



LANCASTER COUNTY Conservation District

MONTHLY BOARD MEETING AGENDA

Wednesday, August 5, 2026

Lancaster Farm & Home Center

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

Business Meeting 7:00 PM

Timer

7:00 Invocation
Call to Order, Acting Chair, Gordon Hoover
Welcome & Introductions – Gordon Hoover
Additions to the Agenda – Matt Kofroth
Public Comment: Survey media/guests: Agenda items of interest – Gordon Hoover

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7:10	I. <u>Agency Reports</u>	
	1. USDA, NRCS (attachment).....	1
	2. PA DEP Field Rep Report (day before packet)	-
7:20	II. <u>*Consent Agenda</u>	
	1. Meeting Minutes (attachment).....	3
	2. Technical Assistance Requests/Cancellations (attachment)	4
	3. Nutrient Management Plan Approval (attachment)	4
	4. Conservation Plans Acknowledgment (attachment).....	5
7:30	III. <u>Additional Business</u>	
	1. Items Removed from Consent Agenda	
	2. Treasurer's Report – Hertz (day before packet).....	-
	3. *Personnel Committee Report/Request to Hire – Zimmerman/Lutz (attachment)	10
	4. *ACAP/CEG Project Funding Approval – Bitting/Lutz (attachment)	10
	5. Ag Department Vehicle Purchase – Lutz (attachment)	11
7:50	IV. <u>Reports & Information</u>	
	1. Correspondence, News, and Updates – Kofroth	
	2. E&S/NPDES Monthly Projects Report – Stern/Hout (attachment and day before)	11
	3. Youth Conservation School Update – Gregory (attachment)	12
	4. Artificial Intelligence (AI) Use Policy Review – Kofroth (attachment).....	13
8:15	V. <u>Additional Public Comment</u>	
8:20	VI. <u>Adjourn</u>	

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

Dates to Remember:

8/4-6, PACD/SCC Joint Meeting, Harrisburg, PA	8/20-22, Ag Progress Days
8/13, 3:30 pm, Cons. Foundation Meeting, F&H Center	8/26, 10 am, Budget and Finance Committee Meeting
8/21, 8 – 10 am, LCCD Program Review	

NEXT MEETING DATE: Wednesday, September 2, 2026, 7:00 pm

Zoom or at the Lancaster County Farm & Home Center

***Action Required**

Item I.1



Natural Resources Conservation Service
U.S. DEPARTMENT OF AGRICULTURE

Lancaster Field Office
1383 Arcadia Road, Room 200
Lancaster, PA 17601

Activity Report to LCCD Board of Directors - July 2026

Lancaster Field Office Personnel:

Heather Grove, Supervisory District Conservationist
Mark Myers, Soil Conservationist
Joel Alicea Hernandez, Soil Conservationist
Christine Griesemer, Soil Conservationist
Camila Martinez Sanchez, Soil Conservationist
McKinley Morris, Soil Conservationist

Brittany Moore, Civil Engineering Technician
Brian Burns, Soil Conservation Technician
Hannah Luckenbaugh, Program Assistant, Capital R&D
Ashley Spotts, Restoration Specialist, CBF
Elli Liput, Biologist, PF (Dauphin, Lebanon & Lancaster)
Sophia Gilbert, Biologist, PF (York & Lancaster)

CONSERVATION PLANNING ACTIVITIES					
FY25 Total (#)	FY25 Total (Ac)	FY26 Mo. Total (#)	FY26 Mo. Total (Ac)	FY26 Total (#)	FY26 Total (Ac)
52	2,254.9	11	1483.7	17	1887.3

CONSERVATION PRACTICE INSTALLATION ACTIVITIES			
Practice Code & Name	FY25 Total	FY26 Mo. Total	FY26 Total
313 – Waste Storage Facility (no)	14	4	15
362 – Diversion (ft)	2,110	-	1,618
367 – Roofs & Covers (no)	10	4	19
382 – Fence (ft)	23,354	596	7,906
412 – Grassed Waterway (ac)	4.7	.93	3.23
516 – Livestock Pipeline (ft)	4,601	600	4,203
561 – Heavy Use Area Protection (sq ft)	43,497	8,342	24,919
575 – Trails & Walkways (ft)	3,338	113	1,545
578 – Stream Crossings (no)	3	-	2
600 – Terraces (ft)	27,678	-	-
614 – Watering Facility	2	1	27
620 – Underground Outlet (ft)	8,043	1,937	9,951
634 – Waste Transfer System (no)	10	1	2
327 – CREP Conservation Cover (ac)	-	-	34.81
391 – CREP Riparian Forest Buffer (ac)	38.24	-	4.36
390 – CREP Riparian Herbaceous Buffer (ac)	-	-	-

*REFLECTS COMMON PRACTICES INSTALLED THROUGH NRCS & FSA FINANCIAL ASSISTANCE PROGRAMS; DOES NOT REPRESENT ALL PRACTICES INSTALLED.

FINANCIAL ASSISTANCE CONTRACT OBLIGATION:				
Program	FY25 Total (#)	FY25 Total (\$)	FY26 Total (#)	FY26 Total (\$)
EQUIP/AMA	12	\$1,068,326	15	\$1,013,158
EQUIP IRA	12	\$634,373	NA	NA
CSP	1	\$35,855	4	\$173,487
CSP IRA	-	-	NA	NA
TOTAL	25	\$1,738,554	-	-

FINANCIAL ASSISTANCE PAYMENTS			
Program	FY25 Total (\$)	FY26 Mo. Total (\$)	FY26 Total (\$)
ALL PROGRAMS	\$2,886,742.62	\$540,074.37	\$2,867,566.61

Natural Resources Conservation Service

USDA is an equal opportunity provider, employer, and lender.

CONSERVATION EASEMENT ACQUISITION ACTIVITIES				
Program/Activity	FY25 Total (#)	FY25 Total (ac)	FY26 Total (#)	FY26 Total (ac)
ALE Easement Requests	1	12.21	-	-
ALE Easement Closings	1	39.405	-	-
WRE Easement Requests	1	4.5	-	-
WRE Easement Closings	-	-	-	-

CONSERVATION EASEMENT ANNUAL MONITORING ACTIVITIES		
Program/Activity	FY25 Total (#)	FY26 Total (#)
GRP Monitoring - Offsite	-	-
GRP Monitoring - Onsite	1	1
WRP/WRE Monitoring - Offsite	7	5
WRP/WRE Monitoring - Onsite	4	5
FRPP/ALE Monitoring - Onsite	-	-

CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) PLANNING ACTIVITIES:				
	FY25 Total (#)	FY25 Total (Ac)	FY26 Total (#)	FY26 Total (Ac)
New	2	3.36	-	-
Re-enrollments	17	70.19	5	22.00

Respectfully Submitted,



Heather L. Grove
District Conservationist

Item II.1
LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
July 1, 2026

The 887th 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 July 1, 2026, at 7:00 p.m.

The following Directors were present: Sonia Wasco, Chairperson; Gordon Hoover, Vice Chairman; Herb Kreider, Kent Weaver, Dale Herr, Commissioner Ray D’Agostino, and Deryk Shaw.

The following Associate Directors were present: Jennifer Engle (online), Lori Kier (online), Dan Zimmerman, Philip Dunn (online), and Kyle Solyak.

The following District Staff were present: Chris Thompson, Stacey Hertz, Kent Bitting, Eric Hout, Matt Kofroth, Morgan Brough, Kevin Lutz, Sallie Gregory, Laurel Marx, and Jennifer Sparks.

The following Cooperating Agency representatives were present: Chas Heberlig, DEP Field Representative; Heather Grove (online), District Conservationist, NRCS-USDA.

The following visitors were present: None present.

Invocation: Herb Kreider provided the invocation.

Introductions: Sallie introduced the Summer Intern, Laurel Marx, and Stacey introduced the new Finance Assistant, Jennifer Sparks.

Additions to the Agenda: No Additions.

Morgan Brough reminded everyone that the meeting was being recorded.

An opportunity was given for public comment: None.

I. Agency Reports

1. USDA, NRCS

Heather Grove stated no additions to the written report.

2. PA DEP Field Rep Report

Chas Heberlig highlighted from his report that registration is now open for the PA Agency All AG Meeting and Annual ACAP Conference, the Watershed Administrative Training, Ag Progress Days, and to make sure to update Attachment B forms in Greenport when there are Board and staffing changes.

II. Consent Agenda

Deryk Shaw moved to accept the consent agenda as presented, seconded by Dale Herr. The motion passed unanimously.

#1 – Minutes of June 3, 2026 Board meetings.

#2 – Technical Assistance Requests/Cancellations

#3 – Nutrient Management Plan Approvals

#4 – Conservation Plan Acknowledgment

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

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item II.3
Requests for Nutrient Management Plan Approval (Lutz)
June 2026 Activity
July 1, 2026 Board Meeting**

To: The Lancaster County Conservation Board of Directors:

I respectfully submit these Nutrient Management Plans and/or Plan Amendments to the Review Committee and recommend they be approved by the Board. The plans are for the following operations:

OWNER	TOWNSHIP	OPERATION	DESIGNATION	AEU's/ ACRE	REVIEWER	PLAN #
John Hoover	Brecknock	Turkey	CAO	7.81	Heigel	713
Curvin Zimmerman	Earl	Layer	CAO	134.74	Heigel	2643
Daniel and Dwight Forry	West Hempfield	Swine, Heifer, Goats	CAFO/VAO	1.95	Riebling	411
Brandon Barry	West Cocalico	Layer	CAO	81.1	Heigel	2686
Stephen Martin & Andrew Rutt	Clay	Broiler	CAO	242.64	Riebling	244
Michael Musser	Clay	Pullet	CAO	11.92	Heigel	327
Elam K. King	West Earl	Heifers/Layers	CAO	10.6	Heigel	284
Jason Martin	Ephrata	Broiler	CAO	101.62	Schavnis	256
Louis Martin	East Earl	Broiler	CAO	12.48	Hartz	2633
Julian Martin	East Earl	Broiler/Rooster/Pullet	CAO	68.81	Hartz	15
Brad Byers	Drumore	Broiler	CAO	126.8	Adams	461
Mike Rohrer	Manor	Dairy	CAFO/CAO	3.6	Reuter	265
Steve Good	Strasburg	Broiler	CAFO/CAO	6.69	Brodbar	300
Curvin Nolt	Drumore	Broiler	CAO	36.09	Adams	49
Geoffrey Rohrer	Manor	Dairy/Broiler	CAFO/VAO	1.49	Reuter	52
David L. Lapp	Salisbury	Broiler	CAO	267.47	Brodbar	79
Paul Stoltzfus	Salisbury	Beef	CAO	3.12	Brodbar	804
Chris Hoover	East Drumore	Layer	CAO	21.47	Adams	966
Robert Barley	Manor	Dairy	CAFO/CAO	3518.23	Reuter	421

NMP Update Report to Lancaster County CD Board of Directors

Technician:

Date Range: May-26 June-26

NMP Name	Municipality	Plan Update Submission Date	Original NMP Approval Date	Planner ¹	Species ²	AEUs	Regulated Operation Type 3	Date Plan Acknowledgement Letter Sent	Reason for Update
Bacon Acres LLC & Providence Farms LLC	Martic	6/8/2026	8/6/2025	Devin Gerlach	Swine/Layers	675.13	CAO CAFO	6/22/2026	Simple Update

Item II.4

Acknowledgment of Conservation Plans (Lutz)

The Lancaster NRCS Field Office recommends the following plans for the

July 1, 2026 Board Meeting:

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
David C. Kazmerski	1	Heather Grove	West Hempfield
Shawn D. Mckenney	1	Mark Myers	Brecknock

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Delmar Weiler	1	Greg Heigel	East Earl
Mitch Stoltzfus	1	Lauren Brodbar	Sadsbury

III. Additional Business

1. Items Removed from Consent Agenda

None.

2. Treasurer's Report

Stacey Hertz highlighted from her report that Fulton Advisors is still at 19.9% gain. Invest interest rate is 3.75%, and in the Invest account there is currently \$17.2 million and \$199,000 in the Citizens account. The Citizens account is a little higher than normal since checks were to be cut the following day. Stacey also passed out a scope of work letter from SEK regarding the Audit. The report was filed subject to audit.

3. ACAP/CEG Project Approval

Kent Bitting requested approval for the 5 applications listed below. Dale Herr moved to approve the 5 projects as presented, seconded by Herb Kreider. The motion passed unanimously.

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Levi Stoltzfus	AET Consulting	Bart Twp.	Liquid Manure Storage, Heavy Use Area, Underground Outlet, Waste Transfer	\$152,600.00	\$138,600.00
Kenneth Martin	District	East Earl Twp.	Roofed Stacking Shed, Heavy Use Area, Underground Outlet, Roof Runoff Structure	\$207,502.25	\$186,752.02
Jonathan M. Hess	District	Pequea Twp.	Roofed Stacking Shed, Heavy Use Area, Underground Outlet, Roof Runoff Structure	\$154,000.00	\$138,600.00
Jay L. Hess	District	Conestoga Twp.	Roofed Stacking Shed, Heavy Use Area, Underground Outlet, Roof Runoff Structure	\$88,000.00	\$79,200.00
Harold W. Weik	District	Mount Joy Twp.	Fencing	\$11,333.33	\$10,200.00
Totals				\$613,435.58	\$553,352.02

4. Outstanding Cooperator Award

Kevin Lutz requested approval to award the Bill Hershey Farm with the 2027 Outstanding Cooperator Award. He also requested approval to award Jim Hershey the 2027 Soil Stewardship Award. Gordon Hoover moved to approve the nomination, seconded by Kent Weaver. The motion passed unanimously.

5. CBP Technician & Engineer Funding Agreement

Kent Bitting requested approval to submit the CBP funding applications to DEP for processing and signatures. This agreement provides funding for the Ag Compliance and BMP design & build programs. Deryk Shaw moved to approve, seconded by Herb Kreider. The motion passed unanimously.

6. CDFAP ACT Agreement

Matt Kofroth requested approval to apply for the CDFAP ACT Agreement for a total of \$20,000, the funding will provide partial funding for the Ag Compliance position. Deryk Shaw moved to approve, seconded by Kent Weaver. The motion passed unanimously.

7. PACD Report

Sonia Wasco stated that the July Executive Council meeting hasn't happened yet since it falls on a Tuesday. Chris Thompson reviewed the May Meeting Minutes, showing that the Association's 2026 budget is still out of balance.

IV. Reports & Information

1. Correspondence, News, and Updates

- Invocation Sign-Up Sheet. Was circulated.
- Franklin County Conservation District – 70th Anniversary brochure.
- Clean Streams Fund announcement.
- Letter to Lancaster Legislators to add the \$25 million to go towards Agriculture programing.
- Data Center Toolkit from DCED.
- New PACD Director Handbook.

2. E&S/NPDES Monthly Projects Report

Eric Hout highlighted the submissions and fees received in June, stating that the fees received are on track with the budget. There was additional discussion regarding comments from DEP's review of the Chapter 102 program.

3. Water Week Report

Sallie Gregory highlighted the Virtual Author Visit with Rosalie Haizlett about her book *Tiny Worlds of the Appalachian Mountains: An Artist's Journey*. There were people all over the country that joined in and were able to learn about the Lancaster County Conservation District.

4. Youth Conservation School Update

Sallie reported that there are 18 students planning to attend the Youth Conservation School. The sponsorship dinner is on Wednesday, July 22. The board was invited to join the students and sponsors at the dinner.

5. Summer Intern Presentation

Laurel Marx presented an overview of her experience at the District over the summer assisting the Watershed and Education programs.

6. OLN

Sallie highlighted the many funding sources that make this possible such as the Arconic Foundation, PA Department of Environmental Protection, Lancaster County Ag Council, and Sierra Club Lancaster. There were 27 teachers in attendance, and some of the pictures, handouts, and books from OLN were available for viewing. Sallie also highlighted some of the items and lessons that were discussed during the three-day event.

VI. Additional Public Comment:

None offered.

VII. Meeting Adjourned

Dale Herr moved to adjourn the meeting, seconded by Deryk Shaw. Sonia Wasco adjourned the meeting without objection at 8:30 PM.

Yours for a better environment,



Morgan Regan
E&S Administrative Support Specialist

Item II.2
Requests for Technical Assistance

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

Item II.3
Requests for Nutrient Management Plan Approval (Lutz)
July 2026 Activity
August 5, 2026 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 #
Samuel M. Esch	West Lampeter	Dairy	CAO	2.63	Brodbar	389
Dennis Groff	Strasburg	Layer	CAFO/CAO	4.06	Brodbar	915
Samuel Kauffman	Sadsbury	Dairy	CAO	10.88	Reuter	311
Bryan Zeiset	Ephrata	Dairy	CAO	2.3	Heigel	1791
Evan Augsburg	West Cocalico	Swine	CAFO/CAO	147.41	Heigel	690
Phil Good	Strasburg	Layer/Heifer	CAFO/CAO	7.24	Brodbar	829
Melvin Beiler	East Drumore	Dairy/Sheep	CAO	9.08	Adams	3363
Brent Gehman	Clay	Dairy	CAO	3.43	Schavnis	689
Doug Wolgemuth	West Donegal	Swine	CAFO/VAO	1.08	Schavnis	20
Randall Bleacher	Manor	Layer	CAFO/CAO	8.44	Reuter	262
Dutchland Farms	Mount Joy	Layer	CAFO/CAO	373.49	Lutz	255
Eli Smucker	East Drumore	Dairy	CAO	3.26	Adams	1743
Ezra Smucker	Little Britain	Dairy	CAO	2.19	Adams	694
David Sweigart III & Jon Sweigart	Mt. Joy/W. Donegal	Dairy/Swine	CAFO/CAO	5.59	Schavnis	369
Frank Weaver	Caernarvon	Broiler	CAO	3.72	Heigel	2718
Ben Stoltzfus Jr.	Caernarvon	Dairy	CAO	2.69	Brough	1579
Wilmer W. Nolt	Fulton	Dairy/Ducks	CAFO/VAO	0.9	Adams	2842

NMP Update Report to Lancaster County CD Board of Directors

Technician:

Date Range: Jun-26 Jul-26

NMP Name	Municipality	Plan Update Submission Date	Original NMP Approval Date	Planner ¹	Species ²	AEUs	Regulated Operation Type ³	Date Plan Acknowledgement Letter Sent	Reason for Update
Scott Wagner	Little Britain	6/19/2026	11/5/2025	Bryan Withiam	Turkeys	400.58	CAO CAFO	7/6/2026	Simple Update
Hess Agrimarketing, LLC	East Donegal	7/6/2026	10/2/2024	William Rogers	Beef	416.44	CAO CAFO	7/17/2026	Yearly Plan Submissions Update
Levi Stoltzfoos	Sadsbury	7/13/2026	1/21/2026	Derek Metcalfe	Dairy	158.1	CAO	7/14/2026	Simple Update

Item II.4

Acknowledgment of Conservation Plans (Lutz)

The Lancaster NRCS Field Office recommends the following plans for the August 5, 2026 Board Meeting:

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
Karen L. Trump	1	McKinley Morris	Conoy
Jon Dwight Yoder	1	Eli Liput	East Hempfield
Gerry L. Kready	1	Christine Griesemer	Rapho
Katrina T. Devine	1	Mark Myers	West Cocalico
Bradley J. Myers	1	McKinley Morris	Pequea
Jevin M. Kready	1	Christine Griesemer	Rapho
Jared J. Krantz	1	Mark Myers	East Drumore
Lavender and Locks Design LLC	1	Christine Griesemer	Mount Joy
Elmer E. Fisher	1	McKinley Morris	Drumore
Michael J. Landis	1	Christine Griesemer	Manheim
Scenic Valley Farms LLC	19	Joel Alicea-Hernandez	Ephrata

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Doug Shenk	1	Josh Pullen	Warwick
Ken Martin	1	Lauren Brodbar	East Earl
Solomon Fisher	1	Lauren Brodbar	East Lampeter

Item III.3
Personnel Committee
Recommendation for Employment

LCCD received 49 resumes for the open Agriculture Compliance Specialist position, and of those, 24 were reached out to for additional information because they had the desired skill sets. After completing four interviews with worthy candidates, Kevin Lutz, Kent Bitting, and Tristan Conrad are recommending to the Personnel Committee that Pedro Texidor be selected for hiring. Obtaining both a BS in Environmental Science and Health Information from Southern New Hampshire University, as well as serving in the PA National Guard and US Army for 6 years, Pedro rose above the other candidates. Previous positions held in restaurant management, as well as experience working with the Plain Sect as a roofer, will serve him well in this unique compliance position role. An anticipated start date would be as early as August 17th.

Item III.4
ACAP/CEG Grant Approval
 Bitting/Lutz

The Agriculture Conservation Assistance Program (ACAP) and Conservation Excellence Grant (CEG) currently have 2 applications that have been reviewed by district staff and are ready for board action. The following table outlines the projects and amounts requested.

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Scott Wagner	District	Little Britain Twp.	Roofed Stacking Shed, Heavy Use Area, Access Road, Underground Outlet, Roof Runoff Structure	\$368,741.08	\$331,866.97
Douglas W. Gibson	District	Drumore Twp.	Terrace, Underground Outlet	\$8700.77	\$7830.69
Totals				\$377,441.85	\$339,697.66

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$339,697.66 worth of ACAP/CEG funding for the applications.

Item III.5
Ag Department Vehicle Purchase

The 2025-2026 Board approved Ag Department budget included \$30,000 for the purchase of a new Ag vehicle, utilizing Nutrient Management program funds. The fleet of Ag vehicles is beginning to age, with the oldest Subaru being a 2010 model. Although still in moderately good condition, staff wanted to be proactive with purchasing a new vehicle. Subarus continue to be very reliable and well suited for the District's needs. The Ag Program Manager and Assistant Ag Program Manager visited three area Subaru dealerships to obtain prices for base model 2026 Subaru Foresters on July 9, 2026, and received the following:

Steve Moyer Subaru, Leesport	\$29,197.00
Faulkner Subaru, Harrisburg	\$29,516.54
Lancaster Subaru, Lancaster	\$30,000.00

On July 10, 2026, staff purchased a “Daybreak Blue Pearl” 2026 Subaru Forester from Steve Moyer Subaru for \$29,178.54. This dealership provided the best price, and the vehicle was a step above the base model with upgrades including a hard plastic cargo area, dimming mirrors, and blue paint. Staff was pleased with staying under budget on a good vehicle and the ease of purchase.

The 2010 Subaru Forester was not traded in with the purchase, and plans are to maintain the vehicle for District use within the Data and Analysis Department.

Item IV.2
E&S/NPDES Monthly Projects Report

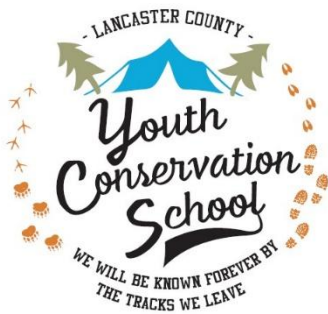
In June, PA DEP released their assessment of the District’s Chapter 102 program. Over the past month, the E&S Program Manager, E&S Technical Manager, and District Manager reviewed the report and produced written feedback for the Department. Feedback was sent to the Department on Friday July 24. The report and written feedback were provided digitally as an attachment to the Board packet.

Currently, staff are working on organizing review deadline tracking in response to the evaluation report. This will allow accurate reporting of review timeframes (and how they meet or don’t meet SOP requirements) on a monthly basis. Staff will coordinate directly with the PA DEP Bureau of Clean Water to evaluate that reporting and work toward the goal outlined in the evaluation.

Staff will coordinate with the E&S Committee to determine a timeline for hiring a Professional Engineer and implementing an updated fee schedule.

Item IV.3

2026 Lancaster County Youth Conservation School Report



The Lancaster County Youth Conservation School was held July 19-24, 2026. This unique program is a cooperative effort of the Lancaster County Conservation District and the Federated Sportsmen of Lancaster County. The 47th class of students experienced the week-long program held at the Northern Lancaster County Game and Fish Protective Association (NLCGFPA) at 180 Forest Rd, Denver.

47	Program Year
18	Graduates
4	Females
14	Males
1,275	Total Graduates
18	Volunteer Staff – Sonia Wasco, Co-Director
1	Volunteer Registered Nurses
11	Conservation District Staff
40	Instructors for more than 39 topics
9	Sponsoring Organizations
2	Grants: EXTRAGIVE and the Reidler Foundation
1	Sportsmen Club Individual Donation: Beartown Sportsmen
\$24,800	Current Balance - Additional costs to be paid
Donors and Reduced Costs	→ Fox Meadow Creamery → Charles and Alice Applesauce → Pepperidge Farm → Kreider Farm – discounted milk, eggs → Shyda’s Outdoor Center – discounted ammunition → Bob Good – donation of rods/reels and lures → Walters Services – discounted toilet trailer → Northern Lancaster Co Game and Fish Protective Association – donation of food, host location → Handcrafted Awards by Adam Hartz

Submitted by Sonia Wasco and Sallie Gregory

Item IV.4
Artificial Intelligence Use Policy Review

The understanding of how to use Artificial Intelligence (AI) in the workplace is expanding and evolving very quickly, but so are the questions and concerns about the long-term impacts it can have on society. So, while AI can assist in the workplace, it should not replicate human reasoning, ethics, or creativity. Therefore, the purpose of this Policy is to establish an overarching framework and principles for how LCCD will engage with AI in the work we do.

A Standard Operating Procedure (SOP) is also being developed to provide specific guidelines for the appropriate use of Artificial Intelligence (AI) in the work of the Conservation District. The SOP will specifically address how LCCD staff must be mindful of ethical, privacy, security, and compliance considerations when using AI, and be aware of how external colleagues are using AI when collaborating.

A copy of the Policy is attached for the required 30-day review. Any significant changes should be communicated to the office. Otherwise, a final draft of the policy will be presented at the September BOD meeting for approval.

DRAFT POLICY
Lancaster County Conservation District

Artificial Intelligence
Created: May 13, 2026
Edited July 10, 2026

PURPOSE: The purpose of this Policy is to establish guidelines for the appropriate use of Artificial Intelligence (AI) in the workplace.

BACKGROUND: Artificial Intelligence is the ability for machines to perform tasks that typically would require human intelligence. These technologies enable machines to learn from data, recognize patterns, understand natural language, and interact with the environment in ways that mimic human cognition.

Generative AI is a specific type of AI – which includes Natural Language Processing, Machine Learning and Deep Learning systems – trained on large volumes of written information (referred to as Large Language Models (LLM)), that use algorithms to generate new creative content. Examples of Generative AI include Chat GPT, Bard, and other similar programs, which all have the capability to answer questions, provide explanations and summaries, draft documents, and simulate discussions among other things. Other examples of AI technologies are Voice Dictation and Speech Recognition, Computer Vision, Robotics, Recommender Systems and Knowledge Graphs. All of the above examples may exist today as tools we use at work and in our everyday lives.

While the LCCD supports innovation and the use of such technology to enhance productivity, efficiency, and decision-making, it is necessary to comply with applicable laws and respect privacy, confidentiality, and data security. Further, the LCCD recognizes that this is an emerging and rapidly changing field and that its policy is subject to change.

LCCD also realizes the toll AI usage puts on our local and regional natural resources in generating information for us and our partners. This policy does not discount this toll but puts a value on the benefits of human oversight and judgement when using AI at LCCD and knowing we are stewards of those natural resources.

While AI can assist, it cannot replicate human reasoning, ethics, or creativity. LCCD staff must be mindful of ethical, privacy, security, and compliance considerations when using AI, and be aware of how external colleagues are using AI when collaborating.

This Policy outlines the guiding principles for AI in the work of the Conservation District.

Guiding Principles

- **Human-Centric Approach:** AI should support, not replace, human decision-making.
- **Accountability:** Staff are ultimately responsible for how AI is used.
- **Creativity and Expertise:** We value human knowledge, creativity, innovation, and experience.

- **Integrity in Communication:** We will never use AI to deceive or spread misinformation. We will follow all laws related to the recording of calls, meetings or other conversations.
- **Accuracy Verification:** All AI-assisted information must be fact-checked by humans to ensure accuracy and reliability.
- **Respect for Copyright:** Care must be taken to avoid plagiarism in AI-generated content.
- **Transparency:** Openness about AI use must be disclosed to audiences.
- **Upskilling:** We support professional development to enhance productivity through AI.

POLICY:

This Policy applies when AI tools are used to perform, or assist in the performance of, any work-related activities. This Policy applies regardless of the location of AI users at the time they use AI tools, and regardless of whether the AI tools are used on LCCD devices, personal devices, or third-party devices.

LCCD commits to the ethical use of AI in accordance with its professional conduct and non-discrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory, deceptive, or otherwise harmful to others or to the LCCD. All AI-generated content must be carefully reviewed for accuracy, appropriateness, and bias before relying on it for work purposes. AI users are responsible for ensuring that the AI-generated content aligns with the LCCD's mission and values, and should actively work to identify and mitigate biases in AI systems.

AI users are prohibited from inputting data specific to LCCD, including confidential or proprietary business information belonging to the LCCD when using commercially, publicly available AI tools. This includes but is not limited to copying, pasting, typing, or in any way submitting personal information (e.g., names, contact information, dates of birth, social security numbers, etc.) about employees, partners, clients, and other affiliates of the LCCD into AI tools. Inputs into AI prompts via text, speech, images, or any other means must be anonymized to avoid disclosing confidential LCCD information.

Before using AI for work purposes, AI users should discuss the parameters of their use with their direct supervisors. AI use in work should always be disclosed, and AI users must not plagiarize or fail to attribute AI-generated content that is used for work purposes. Below are guidelines to be evaluated and followed prior to using any AI products or tools:

- **Inaccurate and biased information in AI and their impact on decision-making –** Biases are inherent in AI, especially when using Generative AI tools. Information should be carefully reviewed for these biases (both unconscious and conscious), as well as validation of answers. Fact-checking information is necessary before answers are considered absolute and used in any decision-making capacity.
- **Dependence on AI and potential loss of human touch –** While AI is transformative and has potential to make our work more efficient, tasks should be evaluated as to the importance of losing human touch. AI should not replace relationships or human

interaction as needed. Using AI to help complete tasks more quickly and efficiently should create opportunities to interact further with others and allow critical thinking to occur.

- **Continuous training and updates to ensure AI remains relevant and unbiased** – As part of our core commitment and mission, all staff members should understand their role in helping AI improve and removing biases. Whenever inaccuracies or biases are encountered, they should be reported back as feedback to the engine, allowing for continuous improvement of the technology.

Reporting Procedures

AI users are expected to contact their Program Manager immediately if they become aware of an actual or possible violation of this Policy, or Administration for an actual or possible breach of data privacy or security related to the use of AI in the workplace. Violations of this Policy will result in disciplinary action, up to and including termination of employment.

Policy Approved by the BOD on _____