

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
March 1, 2017**

The 781st regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, March 1, 2017, at 7:30 PM, in the multi-purpose room of the Farm & Home Center, 1383 Arcadia Road, Lancaster, PA.

The following Directors were present: Ken Meck, Chairman; Robert Shearer, Vice-Chairman; Dan Heller, Treasurer; Herb Kreider, Roger Rohrer, Dick Shellenberger, and Jay Snyder.

The following Associate Directors were present: Darrell Becker, Ernest Orr, Jr., and Robert Wagner.

The following District Staff were present: Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Ag Program Manager; Nate Kurtz, E&S Program Manager; Evan Martin, Assistant E&S Program Manager; and Matt Kofroth, Watershed Specialist.

There were no Cooperating Agency representatives present.

Chairman Ken Meck called the meeting to order at 7:35 PM, and he provided the invocation for the meeting.

Robert Shearer announced that he visited Kevin Seibert in the hospital and that Kevin's recovery is going well.

There were no guests to be introduced at the meeting.

Chairman Meck announced that there would be an Executive Session as the last item on the agenda. Chris Thompson referred to an updated organizational chart that was included as a handout to help directors put staff names to the areas where they are working.

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

Agency Reports

1. USDA, NRCS

Heather Grove, NRCS District Conservationist, was unable to attend the meeting. Chris Thompson referred to the NRCS report, on pages 1-3 of the mailing, which was submitted by Heather. He mentioned that staff are moving ahead with the work as there is about \$4,000,000 in funding to allocate for projects at this time.

2. PA DEP Field Rep Report

The March 2017 DEP Conservation District Field Rep Talking Points were included as a handout at the meeting. Chris Thompson mentioned that Elwood Blake was in the office today working with Matt Kofroth to prepare for the Dirt & Gravel Road audit that will be conducted later this month. He encouraged directors to review the dates for upcoming meetings.

Consent Agenda

Chairman Ken Meck gave opportunity for directors to withdraw any of the items from the Consent Agenda for additional discussion. Hearing none, he requested a motion to approve the Consent Agenda. Dick Shellenberger moved to approve the Consent Agenda. Robert Shearer seconded the motion. Motion passed unanimously.

The Consent Agenda included the following items:

- 1. Minutes of January 18, 2017 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 referred to the treasurer's report on page 11, and mentioned that total assets were up \$234,000 from the end of the year, due to 3rd quarter reimbursements coming in this year instead of December 2016. As of March 1st, 2017, the District is now waiting for about \$372,000 in reimbursements. On the Income and Expense report, Heistand noted that the 2017 budget does not include the delayed program contracts' 3rd quarter income, so revenue is over the budget. E&S fees collected to date are below budget, and payroll costs are lower than budget due to two Ag Technician vacancies. The treasurer's report will be filed subject to audit.

3. Personnel Committee—Request to Hire

Dick Shellenberger reported that he and Sonia Wasco sat in on the Ag Technician interviews. There were seven good candidates, and two in particular rose to the top. Resumes for the two chosen candidates were included in the director handout packets. Those on the interview team felt that the two candidates will work well with our current ag staff. Jeff Hill reported that it would be good if they could begin employment within two weeks in order to start with some of the required training. Dick Shellenberger moved that the District offer employment to Nathaniel Straw and Brittany Smith as soon as they are able to start. Roger Rohrer seconded the motion. Motion passed unanimously. Chris Thompson thanked Shellenberger and Wasco for being part of the interview team.

4. Low Volume Road Quality Assurance Board Recommendations

A handout report from the Low Volume Road (LVR) Quality Assurance Board was provided at the meeting. Committee Chair Herb Kreider reported on the 12 projects that were submitted for funding. He said that the committee eliminated two of the projects and cut the funding amount from what was requested on several others. The total amount awarded (\$262,405.89) is slightly higher than the funding in the grant; however, there is ample funding in the LVR Education Fund that can be used to close the gap if needed. Herb Kreider moved that we approve the ten projects as listed on the 2017/2018 LVR Program handout report. Dan Heller seconded the motion. Motion passed unanimously.

5. Watershed Specialist (CDWS) Grant

Matt Kofroth reported that the most recent agreement expired at the end of January 2017, and not much has changed in the new one. One change noted is that much of the work is to be done in targeted watersheds. Dan Heller moved to accept the new 17-month Watershed Specialist Contract as presented in the Board mailing. Roger Rohrer seconded the motion. Motion passed unanimously.

6. E&S Department Move Update

Gerald Heistand reported that the E&S Department move to increase the amount of District rented space is different than the 2006 move from downstairs to upstairs. In 2006, one of the goals was to reuse as much of the existing furniture as possible. This time we are asking staff who are moving to leave everything behind for incoming new staff, as the existing furniture will be needed for them. Bids have been coming in much higher than expected, so the budget of \$25,000 for the E&S move will not be sufficient. Nate Kurtz reported on the status of various bids and mentioned that he has a goal to provide adequate workspaces for the staff who agreed to make the move. The need for an architect's seal on the new cubicle layout has increased the cost. Kurtz mentioned that based on bids for used furniture and a used copy machine, the amount needed in the budget will be about \$52,000. If a decision is made to purchase new furniture, then needed funds will increase by about \$10,000. To put the bottom line in perspective, Kurtz noted that an amount of \$62,000 is about 10% of their fund balance and would leave about one year's worth of operating funds. There was a consensus that the timing for this project is good, so we should move ahead. Jay Snyder moved that we go ahead with the E&S move using a revised budget figure not-to-exceed \$62,000. Dick Shellenberger 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:

- RSVP Volunteer Partner – Certificate of appreciation presented to Lancaster County Conservation District –December 30, 2016
- News Article – Tree, shrub seedlings await adoption – County Conservation District taking orders for April pickup – LNP – February 12, 2017
- News Article – In the Spotlight: Lancaster County Conservation District's annual tree sale gets 'roots in the ground' – Lancaster Sunday News – February 19, 2017
- Form 14491 Closing Agreement on Final Determination Covering Specific Matters Regarding Worker Classification – Department of the Treasury – Internal Revenue Service – Received February 24, 2017

2. Budget & Finance Committee

Dan Heller reported that the Budget and Finance Committee met earlier in the evening to take a look at various financial aspects of the District. They reviewed account balance trends over the past few years, took a look at cash flow, profit and loss reports, grant/activities reports, E&S reports, and reviewed some possible budget modifications that could be made to the current budget to help close the current deficit gap of \$309,000. Dan Heller mentioned that timing of reimbursement payments continues to be the biggest challenge with District finances. Staying on top of the cash flow is important, and it is good that the District has strong reserves. Overall the District is healthy financially, and we still have an available line of credit. The Budget and Finance Committee is proposing that the budget be modified with two major changes: 1) increase the county funding to reflect the additional \$18,000 that we are now receiving and 2) remove the proposed Ag Planning Department which has not materialized due to the lack of new funding. Dan Heller moved that the Business Manager update the 2017 District budget to reflect the two above mentioned changes which will trim the 2017 deficit from \$309,137 to \$136,579. Herb Kreider seconded the motion. Motion passed unanimously.

3. E&S/NPDES Monthly Projects Report

Nate Kurtz referred to the January and February reports that were part of the meeting handouts and noted that January numbers were down from last year. The list of submitted E&S plans is submitted for general review.

4. Growing Greener Project Proposals

Matt Kofroth referred to this informational item and informed the Board that all Growing Greener/Section 319 grant proposals are submitted to the District so we can be aware of what might be happening in Lancaster County. Announcements of approved projects normally occur in June. There was some discussion on what is involved in placing and operating water monitoring stations.

5. Compliance Action Committee

Chris Thompson referred to the report in the mailing, mentioning that District staff have done more than 112 inspections and only 4 needed to be sent to DEP in Harrisburg. DEP will give them another 90 days to comply. Thompson mentioned that any fines levied on the farmer will be a result of a DEP inspection visit and the farmer's subsequent failure to submit the adequate plans.

6. Woodstream Corporation Donation

Matt Kofroth reported that Woodstream donated a large stock of fencing supplies to the District that they needed to remove from their inventory. Most of the supplies would be useful for future farmer fencing projects. Jeff Hill mentioned that the free supplies will be available to incentivize fencing projects.

7. PACD Winter Meeting Report

Chairman Ken Meck reported that the water extraction fee concept was supported by PACD, but they did not support the existing law proposed.

Chris Thompson reminded all directors to complete the required ethics form. Heistand mentioned that if a form was included in a director's handout materials, we do not have it.

Thompson informed the Board that we are at the deadline for banquet reservations, so let Paula know if you have not yet made your reservations.

Additional Public Comment:

Gerald Heistand reported that the Pension Committee (Dan Heller, Sonia Wasco, Kent Weaver) has a meeting scheduled with Amy White, Fulton Financial Advisor for the District's retirement plan, at 6:30 PM, on the evening of the next Board meeting, April 5th. They expect to recommend amending the 457 Retirement Plan.

At 8:42 PM, Chairman Ken Meck called an Executive Session for Board members only to update the Board about a personnel issue.

The Board meeting was reconvened at 9:02 PM, followed by a motion to adjourn by Roger Rohrer and second by Herb Kreider at 9:06 PM. Motion passed unanimously.

Gerald M. Heistand
Recording Secretary