



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

Wednesday, May 3, 2023
Lancaster Farm & Home Center
Business Meeting 7:30 PM

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

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/guests: Agenda items of interest – Dan Heller	<u>Page #</u>
7:40	I. <u>Agency Reports</u> 1. USDA, NRCS (attachment) 1 2. PA DEP Field Rep Report (day of packet) -	
7:45	II. <u>*Consent Agenda</u> 1. Meeting Minutes (attachment) 4 2. Technical Assistance Requests/Cancellations (attachment) 9 3. Nutrient Management Plan Approval (attachment) 9 4. Conservation Plans Acknowledgement (attachment) 9	
7:55	III. <u>*Additional Business</u> 1. Items Removed from Consent Agenda 2. Treasurer’s Report – Hertz (attachment) 11 *3. Personnel Committee Report – Kreider/Thompson (attachment/handout) 14 *4. PennVest Sponsorship Resolution – Stoltzfus – Thompson (attachment) 15 *5. ACAP Project Approvals – Lutz/Bitting (attachment) 16 *6. Scholarship Committee Report – Stern (attachment) 17 *7. Storage Space – Thompson (attachment) 18	
8:25	IV. <u>Reports & Information</u> 1. Correspondence, News, and Updates – Thompson 2. E&S/NPDES Monthly Projects Report – Stern (day of packet) - 3. Procedure Policy Update – Thompson (attachment) 19	
8:55	V. <u>Additional Public Comment</u>	
9:00	VI. <u>Adjourn</u>	

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

Dates to Remember:

5/17-18, Jr. & Middle School Envirothon	5/30-6/3, Audit Week
5/29, Memorial Day Holiday – Office Closed	6/2-10, 2023 Water Week

NEXT MEETING DATE: Wednesday, June 7, 2023, 7:30 p.m.
At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors April 2023

Lancaster Field Office Personnel:

Heather Grove, Supervisory District Conservationist	VACANT, Soil Conservation Technician
Mark Myers, Soil Conservationist	VACANT, Soil Conservation Technician
Joel Alicea Hernandez, Soil Conservationist	VACANT, Civil Engineering Technician
Brett Ramer, Soil Conservationist	Lari Jo Walker, Program Assistant, RC&D
Mark Long, Soil Conservationist	Jeff Sholly, Engineer, PACD
Michael Albert, Soil Conservationist	Ashley Spotts, Restoration Specialist, CBF
Christine Griesemer, Soil Conservationist	Julia Smith, Biologist, PF (York & Lancaster)
Camila Martinez Sanchez, Soil Conservationist	Elli Liput, Biologist, PF (Dauphin, Lebanon & Lancaster)

Conservation Planning Activities*:

FY22 Total (#)	FY22 Total (Ac)	FY23 Mo. Total (#)	FY23 Mo. Total (Ac)	FY23 Total (#)	FY23 Total (Ac)
33	3,809.92	8	169.1	19	852.7

*SEE "ACKNOWLEDGMENT OF CONSERVATION PLANS" REPORT

Conservation Practice Installation Activities*:

Practice Code & Name	FY22Total	FY23 Mo. Total	FY23Total
313 – Waste Storage Facility (no)	12	1	5
362 – Diversion (ft)	3,132	-	-
367 – Roofs & Covers (no)	8	1	3
382 – Fence (ft)	12,594	3,163	7,749
412 – Grassed Waterway (ac)	7.1	-	3.3
516 – Livestock Pipeline (ft)	2,559	-	596
561 – Heavy Use Area Protection (sq ft)	22,553	4,673	5,647
575 – Trails & Walkways (ft)	2,219	-	302
578 – Stream Crossings (no)	1	-	1
600 – Terraces (ft)	23,046	-	9,890
614 – Watering Facility	14	-	-
620 – Underground Outlet (ft)	10,837	2,192	4,415
634 – Waste Transfer System (no)	10	2	5
327 – CREP Conservation Cover (ac)	59.06	-	21.25
391 – CREP Riparian Forest Buffer (ac)	58.52	-	4.76
390 – CREP Riparian Herbaceous Buffer (ac)	0	-	-

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

Financial Assistance Conservation Program Activities:

- Financial Assistance Contract Obligation:

Program	FY22 Total (#)	FY22Total (\$)	FY23Total (#)	FY23 Total (\$)
EQIP/AMA	22	\$1,926,714	10	\$571,201
CSP	3	\$298,017	-	-
RCPP	15	\$3,421,648	-	-

- Financial Assistance Payments:

Program	FY22 Total (\$)	FY23Mo. Total (\$)	FY23 Total (\$)
ALL PROGRAMS	\$2,247,795.72	\$157,349.25	\$815,479.68

- **Environmental Quality Incentive Program (EQIP)**
 - Proposed FY23 Allocation - \$2,203,000
 - Currently 17 applications selected for funding for approximately \$1.8 million; contract development underway.

- **Regional Conservation Partnership Program (RCPP)**
 - Sign-up Deadlines – 5/1
 - Lancaster Clean Water Partnership RCPP
 - Remaining Allocation – \$3,139,739
 - Currently 7 applications selected for funding for approximately \$1.1 million; contract development underway.
 - Alliance for Chesapeake Bay Turkey Hill RCPP
 - Remaining Allocation - \$1,018,896
 - Currently 2 applications selected for funding (Lancaster & Franklin Counties) for approximately \$484,000; contract development underway.

- **Inflation Reduction Act (IRA) Climate Smart Funding**
 - Currently 1 EQIP IRA Forestry application selected for funding; contract development underway.
 - Considerable interest in the SE; greater than funds available this FY.

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:

- Civil Engineering Technician & Soil Conservation Technician (1) have been re-advertised; still waiting for 2nd SCT to be advertised.

Notable Meetings & Trainings:

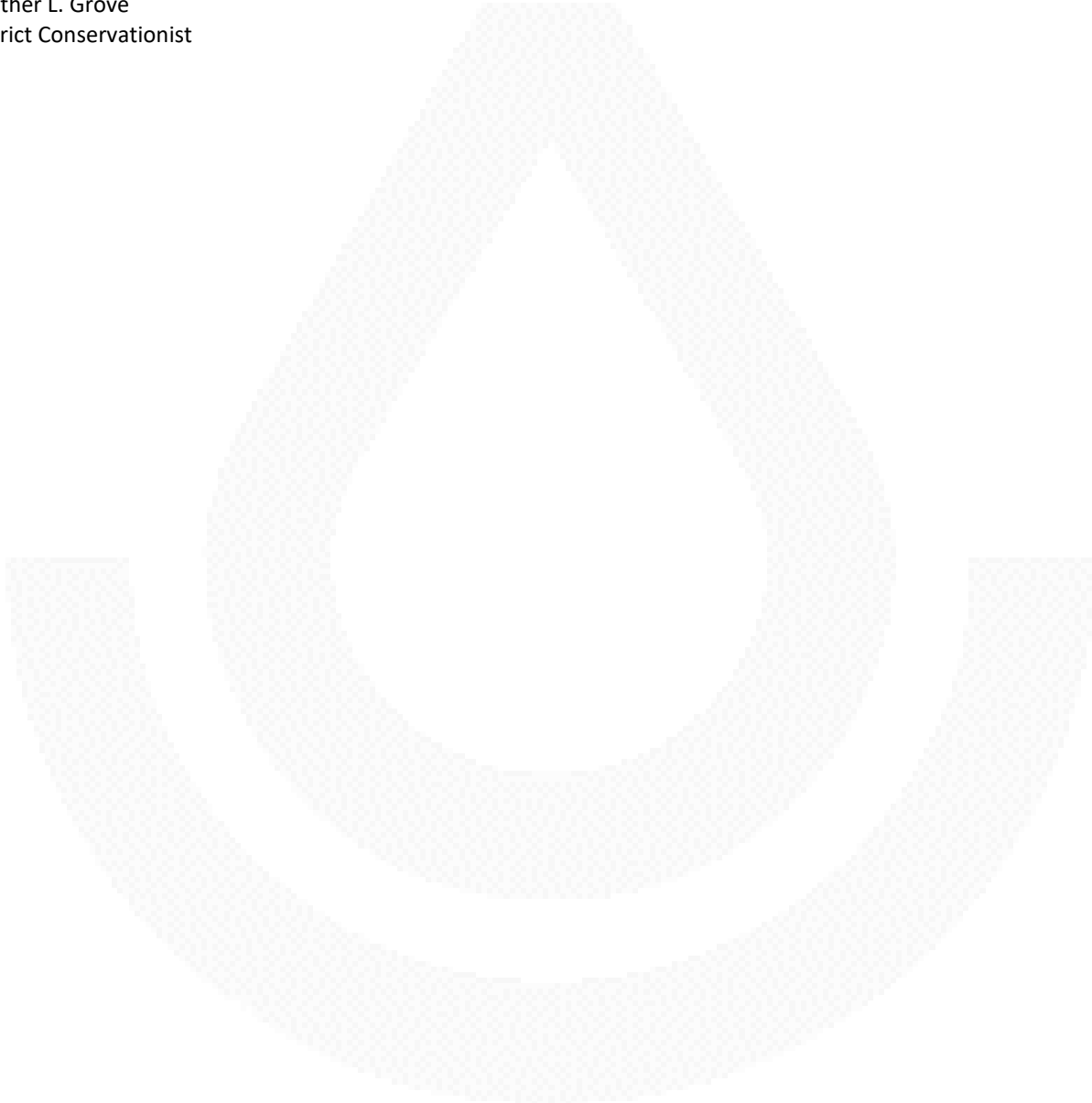
- 4/4-6 – Conservation Desktop/CART Training, Harrisburg (Sanchez)
- 4/11, 17-19 - Agricultural Conservation Technical “Boot Camp” Training – Level II, Fort Indiantown Gap (Ramer)
- 4/18 - Agricultural Conservation Technical "Boot Camp" Level II Training Assistance, Fort Indiantown Gap (Myers)
- 4/18-20 – Cultural Resources 2 Training, Bloomsburg (Sanchez)
- 4/20 – RCPP-LCWP Leadership Team Meeting (Grove)

- 4/25-27 – PA Act 38 Stormwater & Soil Loss/P-Index Training, Spring Mills (Hernandez)

Respectfully Submitted,

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

Heather L. Grove
District Conservationist



Item II.1

LANCASTER COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES April 5, 2023

The 851st 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 April 5, 2023 at 7:30PM.

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

The following Associate Directors were present: Dan Zimmerman, Greg Strausser and Jenny Engle.

The following District Staff were present: Christopher Thompson, Kevin Lutz, Kent Bitting, Sallie Gregory, Stacey Hertz, Adam Hartz, Adam Stern and Suzanne Kopp.

The following Cooperating Agency representative was present: Lauren Shaffer; DEP Field Representative and Mark Myers; NRCS Representative.

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

Herb Kreider provided the invocation for the meeting.

Introductions: Chris Thompson introduced Dan Zimmerman – a candidate for Associate Director. Mark Myers was in attendance in place of Heather Grove.

Additions to the Agenda: Associate Director Nomination included in the day of packet.

An opportunity was given for public comment: None Offered.

I. Agency Reports

1. USDA, NRCS

Mark Myer stated there are no additions to the submitted report in the Board packet.

2. PA DEP Field Rep Report

Lauren Shaffer stated there were no additions to the report submitted in the day of packet.

It was highlighted that the Bureau of Clean Water posted a new factsheet that answers questions about Watershed Restoration. Any questions please forward them to Lauren.

Roger Rohrer questioned the value of riparian buffers vs. stream restoration and the fact that they need to plant more than just trees to restore these floodplains.

II. Consent Agenda

Chairman Dan Heller, gave the opportunity for Directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Hearing none, other than the date change on the report, he requested a motion to approve the agenda.

Roger Rohrer moved to approve the Consent Agenda as presented with a change to the date on Page 20 of the report from February 1, 2023 to April 5, 2023. Sonia Wasco seconded the motion. Motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of March 1, 2023 Board meeting.
- #2 – Technical Assistance Requests/Cancellations
- #3 – Nutrient Management Plan Approvals
- #4 – Conservation Plan Acknowledgement

**Requests for Nutrient Management Plan Approval (Lutz)
March 2023 Activity
April 5, 2023 Board Meeting**

The plans are for the following operations:

OWNER	TOWNSHIP	OPERATION	DESIGNATION	AEU's/ACRE	REVIEWER	PLAN#
Brian Landis	Fulton	Broiler	CAO	200.16	Adams	160
Lester Martin	Earl	Heifer	CAO	2.46	Brodbar	2607
Coby & Wayne King	Eden	Beef, Horse, Broiler	CAO	4.16	Reuter	2157
Curvin Zimmerman	Earl	Layer	CAO	126.30	Hartz	2643
Louis Martin	East Earl	Broiler, Steer, Horse	CAO	5.53	Brodbar	2633
Mervin Weaver	Ephrata	Broiler, Steer	CAO	3.88	Findeisen	19
Dennis Groff	Strasburg	Layer	CAO	2.45	Adams	915

III. Additional Business

1. Items removed from the Consent Agenda

None removed.

2. Treasurer's Report

Stacey Hertz stated there were no additions to her submitted reports. She asked for directors to email suggestions to make the financial reports better and easier to understand.

3. Personnel Committee Report

Chris Thompson explained that funding for a new Verification Coordinator position had been received and requested that a BMP Verification Coordinator position be posted for hire. Roger Rohrer moved to approve posting for the BMP Verification Coordinator position. Dale Herr seconded the motion. Motion passed unanimously.

Sonia Wasco reported that the Personnel Committee is requesting to hire a Summer Intern. Four candidates were interviewed and Madeleine Gagliano was selected for approval and would start May 22, 2023. Sonia Wasco moved to hire Madeleine Gagliano as the Summer Intern. Commissioner Trescot seconded the motion. Motion passed unanimously.

Sonia also reported the Spring Intern turned in his resignation two months early, citing his additional course workload as his reason. The District accepted his resignation.

4. ACAP Project Approval

Kent Bitting reported that there are two applications, by staff, submitted for ACAP Funds requesting \$122,009.02 for the following:

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Received
Robert Sensenig	District	Little Britain Twp.	8 Pipe Outlet terraces, Grassed Waterway, Lined Outlet, Underground Outlets	\$111,622.15	\$100,459.93
Kenneth Martin	District	East Drumore Twp.	Silage Leachate, Waste Transfer	\$23,943.43	\$21,549.09
TOTALS				\$135,565.58	\$122,009.02

Herb Kreider moved to approve \$122,009.02 worth of ACAP Funding as stated. Bob Shearer seconded the motion. Motion passed unanimously.

5. CAP Project Approval

Kevin Lutz reported that there is one application submitted through the CAP Coordinator by a private consultant requesting \$91,342.62 for Amos Stoltzfus of Bart Township for BMPs.

Commissioner Trescot moved to approve the CAP funding. Herb Kreider seconded the motion. Motion passed unanimously.

6. Act 38 Compliance

Kevin Lutz reported for the Ag Committee that Jeff Nolt has a broiler operation in Rapho Township that is currently a CAO in the Act 38 Program and the NMP expired on October 1, 2022. Mr. Nolt was granted an extension to get a NMP approved by the District, however this has not happened to date. The District is recommending that a referral be made to the SCC for operating without a current approved NMP.

John Stoltzfus has a dairy operation in Fulton Township that was identified as a potential CAO during a DEP Complaint investigation and was given a deadline of March 14, 2023 to develop a NMP. It was confirmed that Mr. Stoltzfus left a message inquiring about a plan but has not followed up any further. The District is recommending that a referral be made to the SCC for operating without a current approved NMP.

Bob Shearer moved to approve referring both of these operations to the SCC. Jay Snyder seconded the motion. Motion unanimously approved.

7. Associate Director Nomination

Chris Thompson reported that with Lisa Graybeal's resignation, LCCD has two open seats in our 2023 class of Associate Directors. The Executive Committee has received a nomination and application from Dan Zimmerman. Dan had been the Municipal

Manager of Warwick Township for 35 years and is an active member of the Lititz Run Watershed Alliance.

Roger Rohrer moved to approve Dan Zimmerman as an Associate Director. Sonia Wasco seconded the motion. Motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates:

- Resignation - Lisa Graybeal's resignation from the Board of Associates.
- Invitation - Lancaster County Agriculture Council Invitation to participate in Roundtable Farm Bill Discussion with Sen Smucker & Sen Thompson on March 31, 2023, from 4-6 pm at the Farm and Home Center.
- Invitation – A Clean Water Partner meeting on April 5th from 8-9:30am at the S Dale High Leadership Center to review County-wide efforts and progress in accomplishing clean water goals. Registration at <https://www.eventbrite.com/e/full-partners-meeting-tickets-588477330537>.
- Bay Journal:
 - Page 9, PA Budget Impacts on the Bay
 - Page 26, Log Rafts on the Susquehanna
 - Page 34, Whales vs. Wind Turbines

2. E&S/NPDES Monthly Projects Report:

Adam Stern stated that there are no additions to the submitted reports.

3. Tree Sale Report:

Sallie Gregory reported that the 49th Annual Tree Seedling Sale order pick-up will be held April 13, 2023 from 8am-5pm as a drive-thru event at the Farm and Home Center. There are 623 orders that will be pre-packaged.

4. 2023 Strategic Goals:

Chris Thompson reported that there were goals and objectives that were a priority identified during the February 1, 2023 planning meeting. Workgroups, tactics and actions steps have been identified for accomplishing the goals. Progress will be reported monthly to the Board of Directors.

The list of goals consists of Relationship Building/Visibility, Building Capacity and Staff Retention.

5. Banquet Committee Report:

Adam Hartz reported on the 20th Annual District Banquet that was held at the Farm & Home Center, March 30, 2023, with 142 in attendance. Seven sponsorships helped defray the costs. Expenses exceeded income this year, but funds from the reserve account were used to handle the difference. At this time, we have \$1,491.48 left in the reserve.

The auction helped to raise \$3,000 for the Scholarship Fund.

6. Investment Review and Update:

Chris Thompson reported that the Budget & Finance Committee met with Bob Hoffman, our Fulton Financial Advisor prior to tonight's Board meeting to review our portfolios performance. Committee members reported that the fund has dropped approximately \$30,000 since last year. Bob Hoffman advised to take two of the funds that have performed adequately and combine the two funds and make three funds out of the total to increase performance of the funds. Specifics of this will follow at the next Board Meeting.

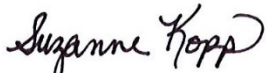
V. Additional Public Comment:

Sonia Wasco reported on PACD updates. Sonia attended a regional meeting last month and she highlighted that ACAP Coordinators are being hired by surrounding Counties. She wanted to remind everyone that Conservation Week is coming up. The PACD has a negative balance of \$21,000 in the budget for this year due to changes that DEP has made in reimbursements. In an effort to cut spending they will be offering the joint meeting this Summer in person only and not by Zoom.

Meeting Adjourned

Chairman Dan Heller adjourned the meeting at 9:00 pm.

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)

April 2023 Activity

May 3, 2023 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 #
Christ King	Earl	Layer	CAO	3.77	Hartz	522
Darvin Burkholder	West Earl	Broiler	CAO	2.86	Heigel	315
Kevyn Musser	Rapho	Swine	CAFO/CAO	4.58	Findeisen	205

NMP Update Report to Lancaster County Conservation District Board of Directors

April 2023 Activity

May 3, 2023 Board Meeting

NMP Name	Municipality	Plan Update Submission Date	Original NMP Approval Date	Planner¹	Species²	AEUs	Regulated Operation Type³	Date Plan Acknowledge ment Letter Sent	Reason for Update
Pigtail Acres, LLC	Clay	3/27/2023	1/19/2022	Corey Grove	Swine/ Beef	694.74	CAO CAFO	3/31/2023	Simple Update
Wilmer Siegrist	West Donegal	4/20/2023	4/6/2022	Amber Funk	Dairy/ Pullet	258.53	CAO	4/25/2023	Simple Update

Item II.4

Acknowledgment of Conservation Plans (Lutz)

The Lancaster NRCS Field Office recommends the following plans for the

May 3, 2023 Board Meeting:

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
Brandon R Barry	1	Mark Long	West Cocalico
Hershey Farms LLC	1	Mark Myers	Mount Joy
Paul Ray Zimmerman	4	Mark Long	Brecknock
Edwin R Sensenig	1	Joel AliceaHernandez	Little Britain
Beam Farms	1	Christine Griesemer	Brecknock

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Mervin Miller	1	Greg Heigel	Sadsbury
John Risser	1	Brady Bosworth	Manheim

Lancaster County Conservation District
Item III
Balance Sheet
As of April 26, 2023

Apr 26, 23

ASSETS

Checking/Savings

District General Fund	
1001 · General Fund INVEST	456,268.58
1015 · General Fund Citizens	130,976.23
Total District General Fund	587,244.81

\$540,068.22	General Operations - U
(\$60,206.02)	Grants without bank account - R
\$60,887.27	Activities Account - A
\$46,495.34	Tree Fundraiser Account - U
\$587,244.81	TOTAL

Raymond James/Fulton Advisors	
Investment Unrealized Gain/Loss	-23,970.35
Raymond James/Fulton Advisors - Other	750,000.00
Total Raymond James/Fulton Advisors	726,029.65

Fulton Advisors		Fulton + INVEST
Funds Invested		Balance
5/2/2022		4/26/2023
350,000		745,498.66
		<u>298,055.47</u>
		1,043,554.13
25,000		25,963.11
25,000		60,760.13
25,000		26,317.7
50,000		59,520.61
25,000		25,113.4
100,000		162,863.97
125,000		349,296.55
25,000		66,058.32
750,000	Initial Investment	
726,030	Current value	
-3.2%	ITD Gain/Loss	

E & S	
1002 · E & S - A	395,498.66
1005 · Clean Water - R	298,055.47
Total E & S	693,554.13
1003 · Youth Conservation School - C	963.11
1006 · Separation - A	35,760.13
1007 · Reserve	
Reserved-LCCD Health 21-22 -A	27,119.73
Reserved-LCCD Health 20-21 - A	1,317.70
Reserved-LCCD Health 19-20 - A	9,520.61
Reserved-LCCD Health 18-19 - A	113.40
Reserved-Capital - A	58,726.87
Reserved-Communication - A	24,000.00
Reserved-Computer Hardware - A	26,725.77
Reserved-NM Program - A	62,863.97
Reserved-NMP Vehicle - A	47,171.38
1007 · Reserve - Other	224,296.55
Total 1007 · Reserve	481,855.98
1008 · Scholarship - C	
Bond Unrealized Gain/Loss - C	-3,320.32
Scholarship Bonds - C	35,000.00
1008 · Scholarship - C - Other	9,378.64
Total 1008 · Scholarship - C	41,058.32
1009 · Dirt & Gravel Roads - R	112,805.02
1013 - Exelon - R	709,434.31
1014 - Low Volume Roads - R	192,891.33
1115 · Conservation Excellence - R	1,022,715.31
1116 · CBAIP Phase II - R	425,047.08
1117 · Chesapeake Bay Action Plan - R	120,238.48
1118 · American Rescue Plan Act	2,155,894.93
1017 · Self-Funded Health Insurance -R	142,664.82
TOTAL ASSETS	7,448,157.41

\$1,324,705.49	A - Assigned Funds
\$92,021.43	C - Committed Funds
\$5,119,540.73	R - Restricted Funds
\$911,889.76	U - Unassigned Funds
\$7,448,157.41	TOTAL

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2017 · Fulton Retirement Liability	1,110.77
2015 · HSA Liability	82.69
2200 · YCS Liability	25,963.11
2016 · Health Insurance Liability	142,664.82
Total Other Current Liabilities	169,821.39
Total Current Liabilities	169,821.39

Lancaster County Conservation District
Balance Sheet
As of April 26, 2023

	<u>Apr 26, 23</u>
Total Liabilities	169,821.39
Equity	
3000 · Opening Bal Equity	893,610.68
3900 · Retained Earnings	8,182,878.63
Net Income	<u>-1,798,153.29</u>
Total Equity	<u>7,278,336.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,448,157.41</u></u>

Lancaster County Conservation District
Income and Expenses
January 1 through April 26, 2023

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Apr 26, 23	Budget	\$ Over Budget
Income									
520 · County Funding	100,000.00						100,000.00	100,000.00	0.00
530 · Program Contracts	639,140.80						639,140.80	504,275.67	134,865.13
560 · Grant Administration	48,457.82			10,866.08			59,323.90	250,174.33	-190,850.43
570 · Grant Project Income	37.50			884,641.16			884,678.66	3,104,964.67	-2,220,286.01
580 · Fee / Reimbursement Income	7,167.79	3,627.00	6,320.00	300.00			17,414.79	249,416.67	-232,001.88
581 · E&S102 Review Fees		263,250.00					263,250.00	213,333.33	49,916.67
582 · NPDES Permit Fees		41,000.00					41,000.00	34,000.00	7,000.00
583 · 105 CWF Fees							0.00	0.00	0.00
590 · Interest Income	10,018.97	8,849.14		86,413.34	467.45	7,089.01	112,837.91	10,578.67	102,259.24
540 · Activity Income			7,709.23		3,350.00		11,059.23	6,741.33	4,317.90
585 · Tree Sales Income			48,775.00				48,775.00	14,000.00	34,775.00
595 · Other Income	63.50	22.00	1,875.00	1,295.25		43,661.23	46,916.98	21,858.33	25,058.65
599R · Interfund Transfer In	754.20					4246.29	5,000.49	0.00	5,000.49
Total Income	805,640.58	316,748.14	64,679.23	983,515.83	3,817.45	54,996.53	2,229,397.76	4,509,343.00	-2,279,945.24
Gross Profit							2,229,397.76	4,509,343.00	-2,279,945.24
Expense									
7100 · Staff Salary	533,188.96	150,717.74		54,949.03			738,855.73	877,877.00	-139,021.27
710 · All Emp Benefits	161,229.88	36,774.01	1,050.06	5,674.51			204,728.46	278,181.67	-73,453.21
720 · Vehicle & Travel Expenses	13,089.55	29,196.33		2,276.08			44,561.96	97,283.33	-52,721.37
722 · Meeting Expenses	3,232.55		175.00			100.00	3,507.55	10,830.00	-7,322.45
730 · Supplies	4,666.32	811.34	485.69			669.60	6,632.95	6,483.33	149.62
735 · IT - Communication	4,591.73	145.00	107.50	3,082.00			7,926.23	11,187.00	-3,260.77
740 · Postage	874.81	902.26	110.25	50.91			1,938.23	2,675.00	-736.77
745 · Office Rent	28,624.63	7,580.01	1,064.23				36,204.64	36,657.00	-452.36
750 · Equipment	2,111.68	99.00	36,235.38				2,210.68	11,713.33	-9,502.65
830 · Administrative	41,364.28	35.00		1,590.89			44,054.40	184,114.67	-140,060.27
810 · Activity Expenses	728.90	200.00					37,164.28	22,110.00	15,054.28
820 · Grant Project Expenses				2,894,732.81			2,894,732.81	3,630,945.00	-736,212.19
805 · Allocated Cost Transfer	-9,271.15	9,271.15					0.00	-1,795.51	1,795.51
890 · Miscellaneous Expenses	32.64						32.64	11,816.67	-11,784.03
899E · Interfund Transfer Out	4,246.29					754.20	5,000.49	0.00	5,000.49
Total Expense	788,711.07	235,731.84	39,228.11	2,962,356.23	0.00	1,523.80	4,027,551.05	5,180,078.49	-1,152,527.44
Net Income	16,929.51	81,016.30	25,451.12	-1,978,840.40	3,817.45	53,472.73	-1,798,153.29	-670,735.49	-1,127,417.80

**The Personnel Committee Report
Request to Hire**

Staff have been working to fill several open positions this last month. The Personnel Committee has reviewed and supported their recommendations for putting the following candidates forward for Board consideration.

- Watershed Specialist –The candidate being put forward for BOD approval is a familiar name, Amanda Goldsmith. Amanda started at LCCD as the Summer intern in 2019. She was then hired as the Spotted Lanternfly Technician in March 2020. When that contract expired Amanda was picked up by the Ag team as a Nutrient Management Specialist in Sept of 2020 and then in 2022 Amanda applied for and was hired as LCCD’s first Assistant to the Watershed Specialist program. In each role, she has excelled and set a very high standard for excellence in all that she has done. We would be very glad to keep Amanda here and moving up the “ladder”. With BOD approval Amanda would begin transitioning into the new role immediately.
- Ag Compliance Specialist – We have two openings out of three on the Chesapeake Bay Ag Compliance Team. Staff interviewed a few candidates, but found only one to bring forward for Board consideration. Joshua Pullen, Lives in Wrightsville, York County. Josh has degrees in both Criminal Justice and Fisheries & Wildlife Sciences. He has recently retired after more than 20 years as a counselor at York County Prison. If approved by the Board, he can begin working on May 8th.

The District has been working with CO DEP to reclassify the remaining CB Technician position before we try to re-advertise and post, but we also have an open BMP Verification Coordinator position and, with BOD action tonight, we will have an open Assistant Watershed Specialist position. We expect to present candidates for each of these positions next month.

***Action Required**

PennVest Transaction and Funding Agreement Resolution

The Pennsylvania Infrastructure Investment Authority (P.V.) held a meeting last week to review several proposals and decide on funding arrangements. Each project requires a two-step approval process. The first is a resolution authorizing us to act as a sponsor for the proposal. The P.V. Board then reviews the value of the project, the creditworthiness of the operator, and the sustainability of the operation. Based on that criteria, the P.V. trustees then reply with a funding proposal that includes either a low-interest loan (currently 1.7- 2.2%) or a principal forgiveness loan. The second resolution LCCD is asked to make is to accept the funding proposal and act as a sponsor for the project. Two projects LCCD had previously agreed to sponsor were included in P.V. discussion.

1. Joshua Stoltzfus of Strasburg Township - Last February (2023), the LCCD Board took action to submit a project proposal for Joshua Stoltzfus of Strasburg Township to design and install a new manure pit and riparian buffers. At their April meeting, the P.V. Trustees voted to provide a low interest loan of \$734,150 for the project. Therefore, LCCD Administration rejected the offer to act as the project sponsor. We reached out to the consulting engineer and offered alternative program funding for the project.
2. Benuel S. Stoltzfus of Bart Township - Last November (2022), the LCCD Board approved acting as a sponsor for the Benuel S. Stoltzfus project in Bart Township, Lancaster County. The project involves the construction of various manure storage facilities and manure management practices; waste transfer lines, a roofed heavy use area, animal walkways, roofing and gutters, access ways, infiltration beds, fencing, various other improvements and facilities, as well as the decommissioning of certain facilities for a maximum award of \$683,500. Also, at their April meeting, the P.V. Trustees reviewed and approved funding for the project in the form of a “Principle Forgiveness Loan” for the full amount of the project. If approved, construction is expected to begin this spring, and an administrative fee for the District of approximately \$4,177 is expected through the sponsorship of this project.

As with all Penn Vest projects, the goal is for the restoration of private lands to implement conservation practices and to improve water quality.

***Action Required**

Item III.5

Agriculture Conservation Assistance Program Grant Approval

The Agriculture Conservation Assistance Program (ACAP) currently has three 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
Andy Ill	AET Consulting	Penn Twp.	Roofed Heavy Use Area, Manure Storage, Access Road, Stacking Shed, Silage Leachate, Roof Runoff Structure, Structure for Water Control, Underground Outlet	\$1,313,524.36	\$500,000.00
John Howard	District	West Lampeter Twp.	2 Grassed Waterways	\$19,876.00	\$16,254.00
Delton & Bridget Good	Mowery Environmental	West Earl Twp.	Manure Storage, Animal Walkway, Access Road, Stream Crossing, Fencing, Diversion, Structure for Water Control, Underground Outlet, Roof Runoff Structure	\$506,194.46	\$297,533.02
Totals				\$1,839,594.82	\$813,787.02

ACAP Funds Requested: \$122,009.02

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$122,009.02 worth of ACAP funding for the multiple applications.

***Action Required**

Item III.6

2023 Ann Brown Memorial Scholarship

The Scholarship Committee has completed the application and interview process for 2023. The Committee received 9 applications and interviewed 7 candidates. All of the applicants were more than qualified and the Committee was forced to make tough choices in order to select the finalists listed below. After much deliberation, the Committee would like to offer \$1,000 scholarship awards to the following individuals:

- **Alyssa Bernard** – Cocalico High School – planning to attend Bucknell University to study Environmental Engineering
- **Julianna Steach** – Manheim Central High School – planning to attend the University of Pittsburgh to study Environmental Engineering
- **Mal Barber** – Manheim Township High School – planning to attend the University of Vermont to study Environmental Sciences
- **Tre Rosa** – Pequea Valley High School – planning to attend the Pennsylvania State University (starting at Penn State Berks) to study Agricultural and Extension Education

The Scholarship Committee recommends approval of offering a \$1,000 scholarship award to the 4 individuals listed above for a total expenditure of \$4,000.

***Action Required**

Item III.7

Storage Space

Storage space for LCCD is at a premium. Staff have been researching a variety of options.

- Option #1, The first option is a medium-sized room (440sq. ft.) the Farm & Home Center. The space is locked and access controlled as well as climate controlled, but is accessible only through a shared space in the basement. This is a space that once held office cubicles, but is not 1-A quality and is currently being used as a storage area. The Building Manager expects we would be charged a rate of \$12 per square foot (approx. \$500 per month), but will need to seek their Board approval.

*Action is pending further details.

- Option #2, Option number two is to install base and wall cabinets and counters at the far end of the LCCD lunchroom. The lunchroom is space shared with NRCS and they have not objected to the room upgrade and the Farm & Home Center has approved making the improvements. Adding the cabinets would provide approximately 480 square feet of storage for small items that require climate-controlled conditions (watershed monitoring equipment and supplies, etc.). A cost estimate of \$12,000 to build and install the cabinets has been provided. Funds for this unbudgeted expense can come from the 2019 Self-Funded Health Insurance rebate reserve account.

*Action requested to use up to \$12,000 to install cabinets in the lunchroom.

- Option #3, We have the opportunity to purchase and install a shed along the western side of the F&H parking lot, next to where the watershed trailer currently lives. Tyler Keffer has researched several details listed below:
 - The Farm & Home Center already approved installing a shed for a previous tenant request and agreed to transfer that approval to LCCD.
 - The maximum size allotted to us is the size of two parking spaces, which measures out to 16.5'x18'.
 - A permit is not required/easily acquired as demonstrated by the previous tenant.
 - No utilities are available, but there would be no additional rent required.
 - Tyler has researched a variety of design options from a variety of builders with costs ranging from \$9,000 to \$14,000 depending on styles and fixtures (delivery, venting, doors, locks, ramp, etc.).

*Action requested, Staff are requesting an allocation of funds, not to exceed \$15,000, from the Capital Reserve account to cover this expense.

***Action Required**

Item IV.3

Procurement Policy Update

From time to time it is necessary to revise and update existing operational policies. Recent revisions and enforcement of funding requirements by NFWF have caused an internal audit of our Procurement Policy. It is difficult to capture all of the various scenarios, but the attached document reflects several changes that will enable LCCD to comply with the current requirements and yet provide flexibility in our processes when requirements are absent. The draft policy is presented for the required one-month review. If Directors have any questions or comments please contact the office prior to May 23, 2023. Otherwise, the draft will be presented for action and approval at the June meeting.

Procurement Policy Draft

General

As a public/private organization, entrusted to manage public dollars for conservation efforts, the Lancaster Conservation District has adopted a Procurement Policy to support transparency and objectivity in our internal controls.

Specific grant procurements requirements may supersede this policy, but where there is no procurement guidance provided and a procurement policy is required to be followed the Grant/Project Managers are expected to follow individual guidance that has been developed as described below:

No Conflict of Interest

All directors and employees of the Conservation District who participate in the selection or acceptance of a contract for equipment, materials, supplies, or services must comply with the conflict of interest policy. Specifically, no director or employee will participate in the selection or acceptance of a contract involving a conflict of interest without the written approval of the board. "Conflict of interest" includes situations in which the employee, family member, or board member has a financial interest in the business or individual selected for the contract. See the board approved "Conflict of Interest Policy" for further details.

Authorization to Purchase

Operational Expenses: District Employees are expected to work within the guidelines of the currently approved District Budget or an existing grant funded budget to select a product or service that meets price, quality, and performance requirements.

Any purchases that are not part of or detailed in an approved budget needs to be reviewed and approved according to the following thresholds:

- \$0-\$300, Staff may review and approve with signature/date for payment.
- \$300-\$1,500, Program/Grant Manager may review and approve with signature/date for payment.
- \$1,500 - \$5,000, District Manager may review and approve with signature/date for payment.
- \$5,001+, Purchases must be presented to a committee/Board for approval before action taken.
- In an emergency, the Board Chairman and the District Administrator can jointly pre-approve an expenditure. It shall then be brought before the Board for ratification.

All invoices/bills need to be initialed by the appropriate individual before any payment is processed. The only exception would be for budgeted payments where the amounts are predetermined and do not vary.

Identifying Vendors

If a program requires a selection process for identifying vendors, the following process will be used:

- **Price Comparison:** Before making a low value (< \$1,000) purchase, staff will evaluate and determine a reasonable price for a known product or service by comparing the cost and quality of products offered by competitors.
- **Request for Quotes (RFQ):** Staff will issue a RFQ when they know what they want but need specific information on how vendors would meet their requirements or how much the product or service would cost. Additional resources can be used to determine the viability of a vendor including using the internet and personal referrals. Quotes come in various forms (e.g., letter, email quote, rate page, oral offer), but cover terms such as price, product specifications (e.g.,

quantity, functionality, compatibility, performance capabilities, etc.), and vendor qualifications (g. specialized expertise, reliability, warranty, delivery speed, etc.).

- **Request for Proposals (RFP):** Staff will issue an RFP to elicit bids from vendors for a specific product or service or when we have a problem but don't know how to solve it. The RFP should include as well as:
 - Description of the District;
 - Project description or product specifications;
 - A proposed statement of work and deliverables; expectations and assumptions;
 - Vendor qualifications and requirements; (ie: whether or not the bid is subject to the PA Prevailing Wage requirements, etc...)
 - Overview of the RFP process and schedule;
 - Proposal submission requirements (date, time, place, etc...);
 - Proposal evaluation criteria; and
 - A list of required contract terms.

Bidding Requirements

When bidding is required, the District will comply with the Uniform Guidance for federal and state funding programs.

Procurement Method	Expense Amount	Process/Requirements
Micro-purchase (No quotes required)	Less than \$10,000	<ul style="list-style-type: none"> • Consider price to be reasonable. • Distribute equitably among suppliers to the extent practical.
Small Purchase Procedures (Relatively simple and informal)	10,000 - \$249,999	<ul style="list-style-type: none"> • obtain/document price or rate quotations from a reasonable number of qualified sources. • written or documented quotes required to be kept in the contract file.
Sealed Bids	\$250,000 or more	<ul style="list-style-type: none"> • Bids must be publicly advertised using standard bidding requirements. • Bid must allow for a minimum of 15 days for response time. • Bids must be solicited from an adequate number of qualified sources. • Sealed bids must be opened publicly. • Contract award must be made to the lowest responsible bidder. • Contract must be for a firm, fixed price.

Reviewed and approved by LCCD Board on _____