

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 2nd, 2025
10:30 AM**

1. Call to Order

2. Invocation

3. Guest Speaker

- John Taylor, Baker Tilly – PCCD 2024 Draft Independent Audit

4. Public Comment

5. *(A) Minutes of the November 4th, 2025 meeting.

6. Treasurer's Report

- Treasurer's report
- *(A) Staff expenses as of: November 21st, 2025
Morgan - \$32.83; Katie - \$0.00; Glenn - \$28.20; Tom - \$0.00; Jason – \$10.50

Total Staff Expenses: \$71.53

- Invoices over \$500 for review and approval (see attached):
 - *(A) Dell Technologies – Resource Conservation Technician Computer - \$3,282.10
 - *(A) Dell Technologies – Manager Computer - \$4,289.82
 - *(A) Larson Design Group – Engineering Fees for Lane ACAP/CAP Project
 - \$7,461.00
 - \$7,250.00

7. Staff Reports

- Attached

8. Correspondence

- *(A) 2024 Draft Independent Audit
 - Due to the state by December 31st, 2025
- *(A) State Envirothon Donation request letter - \$250 - \$500
- Chapter 102 Program Evaluation Scheduled.

- Penn State Extension Soil Compaction Workshop
 - December 12th at the Home Comfort Restaurant, Westfield, PA
- December Board Development Video: Associate Directors & Committees

9. Old Business

- *(A) 2026 Health Insurance Renewal

10. New Business

- *(A) 2026 Board Meeting Schedule
- *(A) 2026 Holiday Schedule
- Katie Sasala – Communications and Outreach Advisor 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
- Isaac Leach, DCNR Service Forester

13. Adjournment

Items may be added to the agenda.

Next Meeting Date: January 6th, 2026 at 10:30 AM.