



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

Wednesday, November 6, 2024

Lancaster Farm & Home Center

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

Business Meeting 7:30 pm

Timer

7:30	Invocation – Bob Shearer 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)..... 8 2. Technical Assistance Requests/Cancellations (attachment) 14 3. Nutrient Management Plan Approval (attachment)..... 14 4. Conservation Plans Acknowledgement (attachment) 15	
7:50	III. <u>*Additional Business</u> 1. Items Removed from Consent Agenda 2. Treasurer’s Report – Hertz (attachment) 16 3. Budget & Finance Committee/Budget Presentation – Weaver/Kofroth (attachment)..... 19 4. *Personnel Committee- Parental Leave Benefit – Zimmerman (attachment) 20 5. *Ag Committee Report – Lutz (attachment)..... 23 Well Set-back Approval Vehicle Purchase 6. * 2025 E&S Permit Review and Fee Schedule Approval – Snyder/Stern (attachment)... 24 7. *PennVest – Elam Beiler/Approval to Fund – Thompson/Xenophon (attachment)..... 28	
8:20	IV. <u>Reports & Information</u> 1. Correspondence, News, and Updates – Thompson 2. E&S/NPDES Monthly Projects Report – Stern (day of packet) - 3. Conservation Foundation Report – CWP – Snyder/Gibson (day of packet)..... - 4. PACD South Central Director’s Meeting Report – Wasco/Thompson (day of packet) -	
8:45	V. <u>Additional Public Comment</u>	
8:55	VI. <u>Adjourn</u>	

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

Dates to Remember:

11/6-7 DGR/LVR Training, Lancaster	11/21, Chamber Ag Banquet @ Double Tree
11/11, Office Closed for Veteran’s Day	11/28-29, Office Closed for Thanksgiving Holiday

NEXT MEETING DATE: Wednesday, December 4, 2024, 7:30 pm
At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors October 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*:

FY24 Total (#)	FY24 Total (Ac)	FY25 Mo. Total (#)	FY25 Mo. Total (Ac)	FY25 Total (#)	FY25 Total (Ac)
52	2,143.4	0	0	0	0

*SEE "ACKNOWLEDGMENT OF CONSERVATION PLANS" REPORT

Conservation Practice Installation Activities*:

Practice Code & Name	FY24 Total	FY25 Mo. Total	FY25 Total
313 – Waste Storage Facility (no)	16	1	1
362 – Diversion (ft)	2,847	-	-
367 – Roofs & Covers (no)	5	1	1
382 – Fence (ft)	23,260	-	-
412 – Grassed Waterway (ac)	9.01	1.8	1.8
516 – Livestock Pipeline (ft)	1,548	-	-
561 – Heavy Use Area Protection (sq ft)	28,364	600	600
575 – Trails & Walkways (ft)	2,389	-	-
578 – Stream Crossings (no)	6	-	-
600 – Terraces (ft)	4,209	-	-
614 – Watering Facility	8	-	-
620 – Underground Outlet (ft)	7,538	270	270
634 – Waste Transfer System (no)	10	-	-
327 – CREP Conservation Cover (ac)	6.91	-	-
391 – CREP Riparian Forest Buffer (ac)	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	FY24 Total (#)	FY24 Total (\$)	FY25 Total (#)	FY25 Total (\$)
EQIP/AMA	9	\$930,145	-	-
EQIP IRA	28	\$1,882,991	-	-
CSP	2	\$42,023	-	-
CSP IRA	2	\$83,459	-	-
RCP	8	\$1,655,281	-	-
TOTAL	49	\$4,593,929	-	-

- Financial Assistance Payments:

Program	FY24 Total (\$)	FY25 Mo. Total (\$)	FY25 Total (\$)
ALL PROGRAMS	\$2,371,782.02	\$122,678.16	\$122,678.16

Conservation Easement Program Activities (ACEP):

- Agricultural Land Easement (ALE) Acquisition Activities:

Program/Activity	FY24 Total (#)	FY24 Total (ac)	FY25 Total (#)	FY25 Total (ac)
ALE Easement Requests	-	-	-	-
ALE Easement Closings	-	-	-	-

- Easement Annual Monitoring Activities

Program/Activity	FY24 Total (#)	FY25 Total (#)
GRP Monitoring - Offsite	1	-
GRP Monitoring - Onsite	0	-
WRP/WRE Monitoring - Offsite	6	-
WRP/WRE Monitoring - Onsite	5	-
FRPP/ALE Monitoring - Onsite	4	-

Conservation Reserve Enhancement Program Activities (CREP):

- Approved Plans:

	FY24 Total (#)	FY24 Total (Ac)	FY25 Total (#)	FY25 Total (Ac)
New	11	66.27	-	-
Re-enrollments	7	76.66	-	-

Administrative Activities:

- FY2024 NRCS Performance Reviews
- FY2024 Affiliate Performance Reviews & FY2024 Work Plan Development

Notable Meetings & Trainings:

- 10/1-3 – Act 38 Stormwater & Soil Loss/P-Index Workshop, Mill Hall (Morris)
- 10/1 - SE PA Forestry Field Training, Halifax (Grove, Griesemer, Alicea Hernandez, Myers, Ramer, Martinez Sanchez)
- 10/7 – FY25 SE NRCS Programs Meeting, Lebanon (Grove, Alicea Hernandez, Myers, Walker)
- 10/8 – Basic Survey Training, Lebanon (Brough & Morris)
- 10/10 – LCWP & NRCS Staff Meeting & Greet, Lancaster (Team)
- 10/10 – PSU AEC Ag Outreach Specialist Meeting, Virtual (Grove)
- 10/15 - Soils, Hydrology, and Liquid Manure Workshop, Lebanon (Brough)
- 10/17 – CBF Board of Trustees Farm Tour, Manheim & Lititz (Grove & Spotts)
- 10/18 – NRCS Conservation @ Work Video Filming, Leola (Grove & Sholly)
- 10/22-24 – Act 38 Plan Writing Workshop, PA Furnace (Martinez & Morris)
- 10/29-31 – CD/CART Training, Harrisburg (Brough)
- 10/29-31 – Productivity & Efficiency Training, Virtual (Griesemer)
- 10/31 – Designing Livestock Watering Systems w/ LIDAR Training, Lebanon (Team)

Respectfully Submitted,



Heather L. Grove
District Conservationist

Item I.2

November 2024 DEP Conservation District Field Rep Talking Points

Last Chance! ... DEP's Environmental Education Grants Program applications due November 15

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 of July 1, 2025-June 30, 2026. Funding is provided on a reimbursement basis.

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.

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

Larson Design Group - Technical Assistance Program Input Request

Agriculture Compliance Section staff is working with the Conservation District Field Representatives (CDFRs) to obtain Technical Assistance Program input from all County Conservation Districts (CCD) located within the Chesapeake Bay watershed. Survey questions were developed with the goal of collecting specific information to identify potential program improvements and understand each CCD's engineering services workload. All CCDs within the Chesapeake Bay watershed will be contacted throughout the next couple of months to schedule a brief meeting with the Agriculture Compliance Section staff and their respective CDFR to review the survey questions together.

Larson Design Group, Inc. (LDG) was retained by the Pennsylvania Department of Environmental Protection (DEP) to provide technical services for project implementation to assist Pennsylvania in reaching its clean water goals. Examples of services that can be provided through the Technical Assistance Program include permitting, site survey, inventory and evaluation, project engineering and design, construction inspection, and project coordination.

For more information, please contact Tammy Piper at tapiper@pa.gov

Spotted Lanternfly Program Grants for Conservation Districts; 2024-2025 Application Period:

This is an opportunity for all Pennsylvania County Conservation Districts to improve their ability to assist in our fight to prevent the spread of the spotted lanternfly! Applicants will have the opportunity to work individually or in regional work groups to improve regional communications, relations, and stakeholder knowledge on this infamous plant pest. Individual or groups of CCDs searching to receive funding to purchase extension materials related to spotted lanternfly, to host workshops, perform pest education, or other non-treatment related tasks related to spotted lanternfly should strongly consider applying for this opportunity. Interested applicants must submit a complete electronic project proposal and grant application using the Department's Electronic Single Application web site at <https://grants.pa.gov/Login.aspx> and should be submitted by 5 p.m. on Thursday, November 21, 2024.

If you have any questions regarding the potential acceptability of any desired activities, please contact Jacob Henry with the Pennsylvania Department of Agriculture (jachenry@pa.gov, 717-908-6530).

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.

Streamlining Permits for Economic Expansion and Development (SPEED)

The SPEED program requires the use of qualified professionals (QPs) to augment DEP and CCD staff for the review of Chapter 102 permit applications and NOIs, as well as certain Chapter 105 applications, dam safety, and air quality approvals. The QP Information For Bid (IFB) was posted on October 4, 2024. A workgroup consisting of Chapter 102 CCD and DEP staff has been formed to develop guidance on SPEED implementation and will be meeting monthly for the foreseeable future. To date, DEP has held three statewide calls, 8/5/24, 9/16/2024, and 11/5/24, to answer questions about how SPEED may impact the Chapter 102 program and will continue to hold monthly calls moving forward. Please be on the lookout for invites to these meetings, and in the meantime, you may continue to send questions to RA-EPCHAPTER102@pa.gov.

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 approved before December 8th, *as long as page 1 identifies an effective date of December 8, 2024.* Please reference the “Cheat Sheet” provided in Clean Water Academy for various renewal scenarios, as well as the PAG-02 Compliance Strategy SOP for any permittees who fail to submit their renewal by December 7th.

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 new resource!

Erosion and Sediment Control General Permit 4 (ESCGP-4)

The final Erosion and Sediment Control General Permit 4 (ESCGP-4) was published in the PA Bulletin on October 5th. Staff will notice that it includes many similar changes made for the 2024 reissuance of the PAG-02 General NPDES Permit. On October 9th, DEP’s Bureau of Oil and Gas Planning and Program Management provided an overview of the ESCGP-4 requirements, application process, and transition plan from ESCGP-3. This session was recorded and posted in Clean Water Academy. Districts who review these permits are recommended to review [the recording](#) if they were unable to attend the training.

Chapter 102 ePermitting

On October 10, 2024, the transition to stop use of the Clean Water Chapter 102 ePermit System was announced via email. As of November 8, 2024, users can no longer start a new application or Notice of Intent (NOI) within the ePermit system for Chapter 102 permits administered by DEP’s Bureau of Clean Water (Individual NPDES Permit, PAG-02 General NPDES Permit, Individual E&S, and ESCGP-4). **All applications or NOIs must be submitted before December 8, 2024, to be reviewed in the ePermit system.** Applications or NOIs not submitted at that time must be submitted “on paper” or via other accepted electronic means. *This notice does not apply to ESCGP-4 NOIs submitted to DEP’s Oil & Gas Program, which will continue to use ePermit.*

Keystone Environmental ePermitting System (KEES)

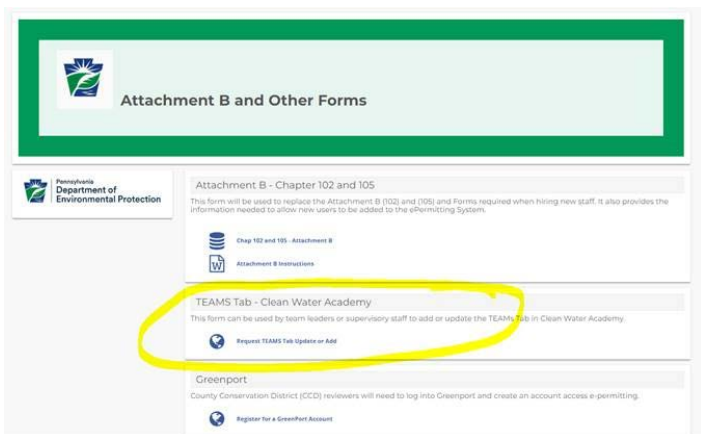
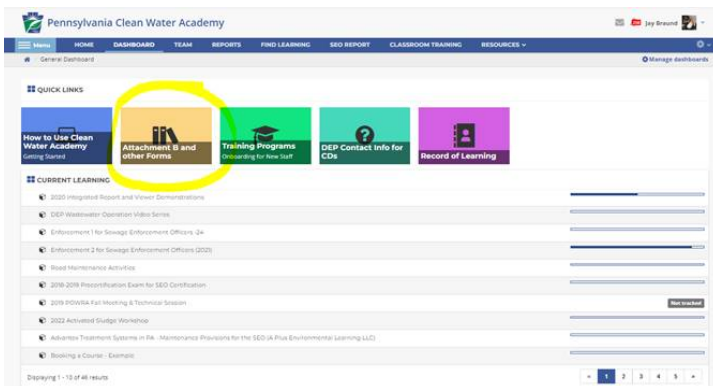
BCW has partnered with PennDOT to bring Chapter 102 PennDOT application reviews to the KEES platform, similar to the Chapter 105 program. This does not replace the Chapter 102 ePermit system, but instead provides a successful mechanism for electronic review of PennDOT applications. The KEES Individual Permit review is expected to be available by the end of November, but staff are not expected to use it until training is provided by PennDOT. PennDOT will be providing regional training opportunities to ensure CCDs receive proper training on the system, likely starting with the southcentral region and associated CCDs. Please be on the lookout for these training announcements.

PAG-02 review and Individual Permit review enhancements are expected to rollout in February 2025 for KEES. Until then, staff should continue to accept KEES-generated PDFs and/or standard “paper” submissions for all PAG-02 submissions.

Clean Water Academy

“The “Attachment G” course on Clean Water Academy has been updated to include an instructional video on how to document the Manure Management Plan (MMP) Short Form in PracticeKeeper. The new video shows what information needs to be included when documenting the MMP Short Form in PracticeKeeper. For any questions regarding this topic, please contact Nathan Radabaugh at Nradabaugh@pa.gov or at 717-772-5698”

Managers and Other Supervisory Staff May Activate the TEAMS Tab in Clean Water Academy – The TEAMS tab in CWA allows managers to create training programs and assign courses to their staff. To update or activate the TEAMS Tab click on the Attachment B and Other Forms Quick Link. Next click on the “Request TEAMS Tab update or Add”



Some New CWA Academy Courses for District Staff:

[Program: Landowner Engagement - Level 1 - Training Program \(remote-learner.net\)](#)

This training program provides practical strategies and techniques for promoting and selling conservation practices to landowners. Participants will explore the ecological, economic, and social benefits of conservation, focusing on how to effectively communicate these benefits to diverse landowners. The program emphasizes relationship-building, understanding landowners' needs, and tailoring conservation solutions that align with their goals. The use of social media as a tool to promote and sell conservation is also discussed. This training program will take 6 to 8 hours to complete.

[Course: Erosion and Sediment Control General Permit 4 \(ESCGP-4\) \(remote-learner.net\)](#)

The session covers training for department staff in the oil and gas industry, focusing on erosion and sediment control. It discusses non-discrimination laws, objectives for transitioning to ESCGP 4, and key regulatory changes in Pennsylvania. Clarifications on transfer forms, permit expiration dates, and the renewal process are provided. Recorded sessions will be available online, encouraging ongoing engagement and participation.

[Course: Riparian Buffers for Game Species \(remote-learner.net\)](#)

This webinar will discuss marketing and opportunities to promote riparian buffer establishment to hunters and sportsman

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. Tier 2 Counties made numeric changes to BMPs, and these were sent to the Susquehanna River Basin Commission for them to run updated scenarios in CAST. The results are anticipated to be shared back with the Tier 2 Counties the week of September 23rd. **Draft Two-Year Milestone Updates are due on October 1, 2024. Final documents are due December 2, 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 2, 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>

Project Name Entry in PracticeKeeper: As part of the submission of CAP projects into PracticeKeeper, we will now require the inclusion of a **project name** for **each** BMP Instance. The project name field will be included in the 6-month QA/QC check on the CAP grant and final report, along with the inclusion of a date-stamped photograph. **Note:** Pilot and Tier 2 counties whose original agreements are ending December 2024 – the project name attribute field is not a required part of the final report for **those old agreements only** as some counties closed their agreements prior to this update.

Dates to Remember

SCC Meetings – 1:00 PM

Hybrid Meeting.....Nov 12

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

Conference Call.....Dec 10

Chapter 102 Internal Trainings (Virtual)

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

Fall Virtual Basic Training – This two-day, six-hour training is not meant to be a substitute for in-person attendance at the annual Basic Training (TBA Spring 2025), but instead provides abbreviated training for those who were hired after May of this year. (Seats are still available!)

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>

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
October 2, 2024

The 869th 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 October 2, 2024, at 7:30 p.m.

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

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

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

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

The following visitors were present: None present.

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

Bob Shearer provided the invocation for the meeting.

Introductions: No Introductions.

Additions to the Agenda: No additions, but item 3 from section IV is moved to item 8 in section III.

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 Grover reviewed the Activities Report for September and the 2023-2024 year-end fiscal report.

2. PA DEP Field Rep Report

Chaz Heberlig reported that DEP's Environmental Grants Program now accepting applications. He also talked about changes regarding Chapter 102 such as the SPEED program to assist with Chapter 102 review, PAG-02 general permit trainings that are now available on Clean Water Academy, and the transition period for the Chapter 102 ePermitting. He also reported about the Sustainable Ag Board meeting that will be held. There is also the Qualified Visual Site Inspector Training Program that is now live and being used. Also in regards to CAP projects for Practice Keeper they now require a project name to be included. Lastly, he highlighted the Round Table sessions that will be held on November 4 and 5 at the South Central Office. Chris added about the invitation to present about ACAP at the NACO annual convention in Salt Lake City, Utah. He also highlighted for Dirt, Gravel, and Low Volume Road training in Lancaster this November.

II. Consent Agenda

There are no additions to the agenda, but item II.5 is removed to be discussed before action. Motioned by Gordon Hoover, and seconded by Roger Rohrer. The motion passed unanimously. Gordon Hoover then motioned to accept the consent agenda with the change and it was seconded by Roger Rohrer. The motion passed unanimously.

The Consent Agenda includes the following approved items.

#1 – Minutes of September 4, 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)
September 2024 Activity
October 2, 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 #
Richard Zimmerman	West Cocalico	Swine/Pullet	CAO	22.25	Heigel	307
Jay Zimmerman	Clay	Broiler	CAO	6.39	Riebling	486
Lester Newswanger	East Earl	Broiler	CAO	4.38	Bosworth	50
Joshua T. Akers	East Drumore	Duck	CAFO/VAO	1.46	Adams	357
Mitchell Shellenberger	East Donegal	Beef/Swine	CAFO/CAO	8.70	Schavnis	314
James Schuler	Elizabeth	Layer/Sheep	CAO	5.40	Bosworth	2903
Andrew Weaver	Rapho	Dairy/Swine	CAFO/CAO	2.64	Riebling	30
Mike Lewis	East Donegal	Broiler	CAO	2.95	Lutz	364
Robert Hess	East Donegal	Swine/Steers	CAFO/CAO	3.03	Schavnis	151
Travis Hess	East Donegal	Broiler	CAFO/CAO	410.05	Schavnis	259
Todd Hess	East Donegal	Steer	CAFO/CAO	2.63	Schavnis	117
Byron Graybeal/ PennMar Dairy	Fulton	Dairy	CAFO/CAO	2600.00	Adams	176
Dale Rohrer/ Rohrer Farms	Penn	Swine/Pullet/Layer	CAFO/CAO	9.30	Riebling	1
Wayne Powell	Rapho	Swine/Steers	CAO	10.98	Riebling	253
Sam Stoltzfus	Upper Leacock	Dairy/Layer	CAO	2.51	Brodbar	3002

NMP Update Report to Lancaster County Conservation District Board of Directors
August and September 2024 Activity
October 2, 2024

NMP Name	Municipality	Plan Update Submission Date	Original NMP Approval Date	Planner¹	Species²	AEUs	Regulated Operation Type³	Date Plan Acknowledgement Letter Sent	Reason for Update
Walnut Run Farms	Penn	8/30/2024	12/7/2022	Devin Gerlach	Dairy	1557.15	VAO CAFO	9/12/2024	Yearly Plan Submissions Update
The Barley Farms	Manor	9/6/2024	3/1/2023	Devin Gerlach	Pullets/Beef	355.57	VAO CAFO	9/10/2024	Yearly Plan Submissions Update
Sweigart Farms	East Donegal	9/10/2024	3/1/2023	Corey Grove	Dairy/ Swine/ Pullets	1648.96	CAO CAFO	9/16/2024	Yearly Plan Submissions Update

Item II.4
Acknowledgment of Conservation Plans (Lutz)
The Lancaster NRCS Field Office recommends the following plans for the
October 2, 2024 Board Meeting:
NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
Trent A. Reiff	2	Christine Griesemer	Ephrata
Stephen S. Glick	1	Christine Griesemer	West Cocalico

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Britney Griffin	1	Emma Riebling	West Hempfield
Lamar Gockley	1	Emma Riebling	Spring (Berks)
Sam Shertzer	1	Josh Pullen	Manor
Brian O'Donel	1	Josh Pullen	Manor
Grant Clark	1	Josh Pullen	Manor
Richard Falk	1	Josh Pullen	Manor
Clarence Shearer	1	Josh Pullen	Manor
Gerald Zimmerman	1	Josh Pullen	Little Britain
Matthew Hoover	1	Jason Reuter	Brecknock

Item II.5

Removed from Consent Agenda and moved to III.1 Additional Business

III. Additional Business

1. Items removed from Agenda

Sonia and Chris discussed the potential change to Item II.5 being to have a board meeting on January 22, 2025 to combine the January 8 and February 5 board meetings. Roger Rohrer motioned to move the January and February board meetings to January 22, 2025, and was seconded by Gordon Hoover. Instead of holding the traditional annual planning meeting they want to have it more program manager focused to discuss goals. Roger Rohrer motioned to have a planning meeting followed by a lunch starting at noon. The public business meeting of the Board will be held at 2 pm. This motion was seconded by Herb Kreider. The motion passed unanimously.

Lancaster County Conservation District

• 2025 Board of Directors Meeting Dates

- *Wednesday, January 8, 2025 @ 7:30 PM – Lancaster Farm & Home Center
- *Wednesday, February 5, 2025 @ 7:30 PM – Lancaster Farm & Home Center
- Wednesday, March 5, 2025 @ 7:30 PM – Lancaster Farm & Home Center
- Wednesday, April 2, 2025 @ 7:30 PM – Lancaster Farm & Home Center
- Wednesday, May 7, 2025 @ 7:30 PM – Lancaster Farm & Home Center
- Wednesday, June 4, 2025 @ 7:30 PM – Lancaster Farm & Home Center
- Wednesday, July 2, 2025 @ 7:30 PM – Lancaster Farm & Home Center
- Wednesday, August 6, 2025 @ 7:30 PM – Lancaster Farm & Home Center
- Wednesday, September 3, 2025 @ 7:30 PM – Lancaster Farm & Home Center
- Wednesday, October 1, 2025 @ 7:30 PM – Lancaster Farm & Home Center
- Wednesday, November 5, 2025 @ 7:30 PM – Lancaster Farm & Home Center

Wednesday, December 3, 2025 @ 7:30 PM – Lancaster Farm & Home Center

***Discuss combining the January and February Meetings to January 22**

• 2025 Agriculture Committee Meeting Dates

The Agriculture Committee will meet one hour prior to regularly scheduled LCCD Board of Director Meetings at the Lancaster Farm & Home Center

• 2025 Budget & Finance Committee Meeting Dates

Wednesday, August 27, 2025 at 10:00 AM – Lancaster Farm & Home Center

Wednesday, September 24, 2025 at 10:00 AM – Lancaster Farm & Home Center

• 2025 Dirt & Gravel/Low Volume Road QAB Meeting Date

Wednesday, March 5, 2025 @ 5:30 PM – Lancaster Farm & Home Center

Wednesday, September 3, 2025 @ 5:30 – Lancaster Farm & Home Center

• 2025 Education/Outreach Committee Meeting Dates

The Education/Outreach Committee will meet one hour prior to regularly scheduled LCCD Board of Directors Meetings at the Lancaster Farm & Home Center

• 2025 Erosion & Sedimentation Committee Meeting Dates

The Erosion & Sedimentation Committee will be held on the 4th Thursday of every month for January through October at 1:30 PM at the Lancaster Farm & Home Center. The November and December meetings will be held on the 3rd Thursday at 1:30 PM at the Lancaster Farm & Home Center.

• 2025 Executive Committee Meeting Dates

The Executive Committee will meet one hour prior to regularly scheduled LCCD Board of Directors Meetings at the Lancaster Farm & Home Center

• 2025 Pension Committee Meeting Dates

The Pension Committee will meet one hour prior to regularly scheduled LCCD Board of Directors Meetings at the Lancaster Farm & Home Center

• 2025 Personnel Committee Meeting Dates

The Personnel Committee will meet one hour prior to regularly scheduled LCCD Board of Directors. As well as every 3rd Thursday of the month at 3 PM at the Lancaster Farm & Home Center

• 2025 Watershed Committee Meeting Dates

The Watershed Committee will meet one hour prior to regularly scheduled LCCD Board of Directors Meeting at the Lancaster Farm & Home Center

Agendas and cancellations will be posted on our website (www.lancasterconservation.org) at least 24 hours before the scheduled meeting.

Roger Rohrer made the motion to accept the 2025 meeting schedule as amended. Seconded by Herb Kreider, the motion passed unanimously.

2. Treasurer's Report

Stacey Hertz started her report with a correction that the document states the reporting period is 9/3/2024, but it is 10/1/2024. PA Invest has updated their website, she can no longer see the daily interest rate but can see the monthly average. Raymond James is still growing and had a \$73,421.85 gain. Stacey then reviewed line item totals. The treasurer's report was filed subject to audit.

3. Personnel Committee Report

Dan Zimmerman reported that Pam Wise is being recommended for the Grants Coordinator position. Herb Kreider motioned to accept the recommendation, which was seconded by Deryk Shaw. The motion passed unanimously. Dan also commented on the review of the parental leave policy that is still in draft and will be presented for approval next month.

4. Nutrient Management – Expiring Plan Pre-Approval

Kevin Lutz was pleased to report that there are no plans that are being considered for referral as all expiring Nutrient Management plans were updated. Directors thanked staff for working with landowners to meet the deadline.

5. Budget & Finance Committee Meeting Report

Matt Kofroth gave an overview of the 7/25/2024 meeting and the proposed 2025 District Budget. There were some questions regarding how some of the money from interest can be used. There was also some discussion regarding line item titles in the budget. This edit and any others received will be reflected in the final draft next month. Gordon Hoover motioned to accept the committee report, seconded by Kent Weaver. The motion passed unanimously.

6. Marketing Committee – New LCCD Logo

Sallie Gregory reviewed the new logo design. There was a video presentation from Greg Yoder about the logo. Roger Rohrer motioned to accept the new logo, seconded by Kent Weaver. The motion passed unanimously.

7. Watershed Grant Approval – PFBC Grant Award

Amanda Goldsmith reported on the PFBC Grant award for \$15,000 for the Glick Farm Dam Removal. Deryk Shaw motioned to approve the watershed grant, seconded by Gordon Hoover. The motion passed unanimously.

8. E&S Committee Report – Compliance Action & Fee Reviews

- Adam Stern reported on the August and September E&S Committee meeting minutes. He submitted the revised LCCD E&S Control Plan / Chapter 102 Permit Review Application and Fee Schedule. The Committee submitted the document for Board review and requested Board action on the revised document at the next Board meeting. Deryk Shaw motioned to accept the August and September minutes and the revised Application/Fee Schedule, seconded by Gordon Hoover. The motion passed unanimously.
- Adam reported on an enforcement recommendation from the E&S Committee. The site is the Lancaster Bible College Fill Site at 2025 Oregon Pike/901 Eden Road in Manheim Township. The property is owned by Lancaster Bible College and the fill activity was being conducted by J.D. Eckman. A 9/6/2024 inspection by Adam Stern & Chelsea McKenzie found that earth disturbance activity on the site exceeded 1.0 acre prior to authorization of an NPDES Permit. The Committee recommended to direct staff to pursue a formal enforcement action in accordance with applicable PA DEP SOPs and coordination with DEP Staff including regional office legal counsel. Roger Rohrer motioned to accept the Committee recommendation, seconded by Deryk Shaw. The motion passed. Jeff Rohrer abstained citing a conflict of interest.
- Adam reported on a compliance recommendation from the E&S Committee. The site is known as Ridge on the Commons at Fite Way in Providence Township. The property is being developed by David & Carol Fite. Discussions of the site revealed that construction of homes is occurring without a currently approved NPDES Permit. The District approved a Notice of Termination for the site on 1/17/2017. After reviewing the details of the site, the Committee recommended directing staff to not pursue an NPDES permit on the site at this time and to pursue compliance with other requirements of Chapter 102 on the site including written E&S Plans and implementation of adequate E&S BMPs. Roger Rohrer motioned to accept the Committee's recommendation, seconded by Deryk Shaw. The motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates

Denim & Pearls Flyer – Lancaster County Agriculture Council
Ag Industry Banquet Reservation Announcement

2. E&S/NPDES Monthly Projects Report

Adam Stern highlighted the E&S reports and explained that the total plan submissions will be inflated for the next few months because of the NPDES renewals coming in.

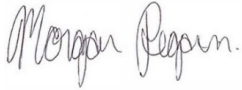
V. Additional Public Comment:

Chris discussed some dates to remember.

VI. Meeting Adjourned

Sonia Wasco adjourned the meeting at 9:24 pm.

Respectfully submitted,



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)
October 2024 Activity
November 6, 2024 Board Meeting**

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

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

OWNER	TOWNSHIP	OPERATION	DESIGNATION	AEU's /ACRE	REVIEWER	PLAN #
Garrett Weaver	West Lampeter	Poultry	CAFO/VAO	0.46	Brodbar	484
David J. Smucker	Caernarvon	Dairy	CAO	2.56	Heigel	11
Seth Heisey	Manor	Layer	CAO	132.48	Reuter	3029
Cocalico Biologicals	East Cocalico	Rabbits	VAO	1.97	Long (Lebanon Co.)	231
Elam Fisher	Salisbury	Dairy	CAO	2.38	Brodbar	2222
David H. Martin	Little Britain	Swine/Pullet	CAFO/CAO	3.73	Adams	9
Elijah & David Lapp	Salisbury	Broiler	CAO	120.97	Brodbar	2477
Alvin Beiler	Strasburg	Dairy	CAO	2.74	Brodbar	933
Eli M. Stoltzfus	Colerain	cow/calf	CAO	5.27	Reuter	108
Kevin & Duane Nolt	Rapho	Swine	CAO	574.16	Riebling	297
Dennis R. Martin	Brecknock	Broiler	CAO	242.91	Heigel	293
Cody Martin	Manor	Layer	CAO	253.53	Reuter	3040
Kerek Musser	Rapho	Layer	CAFO/CAO	4.71	Riebling	98

NMP Update Report to Lancaster County CD Board of Directors

NMP Update Report to Lancaster County CD Board of Directors									
Technician:									
Date Range: Jul-24 Aug-24									
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
Glenn & Joel Martin	Penn	8/12/2024	12/7/2022	William Rogers	Ducks	212.90	VAO CAFO	10/11/2024	Yearly Plan Submissions Update
Scattered Acres Inc.	West Cocalico	10/3/2024	10/4/2023	Britton Hartzok	Dairy	1306.2	CAO CAFO	10/21/2024	Simple Update

Item II.4

Acknowledgment of Conservation Plans (Lutz)

**The Lancaster NRCS Field Office recommends the following plans for the
November 6, 2024 Board Meeting:**

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
None			

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Leighann McGovern	1	Josh Pullen	Little Britain
Josh Martin	1	Brady Bosworth	Warwick

**Item III.2
 Lancaster County Conservation District**

Balance Sheet

As of October 28, 2024

Dst Accts

District General Fund

1001 · General Fund INVEST	913,623.94
1015 · General Fund Citizens	11,280.66
Total District General Fund	924,904.60

Raymond James/Fulton Advisors

Investment Unrealized Gain/Loss	62,324.26
Raymond James/Fulton Advisors - Other	750,000.00
Total Raymond James/Fulton Advisors	812,324.26

E & S

1002 · E & S - A	657,813.53
1005 · Clean Water - R	364,988.27
Total E & S	1,022,801.80

1003 · Youth Conservation School - C

1,041.42

1006 · Separation - A

38,667.71

1007 · Reserve

Reserved-LCCD Health 21-22 -A	27,119.73
Reserved-LCCD Health 20-21 - A	1,317.70
Reserved-LCCD Health 19-20 - A	1,560.34
Reserved-LCCD Health 18-19 - A	5.50
Reserved-Capital - A	46,869.69
Reserved-Communication - A	24,000.00
Reserved-Computer Hardware - A	26,725.77
Reserved-NM Program - A	62,863.97
Reserved-NMP Vehicle - A	64,021.80
1007 · Reserve - Other	263,492.70

Total 1007 · Reserve

517,977.20

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C	-3,320.32
Scholarship Bonds - C	35,000.00
1008 · Scholarship - C - Other	4,627.32

Total 1008 · Scholarship - C

36,307.00

1009 · Dirt & Gravel Roads - R

236,707.39

1013 - Exelon - R

972,385.58

1014 - Low Volume Roads - R

308,415.04

1115 · Conservation Excellence - R

643,717.63

1117 · Chesapeake Bay Action Plan - R

200,040.09

1118 · American Rescue Plan Act

1,504,017.24

1119 · Agriculture Conservation Assist

7,058,029.03

1120 · CAP 2024

975,237.59

1121 · ARPA 2024

173,972.36

1017 · Self-Funded Health Insurance -R

110,584.48

TOTAL ASSETS

15,537,130.42

\$714,526.06	General Operations - U
\$112,129.17	Grants without bank account - R
\$56,778.98	Activities Account - A
\$41,470.39	Tree Fundraiser Account - U
\$924,904.60	TOTAL

Fulton Advisors	Fulton + INVEST
Funds Invested	Balance
5/2/2022	9/3/2024
350,000	1,007,813.53
	<u>364,988.27</u>
	1,372,801.80
25,000	26,041.42
25,000	63,667.71
25,000	26,317.7
50,000	51,560.3
25,000	25,005.5
100,000	162,863.97
125,000	388,492.7
25,000	61,307.00
750,000	Initial Investment
812,324	Current value
8.3%	ITD Gain/Loss

\$1,582,744.72	A - Assigned Funds
\$87,348.42	C - Committed Funds
\$12,660,223.87	R - Restricted Funds
\$1,206,813.41	U - Unassigned Funds
\$15,537,130.42	TOTAL

2:29 PM
10/28/24
Cash Basis

Item III.2
Lancaster County Conservation District
Balance Sheet
As of October 28, 2024

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 26,041.42

2016 · Health Insurance Liability 109,803.70

Total Other Current Liabilities 135,845.12

Total Current Liabilities 135,845.12

Total Liabilities 135,845.12

Equity

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 12,039,140.88

Net Income 2,468,533.74

Total Equity 15,401,285.30

TOTAL LIABILITIES & EQUITY 15,537,130.42

Lancaster County Conservation District
Income and Expenses
January 1 through October 28, 2024

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Oct 28, 24	Budget	\$ Over Budget
Income									
520 · County Funding	245,833.34						245,833.34	243,454.33	2,379.01
530 · Program Contracts	1,513,716.87	29,724.74					1,543,441.61	1,506,116.25	37,325.36
560 · Grant Administration	774,945.61			13,764.56			788,710.17	952,466.25	-163,756.08
570 · Grant Project Income				9,471,438.60			9,471,438.60	6,750,000.00	2,721,438.60
580 · Fee / Reimbursement Income	9,607.00		10,500.00				20,107.00	4,538.96	15,568.04
581 · E&S102 Review Fees		540,550.00					540,550.00	528,172.03	12,377.97
582 · NPDES Permit Fees		130,500.00					130,500.00	70,147.84	60,352.16
590 · Interest Income	30,377.89	42,906.59		444,402.72	1,356.30	24,129.22	543,172.72	25,583.32	517,589.40
540 · Activity Income			9,455.00		4,375.00		13,830.00	10,000.00	3,830.00
585 · Tree Sales Income	3,929.30		35,100.36				39,029.66	50,000.00	-10,970.34
595 · Other Income	2,318.31	406.00	250.00	2,589.22	250.00	38,827.78	44,641.31	0.00	44,641.31
599R · Interfund Transfer In						6,201.00	6,201.00	0.00	6,201.00
Total Income	2,580,728.32	744,087.33	55,305.36	9,932,195.10	5,981.30	69,158.00	13,387,455.41	10,140,478.98	3,246,976.43
Gross Profit							13,387,455.41	10,140,478.98	3,246,976.43
Expense									
7100 · Staff Salary	1,666,415.19	472,287.76		212,434.78			2,351,137.73	2,503,713.54	-152,575.81
710 · All Emp Benefits	453,291.49	115,697.64	2,894.65	45,941.43			617,825.21	760,699.77	-142,874.56
720 · Vehicle & Travel Expenses	26,299.72	3,043.26	229.14	7,465.37			37,037.49	70,973.17	-33,935.68
722 · Meeting Expenses	10,949.88	3,075.23	303.21	1,079.00	59.53		15,466.85	20,631.79	-5,164.94
730 · Supplies	11,602.47	294.15	1,057.57	1,009.49		99.00	14,062.68	12,998.03	1,064.65
735 · IT - Communication	24,277.27	4,867.50		2,327.50			31,472.27	26,821.31	4,650.96
740 · Postage	2,238.62	1,575.91	211.46	181.28			4,207.27	5,776.91	-1,569.64
745 · Office Rent	63,397.93	18,733.67		8,380.00			90,511.60	92,324.53	-1,812.93
750 · Equipment	13,037.10	11,929.40				7,575.76	32,542.26	28,719.40	3,822.86
830 · Administrative	58,723.19	70.00	2,139.29	1,201.48			62,133.96	5,281.71	56,852.25
810 · Activity Expenses			42,962.05		4,000.00		46,962.05	50,000.00	-3,037.95
820 · Grant Project Expenses	275.00			7,608,555.78			7,608,830.78	6,750,000.00	858,830.78
805 · Allocated Cost Transfer	(19,686.52)	15,840.92		3,845.60			0.00	102,546.61	-102,546.61
890 · Miscellaneous Expenses	830.52			(300.00)			530.52	0.00	530.52
899E · Interfund Transfer Out	6,201.00						6,201.00	0.00	6,201.00
Total Expense	2,317,852.86	647,415.44	49,797.37	7,892,121.71	4,059.53	7,674.76	10,918,921.67	10,430,486.77	488,434.90
Net Income	262,875.46	96,671.89	5,507.99	2,040,073.39	1,921.77	61,483.24	2,468,533.74	-290,007.79	2,758,541.53

Item III.3

Proposed LCCD 2025 DRAFT District Budget													
		2023	2024	2025	2025 Budget								
		Actual	Budgeted	Budgeted	Change from								
		Revenue	Revenue	Revenue	2024 budget								
520	County Funding	300,000	295,000	\$ 345,000	50,000								
530	Non-Lapsing Funds*	1,512,827	1,358,155	\$ 1,441,436	83,281	\$ 1,095,753	\$ 53,000	\$ -	\$ 63,000	\$ 50,250	\$ 179,433		
560	Grant Administration Income	750,523	1,269,955	\$ 1,095,094	-174,861	\$ 608,928		\$ 17,333	\$ 9,000	\$ 100,833	\$ 267,000	\$ 92,000	
570	Grant Project Income (pass-through)	9,314,894	9,000,000	\$ 10,000,000	1,000,000								
530	Foundation income for CWP Program	558,304	650,000	\$ 704,000	54,000						\$ 692,000	\$ 12,000	
580	Fee Income	748,250	730,500	\$ 765,000	34,500		\$ 760,000	\$ 3,500		\$ 1,500			
590	Investment Income	31,736	31,000	\$ 35,000	4,000		\$ 15,000					\$ 20,000	
599R	Interfund Transfer		89,783	\$ 53,000	-36,783			\$ 53,000					
540	Activities Income	20,224	10,000	\$ 10,000	0			\$ 2,500		\$ 2,500		\$ 5,000	
	Other Income	4,700	-	\$ -	0								
n/a	YCS Income (not on monthly P&L)	9,175	11,625	\$ 12,375	750								
	Total District Revenue	13,250,633	13,446,018	\$ 14,460,905	1,014,887	\$ 1,704,681	\$ 828,000	\$ 106,333	\$ 107,000	\$ 265,083	\$ 267,000	\$ 692,000	\$ 478,433
		2023	2024	2025									
		Actual	Budgeted	Budgeted									
		Expenses	Expenses	Expenses		ag	e&s	edu	ombud	water	DnA	CWP	Admin
711	Salary and Wages	2,633,631	3,027,464	\$ 3,178,332	150,868	\$ 1,187,377	\$ 542,034	\$ 80,481	\$ 70,257	\$ 225,606	\$ 166,544	\$ 531,750	\$ 374,283
710	Employee Benefits	834,545	921,760	\$ 916,839	-4,921	\$ 348,694	\$ 162,562	\$ 22,055	\$ 29,856	\$ 83,074	\$ 45,350	\$ 119,300	\$ 105,948
720	Travel/Mileage Expenses	22,300	25,000	\$ 30,500	5,500	\$ 17,000	\$ 2,500	\$ 1,000	\$ 1,000	\$ 4,500	\$ 500		\$ 4,000 split
755	District Vehicle Expenses	24,250	61,000	\$ 21,000	-40,000	\$ 10,000	\$ 2,500	\$ 1,000	\$ 1,000	\$ 3,000	\$ 500		\$ 3,000 split
722	Meeting/Training Expenses/Pro Dev	32,490	25,000	\$ 23,100	-1,900	\$ 11,000	\$ 6,500	\$ 300	\$ 300	\$ 1,500	\$ 1,000		\$ 2,500
730	Supplies	19,450	15,750	\$ 16,350	600	\$ 5,100	\$ 1,500	\$ 1,250	\$ 500	\$ 4,500	\$ 1,000	\$ 500	\$ 2,000
735	IT Support/Website/internet/software	33,561	32,500	\$ 35,500	3,000	\$ 8,000	\$ 9,000	\$ 2,000	\$ 2,000	\$ 3,500	\$ 3,000	\$ 2,000	\$ 6,000
740	Postage	8,025	7,000	\$ 6,550	-450	\$ 2,100	\$ 3,000	\$ 200	\$ 100	\$ 250	\$ 200	\$ 500	\$ 200
745	Office Rent	109,971	111,872	\$ 109,200	-2,672	\$ 40,357	\$ 20,178	\$ 2,374	\$ 2,374	\$ 9,496	\$ 7,122	\$ 14,243	\$ 13,056
750	Equipment/Copier	35,140	34,800	\$ 37,200	2,400	\$ 12,500	\$ 10,000	\$ 500	\$ 200	\$ 4,000	\$ 1,000	\$ 5,000	\$ 4,000
895	Specific Projects/Contingencies	35,000	40,000	\$ 15,000	-25,000								
830	Professional Services	43,060	30,000	\$ 39,158	9,158	\$ 15,507	\$ 6,970	\$ 865	\$ 811	\$ 3,291	\$ 2,439	\$ 4,825	\$ 4,450 split
830	Administrative Overhead**	35,624	32,560	\$ 42,058	9,498	\$ 16,655	\$ 7,487	\$ 929	\$ 871	\$ 3,535	\$ 2,620	\$ 5,182	\$ 4,779 split
810	Activities Expenses	66,330	50,000	\$ 63,812	13,812	\$ 25,270	\$ 11,359	\$ 1,409	\$ 1,321	\$ 5,363	\$ 3,975	\$ 7,863	\$ 7,252 split
820	Grant Expenses (pass through)	10,892,835	9,000,000	\$ 11,000,000	2,000,000								
890	Miscellaneous Expenses	2,200	10,000	\$ 1,000	-9,000								\$ 1,000
899E	Interfund Transfer		89,783	\$ 53,000	-36,783		\$ 53,000						
n/a	YCS Expenses (not on monthly P&L)	9,050	11,500	\$ 12,375	875								
	Total District Expenses	14,837,462	13,525,989	\$ 15,600,974	2,074,985	\$ 1,699,560	\$ 838,590	\$ 114,363	\$ 110,590	\$ 351,614	\$ 235,251	\$ 691,163	\$ 532,468
				-1,140,069		5,121	-10,590	-8,030	-3,590	-86,531	31,749	837	-54,035
Operations Reserve Accounts		Totals		General Reserve Accounts									
1007	Capital Reserve	46,869		1002	E&S Account (assigned)	1,037,836							
	Communication Reserve	24,000		1005	Clean Water Fund (restrict)	348,217							
	Computer Hardware Reserved	26,725		1006	Seperation (assigned)	63,506							
	Health Care Reserve	110,558		1008	Scholarship (comitted)	61,288							
	NMP & NMP vehicle Reserves	162,864											
1003	Youth Conservation School	26,037											

* Line-item includes delegated programs, such as: Bay contract, NMP, CDFAP, Ombudsman, CDWS, etc.
 ** Line-item includes District planning/marketing, Newsletter/Annual report costs, Membership dues, Insurance, etc
 Note: State funding is on a fiscal year & only contracted to June 30th; therefore the budget assumes renewal of that income

Item III.4
Personnel Committee Report
New Employment Benefit

Paid Parental Leave Policy

A final draft of the Paid Parental Leave policy was shared with the Board at the October 2nd meeting for the required 30-day review. No edits or revisions were received, so that copy is being put forward for a final Board action. If approved, the policy/benefit would go into effect on January 1, 2025.

***Action Required**

Standard Operating Procedures

PAID PARENTAL LEAVE

Lancaster County Conservation District

Approved: _____, 2024

APPLIES TO: Full time employees (40 hours)

PURPOSE: LCCD has adopted a policy to provide paid Parental Leave to eligible employees following a Qualifying Event (ie: birth of an employee's child or the placement of a child with the employee in connection with adoption or foster care services). The benefit consists of two bi-weekly payments of advanced funds to cover four (4) contiguous weeks of paid leave that will enable a new parent time to care for and bond with a newborn or a newly adopted child without suffering financial loss.

In addition to 4 weeks of advanced paid salary, the District will continue to provide employment benefits and employer match as long as the employee maintains their contributions.

ELIGIBILITY: Eligible Employees are entitled to paid Parental Leave following the birth, adoption or foster care placement of a child if they have been employed with the Conservation District as a full-time employee for at least 12 consecutive months immediately preceding the date the leave would begin. The adoption of a new spouse's child is excluded from this policy.

PROCESS and PROCEEDURE: Employees shall follow these steps when utilizing the Parental Leave benefit:

- a. When practicable, Eligible Employees shall provide notice of their intent to use paid Parental Leave at least 30 days prior to the anticipated date of a Qualifying Event.
- b. Paid Parental Leave shall be granted to Eligible Employees upon written proof of a Qualifying Event. (ie: doctors note, court or legal documentation, etc...)
- c. Paid Parental Leave may not be used prior to the birth or placement of the child but can be used in conjunction with the employee's other accrued paid time off benefits or as unpaid time off pre or post the qualifying event.
- d. Paid Parental Leave shall be used within 12 weeks immediately following the Qualifying Event.
- e. Except in extenuating circumstances (medical complications for mother or child), the employees' combined paid and unpaid leave should not extend beyond a 12 week absence from work without prior permission to extend unpaid leave of absence.
- f. If a company holiday or office closure occurs while an employee is on Parental Leave the time will be charged as holiday pay, but will not extend the term of the paid Parental Leave.
- g. If both parents work for the District they may take advantage of the Parental Leave benefit at the same time or they may stagger the paid time, but they must use the benefit in total within the 12 week timeframe.

- h. Eligible Employees shall not be permitted to return to work (in-office or telework) while on Paid Parental Leave.
- i. In the event that multiple births, adoptions or placements occurs (e.g., the birth of twins or adoption of siblings) it does not increase the 4-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 4 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- j. Paid Parental Leave shall be paid at the Eligible Employee's regular, straight time bi-weekly salary.
- k. Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

BENEFIT TERMINATION

- a. One (1) week prior to the benefit cessation date, or when the employee is ready to return to work from Parental Leave, the employee shall contact the District office to confirm their plans for returning to work.
- b. This policy entitles staff to be reinstated in the former position, however, only if the position would have continued to be offered had parental leave not been taken. For example, you are not entitled to reinstatement if, because of lack of funding, a layoff, reduction in force or other reason, you are not employed at the time you seek to return to work.
- c. Any paid Parental Leave not used within 12 weeks of the Qualifying Event will be forfeited.
- d. Paid Parental Leave cannot be converted to other paid leave; cannot be saved for a future Qualifying Event; and is not payable upon separation from employment.
- e. If eligible staff would like to take additional time other than what is offered above must seek their supervisor's approval to utilize any remaining accrued paid time off or unpaid leave.
- f. Employees are expected to return to work at the end of the approved paid leave, and to work a minimum of 4 weeks. If staff fail to return to work at the end of the approved paid or unpaid leave period they may be subject to the Employment Separation Processes, as well as the Recovery of Advanced Funds as described in the Employment Policy Manual..

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Item III.5
Manure Storage Setback Waiver Request

Bryan Zeiset would like to construct a hoop roofed stacking shed for storage of bedded pack dairy manure within 100 feet of a private drinking well located on his Act 38 regulated operation in Ephrata Township. The storage is planned to eliminate outdoor manure stacking and improve manure application timing on the farm. Mr. Zeiset would like the storage to be constructed within the well setback area due to its proximity to the existing buildings and ease of manure handling. Being a solid type of manure, there is little threat of direct pollution to the well. However, the site will include swales to divert surface water around the structure. The NRCS is the engineer of record for this project. On September 24, 2024, a meeting was held on-site with Mr. Zeiset, District, SCC, and NRCS staff to discuss the site location. The consensus of that group was that the project would be an improvement and pose no threat to the environment.

***Action Required**

ACAP Engineering Vehicle Purchase

Based on the current and future workload for the LCCD Ag Engineering staff, a need for a truck to be added to the District vehicle fleet has become apparent. Approval has been granted from the State Conservation Commission to utilize existing ACAP funds to purchase a truck, the caveat being its use being limited to ACAP related work. The LCCD Ag Department budget for 2024 has also included \$35,000 for the purchase of a truck for this purpose. Staff have identified a mid-size truck to be the most versatile for the needs, so the Ford Ranger was specifically priced. Three Lancaster County Ford dealerships were used to provide prices, and Chapman Ford in Lancaster had the lowest starting price of \$38,525 for a 2024 Ford Ranger. A new truck cap would be needed, costing approximately \$3000.

A used 2021 Ford Ranger with 18,155 miles and a bed cap is another option, located at Wissler Motors, priced at \$28,900. This vehicle comes with a 5-year, 100,000 mile warranty.

These details have been discussed with the Ag Committee prior to the Board meeting. The Ag Program Manager requests positive action on the Ag Committee's recommendation, as well as approval on a price not-to-exceed for the cost of the purchases.

***Action Required**

Item III.6

2025 E&S Control Plan / Chapter 102 Permit Review Application and Fee Schedule

On September 26, 2024, the E&S Committee recommended without opposition to send the attached draft to the District Board for initial review. The draft proposes an approximately 2% increase in review fees across all categories starting on January 1, 2025. It also includes formatting changes and clarifying revisions to guidelines and notes.

In their review of the proposed document, the Committee considered the fee schedules of surrounding Conservation Districts, the desire to prevent more dramatic fee increases in future years, the E&S department budget and current reserve level, and revenue for 2023 and the first half of 2024.

The draft was presented to the Board for review at the meeting on October 2, 2024.

The E&S Committee is recommending approval of the attached E&S Control Plan / Chapter 102 Permit Review Application and Fee Schedule with an effective date of January 1, 2025.

***Action Required**



LANCASTER COUNTY
CONSERVATION DISTRICT

1383 Arcadia Road, Room 200
Lancaster, PA 17601-3149

(717) 299-5361, Ext. 5
www.lancasterconservation.org

Official Use Only	
LCCD File # _____	
NPDES # _____	
Date Rec'd _____	
LCCD Fee \$ _____	Check # _____
LCCD CWF Fee \$ _____	Check # _____
Dist. Acreage \$ _____	Check # _____

E&S Control Plan / Chapter 102 Permit Review Application and Fee Schedule

I. PROJECT INFORMATION

Proposed Project Name / Project Description		Municipality
Physical Address of Proposed Project		Current Permit # (if applicable)
Project Acreage	Disturbed Acreage	Name of Stream: _____ Chapter 93 Classification: _____

II. APPLICANT / CONSULTANT INFORMATION

Applicant/Permittee	E-Mail Address	Phone ()
Applicant Contact Name	Mailing Address / City / State / Zip	
Name of Plan Preparer	Email Address	Phone ()
Company Name	Mailing Address / City / State / Zip	

III. FEES (See Current Fee Schedules on Page 2)

LCCD FEES FOR PLAN REVIEW SERVICES

Detached, Single Family Residential	# of Dwelling Units _____	Fee \$ _____
Commercial / Multi-Family Residential / Industrial / Agricultural / Other (Includes Oil & Gas)	# of Disturbed Acres _____ (Rounded to the Nearest Whole Acre)	Fee \$ _____
Timber Harvest Projects & Road Maintenance Activities	# of Disturbed Acres _____ (Rounded to the Nearest Whole Acre)	Fee \$ _____
Borrow / Disposal Site	# of Disturbed Acres _____ Distance from Parent Project _____	Fee \$ _____
Chapter 105 General Permit E&S Plan (Not Associated with a Larger Common Plan of Development)	Fee Required - \$100	Fee \$ _____
TOTAL LCCD REVIEW FEE	Make check payable to: "LCCD"	Total Fee \$ _____

CHAPTER 102 PERMIT FEES

<p>NPDES / E&S PERMIT / ESCGP-3 FILING FEE</p> <p><input type="checkbox"/> \$1,500 – Individual NPDES or E&S Permit</p> <p><input type="checkbox"/> \$500 – General (PAG-01 or PAG-02) NPDES or ESCGP-3 Permit</p> <p>Make check payable to: "LCCD Clean Water Fund"</p>	<p>NPDES / E&S PERMIT / ESCGP-3 DISTURBED ACREAGE FEE</p> <p># of Disturbed Acres _____ x \$100/Acre Fee \$ _____</p> <p>(Disturbed Acres rounded to nearest whole acre)</p> <p>Make check payable to: "Commonwealth of Pennsylvania Clean Water Fund"</p>
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A completed copy of this review application and all appropriate fees **MUST** accompany **ALL SUBMISSIONS** for both review and approval. Members of LCCD, Board of Directors and staff, are authorized to enter the project site for site inspection, as necessary.

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT _____ DATE _____

**LANCASTER COUNTY CONSERVATION DISTRICT
E & S CONTROL PLAN REVIEW / INSPECTION FEE SCHEDULE**

RESIDENTIAL – DETACHED SINGLE FAMILY

(Number of Detached, Single Family Dwelling Units)

1 UNIT (< 1 Acre Disturbed)	\$ 600
1 UNIT (> or = 1 Acre Disturbed) OR 2 - 25 UNITS	\$ 610 + \$ 255 per Dwelling Unit
26 OR MORE UNITS	\$ 6,985 + [(# of Dwelling Units – 25) x \$ 205]

COMMERCIAL / MULTI-FAMILY RESIDENTIAL / INDUSTRIAL / AGRICULTURAL / OTHER (Includes Oil & Gas)

(Number of Disturbed Acres Rounded to the Nearest Whole Acre)

< 1 ACRE	\$ 815
1 – 4.49 ACRES	\$ 1,020 + (# of Disturbed Acres x \$ 305)
= or > 5 ACRES	\$ 2,545 + [(# of Disturbed Acres - 5) x \$ 255]

TIMBER HARVEST PROJECTS & ROAD MAINTENANCE ACTIVITIES

(Number of Disturbed Acres Rounded to the Nearest Whole Acre)

< 25 ACRES	\$ 710
= or > 25 ACRES	Fee based on the Commercial/Multi-Family/Industrial/Agricultural/Other Fee Schedule (Above)

BORROW / DISPOSAL SITE

(Based on both Number of Disturbed Acres Rounded to the Nearest Whole Acre and Distance from the Parent Project)

< 1 ACRE DISTURBED and > ¼ MILE FROM PARENT PROJECT: Standalone E&S Plan may be appropriate	\$ 610
= or > 1 ACRE DISTURBED and > ¼ MILE FROM PARENT PROJECT: New NPDES Permit may be appropriate	Fee based on the Commercial/Multi-Family/Industrial/Agricultural/Other Fee Schedule (Above)

EXISTING CHAPTER 102 PERMIT and = or < ¼ MILE FROM PERMIT BOUNDARY: Refer to d in the Guidelines section below
Amendment to Existing NPDES Permit may be appropriate

NOTES:

- For all fees based on the proposed number of Disturbed Acres, the acreage shall be rounded to the nearest whole acre.
- Detached Single Family homes subject to the "Residential" category are generally intended to house one family unit and are considered to be free-standing building units each with one front, one rear, and two side yards. Where the dwelling is located on a corner lot, the dwelling may have one front, one rear, and one side yard. Manufactured, modular, and tiny homes may be considered as detached single family homes.
- Examples of multi-family residential structures subject to the "Commercial/Multi-Family Residential" fee category include townhomes/row houses, condominiums, duplexes/twin homes, apartment buildings, and other semi-detached dwelling units.
- For projects proposing both single-family detached homes and commercial or multi-family structures, the applicant or consultant will be required to submit a schematic of the project site which delineates the areas of the site being proposed for the "detached, single family" use and the areas being considered for the "commercial/multi-family" use along with a proposed fee. Based on the schematic, LCCD staff will determine whether the proposed fee is adequate.
- As a condition of 25 PA Code, Chapter 105, an E&S Plan review is required for all General Permits (GPs). A fee of \$100 will be charged for LCCD to review and approve the respective E&S Plan associated with a GP, unless the GP(s) is submitted as part of a larger common plan of development. LCCD will review E&S plans associated with all GP's except for GP-11 registrations, for which E&S plans are submitted directly to the DEP. The \$100 fee shall be made payable to "LCCD."
- For E&S plans associated with Chapter 105 small projects or individual permits, waivers, or environmental assessments, the LCCD review fee will be based on the appropriate project type category identified above.
- For a Corrective Action Plan (CAP), the fee will be based on the Commercial / Industrial / Agricultural / Other Fee Schedule.
- Through an executed Memorandum of Understanding (MOU), the PA Turnpike Commission has agreed to pay \$150 per Disturbed Acre (rounded to the nearest whole acre) for any E&S Plans submitted for both review and approval.
- An independent State Commission, State Agency, and / or Federal Agency which provides funding for Chapter 102 program administration by PA DEP through the terms and conditions of a mutual agreement may be exempt from all applicable fees.

Lancaster County Conservation District
 Summary of E&S Plan Review Fee requirement for "OTHER"
 category of earth disturbance activities

Category	E&S Plan Review Fee required?	
	Y = yes	N = no
Chapter 105 Environmental Assessment (Waiver 11 & Waiver 16)		Y
Chapter 105 Small Projects or Individual Permit		Y
Community Fairgrounds		Y
Community Recreation Centers		Y
Growing Greener Grant Funded Projects (319)		Y
Hospitals		Y
Independent Borrow / Disposal Site		Y
Lancaster County Library System		Y
Lancaster County Public Agency / Authority Projects		Y
Local Municipal Projects		Y
Oil & Gas Projects		Y
Places of Worship & Religious Facilities		Y
Police, Fire, & EMS Stations		Y
Ponds, Dams, & Impoundments		Y
Private Non-Profit Organizations		Y
Private Schools		Y
Public Parks		Y
Public Schools & School Districts		Y
Rails-To-Trails Projects		Y
Sewer & Water Authority Projects		Y
Utility Projects		Y

GUIDELINES

- a. For all Chapter 102 Permit applications, LCCD will make every effort to conform to the time frames for review, as noted in both PA DEP's Permit Review Process and Permit Decision Guarantee Policy and the respective Standard Operating Procedure (SOP).
- b. For all Chapter 102 non-permitted projects, LCCD will make every effort to review such projects within thirty (30) days from the date of receipt.
- c. The E&S Control Plan Review / Inspection fee includes a pre-application meeting(s), a completeness review(s), one (1) initial technical review, one (1) resubmission technical review, a pre-construction meeting(s), all field meetings, all site / complaint inspections, and all tasks delegated to LCCD relative to Chapter 102 Permit termination. If the E&S Control Plan is deemed significantly inadequate upon completion of the resubmission technical review, then the subsequent resubmission may be subject to an additional charge of 50% of the original E&S Control Plan Review / Inspection fee at the discretion of LCCD staff and Board of Directors.
- d. For an existing Chapter 102 Permit, Field Changes, Minor Amendments, and Major Amendments will be both reviewed and approved in accordance with PA DEP's Chapter 102 Permit Amendments Frequently Asked Questions (FAQ) document. LCCD Fees for Plan Review Services for Major and Minor Amendments are charged as follows:
 - Residential Detached Single Family:
 - Where no dwelling units are added and Limits of Disturbance decrease, remain the same, or increase less than one acre: \$600.
 - Where the Limits of Disturbance increase by 1 acre or more but no dwelling units are proposed: Use the appropriate category in the "Commercial" category.
 - Where one or more detached dwelling units are added: Use the appropriate tier and respective formula.
 - Commercial/Multi-Family Residential/Industrial/Agricultural/Other:
 - Where the Limits of Disturbance decrease, remain the same, or increase less than one acre: \$815.
 - Where the Limits of Disturbance increases one acre or more: Use the appropriate tier and respective formula.
 - For example: A project was originally authorized for 10 acres of earth disturbance. The permittee wishes to add an additional 1 acre of earth disturbance. The required review fee is: \$1020 + (1 x \$305) = \$1325.
- e. LCCD Fees for Plan Review Services will not be charged for Minor Amendments associated with a partial Notice of Termination proposing no other changes to approved plans.
- f. For a Chapter 102 Permit application which is withdrawn (voluntarily or involuntarily) or denied, all remitted fees will NOT be refunded. If the applicant intends to submit a new Chapter 102 Permit application for the proposed project, then all applicable fees shall be remitted with the new Chapter 102 Permit application.
- g. For a Chapter 102 non-permitted project which is deemed inadequate, the applicant will have one (1) year from the date of the Technical Deficiency Letter to resubmit a revised E&S Control Plan which addresses all noted technical deficiencies. If the applicant fails to resubmit the revised E&S Control Plan within one (1) year from the date of the Technical Deficiency Letter, then LCCD will involuntarily withdraw said project, and all remitted fees will NOT be refunded. If the applicant intends to submit said project after being involuntarily withdrawn, then the applicable fee shall be remitted with a new E&S Control Plan / Chapter 102 Permit.
- h. Should the proposed limits of disturbance or number of detached dwelling units decrease while an application is under review, LCCD will not provide a partial refund of any previously submitted fees.
- i. LCCD will make every effort to implement this fee schedule fairly and consistently across all applications submitted for review. However, LCCD staff and Board of Directors reserve the right to deviate from the dollar amounts and guidance presented in this document should site-specific circumstances warrant.

Item III.7
PennVest Transaction and Funding Agreement Resolution

Last November, the Board approved acting as a sponsor for the Elam Beiler project at 208 Rosedale Rd in Christiana, PA. The project includes the construction of various manure management and manure storage facilities, waste transfer lines, a roofed heavy use area, animal walkways, roofing and gutters, access ways, infiltration beds, streambank fencing, various other improvements and facilities, as well as decommissioning of certain facilities for an approximate award of \$1,063,000. Pennsylvania Infrastructure Investment Authority reviewed and approved funding for the project in the form of a “Principle Forgiveness Loan”.

As with all Penn Vest projects, the goal is for the restoration of private lands to implement conservation practices and to improve water quality. An administrative fee for the District of approximately \$10,639 is expected. This is the third and final review for the Board. If approved, construction is expected to begin this spring, 2025.

BOD Action Requested to approve sponsoring a funding proposal for Mr. Beiler and to authorize District Officers, Chairman Wasco, and Treasurer/Secretary Weaver, as signers.

***Action Required**