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**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
June 3, 2020**

The 818th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held on Wednesday, June 3, 2020, at 7:30 PM via Zoom meeting.

The following Directors were present: Daniel Heller, Chairman; Robert Shearer, Kent Weaver, Treasurer; Jay Snyder, Roger Rohrer, Sonia Wasco and Commissioner Lehman.

The following Associate Directors were present: Gregory Strausser

The following District Staff were present: Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Stacey Meyer, Finance Manager; Jeff Hill, Ag Department Manager; Eric Hout, Rich Snyder, E&S Department Manager; Emily Broich, Kent Bitting, Adam Hartz, Samantha Adams, Justin Furnia, Greg Heigel and Holly Shaub.

The following Cooperating Agency representative was present: Heather Grove, Natural Resources Conservation Service and Elwood Blake, Department of Environmental Protection.

The following guests were present: None

Chairman Dan Heller called the meeting to order at 7:33p.m. Commissioner Lehman provided the invocation for the meeting.

The following additions to the agenda were announced:

1. Chris Thompson announced one addition to the agenda under Additional Business, #5, Lease Renewal which requires action.

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

II. Agency Reports

1. USDA, NRCS

Heather Grove announced the selection for the Soil Conservationist position and the job offer was accepted. Her name is Christine Esterline. She comes to us from the Berks County Conservation District. She has a tentative start date of June 22, 2020.

Heather also reported a tentative job offer has been made and accepted for the Civil Engineering Technician position. It was forwarded to Human Resource team for processing before final job offer is made.

Questions or Comments: None

2. PA DEP Field Rep Report

Elwood Blake reported the first couple of articles in the Talking Points are the same as last months;

1. Reviewing some of the contact information available to Districts and the Nutrient Management program which are mid-way through their work load analyses. There was only one change in Huntington County where they reduced a position by one quarter.

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2. Chapter 102 e-permitting is slated to go live June 18, 2020. There will be testing for users from June 8, 2020 through June 12, 2020. Permitting internal reviewer training will be held June 15 and 16, 2020 and external training will be held June 17, 2020.

Since Pennsylvania was unable to proceed with the Pennsylvania individual Envirothons, they did have Pennsylvania Envirothon week. Various individuals were tested in various classes dealing with current issues such as Soil Land Use, Wildlife, Forestry and Aquatic Ecology. There were three winners from Pennsylvania, one from Berks County and two from Fayette County.

Elwood Blake also reported they are still working from home with very moderate changes. They were allowing only one person in the office at a time, now they are allowing two.

Questions: None

Chris Thompson commented for the Director's benefit that the Employment Law webinar will be hosted by PACD for the next three months. This is in place of what is normally a statewide manager meeting. PACD has been very beneficial and helpful and is one of the many things they are doing to help Districts during this time.

III. Consent Agenda

Chairman Daniel Heller gave the opportunity for Directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Hearing none, Roger Rohrer moved to approve the Consent Agenda which included items numbered one through four. Kent Weaver 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 May 6, 2020 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgement**

IV. 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 total assets are slightly down compared to last month. The reason for the General Operation being so low is we had half a million dollars on receipt that we have not received yet. However, from May 22, 2020 to June 3, 2020, \$200,000 has been received so if we were to have a report as of today we would be at \$393,000.

Another account that has decreased is the Reserved Computer Hardware account, due to spending \$20,000 on a new server. Of that \$20,000, \$12,000 was for labor. Gerald Heistand mentioned that if they would have charged us for all the labor they put in, it would have been \$15,000.

The E&S program account has increased since last. Plans and money keep coming in and seems like the County is eager to do construction this year.

Overall, the numbers have not changed much. We have not been spending much in the Exelon, Dirt & Gravel and Low Volume Road programs.

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On page 12, General Operations show a negative of \$142,000. As mentioned before, this is due to the \$500,000 that has not been received. E&S also shows a negative of \$42,000, but this is better than last month which showed \$46,000. Grants are showing a negative balance.

In the Scholarship account, another bond has come due since last month, so we will be earning less on interest. We also didn't have our Banquet this year, so we have no income from the auction.

3. CEG Update

Jeff Hill reported they have the documents and are working on getting the funding forwarded over to the District. Currently we are scheduled to start the program with the availability of people working.

Advertising will begin June 15, 2020 and then we will be accepting applications starting July 1, 2020 in the District for ranking. It will be about late summer or mid-fall before we start the implementation on the first projects.

Under discussion currently is the prevailing wage and how we will work with that internally at the District level as well as the State level.

Questions or Comments: None

4. Notary Services

Chris Thompson explained how a staff person at the FSA office had a notary certification and were able to notarize documents for the District. She has since retired and we've had to go to an outside agency to notarize documents. This is time consuming and the cost is approximately \$5.00.

Stacey Meyer has volunteered to do some research and to apply to apply to be a Notary for both the District and the Foundation.

If the Board approves, we would only need to conduct 1 ½ to 2 notarizations per month over the next 4 years to make this worthwhile. If we open it up to the public or just partner agencies, we could make some money. It however will not pay for a position or generate any significant income, but it will provide a service. We are asking the Board Members to approve Stacey Meyer to apply and move forward with the steps to become a notary.

Sonia Wasco moved to approve Stacey Meyer to apply and move forward with the steps to become a notary. Kent Weaver seconded the motion. Kent raised a concern and wondered what would happen if Stacey become overwhelmed. Chris informed Kent that there are other staff willing to provide assistance by becoming a certified notary if this should happen. Motion passed unanimously.

5. Lease Renewal

Chris Thompson informed the Board that our current lease is up at the end of July 31, 2020 and we have started negotiations on renewing our lease. A proposal was made to the Farm & Home Center to holding our rent at the current level for the 2020-2021 year, then raising it 3% the following year and 2% the year after. They were in favor of the proposal and if the Board approves of moving forward with the 3-year lease as described in the paper, they will draft the final paperwork which we will ask the Board to sign at the next Board Meeting.

Roger Rohrer moved to approve the 3-year lease proposal with the Farm & Home Center. Sonia Wasco seconded the motion. Motion passed unanimously.

V. Reports/Information

1. E&S/NPDES Monthly Projects Report

Rich Snyder reported how compared to 2019 we only had one less plan submitted in 2020. Rich Snyder informed the Board about the new municipal coverage. The E&S Committee reviewed it last week where there were discussions about the number of plans and coverages. There were no oppositions noted. New municipal coverages will have a soft opening on Monday, June 8, 2020 which means, internally we will start assigning projects to the new municipal assignments. The technician handling the pipeline projects

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will continue to handle those projects until they are completed. An announcement will be made to the public on July 1, 2020 to announce the new technician coverage areas.

E-Permitting has been pushed onto us which as been talked about for 3 years. The go live date is June 18, 2020 according to Elwood Blake but documentation was received stating they would like to go live on June 17, 2020. We have encouraged staff to participate in the UAT (User Acceptance Training) next Monday to get familiar with the system and how it works. On Monday, June 15, 2020 the entire staff will be committed all day to IRE (Internal Reviewer Training) through DEP. This will be the only training they get to learn how to run the program and see how we operate with it. We ordered six 42-inch monitors E&S Technicians to make it easier for them to read the plans. The cost was approximately \$1,550.00 which we had a line item of \$2,000 to cover it per Gerald Heistand.

The status of the Stauffer enforcement, Eric Hout had a conference call with DEP and informed that Stauffer needs to implement his Correction Action Plan (CAP). There is still a possibility a penalty will be issued on the status of that CAP. It is up to Stauffer how he chooses to move forward on implementing the CAP. If he cooperates, the penalty will possibly be lower, but if he does not, then the penalty will be significantly higher.

We participated in a conference call last week in regard to a litigation hold for Schatz Garage in Mount Joy Township. It made us aware that DEP and the applicants attorney have had a series of settlement meetings where the applicant had made a comment relative to the lack of storm water management.

The basic Chapter 102 trainings the staff usually participate in have been postponed and is pending whether it will be continued this year or pushed to next year. The status of the September training which applies to most of the staff is still scheduled. Availability is still pending on whether it will be in person or an online training.

Questions or Comments: None

2. Tree Sale Report

Sallie Gregory was unable to attend the Board Meeting, so Chris Thompson highlighted a few key points about the tree sale. Nearly 500 people successfully picked up their pre-ordered packages of trees and perennials in a drive through fashion outside the Farm & Home Center. The District staff worked in three groups of eight from Tuesday afternoon through Wednesday late afternoon packaging all the orders. During pick up day, two groups of eight District staff distributed orders. Customers expressed their appreciation for the sale distribution in place of canceling the event. One customer expressed their appreciation through a thank you note to Matt, Sallie and the whole tree sale team. He was appreciative to have a little bit of normalcy this Spring and thanked everyone for going out of their way to make this happen.

3. Spotted Lanternfly

Chris Thompson reported on Sallie Gregory's write up about the Spotted Lanternfly Grant. During the week of May 18, 2020, Amanda Goldsmith and Joseph Robinson began ailanthus tree inventory visits. The visits were to landowners who signed agreements with the District in 2019, focusing on CREP landowners with ailanthus issues in their fields. Three sportsman clubs also are participating in the project. Amanda and Joseph will collect inventory data so that a priority list can be developed to treat ailanthus trees using funding from the grant. Many municipalities in the county are participating in banding trees for nymphs by using tape/chicken wire and new circle traps.

4. WIP III Implementation Update

Chris Thompson gave a quick update for the board on how we crafted the Plan to reduce 80% of nitrogen and 100% of phosphorous. It was incorporated into the State plan and submitted to the EPA for review. It was approved with 2 contingencies for achieving our goals, which includes needed regulatory flexibility so we could expedite the process and get more work done on the ground. The second contingency plan was requesting funding in the amount of 12,000,000.00. The EPA came back and offered \$500,000. DEP did award additional funds for BMP's in partnership with the Clean Water Partners and a variety of other organizations throughout the county. We are currently pursuing an extension but have not received any

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word on this yet. We have also pursued an independent contractor to do the management of the WIP Implementation. We selected a management team that includes Farmland Trust, David Miller Associates and Landstudies Inc. We are one of two pilot counties in the region receiving funds. More information will follow in the next couple of months.

5. Penn Vest Project Review

Chris Thompson informed the Board that the District was approached about sponsoring another Penn Vest grant. The proposal will probably be brought before the Board in August for approval. Penn Vest has apparently made many changes to their procedures which we requested before we would do another Penn Vest grant.

6. Summer Program Updates

Summer Programs are either cancelled or moved to Zoom meetings.

- a. Family Farm Days at Oregon Dairy has been canceled
- b. Lebanon Valley College water chemistry course has been canceled
- c. Lancaster County Youth Conservation School will be held as Virtual Field School experience, July 20 – 25, 2020. Dates have been modified. Registered students will receive a kit with materials by mail. Daily sessions will include video resources, virtual interviews, interactive lesson and field trips, along with questions and answers.
- d. Lancaster County Water Week has been postponed from June to August 8 – 15, 2020.

Additional Comment: None

July's Board meeting will also be conducted through Zoom meeting.
July 1, 2020 will be the next Board meeting.

Chairman Dan Heller officially adjourned the meeting at 8:50 pm.

Stacey Meyer
Acting Recording Secretary