

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
May 2, 2018**

The 794th regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, May 2, 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, Ken Meck, Dick Shellenberger, Jay Snyder, and Sonia Wasco.

The following Associate Directors were present: Darrell Becker, Frank Burkhart, Ernest Orr, Jr., 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; Matt Kofroth, Watershed Specialist; Veronica Robbins and Liz Deming, E&S Resource Conservationists; and Kim Dugan, Secretary/Receptionist.

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

Chairman Dan Heller called the meeting to order at 7:36 PM, and Sonia Wasco provided the invocation for the meeting.

Chris Thompson introduced Kim Dugan, District Secretary/Receptionist, and Nate Kurtz introduced Veronica Robbins and Liz Deming, new E&S Technicians. The Board thanked Kim for her efforts providing the snacks at the Board meetings.

Chris Thompson announced that the only additions to the agenda would be some additional correspondence.

An opportunity was given for public comment.

Agency Reports

1. USDA, NRCS

Heather Grove, District Conservationist, reported that Josef Corso's last day was Friday. He will be working with the New Jersey US Fish and Wildlife Service. NRCS is still in the process of filling vacancies here in the Lancaster Field Office.

2. PA DEP Field Rep Report

Chris Thompson referred to the May 2018 DEP Conservation District Field Rep Talking Points that were included in the mailing packet: He highlighted that with the new NPDES permits a key item to note is that there are no changes to the winter application of manure permit conditions. The Mariner East 2 Pipeline Corridor funds are now available to municipalities, county conservation districts, incorporated watershed associations, educational institutions and non-profit organizations that are situated along the pipeline. Meeting dates were also reviewed.

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Consent Agenda

Chairman Dan Heller gave opportunity for directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Hearing none, Dick Shellenberger moved to approve the Consent Agenda, which included items numbered 1—4. Ken Meck seconded the motion. Motion passed unanimously. The Consent Agenda included the following items.

- #1 – Minutes of April 4, 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.

2. Treasurer's Report

Gerald Heistand referred to the Balance Sheet on page 13 of the mailing and mentioned that there were no account balance changes greater than \$100,000, compared to last month. Heistand noted that since the middle of last year, the E&S and Nutrient Management Program balances have been steadily declining and will probably continue to do so over the next few months. All of last year's requested funds have been received, and the District has just requested over \$325,000 in funds that were spent in the January to March quarter. These reimbursements should start to come in by the end of the month. On the Income and Expenses report, Heistand explained that there is a net positive income figure on the Separation/Reserve accounts due to the addition of the LCCD Reserve Health Account. The treasurer's report will be filed subject to audit.

3. Personnel Committee Report

Sonia Wasco reported that, as stated in the Board mailing, Zachary Fry is no longer available to fill the Assistant Watershed Specialist position. Therefore, the committee agreed to offer the position to the second top candidate, Nate Straw. Nate will take on the new Assistant Watershed Specialist position in mid-May, as he currently has Ag work to complete.

Sonia Wasco also stated that there are now three open Ag positions. The Personnel Committee recommends advertising for one Ag Compliance Specialist position and for one of the two Ag Conservation Technician positions. Chris Thompson mentioned that we are leaving an Ag position open in case we decide to drop one of the SWAT positions, since they currently do 100% of NRCS work, but the District is only reimbursed for 75% of their salary and benefits costs.

Sonia Wasco moved to approve the hiring of Nate Straw for the Assistant Watershed Specialist position, and to move ahead with advertising and interviewing to fill the vacant Ag Compliance Specialist position and an Ag Conservation Technician position. Ken Meck seconded the motion. Motion passed unanimously.

4. Pension Plan Committee

Gerald Heistand informed the Board that the Retirement Trustee Committee meets annually with Fulton Financial Services Plan Account Officer, Amy White. The Trustee Committee is responsible to make sure that the plan is managed in a way that serves the best interests of District employees. The Plan Administrator was advised that he should keep minutes of these meetings to assist the committee in covering their fiduciary responsibilities for plan review

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Kent Weaver reported to the Board that a review of the fees charged shows that the District's plan is in line with industry benchmarks, and the plan has performed well for District employees in 2017. Sonia Wasco indicated that, based on the committee's review of the plan, no further changes are needed at this time. Dan Heller mentioned that he has formal training in the area of finances, and based on the reports that the committee reviewed, the District has an excellent retirement plan set up. As Plan Administrator, Heistand indicated that he is able to operate more efficiently than when we were with the former retirement company. He also mentioned that Fulton provides an annual update meeting for all staff, and offers to sit down one-on-one with individual staff that make the request. Fulton also engages staff using electronic media education, occasional webinars, and a Smart Plan module that each employee can access on their account portal. The District's vesting schedule was reviewed at the meeting, and no changes are being requested.

5. Scholarship Committee Report

An Ann Brown Scholarship handout report, that listed the top four scholarship candidates, was provided to meeting attendees. Sonia Wasco reviewed each of the winning candidates (Alexis Jennifer Jackson, Daniel Lee Shupp, Cody Lloyd Reiff, and Holly Musser) for the Board. She said that these scholarships only provide \$1,000 for the student's first year of study.

The Scholarship Committee had a discussion on the day of the interviews to look at the possibility of changing the criteria to provide one \$4,000 four-year scholarship, instead of providing \$1,000 to four different students. The feeling was that giving \$4,000 over a four year period seems more relevant in today's economy, than to provide a one-time award of \$1,000. Wasco mentioned that any Board member with any other ideas should share their idea with one of the Scholarship Committee members. She referred to a chart on the backside of the handout report that showed how this transition could be made over the next four years. With the banquet auction and bond interest, we only have \$4,000 to work with each year because the committee has been charged to avoid dipping into the scholarship principal. The committee would appreciate hearing from anyone with an idea of how we could increase the principal of the scholarship fund.

Sonia Wasco moved that the Board accept the proposed four scholarship applicants for 2018. Ken Meck seconded the motion. Motion passed unanimously. On a follow-up question of how the candidate is chosen, it was explained that the committee uses a scoresheet that weights numerous aspects of what was submitted on the application as well as how the candidate does in their interview. Financial need is not one of the criteria.

6. Watershed Specialist Contract

Matt Kofroth reported that it is time to update the Watershed Specialist contract. As with some other contracts, DEP is moving from a two year to a five year contract, and it needs to be submitted electronically. The state is authorizing up to \$45,250 for the position. Chris Thompson recommended that, since Lancaster District voted to expand our watershed work, the Board should request that we be funded for an additional position. After Thompson read part of the letter to be sent to DEP, Ken Meck moved that the Board ask DEP to fund a second Watershed Specialist position. Dick Shellenberger seconded the motion. Motion passed unanimously.

7. LVR QAB Report

Herb Kreider reported that the Low Volume Road Quality Assurance Board (LVR QAB) Committee met before the Board meeting to review five submitted projects. He referred to a handout that was provided to all meeting attendees listing the five projects (Earl Township–Cabin Road; Lititz Borough–West Lockup Lane; East Cocalico Township–Buzzard Road and Indiandale Road; and City of Lancaster–North Christian Street). The committee is recommending that the three municipalities be granted funding for their four projects, and that the remaining funds of \$133,219.64 be granted to the City of Lancaster for their larger project. Chris Thompson mentioned to the Board that the committee does a thorough job of vetting each project. Herb Kreider moved to approve the report of the LVR QAB with the granted amounts as listed on the committee report handout. Jay Snyder seconded the motion. Motion passed unanimously.

8. Ag Fee Schedule Revision

Kevin Seibert reported that he did not receive any comments from the Board concerning the ag fee structure for database information requests not subject to Right-To-Know (RTK) requests. Chris Thompson clarified that if the request is for a report out of PracticeKeeper that has not yet been programmed, the information is not subject to the requirements of a RTK request. Ken Meck moved to approve the District Ag Services Fee Schedule as presented in the mailing. Robert Shearer seconded the motion. Motion passed unanimously.

9. Ag Compliance

Robert Shearer reported on the Roy E. Stoltzfus concern where the owner cleared 1 acre of wooded area to create pasture. The District has been contacted and the landowner has agreed to install the Best Management Practices. The Ag Compliance Committee recommends that on the next follow-up visit (May 12), if the operation is not totally compliant, that it be sent to DEP the following Monday. Dick Shellenberger moved to follow the recommendation of the Ag Compliance Committee. Sonia Wasco seconded the motion. Motion passed unanimously.

10. Nutrient Management SCC Referral

Jeff Hill reported that Samuel Kauffman, of Drumore Township, has been on the District's follow-up list for several years. SCC has been involved with this case, because the farmer was not following his Act 38 plan. When Nate Straw did a May 1st follow-up visit, he noted that there was progress with implementing and following the Nutrient Management Plan. Director Herb Kreider had made a contact with Mr. Kauffman to underline the importance of making some positive moves. The Committee is interested in making sure that the right thing continues to be done; so they recommend that a referral be sent to the SCC, not as a violation, but as a concern to make sure that we continue to have positive action. Robert Shearer moved that the Board give Jeff Hill approval to send a letter to the SCC outlining the Committee's concern that the project continue to move forward. Herb Kreider seconded the motion. Motion passed unanimously. There was clarification that District staff will continue to be involved with the landowner.

Reports/Information

1. Correspondence, News and Updates

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

- Thank you Letter – from Secretary Russell Redding – for opportunity to speak at Lancaster County Conservation District's annual banquet – April 4, 2018

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- News Article – Conservation District Week Coincides With Earth Day – Lancaster Farming – April 14, 2018
- Proclamation – Conservation District Week, April 15-21, 2018 – issued by Lancaster County Commissioners
- 2017 Annual Report – National Association of Conservation Districts (NACD)
- Brochure – Clean water grows on TREES – Keystone 10 Million Trees Partnership Event – List of speakers and speaker themes.
- Program and Award Recipients – Governor’s Awards for Environmental Excellence – April 24, 2018 – (In Lancaster County, Pequea Creek Watershed Association was recognized for the Big Beaver–Esh Stream Restoration Project.)
- AER Aggregates manufactures lightweight aggregate from recycled glass waste. Samples were passed around the room.

2. E&S/NPDES Monthly Projects Report

Nate Kurtz reported that the number of plans coming in this year is similar to last year; however, the fees collected are down slightly. Staff are tracking stormwater legislation that is looking at how to handle high tunnel structures on farms.

3. Banquet Committee Report

Chris Thompson referred to the report in the mailing and mentioned that staff are open to any ideas that directors may have for next year’s banquet.

4. Outstanding Cooperator Committee Update

Jeff Hill reported that directors on the Outstanding Cooperator Committee should look for an email that will soon go out to the committee to schedule a date and time to meet and review the candidates for the 2019 award.

Additional Public Comment:

The good news of returning Bay grasses was highlighted.

The PACD conference is coming to Lancaster in July, so we will want to be open to helping with local tours.

Expect the tree sale report to be in the next mailing packet.

Chris Thompson reviewed the dates that were listed on the bottom of the agenda.

Chairman Dan Heller officially adjourned the meeting at 9:14 PM.

Gerald M. Heistand
Recording Secretary