

**PACD Executive Council Minutes  
Red Lion Hotel, Harrisburg, PA  
July 13, 2017**

**Call to Order**

President Glenn Seidel called the meeting to order at 9:50 a.m.

**Roll Call**

Secretary Joseph Dietrick called the roll and announced a quorum, with 42 districts represented.

**Minutes of the Preceding Meeting**

Joseph Dietrick presented the minutes of the preceding meeting, which were provided for review.

*It was moved by Bill McFadden (Lehigh) and seconded by Murray Laite (Mifflin) to approve the minutes as presented. Motion carried.*

**President's Report**

Glenn Seidel reported that it has been a privilege to serve with the current PACD executive board members, and that the board is functioning at a high level of proficiency and is ready to take on any challenges ahead. He urged the membership to both support and challenge the board, and thanked them for allowing him to serve.

**Executive Director's Report**

Executive Director Brenda Shambaugh thanked everyone for allowing her to serve as their executive director and thanked the PACD staff for everything that they do. She said the support that PACD receives from the membership is overwhelming and gave her thanks. She invited any member to please contact her if they ever need advice, information, or assistance.

- The organization has been successful in working collectively with one voice over the past year. This is demonstrated by the success of conservation district week and the success of the membership's legislative efforts to restore funding for the district line-items. Maintaining the current level of funding is a huge success in this budget climate.
- PACD will be reenergizing our legislative program, and will continue to actively represent districts at the capitol to educate legislators about the great work districts do. She noted that the membership also needs to keep in contact with legislators, especially relatively new ones, on a regular basis throughout the year. Brenda will continue to provide tools and opportunities to the membership to aid in these efforts. PACD will also continue to work with our partners on the membership's behalf, to get the word out about conservation districts, and to support the districts in their programs.
- PA will be hosting the National Association of Conservation Districts (NACD) Northeast Regional Meeting in July of 2018. A planning committee is already hard at work developing



the program, and is planning a number of tours, sessions, and activities. The meeting is tentatively scheduled to take place at the DoubleTree in Lancaster July 15-18, 2018.

- PACD Executive Assistant and Meeting Planner Molly Burns will be attending this year's Northeast Regional Meeting in Vermont in August to participate, observe, take notes, and make contacts in preparation for the 2018 meeting. Also in August, Brenda will be attending the NACD Executive Directors conference.
- The PACD Winter Meeting will take place at Toftrees in State College, January 17-18, 2018.

### **Treasurer's Report**

Treasurer Kenneth Meck presented the financial reports for Fiscal Year 2016-17. He reported that the PACD mortgage is expected to be satisfied in January of 2018.

*It was moved by Ken Meck (Lancaster) and seconded by John Akers (Bedford) to file the financial reports for Fiscal Year 2016-17 for audit. Motion carried.*

### **Report from the Conservation District Managers Meeting**

Lancaster Manager Chris Thompson reported that the managers discussed the following topics during their breakfast meeting:

- Concerns about how potential changes to Chapter 102 may affect the districts
- The timber harvest packets, which are outdated and need to be updated. Sandy Thompson volunteered to develop something that the districts can use.
- DEP has begun to roll out PracticeKeeper, which seems to be going well, though certainly many new users have questions.
- The new animal waste changes
- The SWAT agreements with NRCS
- How districts fund interns and how they address unfunded ones
- Proposed Act 38 legislation setting an abbreviated timeline for nutrient management plan review and approval

### **Report from the Conservation District Directors Breakfast Meeting**

Glenn Seidel reported that the Directors Breakfast was well attended. Trilby Libhart from the PA Department of Agriculture's Bureau of Plant Industry provided an excellent presentation on invasive species.

### **Reports, Motions, and Resolutions from the PACD Conservation Committee**

Acting Chairman Josh Longmore provided the following report:

- The PACD Conservation Committee met on July 12 with a quorum present.
- Gwendolyn Crews with NRCS presented an overview of the changes in national planning policy, including new designation levels, associated prerequisites, and timeline.
- Brenda Shambaugh provided an update on the state budget.
- The committee reviewed a policy that opposes shortening the permit review period for nutrient management, E&S, and NPDES permit reviews and permit approval.
- Brenda provided an update on Growing Greener III legislation, legislation implementing a water use fee, and legislation proposing to add a severance tax to the impact fee.
- The committee also discussed House Bill 297, which would positively affect the Dirt, Gravel, and Low Volume Road Program by categorizing work under the program as maintenance work, which would be exempt from prevailing wage.
- The PACD Legislative Committee had no motions to bring before the council.

### **Reports, Motions, and Resolutions from the District Employees Committee**

Chairwoman Sandy Thompson provided the following report:

- The PACD District Employees Committee met on July 12 with a quorum.
- Gwendolyn Crews from USDA-NRCS reported on changes to the Certified Planner designation. New guidelines have been developed to improve consistency, improve quality and to provide better technical assistance. She reported that there are now four designations and provided handouts explaining the designations and training requirements for each level.
- The committee received a report from Terry Fisher on training opportunities coordinated by PACD for district staff. It was requested that PACD request DEP provide enforcement training for level three districts.
- The committee discussed the need for outreach to non-traditional groups and conservation practices. The committee will conduct a survey to determine how many districts are involved in non-traditional agriculture and conservation practices in urban areas and what type of programs and practices are being done.
- The committee discussed additional staff needs and identified the following items
  - On the job training
  - Outreach educator training
  - QuickBooks and other computer-related topics for administrative staff
- The committee requests that their meeting time be changed for future conferences to allow committee members to attend the SCC briefing session.
- The District Employees Committee had no motions to bring before the council.

### **Reports, Motions, and Resolutions from the Education and Outreach Committee**

Acting Chairwoman Cathy Yeakel provided the following report:

- The PACD Education and Outreach Committee met on July 12 with a quorum.
- They received a report on the PACD photo library. The photo permission form has been reviewed and approved by the lawyer. The next steps will be setting up the library, creating a user agreement, and collecting photos with releases for the library.
- The committee shared information on forming outreach partnerships and learned about a six-district partnership in the northern part of the state that works together to put on successful educational events.
- Sandy Thompson told the committee about a survey the District Employees Committee wants to send out on outreach to non-traditional groups.
- They discussed employee evaluations.
- Ideas for increasing participation in Envirothon were presented.
- The Education and Outreach Committee had no motions to bring before the council.

### **Reports, Motions, and Resolutions from the Legislative Committee**

Acting Chairman Josh Longmore provided the following report:

- The PACD Legislative Committee met on July 12 without a quorum present.
- Brenda Shambaugh provided an update on the state budget.
- The committee reviewed a policy that opposes shortening the permit review period for nutrient management, E&S, and NPDES permit reviews and permit approval.
- Brenda provided an update on Growing Greener III legislation, legislation implementing a water use fee, and legislation proposing to add a severance tax to the impact fee. There has been no movement on any of these proposals.
- The committee also discussed House Bill 297, which would positively affect the Dirt, Gravel,

and Low Volume Road Program by categorizing work under the program as maintenance work, which would be exempt from prevailing wage.

- The PACD Legislative Committee had no motions to bring before the council.

### **Reports, Motions, and Resolutions from the Operations Committee**

Chairman Don Koontz provided the following report:

- The PACD Operations Committee met on July 12 with a quorum present.
- The committee voted to forward a proposed PACD Bylaws change to PACD Executive Council, which would allow Associate Directors to serve as region director.
- The committee voted to forward to PACD Executive Council a proposed PACD Bylaws change to address a conflict regarding voting rights of PACD Executive Board Members.
- Both of the proposed changes will come before council later during this meeting.
- The PACD Operations Committee had no motions to bring before the council.

### **Reports, Motions, and Resolutions from the Ways and Means Committee**

Chairman Kenneth Meck provided the following report:

- The PACD Ways and Means Committee met on July 12, 2017 with a quorum.
- The committee reviewed the draft financial reports for July 2016-June 2017 and the draft budget for Fiscal Year 2017-2018. The committee voted to approve the budget.
- The committee discussed the possibility of a substantial surplus in revenue based on the draft financial reports as presented.
- The committee was informed that a building inspection has just been completed and there are several areas that need repairs.
- The committee passed a motion to recommend that any surplus from Fiscal Year 2017-2018 be allocated as such: 25% to be added to the reserve fund, and the remaining 75% to be deposited into the capital fund account to be used for building repairs.

*It was moved by Ken Meck (Lancaster) and seconded by Murray Laite (Mifflin) to allocate any surplus from Fiscal Year 2017-2018 as such: 25% to be added to the reserve fund, and 75% to be deposited into the capital fund account to be used for building repairs. Motion carried.*

### **Proposed PACD Budget for Fiscal Year 2017/2018**

The proposed PACD Budget for Fiscal Year 2017-18 was provided for review.

*It was moved by John Akers (Bedford) and seconded by Bill McFadden (Lehigh) to approve the PACD budget for Fiscal Year 2017-18 as presented. Motion carried.*

### **Proposed PACD Bylaws Amendment – Auxiliary (Final Consideration)**

The PACD Bylaws amendment proposing to strike the PACD Auxiliary from the Bylaws was provided for review.

*It was moved by Murray Laite (Mifflin) and seconded by Dennis Beck (Cambria) to adopt the proposed amendment striking the PACD Auxiliary from the PACD Bylaws. Motion carried.*

### **Bylaws Conflict: Voting Rights for Board Members (First Consideration)**

The membership was provided with information on an apparent conflict in the PACD Bylaws. According to Article VI, Executive Board members shall each have one vote at all Executive

Board meetings. However, according to Article V, if there is more than one member of the Executive Board from the same district, only one of them may vote.

*It was moved by Don Koontz (Mifflin) and seconded by Dennis Beck (Cambria) to strike the language in Section 1 of Article V of the PACD Bylaws that restricts the voting rights of board members from the same district. Motion carried 30 to 13.*

The proposed amendment will go before PACD Executive Council for final consideration in January of 2018.

### **Proposed PACD Bylaws Amendment – Region Directors (First consideration)**

The membership discussed the proposed amendment.

*It was moved by Kelly Stagen (Pike) and seconded by Mark Kimmel (York) to approve the proposed amendment, which will allow associate directors to serve as region directors. Motion carried 23 to 19.*

The proposed amendment will go before PACD Executive Council for final consideration in January of 2018.

### **Election of Officers**

Nominating Committee Chairwoman MaryAnn Warren thanked members of the nominating committee for their service and announced the following slate of candidates:

President – Charles Duritsa, Westmoreland  
1<sup>st</sup> Vice President – Mike Price, Beaver  
2<sup>nd</sup> Vice President – Donald Koontz, Mercer

*It was moved by Murray Laite (Mifflin) and seconded by Piper Sherburne (Berks) to close nominations. Motion carried.*

*It was moved by Piper Sherburne (Berks) and seconded by Kelly McLaughlin (Allegheny) to approve the slate of candidates as presented. Motion carried.*

### **Report from the State Conservation Commission**

Executive Secretary Karl Brown thanked PACD board members and staff for their efforts and provided the following report:

- He noted that the Staff Meeting, the Managers Summit, and the New Manager Orientation all went very well and that training is very important.
- District funding continues to grow. Districts receive \$31 million in funding, and \$50-60 million if you include grants. He thanked the districts for the good work that they do.
- Karl encouraged the districts to continue to involve DEP and PDA leadership, and to invite them to your county to see the work that you do.

### **Report from the Department of Environmental Protection**

Fred Fiscus, Conservation District Support Section Chief, thanked PACD for coordinating the meeting and provided the following report:

- The application for funding is up and running on the Greenport and all districts were able to complete it. The allocation worksheet for gas well funds will be up soon. Manager,

technician, and ACT reimbursement forms should be available at the end of the first quarter, along with other forms. Once forms are available online via the Greenport, districts will be required to use the Greenport form.

- Fred noted that the SCC did allocate funds to update the Greenport. However, DEP chose to pay for the updates and returned that funding to the CDFAP for conservation districts.
- DEP will be holding six regional sessions as follow-up to the Chapter 102 listening sessions.

### **Report from the USDA Natural Resources Conservation Service**

Susan Marquart, Assistant State Conservationist for Operations, and Nancy DiFiore, Assistant State Conservationist for Operations in Northeast Pennsylvania, provided the following report:

- At the end of September, DEP will no longer be partnering with NRCS on the SWAT program. However, the program will continue with a new agreement process, in partnership with conservation districts, coordinated through PACD.
- Seven of the twelve projects through the NRCS Emergency Watershed Protection (EWP) Program have been completed and work continues on the remainder of these projects.
- RCPP has five active projects in the state, using about \$11.6 million. There will soon be a sixth project, focusing on soil health. The Chesapeake Bay Foundation is the lead agency for the project, and partners include three conservation districts.
- She directed participants to a handout that highlights other NRCS activities.
- Information on available courses and credits was e-mailed to conservation districts.

### **Adjournment**

*It was moved by Murray Laite (Mifflin) and Dennis Beck (Cambria) to adjourn the meeting. Motion carried.*

The meeting was adjourned at 11:15 am.