

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

The 752nd regularly scheduled Board Meeting of the Lancaster County Conservation District was held on Wednesday, September 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. 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: Don Robinson, Roger Rohrer, and Kent Weaver.

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; Kevin Seibert, Agriculture Compliance Coordinator; Matt Kofroth, Watershed Specialist; Andy Hake, Agriculture Conservation Technician; Evan Martin, Erosion Control Technician; and Jenna Mitchell, Erosion Control Technician.

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

There were no guests present.

Chairman Frank Burkhart called the meeting to order at 7:30 PM, and he provided an invocation for the meeting.

Nate Kurtz introduced Evan Martin and Jenna Mitchell, the E&S Department's two newest employees. Evan and Jenna began employment in May 2014. Nate mentioned that both Evan and Jenna are taking on more responsibilities as Kent Bitting is transitioning to the Ag department.

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

Chris Thompson announced that there was an addition to the agenda:

#III.10—Mill Creek Phase IV increase in funding

Thompson also announced that the Board would adjourn to Executive Session following the Personnel Committee Report (#III.4)

Agency Reports

1. USDA, NRCS

Heather Grove reported that she has reformatted the NRCS monthly report to provide more information. There was a correction to the report: under the ACEP program the Number of Onsite Monitoring of Existing Easements (last column) should be 1, and under the ALE program the number should be 15. Numerous federal programs were reviewed during her report.

2. PA DEP Field Rep Report

From the DEP report, Chris Thompson highlighted the FY 2014-2015 REAP program, and he invited directors to join him and Ken Meck to attend the October 27th SC Regional Meeting in Carlisle.

Consent Agenda

Gerald Heistand informed the Board that in the August 6th Board meeting minutes Sallie Gregory's name was inadvertently missed on the list of staff attendees at the meeting, but will be added to the official copy of the minutes. Chairman Frank Burkhart 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 Burkhart stated that Consent Agenda items numbered one through four would be considered. Dick Shellenberger moved to approve the Consent Agenda which included items numbered 1 through 4. Herb Kreider seconded the motion. Motion passed unanimously.

Following are the Consent Agenda items that were approved:

Minutes of August 6, 2014 Board meeting

Technical Assistance Requests/Cancellations

Exelon Watershed Application & Ranking Tool

The ranking tool was approved as presented and will be adjusted after each round if deemed appropriate and necessary by the Ranking Committee and/or the Cost Share Committee.

Nutrient Management Plan Approvals

Additional Business

2. Treasurer's Report

Gerald Heistand referred to the treasurer's reports on pages 15 through 17 with a few remarks. The treasurer's report will be filed subject to audit.

3. Budget & Finance Committee Report

i) 2015 Budget Progress

Gerald Heistand reported that this is a good year to be doing budget work for the District as there are some additional funding sources this year. After a review of the draft 2015 District budget, the Budget & Finance Committee is suggesting that funds be added to the budget to replace the 2002 Malibu. The Committee is also requesting that the \$5,031.59 that was used from the Reserved Omb/ACC Vehicle account to purchase the new Administrative vehicle be returned to that account as a transfer of funds from the Transition Account.

ii) Committee Structure and Duties

Chris Thompson informed the Board that Dan Heller is the new chair of the Budget and Finance Committee, and the Budget & Finance Committee is requesting that he be appointed as Board Treasurer. Paula Harnish would retain the position of Board Secretary.

iii) Authorized Check Signer Update

Chris Thompson also mentioned that the Budget & Finance Committee is recommending that Dan Heller and Ken Meck be added as two additional check signers for the District's general checking account. This request is to help address the segregation of duties concern that was highlighted by the auditors.

Jay Snyder moved to approve the report of the Budget & Finance Committee along with all of the recommendations as brought to the Board of Directors by the Committee. Sonia Wasco seconded the motion. Motion passed unanimously.

4. Personnel Committee Report

i) Healthcare Update

Ken Meck reminded the Board that administration was authorized to craft a health insurance plan that was capped at a cost of \$230,000. Chris Thompson informed the Board that staff can now choose between two options. There is a Bronze plan that reduces benefits but provides more funds for the individual's HSA (Health Savings Account). The Silver plan is similar to what employees have now with less out of pocket risk, but those who choose the Silver plan are asked to increase their employee contribution toward the premium cost. Thompson was commended for negotiating the two options.

ii) Fleet Vehicle—Personal Use Policy

Ken Meck reminded the Board that this policy was presented at the August 6, 2014 meeting, and will now be put up for a vote. Ken Meck moved to approve the Fleet Vehicle Policy for Personal Use as presented on page 20 of the mailing. Dan Heller seconded the motion. Motion passed unanimously.

iii) Policy Update—Employee Classification Revision

Chris Thompson reported that this item has been tabled by the Personnel Committee.

Executive Session: At 8:15 PM, Chairman Frank Burkhart announced that the Personnel Committee had a personnel matter to be handled in Executive Session for Board members only. Chairman Burkhart adjourned the meeting into Executive Session, to be reconvened in approximately 10 minutes. During that time the Board discussed matters exempt from these minutes.

Chairman Burkhart called the meeting back to order at 8:27 PM.

Ken Meck moved that an employee who chooses COBRA coverage shall pay the actual premium cost that is charged to the District from the health insurance company on a pre-monthly basis. Dick Shellenberger seconded the motion. Motion passed unanimously. A draft policy will be presented at next month's Board meeting.

5. Dirt & Gravel Road QAB Meeting Report

Matt Kofroth reported that the Dirt & Gravel Road Committee selected 7 projects, from the 15 projects submitted, to receive funding for the 2014/2015 fiscal year. A scoring process was used to help choose the projects to be funded. Ken Meck moved to approve the seven projects, listed on page 22 of the mailing, for Dirt and Gravel Road funding. Jay Snyder seconded the motion. Motion passed unanimously.

6. 2014-15 RC&D Appointments

Chris Thompson referred to page 24 of the mailing for the RC&D list of Board members. For the 2014/2015 term, administration is proposing that Chris Thompson serve as the Commissioner Representative, Kent Gardner serve as an Alternate Director and Kate Bresaw serve as an Alternate Director. Sonia Wasco moved to appoint the designated people (Thompson, Gardner, and Bresaw) as presented on the report on page 24 of the mailing. Robert Shearer seconded the motion. Motion passed unanimously.

7. Database Migration

Andy Hake reported that WorldView is recommending that Lancaster move to the cloud server. Advantages to Lancaster are that it will take a load off of our local server, and since there will be one version of software in one location the update process will be more expedient. There is no added cost to Lancaster. The other districts are just getting started with the system and Andy is testing the ag part of the cloud version to assure that we will have the same functionality as with our local version. After

discussion on software and license agreements, Dan Heller moved that Lancaster should migrate to the cloud contingent on renegotiating the current maintenance/licensing agreement. Dick Shellenberger seconded the motion. Motion passed unanimously.

8. Conservation Plans Acknowledgement

The Board acknowledged the Conservation Plans as listed on page 26 of the mailing.

9. Correspondence

News articles and recent correspondence were circulated. Chris Thompson highlighted two items: 1) the PA Farmland Preservation Fall Conference and 2) a PUC acknowledgement letter of Lancaster County Conservation District concerns with the new interpretation of the regulations.

The Stream Health & Buffer Maintenance Workshop scheduled for September 8 and sponsored by Capital RC&D and Penn State Extension has been cancelled.

10. Other—Mill Creek IV Increase in Funding

Matt Kofroth reported that the Mill Creek Phase IV agreement provided \$192,000 in grant funding for stream restoration projects in East Lampeter Township. The \$8,000 in additional funds proposed are to pay for two educational kiosks to be installed along the project to educate local residents and school students on the project, conservation ideas, native plantings, invasive species and local history. The kiosks would be located at Flory Park and the Lancaster Mennonite School campus. DEP is also providing a nine month extension to take the project to June 30, 2015. Jay Snyder moved to have Chairman Frank Burkhart sign the contract amendment that will provide an additional \$8,000 in funding for the Mill Creek Phase IV project. Sonia Wasco seconded the motion. Motion passed unanimously.

Reports/Information

1. E&S/NPDES Monthly Projects Report

Nate Kurtz reported that this month's projects list is longer than last year's, and there are a number of poultry houses being built. Roger Rohrer provided details about why the organic poultry industry is expanding here in the region.

2. Ag Committee Meeting Report

The combined Ag Compliance Review and Nutrient Management/Cost Share Committees met to discuss the future staffing and direction of the Ag Department as there is a new stream of dedicated funding for ag BMPs from Exelon. Robert Shearer provided the following committee recommendations to the Board: (1) In order to ensure that the annual allotment of Exelon funds are spent in a timely manner, the Ag Department is transitioning Kent Bitting, District Engineer, from the E&S Department to the Ag Department. (2) When a liability insurance policy specific to the engineer has been acquired, Kent will have approval authority to review and authorize (designs) allowing ag technicians to implement structural BMPs as planned in Agriculture Erosion & Sedimentation Control plans. Heather Grove reported that she is planning to hold a meeting with area NRCS personnel to clarify program responsibilities. Robert Shearer moved that the Board accept the Committees' recommendations for the future direction of the Ag Department. Dick Shellenberger seconded the motion. Motion passed unanimously.

Robert Shearer reported the following Ag personnel updates:

- Jenn Ledwich, Ag Conservation Technician, is returning from maternity leave on Oct. 13, 2014.
- Kara Kalupson, Ag Conservation Technician, will be leaving District employment on Sept. 19, 2014.
- Kent Bitting, Professional Engineer, is transitioning from the E&S Department to the Ag Department.

3. Youth Conservation School Report

Sonia Wasco thanked all Board members and staff who worked with the school this year.

4. List of 2014 Growing Greener/Section 319 Grant Proposals submitted

Matt Kofroth gave a verbal update of the submitted projects.

5. Letter to EPA & PA Fish and Boat Commission

Dan Heller reported that the Ag Council obtained a copy of the letter that begins on page 35 of the mailing, where the PA Fish and Boat Commission is writing to Shawn Garvin of EPA Region 3 with their concerns. Dan Heller asked the Board whether they were interested in responding to this letter since John Arway, Executive Director of the Fish and Boat Commission, is blaming agriculture for much of Pennsylvania's waterways pollution. Chris Thompson referred to the District's draft response letter that begins on page 39, and after discussion there was a consensus that the PA Fish and Boat Commission letter warranted a response. Ken Meck moved that the District send the response letter to Shawn Garvin, EPA Region 3, and copy all who received the original letter as well as PA Fish and Boat Commission members. Sonia Wasco seconded the motion. Motion passed unanimously.

6. Other

Chris Thompson asked directors whether they would be interested in attending a tour of Stroud Water Research Center. Lamonte Garber has agreed to coordinate a tour specific to Lancaster County persons.

Gerald Heistand reported that the 2013 audit reports are final. Copies were passed around the room for directors to take.

Sonia Wasco reported that the photos have been taken for the Outstanding Cooperator award. They will be shared with the Outstanding Cooperator Committee for the photo selection.

Meeting Adjournment

Jay Snyder moved to adjourn the meeting at 9:08 PM. Sonia Wasco seconded the motion. Motion passed unanimously.

Gerald M. Heistand
Recording Secretary