

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
November 4th, 2025
7:30 PM**

1. Call to Order
2. Invocation
3. Guest Speaker
4. Public Comment
5. *(A) Minutes of the October 7th, 2025 meeting.
6. Treasurer's Report
 - Treasurer's report
 - *(A) Staff expenses as of: October 24th, 2025
Morgan - \$41.30; Katie - \$0.00; Glenn - \$10.50; Tom - \$64.40; Jason – \$37.10

Total Staff Expenses: \$153.30
 - Invoices over \$500 for review and approval (see attached):
 - *(A) Hebron Township – Castle Hollow (DGR) Project – (preapproval) up to \$109,610.00
7. Staff Reports
 - Attached
8. Correspondence
 - *(A) NACD Dues - \$100
 - *(A) Hoffman Family Farms ACAP Cover Crop application - \$28,350.00
 - *(A) 2026 UPMC Health Insurance Renewal Options (see attached)
 - Current Plan – 19% increase
 - Thank You letter from Secretary Redding.
 - November Board Development Video: Executive Sessions
9. Old Business
 - *(A) 2026 Salary and Operations Budget

- *(A) Updated ACT/ACAP Technician Job Description
 - Includes section for Chapter 102/105 Program Supervisory Responsibilities

10. New Business

- 18 of 30 EWP projects fully completed. A handful more nearly completed.
- *(A) Emily Shosh offer letter for the Resource Conservation Technician position
 - Hire effective 12/01/2025 at an annual salary of \$46,000.00
- Morgan Jones – Dirt and Gravel / Low Volume Roads Program updates.

11. Committee Reports

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12. Reports from Cooperating Agencies

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

13. Adjournment

Items may be added to the agenda.

Next Meeting Date: December 2nd, 2025 at 10:30 AM.