

Item II.1

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
September 6, 2017**

The 787th regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, September 6, 2017, at 7:30 PM, in the multi-purpose room of the Farm & Home Center, 1383 Arcadia Road, Lancaster, PA.

The following Directors were present: Ken Meck, Chairman; Robert Shearer, Vice-Chairman; Dan Heller, Treasurer; Herb Kreider, Roger Rohrer, Dick Shellenberger, Jay Snyder, 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; Nate Kurtz, E&S Program Manager; Matt Kofroth, Watershed Specialist; Sallie Gregory, Conservation Education Coordinator; Kevin Lutz, Ag Assistant Program Manager; and Brittany Smith, Nick Biondi, Eric Knoll and Nate Straw, Agriculture Conservation Technicians.

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.

Commissioner Craig Lehman challenged each person at the meeting to take a moment to reflect on five rules or points that we should keep in mind when carrying out any public discourse as we serve on various committees and boards:

- 1) This moment is not about you
- 2) Be professional with your attitude and actions
- 3) Be prepared for the meeting
- 4) Be principled and support what makes sense
- 5) Set a good example, as your tone matters

Chris Thompson mentioned that staff are encouraged to attend a Board meeting from time to time, and Jeff Hill introduced the following ag staff who were in attendance at the meeting: Nate Straw, Nick Biondi, Brittany Smith, Eric Knoll and Kevin Lutz.

It was announced that Sonia Wasco was absent due to knee surgery, and that Greg Heigel's father had recently passed away.

Chris Thompson announced that there were only minor news and correspondence additions to the agenda.

Bob Shearer reported that he was talking to another farmer who told him that he was noticing an improvement in water quality at the stream on his farm.

Agency Reports

1. USDA, NRCS

Heather Grove, NRCS District Conservationist, reported that the Conservation Technician position was re-advertised, and they expect to know more information within the next two weeks. Josef Corso, and intern with NRCS, is currently working in the Lancaster Field office. The NRCS Activity Report for August 2017 was provided in the mailing packet.

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2. PA DEP Field Rep Report

The September 2017 DEP Conservation District Field Rep Talking Points were included in the mailing packet. Chris Thompson referred to page 4, and mentioned that Lancaster District will be getting more than three Practice Keeper licenses since we were a development partner along with WorldView. Due to the size and status of our database, the date to convert over to the state system will not occur until the Christmas Holiday. Chris Thompson referred to page 5, and noted that Lancaster does not have any Bay Special Project allocation since we have funding from the Dirt & Gravel programs plus Exelon funding. Finally, Chris highlighted various dates on page 6 of the mailing packet.

Consent Agenda

Chairman Ken Meck gave 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 Meck requested a motion to approve the Consent Agenda. Dan Heller moved to approve the Consent Agenda. Robert Shearer seconded the motion. Motion passed unanimously. The Consent Agenda included the following items:

- 1. Minutes of August 2, 2017 Board meeting**
- 2. Technical Assistance Requests/Cancellations**
- 3. Nutrient Management Plan Approvals**
- 4. Conservation Plans Acknowledgement**

Additional Business

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

2. Treasurer's Report

Gerald Heistand reviewed the treasurer's reports and covered the changes that are expected on next month's report as the self-funding part of the finances with our new health insurance company, Eliance, will be substantially different from Capital Blue. The treasurer's report will be filed subject to audit.

3. 2016 Audit Distribution

Gerald Heistand distributed bound copies of the 2016 audit report and gave a brief overview. Zelenkofske Axelrod indicated that the financial statements appear to be materially correct, and no deficiencies in internal control were identified which would be considered to be a material weakness. The audit does mention that a Management Discussion and Analysis was not provided by district staff, but its omission does not affect the final opinion of the auditor relative to the cash basis financial statements.

Heistand reminded the Board that several years ago the Board suggested that the audit be put out to bid every five years. After discussion, Dan Heller moved that we put the audit out to bid. Dick Shellenberger seconded the motion. Motion passed unanimously. Directors on the Conservation Foundation of Lancaster County (Foundation) suggested that the Foundation audit be included in the RFP.

4. Personnel Committee Report

Dan Heller referred to page 16 of the mailing for details on the new hire, with a correction that the starting date would be one week later, September 18, 2017. Kimberly Dugan was the interview committee's recommended candidate, and her resume was provided at the meeting. The interview committee consisted of Chris Thompson, Matt Kofroth, Sallie Gregory and Sonia Wasco. Dan Heller moved that the District hire Kimberly Dugan as the new part-time Secretary/Receptionist, working an 8 hour day, 3 days per week. Commissioner Lehman seconded the motion. Motion passed unanimously.

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5. Low Volume Road QAB Report

Herb Kreider reported for the Low Volume Road Quality Assurance Board (QAB) committee, and referenced a handout report from the committee which met prior to the Board meeting. Herb Kreider moved that the District approve the six projects as listed on the handout (Lititz Borough–North Lane; Drumore Twp–Scalpy Hollow Rd; East Drumore Twp–Locust Lane; Conestoga Twp–Rineer Rd; Fulton Twp–Cherry Hill/Rigby Roads; Lancaster Twp–Spring Hill Rd). Jay Snyder seconded the motion. Motion passed unanimously.

Kreider also reported that the balance of funds will be carried over to the next project cycle. Matt Kofroth reported that the QAB would like to make two changes: 1) Define the voting members as Jay Snyder, Officer Jeff Schmidt, and Heather Grove. Herb Kreider would only vote to break a tie. 2) Open the applications to all entities that would own a public road. Jay Snyder moved that the District Board accept the two changes as proposed above. Roger Rohrer seconded the motion. Motion passed unanimously.

6. RC&D Appointments

Gerald Heistand reported that every year the District needs to reappoint representatives to the Capital RC&D Board. Kate Bresaw is willing to serve a second 3-year term as the Conservation District Representative, and Gregory Strausser is willing to serve a second 1-year term as an Alternate Director. Robert Shearer moved that Kate Bresaw and Gregory Strausser be reappointed as detailed in the discussion. Roger Rohrer seconded the motion. Motion passed unanimously.

7. UGWF – Funding Request

Gerald Heistand reported that the UGWF Act 13 Marcellus Gas Funding has gone to the Business Manager position for the past three years. Jay Snyder moved that the UGWF funding continue to be allocated to the Business Manager position. Dick Shellenberger seconded the motion. Motion passed unanimously.

8. 2017-18 SWAT Agreement Extension

Jeff Hill mentioned that the last SWAT contract expired June, 2017, and NRCS is willing to provide some remaining funds to extend the contract to September, 2017. The available funding for the quarter is 66% of what was provided this past quarter. Dan Heller moved to approve the 2017-2018 SWAT agreement extension, with the understanding that there is still a budget gap with the SWAT program. Dick Shellenberger seconded the motion. Motion passed unanimously.

9. Watershed Specialist Grant Amendment

Matt Kofroth reported that DEP found some additional funding to provide to the Watershed Specialists in the state (\$7,200 for all districts), which requires an amendment to the Watershed agreement. No additional responsibilities were added to the agreement. Robert Shearer moved to approve accepting the additional funding and that Chairman Meck and the Treasurer sign the amended Watershed agreement. Robert Shearer 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:

- Doris M. Burkhart – Obituary and Memorial Pamphlet
(Frank Burkhart expressed his appreciation for all that the District has done and said.)
- Farmer's Breakfast Invitation – Representative Mindy Fee, Representative Dave Zimmerman and Senator Ryan Aument invite area farmers to attend a Farmer's Breakfast, Friday Sept. 15, 8 a.m., at Shady Maple Smorgasbord. RSVP due Sept. 7.

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- News Article – “Senate jams shale tax, permits into package” – “Neither environmentalists nor businesses are pleased with lawmakers’ compromise proposal” – LNP – August 6, 2017.
- News Article – “48 pct. Of county farm inspections show cleanup plans” – “EPA said Pennsylvania was lagging in its commitment to reduce Chesapeake Bay pollution via the Susquehanna River” – LNP – August 20, 2017.
- News Article – D.C. group blames Lancaster for runoff – LNP – September 1, 2017
- Thank You Note – to LCCD Board and Staff – from the Frank Burkhardt Family – for the flowers sent to honor Doris Burkhardt – September 2, 2017.

2. E&S/NPDES Monthly Projects Report

Nate Kurtz reviewed the E&S report, on page 19 of the mailing, remarking that the activity is similar to last year, and there is no indication of a slowdown. He provided details on the Atlantic Sunrise project, and mentioned that they will have crews working at three different locations on that project.

3. Youth Conservation School (YCS) Report

Chris Thompson referred to the YCS report, on page 21 of the mailing, and remarked that several staff work at the school each year. There are some challenges on the location, but a meeting is being scheduled to see what can be done about the situation. Sallie Gregory is also conducting a strategic review of the school to see if anything else needs to be changed.

4. Conservation Foundation Report

Jay Snyder referred to the Conservation Foundation of Lancaster County report, on page 22, and mentioned that the Foundation is looking for two representatives to serve on the Foundation Board. The Foundation meets four times per year, and was set up to have a minimum representation from the District Board. It was mentioned that Foundation seats are open to District Associate Directors also. Gregory Strausser volunteered, and Chairman Meck called for a vote of approval. It passed unanimously.

Jay Snyder reported on the Local NRCS/USDA Workgroup meeting, where they assess how well the conservation needs of the county are being addressed. One of the concerns is that there is funding, but in some cases the landowner does not have matching funds needed to install the BMP. The workgroup discussed different options for outreach and how they might tweak the ranking system for projects. One suggestion from the District Board was to try mass mailings.

5. Director Handbook Review/Quiz

Chris Thompson reported that there will be no quiz this month, but he plans to go through the first chapter at the next meeting.

Additional Comment

Chris Thompson highlighted the dates to remember, and a few details about Ag Week.

Chairman Ken Meck officially adjourned the meeting at 9:05 PM.

Gerald M. Heistand
Recording Secretary