

Item II.1
LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
September 4, 2019

The 809th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held on Wednesday, September 4, 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, Rodger Rohrer, Robert Shearer, Kent Weaver, Jay Snyder, Sonia Wasco and Commissioner Lehman.

The following Associate Directors were present: Frank Burkhardt, Robert Wagner and Greg Wilson.

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 and Matt Kofroth.

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

Bryce Workman, New Watershed Resource Technician attended the meeting.
The following guests were present: Drew Budelis - Versar

Chairman Dan Heller called the meeting to order at 7:30PM. Jay Snyder provided the invocation for the meeting. Bryce Workman, Watershed Resource Technician, the District's most recent hire was introduced to the Board of Directors.

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

The following additions to the agenda were announced:

1. RC&D Cover Crop Survey to be added as Item #9 under the Additional Business Section.
2. A purchase agreement with the Foundation to be added as Item #10 under the Additional Business Section.

Director Installation: Commissioner Lehman administered the oath of office for Kent Weaver to serve as public director and fill the vacancy left by the passing of Richard Shellenberger. Kent has served as an Associate Director for several years with the District.

Agency Reports

1. USDA, NRCS

Heather Grove referred to the NRCS report starting on page 1 and reported that Michael "Mick" Albert will be filling the final Soil Conservationist position in the Lancaster Office and is expected to be in our office by the end of the month. There are still two Soil Conservation Technician vacancies that need to be filled in the Lancaster Office.

2. PA DEP Field Rep Report

Chris Thompson referred to page 3 of the DEP Field report to highlight the release of the 5.0 version of the Nutrient Management and Manure Management Administrative Manual. He also stated that it is the 3rd year for the PA Chesapeake Bay Agricultural Planning Reimbursement Program that has provided funding for more than 1,700 plans.

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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 that there were no items to be removed, the Chairman called for a motion to approve the Consent Agenda. Robert Shearer moved to approve the Consent Agenda which included the four items listed below. Roger Rohrer seconded the motion. Ken Meck abstained from voting.

The Consent Agenda included the following approved items.

- #1 – Minutes of August 7, 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 referred to page 12 of the board mailing to report that about \$150,000 was received to be used for D&G/LVR projects. Additionally, the District spent about \$60,000 in the Exelon program during the month of August. On the Income and Expense report, the Separation/Reserve column went negative by an additional \$10,000 because the reserve funds were used to buy the District's new copy machines.

3. Personnel Committee Report

Sonia Wasco referred to the list of personnel items discussed by the committee on page 15 of the board mailing:

- a) Employee Classification
- b) Program Review and Opportunities
- c) Compensation and Benefits being proposed
- d) Adding the Confidentiality Agreement to the Personnel Manual
- e) Raising the starting salary from \$34,000 to \$36,000
- f) Several other personnel issues

Sonia Wasco moved that the Board approve the report and the decisions they made at the Personnel Committee meeting on August 8, 2019. Ken Meck seconded the motion. Motion passed unanimously.

An explanation was given on what happens if an employee receives an HSA advance and then leaves employment with the District.

Sonia Wasco reported on the interviews for the two open Ag Technician positions. There were sixteen applications and the interview team decided to interview six candidates. Out of the six interviewed, three were very strong candidates. The Personnel Committee recommended that the top three candidates be offered the jobs. Several reasons were given for as to why this is being requested and it was mentioned that one candidate did not have a 4-year degree, but he is already nutrient management certified and has 3 years' experience writing plans. Roger Rohrer moved that the District offer the three candidates the Ag Technician positions with the District. Jay Snyder seconded the motion. Motion passed unanimously.

4. Low Volume Road Quality Assurance Board Report

Matt Kofroth and Herb Kreider reported for the committee using the 2019/2020 Low Volume Road Program Quality Assurance Board Meeting recap handout paper. More than \$700,000 in projects were proposed, but the QAB recommended eight projects with suggested award amounts. The total funding proposed is approximately \$207,000. The committee evaluated fourteen projects from thirteen municipalities and agreed to provide an additional \$7,000 for East Petersburg's 2018/2019 LVR Grant. Herb Kreider moved that the Directors accept the committees recommended projects as submitted to the Board. Jay Snyder seconded the motion. Motion passed unanimously.

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5. Ag Service Fee

Jeff Hill reminded the Board that the proposed Ag Service Fee schedule was presented to the Board last month. No comments were received, so it was presented again for approval. Robert Shearer moved to approve the proposed Ag Service Fee schedule. Roger Rohrer seconded the motion. Motion passed unanimously.

6. RC&D Appointment

Chris Thompson reported to the Board, current council representatives and their terms as well as the vacancies that need to be filled by the District Board and County Commissioners. Administration proposed that Samantha Adams fill the Member at Large vacancy. Commissioner Lehman reported that he would welcome any suggestions for a person to represent the commissioner. No names were offered. Ken Meck moved to appoint Samantha Adams as the Lancaster's Member at Large Representative. Sonia Wasco seconded the motion. Motion passed unanimously.

7. MOA PENNVEST - TeamAg

Chris Thompson reported that a Memorandum of Agreement with TeamAg Inc. is needed to establish that the District and TeamAg will equally share in the administrative costs of the Elmer King PENNVEST Project. Sonia Wasco moved that the Board chairman sign the MOA PENNVEST – TeamAg Agreement. Roger Rohrer seconded the motion. Motion passed unanimously.

8. Spotted Lanternfly

Chris Thompson reported that there is approximately \$60,000 from the 2018-19 grant yet to spend on controlling the Spotted Lanternfly. There was also discussion about the 2020 proposal providing assistance to homeowners. Commissioner Lehman supported the idea as there is a wide disparity of knowledge among the professionals that provide advice to homeowners. Chris reported that the 2020 proposal will be presented to the Board at the next meeting which could include a full-time coordinator position. Funding for this cause is coming from the SCC. Jay Snyder moved that the District proceed with applying for the next round of funding to provide education and assistance in control costs so we are proactive rather than reactive. Sonia Wasco seconded the motion. Motion passed unanimously. There was discussion as to whether this project fits the District's mission. Trees are a natural resource and are being threatened by the Spotted Lanternfly pest. Heather Grove and Ashley Spotts are focusing on Ailanthus tree control on CREP Projects.

9. Cover Crop Survey (verbal)

Chris Thompson reported that Capital RC&D is once again asking LCCD to assist with a cover crop survey. They will follow the same route to look for changes in cropping practices. Dennis Eby works with this project which can take up to three days. Roger Rohrer moved to have Dennis Eby again participate with the survey. Ken Meck seconded the motion. Motion passed unanimously.

10. Conservation Foundation of Lancaster County TechSoup Registration (handout)

Gerald Heistand referred to handout Item III.9 that was provided to all meeting attendees and he covered some details on the District's network server. The company TechSoup works with 501C3 organizations providing IT assistance. Flagstream uses TechSoup to provide software at greatly reduced prices for their non-profit clients. Administration is asking the Board to request that the Foundation act as a purchasing agent for future software and hardware upgrades. Requesting their assistance would pave the way to replace our server at a more reasonable cost. Sonia Wasco moved to pursue an agreement with the Foundation to purchase software for the District. Jay Snyder seconded the motion. Motion passed unanimously. The next Conservation Foundation meeting is October 16, 2019.

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Reports/Information

1. Correspondence, News and Updates

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

- Invitation – Lancaster Farm Trust – The Great Farmland Train Preservation Train Ride – September 24, 2019.
- Ad – Clipper Magazine – Advertising as Part of a New Grant?
- Save the Date – Lancaster Farmland Trust – Annual Dinner and Silent Auction – October 30, 2019.
- Thank You Card – NACD – Payment of membership dues for 2019 – August 8, 2019.

2. E&S/NPDES Monthly Projects Report

Nate Kurtz reported on a previous E&S Compliance issue at 99 Old Colebrook Road. They will be given more time to submit the Corrective Action Plan and come into compliance.

DEP has pulled Beaver County Conservation District's Chapter 102 delegated program and there are limited details on what led up to this action. Landowners and Consultants that need plan approval or permits now need to work directly with DEP. This is the result of findings during a recent E&S program audit.

Nate Kurtz circulated a draft copy of a proposed Review Fee Schedule. Lancaster has not changed its fees for nine years. Even with the increases proposed, Lancaster's fees are still below many of the surrounding counties. Without this proposed fee increase, E&S would not be able to balance their 2020 budget. Comments on the proposed fees should be sent to Nate Kurtz or Chris Thompson.

On the Standard E&S Board Report, Nate mentioned that the YTD figures are similar to last year for income.

3. Youth Conservation School Report

Sonia Wasco reported that Sallie Gregory prepared an excellent synopsis of the week at camp with quotes from the students stating how this District sponsored event impacts today's youth.

4. Ag Excellence Program

Jeff Hill reported that there are still many details to be worked out, but the program would be using funding from the PA Farm Bill that would come to the District through the SCC. The funds would come in the form of block grants, on expansion of the REAP Program and low interest loans. It is a pilot program that would split funds between Lancaster and York Counties. Projects that use multiple funding sources would rank higher.

5. Chesapeake Bay Program – Phase II

Jeff Hill reported that phase I is the inspection program and phase II will be to implement any BMPs that the inspection program identified as critical. This is a DEP funded pilot to show measurable results with water quality. There could be one to two million dollars for Lancaster. The program is expected to run similar to the old Chesapeake Bay Cost Share Program where there is a cap of \$30,000 per landowner. This program should complement the EQIP Program.

6. Strategic Planning

Chris Thompson reported that a strategic plan has a lot of moving pieces and it is time to update the current Lancaster strategic plan. There was a call for volunteers who want to be part of the planning process. Roger Rohrer, Sonia Wasco, Kent Weaver, Jay Snyder and Dan Heller volunteered to take part as time permits in their busy schedules.

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7. Audit Review

Gerald Heistand circulated the three part audit reports to directors who had interest in a paper copy (all voting directors were present at the September meeting). Gerald briefly covered what was in each of the three parts and pointed out the Lack of Segregation of Duties that was included with the Schedule of Findings and Responses in the back of the Financial Statements booklet. Administration's response to the finding was that the District Manager will approve all invoices until the new candidate (Stacey Myer) has completed her probationary period and a proper checks and balances procedure is reinstated to provide for a functional segregation of duties. Any questions about the 2018 audit should be directed to Chairman Dan Heller, Chris Thompson or Gerald Heistand. The Board also has the option to invite Kevin B. Stouffer of SEK to present the audit and answer any questions.

8. Aramco Update

Chris Thompson reviewed the comprehensive summary Sallie Gregory prepared regarding the Aramco opportunity. Chris reported that he, Sallie Gregory and Matt Kofroth had a phone conversation to discuss a funding opportunity and they expect to hear back in the near future. Multiple potential proposals were submitted that highlight themes of education and biodiversity.

Additional Comments:

Sonia Wasco reported on her travels into Northern British Columbia. They were in the Great Bear Rain Forest for several days in search of bears and other sea animals.

Chairman Dan Heller officially adjourned the meeting at 9:29PM.

Gerald M. Heistand
Recording Secretary