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.

10 Ice Mine Road, Suite 1
Coudersport, PA 16915
(814) 320-3334
AGENDA
October 6th, 2026
7:30 PM

1. Call to Order

2. Invocation

3. Guest Speaker

   - Jamie Ritter, Dean Accounting – 2025 Financial Statement/Audit
   - Taylor Hoover & John Compton, Baker Tilly – 2025 Single Federal Audit

4. Public Comment

5. *(A) Minutes of the September 1st, 2026 meeting.

6. Treasurer's Report

   - Treasurer's report

   - *(A) Staff expenses as of: September 25th, 2026

     Morgan - $224.20; Katie - $0.00; Glenn - $175.94; Tom - $121.26; Jason – $26.60; Chelsea - $912.28

     Total Staff Expenses: $1,460.28

   - *(A) Director expenses: As of September 30th, 2026
     Dr. Pete Ryan: $25.08; Phil Lehman: $132.24; Jon Blass: $121.60; Stan Hess: $33.44; Robert Rossman: $3.04; Jeff Cady: $145.92; Betsy Long: $16.72; Donald Heiner: $27.36; Tadd Ostroski: $16.72; Barry Hayman: $0.00

     Total Director Expenses: $522.12

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

     - *(A) Uline (office supplies/furniture) - $16,855.00
     - *(A) PACD Dues - $2,665.00
     - *(A) Amazon order – office supplies / IT - $1,347.43 (2 separate invoices)
     - *(A) Baker Tilly (progress billing – single audit) - $3,000.00
     - *(A) D.M. Gibble Excavating (stream projects)
       - Wildcat Lodge (stone for rock construction entrance) - $714.05
       - Leppo Project (repair) - $9,360.00
       - Reynolds Project (CAP) - $21,325.00
         - Change Order – additional section of mudsill - $1,025.00
       - Bebian/Young Stream Project (CAP) - $20,390.00
     - *(A) Freeman ACAP Project (50% advancement request of original contract amount) - $3,501.38
     - *(A) Abbott Township – Final Payment – Hoppe Road (DGR) Project - $106,178.00
     - *(A) Wright Stuff Catering LLC – Awards Banquet - $1,313.50
     - *(A) Treat Repair and Excavation – Corn Planter repairs - $503.91

7. Staff Reports

   - Attached

8. Correspondence

- *(A) 2025 Independent Audit (Dean Accounting)
- *(A) 2025 Single Audit (Baker Tilly)
- *(A) Four Winds Dairy, LLC Nutrient Management Plan for Crop Year 2027.
- *(A) Freeman Amendments
    - Increase contract from $7,002.75 to $15,000.00
    - Extended deadline to 11/30/26
- *(A) Ayers ACAP Project Amendment – Time extension from 9/30/26 to 10/30/26.
- *(A) Sweden Township – A Frame Road DGR Project extension request to 12/01/2028.
    - Current contract expires 12/31/2026
- *(A) Long Farms ACAP Cover Crop Application - $6,947.60
- *(A) Hoffman Family Farms LLC ACAP Cover Crop Application - $33,409.62
- *(A) Four Winds Dairy LLC ACAP Cover Crop Application - $32,750.25 ($65 per acre)
    - $35,749.14 (NRCS rate $66.23 per acre – single species)
- *(A) 2027 Geisinger Health Insurance Renewal – 6.1% increase (projected $2,782 refund to make it a 1% increase)
- 2027 Budget – draft for review
    - To be finalized for board approval at the December 1st board meeting.
- October Board Development Video: PA Ethics Act

9. Old Business

- *(A) New office Installment #5 - $36,300.00
- New office space renovation updates
    - Address confirmed – 10 Ice Mine Road, Suite 1, Coudersport, PA
    - Sewer account setup with Coudersport Borough
    - New phone system up and running
    - Internet installed 10/5/26 & IT underway – Tadd to start week of October 5th
    - Office to be closed at minimum from: October 19-23, 2026
- *(A) New office signage - $1,427 (see attached breakdown from Patriot Outdoors and Graphics)

10. New Business

- New office phone numbers:
    - Main Line – (814) 320-3334
    - Jason – (814) 320-3620
    - Glenn – (814) 320-3517
    - Tom – (814) 320-3538
    - Morgan – (814) 320-3314
    - Chelsea – (814) 320-3328
    - Katie – (814) 320-3563
- *(A) District Logo
    - New design or keep existing
- Crops and Planting Clinic Topics Suggestions – see attached list from PSU
- Tom Kisiel – Communications and Outreach Advisor Updates

11. Committee Reports

- *(A) DGLVR QAB recommendations
    - Local Policy Updates – draft policy changes attached

12. Reports from Cooperating Agencies

- Carli McConnell, DEP Field Rep.
- Vacant, NRCS
- Megan Birtcil, FSA
- Amy Brown, PACD
- Cassidy Shawley, PFBC
- Nicole Thompson, PSU Extension
- Rondey Mee, PA Game Commission

13. Adjournment

Items may be added to the agenda.

Next Meeting Date: November 3rd, 2026 at 7:30 PM.