



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

Wednesday, November 1, 2023

Lancaster Farm & Home Center

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

Business Meeting 7:30 pm

Timer

7:30	Invocation – Bob Shearer Call to Order, Chairman, Dan Heller Welcome & Introductions – Dan Heller Additions to the Agenda – Christopher Thompson Public Comment: Survey media/guests: Agenda items of interest – Dan Heller	
		<u>Page #</u>
7:40	I. <u>Agency Reports</u> 1. USDA, NRCS (attachment)..... 1 2. PA DEP Field Rep Report (day of packet) ..... -	
7:45	II. <u>*Consent Agenda</u> 1. Meeting Minutes (attachment)..... 11 2. Technical Assistance Requests/Cancellations (attachment) ..... 17 3. Nutrient Management Plan Approval (attachment)..... 17 4. Conservation Plans Acknowledgement (attachment) ..... 17	
7:50	III. <u>*Additional Business</u> 1. Items Removed from Consent Agenda 2. Treasurer’s Report – Hertz (day of packet) ..... - 3. *Budget & Finance Comm. 2024 Budget Presentation – Weaver/Kofroth (attachment). 18 4. *Personnel Committee Report – Request to Advertise – Kreider (attachment) ..... 21 5. *ACAP Project Approval – Bitting/Lutz (attachment)..... 21 6. *DGR & LVR Committee Report – Contract Amendment – Keefer (attachment)..... 22 7. NM – Expired Plan Referral Update – Lutz (attachment) ..... 22 8. *Nominating Organization Updates – Gregory/Thompson (attachment)..... 23 9. *PennVest – Elam Beiler – Approval to Sponsor - Thompson (attachment) ..... 25 10. *District Spring and Summer Interns – Gregory/Goldsmith (attachment) ..... 25 11. *Strategic Goal- Marketing & Brand Guidelines – Gregory (attachment)..... 26 12. Memorandum of Understanding – Stern (attachment) ..... 30	
8:50	IV. <u>Reports &amp; Information</u> 1. Correspondence, News, and Updates – Thompson 2. E&S/NPDES Monthly Projects Report – Stern (day of packet) ..... - 3. Conservation Foundation Report – Thompson (attachment)..... 31 4. Strategic Planning Update – Gregory (attachment) ..... 35	
9:15	V. <u>Additional Public Comment</u>	
9:20	VI. <u>Adjourn</u>	

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

Dates to Remember:

11/2, 10:00 am, Foundation Executive Meeting	11/10, Office Closed for Veteran’s Day
11/8, 5 pm, Lanc. Chamber Ag Banquet @ Double Tree	11/23-24, Office Closed for Thanksgiving Holiday

NEXT MEETING DATE: Wednesday, December 6, 2023, 7:30 pm  
At the Lancaster County Farm & Home Center

**\*Action Required**



Activity Report to LCCD Board of Directors October 2023

Lancaster Field Office Personnel:

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

Conservation Planning Activities\*:

FY23 Total (#)	FY23 Total (Ac)	FY24 Mo. Total (#)	FY24 Mo. Total (Ac)	FY24 Total (#)	FY24 Total (Ac)
67	2,825.9	-	-	-	-

\*SEE "ACKNOWLEDGMENT OF CONSERVATION PLANS" REPORT

Conservation Practice Installation Activities\*:

Practice Code & Name	FY23 Total	FY24 Mo. Total	FY24 Total
313 – Waste Storage Facility (no)	6	-	-
362 – Diversion (ft)	-	607	607
367 – Roofs & Covers (no)	3	-	-
382 – Fence (ft)	10,868	-	-
412 – Grassed Waterway (ac)	7.2	0.55	0.55
516 – Livestock Pipeline (ft)	2,996	-	-
561 – Heavy Use Area Protection (sq ft)	8,001	-	-
575 – Trails & Walkways (ft)	637	-	-
578 – Stream Crossings (no)	3	-	-
600 – Terraces (ft)	9,890	-	-
614 – Watering Facility	11	-	-
620 – Underground Outlet (ft)	5,883	-	-
634 – Waste Transfer System (no)	11	-	-
327 – CREP Conservation Cover (ac)	44.95	-	-
391 – CREP Riparian Forest Buffer (ac)	26.21	-	-
390 – CREP Riparian Herbaceous Buffer (ac)	-	-	-

\*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	FY23 Total (#)	FY23Total (\$)	FY24Total (#)	FY24 Total (\$)
EQIP/AMA	19	\$1,614,731	-	-
CSP	2	\$32,317	-	-
RCP	9	\$1,604,968	-	-

- Financial Assistance Payments:

Program	FY23 Total (\$)	FY23Mo. Total (\$)	FY23 Total (\$)
ALL PROGRAMS	\$1,150,354.51	\$36,394.86	\$36,394.86

**Conservation Financial Assistance Program Details:**

- Environmental Quality Incentives Program (EQIP):
  - Classic:
    - PA Allocation in FY23 = \$25.4 million
    - PA Allocation in FY24 = \$24 million
  - Inflation Reduction Act (IRA):
    - PA Allocation in FY23 = \$3.14 million
    - PA Allocation in FY24 = \$30.9 million
    - See attached list of eligible conservation practices.
  - Sign-up Deadlines: 11/1, 1/1, 3/1, 5/1
  
- Conservation Stewardship Program (CSP):
  - Classic:
    - PA Allocation in FY23 = \$10.2 million
    - PA Allocation in FY24 = \$7.7 million
  - Inflation Reduction Act (IRA):
    - PA Allocation in FY23 = \$2.5 million
    - PA Allocation in FY24 = \$5.1 million
    - See attached list of eligible conservation activities/enhancements.
  - Sign-up Deadline: 1/1
  
- Regional Conservation Partnership Program (RCPP):
  - Turkey Hill Clean Water Partnership (Multi-county project)
    - Remaining Allocation: \$584,084
  - Lancaster’s Common Agenda for Clean Water (Lancaster county only)
    - Remaining Allocation: \$1,852,430
  - Sign-up Deadlines: 11/1, 1/1, 3/1, 5/1

**Conservation Easement Program Activities (ACEP):**

- Agricultural Land Easement (ALE) Acquisition Activities:

Program/Activity	FY23 Total (#)	FY23 Total (ac)	FY24 Total (#)	FY24 Total (ac)
ALE Easement Requests	1	39.18	-	-
ALE Easement Closings	1	117.1	-	-

- Easement Annual Monitoring Activities

Program/Activity	FY23 Total (#)	FY24 Total (#)
GRP Monitoring - Offsite	-	-
GRP Monitoring - Onsite	1	-
WRP/WRE Monitoring - Offsite	6	-
WRP/WRE Monitoring - Onsite	5	-
FRPP/ALE Monitoring - Onsite	3	-

**Conservation Reserve Enhancement Program Activities (CREP):**

- Approved Plans:

	FY23 Total (#)	FY23 Total (Ac)	FY24 Total (#)	FY24 Total (Ac)
New	10	37.92	-	-
Re-enrollments	12	197.18	-	-

**Administrative Activities:**

- Soil Conservation Technician interviews currently being conducted.
- FY23 Performance Evaluations and FY24 Performance Plan Development.
- 10/17 – NRCS-CBF Contribution Agreement Discussion (Grove)

**Outreach Activities:**

- 10/10 - Rohrer Dairy Farm Open House, Washington Boro (Myers)
- 10/13 - PASA High Tunnel Tour & Regulation Discussion, New Holland (Myers, Sanchez)

**Notable Meetings & Trainings:**

- 10/5 - Annual Nutrient Stewardship Field Day, Hershey (Myers, Griesemer)
- 10/5 - Cover Crop Interseeding Field Day, Pennsylvania Furnace (Ramer)
- 10/6 - PA 811 Design Program/Training, Lebanon (Moore)
- 10/18 - Grazing Tool Training, Leesport (Sanchez)
- 10/19 – RCPP-LCWP Leadership Team Meeting (Grove)
- 10/19 – NRCS Chief Visit to PA, Employee Meeting, Harrisburg (Grove)
- 10/24 - Grazing Tool Training, Gettysburg (Ramer)

Respectfully Submitted,



Heather L. Grove  
District Conservationist

# Climate-Smart Agriculture and Forestry (CSAF) Mitigation Activities List for FY2024



Highlighted activities have been added to the list in FY2024.  
\*Noted activities are added to the list as "provisional."<sup>[1]</sup>

Mitigation Categories	Code	Conservation Practice Standard Name <sup>[2] [3]</sup> (practice unit)	Code	Conservation Stewardship Program (CSP) Enhancement Activities
Soil Health	<a href="#">327</a>	Conservation Cover (acres)	<a href="#">E327A</a>	Conservation cover for pollinators and beneficial insects <sup>[2]</sup>
			<a href="#">E327B</a>	Establish Monarch butterfly habitat
	<a href="#">328</a>	Conservation Crop Rotation (acres)	<a href="#">E328A</a>	Resource conserving crop rotation
			<a href="#">E328B</a>	Improved resource conserving crop rotation
			<a href="#">E328E</a>	Soil health crop rotation
			<a href="#">E328F</a>	Modifications to improve soil health and increase soil organic matter
			<a href="#">E328N</a>	Intercropping to improve soil health
			<a href="#">E328O</a>	Perennial grain crop conservation rotation
	<a href="#">329</a>	Residue and Tillage Management, No Till (acres)	<a href="#">E329A</a>	No till to reduce soil erosion
			<a href="#">E329B</a>	No till to reduce tillage induced particulate matter
			<a href="#">E329C</a>	No till to increase plant-available moisture
			<a href="#">E329D</a>	No till system to increase soil health and soil organic matter content
			<a href="#">E329E</a>	No till to reduce energy
	<a href="#">332</a>	Contour Buffer Strips (acres)	None Available	
	<a href="#">336</a>	Soil Carbon Amendment (acres)*	None Available	
	<a href="#">340</a>	Cover Crop (acres)	<a href="#">E340A</a>	Cover crop to reduce soil erosion
			<a href="#">E340B</a>	Intensive cover cropping to increase soil health and soil organic matter content
			<a href="#">E340C</a>	Use of multi-species cover crops to improve soil health and increase soil organic matter
			<a href="#">E340D</a>	Intensive orchard/vineyard floor cover cropping to increase soil health
			<a href="#">E340F</a>	Cover crop to minimize soil compaction
			<a href="#">E340G</a>	Cover crop to reduce water quality degradation by utilizing excess soil nutrients
			<a href="#">E340H</a>	Cover crop to suppress excessive weed pressures and break pest cycles
			<a href="#">E340I</a>	Using cover crops for biological strip till
<a href="#">E340J</a>			Cover crop to improve moisture use efficiency and reduce salts	
<a href="#">345</a>	Residue and Tillage Management, Reduced Till (acres)	<a href="#">E345A</a>	Reduced tillage to reduce soil erosion	
		<a href="#">E345B</a>	Reduced tillage to reduce tillage induced particulate matter	
		<a href="#">E345C</a>	Reduced tillage to increase plant-available moisture	
		<a href="#">E345D</a>	Reduced tillage to increase soil health and soil organic matter content	
		<a href="#">E345E</a>	Reduced tillage to reduce energy use	

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Mitigation Categories	Code	Conservation Practice Standard Name <sup>[2] [3]</sup> (practice unit)	Code	Conservation Stewardship Program (CSP) Enhancement Activities
Soil Health	<u>386</u>	Field Border (acres)	<u>E386A</u>	Enhanced field borders to reduce soil erosion along the edge(s) of a field
			<u>E386B</u>	Enhanced field borders to increase carbon storage along the edge(s) of the field
			<u>E386C</u>	Enhanced field borders to decrease particulate emissions along the edge(s) of the field
			<u>E386D</u>	Enhanced field borders to increase food for pollinators along the edge(s) of a field
			<u>E386E</u>	Enhanced field borders to increase wildlife food and habitat along the edge(s) of a field
	<u>393</u>	Filter Strips (acres)	<u>E393A</u>	Extend existing filter strip to reduce water quality impacts
	<u>412</u>	Grassed Waterways (acres)	<u>E412A</u>	Enhance a grassed waterway
	<u>484</u>	Mulching (acres)	<u>E484A</u>	Mulching to improve soil health
			<u>E484B</u>	Reduce particulate matter emissions by using orchard or vineyard generated woody materials as mulch
			<u>E484C</u>	Mulching with natural materials in specialty crops for weed control
<u>585</u>	Stripcropping (acres)		None Available	
<u>601</u>	Vegetative Barriers (feet)		None Available	
<u>603</u>	Herbaceous Wind Barriers (feet)		None Available	
Nitrogen Management	<u>590</u>	Nutrient Management (acres)	<u>E590A</u>	Improving nutrient uptake efficiency and reducing risk of nutrient losses
			<u>E590B</u>	Reduce risks of nutrient loss to surface water by utilizing precision agriculture technologies
			<u>E590C</u>	Improving nutrient uptake efficiency and reducing risk of nutrient losses on pasture
			<u>E590D</u>	Reduce risks of nutrient losses to surface and groundwater by increasing setback awareness via precision technology
Livestock Partnership	<u>317</u>	Composting Facility (number)*		None Available
	<u>313</u>	Waste Storage Facility (number)* • Used to implement compost bedded-pack <sup>[4]</sup>		None Available
				None Available
	<u>366</u>	Anaerobic Digester (number)		None Available
	<u>367</u>	Roofs and Covers (number)* • Used to cover a waste management facility to capture biogas <sup>[4]</sup>		None Available
				None Available
<u>592</u>	Feed Management (animal unit)* • Used to reduce enteric methane emissions <sup>[4]</sup>		None Available	
<u>632</u>	Waste Separation Facility (number)*		None Available	

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Mitigation Categories	Code	Conservation Practice Standard Name <sup>[2]</sup> <sup>[3]</sup> (practice unit)	Code	Conservation Stewardship Program (CSP) Enhancement Activities
Grazing and Pasture	<a href="#">314</a>	Brush Management (acres)* <ul style="list-style-type: none"> <li>Used to remove woody invasive vegetation and the removed material will be mechanically treated and left onsite <sup>[4]</sup></li> </ul>	<a href="#">E314A</a>	Brush management to improve wildlife habitat*
	<a href="#">315</a>	Herbaceous Weed Treatment (acres)* <ul style="list-style-type: none"> <li>Used to release desired deep rooted perennial species <sup>[4]</sup>.</li> </ul>	<a href="#">E315A</a>	Herbaceous weed treatment to create desired plant communities consistent with the ecological site*
	<a href="#">338</a>	Prescribed Burning (acres)*	<a href="#">E338A</a>	Strategically planned, patch burning for grazing distribution and wildlife habitat*
	<a href="#">512</a>	Pasture and Hay Planting (acres)	<a href="#">E512A</a>	Cropland conversion to grass-based agriculture to reduce soil erosion
			<a href="#">E512B</a>	Forage plantings that help increase organic matter in depleted soils
			<a href="#">E512C</a>	Cropland conversion to grass for soil organic matter improvement
			<a href="#">E512D</a>	Forage plantings that help increase organic matter in depleted soils
			<a href="#">E512I</a>	Establish pollinator and/or beneficial insect and/or monarch habitat
			<a href="#">E512J</a>	Establish wildlife corridors to provide habitat continuity or access to water
			<a href="#">E512L</a>	Diversifying forage base with interseeding forbs and legumes to increase pasture quality
	<a href="#">528</a>	Prescribed Grazing (acres)	<a href="#">E528A</a>	Maintaining quantity and quality of forage for animal health and productivity
			<a href="#">E528F</a>	Stockpiling cool season forage to improve structure and composition or plant productivity and health
			<a href="#">E528G</a>	Improved grazing management on pasture for plant productivity and health with monitoring activities
			<a href="#">E528H</a>	Prescribed grazing to improve/maintain riparian and watershed function-elevated water temperature
			<a href="#">E528I</a>	Grazing management that protects sensitive areas -surface or ground water from nutrients
			<a href="#">E528J</a>	Prescribed grazing on pastureland that improves riparian and watershed function
			<a href="#">E528L</a>	Prescribed grazing that improves or maintains riparian and watershed function-erosion
			<a href="#">E528M</a>	Grazing management that protects sensitive areas from gully erosion
			<a href="#">E528N</a>	Improved grazing management through monitoring activities
<a href="#">E528O</a>	Clipping mature forages to set back vegetative growth for improved forage quality			

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Mitigation Categories	Code	Conservation Practice Standard Name <sup>[2] [3]</sup> (practice unit)	Code	Conservation Stewardship Program (CSP) Enhancement Activities
Grazing and Pasture	<a href="#">528</a>	Prescribed Grazing (acres)	<a href="#">E528P</a>	Implementing Bale or Swath Grazing to increase organic matter and reduce nutrients in surface water
			<a href="#">E528R</a>	Management intensive rotational grazing
			<a href="#">E528S</a>	Soil Health Improvements on Pasture
			<a href="#">E528T</a>	Grazing to Reduce Wildfire Risks on Forests
			<a href="#">E528U</a>	Contingency Planning for Resiliency
	<a href="#">550</a>	Range Planting (acres)	<a href="#">E550A</a>	Range planting for increasing/maintaining organic matter
<a href="#">E550B</a>			Range planting for improving forage, browse, or cover for wildlife	
Agroforestry, Forestry and Wildlife Habitat	<a href="#">311</a>	Alley Cropping (acres)	None Available	
	<a href="#">342</a>	Critical Area Planting (acres)	None Available	
	<a href="#">379</a>	Forest Farming (acres)	None Available	
	<a href="#">380</a>	Windbreaks/Shelterbelt Establishment and Renovation (feet)	None Available	
	<a href="#">381</a>	Silvopasture (acres)	<a href="#">E381A</a>	Silvopasture to improve wildlife habitat
	<a href="#">383</a>	Fuel Break (acres)*	<a href="#">E383A</a>	Grazing-maintained fuel break to reduce the risk of fire*
	<a href="#">384</a>	Woody Residue Treatment (acres)*	<a href="#">E384A</a>	Biochar production from woody residue*
	<a href="#">390</a>	Riparian Herbaceous Cover (acres)	<a href="#">E390A</a>	Increase riparian herbaceous cover width for sediment and nutrient reduction
			<a href="#">E390B</a>	Increase riparian herbaceous cover width to enhance wildlife habitat
	<a href="#">391</a>	Riparian Forest Buffer (acres)	<a href="#">E391A</a>	Increase riparian forest buffer width for sediment and nutrient reduction
			<a href="#">E391B</a>	Increase stream shading for stream temperature reduction
			<a href="#">E391C</a>	Increase riparian forest buffer width to enhance wildlife habitat
	<a href="#">420</a>	Wildlife Habitat Planting (acres)*	<a href="#">E420A</a>	Establish pollinator habitat*
<a href="#">E420B</a>			Establish monarch butterfly habitat*	
<a href="#">422</a>	Hedgerow Planting (feet)	None Available		
<a href="#">612</a>	Tree-Shrub Establishment (acres)	<a href="#">E612B</a>	Planting for high carbon sequestration rate	
		<a href="#">E612C</a>	Establishing tree/shrub species to restore native plant communities	
		<a href="#">E612G</a>	Tree/shrub planting for wildlife food	
<a href="#">643</a>	Restoration of Rare or Declining Natural Communities (ac)* • Used to restore floodplain hydrology <sup>[4]</sup>	<a href="#">E643D</a>	Low-tech process-based restoration to enhance floodplain connectivity*	
<a href="#">666</a>	Forest Stand Improvement (acres)*	<a href="#">E666A</a>	Maintaining and improving forest soil quality*	
		<a href="#">E666D</a>	Forest management to enhance understory vegetation*	
		<a href="#">E666E</a>	Reduce height of the forest understory to limit wildfire risk*	
		<a href="#">E666F</a>	Reduce forest stand density to create open stand structure*	



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Mitigation Categories	Code	Conservation Practice Standard Name <sup>[2] [3]</sup> (practice unit)	Code	Conservation Stewardship Program (CSP) Enhancement Activities
Agroforestry, Forestry and Wildlife Habitat	666	Forest Stand Improvement (acres)*	E666H	Increase on-site carbon storage*
			E666I	Crop tree management for mast production*
			E666J	Facilitating oak forest regeneration*
			E666K	Creating structural diversity with patch openings*
			E666L	Forest Stand Improvement to rehabilitate degraded hardwood stands*
			E666P	Summer roosting habitat for native forest-dwelling bat species*
			E666R	Forest songbird habitat maintenance*
Restoration of Disturbed Lands	453	Land Reclamation, Landslide Treatment (acres)	None Available	
	543	Land Reclamation, Abandoned Mined Land (acres)	None Available	
Energy, Combustion, & Electricity Efficiency	372	Combustion System Improvement (number) • Used for stationary or mobile engine replacement or repower to electric motor	E372A	Switch to Renewable Power Source
			E372B	Renewable Energy Source for Large Internal Combustion Engines
	374	Energy Efficient Agricultural Operation (number)*	None Available	
	430	Irrigation Pipeline (feet)* • Used to reduce energy use <sup>[4]</sup>	None Available	
	441	Irrigation System, Microirrigation (acres)* • Used to reduce energy use <sup>[4]</sup>	None Available	
	442	Sprinkler System (acres)* • Used to reduce energy use <sup>[4]</sup>	None Available	
	533	Pumping Plant (number)* • Used to reduce energy use <sup>[4]</sup>	E533C	Install VFDs on pumps*
			E533D	Complete pumping plant evaluation for energy savings*
	672	Energy Efficient Building Envelope (number)*	None Available	
670	Energy Efficient Lighting System (number)*	None Available		
Wetlands	657	Wetland Restoration (acres)*	None Available	
Rice	449	Irrigation Water Management (acres)* • Used as part of an alternated wetting and drying (AWD) system in rice fields	E449B	Alternated Wetting and Drying (AWD) of rice fields

## Notes

In addition to the designated CSAF conservation activities listed, conservation practices that facilitate the management or the function of a CSAF activity but may not achieve the desired effects on their own (and may not have a quantifiable benefit), may be planned as applicable in consultation with your local professional conservation planner. Examples: Tree-Shrub Establishment (612) may need facilitating practices such as Tree/Shrub Site Preparation (490) or Access Control (472). Conservation Crop Rotation (328) may need facilitating practices such as Pest Management Conservation System (595), Cover Crops (340), or Irrigation Water Management (449). Waste Separation Facility (632) may need facilitating practices such as Waste Transfer (634) or Roofs and Covers (367). Prescribed Grazing (528) may need facilitating practices such as Watering Facility (614), Stream Crossing (578), Brush Management (314), Fence (382), or Livestock Shelter Structure (576).

**[1]** Provisional activities and their associated enhancements are added under the premise that they may provide benefits, and a quantification methodology will be evaluated during the fiscal year. Practices may be removed from the mitigation practice list in a subsequent fiscal year if quantification is not possible. Unless otherwise noted, listed practices have quantifiable carbon sequestration and/or GHG reduction methodologies described in COMET-Planner ([comet-planner.com](https://comet-planner.com)). New practices will be added as science progresses and scientifically defensible quantification methodologies are identified to accompany existing and new NRCS conservation practice standards.

**[2]** The included Conservation Practice Standard and Conservation Stewardship Program links provide national information. Please consult the NRCS office at your local USDA Service Center for any local and state level criteria. Visit [farmers.gov/service-locator](https://farmers.gov/service-locator) to find contact information for your local office.

**[3]** The following were removed from the list for FY2024: Conservation Practice Standard Upland Wildlife Habitat and Management (Code 645) and Enhancements (E645B) Manage existing shrub thickets to provide adequate shelter for wildlife, (E645C) Edge feathering for wildlife cover, (E328G) Crop rotation on recently converted CRP grass/legume cover for soil organic matter improvement, (E528D) Grazing management for improving quantity and quality of food or cover and shelter for wildlife, and (E528E) Improved grazing management for enhanced plant structure and composition for wildlife. Two enhancements were archived and are no longer available within CSP: (E512E) Forage and biomass planting that produces feedstock for biofuels or energy production and (E512K) Establishing native species into forage base to improve diversity for both livestock and wildlife. Bundles for CSP are no longer listed in this document, refer to program guidance for CSP information on the use of appropriate bundles.

**[4]** The practice is considered a mitigation activity only when implemented in the specified way. A brief description of the specific implementation is identified and associated narratives for conservation planning purposes are included at the end of the document. When a specific implementation is not specified, any narrative of the practice may be used for planning under the assumption that it will provide mitigation benefits.



## NRCS Narrative Crosswalk for Conservation Planners

Code	Conservation Practice Standard	Code	Narrative
313	<a href="#">Waste Storage Structure</a>	01N	Compost Bedded Pack waste storage facility - a livestock agricultural waste storage fabricated structure where manure is composted within the animal housing
314	<a href="#">Brush Management</a>	01N	Remove woody (non-herbaceous and succulent) invasive vegetation to maintain or enhance deep rooted native perennial grass and forb communities, woody material will be mechanically treated/chipped and left onsite to mitigate above ground carbon loss
315	<a href="#">Herbaceous Weed Treatment</a>	01N	Removal of herbaceous weeds to release desired deep rooted perennial grass and forb species
367	<a href="#">Roofs and Covers</a>	01N	Capture Biogas - Place a rigid, semirigid, or flexible manufactured membrane, composite material, or roof structure placed over a waste management facility to capture biogas and reduce odor
372	<a href="#">Combustion System Improvement</a>	02N	Stationary engine to electric motor replacement or repower - Replace or repower an existing stationary engine with an electric motor
372	<a href="#">Combustion System Improvement</a>	05N	Mobile internal combustion engine to electric motor replacement - Replace an existing on-farm mobile device (i.e., tractor, loader, forklift, etc.) powered by an internal combustion engine with a new mobile device powered by an electric motor
430	<a href="#">Irrigation Pipeline</a>	01N	Replacement of an earthen channel that is supplied by pumping water with a closed conduit, resulting in enhanced conveyance efficiency and reduced energy use
441	<a href="#">Irrigation System, Microirrigation</a>	01N	Switching from higher to lower pressure irrigation system, resulting in enhanced application efficiency and reduced energy use
442	<a href="#">Sprinkler System</a>	01N	Utilization of variable rate irrigation (VRI) technology, switching from higher to lower pressure irrigation systems, and sprinkler head renozzling without increasing irrigated acres, resulting in enhanced application efficiency and reduced energy use
449	<a href="#">Irrigation Water Management</a>	01N	Managing water levels in rice fields to include dry down between full flood conditions prior to re-flooding (alternated wetting and drying) to minimize greenhouse gas production in accordance with an irrigation water management plan
533	<a href="#">Pumping Plant</a>	01N	Replacing existing pumps with high-efficiency pump
592	<a href="#">Feed Management</a>	03N	Reduce enteric methane emissions from animal feeding operations by manipulating the quantity and quality of dietary nutrients, incorporating feed additives and feed ingredients, or adjusting concentrate to forage ratio in livestock and poultry diets to lower methane produced and emitted during digestion
643	<a href="#">Restoration of Rare or Declining Natural Communities</a>	01N	Restoration of streams and associated floodplains using low-tech structures (such as beaver dam analogs or other stick-and-stone structures) to kick-start natural ecological and hydrologic processes required for maintenance of healthy and functioning streams and associated floodplains

**Item II.1**  
**LANCASTER COUNTY CONSERVATION DISTRICT**  
**BOARD MEETING MINUTES**  
**October 4, 2023**

The 857<sup>th</sup> regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held in person at the Farm and Home Center for Directors and via Zoom Call-In on October 4, 2023, at 7:30 PM.

**The following Directors were present:** Dan Heller; Chairman, Roger Rohrer, Jay Snyder, Commissioner John Trescot; Sonia Wasco, and Kent Weaver.

**The following Associate Directors were present:** None.

**The following District Staff were present:** Kent Bitting, Amanda Goldsmith, Sallie Gregory, Stacey Hertz, Matt Kofroth, Kevin Lutz, Jason Reuter, Adam Stern, and Christopher Thompson.

**The following Cooperating Agency representative was present:** Mark Myers; Soil 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.

Chris Thompson provided the invocation for the meeting.

**Introductions:** Chris Thompson introduced Jason Reuter, Ag Tech, and Mark Myers, NRCS.

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

**Additions to the Agenda:** Chris Thompson stated that additional dates will be added under the Proposed Meeting Dates.

**I. Agency Reports**

**1. USDA, NRCS Report**

Mark Myers reviewed the NRCS written report and highlighted that the deadline for REAP applications is November 1.

**2. PA DEP Field Rep Report**

Chris Thompson reviewed the DEP Field Rep report and highlighted the REAP Tax Credit deadline of October 31, the Clean Water Academy, and the Sunshine Act. He shared that the PACD Winter Meeting will now be held in person.

**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.

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

The Consent Agenda includes the following approved items.

**#1 – Minutes of September 6, 2023 Board meeting.**

**#2 – Technical Assistance Requests/Cancellations**

**#3 – Nutrient Management Plan Approvals**

**#4 – Conservation Plans Acknowledgement**

**Requests for Nutrient Management Plan Approval (Lutz)**

**September 2023 Activity**

**October 4, 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 #
Julian Martin	East Earl	Broiler	CAO	68.81	Hartz	15
Steve Glick	West Cocalico	Dairy	CAO	105.02	Heigel	1543
Doug Wolgemuth	West Donegal	Swine	CAFO/VAO	1.20	Findeisen	20
John Petersheim	Rapho	Dairy/Poultry	CAO	4.06	Findeisen	450
Matt Young	Little Britain	Dairy	CAFO/CAO	2.45	Adams	193
Jason Martin	Ephrata	Broiler	CAO	93.32	Heigel	256
Brad Byers	Drumore	Broiler	CAO	126.80	Adams	461
Chris Hoover	East Drumore	Layer	CAO	22.40	Adams	966
Lawrence Leid	Ephrata	Swine/Steers	CAO	6.63	Heigel	692
Greg Herr	Rapho	Broiler	CAO	274.56	Reuter	355
Steve Good	Strasburg	Broiler	CAFO/CAO	6.40	Brodbar	300
Tom Zartman	Clay	Swine	CAFO/CAO	1.68	Bosworth	18
Stephen E. Stoltzfus	Penn	Swine/Sheep	CAO	3.05	Schavis	1771
John Hoover	Brecknock	Turkey/Sheep	CAO	49.55	Heigel	713
Leroy Zimmerman	East Donegal	Swine/Steers	CAFO/CAO	4.86	Lutz	96
Nicholas Brubaker	Rapho	Ducks	CAFO/CAO	107.36	Lutz	51
Robert Brubaker Jr.	Rapho	Pullet	CAFO/CAO	596.63	Lutz	2
Scott Kreider	East Drumore	Dairy	CAFO/CAO	2.94	Adams	250
Edward Hartman	West Cocalico	Dairy	CAFO/CAO	15.70	Heigel	8

**III. Additional Business**

**1. Items removed from the Consent Agenda**

None removed.

**2. Treasurer's Report**

Stacey Hertz stated that there was a loss of 2.7% in the Fulton Investment Portfolio as of September 29. The INVEST interest is at 5.269%. Income is over budget due to additional Grants and expenses are below budget due to staff levels at the beginning of the year.

**3. Personnel Committee report**

Sonia Wasco presented information on Shannon Erdman as the new hire for the E&S team with a start date of October 23. A motion was made by Sonia Wasco to hire Shannon Erdman and seconded by John Trescot. The motion was passed unanimously.

#### 4. Nutrient Management Expired Plan Referrals

Kevin Lutz reported that there are only two operations that have not submitted plans since the Eli Smucker operation plan was submitted late last week. There has been no communication from Kenton Martin or his planner. The Charles Craig operation was a VAO and was going to withdraw but will now remain in the program as a CAO. There is a third operation, Samuel Stoltzfus, who was going to withdraw from the program but it has been verified that he still has his cows. The Ag Committee is recommending the Kenton Martin operation be referred to the SCC for being out of compliance. For the Charles Craig operation, the recommendation is to contact the planner to see where they are with the plan and give them until October 27 to submit the plan. The recommendation for the Samuel Stoltzfus operation is to contact Mr. Stoltzfus and get a written confirmation of the date the cows are leaving. The committee asks for conditional approval for referring if he does not follow through. A motion was made by Jay to accept the Ag Committee recommendations and was seconded by Kent Weaver. The motion was passed unanimously.

#### 5. ACAP Project Approval

Kent Bitting pointed out that John Beiler had a previous CEG application and a CAP application. There was a gully in the one waterway but it has been repaired. Both the Good and Levi Z. King projects are requesting additional funds. The Good project encountered some additional rock and the King project was approved for CAP but the project didn't move as quickly as hoped and the CAP money ran out. Therefore, he is requesting that amount through ACAP.

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Lee and Sherri Brown	District	Caernarvon Twp.	Roofed Stacking Shed, HUA, Underground Outlet, Subsurface Drain	\$36,228.04	\$32,605.28
John S. Beiler	Mowery Environmental	Colerain Twp.	Roofed HUA, Fence, Manure Storage, Underground Outlets, Roof Runoff Structure, Access Road, Livestock Pipeline, Watering Facility	\$466,901.56	\$242,415.18
Steven Smucker	TeamAg	Brecknock Twp.	Manure Storage, HUA, Roof Runoff Structure, Underground Outlet, Animal Trails, Waste Transfer, Pumping Plant, Lined Outlets	\$303,450.00	\$264,775.50
Delton and Bridget Good	Mowery Environmental	West Earl Twp.	Manure Storage, Animal Walkway, Access Road, Stream Crossing,	\$124,706.69	\$51,791.72*

			<b>Fencing, Diversion, Structure for Water Control, Underground Outlet, Roof Runoff Structure</b>		
<b>Warren Brubaker</b>	<b>TeamAg</b>	<b>Caernarvon Twp.</b>	<b>Roofed HUA, Manure Storage, Waste Transfer, Fencing, Waste Facility Closure, Roof Runoff Structure</b>	<b>\$655,800.00</b>	<b>\$500,000.00</b>
<b>Abner Glick</b>	<b>District</b>	<b>Eden Twp.</b>	<b>Grassed Waterway, Fencing, Pumping Plant, HUA, Animal Trails, Stream Crossing, Waste Transfer</b>	<b>\$69,500.00</b>	<b>\$62,500.00</b>
<b>Benuel F. King</b>	<b>District</b>	<b>Colerain Twp.</b>	<b>Underground Outlet</b>	<b>\$4,839.90</b>	<b>\$4,355.91</b>
<b>Levi Z. King</b>	<b>District</b>	<b>East Lampeter Twp.</b>	<b>2 Liquid Manure Storages, Waste Transfer Pipe, HUA, Roof Runoff Structure, Underground Outlets</b>	<b>\$223,417.50</b>	<b>\$149,024.25*</b>
<b>Totals</b>				<b>\$1,884,843.69</b>	<b>\$1,307,467.84</b>

\*Projects previously approved with additional funds requested.

ACAP Funds Requested: \$1,307,467.84

A motion was made by Jay Snyder and seconded by Sonia Wasco to approve the ACAP projects. The vote was passed unanimously.

#### **6. CAP Project Approval**

Kevin Lutz presented the John S. Beiler project and noted that this funding is piggybacking on ACAP funding but will not cover 100% of the project. John Trescot made a motion to approve the funding request. It was seconded by Jay Snyder. There was a discussion about the John S. Beiler operation and the installation of a biofilter. The vote passed unanimously.

#### **7. CAP Watershed Restoration Project**

Amanda Goldsmith reported on two projects for CAP funding for which the District applied. They are Reuben Beiler for \$185,000 and Darryl Landis for \$279,500. A motion was made by Jay Snyder and seconded by Sonia Wasco to approve the projects. The vote was passed unanimously.

#### **8. Announcement of Board & Committee Meeting Schedules**

Chris reviewed the Sunshine Law requirements and explained that once the dates are approved they will be included in the County Commissioner's website and their annual notice of regularly scheduled meetings. An addition to the list would be for the Personnel Committee to

meet every third Thursday of the month at 3 p.m. Kent Weaver moved to approve meeting dates and John Trescot seconded the motion. The motion was passed unanimously.

#### **9. Ag Plan Reimbursement Program**

Jason Reuter reviewed the success of the PACD Reimbursement Program. There have been 60 applications with 50 accepted and paid out, 8 are waiting for approval, and 2 rejections. The plan costs submitted total \$91,527.81 of which \$68,833.60 have been reimbursed to the farmers. The District has received just under \$14,000.00 to administer the program. The total funds received for the program amounts to \$82,600.04 and the acreage covered is just over 7,000. The plan costs reimbursed and to be reimbursed is \$108,192.31 of which farmers will receive a total of \$82,025.20 and the District will receive a total of \$16,404.76. The total funds received will be \$98,429.96 covering 8,277.93 acres. There is \$110,000 remaining in the program state-wide.

### **IV. Reports/Information**

#### **1. Correspondence, News and Updates**

- News article in the Lancaster Farming – Plan Writer Fees Covered in Lancaster
- Newsletter from the Manheim Township School District
- Letter from Senator Fetterman to Jenny Engle
- Denim & Pearls Fundraising Dinner flyer – Directors were asked to contact the office if they were interested in attending.
- Lancaster Chamber Ag Banquet flyer – A motion was made by Sonia Wasco to sponsor a table at the banquet. John Trescot seconded the motion. The motion passed unanimously.
- News article in the Lititz Record Express – Fun and education at Chiques Creek Watershed Alliance's Watershed Expo
- News article on the winning team of the Senior High Envirothon

#### **2. E&S/NPDES Monthly Projects Report**

Adam Stern noted that the Fees Collected year to date of \$641,650 is close to the budgeted amount of \$640,000 for 2023. The NPDES Permit Fees Collected of \$80,500 is based on the number of permits that come in the door because it is a set filing fee. Adam highlighted a few projects with fees over \$5,000. Adam stated that he did some reformatting on the Outstanding NPDES Projects document. He explained that there are two different types of permits. PAC is a general permit and a PAD is an individual permit. The Total Submissions Under Review amount includes PAC, PAD, NPDES, and less than an acre stand-alone E&S plan. He also explained the terms listed in the Key.

#### **3. E&S Committee Report**

Adam Stern reviewed the committee meeting minutes included in the Day of Packet. He explained the situation with the Michael Cassel Poultry Operation and the committee recommended proceeding with enforcement action. Jay Snyder made a motion to refer the operation for enforcement. It was seconded by John Trescot. There was a discussion on DEP's new penalty matrix and how it will help to generate a penalty. A future watershed project with the operation was discussed. The motion passed unanimously.

#### **4. Strategic Goal Update**

Sallie Gregory shared a dashboard of the Strategic Goals that came out of the Annual Planning Meeting in January and Kimberly Patrick, our Human Resources contact, has been



spearheading the follow-up. The committee met this morning and Kimberely will be making the updates that will be shared at the next meeting. Sallie reviewed the three goals.

**5. Education Project Anniversary**

Sallie Gregory highlighted the ten-year anniversary of Philippe Cousteau's filming of a stream restoration project during Youth Conservation School and a tour of Best Management Practices on a Lancaster County Farm. Links to videos will be shared with the Directors.

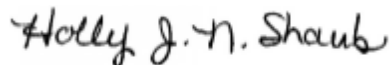
**V. Additional Public Comment:**

Matt Kofroth stated that a meeting date needs to be scheduled for the Budget & Finance Committee and asked committee members to meet after the meeting to select a date before the November Board Meeting. Chris Thompson shared that the District will be celebrating its 75<sup>th</sup> Anniversary in March 2025.

**Meeting Adjourned**

Chairman Dan Heller adjourned the meeting at 9:10 p.m.

Respectfully submitted,



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

**Item II.2  
Requests for Technical Assistance**

<b>APPLICANT</b>	<b>TITLE</b>	<b>TOWNSHIP</b>	<b>SIZE</b>	<b>ASSISTANCE</b>
None				

**Item II.3  
Requests for Nutrient Management Plan Approval (Lutz)  
October 2023 Activity  
November 1, 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:

<b>OWNER</b>	<b>TOWNSHIP</b>	<b>OPERATION</b>	<b>DESIGNATION</b>	<b>AEU's/ ACRE</b>	<b>REVIEWER</b>	<b>PLAN #</b>
Kervin Martin	Earl	Dairy/Swine	CAO	6.37	Hartz	324
Sylvan Weaver	Earl	Steer/Sheep	CAO	3.41	Hartz	1788
Daniel Nolt	Earl	Dairy/Swine	CAO	6.83	Hartz	46
Stephen Martn	Clay	Broiler	CAO	54.95	Bosworth	244
Tim Martin	Warwick	Steer/Turkey	CAO	2.98	Bosworth	586
Leonard Brubacher	Caernarvon	Layer/Beef Finisher	CAO	3.24	Heigel	2793
David L. Lapp	Salisbury	Broiler	CAO	267.47	Brodbar	79
Dale Zimmerman	Penn	Layer	CAO	53.46	Findeisen	291
John Smucker	Brecknock	Layer/Ewe	CAO	15.77	Heigel	445
Noah Wenger	West Earl	Layer	CAO	153.56	Brodbar	432
Derek Hanna	Rapho	Layer	CAO	251.20	Findeisen	285
James Stahl	Manheim Twp.	Layer	CAFO/VAO	1.35	Findeisen	33
Mel Martin	West Earl	Swine	CAO	78.47	Brodbar	434
Jacob M. King Jr.	Caernarvon	Dairy	CAO	2.51	Heigel	1364
Daniel & Dwight Forry	West Hempfield	Swine/Heifers/Goats	CAFO/VAO	1.95	Findeisen	411
Leon Ray Zimmerman	East Donegal	Steer/Swine/Pullet	CAFO/CAO	3.34	Lutz	14
Delvin Martin	Brecknock	Swine	CAO	76.4	Heigel	2809
J. Kevin Rohrer	Rapho	Swine/Steer	CAFO/CAO	2.79	Reuter	84

**Item II.4  
Acknowledgment of Conservation Plans (Lutz)  
The Lancaster NRCS Field Office recommends the following plans for the  
November 1, 2023 Board Meeting:  
NATURAL RESOURCES CONSERVATION SERVICE**

<b>Conservation Plans</b>	<b>Number of Plans</b>	<b>Planner</b>	<b>Township</b>
None			

**LCCD AG EROSION & SEDIMENTATION PLANS**

<b>Conservation Plans</b>	<b>Number of Plans</b>	<b>Planner</b>	<b>Township</b>
Elam Miller	1	Greg Heigel	Leacock

**Item III.3  
Budget & Finance Committee Meeting Minutes  
and  
Draft 2024 Budget**

The Budget & Finance Committee meeting minutes are attached below. A first draft of the 2024 General Fund budget will be included in the Day of Packet and presented at the November BOD meeting. There are still several programs and funding opportunities expected in 2024 that may significantly impact district staffing and operations. Directors should review the expenses and let Kent Weaver and Matt Kofroth know about any suggested changes. Directors will then see a final 2024 budget for approval at the Dec 6<sup>th</sup> meeting. Request BOD approval to accept the 10/18/23 meeting minutes.

**\*Action Required**

## Budget & Finance Committee Meeting Agenda

October 18, 2023 3:00 PM to 5:00 PM

Farm & Home Center Conference Room, 1383 Arcadia Road, Lancaster, PA

Attending: Kent Weaver (Treasurer), Dan Heller, Roger Rohrer, Stacey Hertz, Chris Thompson, Matt Kofroth

- I. The Committee received a general overview of District operations.
  - a. We are working with a \$13 million overall budget, with \$4.1 million in General Operations.
  - b. For a staff of 41, salary and benefits account for 28% of General Operation's budget expenses. A 5% COLA is being proposed by the Personnel Committee.
  - c. We are maintaining good benefits through the self-funded plan through Eliance Health Solutions. We paid \$302,000 for the 2022-2023 plan and anticipate getting approx. \$15,000 back in "shared savings" in December 2023. We have worked with Eliance to keep our premium competitive and have seen only a 4 % increase over the last 2 years.
  - d. Revenue for half of the overall budget comes from State and Federal funding, and 19% comes from fees for services. Less than 2.2% of our operations are funded with County dollars.
1. Significant budget changes not included in the projections for 2024.
  - a. New positions – Finance Assistant, Additional Grant Coordinator, Project Manager, Engineering specialist, etc...All are needed, but all are also grant dependent
  - b. Capital Improvements – To build capacity we need to add seats, but we are currently maxed out of space in the F&H Center. Opportunities to renovate existing space to be able to accommodate a minimum of 10-15 extra seats is expected in 2024 and an estimate of \$250K to do that is not included in the projected budget.
  - c. Additional funding – An additional year of ACAP funding (\$5 mill) is expected in 2024, but ARPA, CAP, EPA/MEB, NFWF and County funding are estimates that can fluctuate significantly after they are awarded late in 2023 or early 2024.
2. The Committee reviewed the Raymond James investment program that was initiated May, 2022. The portfolio has suffered a 2.5% loss since its inception. Committee members discussed a variety of options to generate a better return and requested that Robert Hoffman of Fulton Financial Advisors be invited to the next meeting to discuss his perspective and recommendation. The meeting will be scheduled for Nov 1<sup>st</sup> or Dec 6<sup>th</sup> prior to the BOD meeting.

3. Matt presented an overview of the proposed balanced draft 2024 budget as well as sub-budgets for each of the programs. Changes and updates were noted, but the Committee was overall please with the new reporting format. An updated budget will be presented at the Nov. BOD meeting for directors to review prior to approving at the Dec meeting.
  
4. Additional Topics Discussed
  - a. Moving to an accrual vs. cash basis of accounting was discussed and will be reviewed with our Auditor at a future meeting.
  - b. Moving to a fiscal calendar was also discussed and will be reviewed with SEK at the next meeting.
  - c. Trigger for revising the budget was discussed and members agreed that anything that happens throughout the year that significantly has a negative impact on the bottom-line should cause the committee to reconvene and make adjustments to the budget.
  
5. Meeting adjourned at 4:49pm.

**Item III.4**  
**The Personnel Committee**  
**Request to Advertise**

As reported at the October 4<sup>th</sup> meeting, staff are now ready to advertise the shared clerical support position. This is a modified position intended to provide support to the E&S Program as well as administrative support to the District and the Watershed and Education programs. The objective is to have the position filled by the middle of December.

**\*Action Required**

**Item III.5**  
**Agriculture Conservation Assistance Program Grant Approval**

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

<b>Landowner</b>	<b>District/Private Consultant</b>	<b>Municipality</b>	<b>BMPs</b>	<b>Total Project Cost</b>	<b>Total Grant Requested</b>
Marvin Esh	NRCS	Bart Twp.	Roofed Stacking Shed, HUA, Fencing, Grassed Waterway, Lined Outlet, Underground Outlet, Livestock Pipeline, Roof Runoff Structure, Animal Trail, Stream Crossing, Terrace	\$560,760.51	\$208,384.00
David and Alexandra Weber	Weaver Environmental	Brecknock Twp.	Roofed Stacking Shed, Diversion, Lined Outlet, Underground Outlets, Roof Runoff Structure, Animal Trail, Structure for Water Control	\$216,114.50	\$186,114.50
Levi S. King, Jr.	District	Manheim Twp.	Roofed Stacking Shed, HUA, Roof Runoff Structure, Underground Outlets	\$168,551.71	\$151,696.54
<b>Totals</b>				<b>\$945,426.72</b>	<b>\$546,195.04</b>

ACAP Funds Requested: \$546,195.04

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$546,195.04 worth of ACAP funding for the multiple applications.

**\*Action Required**

## **Item III.6**

### **Elizabeth Township Dirt & Gravel Road Contract Amendment Request**

Elizabeth Township has requested to amend its 2023 Low Volume Road contract for Evans Road. Due to necessary design changes, the project cost has come in higher than the original estimation. As per the current Dirt & Gravel/Low Volume Road policy, an applicant can request up to 40% additional funds from the local Quality Assurance Board (QAB) for project cost overruns. The Lancaster County Conservation District's Dirt and Gravel/Low Volume Road QAB reviewed Elizabeth Township's request and voted by email in favor of the request. This would change the Evans Road project requested amount from \$184,000 to \$191,700, a change of 4%. QAB members WCO Officer Schmidt (PAFBC rep), Heather Grove (NRCS rep), and Herb Kreider (Chair) all voted in favor of Elizabeth Township's request via email. Board action is required to move this amendment forward.

#### **\*Action Required**

## **Item III.7**

### **Update on Expiring Nutrient Management Plans**

At the October Board Meeting, the Board was informed that the District Ag Department was still waiting on three (3) expiring Act 38 Nutrient Management Plans to be submitted for review from the operators who received three expiring plan notification letters from April to September. The plans expired on September 30, 2023. The Board voted to refer one operator (Martin) to the State Conservation Commission (SCC) immediately, provided pre-approval to refer the 2<sup>nd</sup> operation (Craig) if no plan was received by October 27, 2023, and to revisit the third operation (Stoltzfus) if no plan was received but livestock remained on the operation. The SCC was informed of the Board's decision and will pursue a plan and enforcement, if needed, for the referred farm. The NMP for the first operation was submitted on 10/25/23, no plan has been submitted for the second farm as of this mailing, and the third operation has resubmitted a plan for review. No further action is required at this point.

**Item III.8**

**Lancaster County Conservation District  
Nominating Organizations Meeting Report  
October 4, 2023**

**Approved Organizations that reaffirmed their commitment to continue serving as Nominating Organizations for LCCD.**

Organization	Contact Name Date Approved	Address	City	State	Postal Code	Phone	Email/Website
Building Industry Association of Lancaster County	Tim Kotzmoyer 1994	204 Butler Ave Ste 200	Lancaster	PA	17601	717-569-2674	<a href="mailto:staff@lancasterbuilders.org">staff@lancasterbuilders.org</a>
Farm & Home Foundation of Lancaster County	Daniel Fox 1973	1383 Arcadia Rd	Lancaster	PA	17601	717-392-4911	<a href="mailto:farmandhomecenter@gmail.com">farmandhomecenter@gmail.com</a>
Federated Sportsmen and Conservationists of Lancaster Co.	Kenneth Dearolf Jr. 1972	4134 Jasmine Place	Mount Joy	PA	17552	717-684-8722	N/A
Lancaster Chamber	Heather Valudes 2003	115 East King Street	Lancaster	PA	17602	717-397-3531x.255	<a href="mailto:hvaludes@lancasterchamber.com">hvaludes@lancasterchamber.com</a>
Lancaster County Agriculture Council	Gregory Kirkham 2011	1383 Arcadia Rd	Lancaster	PA	17601	717-481-0076	<a href="mailto:GregKirkham@westfieldgrp.com">GregKirkham@westfieldgrp.com</a>
Lancaster County Boroughs' Assoc.	James Fisher 1973	15 E High Street	Manheim	PA	17545	717-665-2461	<a href="mailto:JimFisher@manheimboro.org">JimFisher@manheimboro.org</a>
Lancaster Farmland Trust	Jeff Swinehart 2003	125 Lancaster Ave	Strasburg	PA	17579	717-687-8484	<a href="mailto:jswinehart@lancasterfarmlandtrust.org">jswinehart@lancasterfarmlandtrust.org</a>
League of Women Voters Lancaster County	Amy Fasano 2003	P O Box 11381	Lancaster	PA	17605	717-208-2231	<a href="mailto:info@lwvlancaster.org">info@lwvlancaster.org</a> <a href="http://www.lwvlancaster.org">www.lwvlancaster.org</a>
Lancaster County Vocational Ag Teachers	Holly Oberholtzer Lampeter Strasburg H.S. 1973	1600 Book Road	Lancaster	PA	17602		<a href="mailto:Holly_oberholtzer@l-spoineers.org">Holly_oberholtzer@l-spoineers.org</a>



Penn State Extension, Lanc Co	Stephanie Shirk 1979	1383 Arcadia Rd Room 140	Lancaster	PA	17601	717-201-6753	<a href="mailto:Sks143@psu.edu">Sks143@psu.edu</a>
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**Community Organizations Willing to Serve as a Nominating Organization for LCCD.**

Organization	Name	Address	City	State	Postal Code	Phone	Email/Website
Donegal Trout Unlimited	Claire Landis	805 Stonebridge Dr	Lancaster	PA	17601	717-381-7471	<a href="mailto:Claire.dtrout@gmail.com">Claire.dtrout@gmail.com</a>
Lancaster Conservancy	Fritz Schroeder	117 S West End Ave	Lancaster	PA	17603	717-392-7891	<a href="mailto:fschroeder@lancasterconservancy.org">fschroeder@lancasterconservancy.org</a>

**Previously Approved Nominating Organizations that Either Did Not Respond to the Request or Have Been Disbanded.**

Organization	Date Approved	Address	City	State	Postal Code	Phone	Email/Website
Lancaster County Farm Bureau	1958						
Lancaster County Holstein Association	1950						
Lancaster County FSA Committee	1980						
Lancaster County Pomona Grange	1950						
Lancaster County Agricultural Preserve Bd	2003						

Action Requested to reaffirm the ten currently Approved Nominating Organizations listed above and to petition the State Conservation Commission to add the Donegal Trout Unlimited and Lancaster Conservancy as Approved Nominating Organizations for LCCD and to remove the five listed Nominating Organizations who are unresponsive or declined to continue representing LCCD.

**\*Action Required**

## Item III.9

### **PennVest Project Resolution to Apply - Elam Beiler**

The Conservation District has been asked to act as a sponsor for a project funding application through Pennsylvania Infrastructure Investment Authority (PENNVEST), for the purpose of obtaining a grant or low-interest loan for the construction and implementation of agricultural practices and farmstead improvements on the Elam Beiler Farm in Colerain Township.

If PennVest approves the application they will then identify if they are willing to grant a loan or grant funding and the LCCD Board will have the chance to review the full cost and details of the project to decide whether or not you would support going to the next step in the process.

Action Requested to approve sponsoring a funding proposal for Mr. Beiler and to authorize District Officers, Chairman, and Treasurer/Secretary, as signers.

#### **\*Action Required**

## Item III.10 District Spring Intern and Summer Intern

The District's Education and Watershed programs request approval to advertise and interview candidates for a spring intern and a summer intern. The spring intern will assist the District's Education and Watershed programs with the following activities: annual tree seedling sale, spring tree planting, water quality monitoring, annual banquet, and the preparation for Envirothons. The summer intern will assist the District's Watershed program with water monitoring, fishery surveys, restoration projects, and buffer maintenance. The summer intern will assist the Education program with teacher professional development, public education programs, communications, and Youth Conservation School.

- Spring Intern
  - Cost \$14/hour – up to 3 days/week, up to 7.5 hours/day
  - Posting 11/13/23 – 1/12/24
  - Ranking 1/15/24 – 1/19/24
  - Interviews 1/22/24 – 2/2/24
  - Candidate board approval – 2/7/24
  - Dates of employment – 2/12/24 – 5/3/24
- Summer Intern
  - Cost \$14/hour – 5 days/week, 7.5 hours/day
  - Posting 1/15/24 – 2/23/24
  - Ranking 2/26/24 – 3/1/24
  - Interviews 3/4/24 – 3/15/24
  - Candidate board approval – 4/3/24
  - Dates of employment – 5/13/24 – 8/2/24

#### **\*Action Required**

## Item III.11

### Strategic Goal – Marketing and Brand Guidelines

The Strategic Goals developed within the Annual Planning meeting included three goals with one to create a marketing and communication plan that leverages current relationships and identifies new strategic alliances. The team includes several district staff: Sallie Gregory, Emma Findeisen, Ryan Riebling, Matt Kofroth, Shelly Dehoff, Noelle LaFaver, Andrew Pauls-Thomas, Amanda Goldsmith, Brady Bosworth, Alex Flurry, and Sonia Wasco (Director), Jennifer Engle (Associate Director), and Christopher Thompson. The team has been meeting to review needs and a marketing scope of work. Five design companies were contacted with two presented to the team for review. Yoder Designed was selected to create Brand Guidelines outlined in a Phase 1 estimate. Yoder Design Co is a small design/marketing business based in Lancaster City. Greg Yoder is a resident of West Lampeter Township and was a student and counselor at the Lancaster County Youth Conservation School in the late 1990s. He is a conservation-minded resident of the county with both farming and education in his background. His family started Yoder's grocery store and restaurant. He has a good familiarity with who the Conservation District is and designed the first logo the District used from 2001 – 2013. More details and samples of his work can be found at [yoderdesign.co](http://yoderdesign.co). Estimate, \$5,260 from Yoder Designs attached for board approval.

#### **\*Action Required**

# Yoder Design Co.

342 N. Queen St. Rear, Lancaster, PA 17603 | 717-823-1697 | yoderdesign.co

## Estimate – Lancaster County Conservation District – Phase 1

10/13/2023

*Estimate is good for 60 days. Any changes to the project specs will result in changes to the estimate.*

### Essential brand work

**Meetings / Consultation** – Time for meetings and correspondence with Sallie and the team throughout the essential brand work project. Includes up to 2 in-person meetings.

**Logo** – Keeping the leaf/water drop icon, we can create a “vector art” file for the logo art that will allow you to display a crisp-looking version of the logo art at any size – whether on signs, shirts, billboards, etc. We will explore a couple font options before finalizing the updated logo art. We can also create a couple layouts for the logo: Right now you have a version with the wording to the right side, but we could also create a secondary version that can be used that has the wording circling around the leaf/water, a version that has the wording centered underneath, and a version that has a single line of text. That way you can have a more flexible set of logos available to use across different media. We should also make sure you have single-color versions available to use in case you need to put it on something like a T-shirt where you can only print it in one color (like if you want to print it as white on a green or blue shirt). Final files will be exported as .EPS, .PDF, .JPG, PNG, and .SVG file formats. The design process will include a first round of options showing the different layouts and fonts, and up to 2 additional rounds of revisions if needed.

**Brand Guide** – Create a document that outlines details about the logo, brand colors, consistent fonts that should be used with the brand, and guidelines for using the logo (such as don’t stretch it out of proportion, don’t put it on a clashing color, etc). This can be published as a PDF, and can be a helpful reference for staff and outside vendors. The brand guide can also include things such as the organization’s values, tagline/slogan, etc. We will start with the basics, and can add to this over time in later phases.

**Redesign Business Card, Envelope, Letterhead** – Design these items to ensure that all these touchpoints are consistent across the organization. The letterhead can be done for both a preprinted letterhead version and a Word Doc version. Press-ready PDFs can be given to a local print shop. You can phase these things in over time as things like business cards need to be reprinted for employees. The business design files can be provided to the printing company so they can create new cards for employees as you need to order them over time.

**Estimated budget for the essential brand work .....\$2,500**

## Improving other touchpoints

**Website review** – Review the Conservation District’s website and make a list of recommendations for anything they could consider changing to improve it. Review my findings with Sallie and discuss which things can be implemented. Examples of recommended changes might be page layout adjustments to improve readability, spacing adjustments, noting things that might be confusing or inconsistent, etc.

**Estimated budget (up to 6 hours)** .....\$480

**MailChimp** – Consultation and assistance in making improved MailChimp templates that better fit the organization’s branding. These can be used to send out a link for the newsletters, or can be used for sending other information. Ideally you will show some of the newsletter’s featured highlights directly in the email, and then have the link to the full newsletter PDF. Greg will work with Sallie to come up with a template that will work when sending these out in the future.

**Estimated budget (up to 6 hours)** .....\$480

**Printed Newsletter Redesign** – Redesign the *Conservation Crier* newsletter. It might work well to do this for the upcoming Spring 2024 issue. We can make it look a little more like a magazine and be more visually engaging. Work includes meeting/correspondence, designing a first draft, and up to 3 rounds of revisions. Final press-ready files and native design files can be provided to the printer. If stock photos are needed, those may be added as an extra expense.

**Estimated budget**.....\$1,800

**ESTIMATED TOTAL FOR PHASE 1** ..... \$5,260

## Payment Schedule

The project billing is based on the following benchmarks:

1. Down payment at start of project: \$1,250
2. Essential Brand Work completed: \$1,250
3. Website review and mailchimp work billed when completed: \$960
4. Newsletter redesign down payment before starting that work: \$900
5. Newsletter redesign completed: \$900

## Terms & Conditions

### Lancaster County Conservation District – 10/13/23

1. This work agreement is made between Greg (Yoder Design Co.) and "Client" (Lancaster County Conservation District). Terms start when Client signs this document and returns it with down payment. The project is considered complete after the work is completed as outlined on page 1 and 2 of this estimate.
2. Costs shown are estimates only. Any alterations of project specifications may result in cost changes. Client is to be notified of additional costs that exceed the original Estimate. The offer contained in this project Estimate is valid for 60 days from its date, unless otherwise noted.
3. Client acknowledges that the ability of Greg to meet the schedule for this project is dependent upon Client's timely delivery of materials and information that Client is to provide for the project.
4. If the project is cancelled at any time, the Client shall be responsible for all time and expenses incurred to that point.
5. Down payment is needed to begin work. All other invoices are due within **15 days** of their receipt.
6. Confidentiality: If there is any information that must remain confidential, you must tell us what things need to be confidential.
7. Legal stuff: Greg works to make sure all projects are completed with excellence, but doesn't warranty the work as error-free, so we can't be liable to you or any third-party for damages, including lost profits, lost savings or other incidental, consequential or special damages, even if you've advised us of them. However, if a problem was to arise, Greg is happy to discuss solutions. For projects that are printed, the client assumes responsibility to proof all designs before sending them to press. Finally, if any provision of this Work Order shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this contract and shall not affect the validity and enforceability of any remaining provisions.
8. Copyright: First, you guarantee that all elements of text, images or other artwork you provide are either owned by yourselves, or that you have permission to use them. Greg will retain the copyright of the work until your final project payment has cleared. At that time copyright will be automatically assigned as follows: You'll own the visual elements that we create for this project. We'll give you finished files if requested and you should keep them somewhere safe as we're not required to keep a copy. You own all elements of text, images and data you provided, unless someone else owns them. We love to show off our work and share what we've learned with other people, so we reserve the right, to display and link to your project as part of our portfolio and to write about it on websites, in magazine articles and in books.

PLEASE RETURN SIGNED PROPOSAL AND DOWN PAYMENT OF **\$1,250**.

Make checks payable to "Yoder Design Co." and mail to:

Yoder Design Co.  
342 N. Queen St, Rear  
Warehouse D  
Lancaster, PA 17603

Client hereby approves this Estimate and authorizes Yoder Design Co. to proceed with the project described in accordance with the attached Terms and Conditions.

\_\_\_\_\_  
*Signed by Client*

\_\_\_\_\_  
*date*

## **Item III.12**

### **Memorandum of Understanding (MOU) for Chapter 102 E&S Plan/Permit Application Review**

On August 15, Conservation Districts received a Conflict of Interest notice issued by Bevin Buchheister, DEP's Acting Deputy Secretary of Water Programs. The notice stated that while conducting delegated Chapter 102/105 duties, CDs must avoid the appearance of a conflict of interest. Since that time staff have been working to secure clarity from both Central Office and the Southcentral Regional Office (SCRO), but with mixed results. This week, guidance from Scott Williamson (SCRO) advised Districts to make arrangements for a 3<sup>rd</sup> party review until Central Office provides clear and final instruction. He stated that relying on DEP to conduct the reviews in question should be a last resort. Staff have reached out to neighboring Counties to explore a Memorandum of Understanding (MOU), but capacity issues at Berks, York, and Chester Counties are limiting their ability to help. We are still waiting for others to respond and hope to have an Agreement to share in the Day of Packet for review and approval.

## Item IV.3

### Conservation Foundation Board Meeting Minutes

Thursday, October 5, 2023

3:30 PM HYBRID meeting

Roll Call in person: Jay Snyder, Jon Knorr, Shelly Dehoff, Linda Ferich, Jennifer Tulonen, Ken Rutt, Allyson Gibson, Chris Thompson, Stacey Hertz, Matt Kofroth

#### Virtually:

Jay called the meeting to order at 3:30 PM. No quorum today. Shelly discovered after the meeting was over that 3 Board members were attempting to join virtually, but weren't able to join. Something was wrong on Zoom's end, but not sure what. We would have had a quorum if those 3 were able to be logged in.

**Resignation of Fritz Schroeder**—Fritz has served for many years on this Conservation Foundation Board which is highly appreciated. Due to responsibilities in his role as CEO and President of the Lancaster Conservancy, he does not feel he has the sufficient time to devote to this Foundation, and therefore Fritz submitted his resignation on 10/4/23. His years of service are gratefully acknowledged.

**Treasurer Report/Financial Highlights:** prepared by Stacey Hertz, emailed ahead of time. Stacey noted that the Foundation is doing well. The question was asked if we are earning interest on the money. Stacey said yes, a very small percent. It was suggested to pursue a money market account to get higher rates, because if you don't ask, they won't give you the higher interest rates. Some of the grants are able to earn interest, but they must be in their own accounts. Some grants pay money up front, others pay on reimbursement requests. And some funds that come in from grants are for salaries, others are for projects.

#### **Update on Existing or Recent Grants**

None today. Anticipating a recap from Sallie Gregory at the December meeting about Youth Conservation School and Envirothons, which directly benefit from the Foundation's participation in The Extraordinary Give.

**Clean Water Partners Update:** Allyson provided a broad overview of recent activities. The MS4orum was held recently. The Buffer Establishment Support Team (BEST) was a highlight. BEST is a team of people who are available to do maintenance on riparian buffers to they grow successfully. Allyson wants to be sure people are aware that BEST exists, since that is often a reason landowners give for not wanting a buffer on their property. She also noted that she has been hearing positive comments about Lancaster County and PA and efforts to improve water quality, due to the efforts to tie vibrant and vital groups in the community together. Check out [www.lancasterwatersheds.org](http://www.lancasterwatersheds.org) to see compilation of collected data. Allyson noted the collaborative process is effective for leveraging funds and projects. The primary purpose of the Clean Water Partners is to build momentum through collaboration with a variety of organizations, including the Foundation in order move the Foundation forward, while supporting the Foundation's proposed revision to the Mission, and to support the core programs of the Lancaster County Conservation District.

#### **Old Business/Strategic Planning Follow Up:**

- The Director Position Description—the Foundation's original Director Position Description was very similar to the Conservation District's Director description and not very applicable to the



Foundation's Directors roles. The Description was revised and updated, and was reviewed at the last meeting. **Today's recommendation to the full Board for a vote is to approve the version that was submitted via email in the pre-meeting mailing.** It will also be included in the post-meeting email.

- The Mission Statement as it currently stands is *"The Foundation strives to promote, support, and sustain the stewardship, education and conservation activities undertaken by the Lancaster County Conservation District"*. To retain the original design of the Foundation to support the core programs of the Lancaster County Conservation District, yet acknowledge that over the years other entities have been requesting that the Foundation host grants, when a funder requires 501c3 status, and these entities don't have that non-profit status. 3 modified versions of a proposed Mission statement were presented to the Foundation Board today, for action on a new Mission statement. The 3 versions were:
  1. The Conservation Foundation of Lancaster County supports and sustains the stewardship, education and conservation activities promoted by the Lancaster County Conservation District *and other like-minded organizations.*
  2. The Conservation Foundation of Lancaster County works to support and sustain the education and conservation activities promoted by the Lancaster County Conservation District and augmented by the other mission-sharing organizations in the County.
  3. The Conservation Foundation of Lancaster County strives with priority to sustain education and conservation activities of the Lancaster County Conservation District and augmented by the other mission-sharing organizations in the County.

After lengthy discussion and clarification of what words exactly mean, consideration how the general public would interpret words, and wanting to stress the importance of keeping the Lancaster Conservation District at the forefront of focus; the following was compiled from the 3 options above, and is the recommended FINAL version of the new Mission Statement: *"The Conservation Foundation of Lancaster County supports and strengthens the stewardship, education, and conservation activities provided by the Lancaster County Conservation District and other like-minded organizations"*.

**Today's recommendation to the full Board for a vote is to approve the above Mission Statement as revised.**

As a reminder, future efforts of the Conservation Foundation will most likely include

- Creating an operational budget for the Foundation that will support and advance the mission and strategic plan (with revenue and expenses).
- Creating and executing a plan that includes both private and government funding that will support the mission.
- Increasing the Board's capacity, engagement, and skill set through formal and informal educational sessions.
- Hiring staff for the Foundation that will support the mission and operationalize the strategic plan.
- The timeline for hiring a person could be sometime in 2024, or make well thought out recommendations by that point, at least.

## New Business:

- The Foundation recently agreed by email action to join the Choose Clean Water Coalition, <https://www.choosecleanwater.org/>. Andrew Pauls-Thomas, LCCD employee and regular attendee at the Foundation meetings, has agreed to be the liaison between the Coalition and the Foundation. Occasionally, the Choose Clean Water Coalition will request their members take action or sign on in support of something. Andrew requested guidance from the Foundation Board as to what the Foundation would be comfortable signing or showing support of, in light of our 501c3 status. It was acknowledged that the Coalition also has 501c3 status, so they are well aware of not doing a lot of lobbying to jeopardize their status either. It was decided by Chris Thompson as a matter of internal operations, as Andrew's boss, the Andrew can spend no more than 1 hr/month as the liaison and that if the Coalition is requesting any signed statement, it will be run past the Executive Committee first.
- A procurement policy for the Conservation Foundation was drafted and approved recently, initiated by a crackdown by some funders to be sure that the funder's policies are being followed. The version that was approved recently may need additional revisions, especially as it relates to competitive bids. The revised wording is being worked on internally, and isn't ready for action today. It is anticipated that reps from LCCD and Clean Water Partners and the Foundation Board will work on revisions needed as determined by asking more questions of multiple entities, and THEN an electronic action will be requested. If the efforts can be completed prior to the next Foundation meeting in December, that would be good, since this is a necessary policy because grant-related action is being taken all the time.
- Grant Administration Fee—A revised policy was proposed and discussed in 2019, but never officially acted upon. Discussion in 2022 and spilling in to 2023 suggested increasing the 5% fee up to 10% of a grant, in order to help cover the costs to administer grants and pay for the time of LCCD and CWP who help keep the Foundation functioning, but it isn't directly related to a specific grant (overhead). Today's discussion noting that this 10% is a starting point, and may need to be revised yet again. This is partly to acknowledge that non-LCCD entities are benefitting from the 501c3, and to acknowledge that it definitely takes time and resources for LCCD staff, even when the money is passing through. Clean Water Partners as a subsidiary of the Foundation tends to already account for Foundation and/or LCCD time.
  - If this 10% proposed policy takes effect soon, when would the Foundation start enforcing the need for the 10% to be written in to the grants? Probably January 1, 2024. It would not apply to grants already submitted but not awarded, as of Jan 1.
  - Entities that have used the Foundation in the past, and other "like minded organization" as written in to the new Mission statement would need to be notified in writing of the new policy of 10%.
  - Probably would include a waiver policy that the 10% could be reduced, BUT, it would need to be fully fleshed out about what constitutes eligibility for the waiver, and how an entity qualifies. The policy for a waiver needs to be developed "in house" soon.

**The attendees today are recommending to the full Board that this policy be passed as included in the post-meeting email, understanding that the waiver details must be fleshed out prior to enforcement, for fairness and consistency when applying this policy.**

- Annual Ethics and Confidentiality Statement—Years ago a form was created for Foundation Board members to sign acknowledging the need to retain confidentiality and ethical conduct when Foundation business requires it. This form still exists but hasn't been used or signed by newer Foundation members. This will be resurrected, while being checked to see if any of the wording needs modified. A copy of the current form will be attached to the post-meeting email

received by the Conservation Foundation Board. This is different than the conflict of interest statement at Board members must complete annually.

**Dates to Remember:** Regular bi-monthly meetings:

December 7<sup>th</sup> 2023

February 1, 2024

April 4, 2024

June 6, 2024

August 1, 2024

October 3, 2024

December 5, 2024

**Adjournment** at 5:25 PM.

Submitted by

Shelly Dehoff

Lancaster County Conservation District

## Item IV.4 Strategic Goals Update

Staff continue to work on the three Strategic Goals developed at the Annual Planning meeting in February 2023. Attached please find a dashboard document with October updates.

April 2023-April 2024 Operating Plan					
<b>GOAL ONE: Create a marketing and communication plan that leverages current relationships and identifies new strategic alliances - Champion Sallie</b>					
<b>Team: Communications Committee, Jennifer ( Assoc. Board Member), Sonia</b>					
<b>Tactics</b>	<b>Action Steps</b>	<b>Responsible</b>	<b>Measurements</b>	<b>Notes/Update</b>	<b>Status</b>
Public Awareness	Create a scope of work for marketing and determine if plan will be created in house or with the help of an outside consultant	Team	Scope of Work created and budget	Meeting June 29, communication committee, and staff committee members. Sonia will be there; marketing plan looked at 5 companies for help in marketing; 2 choices - selected Yoder Designs, next steps meeting with Yoder. Scope of Work (branding guidelines) to be finalized. Next meeting with committee Oct. 26. Leading up to official launch date 2025 in conjunction with 75th anniversary	In Process
Nurture new and existing relationships; use IT and technology to document and coordinate communication	Identify relationships that need to be nurtured to increase funding for district	Team and Andrew	Captured in CRM: # of licenses	Committee Looked at CRM in August. Identifying who will have access: Watershed, some E&S, Tree Sale. Next steps create a funder relations subcommittee to include Foundation representative and key program staff	In Process
Capture program marketing needs annually to amplify district messaging and create cost efficiencies across programs	Marketing Plan by Department with standardized branding	Team	Annual marketing plan	Part of marketing plan and budget	
Engage the Board	Board onboarding program	Chris and Board Member	Onboarding plan launched	In Process; draft job description for board members and associates; mentoring program for new board members; working with Sonia to create and implement plan; finalized by end of December 2023	In Process
<b>GOAL TWO: Create an agile organizational framework that can support current and future growth</b>					
<b>Tactics</b>	<b>Action Steps</b>	<b>Responsible</b>	<b>Measurements</b>	<b>Notes/Update</b>	<b>Status</b>
Fully Support and Transition Asst. Manager	Onboarding of Matt in new role: timeline and communication ( internal and external transition)	Chris	Public announcement; media and web; Watershed announcement and transition plan dirt and gravel	Transition plan formalized by Chris and Matt. Public Announcement; internal changes; update on website; full internal transition - October 11 announcement to staff with list of responsibilities. Sallie to reach out to public outlets to follow up on announcement; Watershed transition complete, D&G transitioned by year end	Watershed complete; D&G in process
Evaluate and implement new financial Processes by January 2024	Implement Quick Books online version for Foundation first	Stacey, Chris, CFO consultant	Tracey to get training; go through quarterly report	Standard Report QB training complete by end of December Foundation Quick books transition handed off to CFO	In Process
Department Needs Assessment; identify what processes are bogging down productivity and efficiencies	Start with budgeting process	Matt and Stacey	Budget template created and training provided	Use template for department budgeting process in June Template completed and PMs using to create current budget	Completed
	Better grant management with Quick Books	Andrew and Stacey	clearer process flow between finance and grants.	Andrew getting trained on Quickbooks reporting. Set Andrew up as view only user; end of year	In Process
IT and Technology Plan	Identify technology needs by Program Area	Andrew and Matt	Need 3 vendors by December 31.	Campbell Grant funding ; task Tyler to help identify vendors	In Process
<b>GOAL THREE: Staff retention - Kimberley</b>					
<b>Tactics</b>	<b>Action Steps</b>	<b>Responsible</b>	<b>Measurements</b>	<b>Notes/Update</b>	<b>Status</b>
Continue to evaluate total rewards, work life balance, flexibility in scheduling and job duties in lieu of salary increases	Salary increases approved bringing total salary and benefits to competitive level.	Kimberley and Chris	Salary adjustments approved for each employee	Salary increases and base salary and proposed year end 5% COLA in 2024 captured in department budget process	In Process
Advancement Opportunities	Build career paths for each program area, starting with Ag Department	Kimberley, Program Managers, Chris	All Program Areas completed	Met with Program Managers, District Pathways Document to be presented to PMs October 17	In Process
Empower Staff through 121 coaching	Quarterly 121 meetings with Program managers and staff	Program Managers	Documented quarterly 121 meetings with each staff member	121s being conducted quarterly	Completed
Implement New ideas and practices	In response to operational assessment feedback	Operational Assessment Committee	All new employees have a mentor	Training completed April 19; program active. list of mentor topics - Kim and Sallie	In Process