



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

Wednesday, March 6, 2024

Lancaster Farm & Home Center

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

Business Meeting 7:30 p.m.

Timer

7:30	Invocation – Herb Kreider Call to Order, Chairperson, Sonia Wasco Welcome & Introductions – Sonia Wasco Additions to the Agenda – Christopher Thompson Public Comment: Survey media/guests: Agenda items of interest – Sonia Wasco	
		<u>Page #</u>
7:40	I. <u>Agency Reports</u> 1. USDA, NRCS (attachment) ..... 1 2. PA DEP Field Rep Report (attachment) ..... 3	
7:45	II. <u>*Consent Agenda</u> 1. Meeting Minutes (attachment) ..... 8 2. Technical Assistance Requests/Cancellations (attachment) ..... 14 3. Nutrient Management Plan Approval (attachment) ..... 14 4. Conservation Plans Acknowledgement (attachment) ..... 14	
7:55	III. <u>*Additional Business</u> 1. Items Removed from Consent Agenda 2. Treasurer’s Report – Hertz (day of packet) ..... - 3. *2022 Audit Approval – Kofroth (attachment)..... 15 4. *ACAP Project Approval – Bitting (attachment) ..... 15 5. *CEG Project Approval – Bitting (attachment)..... 17 6. *Dirt & Gravel/Low Volume Rd. QAB Report – Kreider/Keefer (attachment)..... 17	
8:25	IV. <u>Reports &amp; Information</u> 1. Correspondence, News and Updates – Thompson..... 2. E&S/NPDES Monthly Projects Report – Stern (day of packet) ..... - 3. Twp. Ag BMP Verification Program Update – Thompson (attachment)..... 18 4. Planning Meeting Update – Gregory/Thompson (attachment) ..... 18 5. Banquet Committee Report – Thompson (attachment)..... 19 6. Ethics Forms – Thompson (attachment) ..... 19 7. Board of Directors Committees (attachment) ..... 19	
8:55	V. <u>Additional Public Comment</u>	
9:00	VI. <u>Adjourn</u>	

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

Dates to Remember:

3/5 Director Training, Berks CCD	3/26 LCCD Awards Banquet, Farm & Home Center
3/7 SC Regional Director Meeting - Cumberland	

NEXT MEETING DATE: Wednesday, April 3, 2024 @ 7:30 p.m.

At the Lancaster County Farm & Home Center

**\*Action Required**



Activity Report to LCCD Board of Directors February 2024

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	-	-	4	106.4

\*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	2	10
362 – Diversion (ft)	-	-	1,877
367 – Roofs & Covers (no)	3	1	3
382 – Fence (ft)	10,868	3,796	9,820
412 – Grassed Waterway (ac)	7.2	-	7.93
516 – Livestock Pipeline (ft)	2,996	-	725
561 – Heavy Use Area Protection (sq ft)	8,001	416	3,189
575 – Trails & Walkways (ft)	637	4,680	8,244
578 – Stream Crossings (no)	3	-	240
600 – Terraces (ft)	9,890	-	2022
614 – Watering Facility	11	-	2
620 – Underground Outlet (ft)	5,883	120	1,672
634 – Waste Transfer System (no)	11	1	5
327 – CREP Conservation Cover (ac)	44.95	-	5.3
391 – CREP Riparian Forest Buffer (ac)	26.21	12.76	29.07
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	10	\$548,970
CSP	2	\$32,317	-	-
RCPP	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	\$421,739.39	\$1,465,384.49

**Conservation Financial Assistance Program Details:**

- Environmental Quality Incentives Program (EQIP):
  - General:
    - Sign-up Deadlines: 3/1, 5/1
    - Wrapping up ranking on 1<sup>st</sup> round applications.
- Conservation Stewardship Program (CSP):
  - Sign-up Deadline: 3/1
- Regional Conservation Partnership Program (RCPP):
  - Sign-up Deadlines: 3/1, 5/1
  - Wrapping up ranking 1<sup>st</sup> 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- 1 applicant, no response to interview invite. Position will be readvertised.
  - Soil Conservationist - Still awaiting panel from HR.

**Notable Meetings & Trainings:**

- 2/1 – FY24 FSA & NRCS CREP Workload Discussion, Lancaster (Grove, Spotts, Liput & Gilbert)
- 2/14-16 – PA NRCS All Employee Meeting, Shepherdstown, WV (All NRCS & FT Affiliates)
- 2/21 – Lancaster NRCS Quarterly Team Meeting, Lancaster (All NRCS & FT Affiliates)
- 2/27 – Basic Soils Training, Hershey (Sanchez)
- 2/28 – PA Grazing Update Training, Lancaster (All NRCS Planners and Technicians)

Respectfully Submitted,



Heather L. Grove  
District Conservationist

## March 2024 DEP Conservation District Field Rep Talking Points

**Trenchless Technology Guidance** - The Bureau of Waterways Engineering and Wetlands (BWEW) and the Regional Permit Coordination Office (RPCO) published the final technical guidance: *Trenchless Technology Guidance* in the *Pennsylvania Bulletin* on February 24, 2024. This document is available in DEP's eLibrary at: <https://greenport.pa.gov/elibrary/GetFolder.aspx?FolderID=1039254>. **Please note that the effective date is February 24, 2024.**

This has been a collaborative effort with many stakeholders, internal and external, providing valuable feedback over several years. The Program wants to thank everyone who was involved at some level in the development of this guidance. The following individuals contributed significantly to the completion of this project and would like to be recognized by the Program: **Domenic Rocco, Cristine Vinciguerra and Drew Foley** with RPCO, **Andy McDonald** with BWEW's Division of Wetlands Encroachment & Training, and **High Garst** with the DEP Policy Office.

We ask that you please take some time to review the document. If you have any questions or comments begin compiling them to share at a later date through a single point of contact from each office/district. We plan to schedule a training related to this guidance in the near future.

Lastly, please remember that this technical guidance is what DEP is **recommending** to operators who use or intend to use a trenchless technology construction method. Requirements in technical guidance are only communicated in those instances where the guidance references statutes or regulations. Your technical deficiency letters and correction notices should only cite statutes and regulations, not technical guidance. You can **recommend** that operators consider points of interest from this guidance in the development of their permits and authorizations materials, including their PPC plans during preapplication meetings.

### **High Tunnel Technical Guidance Document Withdrawal**

DEP's recent withdrawal of the technical guidance document (TGD), *Water Management for Agricultural High Tunnels* (383-4200-001) did not alter in any way the provisions of the Commonwealth's Storm Water Management Act (Act 167 of 1978) as amended by Act 15 of 2018. As indicated in the Pennsylvania Bulletin notice about the TGD withdrawal (see [54 Pa.B. 473](#)), DEP withdrew the guidance because it largely mirrored language in Act 15 of 2018 without providing much guidance beyond the statutory language.

Part of DEP's reason for publishing that guidance in the first place was to make clear that, although Act 15 of 2018 exempted certain high tunnels from the provisions of the Storm Water Management Act, that DEP regulations under other statutes (like the Clean Streams Law, the Dam Safety and Encroachments Act, the regulations at 25 Pa. Code Chapter 102 and 25 Pa. Code Chapter 105, for example) can still apply to high tunnels in certain situations. However, nothing in Act 15 of 2018 exempted high tunnels from the provisions of those other statutes and their implementing regulations, so a DEP guidance document saying as much was not really necessary.

To that point, DEP would point out that the statement from the *Lancaster Farming* article that "... *high tunnels are exempt from stormwater regulation in Pennsylvania.*" is an oversimplification. To reiterate, Act 15 of 2018 did exempt certain high tunnels from provisions of the Storm Water Management Act, but not from other statutes and regulations governing stormwater in Pennsylvania (like Chapter 102 regulations for erosion and sediment control (E&S), post-construction stormwater management (PCSM), and Chapter 105 regulations for water obstructions or encroachments). When the amount of earth disturbance associated with construction of a high tunnel triggers the need for Chapter 102 permit coverage (that is, when the total amount of earth disturbance is one acre or more, as required by 25 Pa. Code § 102.5(a)), E&S and PCSM requirements will apply. Similarly, when a structure is being built along or across a waterway, Chapter 105 permitting requirements may also apply.

**PAG-02 Authorization Letter Updated** - The Bureau of Clean Water has updated the PAG-02 Authorization Letter template to prepare new permittees this year of the upcoming need to submit renewal Notice of Intent (NOIs) by December 7, 2024. All permittees with PAG-02 coverage prior to December 7, 2024, will need to submit the renewal NOI, even if they've only had coverage for a short while. The revised PAG-02 Authorization Letter can be found in the Chapter 102 Resource Center of Clean Water Academy. The Bureau of Clean Water asks everyone to download the latest template ( [Letter Templates](#) )(Number 28) for immediate use.

**Conservation District and Agriculture Agencies – Ag Meeting** - Bureau of Watershed Restoration & Nonpoint Source Management is currently planning the virtual “Conservation District and Agriculture Agencies – Ag meeting” for mid to late July. This meeting was previously called the “All Ag Meeting” and held in March. Districts will be notified once a date is selected and an agenda is drafted.

### **PA Agricultural Conservation Assistance Program (ACAP)**

Districts have spent the past few weeks updating the ACAP financial tracking system. The system is working well and can receive quarterly reports and process replenishments. Districts are encouraged to reach out to State Conservation Commission (SCC) Field Staff for any assistance they need with the system.

Penn State Univ. Center for Agriculture Conservation Assistance Training (PSU CACAT) has entered into an agreement with HRG to provide engineering services for ACAP. The focus of this firm's involvement with ACAP will be to provide assistance with an ACAP job certification system (similar to NRCS Job Approval Authority), provide training, and review/comment on project designs. This contract is not able to provide project specific engineering (I&E, drawings, inspections, etc.) for all ACAP projects across the state.

SCC and CACAT staff have begun drafting an ACAP admin manual with the hopes it will be approved by the SCC by the end of the year. The overall plan is for the admin manual to go through ACAP workgroup for review as well as a public comment period. Staff will develop a comment/response document prior to taking the admin manual to the SCC for approval.

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 \(psu.edu\)](#).

### **Clean Water Academy (CWA)**

**102 and 105 Attachment B on the Clean Water Academy** – It is essential that Districts update 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 tile in CWA. 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 maintain and enable all the data systems. [Course: Data Portal \(remote-learner.net\)](#)

## **2024 Dirt, Gravel, Low Volume Road (DGLVR) Program Trainings**

The DGLVR Program has many of their 2024 trainings scheduled and registration is open. There is no charge to attend but registration is required. Training dates, locations, and details are available at each of the registration links below.

**Environmentally Sensitive Maintenance (ESM) training:** ESM trainings are a two-day classroom session focused on providing the knowledge and tools necessary for road owners to maintain roads in a more cost-efficient and environmentally sensitive manner. ESM trainings are open to both new certifications and those seeking a recertification. Upon completion, attendees are provided with a certification to apply for DGLVR funds for 5 years, expiring December 31st of the 5th year.

[ESM Training Registration - Center for Dirt and Gravel Road Studies \(psu.edu\)](#)

**DGLVR Administrative training:** 1-day course. Using the administrative manual as a guide, this class will outline the role of Conservation Districts in the Dirt, Gravel, and Low Volume Road Maintenance Program.

[Admin Training Registration - Center for Dirt and Gravel Road Studies \(psu.edu\)](#)

**DGLVR Financial training:** NEW 1-day course, scheduled back to back with Admin trainings. Any district staff involved in the DGLVR Program are welcome to attend, although district staff who manage program funding are especially encouraged to attend. This training covers topics including DGLVR financial policy, tracking funds, GIS financial tools, reconciling the GIS and conservation district DGLVR accounts, budgeting and spending requirements, and the financial portion of Quality Assurance / Quality Control (QAQC) visits.

[Financial Training Registration - Center for Dirt and Gravel Road Studies \(psu.edu\)](#)

## **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](http://www.ethics.state.pa.us) and click on "forms" on the left side of the page.

## **Chesapeake Bay Program**

### **Phase 3 Watershed Implementation Plan (WIP) Numeric Reporting for 2023 Progress Year**

**Completed**- The Chesapeake Bay Partnership Section (CBPS) concluded the 2023 progress reporting year on February 6. For 2023, more than 40 local, state, and federal partners reported 14,535 Best Management Practices (BMPs) into the National Environmental Information Exchange Network (NEIEN) and Chesapeake Assessment Scenario Tool (CAST) Model. The success of data reporting is in large part due to the state and county level partnerships that we have made and continued to build on.

This progress year, the CBPS have added a newly approved methodology from Larson Design Group (LDG) to use for reporting specific BMPs in Pennsylvania. The methodology consists of a non-intrusive approach to BMP verification through current and detailed satellite imagery. After months of LDG working on this methodology, this method was approved at the August 2023 Chesapeake Bay Water Quality Goal Implementation Team meeting.

### **2023 Countywide Action Plan (CAP) Annual Reports, Milestone Updates, and Progress Snapshots available on the website**

In 2023, 30 of the 34 counties completed a 2-year milestone update on their Countywide Action Plans (CAPs) where county partners updated their goals and initiative for the next two years. Additionally, all 34 counties completed an annual progress report on their CAP efforts over the past year. Counties who completed a 2-year milestone update also updated their numeric goals on what the county intends to address the nutrient and sediment reductions identified in the Phase 3 Watershed Implementation Plan (WIP). These numeric goals and the progress the counties have made for them are captured in Snapshots that are created by the Chesapeake Bay Watershed Restoration Division in conjunction with the Susquehanna River Basin Commission. All of these finalized documents have been added to the CAP website and are available to the public: [Countywide Action Plans \(pa.gov\)](https://pa.gov).

## Dates to Remember

### SCC Meetings – 1:00 PM

Hybrid Meeting  
Hybrid Meeting

March 12  
May 14

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

Conference Call  
Conference Call

Apr 9  
June 11

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

#### Sediment Traps and Basins

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

#### Channels

- 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

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

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

### Leadership Development Strategic Board Development Sessions in-person 10:00 – 2:00

Southeast	Mar 5	Berks CD
Southcentral	Mar 13	Cumberland
Northeast	Mar 19	Monroe
Northwest	Mar 26	Warren

### 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 \(pa.gov\)](https://www.pacleanwateracademy.remote-learner.net/course/view.php?id=922) or contact James Horton at [jahorton@pa.gov](mailto:jahorton@pa.gov) .

### Upcoming State Water Plan Committee Meeting dates:

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

**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**  
**February 7, 2024**

The 861<sup>st</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 February 7, 2024, at 1:00 pm.

**The following Directors were present:** Daniel Heller, Chairman; Ray D’Agostino, Dale Herr, Gordon Hoover, Herb Kreider, Geoffrey Rohrer, Roger Rohrer, Deryk Shaw, Bob Shearer, Jay Snyder, Sonia Wasco, and Kent Weaver.

**The following Associate Directors were present:** Frank Burkhart, Jennifer Engle, and Dan Zimmerman

**The following District Staff were present:** Samantha Adams, Kent Bitting, Brady Bosworth, Lauren Brodbar, Grace Chamberlain, Noelle Cudney, Shelly Dehoff, Rachel DiRosato, Shannon Erdman, Emma Findeisen, Alex Flurry, Amanda Goldsmith, Kaylyn Gordon, Sallie Gregory, Adam Hartz, Greg Heigel, Stacey Hertz, Eric Hout, Tyler Keefer, Patrick Kidd, Matt Kofroth, Kevin Lutz, Liz Martin, Andrew Pauls-Thomas, Joshua Pullen, Morgan Regan, Steve Reiff, Ryan Riebling, Jim Saltsman, Matt Schavnis, Kevin Seibert, Holly Shaub, Adam Stern, Chris Thompson, Caitlyn Tynes, Steve Wyld,

**The following Cooperating Agency representative was present:** Heather Grove, USDA-NRCS; Charles Heberlig, DEP Field Representative; and Officer J. Schmidt, PA Fish & Boat Commission.

**The following visitors were present:** Linda Ferich, Lancaster Conservancy; Christine Johnson, Leadership Lancaster; and Scott Ortland, Leadership Lancaster.

Dan Heller called the meeting to order at 1:00 PM. 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:** Dan Heller recognized all staff that were in attendance. He also welcomed those attending from partnering agencies, other agencies that work with the District, and Board members.

**Additions to the Agenda:** no additions.

**An opportunity was given for public comment:** Dan Heller thanked all the Board members he has served with as Board Chair.

**I. Reorganization of the Board**

**1. 2024 Appointments to the Board of Directors:**

The following slate of Directors was put forward for the BOD approval:

- Geoffrey Rohrer – Farmer Director (term will expire 12/31/24)
- Gordon Hoover – Farmer Director (term will expire 12/31/27)
- Sonia Wasco – Public Director (reappointment, term will expire 12/31/25)
- Deryk Shaw – Public Director (term will expire 12/31/27)
- Commissioner Raymond D’Agostino – Commissioner Representative (renewed annually, term will expire 12/31/24)

Dale Herr made a motion to approve the slate of Board Members. Roger Rohrer seconded the motion. Motion passed with no abstentions.

Commissioner Ray D'Agostino administered the oath of office to Geoffrey Rohrer, Gordon Hoover, Sonia Wasco, and Deryk Shaw.

## **2. Election of Officers**

The following slate of officer candidates were put forward for the BOD approval:

- Chairperson – Sonia Wasco
- Vice Chairperson – Roger Rohrer
- BOD Secretary/Treasurer – Kent Weaver
- Staff Secretary – Holly Shaub

Herb Kreider moved to affirm and close the ballot as slated. Gordon Hoover seconded the motion. Sonia Wasco and Roger Rohrer abstained from the vote due to being on the ballot. The motion passed unanimously. After the election, Sonia transitioned to chair the balance of the meeting.

## **3. Associate Directors Appointments**

The following slate of Associate Directors was put forward for the BOD approval. Terms to expire 12/31/25:

- Dan Zimmerman (reappointment)
- Jay Snyder (reappointment)
- Robert Shearer (reappointment)
- Daniel Heller (reappointment)

Dale Herr moved to affirm and close the ballot as slated. Roger Rohrer seconded the motion. The motion passed unanimously.

Commissioner Ray D'Agostino administered the oath of office to Dan Zimmerman, Jay Snyder, Robert Shearer, and Daniel Heller.

## **4. Approval of Check Signers**

The following slate of Check Signers for the Lancaster Conservation District was put forward for the BOD approval:

- Kent Weaver – Treasurer
- Roger Rohrer – Director
- Christopher Thompson – District Manager
- Matthew Kofroth – Assistant District Manager

Gordon Hoover moved to affirm and close the ballot as slated. Herb Kreider seconded the motion. Roger Rohrer abstained from the vote due to being on the ballot. The motion passed unanimously.

## **5. Authority of the District Manager**

As the Chief Operating Officer of the Conservation District, the District Manager works under the direct supervision of the Board of Directors and its Chairperson and is responsible for coordinating all programs, activities, and services of the Lancaster County Conservation District according to policies and guidelines developed or approved by the Board. As such, the Board of Directors authorizes and empowers the District Manager to make, execute, endorse, and deliver contracts and agreements on behalf of the Lancaster Conservation District. Roger Rohrer made a motion to approve the authority of the District Manager. Dale Herr seconded the motion. The motion passed unanimously.

## 6. Election of PACD Voting Delegates

The following slate of PACD Voting Delegates was put forward for the BOD approval:

- Sonia Wasco – Voting Delegate
- Jenny Engle – Alternate Voting Delegate #1
- Deryk Shaw – Alternate Voting Delegate #2
- Christopher Thompson – Alternate Voting Delegate #3

Roger Rohrer moved to affirm the slate of PACD Delegates as stated. Herb Kreider seconded the motion. The motion passed unanimously.

## II. Agency Reports

### 1. USDA, NRCS

Heather Grove highlighted that 25 applications for \$1.7 million were approved for Cover Crop Cost Share.

### 2. PA DEP Field Rep Report

Chris Thompson introduced Charles Heberlig as the new DEP Field Representative. Charles highlighted the recently approved Assignment of Pay Form for ACAP, the Statement of Financial Interests form due May 1<sup>st</sup> and the need to update Clean Water Academy when there are staff changes. He shared that the Growing Greener Grant Awards were announced in January and the next round is expected to open in the spring. Charles also pointed out the Chapter 102 Individual NPDES Permit Pilot Program. Chris Thompson shared that Jenny Engle is interested in joining the State Water Plan Committee and asked Charles to help make contact.

## III. Consent Agenda

Chairperson Sonia Wasco gave the opportunity for Directors to withdraw any of the items from the Consent Agenda to have additional discussion. Hearing none, she requested a motion to approve the agenda. Dale Herr 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 January 3, 2024 Board meeting.
- #2 – Technical Assistance Requests/Cancellations
- #3 – Nutrient Management Plan Approvals
- #4 – Conservation Plan Acknowledgement
- #5 – List of LCCD Memberships

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

January 2024 Activity

February 7, 2024 Board Meeting

The plans are for the following operations:

OWNER	TOWNSHIP	OPERATION	DESIGNATION	AEU's/ACRE	REVIEWER	PLAN #
Kenton Martin	Elizabeth	Turkey	CAO	13.51	Bosworth	1130
Jonathan L. Martin	Brecknock	Swine	CAO	3.85	Heigel	738
Vanessa Brubaker	Little Britain	Pullet	CAO	101.26	Adams	2868
Daniel S. Miller	Little Britain	Dairy	CAO	2.16	Adams	855
David Sweigart III	Mt. Joy	Dairy/Swine	CAFO/CAO	5.59	Findeisen	369
Joel H. Rutt	Rapho	Broiler	CAO	213.97	Findeisen	73

## **IV. Additional Business**

### **1. Items removed from Agenda**

None removed.

### **2. Treasurer's Report**

Stacey Hertz stated that she would be reporting on the financials as of 12/31/2023 and she will be reporting on the financials for January and February 2024 at the March Board Meeting. She reported that the current value of the Raymond James fund is \$773,496 which is a gain of 3.1%. and the interest rate for the INVEST accounts is 5.344%. The open invoices as of 12/31/2023 are \$240,397. The Grant Project Income line is over by \$2,289,268.63 due to additional grants received this year that include ACAP and additional CEG funds. Interest Income is \$449,317.53. The Other Income account line includes the Raymond James fund gains/losses and the Eliance settlement from 2021-2022 which was a little over \$27,000. Under budget expenses, the Contingencies line item includes the purchase of a shed. Chris Thompson stated that interest earned on any grants is required to go back into additional projects.

### **3. 2022 Audit Presentation**

Matt Kofroth shared there were no significant findings from the 2022 audit or the single audit. He stated that in 2022, 88% of our funding came from grants, 8% came from fees and the remainder of the funding came from the County and sales such as the Tree Seedling Sale. The majority of our funds, 56%, goes to projects, about 30% to salary and wages, and 9% to employee benefits, with the remainder to office rent and other expenditures. Matt asked the Directors to review the budget and action will be taken at the March Board meeting.

### **4. ACAP Update**

Kent Bitting shared that with the five projects presented today, there will be 60 projects approved through the District for a total of \$10.5 million with about \$2.1 million remaining to allocate to projects. The total amount of grant requested for the projects presented is \$794,496.58. Roger Rohrer made a motion to approve the projects presented and the motion was seconded by Dale Herr. The motion passed unanimously.

### **5. Proposed PennVest Project Sponsorship Update**

Chris Thompson presented information on the application for funding for the Elam Beiler project in Colerain Township which was approved by the PennVest Board of Directors. The District will act as the funding recipient and will receive \$8,507.25 to administer project payments and the District will be partnering with TeamAg Inc. A motion was made by Herb Kreider to serve as the sponsor for the Elam Beiler project in Colerain Township. Dale Herr seconded the motion. The motion passed unanimously.

### **6. Donations Received**

Chris Thompson presented three different donations received that would support education programs:

- To the Lancaster County Conservation District: \$1,000 from Caernarvon Township. Funds are divided to support the Lancaster County Senior High Envirothon, the Ann Brown Collegiate Scholarship, and the Lancaster County Youth Conservation School.
- To the Conservation Foundation of Lancaster County: \$6,681.97 from ExtraGive added to \$1,674.85 additional individual and company match donations to ExtraGive totaled \$8,356.82 to be shared by the Lancaster County Youth Conservation School and the Lancaster County three Envirothons.
- To the Conservation Foundation of Lancaster County: \$1,650 received in memorial for Steve Slaymaker for the Lancaster County Youth Conservation School. Josh Slaymaker, Steve's son, has been a dedicated volunteer at the Conservation School for more than twenty years and serves on the program leadership team. Rhonda Slaymaker has volunteered as a Conservation School nurse for nearly 15 years.

Gordon Hoover moved to accept the donations and the motion was seconded by Roger Rohrer. The motion passed unanimously.

**7. Watershed Grant Review**

Amanda Goldsmith reported on two new grants. The first project is a stream restoration in the Pequea Watershed on the Reuben Beiler property and the total CAP grant is \$360,000. The second project, Hoover Farm Stream Restoration, on the John David Hoover farm, is located on Muddy Creek. The total Growing Greener grant amount is \$276,225.

**8. Constellation (formerly Exelon) Habitat Improvement Program Update**

Amanda Goldsmith reported on five projects that were submitted for grant funding through the Constellation Habit Improvement Program:

<b>Landowner</b>	<b>Technician</b>	<b>2024 Incentive Payment</b>	<b>Administration Cost (5% of Incentive Payment)</b>	<b>Total Grant Requested</b>
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
<b>Totals</b>				<b>\$305,835.00</b>

Last month the board approved submitting the applications to DEP and all five were approved. The projects are stream enhancement/restoration projects with a riparian buffer.

**V. Reports/Information**

**1. Correspondence, News and Updates**

Chris Thompson shared that PACD is holding Director Workshops with the closest location being located in Berks County on March 5. The second item was a letter from the County Commissioners identifying Commissioner D’Agostino as our Board Representative. The final item was an announcement of Director Training sessions that will be held at 6 p.m. before the March, April, May, and June Board of Directors meetings.

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

Adam Stern explained the E&S Report for the benefit of the new Directors. He noted a correction to the plan submission numbers from last year. The Erosion and Sedimentation Plan Submission page captures the fees specifically set by the Board. The last page of the document lists the projects that were received more than three months ago that includes an explanation.

**3. E&S Committee Report**

Eric Hout reported that there were no action items taken at the meeting. He reviewed the minutes from the January 25 committee meeting.

#### **4. PACD/SCC Winter Meeting Report**

Sonia Wasco reported that in the last year and a half, DEP has challenged some of the items submitted for reimbursement and there have been additional changes in the last two months. This will lead to a potential budget shortfall for PACD operations. The PACD Ways and Means Committee recommended requesting a \$500 donation from the conservation districts to PACD as a short-term solution to the financial shortfalls currently existing through June 30, 2024. There was a discussion on the amount of the donation. Roger Rohrer made a motion to make a \$750 donation to PACD. It was seconded by Herb Kreider. The motion carried. Chris stated that the funds for the donation will not come out of any program funds or county funds.

Sonia shared a motion from PACD that was passed at the Executive Council meeting last month: PACD recognizes the significant environmental benefit of streambank fencing in a pasture used for grazing to restrict livestock access to the stream. PACD supports education and incentives for voluntary installation of streambank fencing but is opposed to legislation allowing administrative agencies of the Commonwealth and municipalities to require fencing along a stream.

#### **VI. Additional Public Comment:**

Sonia Wasco reminded everyone to complete their ethics form. She also highlighted the LCCD Annual Awards Banquet on March 26.

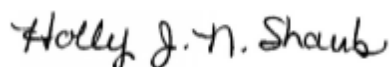
Officer Schmidt shared updated information about fish stocking in a privately owned pond.

Chris Thompson announced that committee appointments for Directors will be announced next month. He also reported that an outreach meeting will be held on February 21 in Fulton Township that will include EPA, DEP, LCCD staff, and the Amish community.

#### **VII. Meeting Adjourned**

Sonia Wasco adjourned the meeting at 3:05 pm.

Respectfully submitted,



Holly J. N. Shaub  
Staff Secretary for the Board of Directors

**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)**

**February 2024 Activity**

**March 6, 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 be approved by the Board. The plans are for the following operations:

<b>OWNER</b>	<b>TOWNSHIP</b>	<b>Operation</b>	<b>DESIGNATION</b>	<b>AEU's/ ACRE</b>	<b>REVIEWER</b>	<b>PLAN #</b>
Charles & Elaine Craig	Little Britain	Dairy	CAFO/CAO	2.2	Adams	5

**NMP Update Report to Lancaster County Conservation District Board of Directors**

**February 2024 Activity**

**March 6, 2024**

<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 Acknowledge ment Letter Sent</b>	<b>Reason for Update</b>
Leroy & Timothy Zimmerman	East Donegal	2/7/2024	10/4/2023	William Rogers	Swine/ Beef/ Geese	485.88	CAO CAFO	2/12/2024	Simple Update
Dale Frank	West Donegal	2/14/2024	11/3/2022	Amber Funk	Swine/ Beef	697.87	VAO CAFO	2/20/2024	Simple Update
Melvin Huber	Rapho	11/17/2024	10/5/2022	William Rogers	Layers	395.69	CAO CAFO	2/20/2024	Simple Update

**Item II.4**

**Acknowledgment of Conservation Plans (Lutz)**

**The Lancaster NRCS Field Office recommends the following plans for the  
March 6, 2024 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>
Jay Hess	1	Josh Pullen	Conestoga
Robert Shearer	1	Matt Schavnis	East Donegal

**Item III.3**

**2022 Audit Approval**

The 2022 Lancaster County Conservation District audit was shared with the Board of Directors at the February Board meeting. The audit was also shared with the Budget and Finance Committee in February. Since auditors found no significant issues with the 2022 audit the Budget and Finance committee did not feel the need for SEK, the District auditors, to come in for a full audit recap in March. Also, because the District staff did not hear any feedback from Board members regarding concerns or questions with the 2022 audit since the February Board meeting staff is recommending we approve the 2022 District audit as submitted to us.

**\*Action Required**

**Item III.4**

**Agriculture Conservation Assistance Program Grant Approval**

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

<b>Landowner</b>	<b>District/Private Consultant</b>	<b>Municipality</b>	<b>BMPs</b>	<b>Total Project Cost</b>	<b>Total Grant Requested</b>
Isaac Beiler	Weaver Environmental	Bart Twp.	Manure Storage, Roofed Stacking Shed, Diversion, Fence, Lined outlet, Pumping Plant, Roof Runoff Structure, HUA, Animal Trails, Stream Crossing, Structure for Water Control, Underground Outlet, Waste Transfer	\$539,450.64	\$441,318.07
Dale Frank	District	West Donegal Twp.	Roofed Stacking Shed, Roof Runoff Structure, Access Road	\$151,220.00	\$136,100.00



John Ivan Zimmerman	District	Caernarvon Twp.	Stream Crossing, Animal Trails	\$13,341.87	\$12,007.68
Tim Brazelton	NRCS	Sadsbury Twp.	Roofed Staking Shed, Diversion, Fence, Roof Runoff Structure, HUA, Livestock Pipeline, Underground Outlet	\$132,725.74	\$44,794.94
Amos Zook	TeamAg	Sadsbury Twp.	Manure Storage, Stacking Pad, Waste Transfer, Diversion, Underground Outlet, Fence, Stream Crossing	\$201,028.00	\$177,162.00
Jeff Martin	Mowery Environmental	Earl Twp.	Roofed Stacking Shed, Roof Runoff Structure, HUA, Structure for Water Control, Access Road, Underground Outlet	\$157,177.86	\$118,190.01
Levi Stoltzfus	District	East Lampeter Twp.	Grassed Waterway, Fence, Lined Outlet, Animal Trail	\$9,887.71	\$8,898.93
<b>Totals</b>				<b>\$1,204,831.82</b>	<b>\$938,471.63</b>

ACAP Funds Requested: \$938,471.63

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$938,471.63 worth of ACAP funding for the multiple applications.

**\*Action Required**

### Item III.5

#### 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 the 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>
Douglas Brubaker	District	East Donegal Twp.	Roof Runoff Structure	\$1,445.00	\$1,300.00
<b>Totals</b>				<b>\$1,445.00</b>	<b>\$1,300.00</b>

CEG Funds Requested: \$1,300.00

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$1,300.00 worth of CEG funding for this application contingent upon execution of the delegation agreement by the SCC and District.

**\*Action Required**

### Item III.6

#### Dirt & Gravel/Low Volume Road Quality Assurance Board Recommendations and update on recent Quality Assurance/Quality Control Visit

The Dirt & Gravel/Low Volume Road Program (DGLVR) Quality Assurance Board (QAB) met prior to the March 6<sup>th</sup> board meeting to review 2 potential Low Volume Road (LVR) project applications. The district board will receive the QAB's recommended projects during the district board meeting. Board action will be required to move these awarded projects to the contract phase.

**\*Action Required**

On September 11, 2023, the DGLVR Quality Assurance/Quality Control (QAQC) team visited the LCCD DGLVR program for a yearly follow-up visit. The team is made up of members from the State Conservation Commission (SCC) and the Center for Dirt and Gravel Road Studies (CDGRS). This visit is an annual follow-up from our 2020 QAQC visit to make sure things are running in order within the program. During their visit, the team reviewed how the program is being implemented, and if we are complying with all state and program requirements/policies. They also reviewed any new DGLVR projects that have been implemented since their 2022 meeting. The QAQC team's findings were all positive in nature and found that the program is running as expected. There were several commendations, recommendations, and required actions listed within the QAQC document, and the program will take all of these into consideration moving forward. No action is required at this time.

### **Item IV.3**

#### **Upper Leacock SW Authority Plan Verification Agreement**

The Agriculture Compliance Coordinator performed 59 Ag E&S Control Plan verifications for various townships in 2023. When township residents who own agricultural operations come to the township for building permits, some townships require a letter documenting the degree of compliance with their Ag E&S Control plan or Conservation Plan before a building permit is issued. Of those 59, 41 were conducted in Upper Leacock Township, primarily for the Upper Leacock Storm Water Authority Storm Water Credit program. Upper Leacock Storm Water Authority charges a fee to every property located in Upper Leacock Township. This fee is based on the impervious surface located on the property. This fee can be reduced in various ways by various land uses. In the case of agriculture, the landowner can reduce the fee by providing the Authority an application and a copy of their Ag E&S Control plan. The landowner can further reduce their fee with a letter from the District documenting that the landowner or operator has an administratively complete and technically correct plan and that the plan is fully implemented. This documentation is preceded by an on-site inspection to verify that the operator actually has a plan on site, that the plan is administratively complete and technically correct, and the degree of implementation. This on-site inspection is prompted by a call from the landowner and/or operator to the District requesting this service. At this time, an appointment is made. If the plan is deficient or BMPs are past due and not implemented, the landowner and/or operator will be instructed on how to come into compliance. The landowner and/or operator will also be instructed to call the District when the corrects have been completed to make a follow-up on-site inspection.

### **Item IV.4**

#### **Annual Planning Meeting 2024**

The Annual Planning Meeting 2024 was held on February 7. The meeting provided an opportunity to reflect and review the work of District programs in 2023 and process new goals for 2024 that connect to the current District Strategic Plan with the support of partnering agencies, District staff, District Directors, and Associates. Break-out sessions included several questions that generated many ideas and potential goals for 2024. The information collected is being synthesized through the 2023 Strategic Goal Marketing Team and the District Operations Team. A document of goals for Board review will be presented in April and then shared with attendees.

## **Item IV.5**

### **Banquet Committee Report**

The Annual Awards Banquet is scheduled for Tuesday, March 26<sup>th</sup>, at 6:15 p.m. with a social gathering starting at 5:30 p.m. The event will be held at the Farm and Home Center and catered by Yoder's Catering, from Gordonville. Two Complimentary reservations are provided for Directors and Assistant Directors. Additional reservations can be made for \$25.00 per person. Please contact Holly Shaub at 717-874-2512 or [hollyshaub@lancasterconservation.org](mailto:hollyshaub@lancasterconservation.org) by Tuesday, March 12 to confirm your attendance and to make additional reservations.

## **Item IV.6**

### **PA State Ethics Forms**

As a reminder, all directors who served last year are required to complete the State Ethics Commission Statement of Financial Interest, for calendar year 2023, by May 1, 2024. Forms are available online at:

[https://www.ethics.pa.gov/Documents/Forms%20Library/Statements%20Of%20Financial%20Interest/SEC-1%20Statement%20Of%20Financial%20Interests%20Rev%2001\\_19.pdf](https://www.ethics.pa.gov/Documents/Forms%20Library/Statements%20Of%20Financial%20Interest/SEC-1%20Statement%20Of%20Financial%20Interests%20Rev%2001_19.pdf). If you haven't done so already, please complete the forms, print and return to the district office prior to April 3, 2024 so the forms can be processed and filed by the May 1<sup>st</sup> due date.

## **Item IV.7**

### **2024 Board Committees**

Please review the attached list of 2024 Board committees for your proposed responsibilities. The Chair or Board Executive Committee may suggest changes, but you may also request a change of duties by March 6th so the list can be finalized and approved at the BOD meeting.