

Item II.1  
**LANCASTER COUNTY CONSERVATION DISTRICT  
BOARD MEETING MINUTES  
April 1, 2020**

The 816th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held via a conference call on Wednesday, April 1, 2020, at 7:30 PM.

**The following Directors were present:** Daniel Heller, Herb Kreider, Kenneth Meck, Robert Shearer, Kent Weaver, Jay Snyder and Sonia Wasco.

**The following Associate Directors were present:** Justin Welk and Garrett Weaver.

**The following District Staff were present:** Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Stacey Meyer, Finance Manager; Jeff Hill, Ag Department Manager; Matt Kofroth, Watershed Department Manager; Sallie Gregory, Education Program Department Manager; Eric Hout, Acting E&S Department Manager; Francesca DePrator, Kent Bitting, Adam Hartz, Samantha Adams, Madolyn Klein, Dennis Eby, Emily Corkhill, Justin Furnia, Greg Heigel, Jim Saltsman, Kevin Lutz and Kevin Seibert.

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

The following guests were present: None

Vice-Chairman Robert Shearer called the meeting to order at 7:38p.m. Kent Meck provided the invocation for the meeting.

Dan Heller spoke about the challenges we face and thanked everyone for the continued work in these difficult times. He hoped everyone is well and staying safe.

No additions to the agenda were announced.

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

### **Agency Reports**

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

Heather Grove referenced her written report, but did not have anything additional to report. Heather announced the start date of 4/11/20 for the new program assistant will probably be pushed back due to Covid-19.

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

Chris Thompson mentioned that the DEP report speaks for itself, but to take note of future dates listed.

### **Consent Agenda**

Chairman Daniel Heller gave the opportunity for directors to withdraw any of the other items from the Consent Agenda in order to have additional discussion. Jeff Hill made the Board aware of a correction to Item II.3 (Nutrient Management Plan. Daniel Fisher Acres are 2.27). Sonia Wasco moved to approve the consent agenda which included the items numbered one through four. Herb Kreider seconded the motion. Motion passed unanimously.

## Item II.1

The Consent Agenda as voted on includes the following approved items.

- #1 – Minutes of March 4, 2020 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plans Acknowledgement**

### **Additional Business**

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

There were no items removed from the Consent Agenda.

#### **2. Treasurer's Report**

Gerald Heistand referred to the treasurer's report on pages 8 through 10 and mentioned that there is a \$39,000 liability in the District's financial status. These profits are due to the nurseries having not been paid yet for the Tree Sale. Payments have been delayed due to Covid-19. Gerald Heistand also reported the SCC will only pay by EFT's. They will no longer send paper checks. Gerald Heistand informed the Board that payroll is being handled all electronic and has been completed without problems. Gerald also reviewed the numbers on the Interfund Transfer account lines of the Income and Expense report.

#### **3. Personnel Committee**

Sonia Wasco reported that Sallie Gregory and Matt Kofroth interviewed four potential college students for the summer internship position with the Conservation District. The four students interviewed were selected out of eight applications.

Janelle Housman rose to the top of the during the interview process. She is a senior at the University of Vermont. Janelle who is from York County is majoring in Environmental Science. We would like to offer the summer internship position to this individual.

Janelle will be starting her internship position with the Conservation District on May 18, 2020 and will work through August 7, 2020. She will be paid \$10.00 an hour and focus her work within the Watershed and Environmental Education programs. Funds to pay for the intern will come from a line item in the 2020 District budget for interns.

Sonia Wasco moved to approve the motion for hiring Janelle Housman for the summer internship position, Herb Kreider seconded the motion. Motion passed unanimously.

Sonia Wasco also reported we have received several applications for the E&S Management position. Four interviews have been scheduled for April 15<sup>th</sup>. Information will be presented at the next board meeting.

### **Reports/Information**

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

Eric Hout reported that the E&S Report is typical for March. The staff is working remotely with occasional visits to the office to receive plans. Plan submissions are beginning to slow down. The staff members are informed when plans have arrived so they can come in to pick them up.

## Item II.1

### **2. COOP Approval/Action/Update**

The COOP Plan has five levels to allow LCCD to operate upon a variety of scenarios. Chris Thompson reviewed that currently the District is operating under level three of the COOP Plan, which allows for remote access and we were going to put the COOP Plan to the test by having all staff work from home. Before that was able to happen, the governor announced the shelter in place order. The staff was required on March 19, 2020 to jump right into level three of the COOP Plan. There were a few hiccups, but Justin Furnia was able to address these problems quickly and fix them to allow for a nearly 100% remote access operation.

Additional COOP details:

With the COOP Plan, a SOP for bill pay was created that states how bills will be paid and how checks will be electronically signed with Board member approvals.

Chris Thompson and Gerald Heistand are in the office most of the time to handle phone calls and the incoming mail. Staff come to the office at varying times, night or day to make copies and pick up there work as it flows in. This reduces contact with other staff members and enables the office to keep operating. Staff must report to their team leaders on a weekly basis and give an update on what they have worked on and completed during the week. At this time, all field visits have halted till further notice. It was also reported that more contractors are switching over to shutting down due to Covid-19.

Chris sends out daily logs to staff to keep them connected and informed. He also wanted to make the Board aware that the staff has pulled together and the Board should be very proud. Chris thanked all the dedicated staff for all their hard work and how they have handled the new routine of working from home. Chairman Heller echoed the Boards thanks to all staff.

### **3. Tree Sale Report**

Sallie Gregory and Matt Kofroth have been working with the community to keep them informed on the tree sale. The Tree Sale has been postponed to May 7, 2020 from 9:00 am to 4:00 pm, but will be reevaluated after Easter to see what's going on with Covid-19. Nurseries have agreed to hold our orders until further notice.

Matt Kofroth reported there are 480 plus customers who have placed tree sale orders. Less than ten customers have requested a refund. The sale at this point will most likely be a pre-packaged sale with a skeleton crew of staff filling orders the day before and then having customers drive through to pick up their pre-packaged orders. During the Tree Sale the customers are to pull up to the pavement but not get out of their cars. They will tell a staff member their name and that staff member will report it by walkie-talkie to a staff inside the building. That staff member will bring the customer's order out where they will set it on a table. The customer will then get out of their car and retrieve their order.

Most counties have canceled their tree sales for this year. However, these counties only had a few orders unlike Lancaster County.

### **4. Conservation Excellence Grant**

Chris Thompson reported the Conservation Excellence Grant is a pilot program between the York and Lancaster Districts and the SCC. The program is being funded through the PA Farm Bill and is intended to provide the Districts with three sources of funding (grants, loans and tax credits) to assist in nutrient management, manure management and Ag E&S conservation plan implementation. This grant will help farmers to get BMP on the ground. The Required Output Measures which contains additional details was presented to the BOD for consideration. A vote to participate in CEG is expected at the May meeting.

## Item II.1

### **5. SLF Program Update**

Sallie Gregory reported that Amanda Goldsmith and Joseph Robinson began work as spotted lanternfly technicians on March 2, 2020. They both attended an informative regional state spotted lanternfly summit hosted in Harrisburg. Amanda and Joseph have been preparing information for municipalities to inform them about the Grant and continue creating resources to guide the public about SLF control measures.

### **6. Banquet Committee Update**

Adam Hartz provided an update for Directors. Adam contacted Yoder's to postpone the banquet scheduled for the March 19, 2020. Yoder's was more than willing to wait and will hold the money for a future date. We will not lose any money for rescheduling the Banquet. The District also has all the money from its scholarship donors. When the rescheduled date is made, enough notice will be given for board approval. Co-Chairman Adam Hartz and Holly Shaub have been doing a good job at keeping people informed on what is happening with the Banquet.

### **Additional Comments:**

Chris Thompson thanked Board members and made everyone aware of how busy the Executive Committee has been handling challenges and solving problems that are encountered.

Chris Thompson added under Reports and Information that we would review/receive an update about the Strategic Plan process.

Chris Thompson asked Board members who have not participated in the Survey to please do so.

Gerald Heistand informed the board the Covid-19 has not affected the scholarship awards in any way and that the committee has a dozen applications to review.

Sallie Gregory announced that the committee has agreed to cancel all three Envirothons.

Sonia Wasco informed the board about the PACD Regional Directors meeting last week. She mentioned all votes were approved. The first vote requested by Armstrong CD was to move from the SW Region and NW Region. The second vote was to support a plan that will battle all invasive species in Pennsylvania.

Chris Thompson reported on calendar events coming up. The Conservation District Week has been postponed to possibly later in June. Chris also wanted to make the Board aware that the May 6, 2020 Board meeting should be 7:30pm not 1:00pm as listed on the agenda.

Chairman Dan Heller officially adjourned the meeting at 8:31pm.

Stacey Meyer  
Acting Recording Secretary