

**POTTER COUNTY CONSERVATION DISTRICT
107 MARKET STREET
COUDERSPORT, PA 16915
(814) 274-8411
February 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
Casey Boyer, ACT/ChBay Tech
Bart Ianson, Associate Director
Jeff Cady, Associate Director
Bob Volkmar, Associate Director
Charlie Tuttle, Associate Director
Dr. Pete Ryan, Associate Director
Ashlynn Dunn, NRCS
Wendy Coons, NRCS
Justin Boatwright, PFBC
Will Hunt, Planning/GIS

Guest Speaker

Will Hunt, Potter County Planning and GIS Director invited the Conservation District staff and directors to participate in the county's comprehensive planning process. The plan will be developed in conjunction with Cameron and McKean Counties as well. Mr. Hunt left the meeting after extending the invitation.

Public Comment

None

Minutes of the January 2, 2018 meeting

- **A motion was made by Lehman/White, carried unanimously, to accept the January 2, 2018 minutes, as presented.**

Treasurer's Report

(Filed for later audit)

- Staff expenses as of January 31, 2018:
Alex- \$6.97; Glenn - \$0.00; Jared - \$22.52; Jason - \$143.58; Casey-\$34.34, and Berty - \$12.97.

Total Staff Expenses: \$220.38

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

Board Minutes: January 2, 2018

- Invoices over \$500 for review and approval:
 - The Baker Tilly final invoice in the amount of \$5,250.00 was presented for the 2016 Independent Audit that was performed. **A motion was made by Blass/Lehman, carried unanimously, to accept and approve the invoice as presented.**
 - Two invoices from Trout Unlimited in the amounts of \$2,900.00 and \$2,025.00 for a total of \$4,925.00 was presented for the monitoring (electroshocking) and staff time provided on the Ludington Run bottomless culvert project being funded through a NFWF grant. **A motion was made by Lehman/Hess, carried unanimously, to accept and approve the invoices as presented.**
 - An letter/invoice from Pleasant Valley Township was presented asking for advance payment in the amount of \$10,142.87 for the Holcomb Hollow Road DGR project. **A motion was made by Morley/Lehman, carried unanimously, to accept and approve the invoice as presented.**

District Staff Reports

Reported per attached.

Correspondence

- 2018 Leadership Potter County class, with Casey attending. Tuition cost of \$600.00. **A motion was made by Hess/Smoker, carried unanimously, to approve class attendance as presented.**
- Warren County Conservation District Bidding Class on February 15, 2018, with Jason and Alex attending. No cost to attend. **A motion was made by Blass/Lehman, carried unanimously, to approve training attendance as presented.**
- Warren County Conservation District Geo-synthetics Training on February 16, 2018, with Alex attending. No cost to attend. **A motion was made by Lehman/White, carried unanimously, to approve training attendance as presented.**
- Keystone Coldwater Conference in State College on February 23-24, 2018, with Alex attending day 1 and Jared attending both days. Registration fee of \$30.00. **A motion was made by Lehman/White, carried unanimously, to approve attendance as presented.**
- Jason Childs was contacted and appointed to represent the County of Potter on the State Water Plan for the Great Lakes Region.
- The new proposed changes to the CAFO PAG-12 NPDES General Permit were presented. The board was informed that the comment period is now open on these proposed changes.
- Jeff Cady joined the meeting at this point in time.

Old Business

- None

New Business

- The resignation of Matthew Zehr as an associate director was presented to the board. **A motion was**

made by Lehman/White, carried unanimously, to accept the resignation as presented.

- The appointment of Charlie Tuttle as an associate director to the board was presented. **A motion was made by Lehman/Smoker, carried unanimously, to accept the appointment as presented.**
- The appointment of Bart Ianson as an associate director to the board was presented. **A motion was made by Morley/Lehman, with one lone dissenting vote by Blass, to accept the appointment as presented.**
- The appointment of Jeff Cady as an associate director was presented to the board. **A motion was made by Smoker/White, carried unanimously, to accept the appointment as presented.**
- The approval of Alexander Veto to serve as Upper Allegheny Watershed Association president, if elected, was presented to the board. **A motion was made by Lehman/Morley, carried unanimously, to accept the appointment as presented.**
- State ethics forms were handed out to board directors. Directors were instructed to complete the forms for the 2017 calendar year and return to Jason Childs by the next board meeting.
- The Legislative Luncheon will be held on Friday, March 9, 2018 at the Susquehannock Lodge. Board members were asked if they had ideas for topics for the meeting. Jason Childs suggested funding and the need to stay true to our vision and mission statements.
- Casey Boyer, ACT/Chesapeake Bay Technician presented updates on the Crops and Planting Clinic and the upcoming Penn/York Ag-stravaganza. This meeting will likely be held in March at the Genesee Environmental Center. Casey is also working on the Chesapeake Bay Special Projects grant and has complete roughly 28 Chesapeake Bay farm inspections. Some issues have come up as several farms are no longer in operation or the owners are now deceased. Casey ended with stating that her Manure Management Mini Grant was awarded in the amount of \$1,500.00 and she would like to host a pasture walk and possibly other events over the spring and summer.

Committee Reports

- The personnel committee presented the resignation of Bertha Kurtz as the Administrative Assistant effective January 26, 2018. **A motion was made by Lehman/White, carried unanimously, to accept the resignation of Bertha Kurtz from the Administrative Assistant position.**
- The personnel committee presented the four options/proposals to fill the vacant administrative assistant position as outlined in the attachment. Proposal B was presented by the committee as the best option. This proposal recommended offering a contract to Bertha Kurtz in the amount of \$1,700.00 per month to provide accounting services and to hire a full time Communications and Outreach Advisor to carry out the goals and objectives identified in the strategic plan, and other needs of the district. **A motion was made by Lehman/Morley, carried unanimously, to accept the personnel committee's recommendation as presented.**
- Board approval for the Personnel Committee to advertise, interview, and recommend hire for the Communications and Outreach Advisor position was presented for board approval. **A motion was made by Lehman/White, carried unanimously, to accept as presented.**
- The 2018 Committee's list was presented to the board. **A motion was made by Lehman/White, carried unanimously, to accept the list as presented.**

Cooperating Agencies

- **DEP – See attached.**
- **NRCS – See attached.** Ashlynn Dunn introduced Wendy Coons, who will be serving as the District

Conservationist with NRCS for a 60 day period. Ashlynn also updated the Board on the status of projects utilizing NRCS programs.

- **PACD – See attached.**
- **PFBC-** Justin Boatwright stated that most of 2017 complaints had been completed. Justin also stated how he has been working a lot with the local schools to construct fish habitat structures and place them as a means of education. He mentioned that donations of materials including hemlock, cinder blocks, nails, etc. would be appreciated if the board knew of any sources.

Adjournment – A motion for adjournment was made by Lehman/White, carried unanimously, at 11:33 a.m.

Respectfully submitted,
Jason B Childs

**NEXT REGULAR MEETING
Tuesday, March 6, 2018, at 10:30 a.m. at the District Office Conference Room**