



Greene County Conservation District

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**GREENE COUNTY CONSERVATION DISTRICT
REGULAR MEETING
MINUTES
February 16, 2016**

CALL TO ORDER AND INTRODUCTION OF GUESTS

Chairman Eisiminger called the meeting to order at 10:05 a.m. at the Second Floor Conference Room, Greene County Office Building, 93 East High St., Waynesburg, PA. Those in attendance were as follows:

Greene County Conservation District Directors and Associate Directors

Bradley Eisiminger-Chairman; Archie Trader-Vice Chairman/Commissioner Representative; Jim Cowell-Secretary; Bill Wentzel-Director/Environmental Program Associate; Mike Belding-Director; Jerry Day-Associate Director; Glodenna Halstead-Associate Director; Jim Kenney-Associate Director; and Jeff Rode-Associate Director.

Guests and Cooperating Agencies

Eric Davis-PA Fish and Boat Commission

Staff

Lisa Snider-District Manager; Lindsay Kozlowski-Resource Specialist; Zack Basinger-Resource Specialist; Jared Zinn-Watershed Specialist; and Becky Salosky-Fiscal Officer.

Chairman Eisiminger introduced new Associate Director, Jeff Rode. Currently, Mr. Rode serves as a township supervisor in Gilmore Township. The group welcomed Mr. Rode.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

A motion was made by Commissioner Trader to approve the minutes of the January 19, 2016 meeting. Bill Wentzel seconded. (Motion Passed)

TREASURER'S REPORT

A motion was made by Jim Cowell to approve the treasurer's report. Mike Belding seconded. (Motion Passed)

At the last GCCD meeting on January 19th, 2016, the board moved to appoint Mr. Jim Cowell to replace Mr. Jim Kenney as a director to be bonded and authorized to sign GCCD checks. Ms. Salosky is working with Bailey Insurance to secure a bond for Mr. Cowell. The signature cards, which are required by the banks, will be distributed at today's meeting.

CORRESPONDENCE AND UPCOMING EVENTS

State Ethics Forms

The State Ethics Forms were included in the meeting packets for completion by April 30, 2016 by all GCCD directors.

Southwest Project Grass Bus Trip

The trip, scheduled for April 29th, 2016, will include a visit to Young's Cattle Company in Belmont, Ohio. A registration fee of \$15 is due to the Beaver County Conservation District by April 18th, 2016.

Southwest Project Grazing Field Day

The field day, with a registration fee of \$20.00, will be held on May 12th, 2016. The group will meet at the Burgettstown Grange and proceed to the High Ridge Farm. The registration deadline is April 27th, 2016.

West Greene Future Farmers of America (FFA) Chapter

A thank you letter was received from the West Greene FFA Chapter for GCCD's donation of \$1,500.

Nutrient Management Delegation Agreement Review

On March 4th, 2016 at 1:00 p.m., Ms. Laurel Rush, Nutrient Management Specialist with the State Conservation Commission, will conduct a review of GCCD's delegation agreement. This will be GCCD's first program review. All board members interested in attending the review were invited.

STAFF REPORTS

Lindsay Kozlowski – Several large gas pipeline projects are planned for the area. EQM Gathering will be installing a new pipeline in Greene and Washington Counties. This expansion project will also include a new interconnect site near Braden Run and a new compressor station to replace the existing Pratt Compressor Station along Route 188. Columbia Gas will be replacing a few large pipelines.

Zack Basinger – The review of incoming Erosion and Sedimentation Control (E&S) Plans and, as weather permits, site inspections continue.

Bill Wentzel – Inclement weather has affected the number of inspections made. As a member of the Dirt and Gravel Road Program's Quality Assurance Board (QAB), site visits were made to proposed project areas.

Jared Zinn – He recently assisted a CATTFish (the water monitoring program) participant who was having difficulty interpreting water test results he received from a gas company. He was able to help him understand those results and referred him to the websites of the PA Department of Environmental Protection (PA DEP) and the Environmental Protection Agency (EPA) for additional information. Mr. Zinn wanted to relay to the board the person's appreciation for our assistance.

Since others may also have difficulty reading water test results, Mr. Cowell suggested that we consider organizing a workshop to help educate the public. Ms. Snider noted that the Penn State Cooperative Extension Service might employ a Water Quality Specialist who may be able to help with this matter. Additional information will be obtained and reported at the next GCCD meeting.

Lisa Snider - PA DEP has changed the procedure for the permitting of oil and gas transmission lines that encompass multi counties. Since many of these sites have large roads that may contribute to the runoff, PA DEP will now review the post construction storm water controls. This could result in an increased review time and may affect GCCD's accelerated review fees.

Work to reach compliance on several sites in which complaints were received continues. Plans for one site, that required a NPDES permit, are not being followed by the permittee and PA DEP and the PA Fish & Boat Commission are now involved. A stop work order may be issued.

OLD BUSINESS

Wisecarver Reservoir and Building Search – There were no updates.

Browns Creek Stream Re-designation – There were no updates.

NEW BUSINESS

Request for Assistance – There were no requests for assistance to bring before the board.

Chapter 102/105 Delegation Agreement Letter of Intent

Information on this matter was included in the meeting packets. The State Conservation Commission (SCC) has approved revisions of the delegation agreements with Conservation Districts and have submitted these documents for review and consideration.

The board will be asked to consider the delegation agreements for each program later; however, at today's meeting, they were only asked to consider which level, of the three levels, they wish to work under the program and complete a letter of intent. GCCD is delegated level 2 under the current agreement.

The agreement includes both the Chapter 102 program; including the review of E&S control plans, performing site inspections, and the administration of National Pollutant Elimination System Permits (NPDES). The Chapter 105 program includes activities in streams and wetlands; such as the acknowledgement of general permits, review of those plans, etc.

Ms. Snider noted that most of the changes appeared to be regarding the required output measures, as both programs have undergone many changes in the last few years. She also noted that the board might wish to have the documents reviewed by Greene County Solicitor, Cheryl Cowen.

After a brief discussion, a motion was made by Commissioner Trader to submit a letter of intent stating that GCCD intends to remain at their current level, level 2, in the delegation agreement. Bill Wentzel seconded. (Motion Passed)

Ms. Snider asked the board to review the agreements for both programs and if they feel, there is a need to have Ms. Cowen review these documents, a request can be made at that time.

Dirt and Gravel Road Program

On February 2nd, 2016, members of the Quality Assurance Board (QAB) reviewed the applications and visited the sites for ranking. Included in the meeting packets, was the minutes from that meeting. The approximate cost to fund the eight projects, recommended by QAB for 2015-2016 program funds, would be approximately \$600,000.

Ms. Snider reviewed the following projects recommended by the QAB for Dirt and Gravel Road Program funding at an approximate cost of \$407,926.00.

Dunkard Township

Glade Run-Driving surface aggregate to 1 mile of road

Walnut Hill Road-soil nail launcher to be contracted to stabilize a failing slope

Jackson Township

Moninger Run Road-drainage features improved and crossing improved

Monongahela Township

Creek Road-drainage features improved and crossing improved

Wayne Township

Sheppard Run Road-change the slope and ditchline and outlet water from a steep grade and turn

The following projects were recommended by the QAB for Low Volume Road Program funding with at an approximate cost of \$214,072.34.

Gilmore Township

Hagen Creek Road - Drainage & Full Depth Reclamation

Jackson Township

Harkins Road-fill road surface to keep stream out of the road

Waynesburg Borough

Meadowlark Park Road-replace an undersized culvert

The only project that may not qualify for funding is the Meadowlark Park Road Project submitted by Waynesburg Borough. Officials at the Center for the Dirt and Gravel Road Program will be consulted to determine eligibility.

If the above projects are all funded, a balance of approximately \$7,744.00, would be available for administrative and educational costs for the Dirt and Gravel Roads Program and approximately \$3,894.88 for the Low Volume Roads Program. These funds would be needed for training of township supervisors and to hold workshops, etc. Dunkard Township will be using a new method on one of their sites and most likely, a workshop will be held to highlight the project.

Following a brief discussion, a motion was made by Jim Cowell to approve the above projects for funding, as recommended by the D&G Road Program's QAB. Bill Wentzel seconded. (Motion Passed)

2016 Budget

Budget committee members, Tom Headlee, Jim Kenney, Lisa Snider and Becky Salosky met on November 17th, 2015 to draft a budget for the upcoming year; however, the presentation to the GCCD board was delayed, since the state failed to adopt their budget. Ms. Snider noted that after speaking to officials of the State Conservation Commission (SCC), she learned that funding for Conservation Districts is included in the state budget, which should ensure our funding.

After a brief review, a motion was made by Mike Belding to approve the 2016 budget recommended by the budget committee. Bill Wentzel seconded. (Motion Passed)

The board commended Ms. Snider and Ms. Salosky for their preparation of the budget and the entire GCCD staff for their work.

2015-2016 CDFAP UGWF Allocation Worksheet

The worksheet, to provide an estimate to the SCC for the use of these funds, was included in the meeting packets. The number one priority of the SCC is to fund staff salaries, before special contracts. Ms. Snider noted that revisions were necessary following the resignation late last year, of Warren Dickerson from the Resource Specialist's position.

This worksheet includes the overage of staff salaries, not funded through other program funds, for Ms. Snider, Ms. Kozlowski, Ms. Wright, and Mr. Zinn, and Mr. Basinger. The salary of an intern to conduct the West Nile Virus monitoring can also be included. In addition, \$3,000 of these funds was allocated for the Farmland Preservation Program for the expenditure to hire a solicitor to review program documents.

Following a brief discussion, a motion made by Commissioner Trader to approve the submission of this worksheet as presented. Mike Belding seconded. (Motion Passed)

2016 Annual Plan of Operations (APO)

A copy of the proposed APO was included in the meeting packets for review and approval.

Following a brief discussion, a motion was made by Jim Cowell to approve the 2016 APO as presented. Bill Wentzel seconded. (Motion Passed)

Grassland Evaluation Contest – Donation Request

Annually, Southwest Project Grass, in partnership with others, sponsors the event, aimed to educate high school students about the value and benefits of grazing and conservation practices.

Donations received are used to fund scholarships for the winning team. Mr. Cowell noted that the sponsors of the contest are struggling to continue with the event, and in an effort to generate more interest, the date of the contest was changed from the spring to the fall.

Following a brief discussion, a motion was made by Bill Wentzel to donate \$500 to the Grassland Evaluation Contest. Jim Cowell seconded. (Motion Passed)

Conservation District Poster Contest

Several years ago, GCCD sponsored a poster contest but due to the lack of participation, the contest was canceled. Mr. Zinn noted that the APO includes the re-establishment of the poster contest and the board was asked to consider this option. Requirements for the contest would include staff time for organization and promotion, and funding for the advertisement and prizes. Below is an estimate of the funds needed for prizes for students in five categories (K-1, 2-3, 4-6, 7-9, 9-12). The proposed prize amounts are 1st place - \$100, 2nd place - \$75, and 3rd place - \$50.

In the past, winners were awarded savings bonds; however, the process to order bonds has since changed, making it a difficult to present them as prizes, so it was suggested that checks be awarded for the prizes. It was also suggested, to possibly entice students to participate, to present all participants with a t-shirt.

It is estimated that, if entries are received in all five categories (\$1,125.00 for prizes and \$500 for advertisement and promotion), for a total of \$1,625.00 would be needed to fund the program.

Following a brief discussion, a motion was made by Jim Cowell to re-establish the poster contest with an estimated expenditure of \$1,625.00. Commissioner Trader seconded. (Motion Passed)

102/105 GCCD Fee Schedule and Policy Update

Information regarding this matter was distributed at the meeting. Ms. Kozlowski reviewed some of the changes as follows. Following GCCD board approval, it was noted that these changes would be subject to the review and approval of the SCC.

Minor Modifications - the current policy includes a charge of \$100 for every modification, after the third modification. A revision, to include a fee of \$100 for each modification, was made.

Applicant Requirements - this section was rearranged and one addition was made regarding preferences. It now includes the size and type of drawings that are needed.

The statement that electronic submissions are not accepted was changed to bold print.

Fees - the current fee for projects 0-0.99 acres is \$300.

A motion made by Commissioner Trader to accept these changes to the fee schedule as presented and advertise as a public meeting notice, to include that the changes will occur in 30 days. Mike Belding seconded. (Motion Passed)

Commissioner Trader suggested that a fee be added to include a charge for those who begin projects without the proper permitting. The SCC will be consulted to determine if this can be included, so action regarding this addition was tabled until the March meeting.

Personnel Committee – E&S/Ag Program Assistant and WNV/General Program Interns
The resumes, of approximately 25 applicants, who applied for the E&S/Ag Program Assistant position was distributed to GCCD directors with the meeting packets. Ms. Snider requested that the board review the applicants and select the individuals for interviews by a committee appointed by Chairman Eisiminger. It was noted that since the SCC will be holding a “boot camp” for both the E&S and agricultural programs in April, it would be advantageous to have someone on staff by that time.

Additionally, the board was asked to consider hiring two interns for the summer, to complete West Nile Virus monitoring and general office duties. It was noted that the county usually begins to advertise for interns on their website around March 1st.

Following a brief discussion, a motion was made by Jim Cowell to approve the hiring of two interns. Bill Wentzel seconded. (Motion Passed)

CPESC Review Course

This matter was not included on the meeting agenda. A request was made to allow Ms. Snider and Ms. Kozlowski to attend the Certified Professional in Erosion and Sediment Control (CPESC) review course on February 24th, 2016 in Collegeville, PA. Attendees of the training will be eligible to take an on-line test, to receive certification in the program. Expenditures incurred to attend the training include; registration fees of \$200 for two, an examination fee of \$250, an annual licensing fee of \$50, material costs, lodging for a one night stay, and meals.

After a brief discussion, a motion was made by Commissioner Trader to approve the attendance Ms. Snider and Ms. Kozlowski to this course at a cost not to exceed \$1,500.00. Mike Belding seconded. (Motion Passed)

Ms. Snider noted that GCCD’s Agricultural Technician, Karlie Wright, will be attending the agricultural “boot camp” in April. Expenditures for this conference are included in the budget.

CONSERVATION DISTRICT OUTREACH – Ms. Snider noted that she is currently working to complete the 2015 Annual Report. As a result of a radio ad on WANB and a news release, 22 individuals are registered to attend the Tree Pruning Workshop on February 27th, 2016 at the Gay and Harold Thistle farm.

Ms. Kozlowski noted that this year’s Envirothon will be held on May 4th, 2016 at Wana B. Park near Carmichaels, PA. GCCD staff are working to obtain contributions to help fund the event, t-shirt design, etc. To date, all five schools plan to participate in the event.

As a result of a recent mailing, donations have been received, or are expected, to help fund the Envirothon, to provide a scholarship(s) to the winning team, or to sponsor student(s) to attend the Conservation Leadership School.

Commissioner Trader noted that the Greene County Commissioner’s recently signed an agreement with Enterprise Fleet Management for the management of county vehicles through a leasing program. The agreement also includes roadside service.

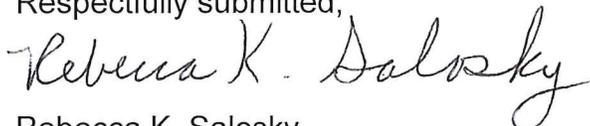
REPORTS FROM COOPERATING AGENCIES AND GUESTS

EXECUTIVE SESSION--There was no need for an Executive Session.

ADJOURNMENT

Prior to adjournment, the state budget and the Chesapeake Bay Program were briefly discussed. A motion was made by Bill Wentzel to adjourn the meeting at 11:15 a.m. Jim Cowell seconded. (Motion Passed)

Respectfully submitted,



Rebecca K. Salosky
Fiscal Officer

MEETING MINUTES CERTIFICATION

We, the undersigned, agree that the minutes taken above were approved in their entirety by the Greene County Conservation District on March 15, 2016.



Chairman, Greene County Conservation District



Secretary, Greene County Conservation District