

Item II.1

**LANCASTER COUNTY CONSERVATION DISTRICT  
BOARD MEETING MINUTES  
April 4, 2018**

The 793rd regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, April 4, 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, Roger Rohrer, Dick Shellenberger, Jay Snyder, and Commissioner Craig Lehman.

**The following Associate Directors were present:** Frank Burkhart, Lisa Graybeal, Robert Wagner, and Kent Weaver.

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

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

Chairman Dan Heller called the meeting to order at 7:30 PM, and Bob Shearer provided the invocation for the meeting.

Chris Thompson introduced the following guests:

1. Allyson Gibson, a District employee whose job is monitored by the Clean Water Partnership committee.
2. Nathan Hedemark, a boy scout who was attending as part of his scout activities. His father, Ed Hedemark also attended the Board meeting.

The following additions to the agenda were announced:

1. Clean Water Partnership Program to be covered before the Consent Agenda
2. E&S Program need for overtime work as part of the Personnel Committee report
3. Update on the no-till tobacco planter program

An opportunity was given for public comment.

Chris Thompson mentioned that Sonia Wasco was not at the meeting due to the passing of her brother. A card was circulated for Board members to sign.

**Agency Reports**

**1. USDA, NRCS**

Heather Grove, District Conservationist, informed the Board that Lancaster has filled the Program Assistant position. Meeghan Orr started on Monday, April 2<sup>nd</sup>. She has a BS in American Studies from Penn State and is very interested in learning about Lancaster County agriculture. There was discussion on the fact that there is decreased federal funding; however, with fewer applications for funds, there should still be a good chance that most applicants will receive funds.

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### **2. PA DEP Field Rep Report**

Chris Thompson highlighted several items in the April 2018 DEP Conservation District Field Rep Talking Points that were included in the mailing packet: Remaining funds with the Ag Planning Reimbursement Program, Changes with the Watershed Specialist Program, the PACD Leadership Development Program, and reminder that Ethics forms are due May 1<sup>st</sup>.

### **Clean Water Partnership**

Chris Thompson provided background information on the Clean Water Partnership, and then introduced Allyson Gibson, the new Clean Water Partnership Coordinator. Allyson thanked the Board for the opportunity to lead this effort. She reported that being housed with the District has enhanced her ability to learn a considerable amount of information in a short period of time. She mentioned that part of her job is to find the experts and bring them to the table so efforts can be coordinated. Board members were invited to the Lancaster Chamber's June 1<sup>st</sup> meeting where Allyson will be presenting.

### **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 that there were none to be removed, Heller requested a motion to approve the Consent Agenda.

Dick Shellenberger moved to approve the Consent Agenda, which included items numbered 1—4. Robert Shearer seconded the motion. To avoid the appearance of a conflict of interest, Ken Meck abstained from voting. Motion passed unanimously. The Consent Agenda included the following items.

- #1 – Minutes of March 7, 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 reported that on March 20, the \$200,000 "borrowed" from the Unassigned Reserve Account to sustain operational cash flow was returned, as most of the larger reimbursements have been received. The Activities balance is higher than normal, as tree orders have been received, but nurseries have not yet been paid. On the Income and Expense report, Heistand referred to the negative figure in the Grants travel line to say that this is an adjustment to remove expenses that were charged last year. For the Exelon program travel expenses are not reimbursed directly. Those expenses come out of the administrative 5% figure. The interest paid by the state INVEST program has risen to 1.5%, so we are over budget with interest income. Also, the District received notice that the Line of Credit rate at Union Community Bank has increased to 4.75%. There were no questions on the treasurer's report. The treasurer's report will be filed subject to audit.

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

Chris Thompson referred to the Personnel Committee handout and the write-up on page 16 of the mailing. The recommendation for the Summer internship position is Mitchell Gochnauer, and his resume was part of the mailing packet.

For the Assistant Watershed Specialist position, Thompson reported that the District received over 30 applications, and interviewed seven candidates, all of who would be capable of doing the work. The committee agreed to recommend hiring Zachary Fry. His resume was circulated at the meeting. Zachary, from York County, received a high recommendation from his existing employer.

Thompson reported that when the two E&S Technicians, Evan Martin and Samantha Gordon, resigned, they left a big void; however, the District found two individuals that have some experience with inspection work. They have been on staff for a week and are doing a great job. To help the remaining staff with the increased workload, administration is proposing that the seasoned staff be allowed to earn overtime. The suggested guideline is to allow each staff person to earn up to ten hours of overtime per week, or they could choose to earn comp time at time-and-half whenever they work more than 40 hours in any week. Policy is that comp time is to be used soon after it is earned, but in this case staff would be allowed to use it later in the year when new staff are up and running. This overtime guideline for E&S Techs will be revisited in two months, to determine if it should be extended. The question was posed as to whether the additional funding needed to pay the overtime can come from the existing budget. Administration will research this question.

Jay Snyder moved to hire the intern, Mitchell Gochnauer, as presented in the mailing. Roger Rohrer seconded the motion. Motion passed unanimously.

Dick Shellenberger moved that the District hire Zachary Fry as the Assistant Watershed Specialist, as presented in the meeting handout. Robert Shearer seconded the motion. Motion passed unanimously.

*(Update: Zachary Fry declined the District's offer for employment and the committee recommended offering the position to the runner up candidate and current Ag Tech employee, Nate Straw.)*

### **4. Data Request & Draft Service Fee Policy**

Kevin Seibert reported that from time-to-time the District receives requests for information from PracticeKeeper where there is not a programmed report. This is different from a Right-to-Know request where the information can be pulled from existing files, or pulled from the computer as a programmed report. There is a cost to generating this kind of information and the administration has requested revising the Ag Fee Schedule to include computer programming costs. Since the Ag Services Fee Schedule is a District Policy document (last updated June, 2014), it will be brought back to the Board at the next meeting for Board action.

### **No-till Tobacco Planter Program**

A 2018 No-Till Transplanter Update handout was provided to all meeting attendees. Chris Thompson reported that the NFWF/Altria sponsored program has been a great success story. On a per acre basis, tobacco is a highly erodible crop. A no-till planter for tobacco was developed as part of a cropping system to decrease the erosion potential of the crop. The NFWF grant paid for planter development and labor to promote and provide technical assistance on the planter's use.

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Due to District liability issues of owning this equipment, the Board voted to donate the planter to Penn State, so it could be operated under their insurance policy. As long as Dennis Eby is an employee of Penn State while overseeing the planter's operation, we can cover our liability concerns. The purpose of this item is to make the Board aware that plans are to continue with this program in 2018. Board members were told that any concerns about this program should be voiced before the start of the growing season.

### **Reports/Information**

#### **1. Correspondence, News and Updates**

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

- Thank you Notes – from 3rd grade classes at Bucher Elementary School – to Sallie Gregory – following 8 classroom presentations – March 6, 2018
- Thank you Letter – to Lancaster County Conservation District – from Lancaster County Conservancy – Water Week 2018 Sponsorship Acknowledgement – March 22, 2018
- Governor's Award for Environmental Excellence 2018 Letter – from Patrick McDonnell, PA DEP Secretary – to Pequea Creek Watershed Association informing them that they were selected to receive a 2018 Governor's Award for Excellence for their "Big Beaver-Esh Stream Restoration" project – March 20, 2018
- News Article – Lancaster County Conservation District 67<sup>th</sup> Awards Banquet – The Lititz Record – March 22, 2018
- News Article – Conservation District Honors Local Stewards of Natural Resources – Lancaster Farming – March 24, 2018
- News Article – Plain Sect Becoming More Involved in Bay Conversation – Lancaster Farming – March 24, 2018
- News Article – Groups Consider Ways to Help Stressed Dairy Farmers – Lancaster Farming – March 24, 2018 (Lisa Graybeal added that Lancaster Farming will provide inserts over the next six weeks.)
- Thank You Letter – from Governor Tom Wolf – to Chris Thompson for attending the Cabinet in Your Community Event at Elizabethtown College – March 27, 2018
- USDA – NRCS – Public Invited to Pennsylvania State Technical Committee Meeting April 18<sup>th</sup>
- Building a Community Clean Water Toolbox – PA Watershed Implementation Plan (WIP) – Local Planning Process Stakeholder Meeting

Chris Thompson elaborated on the PA Watershed Implementation Plan (WIP) to say that it places a lot of emphasis on Lancaster County to help meet the PA goals. Roger Rohrer mentioned that he has been on the forestry committee section for the WIP, where a lot of emphasis is being put on buffers. The question being asked at this time is whether we can target particular stream sections to get maximum results. When promoting buffers it was noted that the risk of economic loss is not as risky as with many other BMPs. Moving forward, one of the keys may be to consider funding the maintenance or support of the BMP.

- LCCD Annual Reports were made available.

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

Chris Thompson mentioned that E&S revenue is down when compared to last year, as we had some big pipeline projects last year.

### **3. Tree Sale Report**

Chris Thompson reported that there are over 500 tree orders to distribute on April 12, and it is an opportunity to reach out to the community. Staff can always use extra help.

### **4. Compliance Inspection Update**

Kevin Seibert reported that the program is moving along. The District lost Kate Bresaw, but she concentrated on completing all of her inspections before she left. There will be extra work where some of her visits require follow-up. Thompson reported that there are five districts that decided to opt out of doing compliance checks. We just signed the new contract with the Ag Preserve Board for 2018, so there may be a chance to coordinate compliance checks with Ag Preserve Board work.

### **Additional Public Comment:**

Gerald Heistand thanked the Board for supporting the Scholarship Auction at the Banquet. He reported that \$1,867.00 was raised which, in addition to interest from the bonds, will allow the District to present four scholarships this year. The end of March was the cutoff for scholarship applications, and the District received eleven applications.

Gerald Heistand and Kevin Seibert reported that the Open Records Office is now accepting information and requests electronically. Therefore, our Right to Know (RTK) policy on the website needed to be revised to reflect those changes, as well as a change of address for the Open Records Office. Directors were encouraged to review the updated RTK policy on the LCCD website.

Heistand also reminded the Pension Trustees (Sonia Wasco, Dan Heller, and Kent Weaver) of their annual meeting scheduled for May 2<sup>nd</sup>, prior to the Board meeting, at 6:30 PM.

Chris Thompson reviewed the dates at the bottom of the agenda and highlighted Conservation District Week, April 15-21.

Chairman Dan Heller officially adjourned the meeting at 8:59 PM.

Gerald M. Heistand  
Recording Secretary