

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

The 758th regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, March 4, 2015, at 7:30 PM, in the conference room of the Farm & Home Center, 1383 Arcadia Road, Lancaster, PA.

The following Directors were present: Dan Heller, Treasurer; Herb Kreider, Roger Rohrer, Dick Shellenberger and Jay Snyder. Sonia Wasco and Commissioner Craig Lehman participated in the meeting by conference call.

The following Associate Directors were present: Darrell Becker, Frank Burkhart, and Gregory Strausser.

The following District Staff were present: Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Agriculture Program Manager; Kevin Seibert, Agriculture Compliance Coordinator; Matt Kofroth, Watershed Specialist; Andy Hake, Ag Conservation Technician; Julie Kratz, Agriculture Conservation Technician; Evan Martin, Erosion Control Technician; and Shelly Dehoff, Ombudsman. Nate Kurtz, E&S Program Manager, participated in the meeting by conference call.

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

Guests: One guest was present, John Haldeman, Rapho Township Public Works Director.

Treasurer Dan Heller called the meeting to order at 7:40 PM, and provided the invocation for the meeting.

Everyone at the meeting introduced themselves along with the three persons on the conference call phone: Sonia Wasco, Commissioner Craig Lehman and Nate Kurtz.

Chris Thompson reported that he had the following items to add to the agenda:

1. TeamAg invoice request for payment
2. PACD announcement
3. Staff Update
4. State Envirothon Report
5. Governor's Budget

During the Public Comment time, Frank Burkhart expressed his appreciation for how he was treated both as a Director and as a contractor in the field.

Jeff Hill introduced Julie Kratz, Ag Conservation Technician/Grants Coordinator, as the District's newest employee.

Agency Reports

1. USDA,NRCS

Heather Grove mentioned that the NRCS report covered the work that was done during the previous month. EQIP funds are currently being allocated, and an article was written on one of the sites with wetlands where NRCS is acquiring an easement.

2. PA DEP Field Rep Report

March 2015 DEP Conservation District Field Rep Talking Points were provided in the Board meeting handout packets. There was no DEP representative present at the meeting.

Consent Agenda

Dan Heller 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, Heller stated that Consent Agenda items numbered 1 through 4 would be considered. Dick Shellenberger moved to approve all of the items on the Consent Agenda. Jay Snyder seconded the motion. The vote, which included the two directors who participated in the meeting via conference call, was unanimous.

Following are the Consent Agenda items that were approved:

- 1. Minutes of February 4, 2015 Board meeting**
- 2. Technical Assistance Requests/Cancellations** (none were reported)
- 3. Nutrient Management Plan Approvals**
- 4. CBP Technician and Engineer Specialist Funding Requests**

Additional Business

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

2. Treasurer's Report

Gerald Heistand reviewed the reports and provided details on the newly purchased bond for the scholarship fund. The treasurer's report will be filed subject to audit.

3. Conservation Plans Acknowledgement

Jeff Hill reported that there was nothing unusual about the list of plans. Jay Snyder moved to acknowledge the Conservation Plans listed on page 13 of the mailing. Roger Rohrer seconded the motion. The vote, which included the two directors who participated in the meeting via conference call, was unanimous.

4. Budget and Finance Committee Report

Dan Heller informed the Board that the Budget and Finance Committee is asking to change check signers since Ken Meck was elected Chairman of the Board and is now an ex-officio committee member. Heller also reported that Chris Thompson and he had a meeting with Brad Reigner of Aquity CPA Services for guidance on how the District might change its financial reports to give a better read on the District's financial status. Brad Reigner has extensive experience with non-profit agencies. Dick Shellenberger moved to approve the change of removing Ken Meck and adding Kent Weaver as the 4th check signer. Roger Rohrer seconded the motion. The vote, which included the two directors who participated in the meeting via conference call, was unanimous. (The other three check signers are Dan Heller, Gerald Heistand and Chris Thompson.)

5. Personnel Committee Report

Sonia Wasco reported that Kevin Seibert has made a request for assistance to enter data into the new Practice Keeper database. Two options were reported with the recommendation that Carol Harnish be retained to do this work part time. Sonia Wasco moved to hire Carol Harnish back part time, after she officially retires, to do this work using Nutrient Management funds. Herb Kreider seconded the motion. The vote, which included the two directors who participated in the meeting via conference call, was unanimous.

6. DGR LVR Report and Project List

This item was moved to later on the agenda as staff needed additional time to process committee recommendations.

7. Chesapeake Bay Foundation Conservation Plan Development

Jeff Hill reported that this offer came to us from the Chesapeake Bay Foundation. They had an agreement with NRCS to hire an experienced planner. NRCS has not hired anybody at this point, and the Foundation is asking if the Conservation District could write the plans. Hill mentioned that if there are not a lot of other requirements, it would be a good fit for us. The plans need to be written to EQIP standards. The caution is that the District has about 60 other plans to work on at this time. Roger Rohrer moved that the District accept the proposal from the Chesapeake Bay Foundation to write the requested conservation plans, barring no red flags from staff. Dick Shellenberger seconded the motion. The vote, which included the two directors who participated in the meeting via conference call, was unanimous.

8. Historical Society Request to Share District History

Dick Shellenberger praised the Lancaster County Historical Society for their work and thought this is a good idea to preserve District history. Dick Shellenberger moved that the District donate the requested historical information (minutes and annual reports) to the Lancaster County Historical Society. Roger Rohrer seconded the motion. The vote, which included the two directors who participated in the meeting via conference call, was unanimous.

DGR LVR Report and Project List

Dan Heller directed the Board's attention back to Item #6. Matt Kofroth apologized for delaying the Board meeting as the Dirt and Gravel Road/Low Volume Road Committee had not finished their pre-Board meeting work by 7:30 PM. He mentioned that this was the first time that the committee worked with LVR funding. The committee reviewed 18 projects in 9 different municipalities that requested over \$800,000. A report of the 15 projects that the Committee recommended for approval was provided to meeting attendees. Herb Kreider moved to approve the projects listed on the handout as recommended by the Committee for a total of \$219,596. Dick Shellenberger seconded the motion. The vote, which included the two directors who participated in the meeting via conference call, was unanimous.

Reports/Information

1. Know Your District—Ombudsman Program

Shelly Dehoff, Ombudsman for the eastern part of PA, gave a presentation on her work. Shelly has been in the Ombudsman position for over twelve years. Dan Heller praised Shelly for a job well done.

2. E&S/NPDES Monthly Projects Report

Nate Kurtz reported that E&S project submissions have been steady. There was discussion on timber harvesting as to who works with the landowner.

3. Ag Compliance Coordinator Report

Kevin Seibert provided follow-up reports on two complaints:

Christian and Marlin Becker—Seibert reported that there is progress with a new storage being completed. There is other work remaining to be done which should not require District oversight.

Henry Miller—Seibert reported that progress has been made with the proper disposal of animal mortalities. A final inspection is scheduled for late spring.

4. Tree Sale Report

Matt Kofroth reported that the tree sale is scheduled for April 16, with a March 16 deadline for orders. Flyers will be sent out by mail, and there was a request that a pdf file be sent to all directors.

5. Banquet Committee Report

Chris Thompson reminded directors to RSVP for the banquet. Since auction donation items are a bit thin compared to last year, Board members were reminded that Kevin Seibert is still accepting donations.

6. Stroud Water Research Workshop

Chris Thompson reported that representatives from the Stroud Water Research Center will be at the Farm & Home Center next Thursday, March 12, at 8:00 AM, to continue discussion on streamside buffers. Streamside fencing and buffers will be an essential part for success with the “Get the Red Out” campaign.

7. Ethics Forms

Chris Thompson reminded voting directors that Ethics Forms need to be completed by May 1st.

8. Correspondence, News and Updates

The following correspondence, news and update items were covered:

- Boost your yard at Conservation District sale – LNP – February 26, 2015
- Official acceptance letter from PA Office of the Budget – 2013 Single Audit Report. (Gerald and Paula were complimented on a job well done.)
- TeamAg Invoice—Chris shared that when the government shut down NRCS offices in October 2013, some projects were in the middle of placing concrete. Don McNutt requested that TeamAg step in to provide oversight for a particular project. As a result, the District has an unpaid TeamAg bill of \$1,435. Since this was not a budgeted item, Roger Rohrer moved that the District pay the TeamAg bill. Dick Shellenberger seconded the motion. The vote, which included the two directors who participated in the meeting via conference call, was unanimous.
- Chris reported that the South Central PACD Regional meeting is scheduled for March 16, and it is open to all directors. RSVPs are needed by Friday.
- Chris informed the Board that on March 23, a few staff and directors are planning to visit two districts that are working with stormwater. The purpose is to gather information to see if this is something that Lancaster should become involved in.

Item #II.1

- The State Envirothon is scheduled for May 19 and 20 at University of Pittsburgh. Numerous judges are still needed for the event. Interested directors should see Chris or Sallie Gregory.
- The Governor's budget was discussed.
- Chris reported that Carol Harnish is retiring after 24 years with the District, with her final date set for March 25, 2015.

9. DEP Public Hearing Announcement—Perdue Grain & Oil Seed Facility

Chris highlighted the meeting time and date, Tuesday, March 31, 6:00 – 8:00 P.M., for this public hearing.

10. Other

Jeff Hill reported on an incident where a Plain Sect farmer was told by his municipality that for his building permit he could use an implemented conservation plan or spend \$15,000 on a stormwater plan.

Meeting Adjournment

At 9:03 PM, the Chair announced that the meeting was considered adjourned. There was no contest to his action.

Gerald M. Heistand
Recording Secretary