

Item II.1
**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
May 1, 2019**

The 805th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held on Wednesday, May 1, 2019, 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; Herb Kreider, Kenneth Meck, Jay Snyder, Robert Shearer and Sonia Wasco.

The following Associate Directors were present: Frank Burkhart, Darrel Becker and Kent Weaver.

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; and Kevin Seibert.

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

Chairman Dan Heller called the meeting to order at 7:37PM. Sonia Wasco provided the invocation for the meeting.

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

The following additions to the agenda were announced:

1. An executive session to be held at the end of the meeting.
2. An E&S Compliance Committee report as additional business to follow #8.
3. Several additional announcements.

Agency Reports

1. USDA, NRCS

Heather Grove reported that for this month there were no staffing changes. The NRCS report was on pages 1-3 of the Board mailing.

2. PA DEP Field Rep Report

Chris Thompson referred to pages 4 and 5 of the Board mailing packet to highlight the Manure Management Plan Writing Workshop Facilitator Training and the 2019 Nutrient Management Program Annual Conference to be held at the Farm & Home Center. The Chesapeake Bay Agricultural Planning Reimbursement Program had funds remaining so the deadline is being extended. The next SCC meeting is scheduled for May 14, 2019 and the PACD/SCC joint meeting will be July 17-18, 2019 in Williamsport.

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. It was noted that on page 12 of the April minutes, 2nd paragraph, the words "and presented" should be removed. Jeff Hill highlighted the fact that the Marcus Hoover Nutrient Management Plan is being presented for disapproval on the consent agenda. Hearing no further comments, Sonia Wasco moved to approve the Consent Agenda which included the amended minutes, the requests for Nutrient Management Plan Approval and the Marcus Hoover plan for disapproval. Bob Shearer seconded the motion. Motion passed unanimously.

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The Consent Agenda included the following approved items.

- #1 – Minutes of April 3, 2019 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**

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 the District has good cash flow at this time with \$377,000 in the General Operations fund and a total of \$366,000 in recently submitted invoices. The District used about \$12,000 from the Reserve Fund for the SWAT Program and funds were used from the Separation Fund to pay for separation benefits of the Ag Technician who went from full time to part time. In the D&G/LVR Program, about \$66,000 has been paid out to municipalities this past month. Nothing unusual was reported on the Income and Expense report.

3. Personnel Committee Request to Hire & Watershed Update

Sonia Wasco referred to the resume for Stacey Meyer that was provided to all Board attendees, and announced that the Personnel Committee is recommending Stacey as the candidate for the new Financial Manager position.

Chris mentioned that on Stacey's second interview, she presented herself with all of the skill sets that the committee was looking for. The interview committee included Gerald Heistand, Sallie Gregory, Dan Heller and Chris Thompson. Stacey is eager to learn more and has a passion to make a difference. Sonia Wasco moved that the Board hire Stacey Meyer as the new Finance Manager. Jay Snyder seconded the motion. Motion passed unanimously.

Chris reported that Nate Straw is helping Matt Kofroth with the Watershed Program, but the program can still use someone to be out in the field most of the time to expedite the implementation of riparian buffers. This new assistance would also be helpful to other conservation groups to promote buffers. Sonia Wasco moved to accept the Watershed Resource Technician job description as presented on pages 21 through 23 of the Board mailing and begin to advertise for a suitable candidate. Jay Snyder seconded the motion. Motion passed unanimously.

Chris reported that last year the District housed Craig Zemitis who assisted the District but was paid by Penn State Extension. Penn State Extension approached the District this year with the same offer. Craig would start in mid-May and be here until August. Sonia Wasco moved that the District hire Craig Zemitis as a summer intern. Bob Shearer seconded the motion. After further discussion and clarification, Sonia Wasco amended her motion to say that the District move forward to accept Craig Zemitis as a Penn State sponsored Summer Ag Intern who would assist the District with our work. Bob Shearer seconded the amended motion. The motion, as amended, passed unanimously.

4. Retirement Plan Committee Update

Kent Weaver reported that the Retirement Plan Committee, which consists of Dan Heller, Sonia Wasco and Kent Weaver, met before the Board meeting to review the District's 457 Retirement Plan that is offered to eligible staff members. Amy White, Fulton Financial Advisor's Account Officer, reviewed the plan with the committee. When the fund review presentation was completed, there was discussion and a unanimous decision to replace the Ivy International Core Equity fund (currently on the watch list) with another fund that had better performance and lower costs. There was also a unanimous vote to amend the plan to allow part time employees to contribute to the plan without employer match. Amy White will be providing a

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general financial session to all District staff on May 22, 2019 as part of Fulton's provided services. There will also be individual financial sessions provided on May 22, 2019 to staff members that are interested.

5. Ag Committee Report Bio Solids

Kevin Seibert reported that the District entered into a Biosolids Delegation Agreement several years ago. The State no longer provides funding for a delegation agreement, but the District stayed with the program to handle complaints related to biosolids. Currently, when we go out on a complaint, we are with a DEP representative. We have always been viewed as a common sense buffer on issues such as biosolids. After discussion, Jay Snyder moved that the District continue to provide complaint driven assistance to DEP, but that we withdraw from the Biosolids Delegation Agreement. Ken Meck seconded the motion. Motion passed unanimously.

6. Associate Director

Ken Meck referred to the Position Description and Nominee Questionnaire in the Board mailing. He requested that any potential candidates, for Associate Director, be forwarded to him. An Associate Director is asked to commit to attending at least eight Board meeting in a year. The following names have been mentioned as candidates: Deb Seibert, former Manheim Central Ag Teacher; Julie Barb, Water Quality staff member for Tyson Foods; and Ross Clubb, from Flyway Excavation and the Board of Directors were encouraged to reach out to the individuals.

7. Penn Vest Proposal

Chris Thompson mentioned that last month the Board of Directors was informed of the opportunity to test the potential with Penn Vest using the Elmer King Project. Since that time, we have learned that all projects submitted by TeamAg have been in the form of a grant (principal loan forgiveness). The proposed project submitted by TeamAg has been approved by the Penn Vest Board and the funding would go to the District, not the Foundation. Jay Snyder moved that the District sponsor the Elmer King Penn Vest Project and act as the funding recipient. Herb Kreider seconded the motion. Motion passed unanimously.

8. Spotted Lantern Fly Grant Extension

Chris Thompson reported that the District has moved forward with four outreach events and two training meetings. We are requesting an additional \$30,000 and an extension of time from June 1, 2019 to September 30, 2019. Sonia Wasco moved to request an additional \$30,000 and an extension of time from June 1, 2019 to September 30, 2019. Ken Meck seconded the motion. Motion passed unanimously.

9. E&S Compliance Committee

Nate Kurtz reported that the E&S Department has been working with Jay Stauffer on the construction of a new hog barn. A complaint was filed this year. There are photos in the file from 2017, but there was no follow-up with Mr. Stauffer in 2017. Approximately 2 acres were disturbed to construct the barn, but an NPDES permit was not obtained. The new barn project is complete, but the site has not been stabilized. Gully erosion persists due to runoff from the new hog barn. There have been four inspections in 2019. Ken Meck moved to call the owner in for an enforcement conference. Bob Shearer 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:

- National Association of Conservation District Annual Report 2018 – NACD.
- Newsletter – Creek Side News Spring 2019 – Mill Creek Preservation Association.
- Farm tour with Keith Campbell Foundation – Thanked directors.
- Coryza Bird Flu – phone call on Friday, April 26, 2019.
- Donegal Fish Kill.

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- Legislators meeting on May 2, 2019 is cancelled – New date is being considered.
- Pamphlet – Pipeline Safety Bulletin 2019 – Pennsylvania One Call System, Inc.
- Journal of Soil & Water Conservation – Looking for agricultural water quality protection practices: Denitrifying bioreactors – NOV/DEC 2017.
- Letter – PPL Community Roots – Trees available for 2020 through PPL Community Roots – April 8, 2019.
- Newsletter – 2019 Spring Highlights – Lancaster Farmland Trust.

2. E&S/NPDES Monthly Projects Report

Nate Kurtz reported that the E&S Monthly Report is typical for this month.

3. Banquet Committee Report

Chris Thompson referred to the banquet committee report on page 29 stating that we will carry forward \$1,600 from the 2019 banquet.

Additional Comments:

Jeff Hill reported that the Ag Department is working through some issues with the Steve Fisher Operation. The Operation will be sold in the near future, but there is a problem with the manure storage. There was discussion about the need to manage storage in order to keep a freeboard of six inches.

Kevin Seibert reported that there is an important training being offered by the Right to Know Office relative to the PA Sunshine Law. Kevin suggested that the chair and vice-chair of the Board should attend the training or obtain notes from the presentation. One subject to be covered is the proper and improper use of executive sessions at public meetings.

Chris Thompson mentioned that at the beginning of the year, the Board of Directors chose July 3, 2019 as the meeting date for July. A suggestion was made to change the July meeting to July 10, 2019 or do a short conference call. Ken Meck moved that the July Board meeting be advertised and changed to July 10, 2019. Bob Shearer seconded the motion. Motion passed unanimously.

Ken Meck commented that he would like to see Agency publications address how organic farming needs to maintain conservation practices. Ken also requested clarity regarding the issues surrounding the use of Roundup herbicide.

At 9:25pm Chairman Dan Heller requested that the Board go to Executive Session for an update on a legal matter. At 9:38pm the Board reconvened.

Chairman Dan Heller officially adjourned the meeting at 9:38PM.

Gerald M. Heistand
Recording Secretary