

# Pike County Conservation District

## AGENDA

Monday, November 15, 2021– 9:00am

Pike County Conservation District office, Route 402, Hawley, PA

*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.*

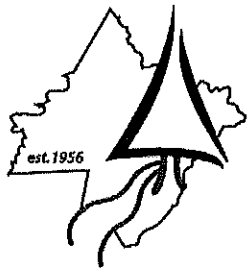
**Meeting will be available via Zoom – link is available on the website.**

- I Call to order – Pledge of Allegiance – Introductions
- II Public Comment on Agenda Items
- III Action on Minutes of October 18, 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
  - Staff Classification System policy updates – Michele Long
  - 2022 Education and Outreach Plan – Devan George
- IX PACD Update
- X Cooperating Agency and Other Organization Reports
- XI Public/Press Questions
- XII Executive Session
- XIII Adjourn

**NEXT MEETING: MONDAY, December 20, 2021 at 11:30 at the District office Education room, Luncheon immediately following.**

556 Route 402, Hawley, PA 18428

Phone (570) 226-8220 Fax (570) 226-8222 e-mail: [pikecd@pikepa.org](mailto:pikecd@pikepa.org) [www.pikeconservation.org](http://www.pikeconservation.org)



# Pike County Conservation District

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## PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Monday, October 18, 2021

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

### ATTENDANCE:

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

**Associate Directors:** Paul Ranello, Joann Rose, Jim Andre

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

**Cooperating Agency Representatives:** Jen Matthews, NRCS, Matt Dietrich, Waterways Conservation Officers, PA Fish and Boat Commission

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

Scott Savini called the meeting to order at 9:00 am via Zoom. Scott has introduced Lisa Dolci the new Administrative Assistant at the district.

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

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

**FINANCIAL REPORT:** Michele stated the quarterly reporting was completed, and now working on budgets and projections for next month. Report subject to audit.

**CORRESPONDENCE REPORT:** The following were distributed correspondence: A copy of the Financial Accounts, Policies & Procedures policy approved at last meeting, email with link to PennDOT long-range transportation plan & freight movement plan

**EXECUTIVE DIRECTOR REPORT:** Michele stated there continues to be compliance issues with PennDOT Project 84-450 and a meeting is scheduled later this week with PennDOT representatives. Submitted first Spotted Lantern Fly Grant quarterly reimbursement. Michele and Ellen attended Pike County Township Supervisors meeting and provided a program update including common plan of development guidance. Met with Blooming Grove Township Supervisors re: common plan of development. Discussed the Pecks Pond Project with Tim Dugan of Department of Conservation and Natural Resources (DCNR) to discuss what is going on with the grant funds and work to be completed. Mr. Dugan will be providing a Q&A article for the District monthly e newsletter to assist with getting accurate information out about the project. In November we will be developing the Action Plan for 2022. Ellen and Devan graduated a grant writing course this past September. County budgets were submitted last week based on current numbers. List of legislation that will impact our programs are currently

being discussed at the State Legislature which will impact District programs. Kelly and Michele are following the legislation closely.

The Succession Planning & Management for Conservation Districts being offered by Leadership Development Committee send out a reminder email that it was moved to November 3<sup>rd</sup> and the second portion will be held on November 17<sup>th</sup>.

**OLD BUSINESS/COMMITTEE REPORTS:** None

**NEW BUSINESS:**

Old Greentown Road 2021 – Amendment to contract- Chris stated in July 2020 the Driving Surface Aggregate placement policy was updated and put a time constraint for DSA placement from April 1<sup>st</sup> to September 30<sup>th</sup>. We tried to get an extension, but it was not approved, and the project has been moved to next year. This will not impact funding. The Palmyra Township Supervisors are requesting an extension to complete the project to September 2022 for the Old Greentown Road project. Kelly Stagen made a motion to approve the contract amendment for the Old Greentown Road, Jay Morrow seconded. Motion carried. Ken Coutts abstained from the vote due to his position as Palmyra Township Supervisor.

2021-2024 Audit services contract with Zelenkofske & Avelrod, LLC – With the completion of the 2020 audit the current contract has lapsed. The Executive committee reviewed the contract and recommended approval. Jay Morrow made a motion to approve the new contract with Zelenkofske & Axelrod, LLC for \$6,980 per year for the next 4 years. Kelly Stagan seconded. Motion carried.

December 20<sup>th</sup> Holiday Meeting – The meeting will be held at the Pike County Conservation District office at 11:30 am. After the meeting there will be a luncheon with the board and staff to celebrate the holiday. A light lunch and cake will be served. Scott Savini requested an invitation be sent to all the commissioners to attend the luncheon.

Fee Waiver Request from Milford Water Authority for General permits – Letter received from the Milford Water Authority to waive the District fees for services for the E&S plan review, for GP7 and GP5 through the 105 e-permitting. This is a culvert replacement and a utility line crossing for the water authority, near Grey Towers. The general permit application has been approved and the fee was waived. To implement the project, the erosion sediment control plan needs to be approved. Ken Coutts made a motion to approve the waive the fees for services for the E&S plan review, Kelly Stagen seconded. Motion carried.

Conservation Fund Transfer for Plumbing repair – There is a drainage issue in the kitchen and women's restroom pipes. Phoenix Plumbing, and County Maintenance have been here to address the issue. Koberlein came and used a camera to look down into the pipes. They found the cast iron pipes have collapsed. The proposal from Phoenix is \$9800 to do the repairs. The fee from Koberlein is not included in that proposal, the fee from Koberlein will be \$350 and they came twice. There may be additional costs once the work begins. Any changes to the estimate must be written and approved before the work can continue. Michele recommends fixing the pavement and seal coating next spring after the work has been completed. A Jay Morrow made a motion to approve the repair cost up to \$12,000 and that the funds are to be transferred from the Conservation Fund for this expense. Kelly Stagen seconded. Motion carried.

**Cooperating Agency and Other Organization Reports:**

**PACD –**Kelly Stagen reported that the newly formed Legislative budget committee has met with, Secretary Russell Reading of the Dept of Agriculture and Secretary McDonald with DEP. Great input from the directors and managers on the call. The committee is working on a meeting with the governor's office. PACD is reaching out for letters not supporting HB591, regarding the NPDES permits. Director training is coming up, each session is about an hour.

**NRCS-** Jen Matthews reported that the final allocations were included in the report for fiscal year 2021. Deadline for Round 1 sign up is November 1<sup>st</sup> for Equip funding and AMA funding. Still taking applications, anything received after November 1<sup>st</sup>

will go to round 2. Staff visiting 2 potential EWP sites in Pike County. One is not eligible; they started the work already and doing it on their own. The second one is also not eligible; it is still in place and functioning.

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

**PUBLIC/PRESS QUESTIONS:** None.

**ADJOURN:** Jay Morrow made a motion to adjourn the Board of Directors Meeting. Ken Coutts seconded. Motion carried. Meeting adjourned at 9:33 am.

Respectfully submitted,

Lisa Dolci, Administrative Assistant

DRAFT

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

	Jan - Oct 21	Jan - Oct 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
4255 · Low Volume Road Allocation	21,464.89	40,000.00	40,000.00	-18,535.11	53.66%
4000 · Other Grant Income	1,035.83	3,317.02	12,000.00	-10,964.17	8.63%
4100 · State Cost Share Funds	42,649.00	27,052.00	65,343.00	-22,694.00	65.27%
4107 · County Contribution	337,324.20	321,261.70	444,111.00	-106,786.80	75.96%
4125 · UGW Income	61,921.62	59,827.65	56,818.00	5,103.62	108.98%
4150 · Watershed Specialist Grant	26,458.72	28,848.49	45,250.00	-18,791.28	58.47%
4200 · County Appropriation	22,500.00	22,500.00	30,000.00	-7,500.00	75.0%
4250 · D&G Rd Allocation	122,019.27	123,144.12	100,000.00	22,019.27	122.02%
4300 · Fees Collected	58,895.00	63,811.00	30,000.00	28,895.00	196.32%
4400 · Program Income	2,178.30	10,700.00	500.00	1,678.30	435.66%
4500 · Misc Income	0.00	1,500.00	100.00	-100.00	0.0%
4700 · Interest Income	127.25	3,553.32	3,500.00	-3,372.75	3.64%
1 Transfer from Conservation Fund	10,280.00	6,336.95	8,629.00	-8,629.00	119.13%
Transfer from Low Volume Road Fund	0.00	25,894.72	0.00	0.00	0.0%
<b>Total Income</b>	<b>706,854.08</b>	<b>737,746.97</b>	<b>836,251.00</b>	<b>-129,396.92</b>	<b>84.53%</b>
<b>Gross Profit</b>	<b>706,854.08</b>	<b>737,746.97</b>	<b>836,251.00</b>	<b>-129,396.92</b>	<b>84.53%</b>
<b>Expense</b>					
5255 · Low Volume Road Expenditures	862.24	80,217.81	36,000.00	-35,137.76	2.4%
5000 · Other Grant Expenditures	4,038.31	9,143.59	13,000.00	-8,961.69	31.06%
5100 · Salary/Benefits to County	92,960.72	86,474.50	126,950.00	-33,989.28	73.23%
2 Transfer to UGW Funds	34,671.62	32,327.65	26,693.00	-26,693.00	129.89%
5250 · D&G Rd Expenditures	123,840.78	93,001.01	91,000.00	32,840.78	136.09%
5505 · Telephone	2,020.54	2,079.11	3,000.00	-979.46	67.35%
5510 · Postage	0.00	60.75	800.00	-800.00	0.0%
5520 · Supplies/Equipment	5,111.25	9,110.22	11,000.00	-5,888.75	46.47%
5531 · Leased Equipment	8,717.22	9,165.34	11,200.00	-2,482.78	77.83%
5535 · Advertising	906.72	170.45	650.00	256.72	139.5%
5540 · Professional Services	6,842.37	7,367.15	7,575.00	-732.63	90.33%
5550 · Personnel Expenses	337,324.20	321,261.70	444,111.00	-106,786.80	75.96%
5608 · Programs	2,982.51	11,887.91	7,000.00	-4,017.49	42.61%
5700 · Water Monitoring-Chem/Lab	0.00	0.00	10,700.00	-10,700.00	0.0%
5805 · Travel/Meals	575.92	1,236.52	2,000.00	-1,424.08	28.8%
5815 · Training/Conferences	1,034.38	867.05	3,773.00	-2,738.62	27.42%
5820 · Dues & Subscriptions	3,003.41	3,529.22	4,500.00	-1,496.59	66.74%
5870 · Repairs & Maintenance	13,054.01	14,750.54	15,220.00	-2,165.99	85.77%
5880 · Heat & Electric	4,671.90	2,886.87	7,000.00	-2,328.10	66.74%
5900 · Vehicle Expense	4,935.57	853.96	4,650.00	285.57	106.14%
1 5940 · Capital Improvements	10,280.00	0.00	8,629.00	1,651.00	119.13%
5950 · Misc Expense	593.70	2,135.00	800.00	-206.30	74.21%
<b>Total Expense</b>	<b>658,427.37</b>	<b>688,526.35</b>	<b>836,251.00</b>	<b>-177,823.63</b>	<b>78.74%</b>
<b>Net Ordinary Income</b>	<b>48,426.71</b>	<b>49,220.62</b>	<b>0.00</b>	<b>48,426.71</b>	<b>100.0%</b>

<sup>1</sup> \$10,280 was transferred from the Conservation Fund to the Operating account to cover the plumbing repairs

<sup>2</sup> PUC UGW funds for staff retention have been adjusted due to staffing adjustments so the staff retention budget of \$30,125 to \$27,250

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

	Oct 31, 21	Sep 30, 21	Oct 31, 20
<b>ASSETS</b>			
<b>Current Assets</b>			
007 · UGW Fund	289,922.32	289,919.69	253,932.61
006 · Low Volume Road Fund	26,315.83	26,315.59	1,521.23
005 · Clean Water Fund	16,258.44	15,582.08	15,013.45
002 · Conservation Fund	158,928.76	169,207.24	136,666.77
003 · Dirt & Gravel Municipal Fund	120,556.07	120,554.98	161,287.36
004 · Operating Account	153,520.33	148,776.39	132,796.45
Checking/Savings	765,501.75	770,355.97	701,217.87
Accounts Receivable	87,924.60	95,424.60	85,643.04
<b>Total Current Assets</b>	<b>853,426.35</b>	<b>865,780.57</b>	<b>786,860.91</b>
<b>Fixed Assets</b>	<b>167,576.37</b>	<b>167,576.37</b>	<b>188,013.58</b>
<b>TOTAL ASSETS</b>	<b>1,021,002.72</b>	<b>1,033,356.94</b>	<b>974,874.49</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	44,804.79	48,836.41	46,970.09
Other Current Liabilities	152,581.24	152,581.24	174,890.30
<b>Total Current Liabilities</b>	<b>197,386.03</b>	<b>201,417.65</b>	<b>221,860.39</b>
<b>Total Liabilities</b>	<b>197,386.03</b>	<b>201,417.65</b>	<b>221,860.39</b>
<b>Equity</b>	<b>823,616.69</b>	<b>831,939.29</b>	<b>753,014.10</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,021,002.72</b>	<b>1,033,356.94</b>	<b>974,874.49</b>

# 2020 Annual Summary Report

## Pennsylvania Dirt, Gravel, and Low Volume Road Maintenance Program

After

Before

**INSIDE:** a review of a construction season like no other

August 2021

*Photo: Dewey Road in Crawford County. Believe it or not, the before and after pictures are of approximately the same location. A smaller pipe had been added to the inlet of the existing concrete structure, causing a plunge pool and large scour hole to form UNDER THE ROAD that was threatening the entire structure. An aluminum pipe arch was installed on this ~6% stream and over 3' of streambed material and grade control were installed to establish stream continuity through the structure.*



Center for Dirt and Gravel Road Studies

# What is the DGLVR Program?

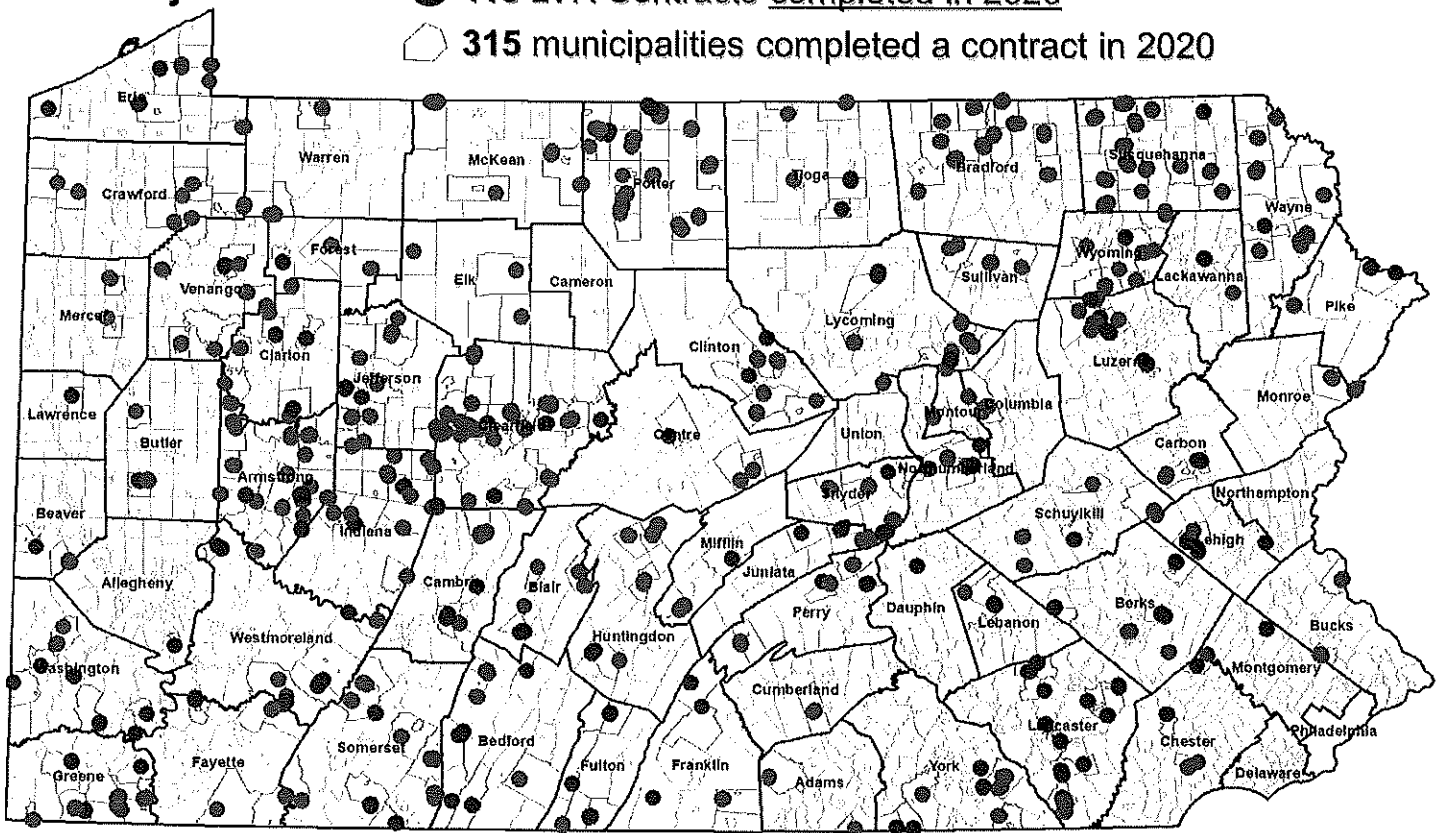
Pennsylvania's Dirt, Gravel, and Low-Volume Road Maintenance Program provides education, technical assistance, and grant funding to local public-road-owning entities throughout the state. The program was expanded in 2014 to dedicate \$20 million to unpaved roads and \$8 million to paved low volume roads (LVRs) traveled by fewer than 500 vehicles per day. The program's goal is to implement Environmentally Sensitive Maintenance Practices aimed at reducing the environmental impacts of public roads, while reducing long-term maintenance costs. The PA State Conservation Commission (SCC) administers the program at the state level, and allocates funding to conservation districts in 65 counties throughout Pennsylvania. Owners of public roads apply for grants to their conservation district, and work with them to complete projects. The Penn State Center for Dirt and Gravel Road Studies (Center) provides education, outreach, and technical assistance for the program. More information is available at: [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org).

## 3<sup>rd</sup> Round of Quality Assurance / Quality Control Visits Complete

The State Conservation Commission's "Quality Assurance / Quality Control" (QAQC) process visits individual conservation districts to evaluate the implementation of the DGLVR Program within each county. The visit entails both administrative and financial components, as well as extensive evaluation of completed projects in the field. Despite COVID complications, the third round of QAQC visits was completed in a modified format in the fall of 2020, keeping on a schedule of visiting each county every three years. In efforts to improve the effectiveness of the QAQC process, SCC staff surveyed conservation districts for improvement suggestions and organized a workgroup to review the process and recommend improvements for round four, which started in April of 2021.

### 2020 Completed Projects

- 265 Dirt and Gravel Contracts completed in 2020
- 118 LVR Contracts completed in 2020
- 315 municipalities completed a contract in 2020



Map based on county conservation district reporting through GIS system



## 2020: ADAPTING TO COVID

2020 was a unique year by anyone's standards, and the Program adapted well to the challenges presented by the pandemic:

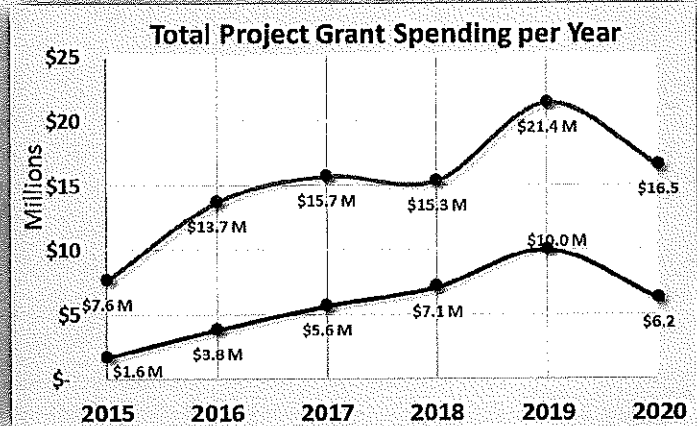
- **Project Work:** Despite a nearly two-month complete shutdown in the spring, the Program managed to complete 383 contracts totaling \$22.7 million dollars in 2020. This is only a slight decrease from a normal year as some projects were delayed due to supply issues.
- **Program Spending:** Conservation districts are required to spend funding within two years of receipt. Despite the challenges and delays presented by the pandemic, all districts met spending requirements and are eligible for a FY 21-22 LVR allocation, and only one district did not meet similar requirements for D&G spending.
- **Remote Work:** SCC, Center and district staff all had to adapt to the new remote work environment. Fortunately, outdoor field work was one of the first things approved after the pandemic began, allowing a somewhat normal schedule of projects, field technical assistance, and even a full slate of 23 Quality Assurance / Quality Control visits in 2020 (more QAQC information to the left).
- **ESM Training:** The "core" training required for Program eligibility is the two-day in-person Environmentally Sensitive Road Maintenance (ESM) training. After a shutdown of several months, the decision was made to shorten the course so it could be presented in one day. This allowed 15 in-person one-day ESMs to be held around the state to an attendance limited (25 max) audience. The shortened course also allowed the remote delivery of the course as a live session for the first time in the Program's history. A total of nearly 400 ESM certifications were awarded statewide in 2020, approximately half as many as the previous 3-year annual average.
- **Shift to Remote Learning:** The Program relied heavily on webinars and remote trainings in 2020 to keep in constant communication and provide information to conservation districts. This included a hybrid online/in-person stream crossing boot camp, several online trainings, and over 20 webinars directed primarily at conservation district staff. All webinars and remote trainings were also recorded and posted online for later viewing.
- **Looking Ahead:** 2021 looks bright for the Program in terms of completing projects and staying on schedule with things like technical assistance and modified QAQC visits. The pandemic has also increased the comfort level of everyone involved regarding remote learning and resulted in a library of recorded trainings that have been organized into a "remote learning Center" online.



Masked and socially distanced CD staff attend a live stream crossing installation demonstration in July 2020.



A new 6' oval pipe is lifted into place in Huntingdon County.



Spending on completed projects was down in 2020, but not significantly below the long term expected average.

# Road Practice Spotlight

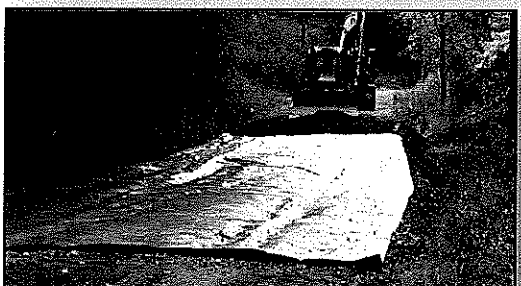
The DGLVR Program Implements a wide variety of "Environmentally Sensitive Maintenance" practices to make road and environmental improvements. Below is a summary of some of the commonly used practices:



## **Adding Drainage Culverts (Crosspipes):**

**Purpose:** Adding drainage culverts is one of the most basic and cost-effective tools used by the Program to break up surface runoff volumes, reduce erosion, and encourage infiltration.

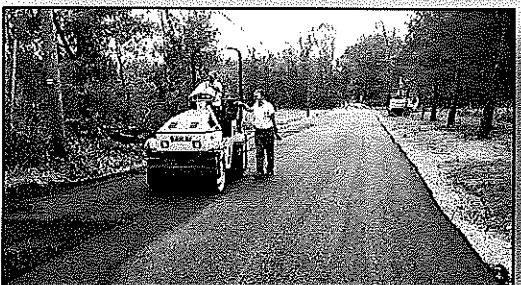
**2020:** Approximately 516 existing culverts were replaced and 741 were installed where no previous pipe existed



## **Road Fill**

**Purpose:** Roads become "entrenched" or "sunken" over years of traffic, maintenance, and erosion, often carrying runoff and sediment for long distances to streams. Filling the road is often the best long term drainage solution to achieve sheet flow, provide cover for the crosspipes described above, eliminate the upslope ditch, and encourage infiltration of road runoff.

**2020 Stats:** Over 395,000 tons of road fill added.



## **Driving Surface Aggregate (DSA):**

**Purpose:** DSA is designed for maximum compaction to resist erosion and degradation. DSA has been shown to lengthen maintenance cycles and reduce dust and sediment runoff from unpaved roads and is the only approved surface aggregate used by the Program on unpaved roads.

**2020 Stats:** Over 129,000 tons of DSA placed.



## **Stream Crossing Replacements**

**Purpose:** The program targets undersized stream culverts and bridges causing environmental problems for replacement. New structures are designed to exceed the bankfull channel width, accommodate better stream function, allow aquatic organism passage, and be more resilient to flood flows.

**2020 Stats:** 100 stream crossing structures replaced.



## **Paved Low Volume Roads (LVRs)**

**Why:** In 2014, the Program began to fund projects on paved road with less than 500 vehicles per day. Projects on these paved LVRs are tracked separately from projects on unpaved roads but share many of the same drainage improvement practices such as underdrain, crosspipes, French mattresses, and stream crossing replacements.

**2020 Stats:** 118 LVR contracts completed totaling \$6.2 million of Program funding plus \$2.6 million of in-kind contributions.



This document was prepared jointly by the PA State Conservation Commission and the PSU Center for Dirt and Gravel Road Studies through a contract with the SCC. Figures are based on GIS data supplied by conservation districts in January 2021. For more information, visit [www.dirtandgravelroads.org](http://www.dirtandgravelroads.org).





## Pike County Conservation District

November 3, 2021

Pike County Agricultural Land Preservation Board  
c/o Pike County Office of Community Planning  
Jessica Yoder, Assistant Planning Director  
837 US-6  
Shohola, PA 18458  
Via Email Only at [jyoder@pikepa.org](mailto:jyoder@pikepa.org)

**RE: Revisions to Easement Purchase Program Manual**

Dear Jessica,

On October 8, 2021, a draft Pike County Agricultural Land Preservation Easement Purchase Program Easement Manual was distributed to the Board at a regularly scheduled board meeting. As an advisor to the Board on behalf of the Pike County Conservation District ("District") I have the following comments/suggestions:

1. If not already completed, it may be beneficial to provide the draft manual to the other advisors to the Board (Delaware Highlands Conservancy, Natural Resources Conservation Service (NRCS), etc.) for review.
2. Conservation Plans, Pages 8 and 9
  - a. A section should be added explaining the connection of the Conservation Plan development and implementation to the Agriculture Land Preservation program.
  - b. Page 9, "The primary objective of the Conservation Plan should be "farmland preservation". Typically, the primary objectives of Conservation Plans should be to address the resource concerns on the property, to prevent soil erosion, improve water quality, enhance wildlife habitat, etc. For an active farm, it may be counter-productive to have the primary objective of a Conservation Plan be farmland preservation as this may not address these critical resource concerns.
  - c. Currently, NRCS provides copies of the Conservation Plans to the District as a courtesy. At the District, a technical review of the plans is not performed and no actions are taken by the District Board. The development of Conservation Plans requires training and expertise to ensure they are developed to the standards of NRCS; therefore, reviews should only be completed by individuals familiar with these standards. Although the state preservation program requires approval of the conservation plans by the county, the Pike County Agricultural Land Preservation Board should defer any development and detailed reviews to NRCS.
  - d. The reasons the owner of the land under an agricultural conservation easement is required to implement the conservation plan should be further explained within the manual. Under NRCS, these plans and their time frames are voluntary. Landowners can revise their plans at any time; therefore, the requirement for the landowner to implement the plan may be ineffective for the purpose of the easement. Adding standards with specific goals of the easement program to the revised manual may be more beneficial.
  - e. Page 10, #4. The following has been added to the manual regarding conservation plans. "The conservation best management practices (BMPs) or strategies do not reduce the economic viability of the overall agricultural operation." This statement should be closely reviewed to ensure it does not conflict with the rural enterprise section of the manual.

3. Rural Enterprise

- a. Page 34-The revisions show the removal of Rural Enterprises, I.4 which includes "permit by rule" of "the installation of structures and facilities associated with irrigation, farm pond improvements, and soil and water conservation practices, including but not limited to Wetland Development or Restoration, Wildlife Wetland Habitat Management, Wildlife Upland Habitat Management and Riparian Forest Buffer Resource Management Systems used for erosion and sediment control and water quality improvements." These conservation practices may be implemented in Pike County and many are not contradictory to the goals of the Pike County Agricultural Land Preservation Program. The District recommends a detailed review of the implementation of these practices within the county and at a minimum the inclusion of the Rural Enterprise (I.4) within Section II, Permitted by Prior Written approval if there are concerns.
- b. According to a recent conversation with Jennifer Matthews at NRCS, forestry practices are considered agricultural practices under NRCS and the Farm Bill. Many of the practices listed in Rural Enterprises, I.4. are practices that are implemented in Pike County.

4. As mentioned during the October meeting, the current board member makeup is centered in Blooming Grove and Greene Townships. District suggests reaching out to stakeholders again, such as the Wayne-Pike Farm Bureau, to see if additional board members can be found to diversify the board makeup.

Thank you for the opportunity to review the revisions. Please feel free to contact our office with any questions.

Sincerely,



Ellen Enslin, CPESC  
Program Manager

cc: District file

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

**Board Agenda**

- **Staff Classification System policy updates** – This policy is reviewed annually by the Executive Committee and Board review. The Committee reviewed the policy and recommended no changes to the salary ranges but did make some updates to the job description duties and titles, along with the addition of the Program Specialist and Program Manager positions which were created in January 2021. The appendices to the policy have not been changed.
- **2022 Education and Outreach Plan** – Each year per our Strategic Plan, we put together an education and outreach plan for the next year to guide staff and plan ahead for programs and grant opportunities. Communications Coordinator Devan George will provide an overview of the 2022 Education and Outreach plan developed by staff.

**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**

- Currently reviewing the water quality monitoring site schedule for 2022. We will be recommending 19 macroinvertebrate sites and 8 fish sampling sites for 2022. Working with the consultant on the new contract.
- Received sales order for the new YSI meter for water quality sampling which is budgeted for 2021. It should arrive in January.

**Groundwater Monitoring**

- Well run was completed in October by the Watershed Specialist and two USGS staff.

**102/105 Delegated Programs**

- See attached Technical staff October reports for specifics on Projects/permitting activity.
- We continue to work with PennDOT and their contractors on compliance issues on the 84/450 site.
- We received a nice email from the Westfall Brewery consultant on the work Marianna did on issuing this NPDES General Permit.
- Conference call with new owners of the Quarry Heights property to discuss transferring the NPDES permit.
- Still working on resolving issues at Delaware Plaza and Raymondskill Creek Estates with their basins; working with the landowners and their engineer on an NPDES permit for sites on the Aikolai LLC properties; Orion pipeline project submitted their Notice of Termination for the NPDES permit; The Mill rift Dam dredging project new contractors completed as much as possible and will complete the work in the spring; Pre-Application meeting with Pike County Light and Power on their NPDES permit for work in Matamoras.
- At the NE Regional Virtual training there were some program updates including E-permitting updates, timelines discussed on the PAG-01 General Permit for stormwater discharges from small construction activities (< 5 acres of disturbance) roll out, a small projects companion for special protection watersheds and discussions on updating the standard operating procedures (SOP's) for the delegation agreements with Districts. They have not requested District feedback on the updates to the SOP's.

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

- Lawn signs are still available for businesses or individuals to pick up to have on their lawn to alert neighbors about the SLF.
- Gypsy Moth –A press release went out with the monthly e-newsletter encouraging landowners to work with sprayers and their neighbors on a spray program if they have any concerns.
- We have applied for partnership to work with the 10 Million Trees program. It is an opportunity to work with landowners interested in planting trees on their property. Once we get additional information, we can present it to the Board. The local Trout Unlimited group has expressed an interest in participating in the program.
- Discussed the Pecks Pond dredging project with DCNR District Forester Tim Dugan. He will be providing an article for an upcoming E-newsletter so we can assist them in getting accurate information out about the project and next steps for vegetation management.

**Dirt Gravel Low Volume Roads**

- Old Greentown road Part 2 – Contract amendment sent to Palmyra Township for signatures. This project will be completed in 2022.

## **CONSERVATION EDUCATION AND COMMUNITY OUTREACH**

Expand conservation education, integrating it as a component of all District conservation programs. Market the District as a recognized leader in natural resource protection in Pike County by utilizing branding techniques in promotion of the District to all audiences.

### **Relationship building**

- November E-Newsletter – Article on “Handling Household Hazardous Waste” by Devan George; an article welcoming our new Administrative Assistant Lisa Dolci; An article on the gypsy moth program to contact sprayers if there is a concern on private property – including links to the District website; Promotion of the Science on Tap partnership series; Spotted Lanternfly Tips for landowners on how to identify and scrape the egg masses that may accumulate on trees.

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

- Program Manager Ellen Enslin is currently reviewing the draft Matamoras Sourcewater Collaborative Plan as well as the Saw Creek Sourcewater Protection Plan.
- Communications with Pike Planning regarding the coordination of a Household Hazardous Waste collection program and protocols for 2022.
- Ellen, Rachael, and Devan met with Tioga County 911 alert system for source water protection as well as a meeting with the EPA and some of our source water partners on the Source Water Collaborative Network. From that discussion some questions regarding ARC GIS and capabilities within the county was discussed.

### **Watershed group support**

- Rachael attended her first LWWMD meeting in October. Her nomination process will be completed in November. Her and Devan also participated in their water quality monitoring for October. Devan assisted LWWMD on their strategic plan survey questionnaire and helped with distribution.
- Rachael attended a Zoom call put together by Representative Rosemary Brown and members of the Monroe County Master Watershed Stewards to provide information to Homeowners Associations in the area on natural resource concerns. Rachael will be getting additional information about the watershed steward program.

## **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.

### **Annual Work Plan development**

- The Annual work plan meeting will be held on **November 18<sup>th</sup> at 10 am at the District office** to review the current plan and develop a plan for 2022. Any board member that would like to participate in the planning process please let me know.

### **Grant activities**

- PACD is offering Stormwater Training Video mini-grants for Districts to develop instructional videos on the operation and maintenance needs of a specific best management practice (BMP). Devan and the technical staff will work on a video to discuss pervious pavement.
- Staff had a discussion on potential grant projects for 2022 and beyond. We have two projects in development for PACD mini-grants in the spring. There is an opportunity to submit a DEP Environmental Education grant for a pollinator plot at the Dingman Township park, but we need to regrop with the township.

### **Staff Training**

- Technical Staff attended a day long virtual training provided by DEP for the Northeast region.
- Technical Staff attended a road maintenance program presented by LTAP and coordinated by the Pike County Road Task Force.
- Rachael completed the Watershed Specialist training in October.
- Devan and Rachael will be attending the PA Statewide meeting for Watershed Organizations in November.

### **Personnel**

- The new Administrative Assistant Lisa Dolci started on October 12<sup>th</sup>. Staff have been meeting with her to get her up to speed with programs and operations. Both Lisa and Rachael met with DEP representative Shane Kleiner to get to know more about District programs.
- Staff flextime was begun November 1<sup>st</sup> which will run until April 1<sup>st</sup>, 2022. This option is provided in our Standard Operating Procedures for Staff and our Telecommuting policy.

- Started scheduling monthly staff meetings and will have a weekly Ted Talk Tuesday with staff for some training. Will continue two weekly morning check-in's.
- Completed two staff evaluations for October.
- Weekly Technical Staff meeting/ Bi-weekly meetings with each staff member to review projects, workloads, etc.

#### **Operations/Building**

- Jeep repairs and new tires were done the end of October.
- Front concrete steps repaired.
- The plumbing was fixed to resolve waste removal issues from the kitchen and ladies bathroom. It was discovered the cast iron pipes had collapsed and one pipe from the old education room (our parking lot left of the building) was not properly closed up. Phoenix Plumbing did a great job at communicating changes and were great to work with. The total price of the repairs totaled \$10,280 which was transferred from the Conservation Fund to the Operating Account to cover the costs.

#### **Financial**

- All quarterly reporting was completed for the CDFAP, Chapter 102 & 105 reporting, SRCP grant, Watershed Specialist grant, Spotted Lanternfly program, and the DGLVR program as well as county staff retention payment and appropriation request.
- Draft of the Fees for Services was developed and will be presented to the Executive Committee for comments.
- Hosted a meeting and received final requirements needed to move forward with the setup of electronic payments for the Municipipay program. The anticipated start date will be January 2022.
- Submitted draft budget numbers to the County Commissioners for their consideration.
- Contacted our Bond Agent regarding limits on the insurance bond which will renew in December. Will discuss options with the Treasurer and bring recommendations to the Executive Committee and the Board. An update will be provided at the Board meeting.

### **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.**

#### **102/105 Communications**

- Staff continue to participate in Bi-weekly meetings with the DEP NE Region Staff and Districts.
- Comments submitted to DEP on Draft Roadway Maintenance FAQ which is being developed.

#### **Pike County Agricultural Preservation Board**

- Program Manager Ellen Enslin is an advisor for the Agricultural Preservation Board. In the correspondence there is a letter with comments regarding the proposed change in the Agricultural Preservation Board manual. There currently is not much participation on the Ag board with only 2 or 3 members participating in the meetings. Anyone who may be interested or know of someone who is interested please contact Jessica Yoder at the Pike County Planning office.



**PCCD Chapter 102 and Chapter 105 Delegated Program Report for October 2021**

**Inspections**

Date	Project Name	Municipality	Program	Inspector	Site Status
10/6/2021	One Sky	Westfall	102	MQ/EE	Initial
10/7/2021	SR 0084 Section 450 Reconstruction	Multiple	102-State	JO/EE	Non-compliance
10/8/2021	Westfall Senior Center	Westfall	102	MQ	Routine
10/8/2021	Dollar General Shohola	Milford Twp.	102	MQ	Routine
10/13/2021	Raymondskill Creek	Dingman	102	JO	Routine
10/20/2021	Millrift Dam Dredge	Westfall	102	MQ	Routine
10/21/2021	SR 2001, Section 402	Multiple	102-State	EE	Routine
10/21/2021	Delaware Plaza	Dingman	102	EE	Routine
10/26/2021	PennDOT Maintenance Garage	Blooming Grove	102-State	JO	Routine
10/27/2021	Paddlers Point	Westfall	102	MQ	Routine
10/27/2021	Rivers Edge	Westfall	102	MQ	Routine
10/29/2021	Westfall Senior	Westfall	102	MQ	Routine

**Plan & Permit Reviews**

Date	Project Name	Municipality	Program	Tech	Project Status
10/5/2021	Nickett GP-3	Palmyra	105	CI	Incomplete Application
10/5/2021	Houck GP-3	Palmyra	105	CI	Incomplete Application
10/6/2021	Nickett GP-3	Palmyra	105	CI	GP Acknowledged
10/6/2021	Nickett GP-3	Palmyra	102	CI	Initial Technical Plan Review
10/7/2021	Houck GP-3	Palmyra	105	CI	GP Acknowledged
10/7/2021	Houck GP-3	Palmyra	102	CI	Initial Technical Plan Review
10/21/2021	Escape POA GP-2	Greene	105	CI	Incomplete Application
10/21/2021	Escape POA GP-2	Greene	102	CI	Incomplete Application
10/22/2021	Westfall Site (Brewery)	Westfall	102	MQ	Follow-Up Technical Plan Review
10/25/2021	Bossi GP-2	Palmyra	105	CI	Initial Technical Plan Review
10/25/2021	Bossi GP-2	Palmyra	102	CI	Incomplete Application
10/25/2021	Lands of Lake	Dingman	102	JO	Initial Technical Plan Review
10/26/2021	Milford Water Authority upgrades	Milford Twp.	102	JO	Initial Technical Plan Review
10/27/2021	Escape POA GP-2	Palmyra	105	CI	GP Acknowledged
10/27/2021	Escape POA GP-2	Palmyra	102	CI	Follow-Up Technical Plan Review
10/27/2021	Harford Inn	Milford Boro.	102	MQ	Initial Technical Plan Review
10/27/2021	Luhrs True Value	Delaware	102	JO	Initial Technical Plan Review
10/27/2021	SR 2001, Section 402 revision	Multiple	102-State	EE	Initial Technical Plan Review

**Complaints**

Date	Complaint #	Municipality	Program	Tech	Action
10/6/2021	21-56	Westfall	105	MQ	Initial
10/13/2021	21-46	Palmyra	105	CI	Final/Closed
10/13/2021	21-46	Palmyra	102	CI	Final/Closed
10/19/2021	21-60	Milford	105	MQ	Initial
10/20/2021	21-56	Westfall	105	MQ	Routine
10/20/2021	21-60	Milford Twp.	105	MQ	Final/Closed
10/21/2021	21-22	Milford Twp.	102	MQ	Routine
10/21/2021	21-55 (SR 2001, Sec. 402)	Multiple	102-State	EE	Initial
10/25/2021	21-58	Delaware	102	JO	Final/Closed



Technical Assistance					
Date	Name/Project	Municipality	Program	Tech	Type/Topic of Assistance
10/4/2021	Will Whitehead	Palmyra	105	CI	Questions about doing work under GP-2 acknowledged in 2016
10/4/2021	Millrift Pond Dredge	Westfall	102	MQ	Work to be completed if F&B waiver granted
10/4/2021	Rob Rohner (Lehman Township Park)	Lehman	102	JO	NPDES resubmission
10/4/2021	Will Whitehead	Westfall	102	EE	One Sky permit submission discussion
10/5/2021	Lee Smith	Palmyra	Non-delegated	CI	Questions regarding combining adjoining lots; referred to Twp.
10/5/2021	John Spina	Greene	102	CI	Assistance with completing E&S plan for complaint site (#21-52)
10/5/2021	Millrift Pond Dredge	Westfall	102	MQ	Discussion with Toth Bros. re: F&B Waiver
10/5/2021	Bob Jenkins (Delaware)	Delaware	102	JO	infiltration basin failures
10/5/2021	Jodi Manheim	Westfall	102	EE	Westfall Township-One Sky inspection
10/5/2021	Bob Santoski	Multiple	102-State	EE	Alicia's Creek bank erosion issues
10/6/2021	Mark Cynosky	Palmyra	102	CI	Assistance with E&S items related to drainage improvement project
10/6/2021	Mike (Highland Acres)	Delaware	102	JO	Flow easements
10/7/2021	Brittany Salapek	Delaware	105	JO	Woody debris removal from streams
10/7/2021	Gene Ruzanski	Dingman	102	EE	Arcadia Lots 8 and 9 plan submittal
10/7/2021	Mitch Jacobs	Westfall	102	EE	One Sky permit submission discussion
10/8/2021	Joe Hudak (Delaware)	Delaware	102	JO	Basin tree plantings
10/8/2021	David Chuff, Esq.	Shohola	102	EE	Quarry Heights at Parkers Glen history
10/11/2021	Mitch Jacobs	Dingman	102	JO	Small projects E&S submission
10/12/2021	PennDOT	Multiple	102-State	JO	I84 450 progress meeting
10/12/2021	Norman Teeple	Palmyra	105	JO	E&S plan review for boat ramp
10/12/2021	Michael Duus (North American Land Trust)	Delaware	102	JO	Construction adjacent to waterways
10/12/2021	Jeff Bonacci (SR 0084)	Multiple	102-State	JO	PPC plans
10/12/2021	Tom Greiner	Westfall	102	EE	Westfall Senior Center question
10/12/2021	Gene Ruzanski	Dingman	102	EE	Arcadia Lots 8 and 9 plan submittal
10/13/2021	Will Whitehead	Palmyra	105	CI	Questions about doing work under GP-2 acknowledged in 2016
10/13/2021	Nancy Janiec	Delaware	105	JO	Wild Acres culvert replacement
10/13/2021	Norman Teeple	Palmyra	105	JO	GP fee for services
10/13/2021	Bill Goodwin (Raymondskill Creek)	Dingman	102	JO	infiltration basin failures
10/13/2021	Jeff Cammerino	Westfall	102	EE	Questions re: District small projects guide
10/13/2021	Will Whitehead	Westfall	102	EE	Questions re: One Sky submittal
10/13/2021	Mitch Jacobs	Westfall	102	EE	Provided BMP information for One Sky
10/13/2021	SR 84, Section 450	Multiple	102-State	JO/EE	Progress Meeting
10/13/2021	David Chuff, Esq.	Shohola	102	EE	Email with Quarry Heights project info.
10/13/2021	Gene Ruzanski	Dingman	102	EE	Arcadia Lots 8 and 9 plan submittal
10/14/2021	Joe Hudak (Delaware)	Delaware	102	JO	infiltration basin failures
10/14/2021	Mitch Jacobs	Dingman	102	JO	E&S plan deficiencies
10/14/2021	Blooming Grove Twp.	Blooming Grove	102	EE	Common plan of development discussion
10/14/2021	Jeffery Lee	Westfall	102	EE	One Sky permit fees, etc.
10/18/2021	Bill Goodwin(Pinehill)	Westfall	102	MQ	Permit transfer
10/18/2021	Emauelle Gillio	Lackawaxen	105	MQ	GP2 permitting
10/18/2021	Pete Williams (MHE)	Lehman	105	JO	Brisco Mountain Road culvert
10/18/2021	Alex (Dingman's Ferry)	Dingman	105	JO	Wetland delineations

10/18/2021	Mitch Jacobs	Westfall	102	EE	One Sky submittal questions
10/19/2021	Michael Duus (North American Land Trust)	Delaware	102	JO	Richards Lake easement discussion
10/19/2021	Mitch Jacobs	Westfall	102	EE	Office visit-One Sky submittal
10/20/2021	Will Whitehead	Palmyra	102	CI	E&S questions/GP-2 previously acknowledged
10/20/2021	Mark Cycosky	Palmyra	102	CI	Assistance with E&S items related to drainage improvement project
10/20/2021	Gary Bossi	Palmyra	105	CI	GP-2 Registration Process
10/20/2021	M. Schwartz(Rt 6/209)	Westfall	102-State	MQ	NOT requirements
10/20/2021	Nancy Janiec	Delaware	102	JO	Roadway drainage
10/20/2021	Jill Odynsky	Delaware	102	JO	Roadway drainage
10/20/2021	Bill Goodwin	Delaware	102	JO	Richards Lake construction
10/20/2021	Wayne Day	Dingman	102	JO	Silt fence installation
10/20/2021	SR 84, Section 450	Multiple	102-State	JO/EE	Call with PennDOT and DEP re: project
10/20/2021	Carmen Dipietro	Multiple	102-State	EE	SR 84, Section 450 project discussion
10/21/2021	T. Miller	Milford Twp.	105	MQ	GP3 requirements
10/21/2021	Sharon Hartzog	Palmyra	105	JO	GP3 registration
10/21/2021	Barbara Bossi	Palmyra	105	JO	GP2 walkthrough
10/21/2021	Joe Hudak (Delaware	Delaware	102	JO	infiltration basin failures
10/21/2021	Michael Duus (North American Land Trust)	Delaware	102	JO	Richards Lake construction
10/22/2021	Matamoras Gasline	Westfall	102	MQ	Preconstruction
10/22/2021	Westfall Site (Brewery)	Westfall	102	MQ	Plan re- submission
10/22/2021	Gene Ruzanski (Aikolai Lots 1 & 6)	Blooming Grove	102	JO	NPDES plan resubmission
10/22/2021	Bill Goodwin	Delaware	102	JO	NPDES permit for residential construction
10/25/2021	Munsell Dredge	Greene	102	CI	Lake Wallenpaupack Dredge Site Visit
10/25/2021	Mitch Jacobs	Dingman	102	JO	Lands of Lake E&S plan deficiency
10/25/2021	Deborah Matthews	Delaware	105	JO	Wetland delineations
10/25/2021	George Kise	Blooming Grove	102	EE	Aikolai Lot 4 Access road restoration
10/26/2021	Terry Wilhide	Greene	105	JO	Pond construction
10/26/2021	Gene Ruzanski	Blooming Grove	102	EE	Email re: Aikolai Shooting range project
10/26/2021	Keith Billigs	Multiple	102-State	EE	SR 84, Section 449 basin functionality
10/27/2021	Chris 130 Westcolang	Lackawaxen	105	MQ	Flooding issue
10/27/2021	Dave Daly	Shohola	105	MQ	Wetland crossing/NPDES permit
10/27/2021	Sheri Flowers	Lehman	102	JO	NPDES permit digital submissions
10/27/2021	Ben Washington (PennDOT	Blooming Grove	102-State	JO	NOT forms
10/27/2021	Tim Rohner	Lehman	105	JO	Emergency permits
10/27/2021	Pete Williams (MHE)	Lehman	105	JO	Emergency permits and culvert size equivalencies
10/28/2021	Tim Rohner	Lehman	105	JO	GP7 criteria
10/28/2021	Ken B	Dingman	102	JO	Roadway drainage
10/28/2021	Vince Flatt	Delaware	105	JO	Woody debris removal from streams
10/28/2021	SR 2001 Section 402	Multiple	102-State	EE	List of issues for renewal, etc.
10/28/2021	Keith Billigs	Multiple	102-State	EE	SR 84, Section 449 basin functionality
10/29/2021	Pete Williams (MHE)	Lehman	105	JO	GP7 criteria
10/29/2021	Ben Washington (PennDOT	Blooming Grove	102-State	JO	NOT forms
10/29/2021	Lackawaxen Township	Lackawaxen	105	EE	Stream flooding issues near Masthope

## **Pike County Conservation District Staff Classification System**

*Effective January 1, 2014; Addendum October 20, 2014; Revisions October 17, 2016; Revisions September 2018; Effective January 1, 2019; Reviewed and approved September 21, 2020; TBD -Reviewed and approved November 15, 2021 TBD*

### **Background**

The following classification system for Pike County Conservation District staff was developed as part of the District Board effort to "Develop a specific strategy to retain, experienced staff" – an identified priority of the Pike County Conservation District 2006 Strategic Plan. The staff classification proposal, developed in Fall 2013, was reviewed by the Executive Committee with the Pike County Commissioners on September 25, 2013. Implementation of the classification system for District technical staff became effective January 1, 2014 and has been funded by the Pike County Commissioners and the Pike County Conservation District Board through the Act 13 Marcellus Legacy Funds. The Staff Classification System was revised to include the watershed specialist in October 2014. In 2016 minor revisions were made throughout the document, addition of a timeline for Board Review, and inclusion of the District's new Conservation Education and Outreach Coordinator to the Classification. The 2018 changes involved revisions throughout the document, revisions of attachments, updates of job description titles, five (5) year evaluation of pay grade compensation levels and the addition of the Administrative Manager position to include all non-exempt staff within the policy. In 2021 changes involved updating job description titles, evaluation of salary ranges, and the inclusion of the Program Manager position (updated from Administrative Manager) and the Program Specialist position.

In order to better address the levels of training and eventual position responsibility required for staff and, ultimately, to address the staff retention issue, the District, with the agreement of the Pike County Board of Commissioners, implemented this Classification in January 2014 to help address training and staff retention issues over the longer term. Classifications and salary ranges have been established based on completion of relevant levels of training including field work, years of service, and performance evaluations reflecting the understanding of the regulation and program requirements.

### **Resource Conservationists**

The training necessary for a Resource Conservationist (RC) to reach full capability in regard to the varied technical aspects of the program and to work independently without direct supervision of the Executive Director takes between 1.5 and 2 years. This training is required through our delegation agreements (Chapter 102 and Chapter 105 programs with Department of Environmental Protection) and is over and above the required resource based four-year college degree and suggested two years of technical experience necessary to be hired into the position.

Fulfilling the responsibilities of the PCCD Resource Conservationist position, once trained, involves the person(s) having an understanding of administrative, technical and operational level work in the following areas (although not limited to these):

- o Regulations – PA Department of Environmental Protection Chapters 102, 92, 93 and 105
- o Standard Operating Procedures for NPDES General and Individual Permits
- o Standard Operating Procedures for Chapter 105 Waterways and Encroachments permits – General and Joint permits
- o Pennsylvania's Erosion and Sediment Control Manual
- o Wetlands and waterways identification
- o Stormwater management BMP's
- o Construction plan map and detail review
- o Construction site inspection, voluntary compliance, compliance and enforcement activities
- o Safety – construction field safety

The Resource Conservationists work directly with the municipal officials and government agency personnel including PA DEP staff, US Army Corps of Engineers staff, and PA Fish and Boat Commission Waterways Conservation Officers. They represent the District in dealings with engineers, earthmoving contractors, and developers working through the PA DEP permitting and plan review process. In some cases, these projects include multi-million dollar development projects that have the potential for impacting not only our natural resource base but also our county's economic base.

These staff have important responsibility in the delegated authority they carry out, and the District/County needs good, competent people who make good judgment calls. Additionally, PCCD technical staff are the front line *in the field* for the County and the District providing assistance to the general public on issues as varied as forestry, hydrology, soils, stormwater, and other topics and for responding to sometimes difficult complaint situations involving these types of issues.

### **Resource Conservationist Position Classifications**

Resource Conservationist Grade 1 – (\$33,000 - \$38,000)

Resource Conservationist Grade 2 – (\$38,100 - \$43,000)

Resource Conservationist Grade 3 - (\$43,100 - \$48,000)

### **Advancement Milestones**

**Resource Conservationist Grade 1**— see minimum training and experience as identified in job description

Additional technical training/experience at hiring might warrant a salary commensurate with the higher end of the salary range

**Resource Conservationist Grade 2**—all requirements of Grade 1 plus the following;

- completion of 335 Professional development hours of on-the-job training as outlined in the Pike County Conservation District - *Staff Classification System Training Synopsis—See Attachment A*
- Very Good to Excellent performance evaluations

**Resource Conservationist Grade 3**— all requirements of Grade 1 and Grade 2 plus the following;

- completion of 50 Professional Development hours of on-the-job training as outlined in the Pike County Conservation District - *Professional Development Plan See Attachment B*
- Very Good to Excellent performance evaluations

**Advancement within Resource Conservationist Grade Levels may be based on any of the following key milestones:**

- NICET – National Institute for Certification in Engineering Technologies Level 2, or CPESC – Certified Professional in Erosion and Sediment Control, or other professional certifications as per State Conservation Commission CDFAP Statement of Policy (25 PA Code CH. 83, section 83.61 b,3,iv,A and B).
- Consistent completion of goals as outlined in Evaluations. Goals must be specific and measurable. Goals will be reviewed with the Executive Director as it relates to the job description, District strategic planning goals and professional development.
- Other Training Programs acceptable to Executive Director and Executive Committee.
- Very Good to Excellent performance evaluations

### **Program Administrative Assistant**

The Program Administrative Assistant is an integral part of the Staff Team. The purpose of the position is to provide administrative support for all District programs including state-delegated and contracted technical programs. The position involves extensive contact with a variety of District customers including the general public, engineers, earthmoving contractors and developers, municipal officials and cooperating agency personnel. The Program Administrative Assistant coordinates administrative support for technical programs; conducts administrative completeness reviews of NPDES permit applications and Chapter 105 General Permits; prepares correspondence and reports; receives and logs plans and fees for reviews/permits; tracks project and plan review status; receives and logs complaints, making referrals where appropriate.

In analyzing the Resource Conservationist training and responsibilities it became clear the role of the Program Assistant to the delegated programs had not been quantified. Over the years, the administrative duties and coordination needed for the delegated programs increased significantly. Also there are a number of trainings required to properly implement the administrative portion of the delegated programs. This training is over and above the required associates degree and suggested one year of technical training.

The Program Administrative Assistant also plays a key role in other all program areas with the District including administrative duties for the Conservation Outreach Program and financial responsibilities as defined in the job description.

### **Program Administrative Assistant Position Classifications**

Program Administrative Assistant Grade 1 -- (\$28,000- \$30,000)

Program Administrative Assistant Grade 2 -- (\$30,100-\$35,000)

### **Advancement Milestones**

Program Administrative Assistant Grade 1- see minimum training and experience as identified in job description

Additional training/experience at hiring might warrant a salary commensurate with the higher end of the salary range

Program Administrative Assistant Grade 2 -- all requirements of Grade 1 plus the following;

- completion of 100 Professional development hours of on-the-job training as outlined in the Pike County Conservation District -- Staff Classification System Training Synopsis--See Attachment A
- Very Good to Excellent performance evaluations

Advancement within Program Administrative Assistant Grade Levels may be based on any of the following key milestones:

- Consistent completion of goals as outlined in Evaluations. Goals must be specific and measurable. Goals will be reviewed with the Executive Director as it relates to the job description, District strategic planning goals and professional development.
- Other Training Programs acceptable to Executive Director and Executive Committee.
- Very Good to Excellent performance evaluations

### **Watershed Specialist**

The Watershed Specialist is an integral part of the Technical Staff and has the responsibility for coordinating and managing the Pike County Conservation District's water resource program. The focus of the District's program is to provide technical, informational, educational and organizational support and assistance aimed at protecting and improving the quality and quantity of the County's and Commonwealth's surface and groundwater resources. The Pike County Conservation District has conducted a surface water monitoring program since 1997 and has worked closely with the US Geological Survey since approximately 2005 to conduct critical groundwater quantity and quality studies. Only a trained technical staff person with water resource background can carry out and manage the several aspects of the District's Water resource program.

### **Watershed Specialist Position Classifications**

Watershed Specialist Grade 1 – (\$33,000 - \$38,000)

Watershed Specialist Grade 2 – (\$38,100 - \$43,000)

Watershed Specialist Grade 3 - (\$43,100 - \$48,000)

### **Advancement Milestones**

Watershed Specialist Grade 1— see minimum training and experience as identified in job description

Additional technical training/experience at hiring might warrant a salary commensurate with the higher end of the salary range

Watershed Specialist Grade 2— all requirements of Grade 1 plus the following;

- completion of 335 Professional development hours of on-the-job training as outlined in the Pike County Conservation District – Staff Classification System Training Synopsis -- See Attachment A
- Very Good to Excellent performance evaluations

Watershed Specialist Grade 3— all requirements of Grade 1 and Grade 2 plus the following;

- completion of 50 Professional Development hours of on-the-job training as outlined in the Pike County Conservation District - Professional Development Plan See Attachment B
- Very Good to Excellent performance evaluations

Advancement within Watershed Specialist Grade Levels may be based on any of the following key milestones:

- Consistent completion of goals as outlined in Evaluations. Goals must be specific and measurable. Goals will be reviewed with the Executive Director as it relates to the job description, District strategic planning goals and professional development.
- Other Training Programs acceptable to Executive Director and Executive Committee.
- Very Good to Excellent performance evaluations

**Conservation Outreach Communications Coordinator**

In response to important education/outreach program needs identified in the PCCD Strategic Planning process completed in 2015, the PCCD Board worked with the Commissioners to reinstate a Conservation Outreach Coordinator position for the District, later updated to the Communications Coordinator. This position provides a critical connection between all of the Districts programs relying both on this information and the District's Mission to Pike County's general populace.

**Conservation Outreach Communications Coordinator Position Classifications**

Conservation Outreach Coordinator Grade 1 – (\$33,000 - \$38,000)

Conservation Outreach Coordinator Grade 2 – (\$38,100 - \$43,000)

Conservation Outreach Coordinator Grade 3 - (\$43,100 - \$48,000)

**Advancement Milestones**

Conservation Outreach Communications Coordinator Grade 1— see minimum training and experience as identified in job description

Additional technical training/experience at hiring might warrant a salary commensurate with the higher end of the salary range

Conservation Outreach Communications Coordinator Grade 2 — all requirements of Grade 1 plus the following;

- completion of 335 Professional development hours of on-the-job training as outlined in the Pike County Conservation District Staff Classification System Training Synopsis -- See Attachment A
- Very Good to Excellent performance evaluations

Conservation Outreach Communications -Coordinator Grade 3 –all requirements of Grade 1 and Grade 2 plus the following;

- completion of 50 Professional Development hours of on-the-job training as outlined in the Pike County Conservation District - Professional Development Plan See Attachment B
- Very Good to Excellent performance evaluations

Advancement within Conservation Outreach Communications Coordinator Grade Levels may be based on any of the following key milestones:

- Consistent completion of goals as outlined in Evaluations. Goals must be specific and measurable. Goals will be reviewed with the Executive Director as it relates to the job description, District strategic planning goals and professional development plan.
- Other Training Programs acceptable to Executive Director and Executive Committee
- Very Good to Excellent performance evaluations

### Administrative Manager Program Specialist

The Administrative Manager Program Specialist position is responsible for financial and grant administration, the administration of the Dirt, Gravel and Low Volume Road program, and having a strong knowledge in the Delegated and contracted programs in which the District participates.

The salary range for the Program Specialist is as follows: (\$46,000-\$55,000)

Advancement within Program Specialist salary range may be based on any of the following key milestones:

- Consistent completion of goals as outlined in Evaluations. Goals must be specific and measurable. Goals will be reviewed with the Executive Director as it relates to the job description, District strategic planning goals and professional development.
- Other Training Programs acceptable to Executive Director and Executive Committee.
- Very Good to Excellent performance evaluations

### Program Manager

The Program Manager position is a supervisory position responsible for District operations when the Executive Director is absent. Responsibilities for this position cover all program areas including Board support, financial and grant administration, day to day operations, and having a strong knowledge in the Delegated and contracted programs in which the District participates. This position plays a vital part of the management team of the District.

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The salary range for the Program Manager position is as follows: (\$46,000-\$55,000)(\$48,000 - \$57,000)

Advancement within Administrative Program Manager salary range may be based on any of the following key milestones:

- Consistent completion of goals as outlined in Evaluations. Goals must be specific and measurable. Goals will be reviewed with the Executive Director as it relates to the job description, District strategic planning goals and professional development.
- Other Training Programs acceptable to Executive Director and Executive Committee.
- Very Good to Excellent performance evaluations

### Board Review

The Pike County Conservation District Executive Committee will review this Staff Classification System annually to evaluate any changes necessary in pay grade compensation levels or other necessary revisions. Once this review is complete, recommendations will be provided to the Pike County Commissioners for review. The first Board review was completed in 2018. It was reviewed with no recommended updates to salary ranges in September 2020 and again in November 2021.



**Additional Notes:**

NOTE: The Pike County Conservation District Board has approved a Policy on Continuing Education and Training (originally approved in 2007 and revised and re-adopted in May 2014). This policy provides opportunities for Board funding of continuing education with stipulations for staff. See Current Policy. This opportunity provides benefits both to the Districts overall program by increased training for current staff members and also to each individual staff member who takes advantage of this opportunity by building individual professional development.

NOTE: One (1) Professional Development Hours (PDH) is defined as one contact hour of instruction, presentation or study in which the recipient of the PDH is an active observer or participant. PDH values should be rounded to the nearest hour. PDH will be reviewed by the Executive Director at the time the training or travel request is submitted. The training or travel request approval will include the number of PDH being approved for each staff member for each event. Once the event is complete if PDH differs from the amount approved, staff can discuss this with the Executive Director to determine if PDH needs to be reassessed. Under this Classification System, PDH for college courses are accrued at three (3) PDH per credit awarded by university or college. A copy of university or college transcript must be provided.

NOTE: When the highest grade level amounts are achieved, additional salary increases are not anticipated but professional development is expected for staff to remain current and engaged.

DRAFT

## PCCD 2022 Education and Outreach Plan

- Use social media and newsletter to drive traffic to website educational resources.
- Collaborate with partner organizations to provide relevant programming to target audiences.
- Continue community association outreach through workshop series.
- Ongoing outreach includes enewsletter, social media and web updates.
- Invasive Species series of articles in enewsletter
- Podcast series rolls out in January 2020 with additional podcasts planned

Date	Article/Event/Activity	Audience	Staff
<b>January - Groundwater</b>			
12/15/21	Groundwater Flow Article		DG
	Water Quality Report	General Public, Watershed Groups	RM
	Annual Report	General Public	DG
	Groundwater Flow Model Video	Home/well owners, General Public	DG
	Saltwatch program		RM
<b>February - Source Water Protection</b>			
1/15/22	Source Water Protection Collaborati	General Public	EE
	Source water protection webpage	General Public, Members of PSWPC	DG, EE
	Engineers Workshop	Engineers	EE
	Source Water Protection Collaborati	General Public	DG, EE
<b>March - Best Management Practices (BMPs)</b>			
2/15/22	Visually Pleasing BMPs	Contractors, general public	EE?
	Contractors Workshop	Contractors	CI/EE/MQ/DG
	Municipal Grant Workshop	Municipalities	ML
	Stream Crossing Workshop/LTAP	Contractors, PennDOT	CI
<b>April - Soil</b>			
3/15/22	Soil quality article		JO
	Envirothon	Students	DG
	Conservation District Week	General Public	DG
	Earth Day		DG
	Spotted Lanternfly Program	General Public	DG
	Release Soil 1 page	General Public	JO
	Planting for Pollination	General Public	DG/EE
	Why Soil Quality Matters	General Public	DG/JO
<b>May - Wetlands</b>			
4/15/22	Benefits of Wetlands	General Public	DG, EE
	Water Quality monitoring (macros)	General Public	RM
	Wetlands are Wonderful	General Public	DG
	Leaf Pack Network	Students, Educators	DG, RM
<b>June - Spotted Lanternfly/Invasives</b>			
5/15/22	Spotted Lanternfly Update		DG
	LWWMD DGLVR Program		
	Septic Program	Homeowners	DG, ML
	On the Road Program	General Public	DG/RM
<b>July - Harmful Algal Blooms (HABs)</b>			
6/15/22	Harmful Algal Blooms	General Public	RM
	Legislative Breakfast	Legislators	ML, DG
	HABs Workshop with PLEON	CAs, property owners, General Public	RM, DG
	On the Road Program	General Public	DG/RM
<b>August - Forestry</b>			
7/15/22	FEMA/PEMA Mapping	General Public	EE
	Fish Sampling	N/A	RM, DG
	Forestry Program with DCNR	General Public	DG
	On the Road Program	General Public	DG/RM
<b>September - Trails</b>			
8/15/22	Trail safety		DG
	Trails Videos with Staff	General Public	DG
	Trail Safety	General Public, Tourists	DG
<b>October - Stormwater</b>			
9/15/22	Preparing for Snow melt	Homeowners, General Public	RM
	Annual Dinner	Staff, Board, Partners	DG/ML
	Black Bear Film Festival	General Public	DG
<b>November - Drinking Water</b>			
10/15/22	What really goes into a glass of water	General Public	DG
	Drinking water	General Public	DG
<b>December - Ecotourism</b>			
11/15/22	How to Find Ecotourism in NEPA	General Public	DG

topics for month

Article

PODCAST



## **PACD Rewind**

### ***Monthly Report 10/01/21 – 10/31/21***

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



## **PACD STAFF REPORT**

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### **PACD & Membership Activities**

#### **Communications**

- Updated and managed the PACD listserves
- Updated [www.pacd.org](http://www.pacd.org)
- Sent four *Front Page* e-newsletters
- Submitted 30 posts on social media channels
- Created social media messages for November shared messaging with districts
- Compiled and distributed monthly rewind report to membership

#### **Executive Board**

- Met with Sonia Wasco to review financials
- Held October board meeting
- Took, edited, and approved minutes
- Updated monthly staff report
- Prepared and sent out November board meeting information

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

- Processed two payrolls
- Managed accounts receivable and accounts payable

#### **Legislative Activities**

- Held several meetings with the PACD Ad Hoc budget committee
- Developed comprehensive PACD Legislative Budget Program and distributed to membership
- Provided templates to support member legislative activities
- Distributed information on legislation of interest to membership

- Attended Senate Environmental Resources Committee Solar Hearing

### **Meetings and Events Attended**

PACD staff attended/participated in the following events:

- Soil Health Coalition quarterly meeting
- Lawn Conversion Partnerships Grant info session with DCNR
- Presented Maurice K. Goddard Award to DCNR Secretary Dunn at Adams tree planting event
- Met with PDA and DEP Secretaries concerning agency budgets and district line-items
- Held monthly managers meeting
- Met with south central region managers

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

- Worked with Wyndham on contract
- Contacted presenters for educational sessions
- Met internally and with potential vendors about providing remote access

### **Partner Activities**

- Met with NRCS about TAG program
- Attended SCC meeting
- Developed agenda and attended Dep. Sec. Aneca Atkinson's meeting with the south west region
- Attended NACD Executive Directors meeting
- Attended NRCS State Technical Committee meeting

### **Region Meetings**

- Prepped in-person materials for NE, NC, SC, SE meetings
- Prepped and distributed electronic packets for NE, NC, SC, SE meetings
- Updated Executive Director binder for NE, NC, SC, SE meetings
- Worked with region meeting hosts on updates, lunch arrangements, virtual access, and RSVPs
- Prepped RSVP lists and sent to region directors
- Held and attended NE, NC, SC, SE PACD region meetings

### **Strategic Planning**

- Continued implementing strategic plan

### **Grants and Special Projects**

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

- Prepared quarterly report
- Clean Water Academy (CWA)
  - Provided website administration and technical support
  - Developed Stormwater BMP Training Video Mini Grant Program
  - Sent out announcement for Stormwater BMP Training Video Mini-grant Program
  - Courses under development
    - Hydrology 101

- Chapter 102 ePermitting
  - Recorded Webinars Added
    - 2021 Conservation District Watershed Specialist Webinar Series
- 102/105 Technical Training
  - Led planning workgroup Zoom meeting
  - Scheduled November workgroup meeting
  - Requested contract from Red Lion Harrisburg

### **Agricultural Conservation Technical Training**

- Ag Boot Camp Basic and Level II
  - Held a planning meeting
  - Asked 2020 participants who is planning to take Level II in 2022 for planning purposes
  - Checked if dates are available in May 2022 at KCC and Holiday Inn
- Intro to Conservation Planning
  - Contacted district attendees to notify of vaccine requirements to attend training
  - Confirmed that all attendees completed the pre-requisite
  - Sent hotel the final count, meeting details, meal selections
  - Created sign-in sheets for each day
  - Created emergency contact list and nametags
  - Created and printed certifications of completion
  - Sent email of final reminders and what to bring
  - Training held October 19-21, 2021

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

- Obtained 2021/2022 District Budget Summaries
- Completed fourth quarter reimbursement

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

- CREP Cost-share
  - Processed new cost-share
  - Sent old cost-share replacement contracts
  - Made cost-share payments
- CREP Outreach Program Office (COPO)
  - Added menu to About Us page on creppa.org for better mobile viewing
  - Added CREP mini grant announcement to CREP Facebook
  - Sent CREP mini grant announcement via email lists
  - Posted 3 finished buffer projects on CREP Facebook
  - Met with WWTW for Year 2 kickoff meeting
- CREP Annual Report
  - Attended 2022 reporting webinar
  - Met with DEP about project timeline
  - Updated templates for Chesapeake, Ohio, and Delaware
  - Sent templates to partners to provide their information

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

- Approved three multi-functional riparian buffer projects
- Processed one final report for a finished buffer project
- Received one application

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

- Prepared and submitted monthly grant reimbursement
- Advertised Clarion Conservation Technician job opening

### **Landscape Scale Restoration Grant**

- Received and submitted one letter of support

### **Leadership Development Program**

- Continued planning and promotion for Fall Leadership webinar series
- Worked to finalize agendas and event planning for 2022 Staff Conference and director trainings
- Hosted quarterly Leadership Development Committee meeting

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

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

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

- 2021-22 NPS Mini-grant Round
  - Reviewed two final reports and issued reimbursement
  - Reviewed six mid-term reports
  - Reviewed seven mini-grant materials
  - Sent reminders to those with mid-term and final reports due
- 2021 Virtual Watershed Specialist Meeting
  - Held presenter A/V checks
  - Followed up with and supported presenters
  - Prepared hosting information and shared with co-hosts
  - Prepared for and held photo contest during event
  - Re-sent confirmation emails to all participants each morning
  - Provided troubleshooting as needed
  - Hosted and co-hosted meeting over three half-days October 5-7
  - Distributed evaluation links
  - Sent thank you email to presenters
  - Edited and uploaded videos
  - Gathered, prepped, and uploaded handouts/presentations to CWA
  - Prepped and distributed presenter directory
  - Gathered, prepped, and distributed additional links and resources
  - Sent CWA link to participants



## DATES TO REMEMBER

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

- November 3, 2021 | 12 p.m. - 1:30 p.m. (New Date)

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

- November 17, 2021 | 12 p.m. - 1:30 p.m. (New Date)

### Fall Leadership Development Series: Conservation Leadership and Environmental Justice

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

<b>STAFF CONTACT INFORMATION</b>			
<b>NAME</b>	<b>TITLE</b>	<b>PHONE #</b>	<b>E-MAIL</b>
<b>HARRISBURG OFFICE</b>			
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## November 2021 DEP Conservation District Field Rep Talking Points

### Grant Programs

**319 Grant Program** – Grant award recipients for the Federal Fiscal Year (FFY) 2021 have been announced. DEP awarded over \$4.1 million for projects in Bedford, Clearfield, Dauphin, Jefferson, Lancaster, Lebanon, Schuylkill, and York counties. There was also one statewide project. Of the amount awarded, just over \$2.2 million was provided to county conservation districts and PACD. The press release on the 319 FFY 2021 awards can be found at <https://www.ahs.dep.pa.gov/NewsRoomPublic/articleviewer.aspx?id=22014&typeid=1>. For FFY 2022, DEP received 14 applications totaling \$4,948,567. Recommended applications/projects are going through the approval process. It is anticipated the FFY 2022 awards will be announced next summer.

**GG Grant Program** – The 2021 Growing Greener, AMD Set-Aside, and SMCRA grant round received 183 applications totaling \$55,644,643. Recommended applications/projects are going through the approval process. It is anticipated that the 2021 awards will be announced in November/December 2021.

**Pennsylvania's Conservation Reserve Enhancement Program (CREP)** – CREP is a partnership effort that funds the installation of conservation practices to improve water quality and wildlife habitat on agricultural operations in the Pennsylvania portion of the Chesapeake Bay, Ohio River, and Delaware River Basin drainages. As of September 30, 2021, there were the following:

- 5,378 active CREP contracts totaling 83,778.10 acres in the Chesapeake Bay.
- 862 active CREP contracts totaling 1,446.82 acres in the Ohio River Basin.
- 6 active CREP contracts totaling 75.77 acres in the Delaware River Basin.

### Policies and Procedures

**District Director Nomination Process** – The SCC has sent two emails to county chief clerks with information detailing the Director Nomination Process. Conservation district managers should confirm with chief clerks that they have reached out to nominating organizations and provide them information as to which director terms need to be filled and ensure they have current mailing addresses for nominating organizations. Director Nominations are due to the State Conservation Commission by December 1<sup>st</sup>. Questions may be directed to your Conservation District Field Rep or Barb Buckingham [bbuckingha@pa.gov](mailto:bbuckingha@pa.gov)

**District Audit Requirement** - Conservation districts' calendar year 2020 Annual Financial Audit Reports are due no later than **December 31st**. Please be sure that your auditor is working on your audit and knows the deadline. If your auditor requires documentation of Commonwealth payments, please email those requests to [kbooks@pa.gov](mailto:kbooks@pa.gov). If there are extenuating circumstances and your district needs an extension, an extension request **MUST** be received no later than December 1, 2021. The SCC has been made aware that PMRS has been delayed in releasing GASB 68 Pension Reports. If your auditor cannot complete the district audit on time due to these delays, you should submit a draft report prior to the due date (if possible) and request an extension by December 1. You may contact Karen Books, [kbooks@pa.gov](mailto:kbooks@pa.gov) if you have any questions.



**Sunshine Act Amendments** –Senate Bill 554 of 2021 amends the Pennsylvania Sunshine Act to include an agenda requirement. This amendment requires all agencies to post an agenda of issues to be deliberated or planned official action at least 24 hours prior to any regular or special public meetings of the agency. The agenda must be posted to Websites\*, agency offices, and meeting sites, and available at the meeting itself \*(including other social media platforms, such asFacebook). These changes took effect on August 29. The SCC sent an email on August 5 to all conservation districts with details of the changes and how districts need to comply. Additional information and training calendar may be found at the Office of Open Records Website:

<https://www.openrecords.pa.gov/index.cfm>

**Office of Open Records Notice Regarding Virtual Meetings** – Last year, the legislature passed Act 15 of 2020 in response to the COVID-19 Emergency Declaration. Part of the act addressed public meetings by allowing the use of internet-based platforms and social media to facilitate electronic or “virtual” gatherings. With the lifting of mask requirements and occupancy limitations related to the COVID-19 global pandemic, **all agencies should return to pre-COVID status with respect to public meetings and the expectation that meetings will include a physical gathering that allows for public attendance, observation and comment.** Hybrid meetings (in-person with call-in capabilities) are still acceptable.

<https://www.openrecords.pa.gov/alert.cfm?id=17>

**Retaining Virtual Participation Options for District Board Meetings** – As conservation district boards begin to hold in person meetings again, the SCC recommends conservation districts 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 conservation district board meetings.

## **Chapter 102 ePermitting Updates**

Here’s some highlights from 102 ePermitting

- ESCGP-3 release tentatively planned for 12/8/21;
- BCW is focusing on short video trainings (~5-10 minutes) to walk through e-permitting modules & actions for both internal and external users.
- Refer to 102 ePermitting webpage for links to the external training and resources. You should direct applicants/to consultants to here.
- Refer to Clean Water Academy for internal trainings.

### **Clean Water Academy**

A new course just opened up in Clean Water Academy. This course was developed with assistance from one of our partners, Soil Hub. The course provides soil-focused information relevant to stormwater management planning and design. Topics include water flow in soils, redoximorphic features, measuring hydraulic conductivity, and understanding the role soils play in stormwater control measure performance.

This module also includes a completion certificate. This will be a great foundational topic for when the new stormwater manual is released.

[Course: Soils Considerations in Stormwater Management \(remote-learner.net\)](#)

## **Funding Opportunities**

**USDA Agreements for Racial Justice and Equity** - U.S. Department of Agriculture (USDA) to Invest \$50 Million in New Cooperative Agreements for Racial Justice and Equity. The USDA is investing up to \$50 million in cooperative agreements to support historically underserved farmers and ranchers with climate-smart agriculture and forestry. The Racial Justice and Equity Conservation Cooperative Agreements are available to entities for two-year projects that expand the delivery of conservation assistance to farmers who are beginning, limited resource, socially disadvantaged and veteran farmers. For detailed information see the press release at <https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/newsroom/releases/?cid=NRCSEPRD1819032>

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

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

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

Anyone interested in applying for Community Conservation Partnerships Program grants in 2022 is strongly encouraged to attend the three virtual workshops that are available. Use the links below to register for a workshop based on the county where your project will take place:

- Eastern counties – Thursday, Nov. 4
- Central counties – Wednesday, Nov. 10
- Western counties – Tuesday, Nov. 16

Breakout sessions will provide time for project-specific Q&A with professional grant managers. New this year, statewide and regional partnership grants will be a breakout session at the workshop. Although the virtual workshops are free, pre-registration is required as space in each workshop is limited. **Note:** For those planning to attend the Statewide & Regional Partnerships breakout session, please note your interest in that breakout in the "Additional Info We Should Know" box during registration.

### **DEP's 2022 Environmental Education grant round opens**

The 2022 DEP Environmental Education (EE) Grants Program is open and applications are due December 10, 2021. The Environmental Education Grants (pa.gov) program provides funds to support a wide range of environmental education projects including meaningful, hands-on programs for students, teacher training workshops, and community conservation projects for adults.

#### **Award Types**

- Mini-Grants up to \$3,000 for local (school, county, municipality, or other defined area) environmental education projects.
- General Grants (Level I): up to \$20,000 for large-scale, regional, and/or statewide environmental education projects.
- General Grants (Level II): up to \$85,000 for non-formal environmental education programs designed to widely\* engage teachers and youth at the county, state, and national levels. (\*Teachers and students from at least 60 Pennsylvania counties must directly participate in the project). Projects must demonstrate that at least 30% of the EE program participants live and/or work within an Environmental Justice Area.

There was a webinar on the grant program on October 5<sup>th</sup> from 12:30 p.m.–2:00 p.m. The webinar has been posted on the EE Grants Homepage: [Environmental Education Grants \(pa.gov\)](#)

## Chesapeake Bay Watershed

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

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

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

### **Pilot and Tier 2 Counties Prepare CAP Milestones and Annual Progress Reports**

The Pilot counties—Adams, Franklin, Lancaster, and York—finalized and submitted their Annual Progress and Two-Year Milestone reports to DEP's Chesapeake Bay Office (CBO) in October. The Tier 2 counties—Bedford, Centre, Cumberland, and Lebanon—completed their first Annual Progress reports. CBO staff will be providing each county's CAP updates to the Bay website in the coming weeks.

### **Tier 3-4 CAPs are Complete**

All 26 of the Tier 3 and 4 counties have completed and submitted their CAPs and are finalizing their CAP narratives. CBO staff will be providing each county's CAP updates to the Bay website in the coming weeks. County Coordinators and CAP team members will attend a Transitioning to Implementation Webinar this fall, as well as regional implementation workshops. DEP Region CAP Support Teams will continue to assist Tier 3 and 4 county partners in implementing their CAPs.

### **DEP Chesapeake Bay Office 2021-2022 CAP Implementation Grant Webinar**

The 2021-2022 CAP Implementation Grant round was open through October 29 to all counties in Pennsylvania's Bay watershed who have a CAP. This includes funding for CAP project funding and Community Clean Water Action Plan Coordinators. On October 13, CBO hosted a webinar where CBO Director Jill Whitcomb and CBO Water Program Specialist Natahnee Miller provided a walk-through of the CAP Implementation and Coordinator grant applications, followed by a question and answer session. The webinar recording was posted to the Clean Water Academy for any CAP leaders who could not attend.

### **Dates to Remember**

#### **SCC Meetings – 1:00 PM**

Hybrid Meeting	November 9
Hybrid Meeting	January 26

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

Conference Call	December 14
Conference Call	February 15

#### **Fall Leadership Development Series**

Succession Planning & Mgt for CDs (Part 1)	November 3	12:00 – 1:30
Succession Planning & Mgt for CDs (Part 2)	November 17	12:00 – 1:30
Conservation Leadership & Environmental Justice	November 10	12:00 – 12:45

Click here to register:

<https://www.paleadership.org/register-now-for-2021-fall-leadership-webinar-series/>

**Nutrient and Odor Management Program Update Webinars**

Nutrient Management and Manure Management Administrative Manual Version 6 Update:  
<https://psu.zoom.us/j/91819200883>

November 10	8:30 - 10:00
November 12	8:30 - 10:00

Odor Management Program Guidance and Technical Manual Version 4 Update:  
<https://psu.zoom.us/j/99408839004>

November 16	12:30 - 2:00
November 17	8:30 - 10:00

Please note, the agenda and materials covered will be identical at both the webinars of the same title, so plan to attend only one of each of the two scheduled webinars with the same title.

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