

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
April 5, 2017**

The 782nd regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, April 5, 2017, at 7:30 PM, in the multi-purpose room of the Farm & Home Center, 1383 Arcadia Road, Lancaster, PA.

The following Directors were present: Ken Meck, Chairman; Robert Shearer, Vice-Chairman; Dan Heller, Treasurer; Herb Kreider, Roger Rohrer, Dick Shellenberger, Jay Snyder, Sonia Wasco and Commissioner Craig Lehman.

The following Associate Directors were present: Lisa Graybeal, Ernest Orr, Jr., Robert Wagner and Kent Weaver.

The following District Staff were present: Christopher Thompson, District Manager; Gerald Heistand, Business Manager; and Jeff Hill, Ag Program Manager.

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

Chairman Ken Meck called the meeting to order at 7:30 PM, and Robert Shearer provided the invocation for the meeting.

There were no guests to be introduced at the meeting.

Chris Thompson announced the following additions to the agenda:

- 1) Personnel Committee – Additional Action Item
- 2) Ag Week Details

An opportunity was given for public comment.

Herb Kreider announced that their farm received their DEP permit.

Agency Reports

1. USDA, NRCS

Heather Grove, NRCS District Conservationist, announced that on December 7, 2016, the Lancaster Field office had a catastrophic server failure. NRCS is looking into getting approval to hire a private company that could retrieve the lost data. NRCS is looking to fill their existing vacant technician position with a PathWays program college or high school student. The Lancaster Office is looking to obligate \$4 million in Federal funding this year. Their first deadline will be to obligate \$2.6 million by the end of April. Farm transitions and low milk prices are creating the current stumbling blocks. Heather provided materials on a new Client Gateway program that is now available for farmers to access their conservation plan information and payment information. It will also allow for reviewing and signing applications and contracts.

2. PA DEP Field Rep Report

The April 2017 DEP Conservation District Field Rep Talking Points were included in the mailing packet. Chris Thompson highlighted that volunteers are still needed for the 2017 PA Envirothon to be held May 23 & 24 at the University of Pittsburgh at Johnstown. He noted that our office is testing the PracticeKeeper web based software with a June release target date.

Consent Agenda

Chairman Ken Meck gave opportunity for directors to withdraw any of the items from the Consent Agenda for additional discussion. Hearing none, Dick Shellenberger moved to approve the Consent Agenda. Robert Shearer seconded the motion. Motion passed unanimously.

The Consent Agenda included the following items:

- 1. Minutes of March 1, 2017 Board meeting**
- 2. Technical Assistance Requests/Cancellations**
- 3. Nutrient Management Plan Approvals**
- 4. Conservation Plans Acknowledgement**

Additional Business

1. There were no items removed from the Consent Agenda.

2. Treasurer's Report

Gerald Heistand reported that last month's General Operations balance was similar to this month, and it is about \$151,000 more than one year ago. Since the projected General Operations cash balance for the end of May is over \$100,000 without the \$150,000 loan, administration decided to return the loan to the Reserve Account after the treasurer's report was run. On the balance sheet, the E&S Account and the NMP Program Reserve Account both increased by \$20,000. On the Income and Expense report, Heistand mentioned that the \$321,000 net income figure for General Operations could be misleading since it includes 3rd quarter payments from last year, plus the \$150,000 loan. A copy of the 2017 District Modified Budget was included in the mailing and Heistand referred to the figures that changed since the original budget was passed on 11/02/2016. The Board approved modifying the budget at the 03/01/2017 meeting. The two major modifications were to remove the proposed Ag Planning Department and include the increased County Commissioner funding. The most recent change is that we have been informed that there will be federal funding to replace the SWAT program ending June 30, 2017. This additional revenue of \$83,500 will further close the deficit gap from \$136,579 (as shown on the 2017 District Modified Budget) to \$53,079. The treasurer's report will be filed subject to audit.

3. Personnel Committee—Intern Request and Request to Hire

Sonia Wasco referred to Item III.3 in the mailing, and noted that Matt Kofroth and Sallie Gregory are requesting to hire Amy Kochel as a summer intern. She added that a summer intern is in the 2017 District budget. Sonia Wasco moved that the District hire Amy Kochel as a summer intern for the period of May 22 to August 11, 2017. Commissioner Lehman seconded the motion. Motion passed unanimously. Chris Thompson informed the Board that there is funding in the budget for hiring two interns; however, there is currently no empty place for them to sit.

The additional agenda item from the Personnel Committee was the resignation of Leslie Weller, Agriculture Conservation Technician. Sonia Wasco informed the Board that at the last interviews, Nate Straw and Brittany Smith were chosen as new Ag Technicians. The Personnel Committee would like to consider the third individual, Nick Biondi, as a replacement for Leslie Weller. Nick has already shadowed Ag staff for an afternoon. There was a consensus that this individual brings a new skill set to the table, which we need to consider. Roger Rohrer moved to approve the Personnel Committee recommendation of hiring Nick Biondi as an Agriculture Conservation Technician. Dan Heller seconded the motion. Motion passed unanimously.

4. Pension Trustee Committee Report

Gerald Heistand reviewed the District's most recent change of moving the retirement plan from The Standard to Fulton Financial Advisors as of July, 1, 2016. The Pension Committee met with Amy White, Fulton Financial Advisors Account Officer, prior to the Board meeting to review the current plan. They reviewed plan details with an Executive Summary report, took a look at the current fees being charged, reviewed a benchmark fee report, and did a detailed review of each investment option. In addition, they took a look at allowing in-service Roth Rollovers. Roger Rohrer mentioned that the thinking behind the choices of Deferred and Roth options has changed over the past 10 years. Jay Snyder moved to accept the Pension Committee's recommendation that the LCCD Deferred Compensation Plan be amended to allow for in-service Roth Rollovers on fully-vested accounts. Sonia Wasco seconded the motion. Motion passed unanimously. Chris Thompson reminded the Board that their decision to move the retirement plan from The Standard to Fulton Financial Advisors is saving both the District and the employees money in terms of lower fees.

Reports/Information

1. Correspondence, News and Updates

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

- Thank you Letter to Lancaster County Conservation District for supporting environmental education for Lancaster County Students – From Kristen Rychener, Bucher Third Grade Teacher – March 2, 2017
- News Article – Lancaster County Conservation District to Hold Annual Tree Seedling Sale – Lancaster Farming – March 4, 2017
- News Article – Lancaster County Awards Honor Conservation Efforts – Lancaster Farming – March 25, 2017
- News Article – Conservationists laud stewardship – Lancaster County Conservation District hands out annual honors – LNP – March 27, 2017
- News Article – 'Time is Money' Should Be Regulatory Officials' Motto – By Lisa Graybeal – Lancaster Farming – March 25, 2017
- Thank you Letter from Landis Homes for donation to their Caring Fund in memory of Shelley R. Shellenberger (Father of Dick Shellenberger)
- Thank you Note to Chris and LCCD Board – from Roberta Hartz – for banquet recognition

2. E&S/NPDES Monthly Projects Report

Chris Thompson mentioned that the E&S team is out of town for training. The E&S report showed that for this month the number of plans submitted and the acres disturbed are lower than last year, but the fees collected year-to-date are up.

3. E&S Committee Report

Thompson reported that this handout is an enforcement update with no action needed. He provided details on the hearing, and mentioned that the owners were cooperative and the hearing provided a good opportunity for educating all of the participants.

4. Tree Sale Update

Thompson announced that the annual tree sale will be held next week with 583 orders to fill. Any Board member available on Wednesday, April 12, was invited to stop by and assist.

5. Compliance Inspection Update

Thompson referred to the Compliance Inspection Update write-up in the mailing, and stated that we are well on our way to completing the work. DEP is scheduled to come to the office to review our progress on April 19. He reported that Kevin Seibert is back to work following his surgery. There was some discussion on the fact that we are doing more work than required as we are also putting pertinent information into PracticeKeeper.

6. Science Fair Results

Thompson referred to the Science Fair results (Item IV.6 in the mailing), and invited directors to contact Matt Kofroth if interested in judging next year. This was the 16th year of judging and granting these awards.

7. Conservation Week-April 23 – 30

Chris Thompson mentioned that there will be a Legislative Luncheon here at the Farm & Home Center on April 27 (during Conservation Week 4/23-30). The event, to be held 11:30 AM to 1:15 PM, will give the District a chance to highlight what we are doing.

Additional Public Comment:

Condolences were expressed to Bob Wagner on the death of his brother.

Chris Thompson mentioned that there will be a Conservation Foundation of Lancaster County (CFLC) meeting on April 19. There is an open seat on the CFLC Board that they are looking to fill. Looking forward, there should be significant activity for the agency.

Commissioner Craig Lehman brought the Board up-to-date on the county-wide reassessment process. Notices have been sent out and any obvious errors can be corrected at the temporary Park City center. On June 1, the final notices will go out. The whole process is to be revenue neutral for the year following the reassessment. There are approximately 190,000 property parcels in Lancaster County.

Chris Thompson mentioned that last Friday there was a PACD/DEP sponsored Board Chair/Manager and Board Treasurer/Accounts Supervisor training in Berks County. Chris Thompson, Jay Snyder, Dan Heller and Gerald Heistand attended the training and provided a few comments for the Board.

Roger Rohrer moved that the meeting be adjourned at 8:53 PM. Sonia Wasco seconded the motion. Motion passed unanimously.

Gerald M. Heistand
Recording Secretary