

**LANCASTER COUNTY CONSERVATION DISTRICT  
BOARD MEETING MINUTES  
May 4, 2016**

The 772nd regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, May 4, 2016, 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; Robert Shearer, Vice-Chairman; Dan Heller, Treasurer; Herb Kreider, Roger Rohrer, Dick Shellenberger, Jay Snyder, Sonia Wasco and Commissioner Craig Lehman.

**The following Associate Directors were present:** Darrell Becker, Frank Burkhart, Lisa Graybeal, Gregory Strausser and Kent Weaver.

**The following District Staff were present:** Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Ag Program Manager; Kevin Seibert, Ag Compliance Coordinator; and Nate Kurtz, E&S Program Manager.

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

Chairman Ken Meck called the meeting to order at 7:33 PM, and Sonia Wasco provided the invocation for the meeting.

There were no guests to be introduced at the meeting.

The following additions to the agenda were announced:

1. Bios of the proposed employee applicants would be passed around.
2. The Personnel Committee is planning to call for an Executive Session at the end of the meeting.

Opportunity was given for public comment. None was offered.

**Agency Reports**

**1. USDA, NRCS**

The NRCS report was provided in the mailing. Heather Grove had nothing to add to the report.

**2. PA DEP Field Rep Report**

The May 2016 DEP Conservation District Field Rep Talking Points were provided in the mailing packet. Chris Thompson highlighted the Bay Program Funding Announcement, on page 4 of the mailing, and noted that figures for Ag Technician and Engineer funding support have been static for several years.

Chairman Ken Meck requested that Robert Shearer, Vice-Chairman, take over the meeting.

**Consent Agenda**

Vice-Chairman Shearer gave opportunity for directors to withdraw any of the items from the Consent Agenda for additional discussion. Hearing none, Sonia Waco moved to approve the Consent Agenda which included the four items listed below. Roger Rohrer seconded the motion.

## Item #II.1

Motion passed unanimously. To avoid a conflict of interest, Dan Heller abstained from voting and Ken Meck excused himself from the meeting for the vote.

The Consent Agenda included the following items:

- 1. Minutes of April 6, 2016 Board meeting**
- 2. Technical Assistance Requests/Cancellations**
- 3. Nutrient Management Plan Approvals**
- 4. Conservation Plans Acknowledgement**

Following the Consent Agenda, Chairman Ken Meck returned to the meeting and resumed chairmanship.

### **Additional Business**

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

#### **2. Treasurer's Report**

Gerald Heistand reported that total assets changed very little from last month's report. The E&S fund increased \$28,000 this past month, and \$77,000 was provided to municipalities for Dirt and Gravel Road and Low Volume Road projects. On the Income and Expense report, the General Operations negative year-to-date is due to some of the reimbursements being behind schedule. Heistand reported that two auditors were on-site for most of the week, and no issues have been brought to the staff's attention at this point. The treasurer's report will be filed subject to audit.

#### **3. Personnel Committee—Requests to Hire**

Sonia Wasco reported that the Personnel Committee met earlier in the evening to discuss staffing changes. Jenn Ledwich will be going on maternity leave, and Evan Martin will be taking over as Assistant E&S Program Manager on May 19, 2016, which is the date of his two year anniversary with LCCD. The committee is bringing five strong candidates to the Board in a request to hire, three for the Ag program and two for the E&S program. The E&S program had only advertised for one, but two qualified candidates rose to the top. Thirty eight resumes were submitted, and each department interviewed their top five candidates.

The Personnel Committee reviewed the status of health care, is taking a look at salary caps, and is looking to provide additional stepping stones for technicians to acquire salary bumps. Sonia Wasco moved that the District hire the five recommended candidates: Caitlyn Pool, Kathryn Clark, Madolyn Klein, Emily Broich and James Fricke. Dick Shellenberger seconded the motion. Motion passed unanimously. Wasco mentioned that two other personnel matters needed to be addressed in Executive Session.

#### **4. Scholarship Committee Report**

Sonia Wasco reported that the Scholarship Committee had another good year of candidates to interview. Eight scholarship applications were received, and all eight were interviewed. The committee is looking to grant four scholarships as permitted by the 2016 budget. Roger Rohrer moved to accept the recommendation of the Scholarship Committee to offer a \$1,000 Ann Brown Scholarship to the following four students: Brittany Keener, Marissa Kopp, Katherine Lakehart, and Anthony Vozzella. 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:

- Thank you note – from 2016 Conservation Educator Award recipient, Kristen Rychener.
- Auditor Engagement Letter – from Zelenkofske Axelrod LLC, to LCCD Board of Directors, April 18, 2016.
- News Article – Letter to Editor – Bay ‘Reboot’ Requires Conservation Districts to Choose – Lancaster Farming, April 30, 2016

### **2. E&S/NPDES Monthly Projects Report**

Nate Kurtz referred to the E&S report that was provided as a handout at the meeting, and he told the Board that there may be some enforcement cases to deal with in the future.

### **3. Pension Plan Update**

Gerald Heistand referred to several changes that the committee is asking PA Retirement Solutions, Inc. (PARS) and Fulton Financial Advisors to incorporate into the new and updated retirement plan: 1) automatic enrollment, 2) eligibility as soon as probationary period is completed, and 3) use of a target default investment fund based on the employee’s retirement age. Chris Thompson listed several general benefits as 1) staff have lower base fund fees and the per employee fee will now be paid by the District, 2) Fulton is a well-known local company, and 3) better overall service. Heistand mentioned that when PARS and Fulton Financial Advisors reviewed the draft committee recommendations, both felt that in our situation, spousal consent is not needed for a funds withdraw request. However, spousal consent is needed on the beneficiary form anytime the spouse is not listed as the sole beneficiary. Dan Heller, chair of the Pension Committee, thanked Gerald Heistand for his detailed work on this project.

### **4. NFWF Grant Application**

Chris Thompson reported that the RCPP grant with NRCS as one of the partners was not approved. The State partners who worked on submitting the grant feel that it has potential with some innovative ideas, so they decided to submit it through NFWF. The target watershed is Fishing Creek, and a letter of support has been submitted.

### **5. PA Bay Program—Agreement/Delegation**

Chris Thompson reported that all directors should have received a draft copy of the Chesapeake Bay Agricultural Inspection Program SOP as part of the Board mailing. There are four or five districts that have voted to not participate with this new requirement. Kevin Seibert mentioned that we will only be visiting farmers for which we do not have records. He also shared about the two farm visits that were conducted with DEP as a test run to work out any issues. A copy of the inspection checklist was included in the mailing. Walking over the farm is not required, but we are still pursuing liability protection as part of our agreement, similar to the 102 program.

### **6. Banquet Committee Report**

Chris Thompson referred to the report on page 21 of the mailing and thanked everyone who participated in the auction to support the scholarship fund. It was a good banquet where several award recipients thanked the district for assisting them.

**7. Tree Sale Update**

Chris Thompson reported that a full tree sale report will be provided at a future meeting. Jay Snyder was thanked for assisting with the sale all day. Thompson noted that the tree sale is not a big money maker, but it is great for building community support and awareness.

**8. Envirothon Update**

Chris Thompson displayed the Envirothon tee-shirt pointing out the event sponsors. The JR Envirothon was held today (May 4) and the Senior High Envirothon will be held tomorrow (May 5). In the future, there are hopes of starting a Junior High Envirothon for 7<sup>th</sup> and 8<sup>th</sup> graders.

**9. RTK Informational Update**

Kevin Seibert reported to the Board that the DEP Attorney has now responded with the decision that our Ethics Forms are open record and available for public review; however, the District should contact DEP with any request that we receive.

**Additional Comments:**

Chris Thompson reviewed the following dates to remember.

- 5/4—Junior Envirothon at Lancaster County Park
- 5/5—Senior Envirothon at Lancaster County Park
- 5/20—RC&D Meeting in York, 9am—12pm
- 5/24&25—PA State Envirothon at Susquehanna University
- 5/30—Memorial Day Holiday – Office Closed

It was reported that Robert Shearer is a new grandfather, Gerald Heistand got a new car, and Sonia Wasco purchased a home in the Welsh Mountains that is surrounded by 1,000 acres of open space.

At 8:45 PM, Chairman Ken Meck called for an Executive Session for Board members to discuss Personnel Committee matters. During that time the Board discussed matters exempt from these minutes. Chairman Meck called the meeting back to order at 9:00 PM. Sonia Wasco moved to approve the Personnel Committee report concerning items dealing with salary and benefits. Roger Rohrer seconded the motion. Motion passed unanimously.

**Meeting Adjournment**

Robert Shearer moved to adjourn the meeting at 9:05 PM. Roger Rohrer seconded the motion. Motion passed unanimously.

Gerald M. Heistand  
Recording Secretary