

**PACD Ways and Means Committee
Video Conference Minutes
July 10, 2025**

Welcome and Roll Call

Chairwoman Sonia Wasco called the meeting to order with a quorum at 10:02 a.m.

Committee members in attendance: Sonia Wasco, PACD Treasurer, Lancaster; Emil Bove, Westmoreland; Dean Druckenmiller, Berks; Steve Taglang, Cumberland; John Dryzal, Cambria; Lisette Lane, Venango; Cliff Lane, McKean; Tom McClure, Erie; Ken Meck, Lancaster; Donna Zofcin, Forest.

Guests in attendance: Amy Brown, PACD; Holly Miller, PACD; Thomas Herbert, PACD; Dave Stoner, Franklin; Barb Peace, PACD; Piper Sherburne, PACD.

Minutes of Previous Meeting

The minutes of the January 22, 2025, meeting were provided for review.

It was moved by Cliff Lane and seconded by Donna Zofcin to approve the minutes of the January 22, 2025; meeting as presented. Motion carried.

Review of FY 2024-2025 Financial Reports and Recommendations for the FY 2025-2026 Budget

Several items were highlighted by Sonia and Amy who provided comments and/or explanations.

- Grant income actual amount was under budget
- Admin income was over budget due to additional admin for new NACD employee of record, more ACT training, and new Certified Planner program
- Interest was higher than expected. We moved money from FNB Capital Fund to PA Invest due to higher interest rates
- Overall income was lower than anticipated, much of this was due to spending down working capital
- Project expenses are high because we are getting a lot of projects on the ground
- PACD wages are up because of working extra PACD hours since Brenda's departure
- Condo fees were lower than projected because some of those fees can be charged to the grants
- Equipment was over budget because of some E&S funding through the Clean Water Academy budget was distributed to the equipment category
- Office supplies expense was down because we are being conservative with printing etc.
- Audit was over budget because of fee increases, migration from QuickBooks Desktop to QuickBooks Online, and an increase in number of employees
 - QuickBooks data is backed up through our IT consultant
- Because bank account numbers were lower, our fees grew, but our interest from switching over to PA Invest offset the fees
- Website charges were higher than expected
- Legal fees are up because of consulting with the attorney during Brenda's resignation

FY 2024-2025 PACD Only Financial Reports

- Some program income was higher than anticipated



- The group discussed the two budgets that PACD provides
 - Total/Grant budget – this is to maintain organization of funds to report grant activities and expenses to our partners
 - PACD budget – we use this to present our membership with information related to PACD funding only which comes from membership dues and is used for categories not covered by grants
- PACD income was a little over budget by about \$17,000
- PACD funds were used to cover wages that exceeded eligible amounts under grants in some cases – this is illustrated under project wages expenses
- PACD benefit wages are up due to PACD covering holidays not recognized by the USDA-NRCS (federal holidays only)
- IT expenses were higher than expected
- We had a quarter of a year without an executive director which allowed PACD to have a more positive bottom line
- We are presenting a budget as though we are not hiring a new executive director and have those savings incorporated in the proposed budget
- The group reviewed a balance sheet comparison of 2024 and 2025

FY 2025-2026 PACD Draft Budget

- The budget anticipates a dues increase
- Increased admin since we were over last year
- JAC budget was increased due to a larger scale event
- Interest is lower because of expectation of lower interest rates
- Wages budget is only down \$10,000 despite not having an executive director but this includes all employees including TAG and CPs, cost of living raises, raising a part-time staff to full time, and also allocating \$30,000 for lobbying fees
- Later this year we will be having an in-person strategic planning training which is included in the proposed budget
- The PACD Executive Board is exploring options of selling/renting out the office condo to decrease that expense
- The board and staff are committed to transparency and are reaching out to districts for input and being more visible at events

Review and discuss PACD's current dues structure and make recommendations for the next 3 years.

- The proposed due increase was discussed and this will come before the Executive Council for review
- PACD will be prepared to answer any questions at the council meeting

Discuss the Responsibilities of the Ways and Means Committee

- Sonia opened the floor for comments for new sources of income including new grant opportunities and donation possibilities
- Amy mentioned that our legislative consultant will also help us identify funding sources that may be available to us
- It was suggested to look into NACD funding opportunities – we currently receive admin for our employee of record

Other Items

Adjournment

It was moved by Emil Bove and seconded by Tom McClure to adjourn the meeting. Motion carried.

The meeting was adjourned at 11:53 am.