

Item II.1
**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
March 4, 2020**

The 815th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held on Wednesday, March 4, 2020, at 7:30 PM, in the conference room of the Farm & Home Center, 1383 Arcadia Road, Lancaster, PA.

The following Directors were present: Herb Kreider, Kenneth Meck, Roger Rohrer, Robert Shearer, Kent Weaver, Jay Snyder, Sonia Wasco and Commissioner Lehman.

The following Associate Directors were present: Frank Burkhart, Lisa Graybeal, Greg Strausser, Robert Wagner and Justin Welk.

The following District Staff were present: Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Ag Department Manager; Nate Kurtz, E&S Department Manager; Matt Kofroth and Francesca DePrator.

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

The following guests were present: Drew Budelis – Versar, Inc.

Vice-Chairman Robert Shearer called the meeting to order at 7:30p.m. Jay Snyder provided the invocation for the meeting.

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

The following additions to the agenda were announced:

1. A third item under the personnel committee report and additional news and correspondence.

Agency Reports

1. USDA, NRCS

Heather Grove did not have anything additional to report. Chris Thompson announced that the NRCS Civil Rights Responsibilities paper would be circulated and should be signed by all voting directors. There were no changes from what was presented last year.

2. PA DEP Field Rep Report

Chris Thompson mentioned that the DEP report speaks for itself. Chris highlighted the Conservation Excellence Grant. District Staff are looking to have this program run similar to the Exelon and D&G/LVR programs.

Consent Agenda

Vice-Chairman Robert Shearer gave the opportunity for directors to withdraw any of the other items from the Consent Agenda in order to have additional discussion. Hearing none, Jay Snyder moved to approve the consent agenda which included the items numbered one through four. Roger Rohrer seconded the motion. Motion passed unanimously.

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The Consent Agenda as voted on includes the following approved items.

- #1 – Minutes of February 5, 2020 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 referred to the treasurer's report on page 13 to 15 and mentioned that there were no major changes with the District's financial status. Total assets are down less than two percent. The biggest expenditures were payments made for Low Volume Road projects. Gerald Heistand provided some details on changes with bond values and Invest earnings over the past year. Gerald also reviewed the numbers on the Interfund Transfer account lines of the Income and Expense report.

3. NRCS Annual Civil Rights Responsibilities for Partners Review

An affirmation sheet explaining the shared civil rights responsibilities was passed around to be signed by the voting Directors of the District. The emphasis is that funds must be allocated without discrimination. This review is done annually.

4. Personnel Committee

Sonia Wasco presented the new Student Debt Benefit that is proposed by the Staff Employee Relations Committee. Francesca added some additional details and then responded to several questions from the board members. Concerns were that the District retirement plan not be jeopardized by this benefit. Commissioner Lehman moved to approve amending the LCCD Deferred Compensation Plan to allow for use of the Student Debt Benefit program. Kent Weaver seconded the motion. Motion passed unanimously.

Sonia Wasco reported that the Board already approved hiring one Spotted Lanternfly Technician. The interview committee is now requesting that the Board consider hiring two people. The Spotted Lanternfly Grant will pay \$95,000 towards salary costs and the commissioners have provided some additional funding that can go towards this program. Resumes of the two proposed individuals have been included with the mailing. In order to have the individuals attend important training an email vote was taken by the Personnel Committee to have them start on Monday, March 2, 2020. Jay Snyder moved to formalize the hiring of Amanda Goldsmith and Joseph Robinson as Spotted Lanternfly Resource Technicians. Ken Meck seconded the motion. Motion passed unanimously.

Sonia Wasco reported that the District received a letter of resignation from Nate Kurtz, E&S Program Manager. Nate Kurtz said that his time with the District has been a growing experience and he has learned so much while working here. Sonia Wasco moved to accept Nate Kurtz's letter of resignation and requested to advertise for an E&S Program Manager to fill the vacancy. Herb Kreider seconded the motion. Motion passed unanimously.

5. D&G Road/QAB Project Approval

Herb Kreider reported that the D&G Road/QAB board met before the board meeting to review the project submissions. The committee had a total of \$83,000 to allocate and a total of more than \$160,000 in projects were requested. Herb Kreider moved to approve the recommendations on the committee report of funding four projects for a total of \$82,936. Sonia Wasco seconded the motion. Motion passed unanimously.

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6. Drone Usage & Purchase Review/Approval

Matt Kofroth reported that a second project, purchase a drone, was reviewed by the D&G/QAB. It is an allowable expense under the grant and will be helpful to do D&G and LVR project assessments. The Watershed program can also use a drone to monitor stream buffer work. The agriculture program would use it for planning, but not compliance. Nate Straw is pursuing the required pilot's license and plans are to have an Ag staff member do the same. An SOP has been created that will need to be followed. A second observer will need to be present anytime the drone is being flown. Permission will be obtained from the landowners. Jay Snyder moved to approve up to \$4,000 for the purchase of a drone with accessories. Roger Rohrer seconded the motion. Motion passed unanimously. Commissioner Lehman was pleased that staff put a lot of thought and effort into the project before coming to the Board.

7. Cover Crop Review

Chris Thompson reported that the Capital RC&D is again asking the District to assist with the 2020 Spring Roadside Crop Residue Survey project. The key district staff person will be Dennis Eby. Ken Meck moved that the District assist with the Cover Crop Survey project. Commissioner Lehman seconded the motion. Motion passed unanimously.

Reports/Information

1. Correspondence, News and Updates

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

Chris Thompson reported that there is a plan to address some of the confusion that occurs when the articles are passed around the room.

- Newspaper Article – LNP – Tree Sale Information – March 2, 2020.
- Agenda – Back to Basics – 2020 Regional Director Training Workshop Agenda - March 11, 2020.
- Thank you – National Association of Conservation District – For Membership Renewal.
- Agenda – PACD South Central Region Meeting – March 24, 2020.
- Invitation – Penn Ag Business Meeting – Shady Maple Smorgasbord - March 24, 2020.
- Booklet – Lancaster Farmland Trust Open Views – Winter 2020.

2. E&S/NPDES Monthly Projects Report

Nate Kurtz reported that the work is not slowing down, but he felt that the staff members in the office are competent to carry out the work. When asked about public response to the fee increases, Nate remarked that some checks needed to be returned due to using the old fee schedule. The bigger concern of clients is when plans are not reviewed in a timely manner. Nate reported that he is from the Northern part of Lancaster County and that he was assigned to the Southern end for work and over the years he has come to enjoy working with the landowners in that area.

3. Tree Sale Update

Matt Kofroth reported that the deadline for orders is Monday, March 9, 2020. An early Spring will make everything work out nicely. Matt requested that if directors have any free hours on April 8, 2020, their help would be much appreciated. Lunch is provided.

4. Strategic Planning Update

Francesca DePrator referred to the Annual Planning Meeting that was held in February 2020 and reported that phase two of the Strategic Plan is to consider District Operations. The internet survey is an integral part of this exercise and it will be resent to all directors.

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5. Banquet Committee Report

Chris Thompson reported that the banquet is scheduled for March 19, 2020. Please confirm your plans to attend.

6. SLF Vehicle Purchase Review

Matt Kofroth reported that the SLF grant has funding for a truck. Matt has ordered a 2020 Ford F-150 4X4 Supercab pickup truck through New Holland Auto Group. The final price with the extras of rear window protection and flashing 4-way strobes is \$28,753.

7. NFWF Grant Approval

Matt Kofroth reported that only 15 NFWF grants were awarded in Pennsylvania and Lancaster has received 13 of them. Many of the projects are to satisfy MS4 requirements. Three million dollars has been put aside for these projects.

8. Ethics Forms

Chris Thompson reported that ethics forms are due in the District office by May 1, 2020.

9. PSU Farm Survey

Chris Thompson reported that an initial survey was done in 2016 with about 7,000 responses. It was considered a success, but there is still incomplete data, so a second survey is being conducted. The District has agreed to help promote the survey. We cannot provide or duplicate the survey, but we can point landowners to the site where they can take or obtain the survey. The key is to identify all the BMPs on different land parcels. "Help Tell the Story" cards with contact information were made available to meeting attendees. The new survey does collect different information. There was some discussion generated with a question of "how does this survey do anything to improve water quality?" The response was that knowing what is on the ground will help explain progress indicators. It was also announced that two of the streams in Lancaster County have been removed from the impaired streams list.

10. Contingency Planning

Chris Thompson reported that he is working on a Coronavirus continuity plan if the office would ever need to be shut down.

Additional Comments:

There were no additional public comments.

Vice-Chairman Bob Shearer officially adjourned the meeting at 8:58pm.

Gerald M. Heistand
Recording Secretary