

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
August 6, 2014**

The 751st regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, August 6, 2014, at 7:30 PM, in the multi-purpose room of the Farm & Home Center, 1383 Arcadia Road, Lancaster, PA.

The following Directors were present: Frank R. Burkhart, Chairman; Kenneth Meck, Vice-Chairman; Dan Heller, Herb Kreider, Robert Shearer, and Jay Snyder.

The following Associate Directors were present: Lisa Graybeal, Ernest Orr, Jr., Don Robinson, Robert Wagner and Kent Weaver.

The following District Staff were present: Christopher Thompson, District Manager; Gerald Heistand, Business Manager; Jeff Hill, Agriculture Program Manager; Nate Kurtz, E&S Program Manager; Matt Kofroth, Watershed Specialist; Sallie Gregory, Conservation Education Coordinator; and Andy Hake, Agriculture Conservation Technician. Francesca Formica, Summer Intern, was also present.

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

The following guests were present: Christen Seyler and Amanda Wismar of Zelenkofske Axelrod, LLC; and Chris Formica (mother of Summer Intern, Francesca Formica).

Chairman Frank Burkhart called the meeting to order at 7:30 PM. Guests, as listed above, were introduced.

Chairman Burkhart announced that Francesca Formica's Summer Intern Report (Item #17) would be moved up on the agenda to follow the auditor's report.

An opportunity was given for public comment. None was offered.

News articles and recent correspondence were circulated.

Revised Agenda: Chairman Burkhart announced the following additions to the agenda:

Item #8 (Revised)—Personnel Committee – Health Insurance Renewal

Item #12b—Utilization of new UGW Fund Allocation by SCC

CONSENT AGENDA

Chairman Frank Burkhart gave the opportunity for directors to withdraw any of the items from the Consent Agenda for additional discussion. Hearing that there were no items to be removed, Chairman Burkhart stated that items numbered one through four would be considered. Dan Heller moved to approve the Consent Agenda which included items numbered 1 through 4. Ken Meck seconded the motion. Motion passed unanimously.

Following are the Consent Agenda items that were approved:

Minutes of July 2, 2014 Board meetings (Item #1)

Requests for Technical Assistance (Item #2)

Nutrient Management Plan Approvals (Item #3)

NRCS Report (Item #4)

ADDITIONAL BUSINESS:

Auditor's Report for Calendar Year 2013 (Item #5)

Zelenkofske Axelrod LLC has been doing the District's audit since 2009, making this their fifth audit. A draft audit report was provided to all Board members present, and Christen Seyler reviewed both the Financial Statements Report and the Single Audit Report. She reported that they found the reports to be materially correct, and are therefore providing a clean opinion. The GASB items listed on pages 14 and 15 had no impact on the audit. She referred to the Budget to Actual financial statement on page 22 and noted that the 1.2 million dollar over-expenditure was offset by increased funding.

Chris Seyler mentioned that the second report was required by the federal government. Chesapeake Bay funding was chosen as the program to audit. The single audit process turned up a finding of an internal control weakness involving the separation of duties. Management identified a plan to correct the finding and will implement the remedy with the Budget and Finance Committee. At the conclusion of the report there was a consensus that Board members with questions should contact Gerald Heistand within a week. If nothing is questioned or reported, the draft report will be made final and submitted to the required organizations.

Summer Intern—Activities Report (Item #17)

Francesca Formica thanked the District Board of Directors for giving her the opportunity to serve as a summer intern with the District. She gave a PowerPoint presentation that included three life lessons she acquired while working with the District. Matt Kofroth and Sallie Gregory were commended along with many other staff that assisted Francesca during her experience here at the District.

Authorize Check Signers (Item #6)

Gerald Heistand reported that the District is down to two check signers, and it is the opinion of the staff that it is good to have four. After discussion, there was a consensus that the Budget and Finance Committee should bring a recommendation back to the Board after their August 21st meeting. Ken Meck moved that Gerald Heistand and Chris Thompson should be the eligible signers of checks for the District, and that Paula Harnish be removed as per the recommendation of the auditor. Robert Shearer seconded the motion. Motion passed unanimously.

Treasurer Report—Filed Subject to Audit (Item #7)

Gerald Heistand reported that this is one of the months that quarterly reports for the E&S, Activities, and Grants accounts are included with the regular treasurer reports. The treasurer reports will be filed subject to audit.

Personnel Committee—Health Insurance Renewal (Item #8)

Ken Meck reported that the Personnel Committee met on July 23rd at the Youth Conservation School, which is becoming a tradition. After the meeting took place some additional options for health care plans were presented to administration that would give staff a second option. Ken Meck moved to give administration the authority to craft a package for healthcare coverage for District staff that falls below a total cost of \$230,000. Dan Heller seconded the motion. Motion passed unanimously.

Ron Kopp Letter of Support for SCC Board of Directors (Item #9)

Chris Thompson provided background on Ron Kopp, a farmer close to the Lancaster-Dauphin county line. Ken Meck moved for the Board to send the letter endorsing Ron Kopp's appointment to the PA State Conservation Commission. Jay Snyder seconded the motion. Motion passed unanimously.

Fleet Vehicle Policy—Personal Use (Item #10)

Ken Meck presented a draft of the new “Fleet Vehicle Policy for Personal Use” for Board review. Approval will be requested at the September Board meeting.

Dirt and Gravel Road & Low Volume Road Agreement Revisions (Item #11)

Matt Kofroth reported that last December a new 5-year Dirt and Gravel Road agreement was signed by the District. The agreement revision: 1) adds a low volume road component, and 2) transfers program oversight from DEP to PDA. As with the original agreement, the revised agreement will run until 2018. After some discussion on the low volume road component, Dan Heller moved to accept and sign the agreement revisions. Herb Kreider seconded the motion. Motion passed unanimously.

ACT Application (Item #12)

Gerald Heistand provided the details for the Ag Conservation Technician (ACT) FY 2014-2015 agreement. Robert Shearer moved to proceed with the program and sign the ACT agreement. Jay Snyder seconded the motion. Motion passed unanimously.

Utilization of new UGW Fund Allocation by SCC (Item #12b)

Gerald Heistand referred to the Item 12b handout and stated that the Board needs to determine how they will use the SCC allocated funds. As a result of discussions from a regional District Manager’s meeting, and supported by Elwood Blake (DEP), it was determined that it is most expedient to assign these funds to support unfunded positions. Ken Meck moved to allocate the SCC UGW funding to LCCD’s Business Manager position. Robert Shearer seconded the motion. Motion passed unanimously.

Nutrient Management Act 38 & Chapter 91 Delegation Agreement (Item #13)

Jeff Hill reported that very little had changed with this agreement. Jay Snyder moved to approve the NMP agreement covering the period July 2014 to June 2015. Dan Heller seconded the motion. Motion passed unanimously.

Ombudsman Special Project Agreement with DEP (Item #14)

Gerald Heistand reviewed that the Ombudsman position is funded by two different agreements, one from SCC and the other from DEP. This DEP agreement, in the amount of \$62,075, is for a two year period. Dan Heller moved to approve the funding and sign the Ombudsman Special Project Agreement with DEP. Ken Meck seconded the motion. Motion passed unanimously.

Conservation Plans--Acknowledgment (Item #15)

The Board acknowledged the conservation plans listed in Item #15 of the mailing.

REPORTS/INFORMATION:**Monthly E&S Projects Report (Item #16)**

Nate Kurtz reported that E&S activity has picked up compared to last year. The monthly E&S Projects report was provided in the mailing packet.

Letter to the PUC—FYI, Support for Digesters and Alternative energy systems (Item #18)

A copy of the letter to the PA Public Utility Commission expressing concern regarding the proposed Net Metering Changes being considered was included in the Board mailing packet. Chris Thompson mentioned that there are still opportunities for people to make their concerns know on this issue.

LIMC database project--FYI (Item #19)

Andy Hake reported that WorldView is putting the LIMC project on hold as they are busy working on the E&S module for the Geo-database which will be used by five conservation districts.

Farm Bureau Tour, 8/20/2014—FYI (Item #20)

Information on the tour was provided in the Board mailing packet. Anyone interested in this tour should let Chris know.

DEP Field Representative Report (Item #21)

Elwood Blake referred to the “August 2014 DEP Conservation District Field Rep Talking Points” that were provided in the handout packets. He noted that the first two pages provide details on the CDFAP funding. It also provides information on the additional funding that is available to districts that have active gas wells. He felt that the Board was making the right decision on their choice of how they allocated the funding.

Future Meeting Dates (Item #22)

- a. 8/21/14, 8:00-9:30 AM, Dirt & Gravel Road Quality Assurance Board
- b. 8/21/14, 9:30-11:00 AM, Budget and Finance Committee
- c. 9/3/14, 7:30 PM, District Board Meeting

Other Comments:

Jeff Hill reported that Colerain Township has asked for the District’s assistance to work with their farmers.

Chris Thompson reported that after 30 days on the job, he has interacted with several staff and directors and he is in agreement that we operate a premier organization. The Board expressed their appreciation for Chris’s willingness to fill the District Manager position.

Meeting Adjournment:

Jay Snyder moved to adjourn the meeting at 8:58 PM. Ken Meck seconded the motion. Motion passed unanimously.

Gerald M. Heistand
Recording Secretary