

**LANCASTER COUNTY CONSERVATION DISTRICT  
BOARD MEETING MINUTES  
July 11, 2018**

The 796th regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, July 11, 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, Dick Shellenberger, Jay Snyder, and Sonia Wasco.

**The following Associate Directors were present:** Lisa Graybeal, Robert Wagner and Kent Weaver, Treasurer.

**The following District Staff were present:** Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Ag Department Manager; Kevin Seibert, Ag Compliance Coordinator; Nate Kurtz, E&S Department Manager; and Matt Kofroth, Watershed Specialist.

**The following Cooperating Agency representative was present:** Kefeni Kejela, Natural Resources Conservation Service.

Chairman Dan Heller called the meeting to order at 7:30 PM, and Herb Kreider provided the invocation with a mention of concern for Donald Robinson whose wife passed away recently.

There were no guests to be introduced at the meeting.

There were no additions to the agenda

An opportunity was given for public comment. None was offered

**Agency Reports**

**1. USDA, NRCS**

Kefeni Kejela reported that he was filling in for Heather Grove, who was out of state for training. He reviewed details of the USDA/NRCS report, on pages 1 and 2 of the mailing. He reported that a PA NRCS National Quality Assurance Audit took place in Lancaster this past month. He mentioned that the Lancaster Field Office has two new employees: Meeghan Orr, Program Assistant, and Heather Stellabott, Pathways Intern. On the question of why there is less funding this year, Kefeni mentioned that landowners are cancelling some of the contracts.

**2. PA DEP Field Rep Report**

Matt Kofroth reported that this year the State budget was passed fairly quickly. At this time we do not know if the 5% increase on the Chesapeake Bay Ag Source Abatement Fund will help us, so it will be researched and more information will be presented at the next Board meeting. Kofroth also highlighted the NACD and PACD meetings to be held next week.

**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.

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Dick Shellenberger moved to approve the Consent Agenda which included items numbered one through four. Sonia Wasco seconded the motion. Motion passed unanimously. The Consent Agenda included the following approved items.

- #1 – Minutes of June 6, 2018 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plans Acknowledgement**

### **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 to the Board that overall assets were down \$200,000 compared to last month, with \$50,000 of the two hundred thousand going out in grants. Since the Treasurer's Report was published, an additional \$132,000 has come in as reimbursements to the District. There were no comments or questions on the Income and Expense report. The treasurer's report will be filed subject to audit.

#### **3. Personnel Committee Report – Request to Advertise & Policy Manual Updates**

Request to Advertise – Sonia Wasco reported that the Personnel Committee is requesting permission to advertise for Paula Harnish's replacement, as their needs to be some overlap. Sonia Wasco moved that the District begin the process to find a replacement for the Administrative Secretary. Jay Snyder seconded the motion. Motion passed unanimously.

Political Activity Policy – Sonia Wasco referred to Page 14, for review of a second read of the proposed Political Activity Policy. Dick Shellenberger moved to make the Political Activity Policy part of the Lancaster District's policy package. Robert Shearer seconded the motion. Motion passed unanimously.

Employment Interviewing Policy and Procedure Review – Sonia Wasco referred to Pages 16 – 20, as a draft interview policy that the District should be following. It includes a list of appropriate and inappropriate interview questions. Administration will confirm the source and report to the Board as to whether the attachment information was vetted with a lawyer.

Employee Discipline Policy and Procedure Review – Sonia Wasco referred to Pages 22 – 29 as a draft Employee Discipline Policy and Procedures proposal. There was discussion on whether this adequately addresses handling the use of prescription drugs.

Both the Employment Interviewing Policy and Procedure and the Employee Discipline Policy and Procedure will be brought back to the Board next month.

#### **4. Nutrient Management Delegation Agreement**

Jeff Hill reported that this is the 2<sup>nd</sup> year of our 5-year agreement with the SCC. It is a great program that helps pick up Nutrient Management administrative costs (many others do not). Jay Snyder moved to approve the budget and supporting documentation for the 2<sup>nd</sup> year of the Nutrient Management Program agreement. Robert Shearer seconded the motion. Motion passed unanimously.

### **5. CDFAP Application**

Gerald Heistand reviewed the four positions that are partially supported by the CDFAP program. Dick Shellenberger moved to accept the CDFAP funding as described on Page 27 of the mailing. Sonia Wasco seconded the motion. Motion passed unanimously.

### **6. Chesapeake Bay Program (CBP) Engineer & Technician Agreements**

Jeff Hill reported that the CBP Technician Agreement of \$393,300 covers the core expenses of six ag staff that include the three staff assigned to compliance. The CBP Engineer Agreement covers engineers Kent Bitting and Adam Hartz for \$165,600. These agreements are needed to keep the ag department running. Jay Snyder moved that the Chairman be permitted to sign these two agreements. Dick Shellenberger seconded the motion. Motion passed unanimously.

### **7. Growing Greener Application**

Matt Kofroth informed the Board that the District is submitting a Growing Greener grant to do stream restoration work on the Daniel Stoltzfus farm on the Pequea Creek and the Jonas King farm on the Big Beaver Creek. We are looking to request about \$375,000 in watershed assistance. In September, a list of Growing Greener projects in Lancaster County will be shared with the Board. Robert Shearer moved to move ahead with this proposal to do two stream restoration projects. Herb Kreider seconded the motion. Motion passed unanimously.

### **8. Ag Compliance Review Committee Update and Action**

Karl S. Frey/S&A Kreider & Sons – Robert Shearer reviewed the complaint details with the Karl Frey farm that first came to the District in 2016 when it was being farmed by a different operator. After extensive discussion on the procedure used by the District to deal with complaints, Shearer stated that the Ag Compliance Review Committee is recommending that this case be given an extension. There was further discussion on the correct procedures for changing a conservation plan's schedule of implementation. Robert Shearer moved that the extension of another growing season be given to implement the conservation plan. Dick Shellenberger seconded the motion. Motion passed unanimously. To avoid the appearance of a conflict of interest, Herb Kreider refrained from voting.

Dana Good – Kevin Seibert mentioned that this complaint goes back to 10/14/15, and there was a struggle to get an Ag E&S Plan by July of 2016. As of this year, some of the design work for BMPs in that plan has not been started. Dana Good has terminated his working relationship with both the District and TeamAg Inc., and reported that he is not currently working with anyone to develop designs for the waterways and diversion that are in the plan. Robert Shearer moved that this case be referred to DEP for follow-up. Dick Shellenberger seconded the motion. Then there was further discussion on the guidelines that the District uses for complaint work. As in cases like this, DEP uses our file for review before they become involved. Motion passed unanimously. To avoid the appearance of a conflict of interest, Chairman Dan Heller refrained from voting. Chris Thompson reported that a meeting with Representatives Zimmerman and Greiner had been requested to review the inspection details.

### **9. PACD Annual Meeting and Action Items**

Sonia Wasco announced that the NACD meeting starts on Sunday (7/15), and the PACD meeting starts on Tuesday (7/17). On the question of whether PACD should move ahead to purchase a new townhouse condominium, the Board had a short discussion on the details of the proposal. Dick Shellenberger moved that Lancaster District support the PACD idea to sell the current office building and purchase a new office condominium. Robert Shearer seconded the motion. Motion passed unanimously. The Board commended Sonia Wasco for being asked to be on ballot to serve as treasurer of PACD.

### **10. Outstanding Cooperator Committee Report**

Robert Shearer reported that the committee considered the seven farms on the list on Page 31 of the mailing. After narrowing their search down to two, they settled on Harold Shirk as the District's 2019 Outstanding Cooperator, to be honored at the March 2019 annual awards banquet. Robert Shearer moved that the District give the Outstanding Cooperator award to Harold Shirk. Sonia Wasco seconded the motion. Motion passed unanimously.

### **Reports/Information**

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

Matt Kofroth circulated a sympathy card for Board members to sign for Don Robinson, due to Evelyn Robinson's death.

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

- Thank you Notes – to Sallie Gregory – written by 2<sup>nd</sup> graders at Martic Elementary, following lesson about non-point source pollution in our watersheds – May 2018
- Thank you Notes – to Gerald Heistand – written by Manheim Central School District 3rd graders, following Ag in the Classroom soil presentation – May 2018
- Donation Thank You Letter – from Pennsylvania Envirothon – June 4, 2018
- News Article – Stream Restoration at Plain Sect Farm Earns Governor's Award – Lancaster Farming – June 9, 2018
- News Article – Turkey Hill partnering with farmers – Initiative offers incentives for farms to reduce pollutants entering waterways – LNP – June 25, 2018
- News Article – A Clear Case for Clean Water – Quality of life hinges on our respect for, and restoration of, this essential natural resource – LNP – June 10, 2018
- Thank You Note – from Lancaster Barnstormers – for partnering with them for their 2018 Signature Farm Show Event – June 29, 2018
- Fulton Bank Customer Appreciation Lunch – Thursday, Aug. 2, 2018 – 11:30am-1:30pm – Solanco Fairgrounds Hoffman Building
- News Article – Plan to Plan for Nutrient Compliance – Lancaster Farming – June 30, 2018
- News Article – Lancaster Co. Conservation District Announces Scholarship Recipients – Lancaster Farming – June 30, 2018

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

Nate Kurtz referred to Page 33 for the list of submitted plans and to Page 34 for the finance comparisons. He mentioned that the members of the E&S Committee met to review a project that may be brought up for compliance in the future. He commended the new E&S staff for learning their new responsibilities and picking up on projects.

#### **3. Envirothon Report**

Matt Kofroth referred to Pages 35 and 36 of the mailing and reported that the Envirothon was a series of successful events this year. There was great participation and several new schools participated this year. The winning Hempfield team went to the State Envirothon. Kofroth acknowledged all the donors that contribute to make the Envirothon a successful event.

#### **4. Youth Conservation School Update and Invitation**

Sonia Wasco mentioned that there is usually a hot streak during the week of camp. The roster of campers is full and there are eight girls this year. She invited all directors to the venison roast that

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is scheduled for Wednesday, July 25. She indicated that the Personnel Committee that normally meets that evening will need to meet on another day the following week.

### **5. CBP Inspection Update**

Kevin Seibert reported that Lancaster District has met its goals over the last two years of this program. He also referenced Francesca DePrator as a “bright young lady” who is working on all the tasks he has assigned. Overall, he wanted the Board to know that Lancaster County has more positive farmers than those negative ones that we hear about during our meetings. Justin Furnia was praised for doing a good job in both the Ag department and with IT work.

### **Additional Public Comment:**

Matt Kofroth referred to the Dates to Remember section at the bottom of the agenda.

Chairman Dan Heller officially adjourned the Board meeting at 9:12 PM.

Gerald M. Heistand  
Recording Secretary