

Item II.1
**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
November 6, 2019**

The 811th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held on Wednesday, November 6, 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, Robert Shearer, Kent Weaver, Jay Snyder and Sonia Wasco.

The following Associate Directors were present: Robert Wagner, Garrett Weaver and Justin Welk.

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 and Kevin Seibert, Ag Compliance Coordinator.

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

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

The following guest was present: Hannah Hunsberger – Ag Technician.

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

The following additions to the agenda were announced:

1. Review of the Spotted Lanternfly contract.
2. Review and approval of a new vision and mission statement in preparation for the Strategic Planning meeting.

Agency Reports

1. USDA, NRCS

Heather Grove referred to the NRCS report in the packet on pages 1 to 4. An added part of the report for this past fiscal year includes the work that was done by Jim Saltsman and Steve Reiff, District SWAT employees. She also announced that Gary Ballina's last day will be Friday, November 8, 2019. He is being transferred to the York office.

2. PA DEP Field Rep Report

Chris Thompson referred to the DEP Field Rep report announcing new staff in several positions. The Spotted Lanternfly program details on the bottom of page 6 are important for Lancaster County. He mentioned that the Conservation Excellence grants give farmers a good opportunity for funding if they are able to bundle the three programs that are being offered (REAP Tax Credits, Grants and Low Interest Loans). The Small Business Advantage Grant for Farmers and Small Businesses is not getting much participation at this time. Chris highlighted the January 22-23 dates for the PACD/SCC Winter Meeting.

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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. Chris Thompson explained why the District board meeting dates were changed and needed to be voted on again. Gerald Heistand reported that the page numbers on the minutes were not in the right order; however, all of the content is included in the minutes. Robert Shearer moved to approve the Consent Agenda. Herb Kreider seconded the motion. Kevin Seibert mentioned that the Ag Compliance Review Committee meetings should also be advertised as being held at 6:45pm before each board meeting. He added that in order to be fully transparent, all committee meetings should be open to the public. Robert Shearer agreed to amend his motion to say that the Ag Compliance Committee meeting is to be added to the 2020 District Meeting dates and that the page numbers should be corrected on the minutes. Herb Kreider seconded the amended motion. Motion passed unanimously.

The Consent Agenda included the following approved items.

- #1 – Minutes of October 2, 2019 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plans Acknowledgement**
- #5 – BOD Meeting Dates for 2020 Updated**

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 the total District asset number on the Balance Sheet report is similar to last month. The operating balances have increased, which is a good sign. With the review of the LCCD self-funded health plan for FY2018/2019, there was no return on the medical expense side of the plan, as the claims paid were over budget. On the drug side of the plan, the prescription payments were \$25,883 below budget, so the District will receive 100% of those savings. By the end of this year these savings will show up under the reserve section of the balance sheet when those funds are transferred out of the liability account. On the Income and Expense report Gerald Heistand pointed out the added #895-Contingency account line used to purchase the two new copy machines. Several questions were answered in reference to the two treasurer's report.

3. Budget & Finance Committee Report/2020 Draft Budget Presentation

Gerald Heistand referred to the Budget & Finance Committee Report on page 19 of the mailing to review what the committee covered on October 21, 2019. At the time of the review, the General Operations budget stood at a negative \$25,714.00. It is being tweaked on a weekly basis to accommodate for known changes such as dependent health coverage and funding of a new program. The budget is based on personnel committee recommendations for staff benefits in the 2020 calendar year. Budget packets with more of the details on the other district programs were offered to directors who were at the meeting. Several questions were answered concerning the budget figures on page 20 of the mailing. An updated 2020 LCCD District budget will be presented at the December meeting for final approval. Kent Weaver made a motion for the Board to accept the Budget & Finance Committee report on page 19. Sonia Wasco seconded the motion. Motion passed unanimously.

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4. E&S Committee Report

Nate Kurtz reported that the E&S fee schedule with an increase of 25% was brought to the Board at the October meeting. It was tabled for further review by the E&S Committee. The Committee met and is proposing an additional 10% fee increase for a net average increase of 35%. This increase brings Lancaster's fees closer to those of surrounding counties. The Oil/Gas projects take additional time, so a section was added to help compensate for the added time. When notice of the change in fees is sent out, a summary table will be included. Jay Snyder moved to approve the new fee schedule which is to become effective January 1, 2020. Kent Weaver seconded the motion. Motion passed unanimously.

5. Fiddle Creek Project Sponsorship

Chris Thompson reported that this project came to the board last month and several directors questioned whether the conservation plan for the farm was in order. Kevin Seibert was assigned to go out and complete a conservation plan status check. He reported back that everything appears to be in order and there is no evidence of accelerated erosion. The District was asked to consider being a sponsor, where several acres of buffer are to be installed along with a 5 year landowner commitment to maintain the buffer. The project will be overseen by Crow & Berry Consulting with Matt Kofroth coordinating the project from the District. Sonia Wasco moved to sponsor this project. Ken Meck seconded the motion. Motion passed unanimously.

6. Strategic Planning Meeting Update and Grant Approval

Chris Thompson reported that the District is applying for a \$1,500.00 grant to assist with the strategic planning process. Sonia Wasco moved to submit the proposal and move forward with the strategic planning grant. Jay Snyder seconded the motion. Motion passed unanimously.

7. District Mission and Vision Statement

Chris Thompson provided the proposed mission and vision statements to all meeting attendees. After discussion about possible changes, Robert Shearer moved to accept the mission statement and vision statement as presented. Jay Snyder seconded the motion. Motion passed unanimously.

Mission

To promote the stewardship of natural resources for Lancaster County and beyond.

Vision

The Lancaster County Conservation District will be a respected leader of conservation efforts in the county, trusted to engage and guide the community through proactive education, advocacy and the administration of innovative stewardship principles.

8. Ag E&S Complaint

Robert Shearer reported that the committee reviewed the details of the Little Britain Township complaint which was received on June 7, 2018. Kevin Seibert reported that according to the plan written in 2013, two BMP's were scheduled to be implemented in 2014. These BMP's were never completed. The committee recommends sending out a Notice of Violation letter. Robert Shearer moved that a Notice of Violation shall be sent. Herb Kreider seconded the motion. After discussion about who gets the letter, Robert Shearer amended his motion to say that the Notice of Violation shall be sent out to both the operator and the landowner. Herb Kreider seconded the amended motion. The amendment passed, and the amended motion passed unanimously.

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9. SLF Proposal

Chris Thompson reported that he did not yet have a handout with the details of this grant. The District submitted a proposal to manage a grant of just under \$600,000.00. The proposal was rejected; however, PDA was tentatively willing to provide \$250,000.00 toward the project. As a result of this cut, Chris Thompson went to the Commissioners to request an additional \$40,000.00 to help support this project. The current proposal would provide funding for an additional staff person and the purchase of a new truck. Earlier the Commissioners said they would support better outreach into the local community. Kent Weaver moved to resubmit the proposal for \$250,000.00 as described by Chris Thompson. Jay Snyder 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:

- Invitation – Lancaster Chamber – 2019 Agriculture Banquet – November 14, 2019.
- Magazine – Save the Bay – Mysterious Migration – Fall 2019.
- Thank You Note – Debbie Smith Education Coordinator at Rockford Plantation – October 16, 2019.
- Packet from Sonia Wasco from the PACD Regional meeting – October 15, 2019.
- Watershed Leadership Academy kick off reception flyer scheduled for November 21, 2019.
- DEP fact sheets on MS4 NPDES permits frequently asked questions.

2. E&S/NPDES Monthly Projects Report

Nate Kurtz provided the E&S Monthly Report for October as a handout. He mentioned that we are similar to last year in terms of projects and fees. He highlighted the Medical Center Brookside in East Hempfield as a unique project that will get stormwater credits with a creative solution. For the Stauffer E&S compliance project addressed at previous meetings, the corrective action plan was received today. Both DEP and the District will review the plan. When reviewed and approved, both DEP and the District will calculate a penalty. The E&S Committee will need to meet again in order to determine the penalty.

3. Ag Committee Report – Draft Residential Manure Management Planning Manual

Jeff Hill reported that a Residential Manure Management Plan template has been developed by Dennis Eby for small (3 acres or less) property owners that live in a residential area. This plan does not need to address crops or application of manure since it is for a residential area. We would like to use this document for educational purposes. Since DEP has a manure management manual, they are not interested in endorsing this paper plan. After discussion, there was a consensus that the document will need a few revisions and a new title. The topic was tabled until the December meeting.

4. NFWF Grant Acknowledgements/Letters of Support

On pages 36 and 37 of the mailing, 19 different submitted NFWF proposals are listed. Potential projects must be submitted to the Conservation District so Matt Kofroth can provide them with a letter of acknowledgement. All of this takes extra time. The grant awardees will receive notice in December 2019.

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5. PA Sunshine Act Training Webinar

Kevin Seibert provided two documents to each Board member and gave a presentation to the Board on the Sunshine Law. He reported that most of his information came from a webinar that he recently attended. He stressed that all committee meetings should be open to the public where they can observe the deliberations. He also covered the requirements and procedures for convening an executive session.

6. Conservation Foundation Update

Jay Snyder did not have anything to report.

7. PL-566 – Chiques Restoration Plan Update

Chris Thompson reported that Matt Kofroth was at the Chiques Restoration Plan meeting to update the committee and formalize what everyone has agreed to verbally.

8. Penn Vest – Elmer King Funding Agreement

Chris Thompson reported that the District is the funding recipient for this project which was formalized at the October meeting.

9. Lancaster Chamber Ag Banquet

A signup sheet was passed around the room for directors who were interested in attending the November 14, 2019 event.

10. Extraordinary Give Update

Chris Thompson reminded directors of the November 22, 2019 Extraordinary Give opportunity to provide dollars for environmental education.

Additional Comments:

Sonia Wasco made several comments relative to the PACD meeting she recently attended. Everything is in line for the sale of the building on Front Street. They are still working on ideas for the public service announcements and Sandy Thompson will be speaking at a national meeting. Brenda Shambaugh continues to work with legislators. PACD hosted a good presentation on Board leadership, which would be good for all Lancaster County Board of Directors to experience.

Chairman Dan Heller officially adjourned the meeting at 9:43PM.

Gerald M. Heistand
Recording Secretary