



**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

Page #

7:40	I. <u>Agency Reports</u>	
	2. PA DEP Field Rep Report (attachment) .....	1
7:50	III. <u>*Additional Business</u>	
	2. Treasurer's Report – Hertz (attachment) .....	6
	3. *Budget & Finance Comm. 2024 Budget Presentation – Weaver/Kofroth (attachment)...	9
	12. *Memorandum of Understanding – Stern (attachment) .....	10
8:50	IV. <u>Reports &amp; Information</u>	
	2. E&S/NPDES Monthly Projects Report – Stern (attachment).....	13

**\*Action Required**

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

**Agriculture 102 Interview Follow-Up**

As a follow up to the Ag. 102 interviews that were held this summer, DEP will be holding meetings for **NC and SC on November 6** and **NE, SE, NW, and SW on November 20**. These meetings are intended for any staff person that does work related to Ag. 102 and district managers.

The purpose of the meetings is to inform participating CCDs of trends identified and currently available guidance and resources and propose and seek feedback on next steps to adequately address Ag. 102 needs and responsibilities.

Attendees present during the interviews this summer should have received an invitation to the meeting in your region. If CCD staff cannot attend the meeting scheduled for their region, they may attend an alternate time. CCD staff that have not received an invitation and think they should have, or cannot attend the meeting scheduled for their region may reach out to Kate Bresaw at [kbresaw@pa.gov](mailto:kbresaw@pa.gov) for assistance.

**Land Application of Manure (Manure Management Manual) Revision Update**

Kate Bresaw will be presenting an update on the Manure Management Manual revisions, and what it means for CCD staff and MMP planners during the **NM Program Conference Calls on 11/7 and 11/8, DEP regional roundtables in NC on 10/25, and NE on 11/7**. Kate may present the topic during additional regional roundtables as they are scheduled, and the topic remains pertinent. CCD staff should plan to attend at least one of these meetings if they have questions regarding the Manure Management Manual revision.

**Nutrient Management Spreadsheet and Manuals Update**

On September 12<sup>th</sup>, the State Conservation Commission approved Version 9.0 of the Nutrient Management standard planning template, Version 7.0 of the Nutrient Balance Sheet standard planning template, a Record of Change to Version 12 of the Nutrient Management Technical Manual, and a Record of Change to Version 6.0 of the Nutrient Management and Manure Management Administrative Manual. The major change to all of these spreadsheets and manuals is the removal of Total N method of planning and switching to only the N Fractions Method of planning. These spreadsheets and manuals are available for download on the Nutrient Management program webpage. **Webinars are planned for November 7<sup>th</sup> and November 8<sup>th</sup>** to provide more details and explanations of the changes to the spreadsheet templates, tech manual, and admin manual. Both webinars will cover the same material. SCC/PDA sponsored Continuing Education Credits will be provided.

**NPDES PAG-12 General Permit for Operation of CAFOs has been Published as Final**

On September 16, 2023, the Department of Environmental Protection (DEP) published 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).

**Chapter 102 SOP Training Series**

The next installment of the 102 SOP Training Series will be **Thursday, Nov. 30 from 9 – 11**. This session titled Construction Stormwater-Permit Review for inspections training, this training will briefly discuss reviewing the different types of permits, some basic eligibility requirements and the permit requirements themselves. A Teams Meeting notice was sent to those with CWA accounts on Sept. 28.

## **Chapter 105 Bridge and Culvert Maintenance and Repair Tool**

The Chapter 105 Program is excited to announce that we just released a new and innovative online tool on our webpage. This tool, the [Bridge & Culvert Maintenance and Repair Tool](#), is designed to help bridge and culvert owners understand and be informed of permitting and notification requirements for bridge and culvert maintenance under various scenarios, including emergency situations. It does this by asking a series of questions about the proposed work, the condition of the structure, current situation, etc. and includes ample photographs, examples, and links. We are working with our Communications Office on publicizing this tool on social media. The program hopes to utilize this format in the future for additional efforts. If you have ideas on what else this could be used for, please send those to Andy McDonald ([anmcdonald@pa.gov](mailto:anmcdonald@pa.gov)). Any questions can also be directed to Andy McDonald. Please feel free to share this tool with the public.

### **The tool has been posted on 4 of the Chapter 105 webpages:**

- <https://www.dep.pa.gov/Business/Water/Waterways/Encroachments/PermittingAndAuthorizations/Pages/default.aspx>
- <https://www.dep.pa.gov/Business/Water/Waterways/Encroachments/PermittingAndAuthorizations/Pages/Emergency-Permits.aspx>
- <https://www.dep.pa.gov/Business/Water/Waterways/Encroachments/StormAndFloodingInformation/Pages/default.aspx>
- <https://www.dep.pa.gov/Business/Water/Waterways/Encroachments/Pages/Program-Updates.aspx>

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## **Leadership Development Fall Webinar Series**

The Leadership Development Program has three webinars scheduled as part of its Fall Webinar Series. The sessions will be held from 12:00 – 1:00 on Nov. 15, 29 and Dec 13. Topics include: Financial Issues in Conservation District Management; Tech Roundtable: Website Accessibility and Identifying Gaps in Insurance Coverage. Anyone interested in participating in these webinars can register at the Leadership Development website, <https://www.paleadership.org/>

## **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. Your Conservation District Field Representatives or Barb Buckingham ( [bbuckingha@pa.gov](mailto:bbuckingha@pa.gov) ) the State Conservation Commission are available to answer questions concerning the director nomination process.

## **Clean Water Academy**

**102 and 105 Attachment B on the Clean Water Academy** – It is essential that Districts update the Attachment B on the Clean Water Academy for the Chapter 102 and 105 Programs anytime there are staff changes at the district. **The 102 and 105 Programs use the Attachment B online forms to enable e-permitting permissions for new staff** and to disable them for former staff. The Attachment B can be found under the Data Portal. To update Attachment B, you need to search for your county and then select the Gear icon to edit. You can then change employment status to Former and choose an Employment End Date. This helps DEP to maintain all the data systems we need to maintain and enable. [Course: Data Portal \(remote-learner.net\)](#)

## **Environmental Education Grants Application Round Closes 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**.

**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](mailto:RA-epEEgrants@pa.gov)

## **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](https://www.agriculture.pa.gov/Plants_Land_Water/StateConservationCommission/Pages/default.aspx) and [The Center for Agricultural Conservation Assistance Training | Penn State Extension \(psu.edu\)](https://www.psu.edu/extension/center-for-agricultural-conservation-assistance-training). All ACAP documents are downloadable from the Penn State Extension website.

## **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 provided an overview for districts during the ACAP Monthly forum on September 20.

Regional ACAP coordinators are beginning to process replenishments for conservation districts as project implementation commences 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 Administrative Training** - The ACAP Administration Training is highly recommended for Conservation District employees who administrate the ACAP program at the county level. This is a recurring training that will take place regionally across Pennsylvania. This full-day workshop will cover all aspects of administering ACAP. The training will include understanding ACAP guidelines, policies & forms, handling of ACAP funds, administering ACAP projects, and record keeping. This training is recommended for conservation staff involved with ACAP administration, CDFRs, local advisory board or district board members. All conservation districts administering ACAP are highly encouraged to have someone attend an administrative training.

Four trainings are currently scheduled:

November 16: State College

November 21: Telford

November 30: Montrose

December 5: Carlisle

December 13: Mercer

To register, click the link below:

<https://extension.psu.edu/agricultural-conservation-assistance-program-acap-administration-training>

## **Chesapeake Bay Program**

**CAP Implementation and Coordinator Grant** – This current round of CAP Implementation and Coordinator funding opened of September 29<sup>th</sup> and will close on October 31<sup>st</sup>. Once the grant is closed DEP staff will begin application review. County partners should expect to hear about awarded funding amounts in December.

## **Upcoming CAP Deadlines –**

- Final BMP entry forms must be submitted by October 31
- CAP Applications must be submitted by October 31
- Final Milestone Updates, Annual Progress, and Narratives (optional) must be submitted by December 1<sup>st</sup>

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### **Sunshine Act Details (continued):**

- What legal remedies are available for violating the Sunshine Act?
  - The Sunshine Act permits anyone attending a public meeting to object to a perceived violation at any time during the meeting. Additionally, for local agencies, a member of the public can file a complaint with the local Court of Common Pleas.
  - Any complaint must be filed within 30 days of the public meeting in which the alleged infraction occurred.
  - If the infraction occurred during a closed meeting, the complaint must be filled within 30 days of the discovery of the infraction, as long as it is no longer than one year from when the meeting was held.
  - The person alleging the infraction bears the burden of proof.
- Are there penalties for violating the Sunshine Act?
  - Yes. In addition to being assessed attorneys' fees, any member of an agency who is found to have willfully violated the act can face criminal charges and subject to fines of \$100 to \$1,000 for the first offense, and \$500 to \$2,000 for the second offense.
  - Any fine must be paid personally; an agency cannot pay the fine.
  - A court can also award attorney fees to the prevailing party if the court determines that either
    1. An agency willfully or with wanton disregard violated the Sunshine Act, or
    2. The legal challenge was of frivolous nature or was brought with no substantial justification.

### **Director Nomination Details:**

- Who qualifies as a Farmer Director? A person...
  - Who owns and engages in a farming/agricultural operation, including:
    - Livestock production; Aquaculture; Crop production; Orchard production; Apiculture (maintaining bee colonies, usually in hives); Greenhouse production; The raising of living organisms for food or raw materials
  - What qualifies as a farm?
    - Owning/Managing over 10 contiguous farming acres.
    - Earning a yearly gross income of at least \$10,000 from agricultural activities.
  - Examples of a Farmer Director: retired farmer, spouse of a farming operation, person involved with forestry-related activities.
- Who qualifies as a Public Director?
  - Anyone who does not qualify as a Farmer Director or a Commissioner Director.
- SCC Policy on Appointing Former Conservation District Employees and Other Individuals as Conservation District Directors:
  - The policy states, “no individual who has been employed by a conservation district in any capacity may be appointed to serve as a conservation district director on the conservation district’s board of directors under which they were employed within three (3) years of their last date of employment.” In addition to employees the policy state, “no individual who is currently employed or has been previously employed in any governmental position (federal, state, or county) that has or had direct oversight or control of any conservation district program (delegated or contracted) or conservation district funding source may be appointed to serve as a conservation district director for the district with which such a relationship existed during the course of their employment or within three (3) years of their last date of employment.” This includes appointment as a regular conservation district director with full voting powers or as a non-voting associate member. *Adopted 5/11/21.*

**Dates to Remember**

**SCC Meetings – 1:00 PM**

Hybrid Meeting	Nov 14
Hybrid Meeting	Jan 23
Hybrid Meeting	March 12

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

Conference Call	Dec 12
Conference Call	Feb 20
Conference Call	Apr 9

**DEP/CCD Chapter 102 Fall Training and Update Meetings (Virtual)**

East	Nov 2
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**Nutrient Management Spreadsheet & Manual Update**

Webinar – 1:00 – 3:00	Nov 7*
Webinar – 10:30 – 12:30	Nov 8*

\*Both webinars will include the same information

**102 Agricultural Update Virtual Meetings**

Northcentral	9:00 – 10:30	Nov 6
South Central	12:30 – 2:00	Nov 6
Northeast & Southeast	9:00 – 10:30	Nov 20
Northwest & Southwest	12:30 – 2:00	Nov 20

**Leadership Development Fall Webinar Series (Virtual)** 12:00 – 1:00

Financial Issues in Conservation District Management	Nov 15
Tech Roundtable: Website Accessibility	Nov 29
Identifying Gaps in Insurance Coverage	Dec 13

**Chapter 102 SOP Training Series (Virtual) - 9:00 – 11:00 AM**

Construction Stormwater- Permit Review for Inspections Training	Nov. 30
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**Also**, check the Conservation District Training/Special Events Calendar at, [www.PACD.org](http://www.PACD.org) Select the "Events" tab and then the "Training Calendar" tab.

Item III.2  
Lancaster County Conservation District

**Balance Sheet**

As of October 26, 2023

**ASSETS**

Checking/Savings

District General Fund

1001 · General Fund INVEST	517,553.19
1015 · General Fund Citizens	
1020 · PENNVEST Checking	36,036.63
1015 · General Fund Citizens - Other	41,899.63
<b>Total 1015 · General Fund Citizens</b>	<u>77,936.26</u>
<b>Total District General Fund</b>	<u>595,489.45</u>

\$337,740.81	General Operations - U
\$159,300.71	Grants without bank account - R
\$60,067.21	Activities Account - A
\$38,380.72	Tree Fundraiser Account - U
<b>\$595,489.45</b>	<b>TOTAL</b>

Raymond James/Fulton Advisors

Investment Unrealized Gain/Loss	-29,671.88
Raymond James/Fulton Advisors - Other	750,000.00

**Total Raymond James/Fulton Advisors** 720,328.12

Fulton Advisors	Fulton + INVEST
Funds Invested	Balance
5/2/2022	9/29/2023
350,000	900,923.53
	<u>309,388.17</u>
	1,210,311.70
25,000	25,987.78
25,000	61,676.16
25,000	26,317.7
50,000	59,127.2
25,000	25,113.4
100,000	162,863.97
125,000	361,671.1
25,000	62,585.54
750,000	Initial Investment
720,328	Current value
-4.0%	ITD Gain/Loss

E & S

1002 · E & S - A	550,923.53
1005 · Clean Water - R	309,388.17

**Total E & S** 860,311.70

1003 · Youth Conservation School - C 987.78

1006 · Separation - A 36,676.16

1007 · Reserve

Reserved-LCCD Health 21-22 -A	27,119.73
Reserved-LCCD Health 20-21 - A	1,317.70
Reserved-LCCD Health 19-20 - A	9,127.20
Reserved-LCCD Health 18-19 - A	113.40
Reserved-Capital - A	51,102.87
Reserved-Communication - A	24,000.00
Reserved-Computer Hardware - A	26,725.77
Reserved-NM Program - A	62,863.97
Reserved-NMP Vehicle - A	51,575.03
1007 · Reserve - Other	236,671.10

**Total 1007 · Reserve** 490,616.77

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C	-3,320.32
Scholarship Bonds - C	35,000.00
1008 · Scholarship - C - Other	5,905.86

**Total 1008 · Scholarship - C** 37,585.54

1009 · Dirt & Gravel Roads - R 138,230.10

1013 - Exelon - R 878,701.09

1014 - Low Volume Roads - R 416,995.57

1115 · Conservation Excellence - R 748,002.77

1116 · CBAIP Phase II - R 348,204.85

1117 · Chesapeake Bay Action Plan - R 899,834.92

1118 · American Rescue Plan Act - R 1,959,620.56

1119 · Agriculture Conservation Assist - R 5,140,133.00

1017 · Self-Funded Health Insurance - R 117,766.68

**TOTAL ASSETS** 13,389,485.06

\$1,476,612.57	A - Assigned Funds
\$88,573.32	C - Committed Funds
\$11,116,178.42	R - Restricted Funds
\$708,120.75	U - Unassigned Funds
<b>\$13,389,485.06</b>	<b>TOTAL</b>

11:43 AM  
10/27/23  
Cash Basis

Lancaster County Conservation District  
**Balance Sheet**  
As of October 26, 2023

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 25,987.78

2016 · Health Insurance Liability 117,766.68

Total Other Current Liabilities 143,754.46

Total Current Liabilities 143,754.46

Total Liabilities 143,754.46

Equity

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 8,182,878.63

Net Income 4,169,241.29

Total Equity 13,245,730.60

**TOTAL LIABILITIES & EQUITY 13,389,485.06**



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

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Oct 26, 23	Budget	\$ Over Budget
<b>Income</b>									
520 · County Funding	250,000.00						250,000.00	250,000.00	0.00
530 · Program Contracts	1,463,009.38	33,970.06					1,496,979.44	1,260,689.17	236,290.27
560 · Grant Administration	156,354.15			11,026.58			167,380.73	625,435.83	-458,055.10
570 · Grant Project Income	37.50			11,114,526.29			11,114,563.79	7,762,411.67	3,352,152.12
580 · Fee / Reimbursement Income	9,798.70	5,798.00	20,040.00	300.00			35,936.70	5,208.33	30,728.37
581 · E&S102 Review Fees		667,050.00					667,050.00	533,333.33	133,716.67
582 · NPDES Permit Fees		86,500.00					86,500.00	85,000.00	1,500.00
583 · 105 CWF Fees							0.00	0.00	0.00
590 · Interest Income	25,036.60	27,468.05		299,386.71	1,075.37	20,379.59	373,346.32	26,446.67	346,899.65
540 · Activity Income			8,499.23		3,350.00		11,849.23	16,853.33	-5,004.10
585 · Tree Sales Income	6,162.78		39,984.19				46,146.97	16,853.33	29,293.64
595 · Other Income	15,133.50	22.00	2,219.64	2,181.48		37,959.70	57,516.32	54,645.83	2,870.49
599R · Interfund Transfer In	3,974.55					4,246.29	8,220.84	0.00	8,220.84
<b>Total Income</b>	<b>1,929,507.16</b>	<b>820,808.11</b>	<b>70,743.06</b>	<b>11,427,421.06</b>	<b>4,425.37</b>	<b>62,585.58</b>	<b>14,315,490.34</b>	<b>10,636,877.50</b>	<b>3,678,612.84</b>
<b>Gross Profit</b>							<b>14,315,490.34</b>	<b>10,636,877.50</b>	<b>3,678,612.84</b>
<b>Expense</b>									
7100 · Staff Salary	1,463,918.77	403,419.34		166,634.15			2,033,972.26	2,194,692.50	-160,720.24
710 · All Emp Benefits	432,598.77	96,140.26	3,272.12	18,064.92			550,076.07	695,454.17	-145,378.10
720 · Vehicle & Travel Expenses	30,189.22	30,594.57	79.26	3,992.92			64,855.97	243,208.33	-178,352.36
722 · Meeting Expenses	7,035.15	189.95	208.48	302.50	80.70	100.00	7,916.78	27,075.00	-19,158.22
730 · Supplies	8,415.65	1,028.83	882.13	2,722.13		669.60	13,718.34	16,208.33	-2,489.99
735 · IT - Communication	20,977.27	1,993.75	252.50	3,377.00			26,600.52	27,967.50	-1,366.98
740 · Postage	2,424.15	2,077.48	312.57	281.61			5,095.81	6,687.50	-1,591.69
745 · Office Rent	70,252.64	18,866.49		1,392.48			90,511.61	91,642.50	-1,130.89
750 · Equipment	7,342.77	6,434.92					13,777.69	29,283.33	-15,505.64
830 - Administrative	69,810.43	35.00	2,400.58	254.54			72,500.55	460,286.67	-387,786.12
810 · Activity Expenses	829.78	200.00	46,818.98		4,000.00		51,848.76	55,275.00	-3,426.24
820 · Grant Project Expenses				7,199,036.08			7,199,036.08	9,077,362.50	-1,878,326.42
805 · Allocated Cost Transfer	(13,959.16)	13,959.16					0.00	0.00	0.00
890 · Miscellaneous Expenses	100.36					393.41	493.77	29,541.67	-29,047.90
895 · Contingencies	7,624.00						7,624.00	0.00	7,624.00
899E · Interfund Transfer Out	4,246.29					3,974.55	8,220.84	0.00	8,220.84
<b>Total Expense</b>	<b>2,111,806.09</b>	<b>574,939.75</b>	<b>54,226.62</b>	<b>7,396,058.33</b>	<b>4,080.70</b>	<b>5,137.56</b>	<b>10,146,249.05</b>	<b>12,954,685.00</b>	<b>-2,808,435.95</b>
<b>Net Income</b>	<b>(182,298.93)</b>	<b>245,868.36</b>	<b>16,516.44</b>	<b>4,031,362.73</b>	<b>344.67</b>	<b>57,448.02</b>	<b>4,169,241.29</b>	<b>-2,317,807.50</b>	<b>6,487,048.79</b>

DRAFT LCCD 2024 Draft District Budget																		
	<i>Approved By Board</i>	2022	2023	2023	2024	2024 Budget												
		Budgeted	Budgeted	Actual	Budgeted	Change from												
		<u>Revenue</u>	<u>Revenue</u>	<u>YTD 10/16/2023</u>	<u>Revenue</u>	<u>2023 budget</u>												
520	County Funding	325,000	300,000	250,000	295,000	-5,000												
530	Non-Lapsing Funds*	1,358,903	1,512,827	1,221,865	1,358,155	-164,672	\$ 1,058,989	\$ 53,019	\$ 63,000	\$ 50,250								
560	Grant Administration Income	530,393	750,523	143,441	1,264,955	514,432	\$ 615,714	\$ 24,658	\$ 12,000	\$ 122,583	\$ 340,000							
570	Grant Project Income (pass-through)	4,797,000	9,314,894	10,917,868	9,000,000	-314,894												
530	Foundation income for CWP Program	529,949	558,304	315,627	650,000	91,696												
580	Fee Income	671,100	748,250	772,987	730,500	-17,750	\$ 725,000	\$ 4,000		\$ 1,500								
585	Tree Sales Income	46,000	47,000	46,147	50,000	3,000		\$ 3,000		\$ 2,500								x
590	Investment Income	1,334	31,736	373,346	31,000	-736		\$ 10,000										
599R	Interfund Transfer				89,783		\$ 36,764	\$ 53,019										
540	Activities Income	16,907	20,224	11,849	10,000	-10,224												
	Other Income	5,200	4,700	0	-	-4,700												
n/a	YCS Income (not on monthly P&L)	8,000	9,175	14,743	11,625	2,450												
	<b>Total District Revenue</b>	<b>8,289,786</b>	<b>13,297,633</b>	<b>14,067,873</b>	<b>13,491,018</b>		<b>\$ 1,711,467</b>	<b>\$ 788,019</b>	<b>\$ 104,677</b>	<b>\$ 101,000</b>	<b>\$ 250,833</b>	<b>\$ 340,000</b>	<b>\$ 650,000</b>	<b>\$ 478,897</b>				
		2022	2023	2023	2024													
		Budgeted	Budgeted	Actual	Budgeted													
		<u>Expenses</u>	<u>Expenses</u>	<u>YTD 10/16/2023</u>	<u>Expenses</u>													
711	Salary and Wages	2,285,009	2,633,631	1,940,394	3,003,721	370,090	\$ 1,132,861	\$ 492,705	\$ 76,805	\$ 67,314	\$ 155,825	\$ 215,959	\$ 472,500	\$ 359,752				
710	Employee Benefits	836,245	834,545	508,330	920,760	86,215	\$ 352,021	\$ 144,795	\$ 19,700	\$ 27,220	\$ 55,241	\$ 66,828	\$ 146,386	\$ 108,569				
720	Travel/Mileage Expenses	23,100	22,300	13,403	25,000	2,700	\$ 60,500	\$ 6,000	\$ 2,000	\$ 2,000	\$ 7,500	\$ 3,000		\$ 5,000	split			
755	District Vehicle Expenses	50,250	24,250	43,739	61,000	36,750									split			
722	Meeting/Training Expenses/Pro Dev	41,945	32,490	8,017	20,000	-12,490	\$ 10,000	\$ 4,300	\$ 350	\$ 350	\$ 2,000	\$ 1,000		\$ 2,000				
730	Supplies	19,550	19,450	13,718	13,750	-5,700	\$ 5,000	\$ 1,750	\$ 1,000	\$ 400	\$ 3,000	\$ 1,000	\$ 100	\$ 1,500				
735	IT Support/Website/internet/software	20,961	33,561	26,601	27,500	-6,061	\$ 8,000	\$ 7,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,000				
740	Postage	8,075	8,025	5,096	6,500	-1,525	\$ 2,000	\$ 3,000	\$ 300	\$ 150	\$ 300	\$ 250		\$ 500				
745	Office Rent	107,371	109,971	90,512	111,872	1,901	\$ 41,344	\$ 20,672	\$ 2,432	\$ 2,432	\$ 7,296	\$ 9,728	\$ 14,592	\$ 13,376				
750	Equipment/Copier	22,425	35,140	13,938	34,800	-340	\$ 12,500	\$ 17,000	\$ 500	\$ 400	\$ 2,000	\$ 1,000	\$ 200	\$ 1,200				
895	Specific Projects/Contingencies	16,189	35,000	7,624	40,000	5,000												
830	Professional Services	45,100	43,060	35,613	30,000	-13,060	\$ 5,400											combined w/IT
830	Administrative Overhead**	30,783	35,624	35,613	32,560	-3,064	\$ 43,010	\$ 21,505	\$ 2,530	\$ 2,530	\$ 7,590	\$ 7,590	\$ 12,650	\$ 8,855				combined w/IT
810	Activities Expenses	50,230	66,330	48,629	50,000	-16,330	\$ 325	\$ 250	\$ 25	\$ 25	\$ 75	\$ 100	\$ 75	\$ 75				combined w/IT
820	Grant Expenses (pass through)	5,281,375	10,892,835	7,012,925	9,000,000	-1,892,835												
890	Miscellaneous Expenses	3,250	2,200	514	10,000	7,800					\$ 9,000			\$ 1,000				
899E	Interfund Transfer				89,783		\$ 36,764	\$ 53,019										
n/a	YCS Expenses (not on monthly P&L)	8,000	9,050	11,085	11,500	2,450												
	<b>Total District Expenses</b>	<b>8,849,858</b>	<b>14,837,462</b>	<b>9,815,749</b>	<b>13,488,746</b>		<b>\$ 1,709,725</b>	<b>\$ 771,996</b>	<b>\$ 107,642</b>	<b>\$ 104,821</b>	<b>\$ 251,827</b>	<b>\$ 308,455</b>	<b>\$ 649,003</b>	<b>\$ 503,827</b>				
	<b>Operations Reserve Accounts</b>	<b>Totals</b>		<b>General Reserve Accounts</b>														
1007	Capital Reserve	51,103		1002 E&S Account (assigned)	914,625													
	Communication Reserve	24,000		1005 Clean Water Fund (restricted)	306,675													
	Computer Hardware Reserved	26,726		1006 Separation (assigned)	61,518													
	Health Care Reserve	110,558		1008 Scholarship (comitted)	62,560													
	NMP & NMP vehicle Reserves	162,864																
1003	Youth Conservation School	25,984																
				** Line-item includes District planning & marketing, Newsletter/Annual report costs, Membership dues, and Insurance														
				Note: State funding, on a fiscal year is only contracted to June 30th; therefore this budget assumes renewal of those income streams.														

\* Line-item includes delegated programs, such as: Bay contract, NMP, CDFAP, Ombudsman, CDWS, etc.

**2023 MEMORANDUM OF UNDERSTANDING**  
**Between the**  
**Lancaster County Conservation District**  
**and**  
**Chester/York County Conservation District**

**STATEMENT OF PURPOSE**

To minimize the appearance of a conflict of interest, this Memorandum has been prepared to identify the roles and responsibilities of the Chester/York County Conservation District (\_\_\_ CCD) and Lancaster County Conservation District (LCCD) when assistance is needed to complete the Chapter 102 delegated responsibilities for reviewing plans designed in-house by district staff.

This MOU will be effective from **DATE** and remain in place through **DATE**.

Definition:

- Partnering County Conservation District (P-CCD) - The Conservation District Providing the delegated services.
- Submitting County Conservation District (S-CCD) – The Conservation District requesting the services.

**I. In carrying out the intent of this memorandum, the Partnering County Conservation District (P-CCD) shall as requested:**

- A. Attend pre-application meetings for future Erosion & Sediment Plans (E&S)/NPDES permit submission and potential future permit application(s).
- B. Conduct an administrative completeness review of the Notice of Intent (NOI) as submitted for NPDES Permit coverage and contact the submitting entity in regards to completeness or failure to meet and/or exceed the standard of administratively complete. Email comments to facilitate the communication with the S-CCD.
- C. Provide a technical review of the E&S Plan / NPDES Permit and communicate the result of the review to the S-CCD (this will include all submission for review, first, second and all subsequent reviews). Email comments and/or approval to S-CCD.
- D. Respond to site specific questions in reference to E&S plan development and required permitting as posed by S-CCD.
- E. Will meet the prescribed timelines in accordance with the Chapter 102 delegation agreements with PADEP.

- F. Review Notice of Termination (NOT) forms and conduct inspections as required to terminate any issued NPDES permit.
- G. The submitting District will pay the Partnering District's standard review fee as well as pay for mileage (\$0.65/mile), for any site inspections required.

**II. In carrying out the intent of this Memorandum, the Partnering County Conservation District (P-CCD) shall:**

- A. Log all new incoming Erosion & Sediment Control Plans and NPDES permits into the Practice Keeper Database and ICIS Database.
- B. Maintain appropriate office filing and data collection and retrieval systems.
- C. Answer review fee questions relevant to P-CCD Review Fee Schedule.
- D. Forward via US Postal or Electronic Mail, comments received from Submitting District to Partnering District.
- E. Issue permits, assign permit numbers and correspond with applicant as per final E&S and/or permit approval.
- F. The Partnering District will submit a request for reimbursement to the S-CCD on or before the 15<sup>th</sup> of the month for the previous month's associated travel expenses.

**III. This Memorandum of Understanding shall become effective on the date specified and remain in place until terminated and agreed upon by both parties. The Partnering Districts agree to the following:**

1. Anyone may opt out of this MOU for any reason with a 30-day advance notice.
2. The Partnering Districts agree to hold each District harmless,
3. The Submitting District will retain ultimate responsibility for actions taken under this MOU and delegation agreement.

**IV. PA Department of Environmental Protection will:**

Provide sufficient staff to assist Partnering Conservation District as deemed necessary or required to fulfill the obligations of the Chapter 102 Delegation Agreement. Additionally, DEP will assume all other program responsibilities identified in this MOU and in accordance with the executed Delegation Agreements.

FOR THE CHESTER/YORK COUNTY CONSERVATION DISTRICT

\_\_\_\_\_  
(NAME) (TITLE)  
\_\_\_\_\_  
(DATE)

FOR THE LANCASTER COUNTY CONSERVATION DISTRICT

\_\_\_\_\_  
(NAME) (TITLE)  
\_\_\_\_\_  
(DATE)

# E&S Report

## 2023 Report for October

### 2023 Report

		Oct 2023	Total
<b>Fees Collected</b>	Total Plan Submissions	13	228
	Total Plan Acres	140.55	5420.9871
	Total Disturbed Acres	24.19	1399.9949
	NPDES Permit Fees Collected	\$6,000	\$86,500
	Chapter 105 Permit Fees Collected	\$0	\$0
	DEP Fees Collected	\$2,600	\$150,100
	E&S Plan Review Fees	\$25,400	\$667,050

### Total Complaints

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit</u> <u>Acres</u>
10/9/2023	CONESTOGA TWP	0.72
10/10/2023	PENN TWP	0.85
10/11/2023	MANOR TWP	0.18
10/23/2023	MANOR TWP	0.64

## 2022 Report for October

### 2022 Report

		Oct 2022	Total
<b>Fees Collected</b>	Total Plan Submissions	29	277
	Total Plan Acres	478.4956	5206.808
	Total Disturbed Acres	52.0036	1083.187
	NPDES Permit Fees Collected	\$7,000	\$87,020
	Chapter 105 Permit Fees Collected	\$0	\$100
	DEP Fees Collected	\$4,600	\$108,700
	E&S Plan Review Fees	\$32,350	\$613,650

### Total Complaints

<u>Date Received</u>	<u>Municipality</u>	<u>Land Unit</u> <u>Acres</u>
10/3/2022	WEST COCALICO TWP	2.48
10/4/2022	WEST LAMPETER TWP	1.73
10/4/2022	WEST LAMPETER TWP	0.3
10/4/2022	MANHEIM TWP	0.15
10/6/2022	EAST EARL TWP	0.09
10/18/2022	WARWICK TWP	0.48
10/18/2022	WARWICK TWP	0.52
10/24/2022	EAST PETERSBURG BORO	3.75

**Erosion and Sedimentation Plan Submission**

**10/1/2023 to 10/31/2023**

<b><u>Project Name</u></b>	<b><u>Municipality</u></b>	<b><u>Disturbed Acres</u></b>	<b><u>Fees Amount</u></b>
190 Speedwell Forge Road	ELIZABETH TWP	0.92	\$600
Heritage Mennonite Church	EAST COCALICO TWP	0.98	\$800
Gordon L Kautz	WEST HEMPFIELD TWP	0.78	\$600
4363 Marietta Avenue	WEST HEMPFIELD TWP	0.32	\$600
Ferncrest Farms Ag Crossing E&S Only	LITTLE BRITAIN TWP	0.40	\$100
Mt. Joy Borough Administration/Police Department Facility	MT JOY BORO	5.43	\$2,500
Nathaniel Zuck Ag Storage Shop	PENN TWP	0.85	\$800
John S. King	EARL TWP	0.68	\$600
233 East Fulton Street	EPHRATA BORO	0.22	\$800
Woodcrest Lots	WARWICK TWP	2.45	\$1,600
4070 Old Philadelphia Pike	LEACOCK TWP	1.54	\$1,600
Esbensshade Turkey Farm	PARADISE TWP	2.00	\$1,600
Santo Domingo Sewer Main Relocation	WARWICK TWP	0.83	\$800
Rapho Triangle East Lot F7 Lots 1 and 4 Major Amendment	RAPHO TWP	14.60	\$800
Quadrant 3 SWM Improvements	STRASBURG BORO	2.34	\$1,600
Lot 11, Beaconfield Lane	MANHEIM TWP	0.60	\$600
Lot 11, Beaconfield Lane	MANHEIM TWP	0.80	\$600
LBC Stockpile Plan	MANHEIM TWP	0.99	\$600
Burrowes Elementary School	LANCASTER TWP	7.17	\$3,000
Prestige Real Estate	SALISBURY TWP	6.54	\$3,000
2532 Marietta Avenue Subdivision	EAST HEMPFIELD TWP	3.54	\$2,200

**Outstanding NPDES Projects  
Received >3 Months Ago**

Date Received	Project	Permit #	Municipality	Status	Last Action
3/17/2022	Bender Mill Road Subdivision	PAC360746	MANOR TWP	Technical R	10/6/2023
5/13/2022	Lake in Wood RV Expansion	PAD360093	BRECKNOCK TWP	Inadequate DEP	10/25/2023
5/16/2022	The Villages at Funks Farm	PAC360764	MANOR TWP	Technical R	10/3/2023
11/8/2022	Core5 @ I-283	PAC360812	RAPHO TWP	Inadequate DEP	8/9/2023
12/19/2022	Owl Hill Road Subdivision	PAC360826	WARWICK TWP	Inadequate	10/26/2023
12/20/2022	1061 Manheim Pike/1111 McKinley Ave	PAD360102	MANHEIM TWP	Adequate DEP	10/26/2023
12/28/2022	Bear Creek Estates	PAC360830	MOUNT JOY TWP	Inadequate DEP	9/7/2023
1/9/2023	Emerald Power Solutions	PAC360833	EARL TWP	Adequate DEP	9/26/2023
1/24/2023	General RV Center	PAD360105	MOUNT JOY TWP	Inadequate	10/24/2023
1/24/2023	Double Run Carriers	PAC360838	BRECKNOCK TWP	Inadequate DEP	7/25/2023
1/26/2023	Stone Gables Major Mod	PAC360271 A-4	WEST DONEGAL TWP	Inadequate DEP	10/4/2023
1/26/2023	Wabank Road Self Storage	PAC360839	LANCASTER TWP	Completeness R	9/28/2023
2/8/2023	Andrew III	PAD360106	PENN TWP	Technical R	10/9/2023
2/13/2023	Swartzville Road Subdivision	PAC360846	EAST COCALICO TWP	Inadequate DEP	9/28/2023
2/22/2023	Manor Ridge	PAC360848	MANOR TWP	Adequate DEP	10/4/2023
3/3/2023	Clayland Commons	PAC360853	CLAY TWP	Inadequate	7/27/2023
3/15/2023	Willow Street Park	PAC360857	WEST LAMPETER TWP	Complete	10/25/2023
4/3/2023	Thaddeus Stevens Comm Learning Ctr	PAC360861	LANCASTER CITY	Incomplete	9/18/2023
4/5/2023	Catherine Hershey School	PAC360865	PEQUEA TWP	Inadequate DEP	8/17/2023
4/12/2023	John David King Dwelling	PAD360108	SADSBURY TWP	Inadequate DEP	6/22/2023
4/14/2023	Gap Power - Newport Road Tract	PAC360867	SALISBURY TWP	Inadequate	10/16/2023
5/2/2023	Drager Tract	PAC360871	WEST HEMPFIELD TWP	Complete	10/4/2023
5/17/2023	WHEM-MANO Trans Rebuild	PA360001D	MANOR TWP	Inadequate DEP	8/28/2023
5/23/2023	MU Brooks Hall into Lombardo Hall	PAC360873	MILLERSVILLE BORO	Inadequate	10/11/2023
5/26/2023	142 Toddy Drive Basin	PAC360874	EAST EARL TWP	Inadequate	9/8/2023
5/26/2023	283 Commerce Hub Major Mod	PAC360787 A-1	EAST HEMPFIELD TWP	Received	9/22/2023
6/1/2023	WHEM-HUMM Rebuild	PAD360110	EAST DONEGAL TWP	Adequate DEP	9/25/2023
6/7/2023	160 Valley Road	PAC360875	MANHEIM TWP	Inadequate	10/24/2023
6/13/2023	Infill Synthetic Turf System	PAC360876	LANCASTER CITY	Completeness R	9/28/2023
6/15/2023	United Zion Retirement Community	PAC360878	WARWICK TWP	Complete	8/29/2023
6/22/2023	Veritas Academy	PAC360879	UPPER LEACOCK TWP	Complete	10/9/2023
6/22/2023	Musser's Plaza	PAD360111	EAST DRUMORE TWP	Inadequate DEP	8/30/2023
7/5/2023	Heatherwoods Corrective Action Plan	PAC360105	EAST COCALICO TWP	Adequate DEP	8/25/2023
7/5/2023	Eli S. Stoltzfus	PAC360881	LEACOCK TWP	Completeness R	10/13/2023
7/5/2023	Tiny Estates	PAD360112	MOUNT JOY TWP	Inadequate DEP	10/26/2023
7/6/2023	Stony Battery Corporate Center Lot 2	PAC360884	WEST HEMPFIELD TWP	Inadequate	10/16/2023
7/6/2023	Amos E. Stoltzfus	PAD360109	MARTIC TWP	Inadequate DEP	9/28/2023
7/7/2023	Jura USA Hospitality Center	PAC360882	RAPHO TWP	Inadequate DEP	10/25/2023
7/13/2023	Smucker Welding	PAC360885	WEST LAMPETER TWP	Incomplete	9/6/2023
7/18/2023	Robert and Lisa Jones Minor Amendment	PAC360298 A-1	CONESTOGA TWP	Complete	10/13/2023
7/26/2023	Marietta Compressor Station Major Modification	ESG003623001	EAST DONEGAL TWP	Complete	10/18/2023
7/28/2023	Walnut Hollow Poultry LLC	PAC360888	MANOR TWP	Complete	9/29/2023
<b>Total</b>	<b>42</b>				



**KEY**

Received	project received in office, queue for completeness review	<b>Total Submissions Under Review</b>	<b>139</b>
Incomplete	incompleteness letter sent	<b>Issued NPDES Submissions</b>	<b>8</b>
Completeness R	resubmission received, queue for completeness review	Westbrooke IV Phase I Minor Amendment, Rock Lititz (Touring Boulevard), Sight & Sound Parking Expansion, Hiltz Propane Systems, Elizabethtown Area High School Stadium Renovations, Curvin Zimmerman Ag. Op., Louis Martin Poultry Op., The Preserve at Silver Spring,	
Complete	completeness letter sent, queue for technical review		
Inadequate DEP	technical deficiencies forwarded to DEP, waiting for issuance of technical deficiency letter		
Inadequate	technical deficiency letter sent		
Technical R	resubmission received, queue for technical review		
Adequate DEP	E&S Plan deemed adequate, waiting for DEP to proceed		
Highlighted Row	DEP completing PCSM Technical Review		