



**LANCASTER COUNTY CONSERVATION DISTRICT
MONTHLY BOARD MEETING AGENDA**

Wednesday May 5, 2021

Lancaster Farm & Home Center (Directors)
<https://zoom.us/j/91731607863> (All Others)

Business Meeting 7:30PM

Timer

- 7:30 Invocation – Sonia Wasco
Call to Order, Chairman, Daniel Heller
Welcome & Introductions – Heller
Additions to the Agenda – Thompson
Public Comment: Survey media/quests – Heller

- 7:40 I. Agency Reports
 - 1. USDA, NRCS (attachment) 1
 - 2. PA DEP Field Rep Report (attachment) 3

- 7:45 II. *Consent Agenda
 - 1. Meeting Minutes (attachment) 8
 - 2. Technical Assistance Requests/Cancellations (attachment)..... 12
 - 3. Nutrient Management Plan Approval (attachment) 12
 - 4. Conservation Plans Acknowledgement (attachment)..... 12

- 7:55 III. Additional Business
 - 1. Items Removed from Consent Agenda -
 - 2. Treasurer’s Report – Heistand (attachment) 13
 - *3. Personnel Committee/Request to Hire – Wasco/Thompson (attachment) 16
 - *4. Conservation Excellence Grant Project Approval – Lutz/Bitting (attachment) 17
 - *5. DGR Report Settlement Agreement Letter & Response – Kofroth (attachment) 17

- 8:40 IV. Reports & Information
 - 1. Correspondence, News and Updates – Thompson 19
 - 2. E&S/NPDES Monthly Projects Report – Snyder (day of packet)..... -
 - 3. PennVest Update, Isaac Beiler & Levi Glick – Thompson (attachment)..... 20
 - 4. Conservation Foundation News and Updates - Thompson (attachment)..... 20

- 9:00 V. Public Comment

- 9:05 VI. Adjourn

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

Dates to Remember:

5/18, RC&D Mtg in Lancaster 9am-12pm	6/2, 6:45pm Retirement Trustee Committee Mtg in LCCD Lunchroom
5/31, Memorial Day Holiday – Office Closed	6/5-6/12, Water Week

NEXT MEETING DATE: Wednesday, June 2, 2021 @ 7:30 p.m.
At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors for April 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	-	-	6	272.6

*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	-	3
362 – Diversion (ft)	4,225	-	-
367 – Roofs & Covers (no)	7	-	-
382 – Fence (ft)	18,131	189	6,265
412 – Grassed Waterway (ac)	16.2	2.5	7.3
516 – Livestock Pipeline (ft)	381	3,076	3,661
561 – Heavy Use Area Protection (sq ft)	53,121	3,300	9,547
575 – Trails & Walkways (ft)	1,043	478	1,760
578 – Stream Crossings (no)	6	1	2
600 – Terraces (ft)	12,541	-	5,493
614 – Watering Facility	7	4	9
620 – Underground Outlet (ft)	8,816	100	2,500
634 – Waste Transfer System (no)	17	-	5
327 – CREP Conservation Cover (ac)	23.5	-	3.69
391 – CREP Riparian Forest Buffer (ac)	68.2	-	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 (\$)
EQIP	25	\$2,016,210	-	-
CSP	-	-	2	\$122,679

- Financial Assistance Payments:

Program	FY20 Total (\$)	FY21 Mo. Total (\$)	FY21 Total (\$)
ALL PROGRAMS	\$1,765,177.99	\$69,127.67	\$816,536.59

Environmental Quality Incentives Program (EQIP):

- Applications have been selected for funding. Work has begun on contract development.
- 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	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	-	-
Re-enrollments	24	100.9	-	-

Trainings:

- 4/12-15 -- Ag Conservation Boot Camp Level 1, Virtual Classroom Sessions (Ramer)

Respectfully Submitted,



Heather L. Grove
District Conservationist

Item I.2

May 2021 DEP Conservation District Field Rep Talking Points

Section 319 Nonpoint Source Management Grants Program - The Fiscal Year 2022 grant round is open from April 22, 2021 to June 25, 2021. The guidance and associated materials were published [here](#) on April 22, 2021, or you can go to dep.pa.gov and search for “nonpoint source.” These grant funds come from EPA. The WIP Location Map has also been recently updated on the [WIP webpage](#).

Growing Greener Plus Grants Program – This grant round is open from April 22, 2021 to June 25, 2021. The guidance and associated materials were published [here](#) on April 22, 2021, or you can go to dep.pa.gov and search for “growing greener.” These funds come from Pennsylvania’s Environmental Stewardship Fund (ESF).

319 and Growing Greener have presentations on the webpages that link to the Clean Water Academy with PDFs and recorded sessions to walk people through this round of grants. We encourage anyone with questions on the grant guidance or how to complete forms review these presentations.

Through the same application process, applicants can also apply for grant funding through Section 18(j) of the Surface Mining Conservation and Reclamation Act of 1977 (SMCRA). SMCRA grants are available to various entities including municipalities, municipal authorities, and nonprofit organizations for projects meeting AMD Set Aside or Bond Forfeiture grant requirements.

2021 Section 319 Nonpoint Source Management Statewide Meeting – DEP’s annual statewide Nonpoint Source Management Program meeting will be held virtually from 10 a.m. – noon on Wednesday, May 19 and Thursday, May 20, 2021. The meeting is open to entities involved in Section 319 Nonpoint Source Management project partners, including conservation district staff, DEP and U.S. Environmental Protection Agency (EPA) Region 3 staff, incorporated watershed associations, counties, municipalities, councils of governments; 501(c)(3) non-profits, educational institutions, and municipal authorities. The meeting will include virtual nonpoint source management presentations by local partners offered through Zoom, including Blacks Creek Abandoned Mine Drainage Restoration Plan implementation; Huntingdon County Rapid Stream Delisting Strategy; Pennsylvania’s Chesapeake Bay Countywide Action Plans; Conewago Creek Collaboration Initiative; DEP’s Section 319 Nonpoint Source Management Grants Program; Villanova University’s Stormwater Research and Demonstration Park and Region 3 EPA’s Section 319 Nonpoint Source Management Program Updates.

Interested partners may register for the meeting [here](#)

The Section 319 Nonpoint Source Management grant funds are provided by the U.S. Environmental Protection Agency (EPA) and authorized through Section 319(h) of the federal Water Pollution Control Act. The program’s primary purpose is to implement Section 319 Program Watershed Implementation Plans to improve and restore water quality of streams, lakes, rivers, and other waterways.

New Manager Orientation - The 2021 New Manager Training program (formerly known as New Manager Bootcamp training) begins on Wednesday May 19 and will run through September. This year’s training will feature a hybrid format including online and in-person instruction focusing on the areas of Conservation Partner Programs, Manager Leadership, and District Administration. Online sessions are scheduled weekly on Wednesday mornings starting May 19 and run through August (with breaks), and the program wraps up with a pair of in-person workshops scheduled for Tuesday September 14 as a “Pre-conference” meeting prior to the 2021 Management Summit on September 15-16.

This year's program is open to:

- District Managers who have started in their current position since 2019
- Newer District Managers who were unable to attend the 2019 New Manager Bootcamp training
- Assistant Managers who have been approved for this training by their district and by the Leadership Development program

Program agenda can be found at the [Building for Tomorrow website](#) - please contact LD Coordinator Matt Miller mmiller@pacd.org to register or if you have any questions

Watershed Specialist Funding Form/Renewal Request - In 2018 the Districts and the Pennsylvania Department of Environmental Protection entered into new multi-year Conservation District Watershed Specialist grant agreements. This grant has a period of performance from July 1, 2018 through June 30, 2021. We are extending the agreement for July 1, 2021 – June 30, 2022. Only one year of funding is allocated to agreements, up to the maximum \$45,250.00 each year. District's with a Watershed Specialist Grant will need to complete the "Watershed Specialist Grant Renewal Request" form to have funds for Fiscal Year 2021 appropriated to their existing CDWS Grant Agreement. A Task and Deliverable Budget Worksheet, completed in Excel format, must be submitted with the Funding Renewal Request. Districts should use the "Conservation District Watershed Specialist Primer" to fit CDWS grant expenditures to a category and to further understand eligible and ineligible expenses. Once both pages of the Funding Form and the Task and Deliverable Budget Worksheet are complete, submit both documents to RA-EPWATERPROGRAMS@pa.gov no later than **May 31, 2021**. If you have a question regarding budget categories, expenses within a category or other questions, please reach out to your DEP CDWS Advisor or contact Jennifer Ritter (jritter@pa.gov) in the Grants Center.

Clean Water Academy

Attachment B Online Forms - An online form has been placed on the Clean Water Academy to replace the Chapter 102 and 105 Attachment B forms. As a result, the "paper" Attachment B form no longer needs to be submitted. Once submitted, a notification is sent to the 102 and 105 email resource accounts. GreenPort information is now required so that we can coordinate registration of new users for ePermitting as well as Clean Water Academy logins. Each Conservation District Manger should designate someone to enter Attachment B or perform that task themselves. Only that person will be able to edit their entries. To ensure we have the most update date records we need each to District to enter **all staff** assigned to the **102 and 105 delegation agreements into the new electronic Attachment B**. Please complete this by **June 30, 2021**.

Please note: whenever staff leaves the program or otherwise will no longer use the ePermit system, this form should be submitted so that we can deactivate ePermitting and CWA roles. The employment end date should be selected, and employment status changed. If you have any questions, please reach out to Jay Braund at jbraund@pa.gov.

Small Group Training Request Form - Conservation District Staff that would like classroom (virtual at this time) or one on one training from DEP should submit a request using the Chap 102 - One on One - Small Group Training Request Form. The Training Request Form can be found in the Data Portal in Clean Water Academy.

Chapter 102 Plan Review Courses - Clean Water Academy recently finished three courses on Chapter 102 plan reviews. These were originally scheduled as live sessions for the 2020 102/105 Basic Training in State College. It is recommended that those who signed up for the event or started within the past year complete this training as it covers the same material. We hope to follow up with a Q&A webinar session in the coming months.

2021 - E&S Plan Completeness Review: <https://pacleanwateracademy.remotelearner.net/course/view.php?id=491>

2021 - E&S Plan Technical Review: <https://pacleanwateracademy.remotelearner.net/course/view.php?id=429>

2021 - PCSM Completeness Review: <https://pacleanwateracademy.remotelearner.net/course/view.php?id=428>

Each training module walks through a mock plan review and will likely take several hours to complete.

102 ePermitting — The tentative Chapter 102 ePermit release schedule has been updated, as follows:

- April 21, 2021- Individual Applications (New & Amendments)
- July 28, 2021- E&S Permit Applications (New & Amendments)
- September 29, 2021 – ESCGP-3 Applications (New & Amendments)

There have also been some updates to reference materials, such as:

- SOP added for Individual NPDES ePermit Reviews is now available on CWA
- The **external** [Chapter 102 ePermit FAQ](#) is available on the [Chapter 102 ePermit System webpage](#). Please note that BCW is evaluating the 'Consultant for Individual' Option for registering for the 102 ePermitting system. If an applicant does not have a computer or use computers, please direct them to submit via paper at this time (See FAQ #13).
- The **internal** [Q&A Chapter 102 ePermit System](#) has been updated and is available on [Clean Water Academy](#). The update includes the addition of Questions 192-200.

Contact Tiffany Landis with questions tilandis@pa.gov

Retaining Virtual Participation Options for District Board Meetings – As district boards begin to hold in person meetings again, the State Conservation Commission recommends district 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 district board meetings.

Tips for holding virtual meetings:

- Meetings must comply with ALL Sunshine Act requirements
- Take a roll call to ensure minutes can accurately record directors present and that there is a quorum
- Provide an opportunity for public comment. Participants from the public who make comment should identify themselves
- Participants should announce themselves when speaking especially when making motions to ensure accurate recording of minutes
- Virtual meetings may be recorded. If it is recorded, you must announce that the meeting is being recorded
- Recordings of virtual meetings are public records under RTK if retained after the minutes are approved at the next board meeting.

Chesapeake Bay Update

Updated COVID-19 Inspection Guidelines – March 17th the updated [Chesapeake Bay Agriculture Initial Inspection Program \(CBAIP\) Interim Procedures During COVID-19 Public Health Emergency](#) memo was sent to county Conservation Districts and DEP Regional Offices by Jill Whitcomb. The original interim procedures and Notice to Inspect template letter were provided to Chesapeake Bay CCD and DEP Regional Office management on April 2, 2020. This updated document was provided to assist in decision-making as it relates to conducting inspections as we continue to move into the future. Template letters were also attached to that email for your use when contacting agricultural operations for inspections. These letters were provided as Word files so that they are editable.

Summer Interns Conducting Bay Inspections - With the upcoming summer season, we wanted to respond to questions that we've received recently relating to using summer interns to conduct inspection activities. As a reminder, the inspector of record must have completed or actively be in the midst of completing adequate training according to the Training Plan described in the Chesapeake Bay Technician Agreement.

Please reference the CBAIP activities listed below which may be appropriate for individuals with limited training, such as summer interns, understanding supervision and oversight from a trained professional will be necessary:

1. Pre-Inspection Activities.
 - a. Provide administrative assistance with the pre-inspection notice mailing.
 - i. A trained professional should draft and sign all correspondence.
 - b. Attempt to contact the owner/operator in advance of the inspection to explain the purpose and arrange the date and time of the inspection.
 - c. Develop / print aerial maps of the operation for review by the inspector of record.

- d. Assemble any known relevant planning documents for review by the inspector of record.
- e. Prepare necessary supplies for the inspection.
- 2. Inspection Activities
 - a. May attend the inspection if accompanied by the inspector of record and all procedural guidelines to limit exposure to and spread of COVID-19 outlined in the inspecting agency's continuity of operations plan are followed.
- 3. Post-Inspection Activities
 - a. Provide administrative assistance with post-inspection correspondence.
 - i. A trained professional should draft and sign all correspondence.
 - b. Input data elements of the Inspection Report in the PracticeKeeper Database if not completed during the inspection.
 - i. Must complete the Clean Water Academy Course, *Completing Agriculture Inspections in the PracticeKeeper Database*, <https://pacleanwateracademy.remote-learner.net/course/view.php?id=410>, and maintain appropriate oversight from a trained professional to ensure data consistency and integrity.

The Ag Plan Reimbursement Program (APRP) concluded its final year of a four-year contract. There was a total of 860 plans and 106,254 total acres registered for this round. The total funds registered to be reimbursed was \$643,489. Funds were able to be used to cost-share privately developed Ag E&S, Conservation, Nutrient Management, and Manure Management Plans. This was the final round of APRP. Over the previous three years of this program, \$1,847,096 was reimbursed to fund a total of 2,397 plans and 418,450 Acres.

Pennsylvania Phase 3 Watershed Implementation Plan 2020 Progress Report Summary. This report details the approach Pennsylvania has taken to meet the state's Chesapeake Bay nutrient reduction goals and informs the reader on the most recent steps taken by state agencies and local partners. Although the massive scale of the Phase 3 WIP, and the unique challenges of 2020, Pennsylvania reports that it is on track to meet many required milestones on time.

https://files.dep.state.pa.us/Water/ChesapeakeBayOffice/TrackProgress/PA_WIP_Milestones-2020_Progress_Report_Narrative_2-2021.pdf

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>

Dates to Remember:

PA Envirothon Awards Ceremony

Virtual Ceremony May 27

New Manager Orientation

Virtual Sessions Weekly on Wednesdays starting May 19
 In-person Tuesday September 14

SCC Meetings – 1:00 PM

Virtual Meeting May 11
 Virtual Meeting July 13

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

Conference Call
Conference Call

June 8
August 17

Agricultural Technician Training

Boot Camp I – ‘Basic’

August 2-4, 2021 (Field)

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

Item II.1
**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
April 7, 2021**

The 828th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held in person at the Farm and Home Center for Directors and also via Zoom Call-In on Wednesday, April 7, 2021, at 7:30PM.

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

The following Associate Director was present: Greg Strausser.

The following District Staff were present: Christopher Thompson, Gerald Heistand, Kevin Lutz, Rich Snyder, Kent Bitting, Matt Kofroth, Samantha Adams, Sallie Gregory, Kevin Seibert, Adam Seitz, 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 7:30 p.m. Dan welcomed everyone and asked if there were any introductions to be made – none were made. Adam Stern wanted everyone to know that the meeting was being recorded.

Ken Meck provided the invocation for the meeting.

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

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

I. Agency Reports

1. USDA, NRCS

Heather Grove offered no additions to the report this month. No questions were raised.

2. PA DEP Field Rep Report

Chris Thompson highlighted a few talking points in the agenda packet. There is an update to the Manure Management Manual FAQ.

The Ag Energy Workshop is providing guidance towards grants and funds available.

Statement of Financial Interest need to be turned in by May 1, 2021.

II. 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, Sonia Wasco moved to approve the Consent Agenda which included items numbered one through four. Bob Shearer seconded the motion. Herb Kreider stated he would be abstaining from the vote because of his connection to one of the Nutrient Management plans up for approval. The vote was taken and the motion passed unanimously.

Item II.1

The Consent Agenda includes the following approved items.

- #1 – Minutes of March 3, 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 that the General Operations fund is currently very high and explained that we received the entire County Commissioners funding in a one lump payment, which is typically not the case other years.

Chris Thompson stated the reason we got the full allocation of County Commissioner funds all at once was that this year they paid us out of their Act13 funding – which is different from other years. And no guarantee it will be like this in following years.

3. Personnel Committee Report

Sonia Wasco reported that Sallie Gregory and Matt Kofroth interviewed candidates for the Summer intern position and Brianna Beers is being recommended for hire to the Board of Directors. Sonia also reported that the interviews were held to fill the position of Ag Program Manager and Kevin Lutz is being recommended for hire to the Board with a start date of tomorrow, April 8, 2021, if approved.

Sonia moved to accept the recommendations of the personnel committee to hire Brianna Beers and Kevin Lutz. The motion was amended to add that hiring Kevin Lutz would be retroactive to the day Jeff Hill left. Roger Rohrer seconded the motion. Motion passed unanimously.

4. Dirt and Gravel Road Committee Report

Matt Kofroth reported on the QA/QC Report and proposed Settlement Agreement. The 2021-2022 allocations that we will receive this year will be reduced by \$192,000 due to some deficiencies and violations that were found in our program. The settlement agreement calls for a reduction of 60% in our allocation for next year plus a one-time penalty of \$25,000. Directors discussed the sustainability of the program and the proposed action steps.

Herb Kreider moved to accept the DGR settlement agreement. Roger Rohrer seconded the motion. Motion passed unanimously.

5. Conservation Excellence Projects

Kent Bitting reported that we have eight applications this month that were reviewed by staff. All of the applications meet all criteria of the Grant. Kent Bitting and Kevin Lutz recommend to the Board the approval of all eight of these projects for CEG Funding in the amount of \$211,460.13.

It was also reported that the S.C.C. has made available and additional \$500,000 for the Lancaster Program.

Bob Shearer moved to approve CEG funding amounts requested. Herb Kreider seconded the motion. Motion approved unanimously.

6. PENNVEST/Andy III

Scotch Hill Solutions submitted an application for a PENNVEST Grant project for \$750,000 and are requesting the District to be a sponsor of this project. The Board is being requested to approve sponsoring the application for this project. Roger Rohrer moved that the District apply to be the sponsor for this project. Herb Kreider seconded the motion. Motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates

- Thank You – Charlotte D. Sprengle to Kevin Seibert for assisting – Andy Nissley – March 17, 2021
- Obituary – Patrick J. Fasano – Lancaster Newspaper – February 26, 2021
- Article – Spotted Lanternfly – Lancaster Newspaper – March 26, 2021
- Letter – Capital RC&D – Annual Dues Request – April 1, 2021
- Pamphlets – Sample of the South-Central Task Force pamphlets for Agricultural Emergencies – Revised February 2021

2. E&S/NPDES Monthly Projects Report

Rich Snyder reported that in March 2021 the workload in the E&S department is above normal. E&S had 81 total new submissions for the first quarter. Complaints for March had a very high volume with a total of 26 complaints for March. Chapter 102 and 105 e-permitting has some updates to the program including a brand-new system that replaced Greenport without any notice to the District until it was live on March 22nd. On March 23rd and 24th the system went down to do glitches in the new Greenport (Keystone) system.

Rich reported on a new workload sharing program that DEP is putting into effect. DEP is short staffed and the program manager at DEP said they are over 400 projects behind in reviewing. DEP is going to be work-sharing the work out to the DEP Regional Offices and there are 18 Lancaster projects being reviewed by another region.

Dan Heller asked if the majority of the complaints are due to storm runoff. Rich stated that currently trout stocking is being conducted in our streams and as PA FBC Staff are driving around the County, they are seeing disturbances and reporting complaints. Rich also thinks that people working from home are having more time to drive around are seeing more to report. Rich wanted to emphasize that they are definitely legitimate complaints for a variety of reasons for the many complaints and not all due to run off.

3. Tree Sale Update

Sallie Gregory reported that the committee is working next week to package more than 400 orders. Thursday, April 15, 2021 is the drive thru to pick up the orders. The new communication database system, that was bought with a grant, worked well and saved the committee time.

4. Compliance and Complaint Investigations

Kevin Seibert reported that the new compliance employees who started February 1st are still in training. Kevin stated that the expected 300 annual inspections will not be met due to losing two employees so close together and hiring new employees that need to be trained. DEP has been informed of the current situation.

Kevin also reported on a complaint that was called into the District at beginning of March 2021. It was a complaint of a Christmas tree farm switching over to a pastured pig farm and the pigs are causing major damage and erosion issues. Kevin forwarded the complaint to DEP on March 10th. The complaint will be handled by DEP.

5. PACD Regional Director Meeting Report

Sonia Wasco reported that Conservation week will be April 18-24. The joint PACD/SCC meeting will be held this Summer via zoom. Plans are for the managers to meet this Fall for the first in-person meeting.

Chris Thompson suggested the Board consider submitting a proposal at the next Executive Council Meeting to discuss sharing multi-functional buffer project administrative dollars between Districts and PACD.

6. Banquet Update

Chris stated that the Banquet Committee is suggesting that we recognize the 2020 recipients later this Fall or hold them over to the regular 2022 banquet and recognize them then.

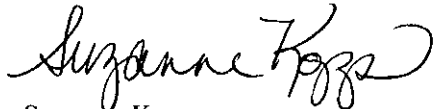
Item II.1

Additional Public Comment:

Chris Thompson announced that there is a new virus that is highly contagious to horses. There has been several out-brakes in the State. A link to the information will be sent after the meeting. He wants to get word out to the plain sect about this new virus.

Meeting Adjourned

Chairman Heller officially adjourned the meeting at 9:15pm.

A handwritten signature in cursive script that reads "Suzanne Kopp". The signature is written in black ink and is positioned above the printed name and title.

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 (Hill)
April 2021 Activity
May 5, 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 #
Dan Landis	Rapho	Pullet	CAFO/CAO	12.15	Lutz	473
Harold Shirk	Caernarvon	Dairy, Broiler	CAO	2.15	Hartz	101
Robert & Michael Shearer	East Donegal	Swine, Cow/Calf	DAFO/CAO	2.97	Lutz	368

**Item II.4
Acknowledgement of Conservation Plans (Lutz)
The Lancaster NRCS Field Office recommends the following plans for the
May 5, 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
Nathan Nolt	1	Adam Hartz	East Earl
Daniel Beiler	1	Samantha Adams	Little Britain
Jacob King	1	Adam Hartz	Manheim
Mervin O. Minnich	1	Greg Heigel	West Donegal

Balance Sheet

As of April 26, 2021

ASSETS

Checking/Savings

District General Fund

1001 · General Fund INVEST 841,349.58

1015 · General Fund Checking 54,770.44

Total District General Fund 896,120.02

E & S

1002 · E & S - A

Reserved-E&S Vehicle - A -5,495.34

1002 · E & S - A - Other 347,622.64

Total 1002 · E & S - A 342,127.30

1005 · Clean Water - R 299,731.54

Total E & S 641,858.84

1003 · Youth Conservation School - C 25,928.68

1006 · Separation

SWAT Separation - R 450.99

1006 · Separation - Other - A 54,814.61

Total 1006 · Separation 55,265.60

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 56,474.59

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 -8,388.03

Reserved-NMP Vehicle - A 29,494.20

1007 · Reserve - Other - U 339,113.47

Total 1007 · Reserve 793,566.19

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C 1,457.50

Scholarship Bonds - C 35,000.00

1008 · Scholarship - C - Other 32,360.27

Total 1008 · Scholarship - C 68,817.77

1009 · Dirt & Gravel Roads - R 99,727.35

1013 - Exelon - R 463,266.25

1014 - Low Volume Roads - R 227,110.21

1115 · Conservation Excellence - R 502,596.83

1116 · CBAIP Phase II - R 429,375.00

1017 · Self-Funded Health Insurance -R 44,302.71

TOTAL ASSETS 4,247,935.45

\$616,145.52	General Operations - U
\$63,955.12	DGR/LVR Admin & Edu - A
\$129,312.89	Grants without bank account - R
\$43,420.12	Activities Account - A
\$43,286.37	Tree Fundraiser Account - U
\$896,120.02	TOTAL

\$958,769.87	A - Assigned Funds
\$94,746.45	C - Committed Funds
\$2,195,873.77	R - Restricted Funds
\$998,545.36	U - Unassigned Funds
\$4,247,935.45	TOTAL

Lancaster County Conservation District
Balance Sheet
As of April 26, 2021

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 25,928.68

2016 · Health Insurance Liability 44,302.66

Total Other Current Liabilities 70,231.34

Total Current Liabilities 70,231.34

Total Liabilities 70,231.34

Equity

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 2,765,827.41

Net Income 518,266.02

Total Equity 4,177,704.11

TOTAL LIABILITIES & EQUITY 4,247,935.45

Lancaster County Conservation District

Income and Expenses

January 1 through April 26, 2021

8:40 AM
04/27/21
Cash Basis

	General Operations	E&S	Activities	Grants	Scholarship	Separation/ Reserve	Jan 1 - Apr 26, 2021	Budget YTD	\$ Over Budget
Income									
520 · County Funding	302,500.00					35,000.00	337,500.00	88,611.10	248,888.90
530 · Program Contracts	558,377.88						558,377.88	437,779.83	120,598.05
560 · Grant Administration	73,720.83		13,312.00				87,032.83	130,664.55	-43,631.72
570 · Grant Project Income			804,616.64				804,616.64	1,181,500.00	-376,883.36
580 · Fee / Reimbursement Income	436.25		3,000.00				3,436.25	4,043.92	-607.67
581 · E&S102 Review Fees		159,990.00					159,990.00	165,584.82	-5,594.82
582 · NPDES Permit Fees		29,000.00					29,000.00	28,355.58	644.42
583 · 105 CWF Fees		5,100.00					5,100.00	5,423.00	-323.00
590 · Interest Income	76.27	94.40		221.99	444.85	127.57	965.08	1,547.63	-582.55
540 · Activity Income	50.00		3,000.00				3,050.00	9,483.00	-6,433.00
585 · Tree Sales Income			31,874.74				31,874.74	38,666.67	-6,791.93
595 · Other Income	432.26						432.26	64.42	367.84
599R · Interfund Transfer In	1,336.43					1,438.76	2,775.19	16,225.00	-13,449.81
Total Income	936,929.92	194,184.40	37,874.74	818,150.63	444.85	36,566.33	2,024,150.87	2,107,949.52	-83,798.65
Expense									
7100 · Staff Salary	464,265.58	117,306.62					581,572.20	663,011.77	-81,439.57
710 · All Emp Benefits	127,841.09	33,501.87		150.00			161,492.96	229,054.60	-67,561.64
720 · Vehicle & Travel Expenses	6,711.58	2,152.99		28.00			8,892.57	13,549.50	-4,656.93
722 · Meeting Expenses	341.41	157.50		55.00		70.00	623.91	7,053.50	-6,429.59
730 · Supplies	3,204.90	570.67	909.92	3,998.36			8,683.85	7,531.92	1,151.93
735 · Communication Costs	1,569.32	5.29					1,574.61	2,883.83	-1,309.22
740 · Postage	714.05	421.49	1.42	2.04	13.50		1,152.50	3,367.33	-2,214.83
745 · Office Rent	27,686.52	6,774.28					34,460.80	33,728.97	731.83
750 · Equipment	5,767.25		100.00	1,472.98			7,340.23	11,256.93	-3,916.70
830 · Administrative	32,310.19		45.00			5,975.00	38,330.19	38,492.82	-162.63
810 · Activity Expenses			21,396.51				21,396.51	36,148.25	-14,751.74
820 · Grant Project Expenses	696.65			636,589.61			637,286.26	1,486,833.33	-849,547.07
805 · Allocated Cost Transfer	-7,812.37	7,812.37					0.00	-0.78	0.78
890 · Miscellaneous Expenses	103.07	200.00					303.07	821.67	-518.60
895 · Contingencies							0.00	241.67	-241.67
899E · Interfund Transfer Out	1,438.76					1,336.43	2,775.19	16,225.00	-13,449.81
Total Expense	664,838.00	168,903.08	22,407.85	642,340.99	13.50	7,381.43	1,505,894.85	2,550,200.31	-1,044,315.46
Net Income	272,091.92	25,281.32	15,466.89	175,809.64	431.35	29,184.90	518,266.02	-442,250.79	960,516.81

Item III.3
The Personnel Committee Report
May 5, 2021

COOP Update

The Conservation District office has remained open for business throughout the Covid-19 crisis. Work is getting done and the public is being served, but under the lockdown order there have been added layers and steps in processes that have resulted in impacts on production and in stressors on staff and clients alike.

Our Continuity of Operations Plan (COOP) was implemented on March 18th 2020 and we began following CDC guidelines for making the office a “safe” place to work. The protections have been effective and over the last 13 months we know that none of the 8 staff who got the virus got infected while at work. The recent advent and success of the community vaccine center at Park City has given added optimism that we can regain full operations soon.

With that in mind, the administration is currently planning to again modify our COOP. The current plan is to reopen the office for staff on June 7th. We are committed to not making the vaccine mandatory, but we have also been using a target of > 60% vaccinated as an indicator for when we can open the office. Several staff have been vaccinated, but we want to encourage even more participation and would like to incentivize staff with a \$100 gift card or deposit in their HSA. Because of our collocated office arrangement with NRCS we would like to offer the incentive to their staff as well. If everyone receives and reports their vaccination there would be a potential expense of \$4,200. We would pay for this unbudgeted expense out of the Self-Funded Health Care refunds we have in reserve.

The CDC guidelines will remain in place and the office will remain closed to visitors until we can achieve a 75% vaccination rate.

***Action Requested**

Item III.4
Conservation Excellence Grant Approval

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

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Brian M. Sauder	TeamAg	Ephrata Twp.	Roofed Heavy Use Area, Roofed Manure Stacking Area, Stream Crossing, Underground Outlet	\$239,584.00	\$167,487.75
Cory Landis	District	Eden Twp.	Roofed Manure Stacking Area, Heavy Use Area, Roof Runoff Controls	\$72,177.74	\$54,133.30
Fred Herr	District	Strasburg Twp.	Stream Crossing, Access Road	\$8,640.00	\$6,480.00
Jacob S. Stoltzfus	Mowery Environmental	Colerain Twp.	Roofed Heavy Use Area, Roofed Manure Stacking Area, Animal Walkways, Access Road, Grassed Waterway, Diversion, 2 Stream Crossings, Streambank Fencing and Buffer	\$278,986.07	\$215,580.14
Totals				\$599,387.81	\$443,681.19

CEG Funds Requested: \$443,681.19

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$443,681.19 worth of CEG funding for the multiple applications.

***Action Item**

Item III.5
Dirt & Gravel/Low Volume Road Program Update

As reported at the April BOD meeting, LCCD had received and reviewed the State Conservation Commission's (SCC) Quality Assurance/Quality Control (QA/QC) report from their visits last May and August. The report identified some areas of the Lancaster program that were deficient in following program policies and guidance. The report also listed the penalties and corrective actions the Commission was expecting us to comply with. Staff had begun making corrections even before the report was received, but the District's Quality Assurance Board (QAB) felt there were some unanswered questions and drafted a cover letter to accompany the signed settlement agreement that was returned to the SCC.

The cover letter is attached below. The next SCC meeting where the letter will be reviewed at is May 11th and a response is expected soon after.



To: Roy Richardson
From: Chris Thompson
Date April 12, 2021
RE: Settlement Decision

Dear Roy,

Enclosed you will find the signed copy of the QA/QC Settlement Agreement.

In retrospect, we acknowledge that our management of the Dirt & Gravel Road and Low Volume Road programs in Lancaster County was not fully in compliance with Commission Policies and Program Guidance. We did begin making corrections soon after they were identified during the QA/QC visits last summer and we agree to continue implementing the corrective actions as stipulated in the Settlement Agreement.

What was questioned by staff and Directors was the scale of the penalties imposed on the Lancaster program. How you arrived at the penalty amounts was clearly outlined in the settlement documentation, but reducing our 2021-2022 allocation by more than \$200,000 seems to undermine the fundamental goals and objectives you are trying to achieve through the Settlement Agreement.... namely additional staff time and dedicated attention to the program details.

The District Chairman and Treasurer have signed the Settlement Agreement in good faith of our on-going partnership. However, we would like clarity of how the total penalty, \$217,494.15, will be assigned to the two programs and we would like to schedule a date for the next QA/QC visit. The Board reserves the right to continue evaluating the sustainability of our local program and would like to schedule a meeting with Commission staff at the conclusion of the next QA/QC inspection.

If you would have any questions about the District's responses to the report please feel free to reach out to me so we can discuss.

Sincerely,

Herbert Kreider,
Chairman of the Dirt & Gravel Road Committee



Item IV.1

Correspondence, News & Updates (Revised)

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

- Newsletter – Mill Creek Preservation Association – Creek Side NEWS –Spring 2021
- News Release – Lancaster Clean Water Partners – Countywide Water Quality Partnership Awarded – April 26, 2021
- Senate Bill – Agricultural Conservation Assistance Program - No. 465 – March 22, 2021

Item IV.3
PENNVEST Projects - Sponsorship Update

Isaac Bieler:

In February 2021, the District agreed to act as the “Funding Recipient” for the Isaac Bieler Project in Bart Township. Last week, the Bieler’s were awarded a low interest loan for \$424,000. I responded that the Board will act on May 5th, but will likely reject accepting the offer, and liability, of administering a low interest loan. If the Board declines to sponsor the loan an offer will be made to the farmer directly, but we have been told that Mr. Bieler will likely refuse the offer as well.

***Action Requested**

Resolution to Apply

Levi Glick:

The District has been asked by Team Ag, Inc. to act as a sponsor for a project funding application through PENNVEST for Levi Glick. Financial assistance in the amount of \$425,000, will be used for a manure storage and farm & barnyard improvements. Additional details are listed below. If PennVest approves the application, they will then identify if they are willing to grant a loan or grant funding and the LCCD Board will 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 Requested**

Item IV.4
Conservation Foundation News & Updates

The Conservation Foundation of Lancaster County continues to provide leadership and expand its impact across the County.

Manure Injection Incentive Program - The Manure Injection Incentive Program got off to a slow start in 2020, but as the region began to relax Covid restrictions early in 2021 and we dedicated staff member, Shelly Dehoff to help shepherd and launch the program, we made great strides forward. The Manure Injection grant is in the first year of the 3-yr grant and is gaining interest and momentum. The overall object of the grant is to promote and increase the use of manure injection in Lancaster County to capture nitrogen, reduce the need to purchase additional fertilizers and reduce the odor impacts of manure in surrounding neighborhoods. The English farmer incentive program is based on farmers using custom applicators to inject the manure, either through drag bars behind the tank or via drag lines. Currently, three custom applicators who service Lancaster County have been promoting the program among their customers, and LCCD has received 12 applications so far. An outreach meeting will be planned for this fall.

The Plain Sect farmer incentive program is being handled differently. The grant paid ELS Manufacturing in Kinzers to design and fabricate a unit (see below) that can be pulled behind a team of 8 horses, and works with drag line hoses. The equipment is owned by LCCD, but will be housed and maintained by, and rented through ELS. That actual dollar-amount incentive program will be finalized soon, and applications are anticipated in late summer from Plain Sect farmers. The equipment is currently available for rent, but will be officially demonstrated at a July 15th Manure Expo at ELS facility. We anticipate more interest following the summer demonstration.



USDA, Regional Conservation Partnership Program (RCPP) – As sponsor for the Clean Water Partner’s RCPP proposal, the Conservation Foundation we were notified of the 2021 Award this week. The \$7.4 million dollars will be used to implement best management practices on agricultural lands throughout the County. The district will receive funds for a grant coordinator and for administering the grant, but because of capacity issues, most of the funding will be a passthrough and contracted to private planners and contractors. See below for additional detail.



For Immediate Release

April 26, 2021

[View Online](#)

Countywide Water Quality Partnership Awarded \$7.4 Million to Restore Streams on Agricultural Lands in Lancaster County

Lancaster Clean Water Partners proposal "Common Agenda for Clean Waters" outlines the method to restore 350 miles of impaired streams in Lancaster by 2030.

Lancaster, PA – USDA's Natural Resources Conservation Service (NRCS) announced Monday afternoon that the Lancaster Clean Water Partners' (Partners) Regional Conservation Partnership Program (RCPP) proposal was selected to receive \$7.4 million to implement best management practices on agricultural lands, resulting in restored and healthy streams. This is significant for the county, not only in terms of the funding available, but also because the uniquely collaborative proposal from nine local groups is designed to encourage farmers to work with neighbors to make improvements on their own farm that also restores and renews the stream they share.

"On behalf of the Lancaster Clean Water Partners, the Conservation Foundation of Lancaster County, and all our dedicated partner organizations, we thank NRCS for awarding these crucial funds to support Lancaster's agricultural community," says Allyson Gibson, Director of Strategic Partnerships and Programs at the Partners. "We're eager to take action, using this funding opportunity to support landowners' needs and ultimately reach our common goal of clean and clear water by 2040. Our efforts will improve public health, economic development, wildlife habitat, outdoor recreation, and water quality for not only Lancastrians, but also our neighbors downstream."

"Our farmers are dedicated to conservation and water quality practices," continues Gibson. "However, it can be challenging for them to absorb the cost and navigate the approval processes on their own. We will be able to bring the funding and technical service needed for them to make a significant impact on their farm and the streams that run through."

More than half of Lancaster County's 1,400 miles of streams are considered impaired, meaning that pollution and habitat loss have hindered their use for drinking water supply, fish, recreation, or the aquatic life that calls the waterways home. The proposal submitted by the Partners in coordination with the Conservation Foundation of Lancaster County, outlines a rapid stream delisting strategy, which supports landowners working to restore 350 miles of impaired streams. **With over 5,000 farms in**

Lancaster county, these RCPP funds are essential to help local farmers implement targeted and specific projects to support their bottom line *and* improve water quality.

The rapid stream delisting strategy was created in partnership with the [Chesapeake Conservancy](#) to more efficiently and effectively address water quality issues. It is a simple concept – concentrate conservation implementation on contiguous stretches of impaired streams at the same time to create the conditions for stream health to return. Once restored, nutrient and sediment pollution levels will have decreased and habitat increased enough for critter and fish populations to live and thrive in the stream again, welcoming recreational opportunities and drinking water safety.

“With a focus on a community-wide delisting efforts rather than regulatory compliance alone, we’re emphasizing how important conservation is to the quality of life and health of people in Lancaster, including the friends, families, and neighbors of participating farmers,” says John Cox, Senior Advisor at the Partners. “This approach builds and expands on a local culture of stewardship and engages farmers in conservation activities that have a direct and tangible benefit on their immediate communities. The best management practices implemented with these funds will improve operations, increase profitability, and conserve soils – all things that will keep farms healthy, operational, and profitable for generations.”

The small stream segments selected for the delisting strategy include the surrounding land that drains into those streams, also known as catchments. They were chosen where previous momentum and potential landowner interest together with a water quality status that is relatively close to healthy will accelerate restoration and resulting water quality improvements. Nineteen catchments were selected from several partner workshops within the Chiques, Conestoga, Pequea and Octoraro watersheds. Partner organizations will act as leads in each catchment to coordinate the outreach efforts and implementation of best management practices.

“This award is a huge step forward and significant for Lancaster County,” says Lisa Riggs, Chair of the Partners’ Steering Committee and President of the Economic Development Company of Lancaster County. “It recognizes the incredible lift this community is focused on to clean up our local waterways. It strengthens our commitment to doing this work collaboratively and it underscores the reality that public-private partnerships are critical.”

The Partners brings together a diverse group of organizations including nonprofits, government agencies, and businesses who have a passion for collaborating with farmers to achieve water quality goals and farm economic sustainability, and a commitment to working to achieve a shared vision of clean and clear local water by 2040. Many partner organizations are engaged in leading this effort, including [TeamAg, Inc.](#), [Red Barn Consulting](#), [Lancaster Farmland Trust](#), [Alliance for the Chesapeake Bay](#), [Stroud Water Research Center](#), [Lancaster County Conservation District](#), [Chesapeake Conservancy](#), [Chesapeake Bay Foundation](#), and [Sustainable Chesapeake](#).

Through RCPP, conservation partners like the Partners work in collaboration with NRCS to help farmers, ranchers and forest landowners throughout the nation to implement systems that conserve water and soil resources, improve the health of wildlife habitats and increase climate resilience.

These projects offer impactful and measurable outcomes. Throughout its history, RCPP has leveraged partner contributions of more than \$1 for every \$1 invested by USDA, resulting in nearly \$3 billion collectively invested in natural resource conservation on private lands.

Media Contact: Emily Smedley, esmedley@lancastercleanwaterpartners.com

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