



Greene County Conservation District

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**GREENE COUNTY CONSERVATION DISTRICT
REGULAR MEETING
MINUTES
March 15, 2016**

CALL TO ORDER AND INTRODUCTION OF GUESTS

Chairman Eisiminger called the meeting to order at 10:00 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; Tom Headlee-Treasurer; Jim Cowell-Secretary; Greg Hopkins-Director; Bill Wentzel-Director/Environmental Program Associate; Mike Belding-Director; Bill Cree, Jr.-Associate Director; Jerry Day-Associate Director; Dave Shipman-Associate Director; and Gay Thistle-Associate Director.

Staff

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

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

A motion was made by Bill Wentzel to approve the minutes of the February 16, 2016 meeting. Tom Headlee seconded. (Motion Passed)

TREASURER'S REPORT

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

Board members authorized to sign district checks were given a reminder that updated signature cards required by all banks with district accounts are needed.

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.

Greene County Envirothon

This year's event will be held on May 4th, 2016 at Wana B. Park near Carmichaels, PA. An invitation was extended to everyone to attend the event that begins at 9:00 a.m. with lunch planned around 11:30 a.m.-12:00 p.m.

STAFF REPORTS

Lindsay Kozlowski – Although it was a cold day, a successful tree pruning workshop, with approximately 31 people in attendance (including speakers, staff, etc.), was held on February 27th, 2016 at the Thistle Farm. Thus far, the evaluations received regarding the workshop have been positive.

Karlie Wright – Municipal visits to review manure management program's rules and regulations are scheduled as a deliverable of a PACD mini grant received for the manure management program. The Chapter 105 posters, developed by GCCD, will be distributed during these visits. Two workshops, with approximately 16-17 people in attendance, were held on March 10th, 2016 to discuss manure management. Mr. Wentzel, who attended one of the workshops, commended Ms. Wright for the job she did conducting the event.

At the last GCCD meeting on February 16th, 2016, it was noted that Ms. Laurel Rush, Nutrient Management Specialist with the State Conservation Commission (SCC), would be conducting a review of GCCD's Nutrient Management Delegation Agreement. The findings of the review, conducted on March 7th, 2016, are expected to be received in a month or so.

The Southwest Project Grass Bus Trip, that will include a visit to Young's Cattle Company in Belmont, Ohio, will be held on April 29th, 2016. Participates will be picked up in Washington, PA around 9:30 a.m. The Southwest Project Grass Grazing Field Day will be held on May 12, 2016. Ms. Wright plans to attend both events and she invited anyone interested, to attend. Mr. Shipman expressed an interest in attending the field day on May 12th.

Jared Zinn – On March 10th, 2016, he attended a meeting of the Town and Country Garden Club and discussed non-point source pollution and practices that homeowners can adopt to reduce pollution. Positive feedback was received with some participates indicating that they may contact GCCD to work on future projects.

He discussed the Conservation Leadership School and GCCD's poster contest with a group involved with home schooled students.

Lisa Snider – Dirt and Gravel Road Program contracts are signed for projects in Jackson and Wayne Township. A site visit will be made to one of the projects completed by Wayne Township. Final contracts are needed for projects in Gilmore and Monongahela Townships, and Waynesburg Borough. To be eligible for Low Volume Roads Program funding, Waynesburg Borough will conduct a traffic count for one of their projects.

GCCD's 2015 annual report has been finalized and should be distributed soon. Mr. Zinn is currently working to publish a newsletter, which also should be finished soon.

GCCD staff and Greene County Human Resource Director, Becky Harris, interviewed the first group of applicants who applied for the E&S/Ag Program Assistant position, on March 14th, with a second group to be interviewed on March 17th. Once these interviews are completed, GCCD's personnel committee will be contacted to schedule an additional interview of qualified applicants. It was noted that two other individuals might also be interested in the position.

As approved by the GCCD board at their February 16th, 2016 meeting, Ms. Kozlowski and she attended the Certified Professional in Erosion and Sediment Control (CPESC) review course on February 24th, 2016. They both found the course to be quite valuable and Ms. Snider noted that she feels it would be worthwhile to have Ms. Kozlowski certified in the program.

OLD BUSINESS

Wisecarver Reservoir and Building Search – There were no updates.

Personnel Committee – E&S/Ag Program Assistant & WNV/General

Ms. Snider discussed this E&S/Ag Program Assistant in her above staff report.

No-Till Drill Draft Rental Agreement & Policy

Ms. Wright will meet with the committee following today's meeting to review the agreement and policy. Anyone else interested in attending were invited to join them.

NEW BUSINESS

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

Chapter 102/105 Delegation Agreement – June 24th, 2016 Deadline

At the February meeting, the board approved the submission of a letter of intent stating that GCCD intends to remain at their current level, level 2, in the delegation agreement. At that meeting, it was noted that the board would be asked to consider the delegation agreements for the Chapter 102 and Chapter 105 programs at a later date.

Following a brief discussion, a motion made by Bill Wentzel to accept the Chapter 102 and 105 agreements and maintain the current Level 2 delegation. Jim Cowell seconded. (Motion Passed)

GCCD Credit Card Policy

Through Community Bank, GCCD was approved for two Visa Business Cards. Included in the meeting packets, was a policy, drafted by Ms. Snider, in part, with information obtained from other conservation districts that have credit cards. Ms. Snider outlined some of the policy requirements as follows.

- No staff member may use the credit card without prior written approval from the district manager and/or district board.
- Card privileges may be revoked at any time.
- At no time are personal charges are to be to the card and cash advances or transfers are not authorized for the card.

- Cardholders are expected to comply with internal control procedures in order to protect GCCD assets. This includes keeping receipts, reconciling monthly statements and proper card security measures.
- All credit cards are kept in a secure and locked file. The district manager and fiscal officer will have access to the locked files. Employees wishing to use the credit card must sign and date the credit card log and indicate the intended use of the credit card. Credits cards must be returned to the locked file.
- Itemized receipts must be collected at the time of purchase and submitted to the administrative assistant.
- The line of credit for each card will not exceed \$2,500.00 unless amended, by action of the district board.

Following are the approved uses for the credit cards.

- The purchase of fuel or vehicle-related supplies (such as windshield washer fluid, oil, antifreeze, etc.) for district vehicles.
- Lodging reservations for authorized business trips.
- Approved purchases from vendors or others with who the District does not have pre-established accounts.
- Group authorized purchases of meals while away on business trips.
- Any purchase or accommodations (not listed) as approved/pre-approved by the District Manager or District Board.

Following a brief discussion, a motion was made by Tom Headlee to approve the credit card policy with the addition that the card may be used in an emergency during travel for official district business. Mike Belding seconded. (Motion Passed)

Dirt and Gravel Road Program Quality Assurance Control Visit

A letter, regarding the visit was included in the meeting packets. The purpose of the visit, scheduled to be held on June 6th, 7th, and 8th, 2016, is to ensure that the program is being properly administered and to work together to improve the program at the local and state level. The first day of the visit will include interviews of the Quality Assurance Board members to determine how the program is administered and perceived. The third day, which is expected to be a few hours in the morning, will include a review of their findings. An invitation was extended to anyone interested in attending.

Browns Creek Stream Re-designation

At the GCCD meeting held on October 20th, 2015, it was noted that on behalf of the Citizens Coal Council, a petition was submitted to the Environmental Quality Board (EQB), requesting a re-designation of the stream to Exceptional Value (EV). The area requested for re-designation appeared to be near Nineveh within the basin of Browns Creek; a sub watershed of the South Fork of Ten Mile Creek. This portion of the watershed is currently designated High Quality (HQ). The designation was given by a citizen driven request to protect the streams for water with draw to supply water to the Waynesburg area.

Recently, a copy of an e-mail, sent to the PA Coal Alliance from PA DEP stated, "The preliminary evaluation shows that the Department will recommend no change to the

designated use and therefore no existing use is warranted. The next step in the process is to draft the official report that recommends no change.”

For now, the stream will remain a high quality watershed.

Enterprise Vehicle Leasing

At the February 16th, 2016 GCCD meeting, Commissioner Trader noted that the Greene County Commissioner’s signed an agreement with Enterprise Fleet Management for the management of county vehicles through a leasing program.

Samples of lease quote rates were distributed, which includes the monthly lease rate, for trucks that may be of interest to GCCD, received from Jeff Marshall, Greene County Chief Clerk. Ms. Snider noted that the reduced book value at 60 months is a guarantee price the lessee would receive at the end of the lease period. This amount could be higher, depending upon how much the vehicle brings at auction. The amount received, could be used toward a new lease or can be kept. Free oil changes and light maintenance are included in the lease; however, tires, which mostly likely would not be needed frequently, are not included and there would be an additional charge for their purchase.

Ms. Snider noted that, most likely, the Chevy Silverado truck, currently owned by GCCD, is not equipped to haul the no-till drill, which has been ordered by GCCD for rental to farmers. No action was requested at this time. If the board or Ms. Snider determines that an additional vehicle is needed, further information will be requested.

Complaint

Last week, PA DEP, PA Fish and Boat Commission and GCCD staff visited the site of the former Rivera Trailer Court; located across the river from Pt. Marion, PA. GCCD staff have made numerous visits to the site; currently owned by SafeCo Environmental. Earthmoving began on the site, without the proper permits and company officials have been ignoring our requests. Several attempts to reach compliance have failed, and a stop work order, most likely the first in Greene County, was issued last week. The order included a deadline of March 15th, 2016 to stabilize the area.

Support for a Mobile Environmental Display

The Armstrong County Conservation District (ACCD) is preparing a proposal for funding, through a foundation, to build a mobile environmental display, for elementary and middle school students, with the assistance of the Carnegie Science Center. The foundation is requesting that the display be shared with Greene and Washington County Conservation Districts, and ACCD is seeking letters of support and a list of the venues that each county could use the display. The display will be contained in an 8’ wide, 21’ long, 7,000 pound trailer, which can be hauled, provided the proper vehicle is available, to events, such as the Greene County and Jacktown Fairs, Greene County Coal Festival, Rain Day, etc. If a vehicle is unavailable, Armstrong County could possibly haul it, at a cost to the District utilizing the display.

Following a brief discussion, a motion was made by Mike Belding to send a letter of support to the Armstrong County Conservation District for this display and participate in the program. Bill Wentzel seconded. (Motion Passed)

Cooperative Extension Funding

Mr. Jim Cowell brought this matter before the board. As a result of the state budget impasse, funding for the Cooperative Extension is in jeopardy and could result in office closings and staff layoffs. Closings would affect the county fairs, 4-H programs, etc.

After a brief discussion, a motion was made by Jim Cowell to send a letter of support for the funding of Cooperative Extension to state legislators. Mike Belding seconded. (Motion Passed)

CONSERVATION DISTRICT OUTREACH – There were no outreach reports presented.

REPORTS FROM COOPERATING AGENCIES AND GUESTS - There were no cooperating agencies or guests present.

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

Prior to adjournment, Mr. Bill Wentzel briefly discussed the Chesapeake Bay compliance checks that were included in Ms. Snider's staff report. It appears that Conservation Districts (CD's) in the east may be asked to take on enforcement duties for farming operations. Most CD's have worked to develop good relationships with the farming community and currently works to resolve problems with voluntary action. Enforcement of these matters would most likely, jeopardize that relationship. It was noted that some CD's might be willing to give up their funding received for the Nutrient Management (NM) Program to maintain the voluntary compliance status with farmers. PA DEP would then be responsible for the enforcement of the program.

Ms. Wright noted that the rules governing the NM program, the cost, and the difficulty for those voluntarily following a plan, etc. was discussed with Ms. Laurel Rush, Nutrient Management Specialist with the State Conservation Commission (SCC) during the review of the program on March 7th, 2016.

ADJOURNMENT

A motion was made by Greg Hopkins to adjourn the meeting at 10:50 a.m. Tom Headlee seconded. (Motion Passed)

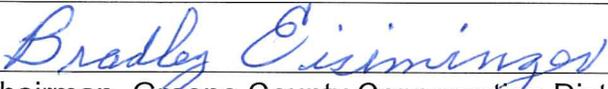
Respectfully submitted,



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 April 26, 2016.



Chairman, Greene County Conservation District



Secretary, Greene County Conservation District