



LANCASTER COUNTY CONSERVATION DISTRICT MONTHLY BOARD MEETING AGENDA

Wednesday April 6, 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/quests: 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 	
7:50	<ul style="list-style-type: none"> II. <u>*Consent Agenda</u> <ul style="list-style-type: none"> 1. Meeting Minutes (attachment)..... 11 2. Technical Assistance Requests/Cancellations (attachment) 16 3. Nutrient Management Plan Approval (attachment) 16 4. Conservation Plans Acknowledgement (attachment) 16 	
8:00	<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 – Heistand (attachment) 17 *3. Personnel Committee/Request to Hire Intern – Wasco/Thompson (attachment) 20 *4. CAP Project Approvals – Bitting (attachment)..... 23 *5. Township Ag BMP Verification Program – Lutz (attachment) 23 *6. Proposed PennVest Project/Benuel Stoltzfus – Thompson (attachment) 25 *7. 2022 Board Committees – Thompson (day of packet).....25 *8. County Proposal for ARPA Funding – Thompson (day of packet).....26 	
8:40	<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 – Snyder (day of packet) - 3. Tree Sale Report – Kofroth/Gregory (attachment) 26 4. D&G/LVR QAQC Report - Kofroth (attachment) 26 	
9:10	<ul style="list-style-type: none"> V. <u>Additional Public Comment</u> 	
9:15	<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:

3/29, Funding Mtg w/ Rep Cutler	4/10-16, Conservation District Week
4/7, Cons. Foundation Board Mtg. 3:30, F&H Center	4/13, LCCD Tree Sale Distribution
4/8, SCRO Director Mtg. 9:00am @ Cumberland CD	4/28, SR High Envirothon @ Central Park

NEXT MEETING DATE: Wednesday, May 4, 2022 @ 7:30 p.m.
At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors for March 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
Audrey Mays, 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*:

FY21 Total (#)	FY21 Total (Ac)	FY22 Mo. Total (#)	FY22 Mo. Total (Ac)	FY22 Total (#)	FY22 Total (Ac)
59	3,443.7	-	-	5	280.32

*SEE "ACKNOWLEDGMENT OF CONSERVATION PLANS" REPORT

Conservation Practice Installation Activities*:

Practice Code & Name	FY21 Total	FY22 Mo. Total	FY22 Total
313 – Waste Storage Facility (no)	7	-	11
362 – Diversion (ft)	-	-	1,147
367 – Roofs & Covers (no)	2	-	7
382 – Fence (ft)	29,544	2,059	4,689
412 – Grassed Waterway (ac)	11	-	5.3
516 – Livestock Pipeline (ft)	5,904	-	390
561 – Heavy Use Area Protection (sq ft)	14,124	8,020	21,113
575 – Trails & Walkways (ft)	2,884	-	2,041
578 – Stream Crossings (no)	5	-	1
600 – Terraces (ft)	8,036	-	10,139
614 – Watering Facility	14	-	2
620 – Underground Outlet (ft)	2,864	1,124	5,548
634 – Waste Transfer System (no)	6	3	10
327 – CREP Conservation Cover (ac)	23.5	9.57	36.91
391 – CREP Riparian Forest Buffer (ac)	68.2	11.19	15.89
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	FY21 Total (#)	FY21 Total (\$)	FY22 Total (#)	FY22 Total (\$)
EQIP/AMA	24	\$1,804,294	5	\$120,982
CSP	3	\$134,205	1	\$90,505

- Financial Assistance Payments:

Program	FY21 Total (\$)	FY22 Mo. Total (\$)	FY22 Total (\$)
ALL PROGRAMS	\$1,358,691.92	\$283,701.09	\$1,779,153.63

- **Environmental Quality Incentive Program (EQIP)**
 - Regular EQIP
 - 1st Round Application Ranking Deadline – 5/2 & 5/16
 - 1st Round Applicants – 44
 - 2nd Round Applicants – 3
 - 3rd Round
 - FY22 Proposed Allocation - \$2.1 million
 - EQIP Cover Crop Initiative (CCI) – 5 Contracts Obligated
 - EQIP Conservation Incentive Contracts (CIC)
 - Five-year contracts offering offer annual incentive payments to implement management practices as well as conservation evaluation and monitoring.
 - Sign-up Deadline – 4/1/2022

- **Conservation Stewardship Program (CSP)**
 - CSP Classic Sign-up Deadline – 5/1/2022

- **Regional Conservation Partnership Program (RCPP)**
 - Lancaster's Common Agenda for Clean Water sponsored by the Lancaster Clean Water Foundation
 - 1st & 2nd Round Application Ranking Deadline – 5/16
 - 1st Round Applicants – 17
 - 2nd Round Applicants - 9
 - FY22 Allocation - \$2.59 million
 - Turkey Hill Clean Water Partnership sponsored by the Alliance for the Chesapeake Bay (Multi-County)
 - 1st Round Application Ranking Deadline – 5/16
 - 1st Round Applicants - 16
 - FY22 Allocation - \$1.4 million

Conservation Easement Program Activities (ACEP):

- Agricultural Land Easement (ALE) Acquisition Activities:

Program/Activity	FY21 Total (#)	FY21 Total (ac)	FY22 Total (#)	FY22 Total (ac)
ALE Easement Requests	3	146.5	-	-
ALE Easement Closings	3	211	-	-

Conservation Reserve Enhancement Program Activities (CREP):

- Approved Plans:

	FY21 Total (#)	FY21 Total (Ac)	FY22 Total (#)	FY22 Total (Ac)
New	13	82	-	-
Re-enrollments	18	65.20	-	-

Outreach Activities:

- 3/23 - Mid Atlantic Farm Credit Beginning/Veteran Farmer Meet & Greet, Mount Joy (Grove)
- 3/26 – Build a Better Forest Field Day @ Conewago Rod & Gun Club, Elizabethtown (Grove)

Notable Meetings & Trainings:

- 3/2-3 – Winter Wetland Plant Identification Training, Gettysburg (Long)
- 3/7 - East Cocalico Twp Authority - Ag/MS4 Steering Committee Meeting - Source water Protection Plan, Denver (Grove)
- 3/10 – FY22 Financial Assistance Program Training (All NRCS)
- 3/17 – RCPP LCWP Leadership Team Monthly Meeting (Grove)

- 3/17 – CREP Practice Options for Planners & Technicians (All NRCS)
- 3/21-22 - PA NRCS Mid-Career Retirement Training (Long & Rice)
- 3/24 – PA NRCS iPhone Training – Field Uses, Lebanon (Grove, Myers & Boger)
- 3/25 – Annual CNMP Update Meeting with TSPs (Grove & Myers)
- 3/28 - Chiques Creek Watershed Project - Kickoff Meeting (Grove)
- 3/29 – Penn State Ag & Environment C3RP Funding Review Team (Grove)

Respectfully Submitted,

A handwritten signature in black ink that reads "Heather L. Grove". The signature is written in a cursive, flowing style.

Heather L. Grove
District Conservationist

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

Technician Contract Updates

The Chesapeake Bay Technician, Chesapeake Bay Engineer Specialists / Engineer Assistants, and Conservation District Watershed Specialist (CDWS) contract renewals and associated information will be forthcoming in the coming months.

Growing Greener Plus and Section 319 Nonpoint Source (NPS) Management Program

2022 Grant Rounds Opening

DEP will announce the opening of the Growing Greener Plus and Section 319 NPS Management Program grant rounds this Spring. As was done last year, recorded webinars will also be published to the Growing Greener and Section 319 NPS Management websites along with the grant guidance documents.

Section 319 NPS Management Program Annual Stakeholder Meeting

The Chesapeake Bay Office, Watershed Support Section is working with the Pennsylvania Association of Conservation Districts to plan the Section 319 NPS Management Program Annual Stakeholder Meeting. The meeting will be held virtually and is scheduled for May 18-19, 2022. Topics on the agenda include: stream restoration work in Northcentral Pennsylvania, funding sources for restoration projects, Model My Watershed update, stormwater projects, EPA updates and Q&A, Section 319 NPS Management applications for new grant round, and how to work with nurseries for buffer projects. There also will be an update on “what’s new” with the 319 Nonpoint Source Grant Program including information on revised forms and PracticeKeeper entry requirements. DEP regional watershed managers, conservation district watershed specialists, and 319 participating municipalities and non-profits should plan on attending. The draft agenda and registration information are available here: [Section 319 Virtual Watershed Planning and Implementation Meeting \(constantcontact.com\)](https://www.dep.state.pa.us/section319/virtualmeeting)

Policies and Procedures

Statement of Financial Interests - All Conservation District Directors are considered Public Officials and most District Employees are considered Public Employees. Any Conservation district employee that meets one or more of the criteria in the definition below **MUST** fill out a Statement of Financial Interest. Completing a statement is not optional. It is required by law. Statements are to be completed and filed with the Conservation District no later than May 1st. The general rule with this form is “when in doubt, fill it out”.

"Public Official" includes any person (*such as a conservation district director*) appointed by a governmental body (such as the board of county commissioners or the county council)

"Public Employee" includes any individual employed by the Commonwealth or a political subdivision (*like a conservation district*) who is responsible for taking or recommending official action of a non-ministerial nature with regard to: Contracting or procurement; Administering or monitoring grants or subsidies; Planning or zoning; Inspecting, licensing, regulating, or auditing any person; or Any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person.

Please refer to the Director Handbook (pp. 4-6) or the Red Ethics Pamphlet (p. 12-15 & 31-36) for additional information. If you require additional forms go to www.ethics.state.pa.us and click on "forms" on the left side of the page.

Conflict of Interest – District Directors and Staff are reminded that the PA Ethic’s Act also prohibits Public Employees and Public Officials to engage in activities that are a Conflict of Interest. A Conflict of Interest is the use of the authority of one’s office, employment, or confidential information received through official duties for the substantial private pecuniary benefit of himself , a member of his immediate family, spouse or a business of which he, a member of his immediate family or his spouse is associated. Conflict of interest includes:

- Seeking Improper Influence
 - You cannot accept anything of monetary value with the understanding that any official action or judgement you make would be influenced.
- Accepting Improper Influence
 - You may not solicit or accept anything of monetary value based on an understanding that they would be influenced in the discharge of their public duties.

If the district receives a plan from or is to conduct an inspection of a site owned or operated by conservation district board members, or others with whom the district staff may have a possible conflict of interest, the district staff should notify the appropriate agency (DEP, SCC, PDA) as well as the Conservation District Field Representative. The agency staff will then work with the conservation district to help determine how best to proceed. Options may include plan review and inspection conducted by: neighboring district staff operating under a cooperative agreement, the agency assisting the CD staff, or the agency solely conducting the review and/or inspection. If the District Board is required to take an action on the plan, the director that submitted the plan **MUST** abstain from the vote in writing and the abstention must be included in the minutes.

Highly Pathogenic Avian Influenza (HPAI) Biosecurity Guidance

HPAI is a very contagious avian disease and can make wild birds and domesticated poultry very sick or lead to death. We need to increase awareness and practice enhanced biosecurity efforts to protect Pennsylvania’s poultry, our food supply, and Pennsylvania’s \$7.1 billion poultry industry at large. At this time the PA Department of Agriculture’s Bureau of Animal Health advises commonwealth staff who visit farms with poultry to suspend their routine inspections in the following situations:

Highest level of disease transmission risk on all commercial poultry premises, or on a backyard premises if in direct contact with poultry or poultry areas (inside a poultry house or pen/pasture), including manure or run off areas.

Next highest level of disease transmission risk is for premises with free range poultry or wild waterfowl that roam anywhere you will be walking, or they have a pond adjacent to the drive/lane that ducks and geese frequent.

Districts should refer to:

- Email sent by Frank Schneider on 2/24/2022 “Field Staff Biosecurity Guidance” for additional detailed information on the guidance issued by the Pa Department of Agriculture (PDA). This guidance shall be utilized in the Act 38 program and other programs associated with the State Conservation Commission (SCC) or PDA.
- Email sent by Frank Schneider on 2/24/2022 announcing the use of an “Alternative Status-Review for Poultry Operations”
- Email sent by Frank Schneider on 3/18/2022 announcing the use of an “Alternative Approach to On Farm Visits for NMP Writing and NMP Review”

HPAI Continued - Field Staff Biosecurity Guidance

Given the on-going threat of high pathogenic avian influenza (HPAI), DEP Chesapeake Bay Office and the State Conservation Commission (SCC) have circulated the guidance developed by Pennsylvania Department of Agriculture (PDA) to help protect Pennsylvanian against HPAI with county conservation districts. This guidance shall be used during activities related to the following programs.

Chesapeake Bay Technician Contract
Chesapeake Bay Engineer Specialist / Assistant Contract
Watershed Specialist Contract
Chapter 102 Delegation
Chapter 105 Delegation
Nutrient and Manure Management Delegation

PracticeKeeper Update

PracticeKeeper Partner Plan and BMP Submission Tools in Test

PracticeKeeper (PK) Partner Plan and BMP Submission Tools will be in test by March of 2022. This enhancement allows external affiliates the ability to submit data to PK for tracking and reporting while maintaining the integrity of the data and privacy of participants (owners, operators, etc.) that have not contracted with the affiliate. A focus group will be actively testing the functionality through the beginning of March for release to production as soon as it is satisfied that it meets program needs. These tools will be used to support the BMP Verification effort, ensuring BMPs verified by external partners are tracked and recorded for CAP and WIP progress through existing reporting methodologies.

Chapter 102 and 105 Programs

Trenchless Technology Technical Guidance Document, Public Comment Period Open - The Draft Trenchless Technology Technical Guidance Document (310-2100-003) was published for public comment on March 19, 2022. As part of this process to solicit comments, districts are invited to provide comments. Conservation districts should not submit comments through the public comment process. Instead comments from conservation district staff should be compiled and follow chain of command through the district manager. Conservation district comments are to be submitted to the Resource Account RA-EP105TGDCOMMENT@pa.gov by the end of the public comment period on May 18, 2022.

Chapter 102 ePermitting and KEES Updates

- The Chapter 102 ePermit system now includes new NOIs and amendments for the Erosion and Sediment Control General Permit (ESCGP-3) for earth disturbance associated with Oil and Gas Exploration, Production, Processing or Treatment Operations of Transmission Facilities.
- Information for external users can be found on the [102 ePermit System Webpage](#) and information and training for internal users can be found on [Clean Water Academy](#)
- CCD Resource Accounts will now receive pertinent Chapter 105 e-mail notifications from KEES for PennDOT projects. Additional information was provided in an email to the districts from Tiffany Landis on 2/28/2022. If anyone at a CCD wants to access any information for PennDOT Chapter 105 information (e.g. E&S plan for a GP), they are able to:
 - a. Obtain read only access to KEES and retrieve it
 - b. Coordinate with the Regional DEP reviewers.

State Water Plan

The State Water Plan's eighth round of regional committee meetings concluded on January 27. On March 11, the six regional committees each held a public hearing for the purpose of soliciting input on drafts of the regional plan components. The ninth round of regional committee meetings will be held in April, with the Delaware Water Resources Committee on Tuesday April 12, the Lower Susquehanna Water Resources Committee on Wednesday April 13, and the Potomac Water Resources Committee on Thursday April 14. The ninth round will conclude with the Ohio Water Resources Committee on Tuesday April 26, the Great Lakes Water Resources Committee on Wednesday April 27, and the Upper/Middle Susquehanna Water Resources Committee on Thursday April 28. The focus of this round of meetings will be to review public testimony from the March 11 hearing, and for each regional committee to vote to recommend their regional components to the Statewide Committee.

The State Water Plan's ninth Statewide Committee meeting was held on January 19. The primary focus of this meeting was to review draft components of the State Water Plan Update document. The tenth Statewide Committee meeting is scheduled for May 11. This update will focus on items such as water resources strategies outlined in the Governor's Climate Action Plan and updated regional watershed priorities. Meeting materials and agendas can be found on our website at: <https://www.dep.pa.gov/Business/Water/PlanningConservation/StateWaterPlan/Committees/Pages/default.aspx>

Clean Water Academy

Agriculture Conservation Level I - New Staff Training (2022) and Agriculture Conservation Level II - BMP Verification (2022) Training on CWA - After reviewing the new and existing Countywide Action Plans (CAPS) and identifying needs documented and presented by all counties throughout the watershed to better inventory and assess historic BMP implementation, the Chesapeake Bay Office (CBO) has made additional funds available to every county that has developed a CAP, to be spent on creating an inventory and assessing historic BMP implementation. In order to support the BMP Verification effort, the CBO Agriculture Compliance Section has developed a training plan including two separate programs on the Clean Water Academy (CWA), Agriculture Conservation Level I - New Staff Training (2022) developed in cooperation with NRCS, SCC and PACD staff found here: <https://pacleanwateracademy.remote-learner.net/totara/program/view.php?id=21> and Agriculture Conservation Level II - BMP Verification (2022) found here: <https://pacleanwateracademy.remote-learner.net/totara/program/view.php?id=26> . With congruent on-the-job training and oversight from experienced county conservation district staff, these programs will provide the foundation necessary to enable new staff the ability conduct on-site BMP verifications for specified existing BMPs on forest, pasture, and crop land uses on agricultural operations. Additionally, after completion of Agriculture Conservation Level II – BMP Verification program, the learner will understand the appropriate procedures for recording BMPs, Conservation Plans, and Ag. E&S Plans in the PracticeKeeper database. As part of this effort the PracticeKeeper: Conservation Planning Module CWA course has also been updated and can be found here: <https://pacleanwateracademy.remote-learner.net/course/view.php?id=338>. All courses and programs are currently open to County Conservation District and DEP staff. If staff are hired outside these agencies to complete the BMP Verification effort, the learning materials can be opened up to them on a case-by-case basis.

Attachment B on the Clean Water Academy – Districts are required to 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 Attachment B can be found under the Data Portal. [Course: Data Portal \(remote-learner.net\)](#)

Here are some courses on the Clean Water Academy you may have forgotten about.

[Course: How to Use eMapPA \(remote-learner.net\)](#)

[Course: Partnering with the PA Fish and Boat Commission's Division of Habitat Management \(remote-learner.net\)](#)

[Course: Pennsylvania Phosphorus Index \(remote-learner.net\)](#)

[Course: Ponds, Impoundments and Why People Call About Them \(Webinar\) \(remote-learner.net\)](#)

[Course: Soils Considerations in Stormwater Management \(remote-learner.net\)](#)

Chesapeake Bay Watershed

Environmental Protection Agency (EPA) Region 3 Animal Agriculture Assessment

In the summer of 2021, EPA informed Pennsylvania of their intention to conduct an assessment of Pennsylvania's animal agriculture programs, an update to the 2015 *Pennsylvania Animal Agriculture Program Assessment* found [here](#). To facilitate the assessment, last fall, EPA provided a pre-filled questionnaire for review, correction or concurrence, and completion by Pennsylvania program staff. Through the month of January, appropriate program staff from PA DEP, the State Conservation Commission, and PennVest completed the questionnaire as requested. Having received the completed questionnaire and documentation requested of program staff, EPA conducted virtual interviews with DEP regional offices, the State Conservation Commission, and county conservation districts throughout the month of March. DEP Chesapeake Bay Office, DEP Regional Office, and State Conservation Commission staff were present for all interviews. In preparation for the interviews, pre-interview discussions were held on February 25 with all applicable regional office and county conservation district staff to review and coordinate anticipated talking points.

Chesapeake Bay Office supporting county partners' BMP verification efforts.

Chesapeake Bay Office (CBO) staff members have been working with state and county partners on the topic of BMP verification. CBO recently provided a funding opportunity to each county to support BMP verification efforts and this has brought about much creative thinking and questions. In response to county feedback, on March 9, 2022, CBO hosted a webinar for over 160 participants including CAP coordinators, county and state action leaders, conservation districts and ag stakeholders entitled, "Ag BMP Verification: On-site Strategies and Tools". The purpose of this webinar was to review on-site agriculture BMP verification strategies and tools and to answer questions on the subject. Kate Bresaw, Agriculture Compliance Environmental Group Manager, presented an overview of the agriculture BMP verification guidelines created by her team, along with an update on the PracticeKeeper Partner Submission Workflow. Caitlin Lucas, Franklin County CAP Clean Water Coordinator, spoke about the pilot BMP verification program being developed in the county and shared resources to assist other partners. Jake Reilly, Director of NFWF's Chesapeake Bay Program, shared information with county partners about NFWF's Small Watershed Grants and the funding opportunity these grants provide for BMP verification. Information from this session was recorded and posted to the Clean Water Academy.

Pennsylvania’s Phase 3 Watershed Implementation Plan – Monthly e-newsletter

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

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

Dates to Remember

SCC Meetings – 1:00 PM

Hybrid Meeting	May 10
Hybrid Meeting (Red Lion Inn, Harrisburg)	July 20

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

Conference Call	April 12
Conference Call	June 14

102/105 Basic Technical Training

Red Lion Hotel Harrisburg/Hershey	May 3-6
-----------------------------------	---------

Section 319 NPS Management Program Annual Stakeholder Meeting

Virtual	May 18 & 19
---------	-------------

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

**South-central Regional Office, Waterways and Wetlands Program Conservation,
Restoration and Inspection Section County Assignments**

Mailing Address: The Pennsylvania Department of Environmental Protection
909 Elmerton Avenue, Harrisburg, PA 17110-8200

FAX NUMBER: 717.705.4760

Program Manager: Scott Williamson—717.705.4799 scwilliams@pa.gov
 Section Chief: Dave Gates—717.705.4744 dagates@pa.gov
 Ag. Supervisor: Krista Crone—717.705.4761 krcrone@pa.gov
 Clerical Support: Janie Womack—717.705.4802 jwomack@pa.gov

Cty #	County	Ag Inspector	Conserv. Dist. Field Rep.	105 Comp. Spec.	Ag Compliance Specialist	102 Comp. Specialist	Watershed Manager
01	Adams	Luckenbaugh	Blake	Lamphere	Severs	Eberts	Chervenyak
05	Bedford	Luckenbaugh	Blake	Gipe	Severs	Eberts	Chervenyak
06	Berks	Vacant	Blake	Lamphere	Severs	Eberts	Chervenyak
07	Blair	Luckenbaugh	Blake	Gipe	Severs	Eberts	Chervenyak
21	Cumberland	Vacant	Blake	Lamphere	Severs	Eberts	Chervenyak
22	Dauphin	Vacant	Blake	Gipe	Severs	Eberts	Chervenyak
28	Franklin	Luckenbaugh	Blake	Gipe	Severs	Eberts	Chervenyak
29	Fulton	Luckenbaugh	Blake	Gipe	Severs	Eberts	Chervenyak
31	Huntingdon	Luckenbaugh	Blake	Lamphere	Severs	Eberts	Chervenyak
34	Juniata	Luckenbaugh	Blake	Gipe	Severs	Eberts	Chervenyak
36	Lancaster	Vacant	Blake	Gipe	Severs	Eberts	Chervenyak
38	Lebanon	Vacant	Blake	Gipe	Severs	Eberts	Chervenyak
44	Mifflin	Luckenbaugh	Blake	Lamphere	Severs	Eberts	Chervenyak
50	Perry	Vacant	Blake	Lamphere	Severs	Eberts	Chervenyak
67	York	Luckenbaugh	Blake	Lamphere	Severs	Eberts	Chervenyak

NAME	TELEPHONE	EMAIL
Blake, Elwood	610.916.0127	eblake@pa.gov
Cease, Kristen	717.439.5353	kcease@pa.gov
Gipe, Todd	717.705.4147	togipe@pa.gov
Crone, Krista	717.705.4761	krcrone@pa.gov
Eberts, Ron	717.705.4819	reberts@pa.gov
Felicia Lamphere	717.705.4792	flamphere@pa.gov
Luckenbaugh, Matt	717.503.6246	mluckenbau@pa.gov
Severs, Bill	717.705.4790	wsevers@pa.gov
Shull, Amy	717.215.1199	ashull@pa.gov

Item II.1
LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
March 2, 2022

The 838th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held in the Lancaster Farm & Home Center Auditorium on Wednesday, March 2, 2022 at 7:30 PM, the same day as the Annual Planning Meeting. A Zoom call-in option was provided, but there were no participants with the call-in option.

The following Directors were present: Daniel Heller, Chairman; Herb Kreider, Roger Rohrer, Jay Snyder, Bob Shearer, A Dale Herr, Sonia Wasco, Robert Wagner, and Commissioner Ray D'Agostino.

The following Associate Directors were present: Frank Burkhart, Justin Welk

The following District Staff were present: Christopher Thompson, Gerald Heistand, Kevin Lutz, Rich Snyder, Kent Bitting, Matt Kofroth, Sallie Gregory, Kevin Seibert, Adam Stern, Dennis Eby, Adam Hartz, Britton Hartzok, and Holly Shaub.

The following Cooperating Agency representatives were present: None present.

Bob Shearer provided an invocation before the meeting.

Chairman Dan Heller called the meeting to order at 7:30p.m, and there was a time of introductions. Adam Stern announced that the meeting was being recorded.

An opportunity was given for public comment: It was mentioned that this is Dennis Eby's last board meeting since he is retiring April 1st. Dennis expressed appreciation to the Board and Staff for all of their help and involvement with the District's conservation efforts.

Additions to the Agenda: Chris Thompson announced that on Thursday March 10th at 2 PM there will be an opportunity for board members and staff to attend a zoom Budget & Finance Committee meeting where investing reserve funds will be discussed with Bob Hoffman of Fulton Financial Advisors.

Also, Sonia Wasco will be sharing an informational report for the Personnel Committee to be given right after the PACD/SCC Meeting Report in the Reports & Information section of the agenda.

I. Reorganization of the Board

1. **Appointment of Directors and Associate Directors:** Ray D'Agostino conducted the swearing in ceremony for Jay Snyder and A Dale Herr as voting directors. Ray D'Agostino then conducted the swearing in ceremony for Justin Welk, as an associate director.
2. **Election of Officers:** Dan Heller yielded the floor to Sonia Wasco who would be leading the election of officer's portion of the meeting. Ballots were provided to all voting directors at the meeting. It was announced that the current officers are willing to continue serving, but Directors have the option to provide a write-in name on the ballot. The current slate of officers were announced as: Chairman - Dan Heller, Vice Chairman – Bob Shearer, Treasurer/Secretary Kent Weaver, and Staff Secretary – Suzanne Kopp. While ballots were being collected and tallied, Sonia expressed appreciation to Dennis for his work with the District. She then announced that there was a unanimous cast of votes for the current slate of officers. Roger Rohrer moved to

appoint the current slate of officers to serve again in 2022. A Dale Herr seconded the motion. Motion passed unanimously.

3. **Election of PACD Voting Delegates:** Chris announced that each Conservation District in good standing should designate a Voting Delegate and can have up to three Alternate Voting Delegates for the purposes of voting at Region Meetings and Executive Council meetings. Sonia Wasco again agreed to serve as the Lancaster voting representative and she would be joined by Bob Shearer, Dan Heller and Chris Thompson acting as Alternate Voting Delegates. A Dale Herr moved to approve the slate of voting PACD delegates as presented. Jay Snyder seconded the motion. Motion passed unanimously.
4. **Board of Director Committee Appointments:** Chris Thompson referred to the list of committees on pages 3 to 5, and asked that any director wishing to make a change, should contact him. The committee list will be voted on at the next Director Board meeting.

II. Agency Reports

1. **USDA, NRCS:** Heather Grove was not present, so chairman Dan Heller mentioned that comments on the report can be deferred until the next meeting.
2. **PA DEP Field Rep Report:** In the absence of Elwood Blake, Chris Thompson gave a short review of upcoming meetings referenced in the report.

III. Consent Agenda

Chairman Daniel Heller gave the opportunity for Directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. There was a request to remove the minutes for correction. Richard Snyder reported that on page 11 of the mailing, the word “commercial & Residential” should be removed, and replaced with “mixed residential use”. Also, at the bottom of page 10 the word “Mixed use” should be replaced with the same “mixed residential use” text. Hearing no other changes, Roger Rohrer moved to approve the Consent Agenda with the proposed amendments to the minutes. Sonia seconded the motion. Motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of January 19th Board meeting as amended
- #2 – Technical Assistance Requests/Cancellations
- #3 – Nutrient Management Plan Approvals
- #4 – Conservation Plan Acknowledgement

IV. Additional Business

1. Treasures Report

Gerald Heistand referred to the Balance Sheet report on page 14 and reported that the General Operations balance is less than last month but at a level double from one year ago. The biggest change to the balance sheet from one year ago is that we have an additional one million dollars in restricted grants funds and three hundred thousand more in the unassigned category. He mentioned that in the reserve section of the report, there used to be a line for Software Maintenance that had a level of thirty thousand dollars in 2020. It is no longer listed because there are no funds remaining in the account. The funds went towards the Cargas-CRM Tree Sale/Grants Management Solutions Database that was highlighted in the planning meeting held previous to the board meeting. On the Income and Expense report Heistand noted that for E&S the Net Income for the first two months of the year was \$92K compared to \$82K for the entire year of 2021. The other program columns have typical incomes and expenses. Chairman Heller stated that the treasurer’s reports will be filed subject to audit.

2. Banquet Committee Report

Co-Chair of the Banquet Committee Adam Hartz reported that the banquet is being pushed forward to the month of June so it can be held at a facility that can make use of open air. A barn at Landis Valley Museum is proposed, with Acorn Farms as caterer. The proposed date is June 9 at 6 PM. The award winners from 2020 will be honored, and the Lancaster District will celebrate 70 years. Also, there will be an auction to benefit the Scholarship Fund. Shearer moved to accept the Banquet Committee Report as presented. Snyder seconded the motion. Motion passed unanimously.

3. Ag Compliance Committee Report

Kevin Lutz reported that Ag Compliance Committee met prior to Board meeting. There were repeated attempts to bring the Melissa Horn equine operation into compliance with the Nutrient Management Program, and the case has been dragging on for almost a year. After further discussion by the Board, Shearer moved, to send this case to SCC due to an inability to obtain an Act 38 Nutrient Management Plan within the required timeframe. Roger Rohrer seconded the motion. Motion passed unanimously. There was clarification that this action is contingent on the District not receiving the plan by the Monday, March 7th deadline.

4. CAP Project Approval

Kent Bitting reported that LCCD is using \$750K of the 2021/2022 CAP grant for Ag projects, and Ag Managers are now submitting five projects for funding at a grant cost of \$350K. Jay Snyder moved to approve the five recommend CAP projects for funding in the amount of \$350,000, Wasco seconded the motion. Motion passed unanimously. Roger Rohrer recused himself from the discussion and vote to avoid a potential conflict of interest.

Landowner	Municipality	BMPs	Total Grant Requested
Geoff Rohrer	Manor Twp.	Roofed Stacking Area for Mortality Compost and Manure Storage	\$188,600.00
Mitch Shellenberger	East Donegal Twp.	Roofed Manure Stacking Area	\$47,300.00
John Lapp Jr.	Clay Twp.	Roofed Stacking Area for Mortality Compost and Manure Storage	\$52,600.00
Jonas Blank	Eden Twp.	Grassed Waterway	\$7,500.00
Abram Stoltzfoos	Martic Twp.	2 Grassed Waterways and Animal Trail	\$54,000.00
Totals			\$350,000.00

5. CBAIP- Phase II - Project Approval

Kent Bitting mentioned that the Bay Ag Inspection Program is directed by Kevin Seibert, who completed a Phase II inspection for the farm. Steve Reiff has worked on the design for this Omar Fisher project. Sonia Wasco moved to approve the Omar S. Fisher CBAIP Phase II project for the amount of \$2,422.62 to install a transfer line for milk house waste and silage leachate, as well as roof runoff structures. Roger Rohrer seconded the motion. Motion passed unanimously.

6. Township Ag BMP Verification Program

Chris Thompson reported that two proposals were created to take to townships that would detail how the District could assist with their stormwater program goals. The difference between the two draft proposals was whether the farmer or township would initiate conservation plan reviews. The ag department is looking for Board approval to further develop these two proposals, and come back to the Board next month with details. There was discussion on the different way that West Hempfield and Upper Leacock have been working with the District on this task. A Dale Herr moved that the District continue to develop a proposal for assisting

townships with conservation plan reviews as they relate to stormwater. Roger Rohrer seconded the motion. Motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates:

The following items were shared with meeting attendees

- Flyer – Lancaster Online Obituaries – Gregory M. Wilson – January 26, 2022

Sallie Gregory reviewed how Greg has contributed to conservation efforts during his life. After a short discussion, Roger Rohrer moved that the District give \$100 to Donegal Trout Organization in honor of Greg Wilson. A Dale Herr seconded the motion. Motion passed unanimously

- Letters – County Commissioners – 3 Director Appointment Letters – January 25, 2022
- Certificate – PA Clean Water Academy – Achievement – February 16, 2022
- Newsletter – Center for Rural PA – January/February 2022
- Booklet – Lancaster Chamber – Lancaster Thriving – January 24, 2022

2. E&S/NPDES Monthly Projects Report:

Rich Snyder reviewed both the January E&S reports that were on page 21 and 22 of the mailing as well as the February reports that were on pages 7 and 8 of the day of packet. There was a short discussion of looking to implement a three-year fee schedule.

3. PACD/SCC Mtg Report

Sonia Wasco reported on the PACD monthly executive and winter meeting that she attended. There is a link to the minutes of the meeting on page 23 of the mail packet. She highlighted that next year's NACD president is from the New England area of the country. This is special as most of the former NACD presidents hail from the western part of the country, so they tend to emphasize western concerns. Roger and Candy donated a quilt to PACD to be used with their fundraiser project. March 9th was highlighted as a virtual only training session for directors. Jay Snyder was at a similar meeting where they discussed, employee retention, employee lifecycles, and the challenges/opportunities with post Covid operations. Conservation Week will be April 10-16 for 2022.

4. Personnel Committee report

Sonia Wasco provided a written Personnel Committee report for directors highlighting the new Spring intern, Emma Hamaker. For the Watershed program, she announced that the committee supported staff's request to refill the positions vacated by Nate Straw and Bryce Workman. They are looking to have a start date of March 28th or April 4th. Frameworks Consulting has been engaged with HR work since January.

5. Foundation Report

Jay Snyder referred to his report on pages 23 and 24 of the mailing. He said that the report is there for your reading, and mentioned that the MOU between the Foundation and the Clean Water Partners exists, so it is only being updated.

6. E&S Committee Report

Rich Snyder highlighted several items from the E&S Committee meeting that was held on February 24, 2022. The report was provided on pages 9 and 10 of the day-of-packet.

7. Municipal Outreach Meetings

Sallie Gregory reported that regional Municipal meetings will be held where we highlight updates to the MOU between the District and Municipalities. Each program within the District will be given time on the agenda, and a director that lives in that region will have an opportunity to provide some remarks. Four meetings are planned with the date and time details on page 25 of the mailing.

8. Ethics forms

Chris Thompson reminded directors of their obligation to complete the state ethics forms and submit them for filing in the District office.

Additional Public Comment:

Roger reminded those present at the meeting that the county is bracing for an Avian Influenza outbreak, so everyone needs to be mindful of good bio-security protocols.

Meeting Adjourned

Chairman Heller adjourned the meeting at 8:58 pm.

Respectfully Submitted,

Gerald M. Heistand
Acting 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)
March 2021 Activity
April 6, 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 #
Dale Graybill	East Donegal	Equine/Swine	CAO	13.91	Lutz	1648
Chris Landis	Clay	Dairy/Broiler	CAO	2.08	Hartzok	1158
James Charles & Timothy Long	Manor	Layer/Swine	CAFO/CAO	3.60	Adams	234
Wilmer Siegrist	West Donegal	Pullet/Dairy	CAO	3.00	Grube	349
Eric Risser	Conoy & West Donegal	Dairy	CAFO/CAO	2.05	Lutz	40

**Item II.4
Acknowledgement of Conservation Plans (Lutz)
The Lancaster NRCS Field Office recommends the following plans for the
April 6, 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
Isaac Shirk	1	Greg Heigel	Caernarvon
Mark Sensenig	1	Amanda Grube	East Earl
Geoffrey Rohrer	1	Adam Hartz	Manor
Samuel Shertzer	1	Amanda Grube	Manor
Abe Stoltzfoos	1	Adam Hartz	Martic

Item III.2
Lancaster County Conservation District
Balance Sheet
As of March 24, 2022

ASSETS

Checking/Savings

District General Fund

1001 · General Fund INVEST 723,901.58
1015 · General Fund Checking 129,756.37

Total District General Fund 853,657.95

E & S

1002 · E & S - A

Reserved-E&S Vehicle - A 145.85
1002 · E & S - A - Other 582,046.84

Total 1002 · E & S - A 582,192.69

1005 · Clean Water - R 269,475.12

Total E & S 851,667.81

1003 · Youth Conservation School - C 25,931.40

1006 · Separation - A 59,820.51

1007 · Reserve

Reserved-LCCD Health 20-21 - A 26,317.70
Reserved-LCCD Health 19-20 - A 61,322.00
Reserved-LCCD Health 18-19 - A 25,883.00
Reserved-LCCD Health 17-18 - A 36,038.23
Reserved-Capital - A 58,726.87
Reserved-Communication - A 24,000.00
Reserved-Computer Hardware - A 21,725.77
Reserved-NM Program - A 164,012.20
Reserved-NMP Vehicle - A 38,064.23
1007 · Reserve - Other - U 339,196.24

Total 1007 · Reserve 795,286.24

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C 1,022.75
Scholarship Bonds - C 35,000.00
1008 · Scholarship - C - Other 30,071.73

Total 1008 · Scholarship - C 66,094.48

1009 · Dirt & Gravel Roads - R 117,502.56

1013 - Exelon - R 595,691.05

1014 - Low Volume Roads - R 239,283.03

1115 · Conservation Excellence - R 1,234,498.72

1116 · CBAIP Phase II - R 429,419.16

1117 · Chesapeake Bay Action Plan - R 80,000.53

1017 · Self-Funded Health Insurance -R 108,632.89

\$707,115.29	General Operations - U
\$10,366.30	DGR/LVR Admin & Edu - A
\$42,406.03	Grants without bank account - R
\$44,682.30	Activities Account - A
\$49,088.03	Tree Fundraiser Account - U
\$853,657.95	TOTAL

TOTAL ASSETS

5,457,486.33

\$1,153,151.80	A - Assigned Funds
\$92,025.88	C - Committed Funds
\$3,116,909.09	R - Restricted Funds
\$1,095,399.56	U - Unassigned Funds
\$5,457,486.33	TOTAL

Lancaster County Conservation District
Balance Sheet
As of March 24, 2022

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · YCS Liability	25,931.40
2016 · Health Insurance Liability	108,632.89
Total Other Current Liabilities	<u>134,564.29</u>
Total Current Liabilities	<u>134,564.29</u>
Total Liabilities	134,564.29
Equity	
3000 · Opening Bal Equity	893,610.68
3900 · Retained Earnings	4,564,836.11
Net Income	-135,524.75
Total Equity	<u>5,322,922.04</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,457,486.33</u></u>

Lancaster County Conservation District
Income and Expenses
January 1 through March 24, 2022

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Mar 24, 2022	YTD Budget	\$ Over Budget
Income									
520 · County Funding	81,250.03						81,250.03	75,134.51	6,115.52
530 · Program Contracts	426,074.61	16,225.00					442,299.61	442,443.26	-143.65
560 · Grant Administration	95,872.03			-22,800.27			73,071.76	102,623.75	-29,551.99
570 · Grant Project Income				308,653.90			308,653.90	1,022,750.00	-714,096.10
580 · Fee / Reimbursement Income	160.00		750.00				910.00	1,965.08	-1,055.08
581 · E&S102 Review Fees		247,750.00					247,750.00	129,277.42	118,472.58
582 · NPDES Permit Fees		32,020.00					32,020.00	23,557.50	8,462.50
583 · 105 CWF Fees		100.00					100.00	1,500.00	-1,400.00
590 · Interest Income	23.97	24.63		98.94	569.16	29.54	746.24	308.37	437.87
540 · Activity Income			3,712.90				3,712.90	1,733.87	1,979.03
585 · Tree Sales Income			18,200.00				18,200.00	24,354.84	-6,154.84
595 · Other Income	-94.30			568.04			473.74	1,202.09	-728.35
599R · Interfund Transfer In	5,161.76	1,588.24				1,958.10	8,708.10	22,466.94	-13,758.84
Total Income	608,448.10	297,707.87	22,662.90	286,520.61	569.16	1,987.64	1,217,896.28	1,849,317.63	-631,421.35
Gross Profit							1,217,896.28	1,849,317.63	-631,421.35
Expense									
7100 · Staff Salary	325,871.34	103,125.80		58,943.32			487,940.46	528,951.25	-41,010.79
710 · All Emp Benefits	127,309.14	32,065.10		5,078.45			164,452.69	193,377.41	-28,924.72
720 · Vehicle & Travel Expenses	7,444.91	1,078.63	24.64	122.27			8,670.45	9,810.00	-1,139.55
722 · Meeting Expenses	209.14	274.00					483.14	9,834.91	-9,351.77
730 · Supplies	2,824.10	234.10	502.47				3,560.67	4,519.69	-959.02
735 · IT - Communication	12,228.18		1,793.75			5,412.26	19,434.19	6,258.32	13,175.87
740 · Postage	1,009.28	1,123.32	2.19		34.98		2,169.77	1,866.86	302.91
745 · Office Rent	20,536.17	6,084.81					26,620.98	24,821.91	1,799.07
750 · Equipment	1,587.24	806.35					2,393.59	3,771.68	-1,378.09
830 · Administrative	26,701.98	89.36	923.66				27,715.00	28,975.26	-1,260.26
810 · Activity Expenses			3,997.84				3,997.84	24,659.20	-20,661.36
820 · Grant Project Expenses	110.75		-1,671.00	595,864.18			594,303.93	1,072,754.03	-478,450.10
890 · Miscellaneous Expenses	415.09	20.00	2,435.13		100.00		2,970.22	520.16	2,450.06
899E · Interfund Transfer Out	1,958.10					6,750.00	8,708.10	21,450.81	-12,742.71
Total Expense	528,205.42	144,901.47	8,008.68	660,008.22	134.98	12,162.26	1,353,421.03	1,931,571.49	-578,150.46
Net Income	80,242.68	152,806.40	14,654.22	-373,487.61	434.18	-10,174.62	-135,524.75	-82,253.86	-53,270.89

**Item III.3
Personnel Committee Report**

Staff Retirement

April 1 was Dennis Eby's last day working for LCCD. After 15 years, there was a lot to celebrate and Directors and staff joined the luncheon on April 5 to thank Dennis for his years of service and wish him well as he begins this new chapter in his life.

Watershed Positions

Last month's departure of Nate and Bryce left a gap in the Watershed team that we were eager to fill. We received a total of 22 applications for the open Assistant Watershed Specialist and Watershed Resource Technician positions. HR (Kimberley) assisted with advertising and screening candidates and then the interview committee (Sonia, Matt K, and Chris) conducted interviews and selected candidates for each position. Amanda Goldsmith was selected for the Assistant Watershed Specialist Position and Tyler Keefer was chosen for the Watershed Resource Technician position. See attached resumes for more information. There will be a transition period for Amanda to move from the Ag Team to the Watershed team, but Tyler's first day is planned to be April 11 which is just in time for Tree Sale.

***Action Required to Formalize the Call to Hire**

Summer Intern

In March District staff (Gregory & Kofroth) interviewed 3 college students that had applied for the summer internship position with the Conservation District. The three students interviewed were selected out of 6 applicants that submitted information compiled by the District's HR firm. Staff felt these three applicants had exemplary skills suited for the internship position. From these three applicants 1 rose to the top during the interview process and we would like to offer the summer internship position to this individual.

Grace Wills is a freshman at Penn State University. Grace, who is from York County, is majoring in Environmental Resource Management in school. Grace interned with the York County Agricultural Land Preservation Board last summer. She has participated in the York County Envirothon and the Wildlife Leadership Academy. She is a member of the Penn State Eco Action Club, Penn State Chesapeake Bay Club, and was a member of the York County Teen Naturalist Club. Grace will be starting her internship position with the Conservation District on May 16th and will work through August 5th.

The intern will be paid \$11.00/hr. Her focused work will be with the Watershed and Environmental Education programs. In addition to assisting all District staff, the intern will have several projects she will be tasked with completing before she finishes working for the District. Funds to pay for the intern will come from a line item in the 2022 District budget for interns.

***Action Required to Formalize the Call to Hire**

Open Positions

- a. Ag - With Amanda's move to the Watershed Team we will look to fill the Agriculture Conservation Technician position quickly and the opening will be posted early next week.

- b. E&S - I am sorry to report that we will also be looking to fill an open E&S Resource Conservationist position. Dave Bednar submitted a letter of resignation late last week and will be leaving LCCD on Friday, April 8. This position will also be posted early next week.
- c. Data Manager - Funding for the long-awaited Data Manager position has finally been identified and we will be looking to post and fill that role as soon as possible.

TYLER L. KEEFER, B.S.

170 Kline Road
Denver, PA 17517

610-790-9891

TylerLeeKeefer@gmail.com

OBJECTIVE

Detail-oriented, driven individual seeking a position to apply skills in environmental conservation, research, and outreach. Experience with scientific data collection and interpretation in lab and field science experiments. Passionate about scientific integrity and environmental responsibility.

KEY SKILLS —

- Outreach and Education
- Simplifying concepts for members of the public
- Excellent interpersonal skills
- Strong analytical skills
- Active problem solver
- Lab Maintenance
- Proficient in Microsoft Office
- Microscopy – Digital Imaging
- Field Sampling Techniques

EXPERIENCE

Oct 2021 - Current

Associate Scientist • Eurofins Scientific • Lancaster, PA

Aug 2020 – Oct 2021

Media/Buffer Prep Technician • Avantor Sciences • Spring House, PA

May 2019 – Aug 2020

Environmental Educator/Animal Handler • Wildlands Conservancy • Emmaus, PA

Jan 2015 – Aug 2020

Carpenter • Classic Cabinetry • Sellersville, PA

EDUCATION —

Kutztown University of PA
Bachelor of Science
Environmental Science/Biology
December 2019

RESEARCH PROJECTS

- Soil Sampling for Heavy Metals (Cu, Pb, Cd) • Spring 2018
- Testing at a battery casing dump site – later became superfund • Spring 2018
- Marine Ecological Projects – Chincoteague Island, Virginia • Fall 2018
- Bacterial transfer via Handshake Study • [Fall 2018]
- Freshwater Invertebrate Sampling/Health Assessment • Spring 2017

SPECIALIZED EQUIPMENT —

- Geographic Information Systems – ARC GIS
- Gas Chromatography – Mass Spectrometry
- Sample Management, Mosaic

LEADERSHIP

- President – Kutztown University Environmental Action Club – 2016-2019**
- Secure funding for various short- and long-term projects
 - Survey, petition for campus-wide projects
 - Work with campus officials to secure a plot on campus for composting
 - Plan and execute annual Earth Day Celebration – fundraising, education

REFERENCES

Available upon request.

**Item III.4
Countywide Action Implementation Grant Approval
Lutz/Bitting**

The Countywide Action Implementation Grant (CAP) 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	Municipality	BMPs	Total Grant Requested
Mervin Esch	Providence Twp.	Pipe Outlet Terraces, Grassed Waterway, Underground Outlet and Lined Outlets	\$18,977.54
Alvin Esh	Leacock Twp.	Liquid Manure Storage, Roofed Manure Stacking Area, HUA, Structure for Water Control, Waste Transfer, Underground Outlets	\$324,302.99
Totals			\$343,280.53

CAP Funds Requested: \$343,280.53

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$343,280.53 worth of CAP funding for the multiple applications.

***Action Required**

**Item III.5
Ag Plan Implementation Verification Pilot Project
for
Municipal Stormwater Fee Credits**

Upper Leacock and West Hempfield Townships would like to implement a stormwater fee program in their respective municipalities. They are willing to offer credits/discounts to agricultural operations who can demonstrate they have a current Agriculture Erosion & Sediment Control or Conservation Plan and are on schedule for implementing the Best Management Practices. The District has proposed to support these efforts through a new BMP Verification Service by conducting a farm visit/inspection to ensure plans are in place, the implementation schedule is being followed and existing BMPs are being maintained. Staff are requesting BOD support for creating this new service. A draft of the pilot proposal is attached.

***Action Required**

DRAFT

Ag Plan Implementation Verification Proposal

PURPOSE: The Lancaster Conservation District (District) is able to provide verification services to support a Township or Municipal Authority (Authority) who wish to create a fee discount for their Stormwater Mitigation Program. The stormwater fees and any discounts offered, or penalties imposed, will be determined by the Authority. If a Stormwater fee discount is being offered based on the landowner's compliant status with State Laws (ie: an existing Agriculture Erosion & Sediment Control or Conservation Plans and that the Best Management Practices contained in within the plan are being followed and maintained) the Authority can contract with the District to provide inspection services to verify and document the landowner's compliant status.

Municipal Authority's Responsibilities:

1. The Authority will create and communicate their Stormwater Fee Program and any discount requirements to their landowners.
2. The Authority will provide a list of landowners to the District who have applied to the Authority to receive a stormwater fee discount.
3. The list should contain the properties to be inspected that year, but no more than 20% of the total agriculture parcels in the municipality.
4. The list should include landowner contact information as well as property address(es) with parcel numbers.
5. The Authority will send a letter notifying the landowners that they have been selected for a "Verification Inspection" and need to contact the District to schedule a visit to qualify/maintain their Stormwater Fee discount.
6. The Authority will be billed on a quarterly basis at a rate of \$250 for each verification completed.

District Responsibilities:

1. After being contacted by the landowner, the District will schedule the inspections to be completed within the calendar year.
2. The District will respond to the landowner and schedule a date/time for the verification inspection.
3. The District will complete a farm visit and verify the existence of an Agriculture Erosion & Sediment Control or Conservation Plans.
4. The District will also inspect the operation to verify that all of the structural and management BMP's listed in the plan are being implemented on schedule and maintained to function as designed.
5. A letter/report (see attachments) will be created to document the current degree of implementation of the plan including any deficiencies and/or recommendations.
6. This letter/report will be provided to the Township or Municipal Authority and to the landowner.
7. At the Discretion of the LCCD inspector, the farm visit may be processed and recorded as an Initial Chesapeake Bay inspection to ensure the landowner has the required Ag E&S or Conservation Plan.
8. If pollution events or gross violations are noted, the operation will be transferred to the DEP's Chesapeake Bay Inspection Program for follow up actions.

#

Item 111.6

Proposed Penn Vest Project Sponsorship

Cattle Heavy Use Area Protection, Manure Storage, and Riparian Area Restoration
Benuel Stoltzfus
2014-A Mine Rd
Paradise, PA 17562
Bart Township

Estimated construction cost will be \$422,000.00.

The farm is an existing dairy operation. Unnamed tributaries to Nickel Mines Run pass through the farm. Nickel Mines Run has a designated use of High-Quality Cold-Water Fishes (HQ- CWF).

Livestock numbers include 50 milking cows, 10 dry cows, 12 bred heifers, 8 yearlings, 8 calves, 7 mules and 1 driving horse. Of the farm's 52 acres, 49 acres are used for pasture, alfalfa, corn, and tobacco. Planned improvements are mostly related to the area around the dairy barn.

This farm is not a concentrated animal operation according to PA regulations.

Resource Concerns

Outdoor animal concentration areas (ACAs) are close to the stream. The ACAs are from dry cows and young stock which must be fed outdoors. Nutrients and sediment enter the stream. Manure storage capacity is limited to approximately 6 weeks, so spreading continues through the winter. Livestock have complete access to the stream while on pasture.

Proposed Improvements

A roofed heavy use area protection will be constructed to accommodate all animal concentration. This will be accomplished using a free-stall configuration over top of an under-floor manure storage facility. The roofed HUA is sized for all dry cows and young stock. A round concrete manure storage tank will be constructed to extend manure storage duration for the milking barn. These two planned manure storage facilities will provide minimum 6 months capacity, eliminating the need for winter spreading. Fence will be constructed to exclude cattle from the riparian area, creating a minimum 35 ft wide buffer along the stream corridor. Trees and shrubs will be planted in the riparian buffer.

*Action Required

Item III.7

2022 Board Committees

The list of 2022 Board committees was presented at the March meeting for review and is now finalized for approval at the April BOD meeting. A copy of the committee list will be shared at the BOD meeting or Directors can review the BOD packet from March.

*Action Requested

Item III.8
County Proposal for ARPA Funding

The County Commissioners released a [DRAFT community proposal application for county ARPA dollars](#) at their Tuesday work session last week. There is interest in pursuing these dollars for to support implementing the Countywide Action Plan (CAP) and conservation practices, but there are no funds identified to be used to administer/implement the projects. Several partners are interested in applying for the funds and have asked the Conservation District to be the conduit for that application. Staff will be attending the Commissioner's meeting on Wednesday to learn additional details which will be reported on at the BOD meeting. At a minimum, we will be asking the Board to approve submitting an application to the County for ARPA dollars.

*Action Requested.

Item IV.3
Tree Sale Update

The Lancaster County Conservation District 48th Annual Tree Seedling Sale pick up will be held Wednesday, April 13 at the Farm and Home Center as a Drive-Thru event. Approximately 550 orders will be pre-packaged for customers. April 13, from 8 am – 5 pm, if you would like to help with distribution please reach out to Matt Kofroth or Sallie Gregory. mattkofroth@lancasterconservation.org
salliegregory@lancasterconservation.org

Item IV.4
Dirt & Gravel/Low Volume Rd. Quality Assurance/Quality Control Committee Report

On December 16th the Dirt & Gravel/Low Volume Rd. (DGLVR) Quality Assurance/Quality Control (QA/QC) team conducted a follow-up review of the Lancaster Conservation District's Road program. The team is made up of members from the State Conservation Commission and the Center for Dirt and Gravel Rd. Studies. This visit was a follow-up from our 2020 QAQC team visit to make sure things were running in order within the program. During their visit the team reviews how the local program is implementing the DGLVR program and if they are complying with all state and program requirements/policies. The team found some minor issues with the financial aspects of how we are running the program but nothing that was not corrected within a month of their visit. The biggest issue here was the way administrative and educational funds are spent throughout the program. This has been a challenge for all districts statewide but something we have since rectified. The program also reviewed any new Dirt & Gravel or Low Volume Rd. projects that have been implemented since their last visit to check for compliance with policies. No issues were found this round. The QAQC team then drafted a report of their findings and stated the issues they noticed within our program in 2020 have been resolved and they feel we should be back to our full funding in the future, meaning this current fiscal year. The team's findings have been shared with the Dirt & Gravel/Low Volume Rd. Quality Assurance Board and were discussed prior to the Board mtg. No action is required.

Submitted by Matt Kofroth