



# LANCASTER COUNTY Conservation District

## MONTHLY BOARD MEETING AGENDA

Wednesday, July 2, 2025

Lancaster Farm & Home Center

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

Business Meeting 7:30 PM

### Timer

- 7:30 Invocation –
- Call to Order, Sonia Wasco, Chairperson
- 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>	
	2. PA DEP Field Rep Report (attachment) .....	1
7:50	III. <u>Additional Business</u>	
	2. Treasurer’s Report – Hertz (attachment) .....	7
	3. *Personnel Committee/Request to Hire – Zimmerman/Thompson (attachment) ...	10
	5. *PACD Report/Action Items – Wasco/Thompson (attachment) .....	11
8:30	IV. <u>Reports &amp; Information</u>	
	2. E&S/NPDES Monthly Projects Report – Stern (attachment).....	13
	5. Invocation Discussion – Tabled until August	

**\*Action Required**

Item I.2  
**July 2025 DEP Conservation District  
Field Rep Talking Points**

**Conservation District Program Renewals Due**

The following program renewal Applications are due to DEP and or the SCC no later than July 31

1. Nutrient Management/Manure Management – Submit to Brady Seeley [braseeley@pa.gov](mailto:braseeley@pa.gov)
2. Chesapeake Bay Technician and Engineer – Submit to [RA-EPCHESBAYPOSITION@pa.gov](mailto:RA-EPCHESBAYPOSITION@pa.gov)
3. CDFAP ACT Application – Submit to [amewing@pa.gov](mailto:amewing@pa.gov)

**PA Ag Conservation Stewardship Program**

The State Conservation Commission continues to work on the relaunch of the PA Ag Conservation Stewardship Program (PACS), with a tentative press event (Ag Progress Days, or later date) to be determined. The program will certify farms that are the gold standard for stewardship. In order to qualify, agricultural operations will need to be verified. DEP and SCC will jointly be offering the PACS Program Verifier Training on July 29, 2025. If you have additional questions or are interested in becoming a PACS verifier, don't hesitate to reach out to Sarah Xenophon at [sxenophon@pa.gov](mailto:sxenophon@pa.gov) Additional information can also be found at the SCC PACS webpage here: [PA Agriculture Conservation Stewardship \(PACS\) Farm Certification Program | Commonwealth of Pennsylvania](#)

**State Conservation Commission to Celebrate 80<sup>th</sup> Anniversary**

The Commission looks forward to celebrating its 80<sup>th</sup> anniversary at the Joint Annual Conference, the evening of July 16, during the PACD/SCC Joint Annual Conference at Seven Springs Resort in Somerset County. All are welcome to attend for cake and trivia.

**Resource Enhancement and Protection Program (REAP)**

The Commission will begin accepting applications for the 2025-26 REAP program on August 1. The program provides \$13 million in tax credits each year. As in past years, it is anticipated that applications will exceed available funding. The Updated REAP Application and Guidelines will be available on the website after July 1: [Apply for the Resource Enhancement & Protection \(REAP\) Program](#) . The SCC has created a YouTube video to explain the FY 25-26 guidelines. Interested parties may watch the video here: [2025 REAP Program Update - YouTube](#) . The SCC will also hold a live Q&A Webinar on July 9, 2025. If you have any questions, please reach out to the State Conservation Commission, [RA-AGSCC-REAP@pa.gov](mailto:RA-AGSCC-REAP@pa.gov) .

**Larson Design Group - Technical Assistance Program Round Opened June 30**

The next Technical Assistance Program (TAP) application round will be open from June 30 - August 15, 2025. All County Conservation Districts (CCDs) within the Chesapeake Bay Watershed will be eligible to apply. Projects must be located with the Chesapeake Bay Watershed and within a Most Effective Basin. Larson Design Group, Inc. (LDG) will continue to provide technical services for projects focusing on nutrient and sediment reduction. Examples of services that can be provided through the program include permitting, site survey, inventory and evaluation, project engineering and design, construction inspection, and project coordination. LDG will share additional TAP information with eligible CCDs via email as needed.

It is recommended that interested CCDs review all application instructions carefully prior to completing the application as several project eligibility parameters have changed. An Information Webinar was held on June 26 with more details regarding this TAP application round. Click here to view the webinar and for more information: [Course: Agriculture - Resource Center, Topic: Technical Assistance Program \(TAP\)](#) Questions may be directed to Tammy Piper at [tapiper@pa.gov](mailto:tapiper@pa.gov)

### **MMP Nutrient Balance Sheet Posted to PSU Nutrient Management Program Website**

DEP has collaborated with staff from PSU's Nutrient Management Program to develop a Nutrient Balance Sheet (NBS) spreadsheet and NBS Word document that is intended to be used in the development of Manure Management Plans. The 2024 revisions to *Land Application of Manure* were expected to result in an increased use of Nutrient Balance Sheets for Manure Management Plans. Last year we had received feedback from Conservation District staff at the Regional Roundtables that the Act 38 NBS spreadsheets were lacking information related to MMPs. The project originally started to add the MMP requirements to the spreadsheet, but we quickly determined that it would create too much clutter within the spreadsheet.

The new MMP NBS spreadsheet performs the same calculations as the Act 38 spreadsheet, but some changes have been made to the formats to reflect the requirements of the Manure Management Plan Workbook format. We wanted something that could be printed and directly inserted into the MMP Workbook after the plan developer was finished. With the changes, the NBS Summary and Winter Application printouts will contain all of the information that is required for those worksheets in the MMP workbook. The plan developer will not need to do extra work to copy the information into the workbooks because it will all be on the printouts. With this new spreadsheet, any MMP plan reviewer will have all of the required information in one place when they are going through the plan. This should help to reduce the time it takes to review MMP's that have Nutrient Balance Sheets.

We will be utilizing the Act 38 certification program lists to help get the information to plan writers. The documents will be located at the PSU Nutrient Management Program Website <https://extension.psu.edu/programs/nutrient-management/manure/mmp-excel-nutrient-balance-sheet-nbs-and-user-guide>. We also linked this website to our MMP Course on Clean Water Academy. The contact information tab was updated in the new spreadsheet, but if you have questions about the new MMP NBS documents, please contact Nathan Radabaugh at [Nradabaugh@pa.gov](mailto:Nradabaugh@pa.gov) or by phone at 717-772-5698.

### **DEP Creates Frequently Asked Question Document for Manure Management Plans**

After the revisions to *Land Application of Manure* in April of 2024, DEP began assembling frequently asked questions related to Manure Management Plans and the Manure Management Plan Short Form. We received questions from DEP Regional staff, County Conservation Districts, and from Technical Service Providers. The questions received have been compiled in a Manure Management Plan Frequently Asked Questions (FAQ) document. The questions in the document are related to both Manure Management Plans and the Manure Management Plan Short Form. This FAQ document will continue to be updated periodically with new questions.

The Manure Management Plan document can be found in the resource section of the Manure Management Plan Workbook and Short Form course on Clean Water Academy.

Manure Management Plan Workbook and Short Form Course

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

For any questions regarding the FAQ document, please contact Nathan Radabaugh at [Nradabaugh@pa.gov](mailto:Nradabaugh@pa.gov), or by phone at 717-772-5688

## **Update - SOP for Agriculture Routine Inspections, Complaint Investigation and Follow-up (BWRNSM-INSP-006) and Training**

The new Standard Operating Procedure (SOP) for Agriculture Routine Inspections, Complaint Investigation, and Follow-up (BWRNSM-INSP-006) has been finalized and is now released for use. The Clean Water Academy course supporting the SOP is now live. The SOP has been integrated into the Nutrient Management Manure Management (NMMM) Administrative Manual to standardize complaint response procedures across county conservation district delegations handling agricultural complaints under Chapter 102 and Nutrient and Manure Management regulations. The updated NMMM Administrative Manual was submitted to the State Conservation Commission (SCC) and formally approved during the SCC meeting on May 20, 2025. The record of change should be available on the Penn State Extension Act 38 Website in the coming weeks.

As of June 2, 2025, the SOP and training is available on the Clean Water Academy (CWA). Notification emails have been sent to all County Conservation District staff. The CWA training includes a feedback survey, which remain open through August 31, 2025. Feedback from this survey will be used to identify training gaps and guide the development of in-person training sessions planned for Fall 2025.

### **Chapter 105 Program**

**Chapter 105 Permitting Efficiency – General Permits** - DEP's Chapter 105 Water Obstruction and Encroachment Program is pleased to announce that it has recently published updated [sample drawings for its General Permit 6 - Agricultural Crossings and Ramps](https://greenport.pa.gov/elibrary/GetFolder?FolderID=4073) (<https://greenport.pa.gov/elibrary/GetFolder?FolderID=4073>). The drawings were updated to be cleaner and include form-fillable spaces for registrants to provide details. This update will enable registrants who are proposing crossings as designed and shown in the drawings to utilize these drawings, complete the information on the drawing, and submit it with the [GP-6 registration](#). We anticipate this update will provide an efficiency for registrants and reviewers alike. Updating these drawings was a recommendation of the Chapter 105 Ag Permitting Workgroup of the DEP/Ag Permitting Roundtable. DEP is actively working on updating the sample drawings for its other general permits as well and they will be posted to each [GP eLibrary folder](#) when completed.

### **Chapter 102 Program**

**SPEED** – DEP received bids from 41 firms resulting in the review of 138 individuals to be a possible Qualified Professional (QP) under the Chapter 102 SPEED Program. 107 individuals were deemed to be qualified, and DEP is currently executing contracts. DEP has established a QP training plan and SOP that is available in Clean Water Academy. All Chapter 102 staff should review that SOP in anticipation of a SPEED application being submitted in their county. DEP's SPEED office will handle the upfront/initial tasks related to SPEED submissions, including coordination with Districts. SPEED applications cannot be submitted directly to Conservation Districts. DEP will continue to make announcements as SPEED is launched to the regulated community, so please ensure you're paying attention to email notifications and agency announcements.

**KEES (Keystone Environmental ePermitting System)** – Chapter 102 Individual NPDES Permit review in PennDOT's KEES system was launched June 16, 2025. PAG-02 review is expected in August. District staff, including District Managers, should review the video training available in [Clean Water Academy](#) and ensure they are able to log into KEES. BCW is monitoring the first applications closely and will work with the PennDOT KEES development team to address any bugs found along the way. KEES will only be used for reviewing PennDOT applications/NOIs at this time. Any questions or concerns can be sent to [RA-EPCHAPTER102@pa.gov](mailto:RA-EPCHAPTER102@pa.gov).

**Chapter 102 Documents** – Use of version 1.1 of the MRC Spreadsheet went into effect on June 8, 2025. All new submissions requiring the use of this Spreadsheet (rather than the MRC Simplified Design Spreadsheet) should now include version 1.1.

The PCSM Module 2 was recently updated (revision date 4/2025). The PCSM SCM Inventory section was updated by including columns regarding infiltration-based SCMs, and a new table was added to collect SCM-specific infiltration testing information. The Other Information section was also updated to include more specifics regarding the need for a thermal impacts analysis. Applicants will be required to begin using this further-revised Module 2 by August 1, 2025. Applications/NOIs received before then may continue to use the old version.

Chapter 102 documents and forms are regularly maintained. If updates are minor in nature, such as correcting a broken link, notifications of these updates will not be sent out. Unless there is a specific date given (such as above) it is permissible to accept older versions of 102 permit documents for up to six (6) months from the latest revision date on the document.

### **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 20 people who register.

#### Channels

September 9, 2025, 9:00 am – 12:00 pm

December 9, 2025, 9:00 am – 12:00 pm

- **In-Person Regional E&S Training** – BCW continues to offer six in-person E&S technical training sessions throughout 2025. Participation will be limited to allow adequate training, with newer District staff given priority. Districts are encouraged to bookmark the dates below; invitations and registration information will be sent as the events get closer:
  - Northcentral: August 20<sup>th</sup> (Registration closes July 31<sup>st</sup>)
  - Southeast: September 17<sup>th</sup>
  - Southwest: October 22<sup>nd</sup>
- **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 102 Managed Release Concept (MRC) Training – July 11<sup>th</sup>, 10am-12pm
    - This training is a collaboration between DEP’s BCW, Villanova University, and RGS Associates. Most of the training will be technical in nature and will address design details and approaches; however, we will discuss the MRC Spreadsheet and what is important for completeness reviews as well. There will be a Q&A session at the end. Following this training, BCW will post a similar training for the public.

## **Clean Water Academy**

**Chapter 102 and 105 Attachment B Forms** – Clean Water Academy (CWA) has electronic Attachment B forms online (*located in the “Data Portal and Forms” tile*). Whenever there is a change of staff, staff leaves the program or otherwise no longer requires certain electronic access, the **102 and 105 electronic Attachment B** form must be submitted through CWA within 30 days so we can keep accurate records of staffing. If you have any questions, please reach out to Sharon Geskey at [sgeskey@pa.gov](mailto:sgeskey@pa.gov) .

**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”

## **State Water Plan Regional Advisory Committees**

The Department is in need of the insights, expertise, and passion of County Conservation District Directors to serve on the [State Water Plan](#)'s regional advisory committees. These committees represent a unique opportunity to meet with a multidisciplinary committee with diverse backgrounds to discuss Pennsylvania's water resources. The next round of meetings is in October, in person as well as virtually. We are looking especially for representatives from [Potter](#), [Crawford](#), [Erie](#), [Franklin](#), [Adams](#), [Fulton](#), [Bedford](#), or [Somerset](#) counties. Contact James Horton at [jahorton@pa.gov](mailto:jahorton@pa.gov) or 717-772-1100 for more information about the committees and how you can become involved.

## **Chesapeake Bay**

### **Sustainable Ag Grants**

The Sustainable Ag Grant (SAG) program, provided for under the Sustainable Ag Board, recently closed its inaugural application cycle, with 22 applications received for projects that enhance soil health and farm productivity. The goal of the program is to create a soil health focused program that funds regenerative agriculture projects. In addition, the Commission is set to open an RFP for the Conservation Excellence Grant (CEG) program, with focus on awarding projects that enhance public-private partnerships. The goal of the revamped CEG program is to help conservation districts build strategic partnerships with private industry to fund conservation projects. Both SAG and CEG are limited to the Chesapeake Bay watershed at this time, due to funding and legislation.

## **Upcoming Webinars**

- August 6<sup>th</sup> Webinar Wednesday
  - Participants will learn about permitting common to CAP projects.
  - Presenter: Jeff Hartranft with DEP

## **Collecting Newsletter Items for the July 2025 Edition of the Healthy Waters Newsletter**

If you are aware of a recently completed CAP project, please email Jim Spatz at [jspatz@pa.gov](mailto:jspatz@pa.gov). The CAP Program would like to feature CAP success stories from a variety of counties in every issue. These projects can be partially or wholly funded by CAP.

**Dates to Remember**

**SCC Meetings – 10:00 AM**

In-Person Meeting ..... July 17  
Hybrid Meeting.....Sept 16

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

Conference Call ..... Aug 19  
Conference Call ..... Oct 21

**PACD/SCC Joint Annual Conference**

Seven Springs Resort, Somerset County July 15-17

**Ag Progress Days**

Aug 12-14

**2025 Conservation District Management Summit**

Wyndham Garden, State College Sept 16-18

**2025 Annual CD Watershed Specialist Meeting**

Wyndham Garden, State College Oct 7-8

**Also**, check the Conservation District Training/Special Events Calendar at, [www.PACD.org](http://www.PACD.org). Select the "Events" tab and then the "Training Calendar" tab.

Item III.2

Lancaster County Conservation District

Balance Sheet

As of June 26, 2025

8:59 AM  
06/27/25  
Cash Basis  
ASSETS

Dst Accts

District General Fund

1001 · General Fund INVEST	1,475,233.17
1015 · General Fund Citizens	
1020 · PENNVEST Checking	99,664.50
1015 · General Fund Citizens - Other	149,262.90
<b>Total 1015 · General Fund Citizens</b>	<b>248,927.40</b>

**Total District General Fund** 1,724,160.57

Raymond James/Fulton Advisors

Investment Unrealized Gain/Loss	92,635.73
Raymond James/Fulton Advisors - Other	750,000.00

**Total Raymond James/Fulton Advisors** 842,635.73

E & S

1002 · E & S - A	909,273.35
1005 · Clean Water - R	429,478.78

**Total E & S** 1,338,752.13

1003 · Youth Conservation School - C 1,072.67

1006 · Separation - A 39,828.23

1007 · Reserve

Reserved-LCCD Health 22-23 -A	899.80
Reserved-LCCD Health 21-22 -A	16,034.10
Reserved-LCCD Health 20-21 - A	0.00
Reserved-LCCD Health 19-20 - A	0.00
Reserved-LCCD Health 18-19 - A	0.00
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	71,109.42
1007 · Reserve - Other	278,966.18

**Total 1007 · Reserve** 527,468.93

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C	-3,320.32
Scholarship Bonds - C	35,000.00
1008 · Scholarship - C - Other	10,110.28

**Total 1008 · Scholarship - C** 41,789.96

1009 · Dirt & Gravel Roads - R 265,669.15

1013 - Exelon - R 919,154.65

1014 - Low Volume Roads - R 359,079.84

1115 · Conservation Excellence - R 1,533,966.33

1118 · American Rescue Plan Act - R 1,196,487.77

1119 · Agriculture Conservation Ass -R 7,111,335.53

1120 · CAP 2024 - R 461,946.65

1121 · ARPA 2024 - R 92,469.81

1122 · SCC ACAP 24/25 - R 1,991,102.41

1123 · DEP CAP 2025 - R 1,529,770.71

1017 · Self-Funded Health Insurance -R 139,314.40

**TOTAL ASSETS** **20,116,005.47**

\$1,298,219.06	General Operations - U
\$319,447.11	Grants without bank account - R
\$60,752.69	Activities Account - A
\$45,741.71	Tree Fundraiser Account - U
<b>\$1,724,160.57</b>	<b>TOTAL</b>

Fulton Advisors		Fulton + INVEST
Funds Invested		Balance
5/2/2022		6/26/2025
350,000		1,259,273.35
		<u>429,478.78</u>
		1,688,752.13
25,000		26,072.67
25,000		64,828.23
25,000		25,000.00
50,000		50,000.00
25,000		25,000.00
100,000		162,863.97
125,000		403,966.18
25,000		66,789.96
750,000	Initial Investment	
842,636	Current value	
12.4%	ITD Gain/Loss	

\$1,833,357.02	A - Assigned Funds
\$92,862.63	C - Committed Funds
\$16,349,223.14	R - Restricted Funds
\$1,840,562.68	U - Unassigned Funds
<b>\$20,116,005.47</b>	<b>TOTAL</b>

Lancaster County Conservation District  
**Balance Sheet**  
As of June 26, 2025

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2200 · YCS Liability 26,072.67

2016 · Health Insurance Liability 138,533.62

**Total Other Current Liabilities** 164,606.29

**Total Current Liabilities** 164,606.29

**Total Liabilities** 164,606.29

**Equity**

3000 · Opening Bal Equity 893,054.68

3900 · Retained Earnings 16,177,319.32

**Net Income** 2,881,025.18

**Total Equity** 19,951,399.18

**TOTAL LIABILITIES & EQUITY** 20,116,005.47

## Lancaster County Conservation District Income and Expenses January 1 through June 26, 2025

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Jun 26, 25	Budget	\$ Over Budget
<b>Income</b>									
520 · County Funding	295,000.00						295,000.00	295,000.00	0.00
530 · Program Contracts	1,193,023.98	53,000.00					1,246,023.98	1,065,029.09	180,994.89
560 · Grant Administration	322,861.52	500.00		6,135.00			329,496.52	580,547.00	-251,050.48
570 · Grant Project Income				6,324,113.44			6,324,113.44	5,000,000.00	1,324,113.44
580 · Fee / Reimbursement Income	2,377.40		2,700.00				5,077.40	2,461.09	2,616.31
581 · E&S102 Review Fees		389,515.00					389,515.00	330,000.00	59,515.00
582 · NPDES Permit Fees		69,500.00					69,500.00	41,555.54	27,944.46
590 · Interest Income	24,314.56	25,305.28		316,509.90	560.96	12,191.15	378,881.85	17,111.09	361,770.76
540 · Activity Income			10,376.21		2,463.00		12,839.21	6,777.76	6,061.45
585 · Tree Sales Income	3,665.96		35,961.49				39,627.45	0.00	39,627.45
595 · Other Income	(3,499.64)	625.00	4,000.00	531.30		27,040.21	28,696.87	0.00	28,696.87
599R · Interfund Transfer In			10,000.00			2,215.86	12,215.86	0.00	12,215.86
<b>Total Income</b>	<b>1,837,743.78</b>	<b>538,445.28</b>	<b>63,037.70</b>	<b>6,647,289.64</b>	<b>3,023.96</b>	<b>41,447.22</b>	<b>9,130,987.58</b>	<b>7,338,481.57</b>	<b>1,792,506.01</b>
<b>Gross Profit</b>									
<b>Expense</b>									
7100 · Staff Salary	1,114,534.52	305,229.27		91,491.47			1,511,255.26	1,556,567.58	-45,312.32
710 · All Emp Benefits	298,286.58	76,195.36	1,866.34	19,007.80			395,356.08	449,015.93	-53,659.85
720 · Vehicle & Travel Expenses	10,877.49	1,069.81	15.40	3,387.81			15,350.51	25,177.68	-9,827.17
722 · Meeting Expenses	9,476.69	1,575.85	27.17	292.06	<b>71.24</b>		11,443.01	11,293.32	149.69
730 · Supplies	6,698.32	334.23	430.29	83.94			7,546.78	7,993.23	-446.45
735 · IT - Communication	10,547.61	507.50					11,055.11	17,355.46	-6,300.35
740 · Postage	1,929.71	229.51	265.28	68.83	1.38		2,494.71	3,202.10	-707.39
745 · Office Rent	41,663.43	11,379.16		1,264.36			54,306.95	53,386.60	920.35
750 · Equipment	1,483.73	603.72					2,087.45	18,186.54	-16,099.09
830 - Administrative	28,451.99	505.15	1,410.45	235.08			30,602.67	2,640.00	27,962.67
810 · Activity Expenses	207.70	32.54	39,960.21			2,000.00	42,200.45	1,974.44	40,226.01
820 · Grant Project Expenses				4,153,676.87			4,153,676.87	5,500,000.00	-1,346,323.13
805 · Allocated Cost Transfer	(5,983.46)	4,933.01		1,050.45			0.00	65,765.95	-65,765.95
890 · Miscellaneous Expenses	370.69						370.69	488.87	-118.18
895 · Contingencies							0.00	7,333.33	-7,333.33
899E · Interfund Transfer Out						10,000.00	12,215.86	0.00	12,215.86
<b>Total Expense</b>	<b>1,520,760.86</b>	<b>402,595.11</b>	<b>43,975.14</b>	<b>4,270,558.67</b>	<b>2,072.62</b>	<b>10,000.00</b>	<b>6,249,962.40</b>	<b>7,720,381.03</b>	<b>-1,470,418.63</b>
<b>Net Income</b>	<b>316,982.92</b>	<b>135,850.17</b>	<b>19,062.56</b>	<b>2,376,730.97</b>	<b>951.34</b>	<b>31,447.22</b>	<b>2,881,025.18</b>	<b>7,338,481.57</b>	<b>-4,457,456.39</b>

### **Item III.3**

#### **Personnel Committee Report – Request to Hire**

The E&S Program Manager, E&S Technical Manager, and Assistant District Manager recommend Ava Lang to the Personnel Committee to fill the open Resource Conservationist position in the E&S Department. We are proposing a start date of July 28, 2025.

Ava holds a B.S. in Earth & Environmental Science from Susquehanna University, where she was a member of the university's honors program. She has previous internship experience with the Chesapeake Conservancy, PA DEP, and NRCS. The interview team believes that her education, experience, and character would be a natural fit for the E&S Department.

The interview team (Matt Kofroth, Eric Hout, & Adam Stern) reviewed numerous qualified applications and interviewed 7 of those applicants. Kimberley Patrick assisted with the collection/screening of applications and the coordination of interviews.

#### **\*Action Required**

**Item III.5**  
**2025 PACD Executive Council Action Items**

The following is a summary of the two action items to be considered by the PACD Executive Council on July 16, 2025.

- 1. The PACD Ways and Means Committee will review and request approval of the attached Operational budget. The roughly 5% increase to a total of \$391,790 is explained below.**

The PACD DRAFT general operating budget was approved by the PACD board at their June meeting. It has not yet been presented to the Ways and Means Committee for comment.

This budget reflects some topics currently being considered by the PACD Board to restructure PACD staff and services in order to present a balanced budget.

- The PACD Board announced they were conducting the strategic plan review and assessment and requested six months consideration to reach a decision regarding hiring a new Executive Director.
- Over the last two months PACD staff have divided Brenda's work up. The budget reflects performance increases for staff who have assumed additional responsibilities.
- PACD increased the staffing hours (from 37 to 40) for Director of Communications & Education, Shannon Wehinger, to full time.
- Added additional monies to staff travel line item for the Acting Executive Director to do more in-person events.
- Added funding to assist with travel for our directors to represent Membership at both local and national meetings.
- Staff are contributing toward the cost of their health insurance.
- PACD has hired Versant Strategies to provide our membership with a legislative representation in the capital.

**\*Action Required**

- 2. Currently, Lancaster is currently paying \$2,915 for the 2024-2025 membership dues. The Ways & Means Committee has proposed a new and reduced 3-year dues schedule. The proposed schedule asks for a \$300 increase in the first year, a \$200 increase in the second year and a \$200 increase in the third year.**

PACD dues represents just 6% of the operational budget, but the dues help to employ 4.5 positions at PACD. These staff administer a budget of approximately \$3.5 million to serve and assist the membership by employing 6 TAG technicians, 2 TAG engineers, 10 CD Umbrella district employees, and 6 certified planners across the state. In addition, PACD hosts the Leadership Development Manager and Water Resource Trainer.

**\*Action Required**

**PACD DRAFT BUDGET 2025/2026**

	Approved Budget 2022/2023	Approved Budget 2023/2024	Approved Budget 2024/2025	Actual as of 5/31/2025	2024/2025 Projected	DRAFT Budget 2025/2026	
	Total PACD	Total PACD	Total PACD	Total PACD Actual		Total PACD	
<b>PACD OPERATIONS</b>							
<b>PACD Operations Revenue</b>							
4001-00	District Dues	158,590	163,540	168,490	168,490	168,490	188,290
4001-03	Operations & Overhead	34,800	11,000	13,000	4,370	6,000	7,000
4004-03	Admin Fees	40,000	70,000	120,000	109,672	135,000	145,000
4060/4400/4500-00	Misc (donations, raffle, etc.)	1,700	2,200	500	0	0	0
4200-65	CPESC Training	8,900	0	500	0	0	500
4200-83	Winter Meeting	7,500	0	0	0	0	0
4263-00	JAC	7,500	14,000	20,250	39,586	39,586	50,000
4300-00	Interest	600	1,100	8,000	3,882	1,000	1,000
4400-00	Misc Income (CD Donations)		0	10,000	4,250	3,250	0
	<b>Total PACD Operations Revenue</b>	<b>259,590</b>	<b>261,840</b>	<b>340,740</b>	<b>330,250</b>	<b>353,326</b>	<b>391,790</b>
<b>PACD Operations Expenses</b>							
5000	PACD Wages & Benefits(PTO, Holiday, 401k,health insurance, taxes,disability/life, wc ins. Payroll service	72,496	171,415	241,010	281,865	\$ 302,000.00	\$ 231,000.00
5180-03	PACD Staff Education & Training	1,000	150	0	0	0	0
	Travel						
5200-23	PACD Staff	8,250	2,000	3,200	2,306	3,000	5,000
5200-26	Vehicle Expense	0	0	800	85	85	800
5200-33	PACD Officers	4,400	250	0	0	0	1,096
5200-43	Other PACD Representatives	275	200	0	0	0	1,000
5200-53	PACD Region Directors	3,850	500	0	0	0	1,000
5200-63	Envirothon Representatives	1,500	350	250	0	0	0
5300/01/02-03	PACD Office Supplies/Equipment/print	4,000	2,700	6,000	2,450	3,000	5,500
5302-33	Technology Upgrade	3,000	750	2,000	97	97	2,000
	PACD Overhead					0	
5400-03	PACD Postage	500	250	350	204	300	350
5501-31	Electric Condo	5,170	3,000	3,500	2,644	3,500	3,500
5505-31	Janitorial Condo	3,744	1,500	1,700	1,102	1,370	1,600
5508-00	Building Maintenance Condo	12,240	2,000	600	668	797	800
5509-00	Monthly Condo Association Fees	14,950	14,900	13,216	8,832	9,750	13,216
5516-03	Fees/License	300	300	600	615	615	600
5520-03	Telephone & Internet	7,704	4,000	4,535	2,864	3,200	3,500
5525-30	Sewer/Water expense	500	500	353	353	353	353
5530-03	Photocopier	1,000	700	1,500	1,401	1,500	1,500
5540-31	Building Insurance Condo	3,500	3,500	6,500	5,698	5,698	6,000
5540-32	Public Officials Ins. Workers Comp &	2,200	1,300	5,000	3,356	3,356	4,000
5560-03	Audit	4,725	9,000	7,000	9,652	9,652	5,000
5570-03	IT Support	3,090	10,000	5,000	4,078	4,000	4,000
5580-03	Bank Charges	400	200	100	480	480	300
5715-03	PACD Awards	1,500	500	300	250	250	300
5715-30	Employee Recognition Awards Program	500	100	100	0	0	100
5725-03	PACD Coordinated Trainings-Strategic planni	3,000	0	0	0	0	3,000
5725-65	CPESC Training	3,960	0	500	0	0	500
5730-03	Marketing for Conservation Districts	5,000	1,500	3,500	1,075	1,075	1,500
5760-03	Web site/e-mail/data back-up	600	1,500	1,500	967	967	1,500
5860-00	Depreciation	12,000	12,725	12,725	9,540	12,725	12,725
6000-03/6100-90	PACD Board Meetings and Calls	1,800	100	0	0	0	0
6090-10	PACD Un Paid Dues (5%)	7,930	0	0	0	0	0
6100-73-4200-90	Region Meetings	500	500	400	325	300	400
6100-83	Winter Meeting	13,500	100	200	0	0	0
6163-00	JAC	13,500	9,000	15,351	31,295	31,295	45,000
6300-03	NACD Dues and Activities	12,500	1,500	1,300	775	775	3,000
6400-00	Donations	1,700	2,200	150	50	50	150
6500-13	Dues	600	600	150	216	216	150
6500-93	Subscriptions	1,500	1,500	1,000	935	935	1,000
6710-00	PACD Committees	300	300	200	0	0	200
7300-31	Legal/Non-Real Estate	250	250	150	548	548	150
7300-32	Legal/Real Estate	250	0	0	0	0	0
7300-93	Professional Lobbying		0	0	0	0	30,000
7400-00	Misc. Expenses		0	0	0	0	0
	Reserve	19,906	0	0	0	0	0
	<b>Total PACD Operations Expenses</b>	<b>259,590</b>	<b>261,840</b>	<b>340,740</b>	<b>374,726</b>	<b>401,889</b>	<b>391,790</b>
	<b>Total PACD Operations Expenditures</b>	<b>259,590</b>	<b>261,840</b>	<b>0</b>	<b>374,726</b>	<b>401,889</b>	<b>391,790</b>
	<b>PACD Operations Profit (Loss)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-44,476</b>	<b>-48,563</b>	<b>0</b>

Item IV.2

# E&S Report

June 2025

		June 2025	Total	
		Total Plan Submissions	29	196
		Total Plan Acres	753.25	4782.86
		Total Disturbed Acres	402.09	1734.68
<b>Fees Collected</b>		NPDES Permit Fees Collected	\$14,000	\$73,500
		DEP Fees Collected	\$3,800	\$61,600
		E&S Plan Review Fees	\$90,555	\$399,595

<u>Complaints</u>	
<u>Date Received</u>	<u>Municipality</u>
6/2/2025	LITITZ BORO
6/2/2025	EAST DRUMORE TWP
6/4/2025	MANHEIM TWP
6/6/2025	MOUNT JOY TWP
6/10/2025	PENN TWP
6/11/2025	WEST LAMPETER TWP
6/11/2025	MOUNT JOY TWP
6/17/2025	ADAMSTOWN BORO
6/18/2025	SADSBURY TWP
6/20/2025	MOUNT JOY TWP
6/24/2025	EAST COCALICO TWP
6/24/2025	MOUNT JOY TWP
6/26/2025	BRECKNOCK TWP
6/26/2025	BRECKNOCK TWP

June 2024

		June 2024	Total	
		Total Plan Submissions	15	175
		Total Plan Acres	169.99	5242.87
		Total Disturbed Acres	39.94	1602.03
<b>Fees Collected</b>		NPDES Permit Fees Collected	\$9,000	\$69,000
		DEP Fees Collected	\$2,100	\$66,300
		E&S Plan Review Fees	\$20,850	\$384,950

<u>Complaints</u>	
<u>Date Received</u>	<u>Municipality</u>
6/5/2024	LEACOCK TWP
6/5/2024	BRECKNOCK TWP
6/6/2024	UPPER LEACOCK TWP
6/10/2024	RAPHO TWP
6/14/2024	PROVIDENCE TWP

**E&S Department Submissions**

**6/1/2025 to 6/30/2025**

<b><u>Project Name</u></b>	<b><u>Municipality</u></b>	<b><u>Disturbed Acres</u></b>	<b><u>Fees Amount</u></b>
Belmont	MANHEIM TWP	17.4	\$1,630
Autohaus	MANHEIM TWP	3.92	\$2,240
Water Street Bicycle and Pedestrian Blvd	LANCASTER CITY	3.95	\$2,240
Stephen Petersheim	BART TWP	2.84	\$255
Stephen Petersheim	BART TWP	2.84	\$865
WAGABOX Lanchester	CAERNARVON TWP	3.25	\$1,935
Hess Residence	EAST DONEGAL TWP	0.78	\$600
Northeast Supply Enhancement Project - Quarryville Loop	DRUMORE TWP	217	\$56,605
Benjamin Stoltzfoos Poultry Barn	UPPER LEACOCK TWP	2.12	\$1,630
Red Rose Midstream, LLC	RAPHO TWP	1.81	\$1,630
Daniel King Poultry Barn	UPPER LEACOCK TWP	0.93	\$815
2856 Zink Road	RAPHO TWP	0.62	\$600
63 Roosevelt Blvd	MANHEIM TWP	0.33	\$600
Willow Street Park	WEST LAMPETER TWP	3.8	\$100
Willow Street Park	WEST LAMPETER TWP	3.8	\$2,140
Wright's Ferry Mansion	COLUMBIA BORO	0.88	\$815
Penn State Health Lanc Med Ctr & Brookside	EAST HEMPFIELD TWP	110.63	\$815
Shertzer Farm Borrow/Disposal Site	MANOR TWP		\$610
Conestoga River at Martin Farm Floodplain Restoration	EARL TWP	4.72	\$2,545
Sloan's Norlanco Pharmacy	MOUNT JOY TWP	1.36	\$1,325
Hess Agency	RAPHO TWP	0.33	\$815
Lancaster Large Diameter Transmission Main	WEST HEMPFIELD TWP	9.32	\$3,565
Delmar Nolt - Manure Storage	DRUMORE TWP	1.15	\$1,325
Ephraim D. Riehl	EARL TWP	0.86	\$600
229 Buch Ave. (2025)	MANHEIM TWP	0.188	\$600
John Ray Stoltzfus	SADSBURY TWP	1.33	\$865
340 Fairview Road Tract	PENN TWP	4.03	\$865
East Black Creek Road	BRECKNOCK TWP	0.49	\$600
Blue/Green Corridor Trail Improvements	EAST HEMPFIELD TWP	1.41	\$1,325

**Outstanding NPDES Projects  
Received >3 Months Ago - 6/30/2025**

Date Received	Project	Permit #	Municipality	Status	Last Action
5/30/2024	1815 Zeager Road Facility	PAC360972	WEST DONEGAL TWP	Inadequate DEP	4/28/25
8/1/2024	Lapp's Pallet Repair	PAD360133	BART TWP	Inadequate	6/16/25
10/8/2024	Anthony Newswanger Ag Operation	PAC361005	CAERNARVON TWP	Complete	6/3/25
10/18/2024	DL Holdings LLC	PAC361008	EAST HEMPFIELD TWP	Inadequate	6/23/25
10/30/2024	Sheetz Store 421 Rebuild	PAC361012	LANCASTER CITY	Technical R	6/24/25
11/5/2024	Cherry Hill Dairy	PAD360135	FULTON TWP	Adequate DEP	4/3/25
11/18/2024	Freedom Land Properties / Premiere LLC	PAD360136	SALISBURY TWP	Complete	5/16/25
12/2/2024	Stockyards	PAD360138	LANCASTER CITY	Technical R	5/30/25
12/5/2024	Hess Road Warehouse	PAC361023	UPPER LEACOCK TWP	Technical R	5/20/25
12/11/2024	Green Hill Pollutant Reduction Project	PAD360139	EAST DRUMORE TWP	Technical R	6/18/25
12/16/2024	Steve Groff	PAD360140	MARTIC TWP	Inadequate DEP	6/18/25
12/20/2024	Scattered Acres Dairy Expansion	PAC361026	WEST COCALICO TWP	Inadequate DEP	4/4/25
12/26/2024	Paradise Energy Solutions	PAC361028	RAPHO TWP	Technical R	5/6/25
12/27/2024	JKL Estates LLC	PAC361029	PROVIDENCE TWP	Inadequate	6/13/25
12/27/2024	Enola Low Grade Trail Section 2	PAD360141	BART TWP	Inadequate DEP	6/17/25
1/2/2025	Turkey Hill Dairy	PAD360142	MANOR TWP	Inadequate DEP	6/24/25
1/14/2025	We Care Communities	PAC361032	EAST COCALICO TWP	Complete	5/12/25
1/17/2025	Cornerstone Business Park Lot W-4	PAC361033	RAPHO TWP	Complete	4/24/25
1/23/2025	Elmer E. Stoltzfus	PAD360143	PROVIDENCE TWP	Incomplete	5/21/25
1/27/2025	Reichardt Tract Subdivision	PAC360641 A-1	WEST HEMPFIELD TWP	Inadequate	4/9/25
1/29/2025	Henry M. Fisher	PAD360144	LITTLE BRITAIN TWP	Inadequate DEP	4/15/25
2/7/2025	Good Transport Services, Inc.	PAC361036	WEST HEMPFIELD TWP	Completeness R	5/16/25
2/14/2025	623 Stevens Avenue	PAC361040	LANCASTER CITY	Inadequate	6/24/25
2/14/2025	1856 Agape Court	PAC361041	CAERNARVON TWP	Technical R	6/6/25
2/18/2025	Cozy Cabins	PAC361042	EARL TWP	Inadequate	6/11/25
2/21/2025	AB Martin Roofing Supply/ NLR Property, LP	PAC361044	EPHRATA TWP	Inadequate	5/28/25
2/24/2025	989 Goshen Mill Road	PAD360145	EAST DRUMORE TWP	Complete	5/12/25
3/3/2025	Christ J. Stoltzfus	PAC361045	LEACOCK TWP	Completeness R	4/21/25
3/3/2025	Merle Ressler	PAD360146	SALISBURY TWP	Complete	5/27/25
3/4/2025	Melvin Burkholder	PAC361049	ELIZABETH TWP	Inadequate	4/23/25
3/6/2025	Lancaster Airport Authority	PAC360279 A-13	MANHEIM TWP	Complete	5/21/25
3/6/2025	1450 Manheim Pike - 7-Eleven	PAC360669	MANHEIM TWP	Inadequate	6/16/25
3/6/2025	David Lapp Poultry Barns	PAC361050	SALISBURY TWP	Completeness R	5/23/25
3/6/2025	Mark & Lorraine Martin	PAC361051	EPHRATA TWP	Technical R	6/23/25
3/6/2025	Buchmiller Park	PAC361052	WEST LAMPETER TWP	Incomplete	4/30/25
3/6/2025	511 Snyder Road	PAC361054	MANHEIM TWP	Completeness R	6/2/25
3/7/2025	Westmount Development	PAC361055	MOUNT JOY TWP	Complete	6/25/25
3/7/2025	149 Doe Run Road	PAC361056	PENN TWP	Technical R	6/27/25
3/13/2025	Wawa Store #8218	PAC361058	PEQUEA TWP	Complete	5/29/25
3/13/2025	609 West Orange Street	PAC361059	WARWICK TWP	Inadequate	6/27/25
3/19/2025	Sedgewick	PAD360051	WEST HEMPFIELD TWP	Adequate DEP	6/17/25
3/20/2025	Vistablock - Garden Spot Industries	PAC361060	EAST EARL TWP	Completeness R	6/4/25
3/21/2025	Gish's Furniture	PAD360147	EAST LAMPETER TWP	Completeness R	6/11/25
3/24/2025	Randy Clugston Dwelling and Equipment Shed	PAC361062	MANOR TWP	Inadequate	6/24/25
<b>Total</b>	<b>44</b>	At District	23	Not at District	21

**KEY**

Received	project received in office, queue for completeness review	<b>Total Submissions Under Review</b>	<b>122</b>
Incomplete	incompleteness letter sent	<b>Issued NPDES Submissions</b>	<b>14</b>
Completeness R	resubmission received, queue for completeness review		
Complete	completeness letter sent, queue for technical review		
Inadequate DEP	technical deficiencies forwarded to DEP, waiting for issuance of technical deficiency letter		
Inadequate	technical deficiency letter sent		
Technical R	resubmission received, queue for technical review		
Adequate DEP	E&S Plan deemed adequate, waiting for DEP to proceed		
Highlighted Row	DEP completing PCSM Technical Review		

### 6-2025 Issued NPDES Submissions

Nolt Road Cluster Development Renewal	The Crossings at Cocalico
Lancaster Airport Authority - Hangar & Terminal Addition	United Zion Retirement Community Minor Amendment
55 Maibach Lane	Foxcraft Cabinets
Stevens Feed Mill	1376 Campus Road (Klein Mills) Minor Amendment
Vintage Business Park Major Mod	Lancaster Seed Sales
Jay Leonard Poultry Operation	Franklin View Farms Dairy Expansion
Town & Country Fuel	Southern Village Minor Amendment