

**POTTER COUNTY CONSERVATION DISTRICT
107 MARKET STREET
COUDERSPORT, PA 16915
(814) 274-8411
June 6, 2017**

The regular monthly meeting of the Board of Directors of the Potter County Conservation District was held on the above date in the conference room of the District Office. Earl Brown, Chairman called the meeting to order at 7:32 p.m., followed by the Invocation, given by Phil Lehman.

Directors Present

Earl Brown, Chairman
Doug Morley, Commissioner Director
Leroy White, Treasurer
Jon Blass, Alternate Treasurer
Phil Lehman, Vice Chairman
Kevin Smoker, Director
Stan Hess, Director

Others Present

Berty Kurtz, Administrative Assistant
Bob Volkmar, Associate Director
Chris Robbins, Associate Director
Pete Ryan, Associate Director
Alex Veto, DGR Technician
Ashlynn Beacker, NRCS
Justin Boatwright, PFBC

Guest Speaker

None

Public Comment

None

Minutes of the May 2, 2017 meeting

A motion was made by Lehman/White, carried unanimously, to accept the May 2, 2017 minutes as presented.

Treasurer's Report

(Filed for later audit)

- Staff expenses as of May 30, 2017:
Alex- \$51.41; Glenn - \$103.27; Jared - \$0.00; Jason - \$132.16; Rob - \$0.00; and Berty - \$385.67.

Total Staff Expenses: \$672.51

A motion was made by White/Lehman, carried unanimously, to approve staff expenses as presented.

- Invoices over \$500 for review and approval:
 - Dell Marketing, L.P. - \$4,322.48 for Resource Conservation Technician all-in-one laptop/desktop

A motion was made by Morley/Lehman, carried unanimously, to approve payment of computer purchase as presented.

District Staff Reports

Reported per attached.

Correspondence

- Building Lease Agreement/Letter of Intent (3 year lease, same monthly rate)

A motion was made by Lehman/White, carried unanimously, to approve continuance of lease as presented.

- Checking account with Northwest Bank has been accruing minor service charges. Account type is no longer offered at bank and can be updated to account type to avoid charges. Would need two of three signatures to accomplish change

A motion was made by Lehman/White, carried unanimously, to approve change to account to avoid service charges as presented.

- Nutrient Management Delegation Agreement (5 year term) with reduction from \$28,000 to \$15,000 per year. Quite a bit of discussion on this topic, with questions on how SCC arrived at our deduction (SCC created a mathematical formula to take most of the subjectivity out of the decision), where the animal numbers originated (supposed previous reporting records), and whether the animal numbers had been verified by anyone (unknown at present time)

A motion was made by Morley/Lehman, carried unanimously, to approve the Delegation Agreement as presented.

- Dirt and Gravel Road allocations for FY 2017-2018 are \$853,192 for DGR and \$59,716 for LVR
- Watershed Specialist Executed Grant Agreement has been received
- Envirothon results – Potter County placed 36th overall in state competition
- Sylvania Township requested one half of project money (\$14,455.00) up-front for Big Moores Run Project

A motion was made by Blass/White, carried unanimously, to approve request as presented.

Old Business

- Update was given on Chesapeake Bay. Thirty one inspections completed as of May 31, 2017

New Business

- Laptop/Tablet Purchase with \$1000 reimbursement through PACD/ChBay Program (DEP) with approximate total cost of \$1,200

A motion was made by Morley/White, carried unanimously, to approve the laptop purchase as presented.

- Resignation of ACT/NM/ChBay Technician Rob Thompson

A motion was made by Hess (with regret and thanks)/White, carried unanimously, to accept the resignation as presented.

- Resignation of Associate Director Sarah Johnson due to scheduling conflicts since accepting a position of Northern Region Forest Health Specialist with DCNR Bureau of Forestry Forest Health Division

A motion was made by Hess/Lehman, carried unanimously, to accept the resignation as presented.

- Chesapeake Bay program participation and inspection strategy for 2017/2018 was reviewed. Lengthy discussion of whether Potter County Conservation District should continue involvement in the Chesapeake Bay program and the advantages and disadvantages were noted. It was finally stated that requirements of Manure Management and Ag Erosion and Sedimentation Plans, Farm Inspections, and implementation of penalties for non-compliance would continue whether PCCD was involved or not. It was noted that PCCD involvement could help the citizens of Potter County during this process, which is our ultimate goal. How PCCD is perceived by general public during and with finalization of this program remains uncertain. The general consensus is that it is better for Potter County citizens to work with PCCD to get in compliance with requirements rather than be cited by DEP personnel.
- **A motion was made by Morley/White, carried unanimously, to accept the Chesapeake Bay program for another year as presented. A roll-call vote was conducted with affirmations by Lehman, Hess, Smoker, Morley, White, and Brown. The lone dissenting vote was by Blass.**
- Alex Veto updated the Board on the DGR/LVR program. There has been an increase in funding in the program of approximately \$75,000. QAB Meeting was held on June 1, 2017 with 12 DGR and 2 LVR roads chosen out of 28 road applications. Lyman Run Road was carried over from last year as a Phase II project. Stream sites are at Ludington Run, Sylvania Township, and Portage Township. Pre-Application Meetings are a requirement and were well attended this year.

Committee Reports

- Personnel Committee requested to advertise, interview, and hire candidate for the ACT/Chesapeake Bay Technician position. There was discussion, as noted above, on the extent of PCCD involvement in the program, and if the Board decided not to be involved in Chesapeake Bay program, there would be no need to fill this position. There was request by a couple Directors that the successful applicant have a working knowledge of farming, in addition to formal education in Ag areas. There was additional discussion on whether Board members not on the Personnel Committee could be involved in interviews to ascertain selection of the best candidate. Determination was made that if remaining Board were involved in the interviews (whether the initial interview or a second interview), there would need to be a quorum of Directors present, the public would need to be informed of meeting date, time, and agenda due to Sunshine Act, and the purpose of the Personnel Committee (along with other Committees of the PCCD Board) was to be able to make a decision without total Board involvement. There previously has not been question of hiring of appropriate personnel, so it was questioned why there was needed involvement in this particular position. It was finally decided that the remaining Board would accept the decision of the Personnel Committee and would have opportunity to voice approval or disapproval of the selected candidate at a later Board meeting.

A motion was made by Smoker/Lehman, carried unanimously, to accept the Personnel Committee's request as presented.

- Personnel Committee suggested hiring, as needed, a driver to move the no-till drill and corn planter. Payment of \$50 per move was recommended. The overall consensus of the Board was that this suggestion would allow the Chesapeake Bay technician to focus on the Bay program. There was a concern noted that "sub-contracting" as opposed to "employee" might not be following proper legal guidelines. It is believed that proper guidelines have been followed with the filing of a 1099, if the driver earns over \$600 per year, but it was noted that further follow-up would occur.

A motion was made by Blass/White, carried unanimously, to hire and pay a driver as presented.

- DGR/LVR QAB project recommendations were given requesting approval.

A motion was made by Hess/Lehman, carried unanimously, to accept the project recommendations as presented.

- DGR/LVR QAB education project recommendation was given requesting approval for the overage of approximately \$20,000 with a total \$66,000 from other sources.

A motion was made by Lehman/White, carried unanimously, to accept the education project recommendation and additional funding as presented.

Cooperating Agencies

- **DEP – See attached.**
- **NRCS – See attached.** In addition, Ashlynn reported that NRCS is remaining a voluntary Technical Service Provider. They had large participation in the CSP program for 2017 and three EQIP applications that are in various stages of completion. NRCS and Headwaters RC&D hired a forester, Matthew Heffner, who is currently stationed in Dubois. Matt has been helping with the contracting of Forestry applications for the CSP and EQIP programs.
- **PACD – See attached.**
- **PFBC –** Justin reported that he has been involved in a couple environmental projects in Potter County. He questioned several of the notations made on PCCD Technician reports and asked what the Board knew about them. He was recommended to discuss with PCCD personnel, specifically Glenn and Jason. Justin vehemently stated that regulations mandate that we report to him, especially when waterways are involved.

Adjournment – A motion for adjournment was made by Lehman/White, carried unanimously, at 9:06 p.m.

Respectfully submitted,
Berty Kurtz

**NEXT REGULAR MEETING
Tuesday, July 5, 2017, at 7:30 p.m. at the District Office Conference Room**