 20	Budget	\$ Over Budget	% of Budget	2021 Net- Income Projections w/o DGLVR
Income						
1 4255 • Low Volume Road Allocation	40,000.00	88,120.73	40,000.00	0.00	100.0%	
2 4000 • Other Grant Income	8,908.33	14,369.52	12,000.00	-3,091.67	74.24%	\$ 8,908.33
3 4100 • State Cost Share Funds	81,365.00	50,651.00	65,343.00	16,022.00	124.52%	\$ 81,365.00
4107 • County Contribution	444,111.00	482,593.38	444,111.00	0.00	100.0%	\$ 444,111.00
4 4125 • UGW Income	61,921.62	59,827.65	56,818.00	5,103.62	108.98%	
4160 • Watershed Specialist Grant	41,336.72	41,853.13	45,250.00	-3,913.28	91.35%	\$ 41,336.72
4200 • County Appropriation	30,000.00	30,000.00	30,000.00	0.00	100.0%	\$ 30,000.00
4250 • D&G Rd Allocation	122,019.27	103,249.37	100,000.00	22,019.27	122.02%	
4300 • Fees Collected	62,055.00	65,511.00	30,000.00	32,055.00	206.85%	\$ 62,055.00
4400 • Program Income	2,178.30	10,700.00	500.00	1,678.30	435.66%	\$ 2,178.30
4500 • Misc Income	0.00	1,500.00	100.00	-100.00	0.0%	
4700 • Interest Income	145.62	3,626.39	3,500.00	-3,354.38	4.16%	
5 Transfer from Conservation Fund	13,282.00	6,336.95	8,629.00	-8,629.00	119.13%	
Transfer from Low Volume Road Fund	0.00	25,894.72	0.00	0.00	0.0%	
Total Income	907,322.86	984,233.84	836,251.00	71,071.86	108.5%	\$ 669,954.35
Gross Profit	907,322.86	984,233.84	836,251.00	71,071.86	108.5%	
Expense						
5255 • Low Volume Road Expenditures	18,651.42	84,937.95	36,000.00	-17,348.58	51.81%	
6 5000 • Other Grant Expenditures	5,950.81	12,271.74	13,000.00	-7,049.19	45.78%	\$ 8,150.00
5100 • Salary/Benefits to County	129,220.47	124,361.92	126,950.00	2,270.47	101.79%	\$ 84,029.89
4 Transfer to UGW Funds	34,671.62	32,327.65	26,693.00	-26,693.00	129.89%	
5250 • D&G Rd Expenditures	169,194.34	93,600.12	91,000.00	78,194.34	185.93%	
5505 • Telephone	2,459.31	2,597.98	3,000.00	-540.69	81.98%	\$ 2,459.31
7 5510 • Postage	0.00	60.75	800.00	-800.00	0.0%	
5520 • Supplies/Equipment	8,214.36	13,227.58	11,000.00	-2,785.64	74.68%	\$ 8,214.36
7 5531 • Leased Equipment	10,667.98	10,991.26	11,200.00	-532.02	95.25%	\$ 10,667.98
5535 • Advertising	953.72	170.45	650.00	303.72	146.73%	\$ 953.72
5540 • Professional Services	6,842.37	7,367.15	7,575.00	-732.63	90.33%	\$ 6,842.37
5550 • Personnel Expenses	444,111.00	482,593.38	444,111.00	0.00	100.0%	\$ 444,111.00
5608 • Programs	3,239.20	11,933.08	7,000.00	-3,760.80	46.27%	\$ 3,239.20
5700 • Water Monitoring-Chem/Lab	10,200.00	7,590.00	10,700.00	-500.00	95.33%	\$ 10,200.00
5805 • Travel/Meals	850.98	1,236.52	2,000.00	-1,149.02	42.55%	\$ 850.98
5815 • Training/Conferences	1,564.13	1,121.33	3,773.00	-2,208.87	41.46%	\$ 1,564.13
5820 • Dues & Subscriptions	3,839.26	3,707.22	4,500.00	-660.74	85.32%	\$ 3,839.26
5870 • Repairs & Maintenance	15,904.42	18,115.93	15,220.00	684.42	104.5%	\$ 15,904.42
5880 • Heat & Electric	6,367.62	4,791.79	7,000.00	-632.38	90.97%	\$ 6,367.62
5900 • Vehicle Expense	7,350.66	1,512.97	4,650.00	2,700.66	158.08%	\$ 7,350.66
5 5940 • Capital Improvements	13,282.00	0.00	8,629.00	4,653.00	153.92%	
5950 • Misc Expense	844.71	2,275.00	800.00	44.71	105.59%	\$ 844.71
Total Expense	894,380.38	916,791.75	836,251.00	58,129.38	108.95%	\$ 615,589.61
Net Ordinary Income	12,942.48	67,442.09	0.00	12,942.48	100.0%	\$ 54,364.74

- Includes the entire 21-22 allocation with the 50% advancement and the 3rd and 4th quarter reimbursements
Grant income includes SLF (\$1,670.83) and 2 PACD minigrants (\$1,500) The SRCP GW monies totaling (\$5,737)
will be received in mid march 2022
- Includes the balance of the 2020 Administrative Assistance funding (\$14,916), 2021 Administrative Assistance
(\$27,874) and CDFAP for the Manager and 1st technician (\$38,675)
- Funds distributed through the PUC deposited into PA Invest Account. 2021 received \$61,921.62 UGW total,
\$27,250 was budgeted for Staff Retention and \$34,671.62 deposited into UGW for future use
- Transfers from the Conservation Fund included a YSI meter (\$3,002) and plumbing repairs (\$10,280)
Grant expenses include GW Level monitoring grant for 3 quarters (\$5,737.50) SLF grant non-salary expenses
(\$213.31). Still awaiting 4th Quarter GW level bill from USGS (not shown)
- We will be eliminating the postage machine lease in 2022. It costs @ \$530 per year to lease and we don't use
that much postage in one year since most correspondence is done electronically

The net-revenue is estimated at \$54,364. The staff recommend transferring \$54,000 net-revenue from the Operating Account to the Conservation Fund.

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

	Dec 31, 21	Nov 30, 21	Dec 31, 20
ASSETS			
Current Assets			
007 • UGW Fund	262,677.17	289,924.78	226,461.84
006 • Low Volume Road Fund	8,674.98	8,674.91	8,576.65
005 • Clean Water Fund	2,502.92	18,184.90	15,515.97
002 • Conservation Fund	155,929.45	158,930.11	136,682.69
003 • Dirt & Gravel Municipal Fund	122,677.35	122,676.31	183,149.35
004 • Operating Account	169,502.50	132,320.70	166,072.62
Checking/Savings	721,964.37	730,711.71	736,459.12
Accounts Receivable	107,997.11	28,768.83	59,549.87
Total Current Assets	829,961.48	759,480.54	796,008.99
Fixed Assets	170,578.37	167,576.37	167,576.37
TOTAL ASSETS	1,000,539.85	927,056.91	963,585.36
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	65,563.65	29,191.77	60,205.76
Other Current Liabilities	152,581.24	152,581.24	152,581.24
Total Current Liabilities	218,144.89	181,773.01	212,787.00
Total Liabilities	218,144.89	181,773.01	212,787.00
Equity	782,394.96	745,283.90	750,798.36
TOTAL LIABILITIES & EQUITY	1,000,539.85	927,056.91	963,585.36



**COMMONWEALTH OF PENNSYLVANIA
STATE CONSERVATION COMMISSION**

January 7, 2022

To: Conservation District Managers

From: Karl G. Brown, Executive Secretary *(K.G.B.)*
State Conservation Commission

RE: Conservation District Drone Utilization Policy

On January 19, 2021, the State Conservation Commission adopted a policy governing the use of drones by county conservation districts and a copy of the policy was provided to all districts in February 2021.

A copy of this policy is attached for your review.

The overall purpose of this policy is to ensure that conservation districts have a written plan in place prior to utilizing a drone for any activity carried out by the district, and that staff have all necessary written approvals in hand before utilizing a drone for any purpose. In addition, all districts utilizing a drone for any purpose must be compliant with local, state and federal laws governing their use.

Please note that the use of a drone by a conservation district for a state delegated or state contracted program requires prior written approval by the agency delegating the program authority to the district or contracting for services with the district. To date, the use of drones by conservation districts for state delegated or state contracted has not been authorized by any state agency.

If you have any questions regarding this policy, please feel free to contact the Commission Office or your DEP Conservation District Field Representative.

State Conservation Commission

Conservation District Drone Utilization Policy

(Adopted January 19, 2021)

A. Drones Used for State Delegated and State Contracted Programs

A county conservation district may not use a drone to carry out any state delegated or state contracted program duties unless the following occur:

1. The state agency (DEP, PDA, SCC, etc.) which has granted the district the authority to carry out the program through a delegation agreement or contract has provided specific written authorization to allow the conservation district to utilize a drone for program duties. Written authorization by the agency shall be from the Deputy Secretary or Commission Executive Secretary that is responsible to oversee the duties and responsibilities that are delegated or contracted to the district.
2. The agency delegating or contracting the duties has provided written guidance regarding how the drone may be utilized for the program duties carried out by the district.
3. The conservation district board has approved the use of the drone, has developed a written policy as required in Section C below, and is compliant with all other requirements of this policy.

B. Drones Used for Other District Programs.

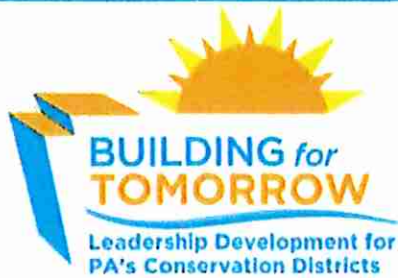
1. A county conservation district may use a drone for other district programs (i.e. non-state delegated, non-state contracted) at the discretion of its board.
2. Other program purposes may include, but are not limited to:
 - a. Monitoring of BMP installation
 - b. Crop monitoring and inspection
 - c. Educational and academic uses
 - d. Aerial photography
 - e. Stream corridor mapping and monitoring
 - f. Road corridor mapping and monitoring
 - g. Engineering data collection and design work
 - h. General conservation efforts
3. Any conservation district that chooses to use a drone for other district programs (i.e. non-state-delegated and non-state-contracted) must have written authorization through an action of its board prior to its initial use and must be compliant with all applicable requirements of this policy.

C. General Provisions

1. Conservation districts that operate drones for any purpose must comply with all Federal, State and local laws and regulations governing their use.
2. Conservation districts that operate drones for any purpose must develop, adopt and implement a written policy and or written standard operating procedures, that at a minimum outlines:
 - a. The specific authorized uses of the drone;
 - b. The specific program authorities, if applicable, under which these uses are authorized;
 - c. Any use restrictions or limitations based on these authorities;

- d. Operator qualifications;
 - e. Individuals authorized to operate the drone;
 - f. Procedures established to protect public safety; and
 - g. Procedures established to protect individual privacy.
3. Conservation districts that authorize the use of a drone for any purpose must ensure that they have secured adequate insurance coverage or other protections necessary to minimize their liability and legal exposure related to the use of the drone.
 4. Conservation districts that hire another individual, business or any other entity to use a drone on their behalf or provide services to a conservation district that involve the use of a drone must take reasonable steps to ensure that the individual, business, or other entity is in compliance with all requirements of local, state and federal law pertaining to the operation of drones, as well as the applicable requirements of this policy.
 5. Conservation districts that authorize the use of a drone should recognize they may be liable for damages caused by the use of the drone under applicable local, state and federal laws.

D. This policy was adopted by the State Conservation Commission on January 19, 2021.



5925 Stevenson Avenue
Suite A
Harrisburg, PA 17112
Phone: 717-238-7223
Fax: 717-238-7201
www.paleadership.org

January 7, 2022

Dear Conservation District Directors and Associate Directors,

On behalf of the State Conservation Commission's Leadership Development Committee, I'd like to wish you and your family a Happy New Year! Thank you for volunteering your time, knowledge, and talents by serving on your district's board.

I'm writing to invite you to participate in our upcoming 2022 Director Workshop series, **Staff Retention, the Employee Life Cycle, and Post-Covid Policies**. We've teamed up again with Mary Kay Williams of State College-based MindShift Consulting to develop a workshop that addresses the specific recruitment and retention challenges that districts face and that allows district leadership from across the state to share and discuss their own problems and solutions.

The program includes an overview of the current state of district staffing, a presentation on background and concepts that underlie successful retention strategies for conservation districts, and a discussion of retention recommendations from last year's Management Summit.

Workshops are scheduled for 9:30am – 2:00pm on:

- Thursday, February 24 at Westmoreland Conservation District (in-person)
- Thursday March 3 at Clinton County Conservation District (in-person)
- Wednesday March 9 at the Best Western Premier Central, Harrisburg (in-person or online).

Workshops are free of charge, include lunch for in-person attendees, and are open to all district board members, associate directors, managers and partner staff. Please visit Building for Tomorrow at paleadership.org for more information and to register.

Best Regards,

Matt Miller
PACD Leadership Development Coordinator
Pennsylvania Association of Conservation Districts
717-238-7223 x111
mmiller@pacd.org

Financial and other support for the Building for Tomorrow Leadership Development Program is provided through a grant from the Pennsylvania State Conservation Commission. Guidance for the Program is provided through the Pennsylvania Conservation Partnership's Leadership Development Committee.

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

Board Agenda

- **2022 Board Reorganization (vote)**– The back of the agenda has the list of Committees and Slate of Officers from 2021. Vice-Chairman John Milliken will present the 2022 list of nominations to the Board at the January meeting for consideration.
- **Transfer of 2021 Net Revenue from Operating Account to Conservation Fund (vote)**- The net revenue for 2021 is \$54,364 with staff recommending a transfer of \$54,000 from the Operating Account to the Conservation Fund. The District Fund Analysis completed this past fall stated any 2021 revenue will be transferred to the Conservation Fund at the end of the year. This action will be considered and need action by the Board.
- **2022 PCCD Action Plan** –The attached 2022 PCCD Action Plan was developed by Board and staff for Board review and approval. I will also provide a brief overview of what was completed in 2021.
- **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.
- **Aquatic Resources Consulting contract (vote)**- Rachael Marques has been in discussions with Aquatic Resources Consulting to update the terms of the contract where we will be compiling the annual report for the water quality sampling. There has been an adjustment in the contract to reflect this change in service. The new proposal totals \$11,056

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

- Rachael sent out thank you letters to landowners thanking them for their participation in the water quality sampling network over the last year and directing them to the final report on the District website. An article regarding the 2021 findings was included in the January newsletter.

Groundwater Monitoring

- Well run was completed in December by the Watershed Specialist. Have not heard back from the USGS to see if they would like to extend the contract past September 2022.
- Rachael coordinated with Brookfield representatives to use their property as a site to initiate the Saltwatch program for 2022. The site is located next to the Tafton Fire Department or Diamond Creek which flows into Lake Wallenpaupack. Rachael put together an article on the project which was highlighted in the January 2022 newsletter.

102/105 Delegated Programs

- See attached Technical staff December reports for specifics on Projects/permitting activity.
- We are working with the DEP NE Region office, PennDOT and their contractors on compliance issues on the 84/450 site.
- Jeremy will be attending a preconstruction meeting with PennDOT for the 84/494 project. There is also a pre-application meeting set up for a Bushkill Dollar General NPDES plan submission in Lehman Township. Pre-application meeting also set up for a new NPDES permit to be submitted along Route 6 in Milford Township. Pine Hill Farm preconstruction meeting;
- With the mild weather in December a number of projects are in construction.

Forest Stewardship/ Gypsy Moth Program/Spotted Lanternfly

- Submitted the SLF quarterly report. Not much activity other than outreach during this past quarter.

Dirt Gravel and Low Volume Roads

- Bluestone Boulevard in Westfall had a preconstruction meeting in December. Ellen will be overseeing the project.
- District staff are compiling comments for the new Stream Crossing Policy that was presented by the Center for Dirt and Gravel Roads and the State Conservation Commission.
- ED is working on completing the Quarterly reporting and Annual Summary reports for submission by January 15th

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.

Relationship building

- January E-Newsletter – Article on “Groundwater 101” by Devan George – January is Groundwater month at PCCD; 2021 Pike County Water Quality Report by Rachael Marques; 2022 Salt Watch Program by Rachael Marques; Happy New Year!
- Staff are working on articles and information for the development of our 2021 Annual report.

Pike/Wayne Conservation Partnership

- The quarterly meeting was held in December and a few committees which were not active were eliminated. The Education and outreach and the Leadership Committees will continue to meet when needed.

Source Water Protection/Water Quality

- Ellen has been in contact with the Matamoras Water Authority on finalizing their plan to come before their board.
- The next meeting of the Pocono Sourcewater Collaborative will be in January 31st. Let Ellen know if you would like to participate in these discussions.
- Ellen and Devan have developed a new webpage for the Pocono Sourcewater Collaborative which will launch the first of February.

Watershed group support

- Rachael is in the process of developing some information regarding the Lackawaxen River Conservancy looking into changing the Lackawaxen River to a Wild and Scenic River designation status. They have not reached out to the District with a request for support yet.

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

- We received notification the end of December that we did not get the Growing Greener grant for the Sourcewater protection education and outreach grant we submitted. We will regroup and pursue other avenues.
- Devan submitted a PACD mini grant for a rack card for new homeowners – what they need to know moving into the area. This will go along with a webpage that will be developed as well.

Board Committees/Development

- There are a number of actions identified in the 2022 action plan that will need Board Committee participation. More to come!

Staff Training

- Ellen Enslin has been accepted to participate in the Environmental Leadership Program in 2022. This is a leadership program that is worth \$3000 which we can get for free because of funding through the William Penn Foundation. Myself and Krista Gromalski are both graduates of the ELP program. It is a great opportunity.

Personnel

- Lisa Dolci will reach her 90-day mark on 1/10/2022.
- Completed one staff 6-month evaluation
- The county launched the new payroll system in December which took a little getting used to but we are all up and running into the new year.
- Meeting with Executive Committee regarding workload and staffing.
- Monthly staff meeting and two weekly morning check-ins were held in November.
- Weekly Technical Staff meeting/ Bi-weekly meetings with each staff member to review projects, workloads, etc.

Operations/Building

- December was the month for records retention and purging. With quiet phones and many folks on vacation it is a good time to clean house!
- Worked with painter on estimate and paint swatches for the building. Waiting for start date for January or February.
- Waiting on quotes for paving and sealcoating the parking area and driveway for 2022.

Financial

- Worked on end of year reporting. Most actions have to wait until the beginning of January.
- SRCP quarterly report submitted and county appropriation request.
- Transferred funds from Clean Water Fund to Operating Account per last board action
- Transferred funds from Conservation Fund to Operating account per last board action.

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.

102/105 Communications

- Staff continue to participate in Bi-weekly meetings with the DEP NE Region Staff and Districts.

Regional Watershed Opportunities

- Watershed Specialist Rachael Marques has reached out to the Upper Delaware Council to introduce herself and find out more about their organization.
- We will be developing comments on the Delaware River Basin Commission's proposed rulemaking in regard to imports of water into and exports of water from the Delaware River Basin. Part of this proposal includes a ban on the discharge of wastewater from high volume hydraulic fracturing and related activities to Basin lands & waters. In the past when these topics came up in a previous version the District provided comments regarding the rulemaking.

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

Inspections

Date	Project Name	Municipality	Program	Inspector	Site Status
12/3/2021	SR 84, Section	Multiple	102-State	JO/EE	Non-compliance
12/3/2021	Riverside on the Delaware	Westfall	102	MQ	Initial
12/3/2021	Westfall Site	Westfall	102	MQ	Initial
12/9/2021	Rivers Edge	Westfall	102	MQ	Routine
12/16/2021	Westfall Sr Apts.	Westfall	102	MQ	Routine

Plan & Permit Reviews

Date	Project Name	Municipality	Program	Tech	Project Status
12/1/2021	Go To Store	Matamoras Boro.	102	MQ	Initial Technical Plan Review
12/6/2021	Go To Store	Matamoras Boro.	102	MQ	Follow-Up Technical Plan Review
12/17/2021	WALPOA North	Dingman	102	JO	Initial Technical Plan Review
12/17/2021	Lots 1 & 6	Blooming Grove	102	JO	Follow-Up Technical Plan Review
12/20/2021	SR 2001, Section 402 revision	Multiple	102-State	EE	Follow-Up Technical Plan Review

Complaints

Date	Complaint #	Municipality	Program	Tech	Action
12/2/2021	21-30	Blooming Grove	102	CI	Final/Closed
12/1/2021	21-66	Westfall	102	MQ	Initial
12/3/2021	21-66	Westfall	102	MQ	Final/Closed
12/17/2021	21-67	Milford Twp.	102	MQ	Initial
12/21/2021	21-67	Milford Twp.	102	MQ	Routine
12/23/2021	21-67	Milford Twp.	102	MQ	Routine

Technical Assistance

Date	Name/Project	Municipality	Program	Tech	Type/Topic of Assistance
12/2/2021	Adrian Brown	Blooming Grove	102-State	EE	PennDOT, discussed Pub 408 and various projects
12/6/2021	Henion	Dingman	102	EE	E&S plan for house construction-Raymondskill Rd.
12/6/2021	George Kise (Lots 1 & 6)	Blooming Grove	102	JO	NPDES review timeframes
12/6/2021	Brian Ferkel (I84	Multiple	102-State	JO	Wetland fill remediation
12/8/2021	Raymondskill	Dingman	102	JO/EE	Infiltration basin conference call
12/8/2021	Jason Lang (DG	Greene	102	JO	NPDES NOT procedures
12/9/2021	Kevin James	Multiple	102-State	EE	SR 2001, Section 402 CAP plan discussion
12/10/2021	Pine Hill	Westfall	102	MQ	Pre-construction meeting
12/10/2021	J. Savidean	Lackawaxen	102	MQ	Co-permittee and plan information
12/10/2021	Douglas Dow Gene Ruzanski	Dingman	105	JO	GP2 registration
12/10/2021	(Shooting	Blooming Grove	102	JO	Incompleteness letter discussion
12/12/2021	Vito Bocchino	Greene	102	JO	NPDES permit requirements
12/13/2021	Joe Bilda	Multiple	102-State	EE	SR 84, Section 449 NOT questions
12/13/2021	Pete Williams	Lehman	105	JO	Brisco Mountain Road culvert
12/13/2021	Pete Williams	Dingman	105	JO	Boathouse JPA
12/14/2021	Kriss Reiss	Lehman	102	JO	NPDES permit transfer

12/15/2021	Cameron Mock	Multiple	102-State	JO	Meeting minutes correction
12/16/2021	SR 6 Bridge	Palmyra	102-State	JO/EE	pre-application meeting
12/16/2021	Rachel Heasley (DG Bushkill)	Lehman	102	JO	Infiltration testing for preapplication meeting
12/16/2021	Amy St. Clair	Dingman	102	JO	WALPOA north lake dam review timeframe
12/17/2021	Masthope	Lackawaxen	105	MQ	Dock permit information
12/20/2021	Sirico	Lackawaxen	105	MQ	Dock permit
12/20/2021	R. Reidenbach (BHW lot 125)	Blooming Grove	102	MQ	PCSM plans
12/21/2021	Richard Donovan	Westfall	102	EE	E&S plan for Bluestone Blvd. spoils site (Friend)
12/22/2021	J. Savidean	Lackawaxen	102	MQ	Lot typicals and co-permittee info
12/29/2021	Mike Scully	Blooming Grove	102	EE	hydro excavation project-PPL, water source?
12/30/2021	D. Saviolis (BHW)	Lackawaxen	102	MQ	Co-permittee form
12/30/2021	B. Goodwin	Westfall	102	MQ	Baffles for sediment traps(Pine Hill Farm)

Pike County Conservation District

2022 Action Plan DRAFT

(Board accepted Plan on January 2022)

The District's Goals set forth in the 2020 Strategic Plan are listed as well as identified key actions for the District Board and Staff in 2022. Please note this list of actions does not include the on-going work of the District such as Chapter 102 and Chapter 105 delegations, surface and ground water monitoring, education programs and similar on-going programs.

Natural Resource Conservation

Goal: 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.	Work with local, state and regional partners to make District water quality data more accessible and user friendly
	Review and comment on guidance/procedures/policy regarding delegated programs
	Work with DEP and CD partners on updating the regulated community on the Chapter 102 and Chapter 105 programs
	Work with state and local partners to provide education and technical assistance on invasive species
	Develop outreach education specific to groundwater protection and soil health to Pike County residents
	Apply for funding to continue the Groundwater Level Monitoring network beyond September 2022

Conservation Education and Community Outreach

Goal: 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.	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.
	Develop specific and focused education outreach plan for 2022 that includes identified tasks in Strategic Plan through various platforms with targeted audiences identified
	Identify and meet with organizations outside the environmental realm to expand working relationships to promote the District's mission
	Continue the Sourcewater Protection efforts through programming and education

Governance, Management and Financial Support

Goal: Support the District's Mission through responsible governance, financial management, capital resource management and continued professional development of staff and board	Develop an annual work plan to implement identified priorities in the Strategic Plan
	Pursue grant funding opportunities to support District program priorities
	Identify the strengths of Board members to assist in Board development
	Work to expand the number of participating nominating organizations and to improve nominating organizations' understanding of their role in shaping the depth, diversity and effectiveness of the District Board
	Board members will identify ways to recognize staff in a public way on their accomplishments
	Work to recruit Associate Directors/Directors in order to assist with strengthening Board composition and expertise
	Review District Financial Plan annually to ascertain progress of implementation

Land Use Management & Conservation

Goal: 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.

Identify needs during rebranding discussions to improve communications between the District, the Pike County Office of Community Planning, the Pike County Economic Development Authority, and the Pike County Commissioners and Municipal officials.

Work to improve communication and coordination of the permitting & review process with municipalities, Department of Environmental Protection and other cooperating agencies

Monitor legislative actions and participate in an annual legislative meeting

Work with Pike/Wayne Conservation Partnership to provide workshops to municipal leaders on land use tools

Work with Partners to develop a natural resource guide for community associations and lake communities which highlights the connections between land use, soil conservation and health, groundwater and surface water protection, and an understanding of watersheds



Pike County Conservation District

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

PROJECT APPLICATION

APPLICATION TYPE (check all that apply) New ☐ Renewal ☐ Revision ☐ Subsequent Revision ☐ Amendment ☐

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 ☐

Last Name (license, certifications)

First Name

Consulting Firm

Mailing Address

City

State

ZIP+4

E-mail

Phone

Ext

PLAN INFORMATION

Permits Required:

☐ Non-NPDES Application (ex. Small project E&S Plan)

☐ NPDES General

☐ NPDES Individual

☐ 105 Water Encroachment (GP)

☐ E&SC Permit (only for ≥25 acres of disturbance for Timber Harvests or Road Maintenance Activities)

☐ 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)

NOTE: A pre-application meeting is **strongly recommended** 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	\$	Ck#
NPDES Permit Fee	\$	Ck#	Additional Revision Fee	\$	Ck#
DEP Disturbed Acre Fee	\$	Ck#		\$	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.

1. E&S PLAN REVIEW FEES – make check payable to “PCCD”				
RESIDENTIAL, INDUSTRIAL, COMMERCIAL & UTILITY PROJECTS				
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	
TIMBER HARVESTING PROJECTS				
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)	
2. PERMIT FEES – make check payable to “PCCD Clean Water Fund”				
Chapter 102				
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		
CHAPTER 105				
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		
3. DEP DISTURBED ACRE FEE – make check payable to “Commonwealth of PA Clean Water Fund”				
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 January 24, 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 January 24, 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 "Municipal" 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.*

From: Aquatic Resource Consulting
521 Quail Ridge Lane
Stroudsburg, PA 18360

Proposal Submitted to: Pike County Conservation District
ATTN: Michele Long, Executive Director
556 Route 402, Suite 1
Hawley PA 18428

Date: December 27, 2021

Aquatic Resource Consulting (ARC) hereby proposes to provide for Pike County Conservation District subsampling, identification, and metric analysis of 18 benthic macroinvertebrate samples collected by PCCD in spring of 2022. Sample processing will follow the most recent PA Department of Environmental Protection protocols. Macroinvertebrates will be identified to the genus level for most taxa and to family level for oligochaetes (worms) and chironimids (midge larvae). Macroinvertebrate data will be submitted in a spreadsheet with lists of taxa and metric calculations of Index of Biological Integrity scores for each sample.

In addition, ARC will provide for PCCD, electrofishing surveys of 7 stream sites in 2022 following PA DEP protocols for Fish sampling. Sites will be determined by PCCD. One pass will be made with all fish identified and each taxa enumerated to allow calculation of fish Index of Biotic Integrity.

Total cost will be three hundred and fifty-six dollars (\$356.00) per macroinvertebrate sample and six hundred sixty-four dollars (\$664.00) per fish sampling site for a total of eleven thousand and fifty-six dollars (\$11,056.00) Payment shall be made upon submission to PCCD of macroinvertebrate data and completion of electrofishing field sampling (note: this proposal may be withdrawn if not accepted within 30 days)

Respectfully submitted, Donald L. Baylor _____
for Aquatic Resource Consulting.

Acceptance of proposal: The above specifications, prices, and conditions are satisfactory and are hereby accepted. ARC is authorized to do the work, and payments will be made as specified above.

Accepted - Signature _____ Date _____

Signature _____ Date _____



PACD Rewind

Monthly Report 12/01/21 – 12/31/21

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



PACD STAFF REPORT

PACD & Membership Activities

Communications

- Updated and managed the PACD listserves
- Updated www.pacd.org
- Sent three *Front Page* e-newsletters
- Submitted thirty-one posts on social media channels
- Created social media messages for January shared district messaging
- Compiled and distributed monthly rewind report to membership
- Began winter public service announcement on deicers/salt use
- Created *10 Ways Your Conservation Districts Can Help You* publication for Farm Show

Executive Board

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

Human Resources and Office Management

- Processed three payrolls
- Managed accounts receivable and accounts payable
- Submitted final Federal Audit
- Met with FNB Bank
- Sent districts new SWAT agreements

Legislative Activities

- Held PACD Ad Hoc Budget Committee meeting
- Received, edited, and compiled 2021 CD Highlights from all districts

Meetings and Events Attended

PACD staff attended/participated in the following events:

- PA Dept. of Education meeting on science standards
- PA State Council of Farm Organizations (PSCFO) meeting
- Several PISC meetings
- NACD Executive Director meeting
- Condo association meeting
- DEP Grants 101 Webinar
- DEP Ag Advisory Committee meeting
- Held Audit Committee meeting
- Held monthly managers meeting

PACD/SCC Joint Annual Conference

- Began working with facilities on dates and potential terms

PACD/SCC Winter Meeting

- Gathered materials and information for committee meetings
- Sent meeting invitations to committees
- Followed-up with districts who need to update their delegates

PACD Spring Region Meetings

- Began planning for Spring 2022 Region Meetings

Partner Activities

- Attended SCC Conservation District Advisory Committee (CDAC)
- Participated in PA Habitat Connectivity strategy meeting
- Hosted meeting with NC managers and DEP Dep. Secretary Aneca Atkinson
- Attended SCC meeting
- Met with Fish and Boat Commission about future seminar
- Contacted Game Commission about future seminar

Strategic Planning

- Continued implementing strategic plan

Grants and Special Projects

102/105 Technical Training Grant

- Clean Water Academy (CWA)
 - Provided website administration and technical support
 - Stormwater BMP Mini-Grant Program
 - Held kick-off meeting with awardees
 - Courses under development
 - PAG-01 NPDES General Permit (2021)
 - Introduction to Hydrology
 - Recorded Webinars Added

- 2021 Chapter 102 Fall Region Meeting Presentations
- Temporary/Permanent Vegetation and Stabilization
- 102/105 Technical Training
 - Gathered transportation quotes/costs for Basic field visits
 - Signed contract with Red Lion for Topic-based training
 - Set up next planning meeting for January
 - Distributed Save the Date for Basic and Topic-based
- Ag Meeting (formerly All Bay Meeting)
 - Sent Save the Date through listserves
 - Promoted the meeting in Front Page and Facebook
 - Sent invitations to potential presenters
 - Set up landing page in the Clean Water Academy

Agricultural Conservation Technical Training

- Ag Boot Camp Basic and Level II
 - Tracked completion of Basic requirements for virtual participants
 - Updated checklists and documents for 2022 training
 - Reviewed applications for Level II in 2022

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

- Sent new 2021/2022 CBWCI agreement to districts
- Created three-year report on TAG program for NRCS/DEP/SCC

Conservation Reserve Enhancement Program (CREP) Grant

- CREP Cost-share
 - Processed new cost-share
 - Made cost-share payments
 - Implemented electronic payments & document storage
- CREP Outreach Program Office (COPO)
 - Received two signed mini-grant agreements
 - Met with WWTW to determine CREP outreach counties
 - Met with WWTW and FSA to update outreach materials
- CREP Annual Reports
 - Gathered final missing/needed information for reports
 - Updated reports as needed and submitted updates to DEP

CPESC Training for Conservation Districts

- Confirmed date with approved instructor
- Confirmed date with venue
- Contacted caterer for the event

DCNR Riparian Forest Buffer Program

- Approved a time extension

Engineering Technical Assistance Program Grant (TAG)

- Prepared and submitted monthly reimbursement
- Met with NRCS/DEP/SCC about program

- Sent new employee paperwork to new employee
- Set up PACD email account for new employee
- Sent time reporting forms to new employee
- Trained new employee on time reporting

Leadership Development Program

- Held Managers Subcommittee meeting
- Held Directors Subcommittee meeting
- Launched registration and promotion for 2022 Hybrid Staff Conference
- Launched registration and promotion for 2022 Director workshops

NFWF Grants Writing Webinar

- Met with the NFWF webinar planning group to draft webinar agenda and flyer
- Set up registration in Zoom
- Sent registration information to conservation districts through listserves and Front Page

NRCS Employee of Record (Funded by NACD)

- Provided on-going human resources and administrative support for position

PA Nonpoint Source Pollution Education Office

- 2021-22 NPS Bonus Mini-grant Round
 - Reviewed three applications; issued agreements
- 2021-22 NPS Mini-grant Round
 - Reviewed five mini-grant materials
 - Reviewed one mid-term report
 - Reviewed two final reports and issued reimbursement
- Watershed Specialist Equipment
 - Sourced stream tables
 - Began ordering flow meters, test kits, and Enviroscope Models
- 2021 Virtual Watershed Specialist Meeting
 - Held wrap-up meeting
 - Scheduled planning meeting in March 2022
 - Solicited new workgroup members
- 2022 Virtual 319 Meeting
 - Hosted planning session and updated planning notes and agenda
 - Prepared and distributed Save the Date



DATES TO REMEMBER

PACD Conservation Committee Video Conference

- January 5, 2022 | 10-11 a.m.

PACD District Employees Committee Video Conference

- January 7, 2022 | 10-11 a.m.

PACD Education and Outreach Committee Video Conference

- January 11, 2022 | 10-11 a.m.

PACD Legislative Committee Video Conference

- January 14, 2022 | 10-11 a.m.

PACD Ways and Means Committee Video Conference

- January 18, 2022 | 10-11 a.m.

Water Words That Work Webinar for Conservation Districts

- January 18, 20, 25, 2022 | 1-3pm

PACD Operations Committee Video Conference

- January 19, 2022 | 10-11 a.m.

PACD Executive Council Video Conference

- January 27, 2022 | 10:00 a.m. to Noon

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 for Conservation Districts

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

2022 Hybrid Leadership Development Staff Conference

- February 16-17, 2022

Perfect Outreach Projects Webinar 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 Topic-based Technical Training

- March 29-31, 2022, Red Lion Hotel, Harrisburg, PA

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 (for those taking Level II the first time)

- 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)*

Agricultural Conservation Technical “Boot Camp” Training – Level II (for those who are returning to Level II for a second year to take the alternative track only)

- May 2-4, 2022, Lebanon Valley Chamber of Commerce, Lebanon, PA *(Tentative)*

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 Meeting

- October 5-7, 2022, Toftrees Golf Resort, State College, PA *(Tentative)*

STAFF CONTACT INFORMATION			
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January 2022 DEP Conservation District Field Rep Talking Points

Grant Programs

Chesapeake Bay Countywide Action Plan (CAP) Grants Announced – On December 16, 2021, Governor Wolf's office announced this year's CAP Grants. In total, DEP awarded Chesapeake Bay counties with \$17.4 million to implement CAP projects in 2022. The includes \$15 million from the Pennsylvania Environmental Stewardship Fund, primarily the Growing Greener Program, and \$2.4 million from EPA. Grants support coordination of CAPs, implementation of pollution-reducing best management practices (BMPs), and verification to ensure that BMP projects maintain their pollutant reduction goals, with a time frame of 12-18 months to implement funded projects. The 2021 grant funding is geared toward enabling county teams and partners to build on the record progress Pennsylvania is making in the watershed. The full press release can be found here:

<https://www.governor.pa.gov/newsroom/gov-wolf-announces-17-4-million-to-improve-local-water-quality-for-chesapeake-bay-watershed/>

Policies and Procedures

District Director Nomination Process – As of December 23, 2021, forty-nine counties (74%) have submitted conservation district director nominations for 2022. 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.

Nutrient and Odor Management Updates

Supplemental On-Site Status Review Report - On September 14, 2021, the State Conservation Commission approved Version 6 of the Nutrient Management and Manure Management Administrative Manual. Several changes and updates were made to the manual. One notable addition is the Supplemental On-Site Status Review Report. The goal of this Supplemental Report is to better capture Supplemental Nutrient Management Best Management Practices (Supplemental NM BMPs). These Supplemental NM BMPs focus on concepts similar to the "4R" practices when placing nutrients on fields. This Supplemental Report is required to be completed along with the existing Status Review Report and the information is to be entered into the PracticeKeeper database. A webinar training for this Supplemental Report was held on December 10, the recording will also be posted on the Clean Water Academy in the near future. State Conservation Commission sponsored Nutrient Management continuing education credits were offered. For any questions, please contact your SCC Regional Coordinator.

Chapter 102 Program

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

- There was an ePermit system update on December 15, 2021, which improves the enrollment process for applicants and consultants. Refer to [102 ePermitting webpage](#) for the updates, which include short training videos and updated EFA (i.e. applicant) and Operator (e.g. Consultant) User Guides.
- ESCGP-3 release is tentatively planned for February 16, 2022
- Refer to Clean Water Academy for internal trainings.

Clean Water Academy

Introduction to Chapter 105 This course will provide learners with a 'big picture' view of the Chapter 105 program, and is highly recommended to those unfamiliar with the program. This training will touch on the following: -What Chapter 105 regulates and where it draws its authority -Definitions of common terms such as regulated waters of this Commonwealth, body of water, floodway, watercourse, encroachment, and obstruction -The types of permits and authorizations used for water obstructions and encroachments

Ag Erosion and Sediment Control Manual - This course introduces the new Agricultural Erosion and Sediment Control Manual. Ag E&S Plans are required for all Pennsylvania agricultural operations with 5,000 square feet or more of land that is plowed or tilled in any way, including no-till, or is an earthen Animal Heavy Use Area (AHUA). Ag E&S Plans require specific information to meet regulatory requirements. These modules contain information for operators and landowners of agricultural operations and for entry-level planning staff to better understand these requirements. There is also guidance on evaluating an operation and information on choosing Best Management Practices (BMPs), which are required for all operations, regardless of the size, to minimize accelerated erosion and sedimentation.

Intro to Timber Harvesting E&S - (Recording from Chapter 102 Fall Region Meetings) This course will provide a brief overview of timber harvesting (logging) operations as they relate to erosion and sediment control, specifically:

- Differences between timber harvest sites and construction sites
- Chapter 102 requirements for timber harvesting operations
- Inspections for timber harvest sites
- Timber harvest E&S plan requirements

Funding Opportunities

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.

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

SRBC announces consumptive use mitigation grants for drought resilience

The Susquehanna River Basin Commission (SRBC) announced a new grant program for projects focused on improving water availability and water quality during droughts. The grant program is based on SRBC's 2020 Consumptive Use Mitigation Policy. Consumptive use (CU) refers to water that is used but not returned to the river basin. The program is intended to attract the following projects that will improve the watershed's resiliency or ability to better withstand drought situations:

- Water storage and release projects that can enhance supply reliability or resiliency during drought (e.g., impoundments, inactive quarries, and underground mine pools);
- Projects that modify current operations or implement new practices that increase instream flows or improve flow resilience during drought (e.g., reservoir conservation releases, aquifer storage and recovery, and coordinated use of surface water and groundwater);
- Demand modification projects (e.g. projects that achieve water conservation, reuse and/or recycling); and,
- Environmental and water quality improvement projects that support the resiliency of water resources (both in terms of water quality and quantity) during drought conditions (e.g., groundwater recharge, restoring wetlands/streams/floodplains, improving stormwater management, and treating abandoned mine drainage).

Eligible applicants include SRBC's permit holders; local, state, and federal government agencies; colleges and universities; and non-profit organizations. Grant funds may be used to cover a variety of project costs, including but not limited to the acquisition of land and construction of new or expansion of existing consumptive use mitigation projects. A minimum 10% cash match of the requested funds is required.

Applications will be accepted until January 28, 2022. Funding announcements will be made after April 1, 2022. Awarded projects may begin on July 1, 2022. SRBC will host a webinar on the Consumptive Use Mitigation Grants Program on December 8 at 10:00 a.m. Anyone interested in submitting an application should attend the webinar! [For more information about the grants and to register for the webinar, click here.](#)

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.

Chesapeake Bay Watershed

The 2020-2021 Agricultural Inspections Annual Summary published - Another successful year of the expanded agricultural inspection program has shown that most agricultural operations are getting the plans they need, and the CBAIP Phase 2 Pilot has demonstrated that they are implementing the required plans once they have them. For details of the year's progress, please visit the Agricultural Compliance Website:

<https://www.dep.pa.gov/Business/Water/Pennsylvania%E2%80%99s%20Chesapeake%20Bay%20Program%20Office/agriculture/Pages/Agricultural-Compliance.aspx> to download the Summary.

BMP Verification Update and Funding Webinar - The CBO held a follow-up session to the initial two BMP Verification sessions on December 1, 2021 as part of the "Webinar Wednesday" sessions. The webinar is now available on the Clean Water Academy. After reviewing the new and existing Countywide Action Plans and identifying needs documented and presented by all counties throughout the watershed to better inventory and assess historic BMP implementation, the CBO has additional funds available to every county that has developed a CAP, to be spent by September 30, 2022.

This webinar discussed opportunities to leverage partners, pool resources for verification strategies like remote sensing, and expand staffing temporarily through internships, student mentorship programs, and existing volunteer networks. The webinar also provided examples of where counties may want to focus, such as narrowing the scope to a group of priority BMPs, as well as the types of training that will be available to ensure that documentation of BMPs follows the required quality assurance protocols.

This funding opportunity is being provided through the EPA Chesapeake Bay Regulatory Accountability Program (CBRAP) grant, and is meant to be a step forward in ensuring that every BMP that has been implemented is being documented and reported for nutrient and sediment reductions in the Chesapeake Bay Watershed Model.

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 2 Counties

All progress reports from the Pilot and Tier 2 counties have been published to the Countywide Action Plans website, along with the Pilot counties updated milestones and CAP documents. CBO will continue to support the Pilot and Tier 2 counties as they implement their CAPs and administer and manage their Community Clean Water Coordinator and CAP Implementation Grants.

Tier 3-4 Counties Transition to Implementation

All CAPs from the Tier 3 and 4 counties have been published to the Countywide Action Plans website. The CBO hosted the "Transitioning to CAP Implementation Webinar" on December 6, 2021 to equip county coordinators and their partners to successfully transition to implementing their countywide action plans. Over 50 people attended the webinar with representatives from all the counties, as well as DEP Region CAP Support Team members. The webinar discussed the tools and support available to the counties throughout CAP implementation. The revised *Pennsylvania Community Clean Water Implementation Guide* was introduced to the counties as a resource for developing and executing their implementation strategies.

With the assistance of Consulting with a Purpose, the CBO walked through the Implementation Guide and answered questions as they arose. This webinar was the first of several webinars designed to help the counties transition to implementation. Throughout December, there were region specific implementation workshops. Starting in January, monthly county grouping one-on-one meetings will be held to support the Tier 3 and 4 counties as they implement their CAPs and administer and manage their Community Clean Water Coordinator and CAP Implementation Grants. All workshops will be available as a reference course on the Clean Water Academy.

CBO Staff Updates

In the last few months, CBO has hired on two new staff:

- Danielle Latham joined the Ag Compliance Section in the CBO in October. Prior to joining the CBO, Danielle was an Environmental Protection Compliance Specialist in the Southeast Regional Office in the Radiation Protection Program and a Water Quality Specialist in the Southcentral Regional Office, where she inspected and investigated agricultural operations. Danielle has a degree in Geo-Environmental Science with a minor in Biology.
- Shane Gutsie joined the Bay Accountability Section in the CBO in December. Prior to joining the CBO, Shane was an Environmental Trainee and Sanitarian in the Scranton District Office and Southcentral Regional Office. Shane has a degree in Environmental Resource Management with a minor in Water Resources and is currently pursuing a M.Ed. degree in Environmental Education.

Interviews are currently being scheduled for the four Conservation District Field Representative (CDFR) positions in the Conservation District Support Section; the Water Program Specialist position in the Conservation District Support Section; and the Aquatic Biologist position in the Watershed Support Section.

Dates to Remember

SCC Meetings – 1:00 PM

Hybrid Meeting	January 18
Hybrid Meeting	March 15

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
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PACD Executive Council Meeting

Virtual	January 27
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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
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102/105 Topic-based Technical Training

Red Lion Hotel, Harrisburg	March 29-31
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Also, check the Conservation District Training/Special Events Calendar at, www.PACD.org Select the "Events" tab and then the "Training Calendar" tab.

United States Department of Agriculture



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

570-280-3337
855-822-1795 fax

January 12, 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)

A new Cover Crop Initiative program has been announced through our EQIP program. We are accepting applications through January 28, 2022 for 1st round funding.

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:

No plans this month

Landowner Assistance

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

My staff has provided technical assistance to

10 landowners in Monroe County

8 landowners in Lackawanna County

13 landowners in Wayne County

9 landowners in Pike County

My staff and I would like to wish everyone a Happy New Year!

Sincerely,

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