



LANCASTER COUNTY CONSERVATION DISTRICT MONTHLY BOARD MEETING AGENDA

Wednesday, April 3, 2024

Lancaster Farm & Home Center

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

Business Meeting 7:30 pm

Timer

7:30	Invocation – Gordon Hoover Call to Order, Chairwoman, Sonia Wasco Welcome & Introductions – Sonia Wasco Additions to the Agenda – Christopher Thompson Public Comment: Survey media/guests: Agenda items of interest – Sonica 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).....	9
	2. Technical Assistance Requests/Cancellations (attachment)	14
	3. Nutrient Management Plan Approval (attachment).....	14
	4. Conservation Plans Acknowledgement (attachment)	15
7:50	III. <u>*Additional Business</u>	
	1. Items Removed from Consent Agenda	
	2. Treasurer’s Report – Hertz (attachment)	16
	3. *Personnel Com. – Zimmerman/Thompson – Request to Advertise/Hire (attachment) ..	19
	4. *ACAP Project Approval – Bitting/Lutz (attachment).....	19
	5. *CEG – Project Approval – Bitting (attachment).....	20
	6. Planning Meeting Report – Gregory (day of packet).....	-
	7. *E&S Committee Report – Snyder/Stern (day of packet)	-
	8. *PennVest – Memorandum of Agreement (attachment)	20
8:30	IV. <u>Reports & Information</u>	
	1. Correspondence, News, and Updates – Thompson	
	2. E&S/NPDES Monthly Projects Report – Stern (day of packet)	-
	3. Tree Sale Report – Goldsmith (attachment).....	21
	4. LCCD Annual Awards Banquet Report – Hartz (attachment).....	21
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:

4/4, Cons. Foundation Mtg 3:30, F&H Center	4/25, Sr. High Envirothon, Lanc. Central Park
4/12, LCCD Tree Sale Distribution	4/28-5/4, Conservation District Week
4/16, CWP Stakeholder Meeting	

NEXT MEETING DATE: Wednesday, May 1, 2024, 7:30 p.m.

At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors March 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	1	11
362 – Diversion (ft)	-	-	1,877
367 – Roofs & Covers (no)	3	1	4
382 – Fence (ft)	10,868	1,895	11,715
412 – Grassed Waterway (ac)	7.2	-	7.93
516 – Livestock Pipeline (ft)	2,996	-	725
561 – Heavy Use Area Protection (sq ft)	8,001	6,029	9,218
575 – Trails & Walkways (ft)	637	-	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	436	2,108
634 – Waste Transfer System (no)	11	1	6
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	21	\$1,341,351
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	\$136,843.92	\$1,602,228.41

Conservation Financial Assistance Program Details:

- Environmental Quality Incentives Program (EQIP):
 - General:
 - Sign-up Deadlines: 5/1
 - 1st and 2nd round applications selected for approval. Staff have begun writing contracts.
- Conservation Stewardship Program (CSP):
 - Applications currently being ranked.
- Regional Conservation Partnership Program (RCPP):
 - Sign-up Deadlines: 5/1
 - 1st and 2nd round applications have been selected for preapproval. Staff have begun writing contracts.

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 & Soil Conservationist vacancies still not filled. Waiting to be re-advertised.
- Mid-Year Performance Discussions (NRCS & Affiliates) completed.

Notable Meetings & Trainings:

- 3/14 - SE PA Technician Engineering Workshop, Lebanon (Moore, Burns, Sholly, Martinez)
- 3/19 & 26 – PA Agricultural Conservation Technical “Boot Camp” Training – Basic Level Virtual sessions (Burns)

Respectfully Submitted,



Heather L. Grove
District Conservationist

April 2024 DEP Conservation District Field Rep Talking Points

105 Quarterly Permit Data Submission Reports – EFFECTIVE IMMEDIATELY: 105 Quarterly Permit Data Submission Reports Will No Longer Be Provided as Excel Spreadsheets via e-mail. All Permitting Data Submitted via Paper or PDF Submissions Will Now be Submitted Using Online Forms! DEP Division of Wetlands Encroachment and Training has been working to update the process by which the data for all CCD 105 permit work is conveyed. The method we have been using of e-mailing excel spreadsheets is not something that DEP can sustain any longer. It is excessive in its work to merge and track all the data. Further, we have issues with old forms and methods, and sometimes incomplete forms. Therefore we have created a new method of data entry.

Some Details on the New Method:

This new method will enable streamlined data collection electronically, and to adequately capture the data, and track when each CCD's quarterly data entry is completed. We have been working with a handful of Conservation districts over the past year on testing a few possible methods. They tested the methodologies and provided feedback. Everyone felt that this was a big improvement over current methods. Thank you to Jefferson, Centre, Allegheny, Columbia, & Erie CCD's for your help and time in testing and providing feedback. We really appreciate it!

- AS A REMINDER: PERMITS RECEIVED THROUGH E-PERMITTING ARE NOT ENTERED IN THESE DATA SUBMISSIONS BECAUSE IT ALREADY ENTERED IN DEP'S EFACTS DATABASE
- All of the entry forms will be available via a new Page on Clean Water Academy, which will maintain the links, and have completion instructions. This page is still being finished, but you can find it in the 105 Resources Page here: [Course: Chap. 105 - Resource Center, Topic: Quarterly Permit Data Entry \(remote-learner.net\)](#)
- This is just one of the methods we looked into. There are others which we also liked but had some sharing limitations. We are still investigating some options on sharing limitations with that one, as it has added benefits (like an online Table you can see for entry and maintain so you don't have to have a separate excel form). We will continue to investigate this.
- If we find errors or issues, we can tweak how these forms work as we go, and fix errors.
- The Forms:
 - There is 1 primary form for entry of permit data, that also tracks if all permit data is entered for the quarter. This form is completed for each paper or PDF submission of a general permit received.
 - If there are more impacts than can fit on this primary form, there is a separate form for just impact data entry. You can complete it as many times as needed.
 - There is an additional form for the entry of a permit transfers received.

The 105 Program held a kick-off webinar on March 25 for all delegated districts. There will be another webinar on April 8 from 8:30 – 9:30 for those that missed the first webinar. The Program plans to create short videos the explain how to complete the form and post them on CWA in the near future.

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.

Agricultural Activities Clarified in Erosion and Sediment Control Frequently Asked Questions (FAQ)

The revised Erosion and Sediment Control FAQ was uploaded to the PA DEP Clean Water Academy on March 20, 2024, and can be found here:

https://files.dep.state.pa.us/Water/BPNPSM/StormwaterManagement/ConstructionStormwater/E%26S_FAQ.pdf. The updated document includes clarification regarding agricultural activities under FAQ #5, clearly indicating when earth disturbance on agricultural operations should be considered as part of an NPDES Permit.

Land Application Technical Guidance Document Revisions – The revisions the Department of Environmental Protection’s (DEP) *Land Application of Manure: A Supplement to Manure Management for Environmental Protection* will be published on April 27th, 2024. The published document will be available on DEP’s eLibrary for download. Printed copies will begin to be available in the fall. Tools and resources to support the revised document including Clean Water Academy trainings, printed and downloadable handouts, and the PAOneStop Manure Management Plan Module will be available this summer and fall. The revisions bring the first changes to *Land Application of Manure* in over a decade. The revisions to the document are applicable to all agricultural operations that land apply manure or agricultural process wastewater that are not CAFOs or CAOs. DEP’s *Land Application of Manure* sets the standards for the land application of manure and agricultural process wastewater in the Commonwealth. It also sets the standards for the development of Manure Management Plans.

FY 2024 - 2025 Act 38 and Chapter 91 Delegation Agreement Packet - On March 12, 2024, the State Conservation Commission approved funding levels for FY24-25 of the Act 38 / Chapter 91 delegation agreement. These funding levels, which have not changed from FY 23-24 to FY 24-25, were approved early due to an impending deadline to make sure all Federal COVID funds are fully encumbered before a state-imposed deadline of June 30, 2024.

The third year of this 5-year delegation agreement continues the combination of Clean Stream Law, Chapter 91 Manure Management Program activities, and Act 38 Nutrient Management Program duties. Please note that funding levels did not change between FY 23-24 and FY 24-25.

Conservation District packets containing all required forms were emailed to district managers on Monday, March 18th. Completed forms and the budget worksheet should be returned to Brady Seeley at braseeley@pa.gov by May 1st, 2024.

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.

Commonwealth PAYback Program - Under [Executive Order 2023-07 – Building Efficiency in the Commonwealth’s Permitting, Licensing, and Certification Processes](#), the PAYback initiative went into effect on November 1st, 2023. This policy indicates that if permit review timeframes are not met, applicants may request a refund of permit fees. Where the Permit Decision Guarantee (PDG) and PAYback conflict, PAYback policies should be followed, though BCW anticipates more guidance on this in the future. In general, staff should continue to follow permit review SOP timeframes and stay aware of deadlines. It is important to note that PAYback refund policies impact DEP only; Conservation Districts are not subject to the PAYback refund policy. PAYback applies to the following 102 permit application fees:

- Administrative filing fee and disturbed acreage fees collected and deposited by DEP (e.g., PAG-01 and PAG-02 NOIs in Forest and Philadelphia Counties); and
- Disturbed acreage fees collected by districts and deposited by DEP for individual permits where the district is not PCSM-delegated.

Budget & Actual Staff Salary/Benefits Spreadsheet update: We are happy to announce the startup of the new online system using and enhancing the Budget & Actual Staff Salary/Benefits Spreadsheet (see March 4 email from CD Resource Email Account). This spreadsheet uses a Budget tab and Actual tab to track and display each individual staff position's salary and benefits and corresponding funds to support it. A few details about the system:

- It is housed on the DGLVR website.
 - We will add an access button (titled Staffing Application) when you schedule a date and time for a live training.
- Your current FY 22/23 Budget Spreadsheet (Actuals tab) will be used to populate your data into the system.
- There are additional staff details you will enter into the system; i.e. work responsibilities, certifications, education, total years of experience in conservation work, years of experience in current position.
 - Most info is entered via dropdown menus.
- You will also enter details related to health, retirement, and leave benefits.
- The additional staff details only need to be entered once, unless there are changes/updates.

The purpose of the system is to have a baseline of data regarding position salary/benefits and how they relate to years of experience, education, county class, etc. In years past, inquiries were received regarding staff salary/benefits so that CD's could consider providing a more competitive pay rate and benefits package to improve staff retention. Our goal is to answer future inquiries by providing a range of data, as it relates to the request, to help CD managers and board of directors make informed decisions regarding staff salaries and benefits. As spreadsheet data is submitted annually, we will maintain current and consistent salary/benefits information for your use.

Each CD will participate in a live training to upload their data and learn how to use the system; please contact Jaci Kerstetter at jackerstet@pa.gov to make those arrangements. You may also contact Jaci if you have questions or need further clarifications.

Clean Water Academy (CWA)

Here are links to some new and updated CWA content:

[Course: Chapter 102 ICIS Data Management \(remote-learner.net\)](#)

[Course: Harmful Algal Blooms \(remote-learner.net\)](#)

[Course: 2021 - E&S Plan Technical Review \(remote-learner.net\)](#)

[Course: PA4R Alliance "Field Trial" Webinar Series - 2024 \(remote-learner.net\)](#)

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

Chapter 102 Basic Technical Training - Registration is now open for Chapter 102 Basic Technical Training, which will take place May 20-24, 2024, at the Red Lion Harrisburg Hershey in Harrisburg, PA. Attendance is open only to conservation district and DEP employees working with Chapter 102.

The training is appropriate for individuals who are new or relatively new to their position, have never taken a similar training, would like a refresher, or would like guidance and skill enhancement for field inspections. The course curriculum assumes all participants have completed the prerequisite coursework on the Clean Water Academy.

Click here <https://pacleanwateracademy.remote-learner.net/course/view.php?id=1166> for additional information and to register. You will need to log into the Clean Water Academy (CWA) to access this link. Please contact Christopher Grimsley at cgrimsley@pacd.org if you need assistance accessing the CWA. All other questions may be directed to Molly Burns at mburns@pacd.org.

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

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 and click on "forms" on the left side of the page.

Chesapeake Bay Program

Larson Design Group, Inc. (LDG) Retained as Engineering and Technical Assistance Service Provider for IIJA-MEB Technical Assistance Contracts (North and South)

The Countywide Action Plans Technical Assistance Program has been established by DEP to address the increased need for technical assistance. The need for increased resources is paramount to initiating projects to help meet CAP implementation goals throughout the Chesapeake Bay watershed.

This program will provide engineering and technical services to a North and South region of the Chesapeake Bay Watershed that have historically lacked resources to implement needed projects. Counties that have access to the Technical Assistance Program include:

- North Region: Berks, Cameron, Clearfield, Columbia, Elk, Indiana, Jefferson, Lycoming, McKean, Montour, Northumberland, and Potter
- South Region: Bedford, Blair, Cambria, Centre, Clinton, Fulton, Huntingdon, Mifflin, Snyder, Somerset, and Union

Larson Design Group, Inc. has been retained by DEP to provide technical assistance services to increase project implementation capacity within the North and South regions and will be accepting project proposals for funding technical assistance needs. Examples of services that can be provided through this program include site survey, inventory and evaluation, project design, construction inspection, and project coordination. Projects must be in the Chesapeake Bay Watershed.

Please be on the lookout for additional information regarding this program and application window in the coming weeks.

Dates to Remember

SCC Meetings – 1:00 PM

Hybrid Meeting May 14
Hybrid Meeting July 17

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

Conference Call Apr 9
Conference Call 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>

102/105 Basic Technical Training

Red Lion Harrisburg Hershey in Harrisburg, PA

May 20-24

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://State Water Plan (pa.gov)) or contact James Horton at jahorton@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 II.1
LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
March 6, 2024

The 862nd 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 March 6, 2024, at 7:30 p.m.

The following Directors were present: Sonia Wasco, Chairwoman; Ray D’Agostino, Herb Kreider, Geoffrey Rohrer, Roger Rohrer, and Kent Weaver.

The following Associate Directors were present: Frank Burkhart, Jennifer Engle, Bob Shearer, Jay Snyder, and Dan Zimmerman.

The following District Staff were present: Kent Bitting, Sallie Gregory, Adam Hartz, Stacey Hertz, Tyler Keefer, Matt Kofroth, Kevin Lutz, Adam Stern, and Chris Thompson.

The following Cooperating Agency representative was present: Heather Grove, USDA-NRCS; and Charles Heberlig, DEP Field Representative.

The following visitors were present: Sarah Xenophon, TeamAg Inc.; Jamie Pontius, and Patricia Barnes.

Sonia Wasco called the meeting to order at 7:30 PM. Sonia welcomed everyone both in person and on Zoom. She invited new Board Director Geoffrey Rohrer to share a little about himself. Adam Stern reminded everyone that the meeting was being recorded.

Herb Kreider provided the invocation for the meeting.? This was not on the recording but listed in the agenda.

Introductions: none offered.

Additions to the Agenda: no additions.

An opportunity was given for public comment: Bob Shearer shared how impressed he is with the professionalism of the staff that led the breakout sessions at the last Board meeting.

I. Agency Reports

1. USDA, NRCS

Heather Grove stated that there were no additions to the report.

2. PA DEP Field Rep Report

Chas Heberling highlighted the Trenchless Technology and High Tunnel Guidance in his report. He announced a Conservation District and Ag Agencies meeting is scheduled for mid to late July and Districts will be notified when the date is selected. Chas pointed out various upcoming trainings. Chris Thompson shared about the ACAP 3-day workshop for staff and agencies. He expressed concern for the interest in the ACAP Program by other partners and how it could affect the District. Chris invited anyone interested to attend the Southcentral Regional Directors meeting in Cumberland County which is tomorrow.

II. Consent Agenda

Item II.1

Chairwoman 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. Roger Rohrer moved to approve the Consent Agenda as presented. Herb Kreider seconded the motion. The motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of February 7, 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)
February 2024 Activity
March 6, 2024 Board Meeting**

The plans are for the following operations:

OWNER	TOWNSHIP	Operation	DESIGNATION	AEU's/ ACRE	REVIEWER	PLAN #
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**

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
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

III. Additional Business

1. Items removed from Agenda

None removed.

2. Treasurer’s Report

Stacey Hertz reported that the current value of the Raymond James fund is \$778,268 which is a gain of 3.8%. She noted the Net Income for the District is -\$1,495,671.19 due to open invoices to be reimbursed by the state for a total of a little more than \$3.6 million.

3. 2022 Audit Presentation

Matt Kofroth requested approval of the 2022 audit. Roger Rohrer made a motion to approve the 2022 Audit. It was seconded by Kent Weaver. Chris Thompson shared that there are hard copies available for any Director who would want one. The motion passed unanimously.

Item II.1

4. ACAP Grant Approval

Kent Bitting presented 7 applications for Board approval:

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
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,	\$9,887.71	\$8,898.93

Item II.1

			Lined Outlet, Animal Trail		
Totals				\$1,204,831.82	\$938,471.63

There was a discussion to clarify the work that will be done on the Isaac Beiler home farm. Roger Rohrer made a motion to approve the projects presented and the motion was seconded by Geoffrey Rohrer. The motion passed unanimously.

5. CEG Approval

Kent Bitting presented one project:

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Douglas Brubaker	District	East Donegal Twp.	Roof Runoff Structure	\$1,445.00	\$1,300.00
Totals				\$1,445.00	\$1,300.00

A motion was made by Herb Kreider to approve the project presented. Kent Weaver seconded the motion. The motion passed unanimously.

6. Dirt & Gravel/Low Volume Rd. QAB Report

Tyler Keefer reported on the reorganization of the Quality Assurance Board (QAB). There were two projects presented to the committee for the Low Volume Road program. The first project is in East Earl Township for \$207,286 and the second project is in West Hempfield Township for \$70,153. Additionally, there were three amendment requests. Two were for the Low Volume Road program for Mifflin Street, Lancaster City in the amounts of \$32,391.94 and \$12,471.26. The third amendment was for the Dirt & Gravel Road program for Pumping Station Road, Elizabeth Township for \$44,000. Herb Kreider made a motion to approve the two new project applications and the three amendments. The motion was seconded by Roger Rohrer and passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates

Chris Thompson shared an article from the February 29, 2024, Lititz Record about the Tree Seedling Sale.

2. E&S/NPDES Monthly Projects Report

Adam Stern stated there were a few complaints in February. He highlighted the Plan Submissions received that were over \$5,000 and noted the Outstanding NPDES Projects list total remains steady. Chris pointed out that 15 of the 37 Outstanding NPDES Projects are at DEP waiting for action. Chris shared that LCCD will not participate in a pilot project for expedited reviews. The E&S committee had agreed to not participate in a DEP pilot project but at the commissioner’s request would be revisiting the topic after next week’s meeting with DEP staff.

3. Township Stormwater Ag BMP Verification Program Update

Chris Thompson reviewed the written summary of how well the Stormwater Credit program has worked in Upper Leacock Township. The District is looking for another municipality to come alongside and support them in their stormwater fee program. Another outcome of this program is a new initiative to perform a comprehensive conservation impact on a municipality.

4. Annual Planning Meeting Update

Sallie Gregory thanked everyone for their help and input at the Annual Planning meeting. The information collected is being synthesized and a report will be created. The report will be shared at the April Board Meeting.

Item II.1

5. Banquet Committee Report

Chris Thompson reminded everyone to make their reservations for the Annual Awards Banquet on March 26, 2024. He encouraged everyone to attend and Sonia Wasco highlighted the social time in advance of the Banquet.

6. Ethics Forms

Chris Thompson explained the ethics form. Directors who served in 2023 are required to complete the form and he requested the forms be submitted to the office by the April 3, 2024 Board meeting.

7. Board of Directors Committees

Christ Thompson shared the 2024 Board Committee List. He requested the Directors to review the document and let him know if there are any concerns. He explained that Associate Directors can serve as the chairperson of the committee but a Director would need to bring forward any motions from the committee to the Board. Sonia Wasco thanked the Directors and Associate Directors for serving on the committees and pointed out there are still a few openings if any Director or Associate Director is interested in filling in.

8. PACD Executive Committee

Sonia Wasco reported there are numerous trainings available soon. She shared a statement from the PACD Executive Board to clarify funding information. Chris Thompson announced there will be a joint annual committee meeting with the State Conservation Commission and PACD in July. More details to follow.

9. Board Development Training

Chris Thompson announced the schedule for the Board Development Training sessions for all Directors and Associate Directors beginning next month. There will also be a Board assessment this summer.

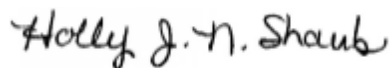
V. Additional Public Comment:

Herb Kreider shared that he read an article from a farmer claiming a digester in Maryland got rid of phosphorus in manure and questioned the legitimacy of the claim.

VI. Meeting Adjourned

Sonia Wasco adjourned the meeting at 8:45 pm.

Respectfully submitted,



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

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

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item II.3
Requests for Nutrient Management Plan Approval (Lutz)
March 2024 Activity
April 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 #
Ammon Burkholder	Brecknock	Swine	CAO	12.83	Heigel	1953
Ed Zug	Fulton	Dairy	VAO	0.87	Paisley	152
Paul D. Garman	Caernarvon	Dairy/Duck	CAO	2.54	Heigel	1155
Noah W. Kreider	Penn	Dairy	CAFO/CAO	7.70	Findeisen	7
Green Park HGE Inc.	East Donegal	Layer	CAFO/CAO	28.56	Schavnis	2880
Wesley Burkholder	East Earl	Swine	CAO	4.69	Hartz	134
James Schuler	Elizabeth	Layer	CAO	21.46	Bosworth	2903
Robert & Michael Shearer	East Donegal	Swine/Cow/Calf	CAFO/CAO	2.73	Lutz	368
Derrick Weaver	Earl	Broiler	CAO	2.86	Hartz	474

**NMP Update Report to Lancaster County Conservation District Board of Directors
March 2024 Activity
April 3, 2024**

NMP Name	Municipality	Plan Update Submission Date	Original NMP Approval Date	Planner ¹	Species ²	AEUs	Regulated Operation Type ³	Date Plan Acknowledgement Letter Sent	Reason for Update
Philip Hoover	Mount Joy	2/26/2024	12/7/2022	William Rogers	Broilers	367.64	CAO CAFO	2/28/2024	Simple Update
Randy Brubaker	Rapho	2/27/2024	12/7/2022	Corey Grove	Broilers/ Swine/ Beef	1311.43	CAO CAFO	3/20/2024	Simple Update
Bellaire Farms	Mount Joy	3/4/2024	10/5/2022	Maggie Dean	Broilers	213.03	CAO CAFO	3/6/2024	Simple Update
Chiques View Farm	Rapho	2/6/2024	3/2/2022	Amber Funk	Ducks/ Beef	466.03	VAO CAFO	3/19/2024	Simple Update

Item II.4
Acknowledgment of Conservation Plans (Lutz)
The Lancaster NRCS Field Office recommends the following plans for the
April 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
Clarence K. Martin	1	Brady Bosworth	Ephrata
Samuel Fisher	1	Samantha Adams	Fulton
Daniel Stoltzfus	1	Samantha Adams	Fulton
Ed Zug	1	Lauren Brodbar	Fulton
Ivan Hoover	1	Brady Bosworth	West Cocalico

Item III.2
Lancaster County Conservation District
Balance Sheet
As of March 26, 2024

ASSETS

Checking/Savings

Dst Accts

District General Fund

1001 · General Fund INVEST	538,709.48
1015 · General Fund Citizens	200,477.00

Total District General Fund 739,186.48

Raymond James/Fulton Advisors

Investment Unrealized Gain/Loss	34,666.34
Raymond James/Fulton Advisors - Other	750,000.00

Total Raymond James/Fulton Advisors 784,666.34

E & S

1002 · E & S - A	670,740.25
1005 · Clean Water - R	336,189.60

Total E & S 1,006,929.85

1003 · Youth Conservation School - C 1,009.87

1006 · Separation - A 37,496.49

1007 · Reserve

Reserved-LCCD Health 21-22 -A	27,119.73
Reserved-LCCD Health 20-21 - A	1,317.70
Reserved-LCCD Health 19-20 - A	9,127.20
Reserved-LCCD Health 18-19 - A	113.40
Reserved-Capital - A	46,869.69
Reserved-Communication - A	24,000.00
Reserved-Computer Hardware - A	26,725.77
Reserved-NM Program - A	62,863.97
Reserved-NMP Vehicle - A	57,820.80
1007 · Reserve - Other	247,628.55

Total 1007 · Reserve 503,586.81

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C	-3,320.32
Scholarship Bonds - C	35,000.00
1008 · Scholarship - C - Other	6,740.14

Total 1008 · Scholarship - C 38,419.82

1009 · Dirt & Gravel Roads - R 168,630.94

1013 - Exelon - R 837,379.08

1014 - Low Volume Roads - R 370,581.37

1115 · Conservation Excellence - R 981,181.44

1116 · CBAIP Phase II - R 135,413.62

1117 · Chesapeake Bay Action Plan - R 2,552.74

1118 · American Rescue Plan Act 1,978,175.00

1119 · Agriculture Conservation Assist 4,254,519.14

1017 · Self-Funded Health Insurance -R 88,284.44

TOTAL ASSETS **11,928,013.43**

\$625,677.05	General Operations - U
(\$16,634.69)	Grants without bank account - R
\$66,527.64	Activities Account - A
\$63,616.48	Tree Fundraiser Account - U
\$739,186.48	TOTAL

Fulton Advisors	Fulton + INVEST
Funds Invested	Balance
5/2/2022	3/26/2024
350,000	1,020,740.25
	<u>336,189.60</u>
	1,356,929.85
25,000	26,009.87
25,000	62,496.49
25,000	26,317.7
50,000	59,127.2
25,000	25,113.4
100,000	162,863.97
125,000	372,628.6
25,000	63,419.82
750,000	Initial Investment
784,666	Current value
4.6%	ITD Gain/Loss

\$1,605,722.64	A - Assigned Funds
\$89,429.69	C - Committed Funds
\$9,136,272.68	R - Restricted Funds
\$1,096,588.42	U - Unassigned Funds
\$11,928,013.43	TOTAL

1:27 PM
03/27/24
Cash Basis

Lancaster County Conservation District
Balance Sheet
As of March 26, 2024

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 26,009.87

2016 · Health Insurance Liability 88,284.44

Total Other Current Liabilities 114,294.31

Total Current Liabilities 114,294.31

Total Liabilities 114,294.31

Equity

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 12,039,140.88

Net Income -1,119,032.44

Total Equity 11,813,719.12

TOTAL LIABILITIES & EQUITY 11,928,013.43

Lancaster County Conservation District
Income and Expenses
January 1 through March 26, 2024

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Check	Jan 1 - Mar 26, 24	Budget	\$ Over Budget
Income										
520 · County Funding	73,750.03						73,750.03	73,750.03	69,784.97	3,965.06
530 · Program Contracts	669,930.78	20,444.59					690,375.37	690,375.37	502,038.75	188,336.62
560 · Grant Administration	29,459.59						29,459.59	29,459.59	317,488.75	-288,029.16
570 · Grant Project Income				374,909.30			374,909.30	374,909.30	2,250,000.00	-1,875,090.70
580 · Fee / Reimbursement Income	660.00		3,650.00				4,310.00	4,310.00	1,301.07	3,008.93
581 · E&S102 Review Fees		201,800.00					201,800.00	201,800.00	151,397.84	50,402.16
582 · NPDES Permit Fees		34,000.00					34,000.00	34,000.00	20,107.52	13,892.48
590 · Interest Income	5,562.77	11,816.29		129,778.60	469.12	7,093.85	154,720.63	154,720.63	7,333.32	147,387.31
540 · Activity Income			7,790.00				7,790.00	7,790.00	4,596.77	3,193.23
585 · Tree Sales Income			38,264.50				38,264.50	38,264.50	27,274.19	10,990.31
595 · Other Income	500.00		250.00		250.00	11,169.86	12,169.86	12,169.86	0.00	12,169.86
Total Income	779,863.17	268,060.88	49,954.50	504,687.90	719.12	18,263.71	1,621,549.28	1,621,549.28	3,351,323.18	-1,729,773.90
Gross Profit							1,621,549.28	1,621,549.28	3,351,323.18	-1,729,773.90
Expense										
7100 · Staff Salary	448,617.63	135,120.91		80,670.28			664,408.82	664,408.82	709,077.49	-44,668.67
710 · All Emp Benefits	108,308.04	28,690.19	404.96	16,478.72			153,881.91	153,881.91	218,050.74	-64,168.83
720 · Vehicle & Travel Expenses	4,211.35	776.11		991.74			5,979.20	5,979.20	20,344.12	-14,364.92
722 · Meeting Expenses	819.64	72.76	278.21	80.83			1,251.44	1,251.44	5,914.03	-4,662.59
730 · Supplies	2,592.76	131.27	78.58	54.59			2,857.20	2,857.20	3,725.83	-868.63
735 · IT - Communication	5,230.76	988.75					6,219.51	6,219.51	7,688.22	-1,468.71
740 · Postage	881.00	907.24	131.43	80.83			2,000.50	2,000.50	1,655.93	344.57
745 · Office Rent	20,363.11	5,497.34		1,293.03			27,153.48	27,153.48	26,464.38	689.10
750 · Equipment	922.20	133.99					1,056.19	1,056.19	8,232.29	-7,176.10
830 - Administrative	22,255.31	35.00	5,414.99	1,201.48			28,906.78	28,906.78	1,513.97	27,392.81
810 · Activity Expenses			6,243.59		1,000.00		7,243.59	7,243.59	22,547.18	-15,303.59
820 · Grant Project Expenses	275.00			1,839,176.02			1,839,451.02	1,839,451.02	2,250,000.00	-410,548.98
805 · Allocated Cost Transfer							0.00	0.00	26,462.98	-26,462.98
890 · Miscellaneous Expenses	172.08						172.08	172.08	0.00	172.08
Total Expense	614,648.88	172,353.56	12,551.76	1,940,027.52	1,000.00	0.00	2,740,581.72	2,740,581.72	3,301,677.16	-561,095.44
Net Income	165,214.29	95,707.32	37,402.74	-1,435,339.62	-280.88	18,263.71	-1,119,032.44	-1,119,032.44	49,646.02	-1,168,678.46

Item III.3
Personnel Committee Meeting

The Personnel Committee will be meeting prior to the April 3rd BOD meeting to discuss staffing updates and two action items. Specific topics include items listed below. A report will be presented at the BOD meeting.

Staff Updates

1. Staff Health and Wellbeing Updates.
2. Open Finance Assistant Position

Committee Action Items

1. Review staff recommendation for a Summer Intern Candidate.
2. Review request to post an open position for a Fall Intern.

***Action Required**

Item III.4
Agriculture Conservation Assistance Program Grant Approval

The Agriculture Conservation Assistance Program (ACAP) currently has 13 applications that have been reviewed by district staff. The projects total \$2,865,160.69. This exceeds our available balance to allocate in the ACAP program.

The Ag Committee will meet prior to the board meeting to discuss the projects and determine which projects will be funded.

The State Conservation Commission has provided a scoring sheet to rank projects which includes a SCC section and a local section. Districts were permitted to develop questions based on local criteria. We will have scored all projects prior to the committee meeting and briefly review the projects based on those scores.

In order to award as many projects as possible the remaining ACAP and CEG funds will be considered. Those projects that receive CEG funding will be asked to submit CEG applications.

The Ag committee will provide a recommendation to the Board for consideration and approval.

***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 amount requested.

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Nathan Umbrell	District	Mount Joy Twp.	Roof Runoff Structure	\$2,738.02	\$2,464.22
Totals				\$2,738.02	\$2,464.22

CEG Funds Requested: \$2,464.22

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$2,464.22 worth of CEG funding for this application contingent upon execution of the delegation agreement by the SCC and District.

***Action Required**

**Item III.8
PENNVEST MOA**

A MEMORANDUM of AGREEMENT between the Lancaster County Conservation District, and Weaver Environmental Consulting is required for work to be done implementing agriculture BMPs on the farm of Andy Ill, 2143 Mount Hope Rd., Manheim PA 17545. The agreement is intended to establish that the District and Weaver Environmental will equally share (50/50) the cost and reimbursement there of the administrative costs budget line item as identified in the PENNVEST Settlement Documents Project Cost Sheets/Breakdown. A Resolution to Apply to PENNVEST for this application will follow in May and will require Board approval at that time.

***Action Required**

**Item IV.3
Tree Seedling Sale Update**

The Lancaster County Conservation District 50th Annual Tree Seedling Sale order pick-up will be held Friday, April 12 from 8 am - 5 pm at the Farm and Home Center as a walk-in pick-up event. Approximately 518 orders will be pre-packaged for customers.

**Item IV.4
LCCD Annual Awards Banquet Report**

The 71th Annual District Banquet was held at the Farm and Home Center, on Thursday, March 26, 2024, with 142 in attendance. Yoder's Catering supplied a wonderful meal and was once again a pleasure to work with. Eleven sponsorships helped to support the evening. The 17th Annual Ann Brown Scholarship Auction was held during the banquet, thank you to Randy Ranck for being our guest auctioneer. Six awards were presented. The evening of recognition was facilitated by a team including the District banquet committee and additional staff who assisted with set up, prepared presentations, and coordinated various elements of the evening. Thank you to everyone!!

Total funds raised from auction items and cash donations.

2023 Ann Brown Scholarship Auction \$3,000.00	2024 Ann Brown Scholarship Auction \$4,275.00
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