

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
April 6, 2016**

The 771st regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, April 6, 2016, at 7:30 PM, in the multi-purpose room of the Farm & Home Center, 1383 Arcadia Road, Lancaster, PA.

The following Directors were present: Kenneth Meck, Chairman; Robert Shearer, Vice-Chairman; Dan Heller, Treasurer; Dick Shellenberger, and Jay Snyder.

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

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

There were no guests to be introduced at the meeting.

There were no additions to the agenda.

Opportunity was given for public comment. Chris Thompson took the opportunity to thank the Board members in attendance that came out to discuss District business.

Agency Reports

1. USDA, NRCS

Heather Grove announced that Sally Barnes from the York County District office will be transferring to the Lancaster NRCS office. Sally has eight years of experience with soil and water conservation and will be an asset to Lancaster County. The Lancaster NRCS office is waiting for the panel of applicants to be revealed for Rob Weaver's replacement. Rob is now serving in the Dauphin County NRCS office. Heather informed the Board that Pennsylvania has just received another million dollars in BMP funding, so our county should realize about two million dollars in cost share assistance for this fiscal year.

2. PA DEP Field Rep Report

Chris Thompson reported that Elwood Blake was at the All Bay Meeting, and that he has now returned to work. The April 2016 DEP Conservation District Field Rep Talking Points, on page 4 of the mailing, is appealing to staff and directors who could serve as volunteers at the 33rd PA State Envirothon. It was announced that Nicki Kasi is the new DEP Chesapeake Bay Office Manager.

Consent Agenda

Chairman Ken Meck gave opportunity for directors to withdraw any of the items from the Consent Agenda for additional discussion. Hearing that there were no items to be removed, he requested a motion to accept the items on the Consent Agenda. Dick Shellenberger moved to approve all four items on the Consent Agenda. Jay Snyder seconded the motion. Motion passed unanimously.

The Consent Agenda included the following items:

1. **Minutes of March 2, 2016 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 as of January 16 (after 4th quarter requests were submitted) there was almost \$500,000 of outstanding reimbursement requests. As of the week of the April Board meeting all but about \$75,000 has been received. Therefore, the \$271,000 in funds that were borrowed from the Unassigned Reserve Account was returned to that account at the end of March, 2016. The treasurer's report will be filed subject to audit.

3. **RC&D Spring Residue Survey Letter of Intent**

Chris Thompson reported on the transect survey. Jay Snyder moved to have the District assist the Capital RC&D with this project. Robert Shearer seconded the motion. Motion passed unanimously.

4. **102/105 Delegation Agreement Renewal**

Nate Kurtz mentioned that the 102/105 proposed delegation agreement details were brought to the Board at an earlier meeting. Jay Snyder moved to have the District continue with the Level III Chapter 102 delegation and that the District take on the additional 105 responsibilities as detailed on page 16 of the mailing. Dick Shellenberger seconded the motion. Motion passed unanimously.

5. **Nutrient Management Vehicle Purchase**

Jeff Hill reported that the Volkswagen Jetta vehicle has some issues that would need corrected for inspection. Therefore the plate was pulled and insurance was dropped on March 1, 2016. The Ag department is requesting permission to start the search for a suitable vehicle to replace the Jetta. The maximum amount of funds available from the Nutrient Management Program contract in the 2015/2016 fiscal year is \$35,000. The current thinking is to use the Jetta for a trade in credit. Dan Heller moved that the Ag department take the next step of getting quotes back to the Board for the purchase of a mid-sized SUV. Robert Shearer seconded the motion. Motion passed unanimously.

6. **Personnel Committee**

Staffing Updates and Request to Advertise Vacant Positions:

Chris Thompson reported that there were three vacant Ag positions. Rachel Milliron is scheduled to begin employment in May. Leslie Weller will start full-time in August (after completing a summer internship with LCCD), and Brady Hess, who started employment on March 21, quit on March 23. Then the District lost Andy Hake from the Ag department and Jenna Mitchell from the E&S department. As a result, there are now two Ag positions and one E&S position to fill. After discussion, Dick Shellenberger moved that the Ag Program Manager, E&S Program Manager and District Manager advertise and conduct the interview process so the three vacant positions can be refilled. Jay Snyder seconded the motion. Motion passed unanimously. The goal is to find three candidates to bring to the May Board meeting. The Personnel Committee is looking into changes that may be helpful to improve employee retention.

Request to Hire Summer Intern:

Chris Thompson reported that the Education and Outreach department is looking to hire Kaitlin McDonald, an Elizabethtown College senior, as a summer intern. Her internship is scheduled to begin on May 23rd and go through August 12, 2016. Her resume was circulated. Jay Snyder moved to hire Kaitlin McDonald at a rate of \$9.75/hour as an Education and Outreach summer intern. Dan Heller 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:

- Resume – Kaitlin McDonald – Summer Internship Position
- Newsletter (Spring 2016) – Octoraro Watershed Association – Colerain Township Plain Sect Collaborative Effort – Jeff Hill
- Chesapeake Bay Journal (March 2016) – Newly released *Bay Barometer* shows uneven restoration progress (page 16)
- News Article – Wrinkles Surfacing in Chesapeake 'Reboot' Plan – Lancaster Farming, March 5, 2016
- Job Advertisements – Agriculture Conservation Technician and Erosion Control Technician – LNP, Sunday, March 27, 2016
- Thank You Letter from Secretary Russell Redding for helping to arrange meeting for Secretary Quigley, Secretary Redding and Dean Roush to visit with Lancaster County's Plain Sect Leadership.
- News Article – Lancaster Conservation Presents Annual Awards – Lancaster Farming, April 2, 2016

2. PA's new Chesapeake Bay Strategy Update

Compliance Inspector Job Description:

Chris Thompson provided background information on the Bay Reboot Strategy that is being supported to accelerate the cleanup of the Bay waterways. Part of that strategy is to have all Bay technicians conduct 50 compliance visits each. The Agriculture Compliance Inspector job description, on pages 20 and 21 of the mailing, was prepared by Kevin Seibert. A Management Summary SOP was provided to meeting attendees and the Board was informed that a compliance team of 2 to 3 staff serving under Kevin Seibert has been proposed. There was discussion on how these newly assigned staff would carry out their duties. The primary tasks would be to confirm whether the farmer has a conservation plan. Critical problems that are obvious during the visit would need to be noted, but a farm survey would not be done. It is anticipated that DEP will be doing some of the visits and that a letter would be sent out to inform the farmer of the scheduled visit. Seibert has spoken with DEP officials and suggested that weekly meetings take place between DEP and District staff. It is anticipated that most of the new conservation planning work as a result of these visits would take place with private consultants. Dick Shellenberger moved that the District Board accept the Agriculture Compliance job description as presented, and that the District participate in a test pilot project for farm compliance visits. Chris Thompson confirmed that this is not a final decision to move ahead with compliance, but merely a necessary step to prepare for the program should the Board vote to participate on July 1. Dan Heller seconded the motion. Motion passed unanimously. Salary adjustments for staff who may volunteer for an Agriculture Compliance Inspector position need to be discussed by the Personnel Committee.

3. E&S/NPDES Monthly Projects Report

Nate Kurtz just returned from a DEP meeting in State College and informed the Board that DEP is short on personnel, so landowners should not expect a quick turn around on permits. He also mentioned that it is a challenge for Lancaster District employees to keep up with the E&S workload. He wanted to publically thank the remaining staff for all of their efforts to keep after on the work.

4. Tree Sale Report

Chris Thompson reminded the Board that the tree distribution is next week with 474 orders to fill.

5. Right to Know and State Ethics Form Update

Kevin Seibert reported that he was not able to get an answer from the DEP lawyer concerning the Right to Know status of the state ethics forms.

6. Grant Report

Gerald Heistand referred to the Awarded/Active Grants chart on page 23 of the mailing. He explained that the chart gives an overall view of grants compared to a treasurer's report that is based on a calendar year. Also included are Foundation grants, which are not part of the District reports. The report shows funds received by the District which may or may not be expended. Agreements that renew, such as Bay Technicians of SWAT, are not included as funding levels are fairly consistent. A suggestion was made that it might be informative to add a column that would show what part of the funds received was spent. Current plans are to publish this report at the July and January Board meetings.

7. Science Fair Results

Chris Thompson reported that the results of the Environmental Stewardship Awards given by the District are on page 24 of the mailing. This is a good project sponsored by the District.

Additional Comments:

Chris Thompson reviewed the following dates that may be of interest to directors.

3/31—Regional Partner Meeting at PA Farm Bureau HQ

4/14—LCCD Tree Sale Distribution

5/4—Junior Envirothon at Lancaster County Park

5/5—Senior Envirothon at Lancaster County Park

Meeting Adjournment

Robert Shearer moved to adjourn the meeting at 9:11 PM. Dan Heller seconded the motion. Motion passed unanimously.

Gerald M. Heistand
Recording Secretary