

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
May 1, 2024**

The 864th 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 May 1, 2024, at 7:30 p.m.

The following Directors were present: Sonia Wasco, Chairwoman; Ray D'Agostino, Gordon Hoover, Herb Kreider, Geoffrey Rohrer, Roger Rohrer, and Deryk Shaw, Kent Weaver.

The following Associate Directors were present: Jenny Engle, Jay Snyder.

The following District Staff were present: Kent Bitting, Sallie Gregory, Stacey Hertz, Matt Kofroth, Kevin Lutz, Adam Stern, Chris Thompson.

The following Cooperating Agency representative was present: Heather Grove, USDA-NRCS; and Charles Heberlig, DEP Field Representative.

The following visitors were present: None present.

Sonia Wasco called the meeting to order at 7:30 PM. Sonia welcomed everyone both in person and on Zoom.

Jay Snyder provided the invocation for the meeting.

Sonia invited new Board Director Gordon Hoover to share a little about himself.

Introductions: none offered.

Additions to the Agenda: no additions.

Adam Stern reminded everyone that the meeting was being recorded.

An opportunity was given for public comment: .

I. Agency Reports

1. USDA, NRCS

Heather Grove reported that through the Pathways Recent Graduate program selected applicant Morgan Brough chose to work in Lancaster County and will begin on June 17th. She mentioned also that the Soil Conservation Technician vacancy has been re-advertised, and the other Soil Conservationist vacancy is waiting to be re-advertised.

2. PA DEP Field Rep Report

Chas Heberling highlighted some of the items in his report. The Growing Greener and 319 Grants are now open until June 21, 2024. The 2024 Virtual Conservation District and PA Agency Ag. Meeting are being held July 25th and July 31st, reminded that if you plan to attend you must plan to attend both dates. ACAP Ag Conservation Conference registration is open. Chris offered follow up comments about the SCC Meeting on May 14th. No additional questions.

II. Consent Agenda

Chairwoman Sonia Wasco gave the opportunity for Directors to withdraw any of the items from the Consent Agenda to have additional discussion. Hearing none, she requested a motion to approve the agenda. Roger Rohrer moved to approve the Consent Agenda as presented. Gordon seconded the motion. The motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of April 3, 2024 Board meeting.**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgement**

Item II.3 Requests for Nutrient Management Plan Approval (Lutz) April 2024 Activity May 1, 2024 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 #
Ivan K. Zook	Leacock	Dairy	CAO	2.40	Brodbar	125
Esbenshade Turkey Farm	Paradise	Turkey	CAO	16.98	Brodbar	124
Andy Miller	Leacock	Swine	CAO	2.07	Brodbar	2915
Yippee! Farms	Rapho	Dairy/Beef	CAFO/CAO	2.03	Pullen	48
Dan Bollinger	Warwick	Poultry/Swine/Beef	CAFO/CAO	6.40	Bosworth	287
Noah W. Kreider & Sons	Mount Joy	Layer	CAFO/CAO	36.33	Riebling	2719

III. Additional Business

1. Items removed from Agenda

None removed.

2. Treasurer's Report

Stacey Hertz reported the Raymond James Fund as of April 25 is \$778,893.99 and the value as of today is just over \$780,000. The interest for the Invest account is earning 5.279%. Received the working capital from the CAP 2024 funds \$1,030,018.00. Mentioned that we are still waiting on funds from 4th quarter reimbursement requests. Sonia asked about the percentage of working capital we received for CAP. Stacey said 25%. No further questions.

3. Personnel Committee Report

The Personnel Committee, which included Dan Zimmerman, Herb Kreider, Sonia Wasco, Deryk Shaw and Chris Thompson, met this evening. Herb presented the report. Gordon motioned to allow all of the Committee Action items: Remembering Steve, hiring the Finance Assistant, Dung Thuy Kieu Le ("Twee"), and hiring the Summer Ag Intern Candidate, Charlie Sheerer were voted on in a single motion. Roger Seconded the motion and it passed unanimously. Sonia asked if anyone had additional comments. Chris spoke up to clarify the separation package for Steve and how it is an exception to the policy. Roger asked to clarify that this is a one time "yes" vote to the policy for

an exception. The motion passed unanimously. The full committee report is attached to these minutes.

4. Scholarship Committee Report

Adam Stern presented, the committee proposed to offer Caden Beyer, Emily Phillips, and Leah Slivovsky the scholarship. Roger moved to motion, seconded by Kent Weaver. The motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates

FFA members thank you notes

Steven L. Reiff Obituary

Letters to Elected Representatives about Conservation District Week.

DEP Letter about Reynolds Run upgrades.

Support letter for Leopold Conservation Award for Jim Hershey Farms.

Creek Side News – LCCD article about buffers (pg 2-3)

Postcard for ACAP Ag Conservation Conference

2. E&S/NPDES Monthly Projects Report

Adam Stern reported on some of the review fees that were larger this month due to some larger acre projects. He also reported that the backlog of outstanding NPDES plans are improving. Chris commented that the plan submissions are steady year to date compared to some other counties.

3. Tree Sale Update

Matt shared that the tree sale was held on April 12th, had over 520 orders. Positive feedback from customers who were glad to be able to come inside and talk with staff. Leftover trees were donated DCNR or Watershed Association.

4. PennVest Sponsorship Update, Andy Ill

PennVest made a determination after a financial assessment of Mr. Ill's farm and stated he would be considered for a low interest loan. For this reason parties involved decided to not apply for the PennVest funding and are looking for new funding options.

5. Youth Conservation School Update

Sallie stated YCS will take place from July 21-July 26. She referenced how she is promoting the school in many ways. Sallie also reported on Sr. Envirothon and how Warwick High School's Hellbender team placed 1st.

V. Additional Public Comment:

No additional comments.

VI. Meeting Adjourned

Sonia Wasco adjourned the meeting at 8:28 pm.

Respectfully submitted,



Morgan Regan

E&S Administrative Support Specialist

Personnel Committee Meeting 5/1/2024
3pm Zoom Conference call

Attending: Dan Zimmerman (Chair), Herb Kreider, Sonia Wasco, Deryk Shaw, Chris Thompson

The Personnel Committee met prior to the May 1st BOD meeting to discuss staffing updates and two action items. Specific topics include items listed below.

Staff Updates

1. Lauren Broadbar – We’ve been told the letter is in the mail, but Lauren has achieved the level of “final certified” within her Act 38 Nutrient Management certification after her Volunteer Nutrient Management Plan she developed was approved at the April Board meeting.
2. Adam Stern – Be sure to also congratulate Adam for successfully passing the Certified Professional in Erosion & Sediment Control Exam (CPESC) last week.
3. Ag Engineering Specialist - The Ag team requested that we move forward with looking for an Ag Engineering Specialist replacement. Because this an existing position with dedicated funding BOD approval is not needed to post the position, but we did want to share with the Directors the timeline for posting and interviewing:
 - April 17th – Post position
 - May 15th – Application deadline
 - May 21 & 22- Interviews
 - June 5- Board approval

Committee Action Items

1. Remembering Steve

- Steve’s funeral service was held Sunday, April 21st. A floral arrangement was sent on behalf of LCCD staff and directors. Additional details are available at: https://lancasteronline.com/obituaries/steven-l-reiff/article_6b38e09a-25ad-5b5b-8fea-19ac498c64a9.html.
- Donations – Steve’s wife Jenn has expressed her great appreciation for all of our help, but asked that we use, and help promote, the Go-Fund-Me page Steve’s brother is managing: <https://www.gofundme.com/f/steven-loren-reiff>.
- Memorial Tree - We have been in discussions with the Farm & Home Center about planting a tree in memory of Steve and received permission to do that later in May. A budget estimate of \$350 is requested to purchase a tree and plaque which will be paid for from LCCD Administrative funds.

- Memorial Buffer - Program Managers also have discussed completing a service project in honor of Steve. Details will be worked out with Steve's family about adding to a buffer project he participated in with his boys. Additional details are still being worked out, but a budget estimate of \$2,000 - \$3,500 will be needed for supplies (trees, tubes and stakes) and will be charged to the Watershed Program's project budget.
 - Separation Package – Whenever someone leave LCCD employment there is a checklist of accounts and benefits that are reviewed and processed. Paperwork has started for the transfer of Steve's Health Savings Account (HSA). A claim has been filed for the District provided \$25,000 Life Insurance policy and the Fulton Financial Client Manager for our Pension Plan has been notified about assisting Jenn with the transfer of ownership. The remaining task is to “cash out” any accrued time off (PTO, Vacation or Sick Leave). Standard policy procedure is to reimburse staff for any accrued time off at 50% of the cash value. We have exhausted the remaining PTO and Vacation time during Steve's hospitalization so we could continue providing a full paycheck and health benefits to the family, but there is a remaining balance in Steve's accrued Sick Leave that equals approximately 500 hours. Because of the extenuating circumstances of Steve's untimely passing, staff are proposing to make an exception to the Policy and compensate Steve's estate at 100% of the cash value which will equal approximately \$16,900. Salary and Benefits are an allowable expense that would be credited to the ACAP program.
2. Finance Assistant Candidate – Staff worked with HR to post and reviewed applicants for our open Finance Assistant position. Four candidates were selected for interviews and Dung Thuy Kieu Le or “Twee” was selected as the candidate to put forward for BOD approval. Twee's resume and references are attached for review. If approved, Twee will be available to start mid-May.
 3. Summer Ag Intern Candidate – There was a Scholarship candidate, Charlie Sheerer, from Elizabethtown College -Engineering who had applied for our Conservation Scholarship. Charlie was not selected for a scholarship, but still caught staff's eye as someone who might be able to help the Ag Engineering team this summer. Citing the need for the added support for field work, the Ag Team crafted a proposal for a summer position that involved assisting technicians to complete surveys and other field work as well as complete PracticeKeeper data entry for BMP implementation. The Committee reviewed staff recommendation to hire Charlie for the summer position. Details include working 3 days per week beginning in early June and will end early August. Starting at 7:30 till 4:00 with a half hour unpaid lunch He would be paid the standard intern rate of \$14.00 per hour. The committee agreed to move forward with a call to hire recommendation. They also acknowledged that they were breaking from the usual 60-day hiring protocol that includes posting, selecting, interviewing candidates for presentation to the BOD, but agreed to expedite the process to get the most benefit for the team from this temporary position.

Meeting Adjourned - The meeting was adjourned at 3:48pm.