



# LANCASTER COUNTY CONSERVATION DISTRICT

## MONTHLY BOARD MEETING AGENDA

Wednesday September 1, 2021

Farm & Home Center - Directors

Zoom Info: <https://zoom.us/j/91731607863>

Business Meeting 7:30PM

### Timer

7:30	Invocation – Roger Rohrer Call to Order, Chairman, Daniel Heller Welcome & Introductions – Daniel Heller Additions to the Agenda – Christopher Thompson Public Comment: Survey media/quests: Agenda items of interest? – Daniel Heller	
7:40	I. <u>Agency Reports</u> 1. USDA, NRCS (day of packet) ..... - 2. PA DEP Field Rep Report (day of packet)..... -	
7:45	II. <u>*Consent Agenda</u> 1. Meeting Minutes (attachment) ..... 1 2. Technical Assistance Requests/Cancellations (attachment)..... 6 3. Nutrient Management Plan Approval (attachment) ..... 6 4. Conservation Plans Acknowledgement (day of packet)..... 6	<u>Page #</u>
7:55	III. <u>Additional Business</u> 1. Items Removed from Consent Agenda ..... - 2. Treasurer’s Report – Heistand (attachment) ..... 7 *3. Personnel Committee Report/Employee Manual/Request to Hire – Wasco (attachment) 10 *4. Low Volume Rd. Quality Assurance Board Report – Kofroth (attachment) ..... 12 *5. Ag Conservation Excellence Program – Bitting/Lutz (attachment) ..... 12 *6. PennVest Resolution/Fisher – Thompson (attachment) ..... 13 *7. Ombudsman Agreement – Thompson (attachment)..... 13 *8. NRCS SWAT Agreement – Thompson (attachment) ..... 13	
8:25	IV. <u>Reports &amp; Information</u> 1. Correspondence, News and Updates – Thompson (handouts)..... 14 2. E&S/NPDES Monthly Projects Report – Snyder (day of packet)..... - 3. Fiddle Creek Project Update – Kofroth (attachment)..... 14 4. Conservation Foundation Report – Snyder/Thompson (attachment) ..... 14 5. Scholarship Auction Update – Hartz (day of packet)..... -	
8:55	V. <u>Public Comment</u>	
9:00	VI. <u>Adjourn</u>	

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

Dates to Remember:

9/1, 5:30pm DGR QAB Mtg. @ F&H Center	10/5-9, Ag Week
9/14, SCC Mtg. PDA Offices 1-3pm	10/14, PACD Regional Director’s Zoom Mtg.

NEXT MEETING DATE: Wednesday, October 6, 2021 @ 7:30 p.m.  
At the Lancaster County Farm & Home Center

**\*Action Required**

Item II.1  
**LANCASTER COUNTY CONSERVATION DISTRICT  
BOARD MEETING MINUTES  
August 4, 2021**

The 832<sup>nd</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, August 4, 2021, at 7:30PM.

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

**The following Associate Directors were present:** Frank Burkhart and Deb Seibert.

**The following District Staff were present:** Christopher Thompson, Gerald Heistand, Kevin Lutz, Rich Snyder, Kent Bitting, Matt Kofroth, Sallie Gregory, Amanda Grube, Britton Hartzok, Amanda Goldsmith and Suzanne Kopp.

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

**The following guests were present:** Breana Beers – Summer Intern.

Chairman Dan Heller called the meeting to order at 7:36 p.m. Dan welcomed everyone and asked if there were any introductions to be made, Matt Kofroth introduced the Summer Intern – Breana Beers. Sallie Gregory reminded everyone that the meeting was being recorded.

Jay Snyder provided the invocation for the meeting.

**Additions to the Agenda:** Chris Thompson stated there are four additions to the agenda:

1. PennVest/Levi & Barbie Fisher
2. MEB Grant Application
3. PAFBC Cooperative Agreement
4. Copier purchase for the E&S Department

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

### **I. Agency Reports**

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

Heather Grove reported that there were no additions to the NRCS report.

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

Chris Thompson reviewed highlights from the DEP Field Notes: The District Director Nomination Process has started and we are currently awaiting responses from the directors whose terms will expire at the end of 2021, as to whether they are willing to serve another term. There is intent from both the SCC and DEP to enter into another joint 5-year delegation agreement from 2022-2027 for the Nutrient Management Program. They specifically asked Kevin Lutz to be on that committee to review/update the delegation agreement. The Sunshine Act amendment require all agencies to post an agenda of

## Item II.1

agenda items to be deliberated or planned official actions to be taken, at least 24 hours prior to any regular or public meetings. This change becomes effective on August 29, 2021.

### **3. Summer Intern Presentation**

Breana Beers grew up in Lancaster County and then went to Cedar University in Ohio where she obtained a degree in Biology. While here at the LCCD she shadowed the Ag and the E&S programs and worked along side of Matt Kofroth and Sallie Gregory in the Watershed and Education departments. Breana shared a slide presentation of her experience at LCCD and said she learned a lot and enjoyed her time here working with LCCD staff. She was grateful for the opportunity to be our Summer Intern.

## **II. 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 none, Bob Shearer moved to approve the Consent Agenda which included items numbered one through four. Jay Snyder seconded the motion. To avoid the potential of a conflict of interest, Herb Kreider abstained from the vote. The vote was taken and the motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of July 7, 2021 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgement**

## **III. Additional Business**

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

There were no items removed from the Consent Agenda.

### **2. Treasures Report**

Gerald Heistand reported that the numbers on the balance sheet remained relatively the same since last month.

The Income and Expense report is in good standing this month, with the General Operations, E&S and Activities only changing less than \$1000 since last month.

### **3. Conservation Excellence Projects**

Kent Bitting reported on two applications being presented for approval that have been reviewed by District staff and are ready for Board action. Project total costs are \$24,217.09 for conservation practices and the funding being requested is \$18,162.82. Ervin Martin of East Earl Township - \$12,390.67 and James Stahl of Manheim Township - \$5,772.15.

Roger Rohrer moved to approve the funding for the two applications being presented. Sonia Wasco seconded the motion. Motion passed unanimously.

### **4. E&S Committee Report**

Rich Snyder reported that there was no E&S Committee meeting in July. However, there were developments with the Jay Stauffer enforcement case. The forms and penalty amounts due, were sent by certified mail to Mr. Stauffer with a deadline of July 26, 2021 to return signed forms and pay the penalty. Jay Stauffer did not sign and return the documents or pay the fine by the deadline. Mr.

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Stauffer requested an in-person meeting with DEP because he stated he had some questions for them. DEP denied the requested in-person meeting, but extended the deadline for Mr. Stauffer to August 13, 2021. If Jay Stauffer does not adhere to the new deadline of August 13, 2021 then the maximum penalty will be executed. Chris Thompson requested that the Board of Directors not delay acting until the September meeting, but instead vote to allow staff to forward compliance related information to DEP immediately if Mr. Stauffer does not comply by the August 13, 2021 deadline. Ken Meck moved to give staff authority to proceed with the Jay Stauffer case and implementing maximum penalty if he does not pay the current fine and sign the paperwork and return the forms by the August 13, 2021 deadline. Jay Snyder seconded the motion. Motion passed unanimously.

### **5. Grant Management Solutions, CARGAS**

Sallie Gregory reported that we are searching for a company to develop software to manage the grants we have at the LCCD. The committee researched four companies, all but one of the companies charged a maintenance fee as much as a \$10,000 yearly. The Grant committee selected CARGAS One, a local firm with a proven track record, to make a custom software program to manage our grants. The estimated expense for this custom program is \$24,238. We currently have \$18,000 to pay for phase 1 of the project. The committee stated that we could offer this product to other Districts for a fee, to manage their grants as well, which will create income. The committee requested the Board to agree to approve and move forward with CARGAS and the estimated amount of \$24,238. Chris Thompson stated that this is a component to Grant management along with the position to hire the Grants Coordinator to manage the grants that the Board already approved previously. Roger Rohrer moved to approve going forward with the contract with CARGAS. Sonia Wasco seconded the motion. Motion passed unanimously. Chris stated that he would like to start the interview process for the Grants Coordinator position by the end of September.

### **6. PennVest/Levi & Barbie Fisher**

Levi and Barbie Fisher applied for funding early in 2020 in the amount of \$202,000, however when they began to sign all the paperwork it was discovered that they were delinquent in back taxes and so everything was put on hold until the taxes were paid. The Fishers have satisfied the tax lien and PennVest is willing to go forward with the original funding as of August 10, 2021. Chris is requesting that a motion be made for LCCD to agree to be the fiscal agent for the principal forgiveness loan in the amount of \$202,000. Chris is also asking for a series of signers for the loan consisting of Dan Heller, Bob Shearer, Kent Weaver and Chris Thompson. Herb Kreider moved to approve the request for LCCD to act as a fiscal agent for the loan and also for the signers to be authorized to sign for the loan going forward. Roger Rohrer seconded the motion. Motion passed unanimously.

### **7. MEB (Most Effective Basins) Grant**

Matt Kofroth reported that the LCCD was requested to sponsor a new National Fish and Wildlife Foundation fund called the MEB Grant. Penn State is working with Kirby Nissley in Rapho Township and is requesting that the District sponsor the MEB Grant for this work. The LCCD would be the fiscal agent only of the Grant. TeamAg Inc. would be doing the work on the Nissley farm. The Grant is for \$223,043.89 of which \$10,621 would be used by the District for administration costs associated with the Grant. Jay Snyder moved to approve as stated. Sonia Wasco seconded the motion. Motion passed unanimously.

### **8. PAFBC Cooperative Agreement**

Matt Kofroth reported that the LCCD Watershed Program is working with the PA Fish & Boat Commission on a Cooperative Agreement for the removal of two small dam structures on the Melvin Beiler property, 225 North Holland Road, Gordonville. The PAFBC has funds through the Muddy

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Run Exelon funding program to remove fish impediments and dam structures in Lancaster County. It was determined that the Beiler farm qualified as a fish obstruction and is eligible for their Exelon funds. The PAFBC is asking the District to sign a Cooperative Agreement for these funds and removal of the structures. The Agreement states that PAFBC will pay the District to hire a contractor for \$6,000 to remove the dam structures. Once the dams are removed the District has other grant dollars to pay for the fencing and riparian buffers on the farm. The request is being made to the Board to approve as stated. Sonia Wasco moved to approve as stated. Bob Shearer seconded the motion. Motion passed unanimously.

### **9. Copier Purchase for the E&S Department**

Rich Snyder reported that with the E&S Department adding another technician to the team and the fact that the copier/printer is becoming increasingly harder to find parts to repair, the Team would like to purchase a new printer. Cost effective research was done by Suzanne Kopp to compare pricing on a newer used model or a brand-new model versus the current model we are using. It was decided that purchasing a new 4515 Copier with a significant reduction in the maintenance contract was the most cost effective/cost savings purchase. Herb Kreider motioned to purchase the new 4515 Copier/Printer. Sonia Wasco seconded the motion. Motion passed unanimously.

## **IV. Reports/Information**

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

- **Correspondence** – Blakinger/Thomas Law Firm – Act 65 of 2021 Sunshine Law Amendments – July 20, 2021.
- **Post Card** – Lancaster Farmland Trust – Save the Date – October 19, 2021.
- **Booklet** – Center for Rural Pennsylvania – Rural Perspectives – July/August 2021.

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

Rich Snyder reported that the E&S department had 26 incoming plans for month of July 2021 and 13 new complaints. Program income is more than \$100,000 in comparison to July 2020 revenue. Rich also reported that, DEP has requested the E&S Department to get the current status of over 100 Individual projects in Lancaster County. DEP amended the request three times. This project will help pave the way for DEP to assess a new annual fee for all Individual projects that are not completed from year to year. DEP will be invoicing these fees, as well as, collecting and keeping the fees for these projects each year.

The District has received 38 applications so far for the new Resource Technician position in E&S.

Chris Thompson requested the Board to approve overtime to be paid to the E&S Department technicians. Due to the increased plan submittals and extra projects from DEP that must be accomplished, this puts the technicians behind in meeting their timelines for reviews. Work is backed up and technicians will need to work extra hours to get their work timelines up to date. The parameters for the overtime will be capped at five hours extra per week for each technician through September 31, 2021 and will be paid at time and a half. It is meant for those that have taken on extra projects in addition to their current workload to be able to get their timelines for reviews back on schedule. Herb Kreider moved to temporarily put overtime into effect for the E&S Technicians. Sonia Wasco seconded the motion. Motion passed unanimously.

### **3. Youth Conservation School Update**

Sallie Gregory reported that Conservation School was a success being held partially online and partially in person. There were a couple challenges that they had to deal with for certain attendees and

Item II.1

their style of learning – but Sallie and the committee worked with the parents to come up with solutions.

**4. PACD Annual Meeting Report**

Sonia Wasco reported that the PACD budget was approved for the year and new officers selected. Awards were also presented at the annual meeting.

**5. 2020 Audit Review/Management Report**

Gerald Heistand reported that Smith-Elliott Kearns and Company has completed the District's 2020 Audit. There were no significant findings for 2020. One concern noted was that 81% of funds that the LCCD uses are from State funding. A few directors commented that they greatly appreciate that the auditor use pie charts to visually express their findings.

**6. Website Updates**

Sallie Gregory reported that we currently have three websites that are maintained at the LCCD. They are: LCCD Website, Ombudsman Website and Watershed Website. Greg Strausser recommended Albright Design Studio as a company to research for maintaining our websites. Through securing funding through a Grant, the District was able to have Albright Design Studio start renovations on the website. Larry Albright estimated that it will cost the District approximately \$300 a year to maintain the websites.

**Additional Public Comment:**

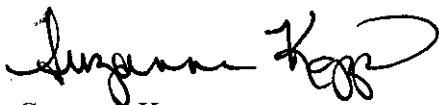
Sonia Wasco reported that the Elizabeth Carns property sites are going up for public sale.

Gerald Heistand gave an update on the charging stations for electric vehicles. The Farm and Home Center directors met and said if the LCCD wanted to put in the charging stations, they would expect LCCD to assume full responsibility for the installation costs and management of the docking stations. More details will be available next month.

Chris Thompson stated that as of August 5, 2021 the District will be enforcing wearing masks whether vaccinated or not vaccinated while in the building at all times and while driving fleet vehicles. This is enforced until further notice.

**Meeting Adjourned**

Chairman Heller officially adjourned the meeting at 9:42 pm.



Suzanne Kopp  
Recording Secretary

**Item II.2  
Requests for Technical Assistance**

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item II.3  
Requests for Nutrient Management Plan Approval (Lutz)  
August 2021 Activity  
September 1, 2021 Board Meeting**

To: The Lancaster County Conservation Board of Directors Nutrient Management Plan Review Committee:  
I respectfully submit these Nutrient Management Plans and/or Plan Amendments to the Nutrient Management Plan Review Committee.

I recommend these plans to be approved by the Board. The plans are for the following operations:

OWNER	TOWNSHIP	Operation	DESIGNATION	AEU's/ ACRE	REVIEWER	PLAN #
Joseph Nolt	East Cocalico	Broilers	CAO	20.70	Heigel	466
Richard Zimmerman	West Cocalico	Nursery Pigs, Pullets	CAO	22.55	Heigel	307
Aaron King	Salisbury	Dairy, Layers	CAO	4.45	Heigel	2061
Ivan Stauffer	East Earl	Dairy	CAO	2.60	Hartz	476
Mark Leid	Earl	Broilers	CAO	8.53	Hartz	468
Joshua T. Akers	East Drumore	Ducks	CAFO/VAO	0.53	Adams	357
Wesley Burkholder	East Earl	Swine	CAO	121.08	Hartz	134
Lester Newswanger	East Earl	Broilers	CAO	7.60	Hartz	50

**Item II.4  
Acknowledgement of Conservation Plans (Lutz)  
The Lancaster NRCS Field Office recommends the following plans for the  
September 1, 2021 Board Meeting:  
NATURAL RESOURCES CONSERVATION SERVICE**

Conservation Plans	Number of Plans	Planner	Township
None (Day of Packet)			

**LCCD AG EROSION & SEDIMENTATION PLANS**

Conservation Plans	Number of Plans	Planner	Township
None			

12:59 PM  
08/24/21  
Cash Basis

Item III.2  
Lancaster County Conservation District

**Balance Sheet**  
As of August 20, 2021

**ASSETS**

Checking/Savings

District General Fund

1001 · General Fund INVEST 624,624.50

1015 · General Fund Checking 83,389.10

Total District General Fund 708,013.60

E & S

1002 · E & S - A

Reserved-E&S Vehicle - A -3,943.09

1002 · E & S - A - Other 457,636.51

Total 1002 · E & S - A 453,693.42

1005 · Clean Water - R 304,612.69

Total E & S 758,306.11

1003 · Youth Conservation School - C 25,929.60

1006 · Separation - A 54,816.58

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 56,222.48

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 164,012.20

Reserved-Admin Vehicle - A -8,388.03

Reserved-NMP Vehicle - A 30,422.10

1007 · Reserve - Other - U 339,090.81

Total 1007 · Reserve 781,066.00

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C 1,457.50

Scholarship Bonds - C 35,000.00

1008 · Scholarship - C - Other 29,099.37

Total 1008 · Scholarship - C 65,556.87

1009 · Dirt & Gravel Roads - R 94,837.04

1013 - Exelon - R 442,525.44

1014 - Low Volume Roads - R 302,736.96

1115 · Conservation Excellence - R 797,184.69

1116 · CBAIP Phase II - R 429,389.55

1017 · Self-Funded Health Insurance -R 51,952.03

**TOTAL ASSETS 4,512,314.47**

\$538,902.98	General Operations - U
\$51,058.01	DGR/LVR Admin & Edu - A
\$36,005.20	Grants without bank account - R
\$42,682.15	Activities Account - A
\$39,365.26	Tree Fundraiser Account - U
<b>\$708,013.60</b>	<b>TOTAL</b>

\$1,044,225.35	A - Assigned Funds
\$91,486.47	C - Committed Funds
\$2,459,243.60	R - Restricted Funds
\$917,359.05	U - Unassigned Funds
<b>\$4,512,314.47</b>	<b>TOTAL</b>



Lancaster County Conservation District  
**Balance Sheet**  
As of August 20, 2021

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**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2017 · Fulton Retirement Liability	8,089.27
2200 · YCS Liability	25,929.60
2016 · Health Insurance Liability	51,952.03

**Total Other Current Liabilities** 85,970.90

**Total Current Liabilities** 85,970.90

**Total Liabilities** 85,970.90

**Equity**

3000 · Opening Bal Equity	893,610.68
3900 · Retained Earnings	2,765,827.36
Net Income	766,905.53

**Total Equity** 4,426,343.57

**TOTAL LIABILITIES & EQUITY** 4,512,314.47

## Lancaster County Conservation District Income and Expenses

January 1 through August 20, 2021

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Aug 20, 2021	Budget YTD	\$ Over Budget
<b>Income</b>									
520 · County Funding	302,500.00					35,000.00	337,500.00	175,201.61	162,298.39
530 · Program Contracts	994,127.15						994,127.15	1,068,994.33	-74,867.18
560 · Grant Administration	208,330.49			1,345.00			209,675.49	286,102.73	-76,427.24
570 · Grant Project Income	846.65			1,594,251.28			1,595,097.93	2,700,137.10	-1,105,039.17
580 · Fee / Reimbursement Income	2,611.25	3,341.79	4,000.00				9,953.04	7,995.58	1,957.46
581 · E&S102 Review Fees		409,440.00					409,440.00	327,393.82	82,046.18
582 · NPDES Permit Fees		72,000.00					72,000.00	56,064.53	15,935.47
583 · 105 CWF Fees		14,050.00					14,050.00	10,722.34	3,327.66
590 · Interest Income	104.35	118.07		287.06	1,025.77	157.94	1,693.19	3,059.97	-1,366.78
540 · Activity Income	25.00		3,400.00				3,425.00	17,983.00	-14,558.00
585 · Tree Sales Income	4,214.46		28,376.17				32,590.63	45,000.00	-12,409.37
595 · Other Income	1,345.06				200.00		1,545.06	127.40	1,417.66
599R · Interfund Transfer In	14,940.74					2,315.60	17,256.34	31,225.00	-13,968.66
<b>Total Income</b>	<b>1,529,045.15</b>	<b>498,949.86</b>	<b>35,776.17</b>	<b>1,595,883.34</b>	<b>1,225.77</b>	<b>37,473.54</b>	<b>3,698,353.83</b>	<b>4,730,007.41</b>	<b>-1,031,653.58</b>
<b>Expense</b>									
7100 · Staff Salary	940,513.48	250,271.93		31,138.19			1,221,923.60	1,318,105.86	-96,182.26
710 · All Emp Benefits	278,730.11	73,647.91		2,419.20			354,797.22	453,435.06	-98,637.84
720 · Vehicle & Travel Expenses	15,465.73	2,868.07	59.36	182.24			18,575.40	27,039.95	-8,464.55
722 · Meeting Expenses	1,817.84	157.50		55.00		70.00	2,100.34	25,446.08	-23,345.74
730 · Supplies	4,951.18	815.63	1,142.19	4,260.29		252.11	11,421.40	14,892.12	-3,470.72
735 · IT - Communication	16,400.62	72.79	210.00	7,339.20			24,022.61	11,649.93	12,372.68
740 · Postage	1,838.03	1,363.84	3.24	20.36	55.32		3,280.79	6,657.72	-3,376.93
745 · Office Rent	54,869.75	14,310.31					69,180.06	66,687.83	2,492.23
750 · Equipment	2,294.85	23.90		527.98			2,846.73	16,309.56	-13,462.83
830 · Administrative	48,121.29	380.84		45.00		5,975.00	54,522.13	59,699.55	-5,177.42
810 · Activity Expenses			23,553.57		4,000.00		27,553.57	48,933.56	-21,379.99
820 · Grant Project Expenses	696.65			1,122,795.89			1,123,492.54	3,212,137.10	-2,088,644.56
805 · Allocated Cost Transfer	-12,936.05	12,936.05					0.00	-0.52	0.52
890 · Miscellaneous Expenses	103.07	372.50					475.57	2,624.60	-2,149.03
895 · Contingencies							0.00	15,477.82	-15,477.82
899E · Interfund Transfer Out	2,315.60					14,940.74	17,256.34	31,225.00	-13,968.66
<b>Total Expense</b>	<b>1,355,182.15</b>	<b>357,221.27</b>	<b>24,968.36</b>	<b>1,168,783.35</b>	<b>4,055.32</b>	<b>21,237.85</b>	<b>2,931,448.30</b>	<b>5,310,321.22</b>	<b>-2,378,872.92</b>
<b>Net Income</b>	<b>173,863.00</b>	<b>141,728.59</b>	<b>10,807.81</b>	<b>427,099.99</b>	<b>-2,829.55</b>	<b>16,235.69</b>	<b>766,905.53</b>	<b>-580,313.81</b>	<b>1,347,219.34</b>

**Item III.3**  
**The Personnel Committee Report**

**New Hire Request**

Last month, the BOD approved interviewing candidates for the new E&S Technician position. Since that time, Emily Broich submitted her resignation to take a position with the Alliance for the Chesapeake, Lancaster Office and the Committee approved looking for an additional candidate to fill her vacated seat. Through Paragon services, we received 38 applications. The interview committee (Sonia Wasco, Eric Hout, Rich Snyder and Chris Thompson) narrowed the search down to 8 candidates to interview later this week. Two candidates will be selected and presented for BOD action at the Sept 1<sup>st</sup> meeting. Resumes will be shared in the Day of Packet and if approved, the anticipated start date will be Sept 7<sup>th</sup>.

**\* Action Requested**

**Employee Policy Manual Review**

Staff have been working with Paragon Consulting to make several requested updates and revisions to our Employee Manual. A hard copy will be available to review at the BOD meeting, but the document is 70+ pages long so an electronic version is attached to this emailed packet. This is the final version ready for BOD approval.

**\* Action Requested**

**Personnel Committee Meeting Minutes**

The Committee met on August 17th to review several issues and to reaffirm what the Board will provide as far as expected employee benefits and wages increase for 2022. A full list of discussion points is included in the following report. By voting to accept the report the BOD is affirming the items discussed.

**\* Action Requested**

**Personnel Committee Meeting Minutes**

Aug 17, 2021  
Farm & Home Conference Room, 10am

Attending committee members, Sonia Wasco (Chair), Herb Kreider, Dan Heller, Ken Meck, and Chris Thompson, discussed the following topics:

1. Reviewed Personnel Status/Classifications with all positions filled: A total of 33 staff.
  - 29 Full-time-80 hours/2-week period.
  - 2 Intermediate - 72 hrs. per 2-week period.
  - 1 Intermediate - >64 hrs. per 2-week period.

1 Part-time - <64 hrs. per 2-week period.

2. The Committee reviewed expected program and operational changes in 2021-22 that could affect staff compliment.
  - i. Staff (2) at retirement age in 2022.
  - ii. Changes within the teams/programs.
  - iii. Covid-19 & COOP Impacts
  - iv. Shifts in expected deliverables: Grants Manager & Data Manager
3. Reviewed and approved the 2022 Holiday Schedule agreeing to again offer 12 paid days off for holidays. It was decided to table any action in 2022 regarding the new federal holiday, Juneteenth. Considerations for observing this holiday will be reviewed again next year, but the Committee reaffirmed their commitment to offering staff 12 paid holidays.
4. The Committee completed their annual review of employment benefits as a component of the staff compensation package. In addition to the state/federally required benefits, the discussion included an agreement to continue providing unchanged:
  - a. Healthcare Benefit for employees and their dependents as well as a corresponding 3/1 match in their HSA.
  - b. Standard 80 hours for PTO/VTO.
  - c. A retirement plan (457) with a 1/1 match of up to 5% of an employee's annual salary Bereavement Leave and a basic life insurance policy,
  - d. A clothing allowance, a monthly phone stipend.
  - e. Flexible work schedule options and a Signing Bonus.

The committee also agreed to using some of the Self-Funding Refunds from previous years to incentivize wellness strategies as well as to help offset any increased premium costs for staff.
5. Salaries -To aid in developing a draft 2022 Operational Budget, the committee reviewed the proposed 2022 COLA increase as well as discussed raising the entry level starting salaries to \$38-\$42K base on training and experience. Final increases will be determined later in the 4<sup>th</sup> quarter.
6. The Committee also reviewed the last 9 months of experience we have had using Paragon Consulting as a 3<sup>rd</sup> party Human Resource service. In addition to assisting with day to day HR needs, Paragon has assisted with four special projects, the Payroll Processor transition, Employee Manual Revisions/Update, the Operational Assessment, and the District Manager Performance Evaluation. A full report and recommendation for continued engagement will be provided at the October Directors meeting.
7. Strategies for employee retention, training & development, office space and program expansion were also discussed.
8. The meeting adjourned at 2:15pm.

**Item III.4**  
**Low Volume Rd. Quality Assurance Board Recommendations**

The Low Volume Rd. Quality Assurance Board (QAB) met prior to the September 1<sup>st</sup> Board meeting to review 5 potential Low Volume Rd. applications submitted by local municipalities. Over \$160,000 was requested by 3 municipalities. The Lancaster County Dirt & Gravel/Low Volume Rd. Program has approx. \$200,000 to allocate for local projects this year. The District Board will receive recommendations of the QAB at the September 1<sup>st</sup> Board meeting on what projects the QAB is recommending funding for this year. Board action will be required to move these awarded projects to the contract phase of the Low Volume Rd. Program.

**\*Action Item**

**Item III.5**  
**Conservation Excellence Grant Approval**  
**Lutz/Bitting**

The Conservation Excellence Grant (CEG) currently has four applications that have been reviewed by district staff and are ready for board action. The following table outlines the projects and amounts requested.

<b>Landowner</b>	<b>District/Private Consultant</b>	<b>Municipality</b>	<b>BMPs</b>	<b>Total Project Cost</b>	<b>Total Grant Requested</b>
Robert Sensenig	District	Little Britain Twp.	Pipe Outlet Terrace, Underground Outlet	\$14,312.32	\$10,734.24
John S. Beiler	Mowery Environmental	Colerain Twp.	2 Gradient Terraces, 2 Grassed Waterways, Access Road, Rock Lined Waterway, Rock Outlet, Diversion, Streambank Fencing, Riparian Buffer	\$126,762.02	\$97,952.47
Kenneth Martin	District	East Drumore Twp.	Manure Storage, Fencing, Underground Outlet	\$234,984.00	\$176,238.00

John Espenshade	District	Manor Twp.	Grassed Waterway	\$5,185.31	\$3,888.99
<b>Totals</b>				<b>\$381,252.65</b>	<b>\$288,813.70</b>

CEG Funds Requested: \$288,813.70

The Ag Program Manager and Assistant Ag Program Manager recommend positive action for approving \$288,813.70 worth of CEG funding for the multiple applications.

**\*Action Item**

**Item III.6  
PennVest Transaction and Funding Agreement Resolution**

Last month the Directors took action to accept responsibility for acting as the “Funding Recipient” for Ag BMP projects totaling \$321,351.00 for Levi & Barbie Fisher, 5778 Buena Vista Road, Gap. The principle forgiveness loan has since been amended to approximately \$402,880.00 and PennVest has requested that the Board take action acknowledging the new amount as well as to reauthorize LCCD representatives as signers as stated: Dan Heller as Chair, Robert Shearer as Vice-Chair, Kent Weaver as Secretary/Treasurer and Chris Thompson as Managing Director to sign the funding agreement documents.

**\*Action Item**

**Item III.7  
Ombudsman Renewal**

LCCD has submitted the annual scope of work and proposed budget to the State Conservation Commission for the 2021/2022 Eastern PA Agricultural Ombudsman Program. The SCC is providing the same budgeted amount for the Ombudsman Program as the previous fiscal year; \$53,000. The current proposal includes \$50,200 going towards staff and admin costs, and \$2,800 going towards educational/printing costs. Shelly will continue to prioritize Ombudsman responsibilities, including coordination of fly complaint responses, serving as “middle man” or mediator in other Ag controversies, and providing research and education to answer an assortment of requests from various agencies and elected officials. Shelly’s employment will continue to be supplemented with other subcontracted responsibilities, including being the South-Central Task Force’s Agriculture Subcommittee Planning Specialist, and assisting the Lancaster County Ag Council.

**\*Action Item**

**Item III.8  
SWAT Renewal**

Paperwork was submitted to renew our Contributory Agreement with NRCS for the Strategic Watershed Action Team Program (SWAT). Through this program, NRCS continues to partially fund one of LCCD Ag Engineer/Technical Specialist positions and that position supports NRCS

goals with 100% of their time. For FY 2021/2022 the support for this position from NRCS will be \$80,494. DEP will contribute an additional \$26,831 for a total of \$107,325. This pays for salary and salary related benefits for that position. The County pays the administrative overhead costs of this position.

**\*Action Item**

**Item IV.1  
Correspondence, News & Updates**

The following correspondence, news or update items will be presented at the Board meeting:

- Recognition – Commonwealth of PA Department of Agriculture – Certificate of Recognition Award – 2020
- Correspondence – Lancaster County Soil Conservation District – Welcome Letter – August 9, 1962

**Item IV.3  
PACD Multifunctional Riparian Buffer Grant for Fiddle Creek Dairy Update**

The Fiddle Creek Dairy (97 Loop Rd. Quarryville) Multifunctional Buffer grant was recently completed by Crow and Berry Land Management. Funding for this project came through the District as a PACD multifunctional buffer grant at a cost of \$66,368. Over 3,100 native trees and shrubs were planted on the farm creating nearly 20 acres of buffer habitat. Some pictures of the completed project will be shared at the Board meeting to show the installed buffer.

**Item IV.4  
Conservation Foundation of Lancaster County  
Draft Minutes for August 11, 2021 Meeting**

**Roll Call, In Person:** Jay Snyder, Chris Thompson, Allyson Gibson, Shelly Dehoff, Kent Gardner, Brad Clubb, Sallie Gregory, Ken Rutt, Matt Kofroth, Jeff Shue  
**Virtually:** Rosemary Sheaffer, Fritz Schroeder, JoEllyn Warren, Cory Rathman

President Jay Snyder called the meeting to order at 3:30 PM.

**Treasurer Report/Financial Highlights**—Financial papers were emailed ahead of time, and questions were answered by Brad Clubb, in Stacey’s absence.

The treasurer’s report was filed subject to audit at a later date.

**Clean Water Partners Update**—Allyson Gibson, Coordinator

- Allyson gave a brief slide show PowerPoint of 2021 progress, goals and metrics. She also reported that the Watershed Leadership Academy is wrapping up this Fall. There are

8 scholars that will have completed the course. Details about the Academy can be found at <https://lancastercleanwaterpartners.com/watershed-leadership-academy/>. Allyson also highlighted some CAP implementation project that have been completed recently. She also noted that the Partners are currently hiring a Project and Grants Coordinator. There are plans in the works to hire a Technical Director and Financial Director in the future. These positions will serve the Clean Water Partners needs to fulfill and administer the RCPP grant.

**Old Business:**

1. MOU between the Conservation District and the Foundation. A draft was discussed at the June meeting. A revised draft was discussed today. Final action is expected at October 2021 meeting.
2. The Foundation Board had 2 open Director positions. The Foundation received interest and an application from Linda Ferich, who is a volunteer coordinator for multiple efforts for the Lancaster Conservancy and other organizations. *Motion made by Kent Gardner, seconded by Brad Clubb to accept Linda Ferich's application as a new Foundation Board member. Motion approved.* Shelly will follow up with an email of welcome to Linda. There is still a vacancy, and brief discussion about still needing movers and shakers and people of action for this Board. Jeff Shue noted that the Foundation really is a financial arm of the Conservation District, and that more representation from people who aren't as directly involved in the environmental and conservation sectors would be a good thing.
3. Jay reminded people that he is still interested in having a "member at large" for the Executive Committee and discussing the exact role of the Exec Comm is/should can be held at October's meeting.

**New Business/No Action Needed:**

1. Cocalico Creek Headwaters Floodplain Restoration and Enterprise Exposure Repair—Jay will be participating in an upcoming virtual meeting with the parties involved to be sure everyone is aware of the details.

**New Business/Potential Action Needed:**

1. LCCD Watershed Program grants. The members reviewed 2 grants that had been applied for since the last meeting. One is to purchase water quality monitoring equipment for the Water Quality Volunteer Coalition and the other is to fund two stream restoration projects in the Pequea Creek Watershed. Both grants are through the Lancaster Community Foundation. The members did an informal vote to approve staff applying for the funds, but, Jay S requested a motion to make it official and confirm their support. *Motion was made by Jeff Shue, seconded by Kent Gardner to have the Watershed Program apply for the grants. Motion passed.*
2. Consortium Update—As was discussed at previous meetings, the future of the Consortium, a committee of the Foundation, was going to be modified. The recommendation by the Consortium members to officially dissolve the Consortium and transition the activities to the Stormwater Action Team, which is under the county CAP. The \$50,000 in the bank account of the Consortium, and the Consortium members'



recommendation is to move that to the Clean Water Partners bank account to help fund education and outreach for the Stormwater Action Team, and CAP implementation efforts, including sponsoring Clean Water Week. Because this is a Foundation Committee, the Foundation needs to agree with the official dissolution of the Consortium. It was also noted that the Consortium has historically split the cost with the Foundation for the annual audit. The transfer of the \$50,000 to the Action Team needs to be contingent upon still paying the outstanding bill and the Partners should then assume responsibility to help to pay for the audit in the future. Motion made by Brad Clubb, seconded by Ken Rutt to dissolve the Consortium, with the understanding that they will pay for half of the audit when that bill is due. Motion passed. Thanks was expressed to JoEllyn for her years of work to build the Consortium, and all the stormwater education and forums that have been completed under her leadership.

3. Endowment Funds—at the June meeting, a “scholarship” was discussed. After further discussion between June and August’s meetings, Chris Thompson, Sonia Wasco and Sallie Gregory met to restructure the framework to provide 3 options for endowments, donations and gifts which benefit the Conservation District and Foundation. The Foundation is an important vehicle for fundraising, not just grant sponsorships. The framework establishes 3 options:
  - a. Local Conservation Efforts and Staffing (LCCD programs without dedicated funding)
  - b. Board of Directors memorial fund (to support LCCD programs such as Youth Conservation School, Best Management Practices installation, Stream Restoration through the Watershed program)
  - c. Advanced Education Memorial Scholarship (Ann Brown Scholarship already active through LCCD)

It was suggested that the first option (Local Conservation Efforts) also mention “start up money” or initiation fees, or seed money. Sallie will make that addition to the framework. Foundation Board member, Brad Clubb is willing to chair this program. Motion made by Rosemary Sheaffer, seconded by Jeff Shue to approve the endowment framework as submitted today, with the added wording in #1 about seed money being an option. Motion passed.

**For the Good of the Order/Additions to the Agenda:**

- Circling back around to the discussion about additional Board members, it was suggested that Foundation members take a look at Leadership Lancaster current or alumni members for possible candidates.

**Next Foundation Meeting Date: Wednesday, October 13, 2021 at 3:30** in person and virtually.

Adjournment: 4:50 PM upon motion (Brad Clubb/Kent Gardner).