

# POTTER COUNTY CONSERVATION DISTRICT

*The Potter County Conservation District will provide leadership to ensure the protection of the natural resources of Potter County through project implementation, educational programs, technical assistance, and by fostering public and private partnerships.*

**107 Market Street  
Coudersport, PA 16915  
(814) 274-8411 ext. 4  
AGENDA  
December 3<sup>rd</sup>, 2024  
10:30 AM**

1. Call to Order
2. Invocation
3. Guest Speaker
  - Jamie Ritter, Baker Tilly – 2023 Independent Audit report
4. Public Comment
5. \*(A) Minutes of the November 5<sup>th</sup>, 2024, meeting.
6. Treasurer's Report
  - Treasurer's report
  - \*(A) Staff expenses as of: November 26<sup>th</sup>, 2024  
Morgan - \$48.24; Glenn - \$9.38; Tom - \$70.35; Jason – \$40.87  
  
**Total Staff Expenses: \$168.84**
  - Invoices over \$500 for review and approval (see attached):
    - \*(A) Larson Design Group – Martin Bid Package - \$4,500.00
    - \*(A) Tioga County Conservation District – NFWF Grazing Project - \$26,602.19
7. Staff Reports
  - Attached
8. Correspondence
  - \*(A) 2023 Independent Audit
  - \*(A) 2025 Employment Law for Conservation Districts Seminar – February 19<sup>th</sup>, 2025 – State College
  - Act 38 Nutrient Management Program Evaluation.
  - 5 ACAP applications received requesting \$165,079.91 (see attached)
9. Old Business
  - \*(A) 2025 Operating Budget (tabled at previous meeting for further review).
  - Crops and Planting Clinic moved to Friday, January 31<sup>st</sup>, 2025.

10. New Business

- \*(A) UPMC 2025 Renewal
  - Option 1 – 9% increase with the current plan option (no deductible).
  - Option 2 – 3% increase with \$250/\$500 deductible
  - Option 3 – savings with \$500/\$1000 deductible
- \*(A) 2025 Meeting Schedule
- \*(A) 2025 Holiday Schedule

11. Committee Reports

- \*(A) Personnel Committee requests board permission to interview and recommend hire for the Communications and Outreach Advisor Position.
  - 5 applications received.
- 2025 Committees List discussion. For approval at the January board meeting.
  - 2024 Committees list included for reference.

12. Reports from Cooperating Agencies

- Rachael Fish, DEP Field Rep.
- Amanda Murdock, NRCS
- Megan Zylinski, FSA
- Brenda Shambaugh, PACD
- Tom Watson, PFBC
- Nicole Thompson, PSU Extension

13. Adjournment

Items may be added to the agenda.

Next Meeting Date: January 7<sup>th</sup>, 2024 at 10:30 AM.