



LANCASTER COUNTY CONSERVATION DISTRICT

MONTHLY BOARD MEETING AGENDA

Wednesday June 2, 2021

Lancaster Farm & Home Center (Directors)

Business Meeting 7:30PM

Timer

- 7:30 Invocation – Kent Weaver
 Call to Order, Chairman, Daniel Heller
 Welcome & Introductions – Daniel Heller
 Additions to the Agenda – Christopher Thompson
 Public Comment: Survey media/questions: Agenda items of interest? – Daniel 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) 10
 2. Technical Assistance Requests/Cancellations (attachment)..... 14
 3. Nutrient Management Plan Approval (attachment) 14
 4. Conservation Plans Acknowledgement (attachment)..... 14
- 7:55 III. Additional Business
 1. Items Removed from Consent Agenda -
 2. Treasurer’s Report – Heistand (attachment) 16
 *3. Personnel Committee Report – Wasco/Thompson (attachment) 19
 *4. CEG Report – Bitting (attachment)..... 22
 *5. E&S Committee Report - Snyder (day of packet)..... -
- 8:25 IV. Reports & Information
 1. E&S/NPDES Monthly Projects Report – Nate (day of packet) -
 2. Tree Sale Report – Gregory/Kofroth (attachment)..... 22
 3. PACD/SCC Joint Meeting Registration Announcement - Thompson (attachment) 24
 4. Scholarship Committee Report – Heistand/Wasco (attachment) 24
 5. Conservation Education Envirothon Report – Gregory (attachment) 25
- 8:55 V. Public Comment
- 9:05 VI. Adjourn

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

Dates to Remember:

6/5-6/12, Water Week	7/17-18, PACD/SCC Joint Annual Mtg Williamsport, PA
7/5, July 4th – LCCD Office Closed	Family Farm Days - September
7/14, 3:30 pm Conservation Foundation Meeting	

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

At the Lancaster County Farm & Home Center

***Action Required**

**Activity Report to LCCD Board of Directors for May 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	9	400.1	15	672.7

*SEE "ACKNOWLEDGMENT OF CONSERVATION PLANS" REPORT

Conservation Practice Installation Activities*:

Practice Code & Name	FY20 Total	FY21 Mo. Total	FY21 Total
313 – Waste Storage Facility (no)	15	-	3
362 – Diversion (ft)	4,225	-	-
367 – Roofs & Covers (no)	7	-	-
382 – Fence (ft)	18,131	13,744	20,009
412 – Grassed Waterway (ac)	16.2	1.7	9
516 – Livestock Pipeline (ft)	381		3,661
561 – Heavy Use Area Protection (sq ft)	53,121	1,841	11,388
575 – Trails & Walkways (ft)	1,043	-	1,760
578 – Stream Crossings (no)	6	-	2
600 – Terraces (ft)	12,541	2,543	8,036
614 – Watering Facility	7	-	9
620 – Underground Outlet (ft)	8,816	-	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	5.93	14.77
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	10	\$264,959
CSP	-	-	2	\$122,679

- Financial Assistance Payments:

Program	FY20 Total (\$)	FY21 Mo. Total (\$)	FY21 Total (\$)
ALL PROGRAMS	\$1,765,177.99	\$69,859.65	\$886,396.24

Environmental Quality Incentives Program (EQIP):

- Work continues on EQIP 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:

- 5/4-5 – Cultural Resources Training, Bloomsburg (Ramer)
- 5/6 – Cultural Resources Training, Bloomsburg (Rice)
- 5/10-12 – Soil Health & Sustainability Training, Virtual (Spotts)

Respectfully Submitted,



Heather L. Grove
District Conservationist

Item I.2

June 2021 DEP Conservation District Field Rep Talking Points

Conservation District Funding

Dirt, Gravel and Low Volume Road Allocations – At the May 11 State Conservation Commission Meeting the SCC approved Dirt, Gravel and Low Volume Road Program allocations for Fiscal Year 2021-2022. In most cases, they are very similar to last year's allocation. \$20 million was allocated to Dirt and Gravel and \$8 million to Low Volume Roads. The final Dirt and Gravel allocation for one district will be subject to the outcome of a settlement agreement with the SCC. Any funding reductions to that district will be redistributed within the current allocation formula. The Program will send districts a notification when the final allocations are set.

CDFAP Application for Funding – is now available in the GreenPort for FY 2021-2022. All districts that plan to participate in the CDFAP Manager, E&S Tech and ACT Cost-Share Program are required to complete the form. **It is necessary for districts to complete this form no later than June 15, 2021**, so that information on your district's request is available and the State Conservation Commission (SCC) can allocate these cost share funds at their July 2021 meeting. Questions regarding completion of the form maybe directed to Karen Books at kbooks@pa.gov.

CDFAP ACT Program and Act 38/Chap 91 Nutrient Management and Manure Management Delegation Annual Applications - To facilitate an earlier commitment of funds, the Commission is asking that conservation districts complete and return applications for funding for the *Agricultural Conservation Technical Assistance Program (ACT)* and the *Nutrient Management And Manure Management Program Delegation Agreement (NM/MM delegation)* Information packets explaining the submission process will be distributed to conservation districts from both programs by June 1, 2021. **The ACT application and the NM/MM delegation proposal and budget application will be due to the Commission by July 16, 2021.** Applications should be completed based on anticipated allocation information supplied in the application packets. Questions regarding completion of the ACT application may be directed to Johan E. Berger at joberger@pa.gov. Questions regarding the NM/MM delegation proposal may be directed to Frank Schneider at fschneider@pa.gov.

Chesapeake Bay Technician and Chesapeake Bay Engineer Specialist / Engineer Assistant Annual Applications – The materials for the amendments to the existing conservation district agreements will be provided in early June to the conservation districts in the Chesapeake Bay Watershed, which **will be due to DEP Chesapeake Bay Office by July 16, 2021**. This amendment will be effective from July 1, 2021 through June 30, 2022.

The Chesapeake Bay Office held a meeting with Chesapeake Bay Conservation Districts and DEP Regional Offices on May 25, 2021 to discuss the transition for some counties into "Phase 2" of the Chesapeake Bay Agricultural Inspection Program (CBAIP). This transition would occur in counties that no longer have "Phase 1" inspections to conduct or will not have the amount of inspections left to conduct to meet their annual goal this upcoming year. The discussion included a review of the inspection goals and expectations, the Standard Operating Procedure, and discussed next steps.

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).

Section 319 and Growing Greener Plus include 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 to 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.

Policies and Procedures

Policy on Appointing Former Conservation District Employees and Other Individuals as Conservation District Directors – At its May 11th Meeting the State Conservation Commission approved Policy on Appointing Former Conservation District Employees and Other Individuals as Conservation District Directors. The policy states, “no individual who has been employed by a conservation district in any capacity may be appointed to serve as a conservation district director on the conservation district’s board of directors under which they were employed within three (3) years of their last date of employment.” In addition to employees the policy state, “no individual who is currently employed or has been previously employed in any governmental position (federal, state, or county) that has or had direct oversight or control of any conservation district program (delegated or contracted) or conservation district funding source may be appointed to serve as a conservation district director for the district with which such a relationship existed during the course of their employment or within three (3) years of their last date of employment.” This includes appointment as a regular conservation district director with full voting powers or as a non-voting associate member. If it is determined that a conservation district director appointment is made in conflict with this policy, the Commission will work with the county governing body and the conservation district board to seek an amicable resolution to this matter. The Commission may consider exceptions to this policy on a case-by-case basis.

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.

New Procedure for Chapter 105 internal guidance/questions

The Bureau of Waterways Engineering and Wetlands (BWEW) has instituted a new procedure for Chapter 105-delegated Conservation Districts and DEP regional office staff to follow when asking questions or requesting clarification concerning Chapter 105 regulations or permitting. On May 13, 2021, an email was sent to the Chapter 105-delegated conservation district managers and to the DEP Regional Waterways and Wetlands programs explaining the new procedure. This new procedure is intended to increase efficient and effective responses from BWEW staff and to promote consistency in internal guidance provided across the state. To this end, BWEW has set up a resource account email where inquiries should be directed only after taking steps to first check with district managers and/or DEP Regional Offices for guidance. BWEW also has a Chapter 105 Resource Center on the Clean Water Academy and will be uploading internal guidance to this page, including an internal FAQ document that will be populated and continually updated with guidance stemming from the new process. This document will be internal guidance, so 105-delegated staff are encouraged to use their PA-CWA login to view all internal content. As more Chapter 105 content is being added to the PA-CWA, staff are also encouraged to review new or updated trainings and guidance. If 105-delegated CCD staff have questions about this new procedure, please check with your District Manager. If District Managers have any questions about the new procedure, they can contact BWEW for clarification.

Total Maximum Daily Load (TMDL) Public Comment Process - A TMDL is necessary when waters are included in Category 5 of the publicly participated Integrated Report (IR). TMDL development includes analysis of the detailed assessment data that led to the impairment listings (e.g., macroinvertebrate community assemblage, habitat information), choosing a reference watershed with similar basin characteristics that is meeting water quality standards and modeling the two watersheds to assign pollutant reductions necessary to bring the impaired watershed loading rates down to those of the reference watershed. The DEP Bureau of Clean Water oversees TMDL development and appreciates input from the conservation districts. The process that DEP currently follows includes drafting the TMDL and requesting review and comments through a notice in the PA Bulletin. When the notice is published, the document is a first draft and DEP will incorporate any relevant information collected during the comment period into the final draft prior to submission to EPA for approval. The draft provides the baseline requirements of a TMDL from the data that DEP has collected through the waterbody assessments and a description of the modeling and results, while also providing the framework that the conservation districts and other stakeholders can improve upon with comments. DEP finds that publishing the draft is a more productive way of gaining pertinent comments than requesting information prior to providing the draft.

Chapter 102

102 ePermitting - The ePermit System will now work with the latest version of Microsoft **Edge** (opposed to Internet Explorer, which is being phased out by the Commonwealth's Office of Administration) and Google Chrome;

- Internal Training videos are in the works. Please refer to CWA.
- As a reminder, currently PAG-02 General NOIs and Individual Applications for NPDES Permits for Stormwater Discharges Associated with Construction Activities are currently available in the system;

- The upcoming tentative release schedule is as follows:
 - July 28, 2021- Erosion and Sediment Pollution Control (E&S) Permits (new & amendments) for Discharge of Stormwater Associated with Construction Activities; and,
 - September 29, 2021- Erosion and Sediment Control General Permit (ESCGP-3) for earth disturbance associated with Oil and Gas Exploration, Production, Processing or Treatment Operations or Transmission Facilities

Contact Tiffany Landis with questions tilandis@pa.gov

State Water Plan Meetings

The State Water Plan's Regional Water Resources Committees held their fifth round of meetings virtually through Microsoft Teams April 13, 2021 through April 29, 2021. The primary focus of these meetings was to have the Committees vote on their regional priorities. The State Water Plan's Statewide Water Resources Committee held their fifth meeting virtually through Microsoft Teams on May 19, 2021. The primary focus of this meeting was climate change, flooding, and stormwater. This update will focus on items such as water resources strategies outlined in the Governor's Climate Action Plan and updated regional watershed priorities.

The Statewide Committee and four of the Regional Committees have some vacancies and two of the Regional Committees are full. These vacancies include District Directors, Planning Commission, Agricultural, Environment & Conservation, and Local Government. For information about these vacancies please contact Mark Matlock at marmatlock@pa.gov.

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 Manager 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 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**.

NOTE: When staff leaves the program or otherwise will no longer use the ePermit system, the Attachment B form should be submitted so that their ePermitting and CWA roles can be deactivated. 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.

New Standard Operating Procedure (SOP) and Complimentary DEP Clean Water Academy (CWA) Course to be Released June 1, 2021.

The PracticeKeeper – Best Management Practice (BMP) Module SOP (CBO-DATA-003) and complimentary DEP CWA course, *Recording Best Management Practices in the PracticeKeeper Database* will be released June 1, 2021.

The SOP and supporting CWA course describe the procedures by which the Department of Environmental Protection (DEP) and participating County Conservation Districts (CCDs) will input data into the BMP Module of PracticeKeeper (PK). The BMP Module of PK was developed to track spatially located sediment and nutrient reducing BMPs that are planned or implemented in the Commonwealth of Pennsylvania and is used by multiple programs and agencies across the Commonwealth. The guidance offered in the SOP and CWA course will enable consistent data collection for program reporting across participating CCDs and multiple Commonwealth programs while ensuring reliable tracking of the implementation of Pennsylvania's 2016 Chesapeake Bay Strategy.

The PracticeKeeper BMP Module SOP and CWA course are designed to supplement program-specific guidance, procedures, and training and should be used as referenced in program-specific guidance.

The Clean Water Academy Training will be available at the link below on June 1, 2021.

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=478>

Please share with the appropriate staff.

Chesapeake Bay Office Agriculture Compliance staff will host a question and answer session in early July with Conservation District and DEP Regional Office staff. The date of the Q&A will appear in July's talking points. This session will be recorded and may be posted to the Clean Water Academy as a reference. The intended audience are District Managers and Conservation District Staff who implement, verify, and record BMPs in the PracticeKeeper Database as part of any of their job duties. This may include but is not limited to Chesapeake Bay Technicians or Engineers, Nutrient Management Technicians, and Watershed Specialists.

Chesapeake Bay Watershed

Pennsylvania's Phase 3 Watershed Implementation Plan – monthly e-newsletter

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

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

PA's Technical Assistance Partnership

In support of PA's Phase 3 Watershed Implementation Plan and the work that our counties and local stakeholders are conducting, technical partners working in and with Pennsylvania will meet with DEP to share information on individual efforts and discuss how to best coordinate our work as we move forward together. The goal is to better understand what each of our organizations are providing on the technical assistance front to maximize efficiency, avoid duplication of efforts, and more effectively leverage our work together. The partners invited to this meeting include: USGS, NRCS, EPA, SRBC, Capital RC&D, and Penn State University.

Countywide Action Plans

Webinar Wednesday – 2-Year Milestones and Annual Progress Reports

In early June, the DEP Chesapeake Bay Office will hold meetings with the Pilot counties to review two-year milestones and annual progress reporting and with the Tier 2 counties to review annual progress reporting. Timelines and goals will be discussed.

Webinar Wednesday – BMP Verification: Round 2

The DEP Chesapeake Bay Office will schedule a BMP Verification webinar as a follow-up to the December 16, 2020 Webinar Wednesday. This second webinar will focus on items that

were prioritized from the results of a survey that the counties had completed. The date has not yet been determined, but DEP is planning to schedule this webinar in late July.

CAP Checklists have been developed to assist with and simplify CAP updates and DEP reviews. These checklists have been reviewed with the DEP Region CAP Support Teams as well as with the counties.

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.

Dates to Remember

SCC Meetings – 1:00 PM

Virtual Meeting	July 13
Virtual Meeting	September 14

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

Conference Call	June 8
Conference Call	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
May 5, 2021**

The 829th 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, May 5, 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, Sonia Wasco and Commissioner D'Agostino.

The following Associate Directors were present: Greg Strausser, Lisa Graybeal and Garrett Weaver.

The following District Staff were present: Christopher Thompson, Gerald Heistand, Kevin Lutz, Rich Snyder, Kent Bitting, Matt Kofroth, Sallie Gregory, Dennis Eby, 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.

Sonia Wasco provided the invocation for the meeting.

Additions to the Agenda: Chris Thompson stated there was a correction to the Levi Glick Farm and there were two items to add to the agenda. The first is the PACD executive committee minutes and the second is the copy of the LCCD 2020 Annual Report.

Dan Heller stated that Sonia Wasco has requested an executive session at the end of the Board meeting tonight to discuss a personnel committee topic.

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

I. Agency Reports

1. USDA, NRCS

Heather Grove offered no additions to the written report this month. No questions were raised. Chris Thompson informed the Board that the building was locked down today due to the fact that there was a disgruntled land owner that NRCS staff had been working with.

2. PA DEP Field Rep Report

In Elwood Blake's absence, Chris wanted to highlight that the Ag plan reimbursement has expired and currently there is no plan reimbursement funding at this point to replace it.

II. Consent Agenda

Chairman Dan Heller gave the opportunity for Directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Hearing none, Kent Weaver moved to approve the Consent Agenda which included items numbered one through four. Herb Kreider seconded the motion. Bob Shearer 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 April 7, 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 there is an overall increase in assets on the Balance Sheet. The Chesapeake Bay Agricultural Program Grant (CBAIP) is a new grant and that is one of the reasons for the over all asset increase, along with the E&S Department having an increase of income of \$12,000.

CBAIP Grant is funding that the DEP provided to help farmers in Phase 2 to get the farms compliant. This was not funding that was expected in our budget and it can only be spent on Phase 2 inspected farms.

3. Personnel Committee Report

Sonia Wasco reported on the COOP update that is in the Board packet and stated that the plan moving forward is to have everyone back in the office working full days June 7, 2021.

Sonia requested that the 3rd item regarding the financial incentive to be given if an employee obtains a Covid vaccine be held for discussion until the executive session.

4. Dirt and Gravel Road Committee Report

Matt Kofroth reported on the QA/QC Report and Settlement Agreement. The Settlement Agreement has been signed but a letter will be attached to the agreement. A copy of the letter that was submitted with the settlement agreement is attached to the Board packet.

Lancaster's next QA/QC meeting will be held this Fall.

5. Conservation Excellence Projects

Kent Bitting reported that we have four applications this month that were reviewed by staff and the applications meet all criteria of the grant. Kent Bitting and Kevin Lutz recommend positive action from the Board for all four of these projects for CEG Funding in the amount of \$443,681.19.

Jay Snyder moved to approve CEG funding amounts requested. Sonia Wasco seconded the motion. Roger Rohrer will be abstaining from the vote. Motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates

- **Little Conestoga Blue/Green Way** – This is a 12-million-dollar project to restore the Conestoga River
- **Creekside News** – Matt Kofroth has two articles pertaining to Mill Creek and also the new District Trailer that was bought. Spring 2021
- **News Release** – RCPP Awards were announced and our Foundation was a sponsor. April 26, 2021
- **Senate Bill 465** – Is a new Ag. Program called Ag Conservation Assistance Program. Funds from the Rescue America Funds will be used to pay for this program. March 22, 2021

Item II.1

2. E&S/NPDES Monthly Projects Report

Rich Snyder reported that we had 25 new plans in the month of April. We also had 21 new complaints for the month of April. Revenues have increased by \$40,000. Two of the bigger plans currently are the Manor Substation Expansion in Manor Township and The Circle M Campground.

3. PENNVEST

Chris Thompson reported on the PENNVEST Grants stating that the Isaac Beiler farm that was approved last month was approved to be a low-income loan. He affirmed that the District does not want to be a sponsor on a low-income loan. Chris is requesting that the Board vote on whether to sponsor the low-income loan for Isaac Beiler. Sonia Wasco moved to decline to sponsor the low-income loan for Isaac Beiler. Roger Rohrer seconded the motion. Motion passed unanimously.

Chris then passed around another packet of information on another project and requested that the Board vote to support to submit the Levi Fisher proposal as stated for the amount of \$425,000. Herb Kreider made a motion to support submitting a proposal as stated to PENNVEST. Kent Weaver seconded the motion. Motion passed unanimously.

4. Conservation Foundation News and Updates

Chris Thompson reported on the Manure Injection Incentive Program. The Manure Injection grant is in the first year of the 3-year 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.

Chris also reported on the USDA Regional Conservation Partnership Program (RCPA) – stating that the Conservation Foundation is the sponsor for the Clean Water Partner's RCPP proposal and that the 2021 awarded amount was \$7.4 million dollars to be used towards BMP's on Ag land in Lancaster County.

5. PACD Regional Director Meeting Report

Sonia Wasco reported that Conservation week was very successful and a lot of public service circulations were distributed. All regional meetings have been held. PACD is setting money aside to host a QuickBooks seminar in the near future.

6. 2020 Annual Report

Chris Thompson reported that the Annual Report was just received on May 5, 2021. Formal glossy hard copies will be available later for everyone. It goes in tandem with the 2020 highlights page. The Lancaster County Conservation District accomplishments are very extensive and are something we can all be proud of.

Chris also reported on House Bill 139 (3rd Party Review) that was passed this morning. Chris stated that many items in this House Bill 139 are supposed to be streamlining the process for issuing permits but are unrealistic with timeline deadlines. These unrealistic deadlines will negatively affect our efforts here at the District. Chris is requesting that the Board approve sending a letter to the House of Representatives and to the Senators stating what concerns this will have to the District. Chris stated that has implemented a work-share program with other regions to reduce the S.C. Region back log issues. What Legislators are trying to accomplish with this Bill, does not address that issue. Chris would like to give some suggestions if they are open to hearing them. Roger Rohrer moved to support sending the letter of concerns to the House of Representatives and the Senators and state in the letter that we have ideas and are available as a resource to help revise the Bill. Sonia Wasco seconded the motion. Motion passed unanimously.

Additional Public Comment:

Commissioner D'Agostino questioned if farmers who get a tax break are registered in the Clean and Green program, and are made to have an Ag Plan for their farms. They should not be exempt from having an Ag Plan.

Rich Snyder stated that one of the senior planners with the County Planning Commission reached out to him about the District's involvement in preserving forested land within Lancaster County. This could have a significant affect to our riparian buffers.

Item II.1

Executive Session

Sonia Wasco made a motion to move to executive session to discuss a personnel matter. Roger Rohrer seconded the motion. Motion passed unanimously. Chairman Heller excused all non-voting members at 9:25pm to begin the Executive Session.

The Board of Directors reconvened the business meeting at 9:58pm, after detailed discussions concerning the importance of getting vaccinated and incentivizing staff to receive the Covid-19 vaccine, the directors agreed to table a vote citing privacy concerns and possible liability in performance reviews if supervisors are accused of treating staff differently if they did or did not get the vaccine.

The Board also discussed revising the current COOP. Chris requested the Board of Director support for re-opening the office on June 7, 2021. Sonia Wasco moved to resume full operations on June 7, 2021. Bob Shearer seconded the motion. Motion passed unanimously.

Meeting Adjourned

Chairman Heller officially adjourned the meeting at 10:02pm.

A handwritten signature in cursive script that reads "Suzanne Kopp".

Suzanne Kopp
Recording Secretary

Item II.2
Requests for Technical Assistance

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

Item II.3
Requests for Nutrient Management Plan Approval (Lutz)
May 2021 Activity

June 2, 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 #
James Rudy	Pequea	Broilers	CAO	185.05	Klein	248
Joseph K. Hemler, Jr.	Pequea	Pullets	CAO	26.10	Klein	965
Doug Hottenstein	W. Donegal	Pullets	CAO	5.07	Lutz	294

Nutrient Management Plan Transfer for Board Acknowledgement (Lutz)

May 2021 Activity

June 2, 2021 Board Meeting

OWNER	PROPOSED TRANSFER DATE	TOWNSHIP	OPERATION	DESIGNATION	AEU's/ ACRE	REVIEWER	PLAN #
Daniel Landis to Jarred & Sara Vanderplate	July 28, 2021	Rapho	Pullets	CAO/CAFO	12.15	Lutz	483

Item II.4

Acknowledgement of Conservation Plans (Lutz)

The Lancaster NRCS Field Office recommends the following plans for the

June 2, 2021 Board Meeting:

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
Jere Sensenig	1	Brett Ramer	East Drumore
Katherine Latourette	1	Mark Long	West Cocalico
Hershey Farms LLC	1	Mark Myers	Mount Joy
Wolgemuth Farview Farms LLC	3	Mark Myers	West Donegal
Jay T. Zimmerman	1	Christine Griesemer	Clay
Samuel S. Riehl	1	Michael Albert	Martic
Devin Barto	1	Mark Myers	Rapho

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
None			

2:32 PM
05/21/21
Cash Basis

Item III.2
Lancaster County Conservation District
Balance Sheet
As of May 21, 2021

ASSETS

Checking/Savings

District General Fund

1001 · General Fund INVEST 680,859.55

1015 · General Fund Checking 62,104.90

Total District General Fund 742,964.45

\$519,444.95	General Operations - U
\$61,182.24	DGR/LVR Admin & Edu - A
\$76,832.09	Grants without bank account - R
\$41,642.66	Activities Account - A
\$43,862.51	Tree Fundraiser Account - U
\$742,964.45	TOTAL

E & S

1002 · E & S - A

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

1002 · E & S - A - Other 351,697.82

Total 1002 · E & S - A 346,202.48

1005 · Clean Water - R 294,475.29

Total E & S 640,677.77

1003 · Youth Conservation School - C 25,928.95

1006 · Separation

SWAT Separation - R 450.99

1006 · Separation - Other - A 54,815.19

Total 1006 · Separation 55,266.18

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 339,121.79

Total 1007 · Reserve 793,574.51

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C 1,457.50

Scholarship Bonds - C 35,000.00

1008 · Scholarship - C - Other 32,360.61

Total 1008 · Scholarship - C 68,818.11

1009 · Dirt & Gravel Roads - R 99,728.74

1013 - Exelon - R 447,766.89

1014 - Low Volume Roads - R 227,112.70

1115 · Conservation Excellence - R 502,602.10

1116 · CBAIP Phase II - R 429,378.66

1017 · Self-Funded Health Insurance -R 67,259.33

TOTAL ASSETS 4,101,078.39

\$958,295.29	A - Assigned Funds
\$94,747.06	C - Committed Funds
\$2,145,606.79	R - Restricted Funds
\$902,429.25	U - Unassigned Funds
\$4,101,078.39	TOTAL

2:32 PM
05/21/21
Cash Basis

Lancaster County Conservation District

Balance Sheet

As of May 21, 2021

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 25,928.95

2016 · Health Insurance Liability 67,259.33

Total Other Current Liabilities 93,188.28

Total Current Liabilities 93,188.28

Total Liabilities 93,188.28

Equity

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 2,765,827.36

Net Income 348,452.07

Total Equity 4,007,890.11

TOTAL LIABILITIES & EQUITY 4,101,078.39

Lancaster County Conservation District

Income and Expenses

January 1 through May 21, 2021

	General Operations	E&S	Activities	Grants	Scholarship	Separation/ Reserve	Jan 1 - May 21, 2021	Budget YTD	\$ Over Budget
Income									
520 • County Funding	302,500.00					35,000.00	337,500.00	107,190.85	230,309.15
530 • Program Contracts	612,481.80						612,481.80	650,586.46	-38,104.66
560 • Grant Administration	93,289.45			27,876.00			121,165.45	147,582.11	-26,416.66
570 • Grant Project Income				809,436.71			809,436.71	1,639,072.58	-829,635.87
580 • Fee / Reimbursement Income	436.25		3,000.00				3,436.25	4,891.83	-1,455.58
581 • E&S102 Review Fees		198,890.00					198,890.00	200,304.22	-1,414.22
582 • NPDES Permit Fees		33,500.00					33,500.00	34,301.10	-801.10
583 • 105 CWF Fees		6,950.00					6,950.00	6,560.08	389.92
590 • Interest Income	83.97	101.01		239.66	445.19	136.47	1,006.30	1,872.13	-865.83
540 • Activity Income	50.00		3,000.00				3,050.00	15,241.06	-12,191.06
585 • Tree Sales Income			32,602.08				32,602.08	40,000.00	-7,397.92
595 • Other Income	432.26						432.26	77.93	354.33
599R • Interfund Transfer In	1,336.43					1,438.76	2,775.19	16,225.00	-13,449.81
Total Income	1,010,610.16	239,441.01	38,602.08	837,552.37	445.19	36,575.23	2,163,226.04	2,863,905.35	-700,679.31
Expense									
7100 • Staff Salary	568,693.46	146,489.04					715,182.50	803,656.40	-88,473.90
710 • All Emp Benefits	181,328.97	47,981.26		150.00			229,460.23	277,206.17	-47,745.94
720 • Vehicle & Travel Expenses	7,955.26	2,343.40		35.28			10,333.94	16,390.50	-6,056.56
722 • Meeting Expenses	1,080.09	157.50		55.00		70.00	1,362.59	15,306.63	-13,944.04
730 • Supplies	3,234.19	570.67	909.92	3,998.36			8,713.14	9,111.20	-398.06
735 • IT - Communication	8,782.06	5.29	210.00	945.00			9,942.35	7,127.57	2,814.78
740 • Postage	1,146.67	923.38	3.24	11.73	13.50		2,098.52	4,073.35	-1,974.83
745 • Office Rent	34,417.14	8,658.86					43,076.00	40,800.96	2,275.04
750 • Equipment	1,328.96	26.49		527.98			1,883.43	9,978.30	-8,094.87
830 - Administrative	35,598.78			45.00		5,975.00	41,618.78	43,043.16	-1,424.38
810 • Activity Expenses			23,213.35				23,213.35	42,119.81	-18,906.46
820 • Grant Project Expenses	696.65			723,941.73			724,638.38	1,717,362.90	-992,724.52
805 • Allocated Cost Transfer	-7,812.37	7,812.37					0.00	-0.78	0.78
890 • Miscellaneous Expenses	103.07	372.50					475.57	993.95	-518.38
895 • Contingencies							0.00	292.34	-292.34
899E • Interfund Transfer Out	1,438.76					1,336.43	2,775.19	16,225.00	-13,449.81
Total Expense	837,991.69	215,340.76	24,336.51	729,710.08	13.50	7,381.43	1,814,773.97	3,003,687.46	-1,188,913.49
Net Income	172,618.47	24,100.25	14,265.57	107,842.29	431.69	29,193.80	348,452.07	-139,782.11	488,234.18

Item III.3
The Personnel Committee Report
New Hire Request

Last month we advertised a job opening to fill Kevin Lutz's position as a technician on the Ag Team. Through Paragon services we received 18 applications. The interview committee (Kevin Lutz, Kent Bitting and Chris Thompson) narrowed the search down to five and called them in for interviews last week. After some deliberation, the committee sent a recommendation to hire Briton Hartzok to the Personnel Committee.

Britton (see attached resume) has experience in golf course and turf management and understands soils, nutrient management, and environmental issues relative to the Bay. Previous work references all gave Britton glowing reviews and said we would be missing out on a great opportunity to get a dedicated and hardworking employee if we didn't offer him the position.

The Personnel Committee has reviewed the interview committee's recommendation and we are asking the Board to issue a formal "Request to Hire". If approved, the expected starting date would be June 7th.

*** Action Requested**

Employee Policy Manual Review

Staff have been working with Paragon Consulting to make several updates and revisions to our Employee Manual. A hard copy will be available to review at the BOD meeting, but the document is 70+ pages long so an electronic version will be circulated prior to the meeting. We will present again in July for BOD approval.

BRITTON HARTZOK

Wrightsville, PA ♦ 717-360-5046 ♦ bdhartzo@millersville.edu ♦ www.bdhartzo.com

ENVIRONMENTAL SCIENTIST

QUALIFICATIONS SUMMARY

- A self-motivated and disciplined professional with a passion for biology, water sciences, plants, and soil and in-depth knowledge of the theories and principles of environmental protection, monitoring, and compliance.
- Leverages strong technical acumen and executes tasks with proficiency, tenacity, and attention to detail while exceeding expectations in a fast-paced and demanding environment.
- Proven leadership and relationship-building skills and adept at communicating effectively across a vast range of audiences.
- Exercises a strong work ethic, critical thinking skills, and a demonstrated track record of accountability and integrity in the workplace.

EDUCATION

MASTER OF SCIENCE ENVIRONMENTAL EARTH SYSTEMS MANAGEMENT

Millersville University, Millersville, PA

BACHELOR OF SCIENCE TURFGRASS SCIENCE

Pennsylvania State University, University Park, PA

AREAS OF COMPETENCY

Hydrology | Groundwater Geology | Environmental Economics & Policy | Remote Sensing | Entomology | Soil Science | Water Chemistry | Plant Pathology | Biology | Plant Fertility | Irrigation/Drainage/Water Management | Organic/Inorganic Chemistry | Emergency Management | Estuarine Ecology | Environmental Oceanography | Statistical Modeling | Stormwater Analysis | Data Mining

Technical: Python | R | ENVI | StormCAD | WaterCAD | OpenFlowsFLOOD

PROFESSIONAL EXPERIENCE

FIELD TECHNICIAN (Grad Capstone Project) | County of York, Mosquito-Borne Disease Program, York, PA | 4/2020 – 9/2020

- Accountable for collecting and recording adult larval specimens during field investigations of the wetlands, stormwater basins, sewage treatment plants, and other aquatic habitats as part of the DEP's West Nile Program.
- Ensure proper handling of samples and enter the state database for further identification and testing by state taxonomists.
- Establish a control routine based on surveillance results and the population density, respond to property complaints, and provide general education to the public.
 - ✓ Worked towards creating a predictive model to better inform local vector management decisions for Culex mosquito pressure using five years of collection data from the DEP's West Nile Program and mined weather data.
 - ✓ Assessed and reduced surveillance site locations that were redundant or obsolete which improved monitoring efficiency throughout the region and increased the value of data collected

SENIOR ASSISTANT SUPERINTENDENT | Country Club of York, York, PA | 12/2016 – 8/2019

- Led the execution of all daily operational activities for the grounds and the golf course, including hiring and managing staff members.
- Charged with handling the pesticide application program, turf fertility regimen, chemical inventory, operations budget forecasting, and water usage reporting.
- Maintained the insect tracking database in cooperation with the regional agronomic consultant.
- Served as the interim superintendent for all committee meetings and position functions within the club operations and led as acting superintendent during vacancy of the position in 2018
 - ✓ Led the conversion of 60 acres of highly-maintained turf to naturalized fescues, pollinator habitats, and seasonal foraging sites which brought the added bonus of buffering waterways from surface runoff. With its completion, this multi-year project reduced expenses in labor, pesticide/fertilizer usage, and improved overall health of the system.
 - ✓ Orchestrated the recertification process for the property's designation as a Certified Audubon Sanctuary which was set to expire
 - ✓ Completed multiple irrigation and drainage improvement projects that greatly improved operational efficiencies.

BRITTON HARTZOK

Wrightsville, PA › 717-360-5046 › bdhartzo@millersville.edu › www.bdhartzo.com

PREVIOUS POSITIONS

ASSISTANT GOLF COURSE MANAGER | Chevy Chase Club, Chevy Chase, MD | 3/2013 – 12/2016

ASSISTANT IN TRAINING | Card Sound Golf Club, Key Largo, FL | 11/2011 – 3/2013

ASSISTANT IN TRAINING | Philadelphia Cricket Club, Flourtown, PA | 3/2011 – 11/2011

SUMMER INTERN | Reynolds Plantation, Greensboro, GA | 5/2010 – 8/2010

PGA TOUR EXPERIENCE

- 2014, 15', '16 Quicken Loans National at Congressional Country Club and Robert Trent Jones Golf Club
- 2011, '13 AT&T National at Aronimink Golf Club and Congressional Country Club
- 2012 Wells Fargo Championship at Quail Hollow Golf Club
- 2011 Players Championship at TPC Sawgrass

MEMBERSHIPS | LICENSING | PROFESSIONAL DEVELOPMENT

American Meteorological Society (AMS)

PA Vector Control Association (PVCA)

PA Fish and Boat Commission | Scientific Collectors Permit

OSHA Hazwoper 40-Hour Certificate

Certified Public Applicator (Past/Present)- PA Dept. of Agriculture

- Cat 16 (Public Health - Aquatic Invertebrates)
- Cat 07 (Lawn and Turf)
- Cat 06 (Ornamental and Shade Trees)

FEMA

- Completed Professional Development Series (PDS)
- In Addition: Courses 558, 800.c, 860.c, 2900.c

National Stormwater Center - Training Course

Conference Attendance

- 2021 Eastern US Floodwater Mosquito Summit
- 2021 AMS Annual Meeting
- 2020 PVCA Conference
- 2019 Susquehanna River Symposium

Item III.4
(CEG) Conservation Excellence Grant Approval
Lutz/Bitting

The Conservation Excellence Grant (CEG) currently has one application that has been reviewed by district staff and is ready for board action. Jeffrey Balmer is requesting funding for a roofed heavy use area, access lane, concrete heavy use area, manure storage, roofed stacking structure, silage bag pad and roof runoff structure. This project has primarily been funded by PENNVEST. TeamAg received bids for the project construction which exceeded the PENNVEST funding by \$74,187.00. The CEG application covers the additional cost due to an increase in material costs. The total project estimated cost is \$519,811.00.

CEG Funds Requested: \$74,187.00

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$74,187.00 worth of CEG funding for Jeffrey Balmer.

***Action Item**

Item IV.2
2021 TREE SEEDLING SALE FINAL REPORT

RECEIPTS:		
Payments Received (Cash & Checks)	\$ 26,807.25	
Payments Received (Credit Cards)	6,942.25	
Day of Sales	0.00	
Sale of Extras (Cash, Checks, & Credit Cards)	1,583.20	
GROSS RECEIPTS	\$ 35,332.70	\$ 35,332.70
Customer Refunds	(18.00)	
FFA & Watershed Association 20% Refund	(786.10)	
PA Sales Tax	(1,934.91)	
NET RECEIPTS	\$ 32,593.69	\$ 32,593.69
EXPENSES:		
Pine Grove Nursery	\$ 1,930.06	
Alpha Nursery	2,194.20	
Minders Nursery	4,700.15	
Miller's Greenhouse	4,360.00	
Octoraro Native Plant Nursery	3,403.37	
Fruit Tree Nurseries	3,842.50	
Plantra Tree Protectors	2,504.55	
Nursery Dealer Registration	40.00	
Credit Card Fees	196.01	
Food	0.00	
Farm & Home Rental	300.00	
Postage & Newsletter	281.48	
Supplies	487.32	
TOTAL EXPENSES	\$ 24,239.64	\$ 24,239.64
NET BALANCE		\$ 8,354.05

Following is a list of the number of trees, perennials, and potted stock customers ordered this year.

Douglas Fir-600	Red Chokeberry-250	Sweet Harrow Pear-70	Cat & Kittens-132
White Pine-1,000	Redbud-400	Red Bartlett Pear-80	Lupine-396
Fraser Fir-1,600	Red osier Dogwood-500	Golden Delicious Apples-75	Sedum-72
White Spruce-600	Sweet Pepperbush-200	Ambrosia Apple-105	Sweet William-180
Hazelnut-350	Witchhazel-250	Rubbarb-110	Gloriosa Daisy-288
River Birch-350	Flowering Dogwood-425		Thyme-144
Arrowwood-600	Black Cherry-275	Myrtle-105 flats	Verbena-216
Sycamore-275	Tulip Poplar-275	Liriope-86 flats	Monarda-348
Basswood-225	White Oak-675	Carex-47 flats	Tree Protectors-600

TREE SALE TIDBITS

- 2021 was the 47th Seedling Sale Program.
- **A total of 434 orders were submitted with a net profit of \$8,354**
- Remaining trees and shrubs were donated to DCNR and local watershed groups with buffer projects this spring.
- Rhubarb and two varieties of apple trees and pear trees were offered at the sale; Ambrosia Apples, and Golden Delicious Apples along with Harrow Sweet Pears and Red Bartlett Pears.
- 2 FFA Chapters participated this year mainly due to the pandemic and limited student involved in the chapters. We were still able to donate 20% of total sales provided by these two groups (Grassland and Manor FFA's). Total sales for FFA's was \$263.00 so **\$52.60** was refunded for these sales to the local FFA chapters.
- 8 local Watershed Associations participated in the tree sale as a fundraiser for their groups. These orders totaled \$3,667.50. A total of **\$733.50** was refunded to the organizations for their 20% refunds.
- Marketing: 6,545 newsletters with order forms were mailed in February. The newsletter committee generated a targeted mailing list from our GIS system for 17527 – Gap, 17547 – Marietta, 17572 – Ronks. The order form was also downloadable from the District's website and emailed to those who have signed up for electronic District communications.
- Due to the pandemic the sale was once again a drive-thru event with no day of sales, no free compost, or educational booths.
- The average order was \$81.
- Nearly 20,000 pieces of plant/ tree material were planted into the soil of our Commonwealth.
- The Drive Thru pick up went well and was made possible by a dedicated tree sale committee and LCCD staff working 4 hour shifts to completely fill over 400 orders that includes pre-orders and FFA orders. Special thanks to the staff who were a part of the Drive Thru packing, pick up, and clean up.

SUMMARY COMPARISON

Year	2015	2016	2017	2018	2019	2020	2021
Cash Rec'd	\$ 32,524	\$ 37,669	\$ 47,149	\$ 46,108	\$ 38,551	\$ 44,159	\$ 35,333
Profit	\$ 6,153	\$ 7,257	\$ 9,369	\$ 12,817	\$ 8,544	\$ 10,607	\$ 8,354
# Orders	482	474	560	499	443	487	434

STAFF INVOLVED IN COMMITTEE WORK AND DRIVE THRU

Maddie Klein	Kent Bitting	Shelly Dehoff	Greg Heigel	Kevin Lutz
Bryce Workman	Adam Hartz	Chris Thompson	Samantha Adams	Nate Straw
Steve Reiff	Adam Seitz	Stacey Meyer	Allyson Gibson	Emily Smedley
Amanda Goldsmith	Adam Stern	Holly Shaub	Adam Stern	Ben Seldomridge

Item IV.3
PACD /SCC Joint Annual Mtg
Registration Announcement

The 2021 PACD Annual Conference will take place as a series of video conferences this July. The six PACD committees will meet virtually between July 8 and 22, followed by PACD Executive Council on July 29.

Registration is open to all conservation district directors, associate directors, and staff, as well as partner agency staff and invited guests. Registration for each meeting is free and required. Registrants will receive a link to the Zoom meeting and instructions to participate. A phone number will also be provided for anyone who wishes to participate via conference call.

To request a registration link, please email the listed contact for each video conference you'd like to attend.

- PACD Conservation Committee Video Conference July 8, 2021 | 1:00 p.m. to 2:00 p.m.
Contact mburns@pacd.org to request a registration link.
- PACD District Employees Committee Video Conference July 9, 2021 | 1:00 p.m. to 2:00 p.m.
Contact [hmiller@pacd.org](mailto:hmilller@pacd.org) to request a registration link.
- PACD Education and Outreach Committee Video Conference July 14, 2021 | 1:00 p.m. to 2:00 p.m.
Contact swehinger@pacd.org to request a registration link.
- PACD Legislative Committee Video Conference July 15, 2021 | 1:00 p.m. to 2:00 p.m.
Contact mburns@pacd.org to request a registration link.
- PACD Ways and Means Committee Video Conference July 20, 2021 | 1:00 p.m. to 2:00 p.m.
Contact abrown@pacd.org to request a registration link.
- PACD Operations Committee Video Conference July 22, 2021 | 1:00 p.m. to 2:00 p.m.
Contact mburns@pacd.org to request a registration link.
- PACD Executive Council Video Conference July 29, 2021 | 10:00 a.m. to Noon
Contact mburns@pacd.org to request a registration link.

Item IV.4
2021 Ann Brown Memorial Scholarship Report

Covid-19 did not affect interest in the District's scholarship program as we received 13 applications this year. The committee met on April 22nd to discuss the applications, and decided to interview 7 of the 13 applicants.

On May 12th, 2021 the committee of Sonia Wasco, Shelly Dehoff, Suzanne Kopp, Adam Stern, and Gerald Heistand held interviews using Zoom. The committee felt that every candidate interviewed was worthy to receive a scholarship but due to limited resources, we needed to select those who stood out a bit above the others.

During the discussion of who to grant the District's scholarships in 2021, it became clear that there were three candidates that excelled with their aspirations and interview skills. Even though we advertised to give

out two \$1,000, **the Scholarship Committee is recommending that we grant three \$1,000 scholarships for 2021.**

Due to the lower interest rate environment and bonds that were called, the decision was made to lower all scholarship awards to \$1000 (down from the \$2,000 scholarships that were being offered in 2019 and 2020). One of our three \$2,000 winners from 2019 did not request their second \$1,000 by July 1, of 2020, so he forfeits that part of his award. Staff do have plans to hold an auction in August of this year to keep a consistent stream of income for the Scholarship fund.

The three winners recommended for 2021 are as follows:

- A \$1,000 scholarship to Andrew Rajaratnam, a senior at Manheim Central High School, the son of Reuban Rajaratnam and Maithili Navaratnarajah of Manheim. Andrew plans to major in Chemical Engineering at Penn State University.
- A \$1,000 scholarship to Lilly Heilshorn, a senior at Hempfield High School, the daughter of Eric and Kimberly Heilshorn. Lilly plans to begin her undergraduate degree in Environmental Engineering at MIT, Massachusetts.
- A \$1,000 scholarship to Paige Marie Flinchbaugh, a senior at Penn Manor High School, the daughter of John Flinchbaugh and Claire Crescenzi of Lancaster. Marie plans to start her degree in Environmental Engineering at the University of Pittsburgh.

District scholarship funds are sent directly to the college, as soon as we receive a copy of the tuition bill from the student. It is an honor to interview and recognize our student winners each year.

Item IV.5 Lancaster County Envirothons Report

The traditional Envirothons program was reset for 2021. An Envirothon Learning Day event was held April 22 for educators in elementary and middle schools. 21 teachers participated receiving classroom resource kits or attending a virtual school visit focused on biodiversity in fields and meadows. Sallie Gregory collaborated with Mary Ann Schelgel, Lancaster County Environmental Center to develop the program. A webpage with lesson plans, activities, and videos was created for teachers. Mary Ann filmed several videos featuring Envirothon study list species. Lancaster County Conservancy provided virtual tours about meadow management. Keith Williams, the Conservancy's new Community Engagement Coordinator, gave an enthusiastic yes to joining us in the Envirothon elementary and middle school planning going forward.

The Lancaster County Senior High Envirothon was held virtually during the week of April 26-30. Four High Schools including 8 teams participated. Sallie Gregory met with each school via Zoom as students completed paper copies of the tests from five stations: Soils, Forestry, Aquatics, Wildlife, and Current Issue – Water Resource Management. The Hellbenders team from Hempfield High School placed first and went on to represent Lancaster County at the Pennsylvania Envirothon.

Hempfield High School is currently in the top 15 teams at the state event. Tuesday, May 25, the team will prepare and participate in the virtual presentation session. Based on the scores of the presentation session, awards will be presented on Thursday, May 27.