



LANCASTER COUNTY Conservation District

MONTHLY BOARD MEETING AGENDA

Wednesday, March 5, 2025

Lancaster Farm & Home Center

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

Business Meeting 7:30 PM

Timer

7:30	Invocation – Call to Order, Chairperson Sonia Wasco Welcome & Introductions – Sonia Wasco Additions to the Agenda – Christopher Thompson Public Comment: Survey media/guests: Agenda items of interest – Sonia Wasco	
		<u>Page #</u>
7:40	I. <u>Agency Reports</u> 1. USDA, NRCS (attachment)..... 1 2. PA DEP Field Rep Report (attachment) 4	
7:45	II. <u>*Consent Agenda</u> 1. Meeting Minutes (attachment)..... 13 2. Technical Assistance Requests/Cancellations (attachment) 21 3. Nutrient Management Plan Approval (attachment)..... 21 4. Conservation Plans Acknowledgement (attachment) 22	
7:50	III. <u>*Additional Business</u> 1. Items Removed from Consent Agenda 2. *Treasurer’s Report – Hertz (day of packet) - 3. *Personnel Committee/Request to Hire – Kreider/Thompson (attachment) 23 4. *Budget & Finance Report/2023 Audit, 2025 Budget – Weaver/Kofroth (attachment) .. 24 5. *Ag Committee Report/Well Setback Waiver – Lutz (attachment) 25 6. *ACAP Project Approval – Bitting (attachment) 25 7. *DGR/LVR QAB Report – (attachment) 26	
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. *Foundation Report – Snyder (attachment)..... 26 4. Ethics Forms – Thompson (attachment) 26	
9:00	V. <u>Additional Public Comment</u>	
9:05	VI. <u>Adjourn</u>	

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

Dates to Remember:

3/5, Congressional Outreach D.C.	3/19, SC Regional Director Meeting - Cumberland
3/6, BIA Legislative Breakfast	3/25, LCCD Annual Awards Banquet, F&H Center
3/7, Hourglass Presentation	3/28, Legislative Meeting with G.T. Thompson

NEXT MEETING DATE: Wednesday, April 2, 2025, 7:30 pm

At the Lancaster County Farm & Home Center

***Action Required**

Item I.1

Activity Report to LCCD Board of Directors January-February 2025

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
McKinley Morris, Soil Conservationist

Brittany Moore, Civil Engineering Technician
Brian Burns, Soil Conservation Technician
Lari Jo Walker, Program Assistant, Capital R&D
Jeff Sholly, Engineer, PACD
Ashley Spotts, Restoration Specialist, CBF
Elli Liput, Biologist, PF (Dauphin, Lebanon & Lancaster)
Sophia Gilbert, Biologist, PF (York & 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	20	638.4	20	638.4

*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	5
362 - Diversion (ft)	2,847	-	-
367 - Roofs & Covers (no)	5	1	5
382 - Fence (ft)	23,260	3,591	6,961
412 - Grassed Waterway (ac)	9.01	-	1.9
516 - Livestock Pipeline (ft)	1,548	-	2,385
561 - Heavy Use Area Protection (sq ft)	28,364	612	9,402
575 - Trails & Walkways (ft)	2,389	-	1,839.5
578 - Stream Crossings (no)	6	-	1
600 - Terraces (ft)	4,209	6,401	8,088
614 - Watering Facility	8	-	-
620 - Underground Outlet (ft)	7,538	2,582	3,362
634 - Waste Transfer System (no)	10	2	2
327 - CREP Conservation Cover (ac)	6.91	-	-
391 - CREP Riparian Forest Buffer (ac)	38.5	10.46	28.48
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	12	634,373
CSP	2	\$42,023	-	-
CSP IRA	2	\$83,459	-	-
RCPP	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	\$399,111.26	\$1,371,418.93

Conservation Easement Program Activities (ACEP):

- ACEP Acquisition Activities:

Program/Activity	FY24 Total (#)	FY24 Total (ac)	FY25 Total (#)	FY25 Total (ac)
ALE Easement Requests	-	-	-	-
ALE Easement Closings	-	-	-	-
WRE Easement Requests	-	-	1	4.5
WRE 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:

- Federal government firing of probationary employees – The Lancaster NRCS team lost 2 employees through the recent firing of probationary employees, Morgan Brough & Gabriel Luciano Rodriguez. Morgan was lucky enough to be interviewed for and offered a position on the ag team with the Lancaster County Conservation District. Some team members are providing what support they can to Gabriel to find another conservation-related position in the area. In total, 23 team members were lost by PA NRCS.

Outreach Activities:

- 1/28 - Lancaster Cattle Feeders Day, Lancaster (Alicia & Griesemer)
- 2/4 - Penn State Extension Lebanon/Lancaster County Crops Conference, Lebanon (Grove)
- 2/5 - CBF Breakfast for Farmers, Gordonville (Alicia)

Notable Meetings & Trainings:

- 1/23 - PA No-till Alliance Winter Soil Health Meeting, Lewisburg (Myers)
- 2/4 - Penn State Extension Lebanon/Lancaster County Crops Conference, Lebanon (Brough, Luciano, Martinez, Moore & Morris)
- 2/11-14 - Non-Supervisory Leadership Development Program (SLDP) Training, Harrisburg (Myers)
- 2/12-13 - Selling a Sustainable Future Training, Danville (Luciano, Martinez & Morris)
- 2/13 – Hydraulics Training, Lebanon (Brough & Burns)
- 2/19 - Introduction to Livestock Production Systems, Bellefonte (Luciano)
- 2/26-28 - Non-Supervisory Leadership Development Program (SLDP) Training, Harrisburg (Myers)
- 2/26 - Lancaster Outdoor Recreation Economy Strategic Plan: Conservation Roundtable, Virtual (Grove)

Respectfully Submitted,

A handwritten signature in black ink that reads "Heather L. Grove". The signature is written in a cursive style with a large initial 'H' and 'G'.

Heather L. Grove
District Conservationist

Item I.2

February 2025 DEP Conservation District Field Rep Talking Points

DEP 2024 Growing Greener Grant Awards

The Department of Environmental Protection published the list of 2024 Growing Greener grant recipients here: <https://www.pa.gov/services/dep/water/bwrnsm/apply-for-a-department-of-environmental-protection-growing-greener-plus-grant.html> Official announcements through regional press releases are forthcoming.

Leadership Development Employment Law Seminars

The Leadership Development Program has once again contracted with Adam Long of McNees Wallace & Nurick LLC to present a series of seminars on Employment Law for Conservation Districts. The seminars are scheduled for February 18 in Cranberry Township, Feb.19 in State College, and Feb. 20 in Allentown.

The presentation will include updates on a number of significant recent employment law developments such as FSLA overtime exemption rules, ADA compliance, employee absence & leave policies, and discriminatory harassment legal requirements and policies. Registrants can provide input and suggestions on topic priorities by [completing a brief survey](#).

All Conservation District Directors, Associate Directors, management staff and partners are encouraged to attend. Networking begins at 9:30am and seminars will be held from 10:00am to 3:00pm.

Seminar registration is \$35 per attendee. Lunch and refreshments are provided, and all attendees will receive a bound reference document summarizing the presentation and policy recommendations.

[Register for Tuesday February 18 – Pittsburgh Marriott North, Cranberry Twp.](#)

[Register for Wednesday February 19 – Ramada Conference Center, State College](#)

[Register for Thursday February 20 – Hilton Garden Inn Allentown West, Breinigsville](#)

Save the Date: 2025 Annual CD Watershed Specialist Meeting

Date: October 7-8, 2025

Location: Wyndham Garden, State College

The detailed agenda is still being developed with input from the planning workgroup; however, the following has been solidified at this time:

- The morning of October 7th has been set aside as a special half-day training for new Watershed Specialists (those hired after the last in-person training October 2023).
- The afternoon of October 7th and the full day of October 8th is for the full group.
- The Watershed Managers Meeting and the Regional Breakouts will continue as a component to this event.
- There is no virtual attendance option.
- Registration will open in August.

Please feel free to contact Trish Attardo (pattardo@pa.gov) with any questions. We look forward to seeing you there!

Chapter 102 Program

SPEED – DEP received 7 bids for QPs under the SPEED Program and is in the process of evaluating those bids. DEP has held 3 statewide webinars with districts to discuss SPEED. DEP has held 4 meetings with members of a Chapter 102 SPEED workgroup to assist DEP in the preparation of an internal Questions & Answers document and a draft SOP. A draft Q&A document was shared with all district staff in December. The draft SOP for Chapter 102 SPEED is currently under development.

102 Pilot Program – Districts have received 6 applications that have been accepted into the Chapter 102 Pilot Program to date: one in Lehigh County, two in Beaver County, one in Allegheny County, and two in Chester County. Two additional applications are expected to be received anytime by Chester County. One individual NPDES permit has been issued to date (Lehigh County) and the remainder are in various stages of review. The Pilot program utilizes certain modified procedures that are intended to improve the quality of applications received and reduce review times. The permit for the Lehigh County project was issued in 73 fewer business days than the average permit through the standard review process.

Chapter 102 Training

- **2025 Chapter 102 New Hire Small Group Training** – Participants must complete the Chapter 102 Level 1 Training Program before registering. It is also recommended to review the specific E&S Manual chapters prior to attending the trainings. Registration is available through [Clean Water Academy](#). Limited to the first 10 people who register.
Channels

March 4, 2025, 9:00 am – 12:00 pm	September 9, 2025, 9:00 am – 12:00 pm
June 17, 2025, 9:00 am – 12:00 pm	December 9, 2025, 9:00 am – 12:00 pm
- **Chapter 102 Basic Training** – BCW is already gearing up for its biggest training event of 2025. Save the date for Chapter 102 Basic Technical Training **May 19-23, 2025, at the Red Lion Hotel Harrisburg – Hershey in Harrisburg, PA**. This training is open to Conservation District and DEP staff who work with the Chapter 102 program. The curriculum is designed for new or newer technicians and incorporates classroom learning and a field component. New staff are encouraged to participate in Basic Training for two years, if possible. Registration will open in March so stay tuned!
- **In-Person Regional E&S Training** – BCW is excited to announce that we will be offering six in-person E&S technical training sessions throughout 2025. Participation will be limited to allow adequate training, with newer staff given priority. The first event will be for southcentral Districts on March 25th, and invitations were sent out in January. Stay tuned for more information on future regional training events.
- **Webinars** – BCW will continue to hold topic-based webinars throughout 2025. Meeting invitations will be emailed out as early as possible to allow staff to schedule around them. Most webinars will either be recorded or converted into a Clean Water Academy lesson, but District staff are *strongly encouraged* to attend live. Doing so allows staff to actively ask questions that may help not just them but others on the call, and also ensures everyone is up to date with the 102 Program.

Chapter 105 Program

SPEED – DEP has received 7 bids for QPs under the Chapter 105 SPEED Program. The evaluation of those bids is in progress, including feedback from regional offices. It should be noted that not every bid includes engineering professionals *and* environmental professionals. DEP has presented the SPEED Program at a handful of stakeholder and partner meetings, conferences, and trainings. DEP has also included bullet points for various routine updates given to partners and stakeholders. The draft SOP for Chapter 105 SPEED is currently under development. The training plan for Chapter 105 SPEED QPs is nearly completed and will be hosted on the Clean Water Academy.

105 Pilot Program – Despite outreach efforts from the Chapter 105 program, the Chapter 105 Pilot received very limited initial interest. The Program continued outreach effort, but also made some adjustments were made to the pilot. Additional outreach was also done by the regional offices. The first Chapter 105 Pilot project was received by the Southcentral Regional Office (SCRO) in December 2024. This interest in the Chapter 105 Pilot is was made possible due to additional outreach conducted by SCRO during their normal preapplication meetings.

Second Annual Clean Water Gathering of State Program and Local County Action Leaders

The second annual Clean Water Gathering was held on January 23, 2025. This year’s theme is “Moving from problem solving and strategizing to action” and facilitated connection and action among multiple state program and local county action leaders, policymakers, and other key stakeholders in moving the Success Strategies forward.

Since January 2024, over 60 participants have contributed nearly 1,000 hours across three Clean Water Progress Teams to address the priority action area challenges generated at the inaugural October 2023 Clean Water Gathering. These efforts have culminated in 25 actionable Success Strategies aimed at accelerating Pennsylvania’s clean water progress as we work collectively to reach Pennsylvania’s Phase 3 Watershed Implementation Plan (WIP) and Countywide Action Plan (CAP) nutrient pollution reduction goals benefitting local water quality throughout Pennsylvania’s Chesapeake Bay watershed. This ongoing, collaborative effort has been the ultimate “win-win” for all partners, as this type of multi-level, collaborative approach is needed to sustain the momentum driving our clean water progress, while also supporting the work of our many local partners.

The Progress Teams’ 25 unique recommended “Strategies for Success” are categorized into six key themes aimed at overcoming challenges identified during the first Clean Water Gathering that hinder or prevent partners from being more successful, and slow down progress toward cleaner waters in the following priority action areas:

- Technical and Administrative Assistance
- Staff Building/Staff Retention
- Funding and Multi-Grant Coordination

Thematic Groupings of Recommendations:

1. **Digital Tools:** Enhance funding processes and administration through centralized tools and simplified and streamlined grant applications.
2. **Streamline Best Management Practices:** Standardize practices for clean water management verification by entities outside of PA DEP.
3. **Research & Improvement:** Conduct studies and research to identify improvements to programs, partnerships, hiring, project support and hiring practices.
4. **Advocacy for Funding:** Ensure adequate and stable long-term funding for clean water projects to enhance planning and execution.
5. **Networking & Collaboration:** Form workgroups and coordinated networks to address challenges and enhance knowledge sharing.
6. **Leadership Development:** Focus on leadership development, training and capacity-building for conservation staff.

Chesapeake Bay Program

DEP 2025 Countywide Action Plan Implementation Block Grant Awards In early December, DEP’s Chesapeake Bay Watershed Restoration Division awarded \$24 million in 2025 Countywide Action Plan Implementation Block Grant (CAP Grant) funding to 34 CAP county partners, as part of its annual block grant award process. In total for 2025, \$22,241,587 was awarded for CAP Implementation projects and \$1,827,824 was awarded to fund CAP Clean Water Coordinators.

Since 2021, DEP’s Chesapeake Bay Watershed Restoration Division has provided annual coordinated funding for two integral parts of the CAP program: funding for a coordinator and funding for project implementation in a 12-18- month timeframe. The grant initiative supports local Clean Water Coordinators and targets projects that benefit local partners and those living downstream by supporting local partners’ effort in reducing nutrient and sediment pollution to restore the health of local streams, rivers, and lakes.

The 2025 CAP grant will fund 18 CAP coordinators and 205 projects that will be completed in the next 12 to 18 months, resulting in an estimated reduction of nearly 110,000 pounds/year of nitrogen, 42,150 pounds/year of phosphorus, and 11.8 million pounds/year of sediment. Half of these projects are agricultural projects; just over 40% are natural projects, primarily stream restorations or stabilizations; almost 10% are stormwater projects; and 143 projects are located in a Most Effective Basin Disadvantaged Community (MEB DC) area

Dates to Remember

SCC Meetings – 10:00 AM

Hybrid Meeting.....Mar 18
Hybrid Meeting May 20

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

Conference CallFeb 18
Conference Call Apr 15

Leadership Development Employment Law Seminars

North Cranberry Twp. Feb 18
State College Feb 19
Allentown Feb 20

Leadership Development Admin Roundtable 12:00- 1:00

Virtual Feb 26

Also, check the Conservation District Training/Special Events Calendar at, www.PACD.org. Select the "Events" tab and then the "Training Calendar" tab.

March 2025 DEP Conservation District Field Rep Talking Points

Statement of Financial Interests

All Conservation District Directors are considered Public Officials, and most District Employees are considered Public Employees. Any Conservation district employee that meets one or more of the criteria in the definition below **MUST** fill out a Statement of Financial Interest. Completing a statement is not optional. It is required by law. Statements are to be completed and filed with the Conservation District no later than May 1st. The general rule with this form is “when in doubt, fill it out”.

"Public Official" includes any person (*such as a conservation district director*) appointed by a governmental body (such as the board of county commissioners or the county council).

"Public Employee" includes any individual employed by the Commonwealth or a political subdivision (*like a conservation district*) who is responsible for taking or recommending official action of a non-ministerial nature with regard to: contracting or procurement; administering or monitoring grants or subsidies; planning or zoning; inspecting, licensing, regulating, or auditing any person; or any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person.

Please refer to the Director Handbook (pp. 4-6) or the Red Ethics Pamphlet (p. 12-15 & 31-36) for additional information. If you require additional forms go to www.ethics.state.pa.us and click on "forms" on the left side of the page.

Pennsylvania Envirothon Seeking Volunteers

The Pennsylvania Envirothon is seeking individuals to volunteer at this year's PA Envirothon events. The Envirothon is a Conservation District Program, and your support is crucial for the success of Pennsylvania Envirothon Oral Component and Station Testing Day. All District Managers, Staff and Directors are encouraged to volunteer. If each district sends one-two volunteers this would go a long way to meeting our volunteer needs.

Event Details:

- **Oral Component:** May 14-16
May 14th- Indiana County, May 15th- Snyder County May 16th- Monroe County
- **State Envirothon Station Testing Day:** May 21 at Windber Park
- **Deadline for Volunteers Register: March 21**

*Please note that all volunteers for the Station Testing Day must submit clearances.

Ready to Sign up? [Click Here to Register!](#)

For any questions or additional information, please feel free to contact Courtney Raker at (570) 837-3000 or via email at execdirector@envirothonpa.org.

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Please feel free to contact Trish Attardo (pattardo@pa.gov) with any questions. We look forward to seeing you there!

Chapter 102 Program

SPEED – DEP will continue to hold regular meetings with Districts to provide Chapter 102 SPEED updates as appropriate, so be on the lookout for these invitations. Bids for QPs continue to be accepted through the end of March, though that date may be further extended. Once individuals are accepted as Chapter 102 SPEED QPs, training and resources will be provided in Clean Water Academy using a unique access level that ensures they only see items pertinent to SPEED. The Bureau of Clean Water is anticipating that Chapter 102 will be the first program to start accepting SPEED applications.

Chapter 102 Documents - Many Chapter 102 documents were revised or created last year, and a [summary](#) of these documents is available publicly on DEP's [E&S Resources](#) page. Some of these went into effect in 2024, while the rest become effective March 8, 2025. After March 8, failure to submit the latest versions of these documents should be considered a completeness deficiency.

PA Bulletin – DEP recently announced changes to the process for sending Ch 102 general permit issuances (PAG-01/PAG-02) for PA Bulletin posting. This process will help alleviate extensive time spent by DEP regional administrative staff to manually enter these issuances into the Bulletin. Districts should download the latest version of the [Chapter 102 GP Actions PA Bulletin Tool](#) from Clean Water Academy, which includes instructions for how to fill it out. **Please read and follow the instructions explicitly.** Failure to do so may result in the region sending it back to the District for corrections. Districts should send one Excel file to their regional contact each Friday that contains all PAG-01/PAG-02 issuances for that week.

Chapter 102 Training

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- **Webinars** – BCW will continue to hold topic-based webinars throughout 2025. Meeting invitations will be emailed out as early as possible to allow staff to schedule around them. Most webinars will either be recorded or converted into a Clean Water Academy lesson, but District staff are *strongly encouraged* to attend live. Doing so allows staff to actively ask questions that may clarify details for themselves and others on the call, and also ensures everyone is up to date with 102 Program elements.
 - March 11: Discharge Points (DP) vs Points of Analysis (POA)
 - March 17: Notice of Termination SOP

Chapter 105 Program

New ePermitting Bug Reporting Procedures - Previously, all bugs and problems were handled through e-mail and the central office resource account. However, the ePermitting team has now moved to mirror other DEP systems with Service Now Tickets. The new procedure is listed below:

1. If you are encountering something which you know is a bug, such as a failure to load a permit, failure to generate documents, etc.; please submit a ticket by calling the DEP IT help desk at **717.787.HELP (717.787.4357)** between the hours of 7:30 am – 5:00 pm Monday-Friday. Make sure you inform them of the following:
 - a. This is for DEP Chapter 105 e-permitting,
 - b. Your Name and county conservation district,
 - c. Your phone number and e-mail,
 - d. Provide the APS #,
 - e. Provide the URL and the number in it from the overview screen of the permit,
 - f. A clear description of the problem and what you have done to try and resolve it.
2. If you are encountering an issue, and you are not certain it is a bug, are not sure how the system is supposed to work, etc.; please contact us here at Central Office using our resource account: RA-EPBWEWEPERDWET105@pa.gov

Quarterly 105 Permit Data Entry Reminder - All 105 Delegated CCDs must enter quarterly permit data into the new online forms. **This effort is focused on the permitting data and is separate from GreenPort entry.** Instructions are on the Clean Water Academy under the [Chapter 105 Resource Center](#). This entry method tracks who is and is not entering the data. We will be reviewing reports and reaching out to districts who are not entering the data later this year, so now is the time to get ahead of it. Specific questions on the quarterly data entry should use [the Question, Feedback and Issues form](#) (available on the Clean Water Academy 105 Resource Page for Quarterly Permit Data Entry).

Clean Water Academy

As we kick off the new year, we're looking back at 2024 to celebrate Clean Water Academy's **Top 10 Course Completion Champions** across all Conservation Districts. These individuals completed the most courses throughout the year, demonstrating an incredible dedication to expanding their knowledge and expertise. Congratulations to our Top 10 learners!

1. **Rebecca Smith**, Mercer CD – 145 course completions
2. **Morgan Lee**, Beaver CD – 87 course completions
3. **Maria Rickenbaugh**, Juniata CD – 75 course completions
4. **Jonathan Wall**, Huntingdon CD – 67 course completions
5. **Christian DeSimone**, Bucks CD – 65 course completions
6. **Jason Branning**, Susquehanna CD – 64 course completions
7. **Katelynn Decker**, McKean CD – 64 course completions
8. **Charles Kelshaw**, Monroe CD – 61 course completions
9. **Robert McDonald**, Mercer CD – 61 course completions
10. **Carli McConnell**, Clinton CD – 57 course completions

With new courses and training opportunities ahead in 2025, now is the perfect time to dive in. Click [here](#) to visit Clean Water Academy.

Please contact PACD Water Resource Trainer Kelly Davidson at kdavidson@pacd.org with any questions or to create an account.

Course: DEP and Conservation District Legal Source of Authority

This course covers the legal authority of conservation districts and the DEP in carrying out their responsibilities, including the laws and regulations that empower and limit their authority. It addresses regulatory inspections, access, and entry compliance with the Fourth Amendment and Pennsylvania Constitution. The course explains search definitions, authority under the Clean Streams Law and Dam Safety and Encroachments Act, and exceptions to warrant requirements. It also explores the State Conservation Commission's role, the Act 38 Nutrient Management program, and manure management & CAFO regulations, emphasizing collaboration among conservation partners.

Course: Pre-Development Site Characterization Spreadsheet

This course provides guidance on completing DEP's Pre-Development Site Characterization, or PDSC, Spreadsheet to assess site conditions for infiltration. You will learn how to use the PDSC spreadsheet to demonstrate the adequacy of site infiltration capabilities and gain insight on interpreting the tool's recommendations.

Chesapeake Bay Program

Second Clean Water Gathering - The Clean Water Gathering was held on January 23rd. At that event, 25 Strategies for Success by three Clean Water Progress Teams various action leaders and policymakers from local, state, federal, nonprofit, and private sectors. Staff from DEP’s Bureau of Watershed Restoration and Nonpoint Source Management (BWRNSM) will facilitate action teams around each recommendation. They will also generate quarterly status updates describing action taken to advance the recommendations.

CAP 6-month QA/QC check - The 6-month QA/QC check has wrapped up. Counties should have received emails letting them know the results. All CAP-funded practices must be entered into PracticeKeeper with a Project Name and a date-stamped photo upon completion. If any entries were missing a photo or missing a date-stamp, those will be included in the next 6-month check.

Upcoming Webinar Wednesdays - Three Webinar Wednesdays are scheduled for the following dates: 3/26, 5/7, and 6/4. The March 26th date is due to a conflict with the original 4/2 date (ACAP Conference). Mark Sausser of the Pennsylvania Fish & Boat Commission (PFBC) will be presenting on 3/26: *Introduction to PFBC stream habitat improvement techniques and structure designs to improve water quality, and the importance of building partnerships to implement CAP-funded projects.*

New Reimbursement Request Training - The Watershed Administration and Accountability Section (WAAS) is working on a CAP reimbursement request training that should be released soon. This training is meant to walk partners through every step of how to prepare a reimbursement request for the CAP Program. The training is being developed through the Articulate platform and available on the Clean Water Academy.

Dates to Remember

SCC Meetings – 10:00 AM

- Hybrid Meeting.....Mar 18
- Hybrid Meeting May 20

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

- Conference Call Apr 15
- Conference Call June 17

Pennsylvania Envirothon Volunteer Registration Due March 21

Pennsylvania Envirothon Oral Component

- Indiana CD May 14
- Snyder CD May 15
- Monroe CD May 16

Pennsylvania Envirothon State Testing

- Windber Recreational Park May 21

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 January 22, 2025

The 872nd 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 January 22, 2025 at 1:30 p.m.

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

The following Associate Directors were present: Dan Heller, Jennifer Engle, Greg Strausser, Jay Snyder, and Dan Zimmerman, .

The following District Staff were present: Chris Thompson, Adam Stern, Matt Kofroth, Sallie Gregory, Shelly Dehoff, Pam Wise, Kent Bitting, Kevin Lutz, Shannon Erdman, Caitlyn Tynes, Lauren Brodbar, Sam Adams, Chelsea McKenzie, Emma Riebling, Ryan Riebling, Adam Hartz, Noelle Cudney, Matt Schavnis, Steve Wyld, Jim Saltsman, Alex Flurry, Kaylyn Gordon, Jason Reuter, and Brady Bosworth.

The following Cooperating Agency representatives were present: Heather Grove, USDA-NRCS; Chas Heberlig, DEP Field Representative; and Officer Jeffrey Schmidt, PA Fish and Boat Commission.

The following visitors were present: None present.

Chairwoman Sonia Wasco called the meeting to order at 1:35 PM. Sonia welcomed everyone both in person and on Zoom.

Kent Weaver provided the invocation for the meeting.

Introductions: Board members went around introducing themselves, also Pam Wise and Chelsea McKenzie were introduced as newer employees.

Sonia Wasco shared an influential statement from the late Rebecca Simms of California.

Additions to the Agenda: No Additions.

Adam Stern reminded everyone that the meeting was being recorded.

An opportunity was given for public comment: None.

I. Reorganization of the Board

1. 2025 Appointments to the Board of Directors

Herb Kreider and Geoff Rohrer were reappointed to 4 year terms as Directors and Commissioner Ray D'Agostino conducted the swearing in ceremony.

2. Election of Officers

Gordon Hoover acted as Nominating Chair and presented the slate of 2025 officers Sonia Wasco as Chairwoman, Roger Rohrer as Vice Chair, and Kent Weaver as Secretary/Treasurer. Herb Kreider moved to accept the officer candidates as presented, and was seconded by Kent Weaver. The motion passed unanimously.

3. Associate Director Appointments

Greg Strausser and Jennifer Engle were reappointed to 2 year terms as Associate Directors and Commissioner Ray D'Agostino conducted the swearing in ceremony.

4. Election of PACD Voting Delegates

Chris Thompson reviewed the slate of PACD voting delegates; Sonia Wasco, Voting Delegate, Jenny Engle, Voting Alternate #1, Chris Thompson Voting Alternate #2, and Pam Wise, Voting Alternate #3. Roger Rohrer moved to accept the Voting Delegates, and was seconded by Gordon Hoover. The motion passed unanimously.

II. Agency Reports

1. USDA, NRCS

Heather Grove offered her printed report and reported about the new Soil Conservationist, Gabriel Luciano Rodriguez.

2. PA DEP Field Rep Report

Chaz Heberlig reviewed the DEP Field Notes and highlighted the Leadership Development Employment Law Seminars, Chapter 102 Document Summary, Keystone Environmental ePermitting System (KEES), and Chapter 102 Training.

III. Consent Agenda

Sonia Wasco gave the opportunity for Directors to Withdraw any of the items from the Consent Agenda for additional discussion. Roger Rohrer moved to approve the agenda as presented, and was seconded by Gordon Hoover. The motion passed unanimously.

#1 – Minutes of December 4, 2024 Board meeting.

#2 – Technical Assistance Requests/Cancellations

#3 – Nutrient Management Plan Approvals

#4 – Conservation Plan Acknowledgement

#5 – List of LCCD Memberships

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

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item III.3
Requests for Nutrient Management Plan Approval (Lutz)
December 2024 Activity
January 22, 2025 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 #
Emanuel Miller	Upper Leacock	Dairy	CAO	2.16	Heigel	3036
Randall Oberholtzer	Earl	Dairy	CAO	2.87	Hartz	2695
Brent Hershey	Strasburg	Swine	CAFO/CAO	413.72	Brodbar	3043
Fred & Donna Wadel	Manor	Layer	CAO	48.13	Reuter	3057
Robert Brubaker Jr.	Mount Joy	Broiler	CAFO/CAO	345.36	Schavnis	367
Derek Spayd	East Donegal	Pullet	CAO	102.84	Schavnis	323

Keystone Dairy Ventures/ Andy Young	Little Britain/ Fulton	Dairy	CAFO/CAO	2.44	Adams	193
Edwin Hoover	Clay	Broiler/Steer	CAO	2.99	Bosworth	55

NMP Update Report to Lancaster County CD Board of Directors									
Technician:									
Date Range:	Nov-24	Jan-2025							
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
Philip Hoover	Mount Joy	12/13/2024	12/7/2022	Bill Rogers	Broilers	435.73	CAO CAFO	12/13/2024	Simple Update
Kevyn Musser	Rapho	12/17/2024	5/3/2023	Corey Grove	Swine	810.99	CAO CAFO	1/9/2025	Simple Update
Darvin Burkholder	West Earl	12/19/2024	5/3/2023	Lewis Frame	Broilers	146.37	CAO	12/23/2024	Simple Update
Meadow Vista Dairy	Conoy	1/2/2025	9/6/2023	Eric Risser	Dairy	1409.3	CAO CAFO	1/8/2025	Simple Update
Hershey Farms	Mount Joy	1/3/2025	9/7/2022	Devin Gerlach	Broilers/ Swine	837.69	VAO CAFO	1/8/2025	Simple Update

Item III.4

Acknowledgment of Conservation Plans (Lutz)

The Lancaster NRCS Field Office recommends the following plans for the December 4, 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
None			

Item III.5

LCCD 2025 Membership Renewals

Below is a list of organizations proposed for membership for this year with their corresponding dues. An affirmative vote approves LCCD participation and payment of the fees when they become due.

Name	2024 Fees	2025 Fees
National Association of Conservation Districts (NACD)	\$1,776 (Diamond)	\$1,776 \$775 (Gold)
Pennsylvania Association of Conservation Districts (PACD)	\$2,840	\$ 2,925
Lancaster Chamber of Commerce	\$550	\$550
PennAg Industries	\$165	\$250
Capital RC&D Area Council (RC&D)	\$350	\$350
Building Industry Association (BIA)	\$875	\$875

IV. Additional Business

1. Items removed from Consent Agenda

No items were removed from the Agenda.

2. Budget & Finance Committee Update

Matt Kofroth reviewed the draft 2025 budget and shared that changes would need to be made after the Budget and Finance Committee meets later this month.

Matt asked for action to reauthorize the check signers for LCCD accounts. The check signers are Kent Weaver, Roger Rohrer, Christopher Thompson, and Matthew Kofroth. Gordon Hoover moved to accept the four signers, seconded by Herb Kreider. The motion passed unanimously.

3. Personnel Committee Report/Request to Hire

Dan Zimmerman recommended Grace Wisely to fill the Ag Engineering Technician position. Deryk Shaw moved to accept, seconded by Gordon Hoover. The motion passed unanimously.

4. E&S Committee Report

Adam Stern reported on the committee's decision to recommend Mount Joy Township for the 2025 Building Industry Resource Conservation Award. Roger Rohrer moved to accept, seconded by Deryk Shaw. The motion passed unanimously.

5. Banquet Committee Report

Adam Hartz reported on the recommendations of the committee regarding ticket price of \$35 and awards. Kevin Lutz reported a correction that Lauren Brodbar would be the Narrator of the Outstanding Cooperator Award instead of Sam Adams. Gordon Hoover moved to accept the amended report, seconded by Herb Kreider. The motion passed unanimously.

Conservation Awards	Recipient	Narrator	Director Presenter
Conservation School Service	James Zimmerman – President of Northern Lancaster County Game & Fish Protective Assoc.	Sallie Gregory	TBD
Conservation Partner	Keith Campbell Foundation	Chris Thompson	TBD
Conservation Educator	James Hovan – Conestoga Valley High School	Sallie Gregory	TBD
Watershed Project Award	Allison & John Zechman Mike King	Amanda Goldsmith	TBD
Outstanding Dirt & Gravel Rd/Low Volume Rd	None	Tyler Keefer	TBD
Building Industry Resource Conservation	Mount Joy Township	TBD	TBD
Outstanding Cooperator	John Wanner – Wanner’s Pride-N-Joy Farm	Lauren Brodbar	TBD

6. CAP Funding – 2025 Award and Project List

Pam Wise reported on the CAP Grant Funding. Roger Rohrer questioned if this would be a blanket approval, or if they were looking for individual approvals, it was confirmed to be a blanket approval. Matt Kofroth added that staff had reviewed these projects to make sure they met all the requirements. Gordon Hoover abstained from the vote due to the potential of a conflict of interest. Chris Thompson gave some history on the CAP funding. Matt Kofroth also added that DEP does give guidelines on where they want to see the money used each year. Roger Rohrer moved to accept the project list as presented, seconded by Kent Weaver. The motion passed unanimously.

7. District Manager Authorization

Chris Thompson requested approval on the Authorities of the District Manager, the only change this year being the authorized spending amount increased from \$5,000 to \$15,000. The authorities are to allow the District Manager to act on behalf of the board; to spend \$15,000 prior to BOD approval; and to drive and use a fleet vehicle for personal use. Herb Kreider motioned to approve as presented, seconded by Gordon Hoover. The motion passed unanimously.

V. Reports/Information

1. Correspondence, News, and Updates

- Jenny Engle’s Commision from Governer Sharpiro to participate in the Lower Susquehanna River Basin Water Committee.
- Thank You Card to Directors for Staff Christmas Gift.
- Breakfast for Farmers Invitation from CBF
- LNP Articles - Waterway Aid Coming.
- Ann B. Sweigart Trust Announcement.

2. E&S/NPDES Monthly Projects Report

Adam Stern reviewed the report and commented that the numbers they seeing in the report regarding plan submissions and fee's are the year end fees. He also shared the current numbers of where the department is with regards to the 102/NPDES renewal process.

3. Conservation Foundation Report

Matt Kofroth reported that the Foundation reorginzed their board. According to Foundation By-Laws they need LCCD approval to accept Mark Metzler as a new board member. Jay Snyder gave a background on the creation of the Foundation. He is looking for additional LCCD board members to also sit on the Foundation board to increase the communication between the organizations. Jenny Engle offered to take one of the open seats. Roger Rohrer moved to approve Mark Metzler, seconded by Gordon Hoover. The motion passed unanimously.

4. Ethics Froms

Chris Thompson reminded Directors to complete and return the PA Ethics Forms.

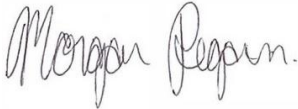
VI. Additional Public Comment:

No additional comments.

VII. Meeting Adjourned

Sonia Wasco adjourned the meeting at 2:53 pm.

Respectfully,



Morgan Regan
E&S Administrative Support Specialist

MEMORANDUM

TO: Christopher Thompson, Lancaster County Conservation District

FROM: Gordon Hoover

SUBJECT: Abstention from Voting and Deliberations

In order to comply with Section 1103(j) of the Public Official and Employee Ethics Act, I wish to publicly announce at today's meeting my abstention from voting or deliberating on Agenda Item # 116 - 2025 County-Wide Action Plan (CAP) Grant Funding. Please also have this memorandum filed with the person responsible for recording the minutes of the meeting.

Reasons for Abstention: Association of Lancaster Farmland Trust

Gordon Hoover
Signature

1/22/2025
Date

Commonwealth of Pennsylvania



Governor's Office

Jennifer Engle

of the County of

Lancaster

in the Commonwealth of Pennsylvania

Greetings:

Reposing especial trust and confidence in your prudence, integrity and ability, and under authority of the Constitution and Laws of the said Commonwealth, in such case made and provided, I have appointed and do by these presents commission you to be a

Member of the Lower Susquehanna Basin Regional Water Resources Committee

To Have and To Hold the said office, together with all the rights, powers and privileges thereunto belonging, or by law in anywise appertaining, to serve at the pleasure of the power by which you have been appointed until September 16, 2025, and until your successor is appointed and qualified.

This appointment to compute from October 9, 2024.

Given under my hand and the Great Seal of the State, at the City of Harrisburg, this tenth day of October, two thousand and twenty-four and in the year of our Commonwealth the two hundred and forty-ninth.

[Handwritten signature of Governor]

Governor

[Handwritten signature of Secretary]

Secretary of the Commonwealth



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

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item II.3
Requests for Nutrient Management Plan Approval (Lutz)
January and February 2025 Activity
March 5, 2025 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 #
Dwight Martin	East Donegal	Pullet	CAO	60.11	Schavnis	243
Leslie Martin	West Donegal	Pullet	CAO	60.11	Schavnis	2396
Chris Powl	East Drumore	Layer	CAFO/CAO	510.00	Adams	3067
Miriam Dohner	East Donegal	Broiler	CAO	91.23	Schavnis	330
Kevin & Duane Nolt	Rapho	Swine, Sheep	CAFO/CAO	47.64	Riebling	297
Todd M. Rohrer	Strasburg	Broiler	CAO	3.71	Brodbar	317
Carl Musser	Clay	Broiler	CAO	33.88	Bosworth	261
Edwin Hoover	Clay	Broiler/Steer	CAO	2.99	Bosworth	55
Cody Martin	Manor	Layer	CAFO/CAO	408.1	Reuter	3040
Bellaire Farms, LLC	Mount Joy	Broiler	CAFO/CAO	228.91	Lutz	523
Omar F. Glick	Upper Leacock	Broiler/Layer/Goat	CAO	2.45	Heigel	3095
Noah W. Kreider & Sons	Penn	Dairy	CAFO/CAO	7.98	Riebling	7
Levi K. Stoltzfoos	Upper Leacock	Dairy	CAO	2.02	Heigel	2289
Arlin Benner	Rapho	Dairy	CAFO/CAO	2.32	Riebling	48

NMP Update Report to Lancaster County CD Board of Directors

Technician:

Date Range:

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
Brubaker Farms	East Donegal	12/30/2024	11/3/2022	Jedd Moncavage	Dairy	3370.31	VAO CAFO	2/12/2025	Simple Update
Garrett Weaver	West Lampeter	1/14/2025	11/6/2024	Darren Shenk	Ducks/ Beef	132.97	VAO CAFO	1/16/2025	Simple Update
Leroy & Timothy Zimmerman	East Donegal	1/28/2025	10/4/2023	William Rogers	Swine/ Beef/ Geese	493.69	CAO CAFO	2/12/2025	Simple Update
Ben Martin	West Cocalico	1/29/2025	8/2/2023	Darren Shenk	Broilers	198.41	CAO CAFO	1/30/2025	Simple Update
Wayne Powell	Rapho	2/4/2025	10/2/2024	Dean Patches	Swine	162.48	CAO	2/6/2025	Simple Update

**Nutrient Management Plan Transfer for Board Acknowledgment:
February 2025 Activity
March 5, 2025 Board Meeting**

Owner	Proposed Transfer Date	Township	Operation	Designation	AEU's/Acre	Reviewer	Plan #
Thomas Zartman to Thomas Zartman Jr.	12/20/2024	Clay	Swine	VAO CAFO	1.68	Lutz	18

Item II.4

Acknowledgment of Conservation Plans (Lutz)

The Lancaster NRCS Field Office recommends the following plans for the
March 5, 2025 Board Meeting:

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
Sweigart Farms LLC	2	McKinley Morris	West Hempfield
Sweigart Farms LLC	12	McKinley Morris	East Donegal
Sweigart Farms LLC	1	McKinley Morris	Conoy
Sweigart Farms LLC	1	McKinley Morris	Mount Joy
Conewago Rod & Gun Club	1	Heather Grove	West Donegal
Ervin J. Barkman	1	Brett Ramer	Martic
Brubaker Farms LLC	2	Camila Martinez Sanchez	East Donegal

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Elam Beiler	1	Lauren Brodbar	East Lampeter
Elam King	1	Matt Schavnis	Upper Leacock
James Vasco	1	Jason Reuter	Colerain
Jonathan Smucker	1	Josh Pullen	Upper Leacock
Christ Stoltzfoos	1	Emma Riebling	West Hempfield

Item III.3 Personnel Committee Report

LCCD staff were pretty insulated from the direct impact of the January memo that declared a freeze on Federal Funding. Nevertheless, there was great uncertainty and anxiety about any trickle-down effect the freeze might have on programs and positions. Despite all of the troubleshooting and running around, the Committee did have some good news to share regarding our remaining open positions. Our HR Consultant received more than 40 applications for our open positions. Almost 3 times more than what we have received for recent job postings. The interview team, Matt Kofroth, Kevin Lutz, and Kent Bitting, narrowed that pool down to 7 applicants to interview. The team identified 3 top candidates for our BMP Verification Coordinator position and two remaining Ag Engineering Tech positions:

- Colin Weist - Colin is a 2023 Penn State graduate with a degree in Plant Sciences. Colin recently worked as a Lead Landscaper for Willow Valley Communities but has also worked for the Penn State Research farm in Landisville and Minders Nursery in Manheim. Colin was selected for the open BMP Verification Position. Funding for this position will come from the DEP/CAP Program.
- Madison Rettenmaier- After completing two interviews with Madison, the interview team selected Madison to fill the Ag Engineering Technician position. Madison obtained a BS in Science with West Chester and has been working with Davey Resources Group. She grew up on a horse farm and has some ag experience. Funding for this position will come from the SCC/ACAP Program.
- Morgan Brough – Morgan’s name might sound familiar to you because he was most recently employed as a Soil Conservationist by our NRCS partners. Morgan had been with NRCS for 6 months but was still classified as being under probation and furloughed as a result of the federal staff reduction initiatives. The interview team scheduled an interview and selected Morgan for our last open Ag Engineering Tech position. In addition to already knowing our office and the work that we do. Morgan comes with a BS in Plant Science from the University of Kentucky. Funding for this position will also come from the SCC/ACAP Program.

Resumes for each new staff will be circulated at the BOD meeting. All three employees started employment last Monday (2/24/25), but action is requested to formalize their hiring as filling respective positions.

***Action Required**

Item III.4

Budget & Finance Committee Meeting Minutes Highlights

February 4, 2025, 10:00 AM to 11:30 AM

Farm & Home Center 1st Floor Conference Room, 1383 Arcadia Road, Lancaster, PA

LCCD Board Attendees: Sonia Wasco, Dan Heller, Roger Rohrer, Geoffrey Rohrer, & Kent Weaver

LCCD Staff Attendees: Chris Thompson, Stacey Hertz, Matt Kofroth

Guests: Robert Hoffman (Fulton Financial Advisors)

- I. Discussion/Update on Raymond James Investments – *Bob Hoffman, from Fulton Financial, provided an update on the District's Raymond James Investment Account and its performance since the Committee's last mtg over the summer. Overall, the investment is up around 6% to-date and Bob anticipates this to continue in the future. He anticipates bonds improving as the Federal government continues to drop the interest rate in 2025 so he feels the investments the District are in are spot on for now. We are still seeing a return above a standard bank interest rate which is what we would strive for.*

Bob had one recommendation for the committee. That was to move all funds out of the Invesco Limited Term Muni Income Fund (ATFYX) and split those funds equally to the Carillion Reams Unconstrained Bond Fund (SUBFX) and the Lord Abbett Bond Debenture Fund (LBNYX). The Invesco fund is not seeing the return we anticipated and he felt splitting these funds into the other two funds made more sense. The Committee also recommended this action and an email was sent to Bob to make this move happen after the mtg.

- II. Reopening and Amending the 2025 Budget – *Matt then discussed the need to reopen the 2025 budget due to some changes in County funding and County-Wide Action Plan funding. These changes are not significant and will result in a net wash with the same amount of funding leaving the District as what is coming in but still wanted to point out this change and potential changes that could be coming down the road. Such as a reduction in county funding, federal dollars potentially going away, etc. All of this will be shared with the full Board at the March board mtg.*

- III. Federal Funding Uncertainty & Freezes – *Chris shared with the Committee the current Federal funding freeze we are under after last week's Executive Order came out. We have received little to no correspondence from our funding partners on this Order and how to handle items like new contracts, reimbursement requests, or even payment vouchers. For this reason, the District will be accepting invoices from projects that have federal dollars tied to them but will not be cutting checks until further guidance is provided. This is the same for any new contracts. We will create the contracts but nothing new will be signed until further direction is granted. We are cautiously optimistic this delay will not be long but we will have to wait and see.*

- IV. Review 2023 Audit – *Stacey briefly reviewed the Draft audit provided to the District by our auditor SEK. The Audit is still Draft as the auditors are still finalizing some of the finer details. SEK has been able to inform us that there are no significant findings in either the regular audit or the single audit for the District which is one thing the staff look for during this process. We hope to have the final audit for the March Board mtg so this can be approved and voted on. Once a final copy is*

provided to the District members of the Budget and Finance Committee will be provided a copy to review further.

- V. 2024 Auditor, Keep the same or Solicit New Company – *The discussion of the 2023 audit then dovetailed into the ongoing delays we are experiencing with this year’s audit and last year’s as well, and how to resolve this challenge. One suggestion made was potentially soliciting a new auditor. This is something the Committee and Board have done several times, and we are probably due to carry out this task again in 2025/2026. Chris has some other auditors who do similar work, so we will start that process this year. The committee was asked if they have any CPA firms to relay that to staff so they could be reached out to during this RFP process.*

***Action Required**

**Item III.5
Manure Storage Setback Waiver Request**

Benjamin Martin would like to construct a 32’ x 60’ roofed stacking shed for the storage of broiler manure within 100 feet of a private drinking well located on his Act 38 regulated operation in West Cocalico Township. The stacking shed is planned to provide on-site storage of poultry litter to avoid outside stacking prior to importers taking the manure. Mr. Martin 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 from both the houses and importer vehicles. Two property line waivers have already been obtained between Mr. Martin and the neighboring parcel owners. Being a solid type of manure, there is little threat of direct pollution to the well, and all area between the well and the proposed storage is compacted gravel driveway. Jim Saltsman, LCCD, is the engineer of record for this project. On February 7, 2025, a meeting was held on-site with Mr. Martin, District, and SCC 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**

**Item III.6
Agriculture Conservation Assistance Program Grant Approval**

The Agriculture Conservation Assistance Program (ACAP) began receiving applications on January 2, 2025. We received 19 applications submitted by District personnel that totaled \$1,489,348.27. We received 22 applications from consultants and non-profits that totaled \$6,076,077.77. The applications have been reviewed by district staff. The requests from the consultants and non-profits exceed our available balance to allocate in the ACAP program.

The Ag Committee will meet prior to the board meeting to discuss the projects and determine which projects will be funded. District staff will have scored all projects using the Board approved ranking sheet prior to the committee meeting and will briefly review the projects based on those scores.

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

***Action Required**

Item III.7
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 March 5th board meeting to review two Low Volume Road project applications. The DGLVR program currently has \$94,368 to commit to projects on dirt and gravel roads and \$203,518 to commit to projects on low volume roads. The district board will receive project recommendations from the QAB during the March 5th board meeting. Board action will be required to move these projects to the contracted phase of the DGLVR program.

***Action Required**

Item IV.3
Conservation Foundation Report

The Conservation Foundation of Lancaster County held a meeting on February 6. At this meeting, the Foundation Board voted to add Jenny Engle to their Board. As per the by-laws of the Foundation, any new Board member of the Foundation also needs to be approved by the Conservation District Board of Directors. The Foundation requests the District Board approve Jenny Engle as a new Foundation Board member for a 3-year term. The next Foundation meeting will be held on Thursday, April 3rd at 3:30 PM at the Farm & Home Center 1st Floor Board Room.

***Action Required**

Item IV.4
PA State Ethics Forms

As a reminder, all directors who served last year are required to complete the State Ethics Commission Statement of Financial Interest for the calendar year 2024 by May 1, 2025. Forms are available online at: https://www.ethics.pa.gov/Documents/Forms%20Library/Statements%20Of%20Financial%20Interest/SEC-1%20Statement%20Of%20Financial%20Interests%20Rev%2001_19.pdf. If you haven't done so already, please complete the form, print it, and return it to the district office prior to April 2, 2025, so the forms can be processed and filed by the May 1st due date.