

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
September 7, 2022**

The 844th 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 September 7, 2022 at 7:30PM.

The following Directors were present: Daniel Heller, Chairman; Herb Kreider, Jay Snyder, Kent Weaver, Roger Rohrer and Sonia Wasco.

The following Associate Directors were present: Justin Welk.

The following District Staff were present: Christopher Thompson, Gerald Heistand, Kevin Lutz, Matt Kofroth, Sallie Gregory, Stacey Hertz, Eric Hout, Adam Stern and Suzanne Kopp.

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

Dan Heller called the meeting to order at 7:35 p.m. Dan welcomed everyone both in person and on Zoom. Adam Stern reminded everyone that the meeting was being recorded.

Roger Rohrer provided the invocation for the meeting.

Additions to the Agenda: No additions.

An opportunity was given for public comment: Chris Thompson introduced Stacey Hertz, Finance Manager for the District.

I. Agency Reports

1. USDA, NRCS

Heather Grove reported that there are no additions to the submitted report in the Board packet. Heather added that NRCS is finishing up their fiscal year. NRCS's Equip obligations are complete. The Soil Conservation Technician will be starting in October if the job offer is accepted.

2. PA DEP Field Rep Report

Chris Thompson highlighted a few talking points in the agenda packet. On page 5 – ACAP Ag Conservation Assistance Program. 20% of the ACAP can be used to pay for technical assistance services. On page 6 - Chesapeake Bay Watershed – the State has completed the Bay Model progress run. On September 13-15, 2022 there is a Leadership Development Management Summit at State College and Chris along with some other staff will be attending.

II. 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, Roger Rohrer moved to approve the Consent Agenda. Sonia Wasco seconded the motion. Motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of August 3, 2022 Board meeting.
- #2 – Technical Assistance Requests/Cancellations
- #3 – Nutrient Management Plan Approvals
- #4 – Conservation Plan Acknowledgement

Requests for Nutrient Management Plan Approval (Lutz)
August 2022 Activity
September 7, 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 #
Donovan Zimmerman	Rapho	Broiler	CAO	8.60	Hartzok	247
Dean Stoner	Rapho	Broiler	CAO	7.04	Hartzok	156
Duane Keener	West Lampeter	Horse	CAO	3.93	Heigel	2462
Keith Martin	Clay	Broiler	CAFO/CAO	275.89	Hartzok	189
Joseph Glick	Upper Leacock	Dairy	CAO	2.11	Heigel	617
Brian Weaver	Rapho	Layer	CAO	3.40	Hartzok	22
Dan Heller	Elizabeth	Broiler, Horse	CAFO/CAO	12.96	Hartzok	373
Noah W. Kreider & Sons	Penn, Rapho	Dairy, Poultry	CAFO/CAO	8.50	Hartzok	7
Edwin Horning Jr.	Ephrata	Broiler	CAO	34.04	Heigel	517
Ken Martin	E. Drumore, Martic	Swine, Dairy, Pullet	CAFO/CAO	6.58	Adams	178
Matthew Slaymaker	Manor	Pullet	CAO	87.72	Adams	540
Mark Kniesly – Esbenshade, Inc.	Rapho, E. Donegal, Mt. Joy	Layer	CAFO/CAO	28.52	Hartzok	331
Robert Brubaker Jr.	Rapho	Broiler	CAO	247.28	Lutz	78
Robert Brubaker Jr.	Mount Joy	Broiler	CAFO/CAO	314.54	Lutz	367
Jim Hershey	Mount Joy	Broiler, Swine	CAFO/VAO	1.84	Lutz	370
Shady Brae Farms, Inc.	Conoy, Penn	Layer	CAFO/CAO	5.22	Lutz	44
Carl Musser	Clay	Broiler, Beef	CAO	31.31	Hartz	261

III. Additional Business

1. Items removed from Consent Agenda

None Removed.

2. Treasures Report

Gerald Heistand stated that the General Operations and Total Assets funds have increased.

3. Personnel Committee Report

Sonia Wasco reported that the status of personnel is 39 total staff. One staff member is at retirement age. The Holiday schedule for 2023 that is being recommended consists of 12 paid holidays, one of those 12 being a floating holiday that each staff member can choose from three approved days. The benefit package was reviewed during the meeting, as was a proposed COLA increase. Starting salary ranges will be increased in 2023 to \$40,000-\$50,000. The HR Manager/Frameworks Inc. monthly income will increase by \$200.

An employee referral program is being created, which will pay the employee a bonus if they recommend a potential new employee to hire and they are indeed offered a job.

Sonia Wasco moved to accept the Personnel Committee report as stated. Roger Rohrer seconded the motion. Motion passed unanimously.

4. DGR/LVR Quality Assurance Board Recommendation

Herb Kreider reported the Lancaster County Conservation District's Dirt & Gravel/Low Volume Road Quality Assurance Board (QAB) met on September 7, 2022. prior to the District Board meeting. The QAB revised its Board policies document to add new voting members and roles, along with adding dates for grant rounds. In addition, the QAB reviewed one Low Volume Road application submitted this grant round. The Lancaster County Dirt & Gravel Road program had approximately \$112,000 to allocate and the Low Volume Road Program had approximately \$450,000 to allocate to local projects. The QAB would recommend awarding a contract to the following municipality for their Low Volume Road project in 2022/2023.

<u>Municipality</u>	<u>Road</u>	<u>Awarded Amount</u>	<u>Proposed Solution</u>
City of Lancaster	East Mifflin Street	\$47,323.87	Install 2-3 infiltration beds under the roadway to control stormwater to the CSO and Conestoga River.
<u>TOTAL</u>		<u>\$47,323.87</u>	

Herb Kreider moved to approve the DGR/LVR Quality Assurance Board Recommendation as stated. Jay Snyder seconded the motion. Motion passed unanimously.

5. Ombudsman Agreement

Chris Thompson stated that the LCCD submitted the scope of work and proposed budget to the SCC for the Ombudsman Program. The SCC is providing a budgeted amount of \$53,000 for the program, which is the same as last year.

Jay Snyder moved to approve the Ombudsman Agreement as stated. Sonia Wasco seconded the motion. Motion passed unanimously.

6. NRCS SWAT Agreement

Chris Thompson reported that we are in the 2nd of a 3-year agreement with NRCS/PACD for the SWAT program. With the added project funding we are expecting to receive in 2023 we will need to add engineering support for Ag BMP design. Staff are requesting that we end our agreement with NRCS/PACD to utilize our already trained and experienced staff to complete District projects.

Roger Rohrer moved to approve ending our agreement with NRCS/PACD early, as stated. Herb Kreider seconded the motion. Motion passed unanimously.

7. Chesapeake Bay Ag Inspection Program (CPAIP II)

Kevin Lutz reported that staff has been in discussion with DEP about revisions in administering the pilot CBAIP II project. Details of those discussions are listed below:

- Lancaster CCD1s Phase 2 Grant Agreement expires June 30, 2023. Currently, there is \$1,717,500 available in the agreement, with 25% provided as up-front working capital.
- For a variety of reasons, it has been very difficult to expend the dollars. So, LCCD staff requested that the cap for projects be raised from \$20,000 to \$240,000 per farm and

that funds could be used for projects identified on Phase I inspected operations as well as on Phase 2.

- DEP met with LCCD staff on Aug 9th to discuss the request for flexibility and agreed to the following:
 - LCCD can retain the existing working capital (\$429,375) and prioritize spending it to get BMP projects implemented by June 30, 2023
 - LCCD has agreed to allow the remaining funds (\$1,288,125) to be disencumber and reallocate to other counties.
 - DEP CBO will allow Lancaster CCD to use the working' capital toward projects that are identified through Phase I inspections.
 - DEP CBO will also allow the funding cap per farm to be raised from \$20,000 to \$240,000.
 - LCCD agrees to use the working capital toward projects that are identified through the CBAIP Phase 1 & 2 Programs and follow the existing structure and guidance (i.e.: PA Prevailing Wage Laws apply, administrative and design/engineering costs and charges are allowed but none of the funds are to be used toward inspections or plan development, etc.).

Roger Rohrer moved to approve CPAIP II, as stated. Jay Snyder seconded the motion. Motion passed unanimously.

8. Conservation Excellence Grant Approvals

Kevin Lutz reported that the SCC has allocated \$718,031 of funds for Lancaster for BMP implementation and grant administration. Kevin reviewed the budget below and requested positive action for approving the CEG budget.

CONSERVATION EXCELLENCE GRANT PROGRAM (CEG)

DELEGATION AGREEMENT BUDGET PROPOSAL

FISCAL PERIOD : July 1, 2022 – 6/30/2023

CONSERVATION DISTRICT: Lancaster

PROPOSED PROJECT COSTS FOR FY 2022/2023 (July 1, 2022 – June 30, 2023)

Allocation Available \$ 718,031.00

Grant Funds (estimated fund needs for CEG participant grants) \$ 538,523.25

Personnel/Administrative Costs:

Please list district personnel (i.e. Technical or Engineering staff) and anticipated administrative expenditures (i.e. clerical or other) that may be charged to the project. Please identify salary and salary related benefit costs per position. Add additional positions if necessary

Salary related benefits costs may include: Workers Compensation, Unemployment Compensation, Liability Insurance, Medical/Life Insurance, Social Security, Retirement costs.

1. Position Type (I.e. technical/engineering): Ag Program Manager
 - a. Salary for program period \$ 37,039.00
 - b. Salary-related Costs for the Period: \$ 8,109.50
 - c. **Subtotal Costs for position:** **\$ 45,148.50**

 2. Position Type (I.e. technical/engineering): Ag Eng/Technical Specialist I
 - a. Salary for program period \$ 63,188.00
 - b. Salary-related Costs for the Period: \$ 27,069.00
 - c. **Subtotal Costs for position:** **\$ 90,257.00**

 3. Position Type (I.e. clerical/administrative): Ag Conservation Technician
 - a. Salary for program period \$ 34,164.50
 - b. Salary-related Costs for the Period: \$ 9,937.75
 - c. **Subtotal Costs for position:** **\$ 44,102.25**

 4. Position Type (I.e. clerical/administrative): _____
 - a. Salary for program period \$ _____
 - b. Salary-related Costs for the Period: \$ _____
 - c. **Subtotal Costs for position:** **\$ _____**
- Total Personnel/Administrative Costs (Sum 1c,2c, etc.)** **\$ 179,507.75**

Jay Snyder moved to approve the CEG budget, as stated. Sonia Wasco seconded the motion. Motion passed unanimously.

Kevin Lutz also reported on the five applications pending approved funding (see table below). LCCD Staff recommend approving \$534,907.72 worth of CEG funding for the applications contingent upon execution of the delegation agreement by the SCC and the District.

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Jonathan Lantz	District	Upper Leacock Twp.	Roofed Manure Stacking Area, Manure Storage, HUA, Roof Runoff Structure, Animal Trails, Underground Outlet, Waster Transfer	\$282,150.00	\$211,550.00
Daniel Fisher	District	West Lampeter Twp.	Grassed Waterway, Lined Outlet, Animal Trails, Stream Crossing, Waste Transfer with Pump	\$54,240.00	\$40,680.00
Andrew Jackson	District	Little Britain Twp.	2 Pipe Outlet Terraces	\$12,677.50	\$9,508.12
John Kauffman	Mowery Environmental	Bart Twp.	Manure Storage, Grassed Waterway, Diversion, Water & Sediment Control Basin, Waste Transfer, Underground Outlet, Access Road	\$298,169.60	\$173,169.60
David Zook	District	Sadsbury Twp.	Manure Storage, Waste Transfer, Underground Outlet, Access Road	\$220,611.00	\$100,000.00
Totals				\$867,848.10	\$534,907.72

Sonia Wasco moved to approve the CEG funding for the listed applications. Kent Weaver seconded the motion. Motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates:

- Certificate of Appreciation – Lancaster-Lebanon IU13 provided a certificate of appreciation for the tree planting that was done with learning support children – August 26, 2022.
- Outstanding Cooperator Award pictures – The Outstanding Cooperation Committee circulated the 2023 award recipient photo taken with a drone camera.

2. E&S/NPDES Monthly Projects Report:

Eric Hout reported that we had 31 plan submissions in August and that is up from July. Our total amount of fees brought in for YTD in 2022 has increased from the YTD in 2021.

Eric Highlighted a few of the project's received in August.

Chris Thompson stated that there are no projects on the Outstanding NPDES Projects report that haven't had a review started by a technician to date. 12 of the oldest projects have been removed from the list.

3. Youth Conservation School Update:

Sallie Gregory highlighted items on the report and stated there were no additions to the submitted report.

4. ARPA Fund Update:

Chris Thompson reported that there is a final ARPA funding agreement. The District is administering 3.4 million dollars for 11 different projects that are being funded through the ARPA funds. Two of the eleven projects are the District's Buffer Maintenance program, as well as, the Water Quality Monitoring project which will add another eight monitoring units to the testing program.

Additional Public Comment:

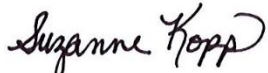
Sonia Wasco reported on the summer PACD meeting and stated the winter meeting will be held virtually next year since they had a super spreader of Covid at the in-person PACD meeting this summer. The PACD Regional meeting will be held on October 10, 2022.

Chris highlighted the dates at the bottom of the Board agenda. There will be a retirement luncheon for Gerald Heistand held on November 1, 2022. Gerald's retirement will be effective October 20, 2022.

Meeting Adjourned

Chairman Heller adjourned the meeting at 9:15pm.

Respectfully submitted,



Suzanne Kopp
Recording Secretary for the Board of Directors