



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

Wednesday September 7, 2022
Lancaster Farm & Home Center
Zoom Info: <https://zoom.us/j/91731607863>
Business Meeting 7:30 PM

Timer

- 7:30 Invocation – Roger Rohrer
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
- Page #
- 7:40 I. Agency Reports
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 2. PA DEP Field Rep Report (attachment) 3
- 7:45 II. *Consent Agenda
 1. Meeting Minutes (attachment) 8
 2. Technical Assistance Requests/Cancellations (attachment)..... 13
 3. Nutrient Management Plan Approval (attachment) 13
 4. Conservation Plans Acknowledgement (attachment)..... 14
- 7:55 III. *Additional Business
 1. Items Removed from Consent Agenda -
 2. Treasurer’s Report – Heistand (attachment) 15
 *3. Personnel Committee Report – Wasco (attachment)..... 18
 *4. DGR/LVR Quality Assurance Board Report - Kofroth (attachment) 27
 *5. Ombudsman Agreement – Thompson (attachment)..... 27
 *6. NRCS SWAT Agreement Update – Thompson (attachment)..... 27
 *7. CBAIP Phase II Update – Lutz/Seibert (attachment)..... 28
 *8. CEG Update and Project Approvals - Bitting (attachment) 28
- 8:25 IV. Reports & Information
 1. Correspondence, News and Updates – Thompson (attachment)..... 31
 2. E&S/NPDES Monthly Projects Report – Hout/Thompson (day of packet)..... -
 3. Youth Conservation School Report – Gregory (attachment) 32
 4. ARPA Fund Update – Thompson (verbal)..... -
- 8:55 V. Additional Public Comment
- 9:00 VI. Adjourn

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

Dates to Remember:

9/7, Budget & Finance Committee Mtg @ F&H 6:00pm	10/5, PACD Regional Director’s Mtg. Cumberland CD
9/7, DGR QAB Mtg @ F&H Center 5:30pm	10/6, Foundation Board Meeting @ F&H 3:30pm
9/13-15, PACD Leadership Training, State College	11/2, Denim & Pearls @ The Star Barn, E-Town 5:00-9:00 pm
9/13, SCC Mtg PDA Offices 1:00-3:00pm	

NEXT MEETING DATE: Wednesday, October 5, 2022 @ 7:30 p.m.
At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors August 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
VACANT, 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	36	1,868.6	43	2,188.4

*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	-	12
362 – Diversion (ft)	-	-	3,132
367 – Roofs & Covers (no)	2	-	8
382 – Fence (ft)	29,544	-	7,956
412 – Grassed Waterway (ac)	11	-	7.1
516 – Livestock Pipeline (ft)	5,904	-	390
561 – Heavy Use Area Protection (sq ft)	14,124	-	22,553
575 – Trails & Walkways (ft)	2,884	178	2,219
578 – Stream Crossings (no)	5	-	1
600 – Terraces (ft)	8,036	375	22,067
614 – Watering Facility	14	-	2
620 – Underground Outlet (ft)	2,864	-	10,304
634 – Waste Transfer System (no)	6	-	10
327 – CREP Conservation Cover (ac)	23.5	-	59.06
391 – CREP Riparian Forest Buffer (ac)	68.2	-	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	FY21 Total (#)	FY21 Total (\$)	FY22 Total (#)	FY22 Total (\$)
EQIP/AMA	24	\$1,804,294	20	\$1,597,654
CSP	3	\$134,205	1	\$90,505
RCPP	NA	NA	-	-

- Financial Assistance Payments:

Program	FY21 Total (\$)	FY22 Mo. Total (\$)	FY22 Total (\$)
ALL PROGRAMS	\$1,358,691.92	\$7,918.15	\$2,195,899.46

- **Environmental Quality Incentive Program (EQIP)**
 - Contracts are currently being developed.
- **Conservation Stewardship Program (CSP)**
 - Contracts are currently being developed.
- **Regional Conservation Partnership Program (RCPP)**
 - Lancaster's Common Agenda for Clean Water sponsored by the Lancaster Clean Water Foundation
 - Contracts are currently being developed.
 - Turkey Hill Clean Water Partnership sponsored by the Alliance for the Chesapeake Bay (Multi-County)
 - Contracts are currently being developed.

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	3	149.28

- **Easement Annual Monitoring Activities**

Program/Activity	FY21 Total (#)	FY22 Total (#)
GRP Monitoring - Offsite	1	1
GRP Monitoring - Onsite	-	-
WRP/WRE Monitoring - Offsite	4	4
WRP/WRE Monitoring - Onsite	7	10
FRPP/ALE Monitoring - Onsite	-	8

Conservation Reserve Enhancement Program Activities (CREP):

- **Approved Plans:**

	FY21 Total (#)	FY21 Total (Ac)	FY22 Total (#)	FY22 Total (Ac)
New	13	82	7	23.7
Re-enrollments	18	65.20	10	67.01

Administrative Activities:

- Soil Conservationist selection has been made. Awaiting notification by HR.
- Jared Boger, Civil Engineering Technician's last day is 8/26. The vacancy has not yet been advertised. Jared will continue to help the Field Office with BMP implementation as needed until the vacancy is filled.

Outreach Activities:

- 8/11 – Ag Progress Days, State College (Myers)

Notable Meetings & Trainings:

- 8/24 – PA Act 38 Nutrient Management Orientation Training, Harrisburg (Ramer)

Respectfully Submitted,



Heather L. Grove
District Conservationist

Item I.2

September 2022 DEP Conservation District Field Rep Talking Points

Office of Water Programs Reorganization

DEP created a new Bureau of Watershed Restoration and Nonpoint Source Management, formerly known as the Chesapeake Bay Office. This bureau will have two divisions: the Chesapeake Bay Watershed Restoration Division (includes the current Bay Partnership Section & Watershed Accountability & Administration Section) and the Nonpoint Source Management Division (includes the current Watershed Support Section, Conservation District Support Section & Agriculture Compliance Section). The regional Watershed Managers will be reporting to the bureau as well but will still work with you and your local watershed organizations and municipal partners.

The DEP Compacts and Commissions Office has been reorganized, with staff reporting directly to the Deputy Secretary for Water Programs. The Compacts and Commissions Support staff will continue to serve the same function as they had prior to the reorganization. Compacts and Commissions Support includes the Water Use and Planning Section, the Coastal Resources Management Section, and support staff for the Compacts and Commissions.

PracticeKeeper

PracticeKeeper Database Partner Plan Submission Modules and Data Transfer Functionality Live in Production

- On Monday, August 29, 2022, the partner plan submission modules and data transfer functionality will go live in the production environment of the PracticeKeeper (PK) Database. The PK Database is an interagency tool used for tracking and reporting of spatially located Best Management Practices (BMPs), Agriculture Erosion and Sediment Control Plans (Ag. E&S), agricultural inspections, Manure Management Plans (MMPs), Nutrient Management Plans (NMPs), and multiple other aspects of DEP, SCC, DCNR, and local county conservation district (CCD) reporting. In addition to the aggregated dataset received from the Natural Resource Conservation Service, the PK Database is currently the main repository for agricultural BMPs submitted for annual progress toward implementation of PA's Chesapeake Bay Phase 3 Watershed Implementation Plan.

The new enhancement will build upon existing functionality allowing for external partner submission of BMPs to DEP or DCNR staff for approval and acceptance into the PK Database. Once accepted, the BMPs are available for queries and program reporting. With the new enhancement, external partners can submit farm plans including Ag. E&S Plans, MMPs, and NMPs and their related BMPs as well as stand-alone BMPs to DEP, SCC, DCNR, and CCD staff for approval and acceptance into the PK Database. The immediate use of this functionality will support the Chesapeake Bay BMP verification effort that is jointly executed in counties across the commonwealth by CCDs and external partners. It allows for the external partner to complete the verification of the BMP and/or farm plans and submission of the data to the local CCD for approval and acceptance into the PK Database.

All users of the Partner Plan Submission Modules should complete the PracticeKeeper Partner Submission and Approval Course on the DEP Clean Water Academy found at <https://pacleanwateracademy.remote-learner.net/course/view.php?id=866> prior to using the new functionality. Additionally, all existing users should coordinate with their local PK admin to assure that they are assigned the appropriate permissions to use the new functionality. New users on partner tenants should coordinate with Andrew Hake of Geodecisions (ahake@geodecisions.com) to identify a local PK admin and Kate Beats (kbeats@pa.gov) to identify new users of the database.

In addition to the enhancement allowing for partner submission of farm plans into the PK Database, the current enhancement allows for existing users including DEP, DCNR, SCC, and CCD staff to transfer plans, BMPs, and agricultural inspections across agencies. This enhancement will improve efficiency and increase interagency cooperation and communication while maintaining data integrity and local autonomy of user permissions.

102 and 105 Programs

New Chapter 102 Inspection Report - A new Chapter 102 Inspection Report is available in Clean Water Academy for district testing and evaluation. It is considered “pre-final” and will be considered final on 10/1/22. During the 6-week period until 10/1 districts should begin transitioning over to using the new Chapter 102 Inspection Report, and on 10/1 the Program will expect everyone to use begin using the new form. To be clear, if you want to use the new inspection report prior to 10/1 to document your inspections, you have authorization to do so. For those that prefer to wait until 10/1, that’s okay as well.

There are two templates for the report as well as instructions. One template is in Word and one is in Excel. You can choose the version you are most comfortable using. To access the templates, log into Clean Water Academy and go to: <https://pacleanwateracademy.remote-learner.net/mod/folder/view.php?id=6057> . The templates are located in the [Chapter 102 Resource Center](#) – Compliance and Enforcement Resources – Chapter 102 Inspection Report. **It is important that you read the instructions before or during your testing**

Please note that there is an updated list of violations in the new inspection report. The violations contained in the Earth Disturbance and PCSM inspection reports were combined, reviewed, and updated. As a result, the 102 penalty matrix was also updated. A pre-final version of this matrix is also available in Clean Water Academy, Chapter 102 Resource Center – [Compliance and Enforcement Resources](#). We will also consider this matrix “pre-final” until 10/1, meaning Level 3 districts and DEP regions may use it but are not required to before then.

The new Chapter 102 Inspection Report has not yet been posted (in PDF) to DEP’s eLibrary. When the Chapter 102 Inspection Report is posted, the Earth Disturbance and PCSM Inspection Reports will be removed from eLibrary and Clean Water Academy. The PCSM BMP summary report (detailed BMP checklists) will remain for your use.

If you have feedback on ways that would make the report more user friendly, or if you discover “bugs” in your testing or you have suggestions on the 102 penalty matrix, please share that feedback with BCW using the 102 resource account, RA-EPCHAPTER102@pa.gov.

105 General Permit Registration Module Videos - The 105 e-permitting webpage was updated to include 11 new e-permitting videos. These videos are geared to external users but should be reviewed by permit reviewers as well. The videos cover all of the modules within CH 105 e-permitting. [Instructions, Videos, User Guides \(pa.gov\)](#)

Please review this videos over time as they will help you understand the process and explain things to registrants. Please also direct registrants to this webpage to get helpful information.

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 Agricultural Conservation Assistance Program (ACAP)

The State Conservation Commission (Commission) continues to develop the newly authorized Agricultural Conservation Assistance Program or ACAP. Created as a part of the FY 2022-23 State Budget, ACAP is funded under the newly created Pennsylvania Clean Stream Fund (CSF). The CSF represents a historic investment to reduce non-point source (NPS) pollution in Commonwealth streams, rivers and other water bodies. The CSF addresses polluted runoff from NPS sources such as agriculture, urban areas, acid mine drainage, abandoned mine land, and helping plant more trees along streams and rivers. The CSF received an initial appropriation of \$220 million from the federal ARPA funds.

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. 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.

Under the enabling legislation the Commission is charged with the administration of the ACAP, and will need to perform certain administrative duties such as: Develop guidelines to administer the program; Allocate available ACAP funds to county conservation Districts; Designate agricultural conservation Best Management Practices (BMPs) eligible for funding; Develop a training, education, and technical assistance program for staff performing program work; Delegate certain duties and responsibilities to conservation districts, Penn State, or other entities; and carry out ACAP in counties where county conservation districts choose to not participate.

The enabling legislation requires the Commission to allocate ACAP funding to participating county conservation districts based on written apportionment criteria developed by the Commission that is focused on preventing nutrient and sediment pollution. The Commission's written apportionment criteria must consider: Agriculturally Impaired Stream Miles; Number of Cropland Acres; Number of Farms; Number of Livestock and Poultry; and other criteria established by Commission.

If a conservation district chooses to carry out the ACAP at the county level, they will be required to enter into a delegation agreement with the Commission and carryout the program consistent with Commission guidelines. They will need to accept and review complete applications within 90 days, enter into agreements with successful applicants, oversee the agreement for the design and installation of the BMPs and reimburse participants for eligible costs. Districts may utilize up to 6% of the funds they receive for administrative expenses. Districts will be allowed an additional percentage for their technical assistance services, however, this percentage has not been established by the Commission at this time.

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, and all funds must be spent by December 31, 2026.

Additional ACAP information is available from the Commission Office.

2023 DEP Environmental Education Grants

The 2023 EE Grants Program began accepting applications on August 1, 2022. Application deadline is December 9, 2022. **Water, Climate Change** and engaging people living and or working within **Environmental Justice** areas are the EE Grants Program priorities. **Applications must be submitted electronically:** <https://www.esa.dced.state.pa.us/Login.aspx>

Three types of grant awards are available:

- **Mini Grants up to \$5,000** for local (school, county, municipality or other defined area) environmental education projects.
- **General Grants (Level I): up to \$30,000** for large-scale, regional and/or statewide environmental education projects.
- **General Grants (Level II): up to \$85,000** for non-formal environmental education programs designed to widely* engage teachers and youth at three (3) levels: county, state *and* national (**Teachers and students from at least 60 Pennsylvania counties must directly participate in the project*) **AND** at least 30% of the EE program participants live and/or work within an Environmental Justice Area.

The EE Grants Program free **live webinar** is scheduled for **September 27, 2022 from Noon-1:00**. **Registration is required.** The session will be recorded and posted.

Additional Information is on the EE Grants Program Homepage:

<https://www.dep.pa.gov/Citizens/EnvironmentalEducation/Grants/Pages/default.aspx>

Printable version: [2023 Environmental Education Grants Program Manual \(PDF\)](#)

General questions about the Environmental Education Grants Program may be directed to:

RA-epEEgrants@pa.gov

Chesapeake Bay Watershed

2021 Chesapeake Bay Model Progress Run - The latest Pennsylvania's 2021 Chesapeake Bay Model progress run noted several impressive improvements in BMP implementation. Increases in Core Nitrogen (39.6%) and Core Phosphorus (62.3%) Nutrient Management reporting can be attributed to implementation of the Nutrient and Manure Management Program and Chesapeake Bay Agriculture Inspection Program, as well as trainings by DEP staff on how to enter plans and document implementation into PracticeKeeper. Increases (12.2%) in Soil and Water Conservation Plan acres are attributed to conservation district development and tracking of Ag E&S and Conservation Plans, the implementation of the DEP Agriculture Plan Reimbursement Program, Chesapeake Bay Ag Inspection Program, and trainings by DEP staff on entering plans and document implementation into PracticeKeeper.

Two-Year Milestones and Annual Progress Reports - the Chesapeake Bay Watershed Restoration Division in the Bureau of Watershed Restoration and Nonpoint Source Management assisted all 34 counties in preparing their Two-Year Milestone and Annual Progress Reporting updates. Each county will submit a draft version of these documents on August 31st. In upcoming weeks the Division staff will meet with counties individually to review their draft documents and provided feedback and suggestions moving forward.

Dates to Remember

Leadership Development Management Summit

Wyndham Garden, State College

Sept 13-15

EE Grants Program – 1:00 PM

Webinar

Sept 27

Conservation District Watershed Specialist Webinar Series

Webinar

Oct 5-7

SCC Meetings – 1:00 PM

Hybrid Meeting

Sept 13

Hybrid Meeting

Nov 15

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

Conference Call

Oct 15

Conference Call

Dec 13

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
August 3, 2022

The 843rd 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 August 3, 2022 at 7:30 PM.

The following Directors were present: Daniel Heller, Chairman; Herb Kreider, Jay Snyder, Dale Herr, Kent Weaver, Bob Shearer, and Commissioner Ray D'Agostino.

The following Associate Directors were present: Greg Strausser.

The following District Staff were present: Christopher Thompson, Gerald Heistand, Kevin Lutz, Matt Kofroth, Sallie Gregory, Grace Wills, Emma Findeisen, Kent Bitting, Eric Hout, Britton Hartzok and Suzanne Kopp.

The following Cooperating Agency representative was present: Heather Grove, Natural Resources Conservation Service.

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

Jay Snyder provided the invocation for the meeting.

Additions to the Agenda: No additions.

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

I. Agency Reports

1. USDA, NRCS

Heather Grove reported that the vacant Soil Conservationist position will be filled next week and Jared Boger received a promotion and will be transferring from the local NRCS team up to the Lebanon Tech office. No questions were raised.

2. PA DEP Field Rep Report

Chris Thompson highlighted a few talking points in the agenda packet. On page 2 of the day of packet, Chris reviewed the Regulatory Revisions section, along with the Nutrient Management and Manure Management Delegation Agreement changes that will be discussed during the Board meeting. Elwood Blake, Field Representative has retired.

II. Consent Agenda

Chairman Daniel Heller gave the opportunity for Directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Hearing none, Herb Kreider moved to approve the Consent Agenda. Bob Shearer seconded the motion. Motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 - Minutes of July 6, 2022 Board meeting.
- #2 - Technical Assistance Requests/Cancellations
- #3 - Nutrient Management Plan Approvals
- #4 - Conservation Plan Acknowledgement

**Requests for Nutrient Management Plan Approval (Lutz)
July 2022 Activity
August 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 #
Brian Eshbach	Manor	Swine	CAO	2.76	Grube	236
Jeffrey Frey	Pequca	Swine/Goat	CAFO/VAO	1.15	Grube	344
Jay & Jane Bleacher	Manor	Swine	CAFO/CAO	2.31	Grube	218
Chester K. King	Salisbury	Dairy	CAO	2.06	Heigel	2464
Edwin Hoover	Clay	Broiler/Steer	CAO	2.13	Hartzok	55
Nathan Brubaker	Brecknock	Turkey	CAO	285.74	Heigel	2474
Jeffrey & Diane Kile	Providence	Pullet	CAO	96.38	Adams	32
Jeffrey Barley	Manor	Pullet/Steer	CAFO/VAO	0.86	Adams	485
Jay & Beth Hess	Conestoga	Swine/Beef/Layer	CAFO/CAO	2.11	Adams	286
Alan Harnish	Manor	Swine/Beef	CAFO/CAO	16.16	Grube	76
Randall Andrews	West Lampeter	Broiler/Pullet	CAFO/CAO	4.45	Goldsmith	251
Noah W. Kreider & Sons	East Donegal	Layer	CAFO/CAO	17.80	Lutz	239
David Dohner	East Donegal	Broiler	CAO	62.09	Lutz	330
Randal L. Clugston	Manor	Layer	CAFO/CAO	4.57	Adams	47

**NMP Update Report to Lancaster County Conservation District Board of Directors
July 2022 Activity
August 3, 2022 Board Meeting**

NMP Name	Municipality	Plan Update Submission Date	Original NMP Approval Date	Planner ¹	Species ²	AEUs	Regulated Operation Type ³	Date Plan Acknowledge ment Letter Sent	Reason for Update
Jay Deiter	Conoy	7/5/2022	12/1/2021	Jay Deiter	Swine	602.75	CAO CAFO	7/6/2022	Yearly Plan Submissions Update

III. Additional Business

1. Items removed from Consent Agenda

None Removed.

2. Treasures Report

Gerald Heistand stated there was a reduction in the total monthly assets this month as compared to totals of last month's assets. There are \$2 million more for projects than one year ago. Next month with the money from the commissioner's deposit of ARPA Funds, our assets will be the highest they have ever been. The extra money in some of the accounts are due to incoming grants being received. There are no big changes this month in the net income from last month on the Income and Expense report.

3. Personnel Committee Report

Herb Kreider reported that Mid-year evaluations have been completed and despite on-going cases of Covid impacting the office staff, staff continue to meet with landowners and provide outreach services.

Herb reported that the two new Ag Technicians (Lauren Brodbar and Jason Reuter) started employment on July 25, 2022 and are getting acclimated quickly.

Herb reported that 11 interviews were completed for the open positions and 3 candidates are being submitted for BOD consideration: Johanna Willieme – Ag Resource Technician; Elise Prete – Data Coordinator; Andrew Pauls-Thomas – Grants Coordinator. The resumes were circulated for BOD review.

Herb Kreider moved to formally request to hire the candidates as stated. Kent Weaver seconded the motion. Motion passed unanimously.

4. Nutrient Management Delegation Agreement

Kevin Lutz reported that in 2011 the Nutrient Management and the Manure Management Programs were combined under one 5-year Delegation Agreement. A workgroup was formed to review and suggest changes to the 2022-2027 Agreement. The revised Delegation Agreement was approved by the SCC, at their July 20, 2022 meeting, that reflected some of the changes the Conservation Districts were advocating for.

There is a continued push by DEP to bring the Manure Management Program more in line with the Federal Nutrient Management Program but for the next five years the following changes were approved:

- Complete 10 Manure Management compliance inspections or write 10 Manure Management Plans.
- An increase in program reimbursement from \$60K to \$70K per full-time employee.
- Reimbursement levels and program deliverables are prorated based on full-time employee.

Jay Snyder moved to approve the Nutrient Management Delegation Agreement for 2022-2027. Dale Herr seconded the motion. Motion passed unanimously.

5. Policy Approval – Data Entry into Practice Keeper

Chris Thompson stated that the Data Entry draft policy was presented at the July 2022 Board of Directors meeting for the directors to review. The policy is presented in the Board packet to be voted on for approval and adoption of the policy.

Policy Statement

The Board of Directors of the Lancaster County Conservation District directs District staff to refrain from entering Best Management Practice (BMP) data into the Practice Keeper Database (PK) without it being associated to an Agriculture Erosion & Sedimentation Control Plan, Conservation Plan, Nutrient Management Plan or Manure Management Plan. If a plan does not exist, it should be developed and provided prior to the BMP data being included in PK. If the operation has a plan, but the BMP is not referenced in the plan, the BMP can be recorded in PK and the District will recommend that the operator update the current plan(s).

Bob Shearer moved to approve the policy as stated. Herb Kreider seconded the motion. Motion passed unanimously.

6. PennVest Proposal/Christ Miller

Chris Thompson stated that the District has been asked to sponsor a PennVest application for a project proposed by TeamAg Inc. Projects to help the farm meet State regulations are being pursued for the Christ Miller farm, located at 5070 White Oak Road, Paradise, PA. Funding would be used to address several resource concerns.

If PennVest approves the application they will then identify if they are willing to grant a loan or grant funding (principle forgiveness loan) towards this project, at which time the LCCD BOD will have a chance to review the full details of the project. Board action is being requested as to whether or not the Board supports going forward to the next step in the process.

Kent Weaver moved to approve moving to the next step in the process as stated. Jay Snyder seconded the motion. Motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates:

- Resume -Elise Prete -Data Coordinator -August 2022
- Resume -Andrew Pauls -Grants Coordinator -August 2022
- Resume -Johanna Willieme -Ag. Resource Technician -August 2022
- Publication -Lancaster Builder-Volume 38, Number 2, Summer, 2022. Article reviewing LCCD's meeting with the BIA Steering Committee.
- Email from Representative Bryan Cutler thanking the District for all that we do in response to our letter of thanks to the Lancaster delegation for their support for additional funding for conservation districts and clean water programs in the State Budget.

2. E&S/NPDES Monthly Projects Report:

Eric Hout reported total plans submission are down slightly from last year at this time. Total plan review fees for 2022 are consistent to 2021 plan review fees collected.

Page 3 of the report shows 139 total plans currently without approval in our office. Substantial amounts of the projects are currently at DEP for review.

Chris highlighted that there were 37 plans on the list last month, which is the same number of plans as this month, however 7 plans dropped off the list due to issuing permits and 7 more were added to the que. Chris pointed out that the team has really pulled together and there are no plans this month that have been sitting unreviewed with no action.

3. Youth Conservation School Update:

Sallie Gregory reported that this was the 44th year of Youth Conservation School and the first one in person since Covid. She stated it is a total team effort for this to be successful and there were 17 volunteers to help. There were 16 students who attended.

This year the students zoom called with a former Youth Conservation student and a past volunteer with the school, who now lives and works in conservation in Alaska and shared how the conservation school

really helped shape her career path. Another past student stopped by to thank them for what they did for his life because he attended the school.

4. Compliance Update:

Kevin Lutz reported that Mr. Blank was reported to the SCC, for failure to complete an Ag E&S Plan, for a compliance action. Mr. Blank is working with a plan preparer to get his plan updated and submitted to the SCC by August 19, 2022.

5. PACD Annual Meeting Review:

Chris Thompson reported that the in-person PACD/SCC conference was held. There were 90 people who attended. The three-year proposed dues schedule passed showing an increase of \$130 for 2022-2023 and \$75 each of the following years of 2023-2024 and 2024-2025. The budget for the Fiscal Year 2022-2023 was approved showing a 7.5% increase to \$3,246,219. The slate of officers was re-elected. Several conservationists were recognized during the awards luncheon as the 2022 PACD honorees and they are listed in your Board packet. 15 people reported a positive Covid test after the in-person meeting.

6. Summer Intern Activities Report:

Grace Wills was the Summer Intern at the District from May 16, 2022 to August 5, 2022. She shared a short presentation to the Board about her time at the District and her plans for the future. Grace was able to shadow staff from different programs at the District while she was here and she thanked everyone for the opportunity. Her favorite activities were Fish Shocking and the Oregon Dairy Family Farm Days. In the future at college, she will be focusing in on Water/Wetland and Stream Restoration.

7. America Rescue Plan Act (ARPA) Update:

Chris Thompson stated that last month the County Commissioners approved funding from the County allocation of the ARPA funds to aid 11 water quality projects. A public presentation was made to present a check for \$3.4 million to the LCCD on behalf of the LCWP. The District has trustee fiduciary responsibilities for the funding.

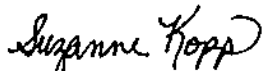
Additional Public Comment:

Chris highlighted the dates for committee meetings on the bottom of the agenda.

Meeting Adjourned

Chairman Heller adjourned the meeting at 8:41pm.

Respectfully submitted,



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)
August 2022 Activity
September 7, 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 #
Donovan Zimmerman	Rapho	Broiler	CAO	8.60	Hartzok	247
Dean Stoner	Rapho	Broiler	CAO	7.04	Hartzok	156
Duane Keener	West Lampeter	Horse	CAO	3.93	Heigel	2462
Keith Martin	Clay	Broiler	CAFO/CAO	275.89	Hartzok	189
Joseph Glick	Upper Leacock	Dairy	CAO	2.11	Heigel	617
Brian Weaver	Rapho	Layer	CAO	3.40	Hartzok	22
Dan Heller	Elizabeth	Broiler, Horse	CAFO/CAO	12.96	Hartzok	373
Noah W. Kreider & Sons	Penn, Rapho	Dairy, Poultry	CAFO/CAO	8.50	Hartzok	7
Edwin Horning Jr.	Ephrata	Broiler	CAO	34.04	Heigel	517
Ken Martin	E. Drumore, Martic	Swine, Dairy, Pullet	CAFO/CAO	6.58	Adams	178
Matthew Slaymaker	Manor	Pullet	CAO	87.72	Adams	540
Mark Kniesly – Esbenshade, Inc.	Rapho, E. Donegal, Mt. Joy	Layer	CAFO/CAO	28.52	Hartzok	331
Robert Brubaker Jr.	Rapho	Broiler	CAO	247.28	Lutz	78
Robert Brubaker Jr.	Mount Joy	Broiler	CAFO/CAO	314.54	Lutz	367
Jim Hershey	Mount Joy	Broiler, Swine	CAFO/VAO	1.84	Lutz	370
Shady Brae Farms, Inc.	Conoy, Penn	Layer	CAFO/CAO	5.22	Lutz	44
Carl Musser	Clay	Broiler, Beef	CAO	31.31	Hartz	261

Nutrient Management Plan Transfer for Board Acknowledgement (Lutz)
August 2022 Activity
September 7, 2022 Board Meeting

Owner	Proposed Transfer Date	Township	Operation	Designation	AEU's / ACRE	Reviewer	Plan #
Donna Geib to Kevin Nolt	July 15, 2022	Rapho	Swine	CAO	277.20	Lutz	297

Item II.4

Acknowledgement of Conservation Plans (Lutz)

**The Lancaster NRCS Field Office recommends the following plans for the
September 7, 2021 Board Meeting:**

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
Manor Springs Farm LLC	2	Christine Griesemer	Manor
Michael Nissly	3	Mick Albert	Manor
Christopher Hoover	1	Heather Grove	East Drumore
Timothy Brazelton	2	Mick Albert	Colerain
Benjamin Stoltzfoos	3	Mark Long	Upper Leacock
John Howard	3	Mick Albert	West Lampeter
Luke Hershey	4	Christine Griesemer	Colerain/Little Britian
Star Rock Services	18	Mick Albert	Manor

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Terry Wise	1	Britton Hartzok	Rapho
Eli Stoltzfus	1	Greg Heigel	Salisbury

Item III.2
Lancaster County Conservation District
Balance Sheet
As of August 29, 2022

ASSETS

Checking/Savings

District General Fund

1001 · General Fund INVEST	919,364.87
1015 · General Fund Citizens	
1020 · PENNVEST Checking	147,067.80
1015 · General Fund Citizens - Other	-99,929.79
Total 1015 · General Fund Citizens	47,138.01
Total District General Fund	966,502.88

\$784,643.43	General Operations - U
\$99,151.44	Grants without bank account - R
\$40,376.17	Activities Account - A
\$42,331.84	Tree Fundraiser Account - U
\$966,502.88	TOTAL

Raymond James/Fulton Advisors

Investment Unrealized Gain/Loss	-12,390.07
Raymond James/Fulton Advisors - Other	750,000.00
Total Raymond James/Fulton Advisors	737,609.93

Fulton Advisors	Fulton + INVEST
Funds Invested	Balance
5/2/2022	8/29/2022
350,000	585,630.44
	<u>273,629.32</u>
	859,259.76
25,000	25,940.69
25,000	59,927.46
25,000	26,317.70
50,000	61,322.00
25,000	25,883.00
100,000	164,012.2
125,000	338,576.51
25,000	66,470.02

E & S

1002 · E & S - A	235,630.44
1005 · Clean Water - R	273,629.32
Total E & S	509,259.76

1003 · Youth Conservation School - C

940.69

1006 · Separation - A

34,927.46

1007 · Reserve

Reserved-LCCD Health 20-21 - A	1,317.70
Reserved-LCCD Health 19-20 - A	11,322.00
Reserved-LCCD Health 18-19 - A	883.00
Reserved-LCCD Health 17-18 - A	25,698.61
Reserved-Capital - A	58,726.87
Reserved-Communication - A	24,000.00
Reserved-Computer Hardware - A	21,725.77
Reserved-NM Program - A	64,012.20
Reserved-NMP Vehicle - A	39,933.67
1007 · Reserve - Other - U	213,576.51
Total 1007 · Reserve	461,196.33

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C	1,022.75
Scholarship Bonds - C	35,000.00
1008 · Scholarship - C - Other	5,447.27
Total 1008 · Scholarship - C	41,470.02

1009 · Dirt & Gravel Roads - R

172,547.84

1013 - Exelon - R

526,157.87

1014 - Low Volume Roads - R

399,013.85

1115 · Conservation Excellence - R

861,380.85

1116 · CBAIP Phase II - R

415,128.56

1117 · Chesapeake Bay Action Plan - R

1,562,146.85

1118 · American Rescue Plan Act

3,465,156.00

1017 · Self-Funded Health Insurance -R

145,123.19

TOTAL ASSETS

10,298,562.08

750,000	Initial Investment
737,610	Current value
-1.7%	ITD Gain/Loss

\$1,133,553.89	A - Assigned Funds
\$92,410.71	C - Committed Funds
\$7,919,435.77	R - Restricted Funds
\$1,153,161.71	U - Unassigned Funds
\$10,298,562.08	TOTAL

8:21 AM
08/30/22
Cash Basis

Lancaster County Conservation District

Balance Sheet

As of August 29, 2022

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 25,940.69

2016 · Health Insurance Liability 145,123.19

Total Other Current Liabilities 171,063.88

Total Current Liabilities 171,063.88

Total Liabilities 171,063.88

Equity

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 4,564,836.11

Net Income 4,669,051.41

Total Equity 10,127,498.20

TOTAL LIABILITIES & EQUITY 10,298,562.08

Lancaster County Conservation District
Income and Expenses
January 1 through August 29, 2022

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Aug 29, 2022	Budget	\$ Over Budget
Income									
520 · County Funding	216,666.68						216,666.68	214,919.65	1,747.03
530 · Program Contracts	1,062,294.93	16,225.00					1,078,519.93	1,318,518.12	-239,998.19
560 · Grant Administration	276,236.45			-39,384.48			236,851.97	303,852.42	-67,000.45
570 · Grant Project Income	78.20		400.00	6,579,987.41			6,580,465.61	2,290,620.97	4,289,844.64
580 · Fee / Reimbursement Income	2,442.50		2,750.00				5,192.50	5,620.98	-428.48
581 · E&S102 Review Fees		493,050.00					493,050.00	369,793.55	123,256.45
582 · NPDES Permit Fees		71,020.00					71,020.00	67,385.47	3,634.53
583 · 105 CWF Fees		100.00					100.00	1,500.00	-1,400.00
590 · Interest Income	2,077.62	1,524.36		10,633.52	1,161.29	1,575.19	16,971.98	882.15	16,089.83
540 · Activity Income			8,537.59		1,785.00		10,322.59	14,366.68	-4,044.09
585 · Tree Sales Income			41,530.74				41,530.74	46,000.00	-4,469.26
595 · Other Income	71.57		-52.65	2,107.27		-12,390.07	-10,263.88	3,438.68	-13,702.56
599R · Interfund Transfer In	28,269.11	3,705.89				753,827.54	785,802.54	54,079.84	731,722.70
Total Income	1,588,137.06	585,625.25	53,165.68	6,553,343.72	2,946.29	743,012.66	9,526,230.66	4,690,978.51	4,835,252.15
Expense									
7100 · Staff Salary	945,232.97	290,592.15		135,673.37			1,371,498.49	1,514,711.71	-143,213.22
710 · All Emp Benefits	329,415.70	79,905.42		12,206.29			421,527.41	553,272.40	-131,744.99
720 · Vehicle & Travel Expenses	17,000.64	2,524.82	224.13	1,325.47			21,075.06	59,107.28	-38,032.22
722 · Meeting Expenses	1,981.77	463.91		615.90		1,339.62	4,401.20	26,220.35	-21,819.15
730 · Supplies	8,014.02	592.23	704.22	4,465.78			13,776.25	12,928.25	848.00
735 · IT - Communication	22,141.37	202.50	4,856.25	125.00		5,412.26	32,737.38	17,901.78	14,835.60
740 · Postage	1,992.71	1,945.16	249.67	30.93	36.57		4,255.04	5,339.95	-1,084.91
745 · Office Rent	54,779.53	16,387.22					71,166.75	71,002.66	164.09
750 · Equipment	11,587.69	1,437.23		3,892.94			16,917.86	10,788.93	6,128.93
830 - Administrative	46,139.56	124.36	923.66				47,187.58	53,613.66	-6,426.08
810 · Activity Expenses			41,647.12		2,000.00		43,647.12	43,130.03	517.09
820 · Grant Project Expenses	110.75		-1,671.00	2,019,312.03		2,058.43	2,019,810.21	3,088,326.61	-1,068,516.40
805 · Allocated Cost Transfer	-14,806.90	14,806.90					0.00	0.50	-0.50
890 · Miscellaneous Expenses	616.63	20.00	2,639.73		100.00		3,376.36	2,487.90	888.46
895 · Contingencies							0.00	6,189.00	-6,189.00
899E · Interfund Transfer Out	3,827.54	16,225.00				765,750.00	785,802.54	49,725.00	736,077.54
Total Expense	1,428,033.98	425,226.90	49,573.78	2,177,647.71	2,136.57	774,560.31	4,857,179.25	5,514,746.01	-657,566.76
Net Income	160,103.08	160,398.35	3,591.90	4,375,696.01	809.72	-31,547.65	4,669,051.41	-823,767.50	5,492,818.91

Item III.3

Personnel Committee Meeting Minutes
Aug 25, 2022 @ 6:00pm
Flint Rock Farm
16 East Brubaker Valley Road / Lititz, PA 17543

Committee Members: Sonia Wasco (Chair), Dan Heller and Chris Thompson

1. Personnel Status/Classifications with all positions filled: A total of 39 staff.
 - 36 Full-time-80 hours/2-week period.
 - 3 Intermediate - >64 hrs. per 2-week period.
 - 0 Part-time - <64 hrs. per 2-week period.

2. Anticipated program and funding changes in 2023 (CEG, CAP, CBAIP Phase II, ACAP, CWP, County ARPA, etc.) were reviewed and discussed relative to how they would impact the staffing compliment.
 - a. 1 at retirement age in 2022 -2023.
 - b. Changes within the teams/programs.
 - c. Covid-19 & COOP Impacts
 - d. Additional Technicians, Data Manager, Assistant ManagerOptions for increasing interest in our open positions was discussed. The committee recommends sponsoring our positions on job boards like Indeed as well as utilizing an employee referral incentive program (see attachment # 1).

3. 2023 Holiday Schedule – The committee reviewed the proposed 2023 Holiday schedule and agreed to again provide 12 paid holidays for staff where the office would be closed. The committee supported observing 11 fixed holidays and allow staff to chose an additional floating holiday from the approved list (see attachment # 2).

4. Benefits Review – A summary sheet of employment benefits (see attachment # 3) was reviewed at the meeting with specific call-outs listed below.
 - a. The Committee reviewed the Eliance Healthcare Benefits as well as the Principle Dental & Vision Plan. The annual premium for providing the healthcare benefit dropped this year to \$237,147 (see attachment # 4). The 23% cost savings is attributed to Eliance using a new underwriter. They agreed to recommend continuing the 3 to 1 match in employees HSA to help defray out of pocket expenses.
 - b. Self-Funding Refund Uses – The committee reviewed and revised an SOP to guide staff on how to use the accumulating Healthcare Reserve. (See attached # 5)
 - c. Pension Plan Review- The committee reviewed the current Pension Plan details and agreed to continue providing a 1 to 1 match for staff contributions, up to 5% of the base salary.
 - Current staff participating in Pension 25
 - Pending Participation 5 currently on probation + 6 not yet on the job
 - Participating in School Debt Contribution 3
 - Former Employees on Plan 21
 - d. Work Schedule Options – The committee reviewed the current list of 9 work schedule options. They recognize the value staff place on a flexible work schedule and agreed

to offer the benefit for an additional year with a charge to administration to look for ways to condense the variety of options in 2023. Attachment #6 will be in effect for 2023 reflecting the initial revision of eliminating the schedule options no one has participated in since 2021.

5. Salaries – The committee agreed to maintain the \$2,400 signing bonus and to raise the 2023 starting salary range to \$40,000-\$50,000. A proposed 2023 COLA of 3%-7% was also discussed and a recommendation will be sent to the Budget & Finance Committee for review and approval.
8. HR Manager/Frameworks Inc was discussed and reviewed. Administration and staff are well please with the services Kimberley has been providing to Administration and staff. The committee recommended asking Kimberly to assume additional administrative tasks/assignments and suggested a \$200/month increase for the additional tasks/assignments.
9. Meeting adjourned at 9:50pm

Attachment #1

Lancaster County Conservation District Employee Referral Program

LCCD believes that great employees know other great employees. We recognize and value that connection and want to encourage you to invite people you know who are exploring new career opportunities to interview with us. To boost your interest and reward your efforts, we are offering a **REFERRAL BONUS** to employees who refer a candidate to the District for any open position.

Our goal is to make the referral process as simple as possible.

- ✓ For any completed interview with a referred candidate the referring employee, will receive a net bonus of **\$100** following the interview, even if that person is not hired.

- ✓ For any referral that leads to a candidate being hired in a full-time role with the District (any role) a **\$500** net bonus will be paid in addition to the interview bonus at the conclusion of the successful 90 days probationary period.

*All LCCD employees are eligible.

*All non-employees, such as customers or clients are also eligible

Referral Process:

- Complete the Employee Referral Form

2023 Holiday Schedule

Date		Holiday
January 2	Monday	New Year's Day
January 16	Monday	Martin Luther King Jr. Day
February 20	Monday	Presidents' Day
April 7	Friday	Good Friday
May 29	Monday	Memorial Day
June 19	Monday	Juneteenth (Floating)
July 4	Tuesday	Independence Day
September 4	Monday	Labor Day
October 10	Monday	Columbus Day (Floating)
November 10	Friday	Veterans Day
November 23	Thursday	Thanksgiving Day
November 24	Friday	Day after Thanksgiving
December 25	Monday	Christmas Day
December 26	Tuesday	Christmas Eve (Floating)

Attachment #3

LANCASTER COUNTY CONSERVATION DISTRICT BENEFIT PACKAGE FOR FULL TIME EMPLOYEES

- Health Insurance is offered with a Health Savings Account (HSA) provision where full-time District employees are offered a \$1,900/\$3,800 employee/family high deductible health and prescription drug plan (actual deductible is dependent on tier used at time of service). The employer currently contributes to the HSA deductible portion on a 3 to 1 match based on a previous deductible level of 2,000/4,000. Employee contributions to the health plan premium and the HSA account are determined annually and deducted from each paycheck on a **pre-tax** basis under the District Section 125 plan. An employee who opts out of health coverage due to being covered under their parent's plan, spouse's plan, or on Medicare will receive partial cash compensation (\$3,700) which is taxed accordingly. If a District employee's spouse is eligible for group health insurance coverage through their employer's plan he/she can elect to be covered by the District health insurance plan; however, employee will be asked to pay the difference between the cost of single and dependent premium coverage.
- Retirement 457 Plan Program (a government plan similar to the private sector 401k plan). District will match an employee's contribution on a 1 to 1 basis up to 5% of the employee's base salary. As of July 1, 2016, new employees will be automatically enrolled in the plan upon successful completion of their probationary period. There is a six-year vesting schedule for the Board's portion of the contributions. **Employees can defer either pre and/or post-tax funds (Roth)**, and rollover funds from a qualified plan of a previous employer are accepted at the end of the probationary period of 90 days. **For employees paying off a student loan**, the District will count the loan payment the same as if the employee was contributing to the retirement plan, providing the same 1 to 1 match.
- Twenty hours of PTO (Paid Time Off) are credited to each eligible employee at the beginning of each quarter, for an annual total of 80 hours (10 days). PTO can be used for sick or personal time purposes. Unused PTO does not carry over into a new year; however, it can be rolled into the employee's accumulated sick time account on a 1 to 1 basis up to the 500 hours maximum accumulated sick time, or the unused PTO can be paid out at 50% of its value. Upon separation, unused sick leave of up to a maximum of 240 hours is paid out at 50% of its value.
- Long term disability insurance is provided to all eligible employees. For employees who have built their sick time up to the 500 hours maximum, their sick time can be used as short-term disability.
- A \$20,000 Life Insurance policy is provided to all eligible employees. Plans normally have a reduction of benefits schedule starting at normal retirement age.
- \$150 per year is available for field clothing (coveralls, boots, rain gear, etc.), and other approved shirts and caps with District logo, with an option to roll over unused funds into the following year with a maximum cap of \$300.
- \$60 per month Technology Stipend. If an employee is willing to use his/her phone and or their home internet connection for business purposes, the District will pay the employee \$60 per month towards the cost of a personal phone plan and internet services. Synchronization with the employee's work calendar, server and email is required. Staff who are "not in the field" or chose not to participate in one of the services will only receive \$30 per month.
- Vacation time is provided at 80 hours per year for service up to 5 years, 120 hours after 5 years, and 160 hours after 10 years of service. At the end of each calendar year, 40 hours of vacation time can be rolled over to be used in the new year, unless there is written permission to do more from the District Administrator. Maximum unused vacation time paid out upon severance is 160 hrs.
- 12 Paid Holidays are provided to all full-time employees.
- Bereavement time is given for the death of an immediate family member as per policy.
- A Flex Schedule option is available to eligible employees after successfully completing the Probationary Period. Non-exempt employees are expected to choose a flex schedule that will keep their hours worked to a 40-hour maximum in any calendar week.
- Compensatory Time is allowed, when granted permission by the employee's supervisor. Non-exempt employees are credited for any compensatory time at a rate of time-and-half any week in which they are asked to work more than 40 hours.
- Signing/Retention Bonus, \$2,400.00 will be offered to a new employee for a two-year employment commitment. Employees leaving District employment prior to two years will be required to pay back a pro-rated portion of the signing/retention bonus.

Note: *The benefits section of the LCCD Personnel Manual provides detailed information on the items listed on this summary sheet. Information in the Manual and plan documents take precedence over the information presented on this summary sheet. The benefit package listed here is for full-time employees working 40 hours per week, and would be modified for intermediate employees hired to work between 30 and 39 hours per week.*

Attachment #4

Lancaster County Conservation District 25k Ded - 24/12/18 - 20% Corridor Presented by PHC Consulting Renewal 4013H.AS1	Eliance Health Solutions Lancaster General Health
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MAXIMUM ANNUAL COST	\$255,773
----------------------------	------------------

Financial Summary	Monthly	Plan Year Total
Self Funded Claim Fund	\$9,168	\$110,018
Stop Loss Costs	\$10,196	\$122,355
Administration	\$1,950	\$23,400
Total Max	\$21,314	\$255,773

Notes:

Renewal Terms Summary	
------------------------------	--

Proposal Effective Date	9/1/2022
Administrator	Eliance Administrators
Proposal Expiration Date	9/1/2022
Contract Terms Specific	24/12/18
Contract Terms Aggregate	24/12/18
Specific Deductible	\$25,000
Aggregating Specific Deductible	None
Spec and Agg Accommodation	Not Included
Network	Eliance
Stop Loss Carrier or MGU	Actuarial Strategies and Tactics
Commission	0.00%
MM and Rx included in Agg and Spec.	

RENEWAL SUMMARY				
------------------------	--	--	--	--

Stop Loss Premium		CURRENT	RENEWAL	Change
Deductible		\$25,000	\$25,000	\$0
Aggregating Spec		\$0	\$0	\$0
Employee	12	\$246.21	\$231.16	-\$15.05
Employee Spouse	2	\$604.46	\$518.97	-\$85.49
Employee Child(ren)	1	\$470.35	\$385.89	-\$84.46
Family	9	\$828.59	\$666.50	-\$162.09
Monthly		\$12,091	\$10,196	-\$1,895
Plan Year Total		\$145,093	\$122,355	-\$22,738

Self Funded Claim Fund		CURRENT	RENEWAL	Change
Employee	12	\$275.16	\$207.85	-\$67.31
Employee Spouse	2	\$695.16	\$466.64	-\$228.52
Employee Child(ren)	1	\$537.92	\$346.98	-\$190.94
Family	9	\$957.92	\$599.30	-\$358.62
Monthly		\$13,851	\$9,168	-\$4,683
Plan Year Total		\$166,217	\$110,018	-\$56,199

Administrative and Management Expenses		CURRENT	RENEWAL	Change
Claims Administration & Program Management		\$49.50	\$50.50	\$1.00
Network		\$9.75	\$9.75	\$0.00
Brokerage		\$20.00	\$20.00	\$0.00
COBRA Admin		\$1.00	\$1.00	\$0.00
Monthly		\$1,926	\$1,950	\$24
Plan Year Total		\$23,112	\$23,400	\$288

Total Maximum Costs		CURRENT	RENEWAL	Change
Employee	12	\$601.62	\$520.26	-\$81.36
Employee Spouse	2	\$1,379.87	\$1,066.86	-\$313.01
Employee Child(ren)	1	\$1,088.52	\$814.12	-\$274.40
Family	9	\$1,866.76	\$1,347.05	-\$519.71
Monthly		\$27,869	\$21,314	-\$6,554

Total Plan Year Maximum Costs	\$334,422	\$255,773	-23.5%
--------------------------------------	------------------	------------------	---------------

SUGGESTED EMPLOYEE CONTRIBUTIONS and COBRA RATES				
---	--	--	--	--

COBRA Equivalent Rates *Rates for illustration only, does not include 2%			Suggested Rates for Employee Contributions *Rates for illustration only		
Employee	12	\$454.30	Employee	12	\$452.02
Employee Spouse	2	\$931.32	Employee Spouse	2	\$926.64
Employee Child(ren)	1	\$731.42	Employee Child(ren)	1	\$727.75
Family	9	\$1,312.93	Family	9	\$1,306.34
Plan Year		\$238,344.36	Plan Year		\$237,147.96

Full COBRA rates may be higher than the expected rate basis to account for all ACA fees and accrued liability items allowed under the law. We consider these the maximum allowable COBRA rates. HRA and applicable wellness program costs should also be added.

These rates match the expected cash cost of the employer plan for the year. These rates can also be used as one of several suitable basis to set employee contributions. These are not the billed rates. These rates will not necessarily match the expected rates as the expected costs are spread proportionally by relative tier cost here.

Employer Signature

Date 8/2/22

Attachment #5

Lancaster County Conservation District Policy Guidelines
On the use of reserve LCCD Health care unobligated funds
Aug 16, 2022

BACKGROUND: On September 2016 the District established a separate bank account and began using an employer self-funded health care plan as a way to help contain and manage rising health care costs. The concept behind the self-funded plan is that groups with employees who focus on maintaining their health are rewarded with minimal premium increases and a return of a share of the funds that were not needed for claims payout. The assumption/expectation is that the health care company will refund at least half of the unused funds in the account with the District. Over the past four years, between 10% and 20% of the premiums paid in have been returned to the District and placed in a Health Care Reserve Account. To date, guidance from the Personnel Committee has been that the funds need to be spent in a way that it benefits staff (Premium reductions, Additional deposit to the Employee's HSA, Wellness incentives, etc...). The reserve account continues to grow and this policy is intended to provide guidance on how those funds are handled and used.

PROCEDURE:

1. Within four months of the close of each fiscal health care plan year, the District will review a report with our Plan Provider detailing the expected amount of funds that are to be shared with the District from the previous health care plan year. The reported amount shall be transferred from the health care bank account and deposited and tracked in a District reserve account, labeled with the appropriate "Health Care Reserve - fiscal plan year". The Treasurer's report shall show this balance on a monthly basis.
2. At the close of each health care plan year, administration will estimate the total liabilities that could go against the District's reserve funds for the upcoming plan year. This may include funds needed to cover increased premiums as well as any funds to be set aside for wellness program expenses as approved by the Personnel Committee.
3. When the accumulated Healthcare Reserve deposit exceeds 40% of the annual healthcare premium an additional five hundred dollars bonus shall be provided to all employees for health care use. For those staff that have HSA accounts with the District, the \$500 should be deposited tax exempt into the employee's HSA account to emphasize that the intent of these funds is that they are to be used for health care expenses. When possible, this distribution should occur prior to the month of December to avoid creating issues with staff who contribute the maximum amount to their HSA account. This bonus benefit should go to all staff (on a pro-rated basis) whether they participate in the District Healthcare Plan or not. Payroll would earmark their payment as "tax exempt, hospitalization" (similar to their cash payment for not being on the health care plan).
4. If the Healthcare Reserve balance still exceeds 40% of the annual healthcare premium, Administration will identify an additional per employee allocation not to deplete the reserves below 40% of the annual premium that can be used as an additional wellness incentive (see attachment).

5. The LCCD Employee Relations Committee will be given the budget amount for the Wellness Incentive and asked to prepare a list of options that staff could choose from to select that support staff physical & mental health and personal development (see attached list). The budget would only include those wellness items/activities that staff could voluntarily choose to use or do. No additional bonuses or cash payments are permitted.
6. To participate/receive this benefit, staff would need to make the purchase and then submit the expense on their monthly expense report for reimbursement (similar to the Clothing Allowance).
7. If the District moves to a fully funded health care plan, the remaining balance of the Health Care reserves can be used pending Board approval to offset 2 years of transition costs staff would incur (ie: increased premiums or fees) as well as to support a wellness program and or distributed as an HSA payment as described above until the reserve accounts are exhausted.

#

Attachment #6

District staff will establish an initial work schedule for supervisory approval to meet the 40hr/week policy. This schedule will be reviewed every 6 months. If the work schedule needs to be adjusted, pre-adjustment review and approval are needed from your immediate supervisor. Identify below your preferred work schedule:

Initial Selected Schedule	Work Schedule Options for the 2 Week Pay Period	Select Preferred Days off or effected	Identify Workday Start/End Times Between 6:30am-5:00pm
	Part-time Schedule Any hours worked less than 30 per week as identified in Job Description	M, T, W, Th, F	
	Intermediate Schedule Any hours worked between 32-39 hours per week as identified in Job Description <i>(1) 8 hr. day allowed for telework</i>	M, T, W, Th, F	
	Regular Schedule (5) 8 Hour days for 2 weeks.	###	
	Compressed Schedule #1 (4) 10 Hour days for 2 weeks	M or F <i>Cannot be M & F</i>	
	Compressed Schedule #2 (4) 9 Hours days and (1) 4-hour day for each week	M or F	
	Compressed Schedule #0 Compressed Schedule #3 (4) 9 hr days & (1) 8 hr day for week 1 (4) 9 hr days, Mon or Fri off week 2	M or F (Select Week 1 or 2)	
	Flex-Schedule # (5) 8 Hour days for 1 week (4) 10 Hours days for 1 week	M or F (Select Week 1 or 2)	
	Telework Schedule (5) 8 Hour days for 2 weeks. <i>(3) Days in office and up to (2) Days from Home</i>	Select up to 2 days M, T, W, Th, F <i>Cannot be M & F</i>	

Please return the completed and signed Employee Work Schedule Acknowledgement Form to your supervisor by December 31, 2022. A copy of the signed form will be placed in your personnel file.

Employee Name: _____ Date of Signing: _____

Employee Signature: _____

**Signing acknowledges willingness to follow the new work schedule for the next 6 months. **

Supervisor Signature: _____

Item III.4

Dirt & Gravel/Low Volume Rd. Quality Assurance Board Recommendations

The Dirt & Gravel/Low Volume Rd. Program Quality Assurance Board (QAB) met prior to the September 7th Board meeting to review 1 potential Low Volume Rd. application submitted by the City of Lancaster. The Lancaster County Dirt & Gravel/Low Volume Rd. Program has approx. \$380,000 to allocate for local projects this year. The District Board will receive recommendations of the QAB at the September 7th Board meeting on what project the QAB is recommending for funding this year. Board action will be required to move this awarded project to the contract phase of the Low Volume Rd. Program.

***Action Required**

Item III.5

Ombudsman Renewal

LCCD has submitted the annual scope of work and proposed budget to the State Conservation Commission for the Eastern PA Agricultural Ombudsman Program. The SCC is providing the same budgeted amount for the Ombudsman Program as the previous fiscal year; \$53,000. The current proposal includes \$50,200 going towards staff and admin costs, and \$2,800 going towards educational/printing costs. Shelly will continue to prioritize Ombudsman responsibilities, including coordination of fly complaint responses, serving as “middle man” or mediator in other Ag controversies, and providing research and education to answer an assortment of requests from various agencies and elected officials. Shelly’s employment will continue to be supplemented with other subcontracted responsibilities, including being the South-Central Task Force’s Agriculture Subcommittee Planning Specialist, and assisting the Lancaster County Ag Council.

***Action Requested**

Item III.6

SWAT Update

We are in the 2nd of a 3-year Contributory Agreement with NRCS/PACD for the Strategic Watershed Action Team Program (SWAT). Through this program, NRCS partially funds one of LCCD Ag Engineer/Technical Specialist positions and that position supports NRCS goals with 100% of their time. With the added funding we are expecting to receive in 2023 we will need added engineering support for Ag BMP design and implementation. Therefore, staff are requesting that we end our Agreement with NRCS/PACD to utilize our trained and experienced staff to complete District projects. Funding for the position is available from the ACAP program.

***Action Required**

Item III.7
Chesapeake Bay Ag Inspection Program (CBAIP II)

Staff have been meeting with DEP to discuss revisions in administering the pilot CBAIP II project. Details of those discussions are listed below:

- Lancaster CCD's Phase 2 Grant Agreement expires June 30, 2023. Currently, there is \$1,717,500 available in the agreement, with 25% provided as up-front working capital.
- For a variety of reasons, it has been very difficult to expend the dollars. So, LCCD staff requested that the cap for projects be raised from \$20,000 to \$240,000 per farm and that funds could be used for projects identified on Phase I inspected operations as well as on Phase 2.
- DEP met with LCCD staff on Aug 9th to discuss the request for flexibility and agreed to the following:
 - LCCD can retain the existing working capital (\$429,375) and prioritize spending it to get BMP projects implemented by June 30, 2023
 - LCCD has agreed to allow the remaining funds (\$1,288,125) to be disencumber and reallocate to other counties.
 - DEP CBO will allow Lancaster CCD to use the working capital toward projects that are identified through Phase 1 inspections.
 - DEP CBO will also allow the funding cap per farm to be raised from \$20,000 to \$240,000.
 - LCCD agrees to use the working capital toward projects that are identified through the CBAIP Phase 1 & 2 Programs and follow the existing structure and guidance (ie: PA Prevailing Wage Laws apply, administrative and design/engineering costs and charges are allowed but none of the funds are to be used toward inspections or plan development, etc..).

***Action Required**

Item III.8
Conservation Excellence Grant Approval
Lutz/Bitting

For Fiscal Year 2022-2023, the approved state budget included \$2.0 million for the CEG Program as part of the Nutrient Management Program budget. Additional funding of \$798,333 is also anticipated through an EPA Most Effective Basin Infrastructure Grant to be awarded to PDA and distributed to conservation districts participating in the CEG Program. The State Conservation Commission (SCC) has allocated \$718,031 of these funds to the Lancaster County Conservation District for BMP implementation and grant administration. As part of the District's delegation agreement, the District is required to submit a budget outlining how the District will spend the funds. The CEG budget is attached.

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving the CEG budget.

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

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Jonathan Lantz	District	Upper Leacock Twp.	Roofed Manure Stacking Area, Manure Storage, HUA, Roof Runoff Structure, Animal Trails, Underground Outlet, Waster Transfer	\$282,150.00	\$211,550.00
Daniel Fisher	District	West Lampeter Twp.	Grassed Waterway, Lined Outlet, Animal Trails, Stream Crossing, Waste Transfer with Pump	\$54,240.00	\$40,680.00
Andrew Jackson	District	Little Britain Twp.	2 Pipe Outlet Terraces	\$12,677.50	\$9,508.12
John Kauffman	Mowery Environmental	Bart Twp.	Manure Storage, Grassed Waterway, Diversion, Water & Sediment Control Basin, Waste Transfer, Underground Outlet, Access Road	\$298,169.60	\$173,169.60
David Zook	District	Sadsbury Twp.	Manure Storage, Waste Transfer, Underground Outlet, Access Road	\$220,611.00	\$100,000.00
Totals				\$867,848.10	\$534,907.72

CEG Funds Requested: \$534,907.72

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$534,907.72 worth of CEG funding for the multiple applications contingent upon execution of the delegation agreement by the SCC and District.

***Action Required**

**CONSERVATION EXCELLENCE GRANT PROGRAM (CEG)
DELEGATION AGREEMENT BUDGET PROPOSAL**

FISCAL PERIOD : July 1, 2022 – 6/30/2023

CONSERVATION DISTRICT: Lancaster

PROPOSED PROJECT COSTS FOR FY 2022/2023 (July 1, 2022 – June 30, 2023)

Allocation Available **\$ 718,031.00**

Grant Funds (estimated fund needs for CEG participant grants) **\$ 538,523.25**

Personnel/Administrative Costs:

Please list district personnel (i.e. Technical or Engineering staff) and anticipated administrative expenditures (i.e. clerical or other) that may be charged to the project. Please identify salary and salary related benefit costs per position. Add additional positions if necessary

Salary related benefits costs may include: Workers Compensation, Unemployment Compensation, Liability Insurance, Medical/Life Insurance, Social Security, Retirement costs.

1. Position Type (i.e. technical/engineering): Ag Program Manager
 - a. Salary for program period \$ 37,039.00
 - b. Salary-related Costs for the Period: \$ 8,109.50
 - c. **Subtotal Costs for position:** **\$ 45,148.50**

2. Position Type (i.e. technical/engineering): Ag Eng/Technical Specialist I
 - a. Salary for program period \$ 63,188.00
 - b. Salary-related Costs for the Period: \$ 27,069.00
 - c. **Subtotal Costs for position:** **\$ 90,257.00**

3. Position Type (i.e. clerical/administrative): Ag Conservation Technician
 - a. Salary for program period \$ 34,164.50
 - b. Salary-related Costs for the Period: \$ 9,937.75
 - c. **Subtotal Costs for position:** **\$ 44,102.25**

4. Position Type (i.e. clerical/administrative): _____
 - a. Salary for program period \$ _____
 - b. Salary-related Costs for the Period: \$ _____
 - c. **Subtotal Costs for position:** **\$ _____**

Total Personnel/Administrative Costs (Sum 1c,2c, etc.) **\$ 179,507.75**

Operational Costs

1. Materials & Supplies	\$ _____
2. Technology Expenses (Computer equipment & software, communications equipment & services, copier services.)	\$ _____
Travel	\$ _____
Other (please describe)	\$ _____
Total Operation and Other Costs	\$ <u>0.00</u>
TOTAL PROJECT BUDGET (Grant, Personnel, Operational)	\$ <u>718,031.00</u>

Statement of Acknowledgement:

The _____ Conservation District acknowledges that the funds described will be utilized in conformity with the Commission's standards and requirements of the Conservation Excellence Grant Program.

By accepting this funding, the Conservation District agrees to abide the requirements for documenting authorized expenditures and the reporting of the disbursement of the funds under the 'Agreement for Delegation of Administrative Responsibilities for the Conservation Excellence Grant Program.'

Action was taken by _____ Conservation District Board of Directors on _____ to approve this project proposal.

_____ District Chairman/District Manager

(Signature)

(circle one)

Item IV.1
Correspondence, News & Updates

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

- Certificate of Appreciation – Lancaster -Lebanon IU13 – August 26, 2022

Item IV.3
2022 Lancaster County Youth Conservation School Report

44	Program Year
16	Students
6	Females
10	Males
1,195	Total Graduates
17	Volunteer Staff throughout the week, including Registered Nurse
8	Conservation District Staff
17	Instructors (including cooperating agencies)
10	Sponsorships – Federated Sportsmen of Lancaster County
2	Grants: Extraordinary Give (\$4,000) and the Reidler Foundation (\$5,000)
\$12,120	Current Balance

The Lancaster County Youth Conservation School was held July 24-29, 2022. The 44th class of students arrived at the program with enthusiasm to experience the week-long program in the traditional setting located at the Northern Lancaster County Game and Fish Protective Association (NLCGFPA) at 180 Forest Rd, Denver. The NLCGFPA members and president work cooperatively with Conservation School Co-Directors, Sallie Gregory, District Education Coordinator, and Sonia Wasco, District Director. On Saturday, July 23 they along with 14 volunteer staff and District staff Patrick Kidd and Matt Kofroth met to set up the School site with large canvas tents, and school supplies stored on-site and off location to welcome students midday on Sunday, July 24. The setup continued Sunday morning with a dedicated staff of volunteers.

Students ages 14-16 years old, left cell phones and electronics at home to connect to the conservation ethics and program mission for the week. For both students and staff taking time away from home after two years of hybrid program experiences brought out new ideas and appreciation for the traditions of the program.

A one-time opportunity to receive a grant from the Reidler Foundation provided support for transportation and the addition of digital cameras to the program. Sonia Wasco and Josh Slaymaker researched cameras that were refurbished for purchase and use by students. This turned out to be an exceptional addition to the program. While everyone is comfortable snapping pictures with a cell phone today, the leadership staff agreed the cameras would be a great skill opportunity for students. Sallie picked up the camera idea while attending a professional development conference earlier in the year. Sonia and Josh's skill set fed and watered the seed of an idea into a great garden of projects for the students.

Josh and Sonia provided a training session early in the week for the use of the cameras. Sonia and Josh are both gifted educators and helped explain how to use an image to tell a conservation story. Each group received a camera and worked as a group to outline a conservation story throughout the week. Presenting their stories on the last day of school; each was unique and different. It offered a new hands-on engagement during learning sessions. Secondary skills in group communications were highlighted by more than one student as an added benefit to the week that they weren't expecting.

The leadership team with 5 experienced volunteers met to plan the structure of the program earlier in the year as well as reflect on what works best for the coming new school year. Sonia and Sallie recognize their dedication to making the week possible. They along with counselors in high school and college bring background, never ceasing energy, and a passion for helping others make a difference by appreciating what conservation is all about. Sonia and Sallie are grateful to work with the District staff who contribute their skill for instruction and willingness to support where needed. Planning started for the 45th year of Conservation School in July 2023.

Submitted by Sallie Gregory

LANCASTER COUNTY YOUTH CONSERVATION SCHOOL

July 24-29, 2022

Study Focus - Capturing a Conservation Story

SUN July 24	NURSE: Jen
2:00	Registration
3:00	Orientation
3:30	A.S.E. Ben Ehrhart, Amanda Goldsmith
5:00	Dinner – 3 Theresa King, NLCGFPA Welcome
	Welcome from NLCGFPA
6:30	Archery – Ben, Jake Tree Stand Safety – Ross, Josh, Grant
8:30	Gun cleaning – Dean Kissinger
10:00	Lights Out

12:00	Lunch 1
1:00	PA Game Commission Firearm Safety: 22/Trap/Muzzleloader – Greg Graham John Veylupek, Alex Murray, Jim Saltsman, Frank Wasco, Shelly Dehoff
4:30	Gun Cleaning Practicum – Greg/Dean
6:00	Dinner 2
7:15	Electives: Flytying – Rick Purnell, Bowfishing – Jacob Ault, Blacksmithing – Patrick Kidd
8:30	Lorax – Forest Management
10:00	Lights Out

MON July 25	NURSE: Jen
6:45	Rise and Shine
7:30	Breakfast 1 Showers/Bathrooms 2
8:45	Picture – Josh Slaymaker/ Alan Houck
9:00	Survival - Alan Houck & Orienteering Ben Ehrhart, Julie Ziegler
12:00	Lunch 3
1:00	Orienteering & Survival
5:00	Dinner 4 –
7:00	Reptile/Amphibian Conservation – Mark Layton
8:00	Study Focus Introduction
9:00	Friends of Creamers Field – Fairbanks, Alaska
10:00	Lights Out

THU July 28	NURSE: Jen
6:45	Rise & Shine
7:30	Breakfast 4 Showers/Bathrooms 1
8:30	Load Bus - Shultz Transportation
9:00	Stream Restoration Project/Fish Shocking/Stream Study – Flyway Excavating, Bob Fox, Matt Kofroth, Tyler Keefer, Amanda Goldsmith
12:00	Lunch @ Speedwell 2
1:00	PA Fish & Boat Commission: Boat Inspection Canoe Instruction @ Speedwell Forge Lake – Jeff Schmidt, Andy Desko, Nate Straw
4:00	Load Bus
5:15	Dinner 3- Fish Fry – Bob Good
6:30	F.R.O.G.: Ethics in Angling – Bob Good, Josh Slaymaker
7:30	Fly-casting – Dereck Eberly
8:30	Campfire and Awards
10:00	Lights Out

TUE July 26	NURSE: Jen
6:45	Rise and Shine
7:30	Breakfast 2 Showers/Bathrooms 3
8:45	Load Bus – Executive Coach
9:00	Field Trip: Stream Project, Water Monitoring Ben Ehrhart, Ross Clubb, Matt Kofroth
12:00	Lunch 4 Columbia Crossing River Trail Center Hinkle's Restaurant – Shelly
1:00	@ Columbia Crossing Deck: Raven Ridge Wildlife Rehabilitation Center – Tracie Young
3:30	Conservation Museum @ MWMA
4:30	Return from Field Trip
5:30	Dinner 1
7:00	Trapping – Dan Lynch
8:30	Design Time
9:00	Cookie Mining – Abandon Mine Drainage
10:00	Lights Out

FRI July 29	NURSE: Jen
6:45	Rise and Shine
7:30	Breakfast 1- Pack out - Showers/Bathrooms 2
9:00	Conservation Quest and Awards
12:00	Lunch 4
1:00	Break Camp
2:30	Group Presentation Prep
3:30	Group Presentations – Nora Workman Thank You's to Sponsors
5:00	Dinner ALL STAFF
6:00	Summary
8:00	Graduation – Parents Invited
8:30	Parents Pick Up

WED July 27	NURSE: Jen
6:45	Rise and Shine
7:30	Breakfast 3 Showers/Bathrooms 4
8:00	Silhouettes in Sky - Kevin Lutz
8:45	Load Bus - Shultz Transportation
9:00	PA Game Commission @ MiddleCreek WMA Dove Banding/Habitat Structure/ Controlled Burn – Lauren Ferreri

Week: Composting/Recycling