



LANCASTER COUNTY CONSERVATION DISTRICT MONTHLY BOARD MEETING AGENDA

Wednesday, January 3, 2024
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"> Invocation – Herb Kreider Call to Order, Chairman, Dan Heller Welcome & Introductions – Dan Heller Additions to the Agenda – Christopher Thompson Public Comment: Survey media/guests: Agenda items of interest – Dan Heller 	
7:40	<ul style="list-style-type: none"> I. <u>Reorganization of the Board</u> (Tabled until February) <ul style="list-style-type: none"> 1. Election of Officer 2. Director and Associate Director Appointments 3. Committee Appointments 	<u>Page #</u>
7:45	<ul style="list-style-type: none"> II. <u>Agency Reports</u> <ul style="list-style-type: none"> 1. USDA, NRCS (attachment) 1 2. PA DEP Field Rep Report (attachment) 3 	
7:55	<ul style="list-style-type: none"> III. <u>*Consent Agenda</u> <ul style="list-style-type: none"> 1. Meeting Minutes (attachment) 8 2. Technical Assistance Requests/Cancellations (attachment) 14 3. Nutrient Management Plan Approval (attachment) 14 4. Conservation Plans Acknowledgement (attachment) 14 	
8:00	<ul style="list-style-type: none"> IV. <u>*Additional Business</u> <ul style="list-style-type: none"> 1. Items Removed from Consent Agenda 2. Treasurer’s Report – Hertz (day of packet) - *3. Personnel Committee – Support Specialist, Request to Hire – Wasco (attachment) 15 *4. E&S Committee – 12/28/23 Meeting Report – J. Snyder/Stern (day of packet) - *5. Exelon Project Approval – Goldsmith (attachment) 15 *6. PFBC Grant Approval – Goldsmith (attachment) 16 *7. ACAP Project Approval – Bitting (attachment) 17 *8. CEG Project Approval – Bitting (attachment) 19 *9. Banquet Award Nominations – Hartz (attachment) 20 	
8:40	<ul style="list-style-type: none"> V. <u>Reports & Information</u> <ul style="list-style-type: none"> 1. Correspondence, News, and Updates – Thompson 2. Campbell Foundation IT Audit Grant – Pauls-Thomas (attachment) 21 3. BEST Program Presentation – Pauls-Thomas (attachment) 21 4. E&S/NPDES Monthly Projects Report – Stern (day of packet) - 5. LCCD Planning Meeting, Feb. 7 Review – Gregory/Thompson (attachment) 21 6. PACD/SCC Report and Winter Meeting Registration – Thompson (attachment) 22 	
8:55	<ul style="list-style-type: none"> VI. <u>Additional Public Comment</u> 	
9:00	<ul style="list-style-type: none"> VII. <u>Adjourn</u> 	

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

Dates to Remember:

1/15, Office Closed for Martin Luther King Holiday	2/7, 9 am-noon, Annual Planning Meeting
1/5-25, 10-12 pm, PACD Winter Meeting Virtual Committee Meetings	

NEXT MEETING DATE: Wednesday, February 7, 2024, 1:00 p.m.
At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors December 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
Brian Burns, 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
362 – Diversion (ft)	-	1,090	1,877
367 – Roofs & Covers (no)	3	-	1
382 – Fence (ft)	10,868	424	1,513
412 – Grassed Waterway (ac)	7.2	0.48	7.93
516 – Livestock Pipeline (ft)	2,996	-	725
561 – Heavy Use Area Protection (sq ft)	8,001	-	2,479
575 – Trails & Walkways (ft)	637	-	3,564
578 – Stream Crossings (no)	3	-	240
600 – Terraces (ft)	9,890	-	2022
614 – Watering Facility	11	-	2
620 – Underground Outlet (ft)	5,883	-	1,412
634 – Waste Transfer System (no)	11	-	4
327 – CREP Conservation Cover (ac)	44.95	5.3	5.3
391 – CREP Riparian Forest Buffer (ac)	26.21	16.31	16.31
390 – CREP Riparian Herbaceous Buffer (ac)	-	-	-

*REFLECTS COMMON PRACTICES INSTALLED THROUGH NRCS & FSA FINANCIAL ASSISTANCE PROGRAMS; DOES NOT REPRESENT ALL PRACTICES INSTALLED.

Financial Assistance Conservation Program Activities:

- Financial Assistance Contract Obligation:

Program	FY23 Total (#)	FY23Total (\$)	FY24Total (#)	FY24 Total (\$)
EQIP/AMA	19	\$1,614,731	-	-
CSP	2	\$32,317	-	-
RCP	9	\$1,604,968	-	-
TOTAL	30	\$3,252,016	-	-

- Financial Assistance Payments:

Program	FY23 Total (\$)	FY24 Mo. Total (\$)	FY24 Total (\$)
ALL PROGRAMS	\$1,150,354.51	\$24,302.43	\$672,000.23

Conservation Financial Assistance Program Details:

- Environmental Quality Incentives Program (EQIP):
 - Sign-up Deadlines: 1/1, 3/1, 5/1
 - Currently ranking 1st round applications.
- Conservation Stewardship Program (CSP):
 - Sign-up Deadline: 1/1
- Regional Conservation Partnership Program (RCPP):
 - Sign-up Deadlines: 1/1, 3/1, 5/1
 - Currently ranking 1st round applications.

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:

- Current vacancies - Soil Conservation Technician and Soil Conservationist. Both have been advertised. Awaiting panels from HR.

Notable Meetings & Trainings:

- 12/12-14 – PA NRCS Business Planning Workshop, Mt. Gretna (Grove, Myers, Alicea Hernandez, Griesemer, Ramer, Martinez Sanchez & Moore)

Respectfully Submitted,



Heather L. Grove
District Conservationist

Item II.2
**January 2024 DEP Conservation District
Field Rep Talking Points**

2024 Conservation District Director Nominations

Information packets for 2024 Conservation District Director nominations and appointments were sent out to county chief clerks and copies went to district managers. If your County has not yet made director appointments, district managers are encouraged to contact chief clerks to discuss the 2024 nominations process and to answer questions regarding vacancies on their board. Appointments were due to the State Conservation Commission by December 15. Your Conservation District Field Representatives or Barb Buckingham (bbuckingha@pa.gov) the State Conservation Commission are available to answer questions concerning the director nomination process.

Conservation District Team Sheets

Conservation Districts are required to update their Team Sheets in Greenport with new Directors and terms by January 31 of each year. In addition, districts should update information in the Tam Sheets throughout the year whenever there are other changes including, staff, Directors, district address, phone, fax or email addresses.

Statement of Financial Interests

All Conservation District Directors are considered Public Officials and most District Employees are considered Public Employees. Any Conservation district employee that meets one or more of the criteria in the definition below **MUST** fill out a Statement of Financial Interest. Completing a statement is not optional. It is required by law. Statements are to be completed and filed with the Conservation District no later than May 1st. The general rule with this form is “when in doubt, fill it out”.

“Public Official” includes any person (*such as a conservation district director*) appointed by a governmental body (such as the board of county commissioners or the county council)

“Public Employee” includes any individual employed by the Commonwealth or a political subdivision (*like a conservation district*) who is responsible for taking or recommending official action of a non-ministerial nature with regard to: Contracting or procurement; Administering or monitoring grants or subsidies; Planning or zoning; Inspecting, licensing, regulating, or auditing any person; or Any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person.

Please refer to the Director Handbook (pp. 4-6) or the Red Ethics Pamphlet (p. 12-15 & 31-36) for additional information. If you require additional forms go to www.ethics.state.pa.us and click on "forms" on the left side of the page.

Chapter 105 Program

DEP’s Chapter 105 & 102 e-initiatives - DEP has been working on multiple efficiency e-initiatives. These do not currently affect Conservation Districts, but The Chapter 105 program still feels it’s important for Conservation Districts to be aware that these initiatives are ongoing. On December 15th, DEP rolled out its new Public Upload with Payment system agency-wide. This system replaces the previous OnBase Public Upload. The new Public Upload with Payment is still just uploading PDF documents but now incorporates accepting electronic payment. This system leverages the e-permitting platform to obtain the payments and submissions. Another DEP initiative is to develop a paper-permit data entry platform within e-permitting to streamline data entry into eFACTS. This initiative was being worked on in the Fall 2023 for the Chapters 105 and 102 programs, but was put on hold while the public upload with payment is rolled out. Again, the paper permit entry would not be available to Conservation Districts at this time.

Chapter 105 quarterly report updates -Throughout the Summer and Fall of 2023, the Chapter 105 program has been investigating ways to improve the quarterly reporting process for delegated Conservation Districts. The purpose of this effort is that the annual e-mailing of excel forms is extremely problematic because 1) Districts still use old forms, 2) it's difficult to track, and 3) it's extremely time intensive to combine all of the submitted reports into a single data set. This process worked well during its initial rollout, but has become more and more difficult as additional priorities have been placed upon program staff. Therefore, something has to change to make it easier for all involved. Two methods were explored utilizing Microsoft Office cloud-based programs (Forms and Lists) and these were tested with a few Districts with feedback provided. All Districts that participated in testing and feedback understood the need for the change, and provided valuable feedback. The program is looking to implement this change in 2024; however, it is also in internal discussions within the Department about 1) expanding e-permitting paper permit entry to conservation districts while also 2) exploring initiatives to increase usage of e-permitting, improving the user experience, and simplifying the registration process. DEP's goal is to get as near 100% usage as possible, as electronic permitting has proven to provide significant permitting efficiencies for both applicants and review staff. These efforts would negate the need for quarterly reports; therefore, the program is waiting to pursue the new quarterly report methodology until direction on these other efforts are resolved.

Water Obstruction & Encroachment Webpage Updates - Throughout the year, the Chapter 105 program has been working on overhauling and doing a first level triage of its [webpages](https://www.dep.pa.gov/Business/Water/Waterways/Encroachments/Pages/default.aspx) on DEP's website (<https://www.dep.pa.gov/Business/Water/Waterways/Encroachments/Pages/default.aspx>). At the end of 2023, the program finished this first phase of webpage work. Some highlights of this webpage you may want to look at are: information on permitting and authorizations; compressive list of all relevant forms, publications, and guidance; information on compensatory mitigation; multiple pages on storm and flooding information; a Ponds education page replacing the old fact sheet, detailed contact information, and a webpage to list program updates.

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.

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 or contact Denise Uzupis at duzupis@pa.gov.

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 \(remote-learner.net\)](https://remote-learner.net)

PA Agricultural Conservation Assistance Program (ACAP)

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

The new ACAP financial reporting tool is live on the PSU Center for Ag Conservation Assistance Trainings Website. Its located directly on the main page in the “Resources and Programs” section, labeled “ACAP Reporting Tool”. Click here to access the site. <https://extension.psu.edu/water/conservation-practices-and-training>

If you have not yet attempted to log and change your password in the ACAP GIS tool, please attempt to login using your email address as both your username and password. If you have changed your password without any errors, then you are now in our database and good to go. **For anyone that does get an error while attempting to log in and change your password**, please fill out the form at the link below as there is either an error with your user ID that we can fix, or we need to add you as a new user.

FORM FOR NEW USERS AND USERS GETTING ERRORS:
https://pennstate.qualtrics.com/jfe/form/SV_3TXKTIOdYbklWE6

Updates to user accounts, as there are so many being requested at this time, will happen in batches every 3-5 days. Please be patient.

Chesapeake Bay Program

CAP Implementation and Coordinator Grant – The 2024 CAP Implementation Grant round brought in applications for 226 projects that will be completed in the next 12 to 18 months, resulting in an estimated reduction of over 170,000 pounds/year of nitrogen, 122,000 pounds/year of phosphorus, and 36.3 million pounds/year of sediment. Award letters were sent to each county on December 4th.

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

Feb 20
Apr 9

Chapter 102 Small Group Training Series (Virtual)

Sediment Traps and Basins

- January 9, 2024: 9 AM - 12 PM
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Fall Virtual Basic Training

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State Water Plan Committee Meetings

Conservation Districts are *very* welcome to attend State Water Plan committee meetings. There are always times available for public comment and the committee members are always excited for lively discussion. Here is the website which the program keeps up to do date with upcoming meetings and committee vacancies: [State Water Plan \(pa.gov\)](http://pa.gov)

Upcoming State Water Plan Committee Meeting dates:

Delaware	04/09/2024	9:00 am	Click here to join the meeting
Lower Susquehanna	04/10/2024	9:00 am	Click here to join the meeting
Potomac	04/11/2024	1:00 pm	Click here to join the meeting
Statewide	04/16/2024	9:00 am	Click here to join the meeting
Ohio	04/23/2024	1:00 pm	Click here to join the meeting
Great Lakes	04/24/2024	9:00 am	Click here to join the meeting
Upper/Middle Susquehanna	04/25/2024	9:00 am	Click here to join the meeting

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

Item III.1

LANCASTER COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES December 6, 2023

The 859th 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 December 6, 2023, at 7:30 PM.

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

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

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

The following Cooperating Agency representative was present: Heather Grove; District Conservationist, NRCS and Jeff Schmidt: Pa Fish and Boat Commission

The following Visitors were present: Ken Meck, Director Emeritus, and Gerald Heistand

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

Herb Kreider provided the invocation for the meeting.

Introductions: Chris Thompson introduced Officer Schmidt, Gerald Heistand, and Amanda Goldsmith.

Additions to the Agenda: There were no additions.

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

I. Agency Reports

1. USDA, NRCS Report

Heather Grove reported that the Cover Crop Program has received 30 applications by the December 1, 2023 deadline. There has been a slight uptick in additional applications for EQUIP.

2. PA DEP Field Rep Report

Chris Thompson highlighted the information about District Directors needed for State Water Plan Committees and encouraged Directors to consider the opportunity. Chris pointed out the information about the PA Fertilizer Law Revisions Effective January 2024. He referred to the meeting dates and training webinars for 2024 and highlighted the information about the ACAP Program. Chris shared that the County publishes an ad with our meeting dates along with other County departments as part of the Sunshine Law requirement.

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.

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

The Consent Agenda includes the following approved items.

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

**Requests for Nutrient Management Plan Approval (Lutz)
November 2023 Activity
December 6, 2023 Board Meeting**

The plans are for the following operations:

OWNER	TOWNSHIP	OPERATION	DESIGNATION	AEU's/ ACRE	REVIEWER	PLAN #
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	Schavnis	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

III. Additional Business

1. Items removed from the Consent Agenda

None removed.

2. Treasurer’s Report

Stacey Hertz highlighted that the Income and Expenses report shows a negative \$37,800 under the General Operations however there were deposits after the report was completed that would raise the balance to \$4,352,219.95 as of December 4. Stacey stated she is looking for suggestions on what details the Directors would like to see in the financial report. Kent Weaver reported the year-end increase of the Raymond James Fund is 2.0%, \$11,224. \$150,000 was moved into a protected fund with a stop-loss.

3. 2024 Budget Presentation

Matt Kofroth stated not much has changed since the 2024 Budget draft was presented in November. Numbers were revised for end-of-year salary authorization, merit, bonus, and cola and expenses for IT support, supplies, and professional services. The Budget and Finance Committee has talked about moving to an accrual-based accounting system but is waiting for the 2022 Audit to be completed. Roger Rohrer made a motion to approve the 2024 Budget (\$13,525.989) as presented. John Trescot seconded the motion. The motion was approved.

4. Personnel Committee

Sonia Wasco reported that the interviews for the E&S Team Support Specialist will start soon with an expected hire date of January 8, 2024. Sonia also shared that a title change for Sallie Gregory to Conservation Education & Operations Coordinator was being made to reflect what she has been doing to support Administration with special projects to enhance operations. Sonia then reviewed three discussion topics the committee had regarding updates to our employment benefits packages.

1. Staff are now able to take advantage of an Employee Assistance Program (EAP) which is provided through our workman's compensation coverage provided by Principal Insurance carrier. The EAP benefit includes counseling for mental and financial wellness services and instructional webinars.
2. Sonia provided an update that the Committee is working to add some type of Maternity/Paternity Leave policy by June 2024.
3. The Personnel Committee also reviewed with the Board a request by Eliance Health to add gender-transitioning services and medications to our healthcare plan. Sonia reviewed details of Eliance's request and a letter submitted to the committee by Adam Stern in support of including this coverage. (A hard copy of the letter was given to each Director and is attached to these minutes). The Committee, citing other elective services we do not include in our plan (ie: bariatric surgery, private nursing care, vision therapy, etc.) to help contain and minimize premium cost increases shared by the staff, recommended to not add the gender-transitioning services and medications to our healthcare coverage.

After much discussion, Sonia Wasco made a motion to not change our healthcare coverage for the balance of our 2023-2024 contract and to sign the indemnification clause with Eliance. The motion was seconded by Herb Kreider. The motion carried.

5. ACAP Project Approval

Kent Bitting presented two applications for ACAP funding and stated that they are two larger projects totaling \$887,847.30. There was a discussion about the allocation of funds.

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
Totals				\$1,107,737.90	\$887,847.30

A motion was made by Roger Rohrer and seconded by John Trescot to approve the ACAP projects. The motion passed unanimously.

6. CEG Approval

Kent Bitting reported that a total of \$600,000 was received from the State Conservation Commission for the 2023-2024 Conservation Excellence Grant and this is the first project.

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Doug Metzler	District	Martic Twp.	Roofed Manure Stacking Area, Manure Storage, HUA, Roof Runoff Structure, Underground Outlet	\$239,520.00	\$215,568.00
Totals				\$239,520.00	\$215,568.00

Sonia Wasco made a motion to approve the project. Jay Snyder seconded the motion. The motion passed.

7. 2022 Audit Presentation

Stacey Hertz reported that completing the audit and single audit for the District and the Foundation has been delayed. SEK is working to complete the Audit by the end of January. Chris Thompson reported that an extension was filed with the State Conservation Commission.

8. PAFBC Cooperative Agreement Budget Update

Amanda Goldsmith shared that an amendment is needed with the Fish & Boat Commission for the Melvin Beiler project due to significant permitting delays which resulted in increased costs. A motion was made by John Prescott to amend the agreement to increase the grant from \$6,000 to \$11,000 and seconded by Sonia Wasco. The motion carried.

IV. Reports/Information

1. Correspondence, News and Updates

- Lancaster Newspaper article, November 19, 2023 - Featuring Outback Toys
- Letter from the State Conservation Commission adding two new Nominating Organizations, Lancaster Conservancy and Donegal Trout
- Letter from the State Conservation Commission removing inactive organizations from the list of Nominating Organizations
- Chris Thompson shared that Dan Heller and Bob Shear will be transitioning to Assistant Directors in 2024. The County will assign a new representative to the District in 2024 since John Prescott's term will be completed.

2. E&S/NPDES Monthly Projects Report

Eric Hout highlighted the Total Plan Submissions and Fees Collected for November 2023 and the year-to-date totals. He noted that we also collect a \$100 per disturbed acre fee for DEP associated with NPDES permits. He reviewed some of the higher fee amount plan submissions. Eric shared that the Outstanding NPDES Projects over 3 months are just over 27%.

3. Extraordinary Give Update

Sallie Gregory thanked everyone who donated to the 2023 Extra Give. The donation total on November 17 was \$6,250 and another donation was received by check. There was also an additional donation through an employer match making the total donation just under \$8,000.

4. PACD/SCC Winter Meeting Registration

Chris Thompson highlighted the meeting dates for the 2024 PACD Winter Meetings. Staff and Directors are invited to attend the online meetings but need to register. Sonia Wasco shared information about the PACD budget shortfall and expected dues increase in 2024.

5. Watershed Program Update

Amanda Goldsmith reported on two 319 grants that are supporting the Watershed Program. The first grant is in the Pequea watershed and includes design/permits for 8 projects and the purchase and installation of two sondes for more water quality monitoring. The grant total is \$138,300. The second grant focuses on tributaries of the Conowingo and Conewago watersheds and includes riparian buffer outreach and installation. The grant total is \$166,375.

6. Annual Planning Meeting Update

Sallie Gregory shared that the Annual Planning Meeting will be held on Wednesday, February 7, 2024, followed by a lunch. The February Board Meeting will be held at 1 pm.

7. New Agreement 2024 CAP

Chris Thompson shared the grant approval letter from DEP. Clean Water Partners has worked with District staff to administer the project funding. He stated that this is the fifth year the District has received funds to administer the program. The grant includes \$100,000 to manage the program and \$4,000,000 for the CAP projects.

8. Permit Review MOU with Chester County

Eric Hout presented the MOU Draft with Chester County. He noted the document is more encompassing than reviewing E&S plans. Chris Thompson noted that DEP, South Central Regional Office had reviewed the document and offered their edits and this is the final version. A motion was made by Sonia Wasco to accept the final version of the MOU and seconded by Roger Rohrer. The motion passed unanimously.

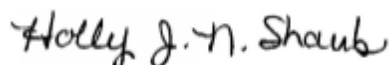
V. Additional Public Comment:

There were no additional comments.

Meeting Adjourned

Chairman Dan Heller adjourned the meeting at 9:22 p.m.

Respectfully submitted,



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

To the LCCD Personnel Committee and Board of Directors,

It is my understanding that the Personnel Committee is considering creating an exclusion in our self-funded health care plan for gender affirming care. As an employee of the District, I would like to offer my opposition to creating that exclusion. Employees of the District and their families deserve access to comprehensive health care regardless of their gender identity.

A long list of professional medical organizations agree, gender affirming care is medically necessary care that saves lives. To name a few:

- American Medical Association
- American Psychiatric Association
- American Psychological Association
- The Academy of Child and Adolescent Psychiatry
- American Academy of Family Physicians
- American Academy of Pediatrics

By carving out a specific exclusion in our plan for gender affirming care, we send a clear message to employees and potential employees; the Lancaster County Conservation District does not agree that gender affirming care is medically necessary. It certainly does not send the message that the District values diversity in our team and welcomes folks of all gender identities to join in the valuable conservation work that we do.

I am sorry that I am not able to be at this evening's meetings and hear the specific considerations of this decision. I understand that some of those considerations are financial ones. I would be interested in hearing the specific figures related to this policy and the District's health care costs. I would also be interested to know if the Committee or the Board considered other options for health care while discussing a potential exception. What would the change in cost be if the District moved to a fully-funded insurance plan that is legally required to cover gender affirming care?

The District regularly states that we are an equal opportunity employer and that we do not discriminate with regard to any legally protected status. I am not a lawyer nor a legal expert. However, a quick Google search will reveal that creating an exclusion in our plan has the potential to place the District on shaky legal ground as the case law on this specific topic continues to develop. Whether or not the law or the courts currently outlaw this exception, this decision presents an opportunity for the District to establish itself as an inclusive organization. At the very least, I ask the Committee and the Board to consult with appropriate legal counsel before implementing any new policy.

To be clear, I do not feel compelled to offer my opposition because I seek to sow division or want to see the District fail. I feel compelled to speak because I believe deeply in the District's mission and want it to be a vibrant, successful organization for decades to come. I love the work of the District because whether they know it or not, ALL residents of Lancaster County reap its benefits. Every time we assist in protecting the waters of the county, we do our small part to guarantee that ALL members of future generations will have access to the beautiful natural resources we have been tasked with protecting. I believe that the District is able to achieve its mission of promoting the stewardship of the natural resources of Lancaster County and beyond best when we intentionally create an environment that welcomes ALL people to join in that work.

Yours for a better environment,

Adam J. Stern
E&S Program Manager
Lancaster County Conservation District

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

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item II.3
Requests for Nutrient Management Plan Approval (Lutz)
December 2023 Activity
January 3, 2024 Board Meeting**

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

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

OWNER	TOWNSHIP	OPERATION	DESIGNATION	AEU's/ACRE	REVIEWER	PLAN #
John B. Stoltzfus Jr.	East Hempfield	Dairy	CAO	3.02	Schavnis	593
Brent L. Gehman	Clay	Dairy	CAO	3.35	Schavnis	689
Wilmer Nolt	Fulton	Dairy/Ducks	CAFO/VAO	0.88	Adams	2842
Harold Merkey	Rapho	Swine, Beef, Horse	CAFO/CAO	9.94	Brubaker, SCC	169

**NMP Update Report to Lancaster County Conservation District Board of Directors
December 2023 Activity
January 3, 2024**

NMP Name	Municipality	Plan Update Submission Date	Original NMP Approval Date	Planner ¹	Species ²	AEUs	Regulated Operation Type ³	Date Plan Acknowledgment Letter Sent	Reason for Update
Doug Metzler	Martic	11/28/2023	10/6/2021	Maggie Dean	Layers	412.14	CAO CAFO	12/4/2023	Simple Update

**Item II.4
Acknowledgment of Conservation Plans (Lutz)
The Lancaster NRCS Field Office recommends the following plans for the
January 3, 2024 Board Meeting:
NATURAL RESOURCES CONSERVATION SERVICE**

Conservation Plans	Number of Plans	Planner	Township
None			

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Amos Stoltzfus	1	Jason Reuter	Strasburg

Item IV.3

Personnel Committee Report

Staff are finalizing the details, references, and other items for the Administrative Support position and will provide a report to the personnel committee. This information will be shared in the day of packet next week.

Item IV.5

**Exelon/Constellation Energy Habitat Improvement Project
Muddy Run Pumped Storage Funds**

The District received four applications for grant funding through the Watershed Program and one application through the Aquatic Resource Restoration Company (ARRC). On December 14th, a ranking meeting was held with the Cost Share Committee to review projects with District staff. Each application was assigned a ranking following a brief presentation from the responsible Watershed staff member and ARRC staff representative. All five (5) projects are being presented for board approval: Waterfall Retreat, Red Run Campground, Miller Farm, UNT Strickler Run, and Warbler Run AOP. We do not expect to receive approval from PA DEP before the Board meeting, but we are expecting approval in late January/early February. Once the District receives approval from PA DEP, the contingent approval will allow the projects to move forward with executing the agreements and completing the designs without waiting for the next District Board Meeting.

Landowner	Technician	2024 Incentive Payment	Administration Cost (5% of Incentive Payment)	Total Grant Requested
E. Lampeter/Suzi Sutton (Waterfall Retreat)	Amanda Goldsmith, LCCD	\$ 71,250.00	\$ 3,750.00	\$ 75,000.00
Ed and Jeana Linzy (Red Run Campground)	Tyler Keefer, LCCD	\$ 71,000.00	\$ 3,550.00	\$ 74,550.00
Enos Miller (Miller Farm)	Grace Chamberlain, LCCD	\$ 71,250.00	\$ 3,750.00	\$ 75,000.00
Rick Brooks (UNT Strickler Run)	Brady Riedel, ARRC	\$ 62,415.00	\$ 3,120.00	\$ 65,535.00
Adrian Shelley (Warbler Run AOP)	Amanda Goldsmith, LCCD	\$ 15,000.00	\$ 750.00	\$ 15,750.00
Totals				\$305,835.00

The Watershed Program requests approval for the 5 projects using Exelon/Constellation Energy funds totaling \$305,835.00 contingent upon DEP approval.

***Action Required**

Item IV.6

Pa. Fish & Boat Commission Watershed Grants Approval

The Watershed Department is putting in two applications for the Pennsylvania Fish and Boat Commission's Habitat Improvement Grant Program. This funding is sourced from both the Peach Bottom Atomic Power Station and the Muddy Run Pumped Storage Project and is available to only Lancaster and York County stream improvement projects. The first application is a dam removal and will pair with a Stroud-funded 35' riparian buffer and fencing project for the Glick Farm, totaling \$15,000 for the dam removal and grade control structures. The second application is a stream restoration project with a 35' riparian buffer and associated fencing on the Fisher farm, totaling \$75,000. This application will match an existing \$75,000 Exelon Habitat Improvement Grant the District has for the project which will help the funds go further. The grant applications are due on January 15, 2024. Board action is required before submitting both grant proposals.

***Action Required**

Item IV.7
Agriculture Conservation Assistance Program Grant Approval

The Agriculture Conservation Assistance Program (ACAP) currently has ten 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
Dwight Stoltzfoos	TeamAg	Sadsbury Twp.	Roofed Compost Building, HUA, Grassed Waterway	\$256,328.60	\$233,026.00
Daniel S. Miller	Lancaster Farmland Trust	Little Britain Twp.	Access Road, Grassed Waterways, Animal Trails, Fencing, Underground Outlets	\$135,967.30	\$115,967.30
Reuben Esh	Weaver Environmental	LeacockTwp.	Manure Storage, Animal Trail, Fencing, Roof Runoff Controls, Access Road, Subsurface Drain Underground Outlet	\$601,978.17	\$380,880.35
Jeffrey S. Barley	TeamAg	Manor Twp.	Roofed Stacking Shed, Underground Outlets, Roof Runoff Structure, Subsurface Drain	\$195,091.00	\$173,331.90
John M. Glick	District	Providence Twp.	Manure Storage, Fence, Animals Trails, Underground Outlet, Waste Transfer	\$202,042.92	\$181,838.63
Benuel Ebersol	TeamAg	Fulton Twp.	Manure Storage, Waste Transfer, Fence, Underground Outlet	\$103,080.72	\$92,149.91
Josiah Lantz	TeamAg	Salisbury Twp.	Manure Storage, Waste Storage, Pumping Plant, Waste Transfer, Underground Outlet, Access Road	\$230,927.40	\$209,934.00

Ervin Zook	Weaver Environmental	Bart Twp.	Roofed Stacking Shed, Fencing, Roof Runoff Structure, Underground Outlet	\$126,778.00	\$64,275.20
Chris Landis	Mowery Environmental	Clay Twp.	Roofed Compost Facility, HUA, Underground Outlet, Roof Runoff Structure, Lined Outlet	\$27,335.00	\$24,850.00
Allen King	TeamAg	Salisbury Twp.	Roofed Stacking Area, Roofed HUA, Underground Outlets, Access Road, Buffer, Fencing, Stream Crossing, Roofed Runoff Structure	\$500,078.00	\$444,020.00
Totals				\$2,379,607.11	\$1,920.273.29

ACAP Funds Requested: \$1,920.273.29

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$1,920.273.29 worth of ACAP funding for the multiple applications.

***Action Required**

**Item IV.8
Conservation Excellence Grant Approval**

The Conservation Excellence Grant (CEG) currently has two applications that have been reviewed by district staff and are ready for board action. The following table outlines the project and amount requested.

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Steven Keener	District	West Donegal Twp.	Roofed Manure Stacking Area, HUA, Roof Runoff Structure, Underground Outlet	\$56,790.00	\$51,110.00
James L. Ranck	District	Sadsbury Twp.	Structure for Water Control, Underground Outlet, Lined Outlet	\$7,969.85	\$7,172.86
Totals				\$64,759.85	\$58,282.86

CEG Funds Requested: \$58,282.86

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$58,282.86 worth of CEG funding for the multiple applications contingent upon execution of the delegation agreement by the SCC and District.

***Action Required**

Item IV.9

2024 Banquet Planning Committee Report

The Banquet Committee met on November 15th, 2023, with the following committee members present:

Adam Hartz, Holly Shaub, Samantha Adams, Shelly Dehoff, Kaylyn Gordon and Steve Wyld. The banquet is scheduled for Tuesday, **March 26th**, at **6:15 PM** with a social gathering starting at **5:30 PM** and will be held at the **Farm and Home Center** and catered by **Yoder's Catering**, from Gordonville.

The committee recommends a cost of \$25.00 per person.

The program and award presentations were planned as follows:

The program will include the District's 16th Annual Scholarship Fundraiser Auction. Auction donations will be coordinated by Adam Hartz. Announcement of 2022-2023 Scholarship Winners and Auction Introduction by Shelly Dehoff

Invocation: TBD

Conservation Awards	Recipient	Narrator	Director Presenter
Conservation School Service	Frank Wasco	Sallie Gregory	TBD
Conservation Educator	Jennifer Trout & Josh Haupt– Ephrata Middle School	Sallie Gregory	TBD
Watershed Project Award	Simeon Esh (Landowner) Donegal Trout Unlimited Alliance for the Chesapeake Bay US Fish & Wildlife Service Unique Excavating	Amanda Goldsmith	TBD
Outstanding Dirt & Gravel Rd/Low Volume Rd	None	Tyler Keefer	TBD
Building Industry Resource Conservation	TBD		TBD
Soil Stewardship	Lloyd King	Lauren Brodbar	TBD
Outstanding Cooperator	Clark Oberholtzer	Samantha Adams	TBD

***Action Requested**

Item V.2

Keith Campbell Foundation Tech Deep Dive Grant Proposal

The Conservation Foundation of Lancaster County has been invited to a grant opportunity by the Keith Campbell Foundation. The purpose of the grant is to fund development of a Technology Plan by a third-party consultant. The Technology Plan will serve as an “audit” of the District’s technology practices and identify areas for improvement in communication, data management, and security.

Flagstream, the District’s IT provider, recommended that the District select an outside firm in order to develop an objective evaluation of the organization’s technology needs. To select a consultant, members of the Technology Committee reached out to 8 IT consulting firms, resulting in 3 technology plan proposals. From those proposals, the Technology Committee selected Nimbus Nonprofit Solutions as the preferred consultant.

The Conservation Foundation has submitted a proposal on behalf of the District to fund the Technology Plan. If funded, the grant will fully cover all costs related to development of the Plan. There is potential for additional funding to implement recommendations coming out of the technology plan. Further conversations with the Campbell Foundation will be necessary to determine the nature and scope of the additional funding.

Item V.3

Buffer Establishment Support Team (BEST) Program Overview

Grants Coordinator Andrew Pauls-Thomas will present on the Buffer Establishment Support Team fund, a grant fund available for partner organizations to use to ensure buffer success. This program is funded through several different grants, including the American Rescue Plan Act (ARPA) dollars the District received from the Lancaster County Commissioners. Eligible activities include mowing, removal of invasive plants, and other establishment care.

Item V.5

Annual Planning Meeting

Program Managers and administration are finalizing the Annual Planning meeting details which will take place on Wednesday, February 7 from 9 AM to noon at the Farm & Home Center. Lunch will follow the annual planning meeting followed by the February Board meeting at 1 PM. Please look for an invitation and agenda for these events in early January and be sure to RSVP.

Item V.6

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.