

BRADFORD COUNTY CONSERVATION DISTRICT

THE MISSION of the Bradford County Conservation District is to lead, educate, and empower people to manage resources wisely.

February Board Meeting

WHEN: Monday, April 7, 2025, at 12:30 PM

WHERE: Zoom Meeting - Meeting ID: 891 0145 2093, Passcode: 882836

CALL IN: 1-929-205-6099; PASS CODE: 882836

LINK: <https://us02web.zoom.us/j/89101452093?pwd=YdK23yzBkEiXv7bJuDOhKZXsfz1lfx.1>

AGENDA:

- 12:30 - 12:35 Call to Order, Pledge of Allegiance
- 12:35 - 12:40 Introduction of Guests
- 12:40 - 12:50 Reports from Cooperating Agencies and Guests
- 12:50 - 12:55 Action on the minutes

Old Business

- 12:55 - 1:00 Women in Ag
- 1:00 - 1:05 Seedling Packing – April 21 @ 10:00AM

Committees

- 1:05 - 1:10 Donations and Memberships (D/A)

New Business

- 1:10 - 1:15 New WNV Coordinator
- 1:15 - 1:20 Deposit for Engineer/Design Work - (D/A)
- 1:20 - 1:25 District Projects – Discussion and consideration of purchasing a backpack fish shocking unit for education (D/A)
- 1:15 - 1:20 NRCS MOU (D)

Program Updates

- 1:20 - 1:25 Nutrient Management Plans- Mountain View Hogs (D/A)
- 1:25 - 1:30 Dirt and Gravel Contracts - None
- 1:30 - 1:35 Commission Report - Field Representative (D)
- 1:35 - 1:40 Treasurer's Report & Payment of Bills (D/A)
- 1:40 - 1:45 Correspondence (D)
- 1:45 - 1:50 Adjournment

Next Meeting: Monday, May 5, 2025, at 12:30 PM at Stoll Natural Resource Center
& Via Zoom

A) Action D) Discussion

AGENDA BRIEFS

Old Business:

- Women in Ag – Recap of how the event went
- Seedling Packing – Date is April 21st at 10:00 AM

Committees:

- Donations & Memberships - Discussion of a donation in memory of James Lacek.

New Business:

- New WNV Coordinator – Welcome to Jolie Coates, our new WNV Coordinator
- Deposit for Engineer/Design Work – Discussion and consideration of requiring a refundable deposit for engineering and design work on projects.
- District Project Request – Discussion and consideration of purchasing a backpack fish shocking unit for education (D/A)
- NRCS MOU – Chad to review existing MOU (D)

Program Updates:

- Nutrient Management Plans - Mountain View Hogs - LLC, Troy Township

April 2025 DEP Conservation District Field Rep Talking Points

Growing Greener and 319 Grant Round

The Growing Greener and the 319 Grant Rounds are expected to **open around April 22 and will close around June 22, 2025**. Once all documents have been finalized the announcement will be published in the PA Bulletin and conservation districts will be notified.

FY 2025-2026 Contracts and Applications

Program staff are preparing applications and forms for several programs for FY 2025-2026. Districts should watch for email notifications inviting them to update budgets and grant renewals sometime in May or June for the following Programs:

- Nutrient Management/Manure Management Budget Update
- Chesapeake Bay Technician Budget Update
- Chesapeake Bay Engineer/Engineer Assistant Budget Update
- Watershed Specialist & Mini-grant Renewal

Proposed Record of Change to Nutrient and Manure Management Administrative Manual to be brought to the State Conservation Commission for Approval.

The Ag- Compliance Section is working to incorporate the newly approved Standard Operating Procedure (SOP) for Agriculture Routine Inspections, Complaint Investigation, and Follow-up (BWRNSM-INSP-006) into the Nutrient Management Manure Management (NMMM) Administrative Manual. The revisions will provide parallel complaint response guidance across multiple county conservation district delegations relating to agriculture compliance (Chapter 102 and Nutrient and Manure Management). The record of change of the NMMM Administrative Manual will be presented to the State Conservation Commission's Board in the coming months for approval. If approved, manure management and agriculture erosion and sediment control complaint response procedures roll out is anticipated for June 2025. It will be supported by a Clean Water Academy training (available in June) and proposed in-person trainings in the fall of 2025.

Nutrient Balance Sheet Spreadsheet for Manure Management Plans

Staff from PSU Extension created an excel Nutrient Balance Sheet spreadsheet to be used for preparing Nutrient Balance Sheets for Manure Management Plans. Along with the ability to perform nutrient calculations to determine manure application rates, this spreadsheet also allows the user to print out a Summary page and a Winter Spreading page that meet the requirements for Manure Management Plans. The user no longer needs to copy all of the information from the Nutrient Balance Sheet spreadsheet into the MMP Workbook. The spreadsheet was also formatted to only look at the Winter Spreading requirements for MMPs and will give a visual notification if the user has indicated that they intend to apply manure in winter on a field that does not meet the field slope or residue/cover crop requirements. With the spreadsheet, they will also release a Word document version of the MMP Nutrient Balance Sheet Document distribution is tentatively set for April. When released, they will be posted to PSU Extension's Nutrient/Manure Management website and DEP's Manure Management Plan Course on Clean Water Academy.

Section 319 Virtual Watershed Planning and Implementation Meeting

The Section 319 Virtual Watershed Planning and Implementation Meeting will take place via Teams during the mornings of May 27th and 28th, 2025. The event will include Section 319 program updates and will showcase projects located in existing watersheds with an EPA-approved Watershed Based Plan which implement agricultural, stream, AMD, and lakes best management practices. Registration will be available soon and open to entities involved in Section 319 Nonpoint Source Management projects, including conservation district staff, DEP and EPA staff, incorporated watershed associations, counties, municipalities, councils of government, 501(c)(3) non-profits, educational institutions, and municipal authorities.

Statement of Financial Interests

All Conservation District Directors are considered Public Officials, and most District Employees are considered Public Employees. Any Conservation district employee that meets one or more of the criteria in the definition below **MUST** fill out a Statement of Financial Interest. Completing a statement is not optional. It is required by law. Statements are to be completed and filed with the Conservation District **no later than May 1st**. The general rule with this form is “when in doubt, fill it out”.

"Public Official" includes any person (*such as a conservation district director*) appointed by a governmental body (such as the board of county commissioners or the county council)

"Public Employee" includes any individual employed by the Commonwealth or a political subdivision (*like a conservation district*) who is responsible for taking or recommending official action of a non-ministerial nature with regard to: Contracting or procurement; Administering or monitoring grants or subsidies; Planning or zoning; Inspecting, licensing, regulating, or auditing any person; or Any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person.

Please refer to the Director Handbook (pp. 4-6) or the Red Ethics Pamphlet (p. 12-15 & 31-36) for additional information. If you require additional forms go to <https://www.pa.gov/agencies/ethics.html> and click on "forms" on the left side of the page.

Chapter 105 Program

New ePermitting Bug Reporting Procedures - Previously, all bugs and problems were handled through e-mail and the central office resource account. However, the ePermitting team has now moved to mirror other DEP systems with Service Now Tickets. The new procedure is listed below:

1. If you are encountering something which you know is a bug, such as a failure to load a permit, failure to generate documents, etc., please submit a ticket by calling the DEP IT help desk at **717.787.HELP (717.787.4357)** between the hours of 7:30 am – 5:00 pm Monday-Friday. Make sure you inform them of the following:
 - a. This is for DEP Chapter 105 e-permitting
 - b. Your Name and county conservation district
 - c. Your phone number and e-mail
 - d. Provide the APS #
 - e. Provide the URL and the number in it from the overview screen of the permit
 - f. A clear description of the problem and what you have done to try and resolve it.
2. If you are encountering an issue, and you are not certain it is a bug, or how the system is supposed to work, etc., please contact us here at Central Office using our resource account:
RA-EPBWEWEPERDWET105@pa.gov

Quarterly Chapter 105 Permit Data Entry Reminder - All 105 Delegated CCDs must enter quarterly permit data into the new online forms. **This effort is focused on the permitting data and is separate from GreenPort entry.** Instructions are on the Clean Water Academy under the [Chapter 105 Resource Center](#). This entry method tracks who is and is not entering the data. We will be reviewing reports and reaching out to districts who are not entering their data later this year; so now is the time to get ahead of it. Specific questions on the quarterly data entry should use [the Question, Feedback and Issues form](#) (available on the Clean Water Academy 105 Resource Page for Quarterly Permit Data Entry).

Chapter 102 Program

SPEED – DEP will continue to hold regular meetings with Districts to provide Chapter 102 SPEED updates as appropriate. DEP may also send email announcements as the start of SPEED gets closer, so be on the lookout for these invitations and emails. The Bureau of Clean Water anticipates the Chapter 102 Individual Permit will be the first to start accepting SPEED applications.

Chapter 102 Documents - Many Chapter 102 documents have been revised or created in the last year, and a [summary](#) of these documents is available publicly on DEP's [E&S Resources](#) page. The remainder of these documents became effective March 8, 2025. Failure to submit the latest versions of these documents should be considered a completeness deficiency. As we move forward with the effectiveness of new or updated forms, if a specific date is not noted (i.e. March 8, 2025), it is permissible to accept older versions of 102 permit documents up to 6 months from the latest revision date on the document.

Chapter 102 Training

- **2025 Chapter 102 New Hire Small Group Training** – Participants must complete the Chapter 102 Level 1 Training Program before registering. It is also recommended to review the specific E&S Manual chapters prior to attending the trainings. Registration is available through [Clean Water Academy](#). Limited to the first 10 people who register.

Channels

June 17, 2025, 9:00 am – 12:00 pm
September 9, 2025, 9:00 am – 12:00 pm
December 9, 2025, 9:00 am – 12:00 pm

- **Chapter 102 Basic Training** – BCW is already gearing up for its biggest training event of 2025. Save the date for Chapter 102 Basic Technical Training **May 19-23, 2025, at the Red Lion Hotel Harrisburg – Hershey in Harrisburg, PA.** This training is open to Conservation District and DEP staff who work with the Chapter 102 program. The curriculum is designed for new or newer technicians and incorporates classroom learning and a field component. New staff are encouraged to participate in Basic Training for two years, if possible. Registration is open on the CWA. <https://pacleanwateracademy.remote-learner.net/course/view.php?id=1409>
- **In-Person Regional E&S Training** – BCW is excited to announce that we will be offering six in-person E&S technical training sessions throughout 2025. Participation will be limited to allow adequate training, with newer staff given priority. The next event is for northeastern Districts on April 16th. Training events for the remaining regions are still being finalized, so stay tuned for invitations and registration information:
 - Northwest: June, date TBD
 - Northcentral: August 20th
 - Southeast: September 17th
 - Southwest: October 22nd

- **102 Webinars** – BCW will continue to hold topic-based webinars throughout 2025. Meeting invitations will be emailed out as early as possible to allow staff to schedule around them. Most webinars will either be recorded or converted into a Clean Water Academy lesson, but District staff are *strongly encouraged* to attend live. Doing so allows staff to actively ask questions that may help not just them but others on the call, and also ensures everyone is up to date with the 102 Program.

Clean Water Academy

[Course: Countywide Action Plan \(CAP\) Grant Trainings \(2025\)](#)

These training resources were developed to guide Countywide Action Plan (CAP) grant partners through various aspects of the grant program.

[Course: Construction Site Safety](#)

This course covers essential safety considerations for conducting inspections on active construction sites. It is also relevant for staff involved in the construction of agricultural best management practices and inspection of timber harvest activities.

[Course: Introduction to Wetland Determination - 2025](#)

NEW LESSONS ADDED

In this course you will gain a basic understanding of how to properly recognize wetlands in Pennsylvania and at the conclusion you will be able to identify and evaluate the three components that make up a wetland; hydrology, hydrophytic vegetation and hydric soil. This course was designed specifically to meet DEP's regulatory programs related to wetland identification and the 1987 Army Corps of Engineers Wetland Delineation Manual and the associated Regional Supplements. This is not a substitute for field experience, and is meant to be foundational educational information. These lessons do not cover all wetland topics, terms, or other information but are meant to provide relevant training for DEP and the public.

[Course: Pre-Development Site Characterization Spreadsheet](#)

This course provides guidance on completing DEP's Pre-Development Site Characterization, or PDSC, Spreadsheet to assess site conditions for infiltration. You will learn how to use the PDSC spreadsheet to demonstrate the adequacy of site infiltration capabilities and gain insight on interpreting the tool's recommendations.

[Course: How to Use Clean Water Academy \(Revised April 2022\)](#)

These videos will provide an orientation to the Clean Water Academy for new users. We will discuss: What is the Clean Water Academy? How do I navigate the website? How do I navigate courses? And where should I go to begin?

Chesapeake Bay Program

New Reimbursement Request Procedures - The Watershed Accountability and Administrative Section has developed a new streamlined reimbursement request process for the Countywide Action Plan (CAP) Coordinator and Implementation Block Grants. This new process was created to address concerns and issues identified by you and program staff, such as the time to develop and review the reimbursement packages, repeated errors, miscalculations, incorrect documentation, and redundant information entry. We would like to extend a big thank you to the multiple counties that tested the spreadsheet and gave their feedback on how to improve it.

Starting Monday March 17th all Counties will be required to use the new reimbursement request spreadsheet and procedures.

- The new spreadsheet is located on the Clean Water Academy: “[Reimbursement Packet](#)”.
- A self-paced training course is available on the Clean Water Academy to walk Grantees through the new process.
[Course: Countywide Action Plan \(CAP\) Grant Trainings \(2025\)](#)
- Reimbursement Requests submitted on previous templates will be returned by the Project Advisor to be entered into the new spreadsheet and resubmitted.

Upcoming Webinars

- May 7th Webinar Wednesday
 - Purpose: Summary of outreach to Plain Sect communities in the Octoraro Creek Watershed and implementation of upstream agricultural best management practices (BMPs) on predominantly Plain Sect farms in Lancaster and Chester Counties.
 - Presenters: Tyler Shenk with the Susquehanna River Basin Commission, Alexandra Neumann with the Alliance for the Chesapeake Bay, and Jeremy Weaver with Weaver Environmental Consulting
- June 4th Webinar Wednesday
 - Perspectives on CAP Program Administration: Participants will learn practical steps to successfully execute projects from concept to completion via the RFP and contracting process.
 - Presenters: Josh Glace with Larson Design Group, Allyson Gibson with Lancaster Clean Water Partners, and Lancaster County Conservation District

CAP Project Alteration Forms Updated

The CAP Program has updated the process to alter or add new projects outside of the normal application window. Moving forward there will be two separate forms available on the Clean Water Academy:

- CAP Implementation Grant Project Alteration Checklist (<https://pacleanwateracademy.remote-learner.net/mod/resource/view.php?id=10279&redirect=1>)
 - This form is to be used when an existing project undergoes a significant change that might affect the budget, scope or timeline of the project.
- CAP Implementation Grant Project Checklist (<https://pacleanwateracademy.remote-learner.net/mod/resource/view.php?id=10280&redirect=1>)
 - This form is to be used to approve projects outside of the normal grant application period.

Dates to Remember

SCC Meetings – 10:00 AM

Hybrid Meeting May 20
Hybrid Meeting July 17

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

Conference Call Apr 15
Conference Call June 17

Pennsylvania Envirothon Oral Component

Indiana CD May 14
Snyder CD May 15
Monroe CD May 16

Pennsylvania Envirothon State Testing

Windber Recreational Park May 21

Section 319 Virtual Watershed Planning and Implementation Meeting May 27-28

2025 Annual CD Watershed Specialist Meeting

Wyndham Garden, State College Oct 7-8

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

APRIL
CORRESPONDENCE

- #1 Delaware Highlands Conservancy Annual Report
- #2 Pennsylvania Angler & Boater
- #3 Endless Mountains Magazine
- #4 PENNLINES – Claverack Rural Electric Cooperative, Inc. magazine
- #5 PA DEP, Environmental Cleanup and Brownfields Program
 - Copy of Approval of Ramblinrose Well Pad – Final Report for the Ramblinrose Well Pad Diesel Fuel Release, Tuscarora Township.
 - Copy of Statewide Health Standard Final Report Approval to Chesapeake Appalachia, LLC for the Chesapeake Donna Well pad produced Water Release, Terry Township.
 - Copy of Receipt of Notice of Intent to Remediate to Resource Environmental for the Repsol Oil & Gas USA, LLC – Morgan (01-073) K Well Site, Armenia Township.
 - Copy of Statewide Health and Background Standard Final Report Approval to Appalachia Midstream Services LLC for the Rush Yard, Orwell Township.
 - Copy of Storage Tank System Release March 14, 2025, to United Refining Company for the Tank Facility ID No. 08-04645, Canton Township.
 - Copy of Statewide Health Standard Final Report Approval to Eureka Resources, LLC for the Eureka Resources Standing Stone Facility, Standing Stone Township.
 - Receipt of Notice of intent to Remediate and Final Report to Creston Environmental, LLC for the following:
 - o Indian Foot BRA Pad Produced Fluid Release #2, Monroe Township.
 - o Elwell BRA Well Pad, Wilmot Township.
- #6 PA DEP, Waterways & Wetlands Program
 - Copy of GP Acknowledgement Notification to PennDOT for the following
 - o 118051 SR 3027 over UNT Alba Creek 3027 011 4228, Alba Borough
 - o SR 1040 over Prince Hollow Run 2820, Warren Township
- #7 Letter from Bradford/Sullivan County Farm Bureau for the Farmers Care collection, thanking us for participating.
- *#8 Letter from Senator David G. Argall, Chairman of the Senate Majority Policy Committee thanking Cathy for her participation in the hearing in Williamsport to discuss clean streams and flood prevention and remediation initiatives.