



LANCASTER COUNTY CONSERVATION DISTRICT MONTHLY BOARD MEETING AGENDA

Wednesday, December 7, 2022

Lancaster Farm & Home Center

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

Business Meeting 7:30 PM

Timer

7:30	<ul style="list-style-type: none"> Invocation – Herb Kreider Call to Order, Chairman, Dan Heller Welcome & Introductions – Dan Heller Additions to the Agenda – Christopher Thompson Public Comment: Survey media/guests: Agenda items of interest – Dan Heller 	<u>Page #</u>
7:40	<ul style="list-style-type: none"> I. <u>Agency Reports</u> <ul style="list-style-type: none"> 1. USDA, NRCS (attachment)..... 1 2. PA DEP Field Rep Report (attachment) 4 	
7:45	<ul style="list-style-type: none"> II. <u>*Consent Agenda</u> <ul style="list-style-type: none"> 1. Meeting Minutes (attachment)..... 8 2. Technical Assistance Requests/Cancellations (attachment) 13 3. Nutrient Management Plan Approval (attachment)..... 13 4. Conservation Plans Acknowledgement (attachment) 13 	
7:55	<ul style="list-style-type: none"> III. <u>*Additional Business</u> <ul style="list-style-type: none"> 1. Items Removed from Consent Agenda 2. Treasurer’s Report – Hertz (day of packet) - *3. 2023 Budget Presentation – Thompson (attachment) 15 *4. Personnel Committee – Committee Report and Request to Hire – Wasco (attachment).. 17 *5. PA Envirothon Donation – Thompson (attachment)..... 17 *6. DCNR Lawn Conversion Grant Sponsorship – Kofroth (attachment) 18 *7. Nutrient Management Referral – Lutz (attachment)..... 18 *8. Capital RC&D Appointments – Thompson (attachment)..... 19 *9. Banquet Committee Report – Hartz (attachment) 19 	
8:25	<ul style="list-style-type: none"> IV. <u>Reports & Information</u> <ul style="list-style-type: none"> 1. Correspondence, News, and Updates – Thompson (handouts) 2. E&S/NPDES Monthly Projects Report – Hout (attachment)..... 20 3. E&S Committee Report – Snyder/Hout (attachment)..... 24 4. Ag Conservation Assistance Program Presentation – Bitting/Lutz (attachment) 28 5. PACD/SCC Winter Meeting Registration – Thompson (attachment) 29 6. Extraordinary Give Update – Gregory (attachment) 30 	
8:55	<ul style="list-style-type: none"> V. <u>Additional Public Comment</u> 	
9:00	<ul style="list-style-type: none"> VI. <u>Adjourn</u> 	

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

Dates to Remember:

12/15, Exelon Project Ranking	1/7-14, 107 th PA Farm, Show
12/23 & 26, Office Closed for Christmas Holiday	1/16, Office Closed for Martin Luther King Jr. Holiday
1/2, Office Closed for New Year’s Day	1/6-26, PACD Winter Meeting (Virtual)

NEXT MEETING DATE: Wednesday, January 4, 2023, 7:30 p.m.

At the Lancaster County Farm & Home Center

***Action Required**


Activity Report to LCCD Board of Directors November 2022
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
 Camila Martinez, Soil Conservationist
 Ashley Rice, Soil Conservation Technician

VACANT, Soil Conservation Technician
 VACANT, 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)
 Elli Liput, Biologist, PF (Dauphin, Lebanon & Lancaster)

Conservation Planning Activities*:

FY22 Total (#)	FY22 Total (Ac)	FY23 Mo. Total (#)	FY23 Mo. Total (Ac)	FY23 Total (#)	FY22 Total (Ac)
33	3,809.92	-	-	1	49

*SEE "ACKNOWLEDGMENT OF CONSERVATION PLANS" REPORT

Conservation Practice Installation Activities*:

Practice Code & Name	FY22Total	FY23 Mo. Total	FY23Total
313 – Waste Storage Facility (no)	12	1	1
362 – Diversion (ft)	3,132	-	-
367 – Roofs & Covers (no)	8	1	1
382 – Fence (ft)	12,594	440	440
412 – Grassed Waterway (ac)	7.1	1.2	1.2
516 – Livestock Pipeline (ft)	2,559	-	-
561 – Heavy Use Area Protection (sq ft)	22,553	350	350
575 – Trails & Walkways (ft)	2,219	220	220
578 – Stream Crossings (no)	1	-	-
600 – Terraces (ft)	23,046	938	938
614 – Watering Facility	14	-	-
620 – Underground Outlet (ft)	10,837	1,004	1,004
634 – Waste Transfer System (no)	10	-	-
327 – CREP Conservation Cover (ac)	59.06	21.25	21.25
391 – CREP Riparian Forest Buffer (ac)	58.52	-	-
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	FY22 Total (#)	FY22Total (\$)	FY23Total (#)	FY23 Total (\$)
EQIP/AMA	22	\$1,926,714	-	-
CSP	3	\$298,017	-	-
RCPP	15	\$3,421,648	-	-

- Financial Assistance Payments:

Program	FY22 Total (\$)	FY23Mo. Total (\$)	FY23 Total (\$)
ALL PROGRAMS	\$2,247,795.72	\$95,680.06	\$95,680.06

- **Environmental Quality Incentive Program (EQIP)**
 - Sign-up Deadlines – 11/1, 1/1, 3/1, 5/1
- **Conservation Stewardship Program (CSP)**
 - Sign-up Deadline – 1/1
- **Regional Conservation Partnership Program (RCPP)**
 - Sign-up Deadlines – 11/1, 1/1, 3/1, 5/1

Conservation Easement Program Activities (ACEP):

- Agricultural Land Easement (ALE) Acquisition Activities:

Program/Activity	FY22 Total (#)	FY22 Total (ac)	FY23 Total (#)	FY23 Total (ac)
ALE Easement Requests	-	-	-	-
ALE Easement Closings	3	149.28	-	-

- Easement Annual Monitoring Activities

Program/Activity	FY22 Total (#)	FY23 Total (#)
GRP Monitoring - Offsite	1	-
GRP Monitoring - Onsite	-	-
WRP/WRE Monitoring - Offsite	4	-
WRP/WRE Monitoring - Onsite	10	-
FRPP/ALE Monitoring - Onsite	8	-

Conservation Reserve Enhancement Program Activities (CREP):

- Approved Plans:

	FY22 Total (#)	FY22 Total (Ac)	FY23 Total (#)	FY23 Total (Ac)
New	16	62.92	-	-
Re-enrollments	28	177.98	-	-

Administrative Activities:

- FY22 Affiliate Performance Evaluations and FY23 Work Plans completed.
- FY23 NRCS Quarterly Performance Check-Ins.
- Soil Conservationist – Camila Martinez has been selected for this position. Camila received a BS in Horticulture from the University of Puerto Rico Mayaguez in May 2022. She’s most recently worked for the Ag Extension Service UPRM. She will begin on 1/3/2023.
- Civil Engineering Technician – Vacancy posted; only 2 applicants on panel. Position will be re-advertised.
- Soil Conservation Technician – Awaiting vacancy announcement by HR.

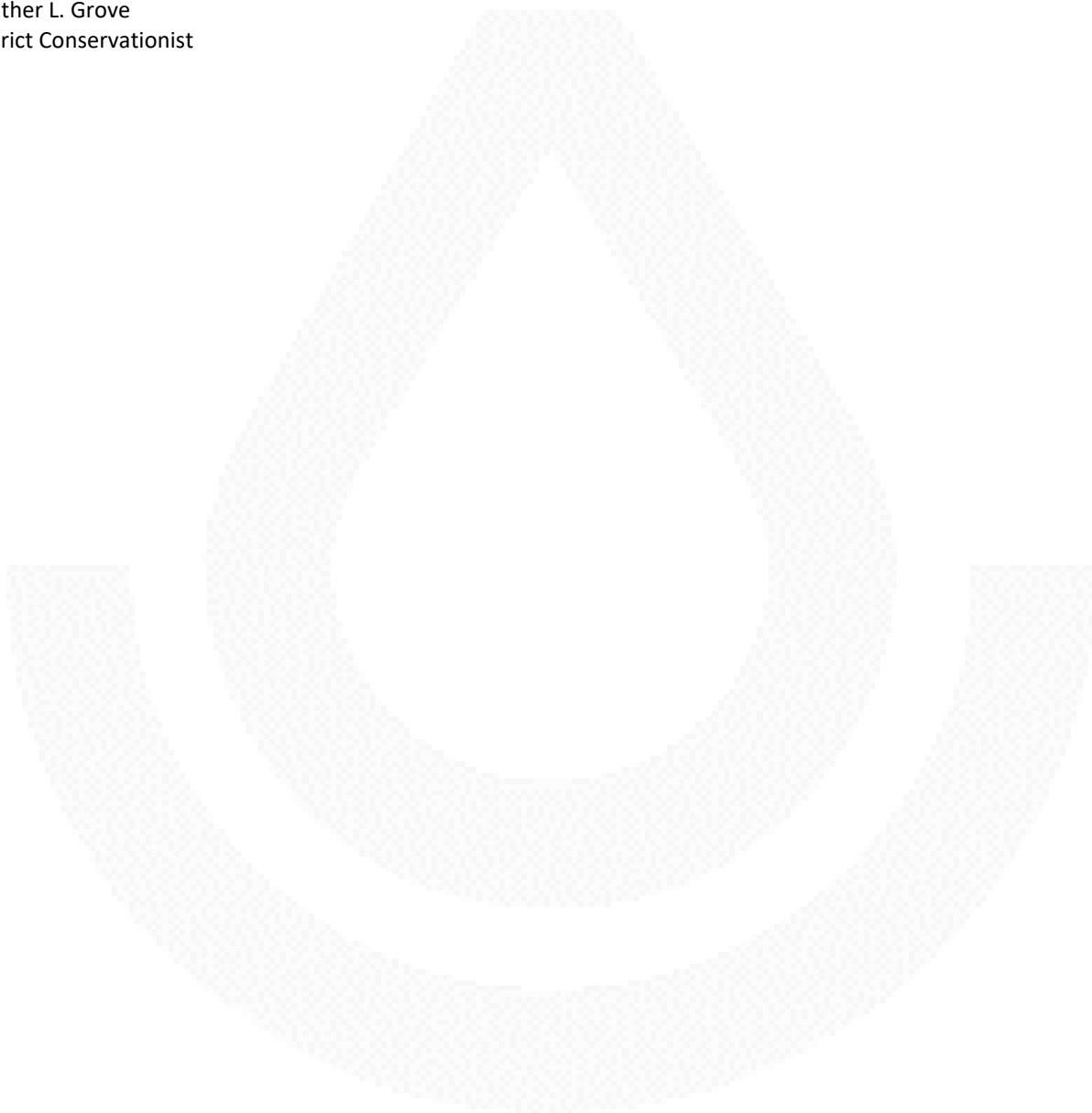
Notable Meetings & Trainings:

- 11/2-3 – PA NRCS DC/SDC Meeting, Harrisburg (Grove)
- 11/9 – SE PA NRCS New Employee Meeting, Lebanon (Griesemer, Ramer & Rice)
- 11/10 – NRCS Lancaster Quarterly Field Team Meeting, Lancaster (All NRCS & Affiliates)
- 11/17 – LCWP RCPP Monthly Leadership Team Meeting (Grove)
- 11/17 – Lancaster Buffer Action Team – Landowner Outreach Workgroup (Grove, Spotts)
- 11/17 – Lancaster Buffer Action Team Meeting (Grove, Spotts)
- 11/17 – PA One Call Training, Camp Hill (Rice)
- 11/22 – PA Act 38 NM Plan Review Workshop, Harrisburg (Ramer)
- 11/28 – NRCS Lancaster Planner Team Meeting, Lancaster (Albert, Griesemer, Grove, Long, Myers, Ramer)

Respectfully Submitted,

A handwritten signature in black ink that reads "Heather L. Grove". The signature is written in a cursive style with a large, sweeping initial 'H'.

Heather L. Grove
District Conservationist



Item I.2
December 2022 DEP Conservation District
Field Rep Talking Points

Funding Opportunities:

DEP is accepting applications for \$103.4 million in Abandoned Mine Reclamation Grants

United States Department of Interior’s Office of Surface Mining Reclamation and Enforcement has authorized DEP’s Bureau of Abandoned Mine Reclamation (BAMR) to accept applications for [abandoned mine reclamation and mine drainage treatment project grants](#). The deadline for applications is **January 13, 2023**. DEP's Bureau of Abandoned Mine Reclamation has a total of \$103.4 million in federal Bipartisan Infrastructure Law funding available in this first grant round in four categories: Abandoned Mine Land reclamation projects; Acid Mine Drainage operation and maintenance or replacement of existing AMD facilities; new Acid Mine Drainage Treatment Facility projects; and Abandoned Mine Land Economic Revitalization Program projects. Eligible applicants include county or municipal governments; county conservation districts; councils of government; municipal authorities; and nonprofit organizations.

Policies and Procedures

District Audit Requirement - Conservation Districts’ calendar year 2021 Annual Financial Audit Reports are due no later than **December 31, 2022**. Please be sure that your auditor is working on your audit and knows the deadline. If your auditor requires documentation of Commonwealth payments, please email those requests to jackerstet@pa.gov . If there are extenuating circumstances and your district needs an extension, an extension request **MUST** be received no later than December 1, 2022. You may contact Jaci Kerstetter, jackerstet@pa.gov if you have any questions.

District Director Nomination Process -. In August, the SCC sent an email to chief clerks and copied district managers, asking them to begin the formal process soliciting nominations for upcoming vacancies on the county conservation district board. This email also included the “Director Position Description”, Procedures for “Nominating Conservation District Directors”, “Sample Letter”, “Nominee Questionnaire”, and “New Director Appointment Submission Form.” Conservation District managers should confirm with chief clerks that they have reached out to nominating organizations and provide them information as to which director terms need to be filled. In addition, the chief clerks should ensure they have current mailing addresses for nominating organizations. Districts and chief clerks may reach out to your conservation district field rep or Barb Buckingham (bbuckingha@pa.gov) with questions or assistance with the director nomination process. Director Appointments should be submitted to the State Conservation Commission by December 1, 2022.

State Conservation Commission Meeting Dates for 2023

At its November meeting the State Conservation Commission approved meeting and conference call dates for 2023.

Meeting Dates	Conference Call Dates
January 24	February 14
March 14	April 11
May 9	June 13
July 19	August 15
September 12	October 10
November 14	December 12

Nutrient Management /Manure Management

CAFO Winter Letters sent to all Permittees October 18 and October 25, 2022 - Agricultural operations meeting the definition of a Concentrated Animal Feeding Operation (CAFO) in Pennsylvania are required to obtain National Pollutant Discharge Elimination System (NPDES) permit coverage. There are two types of CAFO permits, a General Permit (PAG-12) and an Individual Permit. PAG-12 permits require annual payment of a \$500 Notice of Intent (NOI) fee. This fee is due by January 1st following the first year of permit coverage. For permittees who received initial PAG-12 coverage in 2022, their first NOI fee will be due by January 1, 2024. Additionally, both permit types require the submission of an Annual Report, which covers the activities of the CAFO for the previous year. Depending on the date the permit was issued, the Annual Reports are due on January 1, 2022, February 15, 2023, or, for PAG-12 permittees who received initial coverage in 2022, January 1, 2024. The Department sends a courtesy “Winter Manure Storage, Reporting, and Fee Reminder” letter to all CAFO permittees to reiterate these obligations. The letter also discusses the requirement for submission of a “Winter Period Application of Manure Notification” form for all operations that apply manure of their fields in the winter, as defined by Pennsylvania’s nutrient management regulations. This effort has been successful in past years to ensure CAFO permittees are not only aware of these requirements, but they maintain compliance with their NPDES CAFO permit conditions. These letters were sent on October 18 and October 25, 2022.

PA Agricultural Conservation Assistance Program (ACAP)

The State Conservation Commission (Commission) continues to develop the newly authorized Agricultural Conservation Assistance Program or ACAP. Seventy percent (70%) or \$154 million of the CSF is dedicated to ACAP. This initial allocation of funds must be committed by December 31, 2024 and spent by December 31, 2026.

The Commission anticipates allocating a total of \$141.68 million to county conservation districts over the next 3 fiscal years. Participating districts will receive an equal allocation once a year for the next three years. As required by law, districts will have 2 years from the time of receipt to spend these funds.

On November 15, 2022 the Commission approved draft Guidelines, Delegation Agreement and ROMs, and an Apportionment Funding Amounts Spreadsheet. These draft ACAP documents must go through a final legal and policy review before being released as final approved program documents. Minimal changes were made to these draft documents based on comments received from districts and other interested parties. SCC opened a 30-day review period on these documents and closed October 21, 2022. SCC received comments from 19 conservation districts and 2 cooperating agencies compiling more than 60 questions and over 40 comments.

ACAP Workgroups Continue

SCC has formed two Advisory Workgroups for the ACAP. The ACAP Advisory Workgroup reviews draft documents and provides input on new policies in the program. The ACAP Technical Assistance Workgroup has been formed to advise on the task of Trainings for Technical Assistance as well as technical support across the state. SCC continues to hold these workgroups every two weeks to discuss ongoing issues and implementation of ACAP.

SCC held two Introduction to ACAP for Conservation District webinars on September 22nd and 27th, reaching 156 participants. An additional webinar was held on November 22nd for district managers and other interested individuals. These webinars were recorded and are available on the Clean Water Academy. [Course: Introduction to ACAP for Conservation Districts \(remote-learner.net\)](https://remote-learner.net)

Additional ACAP information is available from the Commission Office.

102 and 105 Programs

102 and 105 Attachment B on the Clean Water Academy – It is essential that Districts update the Attachment B on the Clean Water Academy for the Chapter 102 and 105 Programs anytime there are staff changes at the district. **The 102 and 105 Programs use the Attachment B online forms to enable e-permitting permissions for new staff** and to disable them for former staff. The Attachment B can be found under the Data Portal. To update Attachment B, you need to search for your county and then select the Gear icon to edit. You can then change employment status to Former and choose an Employment End Date. This helps DEP to maintain all the data systems we need to maintain and enable. [Course: Data Portal \(remote-learner.net\)](#)

PA Clean Water Academy

NOTE: Microsoft Edge was recently upgraded. This upgraded version may cause visibility conflicts with Clean Water Academy. This is usually solved by clearing cache in MS Edge or switching to another browser.

New Introduction to Soils Training is now available on Clean Water Academy - The Bureau of Waterways Engineering and Wetlands and Bureau of Clean Water have been working on a four-part introduction to soils series on the Clean Water Academy to be used by both 105 and 102 program staff, and others engaged in activities where a building and maintaining a knowledge-base in soil science is beneficial. The first two parts were recently made available and announced to Chapter 105 staff, including the county conservation districts. The series is being developed under contract with Soil Hub, who went well beyond expectations with this fully-engaging and interactive series. The other two parts are in development and are anticipated to be completed this Summer in 2023. You can view the first two lessons on the PA Clean Water Academy here: [Course: Foundations of Pennsylvania Soils \(2022\) \(remote-learner.net\)](#)

Here are a few more courses you may be interested in:

[Course: 2023 Chapter 102 New Hire Small Group Training Webinars \(remote-learner.net\)](#)

[Course: DEP Draft Stormwater Manual Update - Fall 2022 \(remote-learner.net\)](#)

[Course: PCSM Spreadsheet Basics for Reviewers \(remote-learner.net\)](#)

[Course: Introduction to Act 167 \(remote-learner.net\)](#)

[Course: Terminating NPDES Permits - Trials, Tribulations and Success Stories! \(remote-learner.net\)](#)

[Course: Foundations of Pennsylvania Soils \(2022\) \(remote-learner.net\)](#)

Chesapeake Bay

Bureau of Watershed Restoration and Nonpoint Source Management's (IBWRNSM) Watershed Accountability and Administration Section (WAAS) staff completed reviews of the draft Annual Progress Reports from the 34 counties that have developed Countywide Action Plans (CAPs). Counties submitted their draft reports at the end of August. During September and October, (WAAS) staff and Region CAP Support Team members reviewed and provided feedback in one-on-one meetings with counties on the progress identified, including lessons learned and future opportunities. These meetings yielded positive discussions and next steps for the coming year, frequently yielding additional progress updates that the counties will add to their final reports, due on December 1.

WAAS staff have reviewed the 34 county CAP Implementation block grant applications that were due on October 31. Early staff feedback noted that the applications look good and the projects are solidly supporting county CAPs. Staff finalized grant reviews by November 9, final review occurred on November 15, and grant award letters will be sent by December 1, as scheduled.

Dates to Remember

SCC Meetings – 1:00 PM

Hybrid Meeting

Jan 24

Hybrid Meeting

Mar 14

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

Conference Call

Dec 13

Conference Call

Feb 14

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
November 3, 2022

The 846th 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 November 3, 2022 at 7:30PM.

The following Directors were present: Daniel Heller, Chairman; Herb Kreider, Jay Snyder, Roger Rohrer, Bob Shearer, Sonia Wasco, Dale Herr Jr. and Commissioner John Trescot.

The following Associate Directors were present: Justin Welk.

The following District Staff were present: Christopher Thompson, Kevin Lutz, Matt Kofroth, Sallie Gregory, Stacey Hertz, Andrew Paul-Thomas, Steve Wyld, Adam Stern and Holly Shaub.

The following Cooperating Agency representative was present: Heather Grove.

Dan Heller called the meeting to order at 7:30 p.m. Dan welcomed everyone both in person and on Zoom. Adam Stern reminded everyone that the meeting was being recorded.

Jay Snyder provided the invocation for the meeting.

Introductions: Steve Wyld was introduced as the new E&S Technician, Andrew Pauls-Thomas as the new Grants Coordinator. Stacey Hertz was reintroduced as the Finance Manager who will be reporting on the finances in place of Gerald Heistand, Holly Shaub is the receptionist for the District. Board of Directors introduced themselves.

Additions to the Agenda:

1. Edit to the October meeting minutes to add the Nutrient Management Plan Approvals for September.
2. DEP CAP Program Application
3. The Chambers Ag banquet input from the board whether to reserve a table.

An opportunity was given for public comment: none offered.

Oath of office: Chairman Heller thanked Commissioner Trescot for his willingness to serve the balance of Commissioner D'Agastino's term. Dan then led the installation of Commissioner John B. Trescot onto the Board of Directors for the LCCD.

I. Agency Reports

1. USDA, NRCS

Heather Grove thanked everyone for the sympathy card at the passing of her father and words of support from the Board members. Heather reported that there are no additions to the submitted report in the board packet. She reported that there will be a significant increase in cost share dollars in the next several years. There has been a decrease in the number of applications they have received in the past few years and that is a big concern when it comes to getting these cost share dollars spent.

2. PA DEP Field Rep Report

Chris Thompson reviewed the DEP report in the absence of a DEP Field Rep. Chris stated we are still working without a Nutrient Management contract. On page 2, the Nutrient Management and Manure Management status review ROMS have been approved. The State Conservation Commission continues to develop the ACAP with \$5 million dollars coming to Lancaster County over each of the next 3 years. The CBAIP program ensures farmers are meeting their legal requirements for conservation compliance. Locally, the LCCD team is ahead of schedule in completing our visits.

II. Consent Agenda

Chairman Daniel Heller gave the opportunity for Directors to withdraw any of the items from the Consent Agenda in order to have additional discussion.

The Consent Agenda includes the following approved items.

- #1 – Minutes of October 5, 2022 Board meeting.
- #2 – Technical Assistance Requests/Cancellations
- #3 – Nutrient Management Plan Approvals
- #4 – Conservation Plan Acknowledgement

Dan Heller requested the Minutes for October 5, 2022 be removed from the Consent Agenda to update the Nutrient Management Plan Approval chart.

Commissioner Trescot moved to approve the Consent Agenda with the removal of the October 5, 2022 Minutes. Sonia Wasco seconded the motion. Motion passed unanimously.

Requests for Nutrient Management Plan Approval (Lutz) October 2022 Activity November 3, 2022 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 #
Troy Rutt – White Oak Acres	Rapho	Swine	CAFO/CAO	4.96	Hartzok	73
Lee & Sherri Brown	Narvon	Equine	CAO	4.42	Heigel	352
Dan Bollinger	Warwick	Poultry	CAFO/CAO	6.40	Hartzok	287
Dale Slaymaker	Manor	Layer	CAO	77.00	Adams	424
Daniel S. Smucker	Caernarvon	Dairy	CAO	2.55	Herstine	334
Doug Kauffman	Conoy	Pullet	CAO	151.30	Lutz	358
Gerald Funk	East Donegal	Broiler	CAO	98.43	Lutz	671
Dale Frank	West Donegal	Swine, Steer	CAFO/VAO	1.52	Lutz	100
Herman Zeager	Conoy	Swine	CAFO/CAO	914.16	Hartzok	88
Scotty Miller	Conoy	Swine	CAO	33.51	Hartzok	71
Mike Brubaker	East Donegal	Dairy, Broiler	CAFO/VAO	1.58	Lutz	246
Marcus Hoover	Rapho	Layer	CAO	11.76	Hartzok	173
Cory Landis	Eden	Pullet	CAO	124.47	Adams	172

III. Additional Business

1. Items removed from Consent Agenda

October Meeting Minutes were removed from the Consent Agenda. Chris Thompson passed out the September 2022 Activity for the Nutrient Management Plan Approval and asked to approve replacing the September report with the updated report and approve the minutes.

Roger Rohrer moved to approve adding in the corrected September 2022 activity. Commissioner Trescot seconded the motion. Motion passed unanimously.

2. Treasures Report

Stacey Hertz reviewed the treasurers report and reported that a \$500 payment was put in every employee HSA Accounts. General Fund balances are holding steady with income exceeding expenses by nearly \$400,000. There is a 6% loss in the Raymond James/Fulton Advisor fund.

3. 2021 Audit and 2023 Draft Budget

Chris Thompson reported that the directors received a copy of the audit for their review and the 2021 audit is being presented for BOD Approval. Herb Kreider moved to approve the 2021 audit as presented. Commission Trescot seconded the motion. Motion passed unanimously.

Chris Thompson also presented the first draft of the 2023 Budget for the BOD to review, showing an expected income of more than \$15 million dollars. There are still several new programs and funding opportunities expected in 2023 that may significantly impact district staffing and operations. A final version of the budget will be presented at the December board meeting for approval.

4. Personnel Committee Report

Sallie Gregory requested approval to advertise for a Spring Intern again for the 2023 year for the Education and Watershed departments. If approved, the intern would be on staff from February through May of 2023. Commissioner Trescot suggested an increase in the pay to be from \$11 to \$14. Commissioner Trescot moved to approve to advertise the position and increase the pay scale for the intern. Roger Rohrer seconded the motion. Motion passed unanimously.

Chris Thompson stated that interviews for an Ag Tech position are being conducted next week with the possibility of qualified applicants being offered the opportunity to interview with E&S for the open Tech position. Sonia Wasco asked if both Adam Stern and Kevin Lutz will be interviewing applicants. Chris stated that Kevin Lutz and Kent Bitting will be interviewing the Applicants, and will share names of possible candidates for the E&S Program with Adam Stern and Eric Hout to schedule second interviews for their open position.

5. Nutrient Management Expired Plan Referral Update

Kevin Lutz reported that the last remaining Act 38 Nutrient Management Plan pending S.C.C. action was received on October 19, 2022. All Act 38 Nutrient Management plans from 2022 have now been received.

6. PennVest Project Update

Chris Thompsons reported Benuel Stoltzfus was awarded a grant/principle forgiveness loan and board action is required to act as the sponsor for the funding agreement. Sonia Wasco moved to approve the District to be the sponsor for the funding for Benuel Stoltzfus and for Dan Heller and Kent Weaver to be the two signers for the agreement. Roger Rohrer seconded the motion. Motion passed unanimously. Christ Miller was awarded a low interest loan and will not need District sponsorship.

7. CAP Project Approval

Kevin Lutz reported that CAP currently has one revised application. Mervin Esch originally was approved for \$18,977.54 of CAP funding, however due to numerous rain events additional funding is being requested for a total of \$27,755. Dale Herr moved to approve the revised application as stated. Jay Snyder seconded the motion. Motion passed unanimously.

8. Amended Service Agreement with PAFBC

Matt Kofroth reported that the Watershed Program has a cooperative agreement with the Fish and Boat Commission for the removal of two small dam structures on the Melvin Beiler property. The funds are through the Muddy Run Exelon funding program to remove fish impediments and dam structures in Lancaster County. The agreement agrees to pay the District to hire a contractor for the removal of these dam structures. The removal project was delayed until 2023. Board action is being requested to amend this agreement. Roger Rohrer moved to approve amending the agreement. Commissioner Trescot seconded the motion. Motion passed unanimously.

IV. Reports/Information

1. E&S/NPDES Monthly Projects Report:

Adam Stern reported that there are no additions to the submitted reports. The Outstanding Projects Report shows movement of the projects to get them approved and off the list. Chris Thompson added that last month there were 43 outstanding projects on the list and this month it is down to 33 outstanding projects.

2. E&S Committee Report:

Adam Stern reviewed highlights from the E&S Committee meeting minutes that were submitted for Board review. There were no additions to the submitted report.

3. DGR & LVR Committee Report/QAQC Schedule:

Matt Kofroth reported that on November 22, 2022 there will be a follow-up review of the LCCD Dirt and Gravel Road program by the SCC and the Center for Dirt and Gravel Road. This is an annual review that takes place to make sure we are complying with all state and program requirements and policies.

4. BOD Committees:

Chris Thompson reviewed the proposed 2023 Board Committee List included in the Board packet. Chris is asking that all directors review the list and let Holly Shaub or the office know if they will continue to serve on the committee they are listed on or if they want to switch committees for 2023. The final version of the committee list will be presented at the December Board meeting.

5. Ag Reserve Chamber Banquet:

Chris Thompson asked if there is interest in sponsoring a table at the Chamber banquet this year. Chris passed a sign-up sheet for directors to sign up if they are interested in attending the November 17, 2022 Chamber Banquet at the Eden Resort. Patron Level for sponsoring a table is \$1000 and covers 10 seats. Commissioner Trescot stated the importance of the LCCD being represented at the banquet. It was decided a table would be sponsored.

6. DEP CAP Program Application:

Lancaster County is approaching its 4th year participating in DEP's County-Wide Action Plan (CAP) Program. This year's application totals are almost \$35 million dollars and includes more than 80 individual projects. The final application was submitted October 31, 2022. DEP will announce the awards in late December 2022. Lancaster is hopeful to receive about \$3 million dollars to reallocate to the county's conservation partners.

Additional Public Comment:

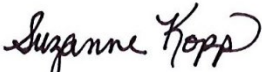
Chris Thompson stated that the PACD reimbursement program will start on November 7, 2022 and new Ag Tech Jason Reuter will be the point person.

Jay Snyder stated there will be a tour of the Cocalico Creek Floodplain Restoration project on November 16, 2022 if anyone is interested in attending.

Meeting Adjourned

Chairman Heller adjourned the meeting at 9:00 pm.

Respectfully submitted,

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

Suzanne Kopp

Recording Secretary for the Board of Directors

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

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item II.3
Requests for Nutrient Management Plan Approval (Lutz)
November 2022 Activity
December 7, 2022 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 #
Chris High	West Earl	Broiler/Steer	CAO	4.71	Heigel	13
Glenn & Joel Martin	Penn	Ducks	CAFO/VAO	0.35	Hartzok	407
Stephen & Phillip Hershey	Rapho	Layer	CAFO/CAO	9.85	Hartzok	3
Enos F. King	W Lampeter	Dairy	CAO	3.71	Heigel	273
Philip Hoover	Mt Joy	Broiler	CAFO/CAO	8.53	Lutz	276
Lester Weiler	Earl	Broiler	CAO	25.42	Hartz	405
Carl & John Myer	Penn	Dairy	CAFO/VAO	1.31	Hartzok	408
Benjamin Nissley	Mt Joy	Swine	CAFO/CAO	7.72	Lutz	89
Scott & Andrew Brinton	Fulton	Swine	CAFO/VAO	1.62	Adams	332
Mike Cassel	Penn/Rapho	Swine/Poultry	CAFO/CAO	2.02	Hartzok	444
Jonas Sensenig	Drumore	Swine	CAFO/VAO	1.29	Adams	268
Randall Brubaker	Rapho	Broiler/Swine	CAFO/CAO	327.86	Hartzok	112
Brain Eckman	Fulton	Swine/Poultry	CAFO/CAO	13.27	Adams	336
Darvin Myer	Penn	Steer	VAO	0.57	Wade	2305

**Item II.4
Acknowledgment of Conservation Plans (Lutz)
The Lancaster NRCS Field Office recommends the following plans for the
December 7, 2022 Board Meeting:**

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
None			

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Melvin Stoltzfus	1	Samantha Adams	Fulton
Alton Zimmerman	1	Britton Hartzok	Clay
Warren Hoover	1	Greg Heigel	East Cocalico

**Item III.3
2023 Draft Budget**

A first draft of the 2023 General Fund budget was presented for Director review last month. The attached draft has been updated to reflect current account balances and projections. Although the new Agricultural Conservation Assistance Program (ACAP) will not be released until January/February of 2023, it has been included in the final version of the 2023 budget. There are still several new programs and funding opportunities expected in 2023 that may significantly impact district staffing and operations and staff will alert the Board of any significant changes.

***Action Required**

LCCD 2023 Draft District Budget

Draft budget submitted for Board approval 11/3/2022	2021 Budgeted <u>Revenue</u>	2022 Budgeted <u>Revenue YTD 08/29/2022</u>	2022 Actual	2023 Budgeted <u>Revenue</u>	2022 Budget Change from 2022 budget
520 County Funding	275,000	325,000	216,666.68	275,000	-50,000
530 Non-Lapsing Funding	1,380,748	1,358,903	808,216.62	1,512,827	153,924
560 Grant Administration Income	575,299	530,393	236,851.97	750,523	220,130
570 Grant Project Income (pass-through)	4,083,000	4,797,000	6,580,465.61	9,314,894	4,517,894
530 Foundation income for CWP Program	203,205	529,949	270,303.31	558,304	28,355
580 Fee Income	626,214	671,100	569,362.50	748,250	77,150
585 Tree Sales Income	45,000	46,000	41,530.74	47,000	1,000
590 Investment Income	4,803	1,334	16,971.98	31,736	30,402
540 Activities Income	17,983	16,907	10,322.59	20,224	3,317
Other Income	5,250	5,200	-10,263.88	4,700	-500
n/a YCS Income (not on monthly P&L)	8,000	8,000	n/a	9,175	1,175
Total District Revenue	7,224,502	8,289,786	8,740,428.12	13,272,633	4,982,847
	2021 Budgeted <u>Expenses</u>	2022 Budgeted <u>Expenses YTD 08/29/2022</u>	2022 Actual	2023 Budgeted <u>Expenses</u>	
711 Salary and Wages	2,064,824	2,285,009	1,371,498.49	2,633,631	348,622
710 Employee Benefits	711,407	836,245	421,527.41	834,545	-1,700
720 Travel/Mileage Expenses	22,050	23,100	4,411.04	22,300	-800
755 District Vehicle Expenses	20,250	50,250	16,664.02	24,250	-26,000
722 Meeting/Training Expenses/Pro Dev	48,090	41,945	4,401.20	32,490	-9,455
730 Supplies	23,375	19,550	13,776.25	19,450	-100
735 IT Support/Website/internet/software	8,950	20,961	32,737.38	33,561	12,600
740 Postage	10,450	8,075	4,255.04	8,025	-50
745 Office Rent	104,675	107,371	71,166.75	109,971	2,600
750 Equipment/Copier	34,936	22,425	16,917.86	35,140	12,715
895 Specific Projects/Contingencies	30,750	16,189	0.00	35,000	18,811
830 Professional Services	50,900	45,100	18,718.50	43,060	-2,040
830 Administrative Overhead *	33,241	30,783	28,469.08	35,624	4,841
810 Activities Expenses	54,790	50,230	43,647.12	66,330	16,100
820 Grant Expenses (pass through)	4,669,000	5,281,375	2,019,810.21	10,892,835	5,611,460
890 Miscellaneous Expenses	3,550	3,250	3,376.36	2,200	-1,050
n/a YCS Expenses (not on monthly P&L)	8,000	8,000	n/a	9,050	1,050
Total District Expenses	7,899,237	8,849,859	4,071,376.71	14,837,462	5,987,603
Rev over Exp before adjustments	-674,735	-560,073	4,669,051.41	-1,564,828	
Adj. Grant funds expended from previous years (Part F)	586,000	484,375		1,577,941	
Adj. for Activity Revenue greater than Expense (Part C)	-5,840	-7,300		-7,050	
Adj. for interest earned in Reserve/Seperation account	-1,400	-70		-12,000	
Adj. for change in Scholarship fund balance (Part D)	1444	-516		-430	
Adj. for Youth Conservation School	0	0		-125	
Adj. for E&S Revenue/Expenses without transfer (Part B)	-40,464	4,999		-72,668	
General Operations without reserves	-134,995	-78,585		-79,161	
Reserve funds for New Phone System	15,000	0		0	
NMP Reserve Funds Needed to suppliment AG	79,400	20,000		25,000	
Reserve Health funds to support Wellness program	0	27,000		10,000	
E&S Funds supporting Education Prog (GASB 54)	16,225	16,225		52,019	
General Operations Balance	-24,370	140		7,858	printed

* Line-item includes District planning & marketing, Newsletter/Annual report costs, Membership dues, and Insurance

Note: State funding, on a fiscal year is only contracted to June 30th; therefore this budget assumes renewal of those income streams.

Item III.4
The Personnel Committee Report
Open Position Updates

LCCD currently has three open positions on the Ag Team. Interviews were held the week of November 7th and the following names have been put forward for consideration.

- Ag Tech position – Brady Bosworth, Lives in Earleville, MD but plans to relocate closer to Lancaster County. Brady has degrees in Environmental Studies and Environmental Management and has a strong work history which includes working with the public.
- Ag Tech position – Matthew Schavnis, Lives in Landisville. Matthew has a degree in Wildlife and Fisheries Science. Based on his training and experience with LandStudies, we believe he would be a good candidate for the position.
- Engineering Tech position – Elisabeth Martin, lives in the Denver area. Elisabeth will graduate this fall with a degree in Earth Science and a minor in Geographic Information Science. She has significant experience in ArcGIS which will serve well in her new position.

Resumes for each of the candidates will be provided at the meeting. Staff are requesting Board action to issue a formal “Request to Hire”. If approved, the expected starting date would be January 3rd.

***Action Required**

Item III.5
PA Envirothon Donation

The Pennsylvania State Envirothon is celebrating 38 years of challenging more than a quarter million high school students with issues addressing our valuable natural resources. To reward students for the commitment they have put forth to successfully compete at the PA Envirothon state event, educational scholarships of more than \$160,750 has been awarded. A donation on behalf of the District will help the PA Envirothon Educational Scholarship Awards Program to continue. Please consider a donation. Suggested donation gifts include \$250 or \$500.

***Action Required**

Item III.6
DCNR Lawn Conversion Sponsorship

The Department of Conservation and Natural Resources currently has funding for landowners to convert lawns within the Bay Watershed into either upland buffers or native meadows in the name of improved water quality. Two Lancaster County landowners have signed up for this program but they require a local sponsor (Implementation sponsor) for these funds and projects. DCNR has reached out to the District to be that local sponsor. Sponsorship would involve; review and approval of application (DCNR will complete the application on our behalf), accept funds (about \$10,000/project) from DCNR and distribute funds to the local contractor doing the install work (Mayapple Natives), & hold the 5-year landowner agreement for both projects. The District could take as little or as much credit for the projects and be involved as much as we would like but there would be no admin funding for the District to sponsor this grant either. The two landowners benefiting from this funding would be Lori Frey (1026 Pine Hill Rd., Lititz – converting 0.5 acres of lawn to upland forest) & Betsy Gallagher (1278 Amosite Rd., Bainbridge – converting 0.61 acres of lawn to native meadow). Board action would be needed for sponsorships of these applications.

***Action Required**

Item III.7
Act 38 Program Compliance

Michael Bollinger operates a broiler farm in East Drumore Township that he purchased from his father, Dale Bollinger, in December 2021. The District had no knowledge of this ownership transfer. This operation has been in the Act 38 Program as a CAO, and the current NMP expired on September 30, 2022. Dale Bollinger received three (3) expiring NMP notice letters from April to September 2022, before calling LCCD on September 9th to state that he sold the operation to his son, Michael. After consulting with the State Conservation Commission, it was decided to treat this operation as an undocumented CAO and provide a shortened timeframe to submit a new NMP. During a phone conversation on September 15th, Michael was informed of the requirement to obtain an NMP for the operation, and of the new deadline to submit it to the District. Michael subsequently was sent three (3) letters on September 16, October 17, and November 1, 2022, with the last letter providing a final deadline of November 15, 2022, to submit an NMP to the District. Rosetree Consulting has been contracted to write the NMP by Mr. Bollinger, but to this date, no plan has been submitted. The District has exhausted the timeframe given to the operator, and the Ag Program Manager has presented the details to the Agriculture Committee to make a recommendation to the District Board for additional time or referral to the SCC for further action.

***Action Required**

**Item III.8
Capital RC&D Board Member Appointments**

Current Lancaster County positions and representatives to the Capital RC&D are listed below. Samantha Adams’ term expires at the end of November, but she is willing to serve another 3-year term as the Commissioner Representative. Both Sam and Greg are presently holding leadership positions within the Board. More details about that responsibility will be shared at the BOD meeting.

		<u>Present Term Expires:</u>
Samantha Adams	Commissioner Rep	November 2025 (1st term)
Greg Strausser	Member-at-Large	November 2023 (1st term)
Vacant	Alternate member	Annually

***Action Required**

**Item III.9
2023 Banquet Committee**

The banquet committee met Wednesday, November 23, 2022, to start the planning process. The committee looked at several options and decided on **Thursday, March 30th, 2023**. The committee is planning to hold the banquet at the Farm and Home Center in the auditorium. We are currently considering several different catering options for the evening. We are also gathering award recipient names from the Agriculture, Watershed, Education, and E&S teams. The committee plans to have the final award recipient list and other details ready for approval at the January board meeting.

***Action Required**

Item IV.2

E&S Report

2022 Report for November

2022 Report

		Nov 2022	Total
Total Plan Submissions		21	299
Total Plan Acres		384.989	5599.437
Total Disturbed Acres		116.442	1200.249
Fees Collected	NPDES Permit Fees Collected	\$8,500	\$95,520
	Chapter 105 Permit Fees Collected	\$0	\$100
	DEP Fees Collected	\$11,900	\$120,600
	E&S Plan Review Fees	\$49,500	\$663,150

Total Complaints for November 2022

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit Acres</u>
11/4/2022	SADSBURY TWP	2.60
11/8/2022	EAST EARL TWP	19.22
11/16/2022	LEACOCK TWP	4.14
11/21/2022	EAST LAMPETER TWP	1.18
11/29/2022	LITITZ BOROUGH	0.52

2021 Report for November

2021 Report

		Nov 2021	Total
Total Plan Submissions		21	303
Total Plan Acres		492.1717	4778.578
Total Disturbed Acres		82.3078	1106.179
Fees Collected	NPDES Permit Fees Collected	\$6,000	\$95,000
	Chapter 105 Permit Fees Collected	\$450	\$16,225
	DEP Fees Collected	\$7,800	\$103,800
	E&S Plan Review Fees	\$49,950	\$535,060

Total Complaints for November 2021

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit Acres</u>
11/1/2021	WEST SADSBURY TWP	0.25
11/1/2021	BART TWP	5.40
11/3/2021	MANHEIM TWP	1.20
11/3/2021	MANHEIM TWP	2.68
11/5/2021	RAPHO TWP	4.42
11/5/2021	CONESTOGA TWP	41.65
11/5/2021	RAPHO TWP	2.09
11/10/2021	WEST COCALICO TWP	1.00
11/10/2021	EAST EARL TWP	95.56
11/12/2021	EPHRATA TWP	9.75
11/17/2021	FULTON TWP	5.96
11/23/2021	CONESTOGA TWP	1.70

Erosion and Sedimentation Plan Submission

11/1/2022 to 11/30/2022

<u>Project Name</u>	<u>Municipality</u>	<u>Disturbed Acres</u>	<u>Fees Amount</u>
Bent Creek New Tennis and Pool Renovation	MANHEIM TWP	3.00	\$1,600.00
5045 Amish Road	SALISBURY TWP	0.59	\$800.00
1405 Manor Blvd	MANOR TWP	0.57	\$650.00
Witmer Tract Subdivision	EAST LAMPETER TWP	10.12	\$2,600.00
Wynfield at Millersville	MILLERSVILLE BORO	15.20	\$8,750.00
Hiltz Propane Systems	EAST DONEGAL TWP	16.83	\$4,400.00
Tiny Estates	MOUNT JOY TWP	0.96	\$2,450.00
332 E. Mohler Church Road	EPHRATA TWP	0.92	\$800.00
DDMP Investment Advisors	ELIZABETHTOWN BORO	0.90	\$800.00
Habitat for Humanity	COLUMBIA BORO	0.35	\$500.00
Habitat for Humanity	COLUMBIA BORO	0.35	\$600.00
Emanuel Zook	SALISBURY TWP	0.65	\$500.00
Coby King Poultry Barns	EDEN TWP	10.32	\$3,000.00
Millway Line Replace	EPHRATA TWP	28.87	\$800.00
James Bernheisel Timber Harvest	MARTIC TWP	0.49	\$500.00
Mary Francis Bachmann School	MANHEIM TWP	3.11	\$1,600.00
Meldia LP	EARL TWP	1.97	\$650.00
Meadow Road Culvert Replacement	WEST COCALICO TWP	0.30	\$800.00
SR 2025 Gas Main Relocate E&S Only	CHRISTIANA BORO	0.62	\$100.00
E-Town Mt Joy Associates SWM	MOUNT JOY TWP	9.15	\$2,800.00
Eldon Kreider Residence	RAPHO TWP	0.90	\$500.00
Core5 @ I-283	RAPHO TWP	45.01	\$10,000.00
Levi Zook	SADSBURY TWP	1.53	\$650.00
2637 Old Philadelphia Pike Subdivision	EAST LAMPETER TWP	0.48	\$1,100.00
Willow Valley Tommys Car Wash	WEST LAMPETER TWP	4.30	\$1,800.00
Metzler Restoration E&S Only	PENN TWP	1.48	\$100.00
Simeon Glick	BART TWP	0.98	\$500.00
Conestoga Christian	CAERNARVON TWP	6.88	\$2,400.00
Christopher Poje	WARWICK TWP	1.35	\$650.00
David Petersheim SWM	EAST DRUMORE TWP	1.30	\$1,200.00
1100 Trout Run Road	EAST DONEGAL TWP	0.10	\$500.00
1311 Hilltop Road	BRECKNOCK TWP	1.89	\$650.00
Buchanan Elementary School	LANCASTER TWP	0.08	\$400.00

Outstanding NPDES Projects Report - March 9, 2021 through August 31, 2022

<u>Date Received</u>	<u>Project Name</u>	<u>Permit #</u>	<u>Municipality</u>	<u>Technician Status</u>	<u>Date of Last Letter</u>
3/9/2021	MM Weaver	PAC360627	WEST EARL TWP	Deemed Adequate but waiting on DEP to finish review	at DEP 11/22
5/21/2021	Raffensperger Tract	PAD360078	MOUNT JOY TWP	Deemed Inadequate	at DEP 6/22
2/16/2022	Amos Fisher	PAD360088	DRUMORE TWP	Deemed Inadequate	at DEP 9/22
2/24/2022	1376 Campus Road	PAC360735	MOUNT JOY TWP	Deemed Inadequate	at DEP 11/22
3/7/2022	CVSD HOP/ROW	PAC360743	EAST LAMPETER TWP	Deemed Inadequate	at DEP 7/22
3/17/2022	Bender Mill Road Subdivision	PAC360746	MANOR TWP	Deemed Complete	9/13/2022
3/18/2022	Exelon - Muddy Run Warehouse	PAD360090	DRUMORE TWP	Deemed Inadequate	at DEP 9/22
4/14/2022	John Blank	PAD360092	SALISBURY TWP	Deemed Inadequate	at DEP 10/22
4/20/2022	Marlin Martin	PAC360756	CLAY TWP	Deemed Inadequate	at DEP 10/22
5/3/2022	Blackhorse Warehouse	PAC360760	EAST COCALICO TWP	Deemed Inadequate	at DEP 11/22
5/10/2022	Homestead Village	PAC360761	EAST HEMPFIELD TWP	Deemed Complete	9/21/2022
5/13/2022	Lake in Wood RV Expansion	PAD360093	BRECKNOCK TWP	Deemed Inadequate	at DEP 10/22
5/16/2022	J&E Grill Manufacturing	PAC360763	EARL TWP	Deemed Complete	11/14/2022
5/16/2022	Villages at Funks Farm	PAC360764	MANOR TWP	Deemed Inadequate	at DEP 11/22
5/20/2022	250 College Avenue	PAD360094	LANCASTER CITY	Deemed Inadequate	at DEP 8/22
5/26/2022	2821 Old Tree Drive	PAC360765	EAST HEMPFIELD TWP	Deemed Inadequate	at DEP 10/22
6/1/2022	Belmont Property Management	PAC360766	EAST HEMPFIELD TWP	Deemed Complete	9/21/2022
6/3/2022	Moove In Storage 741 Phase 3	PAC360767	MANHEIM TWP	Eng reply rec'd, pending Completeness Review	10/19/2022
6/10/2022	Christian King	PAC360768	STRASBURG TWP	Deemed Complete	10/27/2022
6/14/2022	PVC Cultural Center	PAC360769	PENN TWP	Deemed Complete	11/18/2022
6/16/2022	130 River Corner Road	PAC360770	CONESTOGA TWP	Deemed Complete	9/27/2022
6/20/2022	1000 Strickler Road Building Expand	PAC360772	RAPHO TWP	Deemed Inadequate	at DEP 8/22
6/27/2022	Daniel Zook Ag Bldgs	PAC360773	LEACOCK TWP	Eng Reply rec'd, pending follow-up Technical Review	11/11/2022
7/1/2022	Longs Park	PAC360774	LANCASTER CITY	Deemed Complete	9/19/2022
7/11/2022	Slatewood	PAC360775	EAST COCALICO TWP	Eng Reply rec'd, pending follow-up Technical Review	11/21/2022
7/11/2022	South Smith Drive Subdivision	PAC360776	QUARRYVILLE BORO	Eng Reply rec'd, pending follow-up Technical Review	11/23/2022
7/15/2022	156 West Harrisburg Avenue	PAD360095	WEST DONEGAL TWP	Eng Reply rec'd, pending follow-up Technical Review	at DEP 8/22
7/26/2022	Esh Residence	PAC360778	SADSBURY TWP	Eng Reply rec'd, pending follow-up Technical Review	11/18/2022
7/26/2022	Sauder Hardscape	PAC360779	EAST EARL TWP	Eng reply rec'd, pending Completeness Review	10/26/2022
7/28/2022	312 Sawmill Road	PAC360780	PROVIDENCE TWP	Deemed Complete	11/16/2022
7/29/2022	David Fisher Subdivision	PAD360096	SALISBURY TWP	Eng reply rec'd, pending Completeness Review	10/7/2022
8/3/2022	Silver Spring Restaurant	PAC360781	WEST HEMPFIELD TWP	Eng reply rec'd, pending Completeness Review	10/20/2022
8/9/2022	Project Pangea	PAC360783	PENN TWP	Deemed Inadequate	at DEP 11/22
8/9/2022	Yogi Bear Jellystone Park Camp	PAD360097	EAST DRUMORE TWP	Deemed Complete	11/15/2022
8/11/2022	Earl Shirk Farm	PAC360784	WEST EARL TWP	Eng Reply rec'd, pending follow-up Technical Review	11/28/2022
8/12/2022	Paradise Energy Solutions	PAC360785	EAST LAMPETER TWP	Deemed Complete	11/3/2022
8/18/2022	327 White Oak Road	PAC360786	PENN TWP	Deemed Complete	11/8/2022

<u>Date Received</u>	<u>Project Name</u>	<u>Permit #</u>	<u>Municipality</u>	<u>Technician Status</u>	<u>Date of Last Letter</u>
8/22/2022	283 Commerce Hub	PAC360787	EAST HEMPFIELD TWP	Eng reply rec'd, pending Completeness Review	11/2/2022
8/23/2022	Wheatland Presbyterian Church	PAC360788	LANCASTER TWP	Deemed Complete	11/17/2022
8/25/2022	Jacob & Suzanne Stoltzfus	PAC360789	PENN TWP	Deemed Inadequate	11/29/2022
8/26/2022	Westcorp/Clark Transport	PAD360098	EAST DRUMORE TWP	Deemed Inadequate	at DEP 10/22
8/31/2022	Stephen King Dwelling & Dairy	PAC360790	COLERAIN TWP	Deemed Inadequate	11/15/2022

KEY:

Waiting 1st Review = project received and awaiting technician to perform first review

Deemed Incomplete = an incompleteness letter was sent but no response from engineer has been rec'd to date

Eng reply rec'd, pending Completeness Review
= An Incompleteness letter was sent and we rec'd comments back from engineer - currently waiting a Completeness review by the technician of engineers response

Deemed Complete = a letter was sent stating the submission was complete and project is waiting for technical review by LCCD to be done

Deemed Inadequate = a letter was sent detailing technical issues and we are waiting for a reply from Engineer to technical comments

Eng reply rec'd, pending follow-up Technical Review = A technical inadequate letter was sent and we rec'd comments back from engineer - currently waiting a technicians review of engineers response

Pending action from DEP = Tech sent a "Recommendation for permit action" to DEP and we are waiting for DEP to issue permit

Deemed Adequate but waiting on DEP to finish review = LCCD Technician deemed adequate but waiting on DEP to finish review.

TOTAL E&S and NPDES PLANS IN REVIEW: _____

141 Plans

Item IV.3
E&S Control Plan/Chapter 102 Permit Review Application and Fee Schedule

E&S Department Staff and the E&S Committee have been working on updating the E&S Control Plan/Chapter 102 Permit Review Application and Fee Schedule. The attached document represents the final application generated by that group. The full document highlighting all revisions was provided to the Board of Directors' in the packet for the meeting on 11/3/2022. The revised application includes:

1. Reclassifying the fee charged to projects proposing multi-family residential structures (Historically, these projects were charged review fees under the "Residential" category. Under the proposed document, those projects will be charged review fees in the category titled "Commercial/Multi-Family Residential/Industrial/Agricultural/Other (Includes Oil & Gas)." Only projects proposing detached single-family units will be charged review fees in the category titled "Residential – Detached Single Family.")
2. Fee increases across all categories
3. Additional clarification and items in line with current procedures under the Notes and Guidelines sections
4. Removal of references to Chapter 105 permitting procedures
5. Associated edits and revisions to clarify the above changes

The E&S Committee, the E&S Program Manager, and the E&S Technical Manager request approval of the attached E&S Control Plan/Chapter 102 Permit Review Application and Fee Schedule to become effective 1/1/2023.

***Action Required**



1383 Arcadia Road,
Room 200
Lancaster, PA 17601-3149

Phone: (717) 299-5361, Ext. 5
Fax: (717) 299-9459
Website:
www.lancasterconservation.org

Official Use Only	
LCCD File # _____	
Date Rec'd _____	
LCCD Fee \$ _____	Check # _____
LCCD CWF Fee \$ _____	Check # _____

E&S Control Plan / Chapter 102 Permit Review Application and Fee Schedule

I. PROJECT INFORMATION

Proposed Project Name / Project Description		Municipality
Physical Address of Proposed Project		Current Permit # (if applicable)
Project Acreage	Disturbed Acreage	Name of Stream: _____ Chapter 93 Classification: _____

II. APPLICANT / CONSULTANT INFORMATION

Name of Applicant	E-Mail Address	Phone ()
Mailing Address / City / State / Zip		
Name of Plan Preparer	Email Address	Phone ()
Company Name		
Mailing Address / City / State / Zip		

III. FEES (See Current Fee Schedules on Page 2)

LCCD FEES FOR PLAN REVIEW SERVICES

Detached, Single Family Residential	# of Dwelling Units	Fee	\$
Commercial / Multi-Family Residential / Industrial / Agricultural / Other (Includes Oil & Gas)	# of Disturbed Acres _____ (Rounded to the Nearest Whole Acre)	Fee	\$
Timber Harvest Projects & Road Maintenance Activities	# of Disturbed Acres _____ (Rounded to the Nearest Whole Acre)	Fee	\$
Borrow / Disposal Site	# of Disturbed Acres _____ Distance from Parent Project _____	Fee	\$
Chapter 105 General Permit E&S Plan (Not Associated with a Larger Common Plan of Development)	Fee Required - \$100	Fee	\$
TOTAL LCCD REVIEW FEE	Make check payable to: "LCCD"	Total Fee	\$

CHAPTER 102 PERMIT FEES

<p>NPDES / E&SC PERMIT / ESCGP-3 FILING FEE</p> <input type="checkbox"/> \$1,500 – Individual NPDES or E&S Permit <input type="checkbox"/> \$500 – General (PAG-01 or PAG-02) NPDES or ESCGP-3 Permit Make check payable to: "LCCD Clean Water Fund"	<p>NPDES / E&SC PERMIT / ESCGP-3 DISTURBED ACREAGE FEE</p> # of Disturbed Acres _____ x \$100/Acre Fee \$ _____ (Disturbed Acres rounded to nearest whole acre) Make check payable to: "Commonwealth of Pennsylvania Clean Water Fund"
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A completed copy of this review application and all appropriate fees **MUST** accompany **ALL E&S** Plans submitted to LCCD for both review and approval. Members of LCCD, Board of Directors and staff, are authorized to enter the project site for site inspection, as necessary.

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT DATE

(Revised 1/1/2023)

**LANCASTER COUNTY CONSERVATION DISTRICT
E & S CONTROL PLAN REVIEW / INSPECTION FEE SCHEDULE**

RESIDENTIAL – DETACHED SINGLE FAMILY

(Number of Detached, Single Family Dwelling Units)

1 UNIT (< 1 Acre Disturbed)	\$ 600
1 UNIT (> or = 1 Acre Disturbed), 2 - 25 UNITS	\$ 600 + \$ 250 per Dwelling Unit
26 OR MORE UNITS	\$ 6,850+ [(# of Dwelling Units – 25) x \$ 200]

COMMERCIAL / MULTI-FAMILY RESIDENTIAL / INDUSTRIAL / AGRICULTURAL / OTHER (Includes Oil & Gas)

(Number of Disturbed Acres Rounded to the Nearest Whole Acre)

< 1 ACRE	\$ 800
1 – 4.49 ACRES	\$ 1,000 + (# of Disturbed Acres x \$ 300)
= or > 5 ACRES	\$ 2,500 + [(# of Disturbed Acres - 5) x \$ 250]

TIMBER HARVEST PROJECTS & ROAD MAINTENANCE ACTIVITIES

(Number of Disturbed Acres Rounded to the Nearest Whole Acre)

< 25 ACRES	\$ 700
= or > 25 ACRES	Fee based on the Commercial/Multi-Family/Industrial/Agricultural/Other Fee Schedule (Above)

BORROW / DISPOSAL SITE

(Based on both Number of Disturbed Acres Rounded to the Nearest Whole Acre and Distance from the Parent Project)

< 1 ACRE DISTURBED and > ¼ MILE FROM PARENT PROJECT:	\$ 600
= or > 1 ACRE DISTURBED and > ¼ MILE FROM PARENT PROJECT:	Fee based on the Commercial/Multi-Family/Industrial/Agricultural/Other Fee Schedule (Above)

EXISTING CHAPTER 102 PERMIT and = or < ¼ MILE FROM PERMIT BOUNDARY: Refer to item “d” within “Guidelines” section below.

NOTES:

1. For all fees based on the proposed number of Disturbed Acres, the acreage shall be rounded to the nearest whole acre.
2. Detached Single Family homes subject to the “Residential” category are generally intended to house one family unit and are considered to be free-standing building units each with one front, one rear, and two side yards. Where the dwelling is located on a corner lot, the dwelling may have one front, one rear, and one side yard. Manufactured, modular, and tiny homes may be considered as detached single family homes.
3. Examples of multi-family residential structures subject to the “Commercial/Multi-Family Residential” fee category include townhomes/row houses, condominiums, duplexes/twin homes, apartment buildings, and other semi-detached dwelling units.
4. For projects proposing both single-family detached homes and commercial or multi-family structures, the applicant or consultant will be required to submit a schematic of the project site which delineates the areas of the site being proposed for the “detached, single family” use and the areas being considered for the “commercial/multi-family” use along with a proposed fee. Based on the schematic, LCCD staff will determine whether the proposed fee is adequate.
5. As a condition of 25 PA Code, Chapter 105, an E&S Plan review is required for all General Permits (GPs). A fee of \$100 will be charged for LCCD to review and approve the respective E&S Plan associated with a GP, unless the GP(s) is submitted as part of a larger common plan of development. LCCD will review E&S plans associated with all GP’s except for GP-11 registrations, for which E&S plans are submitted directly to the DEP. The \$100 fee shall be made payable to “LCCD.”
6. For E&S plans associated with Chapter 105 small projects or individual permits, waivers, or environmental assessments, the LCCD review fee will be based on the appropriate project type category identified above.
7. For a Corrective Action Plan (CAP), the fee will be based on the Commercial / Industrial / Agricultural / Other Fee Schedule. If the CAP will be submitted as an amendment to an Existing Chapter 102 Permit, then contact LCCD for both Permit Amendment Requirements and applicable fees.
8. Through an executed Memorandum of Understanding (MOU), the PA Turnpike Commission has agreed to pay \$150 per Disturbed Acre (rounded to the nearest whole acre) for any E&S Plans submitted for both review and approval.
9. An independent State Commission, State Agency, and / or Federal Agency which provides funding for Chapter 102 program administration by PA DEP through the terms and conditions of a mutual agreement may be exempt from all applicable fees.

Lancaster County Conservation District
 Summary of E&S Plan Review Fee requirement for "OTHER"
 category of earth disturbance activities

Category	E&S Plan Review Fee required?	
	Y = yes	N = no
Chapter 105 Environmental Assessment (Waiver 11 & Waiver 16)		Y
Chapter 105 Small Projects or Individual Permit		Y
Community Fairgrounds		Y
Community Recreation Centers		Y
Growing Greener Grant Funded Projects (319)		Y
Hospitals		Y
Independent Borrow / Disposal Site		Y
Lancaster County Library System		Y
Lancaster County Public Agency / Authority Projects		Y
Local Municipal Projects		Y
Oil & Gas Projects		Y
Places of Worship & Religious Facilities		Y
Police, Fire, & EMS Stations		Y
Ponds, Dams, & Impoundments		Y
Private Non-Profit Organizations		Y
Private Schools		Y
Public Parks		Y
Public Schools & School Districts		Y
Rails-To-Trails Projects		Y
Sewer & Water Authority Projects		Y
Utility Projects		Y

GUIDELINES

- a. For all Chapter 102 Permit applications, LCCD will make every effort to conform to the time frames for review, as noted in both PA DEP's Permit Review Process and Permit Decision Guarantee Policy and the respective Standard Operating Procedure (SOP).
- b. For all Chapter 102 non-permitted projects, LCCD will make every effort to review such projects within thirty (30) days from the date of receipt.
- c. The E&S Control Plan Review / Inspection fee includes a pre-application meeting(s), a completeness review(s), one (1) initial technical review, one (1) resubmission technical review, a pre-construction meeting(s), all field meetings, all site / complaint inspections, and all tasks delegated to LCCD relative to Chapter 102 Permit termination. If the E&S Control Plan is deemed significantly inadequate upon completion of the resubmission technical review, then the subsequent resubmission will be subject to an additional charge of 50% of the original E&S Control Plan Review / Inspection fee.
- d. For an existing Chapter 102 Permit, Field Changes, Minor Amendments, and Major Amendments will be both reviewed and approved in accordance with PA DEP's Chapter 102 Permit Amendments Frequently Asked Questions (FAQ) document. Fees for Major and Minor Amendments are charged as follows:
 - Residential Detached Single Family:
 - Where no dwelling units are added and Limits of Disturbance decrease, remain the same, or increase less than one acre: \$600.
 - Where the Limits of Disturbance increase by 1 acre or more but no dwelling units are proposed: Use the appropriate category in the "Commercial" category.
 - Where one or more detached dwelling units are added: Use the appropriate tier and respective formula.
 - Commercial/Multi-Family Residential/Industrial/Agricultural/Other:
 - Where the Limits of Disturbance decrease, remain the same, or increase less than one acre: \$800.
 - Where the Limits of Disturbance increases one acre or more: Use the appropriate tier and respective formula.
 - For example: A project was originally authorized for 10 acres of earth disturbance. The permittee wishes to add an additional 1 acre of earth disturbance. The required review fee is: \$1000 + (1 x \$300) = \$1300.
- e. For a Chapter 102 Permit application which is withdrawn (either voluntarily or involuntarily), all remitted fees will NOT be refunded. If the applicant intends to submit a new Chapter 102 Permit application for the proposed project, then all applicable fees shall be remitted with the new Chapter 102 Permit application.
- f. For a Chapter 102 non-permitted project which is deemed inadequate, the applicant will have one (1) year from the date of the Technical Deficiency Letter to resubmit a revised E&S Control Plan which addresses all noted technical deficiencies. If the applicant fails to resubmit the revised E&S Control Plan within one (1) year from the date of the Technical Deficiency Letter, then LCCD will involuntarily withdraw said project, and all remitted fees will NOT be refunded. If the applicant intends to submit said project after being involuntarily withdrawn, then the applicable fee shall be remitted with a new E&S Control Plan / Chapter 102 Permit.
- g. Should the proposed limits of disturbance or number of detached dwelling units decrease while an application is under review, LCCD will not provide a partial refund of any previously submitted fees.
- h. LCCD will make every effort to implement this fee schedule fairly and consistently across all applications submitted for review. However, LCCD staff and Board of Directors reserve the right to deviate from the dollar amounts and guidance presented in this document should site-specific circumstances warrant.

Item IV.4
Agriculture Conservation Assistance Program (ACAP) Update

The Pennsylvania Agricultural Conservation Assistance Program (ACAP) was created as a part of the FY 2022-23 General Fund State Budget. The purpose of the ACAP is to assist farmers and landowners in the design and installation of agricultural conservation BMPs that will reduce or prevent nutrient and sediment losses from their farms and improve water quality and soil health across the Commonwealth. The enabling legislation charges the SCC with the administration of the ACAP. Of the \$154 million dedicated to ACAP, SCC is required to allocate \$141 million to participating county conservation districts based on written apportionment criteria developed by the SCC that is focused on preventing nutrient and sediment pollution.

On September 2nd, the ACAP Advisory Workgroup held their first meeting to create the guidelines, required output measures, delegation agreement and apportionment. The Workgroup consists of staff from the SCC, DEP, Conservation Districts, NRCS, PA Farm Bureau, Penn State and private consultants. Kent Bitting is LCCD's representative. Chris Thompson and Kevin Lutz have also sat in on the bi-weekly meetings. With the success of the Conservation Excellence Program (CEG), the SCC created the initial ACAP draft documents to emulate the CEG program documents. There has been little change in the documents as a result of the workgroup meetings and after a review and comment period primarily for the districts.

On November 15th, the SCC formally approved the documents and apportionment pending legal review. The SCC's apportionment criteria considered agriculturally impaired stream miles, number of cropland acres, number of farms, number of livestock and poultry. LCCD's share of the apportionment is \$15,524,729.60. Funds will be divided in three equal installments and allocated each year for 3 years. Each allocation must be spent within two years, with the final allocation must be spent by 12-31-26. Notable changes from the CEG program are a change in the administration/technical assistance funding for the program. The CEG Program allows for up to 25% of the allocation. The ACAP program allows for up to 4% administration and 16% technical assistance of the allocation. The maximum funding cap has been raised from \$250,000 to \$500,000.

If the current SCC schedule holds, we anticipate receiving the delegation agreement in December and will be requesting Board approval at the January meeting. Project approval requests would begin in February.

Item IV.5
2023 PACD Winter Meeting Update

Mark your calendars for the winter round of PACD committee meetings, which will take place via video conference prior to the virtual 2023 PACD Executive Council Meeting. Registration is free but required by visiting [PACD Executive Council Video Conference](#)

Registration is open to all conservation district directors, associate directors, and staff, as well as partner agency staff and invited guests. Registrants will receive a confirmation email with information to participate using Zoom or by phone. Meeting materials will be distributed prior to the meeting.

- **Registration for PACD Committees:**
Click on individual committees to register.
- [PACD Conservation Committee Video Conference](#)
January 6, 2023 | 10–11 a.m.
- [PACD District Employees Committee Video Conference](#)
January 11, 2023 | 11 a.m.–Noon
- [PACD Education & Outreach Committee Video Conference](#)
January 12, 2023 | 10–11 a.m.
- [PACD Legislative Committee Video Conference](#)
January 17, 2023 | 10–11 a.m.
- [PACD Ways & Means Committee Video Conference](#)
January 19, 2023 | 10–11 a.m.
- [PACD Operations Committee Video Conference](#)
January 20, 2023 | 10–11 a.m.
- **Registration for PACD Executive Council:**
[PACD Executive Council Video Conference](#)
January 26, 2023 | 10 a.m.–Noon

Item IV.6 In Gratitude

The **Extra Give** was held on Friday, November 18, 2022. With grateful thanks to 67 donors, the Conservation Foundation of Lancaster County raised \$8,239 in support of the Lancaster County Youth Conservation School and the Lancaster County Envirothon that includes grades 3-12. Additional donations continue to be received by check using the donation form at the Conservation Foundation tab on the District website: www.lancasterconservation.org. Richards Energy Group, Inc. of Manheim generously provided a \$1,000 donation on behalf of an employee. They were thrilled to collaborate to make their donation a match during a Breakfast Boost challenge from 5 am – 10 am when \$1,000 were donated. \$10, \$25, \$75, \$100, \$500 donations, to a \$1,500 individual donation inspired an exciting day of giving that will make educational programs happen in 2023. Special thanks to each director and fellow staff who kindly supported the event. Thank you to Amanda Goldsmith, Noelle LaFaver, and Josh Slaymaker for social media art design and posting to the Lancaster County Conservation District sites and to the Lancaster County Youth Conservation School site. Last year 88 donors raised \$7,502.90. This year's total is gratefully appreciated in support of these education programs. It is a day of generosity that is truly extraordinary.

Throughout 2022, I had the pleasure to work with adults and students. Reflecting on thanksgiving at this time of year, I'd like to share several notes received.

June 2022 From Grace Nelson, a Youth Conservation School Student and Volunteer who recently graduated from the University of Alaska and is now the Director of the Friends of Creamer's Field Wildlife Refuge in Fairbanks, Alaska. She shared a \$250 donation to the Youth Conservation School in June.

"Thank you for all you do for the youth of Lancaster County. It is a dream job and I like to think that Youth Conservation School had a lot to do with sending me this direction. I wish I could volunteer at school this summer! Best, Grace

July 2022 From Steve Linner, an Envirothon Advisor for more than 30 years.

"Dear Sallie, Hope you are having a nice summer. I am out of school and retiring to Florida. I just wanted to thank you for a great Envirothon and retirement wishes. The backpack and birdhouse gourd was really sweet! I thank you for the special send-off. The Envirothon has been such a special event for so many students over the years. I am so thankful for your efforts and leadership. Thanks & best to you, Steve Linner

September 2022 From Darwin and Donna Heisey on behalf of the BLESS Homeschool Group. Lesson provided to students and parents.

"Sallie, thank you so much for coming to Mummau Park at the creek on September 8 to teach and show us macroinvertebrates. Here is a token of thanks." Darwin and Donna provided a \$100 donation to the Education Program.

November 2022 From First United Methodist Church in Ephrata. Lesson provided to adults.

"Sallie, you always make learning fun. Thank you" A \$100 donation was given to the Education program.

November 2022 From Lititz Public Library. Two Downing Board Displays were donated. The boards were purchased with grants in 1997. New contemporary displays were purchased recently with additional grant funding following an assessment of staff needs.

“Dear Sallie, I just want to thank you and the Lancaster County Conservation District for your very generous donation to the Lititz Public Library. In addition to adding new display space to our fundraisers, we are all busy at the Library coming up with other ways to use the display boards for PR, program materials, children’s displays, and more. Your donation is truly appreciated! Maryann Richmond, Lititz Library Friends Group”