



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

Wednesday, August 2, 2023

Lancaster Farm & Home Center

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

Business Meeting 7:30 P.M.

Timer

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7:40 I. <u>Agency Reports</u>	
2. PA DEP Field Rep Report (distributed at meeting).....	1
7:55 III. <u>*Additional Business</u>	
2. Treasurer’s Report – Hertz (attachment)	8
5. *ARPA Proposal Sponsorship – Thompson/Gibson (attachment).....	11
6. CAP Update – Kofroth/Gibson (attachment).....	12
Additional Item Added:	
7. *MBE WEB Report – Kofroth/Thompson (attachment).....	13
8:25 IV. <u>Reports & Information</u>	
2. E&S/NPDES Monthly Projects Report – Stern (attachment)	14
3. E&S Committee Report – Snyder/Stern (attachment).....	18
8. Youth Conservation School Update – Wasco/Gregory (verbal).....	-

***Action Required**

Item 1.2
August 2023 DEP Conservation District
Field Rep Talking Points

MBE/WBE Letter of Mutual Consent Email from DEP Grants Center

On Tuesday, July 18, DEP Grants Center notified DEP Programs that utilize EPA federal grants and provide match for EPA grants that there has been an amendment to the reporting requirements, which is retroactive to October 2022.

Specifically, EPA has amended the MBE/WBE utilization and reporting as a condition of their grants to DEP which in turn is passed down to our subrecipients to require their procurement information to be captured for inclusion in DEP's submission. As this requirement is retroactive to 2022, the Grants Center will be sending out a Letter of Mutual Consent (LOMC) to grantees informing them of their requirement to meet these reporting obligations, which are outlined in the updated Attachment F under section 6.C. 1-3 as well as in the LOMC, a copy of which is attached. This letter will be sent to any grantee who has a grant that is currently still open, regardless of start date, that is funded by federal EPA funds or state funds used as match to an EPA grant. We are planning to have all letters sent out by c/o/b Friday.

The MBE/WBE has always been part of the grant agreements. The update that EPA passed down to the State is that our grantees must report quarterly on their MBE/WBE process as it related to procurement of services.

On July 31, 2023, DEP-BWRNSM held a Listening/Q&A Session related to MBE/WBE (Minority Business Enterprise/Women Business Enterprise). **The session was recorded to develop an FAQ document that will be shared once completed.** Any additional questions should be directed to RA-EPMBEWBE@pa.gov

Conservation District Fund Allocation Program FY 2023-2024 Allocations

The Commission approved tentative allocations for Fiscal Year 2023-2024 Conservation District Fund Allocation Program (CDFAP), at their July 19, 2023 meeting. The allocations are contingent on a final state budget and based on level line items in the State Budget. The SCC maintained the cost-share rates cost-share rates as follows: Manager: \$30,000; 1st E&S Tech: \$20,000 and ACT: \$20,000. In addition, the SCC allocated \$118,005 to all districts as a general allocation of CDFAP Line Items and UGW Funds. Districts with unconventional gas wells also received a per well allocation for their District using the same formula used in past years.

The SCC also allocated funds for Statewide Special Projects including: ACT Boot Camp, Leadership Development, Ombudsman, Pennsylvania Envirothon, Online Budget Spreadsheet. A summary of the allocations will be sent to districts in the near future. The Conservation District Support Section and SCC are planning a webinar for August 14 at 11:00 am to assist districts with completing the Allocation Worksheet.

Environmental Education Grants Application Round Open: August 1 – November 15, 2023

This year's Environmental Education Grants Program Funding Priorities supports projects that address Water and/or Climate Change and engage people living, working and/or going to school within Environmental Justice areas.

Water - Education programs promoting effective ways to reduce non-point source and source water pollution to improve water quality.

Climate Change - Education projects that increase the audience's understanding of how human activities contribute to climate change impacts (floods, pests, groundwater changes, agricultural disruptions, etc.) and potential threats to human health. - **Environmental Justice**

Water and/or Climate Change education programs designed to engage audiences (youth and/or adults) living, working and/or attending school within Environmental Justice (EJ) areas.

Program Award Amounts

- Mini Grants up to \$5,000 for local (school, county, municipality or other defined area) environmental education projects.
- General Grants (Level I): up to \$30,000 for large-scale, regional and/or statewide environmental education projects.
- General Grants (Level II): up to \$65,000 for non-formal environmental education programs designed to widely* engage teachers and youth at three (3) levels: county, state and national (*Teachers and students from at least 60 Pennsylvania counties must directly participate in the project) AND at least 30% of the EE program participants live, work, and/or attend school within an Environmental Justice Area.

2024 EE Grants LIVE Webinar: September 26, 2023: Noon-1:30.

All potential applicants are encouraged to attend. Please register for this event by September 22, 2023. The session will be recorded and posted on the EE Grants Homepage.

2024 Environmental Education Grants Program Manual, can be found at :

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

This includes all required application documents, and other pertinent information.

Applications must be submitted electronically: <https://www.esa.dced.state.pa.us/Login.aspx>

Questions may be directed to the Environmental Education & Information Center: RA-epEEgrants@pa.gov

2023 Management Summit & Pre-Con

Managers and management staff don't forget to register for the 2023 Management Summit and Pre-Con, September 12-14 at the Wyndham Conference Center State College. New and first-time managers, assistant managers, team leaders and other management-aspiring district staff are especially encouraged to register for the Tuesday Pre-Con, a program for emerging leaders featuring a morning workshop focusing on executive & supervisory skills and an afternoon workshop focusing on emotional intelligence.

Wednesday's Summit keynote, presented by Sarah Colantonio of Lancaster-based [Work Wisdom](#), will examine the connections between stress, burnout, and emotional intelligence and their effects on organizational culture and leadership. The Summit program also features breakouts on financial topics and strengths-based performance reviews, a workshop session on Change Management & Maximizing Total Compensation, partner presentations, and an opportunity to meet the new district management staff and new CDFRs.

Visit [Building for Tomorrow](#) for agenda & registration links. Please note that the deadline for making a reservation from the Summit room block is August 11.

PA Agricultural Conservation Assistance Program (ACAP)

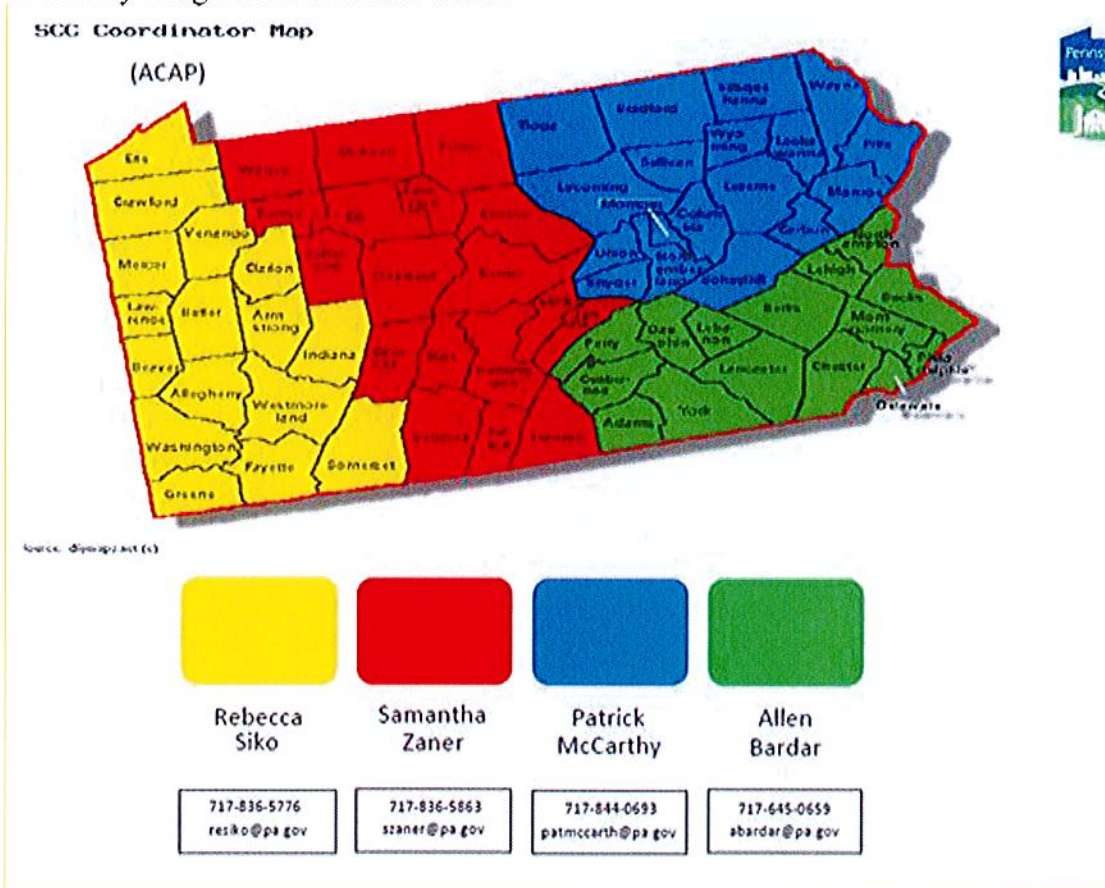
SCC has developed a webpage on the PDA website where they plan to keep updated ACAP information and webinar recordings. The webpage currently has the ACAP Guidelines, SCC BMP List and a draft ACAP Application. Also posted are past recorded webinars. All ACAP information can be found at: https://www.agriculture.pa.gov/Plants_Land_Water/StateConservationCommission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

Documenting ACAP Projects Through Photos

As the new budget year approaches, we will start making the case for a dedicated funding source for ACAP. The SCC would like to document ACAP successes over time through photos and stories, and to quantify the benefits of practices from water quality, soil health, and farm viability perspectives. When implementing ACAP projects, please take a lot of “before and after” photos that we can share with state leaders and decision makers to guide discussions for future fiscal years.

ACAP Staffing

SCC is pleased to announce that the 4 regional staff are on board and working on getting up to speed. A map of County assignments is shown below.



REAP Tax Credit Applications to be Accepted Starting August 7 - On August 7, the State Conservation Commission will begin accepting applications for REAP tax credits from agricultural producers who implement best management practices or purchase equipment to reduce nutrient and sediment runoff, enhance soil health and improve the quality of Pennsylvania's waterways. For the 5th year, the 2023-24 budget funds \$13 Million Tax Credits and expanded eligibility for the program under the PA Farm Bill. Farmers may receive up to \$250,000 in any seven-year period, and spouses filing jointly can use REAP Tax Credits. Tax credits through Pennsylvania's innovative conservation financing program, **Resource Enhancement and Protection (REAP)**, can be combined with other state funding, including the **Agriculture Conservation Assistance Program**, and **Conservation Excellence Grants**, as well as federal funding through programs like the **Environmental Quality Incentives Program** to help pay for on-farm enhancements that protect the environment and boost farm sustainability. Examples of funded projects include no-till planting and precision ag equipment, waste storage facilities, conservation plans, and **Nutrient Management Plans**. Measures that limit run-off from high animal-traffic areas, as well as cover crops and stream buffers that prevent erosion, keeping nutrients in the soil and out of the water, are also common practices eligible for tax credits. Farmers may receive REAP tax credits of 50 to 75 percent of a project's eligible out-of-pocket costs. Farmers whose operation is in a watershed with an EPA-mandated Total Maximum Daily Load (TMDL) can receive REAP tax credits of 90 percent of out-of-pocket costs for some projects.

REAP applications are reviewed on a first-come, first-served basis. Baseline eligibility includes compliance with the **PA Clean Streams Law** and the Pennsylvania Nutrient and Odor Management Law. **More information about REAP**, including the 2023-24 application packet, program guidelines and sponsorship process, is available at agriculture.pa.gov. The deadline to submit applications is October 31, 2023. Funds may run out before the deadline.

Final SOP for Chapter 102 Inspections

DEP's Bureau of Clean Water (BCW) has taken many of your suggestions and made updates, and has posted the final SOP for Chapter 102 Inspections in Clean Water Academy, Chapter 102 Resource Center (posted to [Compliance and Enforcement Resources](#) and [Chapter 102 SOPs](#), click on [Compliance SOPs](#)).

Some of the updates made to the draft SOP include: 1) the addition of procedures for inspecting contaminated sites and PennDOT/Turnpike projects; 2) the identification of the specific violation that should be cited on the inspection report anytime the SOP indicates a condition is a violation; and 3) improved guidance in Table 1 (categorizing the severity of violations for follow-up inspections).

The effective date of the SOP is July 1, 2023. The SOP itself is about 30 pages long. We encourage you to read it in its entirety. Program evaluations starting in July 2024 will consider performance in implementing this SOP for the compliance-related components of the evaluations.

The appendices, which provide additional guidance, are broken out from the SOP in Clean Water Academy, as shown below. The appendices include E&S and PCSM BMP Inspection Checklists, which have been saved in Word format. These are optional but could be useful for your inspections.

Compliance SOPs - Chapter 102 Inspection SOP - 7/1/2023

- Attachment A – Supplementary Inspection Guidance
- Attachment B – Safety and Access Entry
- Attachment C – E&S BMP Inspection Checklists
- Attachment D – Common E&S BMPs
- Attachment E – PCSM BMP Inspection Checklists
- Attachment F – Inspection Reports Narratives
- Timber Harvest Safety Tips

Rather than conduct one long training on this SOP, we are planning to have a series of shorter webinars on a monthly basis over a one-year period to reinforce the procedures in the SOP, starting this September. Below is the tentative list of topics that will be covered in each webinar. A few weeks before each webinar we will send a Teams meeting invitation to you with the specific date and time. As these webinars will be short (1 hour or less in most cases), we highly encourage your participation whenever possible. Any recommendations you have as you implement the SOP should be shared with BCW through the [Chapter 102 resource account](#).

Month	Topic
September 2023	Inspection Frequencies and Table 1 (Severity of Violations)
October 2023	Preparing for an Inspection (Supplies, Resources)
November 2023	Access and Entry, Authority, and Denial of Access
December 2023	Review of Records
January 2023	Inspecting E&S BMPs
February 2023	Inspecting PCSM BMPs
March 2023	Inspecting Discharge Points and Documenting Pollution
April 2023	Evidence Documentation
May 2023	Post-Inspection Conference and Compliance Assistance
June 2023	Writing a Good Inspection Report
July 2023	Complaint Inspections / PennDOT & Turnpike Inspections
August 2023	NOT Inspections

PA Clean Water Academy

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

CAP county partners are in the middle of their Two-Year Milestone and Annual Progress reporting for 2023. This year Pilot and Tier 3 & 4 county partners are going through the Two-Year Milestone process where they are able to make both programmatic and numeric changes to their Countywide Action Plans. Tier 2 counties are reporting their annual progress this year.

Partners. Projects. Progress! PA’s 2022 Healthy Waters Annual Report is out ...and there are lots of partner and project stories, thanks to you and your hard work! The annual report was presented to the State Conservation Commission members on Wednesday at the PACD/SCC Joint Annual Conference and can be found on DEP’s Chesapeake Bay Watershed Restoration Division Annual Report webpage. Please share the good news with your partners!

Sunshine Act Details (continued):

- What's considered agency business?
The law defines agency business as "the framing, preparation, making or enactment of laws, policy or regulations, the creation of liability by contract or otherwise or the adjudication of rights, duties, and responsibilities." Agency business specifically does not include administrative action (i.e. the execution or carrying out of previously approved official action or policies).
- What's considered deliberation?
Deliberation is defined as the "discussion of agency business held for the purpose of making a decision".
- What's considered official action?
The definition of "official action" includes four categories:
 1. Recommendations made by an agency pursuant to statute, ordinance or executive order.
 2. The establishment of policy by an agency.
 3. The decisions on agency business made by an agency.
 4. The vote taken by any agency on any motion, proposal, resolution, rule, regulation, ordinance, report, or order.

An agenda must list/include all issues to be deliberated on and any planned official action, such as votes. It is advisable that agenda items describe or be "of sufficient specificity to inform...that there is, in reality, a specific, discrete matter or area which the board has determined should be discussed (deliberated and/or decided by official action)." In sum, avoid general cryptic terms and provide as many specific concrete details as possible.

- Minutes:
 - Agencies must keep minutes of their public meetings, required information includes:
 - Time, date, and place of meetings,
 - Names of members present,
 - The substance of all official action taken during the meeting,
 - A record of how each individual voted,
 - Names of all citizens who appeared officially and the subject of their testimony.
- Recordings:
 - The Sunshine Act allows meetings to be recorded with an audio or video recorder.
 - Rules can be established regarding the use of recording devices to avoid meeting disruptions. However, rules cannot be so strict to prevent a member of the public from recording a meeting.
 - The law does not require the recording of a public meeting to be announced in advance; however, it may be helpful for the chairperson in the opening statements to alert the public that the meeting might be recorded.

Dates to Remember

SCC Meetings – 1:00 PM

Hybrid Meeting

Sept 12

Hybrid Meeting

Nov 14

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

Conference Call

Aug 15

Conference Call

Oct 10

Ag Progress Days

Aug 8-10

ACT "Boot Camp" Training – Basic Level Training

Virtual

Aug 15, 16 & Sept 6

ACT "Boot Camp" Training - Basic Level

In-person

Aug 28 - 31

Leadership Development Management Summit

New Manager Pre-Con

Sept 12

Management Summit

Sept 13-14

Also, check the Conservation District Training/Special Events Calendar at, www.PACD.org Select the "Events" tab and then the "Training Calendar" tab.

Balance Sheet

As of July 26, 2023

Jul 26, 23

ASSETS

Checking/Savings

Dst Accts

District General Fund

1001 · General Fund INVEST	727,578.23
1015 · General Fund Citizens	
1020 · PENNVEST Checking	20,065.75
1015 · General Fund Citizens - Other	9,789.66
Total 1015 · General Fund Citizens	29,855.41
Total District General Fund	757,433.64

\$646,372.77	General Operations - U
\$7,017.29	Grants without bank account - R
\$56,337.77	Activities Account - A
\$47,705.81	Tree Fundraiser Account - U
\$757,433.64	TOTAL

Raymond James/Fulton Advisors

Investment Unrealized Gain/Loss	686.91
Raymond James/Fulton Advisors - Other	750,000.00

Total Raymond James/Fulton Advisors	750,686.91
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Fulton Advisors		Fulton + INVEST
Funds Invested		Balance
5/2/2022		7/26/2023
350,000		769,635.59
		<u>292,339.88</u>
		1,061,975.47
25,000		25,974.94
25,000		61,199.26
25,000		26,317.70
50,000		59,127.20
25,000		25,113.40
100,000		162,863.97
125,000		355,215.58
25,000		62,268.64
750,000	Initial Investment	
750,687	Current value	
0.1%	ITD Gain/Loss	

E & S

1002 · E & S - A	419,635.59
1005 · Clean Water - R	292,339.88

Total E & S	711,975.47
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1003 · Youth Conservation School - C	974.94
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1006 · Separation - A	36,199.26
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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	230,215.58

Total 1007 · Reserve	491,785.25
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1008 · Scholarship - C

Bond Unrealized Gain/Loss - C	-3,320.32
Scholarship Bonds - C	35,000.00
1008 · Scholarship - C - Other	5,588.96

Total 1008 · Scholarship - C	37,268.64
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1009 · Dirt & Gravel Roads - R	153,747.17
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1013 - Exelon - R	715,524.50
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1014 - Low Volume Roads - R	237,155.76
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1115 · Conservation Excellence - R	827,293.60
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1116 · CBAIP Phase II - R	423,782.10
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1117 · Chesapeake Bay Action Plan - R	1,503,307.58
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1118 · American Rescue Plan Act	2,174,402.76
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1119 · Agriculture Conservation Assist	2,576,130.28
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1017 · Self-Funded Health Insurance -R	108,958.66
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TOTAL ASSETS

11,506,626.52

\$1,348,742.29	A - Assigned Funds
\$88,243.58	C - Committed Funds
\$9,019,659.58	R - Restricted Funds
\$1,049,981.07	U - Unassigned Funds
\$11,506,626.52	TOTAL

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability	25,974.94
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Balance Sheet

As of July 26, 2023

	<u>Jul 26, 23</u>
2016 · Health Insurance Liability	108,958.68
Total Other Current Liabilities	<u>134,933.60</u>
Total Current Liabilities	<u>134,933.60</u>
Total Liabilities	134,933.60
Equity	
3000 · Opening Bal Equity	893,610.68
3900 · Retained Earnings	8,182,878.63
Net Income	2,295,203.61
Total Equity	<u>11,371,692.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,506,626.52</u></u>

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

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Jul 26, 23	Budget	\$ Over Budget
Income									
520 · County Funding	175,000.00						175,000.00	175,000.00	0.00
530 · Program Contracts	1,223,912.59	33,970.06					1,257,882.65	882,482.42	375,400.23
560 · Grant Administration	114,405.61			5,616.58			120,022.19	437,805.08	-317,782.89
570 · Grant Project Income	37.50			6,470,885.21			6,470,922.71	5,433,688.17	1,037,234.54
580 · Fee / Reimbursement Income	9,096.20	5,798.00	12,690.00	300.00			27,884.20	436,479.17	-408,594.97
581 · E&S102 Review Fees	392,800.00						392,800.00	373,333.33	19,466.67
582 · NPDES Permit Fees	57,500.00						57,500.00	59,500.00	-2,000.00
583 · 105 CWF Fees							0.00	0.00	0.00
590 · Interest Income	18,524.65	17,456.21		171,243.50	758.47	13,447.17	221,430.00	18,512.67	202,917.33
540 · Activity Income			8,499.23		3,350.00		11,849.23	11,797.33	51.90
585 · Tree Sales Income			46,146.97				46,146.97	11,797.33	34,349.64
595 · Other Income	133.50	22.00	2,219.64	2,181.48		68,318.49	72,875.11	38,252.08	34,623.03
599R · Interfund Transfer In	(3,649.45)					4,246.29	596.84	0.00	596.84
Total Income	1,537,460.60	507,546.27	69,555.84	6,650,226.77	4,108.47	86,011.95	8,854,909.90	7,878,647.58	976,262.32
Gross Profit							8,854,909.90	7,878,647.58	976,262.32
Expense									
7100 · Staff Salary	988,188.60	278,186.12		100,071.72			1,366,446.44	1,536,284.75	-169,838.31
710 · All Emp Benefits	273,582.41	63,608.39	2,051.56	10,092.31			349,334.67	486,817.92	-137,483.25
720 · Vehicle & Travel Expenses	19,464.05	29,946.76	79.26	3,293.89			52,783.96	170,245.83	-117,461.87
722 · Meeting Expenses	6,410.30	189.95	175.00	160.00	80.70	100.00	7,115.95	18,952.50	-11,836.55
730 · Supplies	5,990.63	891.57	818.05	1,863.94		689.60	10,233.79	11,345.83	-1,112.04
735 · IT - Communication	12,497.42	1,812.50	107.50	2,882.00			17,299.42	19,577.25	-2,277.83
740 · Postage	1,140.17	1,293.23	312.57	57.51			2,803.48	4,681.25	-1,877.77
745 · Office Rent	50,061.59	13,296.54					63,358.13	64,149.75	-791.62
750 · Equipment	6,248.92	6,594.92					12,843.84	20,498.33	-7,654.49
830 · Administrative	56,104.30	35.00	2,400.58	254.54			58,794.42	322,200.67	-263,406.25
810 · Activity Expenses	829.78	200.00	41,499.23		4,000.00		46,529.01	38,692.50	7,836.51
820 · Grant Project Expenses							4,571,022.57	6,354,153.75	-1,783,131.18
805 · Allocated Cost Transfer	(13,959.16)	13,959.16					0.00	0.00	0.00
890 · Miscellaneous Expenses	150.36					393.41	543.77	20,679.17	-20,135.40
899E · Interfund Transfer Out	4,246.29					(3,649.45)	596.84	0.00	596.84
Total Expense	1,410,955.66	410,014.14	47,443.75	4,689,698.48	4,080.70	(2,486.44)	6,559,706.29	9,068,279.50	-2,508,573.21
Net Income	126,504.94	97,532.13	22,112.09	1,960,528.29	27.77	88,498.39	2,295,203.61	9,068,279.50	-6,773,075.89

Item III.5
American Rescue Plan Act Proposal

The County Commissioners have announced that they are accepting applications for a new round of American Rescue Plan Act (ARPA) funding. The deadline for proposals is August 31st, 2023. Similarly, to the project proposal last year, the Clean Water Partners is soliciting from a variety of partners in the county a list conservation projects for the 2023 proposal that will meet the following criteria:

- Achieve the County-Wide Action Plan (CAP) goals.
- Are “shovel-ready” and fit within timeline of 12-18 month CAP/ARPA timeframe
- Are called for in a plan such as a Watershed Implementation Plan (WIP), Alternative Restoration Plan (ARP), Delisting Strategy, etc. There is an emphasis on projects in delisting catchments, in keeping with our goal of driving the delisting strategy.

The Conservation District is proposing to expand our water quality monitoring initiative with this funding as well and will act as the sponsor for the proposal when the total application is submitted to the County. A final list of projects will be reported at the September Board meeting.

***Action Required**

Item III.6
Lancaster County Conservation District
CAP Engineering Descriptions – 2023 Quarter 2

Kent Bitting

Projects:

- Abner Stoltzfus - completion of I&E, survey and design for grassed waterway, fencing and roof runoff structures.
- Jonas Stoltzfus - completion of I&E for streambank fencing.
- Daniel Beiler – completion of survey for grassed waterway, terrace, crossing and lined outlet.
- Matt Wiker – completion of survey for manure storage.
- David Breckbill – completion of survey for grassed waterway.
- David Martin – completion of I&E for roofed manure stacking and mortality composting shed.

Steven Reiff

Projects:

- Alvin Esh – construction checks for barnyard spouting and filter area with fence.
- Jonas Stoltzfus – Construction completed for waste storage and supporting practices.
- Kurt Martin – construction completed for grassed waterway and supporting bmp's.
- Mike Mascuch – construction completed for grassed waterways and supporting bmp's.
- Ken Martin – Design for silage leachate
- Levi King – Design for waste storage and supporting practices.
- Jack Coleman – survey and design for subsurface drain and roof runoff system.
- Lester Stoltzfus – completed design for roof stacking shed and supporting bmp's.
- Lester Martin – I & E and survey for stacking shed
- Melvin Martin - I & E and survey for mortality composter
- David Fisher – I & E for waste storage system and supporting bmp's.
- John Rohrer -- I & E and survey for stacking shed and supporting practices.
- David Espenshade – met with grazing specialist from NRCS for a grazing plan for fence and pasture management system.

Adam Hartz

Projects:

- Doug Metzler – Roofed Manure stacking area I&E, Cost estimate and Design
- Nelson Weaver – Grassed Waterway and runoff I&E
- Blake Sweigart- Grassed Waterway and Roofed manure storages I&E and cost estimate
- Wilmer Seigrist- Roofed Manure Storage and HUA I&E and Cost estimate
- Tom Nauman- Manure storage Draft revisions and revised estimates Abner Glick- Waterway, HUA and animal walkway, I&E, draft design and cost estimate

Item III.7
New Federal Reporting Requirements: MBE/WBE

On July 26, the District received several Letters of Mutual Consent from the Pennsylvania Department of Environmental Protection (DEP) informing the District of new reporting requirements for federally-funded grants and grants used as a match for federal funds. For all such grants, the District must now provide a quarterly (within 15 days of the period end) report detailing all procurements awarded during the reporting period (past quarter) and indicate whether or not said procurement involved a Minority-owned Business Enterprise (MBE) or a Woman-owned Business Enterprise (WBE). This reporting will be retroactive to October 1, 2022; the retroactive data will only be required in the first report.

The District attended a conference call with DEP on July 31, along with many other Conservation Districts, to again ask questions and gain clarity on reporting requirements. DEP will be releasing a FAQ document soon with more details. District staff have begun planning outreach to subgrantees who have received CAP or other grant dollars with federal funding to collect the needed information.

We expect similar requirements to come from the State Conservation Commission and Lancaster County for their federally-funded grants and are preparing accordingly.

To acknowledge and agree to these new reporting requirements, the DEP is requiring signatures on the Letters of Mutual Consent within 15 days of the date on the letter (due date August 4).

***Action Required**

Item IV.2
Erosion and Sedimentation Plan Submission
7/1/2023 to 7/31/2023

<u>Project Name</u>	<u>Municipality</u>	<u>Disturbed Acres</u>	<u>Fees Amount</u>
1911 Kramer Mill Road	EAST COCALICO TWP	0.89	\$600.00
235 Hartman Bridge Road	STRASBURG TWP	0.87	\$600.00
Eli S. Stoltzfus	LEACOCK TWP	3.15	\$275.00
Heatherwoods Corrective Action Plan	EAST COCALICO TWP	0.78	\$800.00
Tiny Estates	MOUNT JOY TWP	1.29	\$4,100.00
Stony Battery Corporate Center Lot 2	WEST HEMPFIELD TWP	2.42	\$1,600.00
Jura USA Hospitality Center	RAPHO TWP	10.25	\$3,750.00
United Zion Retirement Community	WARWICK TWP	2.39	\$1,600.00
1815 Zeager Road	WEST DONEGAL TWP	6.33	\$2,750.00
UGI Former Lancaster MGP Interim Remedial Measure	LANCASTER CITY	0.98	\$800.00
Christian Z Stoltzfus	EAST EARL TWP	0.94	\$600.00
Amos E. Stoltzfus	MARTIC TWP	1.59	\$1,600.00
Smucker Welding	WEST LAMPETER TWP	3.5	\$2,200.00
Rock Lititz - Touring Boulevard	WARWICK TWP	17	\$5,500.00
Radio Road Interceptor	ELIZABETHTOWN BORO	9.83	\$650.00
Oscar's Pet Resort Streambank Restoration	EAST LAMPETER TWP	1.75	\$1,600.00
Ephrata Crossing Minor Mod	EPHRATA TWP	35.26	\$800.00
Core5 @ I-283	RAPHO TWP	45.56	\$250.00
Settlements East Minor Amendment	MANHEIM TWP	30.9	\$600.00
Jonas Stoltzfus	BART TWP	0.97	\$800.00
Tru Denver Corrective Action Plan	EAST COCALICO TWP		\$800.00
Manheim Christian Day School	RAPHO TWP	0.64	\$800.00
Marietta Compressor Station Major Modification	EAST DONEGAL TWP	26.63	\$800.00
Elizabethtown Area High School Stadium Renovations	ELIZABETHTOWN BORO	6.07	\$2,750.00

E&S Report

2023 Report for July

2023 Report

		July 2023	Total
Total Plan Submissions		25	167
Total Plan Acres		570.48	3927.38
Total Disturbed Acres		226.46	1016.99
Fees Collected	NPDES Permit Fees Collected	\$9,000	\$64,000
	Chapter 105 Permit Fees Collected	\$0	\$0
	DEP Fees Collected	\$4,700	\$84,100
	E&S Plan Review Fees	\$43,750	\$413,400

Total Complaints for June 2023

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit Acres</u>
7/10/2023	WEST HEMPFIELD TWP	54.53
7/10/2023	EAST HEMPFIELD TWP	23.39
7/11/2023	MANHEIM TWP	1.07
7/12/2023	MANHEIM TWP	6.68
7/21/2023	MOUNT JOY TWP	1.6
7/25/2023	MANHEIM BORO	0.59
7/26/2023	EAST DRUMORE TWP	9.85

2022 Report for July

2022 Report

		July 2022	Total
Total Plan Submissions		17	183
Total Plan Acres		375.41	3414.02
Total Disturbed Acres		95.69	827.63
Fees Collected	NPDES Permit Fees Collected	\$5,000	\$64,020
	Chapter 105 Permit Fees Collected	\$0	\$100
	DEP Fees Collected	\$8,000	\$82,100
	E&S Plan Review Fees	\$48,000	\$463,100

Total Complaints for July 2022

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit Acres</u>
7/1/2022	SALISBURY TWP	1.47
7/7/2022	CHRISTIANA BORO	0.09
7/18/2022	MANOR TWP	3.83
7/18/2022	EPHRATA BORO	0.54
7/19/2022	SADSBURY TWP	0.52
7/27/2022	PROVIDENCE TWP	1.38

Outstanding NPDES Projects Report - March 7, 2022 through April 30, 2023

Date Received	Project Name	Permit #	Municipality	Technician Status	Date of Last Letter
3/7/2022	CVSD HOP/ROW	PAC360743	EAST LAMPETER TWP	Deemed Adequate but waiting on DEP to finish review	6/13/2023
3/17/2022	Bender Mill Road Subdivision	PAC360746	MANOR TWP	Eng reply rec'd, pending follow-up Technical Review	at DEP 7/20/2023
5/13/2022	Lake in Wood RV Expansion	PAD360093	BRECKNOCK TWP	Eng Reply rec'd, pending follow-up Technical Review	at DEP 7/5/2023
5/16/2022	J&E Grill Manufacturing	PAC360753	EARL TWP	TD email sent; waiting for a reply from consultant	6/28/2023
5/16/2022	The Villages at Funks Farm	PAC360754	MANOR TWP	Eng Reply rec'd, pending follow-up Technical Review	at DEP 3/20/2023
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	Elevated Review Meeting Scheduled	7/27/2023
8/23/2022	Wheatland Presbyterian Church	PAC360788	LANCASTER TWP	Eng reply rec'd, pending follow-up Technical Review	6/30/2023
10/4/2022	TH Retail Motor Fuel Outlet	PAC360798	EAST EARL TWP	Advised to withdraw due to plan changes during review; no response	6/8/2023
10/14/2022	Posh Hotel & Self Storage	PAC360802	MANHEIM TWP	Eng reply rec'd, pending follow-up Technical Review	7/26/2023
11/8/2022	Core5 @ I-283	PAC360812	RAPHO TWP	Eng Reply rec'd, pending follow-up Technical Review	at DEP 7/18/2023
11/22/2022	Hiltz Propane Systems	PAC360816	EAST DONEGAL TWP	Deemed Inadequate	at DEP 7/28/2023
11/22/2022	Laranbo Farm	PAC360818	EAST LAMPETER TWP	Eng reply rec'd, pending follow-up Technical Review	7/13/2023
12/2/2022	Manheim Central MS Athletic Field Renovation	PAC360820	PENN TWP	Deemed Adequate but waiting on DEP to finish review	at DEP 7/28/2023
12/2/2022	Ooe Run Elem Athletic Field Renovation	PAC360821	PENN TWP	Deemed Inadequate	at DEP 7/28/2023
12/14/2022	U-Haul Moving and Storage of Lancaster	PAC360822	EAST HEMPFIELD TWP	Eng reply rec'd, pending follow-up Technical Review	7/21/2023
12/14/2022	Manor-Millwood Corten Project	PAD360100	CONESTOGA TWP	Deemed Inadequate	at DEP 7/25/2023
12/15/2022	The Yards	PAD360101	LANCASTER CITY	Pending Action From DEP. Waiting for Permit Issuance	at DEP 6/16/2023
12/16/2022	Landis Valley Museum	PAC360823	MANHEIM TWP	Deemd Complete	5/24/2023
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 Inadequate	at DEP 7/17/2023
12/28/2022	Bear Creek Estates	PAC360830	MOUNT JOY TWP	Deemed Inadequate	at DEP 7/27/2023
12/30/2022	SMAN-LAVI Seg 4	PAD360103	ELIZABETH TWP	Deemed Adequate but waiting on DEP to finish review	6/28/2023
12/30/2022	Dayspring School	PAC360827	MOUNTVILLE BORO	Deemed Inadequate	at DEP 7/20/2023
1/6/2023	283 Commerce Center Bldg. #1	PAC360831	MOUNT JOY TWP	Deemed Inadequate	at DEP 5/25/2023
1/9/2023	Emerald Power Solutions	PAC360833	EARL TWP	Deemed Complete	6/12/2023
1/18/2023	Roechling Medical Lancaster Expansion	PAC360834	EAST COCALICO TWP	Deemed Complete	7/19/2023
1/24/2023	General RV Center	PAD360105	MOUNT JOY TWP	Deemd Inadequate	at DEP 7/19/2023
1/24/2023	Double Run Carriers	PAC360838	BRECKNOCK TWP	Deemed Inadequate	at DEP 7/25/2023
1/26/2023	Stone Gables Major Mod	PAC360271 A-4	WEST DONEGAL TWP	Deemed Inadequate	at DEP 7/26/2023

Date Received	Project Name	Permit #	Municipality	Technician Status	Date of Last Letter
2/8/2023	Andrew Ill	PAD360106	PENN TWP	Deemed Complete	6/14/2023
2/13/2023	Swartzville Road Subdivision	PAC360846	EAST COCALICO TWP	Eng reply rec'd, pending Completeness Review	7/20/2023
2/13/2023	Louis Martin Poultry Barn	PAD360107	EAST EARL TWP	Deemed Inadequate	at DEP 7/18/2023
2/22/2023	Manor Ridge	PAC360848	MANOR TWP	Deemed Inadequate	at DEP 7/27/2023
2/22/2023	Sight & Sound Parking Expansion	PAC360849	STRASBURG TWP	Deemed Complete	5/22/2023
2/23/2023	Quarry Edge Minor Mod Renewal	PAC360177 A-3	EDEN TWP	Eng reply rec'd, pending follow-up Technical Review	7/26/2023
3/3/2023	Clayland Commons	PAC360853	CLAY TWP	Deemed Inadequate	7/27/2023
3/10/2023	Gables at Richard Avenue	PAC360801	EPHRATA BORO	Eng reply rec'd, pending follow-up Technical Review	7/3/2023
3/15/2023	Willow Street Park	PAC360857	WEST LAMPETER TWP	Deemed Incomplete	6/3/2023
3/16/2023	Route 30 Corridor	PAC360858	EAST LAMPETER TWP	Deemed Complete	6/28/2023
3/28/2023	Gish's Furniture	PAC360859	EAST LAMPETER TWP	Deemed Complete	6/14/2023
4/3/2023	Thaddeus Stevens Comm Learning Ctr	PAC360861	LANCASTER CITY	Deemed Incomplete	6/19/2023
4/5/2023	Curvin Zimmerman Ag Op	PAC360862	EARL TWP	Deemed Incomplete	7/25/2023
4/4/2023	Westbrooke IV Phase 1 Minor Mod	PAD360045 A-1	MOUNT JOY TWP	Pending Action From DEP Waiting for Permit Issuance	at DEP 5/26/2023
4/5/2023	The Preserve at Silver Spring	PAC360864	WEST HEMPFIELD TWP	Waiting 1st Review	
4/5/2023	Catherine Hershey School	PAC360865	PEQUEA TWP	Deemed Complete	at DEP 7/27/2023
4/6/2023	Compass Mill Complex	PAC360866	WARWICK TWP	Deemed Inadequate	7/13/2023
4/12/2023	John David King Dwelling	PAD360108	SADSBURY TWP	Deemed Inadequate	at DEP 6/22/2023
4/14/2023	Gap Power - Newport Road Tract	PAC360867	SALISBURY TWP	Deemed Incomplete	7/27/2023
4/19/2023	Clark Nature Preserve Trail	PAC360868	MARTIC TWP	Waiting 1st Review	
4/28/2023	WHEM-NCOL-GRIN Tap Rebuild	PAC360869	WEST HEMPFIELD TWP	Deemed Incomplete	7/6/2023

KEY:

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

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

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

Eng reply rec'd, pending follow-up Technical Review = A technical inadequate letter was sent and we rec'd comments back from engineer - currently waiting a technicians review of

Pending action from DEP = Tech sent a "Recommendation for permit action" to DEP and we are waiting for DEP to issue permit

Deemed Adequate but waiting on DEP to finish review = LCCD Technician deemed adequate but waiting on DEP to finish review.

TOTAL E&S and NPDES PLANS IN REVIEW:

151 Plans

TOTAL PERMITS ISSUED IN JULY INCLUDE:

Brent L. Miller Bldg., Star Rock Farms, 10 Cattail Road, Glick Structures, Daniel Lapp SWM, Grandview Minor Mod, Eby Road Structures, State Road Commerce Park Major Mod, Garner Subdivision, Willow Valley Tommy's Car Wash

Item IV.3
Lancaster County Conservation District
Erosion & Sedimentation Committee Meeting Minutes
Thursday July 27, 2023
1:30 P.M.
LCCD Upstairs Conference Room #218
Virtually via ZOOM

Meeting Called to Order

In Attendance: Adam Stern, Jay Snyder, Alex Flurry, Eric Hout, Matt Mack, Matt Kofroth, Chris Thompson

1. Committee Business

- a. Quarryville Borough Police Department Qualification Range - Corrective Action Plan (CAP) and determination on need for Consent Assessment for Civil Penalty (CACP) – Eric Hout

Eric Hout provided the Committee with a timeline of events outlining the District's response to a complaint on the site. The Committee was asked to advise staff on whether a CACP should be pursued for the violations. The Committee recommends the following:

- **Do not pursue a CACP for the violations on the site as long as the CAP is submitted to the District in a timely manner**
- **Advise the responsible parties that a formal enforcement action is not being pursued at this time, the decision is contingent on their continued compliance with District recommendations and requests, and the District reserves the discretion to pursue a formal enforcement action if they do not continue to voluntarily comply with District recommendations and requests**

2. Reports & Information

- a. Territory Coverage Update – Adam Stern

Adam Stern updated the Committee on the Technician Coverage Map that was implemented as of 7/11/23. The map is currently available on the District website.

- b. 620 Sycamore Drive Site Update – Alex Flurry

Alex Flurry provided the Committee with an overview of the District's response to a complaint on the project site located in West Hempfield Township. Alex outlined the initial complaint, the initial site inspection, the compliance assistance measures recommended to the responsible party, and the steps that have been taken toward compliance so far.

- c. Orchard Road Site Update – Adam Stern

Adam Stern provided the Committee with an overview of the District's response to a complaint on the project site located in Warwick Township. Adam outlined the initial complaint, the initial site inspection, the compliance assistance measures recommended to the responsible party, and the steps that have been taken toward compliance so far.

Meeting Adjourned

Next Scheduled Meeting
Thursday August 24, 2023 @ 1:30 PM
LCCD Upstairs Conference Room #218 and virtually via Zoom