

Item #1  
**LANCASTER COUNTY CONSERVATION DISTRICT  
BOARD MEETING MINUTES  
January 13, 2014**

The 745th regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Monday, January 13, 2014, at 1:00 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, Dick Shellenberger, Jay Snyder, Sonia Wasco, and Commissioner Craig Lehman.

**The following Associate Directors were present:** Darrell Becker, Ernest M. Orr, Jr., Don Robinson, Roger Rohrer, Gregory Strausser, Robert Wagner, and Kent Weaver.

**The following District Advisors was present:** Kenneth Rutt, Deb Seibert, and Gary Willier.

**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; Sallie Gregory, Conservation Education Coordinator; Matt Kofroth, Watershed Specialist; Kevin Lutz, Keith Lutz, Jenn Ledwich, Andy Hake, Greg Heigel, Kate Bresaw, Agriculture Conservation Technicians; and Paula Harnish, Administrative Secretary.

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

Chairman Frank Burkhart called the meeting to order at 1:08 PM.

Don McNutt introduced several Cooperating Agency representatives.

News articles and recent correspondence were circulated.

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

**Re-Organization—Board of Director Officers, Associate Directors, District Advisors, and Committee Membership:** Frank Burkhart requested that Jay Snyder take over the chairmanship of the meeting for the election of officers.

**Chairman:** Frank Burkhart nominated Ken Meck for Chairman. Second by Dick Shellenberger. Robert Shearer nominated Frank Burkhart. Second by Shellenberger. Vote was unanimous to have Frank Burkhart serve as the 2014 Board Chairman.

**Vice-Chairman:** Dan Heller nominated Ken Meck to serve as Vice-Chairman. Second by Sonia Wasco. Vote was unanimous for Ken Meck to serve as the 2014 Board Vice-Chair.

**Secretary-Treasurer:** Ken Meck nominated Paula Harnish to serve as Secretary-Treasurer. Second by Sonia Wasco. Vote was unanimous for Paula Harnish to serve as the Secretary-Treasurer for 2014.

**PACD Voting Delegate:** Sonia Wasco moved that Ken Meck serve as the PACD Delegate. Second by Dan Heller. Vote was unanimous for Ken Meck to serve as the 2014 PACD Delegate.

**PACD 1<sup>st</sup> Alternate Delegate:**

Ken Meck nominated Dan Heller to serve as the PACD 1<sup>st</sup> Alternate Delegate. Second by Herb Kreider. Vote was unanimous for Dan Heller to serve as the 2014 PACD 1<sup>st</sup> Alternate Delegate.

## Item #1

### **PACD 2nd Alternate Delegate:**

Herb Kreider nominated Don Robinson to serve as the 2<sup>nd</sup> PACD Alternate Delegate. Second by Dick Shellenberger. Vote was unanimous for Don Robinson to serve as the 2<sup>nd</sup> PACD Alternate Delegate.

### **Associate Directors and District Advisors:**

A handout list showing all Board members in the various categories (voting Board of Directors, 2013-2014 Associate Directors, 2014-2015 Associate Directors, and District Advisors) was provided to meeting attendees.

Dan Heller moved to approve the 2013-2014 and 2014-2015 Associate Director lists as presented, which included the addition of Stuart Herr as a new Associate Director (2014-2015 term). Second by Dick Shellenberger. Motion passed unanimously.

Sonia Wasco moved to approve all the members on the District Advisor list, which included the addition of Gary Willier, for a standard one-year term. Second by Robert Shearer. Motion passed unanimously.

Chairman Burkhart thanked the Associate Directors and District Advisors for their valuable contributions to the efforts of the District.

### **District Committees:**

After discussion on Board Committees, Ken Meck moved that the committees be approved as listed for 2013 until they are re-visited at a later Board meeting with the following replacements: Nate Kurtz would replace Rebecca Buchanan on the E&S Committee, Dan Heller would replace Ron Beam as Chair of the Budget & Finance Committee, and Jay Snyder would replace Beam as Chair of the E&S Committee. Second by Shellenberger. Motion passed unanimously.

### **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 #6 would be considered. Chairman Burkhart requested a motion to approve the Consent Agenda. Dick Shellenberger moved to approve all items on the Consent Agenda. Jay Snyder seconded the motion. Motion passed unanimously.

Following are the six Consent Agenda items that were approved:

#### **Minutes of December 4, 2013 Board meeting (Item #1)**

#### **Request for Technical Assistance (Item #2)**

#### **Nutrient Management Plans (Item #3)**

#### **NRCS Report (Item #4)**

#### **DEP Grant Proposal (Item #5)**

The District Administrator, Jeff Hill, Ag Dept. Mgr., and Matt Kofroth, E&O Dept. Mgr., recommend acceptance of this grant from DEP noted as "Lancaster County Streamside Project".

#### **Foundation Board Member Recommendation from Foundation Nominating Committee (Item #6)**

Mark Johnson, President of the Conservation Foundation of Lancaster County (Foundation), and Don McNutt, District Administrator, jointly recommend the appointment of Cory Rathman to the Board of Directors of the Foundation for a three year term.

**DISCUSSION/ACTION ITEMS/AUDIT/ACKNOWLEDGE:**

**PACD By-Laws Revisions (Item #7)**

Ken Meck mentioned that the proposed PACD bylaw amendment would allow the Secretary and Treasurer to serve up to three consecutive 2-year terms for a total of six years. After discussion, Ken Meck moved to follow through with the PACD recommended bylaw change. Dan Heller seconded the motion. Motion passed unanimously.

**Ag Compliance Review Committee (Item #8)**

Robert Shearer provided additional information on the two ag complaints (Eli S. Glick, Manheim Township, and Christian and Marlin Becker, Conoy Township) that were highlighted in the Board mailing. The Ag Compliance Review Committee felt that having the Beckers come into a Board meeting was productive. The Board will be kept apprised of progress on the two cases.

**Personnel Committee—Resignation, Posting, E&S, Interns (Item #9)**

On Item 9A, Ken Meck moved to accept the resignation of Rebecca Buchanan. Second by Sonia Wasco. Motion passed unanimously. Ken Meck then moved that administration proceed to advertise to fill the position of an E&S Technician. Second by Dick Shellenberger. Motion passed unanimously.

On Item 9B, Ken Meck moved that administration have Nate Kurtz fill the E&S Department Manager position vacated by Rebecca Buchanan and that Nevin Greiner fill the Assistant Manager position vacated by Nate Kurtz. Second by Dan Heller. Motion passed unanimously.

On Item 9C, Ken Meck moved that administration facilitate additional hourly reimbursement for E&S staff working beyond their normal workday during the interim period until a new E&S technician is hired and adequately trained. Second by Commissioner Lehman. Motion passed unanimously.

On Item 9D, Ken Meck moved that administration advertise for an additional part-time to full-time position to be filled by a licensed Professional Engineer. Second by Dick Shellenberger. Motion passed unanimously. Part of the reason for looking into this new position is due to the fact that NRCS does not provide Professional Engineer support on stormwater BMPs where ag and urban are connected.

On Item 9E, Ken Meck moved to accept the resignation of Hillary Snavelly and give authority to administration to advertise for an Agriculture Conservation Technician. Second by Robert Shearer. Motion passed unanimously.

On Item 9F, Ken Meck moved that administration advertise to seek interns to assist the District as per the 2014 budget. Second by Jay Snyder. Motion passed unanimously. The pay would be minimum wage and on a non-credit basis.

**Budget and Finance Committee—GASB-54 Policy Options (Item #10)**

Dan Heller explained that the GASB-54 policy passed by the Board takes a look at E&S funds that accumulate. Dan Heller moved that the calculated funds of \$50,614 be moved to the General Operations fund to rebuild the operating balance. Commissioner Lehman seconded the motion. Motion passed unanimously.

**Memorandum of Understanding (Item #11)**

Nate Kurtz reported that everyone received a hard copy of the Memorandum of Understanding (MOU) at the morning planning meeting. The MOU will be brought back to the Board at the March 5, 2014 Board meeting.

**District Policies (Item #12)**

Gerald Heistand informed the Board that the packet of policies provided at the annual planning meeting is the official presentation of all general policies that are currently on file. Board members were asked to get back to Heistand with any suggested policy changes by February 24. Policies will be brought

Item #1

back to the Board for final approval at the March 5, 2014 Board meeting. There was agreement that more information is needed to explain the reasons for archiving each of the policies on the yellow sheets.

**Treasurer Report (Item #13)**

Gerald Heistand noted that the Income and Expenses report, on page 18 of the mailing, has two added accounts to be used to trace interfund transfers. The larger E&S GASB-54 transfer to General Operations in January 2013, and the contingency fund transfers out of General Operations in December 2013, were included on the report as examples. The treasurer reports will be filed subject to audit.

**Conservation Plans—Acknowledgment (Item #14)**

Jeff Hill referred to the conservation plan list that was provided in Item #14 of the Board mailing. Dan Heller made a motion that the Board acknowledge the plans prepared by District staff. Robert Shearer seconded the motion. Motion passed unanimously.

**UPDATE/INFORMATION:**

**E&S Report (Item #15)**

Don McNutt reported on the Amos Stoltzfus, Salisbury Township, enforcement update that was provided in Item #15 of the mailing. He also highlighted the list of E&S plans on page 22 of the mailing and noted that this report is provided each month.

**PARTNERSHIP REPORTS:**

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

Sonia Wasco reported that on Thursday, March 13, at 3:00 PM, the Board is invited to a special Board Meeting with North Group. The meeting will begin with a general discussion by North Group on their efforts to date to secure applicants for the District Administrator position. The Board will adjourn to Executive Session with North Group for a personnel issue.

**Executive Session:** Sonia Wasco moved that the Board adjourn to Executive Session for personnel reasons at 2:35 PM. Ken Meck seconded the motion. Motion passed unanimously. The Executive Session was concluded at 3:03 PM, and the regular Board meeting was re-convened. Observing no additional items for business the regular business session of the Lancaster County Conservation District Board was adjourned at 3:05 PM. (Minutes from the Executive Session are recorded under separate cover and are available to members of the Conservation District Board.)

Gerald M. Heistand  
Recording Secretary