

**LANCASTER COUNTY CONSERVATION DISTRICT  
BOARD MEETING MINUTES  
November 3, 2021**

The 835<sup>th</sup> regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held in person at the Farm and Home Center for Directors and also via Zoom Call-In on Wednesday, November 3, 2021, at 7:30PM.

**The following Directors were present:** Bob Shearer, Jay Snyder, Ken Meck, Sonia Wasco and Kent Weaver.

**The following Associate Directors were present:** Greg Strausser.

**The following District Staff were present:** Christopher Thompson, Gerald Heistand, Kevin Lutz, Rich Snyder, Kevin Seibert, Kent Bitting, Matt Kofroth, Sallie Gregory, Maddie Klein, Adam Stern and Suzanne Kopp.

**The following Cooperating Agency representatives were present:** Heather Grove, Natural Resources Conservation Service and Elwood Blake, DEP.

**The following guests were present:** None present.

Bob Shearer called the meeting to order at 7:33 p.m. Bob welcomed everyone both in person and on Zoom. Adam Stern reminded everyone that the meeting was being recorded.

Jay Snyder provided the invocation for the meeting.

**Additions to the Agenda:** No Additions Added.

**An opportunity was given for public comment:** Comments were offered

**I. Agency Reports**

**1. USDA, NRCS**

Heather Grove reported that it is the start of the new fiscal year. Significant funds are coming to Lancaster County to do BMP work in the County. It's a great time for anyone who is looking to get BMPs on the ground. Chris Thompson asked what the Equip allocation will be for next year? Heather stated that a decision should be made shortly about the allocations but currently she does not know the final allocation numbers for Lancaster County.

**2. PA DEP Field Rep Report**

Elwood Blake highlighted some points on the PA DEP Field Report. The 319 Grant Program award recipients were announced and Lancaster County is one of the award recipients. The Growing Greener Program received 183 applications totaling \$55,643,643. District audits are due to the S.C.C. by December 31, 2021.

Chris Thompsons wanted to highlight that the SCC is recommending that all County Conservation Districts continue to offer a virtual way for board members, associate members and the public to be part of all the meetings. As discussed earlier, all directors are encouraged to attend meetings in person, but we will continue to offer the zoom meeting option for all Board meetings.

## **II. Consent Agenda**

Bob Shearer gave the opportunity for Directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Hearing none, Jay Snyder moved to approve the Consent Agenda which included items numbered one through four. Sonia Wasco seconded the motion. The vote was taken and the motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of October 6, 2021 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgement**

## **III. Additional Business**

### **1. Treasures Report**

Gerald Heistand reported that there was very little change from last month on the Balance Sheet. The Income and Expense sheet shows we are bringing in more income than was budgeted and we are paying out less money on expenses than was budgeted.

### **2. Budget & Finance Committee Report**

Gerald reported that the committee spent a large amount of time going through the E&S Program and they found everything to be in order. All salaries in E&S are completely paid for with E&S 102 fees, 105 fees and NPDES fees only.

Also discussed by the committee was what percent of the commissioners funding is used to make up a shortfall in any program budget. There are four programs that don't use any of the commissioners funding and they are the E&S Program, the Watershed Program, the Clean Water Partners Program and the Dirt and Gravel Road Program. All the other programs use a percentage of the commissioners funding to help close budget gaps in those delegated programs.

Dan Heller and Chris Thompson attended a meeting with the Commissioners and made a presentation to ask for \$370,000 of Commissioner funding. If we do not receive the commissioner funding we will need to evaluate our programs and consider what can be consolidated or cut. We expect an answer from the Commissioners in December 2022.

The Committee also reported on a meeting with Raymond James, Fulton Financial Investment Advisor, about investing some of our reserve funds to generate additional capital.

Sonia Wasco moved to empower the financial committee to make an investment decision pending feedback from the SCC. Kent Weaver seconded the motion. Motion passed unanimously.

### **3. Personnel Committee Report**

Sonia Wasco reported Dennis Eby has announced his retirement date as April 1, 2022, which will give ample time to transition the work over to Greg Heigel.

Matt Kofroth has agreed to be the interim Assistant District Manager until one is hired. The job description has been distributed to the Board of Directors to be reviewed.

Sonia Wasco moved to accept Dennis Eby's April 1, 2022 resignation and also accept the Assistant District Manager job description. Jay Snyder seconded the motion. Motion passed unanimously.

In conclusion, Sonia also reported that the committee has completed a performance review with Chris Thompson and all his scores for each category were high.

#### **4. Foundation Report & MOU Review**

Jay Snyder reported that the MOU between the District and the Foundation has been in the review process and the Foundation approved the revisions that were made to it at their last meeting. A copy of the MOU was included for the Board to review. Jay Snyder moved to approve the MOU revisions. Sonia Wasco seconded the motion. Motion passed unanimously.

#### **5. Nutrient Management Committee/Expired Plan Referral Update & E-copy**

Kevin Lutz reported that on October 1, 2021 the updated Act 38 Nutrient Management Technical Manual went into effect. They are now allowed to send the plans in electronically. Kevin is asking the Board of Directors if they are in agreement to receive the NM Plans in electronic form instead of in paper copy. Sending electronically will be more efficient and also a big cost savings. Kent Weaver moved to allow staff to submit electronic copies to the BOD. Sonia Wasco seconded the motion. Motion passed unanimously.

#### **6. BOD Committee Changes and Advertising**

Kent Weaver reported that the staff is recommending combining the Ag Compliance Review Committee and the Nutrient Management side of the Nutrient Management/Cost Sharing Committee and transfer responsibility for each into the parent Ag Committee. The staff also recommends that the Cost Share Committee be made a stand-alone committee. Kent Weaver moved to combine the committees as stated. Jay Snyder seconded the motion. Motion passed unanimously.

Kevin Seibert announced that Suzanne Kopp will be made a Right-To-Know Officer along side Kevin Seibert. She has attended trainings and will be learning from Kevin and sharing the requests that we have been posting.

Kevin Seibert shared that under the Sunshine Act it is not a requirement to post the Board minutes to the website even though they are considered public documents. Kevin suggested that possibly the website could state that they are available if anyone wants to read them and they can obtain them if they call the Right-To-Know Officer.

Ken Meck moved to post the BOD Meeting Minutes to the website each month. Kent Weaver seconded the motion. Sonia Wasco opposed against posting them to the website, but the motion passed with a majority vote.

### **IV. Reports/Information**

#### **1. Correspondence, News and Updates**

- **Booklet** – Lancaster Farmland Trust – 2020 Annual Report – October 25, 2021

#### **2. E&S/NPDES Monthly Projects Report:**

Rich Snyder reported that the E&S department had 25 new plans come in for the month of October. YTD review fees collected in 2021 are \$485,110. Ten complaints were received in October. The two new technicians have finished a majority of their E&S Reviews training and are working to get all the E&S plans up-to-date.

#### **3. E&S Committee Report/Compliance Update:**

Rich Snyder reported on the minutes from the committee meeting pertaining to the fee schedule for Mixed-Use projects. Rich's email enclosed, in the day of packet, explains how the fees will be charged for vertical mixed use and horizontal mixed use.

Ken Meck moved to accept the Mixed-Use summary that is stated in the email. Jay Snyder seconded the motion. Motion passed unanimously.

Rich reported that the E&S Committee also recommends ceasing the Chapter 105 Program delegation. The 105 Program is an unfunded program and we operate at a loss, which now exceeds the benefit we have enjoyed by expediting the permit reviews in-house.

Jay Snyder moved to cease the Chapter 105 Program delegation after exhausting all efforts. Sonia Wasco seconded the motion. Motion passed unanimously.

**4. 2022-2023 CAP Proposal:**

Chris Thompson stated that the CAP Proposal submitted to DEP is over 27 million dollars for 2022-2023 year. A request is being made for the full amount to demonstrate the need, but we expect to receive \$2-3 million. Details will follow when they are announced in December 2021.

**5. Watershed Forum & Science Symposium:**

Matt Kofroth reported that there use to be a Watershed Forum yearly that was discontinued in 2013. The Watershed Forum is being resurrected in 2021 with a new grant. The Science Symposium is being held on November 19, 2021 at Elizabethtown College. Scientific Conservation ideas and research from around the County will be presented by local professors and students at the Symposium. On November 20, 2021 both Lancaster and Lebanon County Conservation Districts will be holding the new Watershed Forum. This Forum is geared toward Watershed Stakeholders, Watershed Volunteers, Municipalities and Water Authorities. Both events are free to attend but registration is required to attend.

**6. LCCD Planning Meeting:**

The LCCD Planning Meeting will be held on January 19, 2022 at the Farm Credit Building in Mount Joy.

**Additional Public Comment:**

Sonia Wasco commented on the PACD Executive Meeting and stated that all six regions voted to oppose the House Bill 591. PACD's Winter Meeting will be held solely virtual this year. PACD is encouraging all County Conservation Districts to do a monthly outreach to legislation and elected officials..

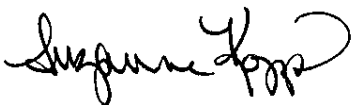
Rich Snyder stated that he was approached by RC&D to present at a Lunch and Learn in December 2021.

**Meeting Adjourned:**

Ken Meck moved to adjourn the meeting. Kent Weaver seconded the motion. Motion approved unanimously.

Bob Shearer officially adjourned the meeting at 9:40pm.

Respectfully submitted,



Suzanne Kopp  
Recording Secretary