



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

Wednesday, September 6, 2023

Lancaster Farm & Home Center

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

Business Meeting 7:30 P.M.

Timer

7:30	Invocation – Roger Rohrer 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) 3	
7:45	II. <u>*Consent Agenda</u> 1. Meeting Minutes (attachment)..... 9 2. Technical Assistance Requests/Cancellations (attachment) 14 3. Nutrient Management Plan Approval (attachment)..... 14 4. Conservation Plans Acknowledgement (attachment) 15	
7:55	III. <u>*Additional Business</u> 1. Items Removed from Consent Agenda 2. Treasurer’s Report – Hertz (day of packet) - 3. *Personnel Committee Report – Wasco (attachment)..... 16 4. *ACAP Project Approval – Adams (attachment)..... 25 5. *Ag Committee Report – Compliance Issue & Manure Storage Waiver – Adams (attachment) 27 6. *CEG Agreement Renewal – Adams (attachment) 27 7. *Low Volume Rd. – Quality Assurance Board Report – Keefer (attachment) 30	
8:30	IV. <u>Reports & Information</u> 1. Correspondence, News, and Updates – Thompson 2. E&S/NPDES Monthly Projects Report – Stern (day of packet) - 3. Youth Conservation School Report – Gregory (attachment)..... 31 4. Clean Water Partner Update – CAP & ARPA Proposal – Gibson (day of packet) - 5. Nominating Organization Meeting Update – Gregory/Thompson (attachment) 32	
9:00	V. <u>Additional Public Comment</u>	
9:05	VI. <u>Adjourn</u>	

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

Dates to Remember:

9/6, 5:30 pm DGR QAB Mtg. @F&H Center	9/19, SCC Mtg. PDA Offices 1-3 pm
9/?, 7 pm Budget & Finance Committee Mtg.	10/5, Conservation Foundation Mtg. 3:30-5 pm
9/12-14, PACD Management Training	10/17, PACD Regional Director’s Mtg. Cumberland CD

NEXT MEETING DATE: Wednesday, October 4, 2023, 7:30 p.m.
At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors August 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
Brittany Moore, 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
VACANT, 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	6	131.4	52	2,141.8

*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	-	7,996
412 – Grassed Waterway (ac)	7.1	1.3	7.2
516 – Livestock Pipeline (ft)	2,559	948	2,081
561 – Heavy Use Area Protection (sq ft)	22,553	824	8,001
575 – Trails & Walkways (ft)	2,219	-	372
578 – Stream Crossings (no)	1	-	2
600 – Terraces (ft)	23,046	-	9,890
614 – Watering Facility	14	6	6
620 – Underground Outlet (ft)	10,837	-	5,753
634 – Waste Transfer System (no)	10	-	7
327 – CREP Conservation Cover (ac)	59.06	-	44.95
391 – CREP Riparian Forest Buffer (ac)	58.52	7.95	13.97
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	18	\$1,282,665
CSP	3	\$298,017	2	\$32,317
RCP	15	\$3,421,648	4	\$604,446

- Financial Assistance Payments:

Program	FY22 Total (\$)	FY23Mo. Total (\$)	FY23 Total (\$)
ALL PROGRAMS	\$2,247,795.72	\$33,152.08	\$1,065,009.86

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	8.70
Re-enrollments	28	177.98	4	31.7

Administrative Activities:

- Civil Engineering Technician (CET) and Soil Conservation Technician (SCT) vacancies will both be readvertised.
- Soil Conservationist vacancy has been advertised. Waiting for panel of applicants from HR.
- Interviews for the vacant Pheasants Forever Biologist covering Lancaster & York Counties have been completed. A selection is still in process.

Notable Meetings & Trainings:

- 8/22 - Penn State Extension Farming for Success, Manheim (Griesemer, Long, Martinez, Myers & Ramer)
- 8/23 - Stream Visual Assessment Protocol (SVAP2) Training, Pennsylvania Furnace (Griesemer & Myers)
- 8/28-31 - Interagency Advanced Wetland Training, Meadville (Long)
- 8/29-31 - Managing for Excellence Training, Virtual (Griesemer)

Outreach Activities:

- 8/10 – Ag Progress Days, PA NRCS Outreach Booth and Educational Demos/Walks, Pennsylvania Furnace (Martinez, Myers & Ramer)

Respectfully Submitted,



Heather L. Grove
District Conservationist

September 2023 DEP Conservation District Field Rep Talking Points

2024 Conservation District Director Nominations

Information packets for 2024 Conservation District Director nominations and appointments were sent out to county chief clerks and copies went to district managers. District managers are encouraged to contact chief clerks to discuss the 2024 nomination process and to answer questions regarding upcoming vacancies on their board. Appointments are due to the State Conservation Commission by December 15. Conservation District Field Representatives and the State Conservation Commission are available to answer questions concerning the director nomination process.

Conservation District Fund Allocation Program FY 2023-2024 Allocations

The Commission approved allocations for Fiscal Year 2023-2024 Conservation District Fund Allocation Program (CDFAP), at their July 19, 2023 meeting. The SCC maintained the 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.

To assist districts in completing the CDFAP Allocation Worksheet, a webinar was held on August 14. The webinar *CDFAP Allocation Worksheet and Greenport Reporting Details* is now available in Clean Water Academy via the following link [CDFAP Allocation Worksheet - August 2023 Webinar](#) .

This webinar provides training on the various options CD's have to allocate these funds and how to enter details in the Greenport system. CD's can use this source of funding as cost-share toward the Manager, 1st E&S Tech and Ag Conservation Tech (ACT) positions. In addition, they can use UGW Funds to support additional manager or technical positions, administrative assistance expenses, and/or Farmland Preservation admin costs. Furthermore, CD's have the option to establish a Special Projects account or Reserve Account. The Special Projects account can support local conservation initiatives; monies must be spent by the end of the fiscal year. In comparison, a Reserve Account can roll monies over from one year to the next and sustain a variety of objectives including employee separation costs, Envirothon scholarships, a county wide conservation improvement program, future vehicle purchase, building maintenance, etc.

If you have questions or needs for clarification, please contact Jaci Kerstetter at jackerstet@pa.gov , or call 717-772-5164.

Conservation District Watershed Specialist Meeting

Registration is now open for the 23rd Annual Conservation District Watershed Specialist Meeting. The Watershed Specialist meeting will be held **Oct. 3-5 at Tofftrees Resort, State College**. Watershed specialists hired after October 2019 should attend all three days Tue-Thu, October 3-5. All other watershed specialists should attend Wed-Thu, October 4-5. Topics for the Meeting include: Partnering w/DCNR Regional Watershed Forestry Specialists, CDWS Progress Reporting; PracticeKeeper Update; DEP Environmental Education Grants Program and much more... To see the full agenda and to register click here: <http://events.r20.constantcontact.com/register/event?oeidk=a07ejxbgjd3dd1248f6&llr=ojcxsrkab> . **It is mandatory under the Watershed Specialist Contract for all Watershed Specialist to attend this meeting.** If for some reason your watershed specialist is unable to attend you must contact Shane Kleiner at shkleiner@pa.gov to be excused.

DEP/CCD Chapter 102 Fall Training and Update Meeting

The Chapter 102 Program announced its annual Fall Training and Update Meetings will be held virtually again this year. The three meetings are set for Oct 17 – Western Region, Oct 23 – Central Region, and Nov 2 Eastern Region. Districts are encouraged to participate in the meeting for their assigned region, but if you are unable to attend due to a scheduling conflict you may attend one of the other sessions. Some of the topics on the agenda include General Updates and Current Central Office Projects, PAG-02 Changes, RPCO Coordination, What is a Violation?, and much more. The Meeting notices and full agenda were sent to districts on August 8th.

Draft Technical Guidance Document: *Substantive Revision Land Application of Manure*—A Supplement to Manure Management for Environmental Protection (361-0300-002) notice is published in the August 26, 2023 issue of the PA Bulletin.

Description: Manure Management for Environmental Protection and its supplements (Manure Management Manual) provide guidelines that comply with Department regulations concerning animal manures and agricultural process wastewaters. The criteria established in this TGD are required to be followed by all operations applying manure or agricultural process wastewater, farms that pasture animals and farms managing an Animal Concentration Area (ACA) unless the operators obtain a permit or approval from the Department to implement alternative practices.

The draft TGD can be found on DEP's eLibrary [here](#).

The individual forms and instructions included in the TGD can be found [here](#).

Written Comments: County Conservation Districts should have submitted comments to PACD ahead of the publication; however, all other interested persons may submit written comments on this draft TGD by Monday, September 25, 2023. Comments, including comments submitted by e-mail, must include the commentator's name and address. Commentators are urged to submit comments using the Department's online eComment tool at www.ahs.dep.pa.gov/eComment. Written comments should be submitted to the Technical Guidance Coordinator, Department of Environmental Protection, Policy Office, Rachel Carson State Office Building, P.O. Box 2063, Harrisburg, PA 17105-2063.

Questions regarding this TGD can be directed to Kathryn Bresaw at (717) 772-5650 or kbresaw@pa.gov.

NPDES PAG-12 General Permit for Operation of CAFOs to be Published as Final

On September 16, 2023, the Department of Environmental Protection (DEP) will publish a final, reissued NPDES PAG-12 General Permit for Operation of CAFOs in the *Pennsylvania Bulletin*. The PAG-12 General Permit and supporting documents will be available through DEP's website, <https://www.depgreenport.state.pa.us/elibrary/> (select Permit and Authorization Packages, Clean Water, and PAG-12 General Permit). To maintain coverage under the 2024 General Permit, the permittee must submit the PAG-12 Notice of Intent (NOI) between September 16, 2023 and December 31, 2023 to DEP's Southcentral Regional Office (SCRO).

Agriculture Compliance Implementation Poll Completed

Ag. Compliance Section wrapped up the 102 Delegated Ag. Compliance Interview review. The responses have been finalized and analyzed. Based on the feedback the Program plans to start quarterly meetings for all the County Conservation District's Ag. 102 related staff. This will help fill the Ag. 102 gap and encourage communication during the development of Ag E&S program guidelines. More information will be distributed when a date and agenda are developed for the first meeting.

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.

2024 EE Grants LIVBlueHerons12E 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

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.

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. Applications have been coming in rapidly this year. **It is anticipated that the tax credits may run out by mid-September.**

PA Agricultural Conservation Assistance Program (ACAP)

SCC has developed a webpage on the PDA website where they plan to post 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 \(psu.edu\)](http://The_Center_for_Agricultural_Conservation_Assistance_Training_Penn_State_Extension_psu.edu). All ACAP documents are downloadable from the Penn State Extension website.

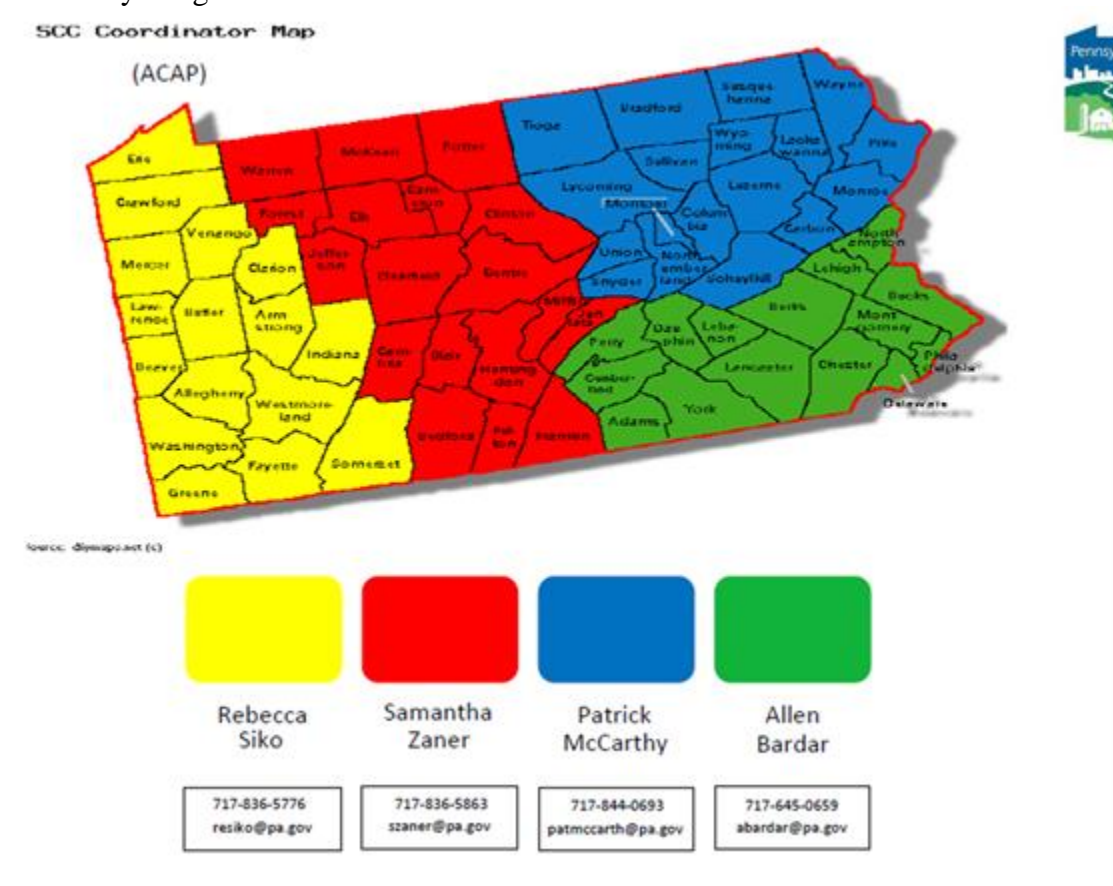
ACAP Financial Tracking Tool and Replenishments

Financial tracking GIS online tool is on track to be completed and ready for quarterly reporting by end of September. The Program plans to provide an overview for districts during the ACAP Monthly forum on September 20.

Regional ACAP coordinators are beginning to process replenishments for conservation districts as projects begin to be implemented and funds are spent at the local level. The SCC is asking that Districts hold off with replenishments if possible until the new financial GIS quarterly report system is available for use by the districts.

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.



Chesapeake Bay Program

Conowingo Watershed Implementation Plan (CWIP) Update – Implementation Strategy and Funding Opportunities Webinar - Bureau of Watershed Restoration and Nonpoint Source Management will be hosting a **Webinar Wednesday on September 6, 2023 from 10:00 – 11:30**. This webinar will discuss the Conowingo Watershed Implementation Plan (CWIP) Update – Implementation Strategy and Funding Opportunities. The presentation will provide a brief overview of the CWIP and an update on the progress made toward the implementation milestones since the approval of the CWIP by the Chesapeake Bay Program Principals Staff Committee in September 2021. The CWIP Implementation framework is a two-tiered process including both small scale watersheds and broader scale state-wide efforts. As part of the state-wide efforts, financing for pay-for-performance programs from Maryland and Pennsylvania are in progress. The implementation framework, pay-for-performance programs, and other innovative initiatives will be discussed during the webinar. If this meeting is not on your calendar please reach out to Erin Penzelik (epenzelik@pa.gov) to be added to the meeting series.

The new **Countywide Action Plan (CAP) Implementation and Community Clean Water Action Plan Coordinator Grant** round will be opening at the end of September. An updated grant application and other related material will be made available soon.

Sunshine Act Details (continued):

- What if a quorum is not present?
 - An agency cannot legally take official action if a quorum is not present.
 - A quorum is the minimum number or majority of voting members of an agency that must be present in order for the agency to conduct business
- Can agency members participate in a meeting via telephone or video conference?
 - Yes
 - Members participating in this manner must have all materials as those attending the meeting in person
 - Members participating in this manner count toward as quorum
 - Members participating in this manner can take official action, *provided that*, the absent members are able to hear the comments of and speak to all those present at the meeting and all those present at the meeting are able to hear the comments of and speak to such absent members contemporaneously
- Can agency members discuss agency business via email and/or social media?
 - No. Voting members of an agency can deliberate or vote only at a public meeting
 - Agency members exchanging opinions about an upcoming vote or encouraging other agency members to vote a particular way in an email discussion, or a discussion held via social media would violate the Sunshine Act
 - Note: There is a distinction between an individual agency member discussing agency business with members of the public and multiple agency members discussing agency business among themselves
 - An agency member is permitted to discuss agency business with members of the public, whether by email, social media, in-person, on the telephone, via postal mail, etc.
 - In many cases, these communications are public records available under the Right-to-Know Law.

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	Oct 10
Conference Call	Dec 12

Leadership Development Management Summit

New Manager Pre-Con	Sept 12
Management Summit	Sept 13-14

Annual DGLVR Maintenance Workshop

Scranton, PA	Sept. 26-28
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Conservation District Watershed Specialist Meeting

Toffrees, State College	Oct 3-5
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DEP/CCD Chapter 102 Fall Training and Update Meetings (Virtual)

West	Oct 17
Central	Oct 23
East	Nov 2

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 August 2, 2023

The 855th 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 August 2, 2023, at 7:30 PM.

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

The following Associate Directors were present: Jennifer Engle and Dan Zimmerman.

The following District Staff were present: Kent Bitting, Madeleine Gagliano, Amanda Goldsmith, Sallie Gregory, Stacey Hertz, Eric Hout, Matt Kofroth, Kevin Lutz, and Christopher Thompson.

The following Cooperating Agency representative was present: Heather Grove; District Conservationist, NRCS.

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

Jay Snyder provided the invocation for the meeting.

Introductions: Sallie Gregory introduced Madeleine Gagliano, summer intern, who will be giving a report later in the meeting.

Additions to the Agenda: Chris Thompson stated that the only addition to the agenda will be under the personnel committee report and is the request to post a position.

An opportunity was given for public comment: None was offered.

I. Agency Reports

1. USDA, NRCS Report

Heather Grove reported that next month the contracting will be wrapped up and she will have some final numbers for the fiscal year. She highlighted the changes in staff positions and shared that Joel Hernandez is on detail at the state office as a bilingual outreach coordinator for 120 days.

2. PA DEP Field Rep Report

Chris Thompson reviewed the report and highlighted the MBE/WBW Letter of Mutual Consent, the ACAP program, the REAP Tax Credit program, and the Chesapeake Bay Program report. Chris also announced trainings for Right-To-Know and encouraged the Directors to review and become familiar with the requirements of the Sunshine Act requires.

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.

Bob Shearer moved to approve the Consent Agenda as presented. Jay Snyder seconded the motion. The motion passed unanimously.

The Consent Agenda includes the following approved items.

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

**Requests for Nutrient Management Plan Approval (Lutz)
July 2023 Activity
August 2, 2023 Board Meeting**

The plans are for the following operations:

OWNER	TOWNSHIP	OPERATION	DESIGNATION	AEU's/ACRE	REVIEWER	PLAN #
Frank Weaver	Caernarvon	Broiler	CAO	3.99	Heigel	2718
Lamar Martin	Ephrata	Broiler	CAO	160.67	Heigel	1734
Michael Musser	West Cocalico	Pullet	CAO	11.92	Heigel	327
Ben Martin	West Cocalico	Broiler	CAO	198.41	Heigel	417
Dustin Ginder	Mount Joy	Layer	CAFO/CAO	1111.50	Findeisen	38
Stephen Beiler	Leacock	Dairy	CAO	2.43	Hartz	2411
Brent A. Landis	Little Britain	Broiler	CAO	234.56	Adams	454
Galen Nolt	Fulton	Dairy/Swine/Layer	CAFO/CAO	3.08	Adams	375
Elvin & Zach Hurst	Warwick	Poultry	CAFO/CAO	263.15	Findeisen	343
Jevin Kready	Rapho	Broiler	CAFO/CAO	5.12	Findeisen	438
Nate Myer	Elizabeth	Broiler	CAO	4.37	Findeisen	4

III. Additional Business

1. Items removed from the Consent Agenda

None removed.

2. Treasurer’s Report

Stacey Hertz stated that there was a gain in the Raymond James Fund which is the first time since May 2, 2022. She highlighted that income is up and expenses are down compared to the budget and the interest rate for the Invest interest rate is 5.095%.

3. ACAP Project Approval

Kent Bitting reported on an ACAP meeting today with SCC Staff, Eric Cromer and Allen Bardar. They visited two projects, one of which is a completed project, and one proposed project. There was a discussion on how the program operates in Lancaster.

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Kurtz Windy Acres LLC	TeamAg	Clay Twp.	HUA, Roofed Stacking Shed, Access Road, Underground	\$223,393.50	\$203,085.00

			Outlet, Roof Runoff Structure		
Andrew and Marjorie Petersheim	District	Salisbury Twp.	Roofed Stacking Shed, HUA, Fencing, Roof Runoff Structure, Underground Outlets	\$70,700.40	\$63,630.36
Lester Martin	District	Earl Twp.	Roofed Stacking/Mortality Composting Area, HUA	\$209,638.00	\$188,674.00
Keith and Jenessa Frey	District	Rapho Twp.	Roofed Stacking Shed, Fence, Roof Runoff Structure, HUA, Waste Transfer, Vegetated Treatment Area	\$147,465.64	\$132,719.07
Totals				\$651,197.54	\$588,108.43

Roger Rohrer moved to approve the ACAP Funding. Sonia Wasco seconded the motion. The motion passed unanimously.

4. Personnel Committee – Request to Hire

Sonia Wasco recommended hiring Grace Chamberlain to fill the position of Assistant Watershed Specialist. Amanda Goldsmith reported that her start date would be August 14 instead of August 7. Sonia Wasco moved to hire Grace Chamberlain. Herb Kreider seconded the motion. The motion passed unanimously.

Sonia Wasco reported that the resignation of Suzanne Kopp was received. Staff are discussing what support is needed and asked that they be able to post a technician/clerical support position. A motion was made by Sonia Wasco to post a position for the E& S Department. Roger Rohrer seconded the motion. The motion was passed unanimously.

5. ARPA Proposal Sponsorship

Chris Thompson reported that the County would like to use the District as the sponsoring organization for a second ARPA funding proposal. There was a discussion on the role of the Lancaster Clean Water Partners as a lead for the effort. A motion was made by Jay Snyder to be the sponsor. Bob Shearer seconded the motion. The motion was passed unanimously.

Chris Thompson asked if the Board would support a portion of the ARPA funds going towards covering the farmer's out-of-pocket expense for the cost sharing of projects. There was a discussion on 100% funding to close the gap. The Board concluded that they desire to maintain their long-standing approach of engaging projects where the owner has some vested financial interest in the project.

6. CAP Update

Kent Bitting reported that there is no CAP update. Chris Thompson shared that there will be a new version at the September meeting.

7. MBE/WEB Report

Matt Kofroth explained the new reporting requirements for Minority Owned Business Enterprises (MBE) and Women Owned Business Enterprises (WBE). The District has requested training from DEP on what the District needs to report every quarter. There was a discussion about needing additional staff to carry out the requirements and the lack of clarity of the requirements. A motion was made by Roger Rohrer to include a cover letter with the signed Letters of Mutual Consent articulating the District's concerns. Sonia Wasco seconded the motion. The motion was passed unanimously.

Dale Herr Jr. made a motion to sign the Letters of Mutual Consent. Roger Rohrer seconded the motion. The motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates

- NRCS Strategic Plan 2023-2027 booklet
- News articles on the Envirothon Program and the Chiques Creek Watershed Alliance's Watershed Expo
- Agenda from the staff outing to Stroud Water Research Center and Octoraro Native Plant Nursery
- News articles in the Chesapeake Bay Journal.
- 75th Anniversary Celebration York County Conservation District invitation
- PA Governor's Invasive Species Council flyer
- PACD Awards Banquet Program
- 2022 Impact Report – Lancaster Farmland Trust

2. E&S/NPDES Monthly Projects Report

Eric Hout highlighted a few projects listed on the Erosion and Sedimentation Report. He stated that the fees collected in July 2023 are close to July 2022 fees. Chris Thompson commended Staff for addressing the backlog of projects.

3. E&S Committee Report

Eric Hout reported that the committee met to discuss the possibility of an enforcement action regarding the Quarryville Borough Police Department Qualification Range. The committee received the compliance efforts of the Boro and the contractor and decided to not pursue enforcement action. Eric pointed out that the Technician Coverage map has been updated with new staff.

4. PACD Executive Council Meeting Report

Chris Thompson shared that Sonia Wasco, Matt Kofroth and he attended the meeting in Grantville. He thanked Sonia for serving as our voting delegate and congratulated her for being voted as the Treasurer & Interim South Central Region Director.

5. Nominating Committee Meeting Update

Sallie Gregory reported that a breakfast meeting is scheduled on Thursday, September 7 to reintroduce the current Nominating Organizations to the District and a group of new organizations have been invited to attend. Directors and Associate Directors are also invited.

6. Summer Intern – Activities Report

Madeleine Gagliano introduced herself and her connection with LCCD before her internship. She gave a PowerPoint presentation on some of the events she assisted with including YCS, teacher training, Family Farm Days at Oregon Dairy, fish surveying, and stream restoration. She also shared about her experience shadowing various staff members from other programs.

7. Youth Conservation School Update

Sonia Wasco thanked the District for their support and shared the following facts about the 2023 YCS: there were 20 students with one cancellation, 20 counselors and a leadership team that volunteered almost 2100 hours, 13 Conservation Staff that volunteered, 60 instructors covering 36 topics, 10 sportsmen’s clubs that sponsored students, a gardener’s club that donated, two grants, two awards ceremonies and various businesses that donated or discounted food/services.

V. Additional Public Comment:

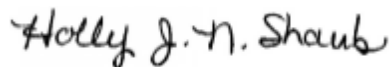
Sonia Wasco thanked Sallie Gregory for her work with the Youth Conservation School.

Herb Kreider shared that Lancaster County is the number one place to retire in the United States.

Meeting Adjourned

Chairman Dan Heller adjourned the meeting at 9:35 pm.

Respectfully submitted,



Holly J. N. Shaub
Admin. Support Specialist, Ag Program

Item II.2

Requests for Technical Assistance

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

Item II.3

Requests for Nutrient Management Plan Approval (Lutz)

August 2023 Activity

September 6, 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 #
Evan Augsburger	West Cocalico	Swine	CAFO/CAO	152.27	Heigel	690
Jeffrey Balmer	Warwick	Dairy	CAO	2.92	Findeisen	376
Noah W. Kreider & Sons	Mount Joy	Layer	CAFO/CAO	24.84	Findeisen	2719
Davin Martin	Ephrata	Broiler	CAO	12.79	Heigel	154
Samuel Kauffman	Sadsbury	Dairy	CAO	10.19	Reuter	311
Jonas K. Fisher	Colerain	Dairy	CAO	3.06	Reuter	2734
Steve Keener	Mount Joy	Swine	CAO	3.48	Lutz	457
Clair Shirk	East Earl	Broiler	CAO	3.20	Hartz	321
Samuel J. Stoltzfus	Fulton	Dairy	CAO	3.74	Reuter	425
Robert Barley	Manor	Dairy	CAFO/CAO	242.94	Reuter	421
Joe Burkholder	Ephrata	Swine/Steer	CAFO/CAO	4.64	Heigel	39
Samuel M. Esch	West Lampeter	Dairy	CAO	2.74	Brodbar	389
Daniel King	Earl	Dairy	CAO	2.47	Bosworth	155
Don Risser	Conoy	Dairy	CAFO/CAO	2.09	Lutz	40
Jerry Stoltzfus	Upper Leacock	Dairy	CAO	2.33	Heigel	1608
Jeff Nolt	Rapho	Broiler	CAO	233.9	Lutz	53
Joseph King	Fulton	Dairy	CAO	8.35	Adams	77
Amos G. Miller	Upper Leacock	Goat Dairy	CAO	47.33	Brodbar	377
Lester Moyer	Rapho	Broiler	CAO	83.16	Findeisen	426
Geoffrey Rohrer	Manor	Dairy/Broiler	CAFO/VAO	1.7	Reuter	52

**NMP Update Report to Lancaster County Conservation District Board of Directors
August 2023 Activity
September 6, 2023 Board Meeting**

NMP Name	Municipality	Plan Update Submission Date	Original NMP Approval Date	Planner¹	Species²	AEUs	Regulated Operation Type³	Date Plan Acknowledgment Letter Sent	Reason for Update
Hess Agrimarketing	East Donegal	7/10/2023	10/6/2021	Bill Rogers	Steers	416.44	CAO CAFO	7/11/2023	Yearly Plan Submissions Update
Hershey Farms, LLC	Mount Joy	8/8/2023	9/7/2022	Devin Gerlach	Broilers, Hogs	837.69	VAO CAFO	8/11/2023	Simple Update
Noah W. Kreider & Sons, LLC- Manheim Farm	Penn	8/11/2023	9/7/2022	Devin Gerlach	Dairy, Layers	15781.7	CAO CAFO	8/31/2023	Yearly Plan Submissions Update
The Barley Farms	Manor	8/9/2023	3/1/2023	Devin Gerlach	Pullets, Steers	355.57	VAO CAFO	8/23/2023	Yearly Plan Submissions Update

Item II.4

Acknowledgment of Conservation Plans (Lutz)

**The Lancaster NRCS Field Office recommends the following plans for the
September 6, 2023 Board Meeting:**

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
Daniel Bollinger	1	Brett Ramer	Warwick
Aaron F. Stoltzfus	5	Heather Grove	Colerain

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Amos Stoltzfus	1	Brady Bosworth	Warwick
Daniel Heller	1	Liz Martin	East Lampeter
Elvin Hurst	1	Brady Bosworth	Warwick
Ken Martin	1	Lauren Brodbar	East Earl
Andrew Petersheim	1	Lauren Brodbar	Salisbury

Item III.3

Personnel Committee Report

The Personnel Committee held its annual “Employment Review & Projection” planning meeting on August 18, 2023. A full review of discussion items (included on preceding pages) will be covered at the BOD meeting where Directors will be asked to approve recommendations pertaining to employee salary & benefit packages for 2024.

***Action Required**

Personnel Committee Meeting Minutes
Aug 18, 2023
Farm & Home Conference Room, 10:00am

Committee Members Attending: Sonia Wasco (Chair), Herb Kreider, Dan Heller and Chris Thompson

1. Discussed personnel status/classifications with all positions filled: A total of 39 staff.
 - 36 Full-time-80 hours/2-week period.
 - 1 Intermediate - 72 hrs. per 2-week period.
 - 1 Intermediate - >64 hrs. per 2-week period.
 - 1 Part-time - <64 hrs. per 2-week period.

2. Reviewed program changes in 2023-23 that could affect staff compliment.
 - a. 0 at retirement age in 2023 -2024.
 - b. Discussed possible changes within the teams/programs.
 - c. Provided updates on the new position: Assistant Manager, Grants Manager, Data Manager and BMP Coordinator.
 - d. Proposed potential positions for 2024: Additional engineering support, project management and BMP verification for the Ag team; an Operations Facilitator, additional financial management specialist and clerical support for the admin team; another technical position for the E&S team. All positions are dependent on adequate funding.

3. The Committee reviewed the current suite of employment benefits and recommitted to maintaining them into 2024.
 - a. Healthcare Benefit, Dental and Vision, HSA – See Attached
 - b. Self-funding healthcare refund uses – See Attached
 - c. Pension, School Debt Contribution. How many participating in each?
 - Currently Participating in Pension 36
 - Participating in School Debt Contribution 2
 - Former Employees on Plan 24
 - d. 2024 Holiday Schedule – See Attached
 - e. Work Schedule Options – See Attached

4. Salaries
 - a. Proposed raising the 2024 entry-level starting salaries to \$47,500 + \$2,400 sign-on bonus.
 - b. Discussed a proposed 2024 COLA to aid in budget projections.

7. Reviewed HR Consultant, Frameworks Inc. performance and contract renewal.

8. Discussed the 2022 vs. 2023 Operational Assessment improvements and highlights.

9. Meeting adjourned at 12:45pm.

LANCASTER COUNTY CONSERVATION DISTRICT BENEFIT PACKAGE FOR FULL TIME EMPLOYEES

- Health Insurance is offered with a Health Savings Account (HSA) provision where full-time District employees are offered a \$2,000/\$4,000 employee/family high deductible health and prescription drug plan (actual deductible is dependent on tier used at time of service). The employer currently contributes to the HSA deductible portion on a 3 to 1 match based on a previous deductible level of 2,000/4,000. Employee contributions to the health plan premium and the HSA account are determined annually and deducted from each paycheck on a **pre-tax basis** under the District Section 125 plan. An employee who opts out of health coverage due to being covered under their parent's plan, spouse's plan, or on Medicare will receive partial cash compensation (\$3,700) which is taxed accordingly. If a District employee's spouse is eligible for group health insurance coverage through their employer's plan he/she can elect to be covered by the District health insurance plan; however, employee will be asked to pay the difference between the cost of single and dependent premium coverage.
- Retirement 457 Plan Program (a government plan similar to the private sector 401k plan). District will match an employee's contribution on a 1 to 1 basis up to 5% of the employee's base salary. As of July 1, 2016, new employees will be automatically enrolled in the plan upon successful completion of their probationary period. There is a six-year vesting schedule for the Board's portion of the contributions. **Employees can defer either pre and/or post-tax funds (Roth)**, and rollover funds from a qualified plan of a previous employer are accepted at the end of the probationary period of 90 days. **For employees paying off a student loan**, the District will count the loan payment the same as if the employee was contributing to the retirement plan, providing the same 1 to 1 match.
- Twenty hours of PTO (Paid Time Off) are credited to each eligible employee at the beginning of each quarter, for an annual total of 80 hours (10 days). PTO can be used for sick or personal time purposes. Unused PTO does not carry over into a new year; however, it can be rolled into the employee's accumulated sick time account on a 1 to 1 basis up to the 500 hours maximum accumulated sick time, or the unused PTO can be paid out at 50% of its value. Upon separation, unused sick leave of up to a maximum of 240 hours is paid out at 50% of its value.
- Long term disability insurance is provided to all eligible employees. For employees who have built their sick time up to the 500 hours maximum, their sick time can be used as short-term disability.
- A \$20,000 Life Insurance policy is provided to all eligible employees. Plans normally have a reduction of benefits schedule starting at normal retirement age.
- \$150 per year is available for field clothing (coveralls, boots, rain gear, etc.), and other approved shirts and caps with District logo, with an option to roll over unused funds into the following year with a maximum cap of \$300.
- \$60 per month Technology Stipend. If an employee is willing to use his/her phone and or their home internet connection for business purposes, the District will pay the employee \$60 per month towards the cost of a personal phone plan and internet services. Synchronization with the employee's work calendar, server and email is required. Staff who are "not in the field" or chose not to participate in one of the services will only receive \$30 per month.
- Vacation time is provided at 80 hours per year for service up to 5 years, 120 hours after 5 years, and 160 hours after 10 years of service. At the end of each calendar year, 40 hours of vacation time can be rolled over to be used in the new year, unless there is written permission to do more from the District Administrator. Maximum unused vacation time paid out upon severance is 160 hrs.
- 12 Paid Holidays are provided to all full-time employees.
- Bereavement time is given for the death of an immediate family member as per policy.
- A Flex Schedule option is available to eligible employees after successfully completing the Probationary Period. Non-exempt employees are expected to choose a flex schedule that will keep their hours worked to a 40-hour maximum in any calendar week.
- Compensatory Time is allowed, when granted permission by the employee's supervisor. Non-exempt employees are credited for any compensatory time at a rate of time-and-half any week in which they are asked to work more than 40 hours.
- Signing/Retention Bonus, \$2,400.00 will be offered to a new employee for a two-year employment commitment. Employees leaving District employment prior to two years will be required to pay back a pro-rated portion of the signing/retention bonus.

Note: *The benefits section of the LCCD Personnel Manual provides detailed information on the items listed on this summary sheet. Information in the Manual and plan documents take precedence over the information presented on this summary sheet. The benefit package listed here is for full-time employees working 40 hours per week, and would be modified for intermediate employees hired to work between 30 and 39 hours per week.*

Employee Work Schedule Acknowledgement Form

Each staff member is required to select a preferred work schedule to meet the 40-hour/week policy and a floating holiday.

Progressive flexibility – We believe staff need to spend time in the office, with co-workers, learning their duties prior to gaining schedule independence.

- Employees with less than 90 days of employment are expected to work a “Regular Schedule” which is (10) 8-hour days per pay period.
- After staff successfully complete the 90-day probationary period they may choose a “Regular Schedule” or any of the “Compressed Schedule” options.
- After completing 180 days of employment can choose from any of the previously offered work schedules or select a one (1) day Telework Schedule.
- After one full year of employment, staff can choose from any of the work schedules offered above.

Review the selection with your supervisor. Once approved, sign this document indicating that you will be accountable to work according to the selected work schedule.

Floating Holiday - Employees are also being provided 12 paid holidays in 2023. One of the 12 holidays is a day off staff can select from their preference of Presidents Day, Juneteenth, or Columbus Day.

Changing the Work Schedule or Floating Holiday Selected – Staff are asked to select a work schedule and floating holiday carefully. Changes to the selected work schedule and floating holiday will be considered for performance issues or life-changing events, but may not be approved because of the workforce scheduling issues the changes may create. Otherwise, the work schedule will be reviewed and updated on a six-month schedule and the floating holiday selected annually.

Understand that once your supervisor has been informed and you acknowledge the policies through signature, failure to comply can result in forfeiture of selecting an option and/or discipline procedure.

Additional definitions, descriptions, and details follow.

- **Employee Classifications** - All LCCD positions are classified exempt or non-exempt according to the approved Job Description.
- **Exempt Employees**- Exempt employees are not subject to overtime rules.
- **Non-Exempt Employees** - As non-exempt, you are entitled to be compensated 1.5 hours for any hours worked over the 40-hour workweek.
- **Office Hours** - Office hours are Monday through Friday 7:30 AM to 4:00 PM. Supervisors will ensure that the office is adequately staffed during business hours to meet client needs.
- **Work Week** - 40 hours worked constitutes a workweek.
- **Work Schedule** - Staff may select hours to work between 6:30 AM to 5:00 PM, but no single workday should exceed 10 hours.
- **Holiday/Office closure** - The District has determined that a work-day

consists of 8 hours of work. Staff working anything other than a Regular Schedule (8hr/day) will need to use PTO or VTO to help balance the hours worked to account for a full workweek. Staff whose scheduled days off are interrupted by a holiday will need to adjust their workweek to ensure they do not exceed 40hrs, but if an office closure occurs on a day you are not scheduled to work staff may not adjust their work schedule to take advantage of the unscheduled day off.

- o **Overtime** - For non-exempt employees, any hours worked greater than 40 hours is considered overtime, but all overtime must be pre-approved by a program manager or supervisor. Off-the-clock work (answering work-related phone calls and emails) is prohibited unless authorized or requested by your supervisor.
- o **Compensatory Time** - Time earned, hour for hour, when the combined compensable time and holiday or administrative leave exceeds 40 hours in a workweek.
- o **Overtime Compensation** -All overtime hours will be compensated in "time" at a rate of 1.5 hours for each hour worked over the regular work schedule.
- o **Meal Periods** - Exempt and Nonexempt employees will be provided a non-compensated meal period of 30 minutes for every four-hour work period completed. Employees may not "skip" their meal period to make up for time to arrive late or leave early.
- o **Special Exception Break Periods** - With supervisory approval, employees may utilize scheduled Paid Time Off (PTO) for special exception break periods.
- o **Telework** - See *SOP for specific details*
- o **Training Time** - Training sessions during the non-exempt employee's regular work hours are compensable time.
- o **Travel Time** - Excluding normal commuting time to the office, employees will be compensated for work-related travel time.
- o **Timekeeping** - Employees must keep accurate records of their working hours and report those hours for supervisory approval.
- o **Pay Period** The pay period is two weeks (80 hours) with 26 pay dates per year. Paychecks are distributed bi-weekly every other Thursday.

Work Schedule and Floating Holiday Selection Form

1. Select your preferred work schedule:

Initial Selected Schedule	Work Schedule Options for the 2-Week Pay Period	Select Preferred Days off or affected	Identify Workday Start/End Times Between 6:30 am-5:00 pm
	Part-time Schedule Any hours worked less than 30 per week as identified in Job Description	M, T, W, Th, F	
	Intermediate Schedule Any hours worked between 32-39 hours per week as identified in Job Description	M, T, W, Th, F	
	Regular Schedule (5) 8-hour days for 2 weeks.	###	
	Compressed Schedule #1 (4) 10 Hour days for 2 weeks	M or F <i>Cannot be M & F</i>	
	Compressed Schedule #2 (4) 9 Hours days and (1) 4-hour day for each week	M or F	
	Compressed Schedule #3 (4) 9 hr days & (1) 8 hr day for week 1 (4) 9 hr days, Mon or Fri off week 2	Select M or F off on Week 1 or 2	
	Telework Schedule (5) 8-hour days for 2 weeks. (3) <i>Days in office and up to</i> (2) <i>Days from Home</i>	Select up to 2 days M, T, W, Th, F <i>Cannot be M & F</i>	

2. Select a Floating Holiday by circling one of the following:

President's Day Monday, Feb 19, 2024	Juneteenth Wednesday, June 19, 2024	Columbus Day Monday, Oct 14, 2024
--	---	---

Please return the completed and signed Employee Work Schedule Floating Holiday Acknowledgement Form to your supervisor during your performance evaluation. Final determinations will be confirmed by December 15, 2023. A copy of the signed form will be placed in your personnel file.

Employee Name: _____ Date of Signing: _____

Employee Signature: _____

Signing acknowledges willingness to follow the new work schedule for the next 6 months.

Supervisor Signature: _____

2024 Holiday Schedule

Date		Holiday
January 1	Monday	New Year's Day
January 15	Monday	Martin Luther King Jr. Day
*February 19	Monday	Presidents' Day (Floating)
March 29	Friday	Good Friday
May 27	Monday	Memorial Day
*June 19	Wednesday	Juneteenth (Floating)
July 4	Thursday	Independence Day
September 2	Monday	Labor Day
*October 14	Monday	Columbus Day (Floating)
November 11	Monday	Veterans Day
November 28	Thursday	Thanksgiving Day
November 29	Friday	Day after Thanksgiving
December 24	Tuesday	Christmas Eve
December 25	Wednesday	Christmas Day

*LCCD Offices are open, but staff can choose one of the three options as a floating holiday.

STANDARD OPERATING PROCEDURE
Lancaster County Conservation District
Wellness Allowance
Date: 1/10/23

APPLIES TO: All District Staff

BACKGROUND: This procedure provides an annual allowance for each District staff member to improve and increase their quality of health with funds supporting physical health, education, and mental health/mindfulness.

PROCEDURE: The Health Care Reserve Account will be used to provide an annual Wellness Allowance to each full-time District staff member.

- Within four months of the end of the health fiscal year, the District will review a report from the Health Care Plan Provider detailing the reimbursed funds from the plan's previous year.
- Based on the report up to \$200 per full-time staff will be budgeted in the following year for the Wellness Allowance.
- The Wellness Allowance will be established, stated, and active from January 1 – December 15 each year.
- A staff member may not carry over a balance in the Wellness Allowance.

Staff is expected to:

- Select an approved Wellness Allowance expense from the list provided as approved by the Operations Team and Employee Support Committee.
- Item Receipt/Invoice must be attached to the monthly expense report to receive reimbursement.

Approved Expenses for Wellness Allowance

1. Physical Health
 - a. Gym membership subscription
 - b. Gym Equipment
 - c. Sneakers
 - d. Outdoor recreation equipment
 - e. Fitness Coaching
 - f. Health monitoring devices, must be fitness only (no Apple Watch/Samsung Watch, etc.)
 - g. Chiropractor Visits
 - h. Healthy food subscriptions (ex. Smoothie subscription, HelloFresh. Do not submit your grocery bill.)
 - i. Fitness app
 - j. Fitness event (ex. Spartan race, 5k)
 - k. Local sports leagues
 - l. Weight management tools
2. Education
 - a. Classes (ex. college/educational, art, nutrition, pottery)
 - b. Educational apps
 - c. Educational books (ex. Textbooks, Field guides)
 - d. Professional membership fees
 - e. Conferences or seminars
3. Mental Health/Mindfulness
 - a. Therapy
 - b. Yoga
 - c. Community activities
 - d. Meditation

- e. Mental health apps
- f. Massages
- g. Books (ex. Personal Growth, Self Help)
- h. Memberships or Tickets (ex. Herbariums, Zoo, Museum, Music Hall)
- i. Wellness Retreat
- j. Hobby equipment
- k. Support group

Allowance amounts established annually and reported to staff:

- Up to \$200 Full-time District Staff and prorated proportionally to days worked
- Up to \$150 Intermediate Employees (working 30-39 hours per week)
- Up to \$100 Part-time Employees (working 29 hours or less per week)

Item III.4

Agriculture Conservation Assistance Program Grant Approval

The Agriculture Conservation Assistance Program (ACAP) currently has eleven 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
Josh Stoltzfus	TeamAg	Strasburg Twp.	Manure Storage, Roofed HUA, Roofed Stacking Shed, Access Road, Underground Outlet, Roof Runoff Structure, Waste Transfer, Stream Crossing, Fencing	\$595,641.00	\$500,000.00
James L. Ranck	District	Sadsbury Twp.	Roofed Stacking Shed, HUA, Structure for Water Control, Underground Outlets	\$293,854.34	\$264,468.90
David Lantz	Weaver Environmental	Upper Leacock Twp.	Manure Storage, Roofed Stacking Area, HUA, Roof Runoff Structure, Underground Outlet, Waste Transfer, Fencing	\$267,631.00	\$212,391.80
John S. Miller	TeamAg	Upper Leacock Twp.	Fence, Roof Runoff Structure, Roofed HUA, Livestock Pipeline, Trails and Walkways	\$291,775.56	\$265,007.16
Scott Kreider	TeamAg	East Drumore Twp.	Manure Storage, Waste Transfer, Underground Outlets	\$333,801.60	\$249,999.00
Christian S. Miller	Weaver Environmental	Bart Twp.	Manure Storage, Roofed Stacking Area, HUA, Fencing, Roof Runoff Structure, Access Road, Trails and	\$454,728.90	\$386,296.91

			Walkways, Lined Outlet		
Fred L. Ranck	District	Strasburg Twp.	Roofed Stacking Area, HUA, Roof Runoff Structure, Underground Outlet	\$65,846.39	\$59,261.75
Aaron F. Stoltzfus	NRCS	Colerain Twp.	Manure Storage, Roof Runoff Structure, Underground Outlets, Structure for Water Control	\$470,976.00 Price includes barn not funded	\$190,456.00
Scattered Acres, Inc.	TeamAg	West Cocalico Twp.	Roofed Mortality Area, Access Road, Waste Transfer, HUA, VTA	\$327,495.30	\$297,723.00
Christian S. Esh	Lancaster Farmland Trust	Fulton Twp.	Manure Storage, HUA, Fence, Grassed Waterway, Lined Outlet, Roof Runoff Controls, Access Road, Waste Transfer, Underground Outlets	\$313,927.10	\$233,927.10
Darryl Rohrer	District	West Lampeter Twp.	Terrace Rebuild, Underground Outlet	\$11,340.00	\$10,200.00
Totals				\$3,427,017.19	\$2,669,731.62

ACAP Funds Requested: \$2,669,731.62

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$2,669,731.62 worth of ACAP funding for the multiple applications.

***Action Required**

Item III.5

Act 38 Program Compliance

Walnut Run Dairy (Carl & John Myer), located in Penn Township, is currently a VAO CAFO in the Act 38 Program. The operation has had many past issues with non-compliance and is currently found to be out of compliance with the Act 38 Program. A final notice letter was mailed on August 23, 2023, noting all of the compliance issues, as well as corrective actions. A date of November 15, 2023, was provided as a deadline to have all items addressed, which mainly involved overapplication of manure, record keeping, and lack of following the approved NMP. Referral of this operation was also recommended to the Board at the April 2019 Board meeting, however, the District retained local responsibility for the farm, and no action was taken by the SCC.

The State Conservation Commission is already prepared to take action with this operation based on past non-compliance issues and recent concerns, despite only being a VAO in the Act 38 Program. DEP is also actively involved due to the operation being a CAFO and a recent manure spill. Positive action by the Board is requested based on the Agriculture Committee's recommendations on potential referral to the SCC for further action depending on compliance at the next follow-up meeting with the operators.

***Action Required**

Manure Storage Setback Waiver Request

Randy Brubaker would like to construct a new roofed stacking shed for the storage of chicken litter and mortality composting for broilers and hogs within 100 feet of two private drinking wells located on his property in Rapho Township. The storage is planned to improve manure handling prior to being exported from the farm. The proposed site is level and situated conveniently between the poultry house complex. Mortality composting currently occurs in another structure located within a few feet of one of the wells. Being a solid type of manure, there is little threat of direct pollution to the wells. The LCCD is the engineer of record for this project. On August 24, 2023, a meeting was held on-site with Mr. Brubaker, District, SCC, and DEP staff to discuss the site location. The consensus of that group was that the project would be an improvement and pose no threat to the environment.

***Action Required**

Item III.6

Conservation Excellence Grant (CEG) Budget Proposal

As part of the State Budget, the CEG grant program funding has been approved for another year. The new State Fiscal Year 23-24 Budget Proposal was received on August 28th. This year the District is receiving \$600,000 of which 25% can be used for technical assistance and administration. This budget proposal falls under the current delegation agreement. The Ag Program Manager and Assistant Ag Program Manager recommend positive approval for the budget proposal.

***Action Required**

**CONSERVATION EXCELLENCE GRANT PROGRAM (CEG)
DELEGATION AGREEMENT BUDGET PROPOSAL**

FISCAL PERIOD : 23/24

CONSERVATION DISTRICT: Lancaster

PROPOSED PROJECT COSTS FOR FY 2023/2024 (July 1, 2023 – June 30, 2024)

Allocation Available **\$ 600,000.00**

Grant Funds (estimated fund needs for CEG participant grants) **\$ 450,000.00**

Personnel/Administrative Costs:

Please list district personnel (i.e. Technical or Engineering staff) and anticipated administrative expenditures (i.e. clerical or other) that may be charged to the project. Please identify salary and salary related benefit costs per position. Add additional positions if necessary

Salary related benefits costs may include: Workers Compensation, Unemployment Compensation, Liability Insurance, Medical/Life Insurance, Social Security, Retirement costs.

1. Position Type (I.e. technical/engineering): Ag Program Manager
 - a. Salary for program period \$ 41,138.00
 - b. Salary-related Costs for the Period: \$ 8,331.50
 - c. **Subtotal Costs for position:** **\$ 49,469.50**

2. Position Type (I.e. technical/engineering): Ag Eng/Technical Specialist I
 - a. Salary for program period \$ 68,355.75
 - b. Salary-related Costs for the Period: \$ 28,144.75
 - c. **Subtotal Costs for position:** **\$ 96,500.50**

3. Position Type (I.e. clerical/administrative): Ag Conservation Technician
 - a. Salary for program period \$ 3,122.00
 - b. Salary-related Costs for the Period: \$ 908.00
 - c. **Subtotal Costs for position:** **\$ 4,030.00**

4. Position Type (I.e. clerical/administrative): _____
 - a. Salary for program period \$ _____
 - b. Salary-related Costs for the Period: \$ _____
 - c. **Subtotal Costs for position:** **\$ _____**

- Total Personnel/Administrative Costs (Sum 1c,2c, etc.)** **\$ 150,000.00**

Operational Costs

1. Materials & Supplies \$ _____
2. Technology Expenses
(Computer equipment & software, communications equipment & services, copier services.)

\$ _____

Travel \$ _____

Other (please describe) \$ _____

Total Operation and Other Costs \$ 0.00

TOTAL PROJECT BUDGET (Grant, Personnel, Operational) \$ 600,000.00

Statement of Acknowledgement:

The _____ Conservation District acknowledges that the funds described will be utilized in conformity with the Commission's standards and requirements of the Conservation Excellence Grant Program.

By accepting this funding, the Conservation District agrees to abide the requirements for documenting authorized expenditures and the reporting of the disbursement of the funds under the 'Agreement for Delegation of Administrative Responsibilities for the Conservation Excellence Grant Program.'

Action was taken by _____ Conservation District Board of Directors on _____ to approve this project proposal.

_____ District Chairman/District Manager

(Signature)

(circle one)

Item III.7

Dirt & Gravel/Low Volume Rd. Quality Assurance Board Recommendations

The Dirt & Gravel/Low Volume Rd. Program Quality Assurance Board (QAB) will meet prior to the September 6th Board meeting to review 1 low volume project, and 2 dirt/gravel projects. The Lancaster County Dirt & Gravel/Low Volume Rd. Program has approx. \$277,000 to allocate to LVR projects from the past agreement, and \$153,000 to allocate to DG projects, again from the past agreement. The District Board will receive recommendations of the QAB at the September 6th Board meeting on what projects the QAB is recommending for funding this year. Board action will be required to move these awarded projects to the contract phase of the Dirt & Gravel/Low Volume Rd. Program.

***Action Required**

**Item IV.3
2023 Lancaster County Youth Conservation School Report**



The Lancaster County Youth Conservation School was held July 23-28, 2023. This unique program is a cooperative effort of the Lancaster County Conservation District and the Federated Sportsmen of Lancaster County. The 45th class of students arrived with enthusiasm to experience the week-long program held at the Northern Lancaster County Game and Fish Protective Association (NLCGFPA) at 180 Forest Rd, Denver.

45	Program Year
20	Students
7	Females
13	Males
1,215	Total Graduates
19	Volunteer Staff (estimated 2,100 hours) → 2 Additional volunteers helped set up/tear down
2	Volunteer Registered Nurses
14	Conservation District Staff → Sallie Gregory, Co-Director → Chris Thompson, Welcome → Matt Kofroth, Set up and management of student activities → Shelly Dehoff, Supported student activities and meals → Noelle LaFaver, Supported student activities, photography, and meals → Kevin Lutz, Instruction Wednesday → Brady Bosworth, Instruction Monday → Emma Findeisen, Instruction Monday → James Saltsman, Instruction Wednesday → Amanda Goldsmith, Instruction Thursday → Tyler Keefer, Instruction Thursday → Caitlyn Tynes, Instruction Thursday and supported meals → Adam Hartz, Handcrafted awards → Madeleine Gagliano, Intern
60	Instructors for more than 36 topics
12	Sponsorships – Sportsmen Clubs, Eastern Lancaster County Gardeners Club, Solanco Education Foundation, PGC Greg Graham, and Sportsmen for Youth of Lancaster County
3	Grants: EXTRAGIVE, Reidler Foundation, Lancaster STEM Alliance
2	Sportsmen Club Individual Donations: Beartown Sportsmen, AMP Nimrods
\$18,700	Current Balance
Donors	→ Fox Meadow Creamery → Charles and Alice Applesauce → Tyson Foods → Pepperidge Farm → Theresa King – donated 200 cupcakes → Kreider Farm – discounted milk, eggs → Shyda’s Outdoor Center – discount for ammunition → Limestone Springs Fishing Preserve – waived entrance fee → Bob Good – donation of rods and lures → Walters Services – discounted toilet trailer → Handcrafted Awards by Adam Hartz

Submitted by Sonia Wasco and Sallie Gregory

Item IV.5

Nominating Organization Meeting

According to Conservation District Law, County Commissioners appoint community leaders as Directors on our Board, but it is the Nominating Organizations (N.O.) who play the critical role of identifying who those candidates will be. LCCD currently has 15 N.O., but several have been either inactive or had significant changes of leadership and are unaware of their important roles and responsibilities. Therefore, the District is hosting an informational breakfast meeting for current and potential Nominating Organization on September 7, 2023. Directors are invited to attend. Additional details will be shared at the BOD meeting.