



# LANCASTER COUNTY CONSERVATION DISTRICT MONTHLY BOARD MEETING AGENDA

Wednesday, December 6, 2023

Lancaster Farm & Home Center

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

Business Meeting 7:30 PM

Timer

|      |  |               |
|------|--|---------------|
| 7:30 | <ul style="list-style-type: none"> <li>Invocation – Herb Kreider</li> <li>Call to Order, Chairman, Dan Heller</li> <li>Welcome &amp; Introductions – Dan Heller</li> <li>Additions to the Agenda – Christopher Thompson</li> <li>Public Comment: Survey media/guests: Agenda items of interest – Dan Heller</li> </ul>   | <u>Page #</u> |
| 7:40 | <ul style="list-style-type: none"> <li>I. <u>Agency Reports</u> <ul style="list-style-type: none"> <li>1. USDA, NRCS (attachment)..... 1</li> <li>2. PA DEP Field Rep Report (attachment) ..... 3</li> </ul> </li> </ul>   |               |
| 7:45 | <ul style="list-style-type: none"> <li>II. <u>*Consent Agenda</u> <ul style="list-style-type: none"> <li>1. Meeting Minutes (attachment)..... 9</li> <li>2. Technical Assistance Requests/Cancellations (attachment) ..... 15</li> <li>3. Nutrient Management Plan Approval (attachment)..... 15</li> <li>4. Conservation Plans Acknowledgement (attachment) ..... 16</li> </ul> </li> </ul>   |               |
| 7:55 | <ul style="list-style-type: none"> <li>III. <u>*Additional Business</u> <ul style="list-style-type: none"> <li>1. Items Removed from Consent Agenda</li> <li>2. *Treasurer’s Report – Hertz (day of packet) ..... -</li> <li>3. *2024 Budget Presentation – Kofroth (attachment) ..... 17</li> <li>4. *Personnel Committee – Committee Report – Wasco (attachment) ..... 19</li> <li>5. *ACAP Approval – Bitting (attachment) ..... 19</li> <li>6. *CEG Approval – Bitting (attachment) ..... 20</li> <li>7. *2022 Audit Presentation – Hertz (day of packet)..... 20</li> <li>8. *PAFBC Cooperative Agreement Budget Update – Goldsmith (attachment)..... 21</li> </ul> </li> </ul> |               |
| 8:25 | <ul style="list-style-type: none"> <li>IV. <u>Reports &amp; Information</u> <ul style="list-style-type: none"> <li>1. Correspondence, News, and Updates – Thompson</li> <li>2. E&amp;S/NPDES Monthly Projects Report – Hout (day of packet)..... -</li> <li>3. Extraordinary Give Update – Gregory (attachment)..... 21</li> <li>4. PACD/SCC Winter Meeting Registration – Thompson (attachment) ..... 22</li> <li>5. Watershed Program Update – Goldsmith (attachment) ..... 23</li> <li>6. Annual Planning Meeting – Gregory (attachment)..... 23</li> </ul> </li> </ul>   |               |
| 8:55 | <ul style="list-style-type: none"> <li>V. <u>Additional Public Comment</u></li> </ul>  |               |
| 9:00 | <ul style="list-style-type: none"> <li>VI. <u>Adjourn</u></li> </ul>   |               |

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

Dates to Remember:

|   |  |
|---|--|
| 12/14, Exelon Project Ranking                   | 1/15, Office Closed for Martin Luther King Jr. Holiday |
| 12/25 & 26, Office Closed for Christmas Holiday | 1/25 10 am-Noon, PACD Winter Meeting (Virtual)         |
| 1/1/24, Office Closed for New Year’s Day        | 2/7 Annual Planning Meeting                            |
| 1/6-13, 108 <sup>th</sup> PA Farm, Show         |  |

NEXT MEETING DATE: Wednesday, January 3, 2024, 7:30 p.m.  
At the Lancaster County Farm & Home Center

**\*Action Required**



Activity Report to LCCD Board of Directors November 2023

**Lancaster Field Office Personnel:**

Heather Grove, Supervisory District Conservationist  
Mark Myers, Soil Conservationist  
Joel Alicea Hernandez, Soil Conservationist  
VACANT, Soil Conservationist  
Christine Griesemer, Soil Conservationist  
Brett Ramer, Soil Conservationist  
Camila Martinez Sanchez, Soil Conservationist  
VACANT, Soil Conservation Technician

VACANT, Soil Conservation Technician  
Brittany Moore, Civil Engineering Technician  
Lari Jo Walker, Program Assistant, RC&D  
Jeff Sholly, Engineer, PACD  
Ashley Spotts, Restoration Specialist, CBF  
Sophia Gilbert, Biologist, PF (York & Lancaster)  
Elli Liput, Biologist, PF (Dauphin, Lebanon & Lancaster)

**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          | 5              | 5          |
| 362 – Diversion (ft)                       | -          | 180            | 787        |
| 367 – Roofs & Covers (no)                  | 3          | 1              | 1          |
| 382 – Fence (ft)                           | 10,868     | 1,079          | 1,079      |
| 412 – Grassed Waterway (ac)                | 7.2        | 6.9            | 7.45       |
| 516 – Livestock Pipeline (ft)              | 2,996      | 725            | 725        |
| 561 – Heavy Use Area Protection (sq ft)    | 8,001      | 2,479          | 2,479      |
| 575 – Trails & Walkways (ft)               | 637        | 3,564          | 3,564      |
| 578 – Stream Crossings (no)                | 3          | 240            | 240        |
| 600 – Terraces (ft)                        | 9,890      | 2022           | 2022       |
| 614 – Watering Facility                    | 11         | 2              | 2          |
| 620 – Underground Outlet (ft)              | 5,883      | 1,412          | 1,412      |
| 634 – Waste Transfer System (no)           | 11         | 4              | 4          |
| 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 (#) | FY23 Total (\$) | FY24 Total (#) | FY24 Total (\$) |
|----------|----------------|-----------------|----------------|-----------------|
| EQIP/AMA | 19             | \$1,614,731     | -              | -               |
| CSP      | 2              | \$32,317        | -              | -               |
| RCP      | 9              | \$1,604,968     | -              | -               |

- Financial Assistance Payments:

| Program      | FY23 Total (\$) | FY24 Mo. Total (\$) | FY24 Total (\$) |
|--------------|-----------------|---------------------|-----------------|
| ALL PROGRAMS | \$1,150,354.51  | \$611,302.94        | \$647,697.80    |

**Conservation Financial Assistance Program Details:**

- Environmental Quality Incentives Program (EQIP):
  - Sign-up Deadlines: 1/1, 3/1, 5/1
- Conservation Stewardship Program (CSP):
  - Sign-up Deadline: 1/1
- Regional Conservation Partnership Program (RCPP):
  - Sign-up Deadlines: 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:**

- Brittany Moore was selected to fill the vacant Civil Engineering Technician. Her position transition occurred on 11/19.
- Brian Burns, Soil Conservation Technician currently with NRCS in North Carolina, has been selected to fill one of our two vacant SCT positions. Brian begins on 1/2/2024.
- Current vacancies - Soil Conservation Technician and Soil Conservationist.
- FY23 Affiliate Performance Evaluations and FY24 Work Plans completed.

**Notable Meetings & Trainings:**

- 10/31-11/2 – Introduction to Conservation Planning, Grantville (Sanchez)
- 11/7 & 14 - Productivity Training & Coaching Session, (Grove)
- 11/9 – Lancaster NRCS FO Business Plan Development, Pre-Work Meeting (All NRCS Staff)
- 11/16 – LCWP RCPP Leadership Team Meeting (Grove)

Respectfully Submitted,



Heather L. Grove  
District Conservationist

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

**District Directors Needed for State Water Plan Committees**

The [Pennsylvania State Water Plan](#), is a document intended to inform leaders' decision making and educate all Pennsylvanians on sustainable use and stewardship of our lakes, rivers, streams, and groundwater and the next update is due out in 2027 and we're seeking fresh committee members to help us create it. Pennsylvania wouldn't have a State Water Plan without the help of a broad range of professionals who volunteer their expertise by serving on Regional Advisory Committees. They guide the development of regional components of the plan, provide recommendations to DEP and the statewide committee on the selection of consultants, and identification of critical water planning areas, and help facilitate a process for public input on the plan. If you're passionate about water resources, and would like to contribute to the development of the 2027 Update to the Pennsylvania State Water Plan please search Pennsylvania State Water Plan on your favorite search engine to see what openings are available on the '[Committees](#)' page.

Below is a listed committee openings:

- **Great Lakes:**
  - County Conservation District Director (1)
- **Lower Susquehanna:**
  - County Conservation District Director (1)
  - County Conservation District Director or Planning Commission Director or County Government Representative (1)
- **Ohio:**
  - County Conservation District Director (2)
- **Potomac:**
  - County Conservation District Director (2)
  - County Conservation District Director or Planning Commission Director or County Government Representative (1)
- **Upper/Middle Susquehanna:**
  - County Conservation District Director (1)

**PA Fertilizer Law Revisions Effective January 2024**

On July 11, 2022, the Pennsylvania Department of Agriculture (PDA) enacted a revised Fertilizer Law designed to reduce nutrient runoff into Pennsylvania waterways. The new provisions to the law are primarily designed to regulate the nutrient content and application of turf fertilizers and are effective January 2024.

The new law prohibits turf fertilizers from containing phosphorus unless they are organic based or labeled as a starter fertilizer. In addition, 20% of the total nitrogen is to be enhanced efficiency. When applying turf fertilizers, applicators may not exceed 0.9 pounds of total nitrogen per application and may not apply phosphorus, except for turf repair or establishment OR if a soil test indicates a phosphorus deficiency. Any inadvertent application of turf fertilizer to an impervious surface, like a sidewalk or driveway, must be removed back onto the application area.

All applicators of fertilizer must use calibrated fertilizer equipment and comply with specific environmental restrictions. These restrictions include maintaining a 15-foot buffer from banks of streams; keeping fertilizer away from water, drainage ditches, storm drains, and impervious surfaces; and refraining from applying fertilizer when heavy rains are expected. In addition, fertilizer should not be applied to frozen or snow-covered ground, nor should it be used as a snow or ice melt.

PDA is working on an outreach strategy and will provide educational materials, signs, etc. for educational purposes. Once those materials are produced, Conservation Districts can request the materials, to help spread the word on this initiative to protect water quality in PA.

For more details on the Pennsylvania Fertilizer Law, visit our website at [agriculture.pa.gov/fertilizer](http://agriculture.pa.gov/fertilizer) or contact Denise Uzupis at [duzupis@pa.gov](mailto:duzupis@pa.gov).

## **NPS Guidelines for States and Territories: Draft Revision for Public Comment**

The Environmental Protection Agency (EPA) is seeking comment on a revised draft of the nonpoint source (NPS) §319 grant guidelines. This revision incorporates two years of engagement with states, Tribes, territories, and other local community stakeholders that engage in NPS water quality projects.

The Draft Revision for Public Comment of the Nonpoint Source Program Guidelines for States and Territories can be accessed [here](#).

These revisions include new flexibilities and expectations to ensure the equitable delivery of §319 NPS program benefits for communities impacted by NPS water quality challenges. Among other updates and clarifications, the draft guidelines support the use of new science and information to advance climate resilience through NPS solutions.

The EPA will be taking comments through **December 31, 2023**. Comments can be submitted via:

- The NPS program [§319 grant guidelines update website](#);
- Email to [NPSguidelines2023@epa.gov](mailto:NPSguidelines2023@epa.gov); or
- Mail to 1200 Pennsylvania Avenue NW, MC-4503-T, Washington, DC 20460.

Webcasts to provide an overview of the guidelines:

- EPA will also host a webinar on **December 5, 2023 3:00-4:30** Eastern [Register here](#)

## **2024 Chapter 102 New Hire Small Group Training Webinars**

We are happy to announce the continuation of our small group training webinars into 2024. We have expanded Channels training to quarterly instead of semi-annual.

Additionally, we have added an abbreviated virtual basic training for new staff in the fall. We are hoping this will help bridge the gap for new staff who start just after the annual in-person basic training in May, until they are able to attend that training the following year.

### **Sediment Traps and Basins**

- January 9, 2024: 9 AM - 12 PM
- April 2, 2024: 9 AM - 12 PM
- July 9, 2024: 9 AM - 12 PM
- September 24, 2024: 9 AM - 12 PM

### **Channels**

- February 13, 2024: 9 AM - 12 PM
- June 11, 2024: 9 AM - 12 PM
- August 27, 2024: 9 AM - 12 PM
- December 10, 2024: 9 AM - 12 PM

### **Fall Virtual Basic Training**

Two days: November 13-14, 2024: 9 AM – 12 PM both days

The quarterly sessions will be limited to the first 10 people and the fall Virtual Basic Training will be limited to the first 20 people who register.

### **To register, log into Clean Water Academy and visit:**

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=922>

A Teams meeting link will be provided in a confirmation email once you register.

## **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.

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## **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>

## **Clean Water Academy**

### **[Course: Reasonable Potential Analysis for Concentrated Animal Feeding Operations \(remote-learner.net\)](#)**

This tool is intended to assist DEP staff in evaluating the potential for discharge from existing CAFOs to cause or contribute to an impairment. This tool will be used for any CAFO seeking PAG-12 coverage that is located in a watershed that is impaired due to nutrients and/or sediment, regardless of whether there is an EPA-approved TMDL, including the Chesapeake Bay watershed.

This training will provide instruction on completing the RPA Tool.

### **[Course: Division of Duties for Oil and Gas Activities - FAQ \(remote-learner.net\)](#)**

This webinar will provide a background of DEP's Oil & Gas Program. The learner will understand the history of the Oil & Gas program, an overview and qualifications for a ESCGP and Individual E&S permits and how the DEP Oil & Gas Program is involved in the processing of these permits. The lesson also provides an overview of the Oil and Gas Program Division of Duties FAQ released in 2023. This FAQ clarifies the permitting requirements and enforcement responsibility for Oil and Gas operations as related to earth disturbance activities and water obstruction and encroachment permits. The learner should also have a better understanding of the roles of the different permitting authorities related to Oil and Gas Activities throughout DEP and County Conservation Districts.

### **[Beaver in Pennsylvania](#)**

By the end of the nineteenth century, uncontrolled trapping and habitat loss eliminated beavers in Pennsylvania and most eastern states. But, today this aquatic furbearer is back. Aided by modern wildlife management, the beaver has repopulated most of its former range. Beavers are found throughout Pennsylvania with the highest concentration found in the glaciated northwestern and northeastern counties.

**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 \(remote-learner.net\)](#)

## **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).

## **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/conservation-assistance-program-acap-administration-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 set for districts to enter days by 11/27. The Program provided an overview for districts during the ACAP Monthly forum on September 20. We will send an email out to all districts via the ACAP list serve when it goes live.

**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.

The first two trainings went very well with good attendance from districts, private partners, and partner agencies. The trainings typically run from 9am to 3pm with lunch provided. Districts are welcome to attend more than one training if they would like. There should be plenty of room at all the regional training locations.

November 30: Montrose

December 5: Carlisle

December 13: Mercer

Training locations and details will show up on the registration site when a location is chosen.

To register, click the link below:

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

## **Technical Assistance:**

The PSU Center for Ag Conservation Assistance Training is on the verge of announcing a new partnership with a private engineering firm to provide technical assistance through the center for ACAP. This engineering firm will be available to assist with technical assistance needs across the state. We are also planning a certification training as well as a "job approval authority" for conservation district staff.

## **Chesapeake Bay Program**

**CAP Implementation and Coordinator Grant** – The 2024 Countywide Action Plan Implementation and coordinator grant round closed on October 31<sup>st</sup>. 226 implementation projects were applied for during this grant round. DEP staff are reviewing applications now. Grant awards are intended to be announced at the beginning of December.

### **Upcoming CAP Deadlines –**

- Final Milestone Updates, Annual Progress, and Narratives (optional) must be submitted by December 1<sup>st</sup>

### **Scheduling 2024 District Board Meetings**

District Boards should be approving 2024 meeting schedules at their December Meetings, if they have not already done so. This is a good time to re-evaluate the day and time of your board meetings. If you have had difficulty getting a quorum at multiple meetings throughout the year, have a discussion whether the date and time of the meetings still suits your current board members. Regular board meetings must be held for a district to function properly. The yearly meeting schedule must be advertised in a newspaper of general circulation at least 3 days prior to the first meeting of the year.

### **Reminder: Ch. 102 Delegation Required Output Measures (ROMs):**

CDs can choose from 3 different levels of Ch. 102 agreements. Each level is responsible for the ROMs of the previous level plus those listed in the chosen level.

The **Level 1 agreement** is strictly to provide *education and outreach services* for:

- Erosion and Sediment Control (E&S) Program (including Ag E&S),
- Post Construction Stormwater Management (PCSM) Program,
- the National Pollutant Discharge Elimination System (NPDES) Program

All ROM's are important, but ensure these tasks are completed:

#### A. Annual educational requirements:

1. Conduct a minimum of 2 informational and/or educational programs per calendar year, ideas:
  - i. Specialized programs for the regulated community, training seminars on completing applications
  - ii. General programs for general public, ag producer groups, watershed groups, civic groups, school groups
  - iii. Organize a joint program with a neighboring district(s), this will count as one credit for each sponsoring district
2. Issue a minimum of 2 news releases per calendar year; may include, newsletters, newspaper articles, TV and radio public announcements, Facebook or other social media, etc.
3. Documentation of education/outreach is important. A copy of the announcement, agenda, or news article is sufficient; this validates your efforts in meeting program ROMs.

B. Maintain a supply of up-to-date applications and other forms developed by the department on the E&S, PCSM, and NPDES programs.

C. Provide the department with the Program quarterly reports that detail accomplishments under their level of delegation; reports to be submitted to DEP by the 15<sup>th</sup> day following the end of each quarter.

D. Refer complaints received to the appropriate agency within 8 business days of receipt.

Keep in mind, all levels of delegation participation are responsible for the education and outreach requirements listed above.



## Dates to Remember

### SCC Meetings – 1:00 PM

Hybrid Meeting  
Hybrid Meeting

Jan 23  
March 12

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

Conference Call  
Conference Call  
Conference Call

Dec 12  
Feb 20  
Apr 9

### Leadership Development Fall Webinar Series (Virtual)

12:00 – 1:00

Identifying Gaps in Insurance Coverage

Dec 13

### Chapter 102 Small Group Training Series (Virtual)

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#### **Fall Virtual Basic Training**

Two days: November 13-14, 2024: 9 AM – 12 PM both days

**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 II.1

### LANCASTER COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES November 1, 2023

The 858<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 November 1, 2023, at 7:30 PM.

**The following Directors were present:** Dan Heller; Chairman, Dale Herr, Herb Kreider, Bob Shearer, Jay Snyder, Commissioner John Trescot; and Kent Weaver.

**The following Associate Directors were present:** Jenny Engle, Justin Welk, and Dan Zimmerman

**The following District Staff were present:** Kent Bitting, Sallie Gregory, Stacey Hertz, Eric Hout, Tyler Keefer, Matt Kofroth, Noelle LaFaver, Kevin Lutz, Holly Shaub, Adam Stern, and Christopher Thompson.

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

**The following Visitor was present:** Gerald Heistand

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

Bob Shearer provided the invocation for the meeting.

**Introductions:** Chris Thompson introduced Holly Shaub, Ag Program Admin. Assistant, Noelle LaFaver, Data Coordinator and Eric Hout, E&S Technical Manager.

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

#### **Additions to the Agenda:**

#### **I. Agency Reports**

##### **1. USDA, NRCS Report**

Heather Grove reported the second Soil Conservation position has been filled and she is hoping by the next meeting there will be a selection for a Civil Engineer Technician and a panel for the vacant Soil Conservation Technician. Heather pointed out that financial assistance dollars to PA will be increasing significantly in the new fiscal year.

##### **2. PA DEP Field Rep Report**

Chris Thompson stated there is still not a DEP Field Rep for the South-Central Region. He recommended looking at the report for information on page 2 about Leadership Development.

#### **II. Consent Agenda**

Chairman Dan Heller gave the opportunity for Directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Hearing none, he requested a motion to approve the agenda.

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

The Consent Agenda includes the following approved items.

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

**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 and 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/<br/>ACRE</b> | <b>REVIEWER</b> | <b>PLAN<br/>#</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                |

**III. Additional Business**

1. **Items removed from the Consent Agenda**  
None removed.

**2. Treasurer’s Report**

Stacey Hertz stated that there have been some large project payments but cash flow remains good. The INVEST interest rate is a little over 5.3% with earnings being applied to new projects. The Raymond James investment value is a little over \$720,000 with a 4% loss and as of today, the value is \$722,741.

**3. Budget and Finance Committee Report**

Matt Kofroth shared the 2024 Budget draft and explained the new format. The left-hand side is the budget and the right-hand side of the document includes a breakdown for each program. A final draft of the 2024 Budget will be voted on at the December Board of Directors Meeting.

Kent Weaver presented the minutes from the Budget and Finance Committee meeting for approval. He noted the budget included a proposed 5% COLA and a 4% increase in healthcare costs. Chris shared the Committee will be meeting on December 6 with the Raymond James Portfolio Advisor. A motion was made by Dale Herr to approve the Budget and Finance Committee minutes and seconded by Jay Snyder. The motion passed unanimously.

**4. Personnel Committee**

Herb Kreider presented the Board with a request to post a clerical support position for the Erosion and Sedimentation Program and to support other District Programs. A motion was made by Herb Kreider to advertise the position of Administrative Specialist for the Erosion and Sedimentation Department. Bob Shearer seconded the motion. The vote passed unanimously.

**5. ACAP Project Approval**

Kent Bitting reported that there are three applications submitted for ACAP Funds for a total grant request of \$546,195.04.

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

|               |  |  |                            |                     |                     |
|---------------|--|--|----------------------------|---------------------|---------------------|
|               |  |  | <b>Underground Outlets</b> |                     |                     |
| <b>Totals</b> |  |  |                            | <b>\$945,426.72</b> | <b>\$546,195.04</b> |

A motion was made by Jay Snyder and seconded by Kent Weaver to approve the ACAP projects. The motion passed unanimously.

**6. Elizabeth Township Dirt & Gravel Road Contract Amendment Request**

Tyler Keefer presented a request from Elizabeth Township to amend its 2023 Low Volume Road contract for the Evans Road project from \$184,000 to \$197,000 due to changes in the design. Herb Kreider made a motion to approve the proposal. Jay Snyder seconded the motion. The vote passed unanimously.

**7. Update on Expiring Nutrient Management Plans**

Kevin Lutz updated the Board on the three Nutrient Management plans to be submitted for review. He stated that two of the three operations have come into compliance. No action was required.

**8. Nominating Organization Updates**

Sallie Gregory reported that there was a breakfast meeting held on September 7 for all current nominating organizations and several new organizations where there was an overview of the work of the Conservation District. Sallie shared the list of current organizations and new organizations willing to serve.

Current:

- Building Industry Association of Lancaster County
- Farm & Home Foundation of Lancaster County
- Federated Sportsmen and Conservationist of Lancaster County
- Lancaster Chamber
- Lancaster County Agriculture Council
- Lancaster County Boroughs' Association
- Lancaster Farmland Trust
- League of Women Voters, Lancaster County
- Lancaster County Vocational Ag Teachers
- Penn State Extension, Lancaster County

Petition for Approval:

- Donegal Trout Unlimited
- Lancaster Conservancy

Sallie also recommended removing the following organizations that did not respond to the request or have disbanded:

- Lancaster County Farm Bureau
- Lancaster County Holstein Association
- Lancaster County FSA Committee
- Lancaster County Pomona Grange
- Lancaster County Agricultural Preserve Board

John Trescot made a recommendation to move the Lancaster County Agricultural Preserve Board from the list of Nomination Organizations to be removed to the list of current

organizations. A motion was made by John Trescot to reaffirm the ten approved Nominating Organizations, to add Donegal Trout Unlimited and Lancaster Conservancy, and to remove the unresponsive Organizations except the Lancaster Co. Ag Preserve Board. Jay Snyder seconded the motion. The motion was passed unanimously.

#### **9. PennVest Project**

Chris Thompson presented the request to sponsor a project for improvements on the Elam Beiler farm in Colerain Township. There was discussion on the project. After much discussion, a motion was made by Jay Snyder to sponsor the proposal but to require the plan to include a 35-foot buffer and approve Dan Heller and Kent Weaver as initial signers. The motion was seconded by Bob Shearer. The vote passed unanimously.

#### **10. District Spring and Summer Interns**

On behalf of the Education and Watershed programs, Sallie Gregory presented a request to hire spring and summer interns. She shared the details and the schedule for both positions. A motion was made by Dale Herr and seconded by Herb Kreider to approve advertising for the interns. The motion passed unanimously.

#### **11. Strategic Goal – Marketing and Brand Guidelines**

Sallie Gregory shared the proposal to hire Yoder Design Company for brand work for the District. She requested the Board's approval to move forward with Phase 1 of a branding guide. The cost is not to exceed \$5,260. Herb Kreider made a motion to hire Yoder Design Company for essential brand work. The motion was seconded by Bob Shearer and passed unanimously.

#### **12. Memorandum of Understanding**

Adam Stern shared information from DEP about avoiding the appearance of a conflict of interest while conducting delegated Chapter 102/105 duties. He presented a draft of a potential MOU that the District could enter into with a neighboring District to minimize the appearance of a conflict of interest and requested approval to move forward. A motion was made by Dale Herr to continue to develop the MOU with one of our neighboring Conservation Districts. The motion was seconded by Kent Weaver. The motion passed unanimously.

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

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

- Invitation from the Farm and Home Center for a drop-in to celebrate paying off their mortgage.
- Document about Senator Ryan Aument and his staff participating in an event to replant trees. The event was planned by Matt Kofroth, Amanda Goldsmith, Grace Chamberlain, and Tyler Keefer.
- News article in the Sept/Oct Chesapeake Bay Journal by Karl Blankenship about the Chesapeake model reliability.

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

Adam Stern noted that things have been slowing down last month and this month. There were no plans over \$5,000 submitted this month. The Outstanding NPDES Projects report stands at 42 projects and staff continue to move things off the list.

#### **3. Conservation Foundation Report**

Chris Thompson reported on the Conservation Foundation Board Meeting. He highlighted their updated Mission Statement and procurement policy which is in the process of being revised. Chris explained the Grant Administration Fee to help cover the costs to administer grants and pay for the time of both Lancaster County Conservation District and Clean Water Partners staff. Chris invited Board members to attend the Conservation Foundation meetings and noted that the Foundation has some openings for their Board.

**4. Strategic Planning Update**

Sallie Gregory reported the dashboard document from the October meeting. She shared updates on the three goals.

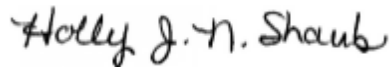
**V. Additional Public Comment:**

Chris Thompson drew attention to the dates to remember including the invitation to the Lancaster Chamber Agriculture Banquet.

**Meeting Adjourned**

Chairman Dan Heller adjourned the meeting at 9:29 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)  
November 2023 Activity  
December 6, 2023 Board Meeting**

To: The Lancaster County Conservation Board of Directors Nutrient Management Plan Review Committee:  
I respectfully submit these Nutrient Management Plans and/or Plan Amendments to the Nutrient Management Plan Review Committee.

I recommend these plans to be approved by the Board. The plans are for the following operations:

| <b>OWNER</b>            | <b>TOWNSHIP</b> | <b>OPERATION</b>   | <b>DESIGNATION</b> | <b>AEU's/<br/>ACRE</b> | <b>REVIEWER</b> | <b>PLAN<br/>#</b> |
|-------------------------|-----------------|--------------------|--------------------|------------------------|-----------------|-------------------|
| Levi Stoltzfus          | Penn            | Layer, Horse, Beef | CAO                | 7.86                   | Bosworth        | 441               |
| Ammon Lantz Jr.         | Clay            | Dairy              | CAO                | 2.10                   | Bosworth        | 1729              |
| Phil Good               | Strasburg       | Layer/Heifer       | CAFO/CAO           | 7.05                   | Brodbar         | 829               |
| Elam King               | West Earl       | Dairy/Layer        | CAO                | 3.72                   | Reuter          | 284               |
| John S. Stoltzfus       | Colerain        | Swine              | CAO                | 151.44                 | Reuter          | 35                |
| Paul Horning            | Manheim         | Guinea/Steer       | CAO                | 3.12                   | Schavis         | 1405              |
| Farm Fresh Egg Products | Rapho           | Layer              | CAFO/CAO           | 2480.60                | Findeisen       | 331               |
| Curvin Nolt             | Drumore         | Broiler            | CAO                | 36.09                  | Adams           | 49                |
| Eli Smucker             | East Drumore    | Dairy              | CAO                | 3.16                   | Adams           | 1743              |
| John Reiff              | West Earl       | Broiler/Steer      | CAO                | 5.09                   | Brodbar         | 365               |



**NMP Update Report to Lancaster County Conservation District Board of Directors  
October 2023 and November 2023 Activity  
December 6, 2023 Board Meeting**

| <b>NMP Name</b>              | <b>Municipality</b> | <b>Plan Update Submission Date</b> | <b>Original NMP Approval Date</b> | <b>Planner<sup>1</sup></b> | <b>Species<sup>2</sup></b> | <b>AEUs</b> | <b>Regulated Operation Type<sup>3</sup></b> | <b>Date Plan Acknowledgment Letter Sent</b> | <b>Reason for Update</b> |
|------------------------------|---------------------|------------------------------------|-----------------------------------|----------------------------|----------------------------|-------------|---|---|--------------------------|
| The Barley Farms             | Manor               | 10/31/2023                         | 3/1/2023                          | Devin Gerlach              | Pullets/Steers             | 355.57      | VAO<br>CAFO                                 | 11/7/2023                                   | Simple Update            |
| Walnut Run Farms Partnership | Penn                | 11/13/2023                         | 12/7/2022                         | Devin Gerlach              | Dairy                      | 1557.15     | VAO<br>CAFO                                 | 11/27/2023                                  | Simple Update            |

**Item II.4**

**Acknowledgment of Conservation Plans (Lutz)**

The Lancaster NRCS Field Office recommends the following plans for the  
December 6, 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> |
|---------------------------|------------------------|----------------|-----------------|
| Keith Frey                | 1                      | Emma Findeisen | Rapho           |
| Abner Zook                | 1                      | Greg Heigel    | Martic          |

| Proposed LCCD 2024 Draft District Budget |                                      |                  |                   |                                 |                               |             |  |                   |                   |                   |                   |                   |                   |                        |  |
|--|--------------------------------------|------------------|-------------------|---------------------------------|-------------------------------|-------------|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------------|--|
| Approved By Board                        |                                      |                  |                   |                                 |                               |             | Budget submitted for draft LCCD Board approval 11/1/2023 |                   |                   |                   |                   |                   |                   |                        |  |
|  | 2022                                 | 2023             | 2023              | 2024                            | 2024 Budget                   | Change from | Budget approved by LCCD Board                            |                   |                   |                   |                   |                   |                   |                        |  |
|  | Budgeted                             | Budgeted         | Actual            | Budgeted                        | 2023 budget                   |             | ag   | e&s               | edu               | ombud             | water             | DnA               | CWP               | Admin                  |  |
|  | Revenue                              | Revenue          | YTD 10/16/2023    | Revenue                         |                               |             |  |                   |                   |                   |                   |                   |                   |                        |  |
| 520                                      | County Funding                       | 325,000          | 300,000           | 250,000                         | 295,000                       | -5,000      |  |                   | \$ 20,000         | \$ 26,000         | \$ 74,000         |                   |                   | \$ 175,000             |  |
| 530                                      | Non-Lapsing Funds*                   | 1,358,903        | 1,512,827         | 1,221,865                       | 1,358,155                     | -154,672    | \$ 1,058,989   |                   | \$ 53,019         | \$ 63,000         | \$ 50,250         |                   |                   | \$ 132,897             |  |
| 560                                      | Grant Administration Income          | 530,393          | 750,523           | 143,441                         | 1,269,955                     | 519,432     | \$ 620,714   |                   | \$ 24,658         | \$ 12,000         | \$ 122,583        | \$ 340,000        |                   | \$ 150,000             |  |
| 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      |  |                   |                   |                   |                   | \$ 650,000        |                   |                        |  |
| 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          |                   |                   |                        |  |
| 590                                      | Investment Income                    | 1,334            | 31,736            | 373,346                         | 31,000                        | -736        |  | \$ 10,000         |                   |                   |                   |                   |                   | \$ 21,000              |  |
| 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>13,496,018</b>             |             | <b>\$ 1,716,467</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                            |                               |             | ag   | e&s               | edu               | ombud             | water             | DnA               | CWP               | Admin                  |  |
|  | Budgeted                             | Budgeted         | Actual            | Budgeted                        |                               |             |  |                   |                   |                   |                   |                   |                   |                        |  |
|  | Expenses                             | Expenses         | YTD 10/16/2023    | Expenses                        |                               |             |  |                   |                   |                   |                   |                   |                   |                        |  |
| 711                                      | Salary and Wages                     | 2,285,009        | 2,633,631         | 1,940,394                       | 3,027,464                     | 393,833     | \$ 1,138,527   | \$ 501,332        | \$ 76,905         | \$ 67,314         | \$ 162,025        | \$ 215,959        | \$ 472,500        | \$ 362,902             |  |
| 710                                      | Employee Benefits                    | 836,245          | 834,545           | 508,330                         | 921,760                       | 87,215      | \$ 352,021   | \$ 144,795        | \$ 20,700         | \$ 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                           | 25,000                        | -7,490      | \$ 11,000  | \$ 5,300          | \$ 350            | \$ 350            | \$ 3,000          | \$ 2,000          |                   | \$ 3,000               |  |
| 730                                      | Supplies                             | 19,550           | 19,450            | 13,718                          | 15,750                        | -3,700      | \$ 5,250   | \$ 2,000          | \$ 1,250          | \$ 650            | \$ 3,250          | \$ 1,250          | \$ 350            | \$ 1,750               |  |
| 735                                      | IT Support/Website/internet/software | 20,961           | 33,561            | 26,601                          | 32,500                        | -1,061      | \$ 8,000   | \$ 8,000          | \$ 2,000          | \$ 2,000          | \$ 3,000          | \$ 3,000          | \$ 3,500          | \$ 3,000               |  |
| 740                                      | Postage                              | 8,075            | 8,025             | 5,096                           | 7,000                         | -1,025      | \$ 2,100   | \$ 3,100          | \$ 350            | \$ 200            | \$ 350            | \$ 300            |                   | \$ 600                 |  |
| 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>13,525,989</b>             |             | <b>\$ 1,716,741</b>                                      | <b>\$ 782,973</b> | <b>\$ 109,042</b> | <b>\$ 105,121</b> | <b>\$ 260,327</b> | <b>\$ 310,755</b> | <b>\$ 650,253</b> | <b>\$ 509,327</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                            | Seperation (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.



### Item III.4

#### Personnel Committee Meeting

The Personnel Committee will be meeting prior to the December 6 BOD meeting to discuss staffing and Employment Benefit Updates. Specific topics include items listed below. A report will be presented at the BOD meeting.

##### Staff Updates

1. E&S Team Support Specialist Position Update
2. Conservation Education & Operations Coordinator

##### Employment Benefits Updates

1. Employee Assistance Program (EAP)
2. Maternity/Paternity Leave
3. Health Plan Coverage Update

##### \*Action Required

### Item III.5

#### Agriculture Conservation Assistance Program Grant Approval

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

| Landowner          | District/Private Consultant | Municipality   | BMPs  | Total Project Cost    | Total Grant Requested |
|--------------------|-----------------------------|----------------|---|-----------------------|-----------------------|
| Jonas M. Ebersol   | Lancaster Farmland Trust    | Strasburg Twp. | Roofed Stacking Shed, Manure Storage, HUA, Animal Trail, Fencing, Grassed Waterway, Waste Transfer, Underground Outlet            | \$639,890.60          | \$500,000.00          |
| Ammon S. Stoltzfus | Lancaster Farmland Trust    | Sadsbury Twp.  | Roofed Stacking Shed, Fencing, Lined Outlet, Underground Outlets, Roof Runoff Structure, Access Road, Structure for Water Control | \$467,847.30          | \$387,847.30          |
| <b>Totals</b>      |                             |                |   | <b>\$1,107,737.90</b> | <b>\$887,847.30</b>   |

ACAP Funds Requested: \$887,847.30

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$887,847.30 worth of ACAP funding for the multiple applications.

##### \*Action Required

**Item III.6**

**Conservation Excellence Grant Approval**

The Conservation Excellence Grant (CEG) currently has one application that has been reviewed by district staff and is ready for board action. The following table outlines the project and amount 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> |
|------------------|------------------------------------|---------------------|---|---------------------------|------------------------------|
| Doug Metzler     | District                           | Martic Twp.         | Roofed Manure Stacking Area, Manure Storage, HUA, Roof Runoff Structure, Underground Outlet | \$239,520.00              | \$215,568.00                 |
| <b>Totals</b>    |                                    |                     |   | <b>\$239,520.00</b>       | <b>\$215,568.00</b>          |

CEG Funds Requested: \$215,568.00

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$215,568.00 worth of CEG funding for the multiple applications contingent upon execution of the delegation agreement by the SCC and District.

**\*Action Required**

**Item III.7  
2022 Audit Report**

Smith Elliott Kearns & Company (SEK) is working to complete the District’s 2022 annual audit. This is the sixth year that they have conducted our audit. The process started this past June, but there have been delays because of staffing disruptions at SEK earlier this autumn. A completed audit as well as the following reports are expected to be shared in the Day of Packet.

- The LCCD Internal SAS letter that informs the Board of any audit findings
- The LCCD Management letter that contains finance related graphs
- The LCCD Financial Statements report that is provided to other entities who request a copy of our audit.
- The additional Single Audit work for expenditures of Federal Awards greater than \$750,000 will be a part of this report package.
- 

Board members are encouraged to review the audit report, and contact Chris or Stacey with any questions.

**\*Informational Item with a possible motion to accept the audit**

### **Item III.8**

#### **PA Fish & Boat Commission Cooperative Agreement**

The Lancaster County Conservation District's Watershed Program has a cooperative agreement with the Fish & Boat Commission for the removal of two small dam structures on the Melvin Beiler property, 225 N. Hollander Rd., Gordonville. The PAFBC funds are through the Muddy Run Exelon (now Constellation Energy) funding program to remove fish impediments and dam structures in Lancaster and York Counties. The funding includes hiring a contractor for the removal of these dam structures and the installation of a livestock crossing. Once the dams are removed the District has other grant dollars to pay for streambank fencing and a riparian buffer on the Beiler farm as well. Due to price increases, we are increasing the cost of the grant from \$6,000 to \$11,000. The grant timeframe has not changed and the project must be installed by 6/30/2024 and the grant terminates on 12/31/2024. Board action is required to amend this agreement with the updated budget dollars.

**\*Action Required**

### **Item IV.3**

#### **With Gratitude**

With grateful gratitude, thank you to 64 donors who donated on November 17 and after to the Extra Give, Lancaster County's largest day of giving. \$7,924 was raised to support the Lancaster County Youth Conservation School and the Lancaster County Envirothon for grades 3-12. We thank Noelle LaFaver, Data Coordinator, and volunteer Josh Slaymaker for promoting the event on social accounts. Noelle also designed posts. This one day will make a difference all year in 2024. Thank you!

## 2024 PACD Winter Meeting Update

Mark your calendars for the winter round of PACD committee meetings, which will take place via video conference prior to the virtual 2024 PACD Executive Council Meeting. Registration is free, but required by visiting [PACD Executive Council Videoconference](#).

Registration is open to all conservation district directors, associate directors, and staff, as well as partner agency staff and invited guests. Registrants will receive a confirmation email with information to participate using Zoom or by phone.

To register, please click on the meeting you would like to attend. Meeting materials will be distributed prior to the meeting.

### **Registration for PACD Executive Council:**

[PACD Executive Council Videoconference](#)

January 25, 2024 | 10:00 a.m. to Noon

### **Registration for PACD Committees:**

[PACD Conservation Committee Videoconference](#)

January 5, 2024 | 10:00 a.m.–11:00 a.m.

[PACD District Employees Committee Videoconference](#)

January 12, 2024 | 10:00 a.m.–11:00 a.m.

[PACD Education and Outreach Committee Videoconference](#)

January 11, 2024 | 10:00 a.m.–11:00 a.m.

[PACD Legislative Committee Videoconference](#)

January 17, 2024 | 10:00 a.m.–11:00 a.m.

[PACD Ways and Means Committee Videoconference](#)

January 18, 2024 | 10:00 a.m.–11:00 a.m.

[PACD Operations Committee Videoconference](#)

January 19, 2024 | 10:00 a.m.–11:00 a.m.

Registrants will receive a confirmation email with information to participate using Zoom or by phone. Meeting materials will be distributed prior to the meeting.

Questions? Contact Molly Burns at [mburns@pacd.org](mailto:mburns@pacd.org).

## **Item IV.5**

### **319 Grant Report**

The Watershed program of the Lancaster County Conservation District applied in 2022 for a Section 319 Nonpoint Source Pollution Prevention Grant that included design and permits for 8 projects and the purchase and installation of two new sondes in the Pequea. The goal is to expedite and prioritize projects since the creation of the Pequea WIP. The program has had a lot of success in the watershed and is building on that existing momentum. The grant was awarded in October 2023 for a total of \$138,300, 2/3 for staff time and 1/3 for equipment.

The program also applied in 2022 for another Section 319 grant for the Conowingo and Conewago watersheds that included riparian buffer outreach and installation including fencing and stream crossings. The focus area is the tributaries of each watershed as identified by their WIPs. We plan to work with partners already working in the area including DTU, PSU, and the TCCCA. The grant was awarded in October 2023 for a total of \$166,375 with the majority of funds for BMP implementation and some funds for staff time.

Both of these grants are great opportunities to support the expanding Watershed program and focus efforts on priority watersheds. The department looks forward to reporting back on the success of these grants.

## **Item IV.6**

### **Save the Date**

The Lancaster County Conservation District Annual Planning Meeting will be held on Wednesday, February 7 from 9 am to noon. Lunch will follow. The Lancaster County Conservation District February Board Meeting is set for the afternoon at 1 pm. Reservation invitations to attend the Annual Planning meeting will be sent to cooperating agencies, nominating organizations, District staff, Board of Directors, and Associate Directors.