

Item II.1

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
June 6, 2018**

The 795th regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, June 6, 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, Sonia Wasco and Commissioner Craig Lehman.

The following Associate Directors were present: Lisa Graybeal, Gregory Strausser, Robert Wagner 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; and Nate Kurtz, E&S Department Manager.

The following Cooperating Agency representatives were present: Heather Grove, Natural Resources Conservation Service, and Elwood Blake, PA DEP.

Chairman Dan Heller called the meeting to order at 7:33 PM, and Robert Shearer provided the invocation for the meeting.

There were no guests to be introduced at the meeting.

Chairman Dan Heller announced the following additions to the agenda:

- Item II.3—Updated list of Nutrient Management Plans for Approval
- An Executive Session to receive a Personnel Committee report will be held at the end of the meeting.

An opportunity was given for public comment.

Agency Reports

1. USDA, NRCS

Heather Grove, District Conservationist, reported that they have obligated a little fewer than 1.2 million dollars in funding at this time.

2. PA DEP Field Rep Report

Elwood Blake referred to the June 2018 DEP Conservation District Field Rep Talking Points that were included in the mailing packet and mentioned that DEP is now accepting Bay Technician and Engineer applications which are due at the end of the month. New this time is that they are three year agreements. Chris Thompson informed the Board that the funding, which is the same as last year, covers salary and salary related benefits of the technicians, but it does not pay for any administrative support staff time. In addition, the limited administrative funding provided by this grant only covers part of overhead expenses, such as rent, insurance, professional services and general supplies.

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Growing Greener Grant applications are now being accepted which will provide \$20 million in Pennsylvania for projects that improve water quality. CDFAP applications are now being accepted for the 2018/2019 fiscal year. This grant provides limited funding for the District Manager and one technician. On page 4 of the mailing, the NMP and D&G/LVR allocations are listed, which are similar to last year for Lancaster. Counties that do not spend their D&G/LVR funding will receive a lower allocation. Elwood Blake concluded his report by mentioning that the local DEP office will soon be closing. Employees may be relocated to Reading or Harrisburg.

Consent Agenda

Chairman Dan Heller announced that staff requested that the Nutrient Management Plan Approval List, Item II.3, be removed from the Consent Agenda. It will be addressed as Item III.1 under New Business.

Dick Shellenberger moved to approve the Consent Agenda without Item II.3. Ken Meck seconded the motion. Motion passed unanimously. The Consent Agenda included the following approved items.

- #1 – Minutes of May 2, 2018 Board meeting**
- #2 – Technical Assistance Requests/Cancellations**
- #4 – Conservation Plans Acknowledgement**

Additional Business

1. Nutrient Management Plan Approval List

An updated list of Nutrient Management Plans for Approval was provided to all meeting attendees. Herb Kreider moved to approve the new updated list of seven Nutrient Management Plans. Roger Rohrer seconded the motion. Motion passed unanimously. To avoid the appearance of a conflict of interest, Robert Shearer abstained from voting.

2. Treasurer's Report

Gerald Heistand referred to page 13 of the mailing and mentioned that we have healthy fund balances at this time, as most of the balances are greater than last month. The Reserve "CAD Software" Account of \$12,410 has dropped from the list as it was used to pay for a three year subscription plan. The District has now received all of the funds available with the first 5-year D&G/LVR agreement, and we currently have about \$200,000 in accounts receivables. On page 15, Heistand commented on the net income figures of the six District class category columns. The treasurer's report will be filed subject to audit.

3. Personnel Committee Report

Sonia Wasco reported that Administration interviewed candidates and found three which they felt could fill the Ag positions. Francesca DePrator and Samantha Todt continue to be interested; however Nathaniel Fricke did not accept our offer. Resumes of Francesca and Samantha were provided to Board attendees. Sonia Wasco moved that the District hire Francesca DePrator as a Compliance Specialist and Samantha Todt as an Ag Conservation Technician. Roger Rohrer seconded the motion. Motion passed unanimously. It was reported that they are expected to start on June 18, 2018.

The second item brought to the Board by the Personnel Committee was the draft Political Activity Policy as presented in the mailing. Chris Thompson mentioned that we are being proactive, as there are no issues with any staff at this time. This item will be voted on at a future Board meeting.

Reports/Information

1. Correspondence, News and Updates

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

- Thank you Emails and Notes – from 2018 Scholarship Recipients, Alexis Jackson, Daniel Shupp, Holly Musser, and Cody Reiff
- Engagement Letter – from Smith Elliott Kearns & Company – LCCD audit for year ended December 31, 2017 – May 21, 2018
- Retired Senior Volunteer Program (RSVP) Recognition – recognizing Lancaster County Conservation District for our RSVP volunteer service from January 1, 2017 through December 31, 2017
- News Article – Rerouting Runoff – State program attends to county's dirt, gravel and little-used roads – LNP – May 11, 2018
- Magazine Article – From Cow to Cone – Fox Meadows Creamery – Lancaster Thriving! – Spring/Summer 2018
- News Article – Lanternflies Eat Everything in Sight. The U.S. Is Looking Delicious. – May 21, 2018 – The New York Times
- Agenda – 2018 NACD Northeast Regional Meeting & PACD/SCC Joint Annual Conference – July 15-18, 2018 – DoubleTree Resort by Hilton Hotel, Lancaster, PA
- Lancaster Barnstormers Sponsorship Agreement – Participation in 2018 Farm Show

2. E&S/NPDES Monthly Projects Report

Nate Kurtz reported that the number of plans being submitted is higher than last year, but the fees collected are slightly lower.

3. Tree Sale Report

The 2018 Tree Seedling Sale Final Report was included in the mailing packet. Chris Thompson thanked directors and staff for helping with this event.

4. WIP III Planning Update

Chris Thompson referred to the handout with a timeline on the Countywide Plan that should tie into the PA WIP III work plan. After discussion, there was a consensus that we should collaborate with DEP for a shared responsibility. Lancaster is Tier 1 in terms of affecting outcomes, so we are a key player and should be involved with the plan development.

5. PACD/SCC Joint Meeting Registration Announcement

The combined 2018 NACD Northeast Regional Meeting (July 15&16) and PACD/SCC Joint Annual Conference (July 17&18) will be held at the DoubleTree Resort by Hilton Hotel, Lancaster. Chris Thompson reported that he will provide more details on the conference for those who can only attend a day or two.

Additional Public Comment:

Sonia Wasco updated the Board to say that the Northern Lancaster County Game and Fish Protective Association has agreed to work with the Youth Conservation School in providing a good solution to the water issue. The club has agreed to purchase the water filtration system and install it permanently. The Conservation School is almost full. Chris reminded the Board that July 25th is

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venison night. The Foundation Board and Personnel Committee will also have their meetings at the school on July 25.

Ken Meck reported that PACD is planning to sell their current office building in Harrisburg and purchase a suite in a non-profit, business condo at a location 8 miles outside of Harrisburg. The move would allow PACD to avoid anticipated building repair expenses and provide ample parking. The vote to move ahead will occur in July at the annual meeting so Lancaster's delegate should be aware of this proposal.

Chris Thompson provided flyers for Water Week, June 1-9, 2018 and challenged directors to become involved.

At 8:52 PM, Chairman Dan Heller announced that the Personnel Committee had a matter to be handled in Executive Session for voting Board members only.

At 9:52 PM, the Board meeting was reconvened.

Chairman Dan Heller officially adjourned the Board meeting at 9:53 PM.

Gerald M. Heistand
Recording Secretary