



LANCASTER COUNTY CONSERVATION DISTRICT

MONTHLY BOARD MEETING AGENDA

Wednesday August 4, 2021

Farm & Home Center

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

Business Meeting 7:30PM

Timer

7:30	Invocation – Jay Snyder Call to Order, Chairman, Daniel Heller Welcome & Introductions – Daniel Heller Additions to the Agenda – Christopher Thompson Public Comment: Survey media/quests: Agenda items of interest? – Daniel Heller	
		<u>Page #</u>
7:40	I. <u>Agency Reports</u> 1. USDA, NRCS (attachment) 1 2. PA DEP Field Rep Report (attachment) 5	
7:45	II. <u>*Consent Agenda</u> 1. Meeting Minutes (attachment) 10 2. Technical Assistance Requests/Cancellations (attachment)..... 14 3. Nutrient Management Plan Approval (attachment) 14 4. Conservation Plans Acknowledgement (attachment)..... 14	
7:55	III. <u>Additional Business</u> 1. Items Removed from Consent Agenda - 2. Treasurer’s Report – Heistand (attachment) 15 *3. CEG Project Approval – Bitting (attachment) 18 *4. Erosion & Sedimentation Committee Report – Snyder (day of packet) - *5. Grant Management Solutions, CARGAS – Gregory/Kofroth (attachment)..... 18	
8:40	IV. <u>Reports & Information</u> 1. Correspondence, News and Updates – Thompson (handouts)..... 18 2. E&S/NPDES Monthly Projects Report – Snyder (day of packet)..... - 3. Youth Conservation School Update – Gregory/Wasco (attachment)..... 19 4. PACD Annual Mtg Report - Wasco (attachment)..... 19 5. 2020 Audit Review / Management Report – Weaver/Heistand (attachment) 19 6. Website Updates – Gregory/Thompson (attachment) 19 7. Summer Intern Activities Report – Beers (attachment) 20	
9:15	V. <u>Public Comment</u>	
9:20	VI. <u>Adjourn</u>	

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

Dates to Remember:

8/11, Conservation Foundation Mtg @ F&H 3:30pm	8/24-26, Ag Progress Days
8/17, Personnel Committee Mtg @ 10:00am	

NEXT MEETING DATE: Wednesday, September 1, 2021 @ 7:30 p.m.
Zoom or at the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors for July 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	523	39	2,002.2

*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	-	4
362 – Diversion (ft)	4,225	-	-
367 – Roofs & Covers (no)	7	-	1
382 – Fence (ft)	18,131	4,701	25,680
412 – Grassed Waterway (ac)	16.2	0.5	11
516 – Livestock Pipeline (ft)	381	2,243	5,904
561 – Heavy Use Area Protection (sq ft)	53,121	1,200	14,124
575 – Trails & Walkways (ft)	1,043	225	1,985
578 – Stream Crossings (no)	6	1	3
600 – Terraces (ft)	12,541	-	8,036
614 – Watering Facility	7	5	14
620 – Underground Outlet (ft)	8,816	-	2,500
634 – Waste Transfer System (no)	17	-	5
327 – CREP Conservation Cover (ac)	23.5	33.1	38.57
391 – CREP Riparian Forest Buffer (ac)	68.2	29.35	44.12
390 – CREP Riparian Herbaceous Buffer (ac)	0	4.28	4.28

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

Financial Assistance Conservation Program Activities:

- Financial Assistance Contract Obligation:

Program	FY20 Total (#)	FY20 Total (\$)	FY21 Total (#)	FY21 Total (\$)
EQIP	25	\$2,016,210	18	\$1,177,991
CSP	-	-	2	\$122,679

- Financial Assistance Payments:

Program	FY20 Total (\$)	FY21 Mo. Total (\$)	FY21 Total (\$)
ALL PROGRAMS	\$1,765,177.99	\$52,016.15	\$994,863.63

Environmental Quality Incentives Program (EQIP):

- Climate Smart Ag & Forestry Pilot Program – New initiative being piloted in a handful of states. PA NRCS’s focus for FY2021 is cropland BMPs to address erosion and soil health. Only \$400,000 available throughout PA. Additional program details to be available in FY2022. Program also expected to expand in FY2022.

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:

- 7/13 – RUSLE 2/Conservation Planning Training for New District Ag Techs, Lancaster (Myers)
- 7/13 – ACEP Easement Monitoring iPhone Pilot Project Training, Lebanon (Albert & Long)
- 7/22 – PA NRCS Streambank Stabilization & Restoration Training, Virtual (Boger & Rice)
- 7/23 – Roller Compacted Concrete Training, Virtual (Boger)

Respectfully Submitted,



Heather L. Grove
District Conservationist

LCCD BOARD REPORT

S:\NRCS\LCCD Monthly Board Reports\NRCS Reports

Reports for the Conservation District’s Monthly Board Meeting (First Wednesday of the Month) are due the Tuesday afternoon a week previous to the meeting.

Program Assistant prepares portions of the report and DC completes other portions with program narratives. **PA also completes the Conservation Plan Report** as well and this goes with the board report

Copy the report from the last meeting and save/rename for current month as separate document. Do the same for the Conservation Plan Report. *You can print out new reports at this point and use as draft documents while you compile new information.*

1. Program Assistant researches and fills out FY_Mo. Total # and FY_Total# of plans: See Below. . This information is on the S Drive/NRCS/Conservation Planning/Conservation Plan Ledger. The number of planning activities includes only plans signed in the reported month. DC fills in Acreage Totals.

Conservation Planning Activities*: FY Total (#)	FY20 Total (Ac)	FY20 Mo. Total (#)	FY20 Mo. Total (Ac)	FY20 Total (#)	FY20 Total (Ac)
49	2,805.9	1	48.4	3	163.6

2. Program Assistant uses payment record at NRCS/Programs/General FAPD/ PaymentProcess Forms and Ledger to fill out Practice Installation Activities as shown below. DC fills in CREP and other activities. Use the previous month’s report to calculate the FY total.

Conservation Practice Installation Activities*: Practice Code & Name	FY20 Total	FY21 Mo. Total	FY21 Total
313 – Waste Storage Facility (no)	15	1	2
362 – Diversion (ft)	4,225	-	-
367 – Roofs & Covers (no)	7	-	-
382 – Fence (ft)	18,131	345	3,938
412 – Grassed Waterway (ac)	16.2	-	4.8
516 – Livestock Pipeline (ft)	381	-	427
561 – Heavy Use Area Protection (sq ft)	53,121	-	6,247
575 – Trails & Walkways (ft)	1,043	-	1,118

3. Program Assistant Fills out Financial Assistance Conservation Program Activities (see below) – information is taken from chart on DC’s door.

Financial Assistance Conservation Program Activities:

• Financial Assistance Contract Obligation:

Program	FY20 Total (#)	FY20 Total (\$)	FY21 Total (#)	FY21 Total (\$)
EQIP	25	\$2,016,210	-	-
CSP	-	-	-	-

4. Program Assistant fills out Financial Assistance Payments Monthly Total and Overall total using figures from the payment record ledger. S drive/NRCS/Programs/General FAPD/ PaymentProcess Forms and Ledger.

*Highlight Payment amounts after the previous monthly total. In the last cell type =SUM(first:last) Highlighted cell information should appear automatically in the parentheses. Save the ledger.

□ Financial Assistance Payments:

Program	FY20 Total (\$)	FY21 Mo. Total (\$)	FY21 Total (\$)
ALL PROGRAMS	\$1,765,177.99	\$156,233.97	\$552,304.29

5. Email Stacey Myers with the PDF of the monthly report and plans.

*NRCS/LCCD Board Meeting/Plans_Month2020. Gather info from Conservation Plan Ledger. Example in binder.

Item I.2

August 2021 DEP Conservation District Field Rep Talking Points

Conservation District Funding

Conservation District Fund Allocation Program – The Commission approved allocations for the Conservation District Fund Allocation Program (CDFAP) based on appropriation figures provided in the Governor's enacted FY 2021-22 Pennsylvania state budget. Funds provided for distribution under this action are traditionally provided through line item appropriations to DEP and PDA, and through an earmarked transfer from the Unconventional Gas Well Fund (UGWF) to the Conservation District Fund (CDF). Program staff developed and presented one FY 2021-22 allocation concept for the Commission to consider at its July meeting. The scenario presented was adopted, which distributes 'line item' appropriations under the enacted FY2021-22 state budget, 'well-count' allocations based on a 15-year average, and a 50/50 split of UGW Funds. Manager, E&S Tech and ACT Allocations remained level at \$22,350; \$16,225 and \$16,225 respectively. UGW Funds allocated to all Conservation Districts increased slightly to \$27,874.

Nutrient Management Funding approved at SCC meeting

The SCC approved of funding levels for participating conservation districts for Fiscal Year 2021-22 (FY 21-22) for the Act 38 Nutrient Management / Chapter 91 Manure Management (NM/MM) delegation agreement. These funding levels were sent to county conservation districts as draft in May 2021. This approval is consistent with the final FY 21-22 Nutrient Management Fund budget that was also approved by the Commission and commitment of funds from the Pennsylvania Department of Environmental Protection (DEP).

Chapter 102

Chapter 102 Fall Trainings Request for Topics – The Bureau of Clean Water is soliciting suggestions of topics for the fall Chapter 102 trainings. All suggestions should be submitted to Mark Lonergan at mlonergan@pa.gov no later than August 13, 2021. The trainings will be held virtually this fall. Additional details regarding registration and dates will be sent to Conservation Districts after they are finalized.

Chapter 102 e-permitting System Updates:

1. The E&S application release is postponed a week and now planned for August 4, 2021.
2. For the Electronic Filing Administrator (EFA) registration, Clean Water is accepting the 'Consultant for an Individual' role. This role is intended for individuals who do not have or use computers, such as a child helping a parent. This is not appropriate for a Consultant. The reference materials will be updated accordingly.
3. Lead Reviewers are now copied on all correspondence sent to the applicant/consultant from the system. At this time the e-mail notification is sent directly to each user. However, there is request on our backlog to generate one e-mail notification and include all of the recipients.
4. The system nomenclature has been updated and is now referenced as 'e-permitting' opposed 'ePermitting'.
5. Please refer to Clean Water Academy for short instructional videos. Additional training videos will continue to be added.

As a reminder if you have suggestions for the system, please send them along to RA-EPCHAPTER102@pa.gov.

Policies and Procedures

District Director Nomination Process - In mid-July, the Commission sent letters to county chief clerks to begin the 2022 Director nomination process. A copy of this letter was sent to Conservation District managers. This first letter is encouraging the county chief clerks to work with their conservation district manager to update the county nominating organization list in their county. Ensuring that the county has a current list of eligible and informed nominating organizations is critical to the success of the director nomination process. A second letter will also go to chief clerks in mid-August asking them to begin the formal process of soliciting nominations for upcoming vacancies on the county conservation district board. Conservation District managers are encouraged to be in discussions with county chief clerks and county commissioners regarding 2022 director nominations.

Formation of Nutrient Management and Manure Management Delegation Agreement

Workgroup - The State Conservation Commission (SCC) and the Pennsylvania Department of Environmental Protection (DEP) entered into a joint five (5) year delegation agreement with select conservation districts for Fiscal Years 2017-2022 for Nutrient Management (NM) and Manure Management (MM). That delegation agreement concludes on June 30, 2022.

It is the intent of both the SCC and DEP to enter into another joint 5-year delegation agreement for NM and MM with select conservation districts for Fiscal Years 2022-2027.

The SCC approved a workgroup to meet over the course of Calendar Year 2021 to negotiate a new joint delegation agreement and a new funding formula.

It is the intent of SCC staff to have a draft delegation agreement and funding formula developed prior to the end of 2021, so that every delegated conservation district can review and provide comments prior to asking the Commission for final action.

It is anticipated that SCC staff will ask for an action on the new joint delegation agreement at the April 2022 SCC meeting.

Sunshine Act Amendments –Senate Bill 554 of 2021 amends the Pennsylvania Sunshine Act to include an agenda requirement. This amendment requires all agencies to post an agenda of issues to be deliberated or planned official action at least 24 hours prior to any regular or special public meetings of the agency. The agenda must be posted to Websites*, agency offices, and meeting sites, and available at the meeting itself *(including other social media platforms i.e.: Facebook). These changes take effect August 29, 2021. The SCC is currently reviewing the amendments and will provide additional guidance as it becomes available. Additional information may be found at the Office of Open Records Website: <https://www.openrecords.pa.gov/index.cfm>

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

<https://www.openrecords.pa.gov/alert.cfm?id=17>

Retaining Virtual Participation Options for District Board Meetings – As district boards begin to hold in person meetings again, the SCC recommends Conservation Districts continue to offer a way for board members, cooperating agencies, and the public to participate in meetings either through conference call or video conference. Cooperating agency staff may not be allowed to attend in person

meetings during this time and board members and the public may not feel comfortable attending. Providing a virtual option will allow greater participation in Conservation District board meetings.

Clean Water Academy

The Clean Water Academy Training is available at the link below.
<https://pacleanwateracademy.remote-learner.net/course/view.php?id=478>

Revised Aquatic Resources Table - With the PASPGP-6 becoming effective July 1 and the revised Aquatic Resource Table going into effect, the Quarterly report Spreadsheet has been revised. The Quarterly report spreadsheet is located on Clean Water Academy: [105 Resources: Appendices \(remote-learner.net\)](#)

As always, do not enter permits submitted through ePermitting.

Send the quarterly reports to RA-105GPREP@pa.gov

The Division of Wetlands, Encroachments and Training, Clean Water Academy Surveys - Over the next few months, The Division of Wetlands, Encroachments and Training in the Bureau of Waterways Engineering and Wetlands will be sending out four small 5-10 min surveys to get state-wide input into future online training with Clean Water Academy. The purpose of these surveys:

1. Get full regional and CCD input so topics and questions important to you to do your job are addressed in the trainings.
2. Prioritize the order of trainings
3. Create consistency and uniformity across the regions and the CCD's.

It is important that we get input from all regions and 105 delegated conservation districts to make sure we create impactful trainings that address issues important to our staff. This does not make up for in the field training, but with your input this will help to create a great learning tool for new and existing hires. In these surveys you will do two things, prioritize training subjects and give us your input into what you would like to see in the training.

These surveys are completely anonymous. The surveys will not ask for your name or any identifying information. Please complete these surveys, as your input will be critical in the creation of future trainings.

The first survey "Introduction to 105":
<https://www.surveymonkey.com/r/YMRL5GW>

This second survey "Permits":
<https://www.surveymonkey.com/r/YF5T98L>

MS4 Forum Presentations Available on Clean Water Academy - During the spring of 2021, EPA in coordination with PADEP, hosted a series of virtual MS4 Forums for MS4 permittees located within the Chesapeake Bay Watershed. The intent of the MS4 Forums was to provide an opportunity for municipalities with MS4 permits to discuss their stormwater management programs and share experiences and lessons learned. Nearly 300 people attended at least one of the Forums and over 60 presenters volunteered their time to share information on their stormwater programs. Topics covered included: implementation of the permit-required minimum control measures (MCMs), financing strategies, ways of fostering collaboration, and the highlight of the Forums was the presentation of

multiple BMP case studies. The BMP case study sessions gave presenters a chance to show off their projects, share experiences/lessons learned, and answer questions from other permittees looking to implement similar projects. The recorded Forum presentations are now available on Clean Water Academy and can be accessed by clicking the link below.

[Course: Pennsylvania Spring 2021 MS4 Forum \(remote-learner.net\)](#)

PracticeKeeper – Best Management Practice (BMP) Module SOP (CBO-DATA-003)) and Complimentary DEP Clean Water Academy (CWA) Course Question and Answer Session Recording Now Available -Chesapeake Bay Office Agriculture Compliance staff held a question and answer session regarding the PracticeKeeper – Best Management Practice (BMP) Module SOP (CBO-DATA-003)) and Complimentary DEP Clean Water Academy (CWA) Course on July 16, 2021. The recording has been posted to the Resources section of the Clean Water Academy Course below.

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=478> The intended audience for the SOP, CWA Training and the Q&A Session is Conservation 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 Specialists, and Watershed Specialists. We encourage anyone who may have been unable to participate in the session or who would like a refresher to log into the CWA and view the recording.

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>

Best Management Practice Verification in Pennsylvania – Phase 3 WIP Webinar Wednesday

More than 85 county-based agriculture, conservation district, consultants and Countywide Action Plan (CAP) leaders and coordinators attended a CBO-sponsored webinar on July 21, 2021 regarding BMP Verification in Pennsylvania. This webinar was the second on this topic and the purpose of this webinar was to expand discussion between the EPA Chesapeake Bay Program Office, DEP and county partners, and answer questions regarding BMP verification (as a follow up to the first webinar held in December 2020). Speakers included staff from the CBO, SCC, and EPA’s Chesapeake Bay Program Office (CBPO). Agenda topics included how BMP verification affects PA’s progress; CAP Coordinator role vs. Conservation District’s role in BMP verification; how PracticeKeeper enhances BMP verification; Chesapeake Bay Program BMP Verification Ad Hoc Action Team updates; and a deep dive on how BMP verification is applied to the Model, including discussion on BMP credit duration and life span; and CAST cutoff and back out. The webinar closed with a question and answer session. The webinar recording and all presentations will be posted to the Clean Water Academy.

Tier 1-2 counties: Reviewing two- and one-year progress, setting milestones - During the month of July, the Chesapeake Bay Office (CBO) has continued to support and provide information to Adams, Franklin, Lancaster, and York counties as they prepare their two-year Programmatic Milestone updates to their Countywide Action Plans (CAP). CBO and the Susquehanna River Basin

Commission (SRBC) have met with each pilot county individually to provide technical support and updated CAST run scenarios to help the counties make informed updates during this milestone period.

Tier 2 counties have continued to make excellent progress on the implementation of their CAPs, while also preparing their first annual progress update.

Tier 3-4 Counties: Drafting Countywide Action Plans - The Tier 3 and 4 counties have completed their initial draft CAP midpoint review. These county CAP drafts identified the priority actions for each county and indicated a good understanding of what the opportunities are in each county, as well as potential challenges.

To best support the counties as they refine and finalize their CAPs, the CBO is transitioning the biweekly Touchbase Tuesdays conference call into monthly county group calls, to provide the individualized attention that is needed to fine-tune each CAP and begin the transition into CAP implementation.

Dates to Remember

SCC Meetings – 1:00 PM

In-Person Meeting	September 14
In-Person Meeting	November 9

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

Conference Call	August 17
Conference Call	October 12

Ag Progress Days

https://agsci.psu.edu/apd	August 10 - 12
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Agricultural Technician Training

Boot Camp I – ‘Basic’	August 2-4, 2021 (Field)
Boot camp II – ‘Advanced’	August 23 – 27

Management Summit

Wyndham Garden, State College	September 15 – 16
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Conservation District Watershed Specialist Meeting

Virtual Conference	October 5-7
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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
July 7, 2021

The 831st 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, July 7, 2021, at 7:30PM.

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

The following Associate Directors were present: Greg Strausser and Deb Seibert.

The following District Staff were present: Christopher Thompson, Gerald Heistand, Kevin Lutz, Rich Snyder, Kent Biting, Matt Kofroth, Sallie Gregory, Kevin Seibert, Amanda Goldsmith, Amanda Grube, Britton Hartzok, 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 – Kevin Lutz introduced the two new Ag Technicians; Amanda Grube and Britton Hartzok. Adam Stern reminded everyone that the meeting was being recorded. Sonia Wasco stated that she was on a safari to Zambia and that she will be speaking about her trip with a clean water theme at the Conservation School next week. Dan Heller stated that he was out West and remarked how blessed we are in this area with our ample water supply.

Herb Kreider provided the invocation for the meeting.

Additions to the Agenda: Chris Thompson stated there are two additions to the agenda:

1. The SLF proposal
2. The draft version of the Employee Manual.

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

I. Agency Reports

1. USDA, NRCS

Heather Grove reported that there were no additions to the NRCS report. Heather did give an update on how NRCS plans to phase the staff back into the office – they are waiting for instructions from the State office. At this point, staff are on a rotating office schedule and working remotely until October 2021.

2. PA DEP Field Rep Report

Chris Thompson reviewed highlights from the DEP Field Notes: Policies and Procedures for the Nutrient and Manure Management agreement are being reviewed and revised. Lancaster Board of Directors are being asked to let Chris know if they are willing to be part of that Nutrient and Manure Management review committee.

Item II.1

Chris asked the Board if they want to continue to offer the Zoom meeting option for future Board meetings. The Directors agree to continue to offer the option of Zoom Board meetings.

MEB (Most Effective Basin) is a term you will be hearing in the coming months. A grant cycle has opened up in PA and Chris expects there will be several interested partners applying.

PACD Annual Conference will be held virtually on several dates listed in the packet. The meeting is free of charge this year and Chris is encouraging everyone to attend.

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, Herb Kreider moved to approve the Consent Agenda which included items numbered one through four. Ken Meck seconded the motion. The vote was taken and the motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of June 2, 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 half a million dollars was added in grants money to the restricted accounts which means there are additional responsibilities to spend it appropriately under the restricted accounts guidelines.

General Operations funds are over \$600,000. E&S has an extra \$82,000 compared to last month.

DGR/LVR funds are slowly decreasing as work is being done on the ground.

The Income and Expense report is in good standing this month.

3. Personnel Committee Report

Sonia Wasco moved to advertise for a new full-time E&S Technician position. Herb Kreider seconded the motion. Motion passed unanimously.

Sonia reported on the 12 paid holidays and reminded the directors that it was approved in 2013 to give the employees Christmas Eve. off instead of Columbus Day.

Dan Heller asked if there were any comments on the Employee Manual. A few questions about FLSA Classification of staff were raised and edits were suggested. Chris stated that we can table the approval of the Employee Manual until next month pending review and revisions that need to be made.

4. Ag Program Grants and Agreements

Kevin Lutz reported that they reviewed the Chesapeake Bay Tech Agreement – requesting funding for three technicians for a total of \$196,650. The Chesapeake Bay Engineering Contract is requesting funding in the amount of \$165,500. The Ag Conservation Tech ACT Funding is requesting funding in the amount of \$16,225.

Jay Snyder moved to accept the Ag Program Grants and Agreements as presented. Kent Weaver seconded the motion. Motion passed unanimously.

5. Dirt and Gravel Road Report

Matt Kofroth reported that Martie Township has requested to amend their 2021 DGR contract for Horse Hollow Road. Due to material cost increase they are requesting 20% in additional funds in the amount of \$13,240.00 from the QAB for project over runs. Ken Meck moved to approve the amended amount. Herb Kreider seconded the motion. Motion passed unanimously.

6. Conservation Excellence Projects

Kent Bitting stated that there are four applications being presented for approval that have been reviewed by district staff and are ready for board action. Total project cost is \$57,099.49 and the funding being requesting is \$42,824.62. A. Martin - \$8,027.00, J. King - \$18,629.00, M. Buckwalter - \$5,325.00 and J. Wolgemuth - \$10,843.00.

Sonia Wasco moved to approve the funding for the four applications being presented. Ken Meck seconded the motion. Motion passed unanimously.

7. Growing Greener Grant Approval

Matt Kofroth reported that the Watershed Program wrote and submitted a Growing Greener Grant. The amount of the grant is \$426,000. The grant would pay for a three-year position to hire a Data Management Coordinator. Sonia Wasco motioned to approve as stated. Jay Snyder seconded the motion. Motion passed unanimously.

8. Spotted Lantern Fly Control Program Grant Application and Acknowledgement

Sallie Gregory reported that the Spotted Lantern Fly Control Program grant would help pay for the supplies and administrative costs for the SLF Program. The total grant request is for \$6,500. Herb Kreider moved to approve this grant application and acknowledgment. Kent Weaver seconded the motion. Motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates

- **Correspondence** – William Kahler, Chairman – June 23, 2021. State Envirothon – Annual Appeal.
- **Executive Summary** – Lancaster Farmland Trust – State of Farmland Preservation in Lancaster County – 2021.
- **Annual Report** – National Association of Conservation Districts – 2020.
- **Annual Report** – Lancaster County Conservation District – 2020.

2. E&S/NPDES Monthly Projects Report:

Rich Snyder reported that the E&S department had a very large number of incoming plans, as well as, 22 complaints for the month of June.

3. Youth Conservation School Update:

Sallie Gregory reported that Conservation School will not be held the same as other years because this year some of the days will be held virtually. It will be held July 26-30, 2021. 19 students are currently enrolled to attend.

4. Chesapeake Bay Compliance Program Update:

Kevin Seibert reported that the compliance program did not hit their goal of 300 inspections set by the DEP this year because of Covid restriction and the loss of 2/3 of the Compliance Team. 180 compliance visits have been made as of June 25, 2021.

5. EV Charging Station:

Gerald Heistand reported that Administration is researching what it would take to transition towards a green vehicle fleet. The first step in the process is looking into the possibility of an EV vehicle charging station. At this point, there is an incentive of recouping 60% to 80% of the total cost of installing a charging station through an available grant. That will be a lessened percentage the longer we wait, as more places put in the charging stations the incentives will decrease. Chris Thompson stated that our mission statement states that we are to be leaders in conservation in the county, and converting to electric fleet cars is one way to do this. Chris is requesting that the Board give the approval to continue to move forward to look into grants to underwrite the cost of installing the charging stations and to make a formal request to the Farm and Home Center Board to approve putting in the charging stations. The Board agreed to move forward with this project.

6. ARAC Funding:

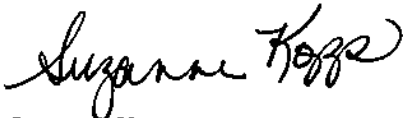
Chairman Heller reviewed with the directors a letter of support drafted by Kevin Seibert for the City of Lancaster's pursuit of using ARAC Funds to pay for separating the combined stormwater system. The Board of Directors agreed to continuing pursuing the effort.

Additional Public Comment:

No additional public comments.

Meeting Adjourned

Chairman Heller officially adjourned the meeting at 9:26pm.



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)
July 2021 Activity
August 4, 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 #
Mike Rohrer	Manor	Dairy	CAFO/CAO	4.37	Klein	265
Steve Thomas	East Cocalico	Mixed Animals Poultry, Beef Steer	VAO	37.06	Heigel	231
Clair Burkholder	Drumore	Swine	CAFO/CAO	2.55	Adams	582
Chester Zimmerman	West Cocalico	Broilers	CAO	64.38	Heigel	303
Jay Kopp	Mount Joy	Swine, Goats	CAO	255.38	Lutz	295
Kevin L. Nolt	East Donegal	Layers, Swine, Steers	CAO	16.21	Lutz	158
James & Melissa Landis	Little Britain	Broilers	CAO	194.33	Adams	338
Mike Martin	Clay	Ducks	CAFO/VAO	1.69	Klein	465
Travis, Philip, & Ethan Hess	East Donegal	Broilers	CAO	209.85	Lutz	259

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

Conservation Plans	Number of Plans	Planner	Township
Jerry L. Diller	1	Brett Ramer	West Lampeter
Edwin Hoover	1	Kevin Lutz	Clay
S & A Kreider & Sons	4	Mick Albert	East Drumore
Jolan N. Martin	3	Mark Long	Elizabeth

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Leonard Brubacker	1	Greg Heigel	Caernarvon
Ervin Martin	1	Adam Hartz	East Earl
Howard Deshong	1	Kevin Lutz	West Donegal

Item III.2

Lancaster County Conservation District

Balance Sheet

As of July 23, 2021

8:15 AM
07/27/21
Cash Basis

ASSETS

Checking/Savings

District General Fund

1001 · General Fund INVEST 747,243.87

1015 · General Fund Checking 47,526.70

Total District General Fund 794,770.57

E & S

1002 · E & S - A

Reserved-E&S Vehicle - A -3,943.09

1002 · E & S - A - Other 430,794.00

Total 1002 · E & S - A 426,850.91

1005 · Clean Water - R 296,927.72

Total E & S 723,778.63

1003 · Youth Conservation School - C 25,929.37

1006 · Separation 54,816.09

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 56,222.48

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 164,012.20

Reserved-Admin Vehicle - A -8,388.03

Reserved-NMP Vehicle - A 30,422.10

1007 · Reserve - Other 339,083.74

Total 1007 · Reserve 781,058.93

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C 1,457.50

Scholarship Bonds - C 35,000.00

1008 · Scholarship - C - Other 29,634.11

Total 1008 · Scholarship - C 66,091.61

1009 · Dirt & Gravel Roads - R 99,730.39

1013 - Exelon - R 442,521.48

1014 - Low Volume Roads - R 227,116.43

1115 · Conservation Excellence - R 820,161.16

1116 · CBAIP Phase II - R 429,385.70

1017 · Self-Funded Health Insurance -R 73,452.41

TOTAL ASSETS 4,538,812.77

\$615,429.71	General Operations - U
\$53,991.93	DGR/LVR Admin & Edu - A
\$44,023.01	Grants without bank account - R
\$41,960.66	Activities Account - A
\$39,365.26	Tree Fundraiser Account - U
\$794,770.57	TOTAL

\$964,778.69	A - Assigned Funds
\$92,020.98	C - Committed Funds
\$2,488,134.39	R - Restricted Funds
\$993,878.71	U - Unassigned Funds
\$4,538,812.77	TOTAL

8:15 AM
07/27/21
Cash Basis

Lancaster County Conservation District

Balance Sheet

As of July 23, 2021

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 25,929.37

2016 · Health Insurance Liability 73,452.41

Total Other Current Liabilities 99,381.78

Total Current Liabilities 99,381.78

Total Liabilities 99,381.78

Equity

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 2,765,827.36

Net Income 779,992.95

Total Equity 4,439,430.99

TOTAL LIABILITIES & EQUITY 4,538,812.77

Lancaster County Conservation District
Income and Expenses
January 1 through July 23, 2021

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Jul 23, 2021	Budget YTD	\$ Over Budget
Income									
520 · County Funding	302,500.00					35,000.00	337,500.00	154,502.68	182,997.32
530 · Program Contracts	992,405.47						992,405.47	843,764.04	148,641.43
560 · Grant Administration	166,629.83			-27,344.00			139,285.83	229,358.21	-90,072.38
570 · Grant Project Income	846.65			1,440,300.28			1,441,146.93	2,382,233.87	-941,086.94
580 · Fee / Reimbursement Income	1,511.25		3,250.00				4,761.25	7,050.96	-2,289.71
581 · E&S102 Review Fees		358,890.00					358,890.00	288,714.38	70,175.62
582 · NPDES Permit Fees		57,500.00					57,500.00	49,440.88	8,059.12
583 · 105 CWF Fees		11,850.00					11,850.00	9,455.56	2,394.44
590 · Interest Income	96.88	111.59		269.58	660.51	150.38	1,288.94	2,698.46	-1,409.52
540 · Activity Income	50.00		3,400.00				3,450.00	17,983.00	-14,533.00
585 · Tree Sales Income	4,214.46		28,376.17				32,590.63	45,000.00	-12,409.37
595 · Other Income	1,345.06				100.00		1,445.06	112.35	1,332.71
599R · Interfund Transfer In	14,940.74					2,315.60	17,256.34	27,354.03	-10,097.69
Total Income	1,484,540.34	428,351.59	35,026.17	1,413,225.86	760.51	37,465.98	3,399,370.45	4,057,668.42	-658,297.97
Expense									
7100 · Staff Salary	836,756.81	220,974.93		15,569.10			1,073,300.84	1,162,611.42	-89,310.58
710 · All Emp Benefits	264,254.55	69,388.38		1,284.60			334,927.53	399,882.46	-64,954.93
720 · Vehicle & Travel Expenses	12,809.80	2,696.52	59.36	59.92			15,625.60	23,874.90	-8,249.30
722 · Meeting Expenses	1,738.20	157.50		55.00		70.00	2,020.70	23,798.45	-21,777.75
730 · Supplies	4,649.54	803.55	1,142.19	4,065.29		252.11	10,912.68	13,132.71	-2,220.03
735 · IT - Communication	13,388.88	5.29	210.00	5,591.70			19,195.87	10,273.56	8,922.31
740 · Postage	1,725.01	1,363.84	3.24	20.36	55.32		3,167.77	5,871.17	-2,703.40
745 · Office Rent	47,878.38	12,428.02					60,306.40	58,809.22	1,497.18
750 · Equipment	1,962.67	23.90		527.98			2,514.55	14,382.66	-11,868.11
830 · Administrative	47,784.31			45.00		5,975.00	53,804.31	54,630.22	-825.91
810 · Activity Expenses			23,525.06		3,000.00		26,525.06	47,405.39	-20,880.33
820 · Grant Project Expenses	696.65			998,647.63			999,344.28	2,894,233.87	-1,894,889.59
805 · Allocated Cost Transfer	-12,936.05	12,936.05					0.00	-0.52	0.52
890 · Miscellaneous Expenses	103.07	372.50					475.57	2,174.60	-1,699.03
895 · Contingencies							0.00	11,550.40	-11,550.40
899E · Interfund Transfer Out	2,315.60					14,940.74	17,256.34	27,354.03	-10,097.69
Total Expense	1,223,127.42	321,150.48	24,939.85	1,025,866.58	3,055.32	21,237.85	2,619,377.50	4,749,984.54	-2,130,607.04
Net Income	261,412.92	107,201.11	10,086.32	387,359.28	-2,294.81	16,228.13	779,992.95	-692,316.12	1,472,309.07

**Item III.3
Conservation Excellence Grant Approval
Lutz/Bitting**

The Conservation Excellence Grant (CEG) currently has two 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
Ervin Martin	District	East Earl Twp.	Diversion, Grassed Waterway, Terrace, Underground Outlet	\$16,520.89	\$12,390.67
James Stahl	District	Manheim Twp.	Diversion, Grassed Waterway	\$7,696.20	\$5,772.15
Totals				\$24,217.09	\$18,162.82

CEG Funds Requested: \$18,162.82

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$18,162.82 worth of CEG funding for the multiple applications.

***Action Item**

**Item III.5
Grant Management Solution Application**

After a review of 4 grant management software companies, the search committee advises a commitment to work with Cargas, a local efficient software company to design the Lancaster County Conservation District Grant Management Solution application. The search committee includes Sallie Gregory, Matt Kofroth, Stacey Meyer, and Chris Thompson. In 2020, Cargas successfully designed the District's Customer Relationship Management solution with the additional application to manage the District's Annual Tree Seedling Sale. The grant management estimated cost of \$24,238 will provide District ownership of the solution along with design, report creation, and training. The search committee is working with Cargas to develop a phased completion plan and is also working to create the funding plan using a combination of reserve funds and technology grants. Please forward questions to Sallie Gregory.

***Action Item**

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

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

- Correspondence – Blakinger/Thomas Law Firm – Act 65 of 2021 Sunshine Law Amendments – July 20, 2021

**Item IV.3
Lancaster County Youth Conservation School**

The 43rd Lancaster County Youth Conservation School new class of students will gather, July 26-30. The hybrid week includes 2 virtual days meeting by zoom and 3 in person day only meetings. 19 students registered for the program with 18 committed to attending. Access to clean drinking water is the study focus for the week. 12 sportsmen clubs and community organizations have sponsored all of the students. 16 volunteers and 2 nurses will be part of the leadership team with co-directors, Sallie Gregory and Sonia Wasco. At the time of this mailing, the school will be taking place. Sallie and Sonia look forward to share a review of the program during the board meeting.

**Item IV.4
PACD Executive Council Report
July 29, 2021 | 10:00 a.m. to Noon**

PACD, our state association, will be holding their annual Summer Meeting virtually on July 29th beginning at 10:00 AM. LCCD Director and PACD Officer/Treasure, Sonia Wasco will be representing LCCD at the Executive Council meeting. She and any others who attend will provide a verbal report on the meeting activities.

**Item IV.5
Release of the 2020 Audit Report**

Smith Elliott Kearns & Company has completed the District's 2020 audit. This is the fourth year that they have worked with us. The Board recommends that the District audit should be put out for bids every five years.

The 2020 audit was fairly routine, as there were no additional items to review or new reports to prepare on our end. In addition, there were no significant findings for 2020. Attached to the board mailing will be three audit files:

- The LCCD SAS letter that informs the Board any audit findings
- The LCCD Management letter that contains finance related graphs
- The LCCD Financial Statements report that is provided to other entities who request a copy of our audit

For those who would like a paper copy of the above three item, they will be available at the meeting on August 4th, 2021.

Board members are encouraged to review the audit report, and contact Chris or Gerald with any questions.

**Item IV.6
District Website Renovation**

Thank you board of directors and associate directors who have shared website management company contacts with Sallie Gregory. Sallie has reviewed companies and presented the Albright Design Studio to the District Operations Team for approval; <https://albrightdesignstudio.com/>. She also secured funding through a grant to begin a District website renovation. During the renovation three websites will be migrated to be managed by Larry Albright and his son, Andrew. Three websites include: LCCD, PA Ombudsman, and Lancaster Watersheds. Larry retired as the creative director and design manager at Armstrong World Industries. Andrew is the art director at LNP. Management of the website was gratefully provided by previous employees Andy Hake and Justin Furnia. The management transition will take place over the next month. Please forward additional questions to Sallie Gregory.

Item IV.7
2021 District Intern: Breanna Beers

During the August Board meeting, Breanna Beers will present a brief summary of her experience this summer as the District's intern. She has worked directly with both the Watershed and Education programs, and has gained an overview of additional District programs. A recent graduate from Cedarville University in Ohio, Breanna has earned a Bachelor of Science in Molecule and Cellular Biology.