



# LANCASTER COUNTY Conservation District

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## MONTHLY BOARD MEETING AGENDA

Wednesday, September 3, 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>
7:50	III. <u>Additional Business</u> 2. Treasurer’s Report – Hertz (attachment) ..... 1 4. *E&S Committee Report – (attachment)..... 4  <u>Addition to Board Packet</u> 10. *75 <sup>th</sup> Gala Committee Update – Thompson (attachment) ..... 5	
8:35	IV. <u>Reports &amp; Information</u> 2. E&S/NPDES Monthly Projects Report – Stern (attachment) ..... 6 4. Conservation Foundation Report – Kofroth (attachment) ..... 10	

**Item III.2**

10:36 AM  
09/02/25  
Cash Basis

**Lancaster County Conservation District**

**Balance Sheet**

As of August 29, 2025

**ASSETS**

**Dst Accts**

**District General Fund**

1001 · General Fund INVEST 1,359,958.84

1015 · General Fund Citizens 96,864.96

**Total District General Fund 1,456,823.80**

**Raymond James/Fulton Advisors**

Investment Unrealized Gain/Loss 107,362.44

Raymond James/Fulton Advisors - Other 750,000.00

**Total Raymond James/Fulton Advisors 857,362.44**

**E & S**

1002 · E & S - A 916,039.46

1005 · Clean Water - R 428,401.08

**Total E & S 1,344,440.54**

1003 · Youth Conservation School - C 1,080.32

1006 · Separation - A 40,112.32

**1007 · Reserve**

Reserved-LCCD Health 23-24 - A 10,496.78

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 75,303.58

1007 · Reserve - Other 282,753.02

**Total 1007 · Reserve 545,946.71**

**1008 · Scholarship - C**

Bond Unrealized Gain/Loss - C -3,320.32

Scholarship Bonds - C 35,000.00

1008 · Scholarship - C - Other 10,489.62

**Total 1008 · Scholarship - C 42,169.30**

1009 · Dirt & Gravel Roads - R 246,908.46

1013 - Exelon - R 925,710.75

1014 - Low Volume Roads - R 291,383.51

1115 · Conservation Excellence - R 1,564,365.99

1118 · American Rescue Plan Act - R 915,733.52

1119 · Agriculture Conservation Ass -R 6,545,348.57

1120 · CAP 2024 - R 97,520.80

1121 · ARPA 2024 - R 84,796.12

1122 · SCC ACAP 24/25 - R 1,856,586.34

1123 · DEP CAP 2025 - R 1,495,290.91

1017 · Self-Funded Health Insurance -R 130,804.12

**TOTAL ASSETS 18,442,384.52**

\$1,168,015.04	General Operations - U
\$188,470.85	Grants without bank account - R
\$59,855.07	Activities Account - A
\$40,482.84	Tree Fundraiser Account - U
<b>\$1,456,823.80</b>	<b>TOTAL</b>

Fulton Advisors		Fulton + INVEST
Funds Invested		Balance
5/2/2022		8/29/2025
350,000		1,266,039.46
		<u>428,401.08</u>
		1,694,440.54
25,000		26,080.32
25,000		65,112.32
25,000		25,000.00
50,000		50,000.00
25,000		25,000.00
100,000		162,863.97
125,000		407,753.02
25,000		67,169.30
750,000	Initial Investment	
857,362	Current value	
14.3%	ITD Gain/Loss	

\$1,854,200.54	A - Assigned Funds
\$93,249.62	C - Committed Funds
\$14,771,321.02	R - Restricted Funds
\$1,723,613.34	U - Unassigned Funds
<b>\$18,442,384.52</b>	<b>TOTAL</b>

Lancaster County Conservation District  
**Balance Sheet**  
As of August 29, 2025

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

2015 · HSA Liability 80.77

2200 · YCS Liability 26,080.32

2016 · Health Insurance Liability 130,023.34

Total Other Current Liabilities 156,184.43

Total Current Liabilities 156,184.43

Total Liabilities 156,184.43

Equity

3000 · Opening Bal Equity 893,054.68

3900 · Retained Earnings 16,177,319.32

Net Income 1,215,826.09

Total Equity 18,286,200.09

**TOTAL LIABILITIES & EQUITY 18,442,384.52**

11:17 AM  
09/02/25  
Cash Basis

Lancaster County Conservation District  
Income and Expenses  
January 1 through August 29, 2025

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Check	Jan 1 - Aug 29, 25	Budget	\$ Over Budget
<b>Income</b>										
520 · County Funding	295,000.00						295,000.00	295,000.00	295,000.00	0.00
530 · Program Contracts	1,455,685.79	53,000.00					1,508,685.79	1,508,685.79	1,524,247.37	-15,561.58
560 · Grant Administration	500,059.34	5,176.73		10,045.00			515,281.07	515,281.07	852,093.18	-336,812.11
570 · Grant Project Income				7,969,336.61			7,969,336.61	7,969,336.61	7,338,709.68	630,626.93
580 · Fee / Reimbursement Income	4,179.04		6,450.00				10,629.04	10,629.04	3,415.31	7,213.73
581 · E&S102 Review Fees		500,700.00					500,700.00	500,700.00	446,370.97	54,329.03
582 · NPDES Permit Fees		89,000.00					89,000.00	89,000.00	56,209.65	32,790.35
590 · Interest Income	31,350.13	34,651.60		429,918.23	940.30	16,262.08	513,122.34	513,122.34	23,145.15	489,977.19
540 · Activity Income			12,226.21		2,463.00		14,689.21	14,689.21	8,306.44	6,382.77
585 · Tree Sales Income	3,665.96		33,616.79				37,282.75	37,282.75	0.00	37,282.75
595 · Other Income	(3,499.64)	625.00	4,100.00	1,447.60		52,263.70	54,936.66	54,936.66	0.00	54,936.66
599R · Interfund Transfer In		10,000.00				6,410.02	16,410.02	16,410.02	0.00	16,410.02
<b>Total Income</b>	<b>2,286,440.62</b>	<b>683,153.33</b>	<b>66,393.00</b>	<b>8,410,747.44</b>	<b>3,403.30</b>	<b>74,935.80</b>	<b>11,525,073.49</b>	<b>11,525,073.49</b>	<b>10,547,497.75</b>	<b>977,575.74</b>
<b>Gross Profit</b>										
<b>Expense</b>										
7100 · Staff Salary	1,538,452.85	414,265.75		125,723.62			2,078,442.22	2,078,442.22	2,184,610.16	-106,167.94
710 · All Emp Benefits	385,107.33	95,797.00	2,488.19	24,144.88			507,537.40	507,537.40	630,184.51	-122,647.11
720 · Vehicle & Travel Expenses	17,255.58	3,016.38	89.60	7,990.11			28,351.67	28,351.67	34,056.36	-5,704.69
722 · Meeting Expenses	12,734.54	1,943.28	27.17	292.06	71.24		15,068.29	15,068.29	15,275.79	-207.50
730 · Supplies	9,453.40	446.65	645.37	83.94			10,629.36	10,629.36	10,812.02	-182.66
735 · IT - Communication	16,145.38	797.50					16,942.88	16,942.88	23,475.74	-6,532.86
740 · Postage	2,857.45	335.00	338.42	92.31	1.38		3,624.56	3,624.56	4,331.34	-706.78
745 · Office Rent	55,886.69	14,827.22		1,695.36			72,409.27	72,409.27	72,212.82	196.45
750 · Equipment	17,092.46	498.69	2,518.00				20,109.15	20,109.15	24,599.86	-4,490.71
830 - Administrative	43,456.31	540.15	1,410.45	235.08			45,641.99	45,641.99	3,570.97	42,071.02
810 · Activity Expenses	207.70	32.54	45,969.73		2,000.00		48,209.97	48,209.97	2,254.60	45,955.37
820 · Grant Project Expenses				7,445,346.65			7,445,346.65	7,445,346.65	8,072,580.65	-627,234.00
805 · Allocated Cost Transfer	(10,987.66)	9,009.56		1,978.10			0.00	0.00	82,313.13	-82,313.13
890 · Miscellaneous Expenses	523.97						523.97	523.97	661.26	-137.29
895 · Contingencies							0.00	0.00	9,919.35	-9,919.35
899E · Interfund Transfer Out						10,000.00	16,410.02	16,410.02	0.00	16,410.02
<b>Total Expense</b>	<b>2,094,596.02</b>	<b>541,509.72</b>	<b>53,486.93</b>	<b>7,607,582.11</b>	<b>2,072.62</b>	<b>10,000.00</b>	<b>10,309,247.40</b>	<b>10,309,247.40</b>	<b>11,170,858.56</b>	<b>-861,611.16</b>
<b>Net Income</b>	<b>191,844.60</b>	<b>141,643.61</b>	<b>12,906.07</b>	<b>803,165.33</b>	<b>1,330.68</b>	<b>64,935.80</b>	<b>1,215,826.09</b>	<b>1,215,826.09</b>	<b>-623,360.81</b>	<b>1,839,186.90</b>

**Item III.4**  
**Lancaster County Conservation District**  
**Erosion & Sedimentation Committee Meeting Minutes**  
**Thursday August 28, 2025 1:30 P.M. – 3:00 P.M.**  
**Farm & Home Center – Sunroom Upstairs Room 222 & via Microsoft Teams**

Committee Members – Jay Snyder, Greg Strausser, Frank Burkhart, Commissioner Ray D’Agostino  
Staff – Chris Thompson, Eric Hout, Adam Stern

1. Fee Schedule

Staff provided overview of current fee schedule review practice that directs the Committee to evaluate the E&S fee schedule every 2 years. A new fee schedule was reviewed and approved effective 1/1/2025, so current plan is to evaluate it again in the fall of 2026. Staff notified the Committee that an update to wording and formatting of the application & fee schedule was finalized and made public on 7/11/2025. The major change outlined was to ensure that language specifically identified that fees collected by the District are a “Fee for Services” rather than a “Review Fee”. This makes it clear that the fee is collected to cover all work done by the E&S Department for implementation of the Chapter 102 program (plan/permit review, site inspections, termination procedures, etc.) and not just plan/permit review. This change was prompted by the new SPEED program at PA DEP going live. In the SPEED program, applicants pay a fee for services to the District in addition to an hourly review rate to a third-party permit reviewer.

2. Chapter 105 E&S Plan Reviews for District Projects

Staff provided the background on the 2024 MOU signed with Chester CCD to facilitate review of E&S Plans generated by staff “in house” at Lancaster CCD. This MOU was signed in order to comply with the PA DEP clarification document regarding appearances of impropriety or conflict of interest issued on 8/15/2023. As of 8/1/2025, Chester CCD has implemented a new fee schedule and a review of a Chapter 105 E&S Plan requires a fee of \$625.00. In order to minimize permitting fees for internal Lancaster CCD projects, the Committee discussed options to bring these reviews back in house.

**Recommendation to Board: Staff should generate an SOP for Committee/Board consideration outlining an internal control protocol to ensure that these reviews are completed by separate team members and/or departments. In line with this SOP, staff should transition the review of Chapter 105 E&S Plans associated with internal projects back to the Lancaster CCD E&S Department.**

3. E&S Program Inventory and Current Staff Capacity

Staff reviewed the Program Inventory and Staff Capacity information outlined in the documents included in the agenda packet. After review of the information and discussion, the Committee finalized a recommendation to the Board regarding the Chapter 102 PCSM Delegation and an increase to current staff capacity in the E&S Department.

**Recommendation to Board**

- 1. Staff should incorporate an additional Resource Conservationist position into the proposed 2026 E&S Department budget. Staff will determine a practicable timeline for hiring of this position as well as a plan for where this additional team member will be physically located in the office.**
- 2. Staff should generate a report for Committee & Board consideration outlining the addition of the Chapter 102 PCSM delegation to the E&S Department. The report should address all considerations needed for addition of this program including staffing, physical space, and budgeting. Staff will complete the report and have it ready for consideration by December 2025.**

Next Meeting - Thursday September 25, 2024 @ 1:30 PM - Farm & Home Center and Microsoft Teams

**Item III.10**  
**Gala Update and Committee Report**

On September 25<sup>th</sup>, LCCD will be recognizing our 75<sup>th</sup> anniversary milestone with a Gala Event at Moonstone Manor in Elizabethtown.

The Committee has worked with Food for Thought Catering to select a menu of tasty hors d'oeuvres and asked if the Board would approve adding an alcoholic “signature drink” to the usual drink package being served at the event. Food for Thought Catering would donate the serving cups, ice, and juice, as well as provide a bartender to serve both alcoholic and non-alcoholic drinks.

The Board discussed the option at their last meeting and agreed that they did not want any District general funds to be used to provide an alcoholic drink, but would support the option if a sponsor for the drink was found. A long-time supporter of District programming, Flyway Excavating Inc., has offered to sponsor the signature drink (approx. \$700).

The final step in the process is to approve a one-time exception to current policies that restrict the purchase, transportation, and distribution of alcohol for district events.

**\*Action Required**

Item IV.2

# E&S Report

**August 2025**

		Aug 2025	YTD
<b>Fees Collected</b>	Total Plan Submissions	20	242
	Total Plan Acres	449.38	6600.91
	Total Disturbed Acres	84.10	2187.01
	NPDES Permit Fees Collected	\$7,000	\$89,000
	DEP Fees Collected	\$5,300	\$80,800
	E&S Plan Review Fees	\$34,690	\$500,700

<b>Complaints</b>	
<b>Date Received</b>	<b>Municipality</b>
8/1/2025	LITTLE BRITAIN TWP
8/1/2025	MANHEIM TWP
8/4/2025	LITTLE BRITAIN TWP
8/8/2025	PEQUEA TWP
8/11/2025	MANHEIM TWP
8/13/2025	WARWICK TWP
8/14/2025	EAST COCALICO TWP
8/14/2025	MARTIC TWP
8/20/2025	RAPHO TWP
8/22/2025	MANHEIM TWP
8/26/2025	WARWICK TWP
8/28/2025	WEST EARL TWP

**August 2024**

		Aug 2024	YTD
<b>Fees Collected</b>	Total Plan Submissions	28	241
	Total Plan Acres	1681.27	7637.76
	Total Disturbed Acres	150.33	1913.71
	NPDES Permit Fees Collected	\$8,500	\$87,000
	DEP Fees Collected	\$16,600	\$89,300
	E&S Plan Review Fees	\$51,200	\$485,200

<b>Complaints</b>	
<b>Date Received</b>	<b>Municipality</b>
8/1/2024	PEQUEA TWP
8/2/2024	WEST DONEGAL TWP
8/2/2024	EAST LAMPETER TWP
8/5/2024	FULTON TWP
8/7/2024	MOUNT JOY TWP
8/8/2024	EAST EARL TWP
8/9/2024	PENN TWP
8/9/2024	EAST COCALICO TWP
8/12/2024	MANHEIM TWP
8/12/2024	WEST HEMPFIELD TWP
8/16/2024	FULTON TWP
8/21/2024	BRECKNOCK TWP
8/27/2024	SALISBURY TWP

**E&S Department Submissions**

**8/1/2025 to 8/31/2025**

<b><u>Project Name</u></b>	<b><u>Municipality</u></b>	<b><u>Disturbed Acres</u></b>	<b><u>Fees Amount</u></b>
Blue/Green Corridor Trail Improvements	EAST HEMPFIELD TWP	1.41	\$305
Grofftown Sewer Interceptor Conestoga River Crossing	EAST LAMPETER TWP	0.95	\$815
Rohrer's Quarry, Inc. - HQ Building	PENN TWP	3.65	\$2,240
Adam Brandt Ag Operation	MOUNT JOY TWP	7.88	\$3,310
Kevyn Musser Compost Shed	RAPHO TWP	0.27	\$815
Moses Glick Poultry Barn	PROVIDENCE TWP	5.25	\$2,545
6552 Elizabethtown Road	RAPHO TWP	0.38	\$600
SR1053-003 Bridge Replacement - Waste Site	WEST COCALICO TWP	0.5	\$600
SR1053-003 Bridge Replacement - Waste Site	WEST COCALICO TWP	0.5	\$10
Lancaster County Land Bank Authority	COLUMBIA BORO	0.23	\$815
Word of Truth Church	SALISBURY TWP	3.744	\$2,240
John E. Glick	COLERAIN TWP	0.38	\$600
Farm on Quarry Road Renewal	MANHEIM TWP	9.62	\$600
Lot 2 Ponderosa Drive	MANHEIM TWP	0.68	\$600
South Manheim Substation	PENN TWP	24	\$7,390
Solanco High School	EAST DRUMORE TWP	16.44	\$5,350
285 Limerock Road	PENN TWP	0.95	\$815
Henry K. Zook	RAPHO TWP	0.37	\$815
Sheetz - Gap	SALISBURY TWP	5.58	\$2,800
Mike King Ag Stream Crossing	SALISBURY TWP	0.19	\$100
Mister Car Wash - Centerville	EAST HEMPFIELD TWP	1.13	\$1,325

**Outstanding NPDES Projects  
Received >3 Months Ago - 9/2/2025**

Date Received	Project	Permit #	Municipality	Status	Last Action
5/30/2024	1815 Zeager Road Facility	PAC360972	WEST DONEGAL TWP	Inadequate DEP	7/24/25
10/8/2024	Anthony Newswanger Ag Operation	PAC361005	CAERNARVON TWP	Technical R	8/14/25
11/18/2024	Freedom Land Properties / Premiere LLC	PAD360136	SALISBURY TWP	Inadequate DEP	7/30/25
12/16/2024	Steve Groff	PAD360140	MARTIC TWP	Inadequate DEP	8/21/25
12/27/2024	Enola Low Grade Trail Section 2	PAD360141	BART TWP	Technical R	7/24/25
1/2/2025	Turkey Hill Dairy	PAD360142	MANOR TWP	Adequate DEP	8/25/25
1/17/2025	Cornerstone Business Park Lot W-4	PAC361033	RAPHO TWP	Inadequate	8/11/25
1/23/2025	Elmer E. Stoltzfus	PAD360143	PROVIDENCE TWP	Complete	7/15/25
1/27/2025	Reichardt Tract Subdivision	PAC360641 A-1	WEST HEMPFIELD TWP	Technical R	6/24/25
1/29/2025	Henry M. Fisher	PAD360144	LITTLE BRITAIN TWP	Adequate DEP	8/29/25
2/7/2025	Good Transport Services, Inc.	PAC361036	WEST HEMPFIELD TWP	Inadequate	8/11/25
2/18/2025	Cozy Cabins	PAC361042	EARL TWP	Inadequate DEP	7/10/25
2/24/2025	989 Goshen Mill Road	PAD360145	EAST DRUMORE TWP	Inadequate DEP	7/17/25
3/3/2025	Merle Ressler	PAD360146	SALISBURY TWP	Inadequate DEP	8/5/25
3/4/2025	Melvin Burkholder	PAC361049	ELIZABETH TWP	Inadequate	4/23/25
3/6/2025	1450 Manheim Pike	PAC360669	MANHEIM TWP	Adequate DEP	8/22/25
3/6/2025	David Lapp Poultry Barns	PAC361050	SALISBURY TWP	Inadequate	8/7/25
3/6/2025	Buchmiller Park	PAC361052	WEST LAMPETER TWP	Incomplete	4/30/25
3/6/2025	511 Snyder Road	PAC361054	MANHEIM TWP	Inadequate	8/21/25
3/7/2025	Westmount Development	PAC361055	MOUNT JOY TWP	Inadequate DEP	8/21/25
3/13/2025	Wawa Store #8218	PAC361058	PEQUEA TWP	Inadequate	7/15/25
3/20/2025	Vistablock - Garden Spot Industries	PAC361060	EAST EARL TWP	Complete	8/19/25
3/21/2025	Gish's Furniture	PAD360147	EAST LAMPETER TWP	Complete	7/9/25
4/1/2025	756 Gehman School Road	PAC361064	EAST COCALICO TWP	Inadequate DEP	8/12/25
4/1/2025	Amos K. Esh Expansion	PAD360148	BART TWP	Inadequate DEP	8/14/25
4/2/2025	Samuel E. Beiler	PAC361065	PARADISE TWP	Completeness R	7/22/25
4/3/2025	Brown Road Site	PAD360149	LITTLE BRITAIN TWP	Inadequate DEP	6/11/25
4/3/2025	R. Michael Houhton	PAD360150	EAST DRUMORE TWP	Complete	8/26/25
4/7/2025	Syncarpha Brecknock	PAD360152	BRECKNOCK TWP	Complete	7/7/25
4/7/2025	709 Lime Quarry Road	PAD360151	SALISBURY TWP	Complete	7/18/25
4/15/2025	Lancaster Large Diameter Transmission Main	PAC361067	COLUMBIA BORO	Completeness R	7/25/25
4/16/2025	Prestige Real Estate	PAC360367 A-16	SALISBURY TWP	Complete	7/24/25
4/16/2025	Henry Stoltzfus Poultry Barns	PAD360153	FULTON TWP	Technical R	8/14/25
4/21/2025	Stephen T. Stoltzfus	PAC361069	SALISBURY TWP	Complete	7/18/25
4/24/2025	Benuel M. Smucker	PAC361070	CAERNARVON TWP	Complete	8/25/25
4/25/2025	Samuel Zook	PAC361061	STRASBURG TWP	Completeness R	8/6/25
4/29/2025	Florin Hill Major Mod	PAD360126 A-1	MT JOY BORO	Inadequate DEP	8/11/25
4/29/2025	White Horse Business Center	PAD360059 A-2	SALISBURY TWP	Incomplete	6/12/25
5/1/2025	Furnace Hills Pike Sidewalk Improvements	PAD360154	WARWICK TWP	Technical R	8/13/25
5/1/2025	Christ Esh	PAD360155	DRUMORE TWP	Complete	8/13/25
5/8/2025	Darren Charles Ag Operation	PAC361072	PEQUEA TWP	Inadequate	8/22/25
5/8/2025	Manor Creek Dairy Expansion	PAC361073	MANOR TWP	Inadequate	8/26/25
5/9/2025	Stoneybrook Phases 1C, 2, 3A/1B, and 4	PAC360143 A-1	WEST DONEGAL TWP	Complete	7/31/25
5/9/2025	1134 Stony Battery Road	PAD360156	WEST HEMPFIELD TWP	Complete	8/4/25
5/19/2025	Enola Low Grade Trail East 2	PAD360157	SADSBURY TWP	Complete	8/18/25
5/21/2025	1360 Manheim Pike	PAD360158	MANHEIM TWP	Complete	7/11/25
5/27/2025	Peregrine	PAC360643 A-1	WEST HEMPFIELD TWP	Received	5/27/25
<b>Total</b>	<b>47</b>	At District	23	Not at District	24

**KEY**

Received	project received in office, queue for completeness review	<table border="1"> <tr> <td><b>Total Submissions Under Review</b></td> <td><b>106</b></td> </tr> <tr> <td><b>Issued NPDES Submissions</b></td> <td><b>15</b></td> </tr> </table>	<b>Total Submissions Under Review</b>	<b>106</b>	<b>Issued NPDES Submissions</b>	<b>15</b>
<b>Total Submissions Under Review</b>	<b>106</b>					
<b>Issued NPDES Submissions</b>	<b>15</b>					
Incomplete	incompleteness letter sent					
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					

### 8-2025 Issued NPDES Submissions

Christ J. Stoltzfus	Laranbo Farm Minor Mod
Hess Road Warehouse	McDonalds E-town Rebuild Renewal
JKL Estates LLC	Lapp's Pallet Repair
Sedgewick - Renewal	Green Hill Pollutant Reduction Project
Penn State Health Lancaster Medical Center Renewal	1725 Clear Spring Road
175 Chestnut Grove Road	Stockyards
609 West Orange Street	DL Holdings LLC
Bear Creek Estates Minor Mod	

## Item IV.4



Conservation Foundation of  
**Lancaster County**

Conservation Foundation Board Meeting  
Thursday, August 7, 2025  
3:30 PM HYBRID meeting

**Roll Call:** Allyson Gibson, Shelly Dehoff, Matt Kofroth, Stacey Hertz, Linda Ferich, Jennifer Tulonen, Mark Metzger, Jenny Engle, Chris Thompson

**Virtual Attendees:** Brad Clubb, Victor DeSantis, Jeff Shue, Chris Murphy

**Call to Order/Welcome:** Brad Clubb, Chairman, at 3:32 pm.

**Treasurer Report/Financial Highlights:** prepared by Stacey Hertz and emailed ahead of time. Stacey highlighted a few things. She noted that the details in the back of the reports are between Foundation and CWP—she only took numbers from where we left off from the last Foundation meeting, because if she included everything for the whole year, it would be a very thick packet of information. There has been \$1.9M income since Jan. She has paid \$1.5 M in grant expenses since the beginning of year. The interest income for the Foundation is \$2077.69 and the current rate is 4.27%. That rate has remained steady over the past few months. Interest for the Foundation is helping pay for BCO10 audit. The 2024 audit is currently going on. The firm has the information they need, Stacey is waiting for them to choose which grant to do a single audit. Stacey reaches out to her contact every Wednesday to stay on top of things. LCCD put a RFP for a potential new auditor, and received 2 bids. One is SEK (current) and the other is a new firm, so the Budget & Finance Committee will be reviewing the proposals soon.

### **New Business**

- Board Bio Report – Chris Murphy—Has been on the Board for 3 years now. Chris recently joined First National Bank in Lancaster. He is happy to be on the Foundation’s Board to contribute to the financial aspects. Chris was born and raised in Lancaster County. He enjoys being outdoors, fishing on the Susquehanna. He grew up in Columbia, beside the river. He is also on the CWP Board, so that’s a good connection between CWP and Foundation (with Brad as well). Chris graduated from PSU with a Finance Degree, and entered into banking quickly after graduation.
- Board Officer Job Descriptions –tabled to next mtg
- Board Member Attendance (Executive Committee Recommendation) – This year attendance is going better than previous years, but we still would like to see a little better attendance by all current members. Matt K and Brad will reach out to a few Board members to check their interest and availability.
- Board Policy Update/Reviews (procurement policy & whistleblower policy) – tabled to next mtg also—probably will be able to discuss it at the next bi-monthly meeting.
- Recap of the District, Partner, and Foundation Executive Committee mtg – Recently representatives from the 3 Executive Committees from LCCD, Foundation and CWP met. Attendance was a little light, but conversation was good and discussions were rich. Fundraising realm was an important topic. Since CWP has stated that they will primarily be pursuing philanthropic donations that are at the level of \$2-3 Million minimum for larger projects and efforts, that actually better defines a range of support needed for smaller efforts and that is a role that the Foundation can potentially fill (smaller amounts and for just one or two entities). Foundation still needs to be able to sell our services and focus our efforts. Support for educational and promotional activities still needed.

Conversation talked about where organizations are going in the next few years, and that was helpful to hear. As staff continues to grow for LCCD/CWP space is at a maximum. The District has engaged with an office layout design company that will be providing different layout options. Future movement could involve the CWP moving to the Sunnyside Peninsula Project but that won't be for 3-4 years most likely. Dedicated staff for the Foundation is still a future option potentially. The Farm & Home Center has housed LCCD since the early 1970s. LCCD expects to continue to create new positions and need additional office space for new positions—Chris T. is anticipating 50 employees before too long. Currently at 42. Watershed and data analysis could have the most additional staff. Walking tours are available for Sunnyside Peninsula to show future plans, open to the public. Use this link to register for a public tour. <https://www.eventbrite.com/o/partners-for-environmental-stewardship-112830284741>

- Main Discussion for today – What is the future of the Foundation and its role in that future?
  - Would the role be to set specific donation-type goals? Easier, tangible goals will be more achievable than just saying in a broad way that we are seeking money for conservation.
  - The role has historically been as a servant to the Conservation District and the role they play in the society—has multiple buckets you could put money in.
  - The expertise on or needed for this Board—are we focused primarily as a fundraising arm for LCCD or as an input for the Vision for LCCD and then providing financial means for those roles?
  - Assuming that something to NOT part with is the Foundation's backing of the various grants for CWP and other entities. Need that 501c3 status—that's front and center, and shouldn't be lost or lessened.
  - Reality is that for smaller efforts or more day-to-day operations of equipment and needs, finding money for supplies falls to LCCD employees to seek funds, not the Foundation. So maybe Foundation's first full or contracted employee may need to be a grant writer.
  - Strategic planning Part II maybe needed to take Mission to the next level and continue to move forward. Is the main focus of the Foundation to get grants? Or something else? Maybe it's not grants, maybe it's finding the donors who are willing to give smaller amounts for specific programs. Use funds for projects that LCCD, CWP or watershed associations might have—and go seek those funds and funders.
  - What is the priority list? Education, assisting other watershed associations, LCCD and CWP at smaller dollar amounts.
  - A broad “conservation in general” message may not be the best, might be too broad to find smaller funders. Having specific projects or goals and actual dollar amounts needed, that is easier to approach people or entities—such as what does it cost to fund a scholar at Youth Conservation School for the day?
  - What can a Foundation Board member who has a full time job (usually) do to help accomplish that? The networking is important that Board members bring to the table, but giving potential funders actual dollars needed might be the best way to give a goal to Foundation Board members.
- Been having same discussion for a long time. Victor is willing to take action today to be more committed to being more aggressive in grant making, or fundraising. Sooner or later Foundation needs to be more intentional and aggressive to identify objectives or priorities for a year, and then Board members help make it happen. Part time grant writer or grant director would be something that Victor could get excited about. Board would identify and affirmatively pursue grants in specific areas. He suggests not being opportunistic, but way more intentional and aggressive. Things such as Youth Conservation School (YCS), Envirothons, Ann Brown Scholarship, Shellenberger funds, teacher professional development, and similar efforts. Currently giving through ExtraOrdinary Give is about the only option that entities and individuals have to provide financial support for the educational efforts of LCCD. How to broaden that? Grants, donations and in-kind services would all be good things to pursue. In-kind contribution of hours instead of cash might be pushed more. EITC is still something we need to pursue! It was noted that banks really support EITC.
- Identify 2 or 3 pots of funds needed to support education or watershed efforts and get back to the Foundation Board with that fleshed out—financial needs, etc. Need to get talking points to the Foundation Board members so they have facts and specifics when meeting with possible donors. ***How much do you want to raise and for what specific purpose(s)?*** Getting a grant writer or administrator should be a hand-in-hand effort.
- *Motion made by Victor DeSantis for the Foundation Board to develop a list of priority areas in collaboration with LCCD staff for funding needs for the 2025-26 year. Victor added that creating a subcommittee to develop the*

information will be needed, and they will bring that information back to the Foundation. Jeff Shue seconded. Motion passed.

- Additional motion by Jennifer Tulonen to move toward hiring a part time person to fulfill these efforts from the previous motion. Jenny Engle seconded it. Motion passed.
- Allyson called out an upcoming training called “Cause Camp 2025” – Bridge the Gap to Greater Good. It is in November in Pittsburgh. CWP can cover the cost of the event, thanks to the Campbell Foundation. This is anticipated to be great training for how to engage funders, leaders, and cultivate donors. Please let Allyson know if you are interested in attending, and CWP will help with arrangements. Please read this link for more details. <https://cause.camp/cause-camp-2025/>
- A subcommittee—Brad will take this lead for creating the Committee. Part of these above efforts can be handled by the Exec Comm and some would need a subcommittee. The part time future employee could either be an employee of the District/Foundation or subcontractor of the Foundation. This Board and LCCD and CWP staff should look at a part time grants coordinator position creation. Victor is willing to be part of that effort. Jenny is willing also, as is Linda F. EITC efforts need to move forward quickly too. Chris T will reach out to Jon Knorr to see if he has any interest in helping in a subcontracted role. Creating the talking points should be part of this effort.

#### **Update on New/Existing/Proposed Grants:**

- Clean Water Partners working Capital Funds Update – Allyson covered that there is money coming in through Foundation for PA Watersheds—new source of funds just for working capital to be associated with a NFWF grant already held.
- Lancaster County Conservation District Grant – Eurofins Grant for Watersheds Program—The LCCD Watershed Dept. is seeking a grant from Eurofins to continue efforts that have already been started under previous funding sources; primarily from installing water monitoring Sondes units. Having units installed and collecting data is only as good as being able to actually use the data. This proposed grant would help enable the public to access the monitoring data. The grant would cover staff time to create videos and materials explaining the monitoring equipment and data parameters; support an online portal to view monitoring data in real time and 4G data to transmit live. Additionally, the grant would cover annual maintenance, equipment and sensors for the monitoring stations. Amanda is requesting permission to apply. Jenny Engle moved to approve the request to apply. Seconded by Linda Ferich. Motion passed.

#### **Old Business:**

- Campbell Foundation Tech Capacity implementation Grant – Matt highlighted things that LCCD has been able to do because of this grant—assisting LCCD with technological needs. An initial grant identified the gaps in training and equipment that LCCD had. A second grant from the Campbell Foundation followed up the first-- to implement training sessions, and actually purchase needed technology devices, for LCCD staff. Received 7 Surface Pros which can connect to vehicles and got Wi-Fi pucks. This is another example of ways that the Foundation helps LCCD by being able to provide the 501c3 status required to receive Campbell Foundation grants.
- Allyson shared that this is the last year of the Partner’s RCPP grant for \$7.2M grant—is a 5 year grant, and we’re entering the last year of it. There are opportunities to tell good stories in the future. Has provided ag project support for farmers; tech assistance and capacity building for the Partners. Also, in the past the Foundation applied to NFWF grants, specifically the INSR grant. The Partners holds an INSR grant, and the Partners will be a spotlight case about the INSR grant in an upcoming report. That puts the spotlight on CWP and the Foundation. She also noted that Campbell Foundation operating dollars for 2026 were received. It is so helpful to get money ahead of time, which is how the Campbell Foundation functions. The Common Agenda revised version is now with the CWP Board for final approval. Will have an implementation plan along with it, and an Operations Plan for the background staff. The Foundation Board will receive the new Common Agenda soon.

**Next Foundation Meeting Date:** Thursday, October 2, 2025 @ 3:30 PM

2025 Meeting Dates: All Thursdays; December 4<sup>th</sup>

Executive Committee Meeting Dates: All Thursdays; September 18<sup>th</sup> & November 20<sup>th</sup>

**Adjournment** at 5:05 PM upon motion.

Respectfully Submitted,

Shelly Dehoff

Lancaster County Conservation District

**Mission Statement** - "The Conservation Foundation of Lancaster County, a fundraising and grant-managing organization, supports and strengthens the stewardship, education, and conservation activities provided by the Lancaster County Conservation District and other like-minded organizations".

**Purpose Statement** - In order to accomplish this Mission, the Conservation Foundation of Lancaster County will act as a funding sponsor/recipient of public and private funds, but also will proactively identify and secure the financial resources needed to support conservation-related programs and initiatives.