



# LANCASTER COUNTY CONSERVATION DISTRICT MONTHLY BOARD MEETING AGENDA

Wednesday March 3, 2021  
Lancaster Farm & Home Center (Directors)  
<https://zoom.us/j/91731607863> (All Others)  
Business Meeting 7:30PM

Timer

- 7:30 Invocation – Bob Shearer  
Call to Order, Chairman, Daniel Heller  
Welcome & Introductions – Heller  
Additions to the Agenda – Thompson  
Public Comment: Survey media/quests: Agenda items of interest? – Heller
- 7:40 I. Agency Reports  
1. USCA, NRCS (attachment)..... 1  
2. PA DEP Field Rep Report (day of packet)..... -
- 8:00 II. \*Consent Agenda  
1. Meeting Minutes (attachment) ..... 3  
2. Technical Assistance Requests/Cancellations (attachment)..... 7  
3. Nutrient Management Plan Approval (attachment) ..... 7  
4. Conservation Plans Acknowledgement (attachment)..... 7
- 8:10 III. Additional Business  
1. Items Removed from Consent Agenda ..... -  
2. Treasurer’s Report – Heistand (attachment) ..... 8  
\*3. DGR/QAB Project Approval – Kreider/Kofroth (attachment)..... 11  
\*4. Conservation Excellence Projects – Lutz/Bitting (attachment)..... 11  
\*5. Personnel Committee Report – Thompson/Wasco (attachment)..... 11
- 8:50 IV. Reports & Information  
1. Correspondence, News and Updates – Thompson ..... -  
2. E&S/NPDES Monthly Projects Report – Snyder (day of packet)..... -  
3. Tree Sale Update - Gregory (attachment) ..... 12  
4. Strategic Planning Update & Review (day of packet)..... -  
5. Litigation Update (attachment) ..... 13  
6. Social Media Management & Telework Benefit SOP’s (attachment)..... 14
- 9:30 VI. Public Comment
- 9:35 VII. Adjourn

**(Directors, please call the District office if you will not be attending)**

Dates to Remember:

3/9, S.C.C. Mtg. @ Virtual	3/16-17, All Bay Mtg Virtual
3/9, PACD Regional Director Mtg. TBD	4/15, 8am-5pm, LCCD Tree Sale Distribution @ F&H
3/10, PACD Director Training – Berks CD	

NEXT MEETING DATE: Wednesday, April 7, 2021 @ 7:30 p.m.  
At the Lancaster County Farm & Home Center

**\*Action Require**



Activity Report to LCCD Board of Directors for February 2021

Lancaster Field Office Personnel:

Heather Grove, Supervisory District Conservationist  
Mark Myers, Soil Conservationist  
Brett Ramer, Soil Conservationist  
Mark Long, Soil Conservationist  
Michael Albert, Soil Conservationist  
Christine Griesemer, Soil Conservationist  
Ashley Rice, Soil Conservation Technician

VACANT, Soil Conservation Technician  
Jared Boger, Civil Engineering Technician  
Lari Jo Walker, Program Assistant, RC&D  
Jeff Sholly, Engineer, PACD  
Ashley Spotts, Restoration Specialist, CBF  
Julia Smith, Biologist, PF (York & Lancaster)

Conservation Planning Activities\*:

FY20 Total (#)	FY20 Total (Ac)	FY21 Mo. Total (#)	FY21 Mo. Total (Ac)	FY21 Total (#)	FY21 Total (Ac)
49	2,805.9	0	0	3	163.6

\*SEE "ACKNOWLEDGMENT OF CONSERVATION PLANS" REPORT

Conservation Practice Installation Activities\*:

Practice Code & Name	FY20 Total	FY21 Mo. Total	FY21 Total
313 – Waste Storage Facility (no)	15	-	2
362 – Diversion (ft)	4,225	-	-
367 – Roofs & Covers (no)	7	-	-
382 – Fence (ft)	18,131	-	3,938
412 – Grassed Waterway (ac)	16.2	-	4.8
516 – Livestock Pipeline (ft)	381	158	585
561 – Heavy Use Area Protection (sq ft)	53,121	-	6,247
575 – Trails & Walkways (ft)	1,043	584	1,702
578 – Stream Crossings (no)	6	-	1
600 – Terraces (ft)	12,541	-	5,493
614 – Watering Facility	7	1	5
620 – Underground Outlet (ft)	8,816	247	1,734
634 – Waste Transfer System (no)	17	2	4
327 – CREP Conservation Cover (ac)	23.5	-	3.69
391 – CREP Riparian Forest Buffer (ac)	68.2	-	8.84
390 – CREP Riparian Herbaceous Buffer (ac)	0	-	-

\*REFLECTS COMMON PRACTICES INSTALLED THROUGH NRCS & FSA FINANCIAL ASSISTANCE PROGRAMS; DOES NOT REPRESENT ALL PRACTICES INSTALLED.

Financial Assistance Conservation Program Activities:

- Financial Assistance Contract Obligation:

Program	FY20 Total (#)	FY20 Total (\$)	FY21 Total (#)	FY21 Total (\$)
EQIP	25	\$2,016,210	-	-
CSP	-	-	-	-

- Financial Assistance Payments:

Program	FY20 Total (\$)	FY21 Mo. Total (\$)	FY21 Total (\$)
ALL PROGRAMS	\$1,765,177.99	\$55,620.98	\$640,142.65

**Environmental Quality Incentives Program (EQIP):**

- FY21 Sign-up Deadlines
  - Sign-up #1 - 70 applications
  - Sign-up #2 - 4 applications
  - Sign-up #3 – 3 applications
- Staff continue to rank Sign-up #1 applications. Proposed allocation for Lancaster - \$1.8 million

**Conservation Easement Program Activities (ACEP):**

- Agricultural Land Easement (ALE) Acquisition Activities:

Program/Activity	FY20 Total (#)	FY20 Total (ac)	FY21 Total (#)	FY21 Total (ac)
ALE Easement Requests	2	117	2	161.4

**Conservation Reserve Enhancement Program Activities (CREP):**

- Approved Plans:

	FY20 Total (#)	FY20 Total (Ac)	FY21 Total (#)	FY21 Total (Ac)
New	25	156.2	-	-
Re-enrollments	24	100.9	-	-

**Administrative Activities & Staffing Updates:**

- NRCS Individual Development Plan (IDP) Meetings

**Trainings:**

- 2/2 – PA NRCS Ecological Sciences Job Approval Authority Training (All NRCS Planners)
- 2/4 - NRCS/DEP Joint Training for Permitting Ag Activities (All NRCS Staff)
- 2/4 & 18 – PA NRCS Engineering Training Series (Rice)
- 2/11 - PNDI Overview/Refresher Training (Ramer & Walker)
- 2/16-17 - Dirt & Gravel Roads ESM Training (Boger)
- 2/18 - PACD/NRCS Joint Native Plants & Pollinator Training (Griesemer, Grove, Long)

**Other Notable Meetings:**

- 2/3 & 19 – CREP Workload Meeting (Grove, Spotts & Smith)
- 2/23 – NRCS Spring BMP Construction Workload Meeting (Grove, Boger, Rice, Sholly & Saltsman)

Respectfully Submitted,



Heather L. Grove  
District Conservationist

Item II.1  
**LANCASTER COUNTY CONSERVATION DISTRICT  
BOARD MEETING MINUTES  
February 10, 2021**

The 826<sup>th</sup> regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held via Zoom Call-In only on Wednesday, February 10, 2021, at 7:30 PM.

**The following Directors were present:** Daniel Heller, Chairman; Herb Kreider, Kent Weaver, Treasurer; Roger Rohrer, Jay Snyder, Bob Shearer, Ken Meck, Sonia Wasco and Commissioner Ray D'Agostino.

**The following Associate Directors were present:** Greg Strausser and Lisa Graybeal.

**The following District Staff were present:** Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Ag Department Manager; Rich Snyder, E&S Department Manager, Kent Bitting, Matt Kofroth, Kevin Lutz, Samantha Adams, Sallie Gregory, Eric Hout, Ben Seldomridge, Kevin Seibert, Adam Stern and Suzanne Kopp.

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

**The following guests were present:** None

Chairman Dan Heller called the meeting to order at 7:30p.m. Dan asked if there were any introductions to be made and Ben Seldomridge introduced himself as the newly hired Compliance Technician. Adam Stern wanted everyone to know that the meeting was being recorded.

Sonia Wasco provided the invocation for the meeting.

**Additions to the Agenda:** Chairman Heller stated there would be an Executive Session called for at the end of the meeting. Chris Thompson stated there were no other additions to the agenda.

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

### **Reorganization of the Board**

#### **1. Election of Officers:**

Dan Heller stated that Ken Meck will be leading the election of officer's portion. Ken Meck read the following slate of officers being elected: Chairman – Dan Heller, Vice Chairman – Bob Shearer, Treasure/Secretary – Kent Weaver and Recording Secretary – Suzanne Kopp.

Ken Meck opened the floor for any additional nominations. Hearing none, Sonia Wasco moved to accept the slate as stated and close the nominations. Herb Kreider seconded the motion. Motion was approved unanimously. Ken moved the floor back to the charge of Dan Heller to continue the meeting.

#### **2. Swearing in of Directors and Associate Directors:**

Commissioner D'Agostino read a prelude before swearing in the Directors. Commissioner D'Agostino then swore in Herb Kreider as a Director for the Board of the LCCD and Greg Strausser as an Associate Director for the Board of the LCCD.

### **II. Agency Reports**

#### **1. USDA, NRCS**

Heather Grove offered no additions to the report this month. No questions were raised.

## Item II.1

### **2. PA DEP Field Rep Report**

Chris Thompson gave an update for Elwood Blake, from the Field Report Notes. The report can be read. 2021 Conservation District nominations of some of the Counties were tardy but LCCD is not. Several training opportunities to take advantage of for directors are listed in the report. No questions were raised.

### **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, Herb Kreider moved to approve the Consent Agenda which included items numbered one through four. Ken Meck seconded the motion. Motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of January 6, 2020 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgement**
- #5 – List of LCCD Memberships**

### **IV. Additional Business**

#### **1. Items removed from Consent Agenda**

There were no items removed from the Consent Agenda.

#### **2. Treasures Report**

Gerald Heistand reported that our assets are one million dollars more than last year at this time. Restricted funds have also gone up one million dollars. The restricted funds being higher is partially a result of covid restrictions, but it is a liability for LCCD because we are stewards of these funds and need to spend them correctly. General Operating funds and DGR/LVR operation funds are similar to last year. Grants without a bank account last year were zero dollars, this year we have \$198,287.84 in that fund. E&S has increased income by \$25,000 from last year. Reserve funds have increased substantially as well. The Scholarship fund had some unexpected donations and our bonds increased for this fund – so the balances have increased from last year as well. The income and expense report balances are good going into 2021.

#### **3. Banquet Committee Report**

Sallie Gregory reported on the changes from the board packet. The Banquet Committee met today and would like to recognize the 2020 honorees and have them receive recognition in person at a small gathering towards the Fall of 2021. This gathering would follow all the CDC guidelines to ensure everyone's safety. There will not be a banquet for 2021 and there will be no honorees recognized in 2021.

#### **4. Chesapeake Bay Program Update**

Jeff Hill reported that we lost a large amount of staff this year. The compliance department was hit the hardest, losing two of the three staff members. Discussions occurred with DEP regarding the inability to meet our compliance goals for 2021 and a suitable solution was developed. Chris stated that we were thinking about turning back the Bay Program due to the loss of staff. Many hours were spent with DEP trying to work out a viable option to move forward and stay in the Bay Program.

#### **5. E&S/NPDES Monthly Projects Report**

Rich Snyder reported on the committee's summary from Thursday's meeting, January 28, 2021 that was included in the day of packet. The Schatz Garage vs Melhorn Drive Basin is currently in a waiting state. The judge has to review all the material and decide if he can make a judgement on the material provided or if it will possibly go to a formal hearing. The Jay Stauffer enforcement update is that DEP wants LCCD to look at all the

## Item II.1

inspections from the very beginning and come up with a maximum penalty. The total max penalty the LCCD submitted is \$11,193.00, but if non-contested the discounted penalty offered will be \$6,368.00. Jay Snyder moved to approve the \$6,368 penalty amount. Kent Weaver seconded the motion. Motion passed unanimously.

### **6. Penn Vest Approval to Apply**

Chris Thompson reported that TeamAg proposed \$708,103 for a grant for the Isaac Beiler farm. A low interest loan or a principle forgiveness loan is being proposed. A request for Board approval is needed. Herb Kreider moved to approve the Penn Vest Loan approval. Roger Rohrer seconded the motion. Motion passed unanimously.

## **V. Reports/Information**

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

A Certificate of Clean Water Academy Participation Achievement Award was received for staff participation in completing Clean Water Academy course work.

Strategic Plan slides are in the packet that will be shown at the end of the Board meeting.

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

Rich Snyder reported that 50 new plans came into the office in January. Large residential housing projects were received. Complaints have slowed down for the month of January. 102 e-permitting went live on January 25, 2021. In a proactive effort to streamline the review/permit process, Lancaster Economic Development Corp. (EDC) reached out to LCCD due to the large number of projects on their docket. The scope of work/expansion in 2021/2022 exceeds \$2 billion dollars. Lancaster EDC wanted to discuss how to get better plans submitted so they can be processed quicker and what they could do in conjunction with the LCCD to expedite the process. Rich has met with them once so far but more meetings will be scheduled. Rich is holding a Lunch and Learn event tomorrow for engineers.

### **3. Technology Committee Report**

Gerald Heistand reported that he has worked at the District before computers were used at the District. Technology meetings are held quarterly. The committee has approved getting a drone to be used by the District. A new general database is being installed for the tree sale and the hope is that it will be used company wide. With Justin Furnia's departure we are having to rely on Flagstream more often. Our website had started to have problems and GoDaddy, who created the website was contacted and they could not fix it. Austin Ginder was consulted and he was able to fix the website. All the websites have now been moved to Austin Ginder, Anchor Consulting. A Word Press Developer is needed going forward.

Chris Thompson stated we are drafting a policy to be approved by the Board on how we operate our drone.

### **4. PACD/SCC Winter Meeting Report**

Sonia Wasco reported that she sent a copy of the minutes from the meeting to everyone. She highlighted that Lisa Suhr is retiring after 31 years and there will be a zoom farewell for her. PACD has hired Holly Miller to take over the Program Director position. There was a by-law change that was voted on and was approved that Armstrong CCD has moved from the SW region to the NW region.

### **5. Ethic Forms**

Chris Thompson stated that the Ethics form was included in the board packet and a link will sent out to all Directors. Please fill out and complete the form and submit it back to Stacey Meyer. May 1 2021 is due date. It is for the Directors and staff to complete as well as Foundation Members.

### **6. 2021 Board Committee List**

Dan Heller stated that we are continuing to keep the board committees as listed in the board packet.

### **7. 2020-2025 Strategic Planning Initiatives Presentation for 2021**

Chris stated that many hours were spent creating a five-year plan. The highlights for 2021 by department are as follows:

## Item II.1

**Ag Department** – Jeff Hill highlighted Goal #4 to increase tech assistance for BMP Implementation and keep the funding coming in to meet the goals and secure and administer \$3-\$5 million annually for Ag BMP implementation.

**Watersheds** – Matt Kofroth stated that they accomplished a lot of the goals in 2020. Matt also highlighted initiative #3 as far as adopting new technology and equipment (getting the drone in 2021). A trailer was purchased to keep equipment in as well as equipment was purchased. Decrease the impaired streams by completing 4-5 projects in 2021. Maintaining and increasing funding is already in the works for 2021.

**Education** - Sallie Gregory wanted to highlight that we should look at education as a resource across the whole District. A grant was received to buy a CRM database to enter Tree sale orders and produce the newsletter.

**E&S Program** – Rich Snyder highlighted #1 Improve awareness of the programs and engage municipalities, Partnering Agencies and Regulated Community in the education of the programs. Virtual programs are being implemented for 2021 to do outreach. The E&S team will be taking virtual courses to enhance professional development in 2021. The E&S Team has already adopted and implemented E-permitting in 2021. The Review Fee Structure will be looked at yearly.

**Conservation Foundation of Lancaster County** – Jay Snyder reported that a lot of the grants we use for LCCD come thru the Foundation. They want to hire a grants coordinator in 2021 and create a review fee for the management of the grants. Improving outreach and building the Board capacity are also goals for 2021.

### **Additional Public Comment:**

None was offered.

Chris Thompson stated that our next meeting on March 3, 2021 will be in person at the Farm and Home Center, but zoom will be available if needed.

### **Executive Session**

Sonia Wasco made a motion to move to executive session to discuss a personnel matter and budget issue. Herb Kreider seconded the motion and it passed unanimously. Chairman Heller excused all non-voting members at 9:32pm to begin the Executive Session.

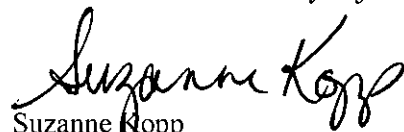
The Board of Directors reconvened the business meeting at 10:02pm.

### **Additional Business**

Sonia Wasco presented the request to solicit 3<sup>rd</sup> party proposals for conducting an Assessment of the Conservation District's operations. Roger Rohrer made the motion that this nonbudgeted expense will be paid for utilizing reserve funds, but shall not exceed \$14,000. Herb Kreider seconded the motion. The motion passed unanimously.

### **Meeting Adjourned**

Chairman Heller officially adjourned the meeting at 10:10pm.



Suzanne Kopp  
Recording Secretary





**Balance Sheet**  
As of February 22, 2021

**ASSETS**

Checking/Savings

District General Fund

1001 · General Fund INVEST 447,374.61  
1015 · General Fund Checking -10,465.68

Total District General Fund 436,908.93

E & S

1002 · E & S - A

Reserved-E&S Vehicle - A -4,237.22  
1002 · E & S - A - Other 330,320.71

Total 1002 · E & S - A 326,083.49

1005 · Clean Water - R 301,973.24

Total E & S 628,056.73

1006 · Separation

SWAT Separation - R 450.99  
1006 · Separation - Other 54,811.73

Total 1006 · Separation 55,262.72

1007 · Reserve

Reserved-LCCD Health 19-20 - A 61,322.00  
Reserved-LCCD Health 18-19 - A 25,883.00  
Reserved-LCCD Health 17-18 - A 56,544.59  
Reserved-Capital - A 53,726.87  
Reserved-Communication - A 24,000.00  
Reserved-Computer Hardware - A 16,725.77  
Reserved-Software Maintenance-A 18,048.80  
Reserved-NM Program - A 177,165.52  
Reserved-Admin Vehicle - A -7,051.60  
Reserved-NMP Vehicle - A 28,055.44  
1007 · Reserve - Other 345,046.92

Total 1007 · Reserve 799,467.31

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C 1,457.50  
Scholarship Bonds - C 35,000.00  
1008 · Scholarship - C - Other 32,372.09

Total 1008 · Scholarship - C 68,829.59

1009 · Dirt & Gravel Roads - R 132,820.44

1013 - Exelon - R 463,241.92

1014 - Low Volume Roads - R 142,615.46

1115 · Conservation Excellence - R 625,663.43

1003 · Youth Conservation School - C 25,927.33

1017 · Self-Funded Health Insurance -R 78,055.92

**TOTAL ASSETS 3,456,849.78**

\$178,794.90	General Operations - U
\$57,925.50	DGR/LVR Admin & Edu - A
\$124,802.10	Grants without bank account - R
\$42,041.48	Activities Account - A
\$33,344.95	Tree Fundraiser Account - U
<b>\$436,908.93</b>	<b>TOTAL</b>

\$935,282.59	A - Assigned Funds
\$94,756.92	C - Committed Funds
\$1,869,623.50	R - Restricted Funds
\$557,186.77	U - Unassigned Funds
<b>\$3,456,849.78</b>	<b>TOTAL</b>

Lancaster County Conservation District  
**Balance Sheet**  
As of February 22, 2021

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**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2200 · YCS Liability 25,927.33

2016 · Health Insurance Liability 78,055.87

**Total Other Current Liabilities** 103,983.20

**Total Current Liabilities** 103,983.20

**Total Liabilities** 103,983.20

**Equity**

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 2,765,549.01

Net Income -306,293.11

**Total Equity** 3,352,866.58

**TOTAL LIABILITIES & EQUITY** 3,456,849.78

**Item III.2 Lancaster County Conservation District  
Income and Expenses  
January 1 through February 22, 2021**

	General Operations	E&S	Activities	Grants	Scholarship	Separation/ Reserve	Jan 1 - Feb 22, 2021	Budget YTD	\$ Over Budget
<b>Income</b>									
520 · County Funding	27,500.00					35,000.00	62,500.00	40,922.61	21,577.39
530 · Program Contracts	115,673.35						115,673.35	310,291.09	-194,617.74
560 · Grant Administration	38,700.03			13,312.00			52,012.03	72,497.50	-20,485.47
570 · Grant Project Income				161,253.04			161,253.04	375,446.43	-214,193.39
580 · Fee / Reimbursement Income	436.25		1,250.00				1,686.25	1,867.59	-181.34
581 · E&S102 Review Fees		79,540.00					79,540.00	76,470.80	3,069.20
582 · NPDES Permit Fees		13,000.00					13,000.00	13,095.27	-95.27
583 · 105 CWF Fees		2,150.00					2,150.00	2,504.46	-354.46
590 · Interest Income	51.95	62.06		149.85	443.17	83.14	790.17	714.73	75.44
540 · Activity Income	50.00		3,000.00				3,050.00	1,571.43	1,478.57
585 · Tree Sales Income			1,543.50				1,543.50	3,928.57	-2,385.07
595 · Other Income	42.50						42.50	29.73	12.77
599R · Interfund Transfer In							0.00	12,748.21	-12,748.21
<b>Total Income</b>	<b>182,454.08</b>	<b>94,752.06</b>	<b>5,793.50</b>	<b>174,714.89</b>	<b>443.17</b>	<b>35,083.14</b>	<b>493,240.84</b>	<b>912,088.42</b>	<b>-418,847.58</b>
<b>Expense</b>									
7100 · Staff Salary	229,185.70	58,649.76					287,835.46	306,193.28	-18,357.82
710 · All Emp Benefits	73,826.91	19,348.73	286.52				93,462.16	105,783.14	-12,320.98
720 · Vehicle & Travel Expenses	3,840.33	1,769.84					5,610.17	6,257.51	-647.34
722 · Meeting Expenses	9.31			55.00			64.31	3,257.51	-3,193.20
730 · Supplies	1,331.75	239.43	155.80	1,151.06			2,878.04	3,478.39	-600.35
735 · Communication Costs	1,705.15	5.29					1,710.44	1,331.78	378.66
740 · Postage	76.25						76.25	1,555.20	-1,478.95
745 · Office Rent	13,970.60	3,259.80					17,230.40	15,577.34	1,653.06
750 · Equipment	3,372.15			405.00			3,777.15	5,198.54	-1,421.39
830 - Administrative	26,249.70			45.00			26,294.70	23,013.53	3,281.17
810 · Activity Expenses	40.00		944.35				984.35	2,041.70	-1,057.35
820 · Grant Project Expenses				359,494.37			359,494.37	396,660.71	-37,166.34
890 · Miscellaneous Expenses	116.15						116.15	379.46	-263.31
895 · Contingencies							0.00	111.61	-111.61
899E · Interfund Transfer Out							0.00	12,748.21	-12,748.21
<b>Total Expense</b>	<b>353,724.00</b>	<b>83,272.85</b>	<b>1,386.67</b>	<b>361,150.43</b>	<b>0.00</b>	<b>0.00</b>	<b>799,533.95</b>	<b>883,587.91</b>	<b>-84,053.96</b>
<b>Net Income</b>	<b>-171,269.92</b>	<b>11,479.21</b>	<b>4,406.83</b>	<b>-186,435.54</b>	<b>443.17</b>	<b>35,083.14</b>	<b>-306,293.11</b>	<b>28,500.51</b>	<b>-334,793.62</b>

### **Item III.3**

#### **Dirt & Gravel Rd. Quality Assurance Board Recommendations**

The Dirt & Gravel Rd. Quality Assurance Board (QAB) met prior to the March 3<sup>rd</sup> Board meeting to discuss several issues within the Dirt & Gravel and Low Volume Rd. Program and to review 5 potential Dirt & Gravel Rd. applications submitted by local municipalities. Over \$157,000 was requested by 5 municipalities. The Lancaster County Dirt & Gravel Program has approx. \$100,000 to allocate for local projects this year. The District Board will receive recommendations of the QAB at the March 3<sup>rd</sup> Board meeting on what projects the QAB is recommending for funding this year. Board action will be required to move these awarded projects to the contract phase of the Dirt & Gravel Rd. Program.

\*Action Required

### **Item III.4**

#### **Conservation Excellence Project Approval**

The Conservation Excellence Grant (CEG) currently has one application that has been reviewed by district staff and is ready for board action. Lloyd Reiff is requesting funding for the expansion of an existing manure stacking area. The existing stacking area is sufficient for approximately 80 days. The expansion will increase his storage to 180 days. This is a district project that ag staff have been involved with and will be on-site through implementation. This project will utilize a mix of CEG, REAP, and farmer funds. The total project estimated cost is \$23,070.00.

CEG Funds Requested: \$17,302.50

The Assistant Ag Program Manager and District Engineer recommend positive action for approving \$17,302.50 worth of CEG funding for Lloyd Reiff's Manure Stacking Area.

\*Action Required

### **Item III.5**

#### **Personnel Committee Report**

The Personnel Committee has been informed about Jiff Hill's resignation from LCCD as the Ag Program Manager. Jeff's last day will be March 19<sup>th</sup> and the Committee is supportive of staff's request to advertise and fill the position.

Two additional items, Social Media and Telework Standard Operating Procedures (SOPs), are listed below. SOPs are operational guidance documents and do not require director approval, but

these are strategic initiatives for 2021 and as such they attached to the BOD packets for your review.

\*Action Requested

Social Media:

Social media is an opportunity to engage with the public, share events and news updates rapidly, and make connections we haven't before. Amanda and Sallie will work with program managers and the communications committee to share pertinent program information, news, events, success stories, and more that will interest the public. The goal is to share a post a week on Facebook and Instagram, covering all four programs in a month. As well, Amanda will spend a few minutes a day increasing our audience size through commenting, sharing, liking, and interacting with our community. Using the program HootSuite (\$49/month at \$588 for the year), posts can be scheduled and monitored by managers, real-time analytics can gauge our success, and messages can be responded to all in the program. As well, this program will help minimize the "time drain" on employees and provide separation from employee's private social media accounts. While social media will be a trial period, the hope is for it to become a shared responsibility and cost that benefits all of the District's programs.

Telework:

Telework is an unofficial benefit that LCCD employees have been using for almost a year now, proving its effectiveness for our organization. When the LCCD office can safely transition to full-time in the office, telework for up to two days (one day for part-time employees) will be another benefit for employees that can work successfully from home. The Telework SOP outlines criteria to qualify for telework, telework expectations and restrictions, and other important considerations. Program managers will have their own discretion in managing teleworking employees, including productivity check-ins and their own expectations. Overall, this benefit is an opportunity to provide a better work-life balance for employees.

**Item IV.3**

**Tree Sale Update**

The Lancaster County Conservation District 47<sup>th</sup> Annual Tree Seedling Sale is currently open and accepting orders. Mailed orders must be postmarked March 1. Hand delivered orders may be dropped at the Farm and Home Center lobby until March 5, 7:30 am – 5 pm. All orders will be pre-packaged for drive thru pick up on Thursday, April 15, 8 am – 5 pm. A fillable order form is available at [www.lancasterconservation.org](http://www.lancasterconservation.org) . Orders are arriving at a traditional pace for a good event.

## **Item IV.5**

### **Pending Litigation**

The District received an eight-point, Civil Complaint from Ronald Gantz last summer as a result of flooding damage that occurred on Mr. Gantz's property on August 31<sup>st</sup>, 2018. The District contended that the flooding resulted from the documented 500-year storm that impacted much of Lancaster and surrounding counties, not from our negligence. The Board took action to defend ourselves, contacted our insurance broker and engaged lawyer, Brian Wauhop with the Marshall & Dennehey law firm in Harrisburg.

The solicitor submitted a preliminary objection for all eight points to Judge Sponaugle in Lancaster and a court date to debate the argument was set for Feb 22, 2021.

Brian contacted the District office just prior to the hearing and indicated that Mr. Gantz had contacted him and stated that he would like to terminate his Complaint. Brian drafted the Praeceptum to Discontinue and notified the court. As of the date of this writing, the discontinuance has not yet been received, but when it is it will be filed with the Court and it will end the matter.

STANDARD OPERATING PROCEDURE  
Lancaster County Conservation District

**Social Media Management**

Author: Amanda Goldsmith and Sallie Gregory

Date: \_\_\_\_\_ [date when approved or placed into electronic folder]

**APPLIES TO:** Education Department and LCCD Staff assigned the responsibility of social media page management and posting.

**BACKGROUND:** In addition to our newsletters and annual report, social media is an important tool, with growing acceptance, as a way to connect with the public. Starting this page will provide another avenue for the public to connect, learn, and engage with the district.

**PROCEDURE:**

This SOP will guide employees on how to post and manage the Lancaster County Conservation District's Facebook and Instagram pages for professionalism, time management, and maximum engagement with the public. Other social media platforms will be reviewed annually to see if we should utilize them to increase our audience size and presence.

**1. Posts**

- Posts include articles, photos, events, tips, updates, and related content made and shared directly by LCCD employees or affiliates on social media.
- Posts should be made and shared at least twice a month or every two weeks. Once a week is preferred with each department covering a post over a month. For example, Watershed covers the first week and Agriculture covers the second week.
- Posts should take about 30 minutes to create and schedule, averaging about 2 hours a month for the Social Media Manager. If this time is regularly being exceeded or interferes with the Social Media Manager's workload, the number of posts will be reduced to twice a month and this SOP will be reassessed.
- Posts made to Facebook can be automatically shared to Instagram because the platforms are linked.
- The Social Media Manager is responsible for the content and scheduling posts year-round, but will collaborate with the education coordinator to ensure a consistent theme and public image in LCCD's public engagement.

- When available, creating the posts is a task that can be assigned to a summer intern. The goal is for the intern to make the majority of the posts and the social media manager will fill in the gaps year-round. This role is a benefit to the intern as well so they can learn about all aspects of the district and our conservation partners. The intern's role will also help ease the social media manager's and education coordinator's workload.
- Posts will receive monthly oversight from the education coordinator to ensure quality control. The Social Media Manager/Intern will schedule posts a month in advance so they can be reviewed monthly.
- See the "Post Considerations" bullet point for researched social media post guidelines that maximize engagement.
- Content should represent and reflect the District's professionalism, mission, and reputation in the community. Good judgement should be used and the LCCD Personnel Manual provides in-depth guidance on professionalism and content to avoid on social media and with the public. Specific content that cannot be used under any circumstance includes but is not limited to: confidential information, explicit content, religious content, copyrighted or related illegal content that could hold the District criminally or civilly liable, political content or opinions, and any other content made to anger, offend, or upset.

## **2. Interactions Other than Posting**

- The Social Media Manager is responsible for interactions which include sharing other posts, liking, commenting, replying, tagging users, interacting in groups, and related actions.
- Helpful Features with Interactions:
  - Use the "Invite to Like Page" tool for users that like your posts but don't like your page. This tool is highly effective for increasing audience size and works 30-50% of the time.
  - Use the "Hide Comment" feature to appease negative commenters. This hides it for everyone except the commenter so they don't feel censored while maintaining a positive space on the page.
- Interactions should be used at least a few times a month to promote community engagement and increase audience size. A maximum of 30 minutes per week should be spent on interactions. If this time is regularly exceeded or interferes with the Social Media Manager's workload, the time spent on interactions will be reduced to 15 minutes and the SOP will be reassessed.
- Interactions should follow the same guidance as with posts and reflect the District professionally without sharing inappropriate content.



- The Education Coordinator will review these interactions once a month to ensure a consistent theme and image of the District.

### **3. Direct Messages**

- The public may choose to message the Lancaster County Conservation District's social media page with questions rather than calling or e-mailing us directly.
- The social media manager will respond to the interested party and gather contact information for the Administrative Specialists.
  - Standard Response: "Hello! Thanks for reaching out to the Lancaster County Conservation District and we are happy to help. Do you have a phone number or e-mail that would be the best way to reach you? I will forward your information to the correct district employee so they can help you out."
- All questions and contact information of the interested party should be forwarded to the appropriate Administrative Specialist or Program Manager with the E&S and Ag/E&O programs. They will then delegate the request/information to the correct district employee.
- If the District begins to receive too many messages (more than once a week), this SOP will be reassessed for a more efficient method.

### **4. Post Considerations**

- Use as little text as possible. Research shows people almost never click "see more" on a post.
- Use landing pages such as a blog article on the LCCD website for longer posts
- Use analytics to determine optimal times to post and post scheduling to manage time efficiently.
- Use photos as much as possible
  - Memes, Faces, Before & After
  - Canva is a free, great tool to edit photos and you can put the LCCD logo on them
- Use testimonials from other organizations
- Use hashtags to increase our reach
  - Keyhole – website that shows how many people see a certain hashtag. Choose more popular hashtags to increase audience size and engagement.
- Create events which reach more people.
  - For example, Tree Sale is a great event to put on Facebook.
- Post more of the what the audience desires
  - Common examples listed from most desired to least desired:
    1. Public health/safety announcements like a manure spill

2. Environmental tips, offers, & incentives like storm water management or BMP cost share programs
3. Public events & workshops
4. Organization updates like new hires or awards received
  - a. Avoid posting these as viewer almost never want to see them. It is more appropriate content for the newsletter instead.

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STANDARD OPERATING PROCEDURE  
Lancaster County Conservation District

**Telework Benefit**

Author: Amanda Goldsmith

Date: [date when approved or placed into electronic folder]

APPLIES TO: LCCD Staff

**BACKGROUND:** The COVID-19 Pandemic highlighted the ability of the District to work remotely while maintaining productivity. Telework will be an added benefit for new and current employees that can work efficiently outside of the office.

**PROCEDURE:** This SOP is designed to explain what the telework benefit entails, who can receive the benefit, and restrictions to ensure a productive workplace.

Criteria to Receive Telework Benefit:

- Employee must have completed the 3-month probationary period.
- Employee must have exhibited good work ethic and punctual attendance.
- Employee must have the technology and connectivity to telework.
- Employee must have an appropriate area to work that reflects well on the District's professional image and has no distractions.
- Employee must have a history of good communication skills by e-mail, phone, and using the in/out board.
- Employee routinely has work that they are able to do remotely.

Telework Benefit Details:

1. Schedules & Communication

- Full-time employees can request to telework up to two days a week (16 hours) and they may be in a row. However, they cannot be Monday and Friday.
- Part-time and intermediate employees can request to telework up to one day a week (8 hours).
- Employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices. They must obtain supervisor approval prior to working in excess of a 40-hour work week.
- The eight-hour telework day must be in the time frame of 7-5pm from Monday to Friday. Employees must be available by phone or e-mail during their eight hour timeframe and must update the in/out board regularly.
- Employees must check their work phone at least two times a day. Suggested times are 9am and 1pm.

2. Traveling & Office Time while Teleworking:
  - Remote employees, like employees working in the office, will not receive travel reimbursement for commuting to and from the office.
  - When possible, managers will give 24 hours' notice if an employee is required in the office on their telework day. However, as emergencies arise, employees are expected to come into the office if requested by their manager.
  - Employee can use district vehicles or personal vehicles while remote teleworking. Employees are asked to choose the most cost-effective option and to reference the Travel & Meals SOP for more details on travel time.
  - On telework days, travel time to site visits is part of the workday.
  - Employees may conduct meetings using Zoom or in-person while teleworking. However, Zoom meetings must have a professional backdrop and maintain as little noise as possible.
  - Employees must come into the office and work if they do not have any work to do remotely.
  - Employees must come into the office if there is an important meeting or training that is better served in-person than remotely.
  
3. Leave Time & Other Benefits
  - Employees must choose either flex schedule or telework.
  - Employees are expected to use their leave time as needed for non-work activities during the scheduled workday.
  - Employees are still expected to telework on inclement weather days.
  - The employee is responsible for adequate technology and connectivity needed specifically for telework.
    - Technology that has already been provided for regular job duties, i.e. Microsoft Surface Tablets, may also be used for telework. However, employees are responsible for maintaining a safe working environment while teleworking to avoid damaged, lost, or stolen electronic items.
  
4. Managerial Requirements
  - Managers have the right to revoke this benefit if:
    - An employee's quality and/or quantity of work declines.
    - An employee is not communicating regularly with their supervisor or clients.
    - An employee appears to be not working while remote.
    - Dependent care interferes with telework or it is not accounted for accurately in their timesheet.
    - Any other indication that the employee is not following the policy's parameters or is not suited for telework.

- Managers will decide on the appropriate reporting metric to measure employee productivity for their respective departments.
- Department managers must approve non-home telework before an employee changes their telework location. Employees on vacation are strongly encouraged to not telework, understanding that managers have the right to deny this request to support healthy work-life balances. Other extenuating circumstances will be reviewed on a case-by-case basis by department managers.

5. Legal Considerations & Restrictions

- Family, friends or pets may not participate in field visits or site inspections even if the employee is using their personal vehicle.
- In the event of a job-related injury while teleworking, the employee must report the incident as soon as possible pursuant following the District's workers' compensation policy.
- Employees teleworking are expected to comply with all of the same District policies as if the employee was working at the office.
- Any abuse or violations of this policy may result in the revocation of telework privileges and or disciplinary action up to and including termination from employment.

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