

**POTTER COUNTY CONSERVATION DISTRICT
107 MARKET STREET
COUDERSPORT, PA 16915
(814) 274-8411
March 6, 2018**

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 10:30 a.m., followed by the Invocation, given by Phil Lehman.

Directors Present

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

Others Present

Jason Childs, District Manager
Jared Dickerson, Watershed/NM Technician
Bart Ianson, Associate Director
Jeff Cady, Associate Director
Bob Volkmar, Associate Director
Charlie Tuttle, Associate Director
Dr. Pete Ryan, Associate Director
Chris Robbins, Associate Director
Wendy Coons, NRCS

Guest Speaker

None

Public Comment

None

Minutes of the February 6, 2018 meeting

- **A motion was made by Lehman/White, carried unanimously, to accept the February 6, 2018 minutes, as presented.**

Treasurer's Report

(Filed for later audit)

- Staff expenses as of January 31, 2018:
Alex- \$192.71; Casey-\$165.96; Glenn - \$12.38; Jared - \$0.00; and Jason - \$16.92.

Total Staff Expenses: \$387.97

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

- Invoices over \$500 for review and approval:
 - The invoice from Office Depot was presented for the purchase of the accountant's laptop office suite in the amount of \$619.98. **A motion was made by Morley/Lehman, carried unanimously, to accept and approve the invoice as presented.**
 - A letter/invoice from the Borough of Galeton was presented asking for advance payment in the amount of \$24,000.00 for the First Street LVR project. **A motion was made by Morley/Lehman, carried unanimously, to accept and approve the invoice as presented.**
 - An invoice from Clara Creek Inc. in the amount of \$1,900.00 was presented for the purchase of 20 larch logs for a stream project covered under the PA Fish and Boat Sinnemahoning Creek Watershed Restoration Grant. **A motion was made by Lehman/White, carried unanimously, to accept the invoice as presented.**
 - A DGK invoice in the amount of \$3985.00 was presented for the District's liability insurance coverage. **A motion was made by White/Hess, carried unanimously, to accept and approve the invoice as presented.**

District Staff Reports

Reported per attached.

Correspondence

- Chesapeake Bay Meeting at Bucknell University on March 12, 2018, with Casey, Jared, and Jason attending. No cost to attend. **A motion was made by Lehman/White, carried unanimously, to approve meeting attendance as presented.**
- Connect Soils to Profits Conference in Towanda, PA on March 14, 2018, with Casey attending. A \$15.00 registration is required. **A motion was made by Smoker/Lehman, carried unanimously, to approve training attendance as presented.**
- NW Grazing Conference in Clarion, PA on March 21 and 22, 2018, with Casey and Jared attending. An \$85.00 registration is required. **A motion was made by Lehman/White, carried unanimously, to approve conference attendance as presented.**
- The Nutrient Management Roundtable meeting in Warren, PA on March 27, 2018 with Casey and Jared attending with a \$10.00 fee for lunch. **A motion was made by Lehman/White, carried unanimously, to approve meeting attendance as presented.**
- Third quarter 2017 reimbursements were received from the ACT program in the amount of \$2,985.87 and Nutrient Management Program in the amount of \$4,011.41.
- Fourth quarter 2017 reimbursements were received from the Chesapeake Bay Program in the amount of \$16,831.25 and Watershed Specialist Program in the amount of \$7,902.13.

Old Business

- None

New Business

- Options and rates for the Certificate of Deposit that matures on March 14, 2018 were discussed. **A motion was made by Morley/Lehman, carried unanimously, to continue the Certificate of Deposit**

with Citizen's and Northern Bank for a 12 month period.

- Information regarding the Dirt, Gravel, and Low Volume Roads Program Quality Assurance/Quality Control (QAQC) visit scheduled for May 7th, 8th, and 9th were presented to the board. District directors were encouraged to participate. It was also noted that a local Quality Assurance Board (QAB) meeting was scheduled for March 19, 2018 at 9:00 AM at the Conservation District conference room.
- It was presented that 18 Dirt and Gravel Roads and 4 Low Volume Roads project applications were received.
- **The resignation of Leroy White as director and treasurer of the conservation district board was presented. A motion was made, regretfully and with gratitude by Lehman/Smoker, carried unanimously, to accept the resignation as presented.**
- Nominations will be sought to replace the vacant director position.
- **Jon Blass was nominated as treasurer for 2018 by Lehman/Hess. Nominations were closed by Morley/Smoker, carried unanimously, to approve the appointment as presented.**
- **Stan Hess was nominated as alternate treasurer for 2018 by Blass/White. Nominations were closed by Lehman/Blass, carried unanimously, to approve appointment as presented.**

Committee Reports

- A revised 2018 Committees List was presented. **A motion was made by Lehman/White, carried unanimously, to approve the list with the addition of Chris Robbins to the Land Use Committee.**
- The Personnel Committee reported that 22 job applications were received for the Outreach and Communications Advisor position.

Cooperating Agencies

- **DEP – See attached.**
- **NRCS – See attached.**
- **PACD – See attached.**
- **PFBC- None reported.**

Adjournment – A motion for adjournment was made by Lehman/White, carried unanimously, at 11:30 a.m.

Respectfully submitted,

Jason B Childs

**NEXT REGULAR MEETING
Tuesday, April 3rd, 2018, at 7:30 p.m. at the District Office Conference Room**