

Item II.1
**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
April 3, 2019**

The 804th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held on Wednesday, April 3, 2019, at 7:30 PM, in the multi-purpose room of the Farm & Home Center, 1383 Arcadia Road, Lancaster, PA.

The following Directors were present: Dan Heller, Chairman; Herb Kreider, Kenneth Meck, Roger Rohrer, Jay Snyder, Robert Wagner and Commissioner Craig Lehman.

The following Associate Directors were present: Frank Burkhart and Gregory Strausser.

The following District Staff were present: Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Ag Department Manager; and James Fricke, E&S Department Assistant Manager.

The following Cooperating Agency representative was present: Heather Grove, Natural Resources Conservation Service.

Chairman Dan Heller called the meeting to order at 7:30PM. Ken Meck provided the invocation for the meeting.

James Fricke was introduced as the Assistant E&S Program Manager.

There were no guests to be introduced at the meeting, and there was no public comment.

The following additions to the agenda were announced:

1. Addition to the Personnel Committee Report.
 - Employment status change for Dennis Eby
 - Proposed Expansion of the Watershed Program/Department
 - Finance Manager Position Update
2. Filling open positions of the Lancaster County Conservation Districts Board of Directors.
 - Request the County's Chief Clerk to begin the process of filling the open seat on our Board of Directors
 - Circulate Associate Director Nomination Form
3. Approve Guidance Letter for Ag Land returning from the pipeline ROW back to Ag Production.
4. Review H.B. 414 which suggests changes to the Chapter 102 review process and the time-lines allowed for permit review and approval.
5. Legislative outreach meeting on May 2, 2019.

Agency Reports

1. USDA, NRCS

Heather Grove reported that the Lancaster NRCS office welcomed Patricia King as a new Soil Conservationist from Maryland. Sally Barnes will be returning to a position in the York NRCS office on April 26, 2019. The numbers on the NRCS report are from last year's EQIP allocation. This year the expectation is that Lancaster will get an allocation of \$2.1 million, which is almost twice as much as last year.

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2. PA DEP Field Rep Report

Chris Thompson reported on the success of the Youth Manure Management Planning Booklet project designed to teach students in 4-H, FFA and Ag-Ed programs. A copy of the booklet, developed by LCCD in partnership with PSE, was circulated at the meeting. On page 5, he highlighted the PA Agricultural Conservation (PAC) Recognition Pilot Program where Lancaster is one of the pilot counties. Lancaster has received its first farm for recognition. Also highlighted, on page 5, was the success of the Chesapeake Bay Agricultural Planning Reimbursement Program with an April 1st deadline.

Consent Agenda

Chairman Dan Heller gave the opportunity for directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Hearing none, Herb Kreider moved to approve the Consent Agenda which included items numbered one through four. Roger Rohrer seconded the motion. Motion passed unanimously. The Consent Agenda included the following approved items.

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- #1 – Minutes of March 6, 2019 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plans Acknowledgement**

Additional Business

1. Items removed from Consent Agenda

There were no items removed from the Consent Agenda.

2. Treasurer's Report

Gerald Heistand reported that compared to last month; total assets were up about seventy five thousand dollars. General Operations increased by about eighty thousand dollars and Exelon paid out about seventy one thousand dollars, which means that a number of other accounts had small increases. There were no significant changes or anomalies to report on the Income and Expense Report. Gerald mentioned that our contact for the line-of-credit is no longer working at Union Community Bank, as a result of them being bought out by Northwest Bank. Our contact, Mike Maurer, informed Gerald that he will work with us at Univest Bank if we need to submit an application in the future.

3. Personnel Committee Request to Hire

a) Personnel Committee Report - Chris Thompson reported for Sonia Wasco

- i. Summer Intern Position - The Education Department received 15 applications for the summer intern position and three of the applicants were interviewed. Amanda Goldsmith, a senior at Millersville University, rose to the top. Amanda's resume was included as page 16 and 17 of the mailing. She will be with the District from May 20, 2019 to August 9, 2019. Commissioner Lehman moved to hire Amanda Goldsmith as detailed in the mailing. Jay Snyder seconded the motion. Motion passed unanimously.
- ii. Change of Employment Status for Dennis Eby – Dennis Eby, Plain Sect Coordinator for the District, has requested that his work hours be reduced to three, 9 hour days totaling 27 hours a week. He is planning to stay on as the Plain Sect Outreach Coordinator at reduced hours for another three years. Dennis' hourly rate will remain the same but through this change of status he will no longer be

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receiving many of the full-time benefits such as Healthcare, the match for Pension and paid time off. Dennis will still receive a phone and modified clothing allowance. Greg Heigel will be transitioning to assume some of Dennis' duties. The District has notified some of the Amish leadership and they are pleased with the selection. Jay Snyder moved to change Dennis Eby's employment status from full-time to part-time. Roger Rohrer seconded the motion. Motion passed unanimously.

- iii. Proposed Expansion of the Watershed Program – Watershed Resource Technician
In 2017, NFWF sponsored a grant for \$750,000 with \$185,000 earmarked for the District. In May of 2018, Nate Straw was hired as an Assistant Watershed Specialist. An evaluation of the grant was done and it was decided that in order to get projects on the ground, it would be expedient to hire an individual that could spend most of their time out in the field getting projects installed. Districts in Delaware are already using this model to streamline the installation process. There are significant funds for the Conservation District remaining in the “NFWF PA in the Balance Focus Lancaster” Grant that the Conservation Foundation currently holds. With the anticipation of additional WIP project dollars coming to Lancaster County the idea of expanding the Watershed Program to include a Watershed Resource Technician to manage and coordinate on-site field activities is justified. A handout was provided at the meeting with additional details. The position would be a District employee, but other agencies would have the option to contribute funding to pay for this individual to work with their organizations on project sites.

Duties charged to the Watershed Resource Technician would include:

- Riparian Buffer Installation – This would include layout, ordering trees and tubes, and landowner outreach to coordinate installation.
- Riparian Buffer Maintenance – To remove the stigma of buffer maintenance - the Technician would be working with landowners and coordinating proper maintenance, sprays and rehab procedures for a variety of situations.
- Stream Restoration Installation Assistance – in the WIP III 8-10 stream projects need to be implemented each year to fast track water quality improvements. Contractors doing this work are limited with staff and expertise.
- The District is scheduled to install 6-8 Continuous Instream Monitoring (CIM's) Units in as many streams throughout Lancaster County to document baseline improvements in water quality. The Watershed Resource Technician would be charged with maintaining these units and making sure they are working properly.
- Lancaster County's Penn State Extension has received funding to initiate a Master Watershed Stewards program locally. The Technician could work with new stewards on requirements they have for service hours and monitoring requirements they have to accomplish within the program.
- The District has a Spotted Lanternfly program. The Technician could be a resource either for the Homeowner Tree of Heaven Reduction Program or the Banded Program that municipalities are implementing this summer.
- The District has considered creating a volunteer equipment trailer for tools and supplies need for buffer planting and maintenance activities.

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The Technician would be charged with the maintenance and scheduling of this trailer and making sure supplies were in place for spring and fall planting and maintenance seasons.

The timing for this position seems right and the funding within the current NFWF grant would allow for the buildout of this new position and the ability to evolve the position to one that fits Lancaster' needs. There are multiple groups that sell buffers but the weak link is implementation. Roger Rohrer moved to approve the idea of expanding the Watershed Program. Ken Meck seconded the motion. Motion passed unanimously. Chris agreed to supply a job description for the Board members to review at the May meeting.

iv. Finance Manager Position Update

Chris Thompson reported that the interview committee is holding second interviews for four of the five candidates for a second interview. Each had their strengths and the committee wants to ask other questions to see which of them rise to the top. The committee is looking for a candidate to bring before the Board at the May meeting.

4. Compliance Referral Update

Jeff Hill reported that the Ag Compliance Review Committee met to discuss the Merkey situation that has been problematic for 15 years until this week. The District has been unable to make progress achieving voluntary compliance with the ACA's on the farm. Given the history of poor follow through and outright antagonism, the committee suggests that the case be handed over to the SCC, with the District withdrawing from any further activity. Jay Snyder moved that the Lancaster County Conservation District send the Merkey case to the SCC in order to provide the encouragement needed to achieve and maintain compliance. Herb Kreider seconded the motion. Motion passed unanimously.

Jeff reported that the Walnut Run Farm situation has been an up and down experience. A transition plan was prepared years ago and there was little follow through. However, recent successes and the Meyer's willingness to comply, the committee recommendation is to send this to the SCC so they can motivate the Myers into compliance. Herb Kreider moved to recommend that the SCC send a notice of non-compliance to Walnut Run Farm for encouragement; the District will continue to work with the Myers. Commissioner Lehman seconded the motion. Motion passed unanimously.

5. Award of a 2019 Section 319 Grant: *“Mill Creek Stream Restoration Project – Phase VIII the Gibbons Park at Nolt's Mill Project”*

Chris Thompson reported that the past Mill Creek projects have been a success story. Page 19 of the mailing has the Phase VIII details of the \$148,000 project to work on 2000 feet of impaired stream that is close to the Smoketown Airport. Ken Meck moved to approve receiving funds for with this project. Jay Snyder seconded the motion. Motion passed unanimously.

6. NFWF Plain Sect Outreach Grant – Altria Stream Fencing Program

Chris Thompson reported that this is an opportunity to continue working with Plain Sect farms to improve the streams in their area. Altria funding for fencing projects was approved for three farms and staff is seeking approval for a fourth farm. Jay Snyder moved to approve the Amos Stoltzfus farm for funding through the NFWF Plain Sect Outreach grant. Ken Meck seconded the motion. Motion passed unanimously.

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7. Fill open positions of the Lancaster County Conservation District Board of Directors

Chris Thompson reported that the District is looking to fill the vacant Public Director seat left by Dick Shellenberger. As a review, the District initiates the process with the County Clerk, who takes over the process and contacts the nominating organizations. The Lancaster District has twelve nominating organizations that can submit names. Ken Meck moved that the District start the process to fill the vacant seat left by Dick Shellenberger. Roger Rohrer seconded the motion. Motion passed unanimously. In addition, Chris mentioned that we would like to fill vacant Associates Director seats. An Associate Director Nomination Form and Position Description was circulated at the meeting. Ken Meck and Roger Rohrer volunteered to be on a committee that would vet and encourage new candidates to become Associate Directors. Nominee names will be presented at the June 2019 Board meeting for review.

8. Approve Guidance Letter for Ag Land returning from the pipeline ROW back to Ag Production

Chris Thompson reported that the Williams Pipeline group is requesting that the District assist with notifying landowners of their responsibilities when bringing land back into Ag production. Jim Fricke explained that he is getting requests from Williams to help with public relations with the landowners who had part of their land used under the Pipeline Right of Way. The purpose of the letter is to let people know that E&S and NMP plans are required for land returning or converting over to Ag production land. There were several suggestions made on how the letter could be improved. Jay Snyder moved to approve the letter as amended. Herb Kreider seconded the motion. Motion passed unanimously.

9. Review H.B. 414 which suggests changes to the Chapter 102 review process and the timelines allowed for permit review and approval

Chris Thompson provided a memorandum sheet for meeting attendees on HB 414, DEP Permitting Review Timeframes for the E&S Control Program. This Bill only covers a limited number of Lancaster's E&S Permits. The current requirement is that plans need to be reviewed within 107 business days. The new Bill is proposing the review be done in 20 business days. There was encouragement to share our experiences instead of picking sides or endorsing a particular legislative effort. Gregory Strausser volunteered to work with E&S staff to provide some informal feedback.

Reports/Information

1. Correspondence, News and Updates

The following correspondence, news and update items were circulated at Board meeting:

- Correspondence – Invitation – NRCS invitation for public to attend Pennsylvania State Technical Committee meeting April 18, 2019.
- Correspondence – USDA Watershed & Flood Prevention Operations Program Overview – April 2019 PL566 funding opportunity to get Ag and Municipal projects on the ground. The County is willing to co-sponsor the project. Matt Kofroth is the point person – 14 municipalities are being contacted about the effort.

2. E&S/NPDES Monthly Projects Report

Jim Fricke reported that he had no additional information to add to the reports that were provided at the meeting. He informed the Board that Lancaster has a new E&S staff member, David Bednar who came from Lawrence County Conservation District. Dave is fitting in well with other staff members.

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3. Tree Sale Update

Chris Thompson referred to the write-up and reminded the Board that April 11, 2019 is distribution day. There are close to 470 orders and the public will be coming to pick up orders from 8:00am to 7:00pm.

4. Spotted Lanternfly Program

Chris Thompson reported that the final municipal outreach meeting is scheduled for April 4, 2019. The next anticipated outreach event about the Spotted Lanternfly is planned to be with Legislators with a possible date of May 2, 2019. Attempts are being made to schedule a legislative breakfast or luncheon.

5. PACD Leadership Development

Chris Thompson reported that this PACD training session was to help directors and management improve leadership skills and avoiding litigation in the workplace. The speaker was Mary Kay Williams of Mindshift Consulting. Attendees were Jay Snyder, Nate Kurtz and Gerald Heistand and each shared a few lessons learned from the meeting.

Chairman Dan Heller officially adjourned the meeting at 9:20PM.

Gerald M. Heistand
Recording Secretary