



# LANCASTER COUNTY CONSERVATION DISTRICT

## MONTHLY BOARD MEETING AGENDA

Wednesday October 6, 2021

Lancaster Farm & Home Center - Directors

Zoom Info: <https://zoom.us/j/91731607863>

Business Meeting 7:30PM

### Timer

|      |   |               |
|------|---|---------------|
| 7:30 | Invocation – Roger Rohrer<br>Call to Order, Chairman, Daniel Heller<br>Welcome & Introductions – Daniel Heller<br>Additions to the Agenda – Christopher Thompson<br>Public Comment: Survey media/quests: Agenda items of interest? – Daniel Heller  |               |
| 7:40 | I. <u>Agency Reports</u><br>1. USDA, NRCS (attachment) ..... 1<br>2. PA DEP Field Rep Report (attachment) ..... 3   | <u>Page #</u> |
| 7:45 | II. <u>*Consent Agenda</u><br>1. Meeting Minutes (attachment) ..... 10<br>2. Technical Assistance Requests/Cancellations (attachment)..... 14<br>3. Nutrient Management Plan Approval (attachment) ..... 14<br>4. Conservation Plans Acknowledgement (attachment)..... 15<br>5. BOD Meeting Dates for 2022 ..... 15   |               |
| 7:55 | III. <u>Additional Business</u><br>1. Items Removed from Consent Agenda ..... -<br>2. Treasurer’s Report – Heistand (attachment) ..... 16<br>*3. Personnel Committee Report – Wasco (attachment)..... 19<br>*4. Nutrient Management/Expiring Plans – Lutz (attachment)..... 19<br>*5. CEG Projects – Lutz/Bitting (attachment) ..... 19<br>*6. RC&D Crops Survey – Thompson (attachment) ..... 21 |               |
| 8:25 | IV. <u>Reports &amp; Information</u><br>1. Correspondence, News and Updates – Thompson (handouts)..... 22<br>2. E&S/NPDES Monthly Projects Report – Snyder (day of packet)..... -<br>3. 2022 Budget Update – Heistand/Thompson (attachment) ..... 22,24<br>4. Chesapeake Bay Phase II Compliance Update – Lutz (attachment) ..... 23  |               |
| 8:55 | V. <u>Public Comment</u>  |               |
| 9:00 | VI. <u>Adjourn</u>  |               |

**(Directors, please call the District office if you will not be attending)**

Dates to Remember:

|  |  |
|--|--|
| 10/5, 2:30pm, Budget Work Session w/Commissioners    | 10/15, 9am – 2pm, PACD SCRO Director’s Meeting, CCCD     |
| 10/12, 1:00pm – 3:00pm, SCC Meeting, Harrisburg      | 10/19, 1:00pm - Budget and Finance Committee, F&H Center |
| 10/13, 3:30pm, Conservation Foundation Board Meeting |  |

NEXT MEETING DATE: Wednesday, November 3, 2021 @ 7:30 p.m.  
At the Lancaster County Farm & Home Center

**\*Action Required**



**Activity Report to LCCD Board of Directors for September 2021**

**Lancaster Field Office Personnel:**

Heather Grove, Supervisory District Conservationist  
Mark Myers, Soil Conservationist  
Brett Ramer, Soil Conservationist  
Mark Long, Soil Conservationist  
Michael Albert, Soil Conservationist  
Christine Griesemer, Soil Conservationist  
Ashley Rice, Soil Conservation Technician

VACANT, Soil Conservation Technician  
Jared Boger, Civil Engineering Technician  
Lari Jo Walker, Program Assistant, RC&D  
Jeff Sholly, Engineer, PACD  
Ashley Spotts, Restoration Specialist, CBF  
Julia Smith, Biologist, PF (York & Lancaster)

**Conservation Planning Activities\*:**

| FY20 Total (#) | FY20 Total (Ac) | FY21 Mo. Total (#) | FY21 Mo. Total (Ac) | FY21 Total (#) | FY21 Total (Ac) |
|----------------|-----------------|--------------------|---------------------|----------------|-----------------|
| 49             | 2,805.9         | 3                  | 170.5               | 59             | 3,443.7         |

\*SEE "ACKNOWLEDGMENT OF CONSERVATION PLANS" REPORT

**Conservation Practice Installation Activities\*:**

| Practice Code & Name                       | FY20 Total | FY21 Mo. Total | FY21 Total |
|--|------------|----------------|------------|
| 313 – Waste Storage Facility (no)          | 15         | 1              | 7          |
| 362 – Diversion (ft)                       | 4,225      | -              | -          |
| 367 – Roofs & Covers (no)                  | 7          | -              | 2          |
| 382 – Fence (ft)                           | 18,131     | 201            | 29,544     |
| 412 – Grassed Waterway (ac)                | 16.2       | -              | 11         |
| 516 – Livestock Pipeline (ft)              | 381        | -              | 5,904      |
| 561 – Heavy Use Area Protection (sq ft)    | 53,121     | -              | 14,124     |
| 575 – Trails & Walkways (ft)               | 1,043      | 120            | 2,884      |
| 578 – Stream Crossings (no)                | 6          | -              | 5          |
| 600 – Terraces (ft)                        | 12,541     | -              | 8,036      |
| 614 – Watering Facility                    | 7          | -              | 14         |
| 620 – Underground Outlet (ft)              | 8,816      | 60             | 2,864      |
| 634 – Waste Transfer System (no)           | 17         | -              | 6          |
| 327 – CREP Conservation Cover (ac)         | 23.5       | 8.58           | 52.81      |
| 391 – CREP Riparian Forest Buffer (ac)     | 68.2       | 2.40           | 46.52      |
| 390 – CREP Riparian Herbaceous Buffer (ac) | 0          | -              | 4.28       |

\*REFLECTS COMMON PRACTICES INSTALLED THROUGH NRCS & FSA FINANCIAL ASSISTANCE PROGRAMS; DOES NOT REPRESENT ALL PRACTICES INSTALLED.

**Financial Assistance Conservation Program Activities:**

- Financial Assistance Contract Obligation:

| Program  | FY20 Total (#) | FY20 Total (\$) | FY21 Total (#) | FY21 Total (\$) |
|----------|----------------|-----------------|----------------|-----------------|
| EQIP/AMA | 25             | \$2,016,210     | 24             | \$1,804,294     |
| CSP      | -              | -               | 3              | \$134,205       |

- Financial Assistance Payments:

| Program      | FY20 Total (\$) | FY21 Mo. Total (\$) | FY21 Total (\$) |
|--------------|-----------------|---------------------|-----------------|
| ALL PROGRAMS | \$1,765,177.99  | \$63,992.72         | \$1,307,921.40  |

**Conservation Easement Program Activities (ACEP):**

- Agricultural Land Easement (ALE) Acquisition Activities:

| Program/Activity      | FY20 Total (#) | FY20 Total (ac) | FY21 Total (#) | FY21 Total (ac) |
|-----------------------|----------------|-----------------|----------------|-----------------|
| ALE Easement Requests | 2              | 117             | 3              | 146.5           |
| ALE Easement Closings | -              | -               | 3              | 211             |

**Conservation Reserve Enhancement Program Activities (CREP):**

- Approved Plans:

|                | FY20 Total (#) | FY20 Total (Ac) | FY21 Total (#) | FY21 Total (Ac) |
|----------------|----------------|-----------------|----------------|-----------------|
| New            | 25             | 156.2           | 13             | 82              |
| Re-enrollments | 24             | 100.9           | 18             | 65.20           |

**Outreach Activities:**

- 9/24 – Pasture Health Field Day – Paradise (Myers)

**Other Notable Meetings:**

- 9/1 – LCCD LVR QAB Meeting (Boger)
- 9/8 – NRCS Engineering/Fall BMP Implementation Workload Meeting (Boger, Rice & Sholly)

**Trainings:**

- 8/14-15 – Act 38 ACA and Manure Storage Training – Lewisburg (Long & Albert)
- 9/20-24 – NRCS Conservation Planning Part 2 Training – State College (Albert)
- 9/28 – NRCS & USFWS Bog Turtle Habitat Training – Newmanstown (Long)

Respectfully Submitted,



Heather L. Grove  
District Conservationist

## Item I.2

### October 2021 DEP Conservation District Field Rep Talking Points

#### Policies and Procedures

**District Director Nomination Process** - In mid-July, the SCC sent letters to county chief clerks encouraging them to work with district managers to update the county nominating organizations for the 2022 Director nomination process. On August 18, the SCC sent a follow-up email to chief clerks 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.

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

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

**Office of Open Records Notice Regarding Virtual Meetings** – Last year, the legislature passed Act 15 of 2020 in response to the COVID-19 Emergency Declaration. Part of the act addressed public meetings by allowing the use of internet-based platforms and social media to facilitate electronic or “virtual” gatherings. With the lifting of mask requirements and occupancy limitations related to the COVID-19 global pandemic, **all agencies should return to pre-COVID status with respect to public meetings and the expectation that meetings will include a physical gathering that allows for public attendance, observation and comment.** Hybrid meetings (in-person with call-in capabilities) are still acceptable.  
<https://www.openrecords.pa.gov/alert.cfm?id=17>

**Retaining Virtual Participation Options for District Board Meetings** – As conservation district boards begin to hold in person meetings again, the SCC recommends conservation districts continue to offer a way for board members, cooperating agencies, and the public to participate in meetings either through conference call or video conference. Cooperating agency staff may not be allowed to attend in person meetings during this time and board members and the public may not feel comfortable attending. Providing a virtual option will allow greater participation in conservation district board meetings.

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

**Succession Planning and Management for Conservation Districts** will be Presented by Dennis Gilbert, Appreciative Strategies LLC and held on October 27 and November 3 from 12:00 – 1:30. This two-part workshop for Conservation District leadership will demonstrate the importance of understanding and committing to succession planning and management (SP&M) to ensure smoother future transitions. In this presentation, participants will:

- Learn about current workforce changes & challenges.
- Understand the true costs of a lack of preparedness.
- Assess the current state of their district's SP&M.
- Examine positions, competencies, and impact awareness.
- Identify roles, responsibilities, and approaches to SP&M.

**Conservation Leadership and Environmental Justice** will be presented by Justin Dula, Regional Coordinator, DEP Office of Environmental Justice and held on November 10 from 12:00 – 12:45. The PA Environmental Rights Amendment, as well as the mission statements of DEP and most Conservation Districts, all support the protection of natural resources and the prevention of pollution. The concept of environmental justice embodies the principle that no communities or populations should be disproportionately exposed to adverse environmental impacts. In this presentation, participants will:

- Learn about tools to help identify environmental justice concerns in communities within their districts.
- Understand concepts around environmental justice, equity, equality, and how disproportionate impacts can affect conservation district work.
- Know who to contact at the PA DEP about environmental justice concerns.

District directors, managers, staff and partners are encouraged to attend these webinars. For more information and to register go to: <https://www.paleadership.org/register-now-for-2021-fall-leadership-webinar-series/>

### **Funding Opportunities**

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

**National Fish and Wildlife Foundation (NFWF) is soliciting proposals to restore water quality and habitats of the Chesapeake Bay Watershed**

NFWF, in partnership with EPA and the federal-state Chesapeake Bay Program (CBP) partnership, is soliciting proposals to restore water quality and habitats of the Chesapeake Bay and its tributary rivers and streams.

NFWF is soliciting proposals under the 2022 Innovative Nutrient and Sediment Reduction Grants (INSR) program to accelerate the rate and scale of water quality improvements specifically through the coordinated and collaborative efforts of sustainable, regional-scale partnerships in implementing proven water quality improvement practices more cost-effectively. Projects proposing to implement water quality improvement projects or practices at the pilot or demonstration scale, through ad-hoc project-scale partnerships, or via small-scale applications of new or innovative technologies are encouraged to apply for funding through the separate Small Watershed Grants (SWG) program Request for Proposals anticipated for release in early 2022.

NFWF estimates awarding \$7-10 million in grants through the INSR program in 2022, contingent on the availability of funding. Major funding comes from the EPA Chesapeake Bay Program Office, with other important contributions by Altria Group, the USDA Natural Resources Conservation Service (NRCS), U.S. Forest Service, and the U.S. Fish and Wildlife Service.

All prospective applicants are required to consult with NFWF prior to submitting an application and no later than November 15, 2021, with final proposals due by 11:59PM on Monday, November 29, 2021. NFWF program staff will confirm the applicant's eligibility and provide initial feedback on the proposed project's alignment with the INSR program priorities. Prospective applicants should contact Jake Reilly at [jake.reilly@nfwf.org](mailto:jake.reilly@nfwf.org) to schedule project consultations. NFWF is also scheduling informational webinars for interested applicants. More information can be found at: [NFWF Now Accepting Proposals for the 2022 Chesapeake Bay Innovative Nutrient and Sediment Reduction Grants Program - Chesapeake Network](#)

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

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

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

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

- [Eastern counties – Thursday, Nov. 4](#)
- [Central counties – Wednesday, Nov. 10](#)
- [Western counties – Tuesday, Nov. 16](#)

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

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

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

### **Award Types**

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

There will be a webinar on the grant program on October 5<sup>th</sup> from 12:30 p.m.–2:00 p.m. The webinar will be recorded and posted afterward. Register [here](#) for the webinar.

### **Chapter 102 ePermitting Updates**

- ESCGP-3 release tentatively planned for 12/8/21
- 102 e-permitting is currently available for:
  - New NOIs and amendments\* for coverage under the PAG-02 General NPDES Permit;
  - New applications and amendments\* for Individual NPDES Permits for Stormwater Discharges Associated with Construction Activities; and,
  - New applications and amendments\* for Individual Erosion and Sediment Control Permits for discharges of Stormwater Associated with Construction Activities.
- BCW is focusing on short video trainings (~5-10 minutes), which walk through a topic, such as a module (e.g. E&S module) or a process in the system (e.g. how to create and issue a correction notice).
- Refer to [102 ePermitting webpage](#) for links to the external training and resources. You can direct applicants/to consultants there as well.
- Refer to Clean Water Academy for internal trainings.
- As of today, 9/10/21, here are the numbers for Chapter 102 e-permitting system:
  - 19 PAG-02 General NPDES applications submitted;
  - 6 PAG-02 General Permits authorized; and,
  - 5 Individual NPDES applications submitted.

### **Clean Water Academy**

**Maintaining Attachment B Forms in the Clean Water Academy** – Conservation districts are reminded to maintain their district's Attachment B in the Clean Water Academy for both the 102 and 105 Programs. When a staff person leaves, the conservation district, will need to change the Employment Status to "Former" employee and select an Employment End Date. Then press Save. When you hire new staff, you need to complete a new Attachment B. This will inform DEP staff involved with ePermitting that they are no longer involved in the program.

If you have questions on the Attachment B forms in the Clean Water Academy please contact Jay Braund at [jbraund@pa.gov](mailto:jbraund@pa.gov)

The Clean Water Academy Training is available at the link below.  
<https://pacleanwateracademy.remote-learner.net/>

## **ESCGP Prioritized Review Summary**

The draft Prioritized Review Technical Guidance Document (TGD) encourages Oil and Gas operators submitting Notices of Intent (NOI) for projects that require ESCGPs to voluntarily develop and implement environmental enhancements for their projects. To incentivize these practices, the Office of Oil and Gas Management (OOGM) will provide a priority status in the review process for qualifying NOIs. Prioritized Review will only be available for those NOIs that are submitted to the OOGM, it will not be an option for NOIs submitted to county conservation districts, DEP-Waterways & Wetlands or the Regional Permit Coordination Office.

NOIs submitted as Prioritized Review will be given a score based on the BMPs and environmentally superior construction practices applicants commit to in their permit applications. Projects will need to meet a minimum score as detailed in the draft TGD scoring system in order to qualify for Prioritized Review. NOIs that meet the scoring criteria will be given priority in the review process over projects that are not submitted as Prioritized Review.

The draft TGD was developed through a series of meetings with the ESCGP-3 Prioritized Review Workgroup. In addition to OOGM staff, workgroup members included Office of Chief Counsel and DCNR Bureau of Forestry staff, as well as several professionals representing industry trade organizations, resource advocacy groups and environmental consulting firms.

The draft Prioritized Review TGD was published for comment in the PA Bulletin on 8/28/2021. Click the link below to access the draft TGD.

[www.depgreenport.state.pa.us/elibrary/GetDocument?docId=3884675&DocName=PRIORITIZED REVIEW PROCESS UNDER EROSION SEDIMENT CTRL GP EARTH DISTURBANCE ASSOC OIL GAS EXPLORATION%2C PRODUCTION%2C PROCESS%2C TREATMENT OPERATIONS TRANSMISSION FACILITIES \(ESCGP\).PDF](http://www.depgreenport.state.pa.us/elibrary/GetDocument?docId=3884675&DocName=PRIORITIZED%20REVIEW%20PROCESS%20UNDER%20EROSION%20SEDIMENT%20CTRL%20GP%20EARTH%20DISTURBANCE%20ASSOC%20OIL%20GAS%20EXPLORATION%20%20PRODUCTION%20%20PROCESS%20%20TREATMENT%20OPERATIONS%20TRANSMISSION%20FACILITIES%20(ESCGP).PDF) COMMENTS DUE SEPTEMBER 27%2C 2021

The public comment period closes on September 27, 2021. Once the comments are received and categorized, responses to the comments will be drafted then reconvene the workgroup for further discussions and finalize the TGD.

## **Chesapeake Bay Watershed**

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

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

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

**Pilot and Tier 2 Counties Prepare Milestone and Annual Reports** - During the month of August, the Pilot and Tier 2 counties continued to work with local partners and the Chesapeake Bay Office (CBO) to evaluate their progress on their Countywide Action Plans (CAPs). The Tier 2 counties -- Bedford, Centre, Cumberland, and Lebanon County -- provided initial CAP progress updates and the CBO met with each county to discuss these updates and share feedback. Each county will provide its final annual progress update in September. These reports will provide an update on all of the hard work and progress these Tier Two Counties have accomplished over the past year.



The Pilot counties -- Adams, Franklin, Lancaster, and York County – also evaluated their CAPs and will be providing their second annual progress updates. Pilot counties also met with CBO and its technical team to look at data and consider how they might revise their CAPs, if needed, as part of the two-year milestone review. This review gives the counties an opportunity to adjust and revise their CAPs, taking advantage of the progress, knowledge and experience they have gained over the past two years of CAP implementation.

While counties prepared their CAP updates, state level WIP Action Leaders responded to programmatic recommendations that the eight Pilot and Tier 2 county partners shared with the WIP Action Leaders when they submitted their original CAPs. These programmatic updates were provided to the Pilot and Tier 2 counties.

**Tier 3–4 Counties in the Final Stretch of CAP Development** - During the month of August, all 26 of the Tier 3 and 4 counties continued to work with their local partners and action leaders to develop their draft CAPs, then met with DEP’s Chesapeake Bay Office (CBO) and the DEP Regional Office Support Teams to discuss and share feedback on each county’s draft CAP. Each CAP is composed of three items: the planning template, where all of the county’s priority initiatives are documented; the programmatic recommendations template, where the county identifies any state or federal legislation, programs or policies that the county would like the state/federal partners to consider in order to help county partners with meeting their CAP goals; and the detailed Best Management Practices entry form, where each county provides more details on their nutrient reduction numeric goals.

The counties are finalizing their CAPs, with a final submission date at the end of September. Once the CAPs are complete, the Tier 3 and 4 counties will join the Pilot and Tier 2 counties in implementing their plans.

**Dates to Remember**

**SCC Meetings – 1:00 PM**

|                |            |
|----------------|------------|
| Hybrid Meeting | November 9 |
|----------------|------------|

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

|                 |             |
|-----------------|-------------|
| Conference Call | October 12  |
| Conference Call | December 14 |

**Fall Leadership Development Series**

|   |             |               |
|---|-------------|---------------|
| Succession Planning & Mgt for CDs (Part 1)      | October 27  | 12:00 – 1:30  |
| Succession Planning & Mgt for CDs (Part 2)      | November 3  | 12:00 – 1:30  |
| Conservation Leadership & Environmental Justice | November 10 | 12:00 – 12:45 |

Click here to register:

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

**Nutrient and Odor Management Program Update Webinars**

Nutrient Management Planning Spreadsheet Version 8.0 and Nutrient Balance Sheet Version 6.0

Updates: <https://psu.zoom.us/j/93559897063>

|            |               |
|------------|---------------|
| November 1 | 12:30 - 2:00  |
| November 2 | 10:00 - 11:30 |

Nutrient Management Technical Manual Version 12 Updates: <https://psu.zoom.us/j/95572736548>

|            |               |
|------------|---------------|
| November 1 | 10:00 - 11:30 |
| November 2 | 12:30 - 2:00  |

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

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

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

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

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

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

Item II.1  
**LANCASTER COUNTY CONSERVATION DISTRICT  
BOARD MEETING MINUTES  
September 1, 2021**

The 833<sup>rd</sup> regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held via Zoom Call-In on Wednesday, September 1, 2021, at 7:30PM.

**The following Directors were present:** Daniel Heller, Herb Kreider, Jay Snyder, Ken Meck, Bob Shearer, Sonia Wasco and Commissioner D'Agostino.

**The following Associate Directors were present:** None present.

**The following District Staff were present:** Christopher Thompson, Gerald Heistand, Kevin Lutz, Rich Snyder, Kevin Seibert, Kent Bitting, Matt Kofroth, Sallie Gregory, Dennis Eby, Greg Heigel, Holly Shaub, Nate Straw, Adam Stern and Suzanne Kopp.

**The following Cooperating Agency representative was present:** Heather Grove, Natural Resources Conservation Service.

**The following guests were present:** None present.

Chairman Dan Heller called the meeting to order at 7:40 p.m. Dan welcomed everyone and thanked Sonia for her presentation of the safari that she presented prior to the Board meeting. Adam Stern reminded everyone that the meeting was being recorded.

Dan Heller (in Roger Rohrer's absence) provided the invocation for the meeting.

**Additions to the Agenda:** Chris Thompson stated there were no additions to the agenda.

**An opportunity was given for public comment:** Bob Shearer commented that he was out driving around during the 6 inches of rain we received and he witnessed it running relatively clean and clear off of the fields in the county.

### **I. Agency Reports**

#### **1. USDA, NRCS**

Heather Grove reported that there were no additions to the NRCS report.

#### **2. PA DEP Field Rep Report**

Chris Thompson reported that there were no additions to the report. If anyone has questions on the report provided please contact Chris Thompson directly.

### **II. Consent Agenda**

Chairman Dan Heller gave the opportunity for Directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Sonia Wasco made a correction to the Minutes from the August meeting – stating that on page 5 of the minutes – it should read Elizabeth Farms not Elizabeth Karns. Hearing no withdraws from the Consent Agenda, Sonia Wasco moved to approve the

## Item II.1

Consent Agenda which included items numbered one through four. Bob Shearer seconded the motion. The vote was taken and the motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of August 4, 2021 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgement**

### **III. Additional Business**

#### **1. Items removed from Consent Agenda**

There were no items removed from the Consent Agenda.

#### **2. Treasures Report**

Gerald Heistand reported on the Balance Sheet that there is less than a 1% change in total assets for the month. The E&S account increased \$34,000 this month. The Income and Expense General Operations is down \$90,000. Dollars over budget is approximately over one million dollars due to grants. If we want to meet budget for the 2021 year, then the grants must be spent by the end of 2021.

Chris Thompson stated that we have over a year to spend the million dollars in grants before the State requests the money back.

Kevin Seibert questioned the Bay Program funding that pays for three Ag Technicians. Gerald stated that we are receiving money to pay for three Ag Techs.

#### **3. Personnel Committee Report**

Sonia Wasco stated that there is a new hire request. Two new E&S candidates are being brought before the Board for approval. Kaylyn Gordon and Alexandra Flurry. The first day of hire would be September 13, 2021 if approved by the Board.

The second item is the Employee Manual – the edits still need to be made to the manual so we are tabling this until next month.

Sonia stated that there was a meeting August 17, 2021 of the Personnel Committee and the status on all employees was covered, as well as, expected changes to employee's status over the next year and reviewing the holiday schedule. Salaries were reviewed along with retirement benefits. They reviewed Paragon as a third-party consulting firm and the job they are doing for us as an HR service.

Sonia Wasco moved to approve the two action items as presented from the Personnel Committee Report. Herb Kreider seconded the motion. Motion passed unanimously.

Sonia reported on information due to Covid. She stated that we have active positive cases at the District. Friday morning Chris Thompson tested positive for Covid. As of this morning we had two other positive results of other employees in the office. Sonia wanted to thank the members of the Operations team that worked together to contact HR to have a discussion to close the office and work remotely. Then the full Operations Team met and decided to close the office until September 7, 2021. Most staff will be working from home.

## Item II.1

Chris Thompson acknowledged and thanked the staff that made the decisions to close the office in his absence.

Kevin Seibert voiced a concern to the Board of Directors on the handling of the office going to remote working from home due to the Covid outbreak at the office.

### **4. Low Volume Road Quality Assurance Board Report**

The Low Volume Road Quality Assurance Board met prior to the September 1, 2021 Board meeting to review 5 potential Low Volume Road applications submitted by local municipalities. Over \$160,000 was requested by 3 municipalities. The Lancaster County Dirt & Gravel/Low Volume Road Board has approximately \$200,000 to allocate for local projects this year. The QAB would recommend awarding contracts to the following municipalities for their Low Volume Road Projects. Providence Township on Snyder Hollow Road North - \$11,194; Salisbury Township on Mount Zion Road - \$18,444; and City of Lancaster on Landis Drive - \$92,905. The QAB also approved a \$4,000 contract amendment for Christiana Borough's Dorinda Drive project. Herb Kreider moved to approve as presented. Jay Snyder seconded the motion. Motion passed unanimously.

### **5. Ag Conservation Excellence Program**

Kent Bitting reported there are currently four applications that have been reviewed by District staff and are ready for Board action. It is being recommended that a positive action for approving \$288,813.70 worth of CEG funding for the four applications. Project total costs are \$381,252.65 for conservation practices and the funding being requested is \$288,813.70. Robert Sensenig of Little Britain Township - \$10,734.24; John Beiler of Colerain Township - \$97,952.47; Kenneth Martin of East Drumore Township - \$176,238.00; and John Espenshade of Manor Township - \$3,888.99. Herb Kreider moved to approve the CEG funding as presented. Sonia Wasco seconded the motion. Motion passed unanimously.

### **6. PennVest Resolution/Levi & Barbie Fisher**

Chris Thompson reported that action was already taken last month for the Fisher BMP project totaling \$321,351.00, however, the total was amended to \$402,880.00 which will need Board approval. Ken Meck moved to approve as presented. Sonia Wasco seconded the motion. Motion passed unanimously.

### **7. Ombudsman Agreement**

Chris Thompson reported that the contract had been submitted for the Ombudsman program. Contracts and deliverables remained the same. Jay Snyder moved to approve as presented. Bob Shearer seconded the motion. Motion passed unanimously.

### **8. NRCS SWAT Agreement**

Chris Thompson reported that the SWAT Agreement with NRCS had been submitted. Deliverables remained the same and the amount included a COLA increase. Jay Snyder moved to approve as presented. Bob Shearer seconded the motion. Motion passed unanimously.

## **IV. Reports/Information**

### **1. Correspondence, News and Updates**

- **Recognition** – Commonwealth of PA Department of Agriculture – A Certificate of Recognition Award – 2020 to celebrate Lancaster Conservation Districts 70<sup>th</sup> anniversary.

Item II.1

- **Correspondence** – Lancaster County Soil Conservation District – Welcome Letter – August 9, 1962 was circulated. The “new corporation” letter was signed by Amos Funk and identified the county had more than 8,000 farms.

**2. E&S/NPDES Monthly Projects Report:**

Rich Snyder reported that the E&S department is averaging 30 to 35 new plans per month.

Rich thanked the Board for their support of the Jay Stauffer case. Jay Stauffer showed up and settled his enforcement the day after the August Board meeting. All documents are now signed and checks were submitted.

Rich also stated that the new copier was received and installed in the E&S Department today.

**3. Fiddle Creek Project Update**

Matt Kofroth reported that this Multifunctional Riparian Buffer project is being wrapped up. Matt showed slides of the 3,000 trees and shrubs that were planted on the project.

Sonia Wasco stated that PACD has grant money available to apply towards similar buffers on farms, so if anyone knows of someone who could benefit from buffers on their property, ask them to get in touch with PACD to apply for the available grant money.

**4. Conservation Foundation Report**

Jay Snyder reported that it is time for transition. The Consortium and the Clean Water Partners are doing similar things so they will be combining the two groups together and will be making up a new team called Storm Water Action Team.

**5. Scholarship Auction Update**

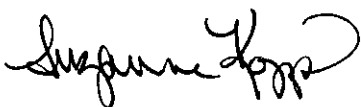
The scholarship auction went very well. There were 76 bids made and \$1,207 was raised from the bids, in addition to two cash donations that were made for a total of \$1,407 to go towards the Scholarship fund.

**Additional Public Comment:**

Dan Heller sends well wishes for good health to everyone and hopes everyone is soon feeling better and that all will test negative to Covid.

**Meeting Adjourned:**

Chairman Heller officially adjourned the meeting at 8:45pm.



Suzanne Kopp  
Recording Secretary

**Item II.2  
Requests for Technical Assistance**

| APPLICANT | TITLE | TOWNSHIP | SIZE | ASSISTANCE |
|-----------|-------|----------|------|------------|
| None      |       |          |      |            |

**Item II.3  
Requests for Nutrient Management Plan Approval (Lutz)  
September 2021 Activity  
October 6, 2021 Board Meeting**

To: The Lancaster County Conservation Board of Directors Nutrient Management Plan Review Committee:  
I respectfully submit these Nutrient Management Plans and/or Plan Amendments to the Nutrient Management Plan Review Committee.

I recommend these plans to be approved by the Board. The plans are for the following operations:

| OWNER                        | TOWNSHIP       | Operation                 | DESIGNATION | AEU's/<br>ACRE | REVIEWER  | PLAN<br># |
|------------------------------|----------------|---------------------------|-------------|----------------|-----------|-----------|
| David Burkholder             | West Earl      | Ducks                     | CAFO/CAO    | 3.35           | Heigel    | 1992      |
| Daniel S. Smucker            | Caernarvon     | Dairy                     | CAO         | 2.55           | Heigel    | 334       |
| Robert Hess                  | East Donegal   | Swine, Steers             | CAFO/CAO    | 2.69           | Lutz      | 151       |
| Jacob Glick                  | Earl/W. Earl   | Dairy                     | CAO         | 2.40           | Heigel    | 2140      |
| J. Douglas Metzler           | Martic         | Layers                    | CAFO/CAO    | 7.19           | Adams     | 166       |
| Chris Hoover                 | East Drumore   | Layers                    | CAO         | 63.25          | Adams     | 966       |
| Dennis Martin                | Brecknock      | Broilers                  | CAO         | 242.91         | Goldsmith | 293       |
| Lloyd Nolt                   | West Lampeter  | Swine                     | CAFO/CAO    | 8.67           | Adams     | 34        |
| Mike Zimmerman               | Mount Joy      | Broilers                  | CAO         | 2.48           | Lutz      | 252       |
| Ivan K. Zook                 | Leacock        | Dairy                     | CAO         | 2.40           | Goldsmith | 125       |
| Jere Grube                   | East Hempfield | Swine, Sheep              | CAO         | 2.23           | Klein     | 1135      |
| H. Lamar & Ruth A. Zimmerman | Rapho          | Broilers                  | CAFO/CAO    | 32.54          | Klein     | 72        |
| Dale Rohrer                  | Penn           | Swine, Pullets,<br>Layers | CAFO/CAO    | 8.09           | Klein     | 1         |
| Kerek Musser                 | Rapho          | Layers                    | CAFO/CAO    | 3.54           | Klein     | 98        |
| Byron Graybeal               | Fulton         | Dairy                     | CAFO/CAO    | 2.30           | Adams     | 176       |
| Todd & Bryan Hess            | East Donegal   | Steers                    | CAFO/CAO    | 2.63           | Lutz      | 117       |
| Kenton Sweigart              | East Donegal   | Dairy, Pullets,<br>Swine  | CAFO/CAO    | 2.97           | Goldsmith | 257       |

**Nutrient Management Plan Transfer for Board Acknowledgement (Lutz)  
September 2021 Activity  
October 6, 2021 Board Meeting**

| OWNER                              | PROPOSED<br>TRANSFER<br>DATE | TOWNSHIP | OPERATION | DESIGNATION | AEU's/<br>ACRE | REVIEWER | PLAN<br># |
|------------------------------------|------------------------------|----------|-----------|-------------|----------------|----------|-----------|
| Glenn B. Martin to<br>Jason Martin | September<br>1, 2021         | Clay     | Broilers  | CAO         | 887.55         | Lutz     | 256       |

**Item II.4**  
**Acknowledgement of Conservation Plans (Lutz)**  
**The Lancaster NRCS Field Office recommends the following plans for the**  
**October 6, 2021 Board Meeting:**  
**NATURAL RESOURCES CONSERVATION SERVICE**

| <b>Conservation Plans</b> | <b>Number of Plans</b> | <b>Planner</b> | <b>Township</b> |
|---------------------------|------------------------|----------------|-----------------|
| Buckwalter Farms, LLC     | 1                      | Brett Ramer    | East Donegal    |
| Dustin Jane Hess          | 1                      | Heather Grove  | West Donegal    |
| Katrina Devine            | 1                      | Mark Long      | West Cocalico   |

**LCCD AG EROSION & SEDIMENTATION PLANS**

| <b>Conservation Plans</b> | <b>Number of Plans</b> | <b>Planner</b> | <b>Township</b> |
|---------------------------|------------------------|----------------|-----------------|
| Jay Clifford Sensenig     | 1                      | Hartz          | Little Britain  |
| Carl Musser               | 1                      | Hartz          | Clay            |
| Gerald Metzler            | 1                      | Hartz          | Sadsbury        |

**Item II.5**  
**2022 District Meeting Dates**

The Sunshine Law requires advertisement of the District’s regularly scheduled meetings. The Commissioners Office will prepare one advertisement of our regularly scheduled meetings for the year 2022. Listed below are proposed 2022 Board meeting dates for your consideration.

- 7:30 PM – Wednesday, January 5, 2022
- 7:30 PM – Wednesday, February 2, 2022
- 7:30 PM – Wednesday, March 2, 2022
- 7:30 PM – Wednesday, April 6, 2022
- 7:30 PM – Wednesday, May 4, 2022
- 7:30 PM – Wednesday, June 1, 2022
- 7:30 PM – Wednesday, July 6, 2022
- 7:30 PM – Wednesday, August 3, 2022
- 7:30 PM – Wednesday, September 7, 2022
- 7:30 PM – Wednesday, October 5, 2022
- 7:30 PM – Wednesday, November 2, 2022
- 7:30 PM – Wednesday, December 7, 2022

The Agriculture Compliance Review Committee will meet one hour prior to each regularly scheduled board meeting.

Lancaster County Conservation District Board Committee meetings are scheduled as follows:

- 5:00 PM - Wednesday, September 7, 2022 – Dirt & Gravel/Low Volume Road Quality Assurance Meeting
- 9:00 AM - Wednesday, December 15, 2022 – Exelon Cost Share Committee Meeting
- 1:30 PM - Tuesday, October 19, 2021 – Budget and Finance Committee Meeting

Up-to-date information and cancellations posted on our website: [www.lancasterconservation.org](http://www.lancasterconservation.org)



12:51 PM  
09/27/21  
Cash Basis

**Item III.2**  
**Lancaster County Conservation District**  
**Balance Sheet**  
As of September 24, 2021

**ASSETS**

**Checking/Savings**

|                                    |                   |
|------------------------------------|-------------------|
| <b>District General Fund</b>       |                   |
| 1001 · General Fund INVEST         | 572,395.32        |
| 1015 · General Fund Checking       | 262,047.55        |
| <b>Total District General Fund</b> | <u>834,442.87</u> |

|                     |                                 |
|---------------------|---------------------------------|
| \$696,568.55        | General Operations - U          |
| \$50,433.69         | DGR/LVR Admin & Edu - A         |
| \$4,849.96          | Grants without bank account - R |
| \$42,831.66         | Activities Account - A          |
| \$39,759.01         | Tree Fundraiser Account - U     |
| <b>\$834,442.87</b> | <b>TOTAL</b>                    |

**E & S**

|                                   |                   |
|-----------------------------------|-------------------|
| 1002 · E & S - A                  |                   |
| Reserved-E&S Vehicle - A          | -3,943.09         |
| 1002 · E & S - A - Other          | 444,375.99        |
| <b>Total 1002 · E &amp; S - A</b> | <u>440,432.90</u> |
| 1005 · Clean Water - R            | 299,692.35        |
| <b>Total E &amp; S</b>            | <u>740,125.25</u> |

1003 · Youth Conservation School - C      25,929.83

1006 · Separation - A      54,817.06

**1007 · Reserve**

|                                 |                   |
|---------------------------------|-------------------|
| Reserved-LCCD Health 19-20 - A  | 61,322.00         |
| Reserved-LCCD Health 18-19 - A  | 25,883.00         |
| Reserved-LCCD Health 17-18 - A  | 51,323.76         |
| Reserved-Capital - A            | 53,726.87         |
| Reserved-Communication - A      | 24,000.00         |
| Reserved-Computer Hardware - A  | 16,725.77         |
| Reserved-Software Maintenance-A | 17,873.80         |
| Reserved-NM Program - A         | 164,012.20        |
| Reserved-Admin Vehicle - A      | -8,388.03         |
| Reserved-NMP Vehicle - A        | 30,422.10         |
| 1007 · Reserve - Other - U      | 339,097.63        |
| <b>Total 1007 · Reserve</b>     | <u>775,999.10</u> |

**1008 · Scholarship - C**

|                                     |                  |
|-------------------------------------|------------------|
| Bond Unrealized Gain/Loss - C       | 1,457.50         |
| Scholarship Bonds - C               | 35,000.00        |
| 1008 · Scholarship - C - Other      | 29,099.62        |
| <b>Total 1008 · Scholarship - C</b> | <u>65,557.12</u> |

1009 · Dirt & Gravel Roads - R      112,883.34

1013 - Exelon - R      667,529.30

1014 - Low Volume Roads - R      302,739.58

1115 · Conservation Excellence - R      802,963.86

1116 · CBAIP Phase II - R      429,393.30

1017 · Self-Funded Health Insurance -R      67,098.76

**TOTAL ASSETS**      4,879,479.37

|                       |                      |
|-----------------------|----------------------|
| \$1,025,416.78        | A - Assigned Funds   |
| \$91,486.95           | C - Committed Funds  |
| \$2,687,150.45        | R - Restricted Funds |
| \$1,075,425.19        | U - Unassigned Funds |
| <b>\$4,879,479.37</b> | <b>TOTAL</b>         |

Lancaster County Conservation District  
**Balance Sheet**  
As of September 24, 2021

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**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2200 · YCS Liability 25,929.83

2016 · Health Insurance Liability 67,098.76

**Total Other Current Liabilities** 93,028.59

**Total Current Liabilities** 93,028.59

**Total Liabilities** 93,028.59

**Equity**

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 2,765,827.36

**Net Income** 1,127,012.74

**Total Equity** 4,786,450.78

**TOTAL LIABILITIES & EQUITY** 4,879,479.37

## Lancaster County Conservation District Income and Expenses

January 1 through September 24, 2021

|                                  | General Operations  | E&S               | Activities & Tree Sale | Grants              | Scholarship      | Separation/ Reserve | Jan 1 - Sep 24, 2021 | Budget YTD          | \$ Over Budget       |
|----------------------------------|---------------------|-------------------|------------------------|---------------------|------------------|---------------------|----------------------|---------------------|----------------------|
| <b>Income</b>                    |                     |                   |                        |                     |                  |                     |                      |                     |                      |
| 520 · County Funding             | 302,500.00          |                   |                        |                     |                  | 35,000.00           | 337,500.00           | 201,666.67          | 135,833.33           |
| 530 · Program Contracts          | 1,257,219.69        |                   |                        |                     |                  |                     | 1,257,219.69         | 1,185,161.80        | 72,057.89            |
| 560 · Grant Administration       | 277,629.66          |                   |                        | -16,797.00          |                  |                     | 260,832.66           | 461,983.54          | -201,150.88          |
| 570 · Grant Project Income       | 857.37              |                   |                        | 1,889,662.20        |                  |                     | 1,890,519.57         | 3,004,000.00        | -1,113,480.43        |
| 580 · Fee / Reimbursement Income | 3,031.25            | 3,341.79          | 4,250.00               |                     |                  |                     | 10,623.04            | 9,203.34            | 1,419.70             |
| 581 · E&S102 Review Fees         |                     | 434,140.00        |                        |                     |                  |                     | 434,140.00           | 376,848.26          | 57,291.74            |
| 582 · NPDES Permit Fees          |                     | 79,500.00         |                        |                     |                  |                     | 79,500.00            | 64,533.34           | 14,966.66            |
| 583 · 105 CWF Fees               |                     | 14,600.00         |                        |                     |                  |                     | 14,600.00            | 12,342.00           | 2,258.00             |
| 590 · Interest Income            | 110.59              | 124.51            |                        | 305.09              | 1,026.02         | 165.24              | 1,731.45             | 3,522.20            | -1,790.75            |
| 540 · Activity Income            | 25.00               |                   | 3,400.00               |                     |                  |                     | 3,425.00             | 17,983.00           | -14,558.00           |
| 585 · Tree Sales Income          | 4,214.46            |                   | 28,769.92              |                     |                  |                     | 32,984.38            | 45,000.00           | -12,015.62           |
| 595 · Other Income               | 1,345.06            |                   |                        |                     | 200.00           |                     | 1,545.06             | 146.66              | 1,398.40             |
| 599R · Interfund Transfer In     | 18,486.20           | 954.54            |                        |                     |                  | 2,315.60            | 21,756.34            | 31,225.00           | -9,468.66            |
| <b>Total Income</b>              | <b>1,865,419.28</b> | <b>532,660.84</b> | <b>36,419.92</b>       | <b>1,873,170.29</b> | <b>1,226.02</b>  | <b>37,480.84</b>    | <b>4,346,377.19</b>  | <b>5,413,615.81</b> | <b>-1,067,238.62</b> |
| <b>Expense</b>                   |                     |                   |                        |                     |                  |                     |                      |                     |                      |
| 7100 · Staff Salary              | 1,033,564.79        | 278,870.53        |                        | 48,927.18           |                  |                     | 1,361,362.50         | 1,516,124.71        | -154,762.21          |
| 710 · All Emp Benefits           | 336,164.95          | 87,585.09         |                        | 3,717.35            |                  |                     | 427,467.39           | 521,845.40          | -94,378.01           |
| 720 · Vehicle & Travel Expenses  | 17,091.83           | 3,171.09          | 59.36                  | 190.08              |                  |                     | 20,512.36            | 31,086.69           | -10,574.33           |
| 722 · Meeting Expenses           | 2,749.11            | 157.50            |                        | 110.00              |                  | 70.00               | 3,086.61             | 27,552.69           | -24,466.08           |
| 730 · Supplies                   | 6,518.68            | 1,011.08          | 1,172.18               | 5,508.41            |                  | 650.83              | 14,861.18            | 17,141.66           | -2,280.48            |
| 735 · IT - Communication         | 17,669.26           | 72.79             | 210.00                 | 7,339.20            |                  | 175.00              | 25,466.25            | 13,409.71           | 12,056.54            |
| 740 · Postage                    | 2,604.23            | 1,622.86          | 3.75                   | 70.88               | 55.32            |                     | 4,357.04             | 7,663.38            | -3,306.34            |
| 745 · Office Rent                | 61,861.12           | 16,192.60         |                        |                     |                  |                     | 78,053.72            | 76,761.20           | 1,292.52             |
| 750 · Equipment                  | 2,559.67            | 5,808.90          | 69.99                  | 527.98              |                  |                     | 8,966.54             | 18,773.25           | -9,806.71            |
| 830 · Administrative             | 55,462.85           | 950.12            |                        | 45.00               |                  | 5,975.00            | 62,432.97            | 66,181.05           | -3,748.08            |
| 810 · Activity Expenses          |                     |                   | 23,553.57              |                     | 4,000.00         |                     | 27,553.57            | 49,947.34           | -22,393.77           |
| 820 · Grant Project Expenses     | 696.65              |                   |                        | 1,161,953.76        |                  |                     | 1,162,650.41         | 3,556,000.00        | -2,393,349.59        |
| 805 · Allocated Cost Transfer    | -12,936.05          | 12,936.05         |                        |                     |                  |                     | 0.00                 | -0.31               | 0.31                 |
| 890 · Miscellaneous Expenses     | 103.07              | 454.50            |                        |                     |                  |                     | 557.57               | 2,870.00            | -2,312.43            |
| 895 · Contingencies              |                     | 280.00            |                        |                     |                  |                     | 280.00               | 15,550.00           | -15,270.00           |
| 899E · Interfund Transfer Out    | 2,315.60            |                   |                        |                     |                  | 19,440.74           | 21,756.34            | 31,225.00           | -9,468.66            |
| <b>Total Expense</b>             | <b>1,526,425.76</b> | <b>409,113.11</b> | <b>25,068.85</b>       | <b>1,228,389.84</b> | <b>4,055.32</b>  | <b>26,311.57</b>    | <b>3,219,364.45</b>  | <b>5,952,131.77</b> | <b>-2,732,767.32</b> |
| <b>Net Income</b>                | <b>338,993.52</b>   | <b>123,547.73</b> | <b>11,351.07</b>       | <b>644,780.45</b>   | <b>-2,829.30</b> | <b>11,169.27</b>    | <b>1,127,012.74</b>  | <b>-538,515.96</b>  | <b>1,665,528.70</b>  |

**Item III.3  
Personnel Committee Report  
Employee Policy Manual Review**

Staff have been working with Paragon Consulting to make several requested updates and revisions to our Employee Manual. A hard copy will be available to review at the BOD meeting, but the document is 70+ pages long so an electronic version is attached to this emailed packet. This is the final version ready for BOD approval.

**\* Action Requested**

**Item III.4  
Nutrient Management Expired Plan Referrals  
Lutz**

Act 38 Nutrient Management Plans approved for Crop Years 2019-2021 expired September 30<sup>th</sup>, 2021. The District Ag Department, as required by our N.M Delegation Agreement, started the process of notifying Act 38 operations whose plans were expiring with a series of three (3) SCC-provided form letters beginning in April 2021. Those plans were to be revised by a commercial planner and submitted to the District for review and approval by September 30<sup>th</sup>. Currently there are five (5) expired plans that have yet to be received (listed below). The State Conservation Commission has reached out to the remaining operators via phone as well, but no plan has been submitted as of yet. At this point, following SCC guidance, the District may act and make referrals to the SCC for further follow-up and potential enforcement (if required). The Ag Program Manager respectfully requests for approval to refer any of these operations to the SCC if no plan is submitted by October 18<sup>th</sup>, 2021.

| Operator        | Municipality   |
|-----------------|----------------|
| Elmer Martin    | Brecknock      |
| John Lapp       | Clay           |
| Eli Stoltzfus   | Colerain       |
| Paul Burkholder | Earl           |
| Clair Hurst     | Little Britain |

\*Action Item

**Item III.5  
Conservation Excellence Grant Approval  
Lutz/Bitting**

The Conservation Excellence Grant (CEG) currently has seven applications that have been reviewed by district staff and are ready for board action. The following table outlines the projects and amounts requested.

| <b>Landowner</b> | <b>District/Private Consultant</b> | <b>Municipality</b> | <b>BMPs</b>   | <b>Total Project Cost</b> | <b>Total Grant Requested</b> |
|------------------|------------------------------------|---------------------|---|---------------------------|------------------------------|
| Harold Brubaker  | TeamAg                             | Mount Joy Twp.      | 3 Grassed Waterways   | \$20,580.00               | \$15,435.00                  |
| Ervin Martin     | District                           | East Earl Twp.      | Terrace, Underground Outlet   | \$5,832.14                | \$4,374.10                   |
| Carl Musser      | District                           | Clay Twp.           | 2 Grassed Waterways, 2 Lined Outlet, Sediment Basin, 2 HUA, Underground Outlets           | \$73,175.92               | \$54,881.94                  |
| Gerald Metzler   | District                           | Sadsbury Twp.       | Roofed HUA, Roofed Manure Stacking Area, Fence, Roof Runoff Structure, Underground Outlet | \$71,744.69               | \$53,808.51                  |
| Todd Hess        | District                           | East Donegal Twp.   | HUA, Structure for Water Control, Underground Outlet, Roof Runoff Structure               | \$16,027.09               | \$12,020.32                  |
| Brian Eckman     | Mowery Environmental               | Fulton Twp.         | Roofed Manure Stacking Area, HUA, Roof Runoff Structure, Underground Outlets, Diversion   | \$225,740.02              | \$174,435.47                 |
| Dale Graybill    | District                           | Rapho Twp.          | Manure Stacking Area Expansion  | \$4,494.70                | \$3,371.76                   |
| <b>Totals</b>    |                                    |                     |   | <b>\$417,594.56</b>       | <b>\$317,973.10</b>          |

CEG Funds Requested: \$317,973.10

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$317,973.10 worth of CEG funding for the multiple applications.

The Conservation Excellence Grant (CEG) has one additional application which was received this month. The CEG grant funds will have been fully allocated as a result of the seven applications for approval at tonight’s Board meeting. The application below has been reviewed by district staff and the farmer has indicated he is interested in constructing the BMPs next summer. We anticipate receiving additional funding July 2022. There is a possibility we will receive funds sooner due to another county not having success allocating their funding. The Ag Program Manager and Assistant Ag Program Manager are recommending positive action for approving \$197,947.27 in CEG funding contingent upon receiving additional funds. The following table outlines the project and amount requested.

| <b>Landowner</b> | <b>District/Private Consultant</b> | <b>Municipality</b> | <b>BMPs</b>   | <b>Total Project Cost</b> | <b>Total Grant Requested</b> |
|------------------|------------------------------------|---------------------|---|---------------------------|------------------------------|
| Alvin Esh        | District                           | Leacock Twp.        | Liquid Manure Storage, Roofed Manure Stacking Area, HUA, Structure for Water Control, Waste Transfer, Underground Outlets | \$263,929.70              | \$197,947.27                 |
| <b>Totals</b>    |                                    |                     |   |                           | <b>\$197,947.27</b>          |

**\*Action Item**

**Item III.6  
RC&D Crops Survey**

LCCD has been requested to participate again in the RC&D cover crop survey during fall of 2021. The survey will involve two to three days of field data collection between late October and early December to ensure that cover crops will have been planted and have emerged. Unlike previous years, LCCD is being asked to help survey the Chesapeake Bay watershed portions of an adjoining county Chester County.

The time commitment and compensation are as follows:

Conservation District work/support commitments:

1. District staff to provide local knowledge and driving support for the survey along a previously used/predetermined route.
2. District participants will be asked to review a 30-minute survey training webinar.

Conservation District Compensation:

1. \$700 for participation in the field survey activity;
2. District vehicle travel reimbursement during field survey: mileage at the federal rate; and
3. A copy of final survey data.

**\*Action Required**

**Item IV.1  
Correspondence, News & Updates**

The following correspondence, news or update items will be presented at the Board meeting:

- Article – Lancaster News Paper – Bob Wagner – September 8, 2021
- Article – Lancaster News Paper – Frank Burkhart – September 8, 2021
- Flyer – Lancaster County Ag Council – Denim & Pearls Fundraiser – November 3, 2021
- Booklet – Chesapeake Bay Journal – 2020 Annual Report – December 31, 2020

**Item IV.3  
Budget Report  
September 29, 2021**

The LCCD draft budget is normally presented for a first read at the October meeting. This year, there are still several projects and funding opportunities still being discussed that would have a significant impact on what our final budget proposal will look like. Therefore, administration is delaying the release until the November meeting.

Presently, our proposed 2022 draft budget has again significantly increased to a projected revenue of \$8,143,716 and \$8,761,289 in expenses. The B&F Committee will be meeting on Oct 19<sup>th</sup> to discuss details and several unknowns that will have an impact on the final numbers. A few examples of what is still unknown, but will have a significant impact on the final version are listed below:

- The County Commissioner's support for the District constitutes equals less than 5% of our budget, but it is critically important to fill in the gaps of the State and Federally funded programs where no operational overhead costs can be charged. These programs have been designed to rely on local resources to share in covering the allocated costs. Despite the expanded scope and scale of our services and the continued rising operational costs our county funding has been stagnate for several years. Last year, in response to the County's anticipation of budget crisis we reduced our ask from \$310,000 to \$275,000, but I promised them that I would be coming back this year to ask for double the support. We submitted our request last week (see attached) and although it wasn't quite double it is a significant increase totaling \$370,500. **If the county limits the District's funding to a lesser amount it will increase our projected shortfall.** Administration continues to push for county support closer to 7-8% of our operational budget. A work session is schedule with the commissioners on Oct 5<sup>th</sup>.

- As reported before, we have been pulling from reserves to support many of our state delegated programs. Several meetings are schedule with the Secretaries of Ag and DEP in October to request a minimum of a 20% increase and as high as a 35% increase the District line items in their budgets.
- Additionally, recent legislation ([Senate Bill 525](#)) and Senate Bill 832 using ARP funds are gaining traction and will have significant impacts on many of our programs

Each of the items listed above, and several smaller efforts, can have significant impact on our staffing compliment and operational expenses. Answers are expected in the next several weeks so we can provide to the BOD a more accurate picture of what to expect in 2022 at our next meeting.

#### **Item IV.4 Chesapeake Bay Program (CBP) Compliance Update**

Last year's 2020/2021 CBP technician agreement payment was projected to be \$32,566 less than anticipated due to the required number of CBP inspection visits not being met due to COVID restrictions and the loss of 2/3 of the staff conducting visits, as well as new staff being trained. In discussions with DEP, the District was able to secure full reimbursement of that contracted amount by agreeing to add the 107 inspection-shortfall onto the current 2021/2022 year's 150 required visits, in the form of 97 Phase 1 inspections and 5 Phase 2 inspections. Due to their diligence, compliance staff are very well positioned to meet this output of 252 inspections based on their completed visits since July and current pace of inspections, which allowed this to be an option. No other details related to the contract are changing.





September 21, 2021

Commissioner Joshua Parsons, Chairman  
Lancaster County Commissioners  
150 North Queen Street, Suite 715  
Lancaster PA 17603

RE: Requested 2022 County Commissioner Grant - \$370,500.

Dear Commissioners:

We want to start by thanking you for providing funding to the Conservation District (LCCD) over the last several years. Your continued support has allowed LCCD to leverage significant State and Federal dollars to pursue and administer programs that fulfill our mission of promoting the good stewardship of our County's natural resources and to provide services that benefit our County's residents.

For 2022, we have worked to secure more than \$8,300,000 in state and federal funding for staff and projects, but we still need County support to get that work on the ground. Our request for 2022, \$370,500 is only a 35% increase over last year's allocation instead of the 80% increase we were expecting to request.

As we take on additional responsibility for administering the County's Clean Water Action Plan (CAP) we are very grateful for every dollar you provide because it allows us to leverage additional funding to help Lancaster County. With your support we are able to help our local farmers comply with state and federal laws requiring the Conservation and Manure Management Plans; provide outreach and education to the Plain Sect community and environmental education programs to the County's public and private school children; administer the variety of programs that assist and support our 60 municipalities comply with their MS4 requirements.

We look forward to meeting with you on October 5<sup>th</sup> to explain our 2022 request and answer any questions you might have.

Sincerely,

Daniel Heller, Chairman  
Lancaster County Conservation District

C: Commissioner Ray D'Agostino  
Commissioner Craig Lehman  
Patrick Mulligan, Director of Budget Services

