

Location: Farm & Home Center

Voting Members Present: Kent Gardner, Dee Dee McGuire, Jay Snyder, Mark Gutshall, John Bingham, Marylou Barton, Cory Rathman, Mark Johnson

Non-Voting Steering Committee Members Present: Kara Kalupson, Matt Kofroth, Mike LaSala, Heather Valudes, Jeanne Sonntag

Guests/Members: Tyler Kreider, Andy Wishart (member, URS), Kaitlin Scicchitano (LandStudies), Kristen Kyler (PSU)

Approval of Minutes- Marylou moved to accept minutes from Steering Committee meeting on, September 5, 2012. Dee Dee seconded. Motion passed unanimously.

Minutes recorded by: Angie Sowers

AGENDA ITEMS

Budget- Jay Snyder

- HANDOUTS- Jay provided budget reports
- Kent provided Jay receipts for reimbursements

Compensation for 1) LandStudies and 2) Corey and Scott/Conflict of interest- Kent Gardner

- Mark Gutshall, Cory Rathman, and Kaitlin Scicchitano left the room for this discussion
- Kent provided LandStudies invoice request for reimbursement (HANDOUT) for administrative assistance for Strategic Action Planning effort
 - Request is for 35.75 hrs
 - Jay stated that he thinks this is reasonable level of effort
 - No hourly rate provided- group discussed and determined they would like Mark to provide hourly rate
 - Discussed setting precedent with selecting an hourly rate, and
 - Mark Johnson checked and his typical administration billing rates vary between \$40 to \$60
 - Marylou made a motion to reimburse LandStudies for hours Peggy Stauffer provided for TetraTech effort at the rate at which she bills out at; Jay seconded.
 - Kent left room and asked Mark for hourly rate-
 - Marylou amended motion to specify that LCCWC reimburse LandStudies for hours Peggy Stauffer provided for TetraTech effort at an hourly rate of \$45. Jay seconded.
 - Motion passed unanimously
- Matt Kofroth discussed reimbursing Corey/Scott for involvement with Little Conestoga NFWF grant
 - They have been working to involve municipalities in the project –goal is to rewrite their stormwater management ordinances to allow LID-
 - funding is included in NFWF grant
 - Steering Committee was fine with this; next step is for Corey/Scott to submit invoice; Steering Committee will then need to approve invoice in order for reimbursement to be made from NFWF grant funds

Update on Kleinschmidt Evaporation Wetland and Requests for Letter of Support- Tyler Kreider

- HANDOUT- letter from Kleinschmidt explaining that they are seeking Growing Greener grant from DEP for evapotranspiration wetland and are requesting a letter of support from LCCWC

- Brandywine Conservancy will sponsor grant because LCCWC does not have staff to administer, but still looking for letter of support from LCCWC
- Tyler provided the following updates:
 - project is progressing well but the question of infiltration tests have not been resolved- whether they need to be done and who will perform them
 - All nutrient credits would belong to state so no nutrient trading
 - Kleinschmidt is working on submitting LCCWC membership form
- Tyler is working to get letters of support from a number of groups
 - Strasburg Borough for proof of concept
 - Project is located in Pequea Creek Watershed; Kara stated Pequea Creek Watershed Association can provide letter of support
 - Lanc Co Planning Commission
- Cory asked what methodology/guidelines they are trying to follow for design- Tyler said they are investigating whether Maryland design guidelines would fit
- Mark asked if Kleinschmidt would be willing to share innovative cost-effective BMP solutions they are pursuing with Strategic Action Planning team- Tyler stated that he thinks they would be open to that because they would like to see this project viewed as a model for others
 - Mark is interested in having this BMP included in Chesapeake Bay Model
 - Tyler will follow up with Mark Bowen
- Marylou made a motion for LCCWC to provide a letter of support to Kleinschmidt for their evapotranspiration wetland Growing Greener grant; John seconded; Motion passed unanimously
 - Tyler will provide Kent a letter; Kent will put on letterhead and sign

Requests for Letter of Support for Growing Greener Grant Application by Cocalico Creek Watershed Association- Jay Snyder

- Straighten out and lower elevation of ~1000ft section of stream; heavily eroded
 - Just above impaired section of stream
- Jay requesting a letter of support for Growing Greener Grant- Priority watershed category
- Dee Dee made a motion for LCCWC to provide a letter of support; Marylou seconded; motion passed unanimously
- Jay and Kent will work on letter

Kent provided HANDOUT for a Growing Greener Grant on Little Conestoga

- Site has archaeological clearance
- Designs are complete
- Trying to make into a BMP site
- The plan is to redirect storm water from 4 building and parking lot- capture it, put into retention pond and use it for golf course irrigation; add rain gardens in a few places to capture municipal storm water rather than letting it run straight across fairway and into Little Conestoga
- Dee Dee made a motion to provide a letter of support; John seconded; motion passed unanimously

Tetra Tech Update- Mark Gutshall

- Next meeting is scheduled for Oct 10- conference call with members of Strategic Planning Team and advisors
 - 6 or 7 action items to follow-up on
- Pre-meeting call is planned with TetraTech, Marylou, Mark, Dennis Auker, and Angie to organize for Oct 10 call
 - Looking for update from TetraTech on their efforts
- Everybody that was invited to participate in Strategic Action Planning Team meeting did attend the first meeting

Local Educational Seminars- Marylou Barton

- HANDOUT- Press release for Cleanwater 201- distributed October 2
- 50 participants in Cleanwater101
- Currently 32 registered for Cleanwater201
- Matt Royer organized 201- Katzenmoyer will speak; there will be an small group exercise
- Nov 8 is 3rd- sourcewater protection is focus
- HANDOUT- membership list 2010-2012
 - Mike requested that LIMC not be listed on membership list, but in its place name all municipalities that are members
 - Marylou stated that an initial goal was 100 members by 3 years; need about 75 more by end of 2013 to meet that goal
 - Heather is focusing some effort to reconnect 7 large companies that did not renew
 - Marylou stated it would be a good idea to send them a letter now since budget programming is now being done for 2013
 - Heather also working on two letters- one to current members to request/remind them to include membership fees into 2013 budget and a second to those that are not members to consider including membership
 - Don't send to LIMC member municipalities
 - Mike asked if there would be a change in membership fees for 2013
 - Kent doesn't think that fees should go up; rather focus on quantity of members than higher fees
 - Group does not anticipate fees going up
 - Cory asked if those that join mid-year are prorated- Heather stated that yes, she works it out to get everybody on an April schedule

Lancaster/Lebanon County Watershed Forum- Matt Kofroth

- Handout- forum brochure- October 27
- Mayor of Tangier Island will speak
- Lamont Gardner (CBF) and John Bingham (MS4s) will speak
- Kristen Kyler asked that Matt forward brochure to her

Results of Manor Township LCCD conservation plan/implementation effort- Matt Kofroth

- LCCD staffers visited all ag parcels >10 acres to see if ag producers have conservation plans, nutrient management plans, and manure management plans in place
- Positive response
- 383 properties- about half had conservation plans on book, but some were tied in with larger operations and covered that way
- Left information for those that were not home and LCCD is getting some phone calls back from those property owners
- Focused on Manor Township because large part of Little Conestoga NFWF
- In Jan 2013 will visit Brecknock Twp

- Kent and Matt met yesterday with John May of Manor Twp- interested in participating as municipal part of NFWF grant
 - Brandywine Conservancy will do a review of municipal storm water ordinances, and make sure they include conservation initiatives; ordinances can then be used as a model for other townships

- Manor Twp also has \$1M for rails to trails project and is looking to incorporate SW management
- Also looking to reach out to Penn Township and Manheim Township
- Each municipality will get \$12k worth of services from Brandywine Conservancy with a \$3k match

Initiate Steering Committee review of LCCWC goals and strategic plans- Kent Gardner/Dee Dee McGuire

- Don Robinson suggested we revisit our mission statement, core values, etc. and see how LCCWC has progressed in meeting goals, etc.
- Dee Dee provided 3 HANDOUTS: Core Values, Mission/Vision, and Strategic Objectives
- Discussion of Strategic Objectives
 - Education: group had nothing further
 - Incentives: Group discussed that we need to better identify what incentives are to municipalities for membership- need to develop list
 - Inclusion in grants and benefits of those projects
 - Various projects can be counted towards outreach/public education component of MS4s
 - Mark G said it would be great to get some testimonials from current members to highlight membership benefits
 - John B mentioned LCCWC involvement to reduce Manor Twp fines to EPA- originally ~\$170k, but paid ~\$17k
 - Kent will draft a bullet list of incentives- Mark G. suggested running list by our PR person
 - Facilitate knowledge- group discussed ways LCCWC has facilitated- letterhead, NFWF grant, supporting Lanc/Leb forum
 - Kent proposed printing out a large map from letterhead logo to use at an upcoming meeting with officials and ask them if they know what watershed they live in
 - Mike asked how we have communicated ‘benefits of addressing clean waterways’
 - Jay said this is a good issue to address- he is asked ‘why’ someone should undertake a project if not being made at this time to do it by a regulatory agency
 - John stated that we should stress clean water supply
 - Mark discussed that bullets 3 and 4 may be redundant
 - Focus on education
 - Regulations are driver
 - Mike said it may be more appropriate to state ‘regulations’ and not ‘standards’
 - Matt stated ‘water ways’ should be universally changed to ‘watersheds’
 - John B identified a focus for bullet 1 on public education and bullet 2 on municipal education
 - What about ag?- Kent said should we say ‘support LCCD’, but Marylou made point that ag is included in municipal so don’t need to name ag separately
 - 5th Bullet- Marylou asked if we should restrict our support letters only to LCCWC members
 - Heather asked whether the ultimate mission to have members or to have clean water- under assumption that focus is clean water than we may not want to draw hard line
 - Group decided to think further about this idea
 - Mike presented idea of having EPA or PADEP to establish a LCCWC grant that municipal members could apply for to fund projects
 - 6th Bullet- self-supporting
 - Marylou thinks we have achieved this

- Jay questioned whether we are really self-sufficient- yes, financially, but are still lacking Executive Director/leadership and are under the auspices of the Foundation
 - Should bullet be revised to state objective of Exec Director or independence
 - Foundation would like LCCWC to be its own non-profit
 - Matt K said it takes 17 months to become an independent non-profit
 - If LCCWC were a non-profit it could be a resource for watershed groups in grant applications- currently not a real need for this, but if goal is to increase is to increase watershed groups it may be a benefit
- ACTION ITEM: Angie will revise existing documents with proposed revisions
- Cory asked if this product is supposed to be used as guidelines for what LCCWC wants to accomplish in 2013 or if that gets defined using another vehicle
 - Kent responded that he plans to hold that discussion at an upcoming meeting- will pass out note cards for all to identify what they think 2013 efforts should be
 - Jay suggested we all provide this input prior to next meeting- Kent will provide group an email requesting this information and then compile- ACTION ITEM

LIMC Update- Mike LaSala

- Continue focus on storm water
- Working on public education manual for MS4 compliance- municipalities are target audience
- Froelich Park project work continues- LandStudies and some others are contributing design drawings
- Meeting with EPA about ordinances- appropriate language
 - make sure language speaks to nutrient trading
 - ensure language is consistent with *Blueprints*
 - all of storm water ordinance language was not included in final version
 - Cory has hopes that earlier document could still be used by municipalities
- LIMC has passed 4 amendments to governmental agreement
 - One established a natural resources division- on paper
 - Covers anything associated with natural resources, members of LIMC can now work together with a simple agreement
 - Eliminates previous barriers of needing ordinances, etc.
- Discussed savings for color mass mailings recently reached through LIMC
- 9 of 12 municipalities touch the Little Conestoga watershed

NEW BUSINESS/UPDATES

Follow-up on Action Items from September SC meeting

1. Development of one-pager to communicate LCCWC accomplishments and funding that is coming into County because of LCCWC to facilitate commissioner participation- UNASSIGNED
 - Mark asked if this has been done- yes, Marylou did it

Marylou offered 4 tickets to the Pequea Creek Watershed Alliance mini-golf fundraiser that LCCWC received for sponsoring a group

Meeting adjourned at 4:50

HANDOUTS-

1. Account Balance Sheet 9-28-2012 (via email)
2. Consortium Income and Expenses 9-28-2012 (via email)
3. Landstudies reimbursement request

4. Letter from Kleinschmidt requesting letter of support from LCCWC for evapotranspiration constructed wetland
5. Draft letter of support for Conestoga Country Club GGG
6. Draft brochure for Lanc/Lebanon Watershed Forum
7. Cleanwater 201 Press Release
8. LCCWC Membership records 2010-2012
9. Current Mission/Vision statement, Core Values, and Strategic Objectives

ACTION ITEMS

1. Provide letters of support to Kleinschmidt, Cocalico Creek Watershed Association, and Conestoga Country Club- Kent
2. Revise Strategic Objectives document with proposed revisions- Angie
3. Forward Lanc/Lebanon Watershed Forum to Kristen Kyler- Matt Kofroth
4. Draft a bullet list of incentives of LCCWC membership- Kent
5. Provide group an email requesting their top 3 LCCWC initiatives for 2013 prior to next meeting and then compile for discussion at next meeting- Kent

Future Agenda Item

1. Coordination of Project Mapping (GIS)
2. Identification of main LCCWC initiatives for 2013
3. Strategic Objectives, Mission/Vision, and Core Values

Calendar of Future Events

2012

November 7- LCCWC Steering Committee, 3-5 pm, Farm and Home Center

November 8- third seminar, Clean Water 301, 9 am – 12 pm, Farm and Home Center

December 5- LCCWC Steering Committee, 3-5 pm, Farm and Home Center