



SULLIVAN COUNTY CONSERVATION DISTRICT AGENDA

Tuesday, September 12, 2023

QAB, Budget Planning Meetings at 11 AM

12:00 Noon - Lunch

12:30 PM – Call to Order

Pledge of Allegiance

Public Comment Period

Consent Agenda for the following: *Action needed*

Minutes of August 8, 2023 Meetings; Financial Statements to be filed for Audit; Approval of Expenditures in the Packet; Written Staff & Agency Reports

Other Reports (not written reports) Staff and Agency:

Staff- Manager, Admin, E&S Technician, Watershed Specialist

DEP

NRCS

DCNR

Penn State Extension

Fish & Boat Commission

Commissioners

PROGRAMS/BUSINESS:

- **NC PACD Region Meeting:** October 12 at 10 AM at Clinton County Conservation District. In person \$14.50 per person for lunch or remotely. Let me know who would like to attend (in person or remotely) and will get you registered.
- **QAB Recommendations:** *Action Needed.*
- **Bradford/Sullivan Farm Bureau Dues Renewal for 2024 - \$100:** *Action Needed.*
- **Senator Yaw Ag Breakfast – October 11 at Troy Sale Barn:** FYI

Other Unfinished Business:

- **Annual Banquet:** Reminder is October 26, 2023 at 6 PM at Forksville Inn. Mike Bilger agreed to be the guest speaker only request is to pay his mileage at .655 per mile. *Action Needed*

New Business:

- **2024 Goals and Objectives:** *Action Needed.*
- **2024 Proposed County and District Budget:** *Action Needed*
- **CDFAP Admin Funding – Set money aside to possibly redo the floors and paint the office? Any other ideas to spend money on?:** *Action Needed.*
- **CAP/ACAP Position with Montour County – Open: Position is advertised – Approval to do interviews with Montour County.** *Action Needed*
- **Special Meeting – September 28 at 10 AM by phone to approve Nutrient Management Plan:** FYI

Other New Business:

NEXT BOARD MEETING – October 10, 2023 at 12:30 PM Business Meeting.

ADJOURNMENT



SULLIVAN COUNTY CONSERVATION DISTRICT MEETING
Tuesday August 8, 2023

Attendance:

Directors – Wylie Norton, Carl Vough, Andy Trostle, and Joanne Day. Absent were Rick Ryan, Brian Hoffman, and Barb Warburton,

Associate Directors – Jackie Rouse and Betty Reibson. Absent was Dave Engel.

Staff: Carrie Richmond, Quinn Hartung, Lynn Broschart, and Stephani Geffken.

Agency Reps: Chad Spencer NRCS. Absent was Racheal Fish DEP.

Guests: Melanie Norton, Bob Day, and Makayla Bedford.

Call to Order: Wylie called the meeting to order at 12:56PM.

Pledge of Allegiance was performed.

Public Comment Period: Makayla Bedford Dairy Princes gave a thank you for dairy with milk and ice cream.

Consent Agenda for the following: Minutes of June 13, 2023, Meeting; Financial Statements to be filed for Audit; Approval of Expenditures in the packet; Written Staff and Agency Reports- Motion was made by Carl and seconded by Andy. It was a unanimous vote.

Other Reports (not written reports) Staff and Agency:

Quinn- Nutrient Management, Bagley NM plan and CAO will be at board meeting for approval. Pond 101 will be on August 19th. 47 registered so far.

Lynn- New retractable permanent signs to be used at programs like Pond 101 or the fair for example.

Stephani- We received our stand-up desk. We really like them. Good for the health of the employees.

Carrie- Spoke on purchasing cell phones for the district employees. For the iPhone 14 would be \$4800 for a year. It would include unlimited talk, 50G for hot spots, unlimited text.

NRCS- Compliance wrap up is in the next week. They did interviews for Supervisor District Conservation job. Not sure of the start date of Supervisor District Conservation job. Prep reviewed for 2024 fiscal year.

DEP-

Brian Hoffman-

PROGRAMS/BUSINESS:

- **Adding Stephani Geffken as check signer/credit card:** – Motion was made by Carl to add Stephani Geffken as check signer/credit card and it was seconded by Joanne. It was a unanimous vote.
- **Staff Hours:** – Up to 40 hours per week with manager’s approval at this time- FYI.
- **Women In Ag update** – Lynn said it went very well. Lynn has presenters in mind for next year.
- **Associate Director- Kevin Rohe:** – The motion was made by Joanne to accept Kevin Rohe as an Associate Director and seconded by Carl. It was a unanimous vote.
- **Cell phone for staff:** - The motion was made by Joanne to look at getting cell phones for the staff and it was seconded by Andy. It was a unanimous vote.
- **Apparel for Funding: \$2,500 to preorder T-shirts, Sweatshirts and Hats:** The motion was made by Andy to raise the amount to \$3,000 and Joanne seconded it. It was a unanimous vote.



Other Unfinished Business:

- **Pond 101-August 19th** – Everything is set. It will be catered by Forksville Inn and Tavern.
- **Banquet- Waiting to hear back from Forksville Inn:** \$16.95 pp so \$20 pp will cover tip.

New Business:

- **Ag Progress Days-August 8-10: FYI**
- **Sullivan County Fair- August 30-September 3: FYI**
- **PA Envirothon:** - They are looking for Associate and Board Directors. -FYI

Other New Business:

NEXT BOARD MEETING – An Adjournment motion was made by Andy and seconded by Carl to adjourn the meeting at 1:28PM. It was a unanimous vote.

Respectfully submitted,

Stephani Geffken
Administrative Assistant

The next meeting will take place on Tuesday, September 12, 2023. Budget meeting at 11AM, Lunch is at 12:00 Noon with 12:30 PM Business Meeting.

Sullivan County Conservation District
Balance Sheet
 As of August 31, 2023

	Aug 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10451 · PS Bank 12 Month Education CD	47,442.98
10351 · PS Bank 12 Month District CD	47,442.98
10000 · General Checking	404,790.33
10100 · INVEST	
10101 · Act 13	342,920.20
10102 · CDFAP	12,909.13
10103 · Clean Water	18,022.29
10104 · Dirt and Gravel Roads	181,788.06
10105 · District	87,545.95
10106 · Education	24,727.80
10107 · Low Volume Roads	11,393.52
Total 10100 · INVEST	679,306.95
Total Checking/Savings	1,178,983.24
Other Current Assets	
19500 · Grants Receivable	20,076.93
Total Other Current Assets	20,076.93
Total Current Assets	1,199,060.17
TOTAL ASSETS	1,199,060.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20300 · Accounts Payable	166.08
Total Accounts Payable	166.08
Other Current Liabilities	
21100 · Unearned Revenue	5,915.04
21000 · Due to General Fund	39,767.79
20301 · Accounts Payable - Other	1,274.50
Total Other Current Liabilities	46,957.33
Total Current Liabilities	47,123.41
Total Liabilities	47,123.41
Equity	
20500 · Opening Balance Equity	854,604.73
20600 · Retained Earnings	388,319.99
Net Income	-90,987.96
Total Equity	1,151,936.76
TOTAL LIABILITIES & EQUITY	1,199,060.17

Sullivan County Conservation District

09/07/23

Checking Account

Accrual Basis

As of August 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
10000 · General Checking						316,055.05
Bill Pmt -Check	08/04/2023	6658	Frontier	Acct #570-92...	-44.89	316,010.16
Bill Pmt -Check	08/04/2023	6659	Lynn Broschart	July Mileage ...	-69.43	315,940.73
Bill Pmt -Check	08/04/2023	6660	Stephani A Geffken	July Mileage ...	-5.24	315,935.49
Bill Pmt -Check	08/04/2023	Debit ...	Amazon	Office Supplies	-144.49	315,791.00
Bill Pmt -Check	08/04/2023	Debit ...	Amazon	Office Supplies	-13.97	315,777.03
Bill Pmt -Check	08/04/2023	Debit ...	Staples	Office Supplies	-91.96	315,685.07
Bill Pmt -Check	08/07/2023	6661	The Sullivan Review	Acct # 279 ad...	-153.00	315,532.07
Bill Pmt -Check	08/07/2023	6662	Carrie Richmond	July Travel	-191.26	315,340.81
Bill Pmt -Check	08/09/2023	6663	Gown Contracting	4H Barn Gutt...	-4,460.00	310,880.81
Deposit	08/11/2023			Deposit	102,837.77	413,718.58
Bill Pmt -Check	08/15/2023	6664	PSATS	PSATS 8/1/20...	-250.00	413,468.58
Bill Pmt -Check	08/15/2023	6665	Tulpehocken Mount...	Customer No...	-10.60	413,457.98
Bill Pmt -Check	08/18/2023	Debit ...	Sam's Club	Pond 101	-156.36	413,301.62
Bill Pmt -Check	08/21/2023	Debit ...	PSU - Center of Dirt ...	Registration f...	-175.00	413,126.62
Deposit	08/21/2023			Deposit	107.00	413,233.62
Bill Pmt -Check	08/23/2023	6666	Michael Bilger	Water Testing	-1,725.00	411,508.62
Bill Pmt -Check	08/23/2023	Debit ...	The Mad Bakers	Dirt and Grav...	-46.80	411,461.82
Bill Pmt -Check	08/23/2023	6667	Gown Contracting	4H Barn Gutt...	-7,640.00	403,821.82
Bill Pmt -Check	08/24/2023	Debit ...	AT&T	Accout# S 57...	-175.20	403,646.62
Bill Pmt -Check	08/24/2023	Debit ...	AT&T	Accout# S 57...	-21.12	403,625.50
Deposit	08/25/2023			Deposit	3,112.67	406,738.17
Deposit	08/29/2023			Deposit	300.00	407,038.17
Bill Pmt -Check	08/29/2023	6668	Adams County Nurs...	Order Numbe...	-1,535.00	405,503.17
Bill Pmt -Check	08/29/2023	6669	The Pennsylvania St...	100 Soil Kits	-800.00	404,703.17
Bill Pmt -Check	08/29/2023	6670	Barn Door Printing &...	District Appar...	-679.00	404,024.17
Bill Pmt -Check	08/30/2023	Debit ...	Postmaster	Certified mail...	-5.01	404,019.16
Bill Pmt -Check	08/30/2023	6671	Forksville Inn & Tav...	Pond 101 Lun...	-525.00	403,494.16
Bill Pmt -Check	08/30/2023	6672	Natural Waterscape...	Pond/CREP E...	-150.00	403,344.16
Bill Pmt -Check	08/31/2023	6673	Parrot Graphics	T-shirts and s...	-1,716.00	401,628.16
Deposit	08/31/2023			Deposit	1,906.50	403,534.66
Deposit	08/31/2023			Deposit	1,255.67	404,790.33
Total 10000 · General Checking					88,735.28	404,790.33
TOTAL					88,735.28	404,790.33

**Sullivan County Conservation District
Transaction Detail by Account
August 2023**

Type	Date	Num	Memo	Split	Amount	Balance
10100 · INVEST						
10101 · Act 13						
Deposit	08/31/2023		Deposit	30800 · Interest	1,521.56	1,521.56
Total 10101 · Act 13					1,521.56	1,521.56
10102 · CDFAP						
Deposit	08/31/2023		Deposit	30800 · Interest	57.28	57.28
Total 10102 · CDFAP					57.28	57.28
10103 · Clean Water						
Deposit	08/31/2023		Deposit	30800 · Interest	79.97	79.97
Total 10103 · Clean Water					79.97	79.97
10104 · Dirt and Gravel Roads						
Deposit	08/31/2023		Deposit	30800 · Interest	741.63	741.63
Total 10104 · Dirt and Gravel Roads					741.63	741.63
10105 · District						
Deposit	08/31/2023		Deposit	30800 · Interest	388.45	388.45
Total 10105 · District					388.45	388.45
10106 · Education						
Deposit	08/31/2023		Deposit	30800 · Interest	109.72	109.72
Total 10106 · Education					109.72	109.72
10107 · Low Volume Roads						
Deposit	08/31/2023		Deposit	30800 · Interest	14.55	14.55
Total 10107 · Low Volume Roads					14.55	14.55
Total 10100 · INVEST					2,913.16	2,913.16
TOTAL					2,913.16	2,913.16

Sullivan County Conservation District
Profit & Loss Budget vs. Actual
 January through August 2023

	Jan - Aug 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
30150 · ACAP	205,675.54			
30000 · Act 13 Income	70,277.81	67,123.03	3,154.78	104.7%
30100 · ACT Grant	15,478.10	20,000.00	-4,521.90	77.4%
30200 · CDFAP Grant	153,864.72	202,394.00	-48,529.28	76.0%
30300 · Chesapeake Bay Grant	15,404.27	35,000.00	-19,595.73	44.0%
30400 · Dirt and Gravel Roads	106,432.28	321,027.00	-214,594.72	33.2%
30500 · E&S Service Fees	4,300.00	200.00	4,100.00	2,150.0%
30600 · Education Programs	2,366.50	3,200.00	-833.50	74.0%
30700 · Grants Income	21,000.00	17,000.00	4,000.00	123.5%
30800 · Interest	30,420.75	5,000.00	25,420.75	608.4%
30900 · Low Volume Roads	8,115.12	40,000.00	-31,884.88	20.3%
31000 · Misc. Income	161.79	200.00	-38.21	80.9%
31100 · Nutrient Management	6,852.62	17,500.00	-10,647.38	39.2%
31400 · Sales	20,536.71	19,120.00	1,416.71	107.4%
31500 · Special Events Income	30.00	1,500.00	-1,470.00	2.0%
31700 · Watershed Spec. Grant	12,458.42	34,653.00	-22,194.58	36.0%
31800 · Workshops Income	0.00	200.00	-200.00	0.0%
Total Income	673,374.63	784,117.03	-110,742.40	85.9%
Expense				
41050 · Projects	37,100.00			
40000 · Advertising and Publications	395.25	1,700.00	-1,304.75	23.3%
40100 · Audit	10,034.84	7,000.00	3,034.84	143.4%
40200 · Board Expense	1,883.44	3,925.00	-2,041.56	48.0%
40300 · Dirt & Gravel Roads	446,303.54	321,027.00	125,276.54	139.0%
40400 · Dues	2,395.00	3,000.00	-605.00	79.8%
40500 · Education Program Expense	317.39	3,625.00	-3,307.61	8.8%
40600 · Equipment	10,737.40	25,900.00	-15,162.60	41.5%
40700 · Grants Expense	19,354.95	17,000.00	2,354.95	113.9%
40800 · Insurance	0.00	3,200.00	-3,200.00	0.0%
40900 · Low Vol Roads	41,300.42	40,000.00	1,300.42	103.3%
41000 · Misc. Expense	2,113.58	52,274.00	-50,160.42	4.0%
41100 · Office Supplies	1,931.10	1,700.00	231.10	113.6%
41400 · Retirement	17,072.95	31,119.72	-14,046.77	54.9%
41500 · Salary and Benefits	148,510.72	247,576.31	-99,065.59	60.0%
41600 · Sales Expense	14,438.67	14,720.00	-281.33	98.1%
41700 · Special Events Expense	2,196.89	1,500.00	696.89	146.5%
41800 · Travel	5,896.20	5,650.00	246.20	104.4%
41900 · Truck	655.25	2,000.00	-1,344.75	32.8%
42000 · Water Monitoring	1,725.00	1,000.00	725.00	172.5%
42100 · Workshop Expenses	0.00	200.00	-200.00	0.0%
42200 · Rebates/Rewards	0.00	100.00	-100.00	0.0%
Total Expense	764,362.59	784,217.03	-19,854.44	97.5%
Net Ordinary Income	-90,987.96	-100.00	-90,887.96	90,988.0%
Net Income	-90,987.96	-100.00	-90,887.96	90,988.0%

**Manager Report
For the month of August
Carrie Richmond**

Manager Duties

- Reconcile bank statement on QuickBooks.
- Bills approved for payment.
- Assisted the public with getting water sample bottles and soil test kits.
- Updated conference room schedule
- Approved Time in Paychex.
- Reviewed minutes from last board meeting.
- Emails.
- Phone Calls.
- Copier Code counts.
- County reimbursements paid.
- Fuel mileage spreadsheet.
- Filled out director mileage spreadsheet.
- Deposits to the bank.
- Monthly Report
- Mileage Reimbursement
- Prepared Agenda for August meeting.
- Financial Statements for the board meeting.
- Worked on 2024 Goals and Objectives.
- Staff meeting – discussed schedules, upcoming events, fundraising, district apparel.
- Attended the Pond Building Workshop. Staff did a great job putting it together and presenting.
- Took Sexual Harassment Training provided by the county.
- Worked on preparing budgets for FY23/24, 2024
- Attended Ag Progress Days
- Contacted Mike Bilger in regards to being the guest speaker at the banquet. Waiting to hear back. Received word that he will speak and only need to pay for mileage.
- Started contacting seedling sale suppliers for 2024 Seedling Sale.
- Attended the Right -to-Know webinar.
- Started working on Act 13 expenses for FY22/23.
- Looking at the possibility of doing the floors and repainting the offices using the CDFAP Admin FY23/24 money. Need approval from board and SCC.
- Ordered frisbees for the fair.
- Replenished the district booth throughout the fair.
- Purchased work cell phones for employees.
- Lynn and I went and picked up shirts that were ordered to be sold. They came in just in time for the fair.
- Attended the D/G Road Demo site on Dutch Corners Road.
- Quarterly reimbursements were received.
- Took time off to spend with my son who hasn't been home in over a year.

CDFAP

- Prepared Allocation Worksheet for FY23/24 for CDFAP.

E&S TECHNICIAN

August 2023

Lynn Broschart

General

- Discussions with Carrie on various topics
- Discussions with the directors on various topics
- Checked Emails
- Attended board meeting (August 8, 2023)
- Worked on Website
- Posted on Facebook
- T-shirt Order Discussions

E&S Technician

- Code inspections (6)
- NTHA meeting 8/3/23.
- Permits
 - Littles GP3 Preparation
- Discussions with Pete G. DEP
- ICIS discussion/webinar
- Complaints
 - Forksville-Timber Harvest
 - Cherry Township-Ely's Road
- E&S Reviews
 - Summit Wellness Center
 - Bus Shelter
 - Tower Project
- Pond discussions
 - Kauffman-Elkland Township
 - Hoyes-Eagles Mere Borough
- Site Visits
 - Forksville General Store
 - Sullivan County Fair Grounds barn
 - Elk Grove Resident

ACT Technician

- Approximately Hours (10 hours)
- Reap Application with Quinn

Farmland Preservation

Education:

- Pond Building 101 August 19, 2023, Preparation and Setup
- Sullivan County Fair Preparation and Setup

Dirt & Gravel Technician

- QAB Meeting None in August

E&S TECHNICIAN

August 2023

Lynn Broschart

- Discussions
 - Davidson Township-Apple Ally
- Updated and checked all information in GIS.
- Worked on new program for mapping out projects.
 - Fox Township-North Street-Completed
 - Fox Township-Tuffy Road-Completed
- Amendments
- Contracts Approved
- Completed Contracts
- Pre-App Meetings
 - Eagles Mere-Clay Avenue Phase 3 had meeting with Borough Members
- Pre-Construction Meetings
- Construction Site Visits
 - Cherry Township-Eagle Rock Road 8/14/23
- Site Visits
 - Forks Township-Lambert Hill Road

Streambank Stabilization Program w/ County-5 Hours approximately

- Team's conversations/emails

Thank You

Lynn Broschart

**Watershed Specialist
Chesapeake Bay Technician
Nutrient Management Technician
September 2023
Quinn Hartung**

General/CAP/ACAP

- Checked emails
- Board meetings and reports
- Board staff meetings
- Organizing both watershed and Bay paperwork and files
- Staff-Director meeting
- CAP Meeting Montour/Columbia/Sullivan to discuss new 2024 CAP Grant
- ACAP meeting with Claudia
- Phone setup
- Fair
- CAP progress report and 2 year milestone report

Nutrient Management

- Josh Norton NMP importer meeting and site visit
- Version 2.0 Daniel Stoltzfus Review Comments
- Calls and communication with SCC about either Stoltzfus and/or Bagley NMP
- DS Review Comments
- Submission of comments to plan writer.
- Review of James Bagley NMP
- Review and receipt of DS version 3.0
- JB plan extension
- Receipt of Aaron Glick NMP (Montour County)
- Admiratively Completeness Review of AG NMP

Watershed

- Pond Day 101 agenda
- Pond Day Evaluation creation with Steph
- Pond Day slide editing and creation
- EPCAMR and BAMR meeting to discuss the redesign of AMD treatment sites
- Pond Building 101 education event
- Pond Day 101 final report creation and submission
- LCWA meeting

Chesapeake Bay

- Inspections into PK

- 4-H project start
- 4-H project completion

Thank you,

Quinn Hartung

Stephani Geffken- Administrative Assistant

August 2023

General

1. Open Office
2. Clock in each day and clock out each day
3. Work on seed flyer
4. Work on Board Meeting minutes and help prepare Board packets and email and print
5. Handed out bottles for water samples and sold soil kits
6. Answered phones and directed to proper person
7. updated schedule board
8. Attended Board meeting and picnic
9. Collect mail and put mail out to mailbox each day
10. update Time Tracking Sheet
11. Set up and Worked Pond 101
12. Attended to visitors who visited the Conservation Office
13. Took truck to garage to be worked on
14. Set up Conservation booth for fair and worked the booth

Financial

1. Paid various bills.
2. Prepared various deposits
3. Made copies of invoices
4. Produced Reports from QuickBooks



PACD Rewind

A monthly report highlighting August 2023 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

- Monitor House/Senate Activities

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

102/105 Technical Training Grant

- Clean Water Academy (CWA)
 - Added 30 accounts for new staff. District/DEP staff completed 511 courses.
 - All-time number of CWA course completions (CD + DEP) as of 8/25/23 was 33,875
 - All-time number of district staff CWA course completions as of 8/25/23 was 17,884
 - 17 new courses have been added to Clean Water Academy in the past month
 - Maintained CWA site access for districts and DEP, managed and updated existing courses, diagnosed, and solved account/site/course access problems etc.
 - All-time Clean Water Academy course enrollments have surpassed 100,000
- 102/105 Technical Training – Art & Science of Deception and Verbal Judo Workshops
 - Obtained presenter quote and materials for Art & Science of Deception
 - Prepped and sent RFP for Art & Science of Deception
 - Obtained signed presenter agreements for both workshops
 - Set up registration and landing pages for both workshops
 - Signed and returned facility contracts for both workshops
 - Opened registration for both workshops

Agricultural Conservation Technical (ACT) Training



- Basic Session August 28-31, 2023
 - Sent Basic applicants information on taking Ag 101 paid for by SCC
 - Emailed agenda with links to virtual training to participants
 - Created course evaluation, instructor directory, participant directory
 - Created certificates of completion and had signed
 - Rented port-a-potties for the training
 - Sent 'items to bring' list to participants
 - Ordered lunches and purchased snacks
 - Sent travel reimbursement form to eligible districts
 - Printed nametags for participants and instructors
- Intro to Conservation Planning October 31-November 2, 2023
 - Sent prerequisite information to those interested in attending
 - Created Intro application and made it live

Leadership Development Program

- Completed preparations and promotion for 2023 Management Summit & Pre-Con
- Facilitated Team-Building Day for Monroe district staff
- Launched 2023-24 Strategic Planning Grants Program
- Prepared agendas for upcoming Manager Training and Director Training Subcommittee Meetings
- Continued developing draft agendas for 2024 Staff Training and Director Training Workshops

PACD will help districts attain sustainable, diverse funding.

Ag Plan Reimbursement Program

- Approved 31 applications
- Processed 26 final reports

CD-Umbrella Agreement with NRCS

- Continued program management and oversight
- Submitted quarterly reimbursement
- Worked with Chester CD on new agreement with new employee

Conservation Reserve Enhancement Program (CREP) Grant

- Prepared quarterly report back-up paperwork and FSA match
- Completed CREP reimbursement
- CREP Cost-share
 - Processed new cost-share
 - Made cost-share payments
- CREP Outreach Program Office (COPO)



- Held three meetings with Piper Strategies continue the CREP Marketing Campaign
- Requested CREP success stories from CREP partners
- Sent out CREP mini-grant update, including available funding amount
- Processed five mini grant final reports

DCNR Riparian Forest Buffer Program

- Met with NACD to discuss Riparian Forest Buffer programs in PA

DCNR Lawn Conversion Program

- Processed one application

USDA Forest Service PRISM Pilot Program for NW

- Met with the PA Governors Invasive Species Council (PISC) to promote the program
- Held an update meeting with the NW Conservation Districts
- Met with partners and PISC members to discuss a new regional PRISM program

PA Nonpoint Source Pollution Education Office

- NPS Mini-grants
 - Reviewed 1 final report; issued reimbursement
 - Reviewed 3 mid-term reports
 - Reviewed 4 mini-grant materials
- 2023 Watershed Specialist Meeting
 - Updated new and regular CDWS Meeting agendas
 - Began confirming dates and times with presenters
 - Reached out to find project showcase/new CDWS presentations
 - Confirmed presenters for sessions that fell through
 - Met with DEP to review agendas
 - Set up and opened registration

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)

- Provided on-going human resources and administrative support for position
- Applied for the TA2023 grant and added funding for a potential a second employee

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)

- Provided on-going human resources and administrative support
- Completed monthly reimbursement report and submitted to DEP
- Trained new employee on time reports, timesheets, and expense sheet
- Set up new employee email and forwarded to NRCS account

PACD Certified Planner Program

- Received NRCS signed agreement (waiting for SCC agreement)

PACD will foster communication between conservation districts.

PACD: Communications

- Updated and managed the PACD listserves
- Updated www.pacd.org
- Sent three *Front Page* e-newsletters
- Submitted forty-seven posts on social media channels
- Created September social media calendar and messages for shared district messaging
- Was interviewed by Bay Journal Magazine

Other association activities that support conservation districts and PACD.

PACD: Awards

- Mailed letters and checks to poster winners
- Submitted winning posters to NACD for the national contest

PACD: Executive Board

- Prepared materials for September board meeting
 - Meeting agenda and attachments
 - Monthly staff report
 - Monthly financial reports
 - Met with Sonia to discuss financials

PACD: Fall Region Meetings

- Obtained updated RSVP information from hosts and updated invitations and agendas
- Sent invitation to provide partner reports
- Prepared and sent invitation emails to partners, managers, directors, TAG staff, and board members
- Began taking RSVPs for South East meeting

PACD: Human Resources and Office Management

- Processed two payrolls



- Completed all accounts payable
- Completed all accounts receivable
- Completed monthly account reconciliations
- Created invoices for district dues and emailed them to districts
- Entered approved grant and PACD budgets in QuickBooks
- Advertised for new part-time AA, looked at resumes, determined which applicants to interview for the position.

PACD: Meetings and Events Attended

PACD staff attended/participated in the following meetings and events:

- SCC conference call
- Leopold Conservation Award selection committee
- NACD Executive Directors meeting
- Participated in NRCS Partnership Panel
- Met with PennAg Industries
- Met with NRCS, SCC, DEP Partners

PACD: PACD/SCC Joint Annual Conference

- Polished and posted council minutes
- Put away all JAC materials
- Invoiced agencies for outstanding charges
- Reviewed and paid hotel invoice



DATES TO REMEMBER

2023 Management Summit and Pre-Con

September 12–14, 2023

Wyndham Garden State College Conference Center, Boalsburg, PA

PACD South West Region Meeting

September 20, 2023 | 10:00 a.m. to Noon

Westmoreland Conservation District, Greensburg, PA

PACD North West Region Meeting

September 27, 2023 | 10:00 a.m. to Noon

Tionesta Church of God, Tionesta, PA



Conservation District Watershed Specialist Meeting

October 3-5, 2023

Toftrees Golf Resort, State College, PA

PACD North East Region Meeting

October 4, 2023 | 10:00 a.m. to Noon

Lands at Hillside Farms, Shavertown, PA

Fall Communications Series: Verbal Judo Training

October 12-13, 2023

Wyndham Garden State College, Boalsburg, PA

PACD North Central Region Meeting

October 12, 2023 | 10:00 a.m. to Noon

Clinton County Conservation District, Mill Hall, PA

PACD South Central Region Meeting

October 17, 2023 | 10:00 a.m. to Noon

Cumberland County Conservation District, Carlisle, PA

Fall Communications Series: The Art and Science of Deception

October 25, 2023

October 26, 2023

Toftrees Golf Resort, State College, PA

PACD South East Region Meeting

October 26, 2023 | 9:30 a.m. to Noon

Henning's Market, Harleysville, PA

Intro to Conservation Planning

October 31-November 2, 2023

Holiday Inn Harrisburg (Hershey Area), Grantville, PA





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
Chris Grimsley	Instructional Designer	717-794-6106	cgrimsley@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
Ian Abernethy	Conservation Technician	570-447-2337	Iabernethy@pacd.org

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
<i>Vacant</i>	Conservation Technician		

SOMERSET OFFICE

Phillip Wilson	Conservation Technician	814-445-8979 x4254	pwilson@pacd.org
----------------	-------------------------	--------------------	--



September 2023 DEP Conservation District Field Rep Talking Points

2024 Conservation District Director Nominations

Information packets for 2024 Conservation District Director nominations and appointments were sent out to county chief clerks and copies went to district managers. District managers are encouraged to contact chief clerks to discuss the 2024 nomination process and to answer questions regarding upcoming vacancies on their board. Appointments are due to the State Conservation Commission by December 15. Conservation District Field Representatives and the State Conservation Commission are available to answer questions concerning the director nomination process.

Conservation District Fund Allocation Program FY 2023-2024 Allocations

The Commission approved allocations for Fiscal Year 2023-2024 Conservation District Fund Allocation Program (CDFAP), at their July 19, 2023 meeting. The SCC maintained the cost-share rates as follows: Manager: \$30,000; 1st E&S Tech: \$20,000 and ACT: \$20,000. In addition, the SCC allocated \$118,005 to all districts as a general allocation of CDFAP Line Items and UGW Funds. Districts with unconventional gas wells also received a per well allocation for their District using the same formula used in past years.

To assist districts in completing the CDFAP Allocation Worksheet, a webinar was held on August 14. The webinar *CDFAP Allocation Worksheet and Greenport Reporting Details* is now available in Clean Water Academy via the following link [CDFAP Allocation Worksheet - August 2023 Webinar](#) .

This webinar provides training on the various options CD's have to allocate these funds and how to enter details in the Greenport system. CD's can use this source of funding as cost-share toward the Manager, 1st E&S Tech and Ag Conservation Tech (ACT) positions. In addition, they can use UGW Funds to support additional manager or technical positions, administrative assistance expenses, and/or Farmland Preservation admin costs. Furthermore, CD's have the option to establish a Special Projects account or Reserve Account. The Special Projects account can support local conservation initiatives; monies must be spent by the end of the fiscal year. In comparison, a Reserve Account can roll monies over from one year to the next and sustain a variety of objectives including employee separation costs, Envirothon scholarships, a county wide conservation improvement program, future vehicle purchase, building maintenance, etc.

If you have questions or needs for clarification, please contact Jaci Kerstetter at jackerstet@pa.gov , or call 717-772-5164.

Conservation District Watershed Specialist Meeting

Registration is now open for the 23rd Annual Conservation District Watershed Specialist Meeting. The Watershed Specialist meeting will be held **Oct. 3-5 at Tofftrees Resort, State College**. Watershed specialists hired after October 2019 should attend all three days Tue-Thu, October 3-5. All other watershed specialists should attend Wed-Thu, October 4-5. Topics for the Meeting include: Partnering w/DCNR Regional Watershed Forestry Specialists, CDWS Progress Reporting; PracticeKeeper Update; DEP Environmental Education Grants Program and much more... To see the full agenda and to register click here: <http://events.r20.constantcontact.com/register/event?oeidk=a07ejxbgjd3dd1248f6&llr=ojcxsrkab> . **It is mandatory under the Watershed Specialist Contract for all Watershed Specialist to attend this meeting.** If for some reason your watershed specialist is unable to attend you must contact Shane Kleiner at shkleiner@pa.gov to be excused.

DEP/CCD Chapter 102 Fall Training and Update Meeting

The Chapter 102 Program announced its annual Fall Training and Update Meetings will be held virtually again this year. The three meetings are set for Oct 17 – Western Region, Oct 23 – Central Region, and Nov 2 Eastern Region. Districts are encouraged to participate in the meeting for their assigned region, but if you are unable to attend due to a scheduling conflict you may attend one of the other sessions. Some of the topics on the agenda include General Updates and Current Central Office Projects, PAG-02 Changes, RPCO Coordination, What is a Violation?, and much more. The Meeting notices and full agenda were sent to districts on August 8th.

Draft Technical Guidance Document: *Substantive Revision Land Application of Manure*—A Supplement to Manure Management for Environmental Protection (361-0300-002) notice is published in the August 26, 2023 issue of the *PA Bulletin*.

Description: Manure Management for Environmental Protection and its supplements (Manure Management Manual) provide guidelines that comply with Department regulations concerning animal manures and agricultural process wastewaters. The criteria established in this TGD are required to be followed by all operations applying manure or agricultural process wastewater, farms that pasture animals and farms managing an Animal Concentration Area (ACA) unless the operators obtain a permit or approval from the Department to implement alternative practices.

The draft TGD can be found on DEP's eLibrary [here](#).

The individual forms and instructions included in the TGD can be found [here](#).

Written Comments: County Conservation Districts should have submitted comments to PACD ahead of the publication; however, all other interested persons may submit written comments on this draft TGD by Monday, September 25, 2023. Comments, including comments submitted by e-mail, must include the commentator's name and address. Commentators are urged to submit comments using the Department's online eComment tool at www.ahs.dep.pa.gov/eComment. Written comments should be submitted to the Technical Guidance Coordinator, Department of Environmental Protection, Policy Office, Rachel Carson State Office Building, P.O. Box 2063, Harrisburg, PA 17105-2063.

Questions regarding this TGD can be directed to Kathryn Bresaw at (717) 772-5650 or kbresaw@pa.gov.

NPDES PAG-12 General Permit for Operation of CAFOs to be Published as Final

On September 16, 2023, the Department of Environmental Protection (DEP) will publish a final, reissued NPDES PAG-12 General Permit for Operation of CAFOs in the *Pennsylvania Bulletin*. The PAG-12 General Permit and supporting documents will be available through DEP's website, <https://www.depgreenport.state.pa.us/elibrary/> (select Permit and Authorization Packages, Clean Water, and PAG-12 General Permit). To maintain coverage under the 2024 General Permit, the permittee must submit the PAG-12 Notice of Intent (NOI) between September 16, 2023 and December 31, 2023 to DEP's Southcentral Regional Office (SCRO).

Agriculture Compliance Implementation Poll Completed

Ag. Compliance Section wrapped up the 102 Delegated Ag. Compliance Interview review. The responses have been finalized and analyzed. Based on the feedback the Program plans to start quarterly meetings for all the County Conservation District's Ag. 102 related staff. This will help fill the Ag. 102 gap and encourage communication during the development of Ag E&S program guidelines. More information will be distributed when a date and agenda are developed for the first meeting.

Environmental Education Grants Application Round Open: August 1 – November 15, 2023

This year's Environmental Education Grants Program Funding Priorities supports projects that address Water and/or Climate Change and engage people living, working and/or going to school within Environmental Justice areas.

Water - Education programs promoting effective ways to reduce non-point source and source water pollution to improve water quality.

Climate Change - Education projects that increase the audience's understanding of how human activities contribute to climate change impacts (floods, pests, groundwater changes, agricultural disruptions, etc.) and potential threats to human health. –

Environmental Justice - Water and/or Climate Change education programs designed to engage audiences (youth and/or adults) living, working and/or attending school within Environmental Justice (EJ) areas.

2024 EE Grants LIVBlueHerons12E Webinar: September 26, 2023: Noon-1:30.

All potential applicants are encouraged to attend. Please register for this event by September 22, 2023. The session will be recorded and posted on the EE Grants Homepage.

2024 Environmental Education Grants Program Manual, can be found at :

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

This includes all required application documents, and other pertinent information.

Applications must be submitted electronically: <https://www.esa.dced.state.pa.us/Login.aspx>

Questions may be directed to the Environmental Education & Information Center: RA-epEEgrants@pa.gov

REAP Tax Credit Applications to be Accepted Starting August 7 - On August 7, the State Conservation Commission will begin accepting applications for REAP tax credits from agricultural producers who implement best management practices or purchase equipment to reduce nutrient and sediment runoff, enhance soil health and improve the quality of Pennsylvania's waterways. For the 5th year, the 2023-24 budget funds \$13 Million Tax Credits and expanded eligibility for the program under the PA Farm Bill. Farmers may receive up to \$250,000 in any seven-year period, and spouses filing jointly can use REAP Tax Credits.

Farmers may receive REAP tax credits of 50 to 75 percent of a project's eligible out-of-pocket costs. Farmers whose operation is in a watershed with an EPA-mandated Total Maximum Daily Load (TMDL) can receive REAP tax credits of 90 percent of out-of-pocket costs for some projects.

REAP applications are reviewed on a first-come, first-served basis. Baseline eligibility includes compliance with the PA Clean Streams Law and the Pennsylvania Nutrient and Odor Management Law. More information about REAP, including the 2023-24 application packet, program guidelines and sponsorship process, is available at agriculture.pa.gov. The deadline to submit applications is October 31, 2023. Applications have been coming in rapidly this year. **It is anticipated that the tax credits may run out by mid-September.**

PA Agricultural Conservation Assistance Program (ACAP)

SCC has developed a webpage on the PDA website where they plan to post ACAP information and webinar recordings. The webpage currently has the ACAP Guidelines, SCC BMP List and a draft ACAP Application. Also posted are past recorded webinars. All ACAP information can be found at: https://www.agriculture.pa.gov/Plants_Land_Water/StateConservationCommission/Pages/default.aspx and [The Center for Agricultural Conservation Assistance Training | Penn State Extension \(psu.edu\)](http://TheCenterforAgriculturalConservationAssistanceTraining.PennStateExtension.psu.edu). All ACAP documents are downloadable from the Penn State Extension website.

ACAP Financial Tracking Tool and Replenishments

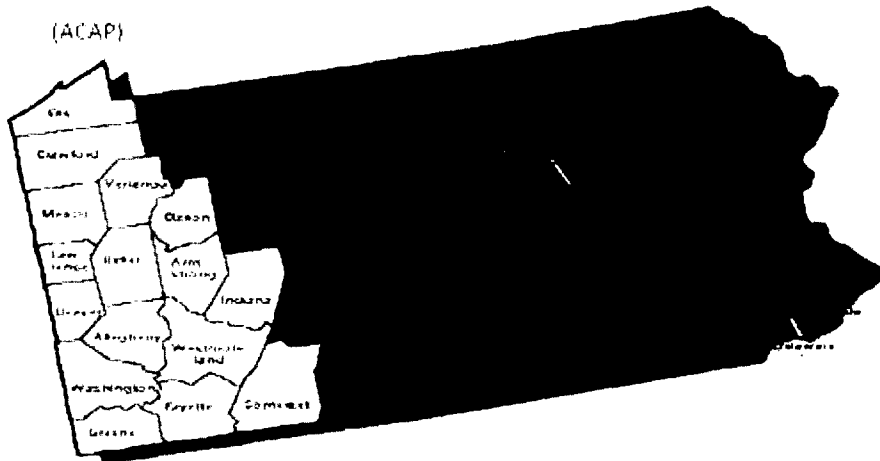
Financial tracking GIS online tool is on track to be completed and ready for quarterly reporting by end of September. The Program plans to provide an overview for districts during the ACAP Monthly forum on September 20.

Regional ACAP coordinators are beginning to process replenishments for conservation districts as projects begin to be implemented and funds are spent at the local level. The SCC is asking that Districts hold off with replenishments if possible until the new financial GIS quarterly report system is available for use by the districts.

ACAP Staffing

SCC is pleased to announce that the 4 regional staff are on board and working on getting up to speed. A map of County assignments is shown below.

SCC Coordinator Map



Source: Shropshire, 2017



Rebecca
Siko

Samantha
Zaner

Patrick
McCarthy

Allen
Bardar

717-836-5776
res40@pa.gov

717-836-5863
stanet@pa.gov

717-844-0693
patmccarth@pa.gov

717-645-0659
abardar@pa.gov

Chesapeake Bay Program

Conowingo Watershed Implementation Plan (CWIP) Update – Implementation Strategy and Funding Opportunities Webinar - Bureau of Watershed Restoration and Nonpoint Source Management will be hosting a **Webinar Wednesday on September 6, 2023 from 10:00 – 11:30**. This webinar will discuss the Conowingo Watershed Implementation Plan (CWIP) Update – Implementation Strategy and Funding Opportunities. The presentation will provide a brief overview of the CWIP and an update on the progress made toward the implementation milestones since the approval of the CWIP by the Chesapeake Bay Program Principals Staff Committee in September 2021. The CWIP Implementation framework is a two-tiered process including both small scale watersheds and broader scale state-wide efforts. As part of the state-wide efforts, financing for pay-for-performance programs from Maryland and Pennsylvania are in progress. The implementation framework, pay-for-performance programs, and other innovative initiatives will be discussed during the webinar. If this meeting is not on your calendar please reach out to Erin Penzelik (epenzelik@pa.gov) to be added to the meeting series.

The new **Countywide Action Plan (CAP) Implementation and Community Clean Water Action Plan Coordinator Grant** round will be opening at the end of September. An updated grant application and other related material will be made available soon.

Sunshine Act Details (continued):

- What if a quorum is not present?
 - An agency cannot legally take official action if a quorum is not present.
 - A quorum is the minimum number or majority of voting members of an agency that must be present in order for the agency to conduct business
- Can agency members participate in a meeting via telephone or video conference?
 - Yes
 - Members participating in this manner must have all materials as those attending the meeting in person
 - Members participating in this manner count toward as quorum
 - Members participating in this manner can take official action, *provided that*, the absent members are able to hear the comments of and speak to all those present at the meeting and all those present at the meeting are able to hear the comments of and speak to such absent members contemporaneously
- Can agency members discuss agency business via email and/or social media?
 - No. Voting members of an agency can deliberate or vote only at a public meeting
 - Agency members exchanging opinions about an upcoming vote or encouraging other agency members to vote a particular way in an email discussion, or a discussion held via social media would violate the Sunshine Act
 - Note: There is a distinction between an individual agency member discussing agency business with members of the public and multiple agency members discussing agency business among themselves
 - An agency member is permitted to discuss agency business with members of the public, whether by email, social media, in-person, on the telephone, via postal mail, etc.
 - In many cases, these communications are public records available under the Right-to-Know Law.

Dates to Remember

SCC Meetings – 1:00 PM

Hybrid Meeting	Sept 12
Hybrid Meeting	Nov 14

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

Conference Call	Oct 10
Conference Call	Dec 12

Leadership Development Management Summit

New Manager Pre-Con	Sept 12
Management Summit	Sept 13-14

Annual DGLVR Maintenance Workshop

Scranton, PA	Sept. 26-28
--------------	-------------

Conservation District Watershed Specialist Meeting

Tofftrees, State College	Oct 3-5
--------------------------	---------

DEP/CCD Chapter 102 Fall Training and Update Meetings (Virtual)

West	Oct 17
Central	Oct 23
East	Nov 2

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