

Pike County Conservation District

AGENDA

Regular Monthly Meeting

Monday, May 18, 2020 9:00am

Pike County Conservation District Office, Route 402, Blooming Grove

PCCD is committed to natural resources conservation through leadership, education, technical assistance, planning and enforcement to ensure the long term protection and sustainable use of Pike County's natural resources and implementation of environmentally sound development and land use practices.

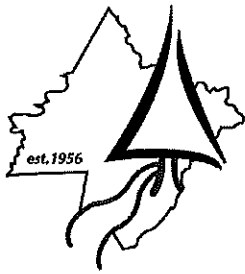
Meeting will be done VIA ZOOM – see email and website

- I Call to order – Pledge of Allegiance – Introductions
- II Public Comment on Agenda Items
- III Action on Minutes of March 16, 2020 meeting (*vote*)
April 20th Board meeting-cancelled due to COVID-19 and limited items on the agenda
- IV Financial Report (review/file subject to audit)
- V Correspondence Report
- VI Executive Director Report
- VII OLD BUSINESS/Committee Reports
 - Approval of 2020 PCCD Strategic plan – Mike Spencer (*vote*)
- VIII NEW BUSINESS
 - Staff loan for COVID-19 – Transfer of funds from UGW Fund to Operating Account (*vote*)- Michele Long
 - PCCD Continuity of Operations Plan – Michele Long (*vote*)
 - Cell Phone Use & Phone Allowance Policy – Michele Long (*vote*)
 - Telecommuting Policy and Procedure – Michele Long (*vote*)
- IX PACD Update
- X Cooperating Agency and Other Organization Reports
- XI Public/Press Questions
- XII Adjourn

NEXT MEETING: MONDAY, June 15, 2020 at 9:00am.

556 Route 402, Hawley, PA 18428

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



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PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, March 16, 2020

As a result of the COVID-19 outbreak and recommendations from the Center for Disease Control, Pennsylvania Department of Health and the Pike County Commissioners to avoid in-person meetings the Board of Directors meeting was held via conference call. Information regarding the conference call was posted on the District website.

ATTENDANCE – Directors: Commissioner Ronald Schmalzle, John Milliken, Mike Spencer, Kelly Stagen, and Kenneth Coutts. **Associate Directors:** JoAnn Rose **Staff:** Michele Long, Ellen Enslin, Rachel Posavetz, and Chris Ingulli. **Cooperating Agency Representatives:** None. **Directors/Associate Directors Absent:** Scott Savini, Jay Morrow, Paul Ranello and Carole Linkiewicz. **Guests:** None.

Board Vice-Chairman John Milliken called the meeting to order at 9:10 am via conference call.

Commissioner Ronald Schmalzle stated the following regarding COVID-19 and continued mitigation efforts: The Pike County Commissioners will be calling a mandatory Department Head meeting at 9:00 am on March 17, 2020 to review PA Department of Health updates and potential remote-work plans for County departments. A press conference is scheduled for March 18, 2020 at the Pike County Training Facility with leaders from the local government, school districts, and health care facilities to update the public on the COVID-19 outbreak.

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None.

ACTION ON MINUTES OF February 24, 2020: Kelly Stagen made a motion to approve the February 24, 2020 Board Meeting minutes. Ronald Schmalzle seconded. John Milliken abstained due to his absence at the February 24, 2020 meeting. Motion carried.

FINANCIAL REPORT: No questions from the board. Financials filed subject to audit.

CORRESPONDENCE REPORT: None.

EXECUTIVE DIRECTOR REPORT: Michele Long provided an overview of the Executive Director Report: Due to the COVID-19 outbreak the Envirothon will be postponed and the Legislative Breakfast will be cancelled. DEP has stated, as of now the Chapter 102 and 105 delegated programs are operating as usual. Long has instructed staff to develop a list of projects that can be worked on from home if required. Staff have been diligent in cleaning office spaces and following CDC guidelines related to minimizing the potential to spread COVID-19. Bill Theobald, Wallenpaupack Area High School, called the District to inquire about using the building and grounds as a place to provide food to school children during the statewide school shutdown. Long informed Mr. Theobald at this point we are unsure how long the District office will remain open and suggested alternate locations such as the Blooming Grove Baptist Church, Blooming Grove Township Building, and Blooming Grove Catholic Church.

OLD BUSINESS/COMMITTEE REPORTS:

Strategic Planning Committee: The Strategic Planning Committee will be meeting immediately following the Board of Directors meeting.

NEW BUSINESS:

DGLVR Quality Assurance Board Project Recommendations: The DGLVR Quality Assurance Board (QAB) met on February 24, 2020 to evaluate and prioritize Dirt, Gravel and Low Volume Road applications. The QAB recommends utilizing Dirt and Gravel Road funds for the Palmyra Township, Old Greentown Road Project (\$68,630), Porter Township, Whittaker Farm Road (Phase 2) Project (\$69,162), DCNR, Ranch Road Project (\$44,702), and Shohola Township, Flagstone Road Low Volume Project (\$64,305.50). John Milliken made an omnibus motion to approve the Old Greentown Road, Whittaker Farm Road (Phase 2), Ranch Road, and Flagstone Road project applications. Mike Spencer seconded. Motion carried.

PCCD DGLVR Education Grant Request: Palmyra Township submitted a DGLVR Education Reimbursement Grant request for one of their township staff to attend an upcoming DGLVR Environmentally Sensitive Maintenance Training. Due to COVID-19 the training has been postponed, but will likely be rescheduled at a later date. Michele Long stated staff will evaluate the current policy and recommend allowing the Executive Director to approve these grant requests when received since the expenses cannot exceed \$500. John Milliken made a motion to approve the Palmyra Township DGLVR Education Grant Request. Ron Schmalzle seconded. Motion carried.

Tick Task Force Request for Funding for Brochures: The Pike County Planning Office and the Tick Task Force has submitted a request from the District for \$398.95 for 5,000 copies of the Tick 201 Brochure, which is an updated version of the previous brochure. The brochure will be distributed to all 13 of Pike county municipalities as well as schools, large residential communities, local outdoor stores, and both Pike County Public Libraries. Kelly Stagen made a motion to transfer up to \$400.00 from the Conservation Fund to the Operating Account to cover the expenses for 5,000 copies of the Tick 201 Brochure. Mike Spencer seconded. Motion carried.

PACD Update: Kelly Stagen stated the only update was the announcement of the upcoming PACD Northeast regional meeting which will be held April 3rd via conference call.

COOPERATING AGENCY AND OTHER ORGANIZATION REPORTS: None.

PUBLIC/PRESS QUESTIONS: None.

Executive Session: There was no need for an Executive Session.

ADJOURN: Ron Schmalzle made a motion to adjourn the March 16, 2020 Board of Directors Meeting. Kelly Stagen seconded. Motion carried. Meeting adjourned at 9:31 AM.

Respectfully submitted, Chris Ingulli, Board Secretary.

**Pike County Conservation District
Profit & Loss Budget vs. Actual
January through April 2020**

	Jan - Apr 20	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
Income					
4255 · Low Volume Road Allocation	0.00	1,419.02	0.00	0.00	0.0%
4000 · Other Grant Income	0.00	3,822.50	12,320.00	-12,320.00	0.0%
4100 · State Cost Share Funds	0.00	1,751.50	65,343.00	-65,343.00	0.0%
4107 · County Contribution	128,504.68	122,934.00	385,514.00	-257,009.32	33.33%
4125 · UGW Income	0.00	0.00	56,818.00	-56,818.00	0.0%
4150 · Watershed Specialist Grant	12,807.60	10,467.00	45,250.00	-32,442.40	28.3%
4200 · County Appropriation	7,500.00	7,500.00	30,000.00	-22,500.00	25.0%
4250 · D&G Rd Allocation	2,187.87	9,982.55	103,110.00	-100,922.13	2.12%
4300 · Fees Collected	20,120.00	10,970.00	35,000.00	-14,880.00	57.49%
4400 · Program Income	10,700.00	2,501.00	2,700.00	8,000.00	396.3%
4500 · Misc Income	0.00	0.00	100.00	-100.00	0.0%
4700- · Interest Income	2,618.63	4,803.96	10,000.00	-7,381.37	26.19%
Transfer from Conservation Fund			5,000.00		
Transfer from Low Volume Road Fund			25,894.72		
Total Income	184,438.78	176,151.53	777,049.72	-592,610.94	23.74%
Expense					
5255 · Low Volume Road Expenditures	0.00	156.02	25,894.72	-25,894.72	0.0%
5000 · Other Grant Expenditures	783.11	2,552.03	11,220.00	-10,436.89	6.98%
5100 · Salary/Benefits to County	21,588.85	21,728.00	126,325.00	-104,736.15	17.09%
Transfer to UGW Funds			29,318.00		
1 5250 · D&G Rd Expenditures	68,983.00	41,619.62	103,110.00	-34,127.00	66.9%
5505 · Telephone	792.42	895.60	2,600.00	-1,807.58	30.48%
5510 · Postage	44.25	65.90	1,200.00	-1,155.75	3.69%
5520 · Supplies/Equipment	2,568.52	4,994.31	10,068.00	-7,499.48	25.51%
5531 · Leased Equipment	3,678.30	3,085.43	11,200.00	-7,521.70	32.84%
5535 · Advertising	170.45	121.02	400.00	-229.55	42.61%
5540 · Professional Services	0.00	0.00	7,575.00	-7,575.00	0.0%
5550 · Personnel Expenses	128,504.68	122,934.00	385,514.00	-257,009.32	33.33%
5608 · Programs	8,222.26	2,620.18	8,350.00	-127.74	98.47%
5700 · Water Monitoring-Chem/Lab	0.00	680.00	10,275.00	-10,275.00	0.0%
5805 · Travel/Meals	1,226.52	2,461.97	3,260.00	-2,033.48	37.62%
5815 · Training/Conferences	518.05	621.62	3,773.00	-3,254.95	13.73%
5820 · Dues & Subscriptions	1,270.00	1,627.52	4,285.00	-3,015.00	29.64%
5870 · Repairs & Maintenance	9,485.11	8,218.94	15,232.00	-5,746.89	62.27%
5880 · Heat & Electric	1,932.44	2,689.35	7,000.00	-5,067.56	27.61%
5900 · Vehicle Expense	204.37	915.29	4,650.00	-4,445.63	4.4%
5940 · Capital Improvements	0.00	0.00	5,000.00	-5,000.00	0.0%
2 5950 · Misc Expense	1,855.00	793.50	800.00	1,055.00	231.88%
Total Expense	251,827.33	218,780.30	777,049.72	-525,222.39	32.41%
1 50% Grant Total Advancement for Palmyra Township, Old Greentown Road DG Project (\$34,315) and Porter Township, Whittaker Farm Road DG Project (\$34,581)					
2 Promissary note to staff for COVID-19 (\$1500)					

Pike County Conservation District
Summary Balance Sheet
 As of April 30, 2020

	<u>Apr 30, 20</u>	<u>Mar 31, 20</u>	<u>Apr 30, 19</u>
ASSETS			
Current Assets			
Checking/Savings			
007 - UGW Fund	195,199.43	195,035.03	159,055.81
006 - Low Volume Road Fund	55,135.55	42,202.79	61,551.59
005 - Clean Water Fund	8,930.76	8,404.70	10,706.69
002 - Conservation Fund	139,810.93	139,693.18	202,035.38
003 - Dirt and Gravel Muncipal Fund	89,281.41	155,994.25	174,816.26
004 - Operating Account	137,288.52	147,511.79	113,433.46
Accounts Receivable	14,995.47	37,455.50	26,442.57
Total Current Assets	<u>640,642.07</u>	<u>726,297.24</u>	<u>748,041.76</u>
Fixed Assets	145,213.02	145,213.02	145,213.02
TOTAL ASSETS	<u><u>785,855.09</u></u>	<u><u>871,510.26</u></u>	<u><u>893,254.78</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	16,102.35	25,318.07	18,162.12
Other Current Liabilities	247,513.24	247,513.24	247,513.24
Total Current Liabilities	<u>263,615.59</u>	<u>272,831.31</u>	<u>265,675.36</u>
Total Liabilities	263,615.59	272,831.31	265,675.36
Equity	522,239.50	598,678.95	627,579.42
TOTAL LIABILITIES & EQUITY	<u><u>785,855.09</u></u>	<u><u>871,510.26</u></u>	<u><u>893,254.78</u></u>

Pike County Conservation District
Michele Long, Executive Director (ED) Report for April 2020

May Board Meeting Agenda – VIA Zoom conference call – check email and website.

Approval of 2020 PCCD Strategic plan

The Draft 2020 Strategic Plan was submitted to the committee in April for review. We have developed a brochure that will be distributed to legislators, nominating organizations and partners. We have also developed a page on the website highlighting the plan and its components which will go live when the plan is approved by the Board. A link to the page will be distributed prior to the Board meeting.

Staff loan for COVID-19- Transfer of funds from UGW Fund to Operating Account

When furloughs for staff were discussed there was a concern about the potential lag time in the receipt of funds from unemployment to staff. ED in discussions with the Executive Committee and Treasurer developed a promissory note that could be made available to staff for up to \$1,500 who were furloughed or partially furloughed which will be paid back after returning from furlough with no interest. Only one staff member has requested the loan of \$1,500. Staff recommend transferring \$1,500 from the UGW Fund to the Operating account to cover this expense as the funds cover salaries which would be delayed.

PCCD Continuity of Operations Plan

The Continuity of Operations Plan(COOP) is a plan outlined for operations in the event of any type of emergency or disaster which would impact District. Currently the only COOP that we have worked under is the Pike County COOP which does not specifically identify District needs. This plan highlights the purpose, identifies mission essential functions, remote capabilities, activation, training, etc. There are a number of components which will need to be analyzed as we move forward including potential remote operational needs but the current plan can be implemented as we are currently demonstrating during the COVID-19 pandemic.

Cell Phone Use & Phone Allowance Policy

Currently the staff are not to use their phones for District business as identified in the District Standard Operating Procedures for Employees policy which is outdated and ineffective in today's climate. Even before this pandemic, staff were using their phones to communicate and during this pandemic it has become essential for communications. The proposed policy changes current policy to allow staff to use their phones for District business, if they so choose, and be reimbursed based on eligibility and approval by the Executive Director on a quarterly basis. The current cell phone plan will be updated to the county plan which is more cost efficient and provide better cell coverage and still be available to staff who choose to use the District cell phones. The reimbursements would be retroactive to April 1, 2020 if approved by the Board.

Telecommuting Policy and Procedure

The Telecommuting Policy and Procedure was developed in conjunction with the COOP and provides additional guidance to the Board and staff on how operations can continue during a COOP activation.

COVID-19 Response – The District office was closed to the public in April. Staff were working remotely but by mid-April a number of staff were either partially furloughed or furloughed. Communications with staff happened via, email, text, phone, and video conferencing. Worked on a number of policy updates and communications with the Executive Committee and Commissioners on District needs and concerns during COVID-19. Specific program impacts are identified below.

Grant activities –

PACD Mini-grants – Communications Coordinator(CC)is currently working on the rack card for homeowners in cooperation with LWWMD Executive Director Nick Spinelli for use this summer. The other PACD minigrant for a municipal workshop is on hold until further gathering restrictions are lifted.

DEP EE grant Podcast – CC is working on podcasts with staff from home. Report is due the end of May.

Financial– The initial discussions with the Accountant to review our financials have not begun but anticipate these to resume in May. Once we have had the Accountant review financials the 2019 audit will resume. This should not impede the completion of the audit by the end of 2020 which is when it is due to the State Conservation Commission. We have purchased backup APS batteries for all employee computers as well as the video surveillance station to alleviate issues with power outages and working remotely. Worked with the County IT department on a number of issues for remote working. Ordered another staff computer which was budgeted which will enable another staff person to work in the field for inspections. Also ordered a laptop for the DGLVR program which will also help with field operations which can be covered under the program costs. Have reviewed current employee remote working conditions and will be making recommendations on potential upgrades to 2 other staff computers. Quarterly reporting completed.

Operations – There was some legislative activity regarding freezing any additional spending of the previously approved Conservation District Fund line item which was presented and approved in the House and stalled in the Senate. Worked with Blooming Grove Baptist Church on water well issue. Yet to be resolved but waiting on additional testing from Prosser Laboratories. Building water will need to be flushed before resuming operations. Worked with Wallenpaupack School on potential assistance with remote learning for students using the District office as a hot spot for students to download school assignments. This was later moved to the Area Agency on Aging office. Purchased annual plan for Zoom videoconferencing capabilities.

Personnel – Staff evaluation forms were completed but in staff meetings will have to be rescheduled. Working remotely, we are having individual check ins on a regular basis – sometimes daily but have had a weekly technical staff meeting to get up to speed on guidance, projects and other issues that have come up.

Education/Media- The State Envirothon is offering online options for students which CC is working with Wayne Conservation District Watershed Specialist to distribute. We will be discussing the beginning of May the options of how to provide education to the Community associations as we move into the summer months since some of the earlier sessions for this series will most likely be postponed. CC did a number of promotional pieces on our social media platforms in celebration of Earth Day. Please check them out and share if you haven't already. We are looking at other ways we can provide education and outreach using the different platforms available while social distancing. Check the District website and social media accounts for regular updates.

Water Resource Programs –All field work is on hold until further notice. For the first time since its inception, we will not be doing macroinvertebrate sampling in May – notified ARC. Notified USGS the well run would not be completed until field work could resume. Notified DEP Sourcewater Plan reviewer the annual report for the Sourcewater protection plan for the Pike County Jail Complex will be delayed – received no response.

Leadership Development Committee/SCC – Manager Subcommittee meeting was held and discussed having weekly video conference calls with District Managers to keep up with the many changes happening to Districts regarding policy review, human resources, delegated programs and meeting changes. I have assisted in the development of agendas and in discussions with the SCC staff on topics for discussion. Provided feedback to the LDC on the Coordinator position description and the updated contract and budget for the program to be presented to the SCC in June.

Delegated Programs – Technical Project Update

We are currently having weekly conference calls with the DEP Northeast regional office on updates of operations in relation to the delegated programs. This guidance is changing on a regular basis. District staff have been in communication with NPDES permitted projects asking them to complete self-inspections and notify District staff on any issues and how and when they intend on resuming operations. Most construction projects are starting back up May 1st. Adjustments to our COOP were made for May 11th implementation including District staff resuming inspections on a limited basis and reevaluating on a bi-weekly basis. Plan reviews have continued throughout the month as did complaint investigations done remotely with no field evaluation. These will have to be revisited when we are fully operational. A number of new procedures were developed to handle all of the above. I've been in contact with the DEP Central and NE offices to make sure they are aware we continue to meet delegated responsibilities.

Large Projects in progress Dollar General Greentown, Greeley, Shohola, and Delaware – corrective action plans are in place for all of these projects, SR 84 Section 448, SR 84 Section 449, SR 84 Section 450, SR 2001, Section 402, Westfall Senior Center, PennDOT Maintenance Garage, Pecks Pond Rehabilitation project, PPL EU Canadensis Tap Cellon

Replacement, Delaware State Forest Resource Center, One-Sky, LLC, Dingman Plaza, Westfall Shoprite, Fawn Lake Water System.

DGLVR – Contracts were received back from Porter Township and Palmyra township so initial 50% funds were distributed. They can proceed with bidding projects. Admin. Manager is working on scheduling a visit to the quarry to test DSA for projects to get started. Shohola project may be delayed.

Meetings/Seminars/Trainings

Date	Meeting/Event Name	Meeting/Event Location
April 1	Complaint investigation	Office
April 2	Open Records Webinar	Home
April 3	PACD NE Regional meeting	Office
April 3, 28	Department Head meeting	Office
April 7	DEP NERO conference call	Home
April 7,13, 20, 27	Communications Coordinator Zoom meeting	Home
April 7,13,17,28,30	Senior Resource Conservationist Zoom meeting	Home
April 8	Staff meeting; Conference/Video call with individual staff members re: furloughs	Home
April 8,15, 22, 29	Managers Forum zoom meeting	Home/Office
April 10	Water issues with the Building	Office
April 13, 20	Conference call with Adm. Manager	Office
April 20, 27	Tech staff conference call	Home
April 29	Leadership Development Committee Zoom conference	Home

Senior Resource Conservationist Monthly Report
 Ellen Enslin, CPESC
 April 2020

Plan & Permit Reviews

Date	Project Name	Municipality	Program	Action
4-2 & 15	PPL Canadensis Tap	Greene	NPDES	On-going review
4-8	Greenspan GP-2	Palmyra	Ch. 105	GP2 registration acknowledged
4-9	PPL Bohemia GP-5	Lackawaxen	Ch. 105/102	On-going review
4-16	PPL Canadensis Tap	Greene	NPDES	Draft technical def. comments to DEP, Monroe and Wayne CD (multi-county project)
4-17	PPL Canadensis GP-8	Greene	Ch. 105	On-going review
4-21	PPL Bohemia GP-5	Lackawaxen	Ch. 105/102	GP5 acknowledged, sent for SLLA
4-22	PPL Canadensis GP-8	Greene	Ch. 105	Incomplete
4-27	Fawn Lake Water System	Lackawaxen	NPDES	Co-permittee received and reviewed
4-29 & 30	PPL Canadensis	Greene	NPDES/105	Coordinating waivers, PASPGP-5 with ACOE and DEP

Complaints

Date	Complaint	Municipality	Action
4-6	20-05	Palmyra	Beaver dam removal, Mill Brook, provided guidance to ED
4-14	20-07	Dingman	Plastic placed on beaver dam to prevent deterioration

Technical Assistance

Date	Name	Municipality	Type/Topic of Assistance
4-1	Casey Cawley	Reilly Assoc.	Provided SR 84, Section 450 GIF & info. for revision (STATE)
4-2	Rick Singer	Penn E&R	PPL Canadensis, accelerated structures, common plan of dev.
4-3	Greg Hunsberger	BHW, Lot 128	Looking to purchase, provided basic information on permit
4-3	Rick Singer	Penn E&R	Provided PA Bulletin information for PPL Canadensis project
4-3	Mike Walsh	PennDOT	Progress of SR 84, Section 450 site, progress meetings (STATE)
4-6	Mike Manieri	JDM	Copies of approved minor amendment to SR 84, Section 450
4-6	Greg Hunsberger	BHW, Lot 128	Provided overview of BHW NPDES requirements, looking to buy
4-6	Joe Barnes	Lackawaxen	House construction by Delaware River, E&S plan and stream
4-7	Curtis Tran	Entech Eng.	Provided follow-up to pre-construction mtg, Fawn Lake Water
4-8	Bruce Greenspan	Palmyra	Questions regarding recent GP-2 acknowledgement
4-9	Greg Hunsberger	BHW, Lot 128	Questions re: wetlands/floodway, PCSM BMPS, house placement
4-10	Tom Regenski	BHW-Lot 26	Discussed critical stage PCSM inspection requirements
4-11	Joe Barnes	Lackawaxen	Discussed E&S plan and violation resolution, Barnes House
4-13	Tom Regenski	BHW-Lot 26	Discussed licensed professional comments for inspections
4-13	Mitch Jacobs	Kiley	Critical stage inspection questions for Blue Heron Woods, Lot 26
4-13	Carol Phillips	Dingman	Request for Phragmites locations in Pike for bee homes
4-14	Rick Singer	Penn E&R	Accelerated structure decision on PPL Canadensis line
4-14	Complainant 20-07	Dingman	Beaver dam/plastic on Log Tavern Pond
4-16	Casey Cawley	Reilly Assoc.	Update on minor amendment submittal on SR 84, Section 450
4-16	Blue Heron Woods	BHW	Provided PCSM plan overview for individual lots (protocols)
4-16	Dave Weaver	Penn E&R	PPL Newfoundland to Bl. Grove pre-application meeting request
4-21	Brian Ferkel	JDM	Update on slope slide near Wall. Creek, SR 84, Section 450
4-22	Rick Singer	Penn E&R	Discussing meeting to discuss PPL Canadensis review comments
4-24	Mitch Jacobs	Kiley	PCSM BMP inspections, requirements for as-builts Blue Heron

Senior Resource Conservationist Monthly Report

Ellen Enslin, CPESC

April 2020

4-27	Rick Singer	Penn E&R	Follow up to call with information on floodway concerns & fees
4-27	Brian Ferkel	JDM	Start up of SR 84, Section 450 project (STATE)
4-29	Nate Fronk	ACOE	Discussed PPL Canadensis wetland/stream impacts and permits
4-29	Rick Singer	Penn E&R	Discussed waiver process and ACOE coordination (PASPGP-5)
4-29	Brian Ferkel	JDM	SR 84, Section 450 inspections and revisions (mapping) (STATE)
4-29	Lisa Perry Smith	Century 21	Provided wetland mapping for Blue Heron Woods, Lot 128
4-29	Katie Lester	Brookfield	Permitting requirements for hinged stairs on Lake Wallenpaupack
4-30	Joe Bell	Aqua PA	Discussing Fawn Lake Water System project and inspections

Meeting / Trainings

Date	Meeting/Event Name	Meeting/Event Location
4-1	SR 84, Section 450 Progress Meeting	Skype Conference Call
4-1	Selling Buffers without Financial Incentives, Ryan Davis (Alliance for the Chesapeake Bay)	Webinar (1 hour)
4-2	Filtrexx: Compost Based BMPs for Sediment Control (new technologies)	Webinar (1 hour)
4-2	Reforestation Shallow School (Riparian Buffers)-Penn State	Webinar (1 hour)
4-3	Pre- & Post-Planting Vegetation Management for Establishing Riparian Buffers, Art Gover (Penn State)	Webinar (1 hour)
4-7	DEP NERO/Conservation District Conference Call	Skype Conference Call
4-7	Aqua PA-Fawn Lake Water System Oak Hill pre-construction meeting	Conference Call
4-8	Stroud Water Research Center: Salt in the Water: Action on the Ground	Webinar (1 hour)
4-9	District Facebook Live Event: Watersheds	Facebook Live (1 hour)
4-9	Filtrexx: Compost Around the World	Webinar (1 hour)
4-15	SR 84, Section 450 Progress Meeting	Skype Conference Call
4-15	Cornell Extension, Forest Connect: Forest Ecosystem Services-Valuing all the Benefits from Forests	Webinar (1 hour)
4-21	DEP NERO/Conservation District Conference Call	Skype Conference Call
4-23	DEP-CO: How the Public Registers for Chapter 105 GP e-permitting	Webinar (30 minutes)
4-27	PPL Canadensis Ch. 102/Ch. 105 technical deficiencies	Conference Call
4-28	DEP NERO/Conservation District Conference Call	Skype Conference Call
4-29	SR 84, Section 450 Progress Meeting	Skype Conference Call

Miscellaneous

Date	Topic/Task
4-1	District Staff Meeting
4-1	Discussing McKean Complaint with Michele Long and Marianna Quartararo
4-3	Reviewing records retention information for Chapter 105 general permits
4-6	Completed March monthly report, time log, technical assistance log, 1 st quarter reporting
4-6	Reviewing Fawn Lake Water System project for pre-construction meeting
4-7	Developed complaint guidance, PCCD Covid-19 complaint response
4-7	Conference call meeting with Executive Director
4-8	Contacted DEP re: Fawn Lake Water System project commencement

Senior Resource Conservationist Monthly Report
 Ellen Enslin, CPESC
 April 2020

4-8	District Staff Meeting w/Board Chairman and Commissioner Schmalzle
4-8	Conference call meeting with Executive Director
4-13	Technical Staff Meeting
4-13	Contacted DCNR, Tim Balch re: request for Phragmites locations within Pike County
4-13	Drafted response to PPL Canadensis re: accelerated structure construction approvals pre-permit
4-13	Drafted PCSM plan implementation overview for Blue Heron Woods lots (DEP reviewed)
4-13	Reviewed DEP SOP on partial Notices of Termination (Blue Heron Woods)
4-14	Researching googledocs and other mechanisms for sending large plan files (PPL Bohemia plan)
4-16	Call with Jeremy Oettinger re: complaints
4-16	Reviewed draft Strategic plan, provided suggested revisions
4-17	Discussed PPL Canadensis wetland/stream impacts with Brian Mackowski (DEP-NERO)
4-17	Researching ability to alter pdfs, check boxes, etc., programs
4-20	Reviewed draft Strategic plan, provided suggested revisions
4-20	Working with Barry Bernathy (IT) for Adobe program installation
4-20	Video conference with Devan George re: Earth Day Q&A ideas
4-21	Conference call meeting with Executive Director
4-21	Reported to office for installation of Adobe program (unable to install remotely)
4-22	Call with Devan George re: metadata in letters/pdfs
4-22	Provided DEP NERO with feedback regarding NPDES application completeness reviews-PCSM
4-22	Drafted updated PCCD Response to Covid-19 to send to active NPDES permitted sites
4-22	Sent updated PCCD Response to Covid-19 to SR 2001, Section 402; SR 84, Section 449; SR 84, Section 450 and Aikolai NPDES permitted sites
4-22	Provided suggestions/topics for DEP Clean Water Academy trainings
4-23	Organized information/guidance received from DEP re: Covid-19 protocols
4-27	Technical Staff Meeting
4-28	Call with Michele Long re: projects, inspection protocols, etc.
4-30	Call with Michele Long re: Skype/technology use
4-30	Drafted list for Technical Programs "Go Kit"
4-30	Installed CamScanner on District phone and Skype on Surface Computer (free trial for calling)

Personal

Date	Topic/Task
4-10	Holiday-Good Friday
	Working remotely from home office

Communications Coordinator Monthly Report
 Devan George
 April 2020

Outreach/Public Relations/Media Activities

Date	Media/Event/Exhibit/Presentation	Activity	Appx. Number in Attendance
Continuous	Social Media	Social Media (Facebook, Instagram, YouTube) developed content, shared posts and events, monitored accounts, moderated comments, increased page likes and followers. (up 100 followers since the end of March) Created a series of Facebook and Instagram stories daily for the week of Earth day. Hosted 3 Live Facebook video activities for children in isolation, teaching erosion, watersheds, and groundwater. Posted videos announcements for each of the Live programs.	PCCD – 677 Facebook follows, 868 Instagram followers
Continuous	Website	Updated the Events section for cancellations due to Covid-19 and updates events to reflect these changes. Published newsletter article on Pike County's stream report in our news section. Published new episode of podcast to webpage and to the homepage. Published an article on the poster contest and other activities for kids to do while school was out. Published an article on the at-home watershed activities that were hosted live on Facebook. Published an article on ways to celebrate Earth Day without leaving the house, activities and action for adults. Released a special Earth Day Episode of the Conservation Cast.	PCCD – 1,208 sessions, 1,080 users (1,055 new), 1,907 page views
3/1/20	E-newsletter	Monthly e-newsletter highlighting our response to the Covid-19 pandemic. An article on Pike County Stream Quality Report. An Announcement for the PCCD Poster Contest. Announcing the grant funding received by PCCD from PACD. The month's podcast episode, <i>Invasive Species</i>	715 active contacts

Grant Activities

Date	Grant Source	Grant Name	Reportable Activities
4/20/20	PA Envirothon	Envirothon Mini-grant	Final report and expense forms were finished and sent in for approval.
4/7/20	PACD	Non-Point Source Pollution	Research and compilation of information for the grant project was completed.

Right to Know Requests

Date	Project	Status
N/A		

Meetings/Seminars/Trainings

Date	Meeting/Event Name	Meeting/Event Location
4/7/20, 4/13/20, 4/20/2020, 4/27/20, 4/29/20	Meetings with ED	Zoom Meeting
4/1/20	Staff Meeting	Zoom Meeting
4/2/20	Right to Know Training webinar	Webinar
4/8/20	Staff Meeting	Zoom Meeting
4/17/20	Envirothon Meeting	Zoom Meeting
4/28/20	Conservation Camp Meeting	Zoom Meeting
4/23/20	Grant Writing Training	Zoom Webinar

Upcoming Activities/Programs

Date	Program	Activity	Event Location
TBD	Lake and Pond Workshop	Rescheduling due to Covid-19	Lackawaxen Township Building
TBD	Homeowner Tips for Clean Water Workshop	Rescheduling due to Covid-19	Lackawaxen Township Building
TBD	Drinking Water Workshop	Rescheduling due to Covid-19	Lackawaxen Township Building

Resource Conservationist Monthly Report

Marianna Quartararo

April 2020

Complaints

Date	Complaint #	Municipality	Program	Action
4/7	20-04	Delaware	Ch 105	Contacted complainant-to determine further action
4/21	Not assigned	Milford	Ch 105	Potential wetland fill Rt 209

Technical Assistance

Date	Name	Municipality	Type/Topic of Assistance
4/20	Jason Lang c/o DG	Delaware	Reporting on DG Delaware-notified Shohola DG is not infiltrating

Meeting / Trainings

Date	Meeting/Event Name	Meeting/Event Location
4/2	Forest Connect	Webinar
4/6	How Streams Work	Webinar Series-Stroud Water Research Center
4/7	Do Hellbenders, Fresh Water Mussels & Native Brook Trout Matter?	Webinar Series Stroud Water Research Center
4/7	SWPPP For Smarties	Webinar- Filtrex
4/15	Forest Ecosystem Services	Webinar Forest Connect (Cornell Univ.)

Miscellaneous

Date	Topic/Task
4/1-2	Update McKean file/J.Zenes
4/6	Electronic file clean up
4/7	Review of podcasts script- Invasive plants in the Forest
4/8	Staff mtg via conference call
4/8	Furlough information- read
4/13-17	Invasive plants podcast script(unable to get online via remote due to storms, difficult to work with Power point presentations via remote access)
4/20	Call to Ellen to discuss timber mats on former PPL projects
4/20	Technical difficulties remaining online
4/21	Completed UC information
4/21	Forest Invasive plants article
4/22-23	Soil and stabilization for contractors
4/27	Tech Staff Conf. Call
4/29	2 nd Contact to NPDES site contractors for info re: work restart
4/30	Soil testing article for E-Connect and contractors list
4/30	Go Kit list

Personal

Date	Topic/Task
4/10	Holiday-8.0

Resource Conservationist Monthly Report

Jeremy Oettinger

April 2020

Complaints

Date	Complaint #	Municipality	Program	Action
4/15	20-04	Dingman	105	Investigation/clean up coordination
4/20-23	20-06	Dingman/Milford	102/105	Investigation/clean up coordination

Technical Assistance

Date	Name	Municipality	Type/Topic of Assistance
4/3	Roger Kevinhoff	Wayne County	Provided guidance on wetland crossings
4/6	Gretchen Lintner	Palmyra	Discussed waste disposal guidelines for small project E&S plans
4/6	Sandy Goldmark	Dingman	Provided guidance on dock replacement permitting requirements
4/7	Gretchen Lintner	Palmyra	Discussion of GP2 submissions
4/8	Gretchen Lintner	Palmyra	Discussion of soil survey information
4/9	Marian Keegan	Blooming Grove	Discussion of iron oxidizing bacteria in wells
4/9	Nic Hutta	Lehman	Discussed Saw Creek utility crossing
4/13	Ben Hogan	Milford	Discussion of lake setbacks for construction
4/13	Marian Keegan	Blooming Grove	Provided information regarding iron oxidizing bacteria
4/14	Jill Odynskiy	Delaware	Discussion of small project earth disturbance requirements
4/16	Dennis McKenzie	Dingman	Provided guidance on complaint procedures
4/16	Gretchen Lintner	Palmyra	Provided guidance on GP review fees
4/20	Kim Karozza	Delaware	Provided guidance on trash in waterways
4/20	Maria (Birchwood)	Dingman	Provided guidance on permitting for floating docks
4/21	Anthony Favaro	Dingman	Discussed requirements for floodway obstructions
4/22	Benjamin Washington	L.R. Costanzo	Provided updated COVID-19 guidance for NPDES permitted sites
4/22	Corey Southerton	Pioneer Construction	Provided updated COVID-19 guidance for NPDES permitted sites
4/23	Chris Karelus	JHA Engineering	Discussed Matamoras GMR upgrade project
4/24	Chris Karelus	JHA Engineering	Provided guidance on small project E&S submissions

Meeting / Trainings

Date	Meeting/Event Name	Meeting/Event Location
4/1	Selling Buffers Without Financial Incentives	Webinar (DCNR buffer series)
4/2	Reforestation Shallow Brook School	Webinar (DCNR buffer series)
4/3	Pre and Post-Planting Vegetation Management	Webinar (DCNR buffer series)
4/9	Inspection of sediment basins	Clean Water Academy
4/23	105 e-permitting update	Conference call

Date	Topic/Task
4/1	Staff meeting (Web Conference Call)
4/2	NPDES permit map update
4/6-7	Digital 102/105 file purging
4/6	Quarterly reporting
4/8	Staff meeting (Web Conference Call)
4/8-9	Woodlot management article
4/13	Technical staff meeting (conference call)
4/14	Complaint discussion w/ Ellen
4/17	Plan log and chronology updates
4/22	Project update with Michele

Administrative Manager Monthly Report
 Christopher Ingulli
 April 2020

Board/Management Support/Financial Activities

Date	Topic	Reportable Activities
4/2	SRCP GW Level IV	Quarterly Report; send to ED and WS for review prior to submittal
4/3	Financial	Reconcile Operating Account March Statement
4/3	Financial	Reconcile Clean Water Fund March Statement
4/3	Financial	Reconcile PAINVEST March Statement
4/3	Financial	Record March County Contribution/Personnel Expenses in QuickBooks
4/6	Financial	1 st Qtr. 2020 County Appropriation Request w/ 4 th Qtr. 2019 P&L to County
4/6	Financial	1 st Qtr. 2020 CDFAP Report submitted via Greenport
4/6	WS Quarterly	Work on documentation for 1 st Qtr. WS Report
4/6	Financial	Work on Equipment billing issues in QuickBooks
4/8;4/9	Evaluation	Complete 6-month self-evaluation
4/13	WS Quarterly	Work on documentation for 1 st Qtr. WS Report
4/13	DGLVR Quarterly	Completed DGLVR 1 st Qtr. DGLVR Report
4/13	Financial	Memo/QB entry for Whittaker Farm Road DG Project 50% Advance
4/20	Financial	Memo/QB entry for Old Greentown Road DG Project 50% Advance
4/20	WS Annual	Work on WS GG Grant Funding Renewal Application

Dirt, Gravel and Low Volume Road Program and Technical Programs

Date	Applicant/Agency	Reportable Activities
4/2	DEP Quarterly	Update Chapter 102/105 spreadsheet for DEP Quarterly Report

Building/Equipment/Vehicle Issues

Date	Location/Service	Brief description of work completed
4/1	Cell Phones	Setup ATT account and evaluate current data usage + hot spot situation for remote internet access for staff; provide recommendations to ED
4/3	Water	Contacted Prosser Labs to set up a date for well water testing as directed by ED
4/6	Generator	Look into Safety Notice regarding fuel system leaks; forwarded notice to Critical Systems to determine need/if any for further action
4/13	Generator	Follow-up email forwarded to ED
4/20	Well	Work on Level 1 assessment/contact Prosser Labs regarding Iron/Manganese raw water sample

Meetings/Seminars/Trainings

Date	Meeting/Event Name	Meeting/Event Location/Other
4/1	Staff Meeting	Cisco Webex: Home
4/2	DGLVR	GP-11 Clarification; Webinar
4/3	Riparian Buffers	Webinar
4/3	PFW Mini Grant	Unable to connect to meeting; reviewed PowerPoint presentation provided via email
4/9	Weekly Meeting	Zoom
4/13	Weekly Meeting	Phone Call; ED
4/20	Weekly Meeting	Phone Call; ED

May 2020 DEP Conservation District Field Rep Talking Points

Guidance and Support for Conservation Districts Under COVID-19 – The State Conservation Commission, DEP, PDA, and PACD staff continue to provide support and guidance to conservation districts as they transition their daily operations under COVID-19. The need for guidance changes daily as new challenges emerge. The following is a brief summary of some of the guidance and support being offered to the districts.

- Tracking of Conservation Continuity of Operations Plans (COOP plans) - DEP Conservation District Support Section is collecting and tracking conservation district COOP plans. This information is updated daily and is shared with state agency staff and each Monday with conservation district managers.
- DEP “Alerts” Webpage - Check this webpage daily for the latest DEP alerts and updated Program guidance during this COVID-19 pandemic. (<https://www.dep.pa.gov/Pages/AlertDetails.aspx>)
- PDA Nightly Bulletin – PDA has established a “nightly” communication bulletin to help inform the industry and other interested parties. Conservation district managers have been included on this distribution list.
- Leadership Development Program’s Managers COVID-19 Forum – The Leadership Development Program has initiated a weekly Managers COVID-19 forum on ZOOM to allow conservation district managers to ask questions regarding district operations and personnel management under the new COVID-19 operating environment.
- Guidance on Site Inspection and Compliance During COVID-19 – DEP and the Commission have distributed guidance through email to districts regarding site inspections and compliance activities under COVID-19.
- PACD COVID-19 Website Portal – PACD has recently established a portal on their website to serve as a repository of information related to COVID-19 information that is pertinent to conservation districts. Information on the PACD site includes many of the above documents, plus other guidance from NACD (coverage of districts under new federal COVID-19 legislation) and PACD Legal Counsel on required procedures to follow when furloughing or laying-off district employees.
- ACH (Electronic Payment) Support – Under COVID-19 operations, the PA Treasury is not able to process payments to vendors (i.e. Districts) using paper checks. ACH (electronic) payments can still be processed. Currently all districts have at least one ACH account.

Upcoming FY 2020-21 Nutrient Management Program Budget - At the upcoming May 12, 2020 Commission webinar or meeting, Commission staff will request “conditional” approval of the Nutrient Management Program budget for the upcoming state fiscal year (FY 2020-21). This approval is always contingent on final approved state budget. With the uncertainty that comes with current COVID 19 restrictions and protections, predicting program budgets for next fiscal year are challenging. The Governor’s proposed FY 2020-21 General Fund Budget provides an appropriation to the Nutrient Management Fund of \$6,200,000, which is the same as the current

fiscal year. Program staff's recommended budget will propose funding for the following key program elements:

- a. Prioritize funding to conservation districts recognizing their key role in carrying out the mandates of the Nutrient and Odor Management Act, known as Act 38.
- b. Provide funding to farmers for plan development, implementation of financial assistance programs and Conservation Excellence Grants.
- c. Provide funding for educational and technical support, provided by the Pennsylvania State University (PSU) program partners
- d. Provide funding for the Commission's personnel and operational budget.
- e. Provide funding to PaOneStop.

Upcoming FY 2020-21 Nutrient Management Program Delegation Agreement Allocations -

In 2017, the Commission and DEP approved a joint five (5) year delegation agreement with conservation districts spanning fiscal years 2017-2022 for Nutrient Management (NM) and Manure Management (MM). As a part of approving this 5-year delegation agreement, the Commission requested staff conduct a workload analysis after 3 years of implementations to see if the increased standard animal weights and the new agricultural census data significantly affected the conservation district funding levels adopted as a part of the delegation agreement.

The July 2017 funding formula approved by the Commission considered the factors and the percent weight for each factor listed below. This formula and weighting scheme provided a reasonable distribution of workload between the two delegated programs.

- | | |
|---|-----|
| a. # of farm operations (2012 NASS Data) | 15% |
| b. # of animal operations (2012 NASS Data) | 25% |
| c. # of equine operations (2010 PSU survey) | 5% |
| d. # of CAOs (2015 plan data) | 0% |
| e. # of CAFOs (2015 plan data) | 15% |
| f. # of VAOs (2015 plan data) | 10% |

Program staff recently completed a comparison of the July 2017 funding formula data with currently available data (2019 NM plan data, 2017 NASS Census Data, etc.). Preliminary results show that Commission staff will only be recommending minor changes in delegation funding levels for FY 2020-21. A full proposal will be presented for action at the May 12, 2020 Commission webinar or meeting.

Dates to Remember:

SCC Meetings

May 12	Harrisburg
July 22	Wyndham Garden State College, Boalsburg
September 15	Harrisburg
November 10	Harrisburg

SCC Conference Calls (8:30 AM – 10 AM)

June 9
August 11
October 13
December 8

102/105 Technical Training (rescheduled Spring technical trainings)

June 16-19 (Basic)	Wyndham Garden State College, Boalsburg
Sept 16-18 (Topic Based)	Wyndham Garden State College, Boalsburg

PACD/SCC Joint Annual Conference

July 22-23	Wyndham Garden State College, Boalsburg
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Agricultural Conservation Technical “Boot Camp” Trainings

Aug 31-Sept 4 (Level II)	Dauphin CCD Office
Sept 9-11 (Level I, Field Days)	Dauphin CCD Office

Conservation District Management Summit

Sept. 2-3	Wyndham Gardens State College, Boalsburg
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Conservation District Watershed Specialist Meeting

October 6-8	Toftrees Golf Resort, State College
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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.



PACD Rewind

Monthly Report 04/01/20 – 04/30/20

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 (created resource pages for COVID-19 and Conservation District Week and buttons on the homepage to access both)
- Sent four *Front Page* e-newsletters
- Submitted nineteen posts on social media channels
- Compiled and distributed monthly rewind report to membership
- Sent new manager packets out to new managers

Executive Board Meetings

- Completed May staff report
- Completed prep for May board meeting
- Reviewed financial documents with PACD treasurer

PACD Strategic Planning

- Continued implementing strategic plan

Human Resources and Office Management

- Processed two payrolls
- Held weekly staff conference calls to review projects and facilitate working remotely
- Selected healthcare, dental, eye, and disability contracts for June 2020-June 2021.

PACD Spring Region Meetings

- Updated and distributed agendas and materials for April remote region meetings
- Held North East, North West, and South East meetings via Zoom
- Updated, reviewed, and posted minutes to the website

Joint Annual Conference

- Updated 2022 JAC request for proposals, sent to the Holiday Inn Grantville, and sent follow-up
- Liaised with Wyndham regarding options for cancellation of 2020 event

Marketing Conservation Districts

- Updated otter coloring page and Good Neighbors Activity & Coloring book for Earth Day
- Updated materials for Conservation District Week and discussed with managers
- Contacted conservation districts regarding 2020 NACD Poster Contest
- Prepared registration for Ag Progress Days

PA Association of Environmental Educators

- Completed bookkeeping entries, deposits, and reports for PAEE, as needed

Meetings and Events Attended

PACD staff attended/participated in the following events:

- SCC Skype meeting
- NACD grant explanation webinar
- SC region managers via zoom
- New managers meeting via skype
- Met internally to discuss spring PACD Ways and Means Committee conference call

Legislative Activities

- Created template letter for members to send to their elected officials on HB 1822
- Sent PACD letter to House members on HB 1822
- Discussed future strategy on amending HB 1822 and SB 327 with managers

Grants and Special Projects

102/105 Technical Training Grant

- Updated and submitted draft scope of work and budget for April 2020-June 2023
- Spring 102/105 Technical Training Sessions
 - Held conference call to discuss agenda for basic session
 - Liaised with hotel regarding options for basic and topic-based sessions due to COVID-19
- Clean Water Academy
 - Recorded DCNR's Riparian Forest Buffer webinars and added to Clean Water Academy
 - Courses finished/sent to DEP for review:
 - Inspection of Sediment Basins
 - Pervious Pavement
 - Courses started/in-progress:
 - NOT Inspections
 - Video series on how to conduct E&S inspections
 - Timber Harvest training videos

Agricultural Conservation Technical Training

- Basic Boot Camp
 - Shipped Basic level binders to participants; send tracking numbers to participants

- Webinars held
 - Advertised dates for fall field days for Basic level
- Level II Boot Camp
- Notified attendees of rescheduled dates
 - Submitted agreements to location for Level II
 - Contacted hotel for overnight room block information
- Intro to Conservation Planning
- Reviewed hotel contract and submit
 - Updated timeline and task list for 2020
 - Created save the date announcement

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

- Collected all districts quarterly time reporting forms
- Compiled all districts quarterly hours and pay on quarterly spreadsheets
- Completed and submitted quarterly reports for NRCS
- Completed two TAG time and travel reports
- Completed spreadsheet for TAG quarterly reporting

CREP Cost Share

- Submitted cost share reimbursement request to DEP
- Received and processed CREP cost share payments

CREP Outreach Program Office (COPO)

- Submitted NRCS match letter to DEP
- Working with CBF and Stroud on “Buffer Calendar” updates
- Received three final reports for COPO mini grants
- Sent letters and final payments for completed mini grants
- Worked with multiple districts on rescheduling mini grant workshops to fall

DCNR Riparian Forest Buffer Program

- Sent agreements to two districts for buffer grants that were approved
- Sent one letter with first 45% payment to one district
- Worked with districts on rescheduling buffer plantings
- Participated in DCNR buffer webinars weekly

Engineering Technical Assistance Program Grant

- Prepared and submitted reimbursement request for expenses to DEP
- Compiled bi-weekly time on time-reporting forms
- Began performance reviews for TAG employees
- Discussed TAG procedures with NC supervisor

Leadership Development Program

- Held Leadership Development Committee quarterly web-meeting
- Held four weekly Manager Forum web-meetings
- Completed planning and opened registration for Employment Law webinar series
- Prepared 2020-21 program budget proposal and three-year budget projections

Two-day Fluvial Geomorphology Training

- Rescheduled and signed contract with instructor for November 17 and 18
- Notified participants of new dates
- Rescheduled caterer for new dates

PA Nonpoint Source Pollution Education Office

- 2019-20 NPS Mini-grant Round
 - Reviewed two final reports and issued reimbursements
- 2020-21 NPS Mini-grant Round
 - Continued to review and track incoming signed 2020-21 agreements
 - Checked in with 11 districts regarding moving project to new round if events had to be rescheduled
 - Moved 7 projects from 2019-20 to 2020-21 round due to canceled events due to COVID-19
- Watershed Specialist Meeting
 - Corresponded with DEP and rescheduled planning call



DATES TO REMEMBER

PACD/SCC Joint Annual Conference

- July 22-23, 2020, Wyndham Garden State College, Boalsburg, PA

Agricultural Conservation Technical Training – Level II

- August 31-September 4, 2020, Dauphin County Agriculture and Natural Resources Center, Dauphin, PA

Management Summit

- September 2-3, 2020, Wyndham Garden State College, Boalsburg, PA

Agricultural Conservation Technical Training – Basic Level Fall Field Days

- September 9-11, 2020, Dauphin County Agriculture and Natural Resources Center, Dauphin, PA

102/105 Topic-based Technical Training

- September 16-18, 2020, Wyndham State College, Boalsburg, PA

Conservation District Watershed Specialist Meeting

- October 6-8, 2020, Toftrees Golf Resort, State College, PA

Intro to Conservation Planning

- November 4-6, 2020 (*tentative*), Holiday Inn Harrisburg (Hershey Area), Grantville, PA

Fluvial Geomorphology Training

- November 17-18, 2020, Clinton County Conservation District, Mill Hall, PA

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