

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
May 3, 2023**

The 852nd 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 May 3, 2023 at 7:30PM.

The following Directors were present: Dan Heller; Chairman, Jay Snyder, Kent Weaver, Roger Rohrer, Dale Herr Jr., Herb Kreider, Bob Shearer and Commissioner John Trescot.

The following Associate Directors were present: Dan Zimmerman, Frank Burkhart and Justin Welk.

The following District Staff were present: Christopher Thompson, Kevin Lutz, Kent Bitting, Matt Kofroth, Sallie Gregory, Stacey Hertz, Rachel DiRosato, Adam Stern and Suzanne Kopp.

The following Cooperating Agency representative was present: Lauren Shaffer; DEP Field Representative and Heather Grove; NRCS Representative.

Chairman Dan Heller, called the meeting to order at 7:30p.m. Dan welcomed everyone both in person and on Zoom. Adam Stern reminded everyone that the meeting was being recorded.

Jay Snyder provided the invocation for the meeting.

Introductions: Adam Stern introduced Rachel DiRosato as the newest E&S Technician.

Additions to the Agenda: None Offered.

An opportunity was given for public comment: None Offered.

I. Agency Reports

1. USDA, NRCS

Heather Grove stated there were no additions to the submitted report. Heather stated that they are advertising for the Civil Engineer position.

2. PA DEP Field Rep Report

Lauren Shaffer highlighted items in the day of packet report but stated there were no additions to the report submitted in the day of packet.

Chris Thompson stated that Practice Keeper is used daily by Ag to enter the BMP's and that E&S uses Practice Keeper daily to enter and map all their incoming projects and wanted to make the Directors aware that Practice Keeper was developed here at the LCCD.

Chris also reminded Directors that, in the day of packet, the Leadership Conferences listed are a great source of information and that Directors should consider attending.

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, he requested a motion to approve the agenda.

John Trescot moved to approve the Consent Agenda as presented. Dale Weaver seconded the motion. Motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of April 5, 2023 Board meeting.
- #2 – Technical Assistance Requests/Cancellations
- #3 – Nutrient Management Plan Approvals
- #4 – Conservation Plan Acknowledgement

Requests for Nutrient Management Plan Approval (Lutz)
April 2023 Activity
May 3, 2023 Board Meeting

The plans are for the following operations:

OWNER	TOWNSHIP	OPERATION	DESIGNATION	AEU's/ACRE	REVIEWER	PLAN#
Christ King	Earl	Layer	CAO	3.77	Hartz	522
Darvin Burkholder	West Earl	Broiler	CAO	2.86	Heigel	315
Kevyn Musser	Rapho	Swine	CAFO/CAO	4.58	Findeisen	205

III. Additional Business

1. Items removed from the Consent Agenda

None removed.

2. Treasurer's Report

Stacey Hertz stated there were no additions to her submitted reports. Stacey explained that the negative balances of Grants without Bank Accounts are all waiting for reimbursement requests. Loss on FFA investments is 3.2% currently. Chris Thompson stated that the negative balances are a good thing because it means that is how much work is being completed on the ground and we will be receiving the reimbursements to restore balances. Chris stated that the conservation foundation is being changed over to an online system and over to an accrual basis on QuickBooks to make reporting easier and more accurate.

3. Personnel Committee Report

Herb Kreider reported that the Personnel Committee has been working to fill several open positions:

- a. Amanda Goldsmith is being put forward for BOD approval for the Watershed Specialist position. If approved Amanda will begin immediately to transition into the new role.
- b. Josh Pullen is being put forward for BOD approval to fill one of the two open positions on the Chesapeake Bay Ag Compliance Team as an Ag Compliance Specialist. If approved Josh can start working on May 8, 2023.

The District has been working with CO DEP to reclassify the remaining CB Technician position before we re-advertise and post. The District also has an open BMP Verification Coordinator position and with BOD approval tonight we will have an open Assistant Watershed Specialist position.

Herb Kreider moved to hire both Amanda Goldsmith and Josh Pullen as stated. Jay Snyder seconded the motion. Motion passed unanimously.

4. PennVest Sponsorship Resolution

Chris Thompson stated that PennVest held a meeting last week to review several proposals and decide on funding arrangements. Chris reviewed the approval processes: First, the District must approve to act as a sponsor for the proposals. Second, PennVest will decide if the project will get a low interest loan or a principal forgiveness loan. Once PennVest decides on whether to offer a loan or principle forgiveness loan, the Board of Directors need to again decide if they wat to sponsor the project.

LCCD has previously agreed to submitting the two projects presented tonight:

- a. Joshua Stoltzfus of Strasburg Township – the LCCD Board acted in February 2023 to submit a project proposal to design and install a new manure pit and riparian buffers. PennVest voted to provide a low interest loan of \$734,150 for the project. Therefore, LCCD Administration rejected the offer to act as the project sponsor. LCCD reached out to the consulting engineer and offered alternative program funding for the project.
- b. Benuel Stoltzfus of Bart Township – In November 2022, the LCCD board approved acting as a sponsor for the project that involves the construction of various manure storage facilities and manure management practices, waste transfer lines, a roofed heavy use area, animal walkways, roofing and gutters, access ways, infiltration beds, fencing, and various other improvements for a maximum award of \$683,400. PennVest approved funding for the project in the form of a “Principle Forgiveness Loan” for the full amount. If approved, this project will start in the Spring of 2023. An Administration fee for the District of approximately \$4,177 is expected for the sponsorship of this project.

Roger Rohrer moved to approve the sponsorship of the Benuel Stoltzfus projects. John Trescot seconded the motion. Motion passed unanimously.

5. ACAP Project Approval

Kent Bitting reported that there are two applications, by staff, submitted for ACAP Funds requesting \$813,787.02 for the following:

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Received
Andy Ill	AET Consulting	Penn Twp.	Roofed Heavy Use Area, Manure Storage, Access Road, Stacking Shed, Silage Leachate, Roof Runoff Structure, Structure for Water Control, Underground Outlet	\$1,313,524.36	\$500,000.00
John Howard	District	West Lampeter Twp.	2 Grassed Waterways	\$19,876.00	\$16,254.00
Delton & Bridget Good	Mowery Environmental	West Earl Twp.	Manure Storage, Animal Walkway, Access Road, Stream Crossing, Fencing, Diversion, Structure for Water Control, Underground Outlet, Roof Runoff Structure	\$506,194.46	\$297,533.02
TOTALS				\$1,839,594.82	\$813,787.02

Herb Kreider moved to approve \$813,787.02 worth of ACAP Funding as stated. Kent Weaver seconded the motion. Motion passed unanimously.

6. Scholarship Committee Report

Adam Stern reported that the Scholarship Committee has completed the interview process for 2023. The committee received 9 applications and interviewed 7 candidates. The committee is requesting approval to award four \$1,000 scholarships to the following individuals:

- a. Alyssa Bernard – Cocalico High School – attending Bucknell University for Environmental Engineering
- b. Julianna Steach – Manheim Central High School – attending University of Pittsburgh for Environmental Engineering
- c. Mal Barber – Manheim Township High School – attending University of Vermont for Environmental Sciences
- d. Tre Rosa – Pequea Valley High School – attending Penn State University (Berks Campus) for Agricultural and Extension Education

Roger Rohrer moved to approve awarding the scholarships as stated. Bob Shearer seconded the motion. Motion passed unanimously.

7. Storage Space

Chris Thompson stated that storage space at LCCD is at a premium and staff have been researching a variety of options as follows:

- **Option #1** – A medium-sized room (440sq. ft.) at the Farm & Home Center. The space is locked and access controlled as well as climate controlled, but is accessible only through a shared space in the basement. This is a space that once held office cubicles, but is not 1-A quality and is currently being used as a storage area. The Building Manager expects we would be charged a rate of \$12 per square foot (approx.\$500 per month), but will need to seek their Board approval.
- **Option #2** - Option number two is to install base and wall cabinets and counters at the far end of the LCCD lunchroom. The lunchroom is space shared with NRCS and they have not objected to the room upgrade and the Farm & Home Center has approved making the improvements. Adding the cabinets would provide approximately 480 square feet of storage for small items that require climate-controlled conditions (watershed monitoring equipment and supplies, etc.). A cost estimate of \$12,000 to build and install the cabinets has been provided. Funds for this unbudgeted expense can come from the 2019 Self-Funded Health Insurance rebate reserve account.
- **Option #3** - We have the opportunity to purchase and install a shed along the western side of the F&H parking lot, next to where the watershed trailer currently lives. Tyler Keffer has researched several details listed below:
 - o The Farm & Home Center already approved installing a shed for a previous tenant request and agreed to transfer that approval to LCCD.
 - o Maximum size allotted to us is the size of two parking spaces, which measures out to 16.5'x18'.
 - o A permit is not required/easily acquired as demonstrated by the previous tenant.
 - o No utilities are available, but there would be no additional rent required.
 - o Tyler has researched a variety of design options from a variety of builders with costs ranging from \$9,000 to \$14,000 depending on styles and fixtures (delivery, venting, doors, locks, ramp, etc.).

Board action is requested to allocate funds from the Capital Reserve account to cover this expense not to exceed \$15,000.

Herb Kreider moved to approve allocating the funds for Option #2 and Option #3. Roger Rohrer seconded the motion. Motion passed unanimously.

8. PACD Legislative Leadership Award Nomination

Chris Thompson reported that every year PACD seeks nominations from County Conservation Districts who would like to recognize their local Legislator for outstanding efforts that have furthered the activities and accomplishments of conservation districts or the PACD on a statewide basis. LCCD's Executive Committee would like to submit a nomination for Senator Scott Martin. The Nomination letter is in the day of packet.

John Trescot moved to approve submitting Senator Scott Martin for nomination. Kent Weaver seconded the motion. Motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates:

- a. Newsletter from Mill Creek Watershed Organization – Tree Planting article by Tyler Keffer.
- b. Bay Journal Article - Chesapeake Bay Cleanup Faces Difficult Trade-offs With Agriculture, Pg. 20 https://www.bayjournal.com/news/policy/chesapeake-bay-cleanup-faces-difficult-trade-offs-with-agriculture/article_896365bc-e43b-11ed-beac-b396d2795ed7.html
- c. Letter to Elected Officials – Celebrating Conservation District Week

2. E&S/NPDES Monthly Projects Report:

Adam Stern stated that there are no additions to the submitted reports. He highlighted that we are a little below in fees received than where we were last year at this time. Adam stated that he is spreading the work around the office to equal out the load. Adam highlighted that a section was added to the report to list all permits that were issued in the month. Adam stated that Ryan Riebling was added to the municipality map and has his own territories.

3. Procurement Policy Update:

Chris Thompson reported that from time to time it is necessary to revise and update existing operation policies. It is difficult to capture all the various scenarios but the draft of the updated procurement policy in the board packet reflects several changes that will enable LCCD to comply with the current requirements and provide guidance when requirements are absent. The draft policy is presented for the required one-month review. Directors with questions can call the office prior to May 23, 2023. The final version will be presented at the June Board meeting for approval.

4. EPA Conservation Assessment Report:

Chris Thompson reported that the LCCD Ag staff participated as landowner advocates in EPA's Conservation Assessments Initiative (PACAI). The PACAI Summary and FAQ sheet are attached to the Day of Packet. Additional assessments will be conducted during the second week of May. Chris sent an email to all elected officials to explain our local perspective of the PACAI. (email was in the day of packet). States that are South of our PA Borders stated that EPA did not do enough to make Pennsylvania stop the runoff from farms into the Chesapeake Bay. Some land owner opposition was being expressed and EPA granted LCCD two weeks to contact the Bishops, the Amish Farmers and the English Farmers to try to build cooperation with the landowners for EPA's assessment of their farm.

Chris would like to do a news release or open letter stating that we need to be good neighbors and that what these farmers do on their land affects everyone's life. The Directors were

supportive of staff drafting a letter similar to the email that was in the board packet and Chris will present it to the Directors to review the letter before it is released.

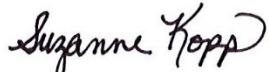
V. Additional Public Comment:

Chris Thompson asked the Directors to check their calendars and see if they will be available for the July Board meeting. Several Directors already stated they had vacation plans.

Meeting Adjourned

Chairman Dan Heller adjourned the meeting at 9:15 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Suzanne Kopp".

Suzanne Kopp
Recording Secretary for the Board of Directors