



# Pike County Conservation District

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## PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, July 15, 2024

The Board of Directors meeting was also held via Zoom Video Conference call.  
Information regarding the conference call was posted on the District website.

### **ATTENDANCE:**

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

**Associate Directors:** Jo Ann Rose, Paul Ranello, Carole Linkiewicz

**Staff:** Tara Burnham, Ellen Enslin, Lisa Dolci, Chris Meszler, Ally McGee, Marianna Quartararo, Emily Mansfield, Rachael Marques

**Cooperating Agency Representatives:** Janet Creegan – DEP, Jennifer Matthews – NRCS

**Guests:** Kirk Mackey and Jeffrey DiFrancesco – Stewards of Twin Lakes

**Directors/Associate Directors Absent:** Jay Morrow

Scott Savini called the meeting to order at 9:02am

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

**ACTION ON MINUTES of June 17, 2024:** Mike Spencer made a motion to approve the June 17, 2024, Board Meeting minutes. Ken Coutts seconded. Motion carried.

**FINANCIAL REPORT:** The UGW Funds were received and deposited on July 1. There were additional expenses for two security cameras, one as a replacement and a new one to cover additional areas around the building. There were travel expenses for several staff training courses and conferences. Report filed, subject to audit.

**CORRESPONDENCE REPORT:** A memo from the County was included stating the part-time position for the Conservation District Management Consultant has been eliminated as of December 31, 2023. An email was received from the SCC stating that the budget for the ACAP Program has been approved. A letter from the Wildlife Leadership Academy was included thanking the District for the District's scholarship donation.

**DISTRICT MANAGER REPORT:** Rachael is in the process of scheduling the fall surface water monitoring for August. The tech staff worked on 40 technical assists this month. We are reviewing active projects for compliance and are anticipating several upcoming meetings with responsible parties to develop a plan of action for violation resolution. The QA/QC with the Center for Dirt, Gravel, and Low Volume Roads is scheduled for July 16. The Center staff will be interviewing the QAB and District staff, as well as reviewing financial information to complete the QA/QC. For this year's Legislative Breakfast scheduled for July 26, we will be highlighting the ACAP Program, including our "asks" to the Legislators on our poster. The Homeowner's Resource Fair was held on July 12. The attendance was lower than last year, but we spoke to a lot of people and received a lot of compliments on our social media from various HOA members in the community. Staff in consultation with the Executive Committee have decided to disable social media comments on our various accounts after completing social media training where it was recommended to do so. The public are still welcome to contact the District directly with any comments or

questions. The Conservation Award Committee had a meeting this morning to start ranking the nominations that have been received. They are still in the process of reviewing the nominations and will have another meeting to complete their rankings to present them at the August Board meeting. Our Municipal Lunch and Learn was held on June 21, there were six municipalities in attendance. We presented our Municipal Resource Guide, which is located on our website. Included with the Board packet are 2 One Sheeters from the Guide with information for frequently asked questions. We will be following up with the Municipalities in a couple months to see how it is working and if they have any updates or suggestions. We will be updating the guide annually and the current version will always be on our website for review. The Nominating Organization Breakfast is scheduled for August 23 at Grey Towers National Historic Site. We have begun receiving registrations from the Nominating Organizations for the event, and we strongly encourage the Board members to attend. We are partnering with Trout Unlimited and Wayne County Conservation on a new program called "Stream Keepers." The program will take place on August 3 and registration is open for children ages 11 to 14 with a chaperone. We hosted a meeting for the Source Water Protection Collaborative at the District on June 27. The meeting was held in-person with an option to attend virtually. There were 16 in attendance, and there was good discussion on continuing to speak with operators and focusing on groundwater education. We have received the rain barrels for our grant program that will be held on July 27. The registration for the program was full in 3 hours. Once we receive the executed paperwork from DEP for Rachael's Microplastic Grant, she can begin working it. Ellen attended the first annual ACAP conference in State College. The annual audit was completed on June 12, and we are waiting for the final paperwork from the auditor. The staff are working on submitting the 2<sup>nd</sup> Quarter reporting. The Imagine Pike Plan is still in progress. The Board of Commissioners will hold a hearing and adoption meeting in August. This year we updated our brochure, and they are now available for distribution.

#### **OLD BUSINESS/COMMITTEE REPORTS:**

Letter of Support for PACD's Growing Greener Grant Application for the Conservation Reserve Enhancement Program – Tara Burnham, District Manager. At the last board meeting we voted to support this letter. We have been waiting for clarification on if the District has previously participated in the program and/or if Pike County has had any projects that participated in the program. We did not receive the information in time to send out the letter in the very short time frame, so it was not sent.

Watershed Specialist Mini Grant – Rachael Marques, Watershed Specialist. The Watershed Specialist Grant runs through the fiscal year and was completed at the end of June. DEP has offered a new mini grant for up to \$5,000 to be submitted with the renewal application. I am re-submitting the Groundwater Education Grant that was not received through the DEP EE Grant during the last application period. I spoke with DEP as to why we did not receive the EE Grant, and they said that it was very competitive and that we submitted two applications and received the grant for one out of the two we applied for. Since Pike County relies on groundwater for their drinking water, it is very important to educate the community on the groundwater sources.

ACAP Project contract-Vanderbeek Farm, Michael Mancino – Ellen Enslin, Program Manager. There was a little bit of a delay with receiving the signed contract back, but we received the signed contract last week and will be moving forward with the project and obtaining three bids. The Egypt Valley Farm project building has been completed; they will be putting some drainage around it. Thank you to Jen Matthews and Ed Vinton at NRCS for conducting the inspections and making sure it was completed within guidelines.

#### **NEW BUSINESS:**

Memorialize Sign on Letter to the General Assembly from the PA Farm Bureau – Tara Burnham, District Manager. We were sent a request for a sign-on letter that asked the General Assembly to find a dedicated funding source for the Clean Streams Fund, including the ACAP Program. Because of the short turnaround time, the letter could not be brought to the July Board meeting and was approved by the Board outside of our regular meetings. Kelly Stagen made a motion to memorialize the sign-on letter. Mike Spencer seconded. Motion carried.

PCCD Liability Release Form (vote) – Tara Burnham, District Manager. Due to the educational programs we hold for the public in various locations outside, I have developed a Liability Release Form that has been reviewed by the County Solicitor with no

objection. With approval we would like to begin using this form moving forward for our programs. Ken Coutts made a motion to approve the Liability Release Form. Kelly Stagen seconded. Motion carried.

Dirt & Gravel Road Project contract, Brooks Cabin Road, Pike County (vote) – Ellen Enslin, Program Manager. The Quality Assurance Board met and reviewed an application and conducted a site visit to Brooks Cabin Road in Shohola Falls. The road is owned by the County, and they have applied for \$72,800 to make improvements to the road. Wade Brown from the Center for Dirt and Gravel Roads helped with the design and cost estimate. The project was ranked 198 out of 350. We will need to wait for the next allocation before sending the funds for the project; we currently have half the amount needed. It is my recommendation to approve the funding, pending the additional allocation. Kelly Stagen made a motion to approve funding for the Brooks Cabin Road project pending the additional allocation. Ken Coutts seconded. Motion carried.

DEP Courier Drop Off Location – Rachael Marques, Watershed Specialist. We have been in communication with DEP for the past couple months about possibly becoming a sample drop-off location at the District office. Unfortunately, we were under the impression that we would receive a contract that would absolve us of any liability for samples dropped off and/or damages to any property, but neither DEP or the Courier service currently provide such a contract to courier locations. We informed them that we will not be able to have the drop-off location here without a contract. Some additional information regarding the Stream Keepers program: the program was put together by Trout Unlimited and comes with some pre-developed materials including a booklet that walks participants through stream quality concepts, macro invertebrate sampling, and flow calculations. It was designed to be like a badge program similar to Girl Scouts and Boy Scouts. The program will be held on August 3rd at the Carlton Drake Memorial Park in Newfoundland. They will include fly tying lessons, fly casting lessons, and regular spin rod lessons on how to cast.

**Cooperating Agency and Other Organization Reports:**

PACD – Kelly Stagen and Tara Burnham will be attending the PACD/SCC Joint Annual Conference this week.

DEP – Janet Creegan attended the Zane Gray Festival with Rachael Marques. They received a lot of great feedback on the new mascot, Stoni Stonefly, and the sponges that were given away. Janet stated that there will be upcoming training specifically for District Board Members that will be virtual and an in-person employment seminar once a location is chosen.

NRCS – Jen Matthews announced that they are wrapping up the contracts for the first round of funding.

**EXECUTIVE SESSION:** None

**PUBLIC/PRESS QUESTIONS:** None

**ADJOURN:** Ken Coutts made a motion to adjourn the Board of Directors Meeting. Kelly Stagen seconded. Motion carried. The meeting adjourned at 9:34 am.

Respectfully submitted,

Lisa Dolci, Board Secretary