

**LANCASTER COUNTY CONSERVATION DISTRICT  
BOARD MEETING MINUTES  
August 3, 2016**

The 775th regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, August 3, 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:** Ken Meck, Chairman; Robert Shearer, Vice-Chairman; Roger Rohrer, Dick Shellenberger, Jay Snyder, and Sonia Wasco.

**The following Associate Directors were present:** Frank Burkhart, Lisa Graybeal, and Gregory Strausser.

**The following District Staff were present:** Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Ag Program Manager; Sallie Gregory, Conservation Education Coordinator; Matt Kofroth, Watershed Specialist; Emily Broich, Erosion Control Technician; and Kaitlin McDonald, Summer Intern.

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

Chairman Ken Meck called the meeting to order at 7:37 PM, and Jay Snyder provided the invocation for the meeting.

Kaitlin McDonald, a summer intern with the District, was introduced by Sallie Gregory, and Emily Broich, Erosion Control Technician, was introduced by Chris Thompson. Directors introduced themselves for the benefit of the new staff.

Chris Thompson announced that there were additional correspondence and news items to be circulated.

Opportunity was given for public comment. Jay Snyder reported that while he was out in the field, he crossed paths with Rebecca Buchanan. She asked that he bring back greetings to the next board meeting.

**Agency Reports**

**1. USDA, NRCS**

Heather Grove reported that with NRCS, staff continues to be in transition. Wendy Coons recently graduated from Oregon State and accepted a Soil Conservation position in the Berks NRCS Field Office.

**2. PA DEP Field Rep Report**

Chris Thompson highlighted the August 2016 DEP Conservation District Field Rep Talking Points that were provided as a handout. District Board members are needed to serve on a Conservation District Watershed Specialist Workgroup that will take a look at restructuring some of the watershed program deliverables.

**Consent Agenda**

Chairman Meck gave opportunity for directors to withdraw any of the items from the Consent Agenda for additional discussion. Jay Snyder reported that he found a simple spelling error on page 4, under the Agency Reports heading, where it should read Chris Thompson reported that the

## Item #II.1

DEP Field Rep Report...., not “DED Field Rep Report”. Dick Shellenberger moved to approve the Consent Agenda with the correction to the minutes as noted. Bob Shearer seconded the motion. Motion passed unanimously. (The minutes have also been corrected to show that the meeting was held in the F&H Conference Room, not the multi-purpose room.)

The Consent Agenda included the following items:

- 1. Minutes of July 7, 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 there was nothing unusual on the reports, so he reviewed the Equity section of the Balance Sheet report. He noted that the opening balance setup occurred in 2006, when the District moved to the second floor. There were 22 employees at that time, and we currently have 32 staff on payroll. It was noted that the District needs the added equity to be able to function efficiently. Thompson reported that work has begun on the 2017 District budget, and the Ag department has a shortfall of close to \$200,000, so there is work to do in closing the gap. The treasurer’s report will be filed subject to audit.

#### **3. 319 Agreements**

Matt Kofroth announced that he is bringing two grant proposals for Board consideration. Kofroth briefly reviewed the Watershed Implementation Plan (WIP) that DEP put out, and mentioned that three watersheds in Lancaster County were picked for plan development (34 in PA). A tour was hosted for EPA and DEP officials who were encouraged by our efforts. They suggested that we add staffing to do further work on the WIP. The District’s 2010-2015 Strategic Plan calls for expanding the watershed program. The program with these two agreements that are EPA funded with DEP oversight along with Consortium funding would provide enough funding to hire a Watershed Assistant who would work half time for the Consortium. Jay Snyder moved to go forward and submit these two grants which would provide funding for a watershed assistant that could work half time for the District. Roger Rohrer seconded the motion. Motion passed unanimously. The Board praised Matt Kofroth for his work in moving forward with this project.

### **Reports/Information**

#### **1. Correspondence, News and Updates**

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

- News Article – Farmers Face New Realities in Stormwater Management – Lancaster Farming, July 23, 2016
- News Article – Two Years and Counting, and Nothing to Show for It, by Lisa Graybeal – Lancaster Farming, July 23, 2016
- News Article – USGS Report Points to Water Quality Improvements in Bay Watershed – Country Focus – July-August, 2016
- Thank You Notes – To LCCD Board from LCCD staff

## Item #II.1

- Lancaster County Ag Week 2016 – Sponsorship Opportunity  
Chris Thompson suggested that the District become a sponsor of Ag Week with \$500. Dick Shellenberger moved to sponsor Ag Week and Roger Rohrer seconded the motion. Motion passed unanimously.
- PA Farm Bureau – Southcentral Regional Tour – Tuesday, August 30, 2016
- 2016 PACD/SCC Awards Luncheon – Award Recipients – July 27, 2016
- Consortium fundraiser – The District could be a sponsor.

Roger Rohrer informed the Board that Chris Thompson received the President's award for his efforts in working with the Bay Reboot project. Both Ken Meck and Chris were surprised to receive the awards. The Board congratulated Chris for all of his efforts in conservation and moving the District forward.

### **2. E&S/NPDES Monthly Projects Report**

Chris Thompson reviewed the E&S Report that was provided at the meeting, and reported from the handout sheet that had five enforcement updates. On one of the cases, the responsible party is requesting that a lawyer be present, and three of our staff will go to Harrisburg for that meeting.

### **3. Summer Intern—Activities Report**

Kaitlin McDonald gave a presentation to the Board on her activities with the District. Her internship with the District was not a requirement for graduation. Both Matt Kofroth and Sallie Gregory praised her for her maturity and professionalism, and the ideas that she brought to the Education program.

### **4. Youth Conservation School Report**

Sallie Gregory provided the school's schedule so Board members could get an idea of all the people who participated. One of the handouts highlighted the work of the York International Water Company that is working on ideas where portable equipment can be used in areas where clean water is not available. The company has been in existence for seven years. Sonia Wasco shared some unique facts about the Youth Conservation School. Sallie was praised for all of her efforts in working with the school. YCS gives the students a full immersion experience on environmental issues and changes some lives.

### **5. E&S Enforcement Update**

This item was presented with the E&S Report (IV.2).

### **6. Bay Program Delegation/Agreement Update**

Chris Thompson reported that this program is still in a state of flux, and DEP has postponed the start of the compliance visits until September 1. The Board was asked to review the draft letter that was in the mailing. Several members commented that the letter has done a good job defining the program.

Jeff Hill provided waiver forms that directors with farms could complete that would give District staff permission to access the conservation plans and enter them into Practice Keeper.

Chris Thompson reported that there is a Clean Water Task Force group meeting that is interested in going forward to build a culture of stewardship rather than compliance. This needs to be a county wide initiative. A tour is scheduled for tomorrow for legislators.

### **7. PACD/SCC Joint Annual Meeting Report**

Robert Shearer attended one of his first PACD/SCC meetings and met a number of directors who serve throughout the state. He learned that Lancaster is blessed with good directors and staff who are making a difference, and noticed that others often use Lancaster as a reference point in their discussions. During a discussion of what makes a District excel were the following traits: feeling honored to be part of Lancaster County, not afraid to try something new, a desire to see the environment improved, and a desire to protect the great natural resources that God has given Lancaster County.

### **8. Personnel Committee Report**

Sonia Wasco reported that the Personnel Committee met at Youth Conservation School after the venison dinner. She reviewed District staff salary and benefits and mentioned that the office space is being fully utilized at this time. There is an opportunity to expand here at the Farm & Home Center in the front office on the second floor. If the E&S Department moved to the new space, then the Ag or Education Department could expand. Sonia referenced the previous Board item where Matt Kofroth proposed a Watershed Assistant. There is also the possibility that county stormwater could come under LCCD. Salary adjustments and the new Fair Labor Standards Act (FLSA) regulations that will take effect in December 2016 were also discussed as the regulations will require some type of modification to the compressed schedule. Changing the pay period from semi-monthly to bi-weekly is being proposed to better work with the FLSA regulations. As a result of Roberta Hartz's retirement, the Personnel Committee is recommending that the District hire two part-time employees, each for three 9-hour days. Sonia Wasco moved that the Secretary/Receptionist position be replaced with two part-time clerical positions. Dick Shellenberger seconded the motion. Motion passed unanimously. Wasco reported that the Personnel Committee is recommending that it would be good to have a Board member be part of the interview team whenever possible.

### **9. Clean Water Consortium**

Chris Thompson referred to page 17 of the mailing with the details of the Chiques Creek Watershed Pilot project to install BMPs for Green Stormwater Infrastructure. The application was submitted by the Lancaster County Clean Water Consortium, and the District is being asked to provide technical and administrative support to the 6 month project.

#### **Additional Public Comment:**

Lisa Graybeal reported that a seven member Ag group will be meeting with the DEP Secretary to go over permitting issues as they pertain to agriculture.

Roger Rohrer reported that he hosted a tour for a group of teachers that came from different regions of the country. They were very interested in how agriculture is helping with the Bay cleanup efforts.

#### **Meeting Adjournment**

Robert Shearer moved to adjourn the meeting at 9:38 PM. Dick Shellenberger seconded the motion. Motion passed unanimously.

Gerald M. Heistand  
Recording Secretary