

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
August 5, 2015**

The 763rd regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, August 5, 2015, 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; Herb Kreider, Roger Rohrer, Dick Shellenberger, Jay Snyder, and Sonia Wasco.

The following Associate Directors were present: Frank Burkhart, Stuart Herr and Don Robinson.

The following District Staff were present: Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Ag Program Manager; Nevin Greiner, Assistant E&S Program Manager; Kevin Seibert, Ag Compliance Coordinator; Sallie Gregory, Conservation Education Coordinator; Francesca Formica, Summer Intern; and Justin Furnia, Ag Conservation Technician.

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

Chairman Ken Meck called the meeting to order at 7:38 PM, and offered the invocation for the meeting.

There were no guests to be introduced at the meeting.

Chris Thompson reported that there were no additions to the agenda.

An opportunity was given for public comment. None was offered.

Agency Reports

1. USDA, NRCS

Heather Grove reported that Adam Gagne, Soil Conservation Technician, has accepted a position in Cumberland County. NRCS will be advertising Lancaster's vacant position.

2. PA DEP Field Rep Report

August 2015 DEP Conservation District Field Rep Talking Points were provided in the meeting handouts. No DEP representative was present at the meeting.

Consent Agenda

Chairman 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, the Chairman called for a motion to approve the Consent Agenda. Dick Shellenberger moved to approve the Consent Agenda which included the four items listed below. Dan Heller seconded the motion. Motion passed unanimously.

- 1. Minutes of July 1, 2015 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 made some brief comments on the treasurer's reports which will be filed subject to audit.

3. 2014 Audit Final Report

Gerald Heistand informed the Board that the Budget and Finance Committee reviewed the two audit reports and recommended that they be accepted as prepared by the firm Zelenkofske Axelrod. Roger Rohrer moved that the Board accept the Financial Statements for calendar year 2014 along with the Single Audit report as presented. Dan Heller seconded the motion. Motion passed unanimously.

Summer Intern—Activities Report

Sallie Gregory introduced Francesca Formica, one of this year's three interns. Francesca shared a narrated PowerPoint presentation of her work with the District. She thanked the Board for the opportunity of being able to work with the Lancaster County Conservation District.

4. Personnel Committee Report

Sonia Wasco referred to the mailing where a request is being made to have Carol Harnish take her work to a second level. For the plans that have been scanned and attached, the District would like to have Carol enter the BMPs into the database, so the BMP queries better reflect what has been planned. The Ag Program Manager is asking for an additional \$4,400 to be allocated from the Nutrient Management Program for Carol to accomplish this project. Sonia Wasco moved to have the Nutrient Management Program pay for Carol Harnish's additional work. Dick Shellenberger seconded the motion. Motion passed unanimously.

Wasco mentioned that a number of other items were discussed as they relate to the 2016 budget. Due to uncertainties with the state budget, the Personnel Committee agreed that the Ag Program Manager should not fill the Ag Conservation Technician vacancy at this time. Chris Thompson reported on health insurance proposal details. The 25-30% HealthAmerica premium increase necessitated looking to another carrier. The plan being considered (Aetna) would allow staff to choose between a silver and bronze quality option. The deductible level will increase for both quality plans; however, the District will continue to match the employee's HSA deferral 3 to 1 up to the level of the new deductible. Based on the plan quality chosen by staff last year, the bottom line increased cost to the District for health insurance is projected to be 14% higher with the Aetna multi-plan option. HealthAmerica is being bought out by Aetna, so the District does not expect the changes of moving to Aetna to be as great as with another carrier. Sonia Wasco moved that the District Manager be given the authority to craft a health insurance plan not to exceed a 14% increase. Dick Shellenberger seconded the motion. Motion passed unanimously.

Chris Thompson mentioned that he is planning to bring some Personnel Manual changes (bereavement policy) to the Board at the September meeting. The Contingency Plan will also be updated.

5. Manure Storage Waiver

Jeff Hill informed the Board that an Act 38 waiver is needed when a manure storage is proposed to be placed less than 200 feet from a high quality stream. The Agriculture Committee reviewed the application extensively and feels that it is appropriate to grant the waiver. Jay Snyder moved that the District grant the waiver as requested for the S&A Kreider manure storage project as it does not create any additional environmental concern than if it were set an additional 100 feet from the stream. Robert Shearer seconded the motion. Motion passed unanimously. Herb Kreider abstained from voting. The Ag staff were complimented for the neutral way in which they presented this project for committee consideration.

6. LCCD MOU Updates

Chris Thompson mentioned that everyone should have received a paper and/or electronic copy of the municipal Memorandum of Understanding (MOU). A notable change is that the renewal deadline has been removed, so the MOU stays enforced until it is terminated or renewed in writing. Jay Snyder was thanked for the additional comments that he provided before the meeting. Jay Snyder moved to approve the MOU with the additional comments that were submitted. Sonia Wasco seconded the motion. Motion passed unanimously. Thompson was complimented for his work in getting the MOU updated.

7. SWAT Agreement

Gerald Heistand referred to the information provided in the mailing and thanked NRCS for their support of the Strategic Watershed Action Team (SWAT) agreement. Dick Shellenberger moved to accept the SWAT funding for the 2015-16 fiscal year. Jay Snyder seconded the motion. Motion passed unanimously.

8. Act 38 Compliance

Jeff Hill reported that he had an ACT 38 non-compliant farm to bring to the Board. Shady Brae Farms, Conoy Township, has been non-compliant for 3 years in a row on a number of issues, and it is a CAFO/CAO. After discussion, Robert Shearer moved that the District send this farm to the State Conservation Commission for follow-up action. Sonia Wasco 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:

- Auditor (Zelenkofske Axelrod) letter to Board of Directors – June 30, 2015
- Two hundred attend Watershed Expo – The Lititz Record Express – July 2, 2015
- Envirothon teachers attend two-day workshop – July 14, 2015
- Farm & Home Center Letter – increase in room rental fees – July 27, 2015
- Lancaster, PA, farm's future depends on nutrient management – Bay Journal – July/August 2015
- Matt Kofroth recognition award – Little Conestoga Watershed Alliance

2. Know Your District—HPAI, Planning and Preparedness

Chris Thompson presented information on the Avian Influenza outbreak with a PowerPoint presentation. Jeff Hill sent a “Pro-Active and Response Actions for High Pathogenic Avian Influenza” Standard Operating Procedure around the room for directors to see what staff have been asked to follow.

3. E&S/NPDES Monthly Projects Report

Nevin Greiner referred to the E&S report that was mailed to directors. He mentioned that the program's financial situation is solid, and discussed several projects that the E&S department is working with.

4. Summer Intern—Activities Report

This item was covered earlier in the meeting.

5. Youth Conservation School Report

Sallie Gregory mentioned that it takes many people to get the school running. She reported that the 27 students were a good group to teach, and that 195 people attended the venison dinner. Many of the students reported that they learned to enjoy several subjects that they never thought they would enjoy. The leader makes for a successful group, and Sonia Wasco was congratulated for leadership with this program throughout the years. The challenge was put out for every Board member to visit the school at least once next year.

6. PACD Dues

Chris Thompson reported that PACD has asked to raise this year's dues by 10% to balance the 2015-16 general budget. Additionally, PACD is asking for another 10% for year two, and another 10% for year three. There was a consensus that the additional \$194 that Lancaster is being asked to pay this coming year is reasonable, but the increased dues for years 2 and 3 should be brought back to the Board at that time. Thompson said that he would bring back to the Board a list of services that PACD provides for districts.

7. Annual Review—Civil Rights component—NRCS-SCC-LCCD Cooperative Working Agreement

Heather Grove reported that the DCs in each county are asked to review the Federal compliance requirements with each Board at least once a year. The state does a civil rights review every five years.

8. Contingency Plan for Lapse in State Funding

Gerald Heistand reported on the contingency plan and mentioned that it will be revised and brought back to the September meeting. The Personnel Committee wanted staff to know that they will be as sensitive as possible to any changes that may be necessary as a result of the state budget not being passed. (Administration has been informed, after the Board meeting, that funds that were spent before June 30, 2015 and requested in July 2015 should still be paid out even if the state budget for the 2015/2016 fiscal year is not passed. This would change some of the details on the contingency plan.)

9. Farm Bureau Tour, 8/27/2015, at Oregon Dairy

It was reported that details still need to be worked out for this tour.

10. PDA and DEP Sec Tour, 8/28/15--CANCELED

Additional Comments:

Chris Thompson reported that the District had been contacted by DEP, SCRO, about possibly doing some work in the Calamus Run (a tributary to the Little Beaver Creek just south of the Strasburg Railroad Museum) similar to what EPA did in the Watson Run watershed.

Nevin Greiner reported that progress for the Soil Oil Processing plant in Conoy Township has been held up due to a delay in the air quality permit. They may need to wait until next spring to do a substantial part of the work.

Dick Shellenberger asked whether we have a good neighbor letter that could be used for a commercial excavator. Thompson thanked him for bringing up the subject and reviewed the procedure which is to submit to the District office: 1) the site address, 2) name of responsible person or farm/company and 3) the BMP to be highlighted. Staff will then do background research, and the proposed letter and any additional information will be presented for approval at the following Board meeting.

Gerald Heistand requested that the Outstanding Cooperator Committee meet right after Board meeting dismissal.

Meeting Adjournment

Roger Rohrer moved to adjourn the meeting at 9:55 PM. Dick Shellenberger seconded the motion. Motion passed unanimously.

Gerald M. Heistand
Recording Secretary