



LANCASTER COUNTY CONSERVATION DISTRICT MONTHLY BOARD MEETING AGENDA

Wednesday, June 7, 2023

Lancaster Farm & Home Center

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

Business Meeting 7:30 PM

Timer

7:30	Invocation – Kent Weaver 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 (attachment) 4	
7:45	II. <u>*Consent Agenda</u> 1. Meeting Minutes (attachment) 10 2. Technical Assistance Requests/Cancellations (attachment) 16 3. Nutrient Management Plan Approval (attachment) 16 4. Conservation Plans Acknowledgement (attachment) 16	
7:55	III. <u>*Additional Business</u> 1. Items Removed from Consent Agenda 2. Treasurer’s Report – Hertz (day of packet) - *3. Watershed Specialist Delegation Agreement – Goldsmith (attachment) 17 *4. Request to Hire – Thompson (attachment and day of packet) 17 *5. NM/MM Delegation Agreement – Thompson (attachment) 18 *6. ACAP Projects – Bitting/Lutz (attachment) 19 *7. CB Phase II Grant Approval – Bitting/Lutz (attachment) 19 *8. RC&D Report and Dues Request – Thompson (attachment) 20 *9. Ag Program – Equipment Request – Saltsman/Lutz (attachment) 20 *10. Outstanding Cooperator 2024 – Lutz (attachment) 22 *11. Growing Greener and 319 Grants – Thompson (attachment) 23 *12. July BOD Meeting – Thompson (attachment) 24	
8:55	IV. <u>Reports & Information</u> 1. Correspondence, News, and Updates – Thompson (handouts) 2. E&S/NPDES Monthly Projects Report – Stern (attachment) 25 3. Tree Sale Report – Reuter (attachment) 29 4. Envirothon Event Report – (attachment) 31 5. Strategic Plan Dashboard – Thompson (attachment) 34 6. PACD/SCC Report and JAC Registration Announcement – Wasco/Thompson 36 7. Procurement Policy Update – Thompson (attachment) 37	
9:20	V. <u>Additional Public Comment</u>	
9:25	VI. <u>Adjourn</u>	

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

Dates to Remember:

6/1, 3:30 pm Conservation Foundation Planning Mtg.	6/21, Trip to Stroud Water Research Center
6/2-10, Lancaster County Water Week	7/4, LCCD Office Closed
6/13-15 Family Farm Days	7/19-20, PACD/SCC Joint Annual Mtg Grantville, PA

NEXT MEETING DATE: Wednesday, July 5, 2023, 7:30 p.m.

At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors May 2023

Lancaster Field Office Personnel:

Heather Grove, Supervisory District Conservationist
Mark Myers, Soil Conservationist
Joel Alicea Hernandez, Soil Conservationist
Mark Long, Soil Conservationist
Christine Griesemer, Soil Conservationist
Brett Ramer, Soil Conservationist
Camila Martinez Sanchez, Soil Conservationist
VACANT, Soil Conservation Technician

VACANT, Soil Conservation Technician
VACANT, Civil Engineering Technician
Lari Jo Walker, Program Assistant, RC&D
Jeff Sholly, Engineer, PACD
Ashley Spotts, Restoration Specialist, CBF
Julia Smith, Biologist, PF (York & Lancaster)
Elli Liput, Biologist, PF (Dauphin, Lebanon & Lancaster)

Conservation Planning Activities*:

FY22 Total (#)	FY22 Total (Ac)	FY23 Mo. Total (#)	FY23 Mo. Total (Ac)	FY23 Total (#)	FY23 Total (Ac)
33	3,809.92	16	882.9	35	1,735.60

*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	6
362 – Diversion (ft)	3,132	-	-
367 – Roofs & Covers (no)	8	-	3
382 – Fence (ft)	12,594	206	7,955
412 – Grassed Waterway (ac)	7.1	2.6	5.9
516 – Livestock Pipeline (ft)	2,559	537	1,133
561 – Heavy Use Area Protection (sq ft)	22,553	1,530	7,177
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	170	4,585
634 – Waste Transfer System (no)	10	-	5
327 – CREP Conservation Cover (ac)	59.06	-	21.25
391 – CREP Riparian Forest Buffer (ac)	58.52	1.26	6.02
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	11	\$1,009,637
CSP	3	\$298,017	-	-
RCPP	15	\$3,421,648	1	\$78,616

- Financial Assistance Payments:

Program	FY22 Total (\$)	FY23Mo. Total (\$)	FY23 Total (\$)
ALL PROGRAMS	\$2,247,795,72	\$123,524.81	\$939,004.49

- **Environmental Quality Incentive Program (EQIP)**
 - Proposed FY23 Allocation - \$2,203,000
 - Currently 19 applications selected for funding for approximately \$1.8 million; contract development underway.

- **Regional Conservation Partnership Program (RCPP)**
 - Lancaster Clean Water Partnership RCPP
 - Remaining Allocation – \$3,139,739
 - Currently 8 applications selected for funding for approximately \$1.3 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 and 2 CSP IRA Ag Lands applications selected for funding for approximately \$58,500; contract development underway.

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	-	-	1	39.18
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	4	8.75
Re-enrollments	28	177.98	-	-

Administrative Activities:

- Interviews were completed for the Civil Engineering Technician (CET) and 1 of the 2 Soil Conservation Technicians (SCT) vacancies. A selection has been made and returned to HR for the SCT position. The CET will be returned to HR again with no selection and readvertised. The second SCT position has recently been advertised.
- Affiliate Mid-Year Performance Reviews were completed (Saltsman, Sholly, Spotts & Walker).

Notable Meetings & Trainings:

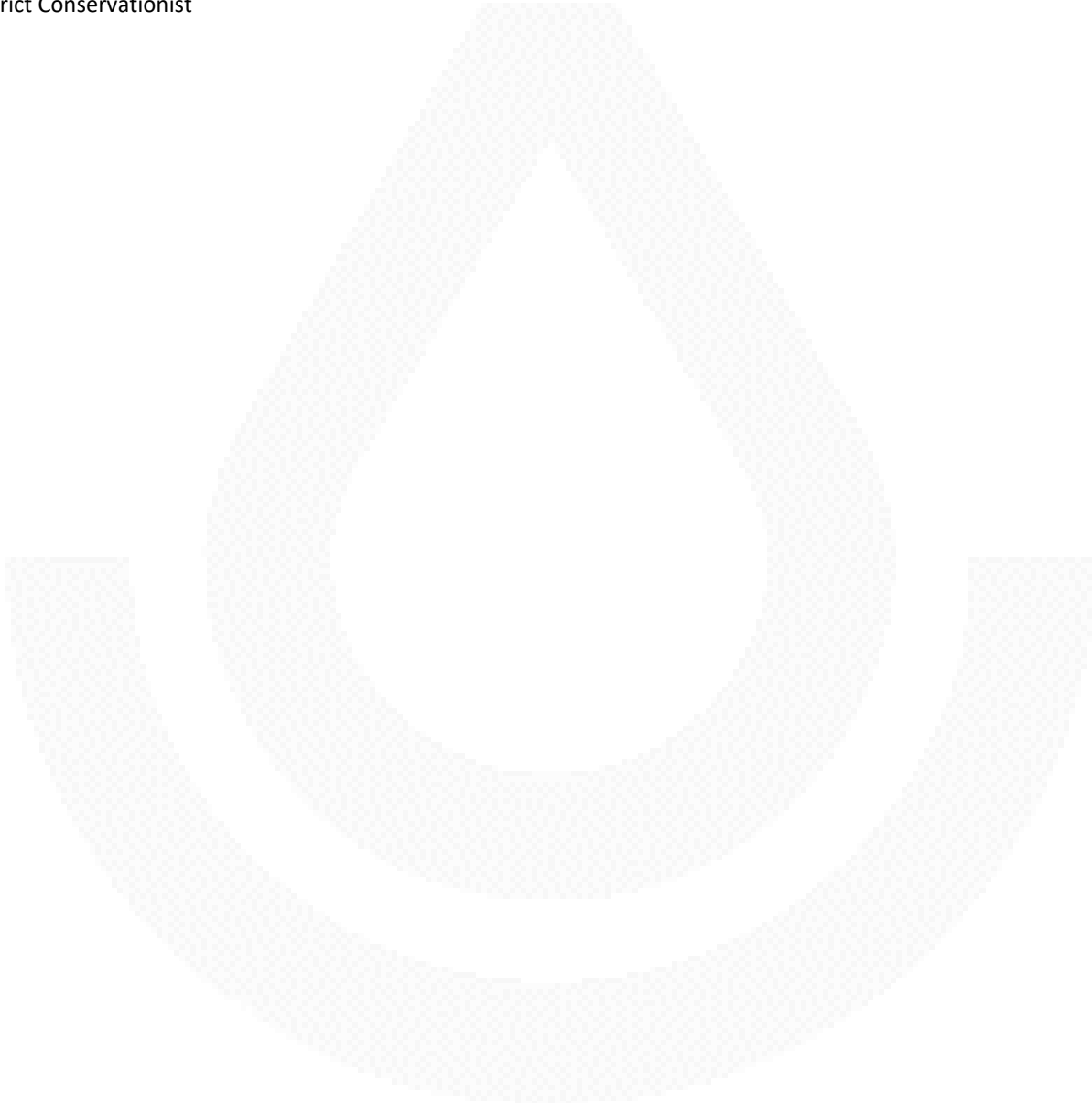
- 5/1-4 - Agricultural Conservation Technical “Boot Camp” Training – Basic Level, Fort Indiantown Gap (Sanchez)
- 5/8 – Monthly RCPP Technical Assistance Workgroup Meeting (Grove)
- 5/10 – Quarterly CREP Team Meeting (Grove, Spotts, Smith, Liput)
- 5/11 – Quarterly SE5 NRCS Team Meeting, Lancaster (Team)

- 5/23 & 25 – PA Act 38 ACA & Manure Storage Training, Virtual & Lewisburg (Hernandez & Ramer)

Respectfully Submitted,

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

Heather L. Grove
District Conservationist



Item I.2
June 2023 DEP Conservation District
Field Rep Talking Points

Contracts, Delegations, Agreements

Chesapeake Bay Technician and Engineer Agreements – The application for funding the Chesapeake Bay Program for Conservation District Technicians and Engineers for the state fiscal year July 1, 2023 through June 30, 2024 will be open the week of June 5. This is a new five-year agreement that will need to be submitted through ESA (Electric Single Application – eGRANT). The maximum funding available for the **Chesapeake Bay Engineering Specialist** will be \$91,900 and \$85,000 for the **Chesapeake Bay Engineering Assistant**, of which up to \$8,000 may be used for program related expenses (travel, equipment, supplies, and program administration). Of the allowable program related expenses, up to \$1,000 may be used for travel expenses related to BMP implementation (such as surveys and construction site checks). New this year, the base amount for **Chesapeake Bay Technician** will be increased from \$70,000 to \$80,000 under this agreement. In addition to the base amount of \$80,000 per full time technician, a maximum of \$10,000 is also available per conservation district participating in the Chesapeake Bay Technician agreement to be used toward BMP Verification efforts. The project application form (3020-FM-CBO0001a) must provide details in the narrative and also be included in the budget regarding how the funding will be used to expand and support BMP Verification in your county. The \$10,000 maximum available is provided on a per county basis, and may be used to augment verification programs that are funded through the Community Clean Water Coordinator grant; further support data management and reporting efforts; conduct GIS analysis and on-the-ground verification through contracts and/or subawards; etc.

DEP FY2023 Conservation District Watershed Specialist Grants - Conservation District Watershed Specialist grant program applications opened on May 18. The application period will close June 30 at 11:59 pm. Districts should have received an email from the Grants Center and a second email from Shane Kleiner on May 16 with copies of the necessary documents for the Program. This is a new 5 year agreement. The Watershed Specialist grant maximum has been increased \$5,000 for FY 23-24 to \$50,250. All applications must be submitted through the online electronic single application system on or before June 30 at 11:59 pm. No paper, e-mail or fax submissions or additions will be accepted. If you have any questions feel free to contact Shane Kleiner or the Section resource account at EP, Watershed Support RA-EPWATERSHEDSPRT@pa.gov .

Conservation District Fund Allocation Program (CDFAP) Application for Funding - The CDFAP provides funding for your Manager, E&S Technician and ACT Technician, as applicable. It is necessary that we contact you now, so that information on your district’s request is available and the State Conservation Commission (SCC) can allocate these cost share funds at their July 2023 meeting. The “Application for Funding” request form is now active on the Greenport. Please complete this form using **current salary and benefit** data (for the July 1, 2023 to December 31, 2023 time period), and **anticipated salary, and benefit** data (for the January 1, 2024 to June 30, 2024 time period). Please submit the form through the **DEP Greenport** as soon as possible, but no later than **June 15, 2023**. If you need additional assistance, please contact your DEP regional conservation district field representative or Jaci Kerstetter at jackerstet@pa.gov.

Nutrient Management Fund (NMF) Budget - Commission members approved the budget at the May 9 meeting. The FY 2023/24 General Fund Budget provides an appropriation to the Nutrient Management Fund of \$6.2 million. Federal funding was added to the Nutrient Management Fund during FY 2022/23 in the amount of \$22 million in ARPA funds. Like ACAP funds, these federal funds must be committed by December 31, 2024, and spent by December 31, 2026. Proposed use of these funds includes an increase for counties that carry out Nutrient Management and Manure Management delegations. In addition, funding would support Commission’s Conservation Excellence Grant (CEG) and Agri-Link programs; contracts with Penn State University for technical and educational support; Commission personnel and operating support; and information and technology updates.

FY 23-24 Nutrient Management/Manure Management Delegation Agreements: Commission members approved the FY 23-24 Nutrient Management/Manure Management Delegation Amounts at the May 9 meeting. These delegation amounts increased delegated conservation district technician funding by \$10,000 to \$80,000 per full time equivalent with increase in funding provided under Clean Streams Fund in approved NMF budget. Commission and DEP staff, along with Nutrient Management/Manure Management delegation workgroups, created a formula for distributing funding to conservation districts that accept delegation back in 2021, based on workload analysis. FY 23-24 Nutrient Management/Manure Management Delegation Agreements were sent to districts on May 10. Districts should complete the forms provided in that email and return them to Frank Schneider no later than June 30, 2023. If you have any questions or need additional information, feel free to contact Frank Schneider at 717-705-3895 or fschneider@pa.gov.

2023 Growing Greener Plus and FY 2024 Section 319 Nonpoint Source Management Grant Rounds close June 23, 2023

Information on what's new, guidance documents, tutorials and resources, and links to apply are available at:

- **Growing Greener Plus:** [Growing Greener \(pa.gov\)](#)
 - GG+ Grant Application Tutorials and Demos are here: [Course: DEP Growing Greener Plus Grants – 2023 \(remote-learner.net\)](#)
 - Information related to Act 167 Stormwater Management grants can be found at the links above.
- **Section 319 Nonpoint Source Management:** [Nonpoint Source \(pa.gov\)](#)
 - Section 319 Grant Application Tutorials and Demos are here: [Course: DEP Section 319 Nonpoint Source Management Grants - FY2024 \(remote-learner.net\)](#)

Grant applications must be submitted online through the Commonwealth's Electronic Single Application web site, eGrants. Applications are being accepted through 11:59 p.m. on Friday, June 23, 2023.

ACT Application Coming Soon – Watch your inbox for the CDFAP ACT Application. Justin Challenger is putting the finishing touches on the forms and will be sending those out in the next few weeks.

Model My Watershed Virtual Training - DEP's Watershed Support Section and Drexel University's, two-part, webinar training series on Model My Watershed is coming soon! The interactive training, taught by Dr. Barry Evans of Drexel University, will go over all of the functions of Model My Watershed during the two half-day sessions, per region, to help attendees effectively use watershed modeling for future projects. The sessions begin at 9:00 AM run until 12:00 PM.

This training is mandatory for all Conservation District Watershed Specialists, and both days are to be attended.

This training has been broken into three different events in order to allow for a more interactive atmosphere. The training dates for each region are:

- *Northwest and Southwest regions: Morning of June 12 and 20*
- *Northcentral and Southcentral regions: Morning of June 26 and 29*
- *Northeast and Southeast regions: Morning of July 31 and August 3*

Official invites were sent out on May 17 from Lin Perez of Drexel University. If you did not receive this invite, or know of other staff that would be interested in attending, please reach out to Chad Krick at chkrick@pa.gov or 717-772-5706 to be forwarded an invite for your regional training.

DEP asks that you make every attempt to attend your region specific training, however, there will be flexibility to attend a different regional training if calendar conflicts arise. Please do not hesitate to contact Chad Krick regarding any questions or calendar conflicts.

Agriculture Compliance Implementation Poll

The Agriculture Compliance Section is conducting a poll to gain insight on the implementation of Agriculture Compliance across the state. This poll is targeted to 102 Delegated County Conservation District's across the Commonwealth. The main goal is to gain knowledge of County Conservation District's complaint response, inspection procedures, and education and outreach regarding agriculture erosion and sediment control.

The information gathered from the poll will assist DEP as the DEP Agriculture Compliance Section as we strive to provide guidance for consistent execution of Agriculture-related activities across the Commonwealth. **County District Field Rep's (CDFRs) will be reaching out to the County Conservation Districts to schedule a meeting with the district manager, and anyone involved in Ag. 102 related work to conduct the survey.**

PA Agricultural Conservation Assistance Program (ACAP)

As of March 31, 2023, 65 districts have signed and sent in their agreements. Most districts should have their first allocation advancements. If any districts have not yet received their allocation please contact SCC. SCC are in talks with NRCS and Philadelphia Parks and Recreation to utilize Philadelphia County's ACAP funds

SCC has developed a webpage on the PDA website where they plan to keep updated ACAP information and webinar recordings. The webpage currently has the ACAP Guidelines, SCC BMP List and a draft ACAP Application. Also posted is the past recorded webinars. All ACAP information can be found at: https://www.agriculture.pa.gov/Plants_Land_Water/StateConservationCommission/Pages/default.aspx and [The Center for Agricultural Conservation Assistance Training | Penn State Extension \(psu.edu\)](#). All ACAP documents are downloadable from the Penn State Extension website.

SCC staff intend to continue monthly webinars.

Upcoming Mid-Month ACAP Forum Webinar:

June 14th @ 9:00

ACAP Staffing

SCC is pleased to announce that Patrick McCarthy has been added to the SCC staff. Patrick will be working in the Northeast Region for ACAP and will be the point of contact as of May 22, 2023. An email will be sent out to those districts in the near future introducing him. Patrick is well versed in conservation, having worked at the Columbia County Conservation District. Two more ACAP Regional staff should be on board by the end of June, covering the Southeast and Central regions. SCC will announce those hires when appropriate

ACAP Current Issues – the following items are on the radar and currently being looking into by the SCC
Center Development
Technical Assistance
Counties for CD's not signing the delegation agreement

ACAP Quick Points –

- Talks continue with PSU and NRCS about a state Job Approval Authority system
- SCC board approved the Budget and Scope of work for the Penn State Center
- Center is hiring a 3rd party engineer to assist with TA
- SCC approved staff to negotiate with PACD to hire 5 planners regionally
- SCC plans to staff regional engineers at CD similar to the Bay Engineer design. SCC would like to hire 4-6 engineers and initial talks have started with selected CD's.
- Discussions of pre-concurred designs for HUAP and other BMPs are moving forward.

Spring 2023 Nutrient Management Certification Training Dates: Interested parties may register at www.PaPlants.pa.gov

Training	Tentative Date(s)
Plan Review Workshop	June 14 (1 st choice)
Certification Exam	June 22 Two sites (PDA and LEC)

Ag101: Introduction to Agriculture - The State Conservation Commission (SCC) is pleased to announce that it has purchased a number of “seats” for the Ag101: Introduction to Agriculture training program to be used by county conservation district and partner agency staff.

Ag101: Introduction to Agriculture will assist new employees with little or no agricultural experience to learn the basics of farms and farming, including crops, livestock, and natural resources, common to Pennsylvania and other Mid-Atlantic and Northeast states.

Visiting a farm can be a daunting task if one was not raised around an agricultural business. Farms are complex systems that produce food, plants, animal feed, meats, dairy, and much more. This training is geared towards conservation professionals; agriculture service providers, farm-partner professionals, and people interested in working with farmers and will introduce conservation professionals and other professionals who interact with farms to the basics of farming. One will learn about the many types of farms, common farm implements and terminology, natural resources important to the success of a farm, such as water resources and soil, describe the use of natural resources in farming; understand challenges facing farms and farmers today, assist farmers in their decision-making process to support long-term sustainability, and describe best practices in arranging and conducting farm visits. One will also learn about working with and supporting farmers, as well as, best practices in farming such as biosecurity and integrated pest management.

In this self-paced course, one will watch educational videos and complete knowledge check questions to learn the basics of agriculture in Pennsylvania, and throughout the Mid-Atlantic and Northeast. The course includes many resources and introduces one to the wealth of information available to you.

There are nine short section quizzes in the course. One will need to achieve a score of 80% or more on the quizzes in order to pass this course and receive a certificate of completion, which is required with the “seat” that the SCC will provide.

To receive the Free Seat code, please contact Frank Schneider at fschneider@pa.gov. A certificate of completion is required to be submitted to the SCC after completion of the course.

Ag 101: Introduction to Agriculture can be found at <https://extension.psu.edu/ag101-introduction-to-agriculture>

PA Clean Water Academy

[2023 Chapter 102 New Hire Small Group Training Webinars](#)

[Influencing Agriculture: Reaching Beyond the Choir](#)

This engaging presentation dives into the personalities of the agricultural community and how to communicate in a way that will effectively broadcast your message.

[Putting it All Together: connecting the dots between ag success stories, Plain Sect-specific outreach and coordination and working with local government](#)

In this course you will hear from our partners in the field on how multiple entities all come together and have a role in successfully bringing a project to fruition.

[Closing the Deal with Rural Landowners](#)

Learn the tricks of the trade from the most successful conservation field staff. If you want rural landowners to say “yes” to conservation practices and easements, this course is for you.

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 \(remote-learner.net\)](#)

Chesapeake Bay Program

DEP’s Bureau of Watershed Restoration and Nonpoint Source Management hosted a Webinar Wednesday on May 3 to discuss the opening of the next round of Growing Greener and Section 319 grant funding and how these funding sources can best be used along with Countywide Action Plan (CAP) Implementation funding. The recording of this webinar is now available to view on the Clean Water Academy <https://pacleanwateracademy.remote-learner.net/course/view.php?id=1109>

DEP’s Bureau of Watershed Restoration and Nonpoint Source Management also hosted two webinars on May 18, to discuss coordination of federal grant funding with the Tier 1-2 and Tier 3-4 counties. The purpose was to discuss ideas for effective and efficient delivery of funding to counties across various grant programs, taking information from the CD and Agency Ag meeting jamboard sessions as a starting point. State Conservation Commission staff also participated, presenting their ideas for the use of the Chesapeake Bay Most Effective Basin Infrastructure Investment and Jobs Act (CB MEB IJA) funds. Feedback provided by the counties was used to inform DEP’s Chesapeake Bay Implementation Grant (CBIG), Chesapeake Bay Regulatory Accountability Program (CBRAP), and CB MEB IJA workplans and budgets, which will be submitted to EPA in mid-June.

DEP’s Bureau of Watershed Restoration and Nonpoint Source Management will host a Webinar Wednesday on June 7 to kick off CAP Annual Progress and Two-Year Milestone reporting for the counties in the Chesapeake Bay Watershed. This year the Pilot and Tier 3 and 4 counties will be going through their Two-Year Milestone Reporting which gives them the opportunity to change aspects of their CAP if they wish. The Tier 2 counties will be reporting their Annual Progress.

Dates to Remember

SCC Meetings – 1:00 PM

Hybrid Meeting	July 19
Hybrid Meeting	Sept 12

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

Conference Call	June 13
Conference Call	Aug 15

Leadership Development Spring Webinar Series

Tech Roundtable	May 31
Act 217: Conservation District Law	June 7
Clifton Strengths Wrap-up for Managers	June 14
SCC and DEP Programs Overview	June 21
Applicable Laws for Conservation Districts	June 28

Visit [Building for Tomorrow](#) to register.

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
May 3, 2023

The 852nd 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 May 3, 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 and Commissioner John Trescot.

The following Associate Directors were present: Dan Zimmerman, Frank Burkhart and Justin Welk.

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

The following Cooperating Agency representative was present: Lauren Shaffer; DEP Field Representative and Heather Grove; 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.

Jay Snyder provided the invocation for the meeting.

Introductions: Adam Stern introduced Rachel DiRosato as the newest E&S Technician.

Additions to the Agenda: None Offered.

An opportunity was given for public comment: None Offered.

I. Agency Reports

1. USDA, NRCS

Heather Grove stated there were no additions to the submitted report. Heather stated that they are advertising for the Civil Engineer position.

2. PA DEP Field Rep Report

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

Chris Thompson stated that Practice Keeper is used daily by Ag to enter the BMP's and that E&S uses Practice Keeper daily to enter and map all their incoming projects and wanted to make the Directors aware that Practice Keeper was developed here at the LCCD.

Chris also reminded Directors that, in the day of packet, the Leadership Conferences listed are a great source of information and that Directors should consider attending.

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, he requested a motion to approve the agenda.

John Trescot moved to approve the Consent Agenda as presented. Dale Weaver seconded the motion. Motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of April 5, 2023 Board meeting.
- #2 – Technical Assistance Requests/Cancellations
- #3 – Nutrient Management Plan Approvals
- #4 – Conservation Plan Acknowledgement

Requests for Nutrient Management Plan Approval (Lutz)
April 2023 Activity
May 3, 2023 Board Meeting

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

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. Stacey explained that the negative balances of Grants without Bank Accounts are all waiting for reimbursement requests. Loss on FFA investments is 3.2% currently. Chris Thompson stated that the negative balances are a good thing because it means that is how much work is being completed on the ground and we will be receiving the reimbursements to restore balances. Chris stated that the conservation foundation is being changed over to an online system and over to an accrual basis on QuickBooks to make reporting easier and more accurate.

3. Personnel Committee Report

Herb Kreider reported that the Personnel Committee has been working to fill several open positions:

- a. Amanda Goldsmith is being put forward for BOD approval for the Watershed Specialist position. If approved Amanda will begin immediately to transition into the new role.
- b. Josh Pullen is being put forward for BOD approval to fill one of the two open positions on the Chesapeake Bay Ag Compliance Team as an Ag Compliance Specialist. If approved Josh can start working on May 8, 2023.

The District has been working with CO DEP to reclassify the remaining CB Technician position before we re-advertise and post. The District also has an open BMP Verification Coordinator position and with BOD approval tonight we will have an open Assistant Watershed Specialist position.

Herb Kreider moved to hire both Amanda Goldsmith and Josh Pullen as stated. Jay Snyder seconded the motion. Motion passed unanimously.

4. PennVest Sponsorship Resolution

Chris Thompson stated that PennVest held a meeting last week to review several proposals and decide on funding arrangements. Chris reviewed the approval processes: First, the District must approve to act as a sponsor for the proposals. Second, PennVest will decide if the project will get a low interest loan or a principal forgiveness loan. Once PennVest decides on whether to offer a loan or principle forgiveness loan, the Board of Directors need to again decide if they wat to sponsor the project.

LCCD has previously agreed to submitting the two projects presented tonight:

- a. Joshua Stoltzfus of Strasburg Township – the LCCD Board acted in February 2023 to submit a project proposal to design and install a new manure pit and riparian buffers. PennVest 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. LCCD reached out to the consulting engineer and offered alternative program funding for the project.
- b. Benuel Stoltzfus of Bart Township – In November 2022, the LCCD board approved acting as a sponsor for the project that 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, and various other improvements for a maximum award of \$683,400. PennVest approved funding for the project in the form of a “Principle Forgiveness Loan” for the full amount. If approved, this project will start in the Spring of 2023. An Administration fee for the District of approximately \$4,177 is expected for the sponsorship of this project.

Roger Rohrer moved to approve the sponsorship of the Benuel Stoltzfus projects. John Trescot seconded the motion. Motion passed unanimously.

5. ACAP Project Approval

Kent Bitting reported that there are two applications, by staff, submitted for ACAP Funds requesting \$813,787.02 for the following:

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Received
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

Herb Kreider moved to approve \$813,787.02 worth of ACAP Funding as stated. Kent Weaver seconded the motion. Motion passed unanimously.

6. Scholarship Committee Report

Adam Stern reported that the Scholarship Committee has completed the interview process for 2023. The committee received 9 applications and interviewed 7 candidates. The committee is requesting approval to award four \$1,000 scholarships to the following individuals:

- a. Alyssa Bernard – Cocalico High School – attending Bucknell University for Environmental Engineering
- b. Julianna Steach – Manheim Central High School – attending University of Pittsburgh for Environmental Engineering
- c. Mal Barber – Manheim Township High School – attending University of Vermont for Environmental Sciences
- d. Tre Rosa – Pequea Valley High School – attending Penn State University (Berks Campus) for Agricultural and Extension Education

Roger Rohrer moved to approve awarding the scholarships as stated. Bob Shearer seconded the motion. Motion passed unanimously.

7. Storage Space

Chris Thompson stated that storage space at LCCD is at a premium and staff have been researching a variety of options as follows:

- **Option #1** – A medium-sized room (440sq. ft.) at 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.
- **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.
- **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:
 - o The Farm & Home Center already approved installing a shed for a previous tenant request and agreed to transfer that approval to LCCD.
 - o Maximum size allotted to us is the size of two parking spaces, which measures out to 16.5'x18'.
 - o A permit is not required/easily acquired as demonstrated by the previous tenant.
 - o No utilities are available, but there would be no additional rent required.
 - o 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.).

Board action is requested to allocate funds from the Capital Reserve account to cover this expense not to exceed \$15,000.

Herb Kreider moved to approve allocating the funds for Option #2 and Option #3. Roger Rohrer seconded the motion. Motion passed unanimously.

8. PACD Legislative Leadership Award Nomination

Chris Thompson reported that every year PACD seeks nominations from County Conservation Districts who would like to recognize their local Legislator for outstanding efforts that have furthered the activities and accomplishments of conservation districts or the PACD on a statewide basis. LCCD's Executive Committee would like to submit a nomination for Senator Scott Martin. The Nomination letter is in the day of packet.

John Trescot moved to approve submitting Senator Scott Martin for nomination. Kent Weaver seconded the motion. Motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates:

- a. Newsletter from Mill Creek Watershed Organization – Tree Planting article by Tyler Keffer.
- b. Bay Journal Article - Chesapeake Bay Cleanup Faces Difficult Trade-offs With Agriculture, Pg. 20 https://www.bayjournal.com/news/policy/chesapeake-bay-cleanup-faces-difficult-trade-offs-with-agriculture/article_896365bc-e43b-11ed-beac-b396d2795ed7.html
- c. Letter to Elected Officials – Celebrating Conservation District Week

2. E&S/NPDES Monthly Projects Report:

Adam Stern stated that there are no additions to the submitted reports. He highlighted that we are a little below in fees received than where we were last year at this time. Adam stated that he is spreading the work around the office to equal out the load. Adam highlighted that a section was added to the report to list all permits that were issued in the month. Adam stated that Ryan Riebling was added to the municipality map and has his own territories.

3. Procurement Policy Update:

Chris Thompson reported that from time to time it is necessary to revise and update existing operation policies. It is difficult to capture all the various scenarios but the draft of the updated procurement policy in the board packet reflects several changes that will enable LCCD to comply with the current requirements and provide guidance when requirements are absent. The draft policy is presented for the required one-month review. Directors with questions can call the office prior to May 23, 2023. The final version will be presented at the June Board meeting for approval.

4. EPA Conservation Assessment Report:

Chris Thompson reported that the LCCD Ag staff participated as landowner advocates in EPA's Conservation Assessments Initiative (PACAI). The PACAI Summary and FAQ sheet are attached to the Day of Packet. Additional assessments will be conducted during the second week of May. Chris sent an email to all elected officials to explain our local perspective of the PACAI. (email was in the day of packet). States that are South of our PA Borders stated that EPA did not do enough to make Pennsylvania stop the runoff from farms into the Chesapeake Bay. Some land owner opposition was being expressed and EPA granted LCCD two weeks to contact the Bishops, the Amish Farmers and the English Farmers to try to build cooperation with the landowners for EPA's assessment of their farm.

Chris would like to do a news release or open letter stating that we need to be good neighbors and that what these farmers do on their land affects everyone's life. The Directors were

supportive of staff drafting a letter similar to the email that was in the board packet and Chris will present it to the Directors to review the letter before it is released.

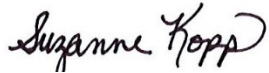
V. Additional Public Comment:

Chris Thompson asked the Directors to check their calendars and see if they will be available for the July Board meeting. Several Directors already stated they had vacation plans.

Meeting Adjourned

Chairman Dan Heller adjourned the meeting at 9:15 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Suzanne Kopp".

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)
May 2023 Activity
June 7, 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 #
Lloyd King	Salisbury	Dairy	CAO	6.89	Brodbar	138
Brandon Barry	W. Cocalico	Layer	CAO	81.09	Heigel	2686
Bryan Zeiset	Ephrata	Dairy	CAO	2.44	Heigel	1791
Randall Oberholtzer	Earl	Dairy	CAO	2.87	Hartz	2695
Tim High	Ephrata	Broiler	CAO	135.58	Heigel	305
Aaron Nolt	Earl	Steer	CAO	2.96	Hartz	2673
Mike Zimmerman	Mount Joy	Broiler	CAO	2.04	Lutz	252
Scott Gochenaur	Mount Joy	Layer	CAFO/CAO	370.52	Lutz	255
Cloyd Martin	East Earl	Layer	CAO	11.05	Hartz	1944
Randall Bleacher	Manor	Layer	CAFO/CAO	8.45	Adams	262
Landis Hoover	West Earl	Swine/Veal	CAO	9.58	Reuter	274
David Breckbill	Strasburg	Layer	CAO	140.91	Brodbar	446

**Item II.4
Acknowledgment of Conservation Plans (Lutz)
The Lancaster NRCS Field Office recommends the following plans for the
June 7, 2023 Board Meeting:
NATURAL RESOURCES CONSERVATION SERVICE**

Conservation Plans	Number of Plans	Planner	Township
Hess Agri Marketing LLC	5	Christine Griesemer	East Donegal
Brian K. Mull	3	Heather Grove/Mark Myers	East Drumore
Brian K. Mull	1	Mark Myers	Drumore
Delvin R. Halteman	3	Joel Alicea Hernandez/ M. Albert	Little Britain
Daniel F. Petersheim	1	Andy Myers	Lebanon County

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Abner Zimmerman	1	Lauren Brodbar	Caernarvon
Jeff Barley	1	Jason Reuter	Manor
Darryl Rohrer	1	Lauren Brodbar	West Lampeter
Jacob B Glick	1	Kevin Seibert	Upper Leacock
Robert Sensenig	1	Samantha Adams	Little Britain
Levi King	1	Greg Heigel	Strasburg

**Item III.3
Renewal of Watershed Specialist Contract**

It is once again time to renew the PA DEP Conservation District Watershed Specialist contract. This is the contract that pays for the partial salary of the Watershed Specialist. The renewal contract will run from July 1, 2023 through June 30, 2024. The contract will be for a maximum of \$45,250/year. Once again, each District will have the opportunity to review the prior year’s contract and make changes to it if needed. All deliverables and project goals will remain unchanged from the previous Conservation District Watershed Specialist contract so no changes are needed at this time. The Watershed Specialists are viewed by DEP as valuable assets for the state and are looking at ways to reap further benefits from the program in the future. Board approval is needed for this contract renewal.

***Action Required**

**Item III.4
Personnel Committee Report
Request to Hire**

Staff have been working to fill the open BMP Verification Coordinator position, but final interviews and candidate selection will not take place prior to June’s mailing packet, but the details are expected to be presented in the Day of Packet for action.

Item III.5
Nutrient Management/Manure Management Delegation Agreement

At the May 9, 2023 State Conservation Commission (Commission) meeting, the Commission approved the delegation agreement funding allocations for conservation districts participating in Nutrient Management and Manure Management Program activities for State Fiscal Year 2023-2024 (FY 23-24). The second year of this 5-year delegation agreement continues the combination of Clean Stream Law, Chapter 91 Manure Management Program activities, and Act 38 Nutrient Management Program duties.

Delegation agreement allocations approved by the Commission again include funding resources from the Nutrient Management Program and the Chesapeake Bay Regulatory and Accountability Program to support respective nutrient management and manure management program activities. New funding was added from Federal COVID funds and will only be available during the lifespan of this delegation period, but the anticipated allocation for Lancaster County is \$640,000 for 8 positions.

Please e-mail signed Word documents, with signatures, to the State Conservation Commission by June 30, 2023.

***Action Required**

**Item III.6
Agriculture Conservation Assistance Program Grant Approval**

The Agriculture Conservation Assistance Program (ACAP) currently has two applications that have been reviewed by district staff and are ready for board action. The following table outlines the projects and amounts requested.

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Stephen K. Beiler	District	Leacock Twp.	Manure Storage, HUA, Stacking Shed, Fence, Waste Transfer, Underground Outlet	\$169,859.31	\$152,873.38
Levi King	District	East Lampeter Twp.	2 Liquid Manure Storages, Waste Transfer Pipe, HUA, Roof Runoff Structure, Underground Outlets	\$255,341.00	\$52,051.50
Totals				\$425,200.31	\$204,924.88

ACAP Funds Requested: \$204,924.88

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$204,924.88 worth of ACAP funding for the multiple applications.

***Action Required**

**Item III.7
Chesapeake Bay Agriculture Inspection Program Phase II Grant Approval**

The Chesapeake Bay Agriculture Inspection Program Phase II Grant (CBAIP) currently has one application that was previously approved for \$62,681.30 and needs to be updated. The project was only partially funded due to the amount requested by other projects and insufficient funds. One of the previously approved projects has decided to use ACAP funding instead and therefore there are funds available. The following table outlines the project and the amount requested.

Landowner	Municipality	BMPs	Total Project Cost	Total Grant Requested
John Wanner	Salisbury Twp.	Roofed Manure Stacking Area, HUA, Roof Runoff Structure, Underground Outlet	\$123,000	\$92,250.00
Totals			\$	\$92,250.00

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$92,250.00.00 worth of Phase II funding for the multiple applications.

***Action Required**

Item III.8
RC&D Membership

The Capital Resource Conservation and Development (RC&D) Area Council is a locally led nonprofit program primarily funded through grants to help promote the wise use and conservation of our natural and community resources. Capital RC&D includes members from its seven county area of South Central Pennsylvania; Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, and York counties.

The 2023 Capital RC&D Accomplishments Update is included in the meeting packet. In addition to the state-wide activities reported in the update, Capital RC&D was able to bring \$594,468 to projects focused on the needs of our seven county region and \$58,139 specifically spent to bring services specifically to Lancaster County.

LCCD has been an active member of the Capital Board of Directors for several years and is being asked to continue our involvement by submitting a check for annual dues which total \$350.

***Action Required**

Item III.9
GPS Survey Equipment Purchase

In March 2016, the District purchased our first GPS survey equipment. It has served us well in these seven years and has increased our efficiency in the field. Increased staff and the ACAP program have created challenges with the use of our current GPS survey equipment. The engineering staff has had several instances where multiple people have needed to use the equipment on the same day for survey and construction stakeout. We are interested in purchasing a second GPS unit to eliminate these scheduling bottlenecks. As part of the ACAP program, the District can receive up to 16% of the grant for technical assistance. This includes staff time and equipment. We reached out to Print-O-Stat to whom we've purchased previous survey equipment and asked for a quote. The quote is attached.

Staff are requesting to purchase the equipment, not to exceed \$28,750.00 utilizing the ACAP technical assistance funds to cover the expense.

***Action Required**



QUOTATION

1128 Roosevelt Ave
Suite 100
York, PA 17404
Phone: 800.811.9889
Fax: 717.846.4084

DATE 5/22/2023
Account #
EXPIRATION DATE 30 Days

TO Lancaster Co. Conservati
1383 Arcadia Road
Lancaster, PA 17601
Jim Saltsman
717-874-2529

Consultant Kris Hoff
Location 72-Geospatial
Delivery Method Hand Delivered
E-Mail jamessaltsman@lancasterconservation.org

Part Number	Qty	Description	Unit List Price	Quoted Price
8030.020.137	1	Brx7 Base and Rover Pkg	\$ 25,250.00	\$ 22,725.00
8030.080.067	2	Brx7 Case with measuring tape	Included	Included
8030.054.001	1	GPS Tribrach	Included	Included
8030.060.007	2	1 X S Series Dual Battery Charger	Included	Included
8030.060.005	4	1 X S Series BP-5S Battery	Included	Included
8030.085.002	2	Quick Release	Included	Included
8030.042.007	2	BRx7 UHF Antenna	Included	Included
8030.042.010	2	Brx7 Spread Spectrum Antenna	Included	Included
8030.028.001	1	Carlson GPS Pole	Included	Included
09-100S-DY	1	GPS Fixed Height Antenna Tripod	\$ 860.00	\$ 774.00
6000.120.001	1	Carlson RT4 Base WiFi/BT 128GB US/N.Am.	\$ 4,150.00	\$ 3,735.00
6606.003.000	1	SurvPC GPS 6.xx [Requires SurvPC Basic (TS)]	\$ 1,000.00	\$ 900.00
10-5277-SP	1	Crade for RT4 Tablet	\$ 134.80	\$ 121.32
10-5215-SP	1	Quick Release Pole Clamp	\$ 94.20	\$ 84.78
			Total with 10% State Discount	\$28,340.10

*Total does not reflect sales tax

Accepted By: _____

Date: _____

Signature: _____

PO# _____

**Item III.10
Outstanding Cooperator 2024
Award Report**

The Outstanding Cooperator Committee met on May 23, 2023 to review candidates selected by District staff for the Outstanding Cooperator Award. Committee members Bob Shearer (Director Member), Herb Kreider (Director Member), Kevin Lutz (staff member), Kent Bitting (staff member), Heather Grove (NRCS), Jeff Stoltzfus (PSU) and Kimberly Merlau (FSA) attended the meeting. Staff who submitted names were at the meeting to present material and answer questions. Information for each of the five candidates listed below was provided and committee members took a virtual tour of each farm using the internet. Each presenter provided historical and current information, and committee members were given the chance to ask questions and make comments.

FARMS SUBMITTED FOR CONSIDERATION

Scattered Acres	916 Galen Hall Road, Reinholds	Greg Heigel
Lloyd King	185 Snake Lane, Kinzers	Lauren Brodbar
Jake & Sam Kauffman	1036 Prawls Hollow Rd, Peach Bottom	Samantha Adams
Clark Oberholtzer	433 Black Barren Rd, Peach Bottom	Samantha Adams

After hearing all of the presentations and discussing the uniqueness of each farm, the committee proposes honoring Clark Oberholtzer, as our 2024 Outstanding Cooperator. This operation was considered at the 2023 Outstanding Cooperator Committee meeting as well. Clark has demonstrated a willingness to address all resource concerns on his 164-acre operation since purchasing the farm, as well as additional measures to further enhance his farm. His swine farm utilizes many conservation practices such as terraces, grassed waterways, and riparian buffers, installed with the assistance of NRCS and District staff.

The Committee also recommends presenting the Soil Stewardship Award to Lloyd King in 2024. The committee felt that Lloyd’s impressive pasture management of his grazing dairy and good relationship with the District serves as a great example for the farming community in that neighborhood.

The Outstanding Cooperator Committee recommends that the Board approve granting the 2024 Outstanding Cooperator Award to Clark Oberholtzer, Fulton Township, and the Soil Stewardship Award to Lloyd King, Salisbury Township.

***Action Required**

Item III.11
2023 DEP Grant Application Proposals
(Growing Greener & Section 319 Grant)

Pennsylvania Department of Environmental Protection – Growing Greener Proposal
Hoover Farm Restoration Project
Requesting \$300,000

The Hoover Farm Restoration Project is located along Muddy Creek to Conestoga River in Brecknock Township. Due to a lack of forested habitat, over-grazing, an undersized bridge culvert, failing stream crossing, and historic channel modifications, Muddy Creek has limited aquatic habitat and eroded banks.

The project aims to restore 3,400 linear feet of the stream through in-stream aquatic habitat and bank stabilization structures. In addition, the project will establish a minimum 35' average width buffer on both sides of the stream and streambank fencing for the sheep pastures. The District will be working with U.S. Fish and Wildlife and Unique Excavating on this project – both trusted partners who have executed many similar projects in the past. U.S. Fish and Wildlife Service will be providing over \$50,000 in in-kind match on this project. Not much stream restoration work has been done on neighboring properties, so the restoration of this stretch of stream will hopefully serve as a catalyst for future projects, educating neighboring landowners.

***Action Required**

Pennsylvania Department of Environmental Protection – 319 Proposal
Supplee Farm Restoration Project
Requesting \$400,000

The Supplee Farm Restoration Project is located along the Conowingo Creek in Fulton Township. Due to its location, this stretch of stream receives a significant amount of stormwater from further up in the watershed. Stormwater flow, combined with little permanent vegetation on the edge of the stream, has caused steep, eroded banks and mid-channel sediment bars.

The project aims to restore approximately 3,200 linear feet of the stream through streambank stabilization, in-stream structures, and forest riparian buffer planting. The buffer will be a minimum of 35 feet on either side of the stream, with many sections being wider due to existing wetland conditions. The Conservation Reserve Enhancement Program (CREP) will fund buffer planting on this project. The project will create a connection between several existing stream restoration projects (e.g., the Simeon Esh project, funded with a previous 319 award), building on past momentum. U.S. Fish and Wildlife Service and Unique Excavating will be the main partners on this project. USFWS will provide in-kind services as match, along with CREP funds to support the planting and establishment of the riparian forest buffer.

***Action Requested**

Item III.12
Board of Directors Meeting Date Change

There will be a few items that require action in July but several directors and staff have mentioned they would be unavailable to attend the regularly scheduled meeting on July 5, 2023. Directors will be asked if they would prefer to hold a virtual meeting on July 5 or reschedule the meeting to a later date in July (7/12).

***Action Required**

E&S Report

2023 Report for May

2023 Report

		May 2023	Total
Total Plan Submissions		20	121
Total Plan Acres		248.439	2940.057
Total Disturbed Acres		128.681	649.0181
Fees Collected	NPDES Permit Fees Collected	\$7,500	\$48,500
	Chapter 105 Permit Fees Collected	\$0	\$0
	DEP Fees Collected	\$11,800	\$73,700
	E&S Plan Review Fees	\$85,450	\$350,800

Total Complaints for May 2023

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit Acres</u>
5/3/2023	ADAMSTOWN BORO	0.45
5/4/2023	EARL TWP	1.53
5/4/2023	WEST LAMPETER TWP	1.65
5/8/2023	EPHRATA TWP	0.13
5/22/2023	MANHEIM TWP	28.55
5/23/2023	MANOR TWP	7.17

2022 Report for May

2022 Report

		May 2022	Total
Total Plan Submissions		27	140
Total Plan Acres		329.4755	2622.289
Total Disturbed Acres		171.6905	637.3815
Fees Collected	NPDES Permit Fees Collected	\$9,000	\$52,520
	Chapter 105 Permit Fees Collected	\$0	\$100
	DEP Fees Collected	\$14,600	\$67,700
	E&S Plan Review Fees	\$90,350	\$374,850

Total Complaints for May 2022

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit Acres</u>
5/3/2022	PENN TWP	53.76
5/5/2022	MANHEIM TWP	6.65
5/9/2022	COLERAIN TWP	5.63
5/9/2022	MANHEIM TWP	6.52
5/10/2022	LITTLE BRITAIN TWP	0.39
5/11/2022	COLERAIN TWP	2.34
5/13/2022	MANHEIM TWP	4.3
5/26/2022	MANHEIM TWP	0.45

Erosion and Sedimentation Plan Submission

5/1/2023 to 5/31/2023

<u>Project Name</u>	<u>Municipality</u>	<u>Disturbed Acres</u>	<u>Fees Amount</u>
142 Toddy Drive Basin	EAST EARL TWP	1.44	\$1,000.00
Knobby Hill Development Minor Mod	CAERNARVON TWP	2.53	\$800.00
1405 Manheim Pike Restaurant	MANHEIM TWP	0.48	\$800.00
283 Commerce Hub Major Mod	EAST HEMPFIELD TWP	46.00	\$3,000.00
Lancaster Inn & Suites Expand	PENN TWP	0.78	\$800.00
Stephen Esh Major Mod	LEACOCK TWP	1.00	\$800.00
122 Newville Road	WEST DONEGAL TWP	0.29	\$600.00
MU Brooks Hall into Lombardo Hall	MILLERSVILLE BORO	1.26	\$1,300.00
120 Eshelman Road SWM	MANHEIM TWP	0.08	\$600.00
Newport Road Storage Tank	WARWICK TWP	0.94	\$800.00
Fishers Harness Shop	STRASBURG TWP	0.55	\$800.00
Kreider Subdivision Lot 2	ELIZABETH TWP	0.95	\$600.00
WHEM-MANO Trans Rebuild	MANOR TWP	92.95	\$24,500.00
Stevens Feed Mill Manheim	MANHEIM BORO	0.21	\$800.00
2818 Zink Road	RAPHO TWP	0.28	\$600.00
Brent L Miller Bldg	MANHEIM TWP	1.13	\$100.00
Dutch Wonderland Grading	EAST LAMPETER TWP	0.99	\$800.00
Fox Property Enterprises Major Mod	ELIZABETH TWP	4.39	\$1,600.00
Brent L Miller Bldg	MANHEIM TWP	1.13	\$1,200.00
Rodney Groff	PENN TWP	0.95	\$600.00
Mosaic Minor Mod	LANCASTER CITY	1.56	\$800.00
2312 Raleigh Drive	MANHEIM TWP	0.33	\$600.00
Elam Stoltzfus Timber Harvest	SADSBURY TWP	0.64	\$700.00
Drager Tract	WEST HEMPFIELD TWP	23.08	\$15,850.00
Blackhorse Warehouse Major Mod	EAST COCALICO TWP	30.00	\$800.00
WHEM-NCOL Tap Rebuild	WEST HEMPFIELD TWP	72.50	\$19,500.00
Meadow Vista Farms	CONOY TWP	9.00	\$3,500.00
Aspen Home Improvements	EAST LAMPETER TWP	0.84	\$800.00
Chinese Bible Church	WEST HEMPFIELD TWP	0.54	\$800.00

Outstanding NPDES Projects Report - May 21, 2021 through February 28, 2023

Date Received	Project Name	Permit #	Municipality	Technician Status	Date of Last Letter
5/21/2021	Raffensperger Tract	PAD360078	MOUNT JOY TWP	Pending action from DEP	5/8/2023
3/7/2022	CVSD HOP/ROW	PAC360743	EAST LAMPETER TWP	Deemed Inadequate	at DEP 4/19/2023
3/17/2022	Bender Mill Road Subdivision	PAC360746	MANOR TWP	Eng Reply rec'd, pending follow-up Technical Review	2/13/2023
3/18/2022	Exelon - Muddy Run Warehouse	PAD360090	DRUMORE TWP	Deemed Adequate but waiting on DEP to finish review	at DEP 5/31/2023
4/20/2022	Marlin Martin	PAC360756	CLAY TWP	Deemed Inadequate	at DEP 5/4/2023
5/13/2022	Lake in Wood RV Expansion	PAD360093	BRECKNOCK TWP	Deemed Inadequate	at DEP 4/6/2023
5/16/2022	J&E Grill Manufacturing	PAC360763	EARL TWP	Eng Reply rec'd, pending follow-up Technical Review	3/24/2023
5/16/2022	The Villages at Funks Farm	PAC360764	MANOR TWP	Eng Reply rec'd, pending follow-up Technical Review	3/20/2023
6/10/2022	Country Meadows Estates Phase IV - Major Mod	PAC360111 A-1	WEST LAMPETER TWP	Eng Reply rec'd, pending follow-up Technical Review	5/3/2023
6/20/2022	1000 Strickler Road Building Expand	PAC360772	RAPHO TWP	Eng Reply rec'd, pending follow-up Technical Review	5/23/2023
7/15/2022	156 West Harrisburg Avenue	PAD360095	WEST DONEGAL TWP	Deemed Adequate but waiting on DEP to finish review	at DEP 5/12/23
7/18/2022	State Road Commerce Park Major Mod	PAC360280 A-2	EAST HEMPFIELD TWP	Deemed Inadequate	at DEP 10/17/2022
7/29/2022	David Fisher Subdivision	PAD360096	SALISBURY TWP	Eng Reply rec'd, pending follow-up Technical Review	4/24/2023
8/9/2022	Project Pangea	PAC360783	PENN TWP	Deemed Inadequate	at DEP 4/27/2023
8/23/2022	Wheatland Presbyterian Church	PAC360788	LANCASTER TWP	Deemed Inadequate	at DEP 4/19/2023
9/9/2022	Garner Subdivision	PAC360791	WEST DONEGAL TWP	Deemed Inadequate	5/3/2023
10/4/2022	TH Retail Motor Fuel Outlet	PAC360798	EAST EARL TWP	Eng reply rec'd, pending Completeness Review	1/25/2023
10/14/2022	Posh Hotel & Self Storage	PAC360802	MANHEIM TWP	Deemed Inadequate	at DEP 5/23/2023
10/26/2022	Glick Structures	PAC360806	SALISBURY TWP	Deemed Complete	4/25/2023
11/3/2022	Willow Valley Tommys Car Wash	PAC360800	WEST LAMPETER TWP	Deemed Inadequate	5/10/2023
11/8/2022	Core5 @ I-283	PAC360812	RAPHO TWP	Deemed Inadequate	at DEP 4/25/2023
11/14/2022	Meldia LP	PAC360815	EARL TWP	Eng Reply rec'd, pending follow-up Technical Review	5/31/2023
11/22/2022	Hiltz Propane Systems	PAC360816	EAST DONEGAL TWP	Deemed Inadequate	at DEP 3/9/2023
11/22/2022	Laranbo Farm	PAC360818	EAST LAMPETER TWP	Deemed Complete	5/4/2023
12/2/2022	Manheim Central MS Athletic Field Renovation	PAC360820	PENN TWP	Deemed Inadequate	at DEP 4/3/2023
12/2/2022	Doe Run Elem Athletic Field Renovation	PAC360821	PENN TWP	Deemed Inadequate	at DEP 4/4/2023
12/14/2022	U-Haul Moving and Storage of Lancaster	PAC360822	EAST HEMPFIELD TWP	Deemed Inadequate	at DEP 5/11/2023
12/14/2022	Manor-Millwood Corten Project	PAD360100	CONESTOGA TWP	Deemed Complete	at DEP 2/27/2023
12/15/2022	The Yards	PAD360101	LANCASTER CITY	Deemed Inadequate	at DEP 3/30/2023
12/16/2022	Landis Valley Museum	PAC360823	MANHEIM TWP	Deemd Complete	5/24/2023
12/16/2022	Enterprise Way - Dual Brand Hotel	PAC360824	MANHEIM TWP	Deemed Inadequate	4/25/2023
12/19/2022	Owl Hill Road Subdivision	PAC360826	WARWICK TWP	Deemed Inadequate	at DEP 5/31/2023
12/20/2022	1061 Manheim Pike/1111 McKinley Ave	PAD360102	MANHEIM TWP	Deemed Complete	4/20/2023
12/27/2022	Amos Herr Park SWM	PAC360828	EAST HEMPFIELD TWP	Deemed Inadequate	5/17/2023
12/28/2022	John Stoltzfus	PAC360829	CAERNARVON TWP	Deemed Inadequate	5/4/2023

12/28/2022	Bear Creek Estates	PAC360830	MOUNT JOY TWP	Deemed Complete	5/3/2023
12/30/2022	SMAN-LAVI Seg 4	PAD360103	ELIZABETH TWP	Deemed Complete	at DEP 3/9/23
12/30/2022	Dayspring School	PAC360827	MOUNTVILLE BORO	Deemed Complete	4/19/2023
1/6/2023	283 Commerce Center Bldg. #1	PAC360831	MOUNT JOY TWP	Deemed Inadequate	at DEP 5/25/2023
Date Received	Project Name	Permit #	Municipality	Technician Status	Date of Last Letter
1/9/2023	Emerald Power Solutions	PAC360833	EARL TWP	Eng reply rec'd, pending Completeness Review	4/14/2023
1/17/2023	Stoner Farm Expansion	PAD360104	EAST DRUMORE TWP	Deemed Inadequate	at DEP 3/9/2023
1/18/2023	Roehling Medical Lancaster Expansion	PAC360834	EAST COCALICO TWP	Deemed Incomplete	5/10/2023
1/20/2023	Fred Ranck	PAC360836	STRASBURG TWP	Eng Reply rec'd, pending follow-up Technical Review	5/30/2023
1/24/2023	General RV Center	PAD360105	MOUNT JOY TWP	Deemd Inadequate	at DEP 5/18/2023
1/24/2023	Star Rock Farms	PAC360837	MANOR TWP	Eng reply rec'd, pending Completeness Review	5/22/2023
1/24/2023	Double Run Carriers	PAC360838	BRECKNOCK TWP	Eng reply rec'd, pending Completeness Review	4/18/2023
1/26/2023	Stone Gables Major Mod	PAC360271 A-4	WEST DONEGAL TWP	Deemed Complete	5/3/2023
1/26/2023	Wabank Road Self Storage	PAC360839	LANCASTER TWP	Deemed Incomplete	5/12/2023
2/2/2023	Meadowbrook Area Sewer & Water Replace	PAC360840	EAST COCALICO TWP	Deemed Inadequate	5/17/2023
2/2/2023	Mussers Bulk Water	PAC360841	RAPHO TWP	Eng Reply rec'd, pending follow-up Technical Review	5/22/2023
2/3/2023	Eurofin Building O&P	PAC360842	UPPER LEACOCK TWP	Waiting 1st Review	2/3/2023
2/7/2023	10 Cattail Road	PAC360843	LEACOCK TWP	Eng reply rec'd, pending Completeness Review	5/30/2023
2/8/2023	Andrew III	PAD360106	PENN TWP	Deemed Incomplete	4/10/2023
2/13/2023	Swartzville Road Subdivision	PAC360846	EAST COCALICO TWP	Deemed Incomplete	5/22/2023
2/13/2023	Louis Martin Poultry Barn	PAD360107	EAST EARL TWP	Deemed Complete	at DEP 4/3/2023
2/22/2023	Manor Ridge	PAC360848	MANOR TWP	Deemed Complete	5/19/2023
2/22/2023	Sight & Sound Parking Expansion	PAC360849	STRASBURG TWP	Deemed Complete	5/22/2023
2/23/2023	Daniel Lapp SWM	PAC360850	PARADISE TWP	Deemed Complete	5/19/2023
2/23/2023	Quarry Edge Minor Mod Renewal	PAC360177 A-3	EDEN TWP	Deemed Inadequate	3/14/2023

KEY:

TOTAL E&S and NPDES PLANS IN REVIEW:

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

137 Plans

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

23 TOTAL PERMITS ISSUED IN MAY INCLUDE:

PVC Cultural Center, Silver Spring Restaurant, Wynfield at Millersville, Riptide Car Wash, Rock Litz - Bldg 200 Major Mod, TOA - East Hempfield Major Mod, Blackhorse Warehouse Major Mod, Zion Mennonite Chapel Renewal Only, Keyvn Musser Barn, Zook Esh Yoder Phase 3 Lot 5 Major Mod, John Blank, GB&E Beechdale Farms, John Esh, Christopher Poje, Parkside, Wayne Petersheim, Walnut Street Extension Minor Mod, Mahlon Beiler, Overlook Town Center Renewal, Fritz Avenue Ext Minor Mod, Wickersham Synthetic Turf, Sharp Shopper Warehouse Renewal, Houston

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

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

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

**Item IV.3
2023 TREE SEEDLING SALE FINAL REPORT**

RECEIPTS:		
Payments Received (Cash & Checks)	\$ 19,457.55	
Payments Received (Credit Cards)	2,137.00	
Online Sale (Square Website)	25,698.20	
Day of Sales	1,213.25	
Sale of Extras (Cash, Checks, & Credit Cards)	1,206.50	
GROSS RECEIPTS	\$ 49,973.50	\$ 49,973.50
Customer Refunds	(48.00)	
FFA & Watershed Association 20% Refund	(176.75)	
PA Sales Tax	(2,948.27)	
NET RECEIPTS	\$ 46,800.48	46,800.48
EXPENSES:		
Alpha Nursery, Inc	\$ 8,285.75	
Nourse Farms	1,119.81	
Minders Nursery	3,412.80	
Miller's Greenhouse	5,104.00	
Octoraro Native Plant Nursery	1,953.75	
Fruit Tree Nurseries	3,449.06	
Plantra Tree Protectors	2,758.40	
Nursery Dealer Registration	40.00	
Everlasting Perennials	990.00	
Food	422.86	
Farm & Home Rental	620.00	
Postage & Newsletter	1,337.86	
Supplies	1,963.11	
TOTAL EXPENSES	31,457.40	31,457.40
NET BALANCE		15,343.08

Following is a list of the number of trees, perennials, and potted stock customers ordered this year.

Colorado Blue Spruce: 975	Concolor Fir: 1250	Eastern White Pine: 2125	American Beech: 350
Red Maple: 350	Red Oak: 475	River Birch: 375	Shagbark Hickory: 450
Sycamore: 475	Buttonbush: 350	Downy Serviceberry: 450	Paw Paw: 750
Redbud: 475	Spicebush: 300	Winterberry: 1150	Witchhazel: 400
Achillea: 204	Agastache: 240	Columbine: 192	Lupine: 240
Lavender: 396	Sedum: 120	Veronica: 132	Arrowwood: 200
Honey Locust: 200	Hornbeam: 100	Red Osier: 300	Liriope: 76 flats
Carex: 66 flats	Tree Protectors: 400	Honeycrisp: 215	Fuji: 130
Peach: 115	Jewel Strawberry: 195	Earliglow Strawberry: 20	Spearmint: 35
Liatris: 36	Solidago: 36	Verbena: 36	Bluestem: 330

TREE SALE TIDBITS

- 2023 was the 49th Seedling Sale Program.
- **A total of 623 orders were submitted with a net profit of \$15,343.08**
- Remaining trees and shrubs were donated to DCNR, school groups, and local watershed groups with buffer projects this spring.
- Two varieties of apple trees and strawberries were offered at the sale along with a yellow peach variety; Honeycrisp Apples and Fuji Apples along with Jewel and Earliglow strawberries, and July Prince Peach.
- 3 FFA Chapters participated in this year's sale. We were able to donate 20% of the total sales provided by these three groups. Total sales for FFA's was \$411.00 so **\$82.20** was refunded for these sales to the local FFA chapters.
- 6 local Watershed Associations participated in the tree sale as a fundraiser for their groups. These orders totaled \$472.75. A total of **\$94.55** was refunded to the organizations for their 20% refunds.
- Continuing this year was the ability of customers to order online through our Square account. This was very popular with over 329 orders coming in through this online service and over half of the total orders coming from online purchases.
- The sale was once again a drive-thru event this year but we did have some day of sales in the parking lot this year along with free compost donated by Manheim Township.
- The average order was \$75.
- Continued to offer a "Round Up" feature this year to the Order form for folks to donate to Environmental Education. This garnered an additional \$510 for the Education program.
- Over 17,500 pieces of plant/ tree material were planted into the soil of our Commonwealth.
- The Drive Thru pick up went well and was made possible by a dedicated tree sale committee and LCCD staff working 4 hour shifts to completely fill over 600 orders. Special thanks to the staff who were a part of the Drive Thru packing, pick up, and clean up.

SUMMARY COMPARISON

Year	2017	2018	2019	2020	2021	2022	2023
Cash Rec'd	\$ 47,149	\$ 46,108	\$ 38,551	\$ 44,159	\$ 35,333	\$ 46,087	\$49,973
Profit	\$ 9,369	\$ 12,817	\$ 8,544	\$ 10,607	\$ 8,354	\$ 10,033	\$15,343
# Orders	560	499	443	487	434	556	623

STAFF INVOLVED IN COMMITTEE WORK AND DRIVE THRU:

Matt Kofroth	Sallie Gregory	Amanda Goldsmith	Tyler Keefer	Jason Reuter
Lauren Brodbar	Suzanne Kopp	Ryan Riebling	Emma Findeisen	Noelle LaFaver
Kaylyn Gordon	Alex Flurry	Samantha Adams	Steve Wyld	Stacey Hertz
Andrew Pauls-Thomas	Shelly Dehoff	Ashley Spotts	Adam Hartz	Kevin Lutz
Adam Stern	Matt Schavnis	Brady Bosworth	Elisabeth Martin	Steve Reiff
Greg Heigel	Rachel DiRosoto	Kent Bitting	Megan Blackmon	Holly Shaub
Josh Slaymaker	Chris Thompson			

Respectfully submitted, Tree Sale Co-Chairs

Sallie M. Gregory, Amanda Goldsmith, Tyler Keefer, Jason Reuter, & Matthew W. Kofroth

**Item IV.4
2023 Lancaster County Envirothon Report**

Junior Envirothon, May 17, 2023

Participation Summary

- School Districts 8
- Schools: Elementary, Intermediate, Middle 10
- Teams 34
- Number of Students 170

Ecosystem: Wetlands

Students studied 12 species for each station that included mammals, birds, trees, and wetland frogs and turtles.

Event Summary

- 3rd grade 1st place – Doe Run Elementary (Overall High Score for Junior Envirothon)
- 4th grade 1st place – Doe Run Elementary
- 5th grade 1st place – Ephrata Intermediate
- 6th grade 1st place – Landis Run Intermediate



Middle School Envirothon, May 18, 2023

Participation Summary

- Middle Schools 4
- Teams 13
- Number of Students 65

Event Summary

- 5th place – Ephrata Middle School
- 4th place – Ephrata Middle School
- 3rd place – Manheim Central Middle School
- 2nd place – Garden Spot Middle School
- 1st place – Ephrata Middle School



Senior High Envirothon, April 27, 2023

Participation Summary

- High Schools 6
- Teams 15
- Number of Students 75

Event Summary

- 5th place – Pequea Valley High School
- 4th place – Warwick High School
- 3rd place – Lancaster Mennonite High School
- 2nd place – Warwick High School
- 1st place – Conestoga Valley High School



Conestoga Valley High School won the Lancaster County Senior High Envirothon and went on to the State Envirothon held in Mifflinburg. The team was made up of four seniors and one junior and placed 16th at states. All were excited to have the opportunity to go on to states.

Each level of the Envirothon has bounced back from the pandemic with enthusiastic involvement from teachers and students. In addition to the three Envirothon, two optional study sessions were offered to elementary and middle school students on Saturdays in March and April. The Conservation District partnered to host the sessions with PA Game Commission at Middlecreek Wildlife Management Area and Lancaster Conservancy at Climbers Run.

Special thanks to everyone who contributed to a successful year of Envirothon and the incredible donation that made it possible.

LANCASTER COUNTY SENIOR HIGH ENVIROTHON (GRADES 9-12)

SCORE KEEPER	KEVIN LUTZ			
REG/PHOTO/AWARDS	NOELLE LAFAVER			
FORESTRY	JIM SALTSMAN	RACHEL DIROSATO	AMANDA GOLDSMITH	
CURRENT ISSUE	SHELLY DEHOFF	SAMANTHA ADAMS		
AQUATICS	MATT KOFROTH	LAUREN SHAFFER	WCO JEFF SCHMIDT	
SOILS	CAMILA MARTINEZ SANCHEZ	BRETT RAMER		
WILDLIFE	WARDEN DANIEL GIBBLE	WARDEN JOHN VEYLUPEK	WARDEN GREG GRAHAM	

LANCASTER COUNTY JUNIOR ENVIROTHON (GRADES 3-6)

SCORE KEEPER	KENT BITTING	MATT KOFROTH		
REG/PHOTO/AWARDS	NOELLE LAFAVER			
TREES AND PLANTS	BRADY BOSWORTH	LAUREN BRODBAR	MATT SCHAVNIS	STACEY HERTZ
BIRDS	ANDREW PAULS- THOMAS	LIZ MARTIN	ERIC HOUT	JASON REUTER
FROGS & TURTLES	LAUREN SHAFFER	EMMA FINDEISEN	MONICA DANIELS BARBER	TEACHERS FROM MANHEIM CENTRAL
MAMMALS	BRIAN COLLETT	WARDEN DANIEL GIBBLE	WARDEN JOHN VEYLUPEK	WARDEN GREG GRAHAM

LANCASTER COUNTY MIDDLE SCHOOL ENVIROTHON (GRADES 7-8)

SCORE KEEPER	MATT KOFROTH			
REG/PHOTO/AWARDS	NOELLE LAFAVER			
FORESTRY	BRADY BOSWORTH	LIZ MARTIN		
WETLANDS	PEGGY EPPIG			
AQUATICS	TYLER KEEFER	MATT SCHAVNIS		
WILDLIFE	BRIAN COLLETT	WARDEN DANIEL GIBBLE		

DONORS:

1. HERSHEY COMPANY
2. EXTRAGIVE DONORS
3. CHESTER COUNTY SOLID WASTE AUTHORITY
4. CAERNARVON TOWNSHIP
5. Individual donation MONICA DANIELS BARBER – VETERINARIAN, NEW HOLLAND VETERINARY ANIMAL HOSPITAL
6. Individual donation KERRIE SNAVELY – RETIRED TEACHER
7. OPTIMIST CLUB OF LANCASTER – GRADE LEVEL LIBRARY AWARDS

Pennsylvania State Envirothon - Camp Mount Luther - May 24, 2023
Station Scores by County

COUNTY	PACD REGION	ORAL COMPONENT	RANK	AQUATICS	RANK	CURRENT ISSUE	RANK	FORESTRY	RANK	SOILS & LAND USE	RANK	WILDLIFE	RANK	TOTAL	OVERALL RANK
Adams	7	73.0	37	38	61	32	50	35	57	48	61	44	58	270.0	60
Allegheny	2	72.7	39	59	36	44	33	44	48	88	1	74	29	381.7	29
Armstrong	1	57.7	57	51	48	38	41	56	31	57	54	64	42	323.7	49
Beaver	2	83.3	24	58	38	44	33	52	38	52	57	38	59	327.3	48
Bedford	4	87.7	15	61	33	41	38	81	9	72	20	70	35	412.7	20
Berks	8	75.0	35	66	24	37	43	41	54	76	12	70	35	365.0	36
Blair	4	64.0	48	52	47	25	57	47	43	58	52	72	32	318.0	52
Bradford	9	91.3	6	84	4	63	7	82	8	88	1	82	17	490.3	4
Bucks	8	84.3	20	53	46	60	11	58	29	70	23	76	24	401.3	23
Butler	1	64.0	48	64	28	46	27	65	22	68	26	68	41	375.0	30
Cambria	4	84.0	23	57	40	22	60	64	24	70	23	78	21	375.0	30
Cameron	5	79.7	28	50	50	30	54	35	57	52	57	46	56	292.7	58
Carbon	10	85.0	18	50	50	29	55	55	32	68	26	36	61	323.0	51
Centre	5	91.0	11	49	54	35	45	43	50	66	33	76	24	360.0	41
Chester	8	65.3	47	66	24	46	27	45	46	76	12	64	42	362.3	39
Clarion	3	69.3	40	54	44	38	41	47	43	68	26	58	48	334.3	46
Clearfield	3	76.3	33	54	44	21	61	63	25	52	57	70	35	336.3	45
Clinton	5	91.3	6	69	19	44	33	42	51	84	4	78	21	408.3	22
Columbia	6	77.7	29	43	58	63	7	83	7	66	33	82	17	414.7	18
Crawford	1	69.3	40	50	50	44	33	42	51	66	33	36	61	307.3	54
Cumberland	7	80.0	27	79	10	50	20	55	32	78	10	72	32	414.0	19
Dauphin	7	77.3	30	45	56	39	40	66	20	76	12	70	35	373.3	32
Delaware	8	100.0	1	87	2	73	1	85	6	88	1	96	2	529.0	1
Elk	3	91.3	6	63	30	51	18	30	61	70	23	56	51	361.3	40
Erie	1	92.3	4	90	1	56	13	70	16	84	4	96	2	488.3	5
Fayette	2	54.0	59	66	24	45	29	26	62	62	46	76	24	329.0	47
Forest	3	61.0	54	36	62	31	53	31	60	66	33	34	63	259.0	61
Franklin	4	88.7	14	51	48	47	25	44	48	68	26	74	29	372.7	33
Fulton	4	80.3	25	68	20	68	3	53	36	54	55	86	10	409.3	21
Greene	2	91.3	6	82	8	61	10	93	2	84	4	92	4	503.3	3
Huntingdon	4	57.0	58	83	7	51	18	72	13	64	41	90	8	417.0	15
Indiana	2	84.3	20	67	21	71	2	67	19	74	16	80	19	443.3	8
Jefferson	3	0.0	64	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	0.0	64
Juniata	6	63.7	51	73	13	37	43	42	51	60	50	48	54	323.7	49
Lackawanna	9	69.0	43	24	63	44	33	40	55	58	52	62	46	297.0	57
Lancaster	7	87.7	15	64	28	53	14	62	26	64	41	86	10	416.7	16
Lawrence	1	65.7	46	62	32	24	59	26	62	68	26	54	52	299.7	56
Lebanon	7	98.3	3	85	3	66	5	75	12	74	16	90	8	488.3	5
Lehigh	10	73.7	36	57	40	53	14	33	59	54	55	46	56	316.7	53
Luzerne	9	68.3	45	57	40	66	5	50	41	66	33	86	10	393.3	25
Lycoming	5	77.3	30	59	36	41	38	72	13	62	46	74	29	385.3	28
McKean	3	91.3	6	72	15	50	20	66	20	76	12	76	24	431.3	12
Mercer	1	69.3	40	71	17	33	48	91	3	78	10	84	15	426.3	13
Mifflin	6	75.3	34	63	30	52	17	69	17	74	16	64	42	397.3	24
Monroe	10	99.0	2	80	9	68	3	98	1	82	8	92	4	519.0	2
Montgomery	8	90.0	12	50	50	48	23	53	36	64	41	58	48	363.0	38
Montour	6	31.0	62	40	60	32	50	62	26	64	41	48	54	277.0	59
Northampton	10	90.0	12	79	10	63	7	52	38	61	49	98	1	443.0	9
Northumberland	6	80.3	25	67	21	21	61	72	13	62	46	62	46	364.3	37
Perry	7	68.7	44	58	38	53	14	48	42	72	20	70	35	369.7	35
Philadelphia	8	0.0	64	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	0.0	64
Pike	10	84.3	20	73	13	49	22	69	17	68	26	92	4	435.3	11
Potter	5	61.3	53	60	35	25	57	54	35	64	41	80	19	344.3	44
Schuylkill	8	86.7	17	77	12	45	29	60	28	80	9	92	4	440.7	10
Snyder	6	64.0	48	66	24	45	29	80	10	74	16	64	42	393.0	26
Somerset	4	60.0	55	84	4	35	45	90	4	66	33	84	15	419.0	14
Sullivan	9	43.7	61	41	59	20	63	45	46	30	63	54	52	233.7	62
Susquehanna	9	62.0	52	67	21	32	50	58	29	68	26	70	35	357.0	43
Tioga	5	59.0	56	70	18	45	29	90	4	66	33	86	10	416.0	17
Union	6	76.7	32	72	15	47	25	51	40	66	33	76	24	388.7	27
Venango	1	0.0	64	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	0.0	64
Warren	3	44.7	60	45	56	34	47	47	43	72	20	58	48	300.7	55
Washington	2	0.0	64	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	0.0	64
Wayne	10	29.0	63	47	55	27	56	36	56	50	60	38	59	227.0	63
Westmoreland	2	73.0	37	56	43	33	48	65	22	60	50	72	32	359.0	42
Wyoming	9	84.7	19	61	33	48	23	55	32	44	62	78	21	370.7	34
York	7	92.0	5	84	4	60	11	78	11	84	4	86	10	484.0	7

Item IV.5

April 2023-April 2024 Operating Plan

GOAL ONE: Create a marketing and communication plan that leverages current relationships and identifies new strategic alliances - Champion Sallie

Team: Communications Committee, Jennifer (Assoc. Board Member), Sonia

Tactics	Action Steps	Responsible	Status	Deadline	Measurements	Notes/Update
Public Awareness	Signage to call attention to work LCCD is doing					
Nurture new and existing relationships	QR code					
Use IT and technology (CRM) to document and coordinate communication	Marketing Plan by Department					
Engage the Board	Identify relationships that need to be nurtured to increase funding for district					
	Nominating Organizations					

GOAL TWO: Create an agile organizational framework that can support current and future growth

Champions - Stacey and Matt

Team: Matt, Andrew, Chris, Stacey

Tactics	Action Steps	Responsible	Status	Deadline	Measurements	Notes/Update
Fully Support and Transition Asst. Manager	Onboarding of Matt in new role: timeline and communication (internal and external transition)	Chris				
Evaluate financial Processes	IT, Finance	Stacey, Chris, CFO consultant				
Department Needs Assessment	Identify what processes are bogging down productivity and efficiencies	Matt				
	Better grant management	Andrew	In Progress			
	Identify staffing needs by Program Area	Matt				

GOAL THREE: Staff retention - Kimberley

Team: Operational Assessment Team, Chris, Kevin Lutz

Tactics	Action Steps	Responsible	Status	Deadline	Measurements	Notes/Update
Continue to evaluate total rewards, work life balance, flexibility in scheduling and job duties		Kimberley and Chris	In Progress			Evaluating maternity leave and/or paternity leave
Regular Evaluation of salary and benefits	Salary Analysis	Chris and Matt	In Progress			Salaries remain competitive with benchmark
Advancement Opportunities	Build career paths for each program area, starting with Ag Department	Operational Assessment Team				Met with Sam on 5/16
Empower Staff through 121 coaching	Quarterly 121 meetings with Program managers and staff	Program Managers	In Progress		Documented quarterly 121 meetings with each staff member	

Implement New ideas and practices			In Progress		Mentor Program	Training completed April 19

Item IV.6
PACD /SCC Joint Annual Mtg
Registration Announcement

The 2023 PACD [PACD/SCC Joint Annual Conference](#) (JAC) will be held at the Holiday Inn in Grantville, PA on July 19-20. Leading up to the JAC, the six PACD committees will meet virtually between June 27 and July 14, followed by PACD Executive Council on the 20th.

Registration is open to all conservation district directors, associate directors, and staff, as well as partner agency staff and invited guests. Registration for each virtual committee meeting is free and required.

To request a registration link, please email the listed contact for each video conference you'd like to attend.

Special Guest Speakers:

July 19, 2023 | 4:30 p.m. to 5:15 p.m. Terry Cosby, Chief, USDA Natural Resources Conservation Service. PACD is honored to welcome USDA NRCS Chief Cosby to Pennsylvania. A conservation leader with a strong agricultural background, Chief Cosby will discuss the importance of the partnership between NRCS and the conservation districts, conservation funding, and other topics important to Pennsylvania.

July 20, 2023 | 7:30 a.m. to 9:30 a.m. Brenda Goggin, Director of Leadership Development, River Network will be speaking at the Directors Breakfast Workshop: Building Authentic Relationships.

- June 27, 2023 | 10:00-11:00 a.m.
PACD Legislative Committee Videoconference
Contact mburns@pacd.org to request a registration link.
- June 29, 2023 | 10:00-11:00 a.m.
PACD Conservation Committee Videoconference
Contact mburns@pacd.org to request a registration link.
- July 6, 2023 | 10:00-11:00 a.m.
PACD Education and Outreach Committee Videoconference
Contact swehinger@pacd.org to request a registration link.
- July 12, 2023 | 1:30-2:30 p.m.
PACD District Employees Committee Videoconference
Contact hmilller@pacd.org to request a registration link.
- July 13, 2023 | 10:00-11:00 a.m.
PACD Ways and Means Committee Videoconference
Contact abrown@pacd.org to request a registration link.
- July 14, 2023 | 1:30-2:30 p.m.
PACD Operations Committee Videoconference
Contact abrown@pacd.org to request a registration link.

Item IV.7
Procurement Policy Update

A draft of the updated Procurement Policy was presented last BOD meeting for the required 30-day review prior to action. Significant changes were made to that version to make the policy more comprehensive. So, a redlined copy of the policy is being presented again for another 30-day review before requesting formal action. The Conservation Foundation has approved a mirrored version of this policy.

If Directors have any questions or comments please contact the office prior to June 26, 2023. Otherwise, the draft will be presented for action and approval at the July meeting.

Procurement Policy

Author

Date

1. 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 procurement 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 the relevant guidance described below:

2. 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 Article XIV of Conservation District by laws for further details.**

3. Competition

All procurements shall be conducted in a manner that provides, to the maximum extent practical, full and open competition. Procurements shall:

- Avoid noncompetitive practices that may restrict or eliminate competition, including but not limited to:
 - Unreasonable qualification requirements.
 - Unnecessary experience and excessive bonding requirements.
 - Noncompetitive pricing practices between firms or affiliated companies.
 - Noncompetitive contracts to consultants on retainer contracts.
 - Organizational conflicts of interest.
 - Specifying "brand name" only instead of allowing "an equal to" product.
 - Arbitrary actions.
- Not intentionally split a single purchase into two or more separate purchases to avoid dollar thresholds that require more formal procurement methods.
- Not use any geographic preferences (state, local or tribal) in the evaluation of bids or proposals, except where expressly mandated or encouraged by applicable Federal statutes.

4. 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 an 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 can come in various forms (e.g., letter, email quote, rate page, oral offer), but must cover terms such as price, product

specifications (e.g., quantity, functionality, compatibility, performance capabilities, etc.), and vendor qualifications (e.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:
 - Description of the Conservation 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.

5. Authorization to Purchase

Operational Expenses: When making purchases for Conservation District activities, employees are expected to work within the guidelines of the currently approved Conservation 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 need 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 Manager can jointly pre-approve an expenditure. The expenditure 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.

6. Bidding Requirements

When bidding is required, the Conservation 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.
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7. Bonding Requirements

When more than 50% of the contract amount is provided as up-front or as working capital for construction contracts or subcontracts exceeding \$75,000, bonding may be required as follows:

- A bid guarantee from each bidder is equivalent to fifteen percent of the bid price.
- A performance bond on the part of the contractor is for 100% of the contract price.
- A payment bond on the part of the contractor is for 100% of the contract price.
- All bonds required in this section are obtained from companies holding certificates of authority as acceptable sureties pursuant to the surety requirements for companies doing business with the United States.

8. Nondiscrimination

In its procurement, the Conservation District shall comply with applicable Federal civil rights laws and will not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity).

Reviewed and approved by LCCD Board on _____