



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

Wednesday, September 4, 2024

Lancaster Farm & Home Center

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

Business Meeting 7:30 pm

Timer

7:30	Invocation – Deryk Shaw 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 (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 (day of packet) - 3. *Personnel Committee Report – Zimmerman (attachment) 16 4. *Budget & Finance Committee Report – Kofroth (attachment)..... 22 5. *Low Volume Rd. Project/Quality Assurance Board Report – Keefer (attachment) 25	
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. Youth Conservation School Report – Gregory (attachment)..... 26 4. E&S Committee Report – Stern (day of Packet) - 5. Watershed Committee Report – Shaw/Goldsmith (attachment) 27	
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:

9/4, 5:30 pm DGR QAB Mtg @ F&H Center	9/18-19, PACD Management Training
9/5, Conservation Foundation Meeting 3:30-5 pm	10/15, PACD Regional Director’s Mtg. Cumberland CD
9/10, SCC Meeting PDA Offices 1-3 pm	10/16, LCCD Service Project, Ephrata

NEXT MEETING DATE: Wednesday, October 2, 2024, 7:30 pm
At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors August 2024

Lancaster Field Office Personnel:

Heather Grove, Supervisory District Conservationist
Mark Myers, Soil Conservationist
Joel Alicea Hernandez, Soil Conservationist
Christine Griesemer, Soil Conservationist
Brett Ramer, Soil Conservationist
Camila Martinez Sanchez, Soil Conservationist
Morgan Brough, Soil Conservationist
McKinley Morris, 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	29	1,127.2	49	2,066.7

*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	14
362 – Diversion (ft)	-	-	1,877
367 – Roofs & Covers (no)	3	-	5
382 – Fence (ft)	10,868	68	20,514
412 – Grassed Waterway (ac)	7.2	0.6	9.01
516 – Livestock Pipeline (ft)	2,996	-	1,548
561 – Heavy Use Area Protection (sq ft)	8,001	2,071	19,379
575 – Trails & Walkways (ft)	637	75	2,310
578 – Stream Crossings (no)	3	-	4
600 – Terraces (ft)	9,890	-	3,759
614 – Watering Facility	11	-	7
620 – Underground Outlet (ft)	5,883	3,753	6,707
634 – Waste Transfer System (no)	11	-	8
327 – CREP Conservation Cover (ac)	44.95	-	6.91
391 – CREP Riparian Forest Buffer (ac)	26.21	-	38.5
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	9	\$930,145
EQIP IRA	1	\$24,928	28	\$1,882,991
CSP	2	\$32,317	2	\$42,023
CSP IRA	-	-	2	\$83,459
RCP	9	\$1,604,968	6	\$1,026,039
TOTAL	30	\$3,252,016	47	\$3,964,637

- Financial Assistance Payments:

Program	FY23 Total (\$)	FY24 Mo. Total (\$)	FY24 Total (\$)
ALL PROGRAMS	\$1,150,354.51	\$124,183.05	\$2,082,042.28

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	-	1
GRP Monitoring - Onsite	1	0
WRP/WRE Monitoring - Offsite	6	6
WRP/WRE Monitoring - Onsite	5	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	10	53.52
Re-enrollments	12	197.18	7	76.66

Outreach Activities:

- 8/15 – Ag Progress Days, Rock Springs (Brough, Griesemer & Martinez)

Notable Meetings & Trainings:

- 8/1 – Penn State Extension 2024 Farming for Success, Manheim (Myers, Griesemer, Ramer, Martinez, Brough & Morris)
- 8/6 – Act 38 Nutrient Management Orientation, Harrisburg (Martinez & Morris)
- 8/13 - RUSLE2/Conservation Planning Training for New Employees, Lancaster (Brough & Morris)
- 8/21 - ACA & Manure Storage Workshop, Lewisburg (Burns & Morris)
- 8/26-29 - Construction Inspection for Field Office Activities, Knoxville, TN (Burns & Moore)
- 8/27-29 - Managing Manure Nutrients Workshop, Pennsylvania Furnace (Martinez & Morris)

Respectfully Submitted,



Heather L. Grove
District Conservationist

Item I.2
**September 2024 DEP Conservation District
Field Rep Talking Points**

DEP's Environmental Education Grants Program now accepting applications

The Pennsylvania Department of Environmental Protection's (DEP) 2025 Environmental Education Grants Program is **accepting applications through November 15, 2024**. Projects must be implemented during the period July 1, 2025-June 30, 2026. Funding is provided on a reimbursement basis.

Funding priority will be given to environmental education projects that engage people living, working and/or attending school within **Environmental Justice (EJ)** areas in topics related to **Climate Change** and/or **Water**. Use the DEP [PennEnviroScreen](#) to determine if the project will engage audiences within designated EJ areas.

Awards range from up to \$5,000 for local projects to \$30,000 for regional or statewide initiatives. Additionally, proposals that meet the General Grant Level II requirements (Engaging students and teachers from at least 60 Pennsylvania counties at *three levels*, local, state, and national; AND at least 30% of the audience lives, works or attends school within an EJ area) may be awarded up to \$65,000.

The 2025 Environmental Education Grants Manual and other pertinent information is available at [Environmental Education Grants](#). The Environmental Education Grants Program has supported a wide range of activities from tours and workshops to hands-on field experiences and action projects. Go to [2024 EE Grant Awards](#) for a listing of projects that were awarded funding in Spring 2024.

A free 2025 Environmental Education Grants Program webinar will be held on October 10, 2024 from 11:30 am-1:00 pm. DEP staff will provide proposal tips and instructions for completing required application forms. The program will conclude with a Q&A session. **Registration by September 30, 2024 is required:** [2025 EE Grants Program Webinar Registration](#).

Questions may be directed to: RA-epEEgrants@pa.gov

Coastal Zone Grant Round Now Open

Applications for Coastal Zone grants are being accepted from Monday August 26 through Tuesday October 15, 2024, at 11:59PM. Eligible applicants include government entities and incorporated non-profits conducting projects in the two Pennsylvania Coastal Zones: the Lake Erie Coastal Zone and the Delaware Estuary Coastal Zone. Funds can be used for a variety of projects. Conservation Districts in the Coastal Zones are encouraged to apply. The Coastal Zone includes Berks, Bucks, Delaware, Erie, Montgomery and Schuylkill Counties. For more information, see the Coastal Zone grant webpage ([Grants \(pa.gov\)](#)) or contact Shane Gutsie at sgutsie@pa.gov.

2025 Conservation District Director Nominations

Information packets for 2025 Conservation District Director nominations and appointments were sent out to county chief clerks and copies went to district managers. District managers are encouraged to contact chief clerks to discuss the 2025 nomination process and to answer questions regarding upcoming vacancies on their board. Appointments are due to the State Conservation Commission by December 15. Conservation District Field Representatives and the State Conservation Commission are available to answer questions concerning the director nomination process.

Chapter 105 Permitting Improvements

On July 5, 2024, BWEW Director Domenic Rocco emailed Program Managers, Group Managers, Delegated Conservation Districts and others to make several announcements regarding its Chapter 105 Water Obstruction and Encroachments Permitting Program. That announcement included:

1. General Permit Improvements - BWEW has made significant improvements to its General Permit (GP) Registration Form, Instructions, and General Permit-Aquatic Resources Impacts Table (GP-ARIT). The goal is that general permit registrations could be reviewed and authorized more expeditiously to allow staff to focus on other matters. One item worth mentioning is that there will be a reduced emphasis on floodways as “specific activities” which is explained in the GP-ARIT. These documents were published on June 28, 2024, are available to the public now, and required effective September 1, 2024. The new form and instructions can be found on the Department’s eLibrary under Permit and Authorization Packages > Waterways Engineering and Wetlands > General Permits or by direct link here: <https://greenport.pa.gov/elibrary/GetFolder?FolderID=4050>
 - a. Conservation Districts can submit their questions to the following resource account [RA-EP105QUESTIONS@pa.gov].
 - b. In the coming months, we plan to hold a short training webinar to discuss these changes in more detail and expectations for reviewing registrations.
2. Chapter 105 Pilot for Joint Permit Applications (JPA) - Similar to the Chapter 102 Pilot for NPDES Construction Permits, BWEW has released a JPA Pilot that will be available statewide and involve the 6 DEP Regional Offices and the Regional Permit Coordination Office (RPCO). To participate, applicants will be required to attend 2 preapplication meetings with the second meeting serving as a pre-submission conference. Priority will be given to Publicly Funded Energy Projects and Environmental Restoration Projects. Since the pilot is for JPAs, conservation districts will not play a direct role.
3. Updated Standard Operating Procedures (SOPs) - As part of DEP’s program-wide initiative to update SOPs, updated SOPs will soon be available for General Permit (GP) Registrations, Joint Permit Applications (JPA), and Environmental Assessment (EA) Submissions. To make things more efficient, BWEW conveniently combined three GP-related SOPs into one SOP. BWEW also split the JPA and EA into two separate SOPs due to the evolution and needs of our program.
4. Online Bridge and Culvert Tool - In October 2023, BWEW released a new and innovative online tool regarding Bridge & Culvert Maintenance and Repair on our website. This tool is designed to help bridge and culvert owners understand and be informed of permitting and notification requirements for bridge and culvert maintenance under various scenarios, including emergency situations. While this tool was designed for all bridge and culvert owners, it was not designed with PennDOT in mind and does not take into account EXX-9999’s, funded staff contacts, etc. However, we believe it will be useful as long as those limitations are understood.

A public announcement launching the Streamlining Permits for Economic Expansion and Economic Development (SPEED) program was made on August 12, 2024 and includes the GP Improvements and JPA Pilot. That announcement can be viewed on DEP’s website at <https://www.ahs.dep.pa.gov/NewsRoomPublic/articleviewer.aspx?id=22452&typeid=1> Stay tuned as details of these efforts will follow

Chapter 105 Wetland Determination Training and Future CWA Program Announcement - Waterways Engineering and Wetlands in collaboration with the Army Corps of Engineers have created a series of trainings focused on wetland determinations set to release by the end of September for DEP and PACD staff. They will focus on Wetland Hydrology, Vegetation and Supporting Information. These will also be paired with our recently released trainings with The Natural Resources Conservation Services on hydric soils and hydric soil indicators to give the user a full overview of the wetland determination process.

We are also happy to announce that these trainings are just the first part of our Wetland Determination Program set to fully release by the end of this Fiscal Year, which will include additional trainings from The Army Corps of Engineers, Western Pennsylvania Conservancy (WPC) and The Natural Resources Conservation Services (NRCS). This collaborative effort will offer a program of courses that will provide a user 15-20 hours of crucial wetland determination training along with professional development hours.

Access to the Clean Water Academy for this and other training is available at [PA Clean Water Academy: Log in to the site \(remote-learner.net\)](#)

2024 PAG-02 General Permit

The final PAG-02 General Permit was published in the *Pennsylvania Bulletin* on August 31, 2024. The permit goes into effect on December 8, 2024, and all Renewal NOIs must be received (postmarked) by December 7, 2024. Renewal NOIs received before December 7th may be reviewed and issued before December 8th, *as long as they have an effective date of December 8, 2024*. Please use the language included in the PAG-02 Authorization Letter template to capture this scenario.

A [PAG-02 General Permit Course](#) has been created in Clean Water Academy and made available to the public. A Clean Water Academy user login is not required to access this course unless the individual desires a course completion certificate. This course includes explanations of the differences between the 2019 and 2024 versions, how to complete the NOI, the permit requirements, and more. The course can also be found by searching for “PAG-02” in Clean Water Academy. Please inform the general public and regulated community about this great new resource!

Chapter 102 Resource Account Correction

The Bureau of Clean Water (BCW) recently sent out the July Chapter 102 Quarterly Newsletter. It has been brought to our attention that there was a discrepancy on the newsletter related to the Chapter 102 Resource Account emails, specifically, the Permit Forms resource account. DEP and Conservation District staff are to copy DEP Central Office with approved permit forms, such as NOIs and NOTs to the RA-102PermitForms@pa.gov. We apologize for any confusion this may have caused. Please direct any additional questions to Luke Graver at lugraver@pa.gov.

2024 Act 38 Odor Management Program Certification

Odor Management Specialist certification training (for Commercial, Public, Individual, or Educator status) will occur on September 24, 2024 for the Day-1 Training, September 25, 2024, for the Day-2 Training, and on October 11, 2024, for the Day-3 training & exam. Please note that since no program delegation authority has been given to Conservation Districts, CD staff are allowed to go through the OM Certification training for the Educator status only.

To attend the OMS Certification training, please register via the [PA Plants - Bureau of Plant Industry \(pa.gov\)](#) online database at <https://www.paplants.pa.gov/NOMHB/NOMHBCourseWorkSearch.aspx>. For additional certification information, please go to the SCC's [Odor Management Certification Program](#) webpage at <https://www.pa.gov/en/agencies/pda/about-pda/boards-commissions/state-conservation-commission/odor-management-program/odor-management-certification-program.html>. For additional certification related questions, please contact Mike Aucoin at (717) 772-5218, or maucoin@pa.gov.

DEP's Manure Management Plan Workbook and Short Form Course is Now Open on Clean Water Academy.

On August 2nd, the new Manure Management Plan Workbook and Manure Management Plan Short Form course went live on Clean Water Academy. The course provides an overview of the Manure Management Planning requirements and reviews the content of the Manure Management Plan (MMP) Workbook and the MMP Short Form. The learning activities for the MMP Workbook and the MMP Short Form walk the learner through the different parts of each. The course provides completed examples of the MMP Workbook and the Short Form. The course page also provides links to download the MMP Workbook, the MMP Short Form, the *Land Application of Manure* appendices, and record keeping templates. It is open to the public and County Conservation District staff are encouraged to share the link with their customers and as part of their outreach efforts.

The content in this course reflects the changes that were implemented in the April 27, 2024 publication of the *Land Application of Manure* Technical Guidance Document revisions. This course is open to anyone to utilize, including the public, and can be accessed without the need to create a Clean Water Academy account. As DEP continues to develop content and resources related to the Manure Management Plan Workbook, they will be added to this course.

Course Title: Manure Management Plan Workbook and Short Form

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=1308>

Ag101 Self-Paced Course Seats Available:

Ag 101: Introduction to Agriculture will assist new employees with little or no agricultural experience to learn the basics of farms and farming, including crops, livestock, and natural resources, common to Pennsylvania and other Mid-Atlantic and Northeast states.

Visiting a farm can be a daunting task if one was not raised around an agricultural business. Farms are complex systems that produce food, plants, animal feed, meats, dairy, and much more.

This training is geared towards conservation professionals; agriculture service providers, farm-partner professionals, and people interested in working with farmers and will introduce conservation professionals and other professionals who interact with farms to the basics of farming. One will learn about the many types of farms, common farm implements and terminology, natural resources important to the success of a farm, such as water resources and soil, describe the use of natural resources in farming; understand challenges facing farms and farmers today, assist farmers in their decision-making process to support long-term sustainability, and describe best practices in arranging and conducting farm visits. One will also learn about working with and supporting farmers, as well as, best practices in farming such as biosecurity and integrated pest management.

In this self-paced course, one will watch educational videos and complete knowledge check questions to learn the basics of agriculture in Pennsylvania, and throughout the Mid-Atlantic and Northeast. The course includes many resources and introduces one to the wealth of information available to you.

There are nine short section quizzes in the course. One will need to achieve a score of 80% or more on the quizzes in order to pass this course and receive a certificate of completion, which is required with the "seat" that the SCC will provide.

To receive the Free Seat code, please contact Brady Seeley at braseeley@pa.gov. A certificate of completion is required to be submitted to the SCC after completion of the course.

Ag 101: Introduction to Agriculture can be found at <https://extension.psu.edu/ag101-introduction-to-agriculture>

ACAP – Agriculture Conservation Assistance Program

The 24-25FY state budget included an investment of \$50M per year into the clean streams fund. 71.5% of these funds being allocated to the ACAP program. ACAP now has a state dedicated funding source of \$37.75M per year of non-lapsing funds.

Commission staff will request approval of the FY24-25 allocations for ACAP at the September SCC meeting. The Commission has \$43.495M of funds comprised of newly dedicated state funds as well as interest funds to allocate. The SCC will retain 4% of these funds for administration and 4% for contractual services. The remaining \$40M will be allocated to conservation districts using the same formula as the original apportionment.

ACAP legislation outlines 4 criteria to be used when allocating the funds, these criteria were all weighted equally at 25% each. The SCC also added a minimum allocation of \$300,000. Districts should keep in mind that the 24-25 FY allocation includes interest funds that may be lower in future years as the original funds are used, this may reduce allocations amounts in the future.

2024 REAP Application Round

REAP began accepting applications for the FY24 program on August 1st. Requests for REAP Tax Credits are expected to exceed the annual funding allocation. The deadline for submitting FY24 REAP applications was September 1st. Any eligible applications that were not able to be funded this round will roll over to FY25 round. As of August 20, the Commission has received over 300 FY24 applications. Questions may be directed to Joel Semke (jsemke@pa.gov) or Nicole Bloom (nbloom@pa.gov)

Chesapeake Bay Program

Two-Year Milestone Updates - Tier 2 Counties (Bedford, Centre, Cumberland, and Lebanon) should be preparing their Two-Year Milestone Updates. As part of this, Tier 2 Counties were provided a spreadsheet showing their 2023 progress, current CAST scenario numbers, and state recommendations for the county. Numeric changes to BMPs should be entered and provided to the Project Advisor by **September 9, 2024** to provide SRBC time to “run” the numbers in CAST and provide feedback. **Draft Two-Year Milestone Updates are due on October 2, 2024. Final documents are due December 1, 2024.**

Annual Progress Reporting - All other counties are responsible for providing their Annual Progress Reporting. The draft documents are due on October 1, 2024 to the county’s Project Advisor. Final documents are due December 1, 2024

Information about Annual Progress Reporting and Two-Year Milestone Updates can be found here:

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=1316>

2025 CAP Grant round will open October 1st and close on October 31st - Counties are encouraged to start identifying projects now and should be prepared to discuss the projects they intend to apply for during the August and September monthly CAP 1-1 calls. The minimum allocation threshold for counties will be \$200,000 again this year, as long as the county applies for at least that amount of funding. Orientation to the 2025 CAP Grant Round Application process including the use of FieldDoc to enter practices (deeper dive to follow in October 2024) and overview of the application template can be found here

<https://pacleanwateracademy.remote-learner.net/course/view.php?id=1306>

Dates to Remember

SCC Meetings – 1:00 PM

In-Person MeetingSept 10
Hybrid Meeting.....Nov 12

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

Conference Call.....Oct 8
Conference Call.....Dec 10

Management Summit

Wyndham Garden, State College Sept. 18-19

New Manager Training

Wyndham Garden, State College Sept. 17 & 19 & Oct 23

Chapter 102 Internal Trainings (Virtual)

VSIR, SCM Form, New Owner Form, EP Analysis	Sept. 11	9:00 AM – 11:00 AM
PAG-02 Compliance and Inspections	Oct. 22	TBD
PAG-02 Permit Review SOP and Exceptions SOP	Oct. 30	9:00 AM – 11:00 AM
Notice of Terminations (NOT)	Nov. 6	TBD
PAG-02 General Q&A	Nov. 19	9:00 AM – 11:00 AM

Calendar invitations for all webinars will be sent out by Krystal Bloom or Krista Brown, feel free to forward to staff as appropriate. These webinars will be recorded and saved on Clean Water Academy.

Chapter 102 Small Group Training

Sediment Traps and Basins (Seats still available!)	Sept. 24	9:00 AM – 12:00 PM
Fall Virtual Basic Training – This is not meant to be a substitute for in-person attendance at the annual Basic Training, but instead provides abbreviated training for those who were hired after May of this year. (Seats still available!)		
o Two days:	Nov. 13-14	9:00 AM – 12:00 PM
Channels (Please join the waitlist!)	Dec. 10	9:00 AM – 12:00 PM

To register, log into Clean Water Academy and visit: <https://pacleanwateracademy.remote-learner.net/course/view.php?id=922>

Verbal Judo

In-person – State CollegeTentative Oct 16 & 17

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
August 7, 2024

The 867th 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 August 7, 2024, at 7:30 p.m.

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

The following Associate Directors were present: Jenny Engle, Bob Shearer, and Dan Zimmerman.

The following District Staff were present: Kent Bitting, Amanda Goldsmith, Sallie Gregory, Stacey Hertz, Matt Kofroth, Lillian Stehman, Adam Stern, and Chris Thompson.

The following Cooperating Agency representatives were present: Heather Grove, USDA-NRCS; and Chaz Heberlig, DEP Field Representative.

The following visitors were present: None present.

Vice Chair Roger Rohrer called the meeting to order at 7:30 PM. Roger welcomed everyone both in person and on Zoom.

Geoffrey Rohrer provided the invocation for the meeting.

Introductions: No Introductions.

Additions to the Agenda: No additions.

Adam Stern reminded everyone that the meeting was being recorded.

An opportunity was given for public comment: No Comments.

I. Agency Reports

1. USDA, NRCS

Heather Grove added that there is one Soil Conservationist position still open. She then reported that contracting is being wrapped up for this year. No additional questions.

2. PA DEP Field Rep Report

Chaz Heberling reviewed the DEP Field Notes and reported on which applications are open, chapter 102 reissuance, and what trainings are currently available. No additional questions.

II. Consent Agenda

Roger Rohrer gave the opportunity for Directors to withdraw any of the items from the Consent Agenda to have additional discussion. Hearing none, he requested a motion to approve the agenda. Gordon Hoover 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 July 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)
July 2024 Activity
August 7, 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 #
Joseph Nolt	East Cocalico	Broiler	CAO	21.10	Heigel	466
Chester Zimmerman	West Cocalico	Broiler	CAO	62.19	Heigel	303
Jacob Kauffman	Drumore	Dairy	CAO	2.46	Pullen	395
Jonathan & Anna Jane Brubaker	Brecknock	Turkey	CAO	285.74	Heigel	1966
Jay Kopp	Mount Joy	Swine	CAO	280.21	Schavnis	295
Aaron & Samuel Fisher	Upper Leacock	Layer	CAO	19.16	Brodbar	2189
Kevin Frey	West Donegal	Layer	CAO	88.85	Schavnis	473
Doug Metzler - ENJ Farms	Martic	Layer	CAO	8.30	Adams	166
Jacob Blank	Salisbury	Beef	CAO	4.83	Brodbar	2981
Mark Leid	Earl	Broiler	CAO	8.53	Bosworth	468
Jarred Vanderplate	Rapho	Layer	CAO	8.67	Bosworth	483
Paul H. Burkholder	Earl	Swine/Steer	CAO	2.50	Brodbar	43
Ivan N. Stauffer	East Earl	Dairy	CAO	4.17	Reuter	476
Lamar Gockley	Brecknock	Dairy	VAO	1.15	A. Reiter	28
John Wanner	Salisbury	Dairy	CAFO/CAO	2.12	Brodbar	24
Aaron Zook	Eden	Dairy	CAO	2.45	Reuter	1045

Item II.4
Acknowledgment of Conservation Plans (Lutz)
The Lancaster NRCS Field Office recommends the following plans for the
August 7, 2024 Board Meeting:
NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
Jason R. Fleager	1	Brett Ramer	Manor
Hershey Springs Farm LLC	7	Mark Myers	East Donegal
Benuel S. King	2	Mark Myers	Paradise

Reuben B. Esh	2	Heather Grove	Leacock
Alvin S. Beiler	1	Brett Ramer	Strasburg

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Jordan B. Weaver	3	Kevin Seibert	West Earl
Abner G. Kauffman	2	Kevin Seibert	Upper Leacock

III. Additional Business

1. Items removed from Agenda

None removed.

2. Treasurer’s Report

Stacey Hertz reported a few large payments that have been made, such as ACAP. The interest rate for the invest account is 5.26%, and for the Raymond James account there was a interest gain of 7.3% and as of 8/7/2024 the current value is \$804,000. There were no additional questions.

3. Personnel Committee Report

Dan Zimmerman reported there was the recommendation to hire Chelsea McKenzie for the open E&S Resource Conservationist positions. Herb Kreider motioned to approve, seconded by Deryk Shaw. The motion passed unanimously.

4. Watershed ME/WE Project/Grant Approval

Amanda Goldsmith reported that they submitted a proposal for work on the Amos Fisher Farm and were awarded a grant for the Clean Water Partner’s NFWF program. Seeking approval to accept the grant, Deryk Shaw motioned to approve, seconded by Kent Weaver. The motion passed unanimously.

5. Conservation Foundation MOU Review and Renewal

Chris Thompson is seeking approval to change the MOU to reflect a change in the banking situation for the District and for the Conservation Foundation. Gordon Hoover motioned to approve the MOU as amended, Herb Kreider seconded the motion. The motion passed unanimously.

6. Board Resignation

Sonia Wasco reported on Dale Herr’s resignation. He wishes to stay on as an associate director. The first motion is to accept Dale Herr’s resignation, motioned by Sonia, seconded by Gordon Hoover. This motion passed unanimously.

The second motion is to accept Dale Herr as an associate director. Herb Kreider motioned to accept, seconded by Deryk Shaw. This motion passed unanimously.

7. Diamond Jubilee Committee Update

Sallie Gregory reported that the Gala Core Committee is seeking approval for the 75th Gala Celebration to be held at Moonstone Manor on 9/25/2025 from 6pm to 9pm. Gordon Hoover motioned to approve the location, date and time, and cost. Seconded by Geoffrey Rohrer. Sallie also reported that there was an approved grant from Arconic for \$23,000 for the 75th. The motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates

Horse Progress Days Flyer.

PACD/SCC Joint Annual Conference handouts.

Potential Effects of dropping the Bay Program letter from Cheseapeake Bay Program.

Lancaster Conservancy 2023 Annual Report.

5 Ways ACAP Benefits PA Farmers Flyer.

2. E&S/NPDES Monthly Projects Report

Adam Stern reported on the updates with the NPDES permit renewal, and some of the updates with the PAG-02. Reported on the E&S report that shows there was increase in the submissions this month. No additional questions.

3. OLNi Report

Sallie Gregory reported that the Grant she received from Arconic for the OLNi program and can also help support other teachers through smaller grants in 2025.

4. Youth Conservation School Update

Sallie Gregory showed the Conservation School Wake Up Call on WGAL. She then reported on highlights from this years Youth Conservation School.

5. PACD Executive Council Meeting Report

Sonia Wasco reported on the topics that were discussed during the JAC meeting in July. Also mentioned that we won an award for the social media contest held a few months ago.

6. Watershed Committee Report

Amanda Goldsmith reported about the topics of discussion that were held, and that a full report will be available for the September BOD meeting.

7. Tree Sale Report

Amanda Goldsmith reviewed a submitted report of the sales from the 2024 Tree Sale.

8. Strategic Goal 2023-2024 Marketing Work Group Report

Sallie Gregory reported on the potential new district logo. There was discussion that followed about the logo. A final version will be presented at the October board meeting.

9. Summer Intern Activities Report

Lily Stehman reported on her time at the district.

V. Additional Public Comment:

No additional comments.

VI. Meeting Adjourned

Roger Rohrer adjourned the meeting at 9:14 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Morgan Regan". The signature is written in a cursive style with a large initial 'M' and a trailing period.

Morgan Regan
E&S Administrative Support Specialist

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

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item II.3
Requests for Nutrient Management Plan Approval (Lutz)
August 2024 Activity
September 4, 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 #
Elmer Martin	Brecknock	Chukar/Cattle	CAO	2.96	Heigel	105
Dean Weinhold	West Earl	Broiler	CAO	11.79	Brodbar	226
John K. Lapp Jr.	Clay	Broiler	CAO	4.97	Bosworth	1098
Douglas Rohrer	West Lampeter	Layer	CAFO/VAO	0.67	Reuter	111
Aaron Breneman	Manor	Dairy	CAFO/CAO	3.24	Reuter	245
Lloyd Nolt/Quality Livestock Co.	West Lampeter	Swine	CAFO/CAO	8.67	Brodbar	34
Luke H. Zimmerman	Brecknock	Poultry	CAO	3.16	Heigel	26
Vernon Weaver	Ephrata	Poultry/Beef	CAO	2.63	Heigel	475
Kevin L. Nolt	East Donegal	Layer/Swine	CAO	16.71	Schavis	158
Doug Hottenstein	West Donegal	Pullet	CAO	4.88	Bosworth	294
Clark Oberholtzer	Fulton	Swine	CAFO/CAO	2.62	Adams	390
Connor Beiler	Leacock	Broiler	CAO	2.55	Adams	129
Joel Nissley	Rapho	Pullet	CAO	21.24	Riebling	296
Stephen Horst	Earl	Guinea	CAO	21.32	Bosworth	374
Steven Glick	Bart	Horse	CAO	8.09	Reuter	506
Jay Deiter	Conoy	Swine	CAFO/CAO	2.75	Lutz	233

**NMP Update Report to Lancaster County Conservation District Board of Directors
July and August 2024 Activity
September 4, 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
Harvest Lane Farm, LLC	Manheim	7/9/2024	11/1/2023	Amber Funk	Layers	312.51	VAO CAFO	8/7/2024	Yearly Plan Submissions Update
Noah W. Kreider & Sons, LLP- Manheim Farm	Penn	8/15/2024	4/3/2024	Devin Gerlach	Dairy/ Layers/ Pullets	15800.4	CAO CAFO	8/29/2024	Yearly Plan Submissions Update

Item II.4
Acknowledgment of Conservation Plans (Lutz)
The Lancaster NRCS Field Office recommends the following plans for the
September 4, 2024 Board Meeting:

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
David D. Stoltzfus	1	Brett Ramer	Salisbury
Ranck Family Farm	1	Brett Ramer	Strasburg
Franklin View Farms LLC	5	Brett Ramer	West Hempfield
Franklin View Farms LLC	8	Brett Ramer	Manor
Bryan A. Zeiset	2	Christine Griesemer	Ephrata
Boll-Hidden Valley	8	Christine Griesemer	Mount Joy
Boll-Hidden Valley	3	Christine Griesemer	Rapho
Boll-Hidden Valley	1	Christine Griesemer	East Earl

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Clifford Hershey	1	Josh Pullen	Manor
Simeon Musser	1	Matt Schavnis	East Cocalico
Richard Falk	2	Josh Pullen	Manor

Item III.3
Personnel Committee Meeting Minutes
Aug 22, 2024
Farm & Home Conference Room, 10:00 am

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

1. Discussed personnel status/classifications with all positions filled: A total of 42 staff.
 - 39 Full-time-80 hours/2-week period.
 - 2 Intermediate - 72 hrs. per 2-week period.
 - 1 Intermediate - >64 hrs. per 2-week period.
 - 0 Part-time - <64 hrs. per 2-week period.
2. Reviewed program changes in 2024-25 that could affect staff complement.
 - a. 0 at retirement age in 2023 -2024.
 - b. Changes within the teams/programs. (CB Phase II, CEG, ACAP, Resser Run, etc)
 - c. Provided updates on the new/open positions: Grants Manager, Data Manager, BMP Coordinator and Ag Engineering positions.
 - d. Proposed potential positions for 2025: Additional engineering support, project management and BMP verification for the Ag team; an Operations Facilitator, and Water Quality Monitoring. All positions are dependent on adequate funding.
3. The Committee reviewed the current suite of employment benefits, approved suggested revisions and updates and recommitted to maintaining them into 2025. See Attached.
 - a. Insurances: Healthcare Benefit with the HSA, Increase in Life, Dental and Vision,
 - b. Committee reviewed a draft of a new Parental Leave policy/benefit. Approval is expected at the October BOD meeting.
 - c. Pension, School Debt Contribution.
 - Currently Participating in Pension 35
 - Participating in School Debt Contribution 3
 - Former Employees on Plan 21
 - d. 2025 Holiday Schedule – See Attached
 - e. Work Schedule Options – See Attached
4. Salaries
 - a. Proposed raising the 2025 entry level starting salaries to \$49,500 - \$52K + \$2,400 sign-on bonus.
 - b. Discussed a proposed 2025 COLA to aid in budget projections.
7. Reviewed HR Consultant, Frameworks Inc. performance and contract renewal.
8. Meeting adjourned at 12:45 pm.

LANCASTER COUNTY CONSERVATION DISTRICT BENEFIT PACKAGE FOR FULL TIME EMPLOYEES

- Health Insurance is offered with a Health Savings Account (HSA) provision where full-time District employees are offered a **\$2,100/\$4,200** employee/family high deductible health and prescription drug plan (actual deductible is dependent on tier used at time of service). The employer currently contributes to the HSA deductible portion on a 3 to 1 match based on a previous deductible level of **2,100/4,200**. Employee contributions to the health plan premium and the HSA account are determined annually and deducted from each paycheck on a **pre-tax basis** under the District Section 125 plan. An employee who opts out of health coverage due to being covered under their parent's plan, spouse's plan, or on Medicare will receive partial cash compensation **(\$3,900)** which is taxed accordingly. If a District employee's spouse is eligible for group health insurance coverage through their employer's plan he/she can elect to be covered by the District health insurance plan; however, employee will be asked to pay the difference between the cost of single and dependent premium coverage.
- Retirement 457 Plan Program (a government plan similar to the private sector 401k plan). District will match an employee's contribution on a 1 to 1 basis up to 5% of the employee's base salary. New employees will be automatically enrolled in the plan upon successful completion of their probationary period. There is a six-year vesting schedule for the Board's portion of the contributions. **Employees can defer either pre and/or post-tax funds (Roth)**, and rollover funds from a qualified plan of a previous employer are accepted at the end of the probationary period of 90 days. **For employees paying off a student loan**, the District will count the loan payment the same as if the employee was contributing to the retirement plan, providing the same 1 to 1 match.
- Twenty hours of PTO (Paid Time Off) are credited to each eligible employee at the beginning of each quarter, for an annual total of 80 hours (10 days). PTO can be used for sick or personal time purposes. Unused PTO does not carry over into a new year; however, it can be rolled into the employee's accumulated sick time account on a 1 to 1 basis up to the 500 hours maximum accumulated sick time, or the unused PTO can be paid out at 50% of its value. **Upon separation, unused sick leave of up to a maximum of 240 hours is paid out at 50% of its value.**
- Long term disability insurance is provided to all eligible employees. For employees who have built their sick time up to the 500 hours maximum, their sick time can be used as short-term disability.
- **A \$50,000** Life Insurance policy is provided to all eligible employees. Plans may have a reduction of benefits schedule starting at normal retirement age.
- \$150 per year is available for field clothing (coveralls, boots, rain gear, etc.), and other approved shirts and caps with District logo, with an option to roll over unused funds into the following year with a maximum cap of \$300.
- \$60 per month Technology Stipend. If an employee is willing to use his/her phone and or their home internet connection for business purposes, the District will pay the employee \$60 per month towards the cost of a personal phone plan and internet services. Synchronization with the employee's work calendar, server and email is required. Staff who are "not in the field" or chose not to participate in one of the services will only receive \$30 per month.
- Vacation time is provided at 80 hours per year for service up to 5 years, 120 hours after 5 years, and 160 hours after 10 years of service. At the end of each calendar year, 40 hours of vacation time can be rolled over to be used in the new year, unless there is written permission to do more from the District Administrator. Maximum unused vacation time paid out upon severance is 160 hrs.
- 12 Paid Holidays are provided to all full-time employees.
- Bereavement time is given for the death of an immediate family member as per policy.
- A flexible work schedule option is available to eligible employees after successfully completing the Probationary Period. Non-exempt employees are expected to choose a flex schedule that will keep their hours worked to a 40-hour maximum in any calendar week.
- Compensatory Time (CTO) is allowed, when granted permission by the employee's supervisor. Non-exempt employees are credited for any compensatory time at a rate of time-and-half any week in which they are asked to work more than 40 hours.
- Signing/Retention Bonus, \$2,400.00 will be offered to a new employee for a two-year employment commitment. Employees leaving District employment prior to two years will be required to pay back a pro-rated portion of the signing/retention bonus.

Note: *The benefits section of the LCCD Personnel Manual provides detailed information on the items listed on this summary sheet. Information in the Manual and plan documents take precedence over the information presented on this summary sheet. The benefit package listed here is for full-time employees working 40 hours per week, and would be modified for intermediate employees hired to work between 32 and 39 hours per week.*

2025 Holiday Schedule

Date		Holiday
January 1	Wednesday	New Year's Day
January 20	Monday	Martin Luther King Jr. Day
*February 17	Monday	Presidents' Day (Floating)
April 18	Friday	Good Friday
May 26	Monday	Memorial Day
*June 19	Thursday	Juneteenth (Floating)
July 4	Friday	Independence Day
September 1	Monday	Labor Day
*October 13	Monday	Columbus Day (Floating)
November 11	Tuesday	Veterans Day
November 27	Thursday	Thanksgiving Day
November 28	Friday	Day after Thanksgiving
December 24	Wednesday	Christmas Eve
December 25	Thursday	Christmas Day

*LCCD Offices are open, but you can choose one of the three options as your floating holiday.

Employee Work Schedule Acknowledgement Form

Each staff member is required to select a preferred work schedule to meet the 40-hour/week policy and a floating holiday.

Progressive flexibility – We believe staff need to spend time in the office, with co-workers, learning their duties prior to gaining schedule independence.

- Employees with less than 90 days of employment are expected to work a “Regular Schedule” which is (10) 8-hour days per pay period.
- After staff successfully complete the 90-day probationary period they may choose a “Regular Schedule” or any of the “Compressed Schedule” options.
- After completing 180 days of employment can choose from any of the previously offered work schedules or select a one (1) day Telework Schedule.
- After one full year of employment, staff can choose from any of the work schedules offered above.

Review the selection with your supervisor. Once approved, sign this document indicating that you will be accountable for work according to the selected work schedule.

Floating Holiday - Employees are also being provided 12 paid holidays in 2024. One of the 12 holidays is a day off staff can select from their preference of Presidents Day, Juneteenth, or Indigenous Peoples/Columbus Day.

Changing the Work Schedule or Floating Holiday Selected – Staff are asked to select a work schedule and floating holiday carefully. Changes to the selected work schedule and floating holiday will be considered for performance issues or life-changing events, but may not be approved because of the workforce scheduling issues the changes may create. Otherwise, the work schedule will be reviewed and updated on a six-month schedule and the floating holiday selected annually.

Understand that once your supervisor has been informed and you acknowledge the policies through signature, failure to comply can result in forfeiture of selecting an option and/or discipline procedure.

Additional definitions, descriptions, and details follow.

- **Employee Classifications** – Currently, all LCCD positions are classified as exempt or non-exempt according to the approved Job Description.
- **Exempt Employees**- Exempt employees are not subject to overtime rules.
- **Non-Exempt Employees** - As non-exempt, you are entitled to be compensated 1.5 hours for any hours worked over the 40-hour workweek.
- **Office Hours** - Office hours are Monday through Friday 7:30 AM to 4:00 PM. Supervisors will ensure that the office is adequately staffed during business hours to meet client needs.
- **Work Week** - 40 hours worked constitutes a workweek.
- **Work Schedule** - Staff may select hours to work between 6:30 AM to 5:00

- PM, but no single workday should exceed 10 hours.
- o **Holiday/Office closure** - The District has determined that a work-day consists of 8 hours of work. Staff working anything other than a Regular Schedule (8hr/day) will need to use PTO or VTO to help balance the hours worked to account for a full workweek. Staff whose scheduled days off are interrupted by a holiday will need to adjust their workweek to ensure they do not exceed 40hrs, but if an office closure occurs on a day you are not scheduled to work staff may not adjust their work schedule to take advantage of the unscheduled day off.
 - o **Overtime** - For non-exempt employees, any hours worked greater than 40 hours is considered overtime, but all overtime must be pre-approved by a program manager or supervisor. Off-the-clock work (answering work-related phone calls and emails) is prohibited unless authorized or requested by your supervisor.
 - o **Compensatory Time** - Time earned, hour for hour, when the combined compensable time and holiday or administrative leave exceeds 40 hours in a workweek.
 - o **Overtime Compensation** -All overtime hours will be compensated in "time" at a rate of 1.5 hours for each hour worked over the regular work schedule.
 - o **Meal Periods** - Exempt and Nonexempt employees will be provided a non-compensated meal period of 30 minutes for every four and a half (4.5) hour work period completed. Employees may not "skip" their meal period to make up for time to arrive late or leave early.
 - o **Special Exception Break Periods** - With supervisory approval, employees may utilize scheduled Paid Time Off (PTO) for special exception break periods.
 - o **Telework** - *See SOP for specific details*
 - o **Training Time** - Training sessions during the non-exempt employee's regular work hours are compensable time.
 - o **Travel Time** - Excluding normal commuting time to the office, employees will be compensated for work-related travel time.
 - o **Timekeeping** - Employees must keep accurate records of their working hours and report those hours for supervisory approval.
 - o **Pay Period** The pay period is two weeks (80 hours) with 26 pay dates per year. Paychecks are distributed bi-weekly every other Thursday.

Work Schedule and Floating Holiday Selection Form

1. Select your preferred work schedule:

Initial Selected Schedule	Work Schedule Options for the 2-Week Pay Period	Select Preferred Days off or affected	Identify Workday Start/End Times Between 6:30 am-5:00 pm
	Part-time Schedule Any hours worked less than 32 per week as identified in Job Description	M, T, W, Th, F	
	Intermediate Schedule Any hours worked between 32-39 hours per week as identified in Job Description	M, T, W, Th, F	
	Regular Schedule (5) 8-hour days for 2 weeks.	###	
	Compressed Schedule #1 (4) 10 hour days for 2 weeks	M or F <i>Cannot be M & F</i>	
	Compressed Schedule #2 (4) 9 Hours days and (1) 4-hour day for each week	M or F	
	Compressed Schedule #3 (4) 9 hr days & (1) 8-hour days for week 1 (4) 9-hour days, Mon or Fri off week 2	Select M or F off on Week 1 or 2	
	Telework Schedule (5) 8-hour days for 2 weeks. (3) <i>Days in office and up to</i> (2) <i>Days from Home</i>	Select up to 2 days M, T, W, Th, F <i>Cannot be M & F</i>	

2. Select a Floating Holiday by circling one of the following:

President's Day Monday, Feb 17, 2025	Juneteenth Thursday, June 19, 2025	Columbus Day Monday, Oct 13, 2025
--	--	---

Please return the completed and signed Employee Work Schedule Floating Holiday Acknowledgement Form to your supervisor during your performance evaluation. Final determinations will be confirmed by December 15, 2024.

A copy of the signed form will be placed in your personnel file.

Employee Name: _____ Date of Signing: _____

Employee Signature: _____

**Signing acknowledges willingness to follow the new work schedule for the next 6 months. **

Supervisor Signature: _____

Item III.4
Lancaster County Conservation District
Budget & Finance Committee Meeting Minutes
Farm & Home Center Room 111, 1383 Arcadia Road, Lancaster, PA
August 14, 2024
10:00 AM to 11:30 AM

Attendees: Sonia Wasco, Geoffrey Rohrer, Chris Thompson, Matt Kofroth, Stacey Hertz, Thuy Kieu Le
Guests: Robert Hoffman (Fulton Financial Advisors)

I. Update/Review Raymond James Investments - Robert Hoffman (Fulton Financial Advisors)

**Bob Hoffman from Fulton Financial joined the Budget Finance Committee virtually to discuss the Raymond James Investment Program the District invested in in May of 2022. Bob explained the current status of the account. After an initial slow investment period, the account is now picking up with interest rates dropping and we are seeing positive returns on our investments of about 4%. Bob reviewed all the District funds invested and discussed their future outlook.*

Bob did recommend to the committee to potentially switch one of the investments because of an expected downward projection. Bob is suggesting the Committee consider getting out of the First Trust Managed Municipal ETF and moving those funds to a Carillon Reams Unconstrained Bond Fund with a projected growth of 5-6%. This is one recommendation for committee. **ACTION NEEDED*

The other **ACTION NEEDED item for the committee is whether or not to keep funds in an investment account or pull them out and put them back into the INVEST account at PA Treasury and earn the traditional interest from this account. There is very little risk, but also could result in very low earning potential of 1-2%. These are two decisions the Committee will need to decide upon per email vote.*

II. Overview

a. We are working with a ___ million overall budget, with ___ million in General Operations.

- *We are still working on finalizing these blanks but are projecting around a \$11-\$14 million overall budget and approx. \$3-\$5 million in General Operations.*

b. For a staff of 41, salary and benefits account for ___% of General Operations' budget expenses. A 4% COLA is being proposed along with a 7% Benefit cost increase.

- *We are anticipating a 25-30% of the General Operations would go toward salary and benefits for staff.*
- c. We are maintaining good benefits through the self-funded plan through Eliance Health Solutions. We paid \$331,000 for the 2023-2024 plan and anticipate getting approx. \$15,000 back in “shared savings” in March 2025. We have worked with Eliance to keep our premium competitive and have seen only a 6-7 % increase over the last 2 years.**
- *Eliance Healthcare is working very well for us and we anticipate receiving some shared savings back in 2025 for our current coverage with them. This could decrease slightly with any last-minute claims but we are hopeful for around \$10,000-\$15,000 coming back to the District.*
- d. Revenue for half of the overall budget comes from State and Federal funding, and ___% comes from fees for services. Less than ___% of our operations are funded with County dollars.**
- *The administration is still working out how much funding is coming from state and federal funding sources. These totals will then direct what county funding may be requested in 2025.*

1. Overview of proposed 2025 draft budget with each sub-budget

1. 2025 Grants Budget (Ag, Watershed, CAP)

- *We reviewed the tentative Grants budgets for District Programs. This is funding that is passed through the District to pay contractors and others. The District uses this to see potential cash reserves and for planning purposes throughout the year. (see draft attached)*

2. 2025 Activities Budget

- *Next the committee reviewed the Activities budget which is for unique activities within the District. Events like the Banquet, Tree Sale, Envirothon, Program fees and donations, and Healthcare/Employee Support activities. These are committees typically outside the District’s day-to-day work but still have budgets to plan for. The 75th Anniversary Committee will probably have a budget for this event next year. (see attached)*

3. 2025 Program Budgets

- *Then the committee reviewed the many Program budgets for each District Program (Ag, E&S, DnA, Watershed, Ombudsman, Education, Administration). All of these budgets are combined to make the larger 2025 General Operations Budget. Each program was reviewed and where it stands fiscally in 2025. There are still quite a few program income and expenses not known for each program, along with county funding as well, but the committee was briefed on all issues and where potential deficits may be. (see attached)*

4. 2025 General Operations Budget

- *Finally, all of the program budgets were shared in one large document that combined them all. Presently there is a projected deficit for the 2025 fiscal year but this is before county funding is known and some additional grants are awarded. District admin staff will continue to work on refining some of the figures that are still missing and will have a report for the committee in Sept/Oct. (see attached)*

2. Significant budget changes projected for 2025

a. Capital Improvements

- *Chris then discussed the potential need for a Capital campaign for proposed changes that are anticipated for office space needs. Some reserve funds could be used for this need but additional funds will be needed. These could be District funds, private funds, or Farm & Home funds depending on the potential office needs. Once a mtg is held with the Farm & Home Board and NRCS an approx. budget for these renovations will be narrowed down.*

b. Potential New Positions

- *New potential positions were discussed during the Program budget section of the conversations. At this point there are only two potential new positions in the 2025 budget. One for Watershed and one for Ag. Both would need to have funding dedicated to them before a call to hire would go out but both positions are actively being looked at along with potential funding opportunities.*

c. Additional funding

- *The committee was then informed of some possible additional funding that could add to the 2025 budget. This would include county funding, grant funding and private funding. All are being explored by District staff.*

The committee concluded at 11:55 am by discussing when the next Budget and Finance Committee mtg should take place. The consensus was to hold another mtg toward the end of Sept so that a draft 2025 budget could be shared with the District Board at the October Board mtg. A final vote on the 2025 budget would come in November then. Please look for a mtg request for this next Committee mtg in late September.

Item III.5
Dirt & Gravel / Low Volume Road Program
Quality Assurance Board Recommendations

The Dirt & Gravel / Low Volume Road program (DGLVR) Quality Assurance Board (QAB) will meet prior to the September 4th board meeting to review two dirt & gravel project applications. The DGLVR program currently has \$206,659 to commit to projects on dirt and gravel roads, and \$178,259 to commit to projects on low volume roads. The district board will receive project recommendations from the QAB during the September 4th board meeting. Board action will be required to move these projects to the contracted phase of the DGLVR program.

***Action Required**

Item IV.3

2024 Lancaster County Youth Conservation School Report



The Lancaster County Youth Conservation School was held July 21-26, 2024. This unique program is a cooperative effort of the Lancaster County Conservation District and the Federated Sportsmen of Lancaster County. The 46th class of students experienced the week-long program held at the Northern Lancaster County Game and Fish Protective Association (NLCGFPA) at 180 Forest Rd, Denver. A top ten class with students who shared kindness to one another and the staff throughout the week.

46	Program Year
19	Graduates – 22 Students applied
7	Females
12	Males
1,234	Total Graduates
19	Volunteer Staff – Sonia Wasco, Co-Director
2	Volunteer Registered Nurses
14	Conservation District Staff → Sallie Gregory, Co-Director → Morgan Regan, Supported program communications and logistics → Chris Thompson, Welcome → Matt Kofroth, Set up and management of student activities → Shelly Dehoff, Supported student activities and meals → Noelle LaFaver, Social media coordination, supported student activities, photography, and meals → Shannon Erdman, Instruction support Monday → Kevin Lutz, Instruction Tuesday → Amanda Goldsmith, Instruction Thursday → Grace Chamberlain, Instruction Thursday → Tyler Keefer, Instruction Thursday → Thuy Dung, Supported meal preparation → Adam Hartz, Handcrafted awards → Lily Stehman, Intern
60	Instructors for more than 36 topics
12	Sponsorships – Sportsmen Clubs, Eastern Lancaster County Gardeners Club, Solanco Education Foundation, Lancaster County Bird Club
2	Grants: EXTRAGIVE, Reidler Foundation
2	Sportsmen Club Individual Donations: Beartown Sportsmen, Manheim Sportsman
\$14,300	Current Balance
Donors	→ Fox Meadow Creamery → Charles and Alice Applesauce → Tyson Foods → Pepperidge Farm → Theresa King – donated 150 cupcakes → Kreider Farm – discounted milk, eggs → Shyda’s Outdoor Center – discounted ammunition → Bob Good – donation of rods/reels and lures → Walters Services – discounted toilet trailer → Handcrafted Awards by Adam Hartz

Submitted by Sonia Wasco and Sallie Gregory

Item IV.5
Lancaster County Conservation District
Watershed Committee Meeting Minutes
Wednesday, August 7, 2024
Farm & Home Center – Multipurpose Room, 1383 Arcadia Road, Lancaster, PA

6:00 PM Meeting Called to Order

The following people were present: Amanda Goldsmith, Tyler Keefer, Grace Chamberlain, Matt Kofroth, Christopher Thompson, Deryk Shaw, Jay Snyder, Dan Zimmerman, Roger Rohrer, Jenny Engle

Watershed Program & Grants

Amanda Goldsmith highlighted what the department does including stream restoration projects, water quality monitoring, education and technical assistance, and Dirt & Gravel/Low Volume Roads Program. She gave a brief overview of current grants, grant applications, and future applications. Board members questioned if funding is sustainable and how we can advertise all of the good work we are doing. Amanda commented that careful grant writing and project prioritization are key to keep up with grant changes. The Watershed website, watershed report cards, and countywide data dashboard were cited as three examples of increasing public interaction and accessibility.

Projects & Monitoring

Amanda discussed two projects completed in 2024 including one on Reynolds Run and an UNT to Muddy Run. She also discussed issues with increasing permitting, bidding, and prevailing wage requirements. Board members agreed with the challenges and questioned how we can improve. Last, Amanda discussed the district's volunteer and sonde monitoring data including issues that Tyler faces while maintaining them. Board members suggested private funding to sustain sondes into the future. Ongoing education was also mentioned to showcase the diverse work the department does.

2025 Vision for Watershed Program

Amanda discussed some thoughts that could move the program further including adding a new position, project prioritization, expanding partnerships, and finding new restoration techniques.

6:58 PM Meeting Adjourned

Next Scheduled Meeting
Wednesday, December 6th @ 6pm
LCCD Conference Room