

Item #1
**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
March 5, 2014**

The 746th regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, March 5, 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; Herb Kreider, Robert Shearer, Dick Shellenberger, and Jay Snyder.

The following Associate Directors were present: Lisa Graybeal, Don Robinson, Roger Rohrer, Gregory Strausser, Robert Wagner, and Kent Weaver.

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; and Kevin Seibert, Agriculture Compliance Coordinator.

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

Chairman Frank Burkhart called the meeting to order at 7:30 PM.

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

Don McNutt introduced Representative Gordon Denlinger.

Don McNutt announced that Items #8b and #11 have handouts that will be provided at the meeting.

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. Robert Shearer seconded the motion. Motion passed unanimously.

Following are the seven Consent Agenda items that were approved:

Minutes of January 13, 2014 Board meeting (Item #1)

Request for Technical Assistance (Item #2)

Nutrient Management Plans (Item #3)

NRCS Report (Item #4)

Banquet Committee Report & Recommendation for submission to DEP for Earl Zimmerman (Item #5)

The Banquet Committee requests approval of award recipients, including the recommendation to submit Earl Ray Zimmerman to DEP for consideration for the PA Chesapeake Bay Clean Water Farm Award.

Chesapeake Bay Program Funding (Item #6)

The Agriculture Program Manager and the District Administrator recommend the submission of the Chesapeake Bay Technician and Engineering Specialist funding applications.

Additional District Advisor (Item #7)

The District Administrator and Jay Snyder request to rename Kathleen Schreiber as a District Advisor and to appoint Cindy Zawrotuk as a newly appointed District Advisor.

DISCUSSION/ACTION ITEMS/AUDIT/ACKNOWLEDGE:

Personnel Committee—Employment Recommendation(s) (Item #8a)

Ken Meck reported that there was a good response of 35 applicants for the District positions as advertised. The Personnel Committee recommends offering the positions to the following applicants:

- Professional Engineer—Kent Bitting
- E&S Control Technician—Jenna Mitchell
- E&S Control Technician—Evan Martin
- Agriculture Conservation Technician—Justin Furnia

Ken Meck moved that the District offer the above four individuals employment positions with the District at salary rates as outlined in the director handout packets. Dick Shellenberger seconded the motion. Motion passed unanimously. The proposal is to have Kent Bitting and Justin Furnia start employment on or about March 24, 2014, and to have Jenna Mitchell and Evan Martin begin employment on May 19, 2014.

Personnel Committee—Change in Employment Classification (Item #8b)

Don McNutt announced that Jenn Ledwich is requesting a change in employment status. The request is to move from Intermediate to Permanent Part Time employment. After discussion, Ken Meck moved to approve the change in Jenn Ledwich's employment status with an adjusted hourly rate as described in the director handout packets. Dick Shellenberger seconded the motion. Motion passed unanimously.

Memorandum of Understanding (Item #9)

Nate Kurtz reported that the Memorandum of Understanding (MOU) under review is between the District and Lancaster County municipalities. The change made since the MOU was first reviewed at the Annual Planning Meeting was the removal of the requirement that the District investigate 105 complaints. Jay Snyder moved to approve the 2014/2015 MOU as presented. Ken Meck seconded the motion. Motion passed unanimously.

District Policies (Item #10)

Gerald Heistand reported that administration is looking for the Board to approve the 27 policies that are in the first two groups (Policies up for Board Review and Current Policies that were tweaked or reformatted) and that they approve the archival of the 10 policies in the third group. Jay Snyder moved that the Board approve the policies as designated in Item #10. Robert Shearer seconded the motion. Motion passed unanimously.

Conservation District Fund Allocation Program (Item #11)

Don McNutt introduced the Board to a possible resolution and letter that could be sent out by the District. He explained how funds are normally allocated to districts and what is being proposed. A letter that the Board sent to legislators in 2011 was provided, and the newly proposed letter carries a similar philosophy that "SCC should provide funding based on workload". Don McNutt reviewed the proposed resolution line by line. It was clarified that the resolution would be taken to the Regional PACD meeting and that a letter would be sent to Karl Brown, Executive Secretary, SCC. Ken Meck moved that we accept the draft letter from Chairman Burkhart to be sent to Karl Brown, and that the resolution should be presented at the next PACD Regional meeting. Dick Shellenberger seconded the motion. Motion passed unanimously.

Item #1

Ag Compliance Review Committee (Item #12)

Robert Shearer referred to the follow-up details, in Item #12 of the mailing, on the Christian & Marlin Becker, Conoy Township, complaint. Shearer mentioned that everyone is on a learning curve. It has been a tough winter for all farmers who need to manage an inadequate storage. Kevin Seibert reported that the next step is to process all of the applications and planning documents. Funding will be a key element to getting BMPs on the ground this fall.

Treasurer Report (Item #13)

Gerald Heistand reviewed the treasurer's reports found on pages 18 through 23 and answered a few questions. The Treasurer's reports will be filed subject to audit.

Conservation Plans—Acknowledgment (Item #14)

Chairman Frank Burkhart noted that the Conservation Plans listed in Item #14 were acknowledged by the Board.

UPDATE/INFORMATION:

Monthly E&S Projects Report (Item #15)

Don McNutt reported that this report gives the Board a sense of what is happening with the building industry, as there were several questions about E&S financial income compared to last year.

Growing Greener Grants (Item #16)

A list of 2013/2014 Growing Greener and EPA Section 319 Grants awarded in Lancaster County was provided in the Board mailing packets.

Ethics Forms (Item #17)

Ethics forms, for Calendar Year 2013, are due to be filed by May 1, 2014.

District Annual Financial Trend Analysis (Item #18)

Additional copies were provided for Board member review.

PARTNERSHIP REPORTS:

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

Representative Gordon Denlinger made several remarks relative to the budget cycle, PDA funding, the Animal Health Commission and the State budget.

Robert Shearer moved to adjourn the meeting at 8:50 PM. Ken Meck seconded the motion. Motion passed unanimously.

Gerald M. Heistand
Recording Secretary