

**PACD Executive Council Meeting
Ramada Conference Center, State College, PA
January 25, 2017**

Call to Order

PACD President Glenn Seidel called the meeting to order at 1:15 PM.

Roll Call

PACD Secretary Joseph Dietrick called the roll. He reported that 42 conservation districts answered the roll, and confirmed that a quorum was present.

Minutes of the Preceding Meeting

Secretary Dietrick presented the minutes of the previous meeting on July 28, 2016.

It was moved by Bill McFadden (Lehigh) and seconded by Sam Worley (Franklin) to approve the minutes of the previous meeting on July 28, 2016. Motion carried.

Election of NACD Director

President Seidel called for nominations for NACD director from the floor.

Piper Sherburne (Berks) nominated Pat Sueck, District Director for York County Conservation District to serve as NACD Director. Jacquelyn Rouse (Sullivan) seconded the nomination.

It was moved by Larry Martick (Adams) and seconded by Jim Shaner (Beaver) to close nominations. Motion carried.

Pat Sueck was elected NACD Director.

President's Report

President Seidel reported that the PACD Executive Board's in-person meeting in November was beneficial and they are looking forward to another one in May. Challenges continue to arise, and we will continue to meet them together.

Executive Director's Report

PACD Executive Director Brenda Shambaugh provided the following report:

- The PACD/SCC Joint Annual Conference will be held in the Harrisburg area in July.
- It is going to be a difficult budget year. About half of the PA House and Senate are brand new within the last four years. This means that we have many new legislators to educate about the conservation districts. To this end, PACD is planning to hold a *Conservation District Legislative Week* during the week following Earth Day (April 24-30, 2017).

- Brenda noted that districts can participate in the legislative week through local events, or participate in a Capitol Day in Harrisburg. Brenda also encouraged districts to send the link to the conservation district video to their legislators and county commissioners to provide them with an introduction to conservation districts.

Treasurer's Report

PACD Treasurer Kenneth Meck provided the following report:

- As of January 20, 2017, 44 districts have paid their 2016/2017 dues in full. As a result of the districts' dedication and commitment, PACD is able to maintain a sound financial position, as is evidenced in the completed 2015/2016 audit, which showed no findings.
- The Mortgage Balance as of January 5, 2017 was \$15,284.40.
- The PACD building mortgage will be satisfied in January 2018.
- The December 31, 2016 balance sheet and budget report, which both the Executive Board and Ways and Means Committee have reviewed, were provided to those in attendance.

Treasurer Meck opened up the floor for questions and asked for a motion to accept the 2015/2016 audit and file the December 31, 2016 financial report for audit.

It was moved by Meade Myers (Somerset) and seconded by Bill McFadden (Lehigh) to accept the 2015/2016 audit and file the December 31, 2016 financial report for audit. Motion carried.

Report from the PACD Managers Meeting

Chris Thompson provided the following report on behalf of the conservation district managers:

- The managers met this morning, with forty-five managers and two guests present.
- Jake Riley presented about the National Fish and Wildlife Foundation (NFWF) grants.
- They discussed the ISIS reporting program for NPDES permitting. It is time-consuming and they would like to see something more user-friendly.
- They reviewed updates for PracticeKeeper, which will eventually be provided to all districts. It was noted that all information in PracticeKeeper is subject to right-to-know requests.
- They discussed the watershed specialist deliverables. Deliverables are increasing but reporting is simplified.
- The group discussed the leadership development coordinator position and all feel strongly that the position should be filled. They discussed some of the activities that position would undertake, as well as the list of upcoming training events provided by Mike Lovegreen.
- The managers discussed the Chesapeake Bay inspections. There is concern that the technical capacity of the private sector may not be sufficient, and this may compromise the quality of plans written.
- Permit processing delays are being experienced around the state. There is a real need to expedite the review process to help make the backlog more manageable. Districts need to express their concerns to DEP and our legislators.

Reports, Motions, and Resolutions from PACD Committees:

PACD Conservation Committee

Chairman Adam Cotchen provided the following report:

- All six PACD regions supported the policy proposed by the PACD Legislative Committee on

a water resource extraction fee. This proposed policy will come before council later in this meeting.

- Brenda provided a report on the upcoming budget, and recommended that districts be prepared for another late budget and subsequent funding delays.
- PACD is working with the Growing Greener Coalition on potential Growing Greener III legislation. Coalition Executive Director Andrew Heath provided a presentation on this topic yesterday afternoon.
- PACD is planning to coordinate a Conservation District Legislative Week the week following Earth Day, April 24-30, 2017. The goal is to educate legislators, especially new legislators, about your conservation district and what you bring to your county. Districts can take part in the legislative week at the local level, by coming to Harrisburg, or both.
- The proposed updates to the PACD Policy Procedure were supported by the PACD regions during the last round of region meetings and will come before the council later during this meeting.
- The committee finished up the meeting with an open discussion about issues of interest. The committee had good discussion, but no specific proposals to bring forward to the spring region meetings.

PACD District Employees Committee

Chairwoman Sandy Thompson provided the following report:

- Karen Books with DEP and Johan Berger with the SCC reported that the Leadership Development Committee have four leadership training initiatives planned for 2017:
 - Conservation District Staff Conference March 8-9
 - Four regional board/staff trainings on March 3, 20, 28, 31
 - The Conservation District Manager’s Summit on June 6-7
 - The District Manager’s Bootcamp for managers with less than 5 years’ experience.’
- It was also reported that the Leadership Development Coordinator’s position is still pending at this time.
- The committee received a report from Terry Fisher on training opportunities for district staff coordinated by PACD and discussed the value of holding a Certified Professional in Erosion and Sedimentation (CPESC) certification class. The committee recommends that PACD look into coordinating another CPESC training event sometime in 2017.
- Sandy Thompson led a discussion on the nomination process for the NACDE awards for District Leaders and Employees. These awards are presented to recognize professionalism and dedication in current district employees. Nominations for these awards should be sent to Sandy Thompson by May 31, 2017.
- Five PACD Engineering Assistance Program staff members were in attendance. Randi Tyler, PACD Conservation Technician from the Clarion Office, provided a presentation on the program and how it supports the districts. Districts are encouraged to contact their regional PACD engineering assistance office early when planning a project.
- The committee discussed additional staff needs and identified four items.
 - The committee recommends that PACD pursue coordinating a CPESC training for both district staff and other E&S professionals.
 - The committee discussed forming a district employees association and what, if any, the advantages would be. Sandy Thompson will research it and report at the next meeting.
 - The committee discussed how to attract younger and more diverse candidates to staff and

committee positions. Internship positions and outreach to non-traditional communities or groups was discussed.

- The District Employees Committee had no motions to bring before the council.

PACD Education and Outreach Committee

Interim Chairwoman Cathy Yeakel provided the following report:

- The PACD Education and Outreach Committee met on January 24, 2017 with a quorum.
- Jessie Albright provided a demonstration on Flickr and Google Drive so the committee could decide which free service to use for a photo library for conservation districts. It was decided to move forward with Flickr. A sub-committee was formed to work on developing policies and procedures for the conservation district photo archive.
- Discussion was held on marketing conservation district educational programs. Challenges and possible solutions were discussed.
- The 2017 Farm Show booth had direct contact with 546 visitors from 61 counties. The PA Association of Township Supervisors conference is April 23-25 and staff are needed at that booth. Contact PACD to volunteer.
- The Education and Outreach Committee had no motions to bring before the council.

PACD Legislative Committee

Chairwoman JoAnn McCreedy provided the following report:

- Brenda Shambaugh reported that all six PACD regions supported the policy proposed by the PACD Legislative Committee on a water resource extraction fee. This proposed policy will come before council later in this meeting.
- Brenda provided a report on the upcoming budget, and recommended that districts be prepared for another late budget and subsequent funding delays.
- She also reported that PACD is working with the Growing Greener Coalition on potential Growing Greener III legislation. Coalition Executive Director Andrew Heath also provided a presentation on this topic yesterday afternoon.
- Brenda announced that PACD is planning to coordinate a Conservation District Legislative Week the week following Earth Day, April 24-30, 2017, to help educate new legislators about your conservation district and what you do for your county. Districts can take part in the legislative week at the local level, by coming to Harrisburg, or both.
- Brenda reported that the proposed updates to the PACD Policy Procedure were supported by the PACD regions during the last round of region meetings and will come before the council later during this meeting.
- The committee finished up the meeting with an open discussion about issues of interest. The committee had no specific proposals to bring forward to the spring region meetings.
- The Legislative Committee had no motions to bring before the council.

PACD Operations Committee

Committee member Kenneth Meck reported that the PACD Operations Committee met on January 24 with a quorum, and moved to forward a number of items to PACD Executive Council for review.

- Proposed PACD Bylaws Amendment – PACD Auxiliary
The proposed PACD bylaws amendment, which would remove the PACD Auxiliary from the

PACD Bylaws, was provided for review. This is the amendment's first consideration by Council. It will come before Council for final approval in July 2017.

It was moved by Piper Sherburne (Berks) and seconded by Mark Kimmel (York) to approve the proposed PACD bylaws amendment. Motion carried.

- Proposed PACD Bylaws Amendment – Region Directors
Mr. Meck explained that the proposed PACD Bylaws Amendment regarding region director eligibility will go back to the PACD region meetings in the spring, so that the membership can review the proposed amendment made by the PACD South West Region.
- Updated PACD Policy Process
The proposed, updated, PACD Policy Process was provided for review.

It was moved by Bill McFadden (Lehigh) and seconded by Gretchen Schatschneider (Bucks) approve the proposed PACD Policy Process. Motion carried.

- Proposed Policy on a Water Resource Extraction Fee
The proposed policy on a water resource extraction fee was provided for review. There was discussion from the floor.

It was moved by Jim Shaner (Beaver) and seconded by Mark Kimmel (York) to approve the following policy:

PACD supports the concept of a water resource extraction fee that funds water quality improvements and includes exemptions for public and agricultural users.

Motion carried.

PACD Ways & Means Committee

Chairman Kenneth Meck provided the following report:

- The committee reviewed the mid-year financials and draft budget for fiscal year 2017/2018.
- It was discussed and decided that, in accordance with the PACD Budget Preparation Procedure, during March of this year, members of the committee will provide input to the Executive Board and assist in preparing a final 2017/2018 draft budget.
- The committee acknowledged that the PACD Executive Board is addressing the issue of a reserve fund and recommends that staff investigate various investment products such as a certificate of deposit or money market account.
- The committee discussed the possibility of creating a line in future budgets to allocate an amount to be reserved for future capital improvements. The committee suggests that a building inspection be completed to provide an overview of the condition of the physical building and a schedule prepared to address any needed improvements.
- The PACD Ways and Means Committee had no motions to bring before the Executive Council.

Partner Reports

PA State Conservation Commission (SCC)

Executive Secretary Karl Brown provided the following report:

- At yesterday's SCC meeting, members were provided with "Water Rich, Water Wise" that discusses the water use extraction concept. Karl recommended it for review. Brenda Shambaugh confirmed that it was distributed to districts via e-mail.
- Karl also highlighted the leadership development training initiatives coming up in 2017.
- There has been follow-up to the "In Balance" meeting. Discussions are taking place regarding recognition and certainty programs that would recognize ag operations that are doing the right things, potentially giving them some tools of certainty to provide a certain standing confirming they are in compliance. The group is also discussing training, resources, and tools to fulfill PA's needs.

PA Department of Environmental Protection (DEP)

David Jostenski, Environmental Program Manager, provided the following report:

- He provided a recruitment sheet for district directors who are interested in participating in the update of the state water plan. There are openings on all six regional committees.
- Since this past summer, the state has been in a moderate drought in the southern and eastern part of the state. The recent precipitation has helped to offset this, but the state is still behind about 12 inches of rain. This is about a quarter of our annual rainfall, which is significant.
- DEP is in the process of putting together watershed specialist contracts in time to have them completed and in effect by the end of March. These contracts will be retroactive to Feb. 1. They are hoping to have a webinar or conference call very soon to share information on what has been accomplished and what is planned.

USDA Natural Resources Conservation Service

Acting State Conservationist Hosea Latshaw gave highlights from a written report, including:

- The Pennsylvania Joint Chiefs' Landscape Restoration Partnership to improve and protect the health and resiliency of oak ecosystems in North-Central Pennsylvania.
- The open application round for the 2018 Regional Conservation Partnership Program (RCPP).
- The continuing concern of avian influenza.
- An update on natural disaster recovery efforts in Lycoming, Sullivan, Centre, and Clinton Counties, which are funded through the NRCS Emergency Watershed Protection (EWP) Program (EWP).

Adjournment

It was moved by Larry Martick (Adams) and seconded by James Shaner (Beaver) to adjourn the meeting at 2:36 PM. Motion carried.