



LANCASTER COUNTY CONSERVATION DISTRICT MONTHLY BOARD MEETING AGENDA

Wednesday, June 5, 2024

Lancaster Farm & Home Center

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

Business Meeting 7:30 pm

Timer

7:30	Invocation – Kent Weaver 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 – Sonia Wasco	<u>Page #</u>
7:40	I. <u>Agency Reports</u> 1. USDA, NRCS (attachment)..... 1 2. PA DEP Field Rep Report (day of packet).....-	
7:45	II. <u>*Consent Agenda</u> 1. Meeting Minutes (attachment)..... 3 2. Technical Assistance Requests/Cancellations (attachment) 8 3. Nutrient Management Plan Approval (attachment)..... 8 4. Conservation Plans Acknowledgement (attachment)..... 8	
7:50	III. <u>Additional Business</u> 1. Items Removed from Consent Agenda 2. Treasurer’s Report – Hertz (day of packet)- 3. *Ag Committee Meeting Report – Outstanding Cooperator – Adams (attachment)..... 9 4. *Personnel Committee – Zimmerman/Thompson (attachment)..... 10 5. *ACT/CDFAP Agreement – Kofroth (attachment)..... 10 6. *RC&D Report and Dues Request – Thompson (attachment) 10 7. *July BOD Meeting – Thompson (attachment)..... 11 8. *Technology Audit & Charter – Kofroth (attachment) 11 9. *Dirt & Gravel/Low Volume Rd Update – Keefer (attachment) 14	
8:40	IV. <u>Reports & Information</u> 1. Correspondence, News, and Updates – Thompson (attachment) 14 2. E&S Committee Report – Stern (attachment) 15 3. E&S/NPDES Monthly Projects Report – Stern (day of packet).....- 4. Ag Technical Service Policy – Seibert (attachment) 16 5. Tree Sale Report – Reuter (day of packet).....- 6. Envirothon Events Report – Gregory (attachment) 17 7. PACD/SCC Report/JAC Registration Announcement – Wasco/Thompson (attachment) 19	
9:15	V. <u>Additional Public Comment</u>	
9:20	VI. <u>Adjourn</u>	

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

Dates to Remember:

6/6, 3:30 Conservation Foundation Planning Meeting	6/19, Juneteenth, Floating Holiday for LCCD
6/7-15, Lancaster County Water Week	7/4, Fourth of July – LCCD Office Closed
6/11-13, Family Farm Days, Oregon Dairy	7/17-18, PACD/SCC Joint Annual Meeting, State College, PA

NEXT MEETING DATE: Wednesday, **July 3**, 2024, 7:30 pm

At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors May 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	2	78.1	6	184.5

*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	-	11
362 – Diversion (ft)	-	-	1,877
367 – Roofs & Covers (no)	3	-	4
382 – Fence (ft)	10,868	6,937	21,813
412 – Grassed Waterway (ac)	7.2	-	7.95
516 – Livestock Pipeline (ft)	2,996	-	935
561 – Heavy Use Area Protection (sq ft)	8,001	-	9,618
575 – Trails & Walkways (ft)	637	-	8,244
578 – Stream Crossings (no)	3	-	240
600 – Terraces (ft)	9,890	-	2022
614 – Watering Facility	11	-	3
620 – Underground Outlet (ft)	5,883	-	2,504
634 – Waste Transfer System (no)	11	-	6
327 – CREP Conservation Cover (ac)	44.95	-	5.3
391 – CREP Riparian Forest Buffer (ac)	26.21	5.28	34.35
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	4	\$355,948
EQIP IRA	1	\$24,928	28	\$1,882,991
CSP	2	\$32,317	-	-
CSP IRA	-	-	-	-
RCPP	9	\$1,604,968	-	-
TOTAL	30	\$3,252,016	32	\$2,238,939

- Financial Assistance Payments:

Program	FY23 Total (\$)	FY24 Mo. Total (\$)	FY24 Total (\$)
ALL PROGRAMS	\$1,150,354.51	\$14,616.04	\$1,687,168.82

Conservation Financial Assistance Program Details:

- FY24 contract development is underway for all programs (EQIP, CSP, RCPP).

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	4

Conservation Reserve Enhancement Program Activities (CREP):

- Approved Plans:

	FY23 Total (#)	FY23 Total (Ac)	FY24 Total (#)	FY24 Total (Ac)
New	10	37.92	1	1.61
Re-enrollments	12	197.18	-	-

Administrative Activities:

- Soil Conservationist – Vacancy posted. Received application from a current NRCS Soil Conservationist in IL so selection was made for the position. McKinley Morris will begin on 7/1. McKinley has a BS in Forest Ecosystem Resource Management from Penn State University and has been working for NRCS in Normal, IL since June 2023.
- Soil Conservation Technician – Interviews completed. Applicants applied in multiple locations so awaiting decision by Assistant State Conservationist for Field Operations.

Notable Meetings & Trainings:

- 4/29-5/3 – Ag Conservation Boot Camp, Level II, Grantville (Sanchez)
- 5/7-9 - AutoCAD Civil 3D Surfaces and Grading Tools Training, Morrisville, NC (Moore)
- 5/7-9 – Introduction to Conservation Planning, Grantville (Burns)
- 5/9 - Lancaster in the Balance: Resource Coordination for Ag BMP Implementation, Mount Joy (Grove)
- 5/13-14 – Ag Conservation Boot Camp, Level II, Training Assistance, Harrisburg (Myers)
- 5/20-24 – Concrete Fundamentals Training, Harrisburg (Moore & Burns)
- 5/21-24 – Interagency Basic Wetlands Training, Howard, PA (Sanchez)

Respectfully Submitted,



Heather L. Grove
District Conservationist

Item II.1
LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
May 1, 2024

The 864th 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 May 1, 2024, at 7:30 p.m.

The following Directors were present: Sonia Wasco, Chairwoman; Ray D'Agostino, Gordon Hoover, Herb Kreider, Geoffrey Rohrer, Roger Rohrer, and Deryk Shaw, Kent Weaver.

The following Associate Directors were present: Jenny Engle, Jay Snyder.

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

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

The following visitors were present: None present.

Sonia Wasco called the meeting to order at 7:30 PM. Sonia welcomed everyone both in person and on Zoom.

Jay Snyder provided the invocation for the meeting.

Sonia invited new Board Director Gordon Hoover to share a little about himself.

Introductions: none offered.

Additions to the Agenda: no additions.

Adam Stern reminded everyone that the meeting was being recorded.

An opportunity was given for public comment: .

I. Agency Reports

1. USDA, NRCS

Heather Grove reported that through the Pathways Recent Graduate program selected applicant Morgan Brough chose to work in Lancaster County and will begin on June 17th. She mentioned also that the Soil Conservation Technician vacancy has been re-advertised, and the other Soil Conservationist vacancy is waiting to be re-advertised.

2. PA DEP Field Rep Report

Chas Heberling highlighted some of the items in his report. The Growing Greener and 319 Grants are now open until June 21, 2024. The 2024 Virtual Conservation District and PA Agency Ag. Meeting are being held July 25th and July 31st, reminded that if you plan to attend you must plan to attend both dates. ACAP Ag Conservation Conference registration is open. Chris offered follow up comments about the SCC Meeting on May 14th. No additional questions.

II. Consent Agenda

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. Gordon seconded the motion. The motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of April 3, 2024 Board meeting.**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgement**

Item II.3 Requests for Nutrient Management Plan Approval (Lutz) April 2024 Activity May 1, 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 #
Ivan K. Zook	Leacock	Dairy	CAO	2.40	Brodbar	125
Esbenshade Turkey Farm	Paradise	Turkey	CAO	16.98	Brodbar	124
Andy Miller	Leacock	Swine	CAO	2.07	Brodbar	2915
Yippee! Farms	Rapho	Dairy/Beef	CAFO/CAO	2.03	Pullen	48
Dan Bollinger	Warwick	Poultry/Swine/Beef	CAFO/CAO	6.40	Bosworth	287
Noah W. Kreider & Sons	Mount Joy	Layer	CAFO/CAO	36.33	Riebling	2719

III. Additional Business

1. Items removed from Agenda

None removed.

2. Treasurer's Report

Stacey Hertz reported the Raymond James Fund as of April 25 is \$778,893.99 and the value as of today is just over \$780,000. The interest for the Invest account is earning 5.279%. Received the working capital from the CAP 2024 funds \$1,030,018.00. Mentioned that we are still waiting on funds from 4th quarter reimbursement requests. Sonia asked about the percentage of working capital we received for CAP. Stacey said 25%. No further questions.

3. Personnel Committee Report

The Personnel Committee, which included Dan Zimmerman, Herb Kreider, Sonia Wasco, Deryk Shaw and Chris Thompson, met this evening. Herb presented the report. Gordon motioned to allow all of the Committee Action items: Remembering Steve, hiring the Finance Assistant, Dung Thuy Kieu Le ("Twee"), and hiring the Summer Ag Intern Candidate, Charlie Sheerer were voted on in a single motion. Roger Seconded the motion and it passed unanimously. Sonia asked if anyone had additional comments. Chris spoke up to clarify the separation package for Steve and how it is an exception to the policy. Roger asked to clarify that this is a one time "yes" vote to the policy for

an exception. The motion passed unanimously. The full committee report is attached to these minutes.

4. Scholarship Committee Report

Adam Stern presented, the committee proposed to offer Caden Beyer, Emily Phillips, and Leah Slivovsky the scholarship. Roger moved to motion, seconded by Kent Weaver. The motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates

FFA members thank you notes

Steven L. Reiff Obituary

Letters to Elected Representatives about Conservation District Week.

DEP Letter about Reynolds Run upgrades.

Support letter for Leopold Conservation Award for Jim Hershey Farms.

Creek Side News – LCCD article about buffers (pg 2-3)

Postcard for ACAP Ag Conservation Conference

2. E&S/NPDES Monthly Projects Report

Adam Stern reported on some of the review fees that were larger this month due to some larger acre projects. He also reported that the backlog of outstanding NPDES plans are improving. Chris commented that the plan submissions are steady year to date compared to some other counties.

3. Tree Sale Update

Matt shared that the tree sale was held on April 12th, had over 520 orders. Positive feedback from customers who were glad to be able to come inside and talk with staff. Leftover trees were donated DCNR or Watershed Association.

4. PennVest Sponsorship Update, Andy Ill

PennVest made a determination after a financial assessment of Mr. Ill's farm and stated he would be considered for a low interest loan. For this reason parties involved decided to not apply for the PennVest funding and are looking for new funding options.

5. Youth Conservation School Update

Sallie stated YCS will take place from July 21-July 26. She referenced how she is promoting the school in many ways. Sallie also reported on Sr. Envirothon and how Warwick High School's Hellbender team placed 1st.

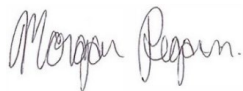
V. Additional Public Comment:

No additional comments.

VI. Meeting Adjourned

Sonia Wasco adjourned the meeting at 8:28 pm.

Respectfully submitted,



Morgan Regan

E&S Administrative Support Specialist

Personnel Committee Meeting 5/1/2024
3pm Zoom Conference call

Attending: Dan Zimmerman (Chair), Herb Kreider, Sonia Wasco, Deryk Shaw, Chris Thompson

The Personnel Committee met prior to the May 1st BOD meeting to discuss staffing updates and two action items. Specific topics include items listed below.

Staff Updates

1. Lauren Broadbar – We’ve been told the letter is in the mail, but Lauren has achieved the level of “final certified” within her Act 38 Nutrient Management certification after her Volunteer Nutrient Management Plan she developed was approved at the April Board meeting.
2. Adam Stern – Be sure to also congratulate Adam for successfully passing the Certified Professional in Erosion & Sediment Control Exam (CPESC) last week.
3. Ag Engineering Specialist - The Ag team requested that we move forward with looking for an Ag Engineering Specialist replacement. Because this an existing position with dedicated funding BOD approval is not needed to post the position, but we did want to share with the Directors the timeline for posting and interviewing:
 - April 17th – Post position
 - May 15th – Application deadline
 - May 21 & 22- Interviews
 - June 5- Board approval

Committee Action Items

1. Remembering Steve

- Steve’s funeral service was held Sunday, April 21st. A floral arrangement was sent on behalf of LCCD staff and directors. Additional details are available at: https://lancasteronline.com/obituaries/steven-l-reiff/article_6b38e09a-25ad-5b5b-8fea-19ac498c64a9.html.
- Donations – Steve’s wife Jenn has expressed her great appreciation for all of our help, but asked that we use, and help promote, the Go-Fund-Me page Steve’s brother is managing: <https://www.gofundme.com/f/steven-loren-reiff>.
- Memorial Tree - We have been in discussions with the Farm & Home Center about planting a tree in memory of Steve and received permission to do that later in May. A budget estimate of \$350 is requested to purchase a tree and plaque which will be paid for from LCCD Administrative funds.

- Memorial Buffer - Program Managers also have discussed completing a service project in honor of Steve. Details will be worked out with Steve's family about adding to a buffer project he participated in with his boys. Additional details are still being worked out, but a budget estimate of \$2,000 - \$3,500 will be needed for supplies (trees, tubes and stakes) and will be charged to the Watershed Program's project budget.
 - Separation Package – Whenever someone leave LCCD employment there is a checklist of accounts and benefits that are reviewed and processed. Paperwork has started for the transfer of Steve's Health Savings Account (HSA). A claim has been filed for the District provided \$25,000 Life Insurance policy and the Fulton Financial Client Manager for our Pension Plan has been notified about assisting Jenn with the transfer of ownership. The remaining task is to “cash out” any accrued time off (PTO, Vacation or Sick Leave). Standard policy procedure is to reimburse staff for any accrued time off at 50% of the cash value. We have exhausted the remaining PTO and Vacation time during Steve's hospitalization so we could continue providing a full paycheck and health benefits to the family, but there is a remaining balance in Steve's accrued Sick Leave that equals approximately 500 hours. Because of the extenuating circumstances of Steve's untimely passing, staff are proposing to make an exception to the Policy and compensate Steve's estate at 100% of the cash value which will equal approximately \$16,900. Salary and Benefits are an allowable expense that would be credited to the ACAP program.
2. Finance Assistant Candidate – Staff worked with HR to post and reviewed applicants for our open Finance Assistant position. Four candidates were selected for interviews and Dung Thuy Kieu Le or “Twee” was selected as the candidate to put forward for BOD approval. Twee's resume and references are attached for review. If approved, Twee will be available to start mid-May.
 3. Summer Ag Intern Candidate – There was a Scholarship candidate, Charlie Sheerer, from Elizabethtown College -Engineering who had applied for our Conservation Scholarship. Charlie was not selected for a scholarship, but still caught staff's eye as someone who might be able to help the Ag Engineering team this summer. Citing the need for the added support for field work, the Ag Team crafted a proposal for a summer position that involved assisting technicians to complete surveys and other field work as well as complete PracticeKeeper data entry for BMP implementation. The Committee reviewed staff recommendation to hire Charlie for the summer position. Details include working 3 days per week beginning in early June and will end early August. Starting at 7:30 till 4:00 with a half hour unpaid lunch He would be paid the standard intern rate of \$14.00 per hour. The committee agreed to move forward with a call to hire recommendation. They also acknowledged that they were breaking from the usual 60-day hiring protocol that includes posting, selecting, interviewing candidates for presentation to the BOD, but agreed to expedite the process to get the most benefit for the team from this temporary position.

Meeting Adjourned - The meeting was adjourned at 3:48pm.

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

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item II.3
Requests for Nutrient Management Plan Approval (Lutz)
May 2024 Activity
June 5, 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 #
LeRoy Martin	Brecknock	Broiler	CAO	94.13	Heigel	470
Jonas King	East Drumore	Layer	CAO	32.07	Adams	2934
H. Lamar & Ruth Zimmerman	Rapho	Broiler	CAFO/CAO	44.25	Riebling	72
Lester S. Martin	Earl	Heifer	CAO	2.46	Hartz	2607
David Glick	Earl/W. Earl	Dairy	CAO	2.45	Brodbar	2140
Dustin Ginder	Mount Joy	Layer	CAFO/CAO	1124.46	Riebling	38

**Nutrient Management Plan Transfer for Board Acknowledgement:
May 2024 Activity
June 5, 2024 Board Meeting**

OWNER	Proposed Transfer Date	Township	Operation	Designation	AEU's/Acre	Reviewer	Plan #
Graywood Farms LLC to PennMar Dairy LLC	April 1, 2024	Fulton	Dairy	CAO/CAFO	2.27	Lutz	176

**Item II.4
Acknowledgment of Conservation Plans (Lutz)
The Lancaster NRCS Field Office recommends the following plans for the
June 5, 2024 Board Meeting:
NATURAL RESOURCES CONSERVATION SERVICE**

Conservation Plans	Number of Plans	Planner	Township
Daniel F. Beiler	1	Camila Martinez Sanchez	Providence
Randall R. Brubaker	1	Christine Griesemer	Rapho

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Elmer Kauffman	1	Matt Schavnis	West Cocalico
Lawrence Hoover	1	Matt Schavnis	West Cocalico
Amos B. Stoltzfus	1	Kevin Seibert	West Lampeter
Daniel King	1	Greg Heigel	Martic
Henry S. King Jr.	1	Brady Bosworth	Manheim
Robert Garrett	1	Josh Pullen	Martic
Jacob Blank	1	Lauren Brodbar	Salisbury
Ben Stoltzfus	1	Greg Heigel	East Hempfield

**Item III.3
Outstanding Cooperator 2025
Award Report**

The Outstanding Cooperator Committee met on May 22, 2024 to review candidates selected by District staff for the Outstanding Cooperator Award. Committee members Gordon Hoover (Director Member), Herb Kreider (Director Member), Kevin Lutz (staff member), Kent Bitting (staff member), Matt Kofroth (staff member), Heather Grove (NRCS), and Kimberly Merlau (FSA) attended the meeting. Staff who submitted names were at the meeting to present material and answer questions. Information for each of the five candidates listed below was provided and committee members took a virtual tour of each farm using the internet. Each presenter provided historical and current information, and committee members were given the chance to ask questions and make comments.

FARMS SUBMITTED FOR CONSIDERATION

Amos Stoltzfus	617 Strasburg Pike, Strasburg	Kevin Seibert
William Hershey	26 Fern Crest Road, Quarryville	Greg Heigel
Brian Mull	582 Spring Valley Road, Quarryville	Greg Heigel
J. Kevin Rohrer	2115 Rohrer Road, Manheim	Matt Schavnis
John Wanner	5800 Wanner Road, Narvon	Lauren Brodbar

After hearing all of the presentations and discussing the uniqueness of each farm, the committee proposes honoring John Wanner, of Wanner’s Pride-N-Joy Farm, as our 2025 Outstanding Cooperator. The conservation completed at this dairy farm spans generations, and there is a long history of working with both the District and NRCS. John maintains good neighbor relations through manure injection and draglining and is a great example of a larger operation managing the resources on the farm wisely.

The Outstanding Cooperator Committee recommends that the Board approve granting the 2025 Outstanding Cooperator Award to John Wanner, of Wanner’s Pride-N-Joy Farm, in Salisbury Township.

***Action Required**

**Item III.4
Personnel Committee Meeting Report**

The Personnel Committee will be meeting prior to the June 5 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. Staff resignation – E&S Team
3. Open Ag Engineering Specialist Position Update

Committee Action Items

1. Review staff a recommendation for a Fall Intern Candidate.

***Action Required**

**Item III.5
Conservation District Fund Allocation Program (CDFAP)/Agricultural Conservation
Technical Assistance (ACT) Funding Applications**

It is anticipated that at the July 2024 SCC meeting, formal action will be taken to allocate funds through the CDFAP/ACT programs. This funding provides partial support (\$20,000 base allocation) of the salary/benefits costs of our Ag Compliance position (Kevin Seibert). These funding levels are the same as last year. Once again this is partial funding, the remaining part of Kevin’s salary is made up from Chesapeake Bay Technician funding and Unconventional Gas Well (UGF) funding. Board action is required for this funding application.

***Action Required**

**Item III.6
RC&D Crops Survey**

LCCD has been requested to participate again in the RC&D cover crop survey during the spring of 2024. The survey will involve two to three days of field data collection between late May and early June to ensure that cover crops will have been planted and have emerged. Like previous years, LCCD is being asked to help survey Lancaster County as well as some farms in the Chesapeake Bay watershed portions of adjoining county Chester County.

The time commitment and compensation are as follows:

Conservation District work/support commitments

1. District staff to provide local knowledge and driving support for the survey along a previously used/predetermined route.
2. District participants will be asked to review a 30 minute survey training webinar.

Conservation District Compensation:

1. \$700 for participation in the field survey activity;
2. District vehicle travel reimbursement during field survey: mileage at the federal rate; and
3. A copy of the final survey data.

***Action Required**

Item III.7

July Board Meeting Schedule/Format Change

The July Board meeting is schedule to be held on Wednesday, July 3rd. Several directors and staff have said they plan to take advantage of the holiday and travel out of the area. July is usually a light month for business/action items and we have canceled the meeting in the past, but we know already that we will have some business to act on.

Do the Directors want to hold a condensed virtual meeting on July 3rd or reschedule the meeting to 7:30 pm the next Wednesday, July 10?

***Action Required**

Item III.8

Technology Audit and Charter

The Lancaster County Conservation District’s Technology Committee was fortunate to get a small grant from the Campbell Foundation early this year to conduct a Technology Audit/Strategic Plan for the District's Tech needs now and into the future. We were able to hire a Technology consultant to conduct this audit, Nimbus Solutions. Nimbus has completed its audit and has been working with the Technology committee and staff members to prioritize items within the plan and the next steps moving forward. We will be sharing the plan with the Board at the June Board mtg. In addition, as part of the Campbell grant the District’s Technology Committee was requested to have a Charter created for its purpose and future direction. Attached is the Lancaster County Conservation District’s Technology Committee Charter. Staff have reviewed the Charter and feel it fits the goals of the committee. We are sharing this with the Board for their approval as well. These two documents will be leading the Technology Committee moving forward as they chart a path for the technology needs of the district.

***Action Required**

Lancaster County Conservation District

Technology Committee Charter

1. Purpose and Scope:

The Technology Committee (TC) is established to oversee all IT operations within the Lancaster County Conservation District, ensuring alignment with organizational goals, efficiency, and security. The committee serves to provide strategic guidance, make recommendations, and facilitate decision-making processes related to technology infrastructure, systems, and policies.

2. Objectives:

- Evaluate current technology infrastructure and systems, identifying areas for improvement and innovation.
- Develop and recommend IT policies, procedures, and best practices to ensure security, reliability, and compliance with regulatory requirements.
- Review and prioritize IT projects and initiatives based on organizational needs, resources, and strategic objectives.
- Provide oversight and guidance on IT budgeting, resource allocation, and procurement processes.
- Monitor emerging technologies and trends, assessing their potential impact and relevance to the organization.
- Foster collaboration and communication between IT committee, other departments, and external stakeholders.

3. Composition:

The TC shall consist of the following members:

- Assistant District Manager (Chair)
- At least one member from each District Department (i.e. E&S, Ag, DNA, Watershed, E&O, & Admin) One member will be asked to serve as vice chair
- At least one Conservation District Board of Director, Associate Director, or Board advisor
- At least one Representative from our IT consulting firm

Additional members may be invited to participate in specific meetings or discussions based on the agenda and topics under consideration.

4. Meetings:

The TC shall meet every quarter, or as deemed necessary by the Chair. Meetings may be conducted in person or virtually, with appropriate notice provided to all members. An agenda shall be circulated before each meeting, outlining topics for discussion and any relevant materials.

5. Responsibilities:

- Chair: The Assistant District Manager shall serve as the Chair of the TC, providing leadership, facilitating meetings, and ensuring that committee objectives are met.
- Members: All members are responsible for actively participating in meetings, providing input, and contributing to the achievement of committee goals. Members should also communicate relevant information to their respective departments and stakeholders.

- IT Consultant: The IT Consultant shall serve the committee and the District as directed by these groups relating to IT needs throughout the District. This should involve; providing updates, recommendations, troubleshooting, and technical expertise as required.
- Reporting: The TC shall provide regular updates and reports to the District Manager and Board of Directors as appropriate, highlighting key activities, decisions, and recommendations.

6. Decision-Making:

Decisions of the TC shall be made by consensus whenever possible. In the event of a significant disagreement, the Chair shall facilitate further discussion and seek resolution. If consensus cannot be reached, the matter may be escalated to the District Manager or Board of Directors for a final decision.

7. Amendments:

This charter may be amended by a majority vote of the TC members, with approval from the District Manager.

8. Review:

The effectiveness and relevance of the TC shall be reviewed annually by the Assistant District Manager and committee members, with any necessary adjustments made to ensure alignment with organizational needs and priorities.

Approval:

This charter is hereby approved by the Board of Directors of the Lancaster County Conservation District on [Date].

Item III.9
Dirt & Gravel/Low Volume Road
Update on DG Contract for Walker Lane, Sadsbury Township

On April 3rd 2024, a representative from Sadsbury Township informed us that they did not expect to fulfill their DGLVR contract on Walker Lane. Over the next few months, with help from the Center for Dirt and Gravel Road Studies (CDGRS), attempts to find a way to get the project done proved unsuccessful, and on May 28th 2024, Sadsbury Township officially confirmed that they would like to break the contract. As suggested by CDGRS, the township has provided us with a written statement stating the request, and their approved board meeting minutes where they came to that decision.

With board approval, the DGLVR program would accept Sadsbury Township's cancellation of the contract. In doing so, Sadsbury would be required to return the advanced payment of \$41,370.00, along with any interest accrued since payment on 10/13/2023. Once returned, the funds will be added back to our Dirt and Gravel allocation and will count against our spending requirement, which has a deadline of June 30, 2024.

***Action Required**

Item IV.1
Correspondence, News, and Updates

1. May 7 – Getting Their Feet Wet – The article highlights Elizabethtown Area High School, teacher Margie Reed and her Envirothon team's explorations of watersheds. Ella Strickler credits Envirothon for opening the door to deeper study and a potential career in environmental chemistry.
2. May 15 – Outdoor Initiative – The article includes a broader look into the work of Josh Haupt and Jennifer Trout, Conservation District 2024 Educator award recipients. Their skill development through LCCD-led professional development is highlighted. LNP writer went into the archives for a picture from May 11, 1995, when the Lancaster New Era ran a column in which Jenn Trout recognized Josh Haupt as her favorite teacher. Today they are colleagues creating lessons that take students into the outdoors and dive deeper into local watershed concerns and action steps.

Item IV.2

**Lancaster County Conservation District
Erosion & Sedimentation Committee Meeting Minutes
Thursday May 23, 2024
Farm & Home Center
Available virtually via Microsoft Teams**

Attendees: Jay Snyder, Commissioner Ray D'Agostino, Greg Strausser, Deryk Shaw, Chris Thompson, Eric Hout, Adam Stern

1. Committee Business

- a. Review & Discussion of May Informational Update regarding Pre-Application Meetings & Review Timeframes

Committee discussed the feedback received from other Conservation Districts on pre-application meetings along with the review timeframe overview (2023 & 2024 Q1). Numerous ideas for improving submission quality were discussed. The Committee directed staff to survey a number of consultants that frequently submit to the department with questions regarding how the District can best support the submission of higher quality applications. The Committee is interested in hearing how consultants think that the District can support them in submitting materials with fewer deficiencies. Staff can then use this feedback to create a next step forward in providing programming for the regulated community. The Committee tentatively proposed organizing a workshop/educational opportunity for the regulated community in Fall 2024 (September/October).

2. Informational Updates

- a. 259 Auction Road – Penn Township – Enforcement Update

Adam provided an update on the enforcement documents that were sent out. No response has been received as of this meeting. Further updates will be provided to the committee as they are available.

- b. File & Workflow Digitization

Adam provided an update on three ongoing projects in the Department.

- **Microsoft Surface Pro tablets have arrived for technical staff. Each technical team member will be issued a tablet that can be used for viewing digital plan drawings in the field, capturing inspection photos, starting inspection reports, etc.**
- **Adam, Eric, & Morgan Regan are working with a few consultants to trial an option for submitting digital plan documents to the department for review. The intent is to eventually offer this option to all submissions.**
- **Adam & Morgan Regan are working to move some of the department's physical files to a digital format via PracticeKeeper. The intent is to shrink the size of physical files held while still adhering to applicable records retention policies by maintaining digital versions of documents.**

Next Scheduled Meeting

Thursday June 27, 2024 @ 1:30 PM

Farm & Home Center and virtually Microsoft Teams

Item IV.4
Agriculture Technical Service Policy

The Agriculture Committee has met prior to the Board meeting. There are a few topics that required the Committee's attention such as:

1. A proposed revision to the current policy titled "Handling Technical Assistance Requests" that was first approved at the 3/5/2014 Board Meeting. The Staff has determined that changes to the policy may be warranted.
2. A recent development concerning the Chesapeake Bay Agricultural Inspection Program and renewing the DEP Bay Technician Contract.

Depending on the outcome of the Committee's discussions, the Committee may be requesting consideration and action of the Full Board of Directors on one or more of these items.

2024 Lancaster County Envirothon Report

Junior Envirothon, May 15, 2024

Grades 3-6

Participation Summary

- Schools: Elementary, Intermediate, Middle 11
- Teams 34
- Number of Students 170

Ecosystem: Forests

Students studied 12 species for each station including mammals, birds, trees, and wetland frogs and turtles.

Event Summary

- 3rd grade 1st place – Doe Run Elementary
- 4th grade 1st place – Treasures of Grace
- 5th grade 1st place – Landis Run Intermediate (High score overall)
- 6th grade 1st place – Montessori Academy of Lancaster



Middle School Envirothon, May 16, 2024

Grades 7-8

Participation Summary

- Middle Schools 6
- Teams 11
- Number of Students 55

Event Summary

- 5th place – Ephrata Middle School
- 4th place – Lancaster Mennonite Middle School
- 3rd place – Ephrata Middle School
- 2nd place – Ephrata Middle School
- 1st place – Manheim Township Middle School



Senior High Envirothon, April 27, 2023

Grades 9-12

Participation Summary

- High Schools 6
- Teams 15
- Number of Students 75

Event Summary

- 5th place – Conestoga Valley High School
- 4th place – Lancaster Mennonite High School
- 3rd place – Conestoga Valley High School
- 2nd place – Hempfield High School
- 1st place – Warwick High School



Warwick High School won the Lancaster County Senior High Envirothon and went on to the State Envirothon held in Mifflinburg. The team was made up of four seniors and one junior and placed 23rd. Special thanks to everyone who contributed to a successful year of Envirothon and the incredible donations that made it possible.

LANCASTER COUNTY SENIOR HIGH ENVIROTHON (GRADES 9-12)

REGISTRATION/AWARDS	MORGAN REGAN	MATT KOFROTH	
SCOREKEEPER	KEVIN LUTZ		
PHOTOS/AWARD SET UP	NOELLE CUDNEY		
LUNCH PICK UP	HOLLY SHAUB	LAUREN BRODBAR	
FORESTRY	JIM SALTSMAN	AMANDA GOLDSMITH	CHAS HEBERLIG PA DCNR Foresters - 2
CURRENT ISSUE	EMMA RIEBLING	SHELLY DEHOFF	BRADY BOSWORTH
AQUATICS	GRACE CHAMBERLAIN	SHANNON ERDMAN	JEFF SCHMIDT
SOILS	MARK MYERS	CAMILA MARTINEZ SANCHEZ	
WILDLIFE	DANIEL GIBBLE	JOHN VEYLUPEK	GREG GRAHAM

LANCASTER COUNTY JUNIOR ENVIROTHON (GRADES 3-6)

REGISTRATION/AWARDS	MORGAN REGAN			
SCORE KEEPER	KENT BITTING	MATT KOFROTH		
PHOTOS/AWARDS	NOELLE CUDNEY			
TREES AND PLANTS	LISA SANCHEZ	ENV CTR	RYAN RIEBLING	SHELLY DEHOFF
BIRDS	ANDREW PAULS- THOMAS	LIZ KILLIAN	MORGAN REGAN	MATT SCHAVNIS
FOREST MANAGEMENT	PEGGY EPPIG	MONICA DANIELS - BARBER	MAL BARBER	
MAMMALS	BRIAN COLLETT	DANIEL GIBBLE	JOHN VEYLUPEK	

LANCASTER COUNTY MIDDLE SCHOOL ENVIROTHON (GRADES 7-8)

REGISTRATION/AWARDS	MORGAN REGAN	
SCORE KEEPER	MATT KOFROTH	
PHOTOS/AWARDS	NOELLE CUDNEY	
FORESTRY	LISA SANCHEZ	JASON REUTER
FOREST MANAGEMENT	SAMANTHA ADAMS	MORGAN REGAN
AQUATICS	TYLER KEEFER	CAITLYN TYNES
WILDLIFE	BRIAN COLLETT	DANIEL GIBBLE

DONORS:

1. HERSHEY COMPANY
2. EXTRAGIVE DONORS
3. CAERNARVON TOWNSHIP
4. Individual donation MONICA DANIELS BARBER – VETERINARIAN, NEW HOLLAND VETERINARY ANIMAL HOSPITAL
5. Individual donation KERRIE SNAVELY – RETIRED TEACHER
6. OPTIMIST CLUB OF LANCASTER – GRADE LEVEL LIBRARY AWARDS

Item IV.7
PACD /SCC Joint Annual Mtg
Registration Announcement

Registration is open for the 2024 PACD/SCC Joint Annual Conference July 17-18 at the Penn Stater Hotel & Conference Center. [Click here](#) for more information and to register.

The PACD summer committee meetings will take place as a series of Zoom videoconferences prior to the conference. Members and partners can participate online or via phone.

Registration is free and required. You will need to register for each committee separately. To register, please click on the meeting you would like to attend.

[PACD Conservation Committee](#)

June 20, 2024 | 10-11 a.m.

[PACD District Employees Committee](#)

June 25, 2024 | 10-11 a.m.

[PACD Education & Outreach Committee](#)

June 27, 2024 | 10-11 a.m.

[PACD Legislative Committee](#)

July 1, 2024 | 10-11 a.m.

[PACD Ways & Means Committee](#)

July 11, 2024 | 10-11 a.m.

[PACD Operations Committee](#)

July 12, 2024 | 10-11 a.m.

Questions? Contact Molly at mburns@pacd.org.