



LANCASTER COUNTY CONSERVATION DISTRICT MONTHLY BOARD MEETING AGENDA

Wednesday, July 5, 2023

Lancaster Farm & Home Center

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

Business Meeting 7:30 PM

Timer

7:30	<ul style="list-style-type: none"> Invocation – Herb Kreider Call to Order, Chairman, Dan Heller Welcome & Introductions – Dan Heller Additions to the Agenda – Christopher Thompson Public Comment: Survey media/guests: Agenda items of interest – Dan Heller 	<u>Page #</u>
7:40	<ul style="list-style-type: none"> I. <u>Agency Reports</u> <ul style="list-style-type: none"> 1. USDA, NRCS (attachment)..... 1 2. PA DEP Field Rep Report (day of packet) - 	
7:45	<ul style="list-style-type: none"> II. <u>*Consent Agenda</u> <ul style="list-style-type: none"> 1. Meeting Minutes (attachment) 4 2. Technical Assistance Requests/Cancellations (attachment) 9 3. Nutrient Management Plan Approval (attachment) 9 4. Conservation Plans Acknowledgement (attachment) 10 	
7:55	<ul style="list-style-type: none"> III. <u>*Additional Business</u> <ul style="list-style-type: none"> 1. Items Removed from Consent Agenda 2. Treasurer’s Report – Hertz (attachment) 11 *3. Chesapeake Bay Agreement (attachment) 14 *4. CDFAP/ACT Agreement – Kofroth (attachment) 14 *5. ACAP Project Approval – Bitting/Lutz (attachment) 15 *6. Dirt & Gravel Agreement – Kreider/Kofroth (attachment) 16 *7. Procurement Policy – Thompson (attachment) 16 	
8:20	<ul style="list-style-type: none"> IV. <u>Reports & Information</u> <ul style="list-style-type: none"> 1. Correspondence, News, and Updates – Thompson 2. E&S/NPDES Monthly Projects Report – Hout (day of packet) - 3. E&S Committee Report – Snyder/Hout (attachment) 20 4. Youth Conservation School Update – Gregory (attachment) 22 5. Teacher Professional Development Update – Gregory (attachment) 22 6. Nominating Organization Update – Gregory/Thompson (attachment) 23 	
8:45	<ul style="list-style-type: none"> V. <u>Additional Public Comment</u> 	
8:50	<ul style="list-style-type: none"> VI. <u>Adjourn</u> 	

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

Dates to Remember:

7/4, Office Closed – 4 th of July Holiday	7/6, Cons. Foundation Ex. Comm. Mtg@F&H 10-11 am
7/23-28, Youth Conservation School	7/19-20, PACD/SCC Joint Annual Conference, Harrisburg, PA

NEXT MEETING DATE: Wednesday, August 2, 2023, 7:30 p.m.
At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors June 2023

Lancaster Field Office Personnel:

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

Conservation Planning Activities*:

FY22 Total (#)	FY22 Total (Ac)	FY23 Mo. Total (#)	FY23 Mo. Total (Ac)	FY23 Total (#)	FY23 Total (Ac)
33	3,809.92	3	64.7	38	1,800.3

*SEE "ACKNOWLEDGMENT OF CONSERVATION PLANS" REPORT

Conservation Practice Installation Activities*:

Practice Code & Name	FY22Total	FY23 Mo. Total	FY23Total
313 – Waste Storage Facility (no)	12	-	6
362 – Diversion (ft)	3,132	-	-
367 – Roofs & Covers (no)	8	-	3
382 – Fence (ft)	12,594	-	7,955
412 – Grassed Waterway (ac)	7.1	-	5.9
516 – Livestock Pipeline (ft)	2,559	-	1,133
561 – Heavy Use Area Protection (sq ft)	22,553	-	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	487	5,072
634 – Waste Transfer System (no)	10	1	6
327 – CREP Conservation Cover (ac)	59.06	6.82	28.07
391 – CREP Riparian Forest Buffer (ac)	58.52	-	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	13	\$1,078,078
CSP	3	\$298,017	-	-
RCP	15	\$3,421,648	1	\$78,616

- Financial Assistance Payments:

Program	FY22 Total (\$)	FY23Mo. Total (\$)	FY23 Total (\$)
ALL PROGRAMS	\$2,247,795.72	\$31,532.37	\$970,536.86

- **Environmental Quality Incentive Program (EQIP)**
 - Proposed FY23 Allocation - \$2,203,000
 - Currently 18 applications selected for funding for approximately \$1.7 million; contract development underway.

- **Regional Conservation Partnership Program (RCPP)**
 - Lancaster Clean Water Partnership RCPP
 - Remaining Allocation – \$3,139,739
 - Currently 10 applications selected for funding for approximately \$1.6 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	-	1
WRP/WRE Monitoring - Offsite	4	6
WRP/WRE Monitoring - Onsite	10	5
FRPP/ALE Monitoring - Onsite	8	3

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:

- Soil Conservation Technician (SCT) – A tentative job offer has been made and accepted. Waiting on the final job offer from HR.
- A panel of applicants for the 2nd SCT position has been received. Interviews being completed the final week of June.
- Julia Smith, Pheasants Forever Biologist, has accepted the PA State Coordinator position within PF. The biologist vacancy for Lancaster & York will be advertised in the coming months.

Notable Meetings & Trainings:

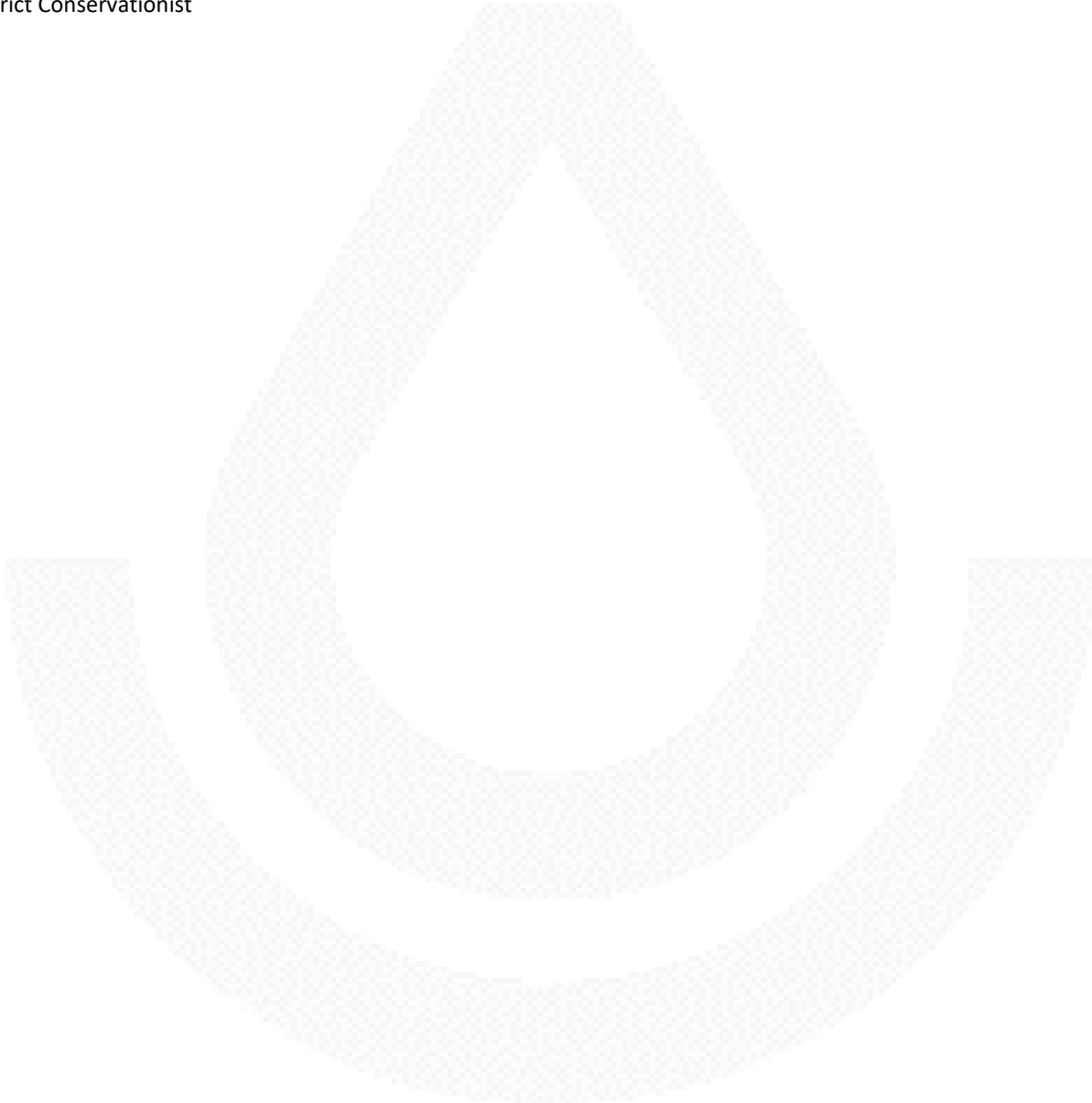
- 6/6-8 - Working Effectively with Plain Communities Seminar, Elizabethtown (Hernandez & Sanchez)
- 6/21 – Stroud Water Research Center & Octoraro Native Plant Nursery Trip (Hernandez, Liput, Ramer, Sanchez, Walker)

- 6/27 – Penn State Equipment Demo, Pennsylvania Furnace (Sanchez)

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 initial 'H'.

Heather L. Grove
District Conservationist



Item II.1

LANCASTER COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES June 7, 2023

The 853rd 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 June 7, 2023 at 7:30 PM.

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: Greg Strausser and Jennifer Engle

The following District Staff were present: Christopher Thompson, Kevin Lutz, Kent Bitting, Stacey Hertz, Jason Reuter and Adam Stern.

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

Kent Weaver provided the invocation for the meeting.

Introductions: Chris Thompson introduced Jason Reuter who is online to present the Tree Sale report.

Additions to the Agenda: None Offered.

An opportunity was given for public comment: Commissioner Trescot announced that a burn ban has been issued for the County for the next 30 days.

I. Agency Reports

1. USDA, NRCS

Heather Grove stated there were no additions to the submitted report.

2. PA DEP Field Rep Report

Lauren Shaffer stated there were no additions to the submitted report. Lauren highlighted that several delegation agreements will be released soon and also additional Ag Training is being offered later this summer.

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. Bob Shearer seconded the motion. Motion passed unanimously.

The Consent Agenda includes the following approved items.

#1 – Minutes of May 3, 2023 Board meeting.

#2 – Technical Assistance Requests/Cancellations

#3 – Nutrient Management Plan Approvals

#4 – Conservation Plan Acknowledgement

Requests for Nutrient Management Plan Approval (Lutz)
May 2023 Activity
June 7, 2023 Board Meeting

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	Rueter	274
David Breckbill	Strasburg	Layer	CAO	140.91	Brodbar	446

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 highlighted that the ACAP Funds were received and deposited in an interest-bearing account currently earning about 4%. Also, \$1.7 million in reimbursement funds for the first quarter have been received.

3. Watershed Specialist Delegation Agreement

Chris Thompson reported that it is time to renew the PA DEP Conservation District Watershed Specialist contract. This contract pays part of the Watershed Specialist salary. The contract runs from July 1, 2023 through June 30, 2024 and is a maximum of \$50,250/year. Other than additional data reporting required, all deliverables and project goals remain the same. Board approval is requested for this contract renewal.

Jay Snyder moved to approve renewing the Watershed Specialist contract. Sonia Wasco seconded the motion. Motion approved unanimously.

4. Personnel Committee Report - Request to Hire

Sonia Wasco reported that interviews have been held to fill the open BMP Verification position. This is a new position that would assist in verifying Ag and stream BMPs that have dropped out of the Bay model because the BMPs lifespan had expired. Several candidates were interviewed. Caitlyn Tynes is being recommended to the Board for this new BMP Verification Coordinator position. If approved her start date will be June 28, 2023.

Sonia Wasco moved to approve hiring Caitlyn Tynes for the new BMP Verification Coordinator position. Roger Rohrer seconded the motion. Motion passed unanimously.

5. NM/MM Delegation Agreement

Kevin Lutz reported that we are in the second year of the 5-year delegation agreement. 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 and the anticipated allocation for Lancaster County is \$640,000 for eight positions.

Dale Herr moved to approve the delegation agreement as stated. Kent Weaver seconded the motion. Motion passed unanimously.

6. ACAP Project Approval

Kent Bitting reported that there are two applications, that have been reviewed by staff, submitted for ACAP Funds requesting \$204,924.88 for the following:

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

Jay Snyder moved to approve \$204,924. worth of ACAP Funding as stated. John Trescot seconded the motion. Motion passed unanimously.

7. CB Phase II Grant Approval

Kent Bitting reported that there was one previously approved project that 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 other funding and therefore funds are now available. CBAOIP funding requested is \$92,250.00 for the following:

Landowner	Municipality	BMPs	Total Project Cost	Total Grant Received
John Wanner	Salisbury Twp.	Roofed Manure Stacking Area, HUA, Roof Runoff Structure, Underground Outlet	\$123,000.00	\$92,250.00
TOTALS			\$123,000.00	\$92,250.00

Roger Rohrer moved to approve \$92,250.00 worth of CBAOIP funding as stated. Sonia Wasco seconded the motion. Motion passed unanimously.

8. RC&D Report and Dues Request

Chris Thompson reported that Capital RC&D 2022 Impact which shows accomplishments is included in the meeting packet. Greg Strausser reported that Capital RC&D was able to bring \$594,468.00 to projects focused on the need of our seven county region and \$58,139.00 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 \$300.00.

Roger Rohrer moved to approve submitting the annual dues to renew our membership in RC&D. John Trescot seconded the motion. Motion passed unanimously.

9. Ag Program – Equipment Request

Kent Bitting reported that with increased staff and the ACAP program have created an additional demand for the use of our current GPS surveying equipment. Multiple people need the equipment on the same days. It is being requested that we purchase new GPS equipment to eliminate these scheduling bottlenecks. As part of the ACAP program, the LCCD can receive up to 16% of the grant for technical assistance, which includes staff time and equipment. An estimate was received from Print-O-Stat and the quote is in the Board packet. Staff are requesting to purchase the equipment, not to exceed \$28,750.00 utilizing the ACAP technical assistance fund to cover the expense.

Jay Snyder moved to approve the purchase of the equipment as stated. Herb Kreider seconded the motion. Motion passed unanimously.

10. Outstanding Cooperator 2024

Kevin Lutz stated that it was time to select the Outstanding Cooperator award for 2024 award. There was a committee of staff members that met to listen and select from a list of submitted farms for consideration. The Committee is recommending that the Clark Oberholtzer Farm in Fulton Township be awarded the 2024 Outstanding Cooperator Award and that the Lloyd King Farm in Salisbury Township be awarded the Soil Stewardship Award.

Bob Shearer moved to approve the farms as stated. Kent Weaver seconded the motion. Motion passed unanimously.

11. Growing Greener and 319 Grant

Chris Thompson stated that we have two different applications as follows:

1. Growing Greener - The Hoover Farm Restoration Project is approximately \$300,000 to restore a 3,400' riparian buffer along Muddy Creek.

John Trescot moved to approve submitting this application. Jay Snyder seconded the motion. Motion passed unanimously.

2. DEP 319 - The Supplee Farm Restoration Project is approximately \$400,000 to restore 3,200' of riparian buffer along Conestoga Creek.

Herb Kreider moved to approve submitting this application. Dale Herr seconded the motion. Motion passed unanimously.

12. July BOD Meeting

Chris Thompson stated that a few directors and staff have challenges attending the July 5, 2023 meeting. The request is to hold the meeting virtually or reschedule the meeting to July 12, 2023. The Directors decided that the meeting agenda will be compressed and held totally virtually on July 5, 2023.

IV. Reports/Information

1. Correspondence, News and Updates:

Chesapeake Bay Awareness Week was just announced by State Legislative on May 6, 2023. Adam Ortiz the administrator of EPA's Region 3. – Article, Cooperation Key to Meeting Bay Cleanup Goals, dated May 13, 2023.

2. E&S/NPDES Monthly Projects Report:

Adam Stern stated that there are no additions to the submitted reports. Complaints are down from last year for two reasons, returning the 105 program back to DEP and the fact that we have had very little rain lately.

3. Tree Sale Report:

Jason Rueter reported that there were 623 orders submitted with total sales of \$49,973.50 and a net profit of \$15,343.08. Over 17,500 pieces of plant/tree material were planted into the soil of the Commonwealth. Chris Thompson stated that Sallie Gregory and Matt Kofroth are stepping out of the Co-Chair job of the tree sale and the committee will be taken over by Amanda Goldsmith, Tyler Keefer and Jason Rueter next year.

4. Envirothon Event Report:

Chris Thompson reported that Conestoga Valley High School won the Lancaster County Senior High Envirothon and went on to the State Envirothon held in Mifflinburg and placed 16th at States.

5. Strategic Plan Dashboard:

Chris Thompson reported that there is good progress through many of the goals that are on the strategic plan. More will be shared at the next Board meeting.

6. PACD/SCC Report and JAC Registration Announcement:

Chris Thompson announced that the annual summer meeting joint conference will be held in Grantville on July 19 and 20, 2023. There are several committee meetings that anyone can attend and those dates are in the board packet and Chris encourages everyone to register to attend. Sonia Wasco stated that the Joint Annual Conference means that the SCC and DEP are in it with PACD. Scott Martin is receiving the award for the PACD Legislator Award – so all are encouraged to attend to see him receive his award.

7. Procurement Policy Update:

Chris Thompson reported that there were significant changes made to the version of the Procurement Policy to make the policy more comprehensive. A redlined copy of the policy is being resubmitted for review for another 30 days before requesting a formal action.

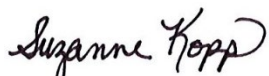
V. Additional Public Comment:

None given.

Meeting Adjourned

Chairman Dan Heller adjourned the meeting at 9:15 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)
June 2023 Activity
July 5, 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 #
Wilmer Burkholder	Ephrata	Pullet	CAO	15.81	Heigel	715
Paul Riehl	West Earl	Goats/Layer	CAO	43.79	Heigel	1891
David Rosenberry	Mount Joy	Layer	CAFO/CAO	66.32	Lutz	161
Robert Barley	Manor	Swine	CAO	184.44	Reuter	439
Roger Shirk	Salisbury	Duck	CAO	2.57	Brodbar	748
Mark A. Rohrer	Strasburg/Paradise	Broiler	CAO	124.18	Brodbar	318
Elam Miller	Leacock	Dairy	CAO	2.04	Brodbar	1169
John R. Lefever	Drumore	Layer	CAFO/VAO	1.28	Adams	717
John F. Stoltzfus	Fulton	Dairy	CAO	20.92	Adams	2703
Jason Wenger	Rapho	Swine	CAFO/CAO	36.43	Lutz	1234

**NMP Update Report to Lancaster County Conservation District Board of Directors
June 2023 Activity
July 5, 2023 Board Meeting**

NMP Name	Municipality	Plan Update Submission Date	Original NMP Approval Date	Planner ¹	Species ²	AEUs	Regulated Operation Type ³	Date Plan Acknowledgment Letter Sent	Reason for Update
Jay Deiter	Conoy	5/31/2023	12/1/2021	Jay Deiter	Swine/ Heifer	564.38	CAO CAFO	6/2/2023	Simple Update
Jay Deiter	Conoy	5/31/2023	12/1/2021	Jay Deiter	Swine/ Heifer	564.38	CAO CAFO	6/2/2023	Yearly Plan Submissions Update

**Item II.4
Acknowledgment of Conservation Plans (Lutz)
The Lancaster NRCS Field Office recommends the following plans for the
July 5, 2023 Board Meeting:**

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
Collin S. Bitts	1	Brett Ramer	Manor
Jon P. McWilliams	1	Mark Myers	Elizabeth
Karen Keller-Heybey	1	Mark Long	Conestoga

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Chris Stoltzfus	1	Matt Schavnis	Upper Leacock
Howard Deshong	1	Kevin Lutz	West Donegal

Item III.2
Lancaster County Conservation District
Balance Sheet
As of June 26, 2023

ASSETS

Checking/Savings

Dst Accts

District General Fund

1001 · General Fund INVEST	848,562.81
1015 · General Fund Citizens	18,995.35

Total District General Fund 867,558.16

Raymond James/Fulton Advisors

Investment Unrealized Gain/Loss	-10,643.05
Raymond James/Fulton Advisors - Other	750,000.00

Total Raymond James/Fulton Advisors 739,356.95

E & S

1002 · E & S - A	439,009.14
1005 · Clean Water - R	292,490.86

Total E & S 731,500.00

1003 · Youth Conservation School - C 970.94

1006 · Separation - A 36,050.66

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	9,127.20
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	51,575.03
1007 · Reserve - Other	228,211.69

Total 1007 · Reserve 489,781.36

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C	-3,320.32
Scholarship Bonds - C	35,000.00
1008 · Scholarship - C - Other	5,425.92

Total 1008 · Scholarship - C 37,105.60

1009 · Dirt & Gravel Roads - R 153,120.46

1013 - Exelon - R 712,587.26

1014 - Low Volume Roads - R 245,597.74

1115 · Conservation Excellence - R 786,309.85

1116 · CBAIP Phase II - R 428,500.41

1117 · Chesapeake Bay Action Plan - R 1,879,686.77

1118 · American Rescue Plan Act 2,171,341.50

1119 · Agriculture Conservation Assist 2,567,733.54

1017 · Self-Funded Health Insurance -R 160,869.87

TOTAL ASSETS 12,008,071.07

\$696,165.35	General Operations - U
\$67,649.80	Grants without bank account - R
\$55,758.02	Activities Account - A
\$47,984.99	Tree Fundraiser Account - U
\$867,558.16	TOTAL

Fulton Advisors	Fulton + INVEST
Funds Invested	Balance
5/2/2022	6/26/2023
350,000	789,009.14
	<u>292,490.86</u>
	1,081,500.00
25,000	25,970.94
25,000	61,050.66
25,000	26,317.7
50,000	59,127.2
25,000	25,113.4
100,000	162,863.97
125,000	353,211.69
25,000	<u>62,105.60</u>
750,000	Initial Investment
739,357	Current value
-1.4%	ITD Gain/Loss

\$1,367,387.49	A - Assigned Funds
\$88,076.54	C - Committed Funds
\$9,465,888.06	R - Restricted Funds
\$1,086,718.98	U - Unassigned Funds
\$12,008,071.07	TOTAL

9:36 AM
06/27/23
Cash Basis

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

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 25,970.94

2016 · Health Insurance Liability 160,869.87

Total Other Current Liabilities 186,840.81

Total Current Liabilities 186,840.81

Total Liabilities 186,840.81

Equity

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 8,182,878.63

Net Income 2,744,740.95

Total Equity 11,821,230.26

TOTAL LIABILITIES & EQUITY 12,008,071.07

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

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Jun 26, 23	Budget	\$ Over Budget
Income									
520 · County Funding	150,000.00						150,000.00	150,000.00	0.00
530 · Program Contracts	1,149,857.71	33,970.06					1,183,827.77	756,413.50	427,414.27
560 · Grant Administration	103,583.51			6,832.90			110,416.41	375,261.50	-264,845.09
570 · Grant Project Income	37.50			6,219,582.39			6,219,619.89	4,657,447.00	1,562,172.89
580 · Fee / Reimbursement Income	7,562.79	5,798.00	11,690.00	300.00			25,350.79	374,125.00	-348,774.21
581 · E&S102 Review Fees		375,000.00					375,000.00	320,000.00	55,000.00
582 · NPDES Permit Fees		52,000.00					52,000.00	51,000.00	1,000.00
583 · 105 CWF Fees							0.00	0.00	0.00
590 · Interest Income	15,464.46	14,437.83		133,956.68	595.43	11,294.68	175,749.08	15,868.00	159,881.08
540 · Activity Income			8,399.23		3,350.00		11,749.23	10,112.00	1,637.23
585 · Tree Sales Income			49,061.20				49,061.20	10,112.00	38,949.20
595 · Other Income	133.50	22.00	2,219.64	2,181.48		56,988.53	61,545.15	32,787.50	28,757.65
599R · Interfund Transfer In	(3,649.45)					4,246.29	596.84	0.00	596.84
Total Income	1,422,990.02	481,227.89	71,370.07	6,362,853.45	3,945.43	72,529.50	8,414,916.36	6,753,126.50	1,661,789.86
Gross Profit							8,414,916.36	6,753,126.50	1,661,789.86
Expense									
7100 · Staff Salary	856,569.01	243,916.14		87,046.86			1,187,532.01	1,316,815.50	-129,283.49
710 · All Emp Benefits	253,943.74	58,890.16	1,651.07	8,824.36			323,309.33	417,272.50	-93,963.17
720 · Vehicle & Travel Expenses	17,725.09	29,685.58	79.26	2,987.70			50,477.63	145,925.00	-95,447.37
722 · Meeting Expenses	5,828.89	189.95	175.00		80.70	100.00	6,374.54	16,245.00	-9,870.46
730 · Supplies	5,517.00	891.57	818.05	1,755.02		669.60	9,651.24	9,725.00	-73.76
735 · IT - Communication	10,779.56	1,812.50	107.50	2,882.00			15,581.56	16,780.50	-1,198.94
740 · Postage	1,140.17	1,293.23	312.57	57.51			2,803.48	4,012.50	-1,209.02
745 · Office Rent	42,915.94	11,391.03		254.54			54,306.97	54,985.50	-678.53
750 · Equipment	6,066.97	6,594.92					12,661.89	17,570.00	-4,908.11
830 - Administrative	53,191.42	35.00	2,400.58				55,881.54	276,172.00	-220,290.46
810 · Activity Expenses	829.78	200.00	41,379.47		4,000.00		46,409.25	33,165.00	13,244.25
820 · Grant Project Expenses				3,904,178.97			3,904,178.97	5,446,417.50	-1,542,238.53
805 · Allocated Cost Transfer	(9,271.15)	9,271.15					0.00	0.00	0.00
890 · Miscellaneous Expenses	16.75					393.41	410.16	17,725.00	-17,314.84
899E · Interfund Transfer Out	4,246.29					(3,649.45)	596.84	0.00	596.84
Total Expense	1,249,499.46	364,171.23	46,923.50	4,007,986.96	4,080.70	(2,486.44)	5,670,175.41	7,772,811.00	-2,102,635.59
Net Income	173,490.56	117,056.66	24,446.57	2,354,866.49	(135.27)	75,015.94	2,744,740.95	-1,019,684.50	3,764,425.45

Item III.3

Chesapeake Bay Program (CBP) Technician & Engineer Funding Agreement

The District has been participating in the Chesapeake Bay Program (CBP) Technician & Engineer programs for many years. This year, we are looking to maintain the 3 tech positions, but the DEP has increased the reimbursement rate to a total amount for Techs at \$250,000. As with last year, this includes \$10,000 for BMP verification.

The maximum funding available for the Chesapeake Bay Engineering Specialist will be increased from previous years to \$91,900 and \$85,000 for the Chesapeake Bay Engineering Assistant,

The total CBP Contract for fiscal year 2023-2024 has a value of \$426,900.

The Agriculture Program Manager and the District Administrator recommend the submission of the funding applications to DEP for processing and final signatures.

***Action Required**

Item III.4

Conservation District Fund Allocation Program (CDFAP)/Agricultural Conservation Technical Assistance (ACT) Funding Applications

It is anticipated that at the July 2023 SCC meeting, formal action will be taken to allocate funds through the CDFAP/ACT programs. This funding provides partial support (\$20,000 base allocation) of the salary/benefits costs of our Ag Compliance position (Kevin Seibert). These funding levels are the same as last year. Once again this is partial funding, the remaining part of Kevin's salary is made up from Chesapeake Bay Technician funding and Unconventional Gas Well (UGF) funding.

Board action is required for this funding application.

***Action Required**

Item III.5

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
Amos W. Zimmerman	District	Ephrata Twp.	HUA, Roofed Stacking Shed, Access Road, Underground Outlet	\$240,865.46	\$216,778.91
Abner Stoltzfus	District	Fulton Twp.	Grassed Waterway, Access Road, Fencing, Roof Runoff Structure, Underground Outlets	\$66,777.78	\$60,100.00
John Rohrer	District	Upper Leacock Twp.	Roofed Stacking/Mortality Composting Area, Grassed Waterway, HUA, Access Road, Animal Trail, Waste Transfer, Underground Outlet	\$309,560.91	\$278,604.82
Jack Coleman	District	Paradise Twp.	Structure for Water Control, Subsurface Drain, Underground Outlets	\$24,838.00	\$22,354.20
Totals				\$642,042.15	\$577,837.93

ACAP Funds Requested: \$577,837.93

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$577,837.93 worth of ACAP funding for the multiple applications.

***Action Required**

Item III.6

Dirt & Gravel/Low Volume Road Maintenance Program Contract Amendment

Currently, the Lancaster County Conservation District has a 5-year agreement with the State Conservation Commission to administer the Dirt & Gravel & Low Volume Road Maintenance Program locally here in Lancaster County. This agreement runs from July 1, 2018 through June 30, 2023. With this agreement set to expire at the end of June, the State Conservation Commission is asking all Districts involved in the program to sign a new 5-year agreement. The new agreement would run from July 1, 2023 through June 30, 2028 and function exactly the same as the current agreement. Some new amendments were added to this new 5-year agreement mostly new state-wide contracting language that is new since our last agreement 5 years ago. No new significant program changes are noted in this new agreement. Board action is required to sign this new 5-year contract amendment.

***Action Required**

Item III.7

Procurement Policy Update

A revised draft of the updated Procurement Policy was presented last BOD meeting for the required 30-day review prior to action. The Conservation Foundation has reviewed and approved a mirror version of this policy and no additional comments or edits were recommended. So, the attached policy is being presented for Director approval.

***Action Required**

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 _____

**Lancaster County Conservation District
Erosion & Sedimentation Committee Meeting Minutes
Thursday June 22, 2023
LCCD Upstairs Conference Room #218
Available virtually via ZOOM**

In Attendance: Jay Snyder, Greg Strausser, Chris Thompson, Eric Hout, Adam Stern

1. Compliance/Enforcement Updates – Eric Hout

Eric Hout provided an update on the status of formal enforcement actions. He stated that no formal enforcement actions are currently pending or in process. He stated that the enforcement actions involving the Florin Hill site in Mt. Joy Borough and the Lampeter-Strasburg School District Early Childhood Learning Center site in West Lampeter Township have both been completed and formally closed at this time.

2. Initial 2024 Budget Planning – Adam Stern

Adam Stern provided an update on the status of budget planning for the Conservation District and the E&S Department. The initial planning for the 2024 budget is ongoing. Adam and Eric are working with Chris Thompson on planning the Department's proposed budget. Drafts and final versions of the budget will be put in front of the Committee and the full Board of Directors for review and approval upon completion. With this meeting's discussion, Adam was looking to solicit any initial input from the Committee on the budget with a focus on the two items below.

a. Fee Schedule

The Committee indicated that they are comfortable with the fee schedule that was approved and took effect on January 1, 2023. The Committee supports staying with the current plan to evaluate the need for fee increases every other year. This would mean an evaluation and potential increase in the lead up to 2025. Committee asked Department Staff (Eric & Adam) if the category changes made to the schedule are creating any issues or need any updates. Eric & Adam did not indicate any current issues and support continuing the current fee schedule.

b. Anticipated Expenses

Adam provided opportunity to identify any anticipated Department expenses for budget planning. Eric stated that the purchase of mobile devices (tablets) for technicians to use in the field has been discussed in the past. Adam indicated that he will add this to discussions regarding 2024 expenses. Greg Strausser stated that large format computer monitors may be helpful as District permitting systems move toward a digital format. Adam indicated that each technician currently has one computer monitor and one large TV monitor at their work station for this purpose. Eric asked that the Committee continue to provide any helpful feedback as the Department gets used to reviewing submissions in a more digital workflow.

3. Technician Coverage and Workload Update – Adam Stern

Adam shared the current E&S Department Municipal Coverage map (effective 5/1/23) and the final E&S Department Municipal Coverage map draft (see attached for both documents). The current plan is to implement an additional interim coverage map in July or August 2023 and implement the final coverage map by January 1, 2024 at the latest. Greg Strausser asked how the final map distributes work load among technicians and specifically if it allows the Program Manager and Technical Manager to maintain a lighter work load in order to free up time to offer support to other technicians and handle admin duties. Adam indicated that it currently offers a reduced work load for the Program Manager but puts the Technical Manager even with other technicians. Adam indicated that he and Eric have had initial conversations about changes to the final map that would reduce the Technical Manager's coverage area for this reason. Adam indicated that he doesn't anticipate those changes effecting the July/August update, but he and Eric will revisit the question before implementing the final map.

4. Draft PCSM Manual – Adam Stern

Adam stated that the public comment period for the Draft PCSM Manual ended on 4/28/23. PA DEP has indicated that they are currently working on formal comment responses and development of the final manual. An anticipated release date has not been provided at this time.

5. CPESC vs. CESSWI – Eric Hout

Eric provided an overview of anticipated changes to the Certified Professional in Erosion and Sediment Control (CPESC) program administered by Envirocert International Inc (ECI). The CPESC certification will now include planning and design while the Certified Erosion, Sediment and Stormwater Inspector (CESSWI) certification will cover field inspection. Eric allowed the Committee time to offer initial thoughts on the transition and how to handle certification within the Department. The Committee expressed initial support for offering both certifications to staff members (with District reimbursement of costs). Staff will continue to research both certifications and how best to implement them into Department training programs. Chris highlighted the value of professional certifications for offering validity and a heightened level of professionalism for staff. Eric is currently the only Department team member carrying the CPESC title. Adam is initially registered for the title, but needs to complete the required exam.

Next Scheduled Meeting

Thursday July 27, 2023 @ 1:30 PM

LCCD Upstairs Conference Room #218 and virtually via Zoom

Item IV.4

Lancaster County Youth Conservation School Invitation

The Lancaster County Youth Conservation School will be held July 24-30, 2016. The school is a cooperative effort of the Lancaster County Conservation District and the Federated Sportsmen of Lancaster County. Conservation District staff and more than 17 volunteers facilitate the overnight immersive field school for students ages 14-16. Each year, one-time-only students form a new class of students. The 45th class will include 21 students sponsored by sportsmen clubs throughout Lancaster County. All Conservation District board directors and associate directors are invited to attend the sponsor dinner, Sunday, July 23 at 5:00 PM. If you'd like to attend RSVP **by Friday, July 14** at 299-5361 x.5 or email: salliegregory@lancasterconservation.org.

Conservation School Sponsor Dinner
Sunday, July 23
5:00 PM
Northern Lancaster Co. Game and Fish Protective Association
180 Forest Rd., Denver PA

Item IV.5

Lancaster County Conservation District Hosts Teacher Professional Development

Sallie Gregory, District Education Coordinator facilitated the Lancaster Outdoor Learning Network Initiative (OLNI) teacher professional development in cooperation with educators on the leadership team including PA DCNR State Parks, Stroud Water Research Center, and teachers from three school districts. The four-day professional development, June 19-22 was supported with funding from three grants received by the Conservation Foundation of Lancaster County. The professional development entitled, Raising a Wild Child: the Art and Science of Watershed Literacy included a full group of 21 teachers from ten school districts. In the field experiences with engineering and design brought teachers to stream restoration projects, conservation practices on a farm, and outdoor learning sites within school properties.



Conservation District Board Nominating Organizations

A Nominating Organization is any organization approved by the State Conservation Commission to nominate conservation district directors.

A brief history of the Lancaster County Conservation District Nominating Organizations:

Lancaster County Nominating Organizations

Dates indicate when the organization was approved by the State Conservation Commission.

- Pomona Grange ('50)
- Holstein Breeders Association ('50)
- Lancaster County Farm Bureau ('58)
- Federated Sportsmen of Lancaster ('72)
- Boroughs Association ('73)
- Farm and Home Foundation ('73)
- Lancaster County Association of Ag Teachers ('73)
- Lancaster Pork Council ('73)
- Cooperative Extension Board ('79) Today: Penn State Extension Board
- Lancaster County Farm Service Agency Committee ('80)
- Building Industry Association of Lancaster Co. ('94)
- 2000's*
- Lancaster Farmland Trust ('03)
- Lancaster Co. Ag Preserve Board ('03)
- Lancaster Chamber Ag Committee ('03)
- League of Women Voters ('03)
- Lancaster County Agriculture Council ('11)

With a look to the past and a focus on the present, is there a new organization to consider for our future?