

Item II.1

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
August 1, 2018**

The 797th regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, August 1, 2018, at 7:30 PM, in the multi-purpose room of the Farm & Home Center, 1383 Arcadia Road, Lancaster, PA.

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

The following Associate Directors were present: Frank Burkhart, Lisa Graybeal, Greg Strausser and Kent Weaver, Treasurer.

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; Sallie Gregory, Education Coordinator; Nate Straw, Assistant Watershed Specialist; Craig Zemitis and Mitchell Gochnauer, Summer Interns.

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

Chairman Dan Heller called the meeting to order at 7:30 PM, and Jay Snyder provided the invocation for the meeting.

Craig Zemitis and Mitchell Gochnauer, District Summer Interns, Nate Straw, District Assistant Watershed Specialist, and Kevin Stouffer, of Smith Elliott and Kearns Company, were introduced at the meeting.

There were no additions to the agenda

An opportunity was given for public comment.

The Board was informed that Sonia Wasco has been working with the Youth Conservation School for 40 years. The County Commissioners presented her with a certificate of recognition at the Youth Conservation School on Wednesday evening. Chairman Heller presented Sonia with flowers and an official thank you from the Board. Sonia mentioned that YCS is a rewarding program that would not be possible without District staff and volunteer counselors. She also gave credit to Sallie Gregory and Nevin Greiner who have been working with the school for several years.

Agency Reports

1. USDA, NRCS

Heather Grove, District Conservationist, reported that there are more staffing changes expected here in the Lancaster office. Dayanna Estades is being promoted to the District Conservationist position at the Dauphin County field office. Her position here in the Lancaster office will be advertised so it can be refilled. The Lancaster office may soon be at a point where they have as many new NRCS staff as seasoned ones.

2. PA DEP Field Rep Report

On page 3 of the board mailing, Chris highlighted the CDFAP funding details that benefit all conservation districts in Pennsylvania. On page 4, he mentioned that DEP is working on ePermitting Chapter 105 permits. The PA Clean Water Academy with in-class and online training should help with district training needs. The next South-Central Regional Meeting will be held October 23rd.

Item II.1

Consent Agenda

Chairman Dan Heller gave the opportunity for directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Hearing none, Dick Shellenberger moved to approve the Consent Agenda which included items numbered one through four. Robert Shearer seconded the motion. Motion passed unanimously. The Consent Agenda included the following approved items.

- #1 – Minutes of July 11, 2018 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plans Acknowledgement**

(The following two Reports and Information items were moved up on the agenda)

Audit Report

Chairman Heller stated that the audit report would be moved forward. Kevin Stouffer, of Smith Elliott Kearns & Company, referred to a 19 page audit presentation booklet that was provided to all directors at the meeting. He pulled highlights from the official audit report along with several graphs that covered the years 2013-2017. Response from Board members was that they liked the new format of the audit presentation. Chris Thompson reported that the audit process was very thorough. The bottom line is that no material weaknesses or significant deficiencies were found for calendar year 2017. Official LCCD audited financial statement reports, and the five-page packet of graphs were placed on a table for anyone wishing to access the official audit materials.

Summer Intern Reports

Mitch Gochnauer, District Summer Intern from Elizabethtown College, gave a PowerPoint presentation to show the Board the work experiences he had during the summer while working with the Education Department.

Craig Zemitis, District Summer Intern from Penn State University, gave a verbal report on his activities while working with the Ag Department.

Additional Business

1. Items removed from Consent Agenda

There were no items removed from the Consent Agenda for additional discussion.

2. Treasurer's Report

Gerald Heistand reported that most of the reimbursement requests from the first quarter of this year have been received, so the District has a healthy General Operations Balance. The District now owns \$50,000 in bonds, as one was called earlier this year. As a result of the audit, we were instructed to increase our bond unrealized gain by \$450 to reflect the market value at the end of 2017. The District will not realize any gains or losses as we plan to hold the bonds for maturity. There were no added comments or questions with the Income and Expense Report. Heistand mentioned that the \$212,000 increase of revenue over expense mentioned by the auditor is an overall figure and should not be viewed as an increase to the General Operations Balance.

3. Personnel Committee Report – Policy Manual Updates

Employment Interviewing Policy and Procedure

Employee Discipline Policy and Procedure

Sonia Wasco reported that the District did not receive any comments on either the Employment Interviewing Policy or the Employee Discipline Policy and Procedure policy. The policies were circulated at the meeting for any Board member who wanted to refresh their memory. Sonia Wasco moved that the District adopt both policies. Herb Kreider seconded the motion. Motion passed unanimously. Chris Thompson reported that the question of medical marijuana is being addressed outside of the policy.

Item II.1

4. E&S Committee Report – Non Compliance

Nate Kurtz provided background information as to why the Heatherwoods Residential Subdivision project is being considered for a meeting due to non-compliance. E&S controls were not properly installed early on the project and there was runoff from the project. Nate did confirm that the site is now in compliance. The question before the Board was to decide whether the responsible parties should be called in for an enforcement meeting. After further discussion, Jay Snyder moved that the responsible parties should be brought in for a compliance meeting to review step by step what happened. Sonia Wasco seconded the motion. Motion passed unanimously. This should give the committee a good idea as to why the E&S plan was not followed. One of the goals will be to see if there were any extenuating circumstances that led to the non-compliance situation.

Reports/Information

1. Correspondence, News and Updates

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

- Agenda – Combined 2018 NACD Northeast Regional Meeting & PACD/SCC Joint Annual Conference, July 15-18, 2018.
- Program & Award Recipients– 2018 PACD/SCC Awards Luncheon July 18, 2018.
- Brochure – Pennsylvania Envirothon Endowment Fund
- SCC Reports –

Chris Thompson provided additional information on the following.

1. Edwin Livingston being appointed to Nutrient Management Advisory Board
2. The “Building for Tomorrow” Leadership Development Program
3. A compliance update with this being Lancaster’s second year.
4. The next phase of compliance “implementation of the plan” will start the summer of 2019
5. Spotted Lanternfly Education and Control Activities
6. The REAP program.
7. Update on the Ombudsman program

Gerald Heistand mentioned for the record that item IV.5 on page 19 of the mailing incorrectly reported that Larry Baum was appointed to the Nutrient Management Advisory Board for a 3 year term.

2. E&S/NPDES Monthly Projects Report

Nate Kurtz referred to the numbers on the handout and reported that we are similar to last year with a less than ten percent difference.

3. Youth Conservation School Update

Sonia Wasco and Sallie Gregory shared that the school has been running successfully for 40 years. When Sallie was reviewing the past with Nevin Greiner they came up with various topics that were emphasized for each decade. Here is their list:

- 1970s Three Mile Island energy crisis
- 1980s Signing of the Chesapeake Bay Agreement
- 1990s The largest growth of urban sprawl
- 2000s Endangered Species Act
- 2010 Invasive Species

The second observation made over 40 years had to do with the parents need for communication with their children at school. Students are expected to give up their phones during the week of camp. One solution is that the school now posts items on social media to update parents on what is happening.

4. PACD Annual Meeting Update

Chris Thompson mentioned that the PACD meeting was covered earlier in the meeting. Jay Snyder was recognized for receiving the Ann Rudd Saxman Conservation District Director Excellence Award, and Sonia Wasco was recognized for being elected treasurer of PACD Executive Council. In two weeks the officers will take a look at the new PACD condominium, as there was the vote to move ahead with selling the current building.

Item II.1

5. State Conservation Commission Meeting Update

This was covered with the Correspondence, News and Updates part of the meeting.

6. Summer Intern

This was moved up on the agenda.

7. Audit Report

This item was moved up on the agenda

At 9:16PM, there was a motion by Ken Meck, to adjourn the meeting into Executive Session to discuss personnel issues. Robert Shearer seconded the motion. Motion passed unanimously.

The Board meeting reconvened at 9:59PM.

- Sonia Wasco made the motion to accept Nevin Greiner's resignation. Bob Shearer seconded the motion. Motion passed unanimously.
- Sonia Wasco made the motion to advertise an open position on the E&S team. Roger Rohrer seconded the motion. Motion carried.
- Roger Rohrer motioned to adjourn the meeting. Jay Snyder seconded the motion. Motion carried. Meeting adjourned at 10:05PM.

Gerald Heistand
Recording Secretary