

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 5th, 2023
10:30 AM**

1. Call to Order

2. Invocation

3. Guest Speaker

- Jamie Ritter, Baker Tilly – 2022 Financial Statements/Independent Audit

4. Public Comment

5. *(A) Minutes of the November 7th, 2023 meeting.

6. Treasurer's Report

- Treasurer's report
- *(A) Staff expenses as of: November 28th, 2023
Emily - \$0.00; Glenn - \$26.20; Jared - \$0.00; Jason – \$9.83; Morgan - \$53.06

Total Staff Expenses: \$89.09

- Invoices over \$500 for review and approval (see attached):
 - *(A) Abbott Township 50% advancement request for Rausch Road Phase 2 (DGR) Project - \$114,464.00
 - *(A) Sharon Township 50% advancement request for Dug Road (DGR) Project - \$34,417.39
 - *(A) ACAP payments for Manure Injection
 - Mike Risser - \$7,788.87
 - Dave Risser - \$6,615.00
 - Don Thompson - \$2,006.23
 - Stan Lewis - \$8,820.00
 - Kelly Lane - \$6,791.40
 - Phil Lehman - \$4,410.00
 - *(A) Meadow View Tree Farm Nursery LLC (25% deposit for pre-order/tree sale) - \$1,813.44
 - *(A) Dell Technologies (new laptop for accounting) - \$1,329.78
 - *(A) Country Crossroads (black oil birdseed) - \$1,100.00

7. Staff Reports

- Attached

8. Correspondence

- *(A) 2024 UPMC Health Plan options
 - Current Plan 10% increase
- *(A) Morgan Jones – Leadership Potter County program - \$525.00
- *(A) Wildlife Leadership Academy donation/sponsorship - \$600.00
- *(A) Envirothon Donation - \$250.00
- 2022 Audit extension through January 31, 2024 requested from the SCC due to potential Baker Tilly scheduling issues.
- USDA Offers PA Producers \$15 million to Plant Cover Crops (see attached flyer).

9. Old Business

- Tabled – Jerry Sasala ACAP additional funding request.
 - *(A) Land Use Committee recommends not approving any additional funding for the Sasala ACAP project.
- Potential ACAP/Nutrient Management Position Job Description and salary structure.

10. New Business

- *(A) 2024 Salary and Operating Budget
- *(A) 2024 Holiday Schedule
- *(A) 2024 Monthly Board Meeting Schedule
- Emily Shosh – Communications/Outreach Advisor activities and updates.

11. Committee Reports

- *(A) Land Use Committee ACAP Project recommendations.
 - Cady's - \$49,037.00
 - Chapel's - \$43,004.00

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
- Marshall Hamilton, DCNR Service Forester

13. Adjournment

Items may be added to the agenda.

Next Meeting Date: January 2nd, 2024 at 10:30 AM.