



LANCASTER COUNTY CONSERVATION DISTRICT MONTHLY BOARD MEETING AGENDA

Wednesday Feb 10, 2021

Business Meeting 7:30PM

Zoom Call-in Information

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

Timer

- 7:30 Invocation – Bob Shearer
 Call to Order, Chairman, Daniel Heller
 Welcome & Introductions – Heller
 Additions to the Agenda – Thompson
 Public Comment: Survey media/questions: Agenda items of interest? – Heller

7:40	I. <u>Reorganization of the Board</u>	<u>Page #</u>
	1. Affirming the Oath of Office	1
	2. Election of Officers	1
	3. Associate Director Appointments	1
	4. Appointing PACD Voting Delegates	2
7:50	II. <u>Agency Reports</u>	
	1. USCA, NRCS (attachment).....	3
	2. PA DEP Field Rep Report (attachment)	5
8:00	III. <u>*Consent Agenda</u>	
	1. Meeting Minutes (attachment)	10
	2. Technical Assistance Requests/Cancellations (attachment).....	14
	3. Nutrient Management Plan Approval (attachment)	14
	4. Conservation Plans Acknowledgement (attachment).....	14
	5. List of LCCD Memberships (attachment).....	15
8:10	IV. <u>Additional Business</u>	
	1. Items Removed from Consent Agenda	-
	2. Treasurer’s Report – Heistand (attachment)	16
	3. Banquet Committee Report – Hartz/Thompson (attachment).....	19
	4. Chesapeake Bay Program Update – Hill/Thompson (attachment).....	19
	5. E&S Committee Report – Litigation/Stauffer Enforcement- Snyder (day of packet)	-
	*6. PennVest Approval to Apply – Thompson (attachment)	19
8:50	V. <u>Reports & Information</u>	
	1. Correspondence, News and Updates – Thompson	-
	2. E&S/NPDES Monthly Projects Report – Snyder (attachment).....	20
	3. Technology Committee Report – Heistand (attachment).....	22
	4. PACD/SCC Winter Mtg Report – Wasco/Meck (attachment/day of packet)	22
	5. Ethics Forms – Thompson (attachment/copy included).....	23
	6. 2021 Board Committee List (attachment)	23
	7. 2020-2025 Strategic Planning Initiatives Presentation for 2021(day of slides)	-

9:30 VI. Public Comment

9:35 VII. Adjourn

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

Dates to Remember:

2/9, SCC Mtg via Zoom	2/15, President’s Day – LCCD Offices Closed
2/8-2/12, PACD Staff Conference via Zoom	3/11, All Bay Mtg @ Virtual

NEXT MEETING DATE: Wednesday, March 3, 2021 @ 7:30 p.m.

At the Lancaster County Farm & Home Center and/or via Zoom

***Action Require**

I. Reorganization of the Board

Item I.1 Affirming the Oath of Office

Being appointed as an Office Director of the Conservation District Board is a confirmation that the community considers you a worthy leader and advocate for the good stewardship of our County's natural resources. This honor is not without its duties and obligations. By taking the Oath of Office, Directors agree to serve the people of Lancaster County in developing District programs to effectively manage our natural resources; and to uphold and support the Lancaster County Conservation District.

- Herb Kreider has been reappointed as a Farmer Director whose term will expire on December 31, 2024.
- Robert Shearer has been reappointed as a Farmer Director, taking the seat vacated by Frank Burkhart. Bob's term will also expire on December 31, 2024.
- Commissioner Ray D'Agostino has been appointed as the Commissioner Representative, which is renewed annually. Commissioner Agostino's term will expire on December 31, 2021.

Item I.2 Election of Officers

Chairman Heller has confirmed that the current officers of the Conservation District Board are willing to serve again in 2021. Dan has also asked Ken Meck to oversee the nomination process. The officer candidates listed below are put forward for BOD consideration and approval, but nominations may be made from the floor as well. Anyone so wishing should contact Ken Meck prior to the February 10th business meeting so their name can be added to the slate.

- Chairman- Dan Heller
- Vice Chairman-Bob Shearer
- Treasurer – Kent Weave
- Secretary – Suzanne Kopp

Item I.3 Appointing the 2021-2022 Board of Associate Directors

Associate Directors enjoy the same honor of appointed because of their recognized leadership in the community. They may participate actively in Board and Committee meetings as well as all other District functions and activities. The one right of office withheld from the Associate Director is that they may not present motions or vote at Board meetings.

In Lancaster, associate directors are elected to a two-year term. The current slate of nominees for the 2021-2022 term are:

- Frank Burkhart
- Gregory Strausser

Item I.4
Appointing PACD Voting Delegates

Each Conservation District in good standing shall designate a Voting Delegate and up to three Alternate Voting Delegates for the purposes of voting at Region Meetings and Executive Council meetings. This selection shall be made at a regular or special meeting of the Conservation District Board after the Conservation District Board has been appointed for the ensuing year. The Voting Delegate and Alternate Voting Delegates may be a District Director, Associate Director or District Staff person.

Sonia Wasco has again agreed to serve as the Lancaster voting representative, and if approved by the BOD at the February meeting, she will be joined by Bob Shearer, Dan Heller and Chris Thompson who will act as Alternate Voting Delegates.



Activity Report to LCCD Board of Directors for January 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	0	0	3	163.6

*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	-	2
362 – Diversion (ft)	4,225	-	-
367 – Roofs & Covers (no)	7	-	-
382 – Fence (ft)	18,131	-	3,938
412 – Grassed Waterway (ac)	16.2	-	4.8
516 – Livestock Pipeline (ft)	381	-	427
561 – Heavy Use Area Protection (sq ft)	53,121	-	6,247
575 – Trails & Walkways (ft)	1,043	-	1,118
578 – Stream Crossings (no)	6	-	1
600 – Terraces (ft)	12,541	-	5,493
614 – Watering Facility	7	-	4
620 – Underground Outlet (ft)	8,816	-	1,487
634 – Waste Transfer System (no)	17	-	2
327 – CREP Conservation Cover (ac)	23.5	3.69	3.69
391 – CREP Riparian Forest Buffer (ac)	68.2	8.84	8.84
390 – CREP Riparian Herbaceous Buffer (ac)	0	-	-

*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 (\$)
EQUIP	25	\$2,016,210	-	-
CSP	-	-	-	-

- Financial Assistance Payments:

Program	FY20 Total (\$)	FY21 Mo. Total (\$)	FY21 Total (\$)
ALL PROGRAMS	\$1,765,177.99	\$32,217.38	\$584,521.47

Environmental Quality Incentives Program (EQIP):

- FY21 Sign-up Deadlines
 - Sign-up #1 - 70 applications
 - Sign-up #2 - 4 applications
 - Sign-up #3 - Deadline – 2/19/2021
- Program guidance continues to be distributed. Staff are beginning to screen and rank Sign-up #1 applications.
- Initial proposed allocation for Lancaster - \$1.8 million

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	-	-

Conservation Reserve Enhancement Program Activities (CREP):

- Approved Plans:

	FY20 Total (#)	FY20 Total (Ac)	FY21 Total (#)	FY21 Total (Ac)
New	25	156.2	-	-
Re-enrollments	24	100.9	-	-

Administrative Activities & Staffing Updates:

- Brett Ramer, Soil Conservationist began on 1/18.

Respectfully Submitted,



Heather L. Grove
District Conservationist

Item II.2

February 2021 DEP Conservation District Field Rep Talking Points

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 www.ethics.state.pa.us and click on "forms" on the left side of the page.

CDFAP Supplemental Allocations - At its January 19, 2021 public meeting, the Commission approved a ‘supplemental’ allocation of funds (\$1.969 million) appropriated and transferred to the Conservation District Fund (CDF) as part of the final executed state budget for the remainder of fiscal year 2020-21 (July 1, 2020– June 30, 2021). Under the adopted CDFAP ‘supplemental’ allocation, a total of \$1,969,000 will be distributed to conservation districts, according to the *CDFAP Statement of Policy*. \$984,500 will be distributed equally to conservation districts in the ‘supplemental’ amount of \$14,916 per district. Conservation districts having documented unconventional gas wells in their county will receive additional supplemental funding based on a *15-year average* (2005 – 2019 provided by DEP) of greater than zero. The supplemental allocation based on approximately \$1,304.30 per well. For specific allocation amounts and how to submit a “CDFAP Supplemental Allocation Worksheet”, refer to the emails Johan Berger and Karen Books sent to all districts on January 25, 2021.

Nutrient Management Allocations- At its January 19, 2021 meeting, State Conservation Commission approved the 7/12th Nutrient Management Fund (NMF) budget. This 7/12th budget provides for the 2nd half funding for delegated conservation districts and funding for Conservation Excellence Grants (CEG), Agri-link, and SCC operations. There is no need for conservation district to do anything further, as the 2nd half budgets were received in July. The SCC and DEP will begin processing the 2nd half budgets and a final executed copy will be sent once finalized.

CDAC Appointments - In January 2020, the Commission created the Conservation District Advisory Committee (CDAC) and appointed members to serve on this committee. Terms are three years in length, and initial appointments were staggered with 1/3 of the members appointed every year. The terms of three individuals who are currently serving have expired, including Erica Tomlinson (CD Manager), Dean Druckenmiller (CD Manager) and John Kolojechick (CD director). Having expressed an interest in continuing to serve on CDAC the Commission reappointed Erica Tomlinson and Dean Druckenmiller. The CDAC currently has three director positions in the NW, SW and SE regions vacant. The Commission is working with managers and field reps in these regions to find directors interested in filling these vacancies. The Commission will plan to act on the director appointments to the CDAC at its March meeting.

Conservation District Drone Utilization Policy - The use of drones for natural resource management and conservation programs is growing across the country. Several Pennsylvania conservation districts have purchased drones and currently utilize them for various purposes within their counties.

Several districts have asked the Commission and other state agencies if these drones can be used for state delegated or contracted duties. Please note that the use of drones for use in state delegated or contracted programs has not been approved by any agency to date.

In order to provide guidance and direction to districts regarding the use of drones for various state and local programs, the Commission adopted a policy regarding the use of drones by conservation districts outlining when drones may be used and for what purpose, as well as approvals that must be obtained prior to the use of a drone. This policy was reviewed with the Conservation District Advisory Committee (CDAC) and was provided to conservation districts and other interested parties for a 45-day comment period prior to Commission approval.

A copy of the Conservation District Drone Utilization Policy is attached.

2021 Conservation District Director Nominations –Thank you to the nearly 80% of counties have submitted their director appointments to the Commission for approval. The Commission has not yet received director appointments from the following counties: Allegheny, Beaver, Bucks, Columbia, Fayette, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Potter, Westmoreland, and Wyoming. If your county is on this list, please contact your County Chief Clerks and remind them to submit director appointments to the SCC after the Commissioners appoint them. Conservation District Field Representatives and Barb Buckingham (bbuckingha@pa.gov)at the State Conservation Commission are available to answer questions concerning the director nomination process.

102 ePermitting – The Chapter 102 ePermit system went Live January 25, 2021. Internal Reference Materials (e.g. SOP for PAG-02 NOI Review via ePermit & User Guides) are updated and are available on the Clean Water Academy under ‘ePermit Resources’. This includes a Q&A document from the internal 102 ePermit trainings. There is also a new ‘PAG-02 Fact Sheet for ePermit’ in Clean Water Academy under ‘Chapter 102 Internal Forms’ and within the ‘Fact Sheet’ folder. The ePermit test site (i.e., Sandbox)is available, as of January 29, 2021. We are utilizing the 102 ePermit user information that CCDs provided and IT will be making accounts for these users in the test environment. You will be notified as soon as it is available. Access to the test site was delayed due to the Greenport release being postponed. Please note that when the new Greenport release occurs, which is anticipated for March, CCD users will need to make a new accounts for the ePermit test site. The external reference materials (e.g. ePermit User Guide) will be posted today on the Clean Water- Chapter 102 ePermit website. During the external training there were many questions on Electronic Filing Administrator (EFA) (i.e. applicant/client) registration process and access/permissions for Operators (e.g. Consultants). Resources are available on the website to provide guidance on this, including instructional videos on the registration process, a Getting Started Summary for EFAs/consultants, an EFA (e.g. Applicant) User Guide, and an Operator (e.g., Consultants) user guide. Please note a Q&A document from the external 102 ePermit training will follow soon. BCW plans to create additional trainings on the ePermit system and we will keep you posted as these are available. Contact Tiffany Landis with questions tilandis@pa.gov

REMINDER: CAFO Winter Manure Application Form

CAFOs that will apply manure in the winter must submit the “Winter Period Application of Manure Notification” form ([3830-FM-BCW0532](#)). This form must be submitted within seven days prior to the anticipated manure application to the Bureau of Clean Water in DEP’s Central Office.

National Conservation Planning Partnership (NCCP) Producer Survey - NCCP is seeking your input as they continue to move toward their goal to reinvigorate conservation planning. They are conducting a

national survey of producers to obtain feedback on specific ways to improve the format, usefulness and value of a conservation plan and help you carry out your goals for your land, whether on one acre or thousands of acres. The results will be used along with previous feedback to provide you with an improved conservation planning product that is more personalized and responsive to your needs. For more information and to participate in the survey go to:

https://mcusercontent.com/879adf29403cf3e3a96fe638c/files/82900dc4-21d7-4982-aaef-c268015227e7/Planning_Producer_Survey_Letter_FINAL.pdf

Meaningful Engagement in Local Government Decision Making for Community Watershed Organizations - Pennsylvania Organization for Watersheds and Rivers (POWR) is offering a training series Meaningful Engagement in Local Government Decision Making for Community Watershed Organizations. This three-part training will take place on three Thursday evenings from 6:00-7:30; Feb 11, 18 and March 4. A description of the three modules follows:

Module 1 on February 11 will include an introduction to local government structure in PA, a review of how and why local government land use and planning decisions have immediate and critical impacts on water resources, and an introduction to local government priorities.

Module 2 on February 18 will highlight strategies for effective interaction/collaboration with elected officials and will help increase your confidence in communicating your values, concerns, and knowledge about water resource protection and conservation.

Module 3 on March 4 will help you better understand the role and value of watershed organizations in policy making at the local, state, and federal level. It will present examples of engagement in policy issues and will provide tips for effective advocacy, public comment, and support for sound management and policies for healthy streams.

More information can be found at the POWR website www.pawatersheds.org and clicking on “Webinars and Other Trainings”

Chesapeake Bay Update

The Ag Plan Reimbursement Program is in its fourth year of a four-year contract. There have been more than 313 plans registered and more than 38,245 acres registered for this round. There is approximately \$700,000 remaining this year to cost-share privately developed Ag E&S, Conservation, Nutrient Management, and Manure Management Plans. More information can be found here: <https://www.dep.pa.gov/Business/Water/Pennsylvania%E2%80%99s%20Chesapeake%20Bay%20Program%20Office/agriculture/Pages/Funding-Programs.aspx>

National Fish and Wildlife Foundation’s 2021 watershed-wide “All-Bay Agriculture Network Forum.” - The National Fish and Wildlife Foundation has opened registration for the 2021 watershed-wide “All-Bay Agriculture Network Forum.” The Forum brings together NGO, local, state, and federal ag conservation leaders and partners to share best practices, network together, discuss collaborative implementation strategies and opportunities for accelerating and scaling up nutrient and sediment load reductions.

With the current public health challenges, NFWF is hosting the Forum virtually in early 2021. Six topic-specific tracks, featuring roughly a half-day of programming each, will be delivered from February through early March. Each track will be offered a la carte, so participants can opt into the most relevant content for your work.

The Forum aims to offer participants a high-level, technical discussion about agriculture conservation practice and policy. Traditional audiences have included ag conservation leaders from conservation districts, research and higher education institutions, farmers, state agencies, non-profit organizations, private sector and other agencies and organizations. While typically an invite-only event, the virtual format of the 2021 Forum allows NFWF to open the invitation to all those interested!

South East Region
South West Region
North West Region
North East Region

March 25
March 30
April 8
April 16

Agricultural Technician Training

Boot Camp I – ‘Basic’

April 12 – 16, 2021 (Virtual/Classroom)
August 2-4, 2021 (Field)

Boot Camp II – ‘Advanced’

April 26 – 30, 2021

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

Item III.1
**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
January 6, 2021**

The 825th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held via Zoom Call-In only on Wednesday, January 6, 2021, at 7:30 PM.

The following Directors were present: Daniel Heller, Chairman; Herb Kreider, Kent Weaver, Treasurer; Roger Rohrer, Jay Snyder, Bob Shearer, Ken Meck, Sonia Wasco and Commissioner Ray D'Agostino.

The following Associate Directors were present: Greg Strausser.

The following District Staff were present: Christopher Thompson, District Manager; Jeff Hill, Ag Department Manager; Rich Snyder, E&S Department Manager, Kent Bitting, Matt Kofroth, Kevin Lutz, Samantha Adams, Greg Heigel, Adam Stern and Suzanne Kopp.

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

The following guests were present: None

Chairman Dan Heller called the meeting to order at 7:35p.m. Chairman Heller offered up thoughts of optimism looking towards a new beginning with the start of 2021. Dan also wanted everyone to know that the meeting was being recorded and offered a thank you to Adam Stern for doing the technical part of the Zoom call and the IT for the meeting.

Dan Heller welcomed Commissioner Ray D'Agostino to the Board meeting and to the Board of Directors as the new Commissioner Representative to the Board. Ray D'Agostino introduced himself and wanted everyone to know that he has a passion for public service and loves Lancaster County and wants to help preserve the land here for future generations.

Roger Rohrer provided the invocation for the meeting.

Additions to the Agenda:

1. CAP Funding for 2021
2. Phase 2 Compliance Dollars awarded on 12/31/20
3. Growing Greener
4. PennVest Sponsorship Requested
5. State of the Bay Report issued on 1/5/21
6. Civil Action against the District updates

An opportunity was given for public comment: None was offered.

II. Agency Reports

1. USDA, NRCS

Heather Grove reported that the NRCS position for a soil conservationist will start in two weeks.

2. PA DEP Field Rep Report

Chris Thompson gave an update for Elwood Blake, from the Field Report Notes. Chris referenced a link to welcome to new directors' website. It has always been available but was not highly advertised. The PA Leadership page underscores the responsibilities and authorities that the directors have at our Board meetings and oversight for the District.

102 E-Permitting is well underway with trainings. The launch date is tentatively set for January 25, 2021.

CAFO Annual Reports are due February 15, 2021.

The Ag Plan Reimbursement Program has funds available to be spent to help get new plans or get existing plans updated.

PACD Executive Counsel meeting is next week. Directors and Staff are invited to attend virtually this year. This year it is free because it is being held virtually due to covid. Other years it has been very costly to attend. Chris is encouraging all Directors and Staff to attend this year.

III. Consent Agenda

Chairman Daniel Heller gave the opportunity for Directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Hearing none, Herb Kreider moved to approve the Consent Agenda which included items numbered one through four. Ken Meck seconded the motion. Motion passed unanimously.

Chris Thompson wanted attention brought to page 14 of the board packet, the nutrient management plan for Harold Merky was not compliant for years. The Board voted to forward Mr. Merky to the SCC for further action and after a year they have an amended plan for his operation. Action from the Board is requested later in the meeting.

The Consent Agenda includes the following approved items.

- #1 – Minutes of December 2, 2020 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgement**

IV. Additional Business

1. Items removed from Consent Agenda

There were no items removed from the Consent Agenda.

2. E&S/NPDES Monthly Projects Report

Rich Snyder reported that the total plan submissions were low for the month of December, however, 26 plans came in before the end of the year after the books had been closed for the month. These plans will be reflected at the end of January 2021.

Majority of the complaints were in the southern end of the county and are being inspected by the technician for those areas.

Item III.1

Rich provided a litigation update on Schott's Garage Project stating that it is at DEP for review.

Jay Stauffer enforcement will be presented to the Board in February. DEP asked for more revisions to the penalty before we present the final information to the Board for final actions.

E-Permitting update – staff have been in trainings on January 5th and 6th and will again be in trainings on January 19th and 20th. The effectiveness of the trainings was questioned by staff. DEP announced that they will continue to accept paper copies and also electronic copies well into the future. DEP stated they don't have any dates to train the public at this point. Huge workload increases for the whole E&S Team and Management is expected.

3. Personnel Committee Report

Sonia Wasco reported that there were six interviews held to fill the Ag Technician open positions and three candidates rose to the top. Ben Seldomridge from Leola, Adam Sites from York County and Amanda Grubb from Manheim.

Chris Thompson is asking the Board to approve these candidates and issue a call to hire with tentative start dates of February 1, 2021 and June 1, 2021. Funding through DEP is needed to hire these three candidates and discussions with DEP are in progress to work out the details. Roger Rohrer moved to hire the candidates that were presented. Sonia Wasco seconded the motion. Motion passed unanimously.

Herb Kreider asked if we make a commitment to hire them and then can't hire them due to funding not being approved – do we then have a commitment to hire them? Chris stated we do not have a commitment to hire if the funding is not available from DEP.

Sonia Wasco announced that on December 31, 2020 Francesca DePrator turned in her resignation. She is going to work at the Dept of Ag in Maryland.

4. Exelon BMP

Matt Kofroth reported that we received Exelon funding in the amount of \$225,000 per year. Typically, they have an Ag Round and a Watershed Round – this year the Ag Round was limited due to the extra programs/funding received in 2020. Watershed had eight projects and the ones that rose to the top were Ammon Martin, Douglas Diffenbaugh and Alvin Fisher along with the 2 Ag Projects. After the District Board approves these projects they will be sent to DEP for final funding approvals. These projects are slated to start in the Spring of 2021.

Roger Rohrer moved to approve Exelon BMP as presented. Herb Kreider seconded the motion. Motion passed unanimously.

V. Reports/Information

Additions to the Agenda:

Chris Thompson reported on the following additions to the agenda:

Chris reported that 2.1 million dollars was received in the final days of 2020 for the CAP (County Action Plan) Projects to utilize the plans that were written and to get the BMPs on the ground. The funds must be spent by December 31, 2021.

Item III.1

Chris reported on the Phase 2 Compliance funding which is part of the Chesapeake Bay Program. DEP awarded us 2.2 million dollars added to our budget for 2021. These funds need to be used on farms that had a phase 2 compliance check and is intended to help the farms become compliant on schedule. There is a \$20,000 cap on each farm.

Chris reported on the Growing Greener list in the County. DEP released their Growing Greener list across the state on December 31, 2020. Lancaster County has the lions share of these funds totaling 6 million dollars. These three new funding sources are coming into the County from 2021 through 2023. Most of the money is being given for project on the ground but very little money is being awarded or funded for more staff to do the work. Talks are going on currently with DEP about the fact that they continue to give money for projects but very little money is given to get the staff hired to do the work.

Chris reported that he had received a request for the District to sponsor a PennVest project in Bart Township. Additional details will be shared next month with a request for BOD support to apply.

Chris reported on the Chesapeake Bay Report – stating that it received a D- in the paper last week. Progress is being made by the Ag sector with a decrease in nitrogen and phosphorus levels, but much more needs to be done in order to achieve a healthy bay. The downgraded score was mostly attributed to the management of the Sea Bass.

Chris gave a project update on the civil litigation brought against the LCCD by Ronald Gantz. A Manheim area stream restoration project was done in 2018. In August 2018, Lancaster received a 500-year storm and flooding occurred. A farmer downstream from this project was also flooded and he accused the LCCD for the damage. Mr. Gantz's complaint was refuted and he had a deadline to answer the courts, but didn't comply or reply by the deadline. The Lancaster Courts are closed due to the covid virus and therefore the case will still be heard but by a zoom meeting. Chris is hoping the judge will dismiss the case as a fraudulent case and will update directors once a decision is made.

Dan Heller proposed that we usually have a combined annual planning meeting along with a board meeting but given the current conditions with the covid virus it is making it impossible to hold it as normal. Since the strategic plan was put in place, Dan felt that we could push the February meeting to the middle of February and combine the February and March Board meetings together. It was proposed to move the next meeting to February 10, 2021 at 7:30pm via Zoom and then have an abbreviated March Board meeting on March 3, 2021.

Additional Public Comment:

None was offered.

Meeting Adjournment

Chairman Dan Heller officially adjourned the meeting at 8:50pm.

Suzanne Kopp
Recording Secretary

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

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item III.3
Requests for Nutrient Management Plan Approval (Hill)
January 2021 Activity
February 10, 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/ ACRE	REVIEWER	PLAN #
Tim High	Ephrata	Boiler	CAO	15.06	Heigel	305
Cloyd Martin	East Earl	Layer, Goat	CAO	8.20	Hartz	1944
Amos Fisher	Sadsbury	Dairy	CAO	2.71	Klein	635
Ammon Burkholder	Brecknock	Finisher Hogs	CAO	11.68	Hartz	1953

**Item III.4
Acknowledgement of Conservation Plans (Hill)
The Lancaster NRCS Field Office recommends the following plans for the
February 10, 2021 Board Meeting:
NATURAL RESOURCES CONSERVATION SERVICE**

Conservation Plans	Number of Plans	Planner	Township
None			

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Warren Sensenig	1	Greg Heigel	Caernarvon
Jeffrey Weaver	2	Derrick Fidler	Mount Joy
Howard Deshong	1	Kevin Lutz	Elizabethtown Boro
James Fidler	1	Derrick Fidler	Warwick

Item III.5

List of LCCD Memberships in the 2021 Budget

NACD	\$1,776
PACD	\$2,600
Lancaster Chamber	\$500
PennAg	\$165
RC&D	\$300
BIA (Building Industry Ass.)	\$600

Lancaster County Conservation District

Balance Sheet

As of December 31, 2020

Item IV.2

ASSETS

Checking/Savings

District General Fund

1001 · General Fund INVEST 572,716.09

1015 · General Fund Checking 104,541.62

Total District General Fund 677,257.71

\$342,212.07	General Operations - U
\$65,778.20	DGR/LVR Admin & Edu - A
\$198,287.84	Grants without bank account - R
\$70,979.60	Activities - U
\$677,257.71	TOTAL

E & S

1002 · E & S - A

Reserved-E&S Vehicle - A -4,237.22

1002 · E & S - A - Other 313,204.69

Total 1002 · E & S - A 308,967.47

1005 · Clean Water - R 307,610.05

Total E & S 616,577.52

1006 · Separation

SWAT Separation - R 450.99

1006 · Separation - Other - A 54,806.39

Total 1006 · Separation 55,257.38

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 56,544.59

Reserved-Capital - A 53,726.87

Reserved-Communication - A 24,000.00

Reserved-Computer Hardware - A 16,725.77

Reserved-Software Maintenance-A 18,048.80

Reserved-NM Program - A 177,165.52

Reserved-Admin Vehicle - A -7,051.60

Reserved-NMP Vehicle - A 28,055.44

1007 · Reserve - Other - U 309,969.12

Total 1007 · Reserve 764,389.51

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C 1,457.50

Scholarship Bonds - C 35,000.00

1008 · Scholarship - C - Other 31,928.92

Total 1008 · Scholarship - C 68,386.42

1009 · Dirt & Gravel Roads - R 134,207.00

1013 - Exelon - R 540,599.86

1014 - Low Volume Roads - R 176,884.05

1115 · Conservation Excellence - R 625,600.14

1003 · Youth Conservation School - C 25,924.71

1017 · Self-Funded Health Insurance -R 79,956.37

TOTAL ASSETS 3,765,040.67

\$883,972.45	A - Assigned Funds
\$94,311.13	C - Committed Funds
\$2,063,596.30	R - Restricted Funds
\$723,160.79	U - Unassigned Funds
\$3,765,040.67	TOTAL

Lancaster County Conservation District
Balance Sheet
As of December 31, 2020

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 25,924.71

2016 · Health Insurance Liability 79,956.32

Total Other Current Liabilities 105,881.03

Total Current Liabilities 105,881.03

Total Liabilities 105,881.03

Equity

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 1,788,037.61

Net Income 977,511.35

Total Equity 3,659,159.64

TOTAL LIABILITIES & EQUITY 3,765,040.67

Lancaster County Conservation District
Income and Expenses
January through December 2020

	General Operations	E&S	Activities	Grants	Scholarship	Separation/ Reserve	Jan - Dec 20	2020 Budget	\$ Over Budget
Income									
520 · County Funding	247,500.00						247,500.00	310,000.00	-62,500.00
530 · Program Contracts	1,657,505.41	16,225.00					1,674,870.41	1,693,370.00	-18,499.59
560 · Grant Administration	245,723.23			27,344.00			271,927.23	417,783.00	-145,855.77
570 · Grant Project Income				1,920,656.99			1,920,656.99	1,623,758.00	296,898.99
580 · Fee / Reimbursement Income	2,310.67	5,518.63	9,200.00				17,029.30	4,000.00	13,029.30
581 · E&S102 Review Fees		470,613.00					470,613.00	505,615.00	-35,002.00
582 · NPDES Permit Fees		82,500.00					82,500.00	108,000.00	-25,500.00
583 · 105 CWF Fees		17,775.00					17,775.00	17,000.00	775.00
590 · Interest Income	3,222.96	4,773.02		7,150.35	1,583.65	6,457.60	23,187.58	33,275.00	-10,087.42
540 · Activity Income			9,982.85		1,392.00		11,374.85	20,119.00	-8,744.15
585 · Tree Sales Income	5,278.26		38,926.83				44,205.09	45,000.00	-794.91
595 · Other Income	436.34		200.00	7,279.52	2,511.68	61,322.00	71,749.54	2,700.00	69,049.54
599R · Interfund Transfer In	58,200.63					42,574.14	100,774.77	59,825.00	40,949.77
Total Income	2,220,177.50	597,404.65	58,309.68	1,962,430.86	5,487.33	110,353.74	4,954,163.76	4,840,445.00	113,718.76
Expense									
7100 · Staff Salary	1,486,454.44	386,319.94					1,872,774.38	1,898,854.00	-26,079.62
710 · All Emp Benefits	475,446.43	122,677.99		1,060.71		15,500.00	614,685.13	709,159.00	-94,473.87
720 · Vehicle & Travel Expenses	31,662.56	4,370.71	217.78	30,043.07			66,294.12	72,350.00	-6,055.88
722 · Meeting Expenses	4,460.77	366.77		258.31		140.00	5,133.91	28,140.00	-23,006.09
730 · Supplies	8,344.80	1,211.02	694.33	8,967.56		821.50	20,039.21	23,550.00	-3,510.79
735 · Communication Costs	3,114.93	12.44	75.85	373.44			3,576.66	8,760.00	-5,183.34
740 · Postage	3,548.28	2,846.06	262.30	78.50	8.70		6,743.84	12,125.00	-5,381.16
745 · Office Rent	83,304.02	20,078.38					103,382.40	104,675.00	-1,292.60
750 · Equipment	40,491.26	4,232.84	2,479.15	3,978.19			51,181.44	80,151.00	-28,969.56
830 - Administrative	50,600.24	2,698.84		887.00			54,186.08	55,621.00	-1,434.92
810 · Activity Expenses	104.20		35,721.67		4,000.00		39,905.87	57,340.00	-17,434.13
820 · Grant Project Expenses				1,025,418.99			1,025,440.93	1,752,173.00	-726,732.07
805 · Allocated Cost Transfer	-12,602.60	12,602.60					0.00	0.00	0.00
890 · Miscellaneous Expenses	317.97	157.50				117.00	582.47	3,200.00	-2,617.53
895 · Contingencies						11,951.20	11,951.20	21,000.00	-9,048.80
899E · Interfund Transfer Out	42,574.14	16,225.00				41,975.63	100,774.77	59,825.00	40,949.77
Total Expense	2,217,821.44	573,800.09	39,451.08	1,071,065.77	4,125.70	70,388.33	3,976,652.41	4,886,923.00	-910,270.59
Net Income	2,356.06	23,604.56	18,858.60	891,365.09	1,361.63	39,965.41	977,511.35	-46,478.00	1,023,989.35

**Item IV.3
Banquet Committee Update**

Due to the Covid-19 restriction the Banquet Committee has decided to mail out the awards along with a congratulatory letter to the recipients that were scheduled for the March 2020 banquet. The award winners will also be invited as a guest to the future banquet. The committee will continue to monitor the Covid-19 restriction as to when a future banquet may be held.

**Item IV.4
Chesapeake Bay Program Update
Ag Department Update**

The Ag Department in the past few weeks has seen a larger than normal staff turnover. The compliance team was hit the hardest losing 2 of the 3 staff. Discussions occurred with DEP regarding the inability to meet our compliance goals for the current year, and a suitable solution was developed. Jeff, Chris, Dan and Sonia worked with DEP to remain in the Bay Program, but with a reduced number of technicians. This reduction in staffing will also reduce the needed inspections for the ag department. The newly hired compliance staff started on February 1, 2021. This will give ample time, even during the on-going pandemic, to train and familiarize the new staff for the July 1, 2021 start of the State's reporting year.

**Item IV.6
PENNVEST Approval to Apply**

The District has been asked to sponsor a PENNVEST application as proposed by Team Ag Inc. for a total of \$708,103 to be used on the Isaac Bieler farm in Bart Township. Additional details will be shared later, but the proposed improvements will help protect our natural resources and help the farm meet state regulations:

If PENNVEST approves the application, they will then identify if they are willing to grant a loan or grant funding, The LCCD Board will then have the chance to review the full details of the project and whether or not you would support going to the next step in the process.

*Action Item

E&S Report

2021 Report for January

2021 Report

		Jan 2021	Total
Total Plan Submissions		16	16
Total Plan Acres		247.368	247.368
Total Disturbed Acres		31.779	31.779
Fees Collected	NPDES Permit Fees Collected	\$10,500	\$10,500
	Chapter 105 Permit Fees Collected	\$1,550	\$1,550
	DEP Fees Collected	\$11,200	\$11,200
	E&S Plan Review Fees	\$57,140	\$57,140

Total Complaints for January 2021

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit Acres</u>
1/4/2021	PROVIDENCE TWP	20.64
1/5/2021	MANHEIM TWP	0.12
1/6/2021	EAST HEMPFIELD TWP	3.79
1/7/2021	EAST DRUMORE TWP	40.27
1/28/2021	WEST HEMPFIELD TWP	0.90

2020 Report

		Jan 2020	Total
Total Plan Submissions		34	34
Total Plan Acres		959.686	959.686
Total Disturbed Acres		115.575	115.575
Fees Collected	NPDES Permit Fees Collected	\$4,000	\$4,000
	Chapter 105 Permit Fees Collected	\$1,975	\$1,975
	DEP Fees Collected	\$10,200	\$10,200
	E&S Plan Review Fees	\$31,085	\$31,085

Total Complaints for January 2020

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit Acres</u>
1/2/2020	RAPHO TWP	2.00
1/3/2020	MANHEIM TWP	19.45
1/10/2020	MANHEIM TWP	3.90
1/13/2020	UPPER LEACOCK TWP	14.21
1/14/2020	CONOY TWP	0.58
1/21/2020	EAST EARL TWP	32.51
1/27/2020	BRECKNOCK TWP	2.23
1/27/2020	ELIZABETH TWP	0.24

Erosion and Sedimentation Plan Submission

1/1/2021 to 1/31/2021

<u>Project Name</u>	<u>Municipality</u>	<u>Disturbed Acres</u>	<u>Fees Amount</u>
Elam Esch SWM	PROVIDENCE TWP	0.53	\$800.00
Stephen Stoltzfus Dwelling	LEACOCK TWP	0.93	\$400.00
Stephen Stoltzfus Dwelling	LEACOCK TWP	0.93	\$100.00
3000 Lebanon Road Borrow/Fill Site	RAPHO TWP	0.83	\$500.00
Lanc Airport Authority Maj Mod Corporate Hanger	MANHEIM TWP	2.50	\$250.00
173 Bomberger Road	ELIZABETH TWP	0.52	\$500.00
Southern Village Major Mod Phase 4	LANCASTER TWP	28.10	\$1,100.00
Lower Little Conestoga Interceptor Phase 3 - GP05 & GP08	MANOR TWP	3.74	\$100.00
Daniel Stoltzfus	COLERAIN TWP	3.26	\$1,600.00
744 Honey Farm Road SWM	MANHEIM TWP	0.43	\$500.00
615 Anderson Ferry Road Borrow/Fill Site	EAST DONEGAL TWP	0.20	\$500.00
605 Hamilton Road GP05	LANCASTER TWP	0.06	\$100.00
Watson Run Major Mod Renewal Lot 188	LEACOCK TWP	3.96	\$800.00
Lanc Airport Authority Maj Mod Corporate Hanger	MANHEIM TWP	2.50	\$1,350.00
3320 Lincoln Highway East Major Mod Renewal	PARADISE TWP	6.79	\$800.00
Four Seasons Produce	EAST COCALICO TWP	12.49	\$3,400.00
Houston Run - Zooks Polycraft	SALISBURY TWP	3.02	\$1,650.00
1920 Meadow View Road	RAPHO TWP	0.68	\$400.00
1036 Manheim Pike	MANHEIM TWP	4.62	\$9,055.00
Kervin Hoffer	CONOY TWP	0.81	\$500.00
Lot 3 Red School Road	CAERNARVON TWP	3.00	\$250.00
Zook Esh Yoder Phase 2 Minor Mod	EAST LAMPETER TWP	66.00	\$500.00
Robert Brubaker Swine Project	RAPHO TWP	5.00	\$2,000.00
Roger Snyder	WEST DONEGAL TWP	0.72	\$500.00
Anthony Zimmerman Ag BMP GP04	WARWICK TWP	3.96	\$400.00
Anstorage LLC	WEST EARL TWP	0.89	\$800.00
Martin Dwelling, Garage & Shop	BRECKNOCK TWP	0.90	\$400.00
Ernie Saniga GP04	LITTLE BRITAIN TWP	0.86	\$200.00
Countryside Rest	BART TWP	3.77	\$2,000.00
Amos Beiler	PARADISE TWP	0.26	\$400.00
Dale Groff	UPPER LEACOCK TWP	0.98	\$810.00
PL Weaver Transfer	SALISBURY TWP	10.13	\$2,675.00
783 Newville Road SWM	WEST DONEGAL TWP	0.45	\$400.00
Pyle Tract GP05	EAST EARL TWP	0.00	\$250.00
Home Towne Square Major Mod Renewal (Wyndale)	CLAY TWP	9.88	\$9,055.00
Adam Blevins SWM	EAST DRUMORE TWP	2.08	\$400.00
Ephrata HS Bldg Addition & Tennis Courts	EPHRATA BORO	2.84	\$1,350.00
Covanta	RAPHO TWP	0.75	\$800.00
Orchard Road	WARWICK TWP	46.02	\$6,895.00
Orchard Road GP04 & GP05	WARWICK TWP	46.02	\$450.00
Casa De Bendicion SWM	MANOR TWP	0.93	\$800.00
Rupert SWM	EAST COCALICO TWP	1.65	\$1,000.00
Lot 3 Red School Road	CAERNARVON TWP	3.00	\$400.00
Brandt SWM	RAPHO TWP	0.76	\$500.00
Glick Fire Equip Bldg Expand	EAST LAMPETER TWP	0.50	\$800.00

Item V.3 Technology Committee Report

The District Technology Committee met on January 12th for their routine quarterly meeting. The group is updated with any new tools and goes over any concerns voiced by District staff. The two newest projects coming in the near future will be the ability to use a drone with District work projects, and a new Cargas customized CRM database to be used with the annual tree sale. The database should also be useful to consolidate different address lists that the District has at this time.

The most recent challenge with technology came with Justin Furnia's departure. Justin had a good grasp on how to get information out of PracticeKeeper (and tract bugs), of setting up new equipment, and with troubleshooting existing District equipment. He was able to keep the four District related web sites up to date, but some unsolved issues with the Web sites started popping up around the time he decided to leave employment. The Web hosting company GoDaddy's 3-year service contract was up for renewal in January, so Justin felt that it would be a good time to move to a different host. Gerald Heistand (whose name was on the GoDaddy contract) tried working with the technicians at GoDaddy to resurrect the failed Clean Water Partners site that had not been functional for over a week. When they were unable to resolve the issue, a decision was made to go with Anchor Hosing. Austin Ginder, who uses Anchor Hosting was able to get the Clean Water site up and running, so administration moved the remaining three web sites (lccwc.com, lancaterwatersheds.org, and lancasterconservation.org) to Anchor Hosting using Austin Ginder's services. The District has assigned Sallie to see if she can find a WordPress web developer to keep the sites in good operating condition.

In general, when technical problems occur, the District will now need to rely more on using the services of Flagstream (they do not work with Web site development). Gerald Heistand has updated an IT Contact Chart that staff can use when they encounter minor IT issues. Justin has left some SOPs and how to videos for various tasks that may pop up as we move forward. Gerald is the gate keeper for determining when it is expedient to use the services of Flagstream. The current IT Committee consists of Gerald Heistand (chair), Matt Kofroth, Eric Hout, Jim Saltsman, and Board Advisors Matthew Mack, and Greg Strausser.

Item V.4 PACD/SCC Winter Mtg Report

[2021 Board Leadership Series Focuses on Ethics](#)

Last year's New Director Orientation workshops included a unit on laws applicable to conservation districts, including the PA Public Official & Employee Ethics Act. Understanding ethical practices and conflicts of interest is of crucial importance for district boards' public accountability. This year, we are taking a deeper dive to focus on these topics during Building for Tomorrow's 2021 Board Leadership Series.

On Tuesday, February 16, Thomas Tupitza of Knox McLaughlin Gornall & Sennett, P.C. will present an overview of fundamental ethical principles and best practices for district boards, including conflict of interest, public trust, transparency, and fairness. We will follow this up with

a second workshop on Wednesday, February 17. Presented by Brian Jacisin, Deputy Executive Director at the PA Ethics Commission, this workshop will focus on the PA Public Official and Employee Ethics Act and the specific ways that conservation district boards are subject to its provisions, including the investigatory purview of the State Ethics Commission.

The Board Leadership series also includes Director Forums, as well as a planning workshop on Wednesday, February 24. The series is open to all conservation district board members, associate directors, managers, and partners. Click [here](#) to register and for more information.

www.paleadership.org/register-now-for-the-2021-board-leadership-webinar-series/

Item V.5 PA State Ethics Forms

The State Ethics Commission Statement of Financial Interest, for calendar year 2020, are required to be completed by May 1, 2021. Forms will be made available at the BOD meeting as well as on line at:

https://www.ethics.pa.gov/Documents/Forms%20Library/Statements%20Of%20Financial%20Interest/SEC-1%20Statement%20Of%20Financial%20Interests%20Rev%2001_19.pdf. Please complete the forms, print and return to the district office prior to April 5, 2021 so the forms can be processed and filed by the May 1st due date.

Item V.6 2021 Board Committees

Please review the attached list of 2021 Board committees for your proposed responsibilities. The Chair or Board Executive Committee may suggest changes, but you may also request a change of duties by Feb 12, 2021 so the list can be finalized and approved at the March BOD meeting.

2021 Board Committee List

LCCD Chair and District Manager are de facto members of each committee.

D-Voting Director, CR – Voting Commissioner Representative, AD-Associate Director, DE-Director Emeritus, A-Advisor, S-Staff

Committee & Members	Responsibilities & Duties	Sub Committee	Responsibilities & Duties
<p><u>Executive Committee</u> Chair – Dan Heller Vice Chair – Bob Shearer Treasurer – Kent Weaver Personnel Comm – Sonia Wasco District Manager</p>	<p>Oversees the activities and subcommittees related to District administration: Annual Planning, District Policy Manual, Director Nominations, Legislative events. Will act as a sounding board for quick decisions and actions between BOD mtgs.</p>	<p>Staff committees reporting to E&O Committee:</p> <ul style="list-style-type: none"> • <u>Technology</u> • <u>Legislative</u> 	
<p><u>Personnel Committee</u> D-Sonia Wasco (Chair) D-Ken Meck D-Herb Kreider AD-Lisa Graybeal * HR - Consultant</p>	<p>Advise Board on Personnel matters (Personnel Manual), Evaluates District Administrator. Reviews program staff evaluations and pay raise recommendations.</p>	<p><u>Employee Relations Committee</u> D-Sonia Wasco D-Dan Heller S-Kevin Lutz (Co-Chair) S-Amanda Goldsmith (Co-Chair) HR - Consultant</p>	<p>Acts as intermediary for staff and advises the Personnel Committee regarding issues with District administration. Designated to oversee civil rights compliance and sexual harassment concerns.</p>
<p><u>Budget & Finance Committee</u> D-Kent Weaver, Chair D-Roger Rohrer D- AD- S-Gerald Heistand S- Stacey Meyer</p>	<p>Advise Board on budget and finance matters.</p>	<p>Staff committees reporting to B&F Committee:</p> <ul style="list-style-type: none"> • <u>Pension Committee</u> D-Dan Heller D-Sonia Wasco D-Kent Weaver S-Gerald Heistand • <u>Tree Seedling Sale</u> • <u>Other Fundraising</u> 	<p>Advise Board on Pension Plan Matters. Be familiar with Plan Document. (Change in committee members will require changing the Plan Document.)</p>

<p><u>Agriculture Committee</u> D-Bob Shearer (Chair) D-Herb Kreider D-Roger Rohrer D-Ken Meck AD-Lisa Graybeal AD-Garett Weaver AD-Justin Welk DE-Bob Wagner S-Jeff Hill S-Kevin Lutz</p>	<p>Oversees the issues, activities and subcommittees related to District's Ag related programs.</p>	<ul style="list-style-type: none"> • <u>Nutrient Management/Cost Share</u> D-Herb Kreider D-Robert Shearer D-Jay Snyder D-Dan Heller AD-Lisa Graybeal AD-Justin Welk DE-Bob Wagner S-Jeff Hill • <u>Outstanding Cooperator</u> D-Robert Shearer D- Herb Kreider AD-Lisa Graybeal NRCS Representative FSA Representative Penn State Extension Rep S-Gerald Heistand • <u>Ag Compliance Review</u> D-Roger Rohrer D-Robert Shearer D-Herb Kreider AD – Garret Weaver S-Kevin Seibert 	<p>Review and recommend approval of Nutrient Management Plans and Cost Share Projects when applicable. Be familiar with Delegation Agreement related to programs.</p> <p>Reviews nominations and makes final selection to forward on to the BOD for approval.</p> <p>Reviews compliance issues and advises staff or makes recommendations to the BOD for follow up actions.</p>
<p><u>E&S Committee</u> D-Jay Snyder (Chair) CR- Ray D'Agostino AD-Gregory Strausser AD-Frank Burkhart AD-Greg Wilson A-Matt Mack S-Rich Snyder S-Eric Hout</p>	<p>Be familiar with Delegation Agreement related to program. Oversees E&S 102,105, NPDES program issues and actions, review compliance issues and advises staff or make recommendations to the BOD for follow up actions.</p>	<p>Sub Committees as needed</p>	

<p><u>Watershed Committee</u> D- Roger Rohrer (Chair) D-Jay Snyder CR- Ray D'Agostino AD-Greg Wilson AD-Deb Seibert S-Matt Kofroth S-Nate Straw S-Bryce Workman</p>	<p>Oversees program issues and actions and advises staff or make recommendations to the BOD for follow up actions related to the District's Watershed Programs.</p>	<p>Sub Committees as needed</p>	
<p><u>Dirt & Gravel and Low Volume Rds</u> D-Herb Kreider (Chair) D-Jay Snyder AD-Frank Burkhart AD-Greg Wilson Jeff Schmidt, Fish & Boat Comm. Heather Grove, NRCS S-Matt Kofroth S-Nate Straw</p>	<p>Be familiar with Delegation Agreement related to program. Oversees program issues & actions and review & rank projects to recommend for BOD approval of projects.</p>		
<p><u>Education/Outreach Committee</u> D-Sonia Wasco (Chair) D-Roger Rohrer AD-Deb Seibert AD-Lisa Graybeal A-Matt Mack * * S-Sallie Gregory S-Matt Kofroth</p>	<p>Oversees activities and sub-committees related to the District's Education and Outreach programs</p>	<p>Staff committees reporting to E&O Committee:</p> <ul style="list-style-type: none"> • <u>Envirothon</u> • <u>Youth Conservation School</u> • <u>Newsletter</u> • <u>Annual Report</u> • <u>Marketing</u> • <u>Scholarship</u> • <u>Banquet and Awards</u> <p><u>Website (content)</u></p>	



COMMONWEALTH OF PENNSYLVANIA
STATE ETHICS COMMISSION

Finance Building
613 North Street, Room 309
Harrisburg, PA 17120-0400
(717) 783-1610 or Toll Free 1-800-932-0936
www.ethics.pa.gov



THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK IS NOT COMPLETED OR IF SIGNATURE OR DATE IS MISSING.

SIGN THE FORM USING THE CURRENT DATE. DO NOT BACK DATE SIGNATURE.

THOSE INDIVIDUALS WHO HOLD MORE THAN ONE OFFICE AND/OR POSITION MUST FILE A COPY OF THEIR FORM AT EACH FILING LOCATION.

FILERS MAY USE THE ONLINE FILING SYSTEM AT THE STATE ETHICS COMMISSION'S WEBSITE: WWW.ETHICS.PA.GOV. A PAPER COPY MAY STILL BE REQUIRED TO BE SUBMITTED TO YOUR FILING LOCATION. FILERS SHOULD CHECK WITH THEIR FILING LOCATION FOR REQUIREMENTS.

THIS FORM MUST BE COMPLETED AND FILED BY:

- A Candidates** - Persons seeking elected state, county and local public offices, including first-time candidates, incumbents seeking re-election, and write-in candidates who do not decline nomination/election within 30 days of official certification of same.
 - B Nominees** - Persons nominated for public office subject to confirmation.
 - C Public Officials** - Persons serving as current state/county/local public officials (elected or appointed). The term includes persons serving as alternates/designees. The term excludes members of purely advisory boards.
 - D Public Employees** - Individuals employed by the Commonwealth or a political subdivision who are 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. The term does not include individuals whose activities are limited to teaching.
- A former public official or former public employee must file the year after termination of service with the governmental body.**
- E Solicitors** - Persons elected or appointed to the office of solicitor for political subdivision(s).

IMPORTANT: Please read all instructions carefully prior to completion of form. Also, **review the filing chart (Page 4) for proper filing location.** Any questions may be directed to the State Ethics Commission at (717) 783-1610 or Toll Free at 1-800-932-0936.

This Form is required to be filed pursuant to the provisions of the Public Official and Employee Ethics Act "Ethics Act," 65 Pa C.S. § 1101 *et. seq.*

STATEMENT OF FINANCIAL INTERESTS INSTRUCTIONS

Please print neatly in capital letters. If you require more space than has been provided, please attach an 8 1/2" x 11" piece of paper to the form. Blocks 01 through 06 are for current information.

- Block 01** Please fill in your last name, first name, middle initial and suffix (if applicable) in the boxes provided. Public office candidates should use the exact name used on official nomination petition or papers.
- Block 02** List an office (business or governmental) or home address and daytime telephone number.
- Block 03** Please check the box or boxes to indicate your status. See definitions on page 1. If you are correcting a prior filing, please check the box designating an amended form.
- Block 04** Please check the appropriate box (seeking, hold, held) for each position you list in the blocks below. List all public position(s) which you are seeking, currently hold, or have held in the prior calendar year. Please be sure to include job titles and official titles such as "member" or "commissioner" (even if serving as an alternate/designee).
- Block 05** Please list all political subdivision(s) agency(ies) as to which you: (1) are presently seeking a public position or public office as a candidate (incumbent or non-incumbent) or nominee; (2) presently hold a public position or public office; and/or (3) previously held a public position or public office during all or any portion of the calendar year listed in block 07. (The term "political subdivision" includes a county, city, borough, incorporated town, township, school district, vocational school, county institution, district, and any authority, entity or body organized by the aforementioned).
- Block 06** Please list your current occupation or profession. This information may be the same as stated in block 04.
- Block 07** List the calendar year for which you are filing this form. Like tax returns, these forms disclose financial information for a prior calendar year. For example, for the form due May 1, 2021, block 07 would read "2020." The information in blocks 08 through 15 should represent financial interests for the calendar year listed.
- Block 08** REAL ESTATE INTERESTS: This block contains the address of any property which was involved in transactions (leasing, purchasing, or condemnation proceedings of real estate interests) with the Commonwealth or any other governmental body within the Commonwealth. If you have no direct or indirect interests in such a property, then check "NONE."
- Block 09** CREDITORS: This block contains the name and address of any creditor and the interest rate of any debt over \$6,500 regardless of whether such debt is held solely by you or jointly by you and any other individual, including your spouse, where each obligor is fully responsible for the obligation. A joint obligation with other persons for which the filer is responsible only for a proportional share that is less than the reporting threshold, is not required to be reported. Do not report a mortgage or equity loan on your home (or secondary home), or loans or credit between you and your spouse, child, parent or sibling. Car loans, credit cards, personal loans and lines of credit must be listed on the form if the balance owed was in excess of \$6,500 at any time during the calendar year. If you do not have any reportable creditor, then check "NONE."
- Block 10** DIRECT OR INDIRECT SOURCES OF INCOME: List the name and address of each source of \$1,300 or more of gross income - - including but not limited to gross income from the public position - - regardless of whether such income is received solely by you or jointly by you and another individual, such as a spouse. "Income" includes any money or thing of value received or to be received as a claim on future services or in recognition of services rendered in the past, whether in the form of a payment, fee, salary, expense, allowance, forbearance, forgiveness, interest, dividend, royalty, rent, capital gain, reward, severance payment, proceeds from the sale of a financial interest in a corporation, professional corporation, partnership or other entity resulting from termination/withdrawal therefrom upon assumption of public office or employment or any other form of recompense or combination thereof. The term refers to gross income and includes prize winnings and tax-exempt income but does not include gifts, governmentally-mandated payments or benefits, retirement, pension or annuity payments funded totally by contributions of the public official or employee, or miscellaneous incidental income of minor dependent children. If you do not have ANY reportable source of income, then check "NONE."
- Block 11** *GIFTS: For each source of gifts(s) valued at \$250 or more in the aggregate, list the following information: the name and address of the source; the circumstances, including a description of each gift; and the value of the gift(s). Do not report political contributions otherwise reportable as required by law, gift(s) from friends or family members (the term "friend" does not include a registered lobbyist or employee of a registered lobbyist), or any commercially-reasonable loan made in the ordinary course of business. The Commission has held that a person cannot be deemed a "friend" if that person and/or a business with which that person is associated is regulated by or has contracts with the public official's governmental body. If you did not receive any reportable gift, then check "NONE."
- Block 12** *TRANSPORTATION, LODGING OR HOSPITALITY EXPENSES: List the name and address of each source and the amount of each payment/reimbursement by the source for transportation, lodging or hospitality that you received in connection with your public position if the aggregate amount of such payments/reimbursements by the source exceeds \$650 for the calendar year for which you are reporting. Do not report reimbursements made by a governmental body or by an organization/association of public officials/employees of political subdivisions that you serve in an official capacity. If you do not have any reportable expense payments/reimbursements, then check "NONE."
- Block 13** OFFICE, DIRECTORSHIP OR EMPLOYMENT IN ANY BUSINESS ENTITY: List both the name and address of the business entity for any office that you hold (Example: President, Vice President, Secretary, Treasurer), any directorship that you hold (through service on a governing board such as a board of directors), and any employment that you have in any capacity whatsoever as to any business entity. This block focuses solely on your status as an officer, director or employee, regardless of income. If you do not have any office, directorship or employment in any business entity to report, then check "NONE."
- Block 14** FINANCIAL INTERESTS: List the name and address and interest held in any business for profit of which you own more than 5% of the equity or more than 5% of the assets of economic interest in indebtedness. If you do not have any such financial interest to report, then check "NONE."
- Block 15** TRANSFERRED BUSINESS INTERESTS: List the name and address of any business in which you transferred a financial interest (as defined in block 14 above) to a member of your immediate family (parent, spouse, child, brother or sister), as well as the interest held, relationship to the individual, and date of transfer. If you did not transfer any such business interest, then check "NONE."
- Signature** Please sign the form and enter the current date. Back dating the form is a violation of law and could result in the initiation of civil, administrative and/or criminal penalties.

*Please note the Commission has long held that the receipt of things of value, such as gifts, transportation, lodging and hospitality from vendors, those regulated, and others, may form the basis for a conflict of interest under Section 1103(a) of the Ethics Act.

STATEMENT OF FINANCIAL INTERESTS

PLEASE PRINT NEATLY

01	LAST NAME	FIRST NAME	MI	SUFFIX

02	ADDRESS office (business or governmental) or home	City	State	Zip Code	Area Code	Phone
					()	

NOTE: IF YOU ARE INCLUDING ATTACHMENTS, DO NOT INCLUDE ANYTHING THAT BEARS YOUR SOCIAL SECURITY NUMBER OR FINANCIAL ACCOUNT NUMBERS.

03 STATUS Check applicable box or boxes, more than one box may be marked. (See instructions on page 2)

A <input type="checkbox"/> Candidate (including write-in)	C <input type="checkbox"/> Public Official (Current)	D <input type="checkbox"/> Public Employee (Current)	E <input type="checkbox"/> Check this box if you are filing as a solicitor	<input type="checkbox"/> Check this box if you are amending an original filing
B <input type="checkbox"/> Nominee	C <input type="checkbox"/> Public Official (Former)	D <input type="checkbox"/> Public Employee (Former)		

04 PUBLIC POSITION OR PUBLIC OFFICE (administrator, member, Commissioner, job title, etc.)

A	<input type="checkbox"/> seeking	<input type="checkbox"/> hold	<input type="checkbox"/> held
B	<input type="checkbox"/> seeking	<input type="checkbox"/> hold	<input type="checkbox"/> held

05 GOVERNMENTAL ENTITY in which you are/were an Official, Employee, Candidate or Nominee (e.g., dept, agency, authority, borough, board, commission, county, school district, twp, etc.)

A	
B	

06 OCCUPATION OR PROFESSION (This may be the same as block 4)	07 YEAR SEE INSTRUCTIONS. Information in blocks 8 -15 represents disclosure for the calendar year listed here: <input type="text" value="2"/> <input type="text" value="0"/>
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08 REAL ESTATE INTERESTS (See instructions on page 2) If NONE, check this box.

09 CREDITORS (See instructions on page 2) Creditor (Name and Address) If NONE, check this box. <input type="checkbox"/>	Interest Rate
Name: _____ Address: _____	

10 DIRECT OR INDIRECT SOURCES OF INCOME including (but not limited to) all employment. (See instructions on page 2) If NONE, check this box. <input type="checkbox"/>	(OFFICIAL USE ONLY)
Name: _____ Address: _____	

11 GIFTS (See instructions on page 2) If NONE, check this box. <input type="checkbox"/>	Value of Gift
Source of Gift	
Address of Source of Gift	Circumstances (including description) of Gift

12 TRANSPORTATION, LODGING, HOSPITALITY (See instructions on page 2) If NONE, check this box. <input type="checkbox"/>	Value
Source (Name and Address)	

13 OFFICE, DIRECTORSHIP, OR EMPLOYMENT IN ANY BUSINESS (See instructions on page 2) If NONE, check this box. <input type="checkbox"/>	Position Held (i.e., officer, director, employee, etc.)
Business Entity (Name and Address)	
Name: _____ Address: _____	

14 FINANCIAL INTEREST IN ANY LEGAL ENTITY IN BUSINESS FOR PROFIT (See instructions on page 2) If NONE, check this box. <input type="checkbox"/>	Interest Held (i.e., 5%, 10%, etc.)
Name and Address of Business	

15 BUSINESS INTERESTS TRANSFERRED TO IMMEDIATE FAMILY MEMBER (See instructions on page 2) If NONE, check this box. <input type="checkbox"/>	Interest Held Relationship Date Transferred
Business (Name and Address)	
Transferee (Name and Address)	

The undersigned hereby affirms that the foregoing information is true and correct to the best of said person's knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa.C.S. §4904 (unsworn falsification to authorities) and the Public Official and Employee Ethics Act, 65 Pa.C.S. §1109(b).

Signature _____ Enter Current Date _____

THIS FORM IS CONSIDERED DEFICIENT IF ANY BLOCK ABOVE IS NOT COMPLETED. MAKE A COPY FOR YOUR RECORDS.

WHO MUST FILE, WHERE TO FILE, AND WHEN TO FILE

WHO MUST FILE	ORIGINAL COPY	ADDITIONAL FILINGS*	WHEN TO FILE
A. STATUS BLOCK A - CANDIDATES Statewide State Senate State House Supreme Court Superior Court Common Pleas Court Traffic Court Municipal Court Commonwealth Court	State Ethics Commission	Append to nomination petition when filed with the State Bureau of Elections 210 North Office Building Harrisburg, PA 17120-0029	ON OR BEFORE THE LAST DAY FOR FILING A PETITION TO APPEAR ON THE BALLOT FOR ELECTION
Constables / Deputy Constables Countywide City Borough Township Municipality (home rule charter)	State Ethics Commission File with the Clerk/ Secretary in the Municipality in which you are a candidate	Append to nomination petition when filed with County Board of Elections	
Magisterial District Judges	File with the County in which the Magisterial District is located		
School Director	File in the School District where you are a candidate		
Announced Write-in	For state office file with State Ethics Commission . For county or local office file with governing authority of political subdivision.	No additional copy required	
Unannounced Write-in Winners of Nominations Unannounced Write-in Winners of Elections			
B. STATUS BLOCK B - NOMINEE State Level County/Local Level	State Ethics Commission Governing authority of political subdivision	File with the Official or Body vested with the power of confirmation	10 days before official or body approves or rejects the nomination.
C. STATUS BLOCK C - PUBLIC OFFICIAL Commonwealth Public Officials such as: Members of Boards and Commissions (including alternates/designees); Heads of executive, legislative and independent agencies, boards and commissions; and persons appointed to positions designated as offices.	State Ethics Commission	File with <u>each</u> Agency, Board, Commission, Department, or Government Body in which employed or to which appointed. (make additional copies if needed)	FILE NO LATER THAN MAY 1 OF EACH YEAR A POSITION IS HELD AND OF THE YEAR AFTER LEAVING SUCH A POSITION.
State House Member State Senate Member	State Ethics Commission	File with the House Chief Clerk or Senate Secretary (whichever applies)	
Local Public Officials serving in/as: Counties; Boroughs; Townships; Home Rule Municipalities; Municipal Authorities; School Districts Incumbent Judges and Magisterial District Judges who are not candidates file a Statement of Financial Interests for Judicial Officers with the Administrative Office of Pennsylvania Courts (AOPC).	File only with the governing authority of the respective local political subdivision	Additional copy is not required to be filed (unless serving in multiple capacities, then file with <u>each</u> entity as required)	
Constables / Deputy Constables	State Ethics Commission		
D. STATUS BLOCK D - PUBLIC EMPLOYEE Commonwealth PUBLIC EMPLOYEE (Executive, Leg. & Independent Agencies)	File only with your Employer		
County City Borough Township Municipal (home rule) Municipal Authority School District	} EMPLOYEE File only with your political subdivision	No additional copy required	
E. STATUS BLOCK E - SOLICITOR	File with the governing authority of <u>each</u> political subdivision for which you are Solicitor	Additional copy is not required to be filed (unless serving in multiple capacities, then file with <u>each</u> entity as required)	

* FILER IS RESPONSIBLE FOR MAKING ANY ADDITIONAL COPIES.