

Pike County Conservation District

AGENDA

Monday, November 14, 2022 – 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 held via Zoom & in person – see email and website

- I Call to order – Pledge of Allegiance – Introductions
- II Public Comment on Agenda Items
- III Action on Minutes of October 17, 2022 meeting *(vote)*
- IV Financial Report (review/file subject to audit)
- V Correspondence Report
- VI Executive Director Report
- VII OLD BUSINESS/Committee Reports
 - Communication and Outreach Committee meeting
- VIII NEW BUSINESS
 - USGS Presentation on the Groundwater Well Level Monitoring program – Lisa Senior, USGS
 - Resolution 2022-01 – Approval of the Groundwater Well Level Monitoring Report – Rachael Marques, Watershed Specialist
 - 2023 Education and Outreach Plan – Devan George, Communications Coordinator
 - PCCD Draft 2023 Budget – Michele Long, Executive Director
 - Agriculture Conservation Assistance Program – Michele Long, Executive Director
- IX PACD Update
- X Cooperating Agency and Other Organization Reports
- XI Public/Press Questions
- XII Executive Session
- XIII Adjourn

NEXT MEETING: MONDAY, December 19, 2022 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



Pike County Conservation District

556 Route 402, Hawley, PA 18428
Phone (570) 226-8220 e-mail: pikecd@pikepa.org www.pikeconservation.org

PIKE COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS MEETING MINUTES Monday, October 17, 2022

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

ATTENDANCE:

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

Associate Directors: Paul Ranello, Jo Ann Rose

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

Cooperating Agency Representatives: Patricia Dawson of the Twin and Walker Creek Watershed Conservancy, Matt Deitrich and Neal Kokatay, PA Fish and Boat Commission, Janet Creegan, DEP, Jen Matthews, NRCS

Directors/Associate Directors Absent: Mike Spencer, Carole Linkiewicz, Kelly Stagen

Scott Savini called the meeting to order at 9:00 am. Scott welcomed the new District Engineer, Chris Meszler to the District.

PUBLIC COMMENTS / QUESTIONS AGENDA ITEMS: None

ACTION ON MINUTES of September 19, 2022: Ken Coutts made a motion to approve the September 19, 2022, Board Meeting minutes. Commissioner Ron Schmalzle seconded. Motion carried.

FINANCIAL REPORT: The financial report does not include the 3rd quarter reimbursement requests, this will be included on the October financial report. Report subject to audit.

CORRESPONDENCE REPORT: Correspondence included: an invitation to the 32nd Annual Evening for Northeast Pennsylvania's Environment to be held on November 3rd. Michael Bedrin who was the Northeast Region Director for over 30 years is being presented with the Thomas P. Shelbourne Environmental Leadership Award. A flyer for the Envirofest Film Salon that took place on October 15th and was attended by Devan George representing the District.

EXECUTIVE DIRECTOR REPORT: Fish sampling was completed at the end of September. We are looking into a new consultant for our water quality monitoring program for next year. Rachael is working on getting estimates with some different consultants based on recommendations from other districts. The services will remain the same, counting macros, identifying fish, and helping us with fish shocking as well as the reporting. Rachel is completing the report for this year and is working with Devan on the presentation, which should be ready in December. For our delegated programs we have a couple of pre-application meetings coming up. DEP has sent out a new inspection report that has Notice of Violation checkbox and we are working on how to proceed with that when it comes to enforcement protocols. DEP is in the process of updating their compliance manual that is from 2006. A PACT meeting was held for the Milford Warehouse Distribution Center. The Household Hazardous Waste program will be held on October 29th, we currently have 36 people signed up and have the capacity for 300. Rachael did an interview with Channel 13 and staff have been working on getting the word out. The LeafPack Network will be held this weekend at Promised Land State Park. Rachael will lead the program on October 22nd. The staff met earlier this month and we have four potential grants applications we will be looking into for 2023. We

traded in the 2015 Ford Escape for our new 2022 Ford Escape that has been delivered. We have been working on the 2023 Budget and hope to have the draft completed by November and approved in December. On December 16th there will be a retirement party for Karl Brown, Executive Director with the State Conservation Commission. Michele, Ellen, and Chris attended the Township Supervisors meeting on October 7th and was able to discuss some of our programs and show our first Conservation Minute Video. The County received GIS Layers from DCNR and put together a map of the Spongy Moth defoliation areas from 2022. The acreage for private landowners was included to show how severe each area was impacted. A link to the map will be accessible on the county website.

OLD BUSINESS/COMMITTEE REPORTS: The Communications and Outreach Committee is working on the Conservation Minute videos.

NEW BUSINESS:

Joint Funding Agreement with United States Geological Survey for the Groundwater Well Level Monitoring Program – This agreement will continue the current Groundwater Well Level Monitoring Program we have done since 2007. Lisa Senior from USGS will be attendance next month to present the last agreement. The new agreement will continue the program for the next four years with funding provided by Pike County. Ken Coutts made a motion to approve the new joint funding agreement with USGS for the continuation of the Groundwater Well Level Monitoring Program, Commissioner Ron Schmalzle seconded. Motion carried.

Low Volume Road project contract, Chauncey Thomas road, Shohola Township – This project was reviewed by the QAB in September with minor updates to the plan and is recommended for approval by the QAB for \$30,600. The project will include channel work and paving. Ken Coutts made a motion to approve the contract with Shohola Township for the Chauncey Thomas Low Volume Road project, John Milliken seconded. Motion carried.

Transfer of \$350 from Conservation Fund to Operating Account for Staff Training – Through the District's Continuing Education and Training Policy, Jeremy Oettinger has requested funds for training and then take the CPESC test to become a Certified Professional in Erosion and Sediment Control. Per the policy, funds for training should come from Conservation funds allocated for staff training. This training has been approved by the Executive Committee. Jay Morrow made a motion to approve the transfer of \$350 from the Conservation Fund to the Operating account for training, Ken Coutts seconded. Motion carried.

Transfer of \$17,890 from the Conservation Fund to the Operating Account for the 2022 Ford Escape – Funding was approved as part of the 2022 District budget to replace the 2015 Ford Escape. Jay Morrow made a motion to transfer \$17,890 from the Conservation Fund to the Operating account for the 2022 Ford Escape, John Milliken seconded. Motion carried.

Cooperating Agency and Other Organization Reports:

PACD – The Northeast Region meeting will be held on October 25th at the Schuylkill Conservation District, Kelly Stagen and Michele Long will be attending. The Joint Annual Conference winter meeting will be held virtually on January 26th.

NRCS – Jen Matthews stated that they are starting to rank and assess their Conservation Stewardship Program renewal applications for 2023. The deadline for round one applications for the Environmental Quality Incentives Program is November 1, 2022, and they will begin ranking and assessing them in January. Due to the Avian Influenza restrictions, NRCS has temporarily suspended site visits to operations with poultry.

Twin and Walker Creek Watershed Conservancy – Patricia Dawson inquired if the District would be providing a Spongy Moth map, it was determined that the County will provide one on their website and the District will include a link on our website. Patricia also inquired about the Microplastics sampling report from Rachael. Rachael stated that the report is due to be completed and posted in October and will share those results when they become available.

PA Fish and Boat Commission – Matt Deitrich reported the Fall Stocking schedule is about to begin, Promised Land Lower Lake will be completed on November 2nd, and Neal Kokatay who is the new WCO for the North Wallenpaupack District will be stocking Bushkill on October 19th.

Department Environmental Protection – Janet Creegan reiterated the information regarding Avian Influenza and that it also applies to backyard operations with a smaller quantity of poultry. There have been some changes to positions within the departments and if anyone has any issues, they can direct them to Janet who will make sure the appropriate person gets the information.

EXECUTIVE SESSION: None

PUBLIC/PRESS QUESTIONS: None

ADJOURN: Ken Coutts made a motion to adjourn the Board of Directors Meeting. Commissioner Ron Schmalzle seconded. Motion carried. Meeting adjourned at 9:23 am.

Respectfully submitted,

Lisa Dolci, Administrative Assistant

DRAFT

Pike County Conservation District
Profit & Loss Budget vs. Actual
January through October 2022

	<u>Jan - Oct 22</u>	<u>Jan - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
4255 · Low Volume Road Allocation	20,000.00	21,464.89	40,000.00	-20,000.00	50.0%
4000 · Other Grant Income	9,211.81	1,435.83	25,140.00	-15,928.19	36.64%
1 4100 · State Cost Share Funds	54,841.50	42,649.00	66,449.00	-11,607.50	82.53%
4107 · County Contribution	369,778.30	370,092.50	443,734.00	-73,955.70	83.33%
4125 · UGW Income	67,123.03	61,921.62	56,818.00	10,305.03	118.14%
4150 · Watershed Specialist Grant	38,543.92	26,458.72	45,250.00	-6,706.08	85.18%
4200 · County Appropriation	22,500.00	22,500.00	30,000.00	-7,500.00	75.0%
4250 · D&G Rd Allocation	50,000.00	122,019.27	100,000.00	-50,000.00	50.0%
4300 · Fees Collected	44,135.00	58,895.00	35,000.00	9,135.00	126.1%
4400 · Program Income	1,822.50	1,778.30	3,000.00	-1,177.50	60.75%
4500 · Misc Income	3,886.72	0.00	100.00	3,786.72	3,886.72%
4700 · Interest Income	5,706.41	127.25	150.00	5,556.41	3,804.27%
Transfer from Conservation Fund	61,633.00	10,280.00	0.00	28,250.00	15,143.00
Total Income	<u>687,549.19</u>	<u>739,622.38</u>	<u>845,641.00</u>	<u>-158,091.81</u>	<u>81.31%</u>
Gross Profit	<u>687,549.19</u>	<u>739,622.38</u>	<u>845,641.00</u>	<u>-158,091.81</u>	<u>81.31%</u>
Expense					
5255 · Low Volume Road Expenditures	738.29	862.24	36,000.00	-35,261.71	2.05%
5000 · Other Grant Expenditures	16,708.84	5,950.81	20,485.00	-3,776.16	81.57%
1 5100 · Salary/Benefits to County	123,475.64	92,960.72	121,925.00	1,550.64	101.27%
Transfer to UGW Funds	45,623.03	34,671.62	0.00	35,318.00	-35,318.00
5250 · D&G Rd Expenditures	70,762.62	123,840.78	91,000.00	-20,237.38	77.76%
5505 · Telephone	1,209.19	2,020.54	2,900.00	-1,690.81	41.7%
5510 · Postage	224.99	0.00	500.00	-275.01	45.0%
5520 · Supplies/Equipment	5,234.37	5,111.25	13,020.00	-7,785.63	40.2%
5531 · Leased Equipment	9,757.11	8,717.22	11,500.00	-1,742.89	84.84%
5535 · Advertising	2,218.33	906.72	600.00	1,618.33	369.72%
5540 · Professional Services	7,166.25	6,842.37	7,580.00	-413.75	94.54%
5550 · Personnel Expenses	369,778.30	370,092.50	443,734.00	-73,955.70	83.33%
5608 · Programs	2,320.08	2,982.51	7,000.00	-4,679.92	33.14%
5700 · Water Monitoring-Chem/Lab	10,036.00	0.00	12,450.00	-2,414.00	80.61%
5805 · Travel/Meals	718.11	575.92	2,900.00	-2,181.89	24.76%
5815 · Training/Conferences	1,106.95	1,034.38	3,750.00	-2,643.05	29.52%
5820 · Dues & Subscriptions	3,380.98	3,003.41	4,149.00	-768.02	81.49%
5870 · Repairs & Maintenance	26,496.26	13,054.01	17,830.00	8,666.26	148.61%
5880 · Heat & Electric	6,229.15	4,848.87	8,000.00	-1,770.85	77.86%
5900 · Vehicle Expense	3,926.64	5,157.74	4,400.00	-473.36	89.24%
5940 · Capital Improvements	40,260.00	10,280.00	28,250.00	12,010.00	142.51%
5950 · Misc Expense	18,525.47	593.70	600.00	17,925.47	3,087.58%
Total Expense	<u>765,896.60</u>	<u>693,507.31</u>	<u>838,573.00</u>	<u>-72,676.40</u>	<u>91.33%</u>
Net Ordinary Income	<u>-78,347.41</u>	<u>46,115.07</u>	<u>7,068.00</u>	<u>-85,415.41</u>	<u>-1,108.48%</u>
	<u>-78,347.41</u>	<u>46,115.07</u>	<u>7,068.00</u>	<u>-85,415.41</u>	<u>-1,108.48%</u>

¹ Quarterly reporting for the 3rd quarter was completed. This includes the increase in funding to the County for Salary/Benefits for staff

Account Balances 10/31/2022

	<u>Oct 31, 22</u>	<u>Sep 30, 22</u>	<u>Oct 31, 21</u>
ASSETS			
Current Assets			
Checking/Savings			
008 · Dime Operating Account	81,054.64	95,479.46	0.00
007 · UGW Fund	332,468.71	331,636.46	289,922.32
006 · Low Volume Road Fund	44,628.17	44,516.46	26,315.83
005 · Clean Water Fund	28,405.04	23,221.67	16,258.44
002 · Conservation Fund	149,819.64	167,660.14	158,928.76
003 · Dirt & Gravel Municipal Fund	97,559.57	166,624.41	120,556.07
Total Checking/Savings	<u>733,935.77</u>	<u>829,138.60</u>	<u>611,981.42</u>
Total Current Assets	<u>733,935.77</u>	<u>829,138.60</u>	<u>611,981.42</u>
TOTAL ASSETS	<u><u>733,935.77</u></u>	<u><u>829,138.60</u></u>	<u><u>611,981.42</u></u>
LIABILITIES & EQUITY	0.00	0.00	0.00

Summary Balance Sheet 10/31/2022

	<u>Oct 31, 22</u>	<u>Sep 30, 22</u>	<u>Oct 31, 21</u>
ASSETS			
Current Assets			
Checking/Savings	733,935.77	829,138.60	763,589.25
Accounts Receivable	81,569.06	81,569.06	87,924.60
Total Current Assets	<u>815,504.83</u>	<u>910,707.66</u>	<u>851,513.85</u>
Fixed Assets	158,364.78	158,364.78	167,576.37
TOTAL ASSETS	<u><u>973,869.61</u></u>	<u><u>1,069,072.44</u></u>	<u><u>1,019,090.22</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	75,467.73	87,976.98	45,203.93
Other Current Liabilities	107,692.75	107,692.75	152,581.24
Total Current Liabilities	<u>183,160.48</u>	<u>195,669.73</u>	<u>197,785.17</u>
Total Liabilities	<u>183,160.48</u>	<u>195,669.73</u>	<u>197,785.17</u>
Equity	790,709.13	873,402.71	821,305.05
TOTAL LIABILITIES & EQUITY	<u><u>973,869.61</u></u>	<u><u>1,069,072.44</u></u>	<u><u>1,019,090.22</u></u>



PENNSYLVANIA ENVIROTHON

10541 Route 522
Middleburg, Pennsylvania 17842
PH: 570.837.3000
www.envirothonpa.org

October 18, 2022

Dear Michele Long, District Manager
Pike Conservation District:

County Conservation Districts have generously supported the Pennsylvania Envirothon educational scholarship program now for over 18 years. THANK YOU! Since 2005, more than 240 Envirothon participants from 12 counties have received scholarship prizes ranging from \$1,200 to \$150. Continued support from county conservations districts will ensure we are able to continue offering scholarships to the state's top Envirothon teams. Currently, all five members from the top seven scoring teams receive scholarships.

All donations go directly to support the Pennsylvania Envirothon scholarship program. A Contribution Form is enclosed for your convenience. Your investment in the Environmental program helps guarantee a strong future for our young people, our communities, and our state.

Thank you in advance for considering this request. Feel free to contact Courtney Raker, Executive Director or any board member if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Courtney Raker". The signature is fluid and cursive.

Courtney Raker, Executive Director



PENNSYLVANIA ENVIROTHON

Accept The Natural Challenge!

The mission of the Pennsylvania Envirothon is to provide students with the knowledge and tools necessary to address the natural resource challenges facing today's world.

Your donation today will go directly to supporting the Pennsylvania Envirothon scholarship program and will help us continue the mission of the Pennsylvania Envirothon. The Envirothon would not be possible without the never-ending support and commitment of Pennsylvania's County Conservation Districts.

Thank you!

Pennsylvania Envirothon Scholarship Program
Annual Donation Request

Enclosed is our most generous gift of:

\$250 \$500 Other _____

Name: _____

Address: _____

E-mail: _____

Please complete and return this form with your check made payable to:
PA Envirothon Inc., 10541 Rt. 522, Middleburg, PA 17842.

The Envirothon Program is offered and operated on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or handicap.

Michele Long

From: Deluca, Carl <cdeluca@pa.gov>
Sent: Monday, October 24, 2022 1:00 PM
To: BBistras (bbmccd@ptd.net); Cammy Kiechel (ckiechel@lehighconservation.org); Carbon CD (E-mail); Chris Storm (carbmgr@ptd.net); Deborah Josuweit; Dion Campbell; Doug Deutsch (ddeutsch@wycopa.org); Jamie Knecht; Jenna Fehr (jfehr@co.schuylkill.pa.us); Jennifer Ramey; Jerry Stiles (stiles@lccd.net); Josh Longmore (josh@luzcd.org); Katie McClain (kmccclain@wycopa.org); Kevin Frederick; Kristina Heaney; Lois Sherman (Mailbox@lccd.net); Ireichert@co.schuylkill.pa.us; Michele Long; Monroe CCD (E-mail); Northampton (E-mail); Pike CCD (E-mail); Schuylkill CCD (E-mail); Seigfried, Melissa; Sylvia Thompson; Wendy McRoberts
Cc: Jevin, Robert; Tarconish, Michael; Skibieli, Caitlin; Creegan, Janet; Mackowski, Brian
Subject: Update Waterways & Wetlands Program

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Afternoon:

As of today I will be the Acting Program Manager in the Clean Water Program until further notice. Bod Jevin will be the Acting Program Manager for Waterways & Wetlands Program. Mike Tarconish will be handling Chapter 105, Complaints, and Compliance. I will assist Mike with the compliance process as needed. If you have Chapter 102 questions please contact the permit manager for your county. If you have a Chapter 105 question please contact Mike Tarconish. Please inform your staff of these changes.

Thank you

Carl J. DeLuca | Acting Program Manager
Waterways & Wetlands Program
Department of Environmental Protection | Northeast Regional Office
2 Public Square | Wilkes-Barre, PA 18701-1915
Phone: 570.826.2330 | Fax: 570.830.3017
www.depweb.state.pa.us

For more information on COVID-19, please visit the [PA Department of Health page](#).

*DEP has launched an Online Electronic permitting (ePermit) for Chapter 105 Wetland and Waterway Obstruction and Encroachment General Permits. **Before Registering, It is strongly recommended to view the Walkthrough Videos and guides found on our website:** <https://www.dep.pa.gov/Business/Water/Waterways/Pages/ePermitting.aspx>*

***DEP is now accepting permit and authorization applications electronically through the OnBase Electronic Forms Upload tool.** This provides the public with a streamlined and expedient process for the submission of permit applications and documents for which ePermitting options do not currently exist. Please use this link to access the feature: <https://www.dep.pa.gov/DataandTools/Pages/Application-Form-Upload.aspx> Guidance for the new permit application tool and instructions for applicants to submit permit fees are also found on this page.*

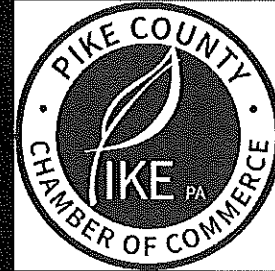
PRIVILEGED AND CONFIDENTIAL COMMUNICATION The information transmitted is intended only for the person or entity to whom it is addressed and may contain confidential and/or privileged material. Any use of this information other than by the intended recipient is prohibited. If you receive this message in error, please send a reply e-mail to the sender and delete the material from any and all computers.

Michele Long

From: Pike County Chamber of Commerce <info@pikechamber.com>
Sent: Tuesday, October 18, 2022 11:33 AM
To: Michele Long
Subject: Exciting News! 🖱

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Pike County Chamber of Commerce
at The Milford Community House
201 Broad Street - Suite # 2
Milford, PA 18337
570-296-8700
PikeChamber.com



Pike County will once again bring together leaders in business, local government and across the region to highlight successes and challenges facing the area at the State of the County Dinner on November 17, 2022 at the Best Western Inn at Hunt's Landing in Matamoras.

The Pike County Chamber of Commerce, Pike County Economic Development Authority and the Pocono Mountains Visitors Bureau have worked to plan the evening of networking, business and government updates as well as keynote speaker Jesse Ergott, President & CEO of NeighborWorks Northeastern Pennsylvania.

The event will be held from 5 p.m. – 8 p.m. and include speakers from each organization including all three Pike County Commissioners. Dinner is included in the \$50 price per ticket for the event and sponsorships are still available.

You can purchase tickets online just click the button below

[Purchase your tickets here](#)



PIKE
County, PA

CONTACT:
James Hamill
Director of Public Relations
Pocono Mountains Visitors Bureau
jhamill@poconos.org
(570) 419-8461

State of the County Event Returns to Pike

Business, economic development groups partner with county for dinner

October 12, 2022 – Pike County will once again bring together leaders in business, local government and across the region to highlight successes and challenges facing the area at the State of the County Dinner on November 17, 2022 at the [Best Western Inn at Hunt's Landing in Matamoras](#).

The [Pike County Chamber of Commerce](#), [Pike County Economic Development Authority](#) and the [Pocono Mountains Visitors Bureau](#) (PMVB) have worked to plan the evening of networking, business and government updates as well as keynote speaker Jesse Ergott, President & CEO of [NeighborWorks of Northeastern Pennsylvania](#). The event will be held from 5 p.m. – 8 p.m. and include speakers from each organization including all three Pike County Commissioners. Dinner is included in the \$50 price per ticket for the event and sponsorships are still available. Registration is required at [PikeChamber.com](#). Register [here](#).

The theme of the event is: **Inspire. Educate. Collaborate.** Each organization and the commissioners intend to update attendees on where the business climate stands and what factors require collaboration to build on Pike County's success. Ergott's keynote will take an honest approach to the obstacles the region faces, instilling a sense of the possible and build momentum for what the next steps may require from everyone involved in Pike County's future

Ergott has served in the community development field for close to 20 years. During this time, he has used his community planning background on many different types of initiatives, including environmental & conservation projects, educational programming, historic preservation efforts, and the promotion of tourism in northeastern Pennsylvania.

Since joining NeighborWorks in late 2007, Ergott has focused his efforts on promoting homeownership and quality housing as a key tool for increasing the financial stability of families, helping seniors to age in their homes with dignity, and strengthening the neighborhoods we call home. He has also taken a lead role in the region's response to foreclosures and their compounding effects on families, communities and local government.

The Pike County Chamber of Commerce, Pike County Economic Development Authority and the Pocono Mountains Visitors Bureau are proud to partner with the Pike government to bring this event back to the county. Thanks to event sponsors including the PMVB, Pike County Light & Power, Twin Cedar Senior Living, Belle Reve Senior Living and other sponsors for making the State of the County Dinner possible.

###

Pocono Mountains visitor information is available online at PoconoMountains.com or by phone at (570) 421-5791. Follow [@PoconoTVNetwork](#) on Twitter to stay current with up-to-date information. Established in 1934, the Pocono Mountains Visitors Bureau is a private, non-profit membership organization. The PMVB is the official destination marketing organization for the four counties of Wayne, Pike, Monroe, and Carbon in Northeastern Pennsylvania.



KARL BROWN RETIREMENT OPEN HOUSE

You're Invited to Celebrate with Us!
Please join us for light refreshments.

Friday, December 16, 2022

Open House 1:30 p.m. to 3:30 p.m.

PA Department of Agriculture Building

2301 North Cameron Street

Harrisburg, PA 17110

Conference Room 309

RSVP TO: Barb Buckingham by December 1, 2022

bbuckingha@pa.gov

717-787-8821



Pike County Conservation District

Michele Long, Executive Director (ED) Report for November 2022

Board Agenda

OLD BUSINESS/COMMITTEE REPORTS

- **Communications and Outreach ad hoc committee** – Staff continue to work on conservation minute videos which are being produced with the target audience of municipal officials.

NEW BUSINESS

- **USGS Presentation on the Groundwater Well Level Monitoring program** – Lisa Senior from USGS will provide a presentation on the findings from the Groundwater Well Level Monitoring program which includes wells throughout Pike County. This closes out the grant requirements and we will also be presenting this information the Scenic Rural Character Preservation Board in November.
- **Resolution 2022-01 – Approval of the Groundwater Well Level Monitoring Report** – This resolution is part of the grant requirements to acknowledge the Board approval of the completion of the grant project.
- **2022 Education and Outreach Plan** – Communications Coordinator Devan George will provide a brief overview of the education and outreach plan for 2023 which was developed with staff and board input.
- **PCCD Draft 2023 Budget** – Executive Director Michele Long will present the DRAFT budget for 2023. The final passage will be done in December.
- **Agriculture Conservation Assistance Program** – Executive Director has been exploring ways to distribute these funds to Pike County residents will provide an update on discussions with the State Conservation Commission and partners on this program. It will provide \$300,000 of funding for Agriculture Best management practices installations in Pike County. The final documents for the program will be approved at the November SCC meeting which is after our Board meeting.

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

- Watershed Specialist Rachael Marques interviewed contractors and checked references for a new contracting service for 2023. We will bring our recommendation to the Board in December. Rachael Marques completed the reporting for 2023 and is developing the report for the year which will be presented to the Board in December or January.
- Rachael is also working with DEP staff about fish and macro sampling as well as data collection. Reached out to previous contractor to find out how some of the data was calculated for the reporting.
- Rachael assisted PA Fish and Boat Commission stocking the Lackawaxen and Bushkill Creeks.

Groundwater Monitoring

- Well run was completed in October. The executed Joint Funding Agreement was sent to USGS after the October Board meeting.
- The Pennsylvania's Pristine Waterways and Microplastics report was released and will be distributed to Twin and Walker Creeks Conservancy. Rachael will be writing up an article on the findings. This is a great citizen science project we hope to explore again this winter.

102/105 Delegated Programs

- See attached October Technical staff report for specifics on projects/permitting activity.
- Community Self Storage NPDES submission; Matamoras Gas line was recommended for permitting; Pre-application meeting held for the PPL EU Kimbels Tap 69kV Line Project which will be submitted in November; Lehman Township Park renewal is currently being processed; PADOT projects - 84/450 - 84/494 – 84/495 all inspections along with a pre-construction meeting the Route 739 project
- Pine Hill Farms NPDES permit has numerous violations. An enforcement conference is scheduled in November to discuss violations, civil penalties, and cost recovery.
- Onsite inspection with DEP, PennDOT and District staff on the Corrective Action Plan for 2001. That permit has expired.
- Staff updated internal protocols to for processing permits and reviewed with District Engineer.

Forest Stewardship/ Spogy Moth Program/Spotted Lanternfly

- Spogy Moth – County posted the defoliation map from 2022 on the county website. District provided a link to the DCNR landowner information on how to assess their property for egg masses.

Dirt Gravel and Low Volume Roads

- Worked with Westfall township on completion report for the Bluestone Boulevard project. Funding should be finalized for this project the beginning of November.
- Ellen worked with Palmyra Township on the Bartleson Road DG project installation.
- The contract with Shohola Township for a LVR project on Chauncey Thomas Road was sent out with the 50% allocation as per our policy.

- The 50% allocation for the Porter Township for the Whittaker Farm Road Phase 1 project was distributed.

Agriculture Conservation Assistance Program

- Numerous discussions with NRCS and the State Conservation Commission on this program and ideas on how to implement it for Pike county. Reviewed draft delegation agreement, required output measures and guidelines which will be presented to the State Conservation Commission in November.

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.

102/105 education

- Program Manager Ellen Enslin and District Engineer Chris Meszler met with Wallenpaupack Students on a stormwater/E&S issue on Wallenpaupack School property for the potential submission of a LWWMD cost share grant application. Students were glad to meet staff and were very engaged during the school visit.

Annual Education Campaign Development

- Board and staff met to discuss 2023 Education plan. Discussed target audiences, topics, etc.
- Working on swag order for 2023 educational events. Devan getting pricing for products.

Relationship building

- November E-Newsletter- November is Drinking Water Month- Article on “Where Does Water Really Come From” by Communications Coordinator Devan George; Information on PCCD’s first 10 Million Trees planting; Eco-Friendly Ways to Dispose of Yard Waste graphic from HomeAdvisor; Article by Devan George on Climate Change and Drinking Water.
- Communications Coordinator Devan George and I attended the Wallenpaupack High School Open House to be on hand to answer questions on the District. While there I met with an administrator about a future Academy day for students interested in STEM and a teacher who asked if the ED could come to the school and discuss regulations and legislation and how they impact the work we do here at the District.
- Devan attended the Black Bear Film Festival – Envirofest portion and tabled representing the District.
- ED and Director Kelly Stagen attended the PACD NE Region meeting at the Schuylkill Conservation district.

Source Water Protection/Water Quality

- HHW program – This program was a struggle to get sign ups even with the amount of promotion we and our partners did for the program. The day of there were 68 attendees. Staff will be working on finalizing the final grant reports and reimbursements when the invoicing comes in from the hauling company.

GOVERNANCE, MANAGEMENT and FINANCIAL SUPPORT

Support the District’s Mission through responsible governance, financial management, capital resource management and continued professional development of staff and board.

Grant activities

- DEP EE Grant – Pollinator Project with Dingman Township –Program Manager Ellen Enslin met with Dingman Township staff and the ED on take aways regarding the project. Staff at the township stated the project was well received from the community.
- DEP EE Grant – LeafPack Network – WS Rachael Marques lead a public program on October 22nd with only a few in attendance. She will be in contact with the Wallenpaupack School teacher to schedule a program for students in the spring.
- Staff met to discuss Grant funding available and projects that we could potentially complete for 2023. We came away with four great ideas staff will be looking into for funding for 2023. More to come as they progress.

Board Committees/Development

- Nominating Organizations have submitted their nominations for the Public Director and Farmer Director positions that will become open in December. Both Directors Mike Spencer and Ken Coutts have stated they would like to still participate on the board. This information was shared with the Commissioners and the Nominating Organizations.

Staff Training

- Resource Conservationist Jeremy Oettinger attended training for taking the CPESC in October and has qualified to take the test for the certification in January.
- District Engineer Chris Meszler, P.E. has been working on modules within the Clean Water Academy and has met with DEP NERO staff for training. He is scheduled to meet with Engineers from Northampton and Monroe counties for additional training in November.
- Watershed Specialist Rachael Marques completed the mandatory Watershed Specialist training in October.

Personnel

- Monthly staff meeting and meet with staff on an individual basis regarding workload, training, etc.
- Completed 2 Staff evaluations in October.
- Approved schedules for the next 6 months for staff
- Biweekly Technical Staff meetings
- Biweekly Education and outreach meetings

Operations/Building

- Gathered estimates for a few building projects slated for 2023 in development of the budget. One includes the installation of a handicap ramp which needs to be completed.
- We will need to purchase two new Surfaces for the District Engineer – this is a new one and the other is to replace Program Manager Ellen Enslin’s which is almost 5 years old.
- Annual Uniform order for staff submitted.

Financial

- ED worked with Administrative Assistant Lisa Dolci on the 2023 Draft budget. Met with District Treasurer on the Draft 2023 Budget.
- Met with Washington Conservation District’s District Manager regarding questions on budgeting and financials.

LAND USE MANAGEMENT AND CONSERVATION

Provide leadership by promoting conservation of natural resources for land use and sustainable development in accord with the integrity of our natural resource base. Promote a collaborative relationship with stakeholders involved with economic development and resource management for sustainable growth.

Stakeholder Collaborations – Economic Development and Resource Management

- ED attended a steering committee meeting for the update of the Pike County Comprehensive Plan.
- ED, Program Manager and District Engineer attended Pike County Township Supervisors meeting.

102/105 Communications

- Provided feedback to DEP Central and NERO office staff on recent changes to the Chapter 102 Inspection report and enforcement protocols.
- Email to municipal officials with the first Conservation Minute video, announcement of District Engineer new hire and how it relates to District programming, and “Guidelines for Maintaining Streams in Your Community” links and attachments.

Techncial Assistance					
Date	Name/Project	Municipality	Program	Tech	Type/Topic of Assistance
10/3/2022	Pine Hill Farm (Twp Zoning officer)	Westfall	102	MQ	Violations on IRs
10/3/2022	John Sivick	Delaware	102	JO	Small projects E&S
10/4/2022	Ralph Graf	Palmyra	102	JO	Road drainage and maintenance
10/5/2022	Jeff Fuhse	Milford Twp.	102	MQ	Clearing Lot 57 Milford Highlands Pre -permit issuance
10/5/2022	Elliot Smith	Lackawaxen	105	MQ	Bank stabilization Long Ridge Rd
10/5/2022	Lee Keith	Milford Twp.	102	MQ	Lot 57 (property owner) NPDES/tree clearing
10/5/2022	Westfall Twp Zoning	Westfall	102	MQ	Brewery construction update
10/6/2022	Jane Olsen (Lafe Rd)	Lackawaxen	105	MQ	Pond fill and runoff
10/6/2022	SR0084 Section 450	Multiple	102-State	JO	Progress meeting
10/6/2022	Rob Rohner	Lehman	105	JO	Municipal Fee Waivers
10/6/2022	Bill Goodwin	Lehman	102	JO	Co-permittee liability release
10/7/2022	Shultz (BHW Lot 126)	Lackawaxen	105	MQ	BHW Lot 126 final inspection
10/10/2022	Ralph Graf	Palmyra	102	JO	Road drainage site visit
10/10/2022	Svetlana	Delaware	105	JO	GP2 walkthrough
10/12/2022	SR0084 Section 450	Multiple	102-State	JO	Progress meeting
10/13/2022	Pete Williams (Lehman)	Lehman	102	JO	NPDES permit fees
10/18/2022	Joe	Palmyra	105	JO	Wetland delineations
10/18/2022	Timberley Belish	Lehman	105	JO	Permits for bridge repair
10/19/2022	Steven Raider	Dingman	105	JO	Stream maintenance site visit
10/19/2022	SR0084 Section 450	Multiple	102-State	JO	Progress meeting
10/20/2022	Matamoras Gasline Project	Matamoras Boro.	102	MQ	Discussion on handling plan changes
10/20/2022	SR0084 Section 495	Multiple	102-State	JO	Progress meeting
10/21/2022	Shannon Courtney	Dingman	102	JO	Small projects E&S
10/21/2022	James Wheeler	Dingman	102	JO	Small projects E&S
10/21/2022	R. DeLorenzo	Milford Twp.	102	MQ	Run off from Pine Hill Farm site
10/24/2022	Viktoria Ageyev	Dingman	102	JO	Residential small proejects E&S requirements
10/26/2022	Kimbles Tap	Multiple	102	MQ/CM	Preapplication meeting
10/26/2022	Bob Schmalzle	Blooming Grove	102	JO	Small projects E&S
10/26/2022	Joe Reginski	Palmyra	102	JO	E&S plan for initial site investigation
10/27/2022	Karen Mertz	Palmyra	105	JO	GP2 walkthrough
10/27/2022	Catherine Danels (SR 739 WID)	Blooming Grove	102-State	JO	Contractor contact inof
10/27/2022	Svetlana	Delaware	105	JO	GP review timeframes
10/27/2022	Missy Hutchinson	Delaware	102	JO	Delaware Plaza site status
10/27/2022	Mitch Jacobs (Hopping Eagle Brewery)	Palmyra	102	JO	NPDES permit fees
10/28/2022	Karen Mertz	Palmyra	105	JO	GP2 fees & PNDI
10/28/2022	SR 739 WID	Blooming Grove	102-State	JO	Preconstruction meeting
10/28/2022	A. Schray	Lackawaxen	105	MQ	Removing vegetation in wetlands- GP2 information
10/31/2022	Joanna Huffman (Pocono Ranchlands)	Lehman	102	JO	Notice of termination info
10/31/2022	Boyd Kahler (SR 739 WID)	Blooming Grove	102	JO	Co-permittee form and sequence of construction

PCCD Chapter 102 and Chapter 105 Delegated Program Report for October 2022

Inspections

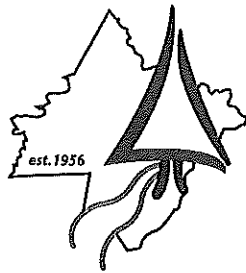
Date	Project Name	Municipality	Program	Inspector	Site Status
10/3/2022	Blue Heron Woods Lots 68,102.128	Multiple	102	MQ	Routine
10/3/2022	SR0084 Section 495	Multiple	102-State	JO	Routine
10/5/2022	Milford Highlands Lot	Milford Twp.	102	MQ	Routine
10/5/2022	SR0084 Section 494	Multiple	102-State	JO	Routine
10/14/2022	Pine Hill Farm	Westfall	102	MQ	Non-compliance
10/19/2022	Rt6/209	Westfall	102	MQ	Routine
10/20/2022	Sandyston Costruction	Milford Twp.	102	MQ	Routine
10/20/2022	SR0084 Section 450	Multiple	102-State	JO	Non-compliance

Plan & Permit Reviews

Date	Project Name	Municipality	Program	Tech	Project Status
10/4/2022	Econo-Pak	Milford Twp.	102	MQ	Initial Technical Plan Review
10/7/2022	Dollar General	Dingman	102	JO	Initial Technical Plan Review
10/11/2022	Thurner Road Culvert Replacement	Lehman	105	JO	GP Acknowledged
10/11/2022	Thurner Road Culvert Replacement	Lehman	102	JO	Initial Technical Plan Review
10/18/2022	Matamoras Gasline	Matamoras Boro.	102	MQ	Follow-Up Technical Plan Review
10/19/2022	Matamoras Gasline	Matamoras Boro.	105	MQ	GP Acknowledged
10/20/2022	Milford Highlands Lot	Milford Twp.	102	MQ	Initial Technical Plan Review
10/21/2022	Lands of Vogelsburg	Milford Twp.	102	JO/CM	Incomplete Application
10/26/2022	Fawn Lake Water Main Replacement-Major	Lackawaxen	102	MQ	Complete Application
10/26/2022	Lehman Township Park - Renewal	Lehman	102	JO	Complete Application
10/28/2022	Fawn Lake Water Main Replacement-Major	Lackawaxen	105	MQ	GP Acknowledged
10/28/2022	Lot 63A, BLK B-1, Sec.	Delaware	105	JO	GP Acknowledged
10/31/2022	Community Self Storage	Westfall	102	CM	Incomplete Application

Complaints

Date	Complaint #	Municipality	Program	Tech	Action
10/5/2022	22-20	Delaware	105	JO	Final/Closed
10/14/2022	22-22	Greene	102	JO	Final/Closed



Pike County Conservation District

RESOLUTION NUMBER 2022-01

A RESOLUTION OF THE GOVERNING BODY OF PIKE COUNTY CONSERVATION DISTRICT ACCEPTING THE MULTI-MUNICIPAL GROUNDWATER LEVEL MONITORING PROJECT UNDER THE PIKE COUNTY SCENIC RURAL CHARACTER PRESERVATION PROGRAM

WHEREAS, the governing body of Pike County Conservation District has prepared a
Countywide Environmental Study and,

WHEREAS, the purpose of the Project is to provide longer-term information on Pike County's
groundwater resources, which could ultimately serve as the basis for making decisions about
when to declare drought watches, warnings, and emergencies and be used to monitor
groundwater level fluctuations and trends. The data could also be incorporated into water
budgets for use in managing supplies to meet public demands and to maintain stream base flows.

WHEREAS, the Plan was financed, in whole or in part, by a grant from the County of Pike under
the Pike County Scenic Rural Character Preservation Program.

NOW, THEREFORE, BE IT RESOLVED by the governing body of Pike County Conservation
District, Pike County, Pennsylvania, that:

1. The project was completed in accordance with the provisions of the Pike County Scenic Rural Character Preservation Program.
2. All project expenditures have been made and were in accordance with the provisions of the Pike County Scenic Rural Character Preservation Program.
3. The Plan will be used to guide decisions regarding the implementation of future scenic rural character preservation initiatives and open space greenways, park and recreation projects.

Duly present and adopted by the Governing Body of Pike County Conservation District, in
public meeting held this 14th day of November 2022.

Governing Body of Pike County Conservation District, Pike County, Pennsylvania.

By: _____
(*Governing Body Chairperson/President*)

Attest: _____

PCCD 2023 Education and Outreach Plan

- Use social media and enewsletter 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.
- Continue working with schools to identify educational opportunities
- A monthly newsletter article on how individuals interact with and can preserve the natural resources of the month's theme.

Date	Article/Event/Activity	Audience	Staff
January - Surface Water			
12/15/23	Article on the Water Quality Report		RM
	Water Quality Report	General Public, Watershed Groups	RM
	Annual Report	General Public	DG
February - Forestry			
1/15/23	Keystone 10 million trees article	General Public	RM
	DCNR Program	Homeowners and property owners	DG
March - Best Management Practices (BMPs)			
2/15/23	Sourcing Common E&S BMPs		
	Contractor's Workshop	Contractors	EE, JO, DG
April - Groundwater			
3/15/2023	Pike County Groundwater Trends	Homeowners, well owners, general public	RM
	Envirothon	Students	DG
	Conservation District Week	General Public	DG
	Earth Day	General Public	DG
	Legislative Breakfast	Legislators	ML
May - Wetlands			
4/15/23	Threats to Wetlands	Public, contractors	MQ
	Water Quality monitor (macros)	General Public	RM
	Engineers Workshop	Engineers	EE, CM, JO
	Municipal Luncheon	Municipalities	ML, EE
June - Home Owner (in & around your home)			
5/15/23	Watershed address		RM
	Annual Dinner	Board, staff, and partners	DG
	On the Road	Public, students, general public	DG, RM
July - Invasives			
6/15/23	iMap invasives tool		RM
	Homeowner Resource Fair	Home and property owners	DG
	On the Road	Public, students, general public	DG, RM
August - Harmful Algal Blooms (HABs)			
7/15/23	Harmful Algal Blooms in Person		RM
	Fish Sampling	N/A	RM
	On the Road	Public, students, general public	DG, RM
	Festival of Wood (Grey Towers)	General Public	DG
	HABs Workshop with PLEON		RM, DG
September - Source Water Protection			
8/15/23	Protecting Your Drinking Water Source	Homeowners	EE
	Source Water Protection Week	Social Media	DG, EE
October - District Roles & Responsibilities			
9/15/23	What is the District's role		ED
	Black Bear Film Festival	General Public	DG
November - Stormwater			
10/15/23	Where does all the water go	General public	EE
10/15/23	What happens when stormwater management goes wrong		CM
December - Partners/Public Participation			
11/15/23	Working with our Municipal leaders		ED

topics for month
Article

PA Agricultural Conservation Assistance Program (ACAP)

(Created under the PA Clean Stream Fund)

9-20-22 version

Pennsylvania Clean Stream Fund (CSF)

- The **Pennsylvania Clean Stream Fund (CSF)** was created by the legislature and signed by the Governor as a part of the FY 2022-23 General Fund State Budget.
- The CSF represents a historic investment to reduce non-point source (NPS) pollution in Commonwealth streams, rivers and other water bodies.
- The CSF addresses polluted runoff from NPS sources such as agriculture, urban areas, acid mine drainage, abandoned mine land, and helping plant more trees along streams and rivers.
- The CSF received an initial appropriation of **\$220 million** from the federal ARPA funds.

Pennsylvania Agricultural Conservation Assistance Program (ACAP)

- The **Pennsylvania Agricultural Conservation Assistance Program (ACAP)** was also created as a part of the FY 2022-23 General Fund State Budget.
- The **purpose** of the ACAP is to assist farmers and landowners in the design and installation of agricultural conservation BMPs that will reduce or prevent nutrient and sediment losses from their farms and improve water quality and soil health across the Commonwealth.
- The State Conservation Commission (**SCC**) is charged with the **administration** and oversight of the ACAP and **may “delegate”** certain portions of the program to county conservation districts, Penn State College of Agriculture and other cooperating organizations.
- Seventy percent (70%) or **\$154 million** of the CSF is dedicated to **ACAP**.
- An additional ten percent (10%) or **\$22 million** of the CSF is dedicated to **Nutrient Management Fund** for agricultural technical and financial assistance.
- This initial allocation of funds must be committed by **12-31-24** and spent by **12-31-26**.

SCC ACAP Duties and Responsibilities

- The enabling legislation charges the SCC with the administration of the ACAP, and includes specific duties and responsibilities including to:
 - Develop **guidelines** to administer the program.
 - **Allocate** available ACAP funds to county conservation Districts.
 - **Designate** agricultural conservation Best Management Practices (**BMPs**) eligible for funding.
 - Develop a **training, education, and technical assistance** program for staff performing program work.
 - Designate a system for collecting and **reporting** ACAP project **data**.
 - Establish program evaluations and **quality control**.
 - **Delegate** certain duties and responsibilities to conservation districts, Penn State, or other entities.
 - **Report** annually to the state legislature.

- Carry out ACAP in counties where county conservation districts choose to not participate.
- ACAP allows the SCC to utilize up to 4% administration or administrative purposes, and to utilize up to an addition 4% for contractual services necessary to carryout the program.

Criteria for SCC Allocations to Conservation Districts

- Under the enabling legislation, SCC is required to allocate ACAP funding to participating county conservation districts based on written apportionment criteria developed by the SCC that is focused on preventing nutrient and sediment pollution. The SCC’s apportionment criteria must consider:
 - Agriculturally Impaired Stream Miles
 - Number of Cropland Acres
 - Number of Farms
 - Number of Livestock and Poultry
 - Other criteria established by SCC

Conservation District Duties and Responsibilities

- The enabling legislation outlines conservation district duties and responsibilities including to:
 - Carryout county ACAP consistent with SCC guidelines
 - Enter into **delegation agreement** if you choose to participate
 - The Commission will require conservation districts to **opt-in or opt-out** in a timely fashion to allow the Commission staff the ability to identify any districts opting-out, and to formulate a plan to provide ACAP services in these counties.
 - Accept and review complete applications within **90 days**
 - Enter into **agreements with successful applicants**
 - **Oversee agreements** for the design and installation process
 - **Verify** completion and certification of **BMP**
 - **Reimburse** participants
 - Districts **MAY** form an **advisory committee** to advise the county program and identify local priorities and opportunities to complement other programs. At a minimum, the committee shall include one district representative, one NRCS representative, and up to three other local representatives who are knowledgeable of agricultural operations and conservation.

Conservation Districts Use of ACAP Funds

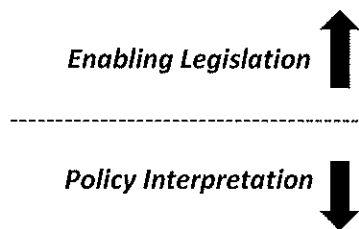
- Conservation districts may use ACAP funds for:
 - Providing **financial and technical assistance** to ACAP participants.
 - Establishing procedures for submission, review, ranking and approval of applications.
 - Entering into agreements with applicants.
 - Ensuring applicants fully comply with BMP maintenance and other contractual requirements

ACAP Funding Constraints for Conservation Districts

- The enabling legislation places several constraints on conservation district funds, including:
 - Funds allocated to conservation districts **may roll over** into following year.
 - Funds allocated to conservation districts must be **spent within 2 years of receipt**.
 - SCC shall **redistribute unspent funds** after 2 years based on their written allocation criteria.
 - Districts may utilize up to **6%** of ACAP funds received for administrative expenses. This administrative spending cap does not include any funds used for technical assistance. The Commission will need to **establish a spending cap for technical service** provided by the conservation districts.

Criteria for Evaluation of ACAP Applications

- The enabling legislation outlines specific **criteria that must be considered** by conservation district (or SCC) in the **review and approval of ACAP applications**, including:
 - BMP(s) funded meets the goals of any applicable **WIP or CAP plan**
 - **BMP is part of** a conservation **plan** or AG E&S plan and a manure management or nutrient management plan. Development of such plans shall be included in the application if not yet developed prior to the application.
 - **Priority given** to BMPs that implement best management practices for control of **nitrogen or phosphorus or sediment**.
 - All Animal Concentration Areas (**ACAs**) on the farm **must be treated** to abate storm water runoff, loss of sediment, loss of nutrients from the ACA, or the implementation of such BMPs shall be included in an application for funds.
 - **Proximity to surface waters, public drinking water sources or karst geology with underground drainage systems or open sinkholes**.
 - The project **must meet the design and construction standards** established by the commission.
 - Any other criteria considered by the conservation district, as applicable, and approved by the commission.



ACAP Apportionment Methodology

- In FY 2022-23, the State Conservation Commission was provided a one-time allocation of \$154 million under the newly created Clean Stream Fund (CSF) to support the newly created Agricultural Conservation Assistance Program (ACAP).
- It is our understanding that these funds must be committed by December 31, 2024 and spent by December 31, 2026.
- The ACAP enabling legislation also contains a number of parameters for how these funds are utilized, including:
 - An allowance for SCC Administrative Expenses (up to 4%)
 - Allowance for SCC Contractual Services (up to 4%)
 - A requirement that funds apportioned (committed under agreement) to conservation districts must be spent within 2 years of receipt
 - A requirement to reapportion unspent conservation district to other districts consistent with the apportionment criteria under the Act.
- Given these parameters, the Commission proposes the following **Apportionment Methodology**:
 - Four percent (4%) or \$6.160 million will be **reserved** for SCC administration purposes and will be allocated over the 5 years of the initial program. This annual administrative allowance would be approximately \$1.232 million for staffing and operational expenses.
 - Four percent (4%) or \$6.160 million will be **reserved** for SCC contractual purposes and will be allocated over 5 years of the initial program. This annual contractual services allowance would be approximately \$1.232 million for contractual support expenses incurred by the Commission (e.g. contractual services from Penn State, private sector engineering, USDA NRCS, etc.).
 - The remaining funds or **\$141.68 million** will be **apportioned** to each county and **allocated** over the first **3 years** of the program to county Conservation Districts based on the four apportionment criteria formula under the enabling legislation (1) miles of agriculturally impaired streams; 2) acres of cropland; 3) number of farms; 4) number of livestock and poultry).
 - The **four apportionment criteria** in the Act will be **equally weighted** in the apportionment formula.
 - A **minimum apportionment** per county will be set at **\$300,000**.
- By law, conservation district will have **2 years** from the receipt of these funds to **commit and spend these funds**.
- All funds must be spent by conservation districts no later than **December 31, 2026**

ACAP County Allocation Methodology

- Given the operating parameters place on the ACAP by the enabling legislation and given the limited time frames available to spend the funds, the Commission staff proposes a **single initial “apportionment”** of funds to the county conservation districts, with **three planned “Allocation” of funds**. For example, a county might receive a county “apportionment” of \$300,000, which is divided into three “allocations” of \$100,000 received annually as described below.
- The **apportionment** of funds will provide participating districts some **reasonable certainty** of total funds available over time. The **three annual allocations** will allow the Commission to **monitor progress** of districts to commit and spend funds at the county level, and to provide districts **2-years from the date of receipt to commit and spend funds** allocated to the county.
- **Annual allocations** to county conservation districts will be **adjusted based on their performance** metrics (have they been able to commit and spend their annual allocation in a timely manner) and **may be supplemented** in second and subsequent years with unspent funds from other counties.
- **Fifty percent (50%) advanced working capital (AWC)** will be provided to participating conservation districts as a part of their annual allocation and this AWC will be replenished as district funds are paid out to participants for completed BMPs.

Program Year	State FY	Time Frame	Actions and Notes
1	FY 22-23	7-1-22 to 6-30-23	<ul style="list-style-type: none"> a. Allocation #1 – late 2022 or early 2023 b. 50% advance working capital (AWC) provided to CDs that can be replenished once spent. c. CDs will have 2 years to spend allocation from time of receipt.
2	FY 23-24	7-1-23 to 6-30-24	<ul style="list-style-type: none"> a. Allocation #2 (July 2023) b. CDs will have 2 years to spend allocation
3	FY 24-25	7-1-24 to 6-30-25	<ul style="list-style-type: none"> a. Allocation #3 – July 2024 b. CDs will have 2 years to spend allocation c. <i>Note that all CSF (ARPA) funds must be committed by 12-31-24.</i>
4	FY 25-26	7-1-25 to 6-30-26	<ul style="list-style-type: none"> a. CDs continue to spend down funds and replenish advance working capital.
5	FY 26-27	7-1-26 to 6-30-27	<ul style="list-style-type: none"> a. CDs continue to spend down funds and replenish advance working capital. b. <i>Note that all CSF (ARPA) funds must be spent by 12-31-26.</i> c. <i>Note that CDs will have from 1-1-27 through 3-31-27 to close out funds.</i> d. <i>Note that SCC will have from 4-1-27 through 6-30-27 to close out funds.</i>

Proposed ACAP Advisory Committee Structure and Membership

- The following is a proposed outline of membership for the ACAP Advisory Committee. Regional designations are based on DEP Regional Office designations.

NW-Crawford CD

SW-Washington CD

NC- Bradford CD, Lycoming CD

SC- Franklin CD, Lancaster CD

NE- Luzerne CD

SE- Chester CD

NRCS Representative

TSP(s) Representatives

DEP Representative

PACD Representative

PSU Representative

Other (PFB, CBF, Etc.)

- This advisory Committee would be **convened at least monthly initially** via teams or zoom platforms and Commission staff will coordinate with this group on issues related to policy, planning and training related to ACAP.

County Level Approaches to ACAP Financial Assistance

- For the Financial Assistance portion of the ACAP Program **two options** are available for the delivery of BMP funding to an eligible applicant. They include:
 - The county **conservation district** chooses to enter into a **delegation agreement** and carry out the financial assistance program; or
 - The **Commission or its agent must administer** the financial assistance (and technical assistance) portion of the program in counties where conservation districts choose to not enter into a delegation agreement.
- Similar to our experiences in the Conservation Excellence Grant (CEG) Program, county level approaches to distributing ACAP financial assistance will need to be **flexible**. Depending on the size of their funding allocation and the capacity of the district staff to develop and deliver agricultural conservation program services, a conservation district may choose to adopt an operating model that best fits their capabilities and resources.
- Districts that receive ACAP financial assistance allocations may choose to:
 - Implement **ACAP on their own**.
 - Explore **cooperative ventures with other county conservation districts**. For example, two or more districts could cooperate to carry out the ACAP Program in a multicounty area.
 - Explore **simplified approaches** to administering ACAP such as **limiting eligible BMPs** to practices such as cover crops or stream corridor practices such as livestock exclusion fencing, stream crossing and off stream watering that do not require high levels of engineering.
 - Explore opportunities for **cooperative ventures with county NRCS Offices**.
 - In some counties, NRCS may have **unfunded EQIP, RCPP** or other program applicants that could be funded.
 - NRCS may also have **existing agreements** in place funded in part under EQIP or RCPP that are **at risk of termination** because the participating farmer does not have the financial capacity to cover the unfunded portion of the project. In some cases, increased costs of concrete, steel, wood and labor have created significant roadblocks for farmers with existing NRCS agreements.
 - Supplementing existing NRCS agreements may **help** ensure that these **farms** can implement the BMPs currently under contract, **help the districts** carry out their ACAP duties and responsibilities, and ultimately **put BMPs on the ground** to reduce nitrogen, phosphorous and sediment into our waters.
 - Note that under such a cooperative venture all applicants will need to meet ACAP requirements (eligible applicant, eligible BMP, submits application that is ranked, etc.) and will also need to meet all applicable NRCS program requirements.
 - Explore **cooperative ventures with private sector entities** (non-profit, for profit) to assist in program delivery.
- ACAP administrative and technical funds can be combined with other funding sources to provide resources to support the overall implementation of the ACA Program.

County Level Approaches to ACAP Technical Assistance

- For the technical assistance portion of the ACAP Program, a conservation district that chooses to enter into a **delegation agreement** will have options for delivering the technical services necessary to plan, design and install the agricultural conservation BMPs funded under the program.
- Similar to our experiences in the Conservation Excellence Grant (CEG) Program, county level approaches to providing technical assistance will need to be **flexible**. Depending on the size of their funding allocation and the capacity of the district staff to develop and deliver agricultural conservation program technical services, a conservation district may choose to adopt an operating model that best fits their capabilities and resources.
- A district may choose to utilize any available funding to **directly employ staff** that have the skills, education and or training necessary to plan, design and oversee the proper installation of BMPs funded under the ACAP. This will require the district to employ **adequate numbers technicians and or engineers capable of providing these services**.
- A district may also choose to **utilize private sector or non-profit technical service providers** for some or all of their ACAP technical needs. The Commission will set reasonable limitations on what percentage of funds allocated to conservation districts may be used for technical assistance for ACAP funded projects.
- A district may also choose to **partner with NRCS** for some or all of their ACAP technical needs. Districts should note that utilizing NRCS for ACAP NRCS technical services will require all ACAP participants to meet all NRCS policy, practices and procedures for these projects.
- A district could **combine two or more** of the approaches outlined above to deliver ACAP technical assistance.

ACAP SCC Staffing Recommendations

- Given the size and scope of the ACA Program (ACAP), and given the limited time provided by the legislature to commit and spend the funds allocated to ACAP, it will be necessary to adequately staff this new program in a timely fashion.
- The following is the minimum staffing levels that are recommended for this program:
 - 1 management position to oversee the program (CPM or CPS2)
 - 1 administrative support position to assist with contracts, reimbursements, data tracking, etc.
 - 6-8 field staff to cover the state. (CPS1) The field staff # will depend in part on how many CDs choose to opt into the program. The law states that where a county CD does not choose to participate and run a county program, the SCC must provide that services. So if a significant number of counties opt out, then we have more work.
 - Other technical support positions. This may in-part be influenced by our success in contracting some of this support out to other entities.
- Given the limited duration of these funds (4.5 years) and the need to standup this program up quickly, these positions need to be posted and filled as quickly as possible.
- Given the limited duration of these funds (4.5 years) these positions may need to be advertised as limited term positions. We anticipate that the legislature may address additional future funding for this program as we get closer to FY 2025-26, but there is no guarantee that this will happen.
- Staffing for this program will also be influenced by other positions funded and support provided under the contractual portion of the enabling law.
- Staffing for this program will also be influenced by other positions either on the SCC organizational chart or proposed for the Commission. This includes an unfilled CPS 1 position that is currently shown on the Commission's organizational chart.
- Finally, there is an open question regarding the one-time allocation of \$22 million in Clean Stream Fund revenue to the NM Fund. These funds have the same time limitations for committing and spending the funds as allocated to ACAP. This revenue could be used for several purposes, some which could directly impact the ACA Program. These potential uses include:
 - Helping to fund technical assistance for the ACAP program;
 - Supporting Conservation Excellence Grants (CEG) and Agri-Link Loan subsidies;
 - Helping to offset increased costs or new program components in the NM/MM Program for the Commission and or participating conservation districts.

Challenges

- **Timeframe** for committing funds (12-31-24) and for spending funds (12-31-26).
- **Ramping-up** ACAP statewide in short period of time.
- Developing “**technical assistance**” and “**planning assistance**” capacity necessary to ramp-up ACAP.
- Dealing with shortage of **qualified and available contractors**.
- Dealing with **significant cost increases** for construction materials, labor, and equipment, and, farmer and landowner hesitancy to sign long-term spending commitments.

Opportunities

- Ability to utilize funds (up to 4%) for **contractual program support**.
- Ability to **coordinate and articulate ACAP funding** with other existing financial assistance programs, including: CEG; REAP; Agri-Link; EQIP; RCPP; GG; DEP CAP; and other sources.
- Ability to utilize ACAP funds and Nutrient Management Fund increases to address **technical assistance** challenges.

SCC Timelines & Plans

- **August**
 - Identify and appoint advisory committee members
 - Identify ACAP staffing needs and request to fill positions.
 - Begin work on initial drafts of program documents.
- **September**
 - Present initial drafts of guidelines, forms, county allocations and delegation agreement to SCC.
- **October**
 - Revise documents based on input by SCC and advisory committee.
- **November**
 - Present revised draft documents to SCC for review and approval.
- **December**
 - Provide final delegation agreement to conservation districts for their consideration.
 - Develop initial ACAP training.
- **January**
 - Begin initial ACAP training

Please Note: This is a “working draft” document developed by Commission staff to outline various aspects of the proposed ACAP Program. This “working draft” document will change and evolve over time. Some provisions above are part of the enabling legislation and cannot be changed or modified. Some of the provisions above are proposed policy decisions developed by staff for consideration by the Commission. None of the information above represents a final decision by the Commission. The Commission reserves the right to change or modify any proposed policy provision outlined above.



A monthly report highlighting October 2022 activities as they relate to the 2018-2023 PACD Strategic Plan.



PACD STAFF REPORT

PACD will promote and advocate for conservation districts to elected officials, partners, and the general public.

PACD: Legislative Activities

- Provided PACD positions on flood mitigation bills
- Met with Sen. Comitta at Chester Anniversary event
- Monitored Senate ERE Committee
- Attended House ERE Committee

PACD: Salary Survey Project

- Spoke with SCC about internal survey
- Discussed project at region meetings
- Created Salary Survey Google Form
- Sent the survey to district managers; due December 9, 2022

PACD will help districts with the recruitment, training, and development of directors, managers, and staff.

102/105 Technical Training Grant

- Completed and submitted quarterly reimbursement report
- Clean Water Academy (CWA)
 - Site Administration – created accounts, addressed glitches, etc.
 - E&S Manual Chapter 10: Stabilization
- 102/105 Technical Training | Basic and Topic-based sessions
 - Met with Jay about potential Spring 2023 Verbal Judo sessions
 - Distributed *Save the Date* for Basic

CPESC Review Course



- Met with instructor and hotel to finalize course details
- Sent email to registrants with course details
- Coordinated menu, set-ups, and other logistics with facility

Agricultural Conservation Technical (ACT) Training

- Completed and submitted quarterly reimbursement report
- Reviewed and submitted signed 2022-23 ACT Agreement to SCC
 - Intro to Conservation Planning
 - Ordered port-a-potty
 - Completed BEOs with the hotel
 - Packed for the training
 - Created emergency contact list
 - Created sign-in sheets
 - Created certificates of completion
 - Merged and prepared name tags
 - Boot Camp Basic and Level II
 - Requested room block rate for 2023 boot camps (4 weeks)
 - Advertised 4 weeks of boot camp (instead of the normal 2)

Leadership Development Program

- Completed and submitted quarterly reimbursement
- Held Director Training Subcommittee meeting
- Developed and promoted Fall Leadership Webinar series
- Continued planning for 2023 Staff Initiative and Manager programming

PACD will help districts attain sustainable, diverse funding.

Ag Plan Reimbursement Program

- Completed and submitted quarterly reimbursement
- Reviewed and approved 19 applications

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

- Completed and submitted quarterly reimbursement

Conservation Reserve Enhancement Program (CREP) Grant

- Completed and submitted quarterly reimbursement
- CREP Cost-share
 - Processed new cost-share
 - Made cost-share payments
- CREP Outreach Program Office (COPO)
 - Met with WWTW to discuss final report for the CREP marketing campaign



- Set up registration and advertised 2022 CREP Partner Training
- Sent email reminder for CREP mini grants

DCNR Riparian Forest Buffer Program

- Submitted 2018 grant project data into DCNR's grant portal to close out 2018 grant

PA Nonpoint Source Pollution Education Office

- Rescheduled 319 Grant meeting, sent agenda, and hosted meeting
- 2022-23 NPS Mini-grant Round
 - Reviewed one final report and issued reimbursement
 - Reviewed one mid-term report
 - Reviewed six mini-grant materials
- 2022 Virtual Watershed Specialist Webinar Series
 - Managed final registrations
 - Updated and distributed final agenda
 - Completed host documents and morning PowerPoint slideshows
 - Prepared online evaluation for each day
 - Coordinated photo contest
 - Hosted three-day event
 - Sent follow-up emails each day
 - Thanked all presenters
 - Coordinated with DEP about recordings on Clean Water Academy
 - Sent unanswered questions out to presenters for completion
 - Wrote and published wrap-up piece in Front Page
 - Sent reminder, downloaded and distributed evaluation results
 - Scheduled and held wrap-up meeting
 - Continued planning training for new CDWS

PACD will strengthen relationships and agreements with state and federal agencies.

Partnership Activities

- Please see PACD: Meetings and Events Attended

NRCS Employee of Record (Funded by NACD)

- Completed and submitted quarterly reimbursement
- Provided on-going human resources and administrative support for position

PACD will strive to be adequately staffed and funded.

Note: All of PACD's grants and special projects contribute to this goal.

Engineering Technical Assistance Program Grant (TAG)



- Prepared and submitted monthly reimbursement request
- Provided on-going human resources and administrative support
- Discussed TAG program expansion at region meetings

PACD will foster communication between conservation districts.

PACD: Communications

- Updated and managed the PACD listserves
- Updated www.pacd.org
- Sent five Front Page e-newsletters
- Submitted forty-five posts on social media channels
- Created social media messages for November for shared district messaging

Other association activities that support conservation districts and PACD.

PACD Committees

- Prepared 2023 committee member lists
- Committee leads contacted committee members with expiring terms

PACD: Executive Board

- Prepared materials for October board meeting
 - Meeting agenda and attachments
 - Monthly staff report
 - Monthly financial reports

PACD: Human Resources and Office Management

- Processed two payrolls
- Managed accounts receivable and accounts payable
- Reconciled all bank accounts and credit card accounts
- Participated in account review with Stratix

PACD: PACD Fall Region Meetings

- Updated, merged, and distributed packets for NC and NE
- Held SC, NC, NE hybrid region meetings
- Reviewed, finalized, and posted NW, SW, SE, SC, NC minutes
- Reserved Henning's Market for Spring SE RM

PACD: PACD/SCC Joint Annual Conference (JAC)

- Held discussion on 2022 logistics and asked for recommendations for 2023 event
- Updated RFP and sent to Holiday Inn Grantville, Sheraton Harrisburg-Hershey, Toftrees, and Best Western Premier/Central Hotel & Conference Center
- Reviewed and compared proposals



PACD: PACD Winter Meeting

- Set dates and staff assignments for committees and council
- Created seven zoom events

PACD: Meetings and Events Attended

PACD staff attended/participated in the following events:

- NACD Executive Director conference
- SCC conference call
- ACAP planning meetings
- PA Invasive Species Council (PISC) meeting
- Chester CD 75th Anniversary celebration
- DEP Ag Advisory Committee meeting
- NRCS Technical Committee meeting
- PA in the Balance planning committee
- SC region managers meeting
- Met with partners on STAC report
- Met with DCNR regarding lawn conversion grant



DATES TO REMEMBER

Intro to Conservation Planning

November 1-3, 2022, Holiday Inn Harrisburg (Hershey Area), Grantville, PA

Leadership Development: November 2022 Lunch & Learn Webinars

Tech Roundtable, November 2, 12:00pm – 12:45pm

CliftonStrengths for Managers Debrief, November 9, 12:00pm – 12:45pm

Building Blocks of Trust, November 16, 12:00pm – 1:00pm

CREP Partner Virtual Training

November 9-10, 2022

PACD Conservation Committee Video Conference

January 6, 2023 | 10:00-11:00 a.m.

PACD District Employees Committee Video Conference

January 11, 2023 | 11:00 a.m.-Noon **NEW TIME**



PACD Education and Outreach Committee Video Conference

January 12, 2023 | 10:00-11:00 a.m.

PACD Legislative Committee Video Conference

January 17, 2023 | 10:00-11:00 a.m.

PACD Ways and Means Committee Video Conference

January 19, 2023 | 10:00-11:00 a.m.

PACD Operations Committee Video Conference

January 20, 2023 | 10:00-11:00 a.m.

PACD Executive Council Video Conference

January 26, 2023, 10am – 12pm

Agricultural Conservation Technical “Boot Camp” Training – Basic Level *(Tentative)*

March 27-31, 2023 | Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County)

Agricultural Conservation Technical “Boot Camp” Training – Level II *(Tentative)*

April 17-21, 2023 | Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County) and the USDA NRCS State Office, Harrisburg, PA

Agricultural Conservation Technical “Boot Camp” Training – Basic Level

May 1-5, 2023 *(Tentative)*

Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County)

Agricultural Conservation Technical Training – Level II

May 15-19, 2023 *(Tentative)*

Keystone Conference Center, Ft. Indiantown Gap, Annville, PA (Lebanon County) and the USDA NRCS State Office, Harrisburg, PA

102/105 Basic Technical Training

May 23-26, 2023 | Red Lion Hotel Harrisburg-Hershey, Harrisburg





STAFF CONTACT INFORMATION

HARRISBURG OFFICE			
Brenda Shambaugh	Executive Director	717-794-6103	bshambaugh@pacd.org
Amy Brown	Director of Operations	717-794-6104	abrown@pacd.org
Shannon Wehinger	Director of Communication & Education	717-794-6112	swehinger@pacd.org
Molly Burns	Project & Event Specialist	717-794-6110	mburns@pacd.org
Holly Miller	Program Manager	717-794-6105	hmiller@pacd.org
Matt Miller	Leadership Development Coordinator	717-794-6111	mmiller@pacd.org
Nick Yeagy	Software Specialist	717-794-6106	nyeagy@pacd.org
Brian Cooper	Bookkeeper/Administrative Assistant	717-794-6109	bcooper@pacd.org
BLOOMSBURG OFFICE			
W. Andrew Wodehouse	Conservation Technician	570-317-9473	awodehouse@pacd.org
<i>Vacant</i>	Conservation Technician		
CLARION OFFICE			
Danielle Kalp, PE	Conservation Engineer	814-297-5261	dkalp@pacd.org
Cassie Daniels	Conservation Technician	814-297-5260	cdaniels@pacd.org
Jake Kennedy	Conservation Technician	814-226-8160	jkennedy@pacd.org
LEBANON OFFICE			
Jeff Sholly, PE	Conservation Engineer	717-376-3484	jsholly@pacd.org
Brittany Moore	Conservation Technician	717-376-3503	bmoore@pacd.org
SOMERSET OFFICE			
Phillip Wilson	Conservation Technician	814-445-8979 x4254	pwilson@pacd.org



November 2022 DEP Conservation District Field Rep Talking Points

Funding Opportunities:

2023 DEP Environmental Education Grants

The 2023 EE Grants Program began accepting applications on August 1, 2022. Application deadline is **December 9, 2022**. **Water, Climate Change** and engaging people living and or working within **Environmental Justice** areas are the EE Grants Program priorities. **Applications must be submitted electronically:** <https://www.esa.dced.state.pa.us/Login.aspx>

Three types of grant awards are available:

- **Mini Grants up to \$5,000** for local (school, county, municipality, or other defined area) environmental education projects.
- **General Grants (Level I): up to \$30,000** 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 three (3) levels: county, state *and* national (**Teachers and students from at least 60 Pennsylvania counties must directly participate in the project*) **AND** at least 30% of the EE program participants live and/or work within an Environmental Justice Area.

The EE Grants Program held a webinar on September 27, 2022. The session was recorded and can be viewed here: [Environmental Education Grants Webinar](#)

Additional Information is on the EE Grants Program Homepage:

<https://www.dep.pa.gov/Citizens/EnvironmentalEducation/Grants/Pages/default.aspx>

Printable version: [2023 Environmental Education Grants Program Manual \(PDF\)](#)

General questions about the Environmental Education Grants Program may be directed to:
RA-epEEgrants@pa.gov

Policies and Procedures

District Audit Requirement - Conservation districts' calendar year 2021 Annual Financial Audit Reports are due no later than **December 31, 2022**. 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 jackerstet@pa.gov. If there are extenuating circumstances and your district needs an extension, an extension request **MUST** be received no later than December 1, 2022. You may contact Jaci Kerstetter, jackerstet@pa.gov if you have any questions.

District Director Nomination Process -. In August, the SCC sent an email to chief clerks and copied district managers, asking them to begin the formal process soliciting nominations for upcoming vacancies on the county conservation district board. This email also included the "Director Position Description", Procedures for "Nominating Conservation District Directors", "Sample Letter", "Nominee Questionnaire", and "New Director Appointment Submission Form." 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. Districts and chief clerks may reach out to your conservation district field rep or Barb Buckingham (bbuckingha@pa.gov) with questions or assistance with the director nomination process. Director Appointments should be submitted to the State Conservation Commission by December 1, 2022.

Nutrient Management /Manure Management

Record of Change – Nutrient Management (NM) Manure Management (MM) Administrative Manual: Manure Management Plan Status Review Procedures Released to NM Reviewer and Dual Certified Specialists on October 7, 2022

The State Conservation Commission (SCC) approved a new joint delegation for Nutrient Management and Manure Management for Fiscal Year 2022 – 2027, at their July 20, 2022 meeting. The delegation agreement is between the SCC, DEP, and the conservation district (CD). As part of the new delegation agreement, delegated CDs will choose to write 10 MMPs or perform 5 (less than 1 FTE) or 10 (1 or more FTE) status reviews on non-CAO, non-CAFO agricultural operations that land apply manure or agricultural process wastewater. If the CD also participates in the Chesapeake Bay Agriculture Inspection Program (CBAIP) the requirement is met under that agreement. The procedures, guidance, and forms to support the MMP status review required output measure were released as a record of change to the NM and MM Administrative Manual on October 7, 2022.

All MMPs written or verified and status reviews performed to meet this requirement will be recorded in the PracticeKeeper Database.

The purpose of these status reviews is to evaluate the success of the Manure Management Program in achieving water quality goals across the Commonwealth. Additionally, these status reviews will engage underserved members of the regulated community and create a new forum for technical, financial, and compliance assistance to be delivered to these agricultural operations.

Status reviews following the new procedures may begin immediately.

Questions may be directed to Kate Bresaw at kbresaw@pa.gov

PA Agricultural Conservation Assistance Program (ACAP)

The State Conservation Commission (Commission) continues to develop the newly authorized Agricultural Conservation Assistance Program or ACAP. Seventy percent (70%) or \$154 million of the CSF is dedicated to ACAP. This initial allocation of funds must be committed by December 31, 2024 and spent by December 31, 2026.

The Commission anticipates allocating a total of \$141.68 million to county conservation districts over the next 3 fiscal years. Participating districts will receive an equal allocation once a year for the next three years. As required by law, districts will have 2 years from the time of receipt to spend these funds.

Draft Guidelines, Delegation Agreement, Delegation Agreement ROMs, and Apportionment Funding Amounts Spreadsheet have been presented to the SCC Board on September 13, 2022. SCC opened a 30-day review period on these documents and closed October 21, 2022. SCC received comments from 19 conservation districts and 2 cooperating agencies compiling more than 60 questions and over 40 comments. SCC staff is evaluating comments and questions and revising program draft documents as necessary. Staff hopes to be able to finalize and submit these documents for consideration at SCC's November meeting.

ACAP Workgroups Continue

SCC has formed two Advisory Workgroups for the ACAP. The ACAP Advisory Workgroup reviews draft documents and provides input on new policies in the program. The ACAP Technical Assistance Workgroup has been formed to advise on the task of Trainings for Technical Assistance as well as technical support across the state. SCC Continues to hold these workgroups every two weeks to discuss ongoing issues and implementation of ACAP.

SCC held two Introduction to ACAP for Conservation District webinars on September 22nd and 27th, reaching 156 participants. These webinars were recorded and are available on the Clean Water Academy. [Course: Introduction to ACAP for Conservation Districts \(remote-learner.net\)](#)

Additional ACAP information is available from the Commission Office.

102 and 105 Programs

105 General Permit Quarterly Reports -The 105 Program staff have been working on compiling the 105 General Permit Quarterly Reports. The Program has noticed districts using several different versions of the Excel 105 Quarterly Report Form. The data fields in the different versions do not match up with the old reports or impact tables well, and it is incredibly burdensome to compile all the data. The 105 GP Quarterly Report was updated in July 2021 and was sent out then with notice to use it and is available on clean water academy. It was sent again on September 2,2022. Starting with the submissions for the 3rd Quarter of 2022, **all quarterly reports must use the July 2021 format.** If it is submitted in a different format, it will be returned and not accepted until we receive it in the correct format. Reminder: this report is different than the 105 Quarterly Report in Greenport. Both are required to be submitted quarterly.

102 Quarterly Activity Report in Greenport – Conservation Districts are reminded that the 102 Quarterly Activity Report has been updated in Greenport to include PAG-01. Districts need to report ESCGP O&G Transmission Lines, NPDES PAG-01 and NPDES PAG-02 separately on the 102 Greenport report. Please ensure you are completing the form properly as we have seen a few mistakes in the Apr – June submissions.

102 and 105 Attachment B on the Clean Water Academy – It is essential that Districts update the Attachment B on the Clean Water Academy for the Chapter 102 and 105 Programs anytime there are staff changes at the district. **The 102 and 105 Programs use the Attachment B online forms to enable e-permitting permissions for new staff** and to disable them for former staff. The Attachment B can be found under the Data Portal. To update Attachment B, you need to search for your county and then select the Gear icon to edit. You can then change employment status to Former and choose an Employment End Date. This helps DEP to maintain all the data systems we need to maintain and enable. [Course: Data Portal \(remote-learner.net\)](#)

PA Clean Water Academy

NOTE: Microsoft Edge was recently upgraded. This upgraded version may cause visibility conflicts with Clean Water Academy. This is usually solved by clearing cache in MS Edge or switching to another browser.

Here are a few of our featured courses in the Clean Water Academy.

- [Course: 2023 Chapter 102 New Hire Small Group Training Webinars \(remote-learner.net\)](#)
- [Course: Foundations of Pennsylvania Soils \(2022\) \(remote-learner.net\)](#)
- [Course: Introduction to ACAP for Conservation Districts \(remote-learner.net\)](#)

Chesapeake Bay

2021-2022 Chesapeake Bay Agricultural Inspection Program (CBAIP) Annual Summary - The Chesapeake Bay Agricultural Inspection Program (CBAIP) ensures farmers are meeting their legal requirements for conservation compliance and helps ensure farmers and the county get credit towards reaching the Chesapeake Bay Program clean water goals.

The DEP Bureau of Watershed Restoration and Nonpoint Source Management published the Annual Summary of the combined efforts of the CBAIP and the Act 38 NMP within the PA portion of the Chesapeake Bay Watershed to the PA DEP Agricultural Compliance Website (<https://www.dep.pa.gov/Business/Water/Pennsylvania%E2%80%99s%20Chesapeake%20Bay%20Program%20Office/agriculture/Pages/Agricultural-Compliance.aspx>) on October 17, 2022. A DEP press release will soon follow highlighting the great work that was accomplished across both programs during fiscal year 2021-2022.

These accomplishments include inspections on over 10% of Ag land in the PA portion of the Chesapeake Bay: 1691 CBAIP initial inspections completed in 35 counties, 159 CBAIP Phase 2 inspections (which require verification that MMPs and Ag. E&S Plans are being implemented) in 10 counties, and 822 Act 38 NM Status Reviews in 29 counties. These inspections resulted in verification of plan and BMP implementation on agricultural operations across the watershed and a successful effort to document implementation of supplemental nutrient management (4R practices).

2023 Countywide Action Plan Community Clean Water Coordinator and Implementation Grant - The Bureau of Watershed Restoration and Nonpoint Source Management held a Webinar Wednesday on September 28, 2022 to announce the opening of the 2023 Countywide Action Plan Community Clean Water Coordinator and Implementation grant. This webinar discussed changes to this year's application process and new options for how county partners can spend their funding. This webinar recording is available to view on the Clean Water Academy: <https://pacleanwateracademy.remote-learner.net/course/view.php?id=923> . Following the webinar on Friday September 29, 2022 the 2023 grant round was opened, applications are due by October 31, 2022.

Using Technology to Assist in Conducting BMP Verification Webinar – On October 12, 2022 the Watershed Accountability and Administration Section (WAAS) hosted a Webinar Wednesday titled “Using Technology to Assist in Conducting BMP Verification”. This webinar provided an overview of two different multi-county CAP coordinator strategies that utilize technology to assist in conducting BMP Verification. In the first presentation Erin Letavic, P.E., Multi-County CAP Coordinator, and Louis Keddell, Geospatial Program Manager discussed HRG, Inc. and Chesapeake Conservancy's 10-County Remote Sensing Analysis of the counties they serve. During the second presentation Josh Glace a multi-county CAP Coordinator from Larson Design Group discussed desktop BMP Analysis utilizing aerial imagery, GIS, and digitized reporting forms for completion of non-intrusive field verification utilized within their partnership counties. This webinar is now available to view on the Clean Water Academy: <https://pacleanwateracademy.remote-learner.net/course/view.php?id=925>

Healthy Waters Healthy Communities 2021 Annual Report - On October 14, 2022, the DEP published the [Healthy Waters Healthy Communities 2021 Annual Report](#) to the website and sent to county partners. This report will also be highlighted in the monthly WIP Newsletter due out at the beginning of November. The goal of this annual report is to share collective successes for Pennsylvania's Phase 3 Watershed Implementation Plan (WIP) and the Countywide Action Plans (CAPs), with spotlights on projects, partners, and progress throughout Pennsylvania's share of the Chesapeake Bay watershed.

Dates to Remember

SCC Meetings – 1:00 PM

Hybrid Meeting	Nov 15
Hybrid Meeting (tentative)	Jan 24

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

Conference Call	Dec 13
Conference Call (tentative)	Feb 14

Chapter 102 Fall Virtual Meetings 8:30 – 3:30

Northwest Region	Oct 19
Southwest	Oct 21
Northcentral	Oct 25
Northeast	Nov 2
Southeast	Nov 4
Southcentral	Nov 9

Also, check the Conservation District Training/Special Events Calendar at, www.PACD.org Select the "Events" tab and then the "Training Calendar" tab.