

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
July 1, 2015**

The 762nd regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, July 1, 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; Herb Kreider, Roger Rohrer, Dick Shellenberger, Jay Snyder, and Sonia Wasco.

The following Associate Directors were present: Frank Burkhart, Lisa Graybeal, Gregory Strausser, 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; Matt Kofroth, Watershed Specialist; Sallie Gregory, Conservation Education Coordinator; Francesca Formica, Summer Intern; and Leslie Weller, Summer Intern.

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

Chairman Ken Meck called the meeting to order at 7:30 PM. Herb Kreider provided the invocation for the meeting.

Sallie Gregory introduced Leslie Weller and Francesca Formica, the District's two summer interns. There were no other guests to be introduced at the meeting.

Chris Thompson informed the Board of the following four items to be added to the Reports and Information section of the agenda:

- #8—Letter from EPA to DEP
- #9—Mid-year bonus appreciation
- #10—PennVest Update
- #11—Board review of the audit report

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

Leslie Weller gave a presentation on her intern activities with the District. She thanked the Board for the opportunity to be involved with all of the interesting educational activities. She reported that it is special to be doing things outside of the classroom (eg. fish shocking, Oregon Dairy Days, Lebanon Valley College teacher training, Chiques Creek Watershed Expo.)

Agency Reports

1. USDA,NRCS

The NRCS report was provided on pages 1 – 3 of the mailing. There was nothing additional to highlight and there were no questions for Heather Grove.

2. PA DEP Field Rep Report

July 2015 DEP Conservation District Field Rep Talking Points were provided in the meeting handouts.

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

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motion to approve the Consent Agenda. Jay Snyder moved to approve the Consent Agenda which included the four items listed below. Dick Shellenberger seconded the motion. Motion passed unanimously.

- 1. Minutes of June 3, 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 reported that the total assets were down compared to last month due to the purchase of two new vehicles. The District will be reimbursed for the \$16,000 of Nutrient Management Program (NMP) funds that were used to purchase the vehicle. In return the NMP will only be charged for gas and oil to run the vehicle over the next four years. Vehicles are expensed under the travel account in the District books. It was noted that on the General Operations Cash Flow Projection report, the date for the beginning balance on columns three and four should be 6/24/2015, not 5/27/2015. The treasurer's report will be filed subject to audit.

3. Proposal to move/consolidate Envirothon accounts

Sallie Gregory reported that the Junior Envirothon funds were moved to the Conservation Foundation of Lancaster County in 2011. Moving those funds to the District would facilitate fundraising and make for simpler overall accounting. Senior Envirothon funds are currently part of the Activities column on the treasurer's report, and listed separately as part of the quarterly report. After several questions were answered, Jay Snyder moved to accept the proposal to move Junior Envirothon funds to the District as presented in the mailing. Roger Rohrer seconded the motion. Motion passed unanimously.

4. Conservation District Fund Allocation Program (CDFAP)

Gerald Heistand reported that historically CDFAP funds were used to help support the District Manager, two technicians, and an ACT employee. With the advent of the UGWF funding the 2nd technician funding of \$5,800 was dropped and replaced with \$25,000 which has been assigned to go to the Business Manager position. Heistand also mentioned that gas funding through the PUC is expected in the amount of \$56,000. Most of last year's \$38,000 in funding went to transition costs. Sonia Wasco moved that Chairman Ken Meck sign all request and/or CDFAP agreement paperwork to use the funds in support of the District Manager, Educational Coordinator, Business Manager, and Ag Compliance Coordinator. Roger Rohrer seconded the motion. Motion passed unanimously.

5. Nutrient Management Act 38 Delegation Agreement

Jeff Hill reported that there are no significant changes to the Nutrient Management Act 38 Delegation Agreement which provided \$448,000 in funding for the District. Dick Shellenberger moved that Chairman Ken Meck be authorized to sign the NMP agreement for the 2015/2016 fiscal year. Jay Snyder seconded the motion. Motion passed unanimously.

6. Act 38 Program Compliance

Jeff Hill reported that compliance is becoming a serious issue on Green Tree Farm, owned and operated by Lynn Royer, in Mount Joy Township. For the past three years Green Tree Farm has been non-compliant. The farm is both an Act 38 and CAFO operation. After discussion, Jay Snyder moved that this case be sent to the State Conservation Commission. Sonia Wasco seconded the motion. Motion passed unanimously.

7. Marketing Committee Report

Lisa Graybeal reported that the Marketing Committee continues to meet to discuss how the District can get the word out about what we do. Plans are to prepare a nine question survey to find out what people know about the Lancaster District. The committee would like to run the survey for the month of August; and if participation is low, the survey period would be extended into September. The committee will also look into updating the mission statement. The objective is not to increase the District's workload, but to increase the District's identity. This should help get good qualified Board members and assist with improved funding.

8. Good Neighbor Letter II

Chris Thompson reported that the good neighbor letter was introduced to the District last month. The procedure will be for the individual to identify the good practice, and then submit the name, address, and what you saw to District staff. A file check will be made to verify that there are no outstanding issues. At that point the letter would be taken to the Board for approval. Dick Shellenberger moved to adopt this good neighbor letter policy. Herb Kreider seconded the motion. Motion passed unanimously.

Reports/Information

1. Correspondence, News and Updates

Chris Thompson Reported that the Ag Conservation Technician job advertisement ran in the Lancaster Farming newspaper on June 20 and June 27, and that the application period was still open.

2. Know Your District—Education & Outreach Program—Conservation School

Sallie Gregory, the District's Education Coordinator, brought the Board up-to-date on many of the activities that she does as part of her job. She mentioned that she enjoys the challenges of the position and that the Youth Conservation School is both challenging and inspirational as she sees the changes in each of the students. Francesca Formica, Summer Intern, spoke to the importance of the school in her life. It makes a lasting difference to the students who attend.

3. E&S/NPDES Monthly Projects Report

Nate Kurtz referred to the E&S report on pages 20 and 21 of the mailing. Plans continue to be submitted for future construction.

4. Envirothon Reports

Sallie Gregory referred to the Envirothon Reports on pages 22 and 23 of the mailing.

5. Youth Conservation School Update and Invitation

Sallie Gregory invited all Board members to RSVP with their interest in attending the venison roast dinner. A comment was made that Bob Mowrer would be pleased to see that the school continues to function with excellent leadership.

6. Tree Sale Report

Matt Kofroth reported that the tree sale report is on pages 25 and 26 of the mailing. He emphasized that the main goal remains to put green plants on the ground, not produce profit. There was discussion on some PCI Compliance issues that the District has encountered with using credit cards for payment.

7. Right to Know Request Update

Kevin Seibert reported on his experience with the Environmental Integrity Project's request for information. They reviewed 52 of the District's 300 Act 38 files. The Board thanked Seibert for how he handled the request.

8. EPA Letter

Chris Thompson reported on a meeting that was held as a result of the EPA letter that was sent to DEP. EPA is asking to see results within 18 months. Streamlining permits appears to be one of the upcoming tasks.

9. Mid-Year Bonus Appreciation

Chris Thompson circulated a packet of thank you notes written by staff to the Board acknowledging the mid-year bonuses.

10. PennVest Update

Gerald Heistand reported that in September 2011 the Board authorized a PennVest project with Electrocell Technologies to treat swine manure with a process that would remove phosphorous from the manure. This was a loan agreement, not a grant. Electrocell made payments in 2012, but only paid the interest part of the loan from December 2012 to the end of 2013, and made no payments in 2014. As a result, a deferral of payments agreement was made to move the payment date from December 2013 to December of 2014. A second deferral was granted and signed after the District had Attorney George Cook review the legal agreement. This second deferral of payments went from December 2014 to April 2015, and was signed by the District in March 2015. With George Cook's work, the District did obtain a letter from PennVest saying that the District was not obligated to repay or secure the PennVest loan.

The newest development is that the District and Electrocell are being asked to sign a third modification of the debt obligation document that will allow deferral of principal and interest payments up until September of 2015. It will require a payment of \$33,871 on or before September 24, 2015, and \$2,000 per month thereafter until 2026. Even though the District is not obligated to make loan payments, it has to spend administrative time to make sure that there is follow-through on the removal of CRP blocks, which appear to be occurring quarterly.

11. District Audit

Gerald Heistand posed the question to the Board as to whether they want to have the audit company (Zelenkofske Axelrod LLC) come to a Board meeting to present a report and answer questions. There was a suggestion that the Budget and Finance Committee review the audit report and make a recommendation.

Additional Comments:

Chris Thompson reported that he and Ken Meck will be attending the PACD/SCC Conference, in Monroeville, on July 8 and 9. Any director who would like to attend should let Chris know.

Meeting Adjournment

Dick Shellenberger moved to adjourn the meeting at 9:39 PM. Roger Rohrer seconded the motion. Motion passed unanimously.

Gerald M. Heistand
Recording Secretary