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**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
February 10, 2021**

The 826th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held via Zoom Call-In only on Wednesday, February 10, 2021, at 7:30 PM.

The following Directors were present: Daniel Heller, Chairman; Herb Kreider, Kent Weaver, Treasurer; Roger Rohrer, Jay Snyder, Bob Shearer, Ken Meck, Sonia Wasco and Commissioner Ray D’Agostino.

The following Associate Directors were present: Greg Strausser and Lisa Graybeal.

The following District Staff were present: Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Ag Department Manager; Rich Snyder, E&S Department Manager, Kent Bitting, Matt Kofroth, Kevin Lutz, Samantha Adams, Sallie Gregory, Eric Hout, Ben Seldomridge, Kevin Seibert, Adam Stern and Suzanne Kopp.

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

The following guests were present: None

Chairman Dan Heller called the meeting to order at 7:30p.m. Dan asked if there were any introductions to be made and Ben Seldomridge introduced himself as the newly hired Compliance Technician. Adam Stern wanted everyone to know that the meeting was being recorded.

Sonia Wasco provided the invocation for the meeting.

Additions to the Agenda: Chairman Heller stated there would be an Executive Session called for at the end of the meeting. Chris Thompson stated there were no other additions to the agenda.

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

Reorganization of the Board

1. Election of Officers:

Dan Heller stated that Ken Meck will be leading the election of officer’s portion. Ken Meck read the following slate of officers being elected: Chairman – Dan Heller, Vice Chairman – Bob Shearer, Treasure/Secretary – Kent Weaver and Recording Secretary – Suzanne Kopp.

Ken Meck opened the floor for any additional nominations. Hearing none, Sonia Wasco moved to accept the slate as stated and close the nominations. Herb Kreider seconded the motion. Motion was approved unanimously. Ken moved the floor back to the charge of Dan Heller to continue the meeting.

2. Swearing in of Directors and Associate Directors:

Commissioner D’Agostino read a prelude before swearing in the Directors. Commissioner D’Agostino then swore in Herb Kreider as a Director for the Board of the LCCD and Greg Strausser as an Associate Director for the Board of the LCCD.

II. Agency Reports

1. USDA, NRCS

Heather Grove offered no additions to the report this month. No questions were raised.

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2. PA DEP Field Rep Report

Chris Thompson gave an update for Elwood Blake, from the Field Report Notes. The report can be read. 2021 Conservation District nominations of some of the Counties were tardy but LCCD is not. Several training opportunities to take advantage of for directors are listed in the report. No questions were raised.

III. Consent Agenda

Chairman Daniel 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 items numbered one through four. Ken Meck seconded the motion. Motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of January 6, 2020 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgement**
- #5 – List of LCCD Memberships**

IV. Additional Business

1. Items removed from Consent Agenda

There were no items removed from the Consent Agenda.

2. Treasures Report

Gerald Heistand reported that our assets are one million dollars more than last year at this time. Restricted funds have also gone up one million dollars. The restricted funds being higher is partially a result of covid restrictions, but it is a liability for LCCD because we are stewards of these funds and need to spend them correctly. General Operating funds and DGR/LVR operation funds are similar to last year. Grants without a bank account last year were zero dollars, this year we have \$198,287.84 in that fund. E&S has increased income by \$25,000 from last year. Reserve funds have increased substantially as well. The Scholarship fund had some unexpected donations and our bonds increased for this fund – so the balances have increased from last year as well. The income and expense report balances are good going into 2021.

3. Banquet Committee Report

Sallie Gregory reported on the changes from the board packet. The Banquet Committee met today and would like to recognize the 2020 honorees and have them receive recognition in person at a small gathering towards the Fall of 2021. This gathering would follow all the CDC guidelines to ensure everyone's safety. There will not be a banquet for 2021 and there will be no honorees recognized in 2021.

4. Chesapeake Bay Program Update

Jeff Hill reported that we lost a large amount of staff this year. The compliance department was hit the hardest, losing two of the three staff members. Discussions occurred with DEP regarding the inability to meet our compliance goals for 2021 and a suitable solution was developed. Chris stated that we were thinking about turning back the Bay Program due to the loss of staff. Many hours were spent with DEP trying to work out a viable option to move forward and stay in the Bay Program.

5. E&S/NPDES Monthly Projects Report

Rich Snyder reported on the committee's summary from Thursday's meeting, January 28, 2021 that was included in the day of packet. The Schatz Garage vs Melhorn Drive Basin is currently in a waiting state. The judge has to review all the material and decide if he can make a judgement on the material provided or if it will possibly go to a formal hearing. The Jay Stauffer enforcement update is that DEP wants LCCD to look at all the

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inspections from the very beginning and come up with a maximum penalty. The total max penalty the LCCD submitted is \$11,193.00, but if non-contested the discounted penalty offered will be \$6,368.00. Jay Snyder moved to approve the \$6,368 penalty amount. Kent Weaver seconded the motion. Motion passed unanimously.

6. Penn Vest Approval to Apply

Chris Thompson reported that TeamAg proposed \$708,103 for a grant for the Isaac Beiler farm. A low interest loan or a principle forgiveness loan is being proposed. A request for Board approval is needed. Herb Kreider moved to approve the Penn Vest Loan approval. Roger Rohrer seconded the motion. Motion passed unanimously.

V. Reports/Information

1. Correspondence, News and Updates

A Certificate of Clean Water Academy Participation Achievement Award was received for staff participation in completing Clean Water Academy course work.

Strategic Plan slides are in the packet that will be shown at the end of the Board meeting.

2. E&S/NPDES Monthly Projects Report

Rich Snyder reported that 50 new plans came into the office in January. Large residential housing projects were received. Complaints have slowed down for the month of January. 102 e-permitting went live on January 25, 2021. In a proactive effort to streamline the review/permit process, Lancaster Economic Development Corp. (EDC) reached out to LCCD due to the large number of projects on their docket. The scope of work/expansion in 2021/2022 exceeds \$2 billion dollars. Lancaster EDC wanted to discuss how to get better plans submitted so they can be processed quicker and what they could do in conjunction with the LCCD to expedite the process. Rich has met with them once so far but more meetings will be scheduled. Rich is holding a Lunch and Learn event tomorrow for engineers.

3. Technology Committee Report

Gerald Heistand reported that he has worked at the District before computers were used at the District. Technology meetings are held quarterly. The committee has approved getting a drone to be used by the District. A new general database is being installed for the tree sale and the hope is that it will be used company wide. With Justin Furnia's departure we are having to rely on Flagstream more often. Our website had started to have problems and GoDaddy, who created the website was contacted and they could not fix it. Austin Ginder was consulted and he was able to fix the website. All the websites have now been moved to Austin Ginder, Anchor Consulting. A Word Press Developer is needed going forward.

Chris Thompson stated we are drafting a policy to be approved by the Board on how we operate our drone.

4. PACD/SCC Winter Meeting Report

Sonia Wasco reported that she sent a copy of the minutes from the meeting to everyone. She highlighted that Lisa Suhr is retiring after 31 years and there will be a zoom farewell for her. PACD has hired Holly Miller to take over the Program Director position. There was a by-law change that was voted on and was approved that Armstrong CCD has moved from the SW region to the NW region.

5. Ethic Forms

Chris Thompson stated that the Ethics form was included in the board packet and a link will sent out to all Directors. Please fill out and complete the form and submit it back to Stacey Meyer. May 1st 2021 is due date. It is for the Directors and staff to complete as well as Foundation Members.

6. 2021 Board Committee List

Dan Heller stated that we are continuing to keep the board committees as listed in the board packet.

7. 2020-2025 Strategic Planning Initiatives Presentation for 2021

Chris stated that many hours were spent creating a five-year plan. The highlights for 2021 by department are as follows:

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Ag Department – Jeff Hill highlighted Goal #4 to increase tech assistance for BMP Implementation and keep the funding coming in to meet the goals and secure and administer \$3-\$5 million annually for Ag BMP implementation.

Watersheds – Matt Kofroth stated that they accomplished a lot of the goals in 2020. Matt also highlighted initiative #3 as far as adopting new technology and equipment (getting the drone in 2021). A trailer was purchased to keep equipment in as well as equipment was purchased. Decrease the impaired streams by completing 4-5 projects in 2021. Maintaining and increasing funding is already in the works for 2021.

Education - Sallie Gregory wanted to highlight that we should look at education as a resource across the whole District. A grant was received to buy a CRM database to enter Tree sale orders and produce the newsletter.

E&S Program – Rich Snyder highlighted #1 Improve awareness of the programs and engage municipalities, Partnering Agencies and Regulated Community in the education of the programs. Virtual programs are being implemented for 2021 to do outreach. The E&S team will be taking virtual courses to enhance professional development in 2021. The E&S Team has already adopted and implemented E-permitting in 2021. The Review Fee Structure will be looked at yearly.

Conservation Foundation of Lancaster County – Jay Snyder reported that a lot of the grants we use for LCCD come thru the Foundation. They want to hire a grants coordinator in 2021 and create a review fee for the management of the grants. Improving outreach and building the Board capacity are also goals for 2021.

Additional Public Comment:

None was offered.

Chris Thompson stated that our next meeting on March 3, 2021 will be in person at the Farm and Home Center, but zoom will be available if needed.

Executive Session

Sonia Wasco made a motion to move to executive session to discuss a personnel matter and budget issue. Herb Kreider seconded the motion and it passed unanimously. Chairman Heller excused all non-voting members at 9:32pm to begin the Executive Session.

The Board of Directors reconvened the business meeting at 10:02pm.

Additional Business

Sonia Wasco presented the request to solicit 3rd party proposals for conducting an Assessment of the Conservation District's operations. Roger Rohrer made the motion that this nonbudgeted expense will be paid for utilizing reserve funds, but shall not exceed \$14,000. Herb Kreider seconded the motion. The motion passed unanimously.

Meeting Adjourned

Chairman Heller officially adjourned the meeting at 10:10pm.

Suzanne Kopp
Recording Secretary