

Item II.1
**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
December 4, 2019**

The 812th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held on Wednesday, December 4, 2019, at 7:30 PM, in the multi-purpose room of the Farm & Home Center, 1383 Arcadia Road, Lancaster, PA.

The following Directors were present: Dan Heller, Chairman; Herb Kreider, Kenneth Meck, Roger Rohrer, Robert Shearer, Kent Weaver and Jay Snyder.

The following Associate Directors were present: Garrett Weaver, Gregory Strausser and Lisa Graybeal.

The following District Staff were present: Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Ag Department Manager and Nate Kurtz, E&S Department Manager, Kevin Seibert, Ag Compliance Coordinator, Justin Furnia, Francesca DePrator and Emily Corkhill as LCCD Staff.

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

Chairman Dan Heller called the meeting to order at 7:30PM. Ken Meck provided the invocation for the meeting.

The following guests were present:

Brittany Mellinger and Kelly McGinn from Lancaster Leadership.
Carl Brown and John Berger with the SCC.

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

The following additions to the agenda were announced:

1. Spotted Lanternfly contract as an Additional Business item #10

Agency Reports

1. USDA, NRCS

Heather Grove reported that they are interviewing for one of two open positions. Tomorrow is Patricia King's last day of work here in Lancaster. Patricia decided to step down from her job to have more time with her daughter. Her position will be advertised next month.

2. PA DEP Field Rep Report

Chris Thompson referred to the SCC Contagious Disease Outbreak item on page 3 and reported that Shelly Dehoff's name has been submitted as the primary contact. Chris Thompson will be considered as the Secondary contact. Chris Thompson also referred to the Chapter 102 update information and meeting dates for directors.

Chairman Heller announced that item IV.3 on pages 35 and 36 was being moved up on the agenda.

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Karl Brown and John Berger provided information on the SCC sponsored Conservation Excellence Grants Program (CEG). This came about as a result of the PA Farm Bill providing funding for farmers. They reviewed the three of the program that have the potential to provide ten to thirteen million dollars of funding to farmers. It should reward those who are ready to install Best Management Practices in priority areas. York and Lancaster Districts have been chosen to run a pilot of this program. Lancaster could use a million dollars over the next three years with an additional \$250,000 available to help design and support this program. The ranking criteria can be tailored to local needs. Interest has already been expressed for the \$250,000 which can be set aside for use with small projects where the cap would be \$25,000 on each project.

The SCC is looking for someone who will be able to function as a Conservation Financial Educator to create financial tools that can be used by third party vendors wanting to help sell the program. The individuals would sit down with potential clients to review their finances. The SCC employee would create the finance consulting tool and then train others to use that tool. The question was posed as to whether the Lancaster District would be interested in piloting the CEG program. There was a general consensus that this is a good idea and that it should be taken to the next step.

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, Herb Kreider moved to approve the consent agenda which included the items numbered one through four. Roger Rohrer seconded the motion. Motion passed unanimously.

The Consent Agenda included the following approved items.

- #1 – Minutes of November 6, 2019 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 reported that total District assets were down \$200,000 from one month ago, due to the lack of payment for work done July to September. Since the report was created, \$216,602 has come in from three programs; however, we have been unable to submit some of the Bay requests from the same period, so they will probably not come in until 2020. The Bay program has moved to 3-year contracts, but it has not expedited the approval process. We are still waiting for the Ombudsman Program contract that was submitted in September, which covers work as of July 1, 2019. Contracts should be in place by June 30th every year.

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Gerald Heistand told the Board that the key to Lancaster's success with cash flow is that we are able to keep a higher balance of funds in the General Operations account than some of the other Districts. A new Reserved-LCCD Health Account was added this month for Fiscal Year 2018/2019. The added health program income is listed in the Separation/Reserve class column of the Income and Expense report. The new self-funded health income account is not reflected in the 2019 budget since those funds are not released until the following year after it is clear that they are no longer needed to cover outstanding expenses.

3. 2020 Budget Presentation

Gerald Heistand referred to pages 16 and 17 of the mailing, when he mentioned that the projected 2020 General Operations balance has gone from a negative \$26,000 last month to a positive \$57,500 this month. Gerald briefly reviewed the five changes as detailed in the budget update item. The E&S budget income now includes the full 35% fee schedule increase for a net 2020 E&S income over expense of \$49,000. Costs for purchasing and operating a phone system were added to the general budget since last month. On the sub-budgets, only the grants budget needed to be modified. Gerald went over several of the line items on the main budget on page 17 and mentioned that the 2019 actual YTD column was updated to November 25, 2019 which is now much closer to a full year. The only change made to the one-page budget since the mailing date of November 26, 2019 is a decrease of \$83,672 in both the line number 570 Grant project income and the line number 820 Grant expenses. These changes do not affect any of the bottom line figures at the bottom of the page. Updated budget packets were supplied to all B&F Committee members. Roger Rohrer moved to approve the 2020 Lancaster County Conservation District Budget. Kent Weaver seconded the motion. Motion passed unanimously.

4. Personnel Committee Report and Request to Advertise

Ken Meck referred to page 18 of the mailing to report that the Education Program is looking to hire a summer intern. Ken Meck moved that the District advertise for a summer intern to work with the Education Program. Robert Shearer seconded the motion. Motioned passed unanimously. Chris Thompson reported that next month there will be a request to advertise for a Spotted Lanternfly Program Manager.

5. Residential Manure Management Booklet

Jeff Hill reported that no major changes were suggested or made to the document. Roger Rohrer moved that the Lancaster County Conservation District supports the use of the Residential Manure Handling Worksheet for small properties in residential, non-agricultural areas. It can be used by District staff and provided to townships to be used for educational purposes. Robert Shearer seconded the motion. Motion passed unanimously.

6. PA Envirothon Donation

Chris Thompson referred to the bottom of page 18 and mentioned that we hold a local Envirothon event and that the winners go to the State Envirothon. These donations assist with the State's event. Ken Meck moved that our District donate \$300 to the PA Envirothon. Kent Weaver seconded the motion. Motion passed unanimously.

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7. Database Upgrade Project

Gerald Heistand reported that the District was able to develop the PracticeKeeper geo-database with grant seed money; however, we have been unsuccessful in getting a grant to sponsor a communications address database upgrades. The funds we put into reserve for maintaining the PracticeKeeper database are no longer needed because the State has taken ownership of the PracticeKeeper software so those funds can be used for the upgrade. Justin Furnia added that we would like to take all of our lists and put them into one source. The District wants to use it to keep track of our tree sale orders. There was some discussion as to whether this will allow us to connect to any outside sources. Jay Snyder moved that the District move forward with this project. Kent Weaver seconded the motion. Motion passed unanimously.

8. BOD Committees – Proposed for Review

The Chairman asked directors to review the committee lists and make any requested changes by the end of the year. It will be finalized and approved at the January 2020 Board meeting.

9. Ag Compliance Review

Robert Shearer reported that the committee met before the Board meeting concerning the Karl S. Frey / S&A Kreider and Sons operation and are recommending that a Notice of Violation (NOV) be sent to both the owner and operator. The NOV will ask that all BMPs to control erosion be addressed and in place by June 30, 2020. Robert Shearer moved to accept the Ag Compliance Committee's recommendation. Roger Rohrer seconded the motion. Herb Kreider abstained from voting.

10. Lanternfly Contract; addition to the agenda

Chris Thompson mentioned that there was a vote to propose and participate with this Grant. The Board is being asked to accept the Grant for \$250,000 which includes funds for a Spotted Lanternfly Program and coordinator. A November 6, 2019 Letter of Intent was provided to the meeting attendees. Most of the Districts efforts will be focused North of Route 30 and East of Route 283. PDA will be paying contractors for their work. Jay Snyder moved to accept the proposed Grant. Robert Shearer seconded the motion. Motion passed unanimously.

Reports/Information

1. Correspondence, News and Updates

The following correspondence, news and update items were circulated at Board meeting:

- Web Article – EDF – Conservation Delivers Financial Benefits – November 2019.
- Agenda – PACD/SCC Winter Meeting – January 22-23, 2020.
- Donation Request – Pennsylvania Envirothon – October 28, 2019.
- Phone System Upgrade Quote – Farlow Communications.
- Phone System Upgrade Quote – Comcast Business.
- PA House Republican Committee Resolution Summary – Agriculture & Rural Affairs Committee – November 2019.

2. E&S/NPDES Monthly Projects Report

Nate Kurtz reviewed some of the changes that are coming to the 102 program. Details of the submitted projects and the program stats are on pages 32 and 33. The last project on the list is there as a result of the District's enforcement action.

3. Ag Excellence Program Presentation

This item was moved up on the agenda.

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4. Compliance Action Update

Jeff Hill reported that on November 13, 2019 staff attended a meeting on the potential for funding a Best Management Practice/Phase II Compliance funded project. There are still a number of items to be worked out before the District would consider moving forward.

5. LCCD Phone System Update

Gerald Heistand referred to page 38 of the mailing where a table detailed the cost over five years of three different options for obtaining a District managed phone system. Gerald then had Justin Furnia go over some of the details for each option. Currently the District is using the Federal USDA phone system free of charge and in return the District provides clerical assistance for answering calls.

Directors discussed working with a broker to get the best system and to research other options such as Google Voice for Business.

6. PACD/SCC Winter Meeting Registration

Chris Thompson asked the Directors to let him know of any interest in attending.

7. Extraordinary Give Update

Chris Thompson provided an update; \$4,233 was raised from sixty-four donors without any added stretch funds. All funds will be going to Conservation and Environmental Education efforts. Last year we raised \$2,300.

8. Banquet Update

Chris Thompson asked the Directors to put March 19, 2020 on their calendars for next year's awards banquet.

Additional Comments:

PACD is looking for volunteers to help at the PACD booth at the PA Farm Show.

Chairman Dan Heller officially adjourned the meeting at 9:12PM.

Gerald M. Heistand
Recording Secretary