

Item II.1
**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
February 5, 2020**

The 814th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held on Wednesday, February 5, 2020, at 1:00 PM, in the Penfield 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, Jay Snyder, Sonia Wasco, Robert Wagner and Commissioner Lehman.

The following Associate Directors were present: Frank Burkhardt, Greg Strausser and Garrett Weaver.

The following District Advisor was present: Jim Hershey

The following District Staff were present: Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Ag Department Manager; Nate Kurtz, E&S Department Manager; Kevin Seibert, Ag Compliance Coordinator; Matt Kofroth and Sallie Gregory.

The following LCCD Staff members were present: Adam Hartz, Adam Stern, Derrick Fidler, Eric Hout, Francesca DePrator, Greg Heigel, Holly Shaub, Justin Furnia, Kent Bitting, Kevin Lutz, Kim Dugan, Madolyn Klein, Ryan Weck, Samantha Adams, Shelly Dehoff, Stacey Meyer and Steve Reiff.

The following Cooperating Agency representatives were present: Heather Grove, Natural Resources Conservation Service; and Elwood Blake, DEP.

Chairman Dan Heller called the meeting to order at 1:00pm.

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

The following additions to the agenda were announced:

1. Correspondence and News Items.

Reorganization of the Board

2020 Board Appointments

Commissioner Lehman introduced President Judge of Lancaster County, David Ashworth. President Judge then administered the oath of office to the following three directors who have agreed to serve another term on the Lancaster County Conservation District Board.

1. Dan Heller was reappointed as a Farmer Director. His term will expire on December 31, 2023.
2. Sonia Wasco was reappointed as a Public Director. Her term will expire on December 31, 2023.
3. Commissioner Craig Lehman was reappointed as the Commissioner Representative for his 12th year. His term will expire December 31, 2020.

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Annual Election of Officers

Chairman Heller turned the meeting over to Herb Kreider to oversee the election of officers for the year 2020. He reported that each of the current officers has agreed to serve another year so he presented the current slate of officers for reappointment as follows:

Chairman – Dan Heller
Vice Chairman – Bob Shearer
Treasurer – Kent Weaver
Secretary – Gerald Heistand

Herb Kreider then opened the floor for any other nominations to fill the existing positions. Hearing none, Roger Rohrer moved that the nominations be closed so the secretary could cast the ballot for the current slate of officers. Sonia Wasco seconded the motion. Herb Kreider called for the vote to appoint the existing officers to another term in 2020. Dan Heller, Bob Shearer and Kent Weaver abstained from voting. Therefore the officers to serve in 2020 are:

Chairman – Dan Heller
Vice Chairman – Bob Shearer
Treasurer – Kent Weaver
Secretary – Gerald Heistand

Herb Kreider handed the meeting back to Chairman Dan Heller.

Appointing the 2020-2021 Board of Associate Directors

It was mentioned that Associate Directors participate actively in Board Meetings and Committee Meetings as well as all other District functions and activities, but they do not have a vote or present motions. In Lancaster, Associate Directors are elected to a two year term. The current slate of nominees for the 2020-2021 term was announced as follows:

Gregory Strausser
Lisa Graybeal

Sonia Wasco moved that the two individuals be appointed to another two year term. Roger Rohrer seconded the motion. Motion passed unanimously. Commissioner Lehman administered the oath of office to Greg Strausser as an Associate Director. Lisa Graybeal was not present at the meeting.

Agency Reports

1. USDA, NRCS

Heather Grove updated the board announcing that PA NRCS has received a FY20 EQIP allocation of \$19.3 million dollars, similar to FY19. County allocations have not yet been determined. The new assessment and ranking tool, Conservation Assessment & Ranking Tool (CART), has been released nationwide and NRCS staff members are currently being trained.

2. PA DEP Field Rep Report

Elwood Blake, DEP Field Representative was at the meeting and highlighted the following:

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- The Commission at their last month's meeting formed a Conservation District Advisory Committee. Directors or District staff members were invited to join. He highlighted directors, CD staff and the advisors who were approved.
- A SCC/DEP/PDA Memorandum of Understanding was approved.
- There was an update to the Chapter 102e-Permitting. Plans are to have it ready for beta testing later this year.
- PAG-01 and PAG-02 general permits have been reissued for 5 years as of December 2019.
- Chapter 102 Delegation Agreement Evaluations are scheduled to take place this year. Elwood Blake will be part of that process.
- March 9, 2020 is the date for the All Bay Meeting with a snow date of March 11, 2020.
- Regional Director Trainings are being offered for directors.
- Elwood announced that Fred Fiscus is intending to retire in late April. Chris Thompson added to Elwood's comments that the Conservation District Advisory Committee was formed to address a disconnect between SCC and Districts. Chris encouraged directors to attend the training sessions on March 10 or 11, 2020. Sonia Wasco mentioned that PACD has hired a person responsible for training, so she encouraged directors to attend.

Consent Agenda

Jeff Hill announced that the reports on page 10 and 11 that were sent in the mailing are not accurate. An email was sent out with the corrected information and paper copies were made available to everyone at the meeting. Jeff detailed the changes that were made to items III.3 and III.4. Chairman Dan Heller requested that item III.5 of the consent agenda "List of LCCD Memberships" be lifted for further discussion. At one of the morning break-out sessions there was discussion about why we are not members with the Building Industry Association (BIA). There was discussion about whether there might be a price break for non-profits. If not, the comment was made that the E&S Department has the funds to pay for the dues. Jay Snyder moved to reconsider adding the BIA to the List of District Memberships on item III.5, with the stipulation that staff then make several contacts with the organization throughout the year. Bob Shearer seconded the motion. Motion passed unanimously.

Chairman Dan Heller gave the opportunity for directors to withdraw any of the other items from the Consent Agenda in order to have additional discussion. Hearing none, Ken Meck moved to approve the consent agenda which included the items numbered one through four, as revised with reprinted pages 10 and 11. Roger Rohrer seconded the motion. Motion passed unanimously.

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

- #1 – Minutes of January 8, 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:** Item III.5 List of District Memberships was lifted and approved previous to the approval of the Consent Agenda.

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2. Treasurer's Report

Gerald Heistand reported that this month's finance report reflects transactions for the year 2019 (next month's report will include information for January 2020 and most of February 2020). The positive General Operations balance is due to underspending in most of the expense categories, as well as, DEP SWAT funding that was not known when the budget was approved. The accounts receivables at the end of 2019 for the 3rd quarter were \$17,000 less than in 2018. This is due to DEP processing payments in a more timely fashion. If we had received all of our accounts receivable for 2019, a General Operations balance of over \$450,000 would have put the District in a very good cash situation for January 1, 2020. It would allow the District to operate over two months with minimal income. On the Balance Sheet report a new Health Care reserve fund was added in 2019 and most of the other account balances have increased compared to one year ago. The overall net negative income for the year is due to the grants class with a negative value of **-\$257,679**. Funds for BMPs which were not spent in previous years were used in 2019. Chairman Dan Heller thanked all staff for being careful with expenditures in 2019.

3. Banquet Committee Report

Adam Hartz announced that the upcoming District Awards Banquet is scheduled to take place on March 19, 2020 and the cost has been set at \$23.00 per person. There will be the annual Scholarship Fundraiser Auction and staff are still able to accept donations for the auction. Sonia Wasco moved to accept the 2020 Banquet Committee Report, which contained the list of award recipients. Kent Weaver seconded the motion. Motion passed unanimously.

4. Expired Nutrient Management Plans

Jeff Hill reported that the names on page 16 of those with expired plans came before the Board back in October 2019. We have been informed that David King is no longer farming, but follow-up letters and phone calls have been made, and there has not been any progress. Jay Snyder moved to send these operations to DEP to take the next step. Bob Shearer seconded the motion. Motion passed unanimously.

5. Conservation Excellence Grant

Chris Thompson did a quick review of CEG program that is funded by the PA Farm Bill. Its purpose is to get more BMPs on the ground. Staff will be meeting with DEP this coming Friday to learn how the program will work and offer suggestions for how it will work best in Lancaster County.

Reports/Information

1. Correspondence, News and Updates

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

- Letters – County of Lancaster – Office of the Commissioners – Reappointment of Board Members: Dan Heller, Sonia Wasco and Commissioner Craig Lehman – January 21, 2020.
- Audit Engagement Letter– SEK – January 20, 2020.
- Letter from FSA asking for County Committee Advisors to fill some vacancies.
- Letter from DEP in response to Lancaster's Manure Handling Worksheet for Residential properties. They want to meet with staff and directors on 2/21/2020 to discuss the booklet .
- NRCS accomplishments report for 2019 in PA.
- Email to Sallie from a contact in West Virginia (Little Conna Co.) who wants to come up to PA and observe the Lancaster Jr. High Envirothon with the hope of modeling a state-wide program after it.

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2. E&S/NPDES Monthly Projects Report

Nate Kurtz reported that he thought that we received a banner amount of plan submissions due to the anticipated fee schedule change and other DEP regulation changes. In January 2020, Lancaster received more plans and took in more funding than in January 2019. Nate referred to the E&S Report handout and mentioned that some fees may seem out of line based on the Disturbed Acres, but explained that some project fees are for revisions rather than the initial submission (e.g. Martic Township Transmission Line Rebuild). Adam Stern and Ryan Weck were introduced as the newest E&S Resource Conservationists. Nate also reported that Jay Stauffer's Corrective Action Plan (CAP) has been approved for Spring 2020 installation.

3. Technology Committee Report

Gerald Heistand and Justin Furnia reported that the Technology Committee along with Mathew Mack, Board Advisor met on January 15, 2020 to discuss several projects.

- Final bid for the Network Server Installation stands at \$21,760. The \$3,336 cost per year for monitoring the new server appears to be fixed and non-negotiable. There is a substantial savings on the software purchase through TechSoup. Installation is scheduled for April 2020. There was discussion about why we are not using the "cloud" for storage. Work and plan storage with PracticeKeeper is all on the "cloud" at this time since DEP took over the software.
- The Technology Committee recommended tabling any decision to move ahead with a New Phone System at this time. Justin Furnia received several additional bids as requested by the Board, but the additional cost of those systems could not be justified based on what they had to offer. If there are any unexpected federal phone system breakdowns in the future, the District now has the information needed to make an informed decision more quickly. The Committee agreed that based on the number of years that we kept our network server; the Committee would propose owning a phone system with a local vender instead of leasing.
- Cargas, a local Lancaster City company, provided a demonstration of a proposed Customer Relation Mangement Tool for the Tree Sale/Address Database Project. The goal was to have a database ready for testing in May 2020. The Education Department announced that they will bring a proposal back to the Board for consideration at a future meeting as the initial proposal by Cargas was considerably more than original estimate.
- In order to have the District Drone Project move ahead, the District has to have at least one staff member obtain a pilot's license. A member of the Watershed team and a member of the Ag Department have volunteered to study and take the test. There is a goal to purchase a drone by the end of March 2020. There was BOD discussion on how the drone would be used.

4. PACD/SCC Winter Meeting Report

Sonia Wasco reported on her attendance at the Winter PACD meeting and that the PACD Front Street property has been sold. She stressed the importance of directors making use of good training workshops that are being offered by PACD. She read an email from the PACD that the Governor has kept the CDFAP funding lines in both PDA and DEP with amounts similar to last year. The difference is that the CDFAP line is back in DEP and not in the Environmental Stewardship Fund. We do not know why the funding was moved back to DEP. Sonia reported that she would send a link to all directors with more information. The hotel accommodations were very nice, with over 120 director and staff registrations and 47 of 66 districts represented.

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5. Foundation Report

Chris Thompson reported that in an effort to keep the District Board informed, Foundation minutes are going to be provided to District Board members moving forward. He reviewed the organizational chart that was attached to the Foundation minutes packet.

6. PL-566 Update

Matt Kofroth reported that grant details for the Chiques Creek restoration planning have been finalized. The work that needs to be done is being reviewed so requests for bid proposals can be sent out later this month. Planning for this project should be done within 12 to 16 months.

7. Donation Received

Sallie Gregory reported that this is the second year that Caernarvon Township has given a donation to the Lancaster County Conservation District. Bob Lauffer, a previous Conservation District Associate Director and retired Garden Spot Ag. Teacher, has been involved with the projects that these funds will be assigned to: Envirothon, Youth Conservation School and the Ann Brown Scholarship fund.

8. Growing Greener Summary

Matt Kofroth reported that the list of 21 Growing Greener projects on page 21 of the mailing have been submitted to DEP and were sent to the District as required by the state. Many proposals are stormwater related as municipalities need to satisfy their MS4 requirements.

9. Ethics Forms

Directors were reminded that ethics forms need to be completed each year. A link to the form on the internet was provided with the mailing and copies were made available at the meeting.

10. PSU Farm Survey

Chris Thompson reported that we were approached by Penn State to assist with a BMP survey where farmers will be asked to self-report. The State was pleased with the results of the first survey in 2016 and approved funding for a second grant with the District as a partner to do a second survey. Jeff Hill mentioned that our lists of addresses are only with the individuals we work with so Penn State Extension will probably use the county's parcel layer. The District Board Executive Committee approved participating in the project prior to the meeting. A concern was expressed about the redundancy that is occurring with all of these surveys.

Additional Comments:

Ken Meck offered a thank you to all who expressed a concern for his welfare and recovery. He appreciated the cards, prayers and visits from everyone.

Chris Thompson thanked everyone who was involved with the strategic planning meeting and process. Specifically thanking Directors for committing the day to Conservation District work and to Francesca DePrator for her leadership with the planning meeting effort.

Chairman Dan Heller officially adjourned the meeting at 2:26pm.

Recording Secretary

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