



LANCASTER COUNTY Conservation District

MONTHLY BOARD MEETING AGENDA

Wednesday, September 2, 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 – Chris Thompson
Public Comment: Survey media/guests: Agenda items of interest – Gordon Hoover

Page

7:10	I. <u>Agency Reports</u>	
	1. USDA, NRCS (attachment)	1
	2. PA DEP Field Rep Report (day before)	-
7:20	II. <u>*Consent Agenda</u>	
	1. Meeting Minutes (attachment)	2
	2. Technical Assistance Requests/Cancellations (attachment)	8
	3. Nutrient Management Plan Approval (attachment)	8
	4. Conservation Plans Acknowledgment (attachment)	9
7:30	III. <u>Additional Business</u>	
	1. Items Removed from Consent Agenda	
	2. Treasurer's Report – Hertz (day before)	-
	3. *ACAP/CEG Project Funding Approval – Bitting/Lutz (attachment)	10
	4. *Ag Committee Report – Lutz (attachment)	10
	5. *E&S Committee Report – Shaw/Stern/Hout (day before)	-
	6. *Watershed Grant Approval – Chamberlain (attachment)	11
	7. *A.I. Policy Review/Approval – Thompson (attachment)	11
	8. *Copier Purchase/Agreement – Kofroth (attachment)	15
	9. *DG/LVR Quality Assurance Board – Kofroth (attachment)	15
	10. *Scholarship Committee Report – Regan (day before)	-
8:20	IV. <u>Reports & Information</u>	
	1. Correspondence, News, and Updates – Thompson	
	2. E&S/NPDES Monthly Projects Report – Stern (day before)	-
	3. Budget & Finance Committee Report – Kofroth (day before)	-
	4. Conservation Foundation Report – Kofroth (attachment)	16
8:45	V. <u>Additional Public Comment</u>	
8:50	VI. <u>Adjourn</u>	

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

Dates to Remember:

9/2, 5:30 pm, DGR QAB Meeting, F&H Center	9/23, 10-12 pm, Budget & Finance Committee Meeting
9/7, Labor Day Holiday, Office Closed	10/01, 8:30-10:30 am, Nominating Organizations Mtg., F&H Center
9/14-17, Agency & ACAP Conf. – Indiana County	10/20, PACD Regional Director's Meeting, Cumberland CD

NEXT MEETING DATE: Wednesday, October 7, 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 - August 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	6	1,461.8	23	3,349.1

CONSERVATION PRACTICE INSTALLATION ACTIVITIES			
Practice Code & Name	FY25 Total	FY26 Mo. Total	FY26 Total
313 – Waste Storage Facility (no)	14	1	16
362 – Diversion (ft)	2,110	-	1,618
367 – Roofs & Covers (no)	10	1	20
382 – Fence (ft)	23,354	-	7,906
412 – Grassed Waterway (ac)	4.7	-	3.23
516 – Livestock Pipeline (ft)	4,601	3,256	7,459
561 – Heavy Use Area Protection (sq ft)	43,497	2,615	27,534
575 – Trails & Walkways (ft)	3,338	930	2,475
578 – Stream Crossings (no)	3	-	2
600 – Terraces (ft)	27,678	-	-
614 – Watering Facility	2	8	35
620 – Underground Outlet (ft)	8,043	213	10,164
634 – Waste Transfer System (no)	10	-	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	20	\$1,668,305
EQUIP IRA	12	\$634,373	NA	NA
CSP	1	\$35,855	5	\$202,799
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	\$162,118.24	\$3,029,684.85

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	5	31.85
Re-enrollments	17	70.19	17	73.12

Technical & Financial Assistance Updates:

- FY2027 Sign-up Deadline – All Programs – 10/1/2026

Respectfully Submitted,



Heather L. Grove
District Conservationist

Item II.1
LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
August 5, 2026

The 888th 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 August 5, 2026, at 7:00 p.m.

The following Directors were present: Gordon Hoover, Vice Chairman; Herb Kreider, Kent Weaver, Dale Herr, Commissioner Ray D’Agostino, Deryk Shaw, Roger Roher, and Geoffrey Rohrer.

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

The following District Staff were present: Stacey Hertz, Kent Bitting, Adam Stern, Matt Kofroth, and Sallie Gregory (online).

The following Cooperating Agency representatives were present: Chaz Heberlig, DEP Field Representative; Mark Myers (online), District Conservationist, NRCS-USDA.

The following visitors were present: None present.

Invocation: Matt Kofroth provided the invocation.

Introductions: None

Additions to the Agenda: No Additions.

Adam Stern reminded everyone that the meeting was being recorded.

An opportunity was given for public comment: None.

I. Agency Reports

1. USDA, NRCS

Mark Myers highlighted the report and stated that their fiscal year is coming to a close and they will have more information in September.

2. PA DEP Field Rep Report

Chaz Heberlig highlighted from his report that registration being open for the following conferences; the PA Agency All Ag Meeting and Annual ACAP Conference, the Conservation District Watershed Specialist Annual Conference, and 2026 Management Summit. He also highlighted the Chapter 102 Pilot Program being available to Districts, those interested must reach out to the Bureau of Clean Water.

II. Consent Agenda

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

- #1 – Minutes of July 1, 2026 Board meetings.**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgment**

Item II.1**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:

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 #
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	1579

Item II.1

NMP Update Report to Lancaster County CD Board of Directors

Technician:

Date Range: June-26 July-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 Agrimarket ing, 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 II.1

III. Additional Business

1. Items Removed from Consent Agenda

None.

2. Treasurer's Report

Stacey Hertz highlighted that the Raymond James Investment account has slightly decreased this month due to the gain going from 19.9% to 19.7%, but she checked the day of the meeting, and the account had \$905,436.95 with a 20.7% gain. The invest interest rate was 3.82% increased from 3.75%. She also highlighted the amount of -\$6,515.05, this is due to waiting for funds from grants to go towards projects.

3. Personnel Committee Report/Request to Hire

Dan Zimmerman requested approval to hire Pedro Texidor for the Agriculture Compliance Specialist position. Herb Kreider motioned to approve, seconded by Roger Roher. The motion passed unanimously.

4. ACAP/CEG Project Funding Approval

Kent Bitting requested approval for two applications for the Agriculture Conservation Assistance Program (ACAP) and Conservation Excellence Grant (CEG). Herb Kreider moved to approve the funding for the 2 projects, seconded by Deryk Shaw. The motion passed unanimously.

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

5. Ag Department Vehicle Purchase

Kent Bitting reported that staff purchased a "Daybreak Blue Pearl" 2026 Subaru Forester for \$29,178.54 from Steve Moyer Subaru, which was under the budget of \$30,000. The Ag Program also received two other estimates for this purchase, and Steve Moyer was the lowest.

IV. Reports & Information

1. Correspondence, News, and Updates

- Obituary for Barbara Heistand, mother of former District Employee Gerald Heistand.

2. E&S/NPDES Monthly Projects Report

Adam Stern highlighted feedback from the DEP program review, and the changes they are making to comply with the items that were highlighted for improvement. He also highlighted the E&S report going over fees received in comparison to the budget.

3. Youth Conservation School Update

Sallie Gregory gave a brief history of the Youth Conservation School. She highlighted from her report that there were 18 students and some of the events the students got to participate in while recognizing some of the volunteers that assisted with Youth Conservation School.

Item II.1

4. Artificial Intelligence (AI) Use Policy Review

Matt Kofroth highlighted the draft AI Policy and the background on where they pulled information for the policy as well as the goals of the policy to make sure that there is responsible AI use. There was some discussion about different problems that have come up with AI such as fact checking AI to be a starting point, and that some people have had problems where the plans they create for a client get uploaded into AI by the client, which is copyright infringement, and how are we going to protect ourselves from that happening to our work. Staff will review the policy to make any edits suggested by the Board and will return the AI Policy to the Board in September.

VI. Additional Public Comment:

None offered.

VII. Meeting Adjourned

Deryk Shaw moved to adjourn the meeting, seconded by Herb Kreider. Gordon Hoover adjourned the meeting without objection at 8:05 PM.

Yours for a better environment,

A handwritten signature in cursive script, appearing to read "Morgan Regan".

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)
August 2026 Activity
September 2, 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 #
Mark A. Rohrer	Strasburg/ Paradise	Poultry	CAO	124.18	Brodbar	318
Dale Zimmerman	Penn	Layer	CAO	54.17	Riebling	291
Paul Riehl	West Earl	Layer	CAO	10.50	Heigel	1891
Brian Weaver	Rapho	Layer	CAO	4.37	Riebling	22
Mervin Weaver	Ephrata	Broiler	CAO	3.25	Heigel	19
Joe Burkholder	Ephrata	Swine, Steers	CAFO/CAO	4.64	Heigel	39
Robert Brubaker	Rapho	Ducks	CAFO/CAO	107.36	Riebling	51
Jeffrey Balmer	Warwick	Dairy	CAO	2.75	Riebling	376
Robert Brubaker Jr.	Rapho	Sow/Pullet	CAFO/CAO	596.63	Riebling	2
Randall Brubaker	Rapho	Broiler/Swine	CAFO/CAO	2007.9	Riebling	112
Jon & David Sweigart	Mt. Joy/ W. Donegal	Dairy/Swine	CAFO/CAO	9.47	Schavnis	369
Daniel S. Miller	Little Britain	Dairy	CAO	2.16	Adams	855
Mitch Shellenberger	East Donegal	Beef/Swine	CAFO/CAO	8.7	Schavnis	314
Joseph King	Fulton	Dairy	CAO	8.41	Adams	77
Samuel J. Stoltzfus	Fulton	Dairy	CAO	2.83	Adams	425
Harold & Wendy Merkey	Rapho	Beef/Swine/ Horse	CAFO/CAO	9.99	Brubaker - SCC	169

NMP Update Report to Lancaster County CD Board of Directors

Technician:

Date Range: Jun-26 Aug-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
John B. Stoltzfus Jr.	East Hempfield	7/8/2026	4/1/2026	Dean Patches	Dairy	113.35	CAO	7/30/2026	Yearly Plan Submissions Update
Lester Moyer	Rapho	7/29/2026	9/6/2023	William Rogers	Broilers	83.16	CAO	7/29/2026	Triennial Review Update
The Barley Farms	Manor	8/14/2026	7/2/2025	Amanda Sweger	Pullets/ Steers	355.57	VAO/ CAFO	8/20/2026	Yearly Plan Submissions Update

Nutrient Management Plan Transfer for Board Acknowledgment:

August 2026 Activity

September 2, 2026 Board Meeting

Owner	Proposed Transfer Date	Township	Operation	Designation	AEU's/Acre	Reviewer	Plan #
Nelson Burkholder to Mattilio Farms	8/26/2026	Fulton	Broiler	CAO	109.41	Adams	335

Item II.4

Acknowledgment of Conservation Plans (Lutz)

The Lancaster NRCS Field Office recommends the following plans for the

September 2, 2026 Board Meeting:

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
Mending Meadows LLC	1	Heather Grove	Manor
Meadow Spring Farm LLC	16	Camila Martinez Sanchez	Ephrata
Smucker Dairy LLC	5	Camila Martinez Sanchez	Earl
Willows Farm LLC	10	Brittany Moore	West Lampeter
John W. McSparran	1	Mark Myers	Drumore

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Solomon Fisher	1	Lauren Brodbar	East Lampeter
Eli Glick	1	Matt Schavnis	Mount Joy
Doug Metzler	1	Samantha Adams	Martic

Item III.3 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
Robin Kauffman	District	East Donegal Twp.	Fencing	\$3,853.35	\$3,468.02
Michael Brubaker	District	East Donegal Twp.	2 Stream Crossings, Fencing	\$38,385.75	\$34,547.18
Totals				\$42,239.10	\$38,015.20

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$38,015.20 worth of ACAP/CEG funding for the applications.

***Action Required**

Item III.4 Agriculture Committee Report Lutz

The Agriculture Committee met just prior to this District Board meeting to discuss CEG Program updates, Outstanding Cooperator Award recipient update, and a potential Act 38 action item related to a referral of an undocumented Concentrated Animal Operation to the State Conservation Commission. Verbal report to be supplied to the District Board of Directors.

***Action Required**

Item III.6
Watershed Grant Approval - PFBC Grant Award - Petersheim Farm Restoration

The Watershed Department was awarded \$75,000 from the Pennsylvania Fish and Boat Commission's Habitat Improvement Grant Program for the Petersheim Farm Restoration. This funding is sourced from both the Peach Bottom Atomic Power Station and the Muddy Run Pumped Storage Project and is available to only Lancaster and York County stream improvement projects. This is a stream restoration project that will help reduce streambank erosion, reconnect the floodplain to the stream, and add in-stream habitat structures for aquatic organisms. A 35' riparian buffer will be planted at the conclusion of the project. Board action is required to approve the grant award and sign the PFBC's agreement.

***Action Required**

Item III.7
Artificial Intelligence Use Policy Review

District staff have taken comments received from Board members and Associate Board members at the August Board meeting and slightly revised the AI policy for the District. The changes are minor in nature but are in red font within the policy so Board members can track changes. With these changes, staff are bringing this policy back to the Board for review/approval.

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.

Respectfully submitted
Matt Kofroth, Assistant District Manager

***Action Required**

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:** **First and foremost**, 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, **copyright issues**, 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.

District staff and consultants using AI 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 _____

Item III.8

Copier/Printer Purchase Agreement

Two of the three larger printers/copiers that District staff use have exceeded their lifespan after 7 years. Finding replacement parts for the units has become more problematic recently, so for this reason the district started exploring new copier options in July 2026. District staff Jennifer Sparks, Stacey Hertz, and Matt Kofroth solicited four different companies for estimates for two new printers/copiers. Companies were also asked to provide service agreements for the new machines and disposal of existing units with their estimates.

After conducting three interviews with local companies and receiving four estimates total, District staff are recommending Toshiba Business Solutions as the company to provide copier/printer services for the district and to purchase 2 new Toshiba EStudio copiers (model 3528A and 4525AC). These units are comparable to the units the district presently has, with one unit printing only in black and white and with an internal stapler, and the other unit being a color unit. The color unit will print 45 pages/minute, and the black and white unit will print 35 pages/minute. Both units come with a locked in price for black and white and color prints for 5 years. The total cost for both units is \$10,135. There is also a service agreement with both units that is similar to what the District currently pays.

Funds for this purchase would come out of the equipment/copier fund of the budget and the Reserve fund as well.

Respectfully submitted
Matt Kofroth, Assistant District Manager

***Action Required**

Item III.9

Dirt & Gravel/Low Volume Rd. Quality Assurance Board (QAB) Meetings

The Lancaster County Conservation District's Dirt & Gravel/Low Volume Rd. QAB met prior to the September 2nd Board meeting to review new Dirt & Gravel/Low Volume Rd. projects applying for funding in 2026. Four applications were submitted prior to this board write-up, and these will be reviewed at the September 2nd QAB meeting. The Board will be provided with a handout of the QAB decisions prior to the Board meeting.

***Action Required**

Item IV.4

Conservation Foundation of Lancaster County

The Conservation Foundation of Lancaster County has been extremely busy over the last 6-8 months with new initiatives, working with a consulting firm, developing a new strategic plan, and looking for new ways to assist the district and other Partners.

In January, the Foundation Board decided to enlist the consulting services of Knorr Consulting. The Board felt they needed some assistance with some new initiatives they wanted to pursue in 2026, so they hired Knorr Consulting on a limited basis to assist them with these initiatives. Funding to pay for the consultant comes from interest earned through the Foundation's Invest account. The time commitment for work is capped at 20 hours a month, and there are detailed deliverables spelled out for the consultant to achieve.

One of the largest initiatives the Foundation Board wanted to pursue in 2026 was getting enrolled in the state's Educational Improvement Tax Credit program, or EITC. Under this program, eligible non-profits like the Foundation can receive donated funds from businesses within the EITC program, and those businesses get a tax credit for their donation. The EITC program would benefit the district's education program and what they are already doing by providing curriculum-based programs to local schools. For this program, the Foundation needed to submit an EITC application to the state, and this was done in July. Presently, the Foundation is waiting for the state to respond back to the Foundation on their application. The Foundation hopes to be EITC certified by the end of the year and hopes to accept donations under this program in 2027. Knorr Consulting is assisting in putting this application together with District staff.

Finally, Knorr Consulting, along with District staff and a committee of Foundation Board members, has been creating an updated Strategic Plan for the Foundation. This has been a long time coming, but through a committee approach and with the assistance of the consultant, the Foundation now has a strategic plan that spells out key initiatives for the future. From fundraising goals to an operations manual, to board member development, and even growing the board.

Respectfully submitted
Matt Kofroth, Assistant District Manager