



Pike County Conservation District

AGENDA

Monday, June 21, 2021 – **11:00 AM**

Grey Towers National Historic Site, 151 Grey Towers Drive, Milford, PA 18337

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 available via Zoom – link is available on the website.

- I Call to order – Pledge of Allegiance – Introductions
- II Public Comment on Agenda Items
- III Action on Minutes of May 17, 2021 meeting (vote)
- IV Financial Report (review/file subject to audit)
- V Correspondence Report
- VI Executive Director Report
- VII OLD BUSINESS/Committee Reports
- VIII NEW BUSINESS
 - Associate Director Application from Jim Andre – Michele Long
- IX PACD Update
- X Cooperating Agency and Other Organization Reports
- XI Public/Press Questions
- XII Adjourn

NEXT MEETING: MONDAY, July 12, 2021 at 9:00am - NOTE- this is the SECOND month and was rescheduled.



Pike County Conservation District

556 Route 402, Hawley, PA 18428

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

PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Monday, May 17, 2021

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

ATTENDANCE:

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

Associate Directors: Paul Ranello, Joann Rose

Staff: Michele Long, Chris Ingulli, Devan George, Kelly Rodemich

Cooperating Agency Representatives: Jen Matthews (NRCS), Emily Borger (DCNR), Edward Vinton (NRCS)

Directors/Associate Directors Absent: Scott Savini, Carole Linkiewicz

Guests: None

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

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES OF April 19, 2021: Ken Coutts made a motion to approve the April 19, 2021 Board Meeting minutes. Kelly Stagen seconded. Motion carried.

FINANCIAL REPORT: Michele noted that we will be getting the allocations for the DGLVR program after the budget is approved in July. The district expenses and income are in-line with this time of year. Report filed subject to audit.

CORRESPONDENCE REPORT: The following correspondence was distributed to the Board prior to the meeting: Conservation District Week Proclamation from the Pike County Commissioners, The JLCC Newsletter, Thank You letter from PennDOT re: Adopt-A-Highway participation, Email from Michele Long to State Representatives Michael Peifer and Rosemary Brown re: HB139, Email from Michele Long to Senator Lisa Baker re: SB 28, Pike/Wayne Conservation Partnership Legislative Breakfast invitation. Michele has followed up with the legislators on the emails she had sent. John Milliken added that he feels the emails to the legislators were very good.

EXECUTIVE DIRECTOR REPORT: Michele mentioned that the Surface Water Quality Monitoring is complete. 19 sights have been completed. Watershed Specialist Rachel Posavetz and staff did an excellent job.

The Watershed Specialist Grant contract has been renewed for another year and submitted to the State.

There has been much discussion at the District and with DEP's NE Regional and Central offices about the Common Plan of Development FAQ sheet. This deals with the determination of when an NPDES permit is needed for a project. Michele will send a list out to the Township Sewage Enforcement Officers and Zoning Officers with the current and expired NPDES permits

within the County. DEP is working on a fact sheet which will provide additional guidance to include information on older residential subdivisions which may not have had or have expired NPDES permits.

A pre-application meeting was held regarding the Riverside at the Delaware project which will consist of 156 apartments within 6 buildings. This permit will be the District's first General NPDES E-permit. Marianna Quartararo will be reviewing this project.

The Pocono Lakefront renewal has been received and Jeremy Oettinger will be performing the review.

Monroe and Pike Counties held an Engineers Workshop on 5/7/21. There were 140 participants. Program Manager Ellen Enslin was a presenter.

Devan George coordinated a Japanese Knotweed webinar with speaker Vinny Cotrone of Penn State Extension. Over 100 participants registered for the presentation and Devan has been sending recordings to anyone who is interested. The presentation was in cooperation with the Lackawaxen River Conservancy.

The 2020 financial reports have been sent out to the auditor. The auditor will be at the District on 6/9/21.

We have received a lot of correspondence from the "Friends of the Milford Aquifer" regarding development concerns along the I84/Route 6 corridor due to a change in zoning in Dingman Township. The main concern is protection of the groundwater resource that lies below this area. Currently, there are no on-going projects and plans have not been submitted to the Township, the Pike County Planning office, or the District thus far.

OLD BUSINESS/COMMITTEE REPORTS: None

NEW BUSINESS:

Policy on Grant Assistance and Administrative - Update –In looking at the policy for guidance, Michele noticed there was no information regarding requests for just letters of support. Also, a requirement of 60-days for a request for staff time and letter of support is not something that is reasonable based on grant submissions. The recommended update is to add a section to address requests for letters of support and change 60 days to 14-days for grant assistance of staff time and a letter of support. Kelly Stagen made a motion to approve the update. John Milliken seconded. The motion carried.

Clean Water Act YouTube clip - Michele will email the video clip. The video provides a good explanation of how the act began and its relation to water degradation and current environmental programs, some of which the District administers.

PCCD EE Grant Submissions – Each year we have request grant submissions for a \$500 environmental education grant available to teachers/classrooms and youth groups. This year we received 2 applications. Unfortunately, one applicant did not fit the applicable criteria to qualify. The second application came from Jamie Bartholemew, a teacher at WASD, to cover the cost of a composting project for students in various classes at the High School. Motion to approve the \$500 grant was made by Kelly Stagen. Ken Coutts seconded. The motion carried.

Michele added that she will be updating the District COOP to reflect the new guidelines released from the CDC effective 5/17/2021. Signs have been posted on the District doors that unvaccinated staff and visitors must wear a mask when in the District office.

PACD Update: Kelly Stagen advised that the PACD annual meeting will be held virtually from 7/8/21 thru 7/22/1. More information is included in the PACD Newsletter. PACD is looking at recent guidelines to determine if they can begin in-

person meetings if a suitable space can be found. Kelly thanked Michele for legislative updates and for keeping the Board informed.

SCC Update: Michele mentioned that at the recent SCC meeting discussion on Dirt, Gravel, and Low Volume Road allocations a few Districts have “settlements” with the SCC regarding their DGLVR QA/QC. One District paid a settlement and was stripped of their allocation for one year. This is concerning. Michele has sent a letter to Karl Brown from the SCC to see how they arrived at this decision and how it is being communicated to Districts. Some more guidance is needed. Kelly Stagen stated that PACD is also asking for clarification on this issue. Also, the Policy for former District staff becoming District Directors was also approved at the last meeting. A staff person would have to be separated from employment with the District for 5 years or submit a special request to the SCC for an exemption.

Cooperating Agency and Other Organization Reports:

NRCS - Jen Matthews from NRCS reported that 19 contracts have been funded. She should have more information by the next board meeting as to what contracts will be funded in the initial allocation. Kelly Stagen asked if the NRCS office is now open. Jen replied that they do have one staff person in the office and that field visits are being completed but they have not received any new guidance to return to the office.

PA Fish and Boat Commission – None

Executive Session: An executive session was not held.

Michele reminded the Board that the June 21st Board meeting will be held at 11:00am at Grey Towers in Milford with a light lunch immediately following to celebrate the District’s 65th Anniversary.

PUBLIC/PRESS QUESTIONS: None

ADJOURN: Kelly Stagen made a motion to adjourn the May 17, 2021 Board of Directors Meeting. Ken Coutts seconded. Motion carried. Meeting adjourned at 9:38 am.

Respectfully submitted,

Kelly Rodemich, Board Secretary.

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

	Jan - May 21	Jan - May 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
4255 · Low Volume Road Allocation	0.00	0.00	40,000.00	-40,000.00	0.0%
4000 · Other Grant Income	0.00	0.00	12,000.00	-12,000.00	0.0%
4100 · State Cost Share Funds	0.00	0.00	65,343.00	-65,343.00	0.0%
4107 · County Contribution	168,662.10	160,630.85	444,111.00	-275,448.90	37.98%
4125 · UGW Income	0.00	0.00	56,818.00	-56,818.00	0.0%
4150 · Watershed Specialist Grant	13,597.48	12,807.60	45,250.00	-31,652.52	30.05%
4200 · County Appropriation	7,500.00	7,500.00	30,000.00	-22,500.00	25.0%
4250 · D&G Rd Allocation	19,891.27	2,187.87	100,000.00	-80,108.73	19.89%
1 4300 · Fees Collected	37,590.00	25,345.00	30,000.00	7,590.00	125.3%
2 4400 · Program Income	300.00	10,700.00	500.00	-200.00	60.0%
4500 · Misc Income	0.00	0.00	100.00	-100.00	0.0%
4700 · Interest Income	82.17	2,863.56	3,500.00	-3,417.83	2.35%
Transfer from Conservation Fund	0.00	0.00	8,629.00	-8,629.00	0.0%
Total Income	247,623.02	222,034.88	836,251.00	-588,627.98	29.61%
Expense					
5255 · Low Volume Road Expenditures	0.00	32,306.77	36,000.00	-36,000.00	0.0%
5000 · Other Grant Expenditures	1,912.50	783.11	13,000.00	-11,087.50	14.71%
5100 · Salary/Benefits to County	25,856.73	21,588.85	126,950.00	-101,093.27	20.37%
Transfer to UGW Funds	0.00	0.00	26,693.00	-26,693.00	0.0%
5250 · D&G Rd Expenditures	73,807.93	70,373.85	91,000.00	-17,192.07	81.11%
5505 · Telephone	944.23	979.97	3,000.00	-2,055.77	31.47%
5510 · Postage	0.00	60.75	800.00	-800.00	0.0%
5520 · Supplies/Equipment	2,836.02	3,065.31	11,000.00	-8,163.98	25.78%
5531 · Leased Equipment	3,545.40	4,635.31	11,200.00	-7,654.60	31.66%
5535 · Advertising	250.60	170.45	650.00	-399.40	38.55%
5540 · Professional Services	0.00	0.00	7,575.00	-7,575.00	0.0%
5550 · Personnel Expenses	168,662.10	160,630.85	444,111.00	-275,448.90	37.98%
2 5608 · Programs	1,225.38	8,903.91	7,000.00	-5,774.62	17.51%
5700 · Water Monitoring-Chem/Lab	0.00	0.00	10,700.00	-10,700.00	0.0%
5805 · Travel/Meals	0.00	1,226.52	2,000.00	-2,000.00	0.0%
5815 · Training/Conferences	820.27	493.05	3,773.00	-2,952.73	21.74%
5820 · Dues & Subscriptions	2,142.73	2,410.79	4,500.00	-2,357.27	47.62%
5870 · Repairs & Maintenance	9,738.84	9,993.19	15,220.00	-5,481.16	63.99%
5880 · Heat & Electric	3,371.31	2,062.38	7,000.00	-3,628.69	48.16%
5900 · Vehicle Expense	650.10	496.20	4,650.00	-3,999.90	13.98%
5940 · Capital Improvements	0.00	0.00	8,629.00	-8,629.00	0.0%
5950 · Misc Expense	201.25	1,855.00	800.00	-598.75	25.16%
Total Expense	295,965.39	322,036.26	836,251.00	-540,285.61	35.39%
Net Ordinary Income	-48,342.37	-100,001.38	0.00	-48,342.37	-0.06

1 Pocono Lakefront major modification submission- application incomplete(11K)

2 2021 Engineers workshop generated much less than 2020 due to virtual presentation.

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

	May 31, 21	Apr 30, 21	May 31, 20
ASSETS			
Current Assets			
Checking/Savings	673,858.28	704,002.69	626,299.14
007 · UGW Fund	227,988.78	227,986.91	193,797.49
006 · Low Volume Road Fund	6,724.54	6,724.48	55,163.32
005 · Clean Water Fund	10,802.60	8,276.85	9,106.91
002 · Conservation Fund	169,201.45	169,200.07	139,482.29
003 · Dirt & Gravel Municipal Fund	109,464.76	153,544.27	89,326.55
004 · Operating Account	149,676.15	138,270.11	139,422.58
Accounts Receivable	33,488.75	33,488.75	12,807.60
Total Current Assets	707,347.03	737,491.44	639,106.74
Fixed Assets	167,576.37	167,576.37	188,013.58
TOTAL ASSETS	874,923.40	905,067.81	827,120.32
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	19,886.17	19,237.40	48,533.90
Other Current Liabilities	152,581.24	152,581.24	174,890.30
Total Current Liabilities	172,467.41	171,818.64	223,424.20
Total Liabilities	172,467.41	171,818.64	223,424.20
Equity	702,455.99	733,249.17	603,696.12
TOTAL LIABILITIES & EQUITY	874,923.40	905,067.81	827,120.32

Pike County Conservation District
Michele Long, Executive Director (ED) Report for June 2021

Board Agenda

Associate Director Application for Jim Andre- Attached is the application from Mr. Andre. The Conservation District may appoint Associate Directors without voting power to the Conservation District Board. They can be appointed and participate in district committees. Please review the application which will be voted on at the Board meeting.

65th Anniversary Celebration – Immediately following the 11:00 AM meeting we will have lunch. Please let me know if you will be unable to attend. This luncheon is only for staff and Board members due to gathering restrictions at this time. The meeting will be open to the public via zoom. I will be sending out a reminder and additional information regarding parking, and location of the meeting in the next week or so. Devan and I are meeting with the venue folks next week.

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

- Macroinvertebrate sampling for the spring has been completed and data sheets submitted to our consultant ARC along with samples for analysis.
- There will be social media posts related to the Leaf Pack program demonstrating what was done and what was found in the packs.

Groundwater Monitoring

- WS Completed well run with no issues. Rachel will be meeting with the USGS representative to update the software for the laptop they provide for digital input of the well monitoring data.

102/105 Delegated Programs

- See attached Technical staff report for specifics on Projects/permitting activity. We have been in contact with the DEP NE Regional office regarding inspections related to 84/450; Pocono Lakefront Major modification submission – application incomplete; Kintz Dam extension granted; Working with Delaware Plaza on basin infiltration issues; Lehman Lake Dam inspections; DEP assistance needed for Ag E&S issues for project in Milford.
- Additional training has been made available to Districts and the public on Chapter 102 and 105 E-Permitting for certifications. A majority of the issues that were identified early on for submissions have been resolved. Our office is encouraging applicants to submit through this platform.
- We have not received any inquiries from townships on the information we sent out to assist with NPDES permit determinations other than an SEO of one of the townships on a determination of a project which would not need one. Waiting for additional guidance from DEP.
- Meeting with Army Corp of Engineers representative regarding a Chapter 105 complaint- no current violations.

Forest Stewardship/ Gypsy Moth Program/Spotted Lanternfly

- Spotted Lanternfly- Our office received a number of large metal signs that can be distributed throughout the county. ED sent an email to municipalities to see if they had interest in the signs or ideas of where they can be placed.
- Gypsy Moth – have received no complaints about gypsy moth issues to date.

Dirt Gravel Low Volume Roads

- The Dirt Gravel and Low Volume Roads Quality Assurance Board met after the Board meeting and will have recommendations at the August Board meeting on projects.
- DCNR Ranch Road Dirt and Gravel Road project is completed, and payment has been distributed.
- QAQC with the Center for Dirt, Gravel and Low Volume Road is scheduled for June 10, 2021. Center staff will be interviewing the QAB and staff as well as reviewing financials to complete the QAQC.
- Brooks Road – a county owned road will hold off on submission until September.
- Whittaker Road should be starting construction in June. Old Greentown Road preconstruction meeting held with township and contractor. Center assistance to review a plan for Panther Brook Road in Shohola twp.

Lake Communities water quality/Invasive Species

- Japanese Knotweed program promotion continues – such a great turnout and have been able to send it out to numerous folks in our newsletter.

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.

Rebranding

- Devan has developed a Canva PowerPoint template for future use in all presentations which will help with branding and making sure we are sending a similar message in the beginning of each presentation about the District- who we are and what we do.
- We will be promoting an “On the Road” with PCCD program for the summer months. Devan and Rachel will be going out to community associations, festivals, and fairs to demonstrate the Enviroscape and the Groundwater Flow Model (where there is electric). Getting back out to in person, following social distancing protocols, will hopefully promote the District to folks who haven’t seen us before.

Pike/Wayne Conservation Partnership

- Devan will be meeting with the partnership to review specifics for the July 29th Legislative Breakfast. The Breakfast will be held at the Lock House on Route 6 with assistance from the Wayne County Historical Society. Devan is coordinating food and venue needs.
- The Pike/Wayne Conservation Partnership video series are almost complete. They have been updated on the Partnership Facebook page and shared with partners.
- The State Envirothon was held May 7-12 – Wallenpaupack High School participated.
- Science on Tap will be back in the late summer and fall of 2021. Devan is working with partners and venues for four different programs.

Relationship building

- June E-Newsletter – June Celebrates our 65th Anniversary! It includes an article on [Road Maintenance Tips](#) by Program Specialist Chris Ingulli; the [Japanese Knotweed 101](#) webinar; A link to the [Leaf Pack Network Introduction](#); A reminder to folks to be on the lookout for Gypsy Moths with a link to our gypsy moth page on our website; Spotted Lanternfly Updates; [Happy Pride Month](#) from PCCD with links to a list of organizations supporting LGBTQ+ people in the environment and resources to learn more.

Source Water Protection/Water Quality

- Meeting set for June 17, 2021 with members from the Pocono Sourcewater Collaborative to discuss actions and the grant application we will be submitting for June 25th.

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

- Received a list of potential grant projects from Dingman Township. Lots of possibilities!
- Meeting with DEP representative on a Growing Greener grant application for education and outreach related to the Pocono Sourcewater Collaborative actions.
- Met with staff to discuss grant opportunities and the grant writing course some are taking.
- No activity this past month on the Growing Greener grant for \$242,000 for the Northeast Region Nutrient Management Plan Reimbursement Program.
- Envirothon grant report submitted and funds received.

Staff Training

- Staff are working on their QuickBooks and Grant Writing courses through Lackawanna college.

- Ellen Enslin has begun the New Manager Boot camp training which is being offered virtually through the Leadership Development Program. The final day of the training will be an in-person training to be held in September along with the regular Managers Summit.

Personnel

- Submitted the Pike County Workforce Development Agency Jobsite application for a summer employment program. Orientation meeting scheduled for June 22, 2021.
- Weekly Technical Staff meeting/ Bi-weekly meetings with each staff member to review projects, workloads, etc.

Operations/Building

- Surveillance camera was replaced in May. Spring cleanup completed. Working on bids to fix the landscape and railroad tie in the front building which was damaged. County IT decommissioned our server as we have everything on an online platform. Office windows cleaned by subcontractor.
- Finalized building lease with County and Blooming Grove Hunting and Fishing Club.

Financial

- Representation letter submitted to the Auditor. They will be here on June 9th to review our financials. District Treasurer Jay Morrow will be here as well to answer questions.
- Worked on updating the Financial Policy to include the "Municipal" information. Updated the internal segregation of duties information which will be reviewed by the Auditor to make sure we are including everything. Will review draft of financial policy with District Treasurer and Executive Committee for presentation to the Board in July.

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

- Program Manager Ellen Enslin participated in the technical committees to assist with the Monroe County Act 167 Stormwater Plan update.
- Communications from the "Friends of the Milford Aquifer" group continue regarding concerns regarding development concerns along the I84/Rute 6 corridor. Currently there are no plans submitted for projects in the area of concern.

102/105 Communications

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

Legislation

- HB 139/SB28-Reform to Increase Permit Transparency – was passed in the House and the Senate Bill 28, which is similar in content, passed in the Senate. SB 28 is currently in the house. The fiscal note on this bill states that it will cost \$19Million to implement during the first two years and reduce state revenues for permit fees.

QUESTIONNAIRE FOR ASSOCIATE DIRECTOR

Name: JIM ANDRE

Address: 164 ASPEN RD.

Municipality: DINGMAN'S FERRY PA 18328

Phone: (Day) 603-817-3337 (Evening) _____

E-mail JANDSANDRE@GMAIL.COM

Briefly describe your occupation or business connection.

PASSED DIRECTOR OF CUSTOMER SERVICE AND SALES MANAGER
FOR 40 YEARS

State briefly your educational background. Include vocational training and/or short courses and any experience related to natural resource management.

NONE OTHER THAN PRESENTLY IN THE PENN STATE MWS. CLASS.

Please list any particular interests you have that are related to conservation and natural resources.

ANYTHING TO DO WITH KEEPING OUR WATERSHED PROTECTED.

Please tell us why you are interested in serving as a Conservation District Associate Director.

I'D LIKE TO HELP WITH EDUCATING OTHERS ON THE IMPORTANCE
OF BMP'S FOR WATERSHEDS

Describe any special talents you could bring to the District (i.e.: public speaking, marketing, computer skills, personnel or financial management, etc.).

PUBLIC SPEAKING, SALES MANAGEMENT, CUSTOMER SERVICE,
BUILDING CONSTRUCTION.

Would you, to the best of your ability, faithfully attend monthly meetings of the Conservation District (Currently the 3rd Monday at 9:00 AM – subject to revision by the Board)?

Yes X

No _____

Would you be willing to attend an orientation session (or sessions) prior to consideration for appointment?

Yes X

No _____

Signature

Jim Andre

Date

5-26-21

Please return completed form to:

PIKE COUNTY CONSERVATION DISTRICT
556 Route 402, Suite 1, HAWLEY, PA 18428-9016

Or e-mail to mlong@pikepa.org

Retain a copy for your files.

556 Route 402, Hawley, PA 18428

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

PCCD Chapter 102 and Chapter 105 Delegated Program Report for May Inspections

Date	Project Name	Municipality	Program	Inspector	Site Status
5/3/2021	Dollar General	Greene	102	JO	Non-compliance
5/6/2021	Lehman Lake Dam	Lehman	102	MQ	Routine
5/10/2021	SR 84, Section 450	Multiple	102-State	JO/EE	Non-compliance
5/12/2021	SR 2001, Section 402	Multiple	102-State	EE	Routine
5/13/2021	SR 84, Section 449	Multiple	102-State	EE	Routine
5/14/2021	Paddlers Point	Westfall	102	MQ	Routine
5/14/2021	Dollar General	Greene	102	JO	Non-compliance
5/19/2021	SR 84, Section 450	Multiple	102-State	JO/EE	Non-compliance
5/20/2021	Dollar General Shohola	Milford Twp.	102	MQ	Routine
5/20/2021	PPL Canadensis	Multiple	102	EE	Routine
5/21/2021	Arcadia Subdivision	Dingman	102	MQ	Routine
5/25/2021	S&S Construction	Milford Twp.	102	MQ	Routine
5/25/2021	Bushkill Falls Parking Improvements	Lehman	102	JO	Routine
5/25/2021	PennDOT Maintenance Garage	Blooming Grove	102-State	JO	Routine
5/26/2021	Boat Shop Building	Palmyra	102	EE	Routine
5/26/2021	Kopp-Lot C1/C2	Palmyra	102	EE	Routine
5/26/2021	SR006 Sec 408	Westfall	102-State	MQ	Initial

Plan & Permit Reviews

Date	Project Name	Municipality	Program	Tech	Project Status
5/4/2021	Guariano Stream	Palmyra	105	CI	Inadequate
5/4/2021	Guariano Timber Harvest E&S	Palmyra	102	CI	Inadequate
5/5/2021	Solomon Dock	Lackawaxen	105	JO	GP Acknowledged
5/7/2021	Guarino Stream	Palmyra	105	CI	GP Acknowledged
5/7/2021	Guarino Timber	Palmyra	102	CI	Adequate
5/10/2021	Acquavella 2021	Lackawaxen	102	MQ	Adequate
5/10/2021	SR 84, Section 449 Rt. 739 Basin	Multiple	102-State	EE	Inadequate
5/13/2021	Kintz Creek Dam	Greene	102	JO	Inadequate
5/17/2021	SR0084 Section 495 Reconstruction	Multiple	102-State	JO	Incomplete Application
5/19/2021	SR0084 Section 450 Bridge Dewatering	Multiple	102-State	JO	Adequate
5/20/2021	Rivers Edge	Westfall	102	MQ	Incomplete Application
5/20/2021	Tamiment Pumping Station	Lehman	102-State	JO	Inadequate
5/21/2021	Rivers Edge	Westfall	102	MQ	Complete Application
5/21/2021	SR0084 Section 450 Bridge Dewatering	Multiple	102-State	JO	Adequate
5/25/2021	PW Campbell - Dime	Greene	102	CI	Inadequate
5/27/2021	Aichele Shoreline	Palmyra	105	CI	GP Acknowledged

5/27/2021	Bekkelman Dock	Delaware	105	JO	GP Acknowledged
5/28/2021	Pocono Lakefront	Palmyra	102	JO	Incomplete Application
Complaints					
Date	Complaint #	Municipality	Program	Tech	Action
5/3/2021	21-18	Greene	102	JO	Final/Closed
5/4/2021	21-07	Blooming Grove	102	CI	Final/Closed
5/4/2021	21-15	Palmyra	102	CI	Final/Closed
5/7/2021	21-22	Milford Twp.	102	MQ	Initial
5/11/2021	21-11	Palmyra	105	CI	Final/Closed
5/12/2021	21-21	Delaware	102	JO	Initial
5/18/2021	21-24	Blooming Grove	Non-delegated	CI	Final/Closed
5/21/2021	21-25	Lackawaxen	102	MQ	Initial
5/24/2021	21-26	Greene	105	CI	Initial
5/26/2021	21-26	Greene	105	CI	Routine
5/26/2021	20-48	Palmyra	102	EE	Final/Closed
5/27/2021	21-23	Delaware	102	JO	Final/Closed
5/27/2021	21-26	Dingman	102	JO	Final/Closed
5/27/2021	21-25	Lackawaxen	102	MQ	Initial
5/28/2021	21-10	Greene	102	CI	Final/Closed
Technical Assistance					
Date	Name/Project	Municipality	Program	Tech	Type/Topic of Assistance
5/3/2021	Kevin Roberts	Palmyra	102	CI	E&S for Small Residential
5/4/2021	Riverside Apartments	Westfall	102	MQ/EE	Pre-application meeting
5/5/2021	Vinny Cordova	Westfall	102	EE	NPDES questions re: Rest. & Brewery
5/6/2021	Mike Mrozinski	Multiple	102	EE	Overview of NPDES projects
5/7/2021	Bill Rowley (DG	Greene	102	JO	DG Greentown compliance
5/9/2021	Ingram Engineering (DG Greentown)	Greene	102	JO	DG Greentown compliance
5/9/2021	Jack Krueger (DG	Greene	102	JO	DG Greentown compliance
5/10/2021	Robert DeLorenzo	Milford Twp.	102	MQ	E&S plan for Shi property Rt 6
5/10/2021	Courtney Barden	Lackawaxen	non-delegated	EE	Japanese Knotweed questions
5/10/2021	Anne McCauslad	Dingman	105	JO	Wetland delineation info
5/10/2021	Mr. Carvin	Delaware	105	JO	GP2 Walkthrough
5/11/2021	Dick Tetters	Lackawaxen	105	MQ	Culverts/stormwater/streams
5/11/2021	Jeff Camarino	Westfall	102	MQ	Multi-follow-up
5/11/2021	John Scag	Lackawaxen	105	MQ	ATVs in wetlands
5/11/2021	James Harvorth	Greene	105	CI	Road Realignment/Stream Crossing

5/11/2021	Bill Weirman	Greene	Non-delegated	CI	Dam related questions; referred to DEP
5/11/2021	Yakov Bekkelman	Delaware	105	JO	GP2 Info
5/11/2021	Krista Predmore	Delaware	102	JO	Small projects E&S requirements
5/13/2021	Loni Shalkowski	Multiple	102-State	EE	SR 84, Sections 449 and 450 ROW fencing
5/13/2021	Mitch Jacobs (Pocono Lakefront)	Palmyra	102	JO	Major amendment submittal
5/14/2021	Chris Morgan	Milford Twp.	102	MQ	Stream determination re: NPDES permit type
5/14/2021	Bob Santoski	Multiple	102-State	EE	SR 2001, Section 402 soil testing
5/14/2021	Andrew Hilinski	Greene	102	JO	DG Greentown compliance
5/17/2021	Mike Kushnir	Delaware	105	JO	GP2 Walkthrough
5/17/2021	Joe Rutz	Porter	102	JO	GP2 info
5/19/2021	Keith Billigs	Multiple	102-State	EE	SR 84, Section 449 revisions and CAP
5/19/2021	Keith Billigs	Multiple	102-State	EE	SR 84, Section 449
5/19/2021	Douglas Dow	Dingman	105	JO	Wetland delineation info
5/20/2021	Jeremy Young (Kintz Creek Dam)	Greene	102	JO	NPDES technical review timeframes
5/21/2021	Mike Walsh	Multiple	102-State	EE	SR 84, Section 449 stormwater basins
5/21/2021	Blue Heron Lake	Porter	105	JO	GP2 info
5/24/2021	Douglas Dow	Dingman	105	JO	Tree removal in wetlands
5/24/2021	Andrew Davis	Lehman	102	JO	Tamiment Pumping station deficiencies
5/25/2021	Eric Dawson	Lackawaxen	105	MQ	Wetlands
5/25/2021	Kim Santos	Westfall	105	MQ	Dams
5/25/2021	S&S Construction	Milford Twp.	102	MQ	Routine
5/26/2021	John Caruso	Greene	102	CI	Driveway Access location/E&S & 105 permit requirements
5/26/2021	Jim Lloyd	Porter	non-delegated	CI	Gypsy Moth questions
5/26/2021	Greene Township Resident	Greene	102	JO	Discussion of Cycosky fill site compliance
5/26/2021	James Marsilia	Dingman	105	JO	French drain info
5/28/2021	Mike Kushnir	Delaware	105	JO	GP2 conditions

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PACD Rewind

Monthly Report 05/01/21 – 05/31/21

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 four *Front Page* e-newsletters
- Submitted 26 posts on social media channels
 - Created June 2021 social media calendar
 - Began creating social media images to share with districts
- Compiled and distributed monthly rewind report to membership

PACD Executive Board

- Held May Executive Board Meeting
- Prepared and reviewed May minutes
- Prepared month-end financial reports and budget
- Met with PACD Treasurer regarding month-end financial reports
- Completed June staff report
- Distributed June materials to board

PACD Strategic Planning

- Continued implementing strategic plan

PACD Human Resources and Office Management

- Processed two payrolls
- Managed accounts receivable and accounts payable
- Met with Enders to discuss Capital Blue Cross open enrollment
- Held employee information session on Capital Blue Cross open enrollment
- Worked with SEK Auditor to clean up accounts in QuickBooks

- Continued to work with Merrill Lynch and ADP to move 401K and Payroll over from Paychex
- Conducted all annual staff evaluations
- Met with FNB bank concerning PACD accounts
- Oversaw replacement of one HVAC unit and the repair of a second
- Contacted BlueTek about move-back date and phone system installation

Meetings and Events Attended

PACD staff attended/participated in the following events:

- Chesapeake Bay Communications Workgroup call
- State Conservation Commission meeting
- NRCS partnership benefits media call
- PSCFO meeting (and made PSCFO dues calls)
- Envirothon ceremony
- Held monthly Managers Meeting
- Met with DCNR concerning district activities

PACD Annual Conference

- Set up all six committees and council meeting in Zoom
- Prepped and opened registration for all six committees and council meeting
- Distributed registration information to committee members
- Announced registration in Front Page and via email
- Invited partners to provide council report
- Held PACD Ways & Means Committee budget review meeting

Partner Activities

- Hosted Partnership meeting

Growing Greener Application: Statewide Ag Plan Reimbursement Program

- Wrote grant proposal summary for meeting with DEP
- Met with DEP to review summary and discuss potential grant

Grants and Special Projects

102/105 Technical Training Grant

- Met with DEP to discuss training plans for fall 2021 and spring 2022
- 102/105 Technical Training Webinars
 - Maintained/updated and distributed/redistributed webinar flyer as needed
 - Hosted planning session for technical and completeness review webinars
 - Set up panel discussions for technical and completeness webinars in Zoom
 - Advertised technical and completeness webinars
 - Sent reminder email for technical and completeness webinars
 - Worked with Chapter 105 staff on EV Wetlands webinar
- Clean Water Academy (CWA)
 - Held meeting to strategize on district utilization of CWA
 - Courses under development
 - Soils Science for Stormwater Management
 - E&S Manual Chapter 7: Sediment Basins

- E&S Manual Chapter 8: Sediment Traps
- Leadership Development Module
- Courses sent to DEP for review
 - E&S Manual Chapter 3: Site Access
- Recorded Webinars Added
 - Channel Reviews Panel Discussion
 - Riprap Apron Review Channel Discussion
 - Managed Release Concept (MRC) Webinar
 - DCNR 2021 Riparian Forest Buffer Webinar Series

Agricultural Conservation Technical Training

- 2021 Basic & Level II Boot Camp
 - Zoom regarding boot camp on Clean Water Academy
 - Sent basic field days agenda to in-person participants
 - Connected with Gwendolyn on Conservation Planning Part 2 hotel and overnight
 - Began planning Intro to Conservation Planning

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

- Prepared FY2021/2022 Budget for NRCS

CREP Cost-Share

- Processed CREP cost-share and prepared invoices
- Processed cost-share withdrawal requests from FSA

CREP Outreach Program Office (COPO)

- Water Words that Work (WWTW) Outreach Project
 - Met with WWTW to plan final round of farmer interviews
 - Sent farmer interview information to PA Farm Bureau, Penn State Extension, and districts
 - Met with WWTW after all 9 interview slots were scheduled
- CREP Partner Training
 - Set up registration in Zoom
 - Announced webinar series in Front Page, via email, and on social media
 - Posted webinars on CREPPA.org
 - Created images for Instagram and Facebook posts
 - Held a workgroup meeting to finalize presentations and other details
 - Ran reminder in Front Page, via email, and on social media
 - Scheduled presenter practice runs before each webinar
 - Held first practice run with presenters
 - Held first webinar (Part 1: How the CREP Program Works)
 - Prepared and provided presentation on PA cost-share during first webinar
- CREP Mini-grant Program
 - Processed one mid-term report
- Landowner Guide to Buffer Success
 - Received proofs of the guide and sent to partners for comment
 - Sent revisions and pictures to Keystone Displays

DCNR Riparian Forest Buffer Program

- Reviewed one mid-term and issued reimbursement

- Reviewed three final reports and issued reimbursement

DEP Environmental Education Grant

- Polled districts on usage of the three sign templates

NRCS Employee of Record (Funded by NACD)

- Sent new employee hiring paperwork
- Conducted interviews and hired Zoe Husnick for Employee of Record position

Engineering Technical Assistance Program Grant (TAG)

- Completed and submitted invoice and report to DEP
- Conducted exit interview for TAG employee
- Discussed hiring process for new TAG employee with NRCS
- Discussed need for new grant proposal with DEP and prepared to submit new application

Leadership Development Program

- Launched 2021 New Manager Training hybrid training
- Opened access to online Manager Reference Archive
- Submitted draft agenda for 2021 Management Summit to subcommittee for approval
- Submitted draft agenda for 2021 Fall Leadership webinar series to subcommittee for approval

PA Nonpoint Source Pollution Education Office

- 2020-21 NPS Mini-grant Round and 2021-22 NPS Mini-grant Round
 - Reviewed 9 final reports and issued reimbursements
 - Reviewed 2 mid-term reports
 - Reviewed 7 mini-grant materials
 - Sent reminders to districts with agreements outstanding and final reports due
 - Rolled 2 projects to the 2021-22 round
 - Reviewed 1 budget change
 - Funded 2 additional projects from the waiting list
- 2021 Virtual Watershed Specialist Meeting
 - Hosted discussion about Stroud presentations
 - Continued outreach to presenters
- 2021 Virtual 319 Meeting
 - Sent out registration reminder
 - Held pre-meetings with DEP
 - Sent follow-up emails to presenters
 - Held walkthrough for presenters
 - Set up evaluation in SurveyMonkey
 - Prepared for and hosted virtual event May 19 and 20
 - Sent thank you to all presenters
 - Prepped Q&A document and sent to EPA and DEP for approval
 - Began working with CWA staff to post recordings and materials



DATES TO REMEMBER

Leadership Development: New Manager Training

- Wednesdays, May-August 2021

CREP Partner Training Part 2: CREP Practices and Technical Guidance

- June 3, 2021 | 9:00 a.m. to 11:00 a.m.

CREP Partner Training Part 3: Working with Landowners and Building Relationships

- June 10, 2021 | 9:00 a.m. to 11:00 a.m.

Findings from CREP Focus Groups with PA Farmers Webinar

- June 24, 2021 | 1:00-2:00 p.m.

Spring 2021 102/105 E&S Technical Training Webinar: Exceptional Value Wetlands

- June 29, 2021 | 10:30 a.m. to Noon – New Date!

PACD Conservation Committee Video Conference

- July 8, 2021 | 1-2 p.m.

PACD District Employees Committee Video Conference

- July 9, 2021 | 1-2 p.m.

PACD Education and Outreach Committee Video Conference

- July 14, 2021 | 1-2 p.m.

PACD Legislative Committee Video Conference

- July 15, 2021 | 1-2 p.m.

PACD Ways and Means Committee Video Conference

- July 20, 2021 | 1-2 p.m.

PACD Operations Committee Video Conference

- July 22, 2021 | 1-2 p.m.

PACD Executive Council Video Conference

- July 29, 2021 | 10-Noon

Agricultural Conservation Technical “Boot Camp” Training – Basic Level

- August 2-4, 2021 (*in-person field days*), Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County). *Both online and in-person portions must be attended to complete the course.*

QuickBooks Training Webinar Series for Conservation Districts: Basic Training

- August 12, 2021 | 10 a.m. - Noon

Agricultural Conservation Technical “Boot Camp” Training – Level II

- August 23-27, 2021, Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County) and Holiday Inn Harrisburg (Hershey Area), Grantville, PA

QuickBooks Training Webinar Series for Conservation Districts: Advanced Training

- September 9, 2021 | 10 a.m. - Noon

Leadership Development: New Manager Pre-Conference Session

- September 14, 2021, Wyndham Garden State College, Boalsburg, PA

Building for Tomorrow 2021 Management Summit

- September 15-16, 2021, Wyndham Garden State College, Boalsburg, PA

PACD South West Region Meeting

- September 21, 2021 | 10:00 a.m. to Noon

QuickBooks Training Webinar Series for Conservation Districts: Payroll

- September 23, 2021 | 10 a.m. - Noon

PACD North West Region Meeting

- September 30, 2021 | 10:00 a.m. to Noon

PACD North East Region Meeting

- October 8, 2021 | 10:00 a.m. to Noon

2021 Virtual Conservation District Watershed Specialist Meeting

- October 5-7, 2021

PACD North Central Region Meeting

- October 14, 2021 | 10:00 a.m. to Noon

PACD South Central Region Meeting

- October 15, 2021 | 10:00 a.m. to Noon

Fall Leadership Development Series: Succession Planning & Management for Conservation Districts (Part 1)

- October 27, 2021 | 12 p.m. -1:30 p.m.

PACD South East Region Meeting

- October 28, 2021 | 10:00 a.m. to Noon

Fall Leadership Development Series: Succession Planning & Management for Conservation Districts (Part 2)

- November 3, 2021 | 12 p.m. – 1:30 p.m.

Fall Leadership Development Series: Conservation Leadership and Environmental Justice

- November 10, 2021 | 12 p.m. – 12:45 p.m.

STAFF CONTACT INFORMATION			
NAME	TITLE	PHONE #	E-MAIL
HARRISBURG OFFICE			
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Molly Burns	Project & Event Specialist	717-238-7223 x110	mburns@pacd.org
Holly Miller	Program Manager	717-238-7223 x105	hmiller@pacd.org
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June 2021 DEP Conservation District Field Rep Talking Points

Conservation District Funding

Dirt, Gravel and Low Volume Road Allocations – At the May 11 State Conservation Commission Meeting the SCC approved Dirt, Gravel and Low Volume Road Program allocations for Fiscal Year 2021-2022. In most cases, they are very similar to last year's allocation. \$20 million was allocated to Dirt and Gravel and \$8 million to Low Volume Roads. The final Dirt and Gravel allocation for one district will be subject to the outcome of a settlement agreement with the SCC. Any funding reductions to that district will be redistributed within the current allocation formula. The Program will send districts a notification when the final allocations are set.

CDFAP Application for Funding – is now available in the GreenPort for FY 2021-2022. All districts that plan to participate in the CDFAP Manager, E&S Tech and ACT Cost-Share Program are required to complete the form. **It is necessary for districts to complete this form no later than June 15, 2021**, so that information on your district's request is available and the State Conservation Commission (SCC) can allocate these cost share funds at their July 2021 meeting. Questions regarding completion of the form may be directed to Karen Books at kbooks@pa.gov.

CDFAP ACT Program and Act 38/Chap 91 Nutrient Management and Manure Management Delegation Annual Applications - To facilitate an earlier commitment of funds, the Commission is asking that conservation districts complete and return applications for funding for the *Agricultural Conservation Technical Assistance Program (ACT)* and the *Nutrient Management And Manure Management Program Delegation Agreement* (NM/MM delegation) Information packets explaining the submission process will be distributed to conservation districts from both programs by June 1, 2021. **The ACT application and the NM/MM delegation proposal and budget application will be due to the Commission by July 16, 2021.** Applications should be completed based on anticipated allocation information supplied in the application packets. Questions regarding completion of the ACT application may be directed to Johan E. Berger at joberger@pa.gov. Questions regarding the NM/MM delegation proposal may be directed to Frank Schneider at fschneider@pa.gov.

Chesapeake Bay Technician and Chesapeake Bay Engineer Specialist / Engineer Assistant Annual Applications – The materials for the amendments to the existing conservation district agreements will be provided in early June to the conservation districts in the Chesapeake Bay Watershed, which **will be due to DEP Chesapeake Bay Office by July 16, 2021**. This amendment will be effective from July 1, 2021 through June 30, 2022.

The Chesapeake Bay Office held a meeting with Chesapeake Bay Conservation Districts and DEP Regional Offices on May 25, 2021 to discuss the transition for some counties into "Phase 2" of the Chesapeake Bay Agricultural Inspection Program (CBAIP). This transition would occur in counties that no longer have "Phase 1" inspections to conduct or will not have the amount of inspections left to conduct to meet their annual goal this upcoming year. The discussion included a review of the inspection goals and expectations, the Standard Operating Procedure, and discussed next steps.

Section 319 Nonpoint Source Management Grants Program - The Fiscal Year 2022 grant round is open from April 22, 2021 to June 25, 2021. The guidance and associated materials were published [here](#) on April 22, 2021, or you can go to dep.pa.gov and search for "nonpoint source." These grant funds come from EPA. The WIP Location Map has also been recently updated on the [WIP webpage](#).

Growing Greener Plus Grants Program – This grant round is open from April 22, 2021 to June 25, 2021. The guidance and associated materials were published [here](#) on April 22, 2021, or you can go to dep.pa.gov and search for “growing greener.” These funds come from Pennsylvania’s Environmental Stewardship Fund (ESF).

Section 319 and Growing Greener Plus include presentations on the webpages that link to the Clean Water Academy with PDFs and recorded sessions to walk people through this round of grants. We encourage anyone with questions on the grant guidance or how to complete forms to review these presentations.

Through the same application process, applicants can also apply for grant funding through Section 18(j) of the Surface Mining Conservation and Reclamation Act of 1977 (SMCRA). SMCRA grants are available to various entities including municipalities, municipal authorities, and nonprofit organizations for projects meeting AMD Set Aside or Bond Forfeiture grant requirements.

Policies and Procedures

Policy on Appointing Former Conservation District Employees and Other Individuals as Conservation District Directors – At its May 11th Meeting the State Conservation Commission approved Policy on Appointing Former Conservation District Employees and Other Individuals as Conservation District Directors. The policy states, “no individual who has been employed by a conservation district in any capacity may be appointed to serve as a conservation district director on the conservation district’s board of directors under which they were employed within three (3) years of their last date of employment.” In addition to employees the policy state, “no individual who is currently employed or has been previously employed in any governmental position (federal, state, or county) that has or had direct oversight or control of any conservation district program (delegated or contracted) or conservation district funding source may be appointed to serve as a conservation district director for the district with which such a relationship existed during the course of their employment or within three (3) years of their last date of employment.” This includes appointment as a regular conservation district director with full voting powers or as a non-voting associate member. If it is determined that a conservation district director appointment is made in conflict with this policy, the Commission will work with the county governing body and the conservation district board to seek an amicable resolution to this matter. The Commission may consider exceptions to this policy on a case-by-case basis.

Retaining Virtual Participation Options for District Board Meetings – As district boards begin to hold in person meetings again, the State Conservation Commission recommends district continue to offer a way for board members, cooperating agencies and the public to participate in meetings either through conference call or video conference. Cooperating agency staff may not be allowed to attend in person meetings during this time and board members and the public may not feel comfortable attending. Providing a virtual option will allow greater participation in district board meetings.

Tips for holding virtual meetings:

- Meetings must comply with ALL Sunshine Act requirements
- Take a roll call to ensure minutes can accurately record directors present and that there is a quorum
- Provide an opportunity for public comment. Participants from the public who make comment should identify themselves

- Participants should announce themselves when speaking especially when making motions to ensure accurate recording of minutes
- Virtual meetings may be recorded. If it is recorded, you must announce that the meeting is being recorded
- Recordings of virtual meetings are public records under RTK if retained after the minutes are approved at the next board meeting.

New Procedure for Chapter 105 internal guidance/questions

The Bureau of Waterways Engineering and Wetlands (BWEW) has instituted a new procedure for Chapter 105-delegated Conservation Districts and DEP regional office staff to follow when asking questions or requesting clarification concerning Chapter 105 regulations or permitting. On May 13, 2021, an email was sent to the Chapter 105-delegated conservation district managers and to the DEP Regional Waterways and Wetlands programs explaining the new procedure. This new procedure is intended to increase efficient and effective responses from BWEW staff and to promote consistency in internal guidance provided across the state. To this end, BWEW has set up a resource account email where inquiries should be directed only after taking steps to first check with district managers and/or DEP Regional Offices for guidance. BWEW also has a Chapter 105 Resource Center on the Clean Water Academy and will be uploading internal guidance to this page, including an internal FAQ document that will be populated and continually updated with guidance stemming from the new process. This document will be internal guidance, so 105-delegated staff are encouraged to use their PA-CWA login to view all internal content. As more Chapter 105 content is being added to the PA-CWA, staff are also encouraged to review new or updated trainings and guidance. If 105-delegated CCD staff have questions about this new procedure, please check with your District Manager. If District Managers have any questions about the new procedure, they can contact BWEW for clarification.

Total Maximum Daily Load (TMDL) Public Comment Process - A TMDL is necessary when waters are included in Category 5 of the publicly participated Integrated Report (IR). TMDL development includes analysis of the detailed assessment data that led to the impairment listings (e.g., macroinvertebrate community assemblage, habitat information), choosing a reference watershed with similar basin characteristics that is meeting water quality standards and modeling the two watersheds to assign pollutant reductions necessary to bring the impaired watershed loading rates down to those of the reference watershed. The DEP Bureau of Clean Water oversees TMDL development and appreciates input from the conservation districts. The process that DEP currently follows includes drafting the TMDL and requesting review and comments through a notice in the PA Bulletin. When the notice is published, the document is a first draft and DEP will incorporate any relevant information collected during the comment period into the final draft prior to submission to EPA for approval. The draft provides the baseline requirements of a TMDL from the data that DEP has collected through the waterbody assessments and a description of the modeling and results, while also providing the framework that the conservation districts and other stakeholders can improve upon with comments. DEP finds that publishing the draft is a more productive way of gaining pertinent comments than requesting information prior to providing the draft.

Chapter 102

102 ePermitting - The ePermit System will now work with the latest version of Microsoft **Edge** (opposed to Internet Explorer, which is being phased out by the Commonwealth's Office of Administration) and Google Chrome;

- Internal Training videos are in the works. Please refer to CWA.
- As a reminder, currently PAG-02 General NOIs and Individual Applications for NPDES Permits for Stormwater Discharges Associated with Construction Activities are currently available in the system;
 - The upcoming tentative release schedule is as follows:
 - July 28, 2021- Erosion and Sediment Pollution Control (E&S) Permits (new & amendments) for Discharge of Stormwater Associated with Construction Activities; and,
 - September 29, 2021- Erosion and Sediment Control General Permit (ESCGP-3) for earth disturbance associated with Oil and Gas Exploration, Production, Processing or Treatment Operations or Transmission Facilities

Contact Tiffany Landis with questions tilandis@pa.gov

State Water Plan Meetings

The State Water Plan's Regional Water Resources Committees held their fifth round of meetings virtually through Microsoft Teams April 13, 2021 through April 29, 2021. The primary focus of these meetings was to have the Committees vote on their regional priorities. The State Water Plan's Statewide Water Resources Committee held their fifth meeting virtually through Microsoft Teams on May 19, 2021. The primary focus of this meeting was climate change, flooding, and stormwater. This update will focus on items such as water resources strategies outlined in the Governor's Climate Action Plan and updated regional watershed priorities.

The Statewide Committee and four of the Regional Committees have some vacancies and two of the Regional Committees are full. These vacancies include District Directors, Planning Commission, Agricultural, Environment & Conservation, and Local Government. For information about these vacancies please contact Mark Matlock at marmatlock@pa.gov.

Clean Water Academy

Attachment B Online Forms - An online form has been placed on the Clean Water Academy to replace the Chapter 102 and 105 Attachment B forms. As a result, the "paper" Attachment B form no longer needs to be submitted. Once submitted, a notification is sent to the 102 and 105 email resource accounts. GreenPort information is now required so that we can coordinate registration of new users for ePermitting as well as Clean Water Academy logins. Each Conservation District Manager should designate someone to enter Attachment B or perform that task themselves. Only that person will be able to edit their entries. To ensure we have the most update date records we need each to District to enter **all staff** assigned to the **102 and 105 delegation agreements into the new electronic Attachment B**. Please complete this by **June 30, 2021**.

NOTE: When staff leaves the program or otherwise will no longer use the ePermit system, the Attachment B form should be submitted so that their ePermitting and CWA roles can be deactivated. The employment end date should be selected, and employment status changed. If you have any questions, please reach out to Jay Braund at jbraund@pa.gov.

Small Group Training Request Form - Conservation District Staff that would like classroom (virtual at this time) or one on one training from DEP should submit a request using the Chap 102 - One on One - Small Group Training Request Form. The Training Request Form can be found in the Data Portal in Clean Water Academy.

New Standard Operating Procedure (SOP) and Complimentary DEP Clean Water Academy (CWA) Course to be Released June 1, 2021.

The PracticeKeeper – Best Management Practice (BMP) Module SOP (CBO-DATA-003) and complimentary DEP CWA course, *Recording Best Management Practices in the PracticeKeeper Database* will be released June 1, 2021.

The SOP and supporting CWA course describe the procedures by which the Department of Environmental Protection (DEP) and participating County Conservation Districts (CCDs) will input data into the BMP Module of PracticeKeeper (PK). The BMP Module of PK was developed to track spatially located sediment and nutrient reducing BMPs that are planned or implemented in the Commonwealth of Pennsylvania and is used by multiple programs and agencies across the Commonwealth. The guidance offered in the SOP and CWA course will enable consistent data collection for program reporting across participating CCDs and multiple Commonwealth programs while ensuring reliable tracking of the implementation of Pennsylvania's 2016 Chesapeake Bay Strategy.

The PracticeKeeper BMP Module SOP and CWA course are designed to supplement program-specific guidance, procedures, and training and should be used as referenced in program-specific guidance.

The Clean Water Academy Training will be available at the link below on June 1, 2021.

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=478>

Please share with the appropriate staff.

Chesapeake Bay Office Agriculture Compliance staff will host a question and answer session in early July with Conservation District and DEP Regional Office staff. The date of the Q&A will appear in July's talking points. This session will be recorded and may be posted to the Clean Water Academy as a reference. The intended audience are District Managers and Conservation District Staff who implement, verify, and record BMPs in the PracticeKeeper Database as part of any of their job duties. This may include but is not limited to Chesapeake Bay Technicians or Engineers, Nutrient Management Technicians, and Watershed Specialists.

Chesapeake Bay Watershed

Pennsylvania's Phase 3 Watershed Implementation Plan – monthly e-newsletter

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

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

PA's Technical Assistance Partnership

In support of PA's Phase 3 Watershed Implementation Plan and the work that our counties and local stakeholders are conducting, technical partners working in and with Pennsylvania will meet with DEP to share information on individual efforts and discuss how to best coordinate our work as we move forward together. The goal is to better understand what each of our organizations are providing on the

technical assistance front to maximize efficiency, avoid duplication of efforts, and more effectively leverage our work together. The partners invited to this meeting include: USGS, NRCS, EPA, SRBC, Capital RC&D, and Penn State University.

Countywide Action Plans

Webinar Wednesday – 2-Year Milestones and Annual Progress Reports

In early June, the DEP Chesapeake Bay Office will hold meetings with the Pilot counties to review two-year milestones and annual progress reporting and with the Tier 2 counties to review annual progress reporting. Timelines and goals will be discussed.

Webinar Wednesday – BMP Verification: Round 2

The DEP Chesapeake Bay Office will schedule a BMP Verification webinar as a follow-up to the December 16, 2020 Webinar Wednesday. This second webinar will focus on items that were prioritized from the results of a survey that the counties had completed. The date has not yet been determined, but DEP is planning to schedule this webinar in late July.

CAP Checklists have been developed to assist with and simplify CAP updates and DEP reviews. These checklists have been reviewed with the DEP Region CAP Support Teams as well as with the counties.

Summer Interns Conducting Bay Inspections - With the upcoming summer season, we wanted to respond to questions that we've received recently relating to using summer interns to conduct inspection activities. As a reminder, the inspector of record must have completed or actively be in the midst of completing adequate training according to the Training Plan described in the Chesapeake Bay Technician Agreement.

Please reference the CBAIP activities listed below which may be appropriate for individuals with limited training, such as summer interns, understanding supervision and oversight from a trained professional will be necessary:

1. Pre-Inspection Activities.
 - a. Provide administrative assistance with the pre-inspection notice mailing.
 - i. A trained professional should draft and sign all correspondence.
 - b. Attempt to contact the owner/operator in advance of the inspection to explain the purpose and arrange the date and time of the inspection.
 - c. Develop / print aerial maps of the operation for review by the inspector of record.
 - d. Assemble any known relevant planning documents for review by the inspector of record.
 - e. Prepare necessary supplies for the inspection.
2. Inspection Activities
 - a. May attend the inspection if accompanied by the inspector of record and all procedural guidelines to limit exposure to and spread of COVID-19 outlined in the inspecting agency's continuity of operations plan are followed.
3. Post-Inspection Activities
 - a. Provide administrative assistance with post-inspection correspondence.
 - i. A trained professional should draft and sign all correspondence.

- b. Input data elements of the Inspection Report in the PracticeKeeper Database if not completed during the inspection.
 - i. Must complete the Clean Water Academy Course, *Completing Agriculture Inspections in the PracticeKeeper Database*, <https://pacleanwateracademy.remote-learner.net/course/view.php?id=410>, and maintain appropriate oversight from a trained professional to ensure data consistency and integrity.

Dates to Remember

SCC Meetings – 1:00 PM

Virtual Meeting	July 13
Virtual Meeting	September 14

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

Conference Call	June 8
Conference Call	August 17

Agricultural Technician Training

Boot Camp I – ‘Basic’	August 2-4, 2021 (Field)
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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.

