

**PACD Executive Council Meeting**  
**Double Tree Resort by Hilton Hotel, Lancaster, PA**  
**July 18, 2018**

**Call to Order**

President Charles Duritsa welcomed everyone and called the meeting to order at 1:18 p.m.

**Roll Call**

North East Region Director Kelly Stagen, acting secretary for the meeting, called the roll. She reported that 41 districts were present, which constituted a quorum.

**Minutes of the Preceding Meeting**

Kelly Stagen presented the minutes of the previous meeting on January 18, 2018.

*It was moved by Bill McFadden (Lehigh) and seconded by Kelly McLaughlin (Allegheny) to approve the minutes as presented. Motion carried.*

**President's Report**

Charles Duritsa reported that the spring region meetings went well and the organization is in good shape financially. Based on the feedback provided by the membership during the spring region meetings, we will continue have a PACD Winter Meeting. We will participate in the Farm Show in partnership with NRCS. We will continue our presence at Ag Progress Days and may partner with another organization to exhibit at PSATS.

**Executive Director's Report**

Brenda Shambaugh provided the following report:

- She thanked the board and staff for their hard work and support.
- PACD has a contract with DCNR to provide up to \$250,000 in sub-grants to districts for buffer projects. This money requires no match. She noted that we may be able to get additional funding next year and the following year. However in order to do that, we need to get the current funds out and projects on the ground.
- Brenda introduced Program Manager Amy Salansky and noted that she is the lead for the DCNR grant program. She also introduced the rest of the staff.
- Brenda announced that the PACD Winter Meeting will take place at Toftrees Golf Resort January 30-31, 2019.

**Treasurer's Report**

North West Region Director Cliff Lane presented the year-end financials for review on behalf of PACD Treasurer Kenneth Meck, who was unable to attend. He offered to take any questions from the floor. None were presented.



### **Report from the PACD Managers Meeting**

Lancaster County Conservation District Manager Chris Thompson provided the following report from the PACD Managers Meeting.

- The managers met this morning, July 18, 2018, with 42 in attendance.
- Steve Darcy from Prince George's County, Maryland, sat in on the meeting.
- New Leadership Development Coordinator Matt Miller provided a presentation on leadership development.
- Brenda provided an update on the state budget and the forecast for next year's budget. She stressed that, while this year's budget was relatively easy process, next year's will be extremely difficult. We will need to work together to promote conservation districts and create relationships with new legislators after the upcoming elections.
- Brenda also provided a report on the new grant program with DCNR.
- The managers received an update from members of the PACD Advisory Committee about their recent meeting with Karl Brown from the SCC.
- The group discussed concerns and questions regarding the Chapter 105 program changes. They will put together these questions and concerns for Brenda to relay to DEP.
- Bill McFadden reported on some of the steps he is taking to engage developers and legislators.
- They spoke about steps being taken to improve relationships with DEP on a regional basis.
- The group discussed the 105 delegation agreements, and the fact that non-delegated districts are being asked to undertake additional tasks.

### **Report from the PACD Directors Breakfast**

Charles Duritsa provided a brief report from the PACD Directors Breakfast, thanking Eric Hansen with NACD for presenting to the group.

### **PACD Office Building**

Charles Duritsa reviewed a PowerPoint detailing the proposed new space, a comparison of current versus projected expenses, and the reasons why PACD is considering the move. He noted that PACD is not interested in taking on a new long-term mortgage, though a short-term bridge loan may be needed until we sell the current PACD building. The purchase price of the condominium is about \$200,000 less than the projected sales price of the building, which gives us some room to negotiate the sale price while still coming out of the transaction with a profit.

*It was moved by Donna Zofcin (Forest) and seconded by Blaine Smith (Blair) to provide the PACD Executive Board with the authority to move forward with the purchase of the condominium located at 5925 Stevenson Avenue in Harrisburg, Pennsylvania, and the sale of the current PACD Building located at 25 North Front Street in Harrisburg, Pennsylvania. Motion carried unanimously.*

### **Reports, motions, and resolutions from the PACD Conservation Committee**

Committee Chairman Adam Cotchen reported that the PACD Conservation Committee met on July 17 with a quorum.

- The committee approved the minutes of the previous meeting.
- Brenda Shambaugh provided an update about the PA State Budget. She is optimistic about this year's budget process. However, next year will be a very different story. PACD staff and

members will need to work together to educate legislators about the work that conservation districts do to ensure that our funding lines remain intact during the next budget round.

- Brenda also reported on two House Bills. PACD has policy in place that cover these issues and Brenda is looking for feedback from the districts about how the members feel about these proposed legislative items:
  - HB 2154, which would change regulations for small conventional wells
  - HB 1959, which would introduce third-party reviewers for any permit that exceeds the established review time-frame
- Brenda reported that PACD has convinced Rep. Zimmerman not to move forward with the bill proposing to shorten the review period for nutrient management permits.
- Eric Hansen with NACD provided a report on the Farm Bill and discussed NACD's legislative priorities.
- The Conservation Committee had no motions to bring before the council.

### **Reports, motions, and resolutions from the PACD District Employees Committee**

Chairwoman Sandy Thompson reported that the PACD District Employees Committee met on January 17, 2018, with a quorum.

- The committee received reports from Amy Salansky on district training opportunities, Leadership Development Coordinator Matt Miller on the Leadership Development program, and Sandy Thompson about a recent survey of districts on outreach to non-traditional groups
- The committee reviewed the development of IDPs and online training resources; policies, practices, and funding for internships; and requests for QuickBooks training.
- The District Employees Committee had no motions to bring before the council.

### **Reports, motions, and resolutions from the PACD Education and Outreach Committee**

Acting Chair Kelly Stagen reported that the PACD Education and Outreach Committee met on July 17 with a quorum.

- Shannon Wehinger reported on the 2019 Farm Show. The conservation district booth will be co-located with NRCS. PACD's Jann McNamara will send out a call for volunteers to staff the booth. Kelly urged everyone to consider volunteering.
- The committee heard from Allegheny's Jessie Albright who created a "how-to" video for the new PACD photo library, which is now up and running. Information on how conservation districts can submit and use photos will go out via PACD's listserves and e-newsletter.
- Lastly, the committee received information from McKean County about DCNR's educational programs. Districts are encouraged to coordinate with nearby districts and ask DCNR State Park staff to coordinate a training for them.
- The Education and Outreach Committee had no motions to bring before the council.

### **Reports, motions, and resolutions from the PACD Legislative Committee**

Chairwoman Donna Fisher reported that the PACD Legislative Committee met on July 17 without a quorum.

- Brenda Shambaugh provided an update about the Pennsylvania State Budget. She is optimistic about this year's budget process. However, as noted in the Conservation Committee's report, next year will be a difficult budget year and we will have to work together to ensure that our funding lines remain intact during the next budget round.
- The committee also discussed two legislative items: HB 2154, which would change

regulations for small conventional wells; and HB 1959, which would introduce third-party reviewers for any permit that exceeds the established review time-frame Brenda is looking for feedback on these issues.

- Brenda reported that PACD has convinced Representative Zimmerman not to move forward with the bill that would shorten the review period for nutrient management permits.
- Eric Hansen with NACD provided a report on the Farm Bill and discussed NACD's legislative priorities.
- The Legislative Committee had no motions to bring before the council.

### **Reports, motions, and resolutions from the PACD Operations Committee**

Acting Chairman Charles Duritsa reported that the PACD Operations Committee met on July 17, 2018, with a quorum. The committee approved the minutes of the previous meeting and voted to forward three motions from the PACD Ways and Means Committee to PACD Executive Council. These motions will come before council during the PACD Ways and Means Committee report later in the meeting.

### **Reports, motions, and resolutions from the PACD Ways and Means Committee**

Acting Chair Cliff Lane reported that the PACD Ways and Means Committee met on July 17, 2018, with a quorum.

- The committee reviewed the draft financial reports for July 2017-June 2018 and the draft budget for Fiscal Year 2018-2019.
- They also discussed the possibility of a surplus in revenue based on the draft financial reports as presented. The final amount will be determined after the audit is completed.

Cliff directed everyone's attention to their packets to review the three motions from the committee related to the sale of the current PACD building and purchase of condominium space.

#### 1. FY 2017-18 Budget

*It was moved by Ed Zinser (Sullivan) and seconded by Bob Robinson (Wyoming) to approve the following motion:*

*If the PACD Executive Council approves the sale of the current building and purchase of the condominium, then a line item should be added to the FY 2017-18 PACD budget for one year of expenses related to these transactions.*

*Motion carried unanimously.*

#### 2. Funds for Sale and Purchase Costs

*It was moved by Ed Zinser (Sullivan) and seconded by Chris Strohmaier (Chester) to approve the following motion:*

*If the PACD Executive Council approves the sale of the current building and purchase of the condominium, then PACD should utilize the surplus from Fiscal Year 2017-18, the PACD reserve fund, and/or the PACD Capital Fund to cover costs related to these transactions.*

*Motion carried unanimously.*

### 3. Ad Hoc Committee

*It was moved by Bill McFadden and seconded by Seleen Shives (Fulton) to approve the following motion:*

*If the PACD Executive Council approves the sale of the current building and purchase of the condominium, then the PACD Executive Council should create an ad hoc committee to make recommendations regarding financial and building issues. Further, the ad hoc committee should include at least one manager member of the PACD Ways and Means Committee.*

*Motion carried unanimously.*

Cliff reported that the committee had no further motions to come before council.

### **Proposed PACD Budget for Fiscal Year 2018-2019**

Cliff Lane presented the Proposed PACD Budget for Fiscal Year 2018-19.

*It was moved by Bill McFadden (Lehigh) and seconded by Donna Zofcin (Forest) to approve the proposed PACD Budget for Fiscal Year 2018-2019. Motion carried.*

### **Election of Officers**

Nominating Committee Member Robert Robinson (Wyoming) presented the following slate of officers:

*President:* Charles Duritsa (Westmoreland)

*1<sup>st</sup> Vice President:* Mike Price (Beaver)

*2<sup>nd</sup> Vice President:* Donald Koontz

*Secretary:* Kelly Stagen (Pike)

*Treasurer:* Sonia Wasco (Lancaster)

*It was moved by Don Bowser (Fayette) and seconded by Bill McFadden (Lehigh) to approve the slate of officers as presented. Motion carried.*

### **Report from the National Association of Conservation Districts**

NACD Northeast Region Representative Eric Hansen provided the following report:

- He reported on NACD's capacity building project and thanked Sandy Thompson and Cliff Lane from McKean, who have been very helpful with this project.
- He discussed their grant program, noting that six Pennsylvania districts applied for grants and all received funding.
- He thanked Pennsylvania for hosting the Northeast Regional Meeting.

### **Report from the PA State Conservation Commission (SCC)**

SCC Executive Secretary Karl Brown thanked the PACD staff and board for putting on this meeting and the NACD Northeast Regional Meeting. He noted that the districts are doing well making use of the Dirt, Gravel, and Low Volume Roads funding. He encouraged districts in the Chesapeake Bay to be actively involved in the Watershed Implementation Plan process.

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

Conservation District Support Section Chief Fred Fiscus thanked everyone for their work on the meeting, particularly the PACD staff.

- He reported that Pete Tarby, DEP Field Representative for the Northeast, sent out an email about a small business opportunity for farmers. This is a small business advantage grant for natural resource protection projects, such as exclusionary streambank fencing, riparian buffer plantings, and other stormwater best management practices.
- DEP is developing an online training system. The PA Clean Water Academy will offer a curriculum of online training, which you can take independently at any time online. Self-assessments will be built in and an individual's progress can be tracked.

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

State Conservationist Denise Coleman thanked PACD for putting on the meeting and provided some highlights from the 2017 Accomplishment Report.

- The report has a nice summary of work that's been completed using farm bill funding, with over 16,265 practices on the ground last year
- The report also talks about the NRCS purchase of LIDAR and outlines the training offered by NRCS.

### **Adjournment**

The meeting was adjourned at 2:32 p.m.

*It was moved by Donna Zofcin (Forest) and seconded by Bill McFadden (Lehigh) to adjourn the meeting. Motion carried.*