



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

Thursday November 3, 2022
Lancaster Farm & Home Center
Zoom Info: <https://zoom.us/j/91731607863>
Business Meeting 7:30 PM

Timer

- 7:30 Invocation – Jay Snyder
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. Oath of Office – Swearing in John Trescot as the new County Commissioner Representative
- 7:40 II. Agency Reports
1. USDA, NRCS (attachment) 1
2. PA DEP Field Rep Report (day of packet)..... -
- 7:45 III. *Consent Agenda
1. Meeting Minutes (attachment)4
2. Technical Assistance Requests/Cancellations (attachment)..... 10
3. Nutrient Management Plan Approval (attachment) 10
4. Conservation Plans Acknowledgement (attachment)..... 11
- 7:50 IV. *Additional Business
1. Items Removed from Consent Agenda -
2. Treasurer’s Report – Hertz (day of packet)..... -
3. 2021 Audit 2023 Budget (attachment)..... 12
*4. Personnel Committee Report – Kofroth/Gregory (attachment) 12
5. Nutrient Management Expired Plan Referral Update - Lutz (attachment)..... 12
*6. PennVest Project Update – Thompson (attachment/day of packet) 12
*7. CAP Project Approval – Bitting (attachment)..... 13
*8. Amended Service Agreement with PAFBC – Kofroth (attachment) 13
- 8:30 V. Reports & Information
1. E&S/NPDES Monthly Projects Report – Hout/Thompson (day of packet)..... -
2. E&S Committee Report – J. Snyder/Hout (day of packet)..... -
3. DGR & LVR Committee Report/QAQC Schedule – Kofroth (attachment) 14
4. 2023 Budget – Thompson (attachment) 14
5. BOD Committees – Thompson (attachment)..... 16
- 8:50 VI. Additional Public Comment
- 8:55 VII. Adjourn

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

Dates to Remember:

11/1, 1:30pm, Budget Hearing w/ Commissioners	11/24-25, Office Closed for Thanksgiving Holiday
11/11, Office Closed for Veteran’s Day	12/15, 3:30pm, Foundation Meeting
11/17, Ag Banquet	

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

***Action Required**



Activity Report to LCCD Board of Directors October 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
VACANT, Civil Engineering Technician
Lari Jo Walker, Program Assistant, RC&D
Jeff Sholly, Engineer, PACD
Ashley Spotts, Restoration Specialist, CBF
Julia Smith, Biologist, PF (York & Lancaster)
Elli Liput, Biologist, PF (Dauphin, Lebanon & Lancaster)

Conservation Planning Activities*:

Table with 6 columns: FY22 Total (#), FY22 Total (Ac), FY23 Mo. Total (#), FY23 Mo. Total (Ac), FY23 Total (#), FY22 Total (Ac). Values: 33, 3,809.92, 1, 49, 1, 49

*SEE "ACKNOWLEDGMENT OF CONSERVATION PLANS" REPORT

Conservation Practice Installation Activities*:

Table with 4 columns: Practice Code & Name, FY22Total, FY23 Mo. Total, FY23Total. Lists various practices like Waste Storage Facility, Diversion, Roofs & Covers, etc.

*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:

Table with 5 columns: Program, FY22 Total (#), FY22Total (\$), FY23Total (#), FY23 Total (\$). Rows for EQIP/AMA, CSP, RCPP.

- Financial Assistance Payments:

Table with 4 columns: Program, FY22 Total (\$), FY23Mo. Total (\$), FY23 Total (\$). Row for ALL PROGRAMS.

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

Conservation Easement Program Activities (ACEP):

- Agricultural Land Easement (ALE) Acquisition Activities:

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

- Easement Annual Monitoring Activities

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

Conservation Reserve Enhancement Program Activities (CREP):

- Approved Plans:

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

Administrative Activities:

- FY22 Performance Evaluations for NRCS staff have been completed.
- Soil Conservationist selection has been made; tentative job offer accepted. Awaiting final job offer from HR.
- Civil Engineering Technician – Vacancy posted.
- Soil Conservation Technician – Awaiting vacancy announcement by HR.
- Soil Conservationist Re-assignment – A SC from Minnesota is being re-assigned to the Lancaster Field Office. Their spouse recently acquired a position with NRCS in another SE PA Field Office, so they'll be transitioning to our team.

Notable Meetings & Trainings:

- 10/12 – PA NRCS Contract Workload Management Meeting (Grove)
- 10/14 – FY23 Turkey Hill Clean Water Partnership RCPP Planning Meeting (Grove)
- 10/20 – Lancaster Clean Water Partners RCPP Leadership Team Meeting (Grove)
- 10/20 – High Tunnel Stormwater Regulations Discussion w/ PA Representative David Zimmerman, New Holland (Grove)
- 10/25-27, PA Act 38 Plan Writing Workshop, PA Furnace (Ramer)
- 10/27 – iPhone Field Data Collection Training, Lebanon (Long & Rice)

Respectfully Submitted,

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

Heather L. Grove
District Conservationist

Item III.1
LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
October 5, 2022

The 845th 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 October 5, 2022 at 7:30PM.

The following Directors were present: Daniel Heller, Chairman; Herb Kreider, Jay Snyder, Kent Weaver, Bob Shearer, Sonia Wasco and Commissioner John Trescot.

The following Associate Directors were present: Greg Strausser, Justin Welk and Lisa Graybeal.

The following District Staff were present: Christopher Thompson, Gerald Heistand, Kevin Lutz, Matt Kofroth, Sallie Gregory, Kent Bitting, Eric Hout, Ben Seldomridge, Adam Stern and Suzanne Kopp.

The following Cooperating Agency representative was present: None present.

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

Bob Shearer provided the invocation for the meeting.

Additions to the Agenda: There will be an addition to the Personnel Committee Report, as well as, a PA DEP Field Rep Report and a letter from the Lancaster County Board of Commissioners was submitted after the day of packet was completed.

Bob Shearer moved to add the additions to the agenda as stated. Herb Kreider seconded the motion. Motion passed unanimously.

An opportunity was given for public comment: Chris Thompson introduced Ben Seldomridge, an Ag Compliance Specialist at the District. Chris also stated that after 40 years of service, this was Gerald Heistand's last Board meeting as Business Manager for the District do to his retirement on October 20, 2022.

I. Agency Reports

1. USDA, NRCS

Heather Grove had a death in the family and she was not in attendance. Chris Thompson reported that there are no additions to the submitted report in the board packet.

2. PA DEP Field Rep Report

Chris Thompson highlighted a few items:

1. Different funding opportunities:
 - 2023 CAP Implementation Grand Round. Chris would like to state that we do not know what we are getting from year to year with the CAP program and said that it is hard to plan when we don't know what the future holds. Some of these funds will be allocated to stream restoration.
 - 2023 DEP Environmental Education Grants.
2. The 2021 District Audit is due by December 31, 2022.

3. District Director nominations are due to the SCC by December 1, 2022 – Kent Weaver and Roger Rohrer are both willing to serve again if the Board will do a formal action to retain them. Chris also stated that we still have three Associate Director positions open and recommendations are being accepted.
4. Practice Keeper Third-Party Portal went live on Monday, August 29, 2022. The District is still the gatekeeper as to what information is being recorded in to Practice Keeper.
5. We do not currently have a DEP Field Representative; however, the interviews have been completed and an announcement will be made soon about who is filling the position.

II. Consent Agenda

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

The Consent Agenda includes the following approved items.

- #1 – Minutes of September 7, 2022 Board meeting.**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgement**
- #5 – BOD Meeting Dates for 2023**

Chris Thompson noted that #5 – BOD Meeting Dates for 2023 – that the February 1, 2023 is the Annual Planning Meeting. There will be a planning meeting in the morning starting at 8:00am followed by lunch and a Board meeting in the afternoon at 1:00pm.

Jay Snyder moved to approve the Consent Agenda as stated. Herb Kreider seconded the motion. Motion passed unanimously.

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

III. Additional Business

1. Items removed from Consent Agenda

None Removed.

2. Treasures Report

Gerald Heistand reported that there was a decrease on the Balance Sheet with the total assets dropping from \$10.3 million last month to \$9.5 million this month.

Gerald stated that the Income and Expense report has nothing unusual to report this month.

Chris Thompson explained that INVEST is a program from the State and these funds do not need to be insured due to that fact.

3. Personnel Committee Report

Sonia Wasco reported after a recent review of the District Vehicle Use Policy, some changes were needed. Sonia is asking board members to review the policy. The attached policy will be presented at the November 2022 BOD Meeting for final approval. Chris Thompson stated that there will be an addition made to the policy that states "no driving company vehicles for personal use" and the following statement "unless approved by the Board of Directors" will be added.

Interviews were held for four open positions at the District – Data Coordinator and two Resource Conservationist I positions, as well as, an E&S Program Manager. The following candidates are being put forward for the Board’s consideration for approval:

- Jarred Hayes – Resource Conservationist I
- Ryan Riebling – Resource Conservationist I
- Noelle LaFaver – Data Coordinator

Sonia Wasco moved to accept the Personnel Committee report, as well as, approval to hire the candidates as stated. Bob Shearer seconded the motion. Motion passed unanimously. The start date will be October 17, 2022 for all new hires.

Sonia also reported on Program Updates and New Positions for the District. The Personnel Committee is requesting to advertise to hire an Assistant District Manager, as well as, advertise to hire another Nutrient Management Position and an Ag Engineering Technician Position.

Sonia Wasco moved to advertise and hire three new position as stated. Herb Kreider seconded the motion. Motion passed unanimously.

Sonia reported that there will be an E&S Program Manager and an E&S Technical Manager. Adam Stern is being recommended as the E&S Program Manager and Eric Hout is being recommended as the E&S Technical Manager. Herb Kreider questioned if there was enough money to support having two managers and Chris Thompson assured everyone that there was appropriate funding available. Sonia stated that early in 2023, there will be an opportunity put in place to also have a Lead Technician position developed.

Sonia Wasco moved to approve the restructure of the E&S Management team and recommends hiring Adam Stern and Eric Hout for the positions stated. Jay Snyder seconded the motion. Motion passed unanimously.

4. Nutrient Management/Expiring Plans Pre-Approval

Kevin Lutz reported that Act 38 Nutrient Management Plans approved for Crop Years 2020-2022 expired on September 30, 2022. The LCCD, as required by the Nutrient Management Delegation Agreement, started to notify 45 Act 38 operators in April 2022 with a series of three SCC approved form letters stating their plans were expiring and needed to be revised by a commercial planner and submitted to the District by September 30, 2022. The following operator currently has not submitted a revised plan to the District. SCC guidance states the District may refer these operators to SCC for potential enforcement and follow-up. However, Kevin has been in touch with Lester and his planner and updated the Ag Committee about Lester’s extenuating circumstances. The Ag Committee recommends giving Lester Weiler until November 1, 2022 to submit his plan before submitting his name.

<u>Operator</u>	<u>Municipality</u>
Lester Weiler	Earl Township

Kent Weaver moved to approve granting Lester Weiler until November 1, 2022 to submit his plan. Bob Shearer seconded the motion. Motion passed unanimously.

5. PACD Plan Reimbursement Program

Kevin Lutz stated that PACD was awarded a \$500,000 Growing Greener Grant from DEP to offer an Ag Plan Reimbursement Program for Conservation Districts from 2022-2024. This program is a benefit to the Ag Community; however, some questions still remain unanswered as to how the LCCD could most efficiently run the program. LCCD has two outstanding questions that need answered sufficiently before taking on the program responsibility:

1. Plans for properties previously paid for by the DEP reimbursement program are ineligible for this funding. LCCD has requested a list of participants of the previous program from DEP to properly assure this requirement is met.
2. Plans are only required to be reviewed for administrative completeness rather than a technical review as part of the program. However, the District is asking if DEP would allow a technical review of the participating plans to be counted as a Phase I inspection for the Bay Program. (This would ensure quality plans being entered into Practice Keeper as well as efficiently utilizing staff to meet multiple goals).

The Ag Program Manager is requesting positive action for LCCD to participate in this program pending appropriate answers to the two questions.

Sonia Wasco moved to approve LCCD to participate in the program pending appropriate answers to the questions as stated. Jay Snyder seconded the motion. Motion passed unanimously.

6. Conservation Foundation Report:

Jay Snyder reported that there were two potential Foundation directors who applied to be Foundation Board Members. They are Donald Murphy Jr. and Mark Herman. Their applications and biographys were circulated for review

Jay Snyder moved to approve accepting the potential Foundation Board Member's as stated. Sonia Wasco seconded the motion. Motion passed unanimously.

7. 2021 Audit Report

Gerald reported that there were no findings reported from the 2021 Audit. He noted that the District was subjected to the Simple Audit because we had \$750,000 in Federal funds and that resulted in many extra hours of Gerald's time to provide program details and documents. A motion to accept the Audit will be on the November Board agenda.

IV. Reports/Information

1. Correspondence, News and Updates:

- Post Card – Chesapeake Bay Foundation – Keystone 10 Million Trees Partnership – August 26, 2022.
- Flyer – Lancaster County Ag Council – 8th Annual Denim & Pearls – November 2, 2022
- Flyer – Purdue University – Connecting with Amish and Other Plain Communities – November 1-3, 2022
- Email Mail – Chester County Conservation District – 75th Anniversary Event – September 30, 2022

Sonia Wasco moved to have the November Board meeting moved to Thursday, November 3, 2022 due to a conflict with the Denim & Pearls event. Bob Shearer seconded the motion. Motion passed unanimously.

2. E&S/NPDES Monthly Projects Report:

Adam Stern reported that our review fees have exceeded the 2022 budgeted amount. Adam also stated that after the disputed review fee amount for 1376 Campus Road project had been remedied and a final check for the review fee for the total amount due was received.

3. E&S Committee Report:

Adam Stern reviewed the highlights from the committee meeting. He reported that the E&S vehicle that was approved for purchase, is expected to be here in November 2022. He reviewed work being done to update

fees to be presented to the Board in November with the goal that they would be in place for the beginning of 2023 calendar year.

Eric Hout updated the Board of Directors on Florin Hill subsurface infiltration facility which has now been installed and grass is beginning to grow. LCCD is planning to move toward an enforcement action over the next few months once vegetation is more established and the site is ready for closeout.

4. 2023 Draft Budget Review:

Gerald Heistand reported that the Budget Finance Committee is presenting a \$13.2 million balanced budget. At the end of 2023 the Operations Balance should be \$28,226.00. Gerald explained that more funding is being brought into the District now through Grants than in past years.

Gerald stated that when this budget is passed, it means that the E&S budget and the Education budget is included in that positive vote. We expect to carry over project dollars from 2022, so the goal is to spend a million and a half more than what we actually bring in this year.

5. Foundation Executive Committee Meeting:

Jay Snyder reported that the Executive Committee has been meeting with Clean Water Partners leadership to review the process of forming an LLC. Jay showed three documents describing the interrelationships of the District, Foundation and Partners, similarly to how they are currently operating and will be formalized in more developed writings to cover them all legally. Chris Thompson is asking that the Board review these three documents and questions will be answered at the November Board of Director meeting.

6. PACD Director Meeting Update:

Sonia Wasco reported on the October 5, 2022 meeting highlights. The winter meeting will be held totally virtually and the summer 2023 meeting is being planned as a hybrid meeting. Sonia is requesting that a range of \$350-\$500 per Conservation District be donated to the PACD to help fund a wages and benefits survey, county by county so that they can get real comparisons across the State.

7. Commissioner Representative Transition:

Chris Thompson presented a letter received from the County Commissioners, outlining Commissioner D'Agostino's desire to step down from the LCCD Board, citing too many duties as President Commissioner and appointing Commissioner John Trescot to complete his term. Commissioner Trescot will be sworn in at the November 3, 2022 Board meeting. Commissioner Trescot will also need to be reappointed at the January 2023 meeting.

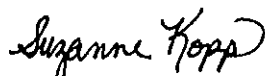
Additional Public Comment:

None offered.

Meeting Adjourned

Chairman Heller adjourned the meeting at 9:35pm.

Respectfully submitted,



Suzanne Kopp
Recording Secretary for the Board of Directors

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

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item III.3
Requests for Nutrient Management Plan Approval (Lutz)
October 2022 Activity
November 3, 2022 Board Meeting**

To: The Lancaster County Conservation Board of Directors Nutrient Management Plan Review Committee:
I respectfully submit these Nutrient Management Plans and/or Plan Amendments to the Nutrient Management Plan Review Committee.

I recommend these plans to be approved by the Board. The plans are for the following operations:

OWNER	TOWNSHIP	Operation	DESIGNATION	AEU's/ ACRE	REVIEWER	PLAN #
Troy Rutt – White Oak Acres	Rapho	Swine	CAFO/CAO	4.96	Hartzok	73
Lee & Sherri Brown	Narvon	Equine	CAO	4.42	Heigel	352
Dan Bollinger	Warwick	Poultry	CAFO/CAO	6.40	Hartzok	287
Dale Slaymaker	Manor	Layer	CAO	77.00	Adams	424
Daniel S. Smucker	Caernarvon	Dairy	CAO	2.55	Herstine	334
Doug Kauffman	Conoy	Pullet	CAO	151.30	Lutz	358
Gerald Funk	East Donegal	Broiler	CAO	98.43	Lutz	671
Dale Frank	West Donegal	Swine, Steer	CAFO/VAO	1.52	Lutz	100
Herman Zeager	Conoy	Swine	CAFO/CAO	914.16	Hartzok	88
Scotty Miller	Conoy	Swine	CAO	33.51	Hartzok	71
Mike Brubaker	East Donegal	Dairy, Broiler	CAFO/VAO	1.58	Lutz	246
Marcus Hoover	Rapho	Layer	CAO	11.76	Hartzok	173
Cory Landis	Eden	Pullet	CAO	124.47	Adams	172

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

NMP Name	Municipality	Plan Update Submission Date	Original NMP Approval Date	Planner	Species	AEUs	Regulated Operation Type	Date Plan Acknowledgement Letter Sent	Reason for Update
Sweigart Farms	Mount Joy	10/16/2022	10/6/2021	Corey Grove	Dairy, Pullets, Swine	1673.96	CAO/CAFO	10/7/2022	Yearly Plan Submissions Update
Hessland Farms Robert Hess	East Donegal	10/13/2022	10/6/2021	Bill Rogers	Swine, Beef	680.57	CAO/CAFO	10/14/2022	Simple Update
Leroy & Jay Daniel Zimmerman	East Donegal	10/13/2022	11/5/2020	Bill Rogers	Swine, Beef, Geese	446.8	CAO/CAFO	10/14/2022	Simple Update
Shelmar Acres, LLC	East Donegal	10/17/2022	12/1/2021	Jedd Moncavage	Swine, Beef	1371.26	CAO/CAFO	10/18/2022	Simple Update

Item III.4

Acknowledgement of Conservation Plans (Lutz)

The Lancaster NRCS Field Office recommends the following plans for the

November 3, 2022 Board Meeting:

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
Chiques Rock Farms Inc.	1	Christine Griesemer	East Hempfield

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
None			

**Item IV.3
2021 Audit Report**

Last month, Directors received a copy of LCCD's 2021 annual audit for review. The audit was completed by Smith Elliott Kearns & Company (SEK). Board members were encouraged to review the audit report, and contact Chris or Stacey with any questions. In review, there were no findings identified in the audit and no questions raised this month or requests for SEK to make a presentation. Therefore, 2021 audit will be presented for BOD approval. Once final, a copy will be submitted to the SCC per policy requirements.

***Action Required**

**Item IV.4
Spring Internship Opportunity**

The District's Education and Watershed Departments are requesting the ability to advertise for a Spring internship opportunity at the Conservation District. The Spring internship was first offered last year and worked out extremely well and the staff would like to continue you this year if possible. The spring intern would be assisting the District's Education and Watershed Programs with a host of spring activities such as: annual tree seedling sale, spring tree planting, water quality monitoring, annual reports, annual banquet, Envirothon prep, and host of early spring activities.

The intern would be paid \$11.00/hr. and work from February through early May (depending on availability of the candidate selected). Funds to pay for the intern will come from a line item in the 2023 District budget for interns. District staff would interview potential candidates for this position in December or January.

***Action Required**

**Item IV.5
Update on Expiring Nutrient Management Plans**

At the October Board Meeting, the Board was informed that the District Ag Department was still waiting on one (1) expiring Act 38 Nutrient Management Plan to be submitted for review from the operators who received three expiring plan notification letters from April to September. The plan expired on September 30, 2022, and the Board voted to allow the operator until November 1, 2022 to submit his plan before the operation would be referred to the State Conservation Commission for further action. The plan was received on October 19, 2022. No further action is required at this point.

**Item IV.6
PennVest Transaction and Funding Agreement Resolution**

We were notified last week that Bunuel Stoltzfus was awarded a grant (principle forgiveness loan) and it will require BOD action to act as the sponsor for the funding agreement. Christ Miller was awarded a low interest loan and will not involve District sponsorship.

Final documentation was not ready for the mailing, but is expected to be provided in time for BOD review and action.

Action is required by the Board to approve the transaction and authorize Dan Heller as Chair and Kent Weaver as Treasurer/Secretary to sign the funding agreement.

***Action Required**

**Item IV.7
Countywide Action Implementation Grant Approval
Lutz/Bitting**

The Countywide Action Implementation Grant (CAP) currently has one revised application that has been reviewed by district staff and are ready for board action. Due to the numerous rain events this fall, a rock-lined center for the proposed grassed waterway has been added to stabilize the waterway. The original approved amount was \$18,977.54. The following table outlines the project and amount requested.

Landowner	Municipality	BMPs	Total Funds Requested
Mervin Esch	Providence Twp.	Rock-lined center grassed waterway	\$27,755.00
Totals			\$27,755.00

CAP Funds Requested: \$27,750.00

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$27,755.00 worth of CAP funding for the multiple applications.

***Action Required**

**Item IV.8
Amended Service Agreement with PA Fish and Boat Commission**

The Lancaster County Conservation District’s Watershed Program has a Cooperative Agreement with the Fish & Boat Commission for the removal of two small dam structures on the Melvin Beiler property, 225 N. Hollander Rd., Gordonville. The PAFBC funds are through the Muddy Run Exelon funding program to remove fish impediments and dam structures in Lancaster and York Counties. The Agreement agrees to pay the District to hire a contractor for the removal of these dam structures (\$6,000). Once the dams are removed the District has other grant dollars to pay for a livestock crossing, streambank fencing and riparian buffer on the Beiler farm as well. Due to staff changes and COVID issues the removal project has been delayed. For this reason, we are extending our agreement with the PA Fish & Boat Commission for another year till the end of 2023. Board action is required to amend this agreement.

***Action Required**

Item V.4
Dirt & Gravel/Low Volume Rd. Quality Assurance/Quality Control Visit

On November 22nd the Dirt & Gravel/Low Volume Rd. (DGLVR) Quality Assurance/Quality Control (QA/QC) team will conduct 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 is an annual follow-up from our 2020 QAQC team visit to make sure things are running in order within the program. During their visit the team will review how the Lancaster program is implementing the DGLVR program and if they are complying with all state and program requirements/policies. The program will also review any new Dirt & Gravel or Low Volume Rd. projects that have been implemented since their last visit in 2021 to check for compliance with policies. The Dirt & Gravel/Low Volume Rd. Quality Assurance Board members are invited to attend the interview section of the QAQC visit if they would like. The team's findings will also be shared with the Dirt & Gravel/Low Volume Rd. Quality Assurance Board once they are shared with the District probably in early 2023. No action is required at this time.

Item V.5
2023 Draft Budget

A first draft of the 2023 General Fund budget was presented for Director review. The attached draft below has been updated to reflect current account balances. However, there are still several new programs and funding opportunities expected in 2023 that may significantly impact district staffing and operations. Details are still pending so they have not been included in the attached draft budget, but expected in November. The Budget & Finance Committee will be reviewing these details and present a final version at the December meeting for BOD to approve.

LCCD 2023 Draft District Budget

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

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

10/20/2022

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

Item V.6

2023 Board Committee List

In preparation for 2023, Directors are asked to review the Officer and Committee lists below and notify the Chairman or office (Holly Shaub) if you are willing to serve again this year or if there is another committee you would like to participate. The list will be finalized at the December meeting so we are ready to start the committee work on January 1st.

LCCD Chair and District Manager are de facto members of each committee.
 D-Director, AD-Associate Director, DE-Director Emeritus, A-Advisor, S-Staff

Committee & Members	Responsibilities & Duties	Sub Committee	Responsibilities & Duties
<p><u>Executive Committee</u> (5 Positions + Staff) Chair – Dan Heller Vice Chair – Bob Shearer Treasurer – Kent Weaver Personnel Comm – Sonia Wasco District Manager</p>	<p>Oversees the activities and subcommittees related to District administration: Annual Planning, District Policy Manual, Director Nominations, Legislative events. Will act as a sounding board for quick decisions and actions between BOD mtgs.</p>	<p>Staff committees reporting to Exec Committee:</p> <ul style="list-style-type: none"> • <u>Technology</u> • <u>Legislative</u> 	
<p><u>Agriculture Resource Committee</u> (5-6 Positions + Staff) D- Bob Shearer (Chair) D-Herb Kreider D-Roger Rohrer D-Dale Herr D-Jay Snyder AD-Lisa Graybeal AD-Garett Weaver AD-Justin Welk DE-Bob Wagner S-Kevin Lutz S-Kevin Seibert S-Kent Bitting</p>	<p>Oversees the issues, activities and subcommittees related to District’s Ag related programs.</p> <ul style="list-style-type: none"> • <u>Nutrient Management/Cost Share</u> <p>Review and recommend approval of Nutrient Management Plans and Cost Share Projects when applicable. Be familiar with Delegation Agreement related to programs.</p> <ul style="list-style-type: none"> • <u>Ag Compliance Review</u> <p>Reviews compliance issues and advises staff or makes recommendations to the BOD for follow up actions.</p>	<ul style="list-style-type: none"> • <u>Outstanding Cooperator</u> D-Robert Shearer D- Herb Kreider AD-Lisa Graybeal NRCS Representative FSA Representative Penn State Extension Rep S-Gerald Heistand 	<p>Reviews nominations and makes final selection to forward on to the BOD for approval.</p>

<p><u>E&S Committee</u> (4-5 Positions + Staff) D-Jay Snyder (Chair) AD-Gregory Strausser AD-Frank Burkhart AD- A-Matt Mack S-Rich Snyder S-Eric Hout</p>	<p>Be familiar with Delegation Agreement related to program. Oversees E&S 102, NPDES program issues and actions, review compliance issues and advises staff or make recommendations to the BOD for follow up actions.</p>	<p>Sub Committees as needed</p>	
<p><u>Watershed Committee</u> (3-4 Positions + Staff) D- Roger Rohrer (Chair) D-Jay Snyder AD- A-Matt Mack S-Matt Kofroth</p>	<p>Oversees program issues and actions and advises staff or make recommendations to the BOD for follow up actions related to the District's Watershed Programs.</p>	<p>Sub Committees as needed</p>	
<p><u>Dirt & Gravel and Low Volume Rds</u> (3-4 Positions + Staff) D-Herb Kreider (Chair) D-Jay Snyder AD-Frank Burkhart Jeff Schmidt, Fish & Boat Comm. Heather Grove, NRCS S-Matt Kofroth</p>	<p>Be familiar with Delegation Agreement related to program. Oversees program issues & actions and review & rank projects to recommend for BOD approval of projects.</p>		

<p>Education/Outreach Committee (3-4 Positions + Staff) D-Sonia Wasco (Chair) D-Roger Rohrer AD- AD-Lisa Graybeal * * * S-Sallie Gregory S-Matt Kofroth S-Amanda Goldsmith</p>	<p>Oversees activities and sub-committees related to the District's Education and Outreach programs.</p>	<p>Staff committees reporting to E&O Committee:</p> <ul style="list-style-type: none"> • <u>Envirothon</u> • <u>Youth Conservation School</u> • <u>Newsletter</u> • <u>Annual Report</u> • <u>Marketing</u> • <u>Scholarship</u> • <u>Banquet and Awards</u> • <u>Website (content)</u> 	
<p>Budget & Finance Committee (3-4 Positions + Staff) D-Kent Weaver, Chair D- Roger Rohrer D- Dan Heller AD- S-Stacey Hertz</p>	<p>Advise Board on budget and finance matters.</p>	<p>Staff committees reporting to B&F Committee:</p> <ul style="list-style-type: none"> • <u>Pension Committee</u> D-Dan Heller D-Sonia Wasco D-Kent Weaver S-Gerald Heistand • <u>Tree Seedling Sale</u> • <u>Other Fundraising</u> 	<p>Advise Board on Pension Plan Matters. Be familiar with Plan Document. (Change in committee members will require changing the Plan Document.)</p>
<p>Personnel Committee (4-5 Positions + Staff) D-Sonia Wasco (Chair) D-Dan Heller D-Herb Kreider AD-Lisa Graybeal * *</p>	<p>Advise Board on Personnel matters (Personnel Manual), Evaluates District Administrator. Reviews program staff evaluations and pay raise recommendations.</p>	<p>Employee Relations Committee D-Sonia Wasco D-Dan Heller S-Amanda Goldsmith (Co-Chair) S-Kevin Lutz (Co-Chair) S-</p>	<p>Acts as intermediary for staff and advises the Personnel Committee regarding issues with District administration. Designated to oversee civil rights compliance and sexual harassment concerns.</p>