

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
February 4, 2015**

The 757th regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, February 4, 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, Robert Wagner and Kent Weaver.

The following District Staff were present: Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Agriculture Program Manager; Nate Kurtz, E&S Program Manager; and Kent Bitting, Professional Engineer.

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 provided the invocation.

Dan Heller introduced Preston Heller, the oldest of his four sons. Preston was the only guest in attendance at the meeting.

There were no additions to the agenda.

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

Reorganization of the Board

1. Committee Appointments

Chris Thompson reported that there has been re-organization of the committees which provides some consolidation and in the end should make them more functional. Subcommittees should report back to the Board through one of the seven main committees.

2. District Advisor Appointments

Gerald Heistand reported that Gary Willier's name should not have been included on the list, and that David Miller requested that his name be added to the list after it was printed.

Dan Heller moved to approve both the 2015 Committee List and the amended (adding David Miller and deleting Gary Willier) 2015 District Advisor list. Robert Shearer seconded the motion. Motion passed unanimously.

Agency Reports

1. USDA, NRCS

Heather Grove mentioned that there was not anything unusual to report for the month of January.

2. PA DEP Field Rep Report

February 2015 DEP Field Rep Talking Points were provided in the Board mailing packet. There was no DEP representative present at the meeting.

Item #II.1

Consent Agenda

Chairman Ken Meck gave opportunity for directors to withdraw any of the items from the Consent Agenda for additional discussion. Sonia Wasco mentioned that the January 12, 2015 minutes omitted her name from the list of directors present. Hearing that there were no items to be removed, Chairman Meck requested a motion to approve the Consent Agenda. Dick Shellenberger moved to approve the Consent Agenda with the corrected minutes. Roger Rohrer seconded the motion. Motion passed unanimously. Robert Shearer abstained from voting to avoid the perception of a conflict of interest.

Following are the Consent Agenda items that were approved:

- 1. Minutes of January 12, 2015 Board meeting**
- 2. Technical Assistance Requests/Cancellations** (none were reported)
- 3. Nutrient Management Plan Approvals**

Additional Business

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

2. Treasurer's Report

Gerald Heistand referred to the Balance Sheet on page 17 and noted that the deficit balance in the grants account (those grants not requiring a separate account) doubled this month. Total assets did increase, mainly due to new Low Volume Roads funding. On page 19, Heistand noted that the Dirt and Gravel Road funding that was expected in October of 2014 arrived in January 2015, so there is a substantial amount of grant income for January with a zero figure in the budget YTD column. On the General Operations Cash Flow Projection report, there was a question on why the administrative expenses were \$6,660 when staff only projected \$3,700. (A QuickBooks query listed administrative expenses of insurance, membership dues, planning meeting expenses, newsletter expenses and retirement and payroll professional services. Some of these expenses were not included in the January projection; however comparing administrative expenses YTD against the 2015 detailed budget shows that we are within budget.)

3. Conservation Plans Acknowledgement

The Board acknowledged the five Conservation Plans that were listed in the mailing.

4. Exelon Project Review and Approval

Jeff Hill and Kent Bitting reported that the three proposed projects for Exelon funding have been approved by PA DEP. The Nutrient Management/Cost Share Committee ranked the projects and is submitting the top three for approval. Jeff Hill reported that the committee and staff are pleased with the projects, and there is still a goal to spend \$75,000 this year. Jay Snyder moved to approve the projects of Henry B. Smucker, Aaron F. Miller and Paul Leid for funding under the Exelon Habitat Improvement Project. Dan Heller seconded the motion. Motion passed unanimously.

5. PPL Project Review and Approval

Jeff Hill reported that Paul Leid is also on the list for PPL Bruner Island funding. PPL would provide an incentive payment for the stream bank fencing and Exelon would provide the funding for two stream crossings. The \$1,600 needed for this project would use most of the remaining PPL funding. Roger Rohrer moved to approve the stream bank fencing project for PPL funding. Herb Kreider seconded the motion. Motion passed unanimously.

6. Banquet Committee Report

Chris Thompson informed the Board that the Banquet Committee is looking for approval of the proposed award recipients along with an increased ticket price of \$22.00. Plans are to highlight the 65th anniversary of the District. Sonia Wasco moved to approve the Banquet Committee report as included in the mailing attachment. Robert Shearer seconded the motion. Motion passed unanimously.

7. Personnel Committee Report—Request to Hire

Sonia Wasco reported that the Personnel Committee is requesting to hire an Ag Tech/Grants Coordinator to replace Jill Whitcomb, and an additional E&S Technician. Samantha Gordon is the candidate chosen for the new E&S Technician position, with a start date of March 16. Julie Kratz was chosen for the Ag Tech/Grants Coordinator position, with a start date of February 23. Sonia Wasco moved that the District hire Samantha Gordon and Julie Kratz as detailed in the mailing attachment. Roger Rohrer seconded the motion. Motion passed unanimously.

8. MOU with the Conservation Foundation

Chris Thompson reported that he is bringing to the Board the original 2008 Memorandum of Understanding between the Lancaster County Conservation District and the Conservation Foundation of Lancaster County. The purpose is to remind directors who have been on the Board for several years of the Foundation's mission as well as introduce it to new directors. Dick Shellenberger moved that the 2008 MOU between the District and Foundation be renewed. Sonia Wasco seconded the motion. Motion passed unanimously.

9. Pension Trustee Appointments

Gerald Heistand reported that it is time to reevaluate the Pension Plan trustee positions due to changes in director status. Thompson stated that he would like to see one trustee from the Budget and Finance Committee and one trustee from the Personnel Committee. Ken Meck, as Chairman of the Board, is on all committees. Jay Snyder moved to approve Dan Heller, Sonia Wasco and Kent Weaver as the new Pension Plan Trustees. Robert Shearer seconded the motion. Motion passed unanimously.

10. District Use of Returned Forfeiture Funds

Gerald Heistand provided background on the use of forfeiture funds from previous years, along with options for the Board to consider for the newly released \$2,000 in forfeiture funds. After discussion, Roger Rohrer moved that existing and future forfeiture funds be moved to an Activity Account labeled Forfeiture Funds, and that the Education /Outreach Committee report back to the Board annually as to how the funds were budgeted or spent. Dan Heller seconded the motion. Motion passed unanimously.

11. Altria—No-till Planter Grant Update

Chris Thompson reported that an arrangement has been worked out with Penn State to hire Dennis Eby on a contractual basis to operate the planter. Liability concerns would be covered by Penn State's insurance. With this setup, Penn State would accept the planter as Penn State property. An agreement will be brought to the Board next month. There was a suggestion that staff show the agreement to the District's insurance or legal counsel to confirm that the agreement covers the District's liability concerns.

Reports/Information

1. Correspondence, News and Updates

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

- 1) PACD Monthly Rewind January 2015
- 2) Letter of Support for Lancaster County Conservancy's NFWF Five Star grant proposal for "education and restoration activities within the Lower Susquehanna River Basin region" of Lancaster County.
- 3) Science Journal Entry—Bucher Elementary, 3rd grade, Manheim Township School District, "Every Family Needs a Farmer" Lesson
- 4) Conservation District Scholarship Announcement—LNP, Saturday, January 24, 2015.
- 5) Samantha Gordon Resume
- 6) Julie Kratz Resume

2. E&S/NPDES Monthly Projects Report

The E&S report, mailing attachment pages 33 &34, includes the list of plans that came in.

3. Growing Greener Project Awards

Chris Thompson reported that the Growing Greener Project Awards are listed to give Board members an idea of where Growing Greener funding is going.

4. Stroud Water Research Center Tour Agenda

Chris Thompson mentioned that it is time to make final reservations for the Stroud Water Research Center tour, scheduled for February 19. He completed the sign-up sheet with a show of hands, and reported that the bus is scheduled to leave the Farm & Home Center at 7:55 AM.

5. Other

Gerald Heistand mentioned that we have a bid of \$300 for digitizing the annual report. There was a consensus that we should continue with the project.

On the subject of promoting no-till tobacco, it was suggested that Dennis Eby get together with Jeff Graybill to determine what the best crop rotation would be in this area for no-till tobacco.

Jeff Hill informed the Board that there are plans to locate at least 25 new chicken houses in the county, and sooner or later the manure produced will create issues. New technologies and innovation on manure handling will be challenged to address these issues.

Several directors mentioned that they will not be attending the March 4th Board meeting. Dan Heller agreed to chair the meeting if necessary.

Meeting Adjournment

Roger Rohrer moved to adjourn the meeting at 8:45 PM. Robert Shearer seconded the motion. Motion passed unanimously.

Gerald M. Heistand
Recording Secretary