

Item #1
**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
April 2, 2014**

The 747th regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, April 2, 2014, at 7:30 PM, in Room 111 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, Dick Shellenberger, Jay Snyder, and Sonia Wasco.

The following Associate Directors were present: Darrell Becker, Lisa Graybeal, Jim Ranck, Don Robinson, Roger Rohrer, and Gregory Strausser.

The following District Staff were present: Donald R. McNutt, Administrator; Gerald Heistand, Business Manager; Nate Kurtz, E&S Program Manager; Jeff Hill, Agriculture Program Manager; Kevin Seibert, Agriculture Compliance Coordinator; Matt Kofroth, Watershed Specialist; and Justin Furnia, Agriculture Conservation Technician.

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

Chairman Frank Burkhart called the meeting to order at 7:33 PM.

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

Jeff Hill introduced Justin Furnia as the newest Ag Technician.

Chairman Frank Burkhart mentioned that an Executive Session was added to the end of the agenda to discuss a Real Estate issue.

News articles and recent correspondence were circulated.

CONSENT AGENDA

Chairman Burkhart asked Directors if there were any items that they wanted to remove from the Consent Agenda for additional discussion. Hearing that there were no items to be lifted, Chairman Burkhart stated that Items #1 through #7 would be considered. Dick Shellenberger moved to approve all items on the Consent Agenda. Jay Snyder seconded the motion. Motion passed unanimously.

Following are the seven Consent Agenda items that were approved:

Minutes of March 5, 2014 and March 13, 2014 Board meetings (Item #1)

Requests for Technical Assistance (Item #2)

Nutrient Management Plans (Item #3)

NRCS Report (Item #4)

NMP/Cost Share Committee (Item #5)

Jeff Hill, Ag Program Manager, requests approval using all un-assigned Bay Special Project Grant funds up to \$15,458.84, to be available for Amos Nolt proposed ag BMPs.

Chesapeake Bay Special Projects Grant Application (Item #6)

Jeff Hill, Ag Program Manager, requests approval of the Chesapeake Bay Special Project Grant Application in the amount of \$50,000 to support the Ag Compliance Coordinator position.

Watershed Specialist Contract (Item #7)

Matt Kofroth, Watershed Specialist, requests approval of the two year Watershed Specialist contract in the amount of \$66,000 for the period of July 1, 2014 through June 30, 2016.

DISCUSSION/ACTION ITEMS/AUDIT/ACKNOWLEDGE:

District Organizational Chart (Item #8)

Don McNutt referred to the Organizational Chart in Item #8 of the mailing and noted that Kevin Lutz's title should include Ag Conservation Technician. After discussion on how staff are informed of the flowchart's existence, Jay Snyder moved that the Board approve the organizational chart as presented with the above mentioned correction. Dan Heller seconded the motion. Motion passed unanimously.

Personnel Committee—Summer Intern (Item #9a)

Ken Meck reported that the Education and Outreach Department and Administration are requesting that the District hire a summer intern. Matt Kofroth reported that there was a good pool of applications, four candidates were interviewed, and that the one selected is familiar with the District and has been a counselor at Youth Conservation School. She was also a former District scholarship recipient. Ken Meck moved that the District hire Francesca Formica as a summer intern (as detailed in Item 9a). Dick Shellenberger seconded the motion. Motion passed unanimously.

Personnel Committee—Altria (Item #9b)

Jeff Hill reported that this grant is being processed as an amendment to the existing NFWF Manure Management grant. It is to promote conservation practices with any farmer who is raising tobacco. Dennis Eby will focus on no-till planting of tobacco and technicians will get credit for writing conservation plans for any farm raising tobacco. The grant will pay \$100 per plan for up to 200 conservation/E&S plans. For plans that are written from a specific point in time forward, \$50 of the \$100 will be paid to the plan writer quarterly. Hill explained how each staff member will be given a chance to write several plans. After discussion on what staff are doing with plan follow-up, Dan Heller moved that the District move ahead and provide this incentive program to staff as a means of getting more conservation practices on tobacco farms. Ken Meck seconded the motion. Motion passed unanimously.

Personnel Committee—PPL (Item #9c)

Jeff Hill reported that the District has had PPL funds for a number of years, and the purpose of providing an incentive is to finally get the funds utilized. The last \$4,148 has been difficult to spend as the EQIP funding has been providing a better deal over the past few years. The PPL funds pay for 75% of the total cost of a project, whereas the EQIP program is based on an incentive payment. For every \$1,000 of a BMP that gets installed by October 1, 2014, the technician will get \$100. Jay Snyder moved that the District accept this PPL incentive proposal as detailed in Item #9c. Dick Shellenberger seconded the motion. Motion passed unanimously.

Ag Compliance Committee (Item #10)

Robert Shearer informed the Board that this is an informational item of a complaint on the Cleophas Neuenschwander farm in Elizabeth Township that was caused by winter spreading. Seibert responded to questions and reported that the farm has a conservation plan, the storage was of adequate size, there was a valid nutrient management plan and the farmer did use a certified hauler. It has been less than one year since the manure tank was installed. The case has been turned over to DEP.

District Policy—Minimum Manure Storage (Item #11)

Don McNutt provided background information as to why the District generated the 4 month minimum storage policy back in 2006. Due to the winter spreading issue (of Item #10) there was discussion about how management of a manure storage is as important as the size of the storage. Jeff Hill reported that

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Lancaster District staff prepare about 20 designs annually and about 15 get installed. After discussion on whether changing from 4 to 6 months would improve the situation, Ken Meck made a motion that staff should make the appropriate changes to the current policy to bring the minimum size up to 6 months. Robert Shearer seconded the motion. Before the question was called, Dick Shellenberger moved that the item be tabled until the next Board meeting. Sonia Wasco seconded the motion. Motion passed unanimously.

Transition/Interview Committee (Item #12)

Sonia Wasco reported that the period to accept District Manager applications closed on Monday, March 31, 2014, with 46 applications. Of that number, nine were categorized as a “yes” for the position, and five were put into a “maybe” category. The remaining applications would not be suitable candidates for the position. North Group will now proceed with phone interviews. A candidate could be brought to the Board for approval as early as May 7, 2014.

NRCS Farm Bill (Item #13)

Heather Grove reported that staff are waiting to see what plays out with the Farm Bill. She provided a “2014 Farm Bill Provisions/NRCS Conservation Program Highlights” handout that detailed some of the anticipated changes in six different areas. The structure of how EQIP operates is not expected to change much.

Treasurer Report—Filed Subject to Audit (Item #14)

Gerald Heistand reported that compared to last month’s fund balances, there was an additional \$80,000 in the District General Fund and about \$85,000 additional funds in other areas.

Conservation Plans—Acknowledgment (Item #15)

The Board acknowledged the Conservation Plans listed in Item #15 of the mailing.

UPDATE/INFORMATION:

Monthly E&S Projects Report (Item #16)

Nate Kurtz reported that plans are being reviewed and inspections are being conducted. He is happy to have Kent Bitting on staff. Kent will be helping with the E&S workload at this time.

Science Fair Results (Item #17)

Lancaster Science & Engineering Fair Results were provided in the Board mailing packet. Several comments were made about the different science fair projects.

Ethics Forms (Item #18)

Don McNutt reminded Board members that Ethics forms, for Calendar Year 2013, are due to be filed by May 1, 2014.

PARTNERSHIP REPORTS:

PA DEP: April 2014 DEP Conservation District Field Rep Talking Points were provided in the meeting handout packets.

Executive Session:

Dick Shellenberger moved that the Board adjourn to Executive Session at 8:58 PM for real estate reasons. Jay Snyder seconded the motion. Motion passed unanimously.

The District Board meeting was re-convened at 9:18 PM, and adjourned at 9:19 PM.

Gerald M. Heistand
Recording Secretary