

**LANCASTER COUNTY CONSERVATION DISTRICT  
BOARD MEETING MINUTES  
December 3, 2014**

The 755th regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, December 3, 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. Burkhardt, Chairman; Kenneth Meck, Vice-Chairman; Dan Heller, Herb Kreider, Robert Shearer, Dick Shellenberger, Jay Snyder, and Commissioner Craig Lehman.

**The following Associate Directors were present:** Darrell Becker, Lisa Graybeal, Stuart Herr, Roger Rohrer, and Gregory Strausser.

**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; and Matt Kofroth, Watershed Specialist.

**The following Cooperating Agency representatives were present:** Heather Grove, Natural Resources Conservation Service, and Jeff Schmidt, PA Fish and Boat Commission.

Chairman Frank Burkhardt called the meeting to order at 7:30 PM, and Chris Thompson provided the invocation for the meeting.

There were no guests to be introduced at the meeting.

There were no additions to the agenda, but Chris Thompson announced that there was a thank you note to the Board from Kevin and Keith Lutz to add to the list of correspondence.

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

**Agency Reports**

**1. USDA, NRCS**

Heather Grove noted that the November 2014 NRCS Activity Report was provided in the Board mailing packets.

**2. PA DEP Field Rep Report**

The December 2014 DEP Field Rep Talking Points report was provided in the meeting handout packets.

**Consent Agenda**

Chairman Frank Burkhardt 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 Burkhardt requested a motion to approve the Consent Agenda. Ken Meck moved to approve the Consent Agenda which included three items. Jay Snyder seconded the motion. Motion passed unanimously.

Following are the Consent Agenda items that were approved:

- 1. Minutes of November 5, 2014 Board meeting**
- 2. Technical Assistance Requests/Cancellations** (no requests/cancellations at this meeting)
- 3. Nutrient Management Plan Approvals**

### **Additional Business**

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

#### **2. Treasurer's Report**

Gerald Heistand reported that since the last report there were only minor changes to the fund balances (page 9). He noted that the one and three month General Operations cash flow projection balances (page 12) remain at or above \$300,000. The treasurer's reports will be filed subject to audit.

#### **3. Mill Creek Amendment**

Matt Kofroth reported that a \$50,000 project sustained storm damage, and the amendment is to secure an additional \$8,000 to make repairs. Jay Snyder moved that Chairman Burkhart sign the amendment to the Mill Creek Phase V Grant. Dick Shellenberger seconded the motion. Motion passed unanimously.

#### **4. Design Minimum for Waste Storage Structure**

Jeff Hill reported that this general storage policy should have targeted liquid and semi-liquid manure storages. As written, the policy can require some larger than necessary poultry stacking pads. This policy targeting non-solid storages will be brought back to the Board at the January 12<sup>th</sup> meeting for final approval.

#### **5. Dirt & Gravel Rd and Low Volume Rd QAB Report**

Matt Kofroth reported that the Dirt and Gravel Road Committee met to assure that policies and ranking tools were up to date, as funding for the program has greatly increased. The current committee consists of voting members, Jay Snyder (Chair), Herb Kreider, Jeff Schmidt (Fish and Boat Commission), and Heather Grove (NRCS). Frank Burkhart, Nate Kurtz, and Matt Kofroth are non-voting members. Several Board members felt it would be prudent to have the policy and ranking tool for review before voting for approval.

#### **6. Conservation Plans Acknowledgement**

The Board acknowledged the three Ag E&S plans that were listed in the mailing.

#### **7. Personnel Committee Report**

Ken Meck reported that the District received 28 applications for the E&S Secretary position. Three were interviewed, and the Personnel Committee is recommending Suzanne Kopp for the position. Ken Meck moved that the District hire Suzanne Kopp with a start date of January 5, 2015. Dick Shellenberger seconded the motion. Motion passed unanimously. Chris Thompson added that Carol Harnish plans to stay for training purposes until the end of March.

Chris Thompson reported that he will be conducting annual performance reviews starting December 10<sup>th</sup>. The Personnel Committee has approved changing the probationary period from 6 months to 3 months, with the option to provide a 3 month extension to the probationary period. The Personnel Committee also approved the proposed merit and bonus figures.

Ken Meck moved that the Board accept the resignation of Jill Whitcomb with regret. Robert Shearer seconded the motion. Motion passed unanimously. Ken Meck then moved that the District fill the position vacated by Whitcomb and that a new E&S technician position be created. Dan Heller seconded the motion. Motion passed unanimously. There was clarification that the motion was to advertise and seek the qualified candidates who would then be taken to the Personnel Committee. It was noted that the new E&S technician could assist part-time with the Dirt and Gravel Road program.

## Item #III.1

**Executive Session:** At 8:03 PM, Chairman Burkhart called for an Executive Session for Board members only. During that time the Board discussed matters dealing with Board directorship. A draft policy on a new director classification was provided to the directors. At 8:18 PM, Chairman Burkhart called the meeting back to order. There were no actions as a result of the Executive Session.

### **8. Altria—No-till Planter Grant Update**

Chris Thompson reported that the purchase and ownership of the no-till planter, as planned in the NFWF agreement, is still up for discussion. He informed the Board that PSU recently changed their policy of ownership to say that they will not insure any equipment that is not operated by PSU employees. The PA No-till Alliance was contacted about this opportunity and they informed the District that on previous offers of equipment ownership, it was voted down by the Alliance board. A meeting has been scheduled to meet with PSU a second time on this issue. In response to a question of donating the planter to a rental business, Thompson explained that there are issues with providing grant funding to for-profit entities.

### **9. PracticeKeeper Maintenance Agreement**

Chris Thompson mentioned that Item #III.9 (PracticeKeeper Maintenance Agreement) should read that the contract is valid until December 31, 2024. In addition he stated that we will continue to get support at no cost to the District and that the contract contains all that was requested by the Board. WorldView has the option to terminate the agreement at any time with a commitment to 3 years, and the District can terminate at any time with a commitment of 3 months. A grammatical correction of removing the word “from” in the first sentence in #4.1 of the agreement was noted. The first sentence should correctly read “remain in force until December 31, 2024”. Dan Heller moved that the Board accept the revised 10 year maintenance agreement as amended with the correction. Dick Shellenberger seconded the motion. Motion passed unanimously.

### **10. Retired Senior Volunteer Program (RSVP) of the Capital Region MOU**

Matt Kofroth referred to Item III.10 and reported that the RSVP group supplies the liability insurance for the senior volunteers. Robert Shearer moved that the District sign the new three year MOU with Retired Senior Volunteer Program. Dan Heller seconded the motion. Motion passed unanimously.

### **11. District Historical Document Archival Project**

Gerald Heistand reported on the historical document archival project and mentioned that the District did look into doing this job with our existing copy machines. The cost of the additional software did not make sense unless the District planned to do a considerable amount of scanning in the future. Another comment was that it is often more efficient for someone from the outside to do it. Other advantages of electronic archival was that the type written minutes would be searchable, they would be less likely to be lost in fire, and it is easy to have multiple copies. Dan Heller moved to go forward with the scanning project for the minutes allocating up to \$4,000 and then to destroy the documents after verification of the scan results. Dick Shellenberger seconded the motion. Motion passed unanimously. Dick Shellenberger then moved that the District keep the scrapbooks in their original form in a fire proof file cabinet. Robert Shearer seconded the motion. Motion passed unanimously.

## **Reports/Information**

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

The E&S Projects report was provided on page 22 of the mailing. Nate Kurtz reported that compared to last year the District continues to see an increasing number of plans and income for 2014.

**2. Extraordinary Give Report—Benefit the Conservation School**

Chris Thompson reported on the Extraordinary Give project and mentioned that one of the donors drew the golden ticket which will result in net proceeds of \$2,000 for the Conservation School.

**3. Correspondence, News and Updates**

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

- Williams Atlantic Sunrise Project Update
- PennAg Membership Letter and PennAg Events Calendar
- Blakinger, Byler & Thomas Letter—2015 Billing Rate Increase
- Jill Whitcomb Resignation Letter
- Suzanne Kopp Resume
- Thank you note to the Board from Kevin and Keith Lutz

**4. Williams Gas Line Stewardship Endowment**

Matt Kofroth reported that he and Chris Thompson attended a meeting on the Williams Gas Line Stewardship Fund. They are looking for project ideas. Chairman Burkhart thanked the District for attending the meeting.

**5. NRCS Meeting**

Jeff Hill reported that he and Chris Thompson were invited to the Lebanon Tech Center to discuss local field office operations. The meeting went well and improvements in the working relationship are being made.

**6. Annual Planning Meeting**

Chris Thompson requested the Board's direction for the planning meeting that is scheduled for January 12<sup>th</sup>. There was a consensus that staff should review the current strategic plan to see what remains to be done and then review our core mission statement. We need to get back to the core question of whether we continue to address the pertinent environmental issues. One comment was that it may be good to get some outside ideas and engage our partnering agencies at this point.

**7. NACD Annual Meeting—Feb. 1-4**

Chris Thompson asked that any director interested in attending should let the office know by the end of the week in order to meet the early registration deadline.

**Additional Comments**

Commissioner Lehman reported that the 2015 County funding for the District remains the same as the last two years at \$231,941.00.

**Meeting Adjournment**

Ken Meck moved to adjourn the meeting at 9:08 PM. Herb Kreider seconded the motion. Motion passed unanimously.

Gerald M. Heistand  
Recording Secretary