

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
January 10, 2018**

The 791st regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, January 10, 2018, at 1:00 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, Ken Meck, Roger Rohrer, Jay Snyder, Sonia Wasco, and Commissioner Craig Lehman.

The following Associate Directors were present: Frank Burkhart, Ernest Orr, Jr., and Robert Wagner.

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; Kevin Seibert, Agriculture Compliance Coordinator; Matt Kofroth, Watershed Specialist; Sallie Gregory, Education Coordinator; Evan Martin, Resource Conservationist; Kent Bitting, Professional Engineer; and Dennis Eby, Plain Sect Outreach.

The following Cooperating Agency representatives were present: Kefeni Kejela, Axel Acevedo, and Josef Corso, Natural Resources Conservation Service; Elwood Blake, PA DEP, and Jeff Schmidt, PA Fish and Boat, were present.

Chairman Ken Meck called the meeting to order at 1:00 PM, and Roger Rohrer provided the invocation for the meeting.

There were no guests to be introduced at the meeting, and there was no public comment.

Reorganization of the Board

1. 2018 Appointments to the Board

Lancaster County President Judge Dennis Reinaker was present to administer the oath of office to the following three directors who were appointed to serve another term on the LCCD Board:

- Ken Meck was reappointed as a Farmer Director. His term will expire on December 31, 2021.
- Jay Snyder was reappointed as a Public Director. His term will expire on December 31, 2021.
- Commissioner Craig Lehman was reappointed as the Commissioner Representative for his 10th year. His term will expire on December 31, 2018.

2. Election of Officers

Chairman Ken Meck requested Frank Burkhart to preside over the election of officers. As Chair of the Nominating Committee, Herb Kreider presented the name of Dan Heller for Chairman. Ken Meck moved that nominations be closed and that Dan Heller serve as Chairman. Jay Snyder seconded the motion. Vote was unanimous.

At this point, Ken Meck requested that Dan Heller take over the election of officers as the new Board Chairman.

Herb Kreider presented the name of Robert Shearer to serve as Vice-Chairman. Jay Snyder seconded the motion. Vote was unanimous.

Item II.1

Herb Kreider informed the Board that he spoke to Kent Weaver about being Treasurer of the Board, and Kent would accept if asked to serve (Kent was not in attendance at the meeting). Sonia Wasco seconded the motion to nominate Kent Weaver to serve as Treasurer of the Board. Vote was unanimous.

Herb Kreider presented the name of Gerald Heistand to serve as Secretary. Roger Rohrer seconded the motion. Vote was unanimous.

Ken Meck thanked all of the officers who served so faithfully in the past. He mentioned that he was able to be effective as chair due to the strength of the Board.

3. Associate Director Appointments

Chairman Dan Heller mentioned that the list of Associate Directors was in the mailing, and they are appointed for a term of two years. Roger Rohrer moved that Associate Directors Lisa Graybeal, Ernest Orr Jr. and Robert Wagner be reappointed to serve another two year (2018 & 2019) term. Robert Shearer seconded the motion. Motion passed unanimously.

4. Election of PACD Voting Delegates

Chris Thompson reviewed the current three delegates as Sonia Wasco, Robert Shearer and Ken Meck. After discussion, Ken Meck nominated Wasco to serve as the PACD delegate, Shearer as the first alternate, Chairman Heller as the second alternate, and Chris Thompson as the third alternate. Herb Kreider seconded the motion. Motion passed unanimously.

Agency Reports

1. USDA, NRCS

Kefeni Kejela, NRCS Soil Conservationist, reported that Omer Brubaker has retired and Melissa Piper Nelson resigned. Josef Corso and Axel Acevedo, are the newest employees who have joined the Lancaster Field Office workforce. Kefeni mentioned that it has been a good year for BMP implementation. He reviewed the NRCS Activity Report, on pages 3 and 4 of the mailing, in some detail. He noted that a cultural event for Black History month is being planned for February 13th, and he is looking for a Board representative to attend the event.

2. PA DEP Field Rep Report

Elwood Blake, PA DEP, reported on the January 2018 DEP Conservation District Field Rep Talking Points that were included in the mailing packet. He highlighted the Spotted Lanternfly section saying that they will continue trying to control it this spring. He encouraged directors to review the list of Growing Greener grants that were awarded, and mentioned that everyone is encouraged to attend the All-Bay meeting at Bucknell University on March 12, 2018. Tim Shaffer is the new Deputy Secretary for Water Programs. Elwood also mentioned that Special Projects funding may not be available in the future. Chris Thompson reported that districts in this region are all struggling to get their reimbursements in a timely manner. The next DEP SC Regional Meeting is on March 20, 2018.

Consent Agenda

Chairman Dan Heller gave opportunity for directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Robert Shearer moved to approve the Consent Agenda which included items numbered 1—5. Sonia Wasco seconded the motion. Motion passed unanimously. The Consent Agenda included the following items.

Item II.1

- #1 – Minutes of December 6, 2017 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plans Acknowledgement**
- #5 – List of LCCD Memberships**

Additional Business

1. Items removed from Consent Agenda

There were no items removed from the Consent Agenda.

2. Treasurer's Report

Gerald Heistand reported that this is the final report for calendar year 2017. As predicted, the General Operations balance is low. During the first week of January 2018, the District did receive \$82,000. Since there is no promise of when the next funds will come in, administration will probably need to borrow about \$150,000 from the District's unassigned Reserve Fund, similar to what we did last year. The District is expecting another \$243,000 in reimbursements from the 3rd quarter of 2017.

On the Income and Expense report, Heistand reported that none of the six financial categories that we are tracking point to any issues that need to be addressed. He noted that on the General Operations fund, additional income from the third quarter of calendar year 2016 is offset by the missing income from the third quarter of 2017. The E&S net income would have been positive if they did not have the \$42,000 cost of moving their office. The Grants net income is more than \$100,000, due to an unexpected D&G/LVR advance payment. Finally, the positive figure on the Reserve Account indicates that we built additional reserves in 2017.

On the question of how long the \$82,000 payment, received the first week of January, will last, Heistand responded that the average monthly operating cost is over \$125,000. In addition, January has some onetime costs of insurances and membership dues.

The treasurer's report will be filed subject to audit.

3. Exelon Habitat Improvement Project

Matt Kofroth reported that on December 14, a meeting was held to rank the projects. Four agricultural and three watershed projects were selected. Janine Boyle, DEP, attended the ranking meeting as DEP needs to approve all projects. Herb Kreider moved to approve the seven projects as listed in the mailing. Roger Rohrer seconded the motion. Motion passed unanimously.

Approved landowners for Exelon projects were Alvin Fisher, Brian Mull, Elaine Delp, Sara Hodgkiss, Mark and Josh Heller, Cheryl Madison, and Daniel Stoltzfus.

4. Banquet Committee Report

Sallie Gregory reported that the Banquet Committee met on January 3, 2018. The banquet is scheduled for March 15, 2018, 6:15 PM, at Yoder's Restaurant. The committee recommended a ticket price of \$23.00 per person, along with the list of award recipients (on page 19 of the mailing). Sallie mentioned that there is a new D&G/LVR award that will be presented to a township. The committee is open to taking nominations for a Conservation Service Award that could go to an individual, group, or cooperating agency. Ken Meck moved to accept the recommendations of the Banquet Committee as detailed on page 19 of the mailing. Sonia Wasco seconded the motion. Motion passed unanimously.

Item II.1

5. Audit Company Recommendation

Dan Heller reported that it is a good management practice to change auditors from time to time. After details of the bid results were reviewed, Ken Meck moved to use the services of Smith Elliott Kearns & Company beginning with the 2017 year audit. Robert Shearer seconded the motion. Motion passed unanimously.

6. Dirt and Gravel Road Contract Amendment

Fulton Township signed an agreement with the District, in Sept. 2016, to do a road improvement project. Due to the discovery of a buried pipe, they are requesting an additional \$2,350 to add a French mattress to the scope of the project. This increased funding is within the 20% allowed, but it still needs Board approval. Roger Rohrer moved to amend the Fulton Township Dirt & Gravel Road agreement to increase the funding by \$2,350. Jay Snyder seconded the motion. Motion passed unanimously.

7. DGR/LVR Contract Amendment

Matt Kofroth explained to the Board that in order to spend more of the funding with the first 5-year DGR/LVR agreement, DEP is recommending that all districts extend their agreements by one year. The current contract is scheduled to end June 2018. Sonia Wasco moved to extend the 5-year DGR/LVR contract for an additional year. Roger Rohrer 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:

- Director Appointments Approval Letter – to Lancaster County Chief Clerk – from State Conservation Commission – December 11, 2017
- The Agri-Vator – Agri-Basics, Inc. – Fall 2017 - “Culture of Compliance” – by Kevin Seibert

2. E&S/NPDES Monthly Projects Report

Nate Kurtz reported that looking back on 2017, E&S staff needs to be thanked for all of their good work. All staff adapted well to their new office space. There was added work this year as the new EPA Integrated Compliance Information System (ICIS) database now needs to be kept up to date as well as the existing Practicekeeper database. Elwood Blake mentioned that the five-year DEP PAG 02 permit was renewed which allows districts to continue acknowledging general NPDES permits. Review Fee income for 2017 was similar to 2016, which was very helpful with the added moving expense in 2017. The list of projects on page 24 of the mailing is shorter than normal, which is typical for December.

3. Review of PACD Voting Items

Chris Thompson reviewed the following PACD voting items:

- PACD supported the proposed policy to oppose shortening the 90 day review period for NMP projects. The idea is that we need to hold the planners more accountable.
- The Armstrong District resolution to change the UGWF funding allocation formula was voted down in all regions except South West.

Item II.1

4. Compliance Committee Update

Kevin Seibert reported that at a recent Board meeting, directors were informed that the Sam Miller/David Stoltzfus farm had issues that were not addressed by the agreed to deadline. Since that meeting, the lot has been stabilized and the gutters and down-spouting have been installed, and the case is now closed.

Additional Public Comment:

Chris Thompson highlighted dates of upcoming events that were listed on the bottom of the agenda. He reported that no one from Lancaster District will be attending the NACD meeting this year. The NACD Northeast Region meeting will be in the Lancaster area, July 15-18, 2018.

Gerald Heistand reported that the Pension Trustees (Dan Heller, Sonia Wasco, and Kent Weaver) will meet prior to Board meeting on May 2nd, at 6:30 pm.

Chairman Dan Heller officially adjourned the meeting at 2:17 PM.

Gerald M. Heistand
Recording Secretary