

**LANCASTER COUNTY CONSERVATION DISTRICT  
BOARD MEETING MINUTES  
November 1, 2023**

The 858<sup>th</sup> regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held in person at the Farm and Home Center for Directors and via Zoom Call-In on November 1, 2023, at 7:30 PM.

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

**The following Associate Directors were present:** Jenny Engle, Justin Welk, and Dan Zimmerman

**The following District Staff were present:** Kent Bitting, Sallie Gregory, Stacey Hertz, Eric Hout, Tyler Keefer, Matt Kofroth, Noelle LaFaver, Kevin Lutz, Holly Shaub, Adam Stern, and Christopher Thompson.

**The following Cooperating Agency representative was present:** Heather Grove; District Conservationist, NRCS.

**The following Visitor was present:** Gerald Heistand

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

Bob Shearer provided the invocation for the meeting.

**Introductions:** Chris Thompson introduced Holly Shaub, Ag Program Admin. Assistant, Noelle LaFaver, Data Coordinator and Eric Hout, E&S Technical Manager.

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

**Additions to the Agenda:**

**I. Agency Reports**

**1. USDA, NRCS Report**

Heather Grove reported the second Soil Conservation position has been filled and she is hoping by the next meeting there will be a selection for a Civil Engineer Technician and a panel for the vacant Soil Conservation Technician. Heather pointed out that financial assistance dollars to PA will be increasing significantly in the new fiscal year.

**2. PA DEP Field Rep Report**

Chris Thompson stated there is still not a DEP Field Rep for the South-Central Region. He recommended looking at the report for information on page 2 about Leadership Development.

**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.

Bob Shearer moved to approve the Consent Agenda as presented. Dale Herr seconded the motion. The motion passed unanimously.

The Consent Agenda includes the following approved items.

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

**Requests for Nutrient Management Plan Approval (Lutz)  
October 2023 Activity  
November 1, 2023 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 and recommend these plans to be approved by the Board. The plans are for the following operations:

<b>OWNER</b>	<b>TOWNSHIP</b>	<b>OPERATION</b>	<b>DESIGNATION</b>	<b>AEU's/ ACRE</b>	<b>REVIEWER</b>	<b>PLAN #</b>
Kervin Martin	Earl	Dairy/Swine	CAO	6.37	Hartz	324
Sylvan Weaver	Earl	Steer/Sheep	CAO	3.41	Hartz	1788
Daniel Nolt	Earl	Dairy/Swine	CAO	6.83	Hartz	46
Stephen Martn	Clay	Broiler	CAO	54.95	Bosworth	244
Tim Martin	Warwick	Steer/Turkey	CAO	2.98	Bosworth	586
Leonard Brubacher	Caernarvon	Layer/Beef Finisher	CAO	3.24	Heigel	2793
David L. Lapp	Salisbury	Broiler	CAO	267.47	Brodbar	79
Dale Zimmerman	Penn	Layer	CAO	53.46	Findeisen	291
John Smucker	Brecknock	Layer/Ewe	CAO	15.77	Heigel	445
Noah Wenger	West Earl	Layer	CAO	153.56	Brodbar	432
Derek Hanna	Rapho	Layer	CAO	251.20	Findeisen	285
James Stahl	Manheim Twp.	Layer	CAFO/VAO	1.35	Findeisen	33
Mel Martin	West Earl	Swine	CAO	78.47	Brodbar	434
Jacob M. King Jr.	Caernarvon	Dairy	CAO	2.51	Heigel	1364
Daniel & Dwight Forry	West Hempfield	Swine/Heifers/Goats	CAFO/VAO	1.95	Findeisen	411
Leon Ray Zimmerman	East Donegal	Steer/Swine/Pullet	CAFO/CAO	3.34	Lutz	14
Delvin Martin	Brecknock	Swine	CAO	76.4	Heigel	2809
J. Kevin Rohrer	Rapho	Swine/Steer	CAFO/CAO	2.79	Reuter	84

**III. Additional Business**

1. **Items removed from the Consent Agenda**  
None removed.

## 2. Treasurer's Report

Stacey Hertz stated that there have been some large project payments but cash flow remains good. The INVEST interest rate is a little over 5.3% with earnings being applied to new projects. The Raymond James investment value is a little over \$720,000 with a 4% loss and as of today, the value is \$722,741.

## 3. Budget and Finance Committee Report

Matt Kofroth shared the 2024 Budget draft and explained the new format. The left-hand side is the budget and the right-hand side of the document includes a breakdown for each program. A final draft of the 2024 Budget will be voted on at the December Board of Directors Meeting.

Kent Weaver presented the minutes from the Budget and Finance Committee meeting for approval. He noted the budget included a proposed 5% COLA and a 4% increase in healthcare costs. Chris shared the Committee will be meeting on December 6 with the Raymond James Portfolio Advisor. A motion was made by Dale Herr to approve the Budget and Finance Committee minutes and seconded by Jay Snyder. The motion passed unanimously.

## 4. Personnel Committee

Herb Kreider presented the Board with a request to post a clerical support position for the Erosion and Sedimentation Program and to support other District Programs. A motion was made by Herb Kreider to advertise the position of Administrative Specialist for the Erosion and Sedimentation Department. Bob Shearer seconded the motion. The vote passed unanimously.

## 5. ACAP Project Approval

Kent Bitting reported that there are three applications submitted for ACAP Funds for a total grant request of \$546,195.04.

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Marvin Esh	NRCS	Bart Twp.	Roofed Stacking Shed, HUA, Fencing, Grassed Waterway, Lined Outlet, Underground Outlet, Livestock Pipeline, Roof Runoff Structure, Animal Trail, Stream Crossing, Terrace	\$560,760.51	\$208,384.00
David and Alexandra Weber	Weaver Environmental	Brecknock Twp.	Roofed Stacking Shed, Diversion, Lined Outlet, Underground Outlets, Roof Runoff Structure, Animal Trail, Structure for Water Control	\$216,114.50	\$186,114.50
Levi S. King, Jr.	District	Manheim Twp.	Roofed Stacking Shed, HUA, Roof Runoff Structure,	\$168,551.71	\$151,696.54

			<b>Underground Outlets</b>		
<b>Totals</b>				<b>\$945,426.72</b>	<b>\$546,195.04</b>

A motion was made by Jay Snyder and seconded by Kent Weaver to approve the ACAP projects. The motion passed unanimously.

**6. Elizabeth Township Dirt & Gravel Road Contract Amendment Request**

Tyler Keefer presented a request from Elizabeth Township to amend its 2023 Low Volume Road contract for the Evans Road project from \$184,000 to \$197,000 due to changes in the design. Herb Kreider made a motion to approve the proposal. Jay Snyder seconded the motion. The vote passed unanimously.

**7. Update on Expiring Nutrient Management Plans**

Kevin Lutz updated the Board on the three Nutrient Management plans to be submitted for review. He stated that two of the three operations have come into compliance. No action was required.

**8. Nominating Organization Updates**

Sallie Gregory reported that there was a breakfast meeting held on September 7 for all current nominating organizations and several new organizations where there was an overview of the work of the Conservation District. Sallie shared the list of current organizations and new organizations willing to serve.

Current:

- Building Industry Association of Lancaster County
- Farm & Home Foundation of Lancaster County
- Federated Sportsmen and Conservationist of Lancaster County
- Lancaster Chamber
- Lancaster County Agriculture Council
- Lancaster County Boroughs' Association
- Lancaster Farmland Trust
- League of Women Voters, Lancaster County
- Lancaster County Vocational Ag Teachers
- Penn State Extension, Lancaster County

Petition for Approval:

- Donegal Trout Unlimited
- Lancaster Conservancy

Sallie also recommended removing the following organizations that did not respond to the request or have disbanded:

- Lancaster County Farm Bureau
- Lancaster County Holstein Association
- Lancaster County FSA Committee
- Lancaster County Pomona Grange
- Lancaster County Agricultural Preserve Board

John Trescot made a recommendation to move the Lancaster County Agricultural Preserve Board from the list of Nomination Organizations to be removed to the list of current

organizations. A motion was made by John Trescot to reaffirm the ten approved Nominating Organizations, to add Donegal Trout Unlimited and Lancaster Conservancy, and to remove the unresponsive Organizations except the Lancaster Co. Ag Preserve Board. Jay Snyder seconded the motion. The motion was passed unanimously.

#### **9. PennVest Project**

Chris Thompson presented the request to sponsor a project for improvements on the Elam Beiler farm in Colerain Township. There was discussion on the project. After much discussion, a motion was made by Jay Snyder to sponsor the proposal but to require the plan to include a 35-foot buffer and approve Dan Heller and Kent Weaver as initial signers. The motion was seconded by Bob Shearer. The vote passed unanimously.

#### **10. District Spring and Summer Interns**

On behalf of the Education and Watershed programs, Sallie Gregory presented a request to hire spring and summer interns. She shared the details and the schedule for both positions. A motion was made by Dale Herr and seconded by Herb Kreider to approve advertising for the interns. The motion passed unanimously.

#### **11. Strategic Goal – Marketing and Brand Guidelines**

Sallie Gregory shared the proposal to hire Yoder Design Company for brand work for the District. She requested the Board's approval to move forward with Phase 1 of a branding guide. The cost is not to exceed \$5,260. Herb Kreider made a motion to hire Yoder Design Company for essential brand work. The motion was seconded by Bob Shearer and passed unanimously.

#### **12. Memorandum of Understanding**

Adam Stern shared information from DEP about avoiding the appearance of a conflict of interest while conducting delegated Chapter 102/105 duties. He presented a draft of a potential MOU that the District could enter into with a neighboring District to minimize the appearance of a conflict of interest and requested approval to move forward. A motion was made by Dale Herr to continue to develop the MOU with one of our neighboring Conservation Districts. The motion was seconded by Kent Weaver. The motion passed unanimously.

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

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

- Invitation from the Farm and Home Center for a drop-in to celebrate paying off their mortgage.
- Document about Senator Ryan Aument and his staff participating in an event to replant trees. The event was planned by Matt Kofroth, Amanda Goldsmith, Grace Chamberlain, and Tyler Keefer.
- News article in the Sept/Oct Chesapeake Bay Journal by Karl Blankenship about the Chesapeake model reliability.

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

Adam Stern noted that things have been slowing down last month and this month. There were no plans over \$5,000 submitted this month. The Outstanding NPDES Projects report stands at 42 projects and staff continue to move things off the list.

#### **3. Conservation Foundation Report**

Chris Thompson reported on the Conservation Foundation Board Meeting. He highlighted their updated Mission Statement and procurement policy which is in the process of being revised. Chris explained the Grant Administration Fee to help cover the costs to administer grants and pay for the time of both Lancaster County Conservation District and Clean Water Partners staff. Chris invited Board members to attend the Conservation Foundation meetings and noted that the Foundation has some openings for their Board.

#### **4. Strategic Planning Update**

Sallie Gregory reported the dashboard document from the October meeting. She shared updates on the three goals.

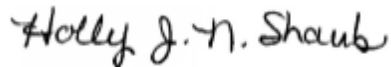
#### **V. Additional Public Comment:**

Chris Thompson drew attention to the dates to remember including the invitation to the Lancaster Chamber Agriculture Banquet.

#### **Meeting Adjourned**

Chairman Dan Heller adjourned the meeting at 9:29 p.m.

Respectfully submitted,



Holly J. N. Shaub  
Admin. Support Specialist, Ag Program