

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
May 5th, 2026
7:30 PM**

1. Call to Order

2. Invocation

3. Guest Speaker

4. Public Comment

5. *(A) Minutes of the April 7th, 2026 meeting.

6. Treasurer's Report

- Treasurer's report

- *(A) Staff expenses as of: April 27th, 2026

Morgan - \$77.58; Katie - \$0.00; Glenn - \$111.61; Tom - \$10.15; Jason – \$60.19

Total Staff Expenses: \$259.53

- Invoices over \$500 for review and approval (see attached):

- *(A) Zimmerman Hills Farm Cover Crop Payment - \$20,422.98
- *(A) Hoffman Family Farms Cover Crop Payment - \$28,350.00
- *(A) Carol Barrett (287 Catering) - \$900.00
 - Food for Envirothon – 100 people
- *(A) Endeavor Media – T-shirts for Envirothon (102 shirts) - \$1,169.00
- *(A) Sharon Township – 50% advancement request for Wildcat Road DGR project - \$100,449.25
- *(A) Meadow View – Tree Sale / CAP Project Tree Plantings
 - \$5,395.00 – tree sale
 - \$683.25 – CAP

7. Staff Reports

- Attached

8. Correspondence

- *(A) Black Forest Conservation Association – Potter County Conservation School donation request - \$250 per

student

- District typically sponsors two students each year
- *(A) Potter County Housing Authority – Lease Agreement Options (2)
 - Extend month-to-month Lease Agreement for another year
 - or
 - Negotiate the extended term(s) and monthly rate utilizing the original lease conditions.
- *(A) 2025 Independent Audit Engagement Letter – Dean Accounting Group
 - \$9,500
- *(A) FY 26/27 Nutrient Management Program - Attachment E – Proposal and Budget
 - Potter ½ Position - \$40,000
- March Board Development Video: Act 217 Conservation District Law

9. Old Business

10. New Business

- *(A) Opening and awarding of bids for streambank stabilization/fish habitat enhancement projects.
- *(A) Tom Kisiel – Resource Conservation Technician Updates (Chapter 102 & 105 Programs)

11. Committee Reports

- *(A) Ayers Hill Farms Land and Cattle LLC ACAP Project bid acceptance.
 - Project re-bid – site showing held April 24th, 2026.
- *(A) Personnel Committee recommends the hiring of Chelsea Thomas for the Watershed/Nutrient Management Technician position at a starting salary of \$44,000 per year.
 - First day of employment set for Monday, May 11th, 2026

12. Reports from Cooperating Agencies

- Carli McConnell, DEP Field Rep.
- Amanda Murdock, NRCS
- Megan Zylinski, FSA
- Brenda Shambaugh, PACD
- Tom Watson, PFBC
- Nicole Thompson, PSU Extension
- Rondey Mee, PA Game Commission

13. Adjournment

Items may be added to the agenda.

Next Meeting Date: June 2nd, 2026 at 7:30 PM.