

Item II.1
**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
August 5, 2020**

The 820th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held on Wednesday, August 5, 2020, at 7:30 PM at the Farm & Home Center and by Zoom Call-In.

The following Directors were present: Dan Heller; Chairman, Robert Shearer; Vice Chairman, Kent Weaver; Treasurer, Ken Meck, Roger Rohrer and Jay Snyder.

The following Associate Directors were present: None

The following District Staff were present: Christopher Thompson, District Manager (attended in person); The following staff participated through Zoom: Gerald Heistand, Business Manager; Stacey Meyer, Finance Manager; Jeff Hill, Rich Snyder, Adam Hartz, Justin Furnia, Sam Adams, Kevin Seibert, Derrick Fidler, Sallie Gregory, Francesca DePrator, Matt Kofroth, Madolyn Klein and Janelle Housman.

The following Cooperating Agency representatives were present: Heather Grove, Natural Resources Conservation Service.

No guests were present.

Chairman Dan Heller called the meeting to order at 7:32p.m. Jay Snyder provided the invocation for the meeting.

Sallie Gregory introduced Janelle Housman, our intern for the summer.

The following additions to the agenda were announced:

Chris Thompson announced one addition and one change to the agenda.

1. Addition to Agenda as Action item #4 under Additional Business, Penn Vest Project for Levi Fisher.
2. Change to the Agenda. It was asked to move Janelle Housman forward to do her presentation after the Agency Reports.

An opportunity was given for public comment. None was offered.

I. Agency Reports

1. USDA, NRCS

Heather Grove announced an update to her printed report. The advertisement for the vacant position that Kefeni Kejela held, has been advertised today. Despite everything going on with Covid, USDA's HR Department has been moving along quickly.

Questions or Comments: Chris Thompson asked Heather to review NRCS's phased approach to opening the office. At this time the phased opening still remains the same for the SE area and could be in transitional period for quite some time.

2. PA DEP Field Rep Report

Elwood Blake was unable to attend, so Chris Thompson reported that the DEP Field Rep Talking Points that were in today's packet contains several items that are repeated from the previous meeting. One highlight Chris wanted to make the Board aware of is the Ag Plan Reimbursement Program. It is entering

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its fourth year. It was renewed two weeks ago and over \$900,000 was allocated for planning reimbursements.

3. Intern Activities Report

Chairman Dan Heller bumped up the report from Janelle Housman. She gave a slide presentation on her 2020 Internship with the Conservation District. Janelle spoke about herself and her experiences with the District. Matt Kofroth and Sallie Gregory also spoke about Janelle Housman's time at the District and how she worked around the changes to what she was interviewed for due to Covid-19.

II. 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, Ken Meck moved to approve the Consent Agenda which included items numbered one through four. Bob Shearer seconded the motion. Motion passed unanimously. The Consent Agenda included the following approved items.

The Consent Agenda includes the following approved items.

- #1 – Minutes of July 1, 2020 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgement**

III. 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 General Operations funds are up \$25,000 from a month ago and down \$16,000 from a year ago. Gerald concluded, we are in the ballpark for our operational finances. The D&G/LVR account had \$107,000, it is now down to \$60,000 due to project expenditures and account reconciliations and will probably drop another \$7,000 to \$10,000 next month.

The account balances are not changing much with the exception of Conservation Excellence Grant which is a new line item. This deposit inflates the total assets by \$625,000. However, this is restricted money that can not be used for operational expenditures.

On the Income & Expense report it shows that the E&S program is operating in the negative, but that is expected. The Grants balance is higher than normal due to the CEG Grant mentioned earlier which means we have work to do to spend the money. Scholarship funds are negative which is to be expected due to not having our Banquet fundraiser this year. Other than the above mentioned, there is nothing really unusual.

Gerald Heistand asked the Board if they would like the Auditors to report on their findings in the October Board meeting. The Board agreed, they would like to have the Auditors report their findings only if there are significant findings.

3. Personnel Committee Report

Chris Thompson reported that our Continuity Plan remains in place with a rotating schedule to maintain social distancing. Work continues to get done and we plan to extend the plan through the end of August with the Boards approval.

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The District health care plan is set to expire on September 1, 2020. Administration has been working with Eliance to find a renewal package that both maintains our coverage and minimizes any premium increase. Eliance worked with three different “stop-loss insurance carriers” to come up with three options. After reviewing the three options, administration noticed increases to the annual premium and asked Eliance for other plan options. On 7/30/2020 the District received detail on a new bid with a proposal with a premium that is close to what the District currently has. Administration recommends that the District accept proposal plan option #4. This plan option mirrors the benefits we currently have and a 2.7% reduction in cost to the District which will be passed onto the employees.

Questions or Comments: Chris Thompson reported, as of May we should get back \$30,000 to \$50,000 from the unused self-funded premiums. This is due to having healthy employees this past year. We use those funds to benefit employees through providing flu shots and savings on the health insurance premiums. Gerald Heistand also reported we are still using our funds received from three years ago.

Roger Rohrer motioned to approve the Option #4 for the health care plan. Ken Meck seconded the motion. Motion passed unanimously.

Bob Shearer motioned to approve the continuation of the COOP plan to the end of August. Jay Snyder seconded the motion. Motion passed unanimously.

4. Penn Vest Project – Levi Fisher

Chris Thompson reported that the Penn Vest project we have been asked to sponsor is for Levi Fisher who operates a dairy farm in Salisbury Township in Lancaster County. Several water quality-related resource concerns are associated with this operation due to dated and insufficient infrastructure of the farm and proximity of existing facilities to Pequea Creek. The proposed project will include numerous BMPs to address the resource concerns and improve water quality.

Chris Thompson emphasized that this approval is to only apply with the understanding that the Board will have a chance to rescind the approval at a later date. Details of what is being proposed is a total project of \$402,000. About \$46,000 will be for engineering and design and a 2% shared administration cost with Team Ag who is the primary contractor.

Ken Meck motioned to approve the approval to apply for the Penn Vest project for Levi Fisher. Roger Rohrer seconded the motion. Motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates

Chris Thompson highlighted the Farmland Trust Newsletter specifically because it calls out the Conservation District and some of the funding that we are providing to the Salisbury Township efforts. Chris Thompson will provide a copy to the Board members via email.

2. E&S/NPDES Monthly Projects Report

Richard Snyder reported that for the month of July they had 29 new plan submissions which is slightly down from the rush in June. In the last two weeks of July they received 15 complaints across the county. A majority of those complaints were Chapter 105 waterways and wetland complaints with fairly significant violations. Overall, it has been a very busy month for E&S.

Of the plans submitted, a number of them were pretty significant. There were 2 PPL projects which were mainly pole replacements. There was also Charles Groff in Mount Joy Township project. This project is the expansion of an existing commercial business that will double its size. This project has some issues related to the Bog Turtle screening which the staff are working through. Another project mentioned was in Upper

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Leacock Township for Fillmore Container. This is an expansion of their facility. A few other noteworthy projects mentioned was the Reamstown Cocalico Transmission Line, the Blue Ball Mobile Home Park and the Hinkletown Mennonite School project.

Comparing July 2020 to July 2019, there was a little downturn in projects but this was offset by the complaints received. Overall all, staff have been doing a phenomenal job and getting their work done.

3. Compliance Committee Report

Kevin Seibert reported on two informational items which includes inspections for both Karl S. Frey/S&A Kreider & Son and Issac F. & David F. Stoltzfus. These were investigations that the Board had instructed to have notice of violations sent out. These notices caught the attention of both the landowners and the operators. Both inspections confirmed that the corrective actions were completed.

4. Youth Conservation School Report

Sallie Reported that even though it wasn't the type of year they expected, this year's event was a success. There were 19 students, with a majority of them being 15 to 16 years of age that attended virtual classes for 5 days and 4 nights. They received samples of different careers and different resource focuses. We received great feed back from the students and thank you notes from both students and parents one of which was included in the report.

Amanda Goldsmith and Matt Kofroth both helped with presentations along with Janelle Housman who helped. Justin Furnia also helped with all the Zoom meetings which helped things run smoothly.

5. PACD Annual Meeting Report

Chris Thompson directed the Board to the day of packet that included the report from last week's state-wide meeting of PACD. It was reported that a new policy was adopted to encouraging the PA Department of Agriculture and related agencies to develop a delegated agreement with conservation districts to provide funding and authority to battle invasive species. Also, in the report were changes to the bylaws to move Armstrong Conservation District from the PACD South West Region to the PACD North West Regions. The changes have received preliminary approval and will be in final review next PACD Executive Council meeting. In the report it was stated that the officers were re-elected and the budget for the Fiscal Year 2020-2021 was approved with no dues increase.

Referenced in the report was a variety of PACD Awards that were presented. The 2020 PACD honorees were, Legislator Leadership Award recipient Representative Mark Keller of the 86th District; President's Award recipient Pennsylvania State Conservation Commission; Ann Rudd Saxman Conservation District Director Excellence Award recipient Sonia Wasco of Lancaster County and the Conservation District Employee Excellence Award recipient Brooke Russick of Indiana County.

6. Aquarius Update

Matt Kofroth reported that we have two Section 319 Grants to purchase in-stream monitoring units which will be here sometime in August. The purchase includes software that works with the monitoring equipment to synthesize the collected data. It comes from a company called Aquatic Infomatics who has a program called Aquarius which is a time management series for monitoring equipment. It is the same system that SRBC, USGS and DEP use. All the information gathered and analyzed will now be able to be shared among all partners.

The equipment and software were already approved for purchase, this is for information purposes to keep the Board up to date on its progress.

7. PL-566 Update

Matt Kofroth updated the Board that despite Covid-19 issues the Chiques Creek PL-566 Watershed Plan proposal has started moving forward again. On July 9, 2020, the Statement of Work and subsequent

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documents for this planning proposal were uploaded to the County's Purchase Portal website and the District's website for interested firms to bid. The deadline for proposals was extended to August 13, 2020 after a number of the firms requested more time. The proposals will be reviewed and a final determination will be awarded to the watershed planning contracts the week of August 24, 2020. The firms will then have a year to complete the watershed plan according to the statement of work along with six additional months for plan reviews by numerous partners and agencies. The Board and stakeholders will be updated throughout the process.

8. Intern Activities Report

This report was bumped up under the Agency Reports as item #3.

9. Strategic Plan Update

Francesca DePrator reported that the formal strategic plan and progress report tool have been finished and has been sent out to the Board and staff for feedback. She requested that you please review these documents in its entirety and provide feedback or questions by August 14, 2020 to her either through email or by phone. A call to action for plan approval will be requested at the September board meeting. Once approved, the plan will be formatted by Cooper Printing and distributed to the Board of Directors and District partners.

Additional Comment: Adam Hartz announced that Monday, August 10, 2020 our silent auction for our scholarship items will be started and will run through to Friday, August 14, 2020. To place a bid on the items you will need to email your bid to Adam Hartz with your name and the item you are bidding on. The dollar amounts will be updated approximately three times a day.

September 2, 2020 will be the next Board meeting which will be conducted through Zoom meeting.

Chairman Dan Heller officially adjourned the meeting at 8:52 pm.

Stacey Meyer
Recording Secretary