

**PACD Executive Board Minutes
Video Conference
July 21, 2020**

Welcome

President Mike Price welcomed everyone and called the meeting to order at 9:06 a.m.

Board members in attendance: Mike Price, President; Kelly Stagen, 1st Vice President & Alternate NACD Director; Charles Duritsa, Secretary; Sonia Wasco, Treasurer; Dr. Robert Shannon, NC Region Director; Clifford Lane, NW Region Director & NACD Director; John Akers, SC Region Director; Piper Sherburne, SE Region Director; Emil Bove, SW Region Director

Staff in attendance: Brenda Shambaugh, Executive Director; Lisa Jo Suhr, Director of Operations; Shannon Wehinger, Director of Communications & Education; Amy Brown, Program Manager; Molly Burns, Project & Event Specialist; Jann McNamara, Administrative Assistant; Matt Miller, Leadership Development Coordinator; Nick Yeagy, Software Specialist

Minutes of the Previous Meeting

The minutes of the June meeting were provided for review.

It was moved by Chuck Duritsa and seconded by John Akers to approve the minutes of the previous meeting as presented. Motion carried.

Financial Reports

The year-end financial reports for fiscal year 2019-2020 were provided for review.

It was moved by Cliff Lane and seconded by Rob Shannon to file the year-end financial reports for fiscal year 2019-2020 for audit. Motion carried.

State Conservation Commission (SCC) Vacancies

A letter from the SCC was provided, explaining that terms have expired for Michael Flinchbaugh (farmer member), Ronald Kopp (farmer member), and Ronald Rohall (public member). All three individuals would like the board's recommendation for reappointment to the SCC.

It was moved by Chuck Duritsa and seconded by Sonia Wasco to recommend Michael Flinchbaugh (farmer member), Ronald Kopp (farmer member), and Ronald Rohall (public member) for appointment to the State Conservation Commission. Motion carried.



Due Date for PACD Dues

PACD sends out dues invoices to our members annually in August, but the dues do not have to be paid until the end of the fiscal year. The June 30 deadline makes it difficult to plan the association's annual budget and provide full fiscal-year-end financials to our membership prior to the PACD Executive Council meeting. The Executive Board is asked to consider moving the due date for the annual dues from June 30 to March 31 for budget planning purposes.

It was moved by Sonia Wasco and seconded by Kelly Stagen to change the due date for PACD dues to March 31, 2020. Motion carried.

Unemployment Insurance Proposal

John Eichelberger with Complete Insurance Services, Inc. recently contacted PACD about a potential unemployment compensation program. Under this program, districts would receive a discount on their program costs and PACD would receive compensation for every district that participates. Information on the program, as well as a sample agreement, is attached for review. If we would like to participate, we will need to do so prior to November 30, which is the state deadline to make changes to any unemployment compensation account. The board is asked to consider their interest in participating in this program.

It was moved by Chuck Duritsa and seconded by Emil Bove to table the motion. Motion carried.

Updated FY 2020-2021 PACD Budget

Staff have updated the PACD budget as directed. A copy of the updated budget is attached for your information and reference. The approved three-year dues schedule is included to show that PACD is not taking the approved dues increase.

It was moved by Sonia Wasco and seconded by Kelly Stagen to table the motion until the board returns from Executive Session. Motion carried.

Update on PACD Statewide Meetings

The Wyndham State College is waiving all cancellation costs based on the Governor's most recent order. Given the additional financial risk involved and the uncertainty the future holds for large gatherings, staff do not plan to move forward with contracts for 2021 Winter Meeting or the 2021 Joint Annual Conference at this time. The board also discussed the fall region meetings.

It was moved by Kelly Stagen and seconded by Rob Shannon to hold the Fall 2020 PACD Region Meetings virtually. Motion carried.

PACD Executive Director's Report and Legislative Update

The PACD Executive Director's Report, covering the June activities of the PACD Harrisburg staff, is attached for your review. Brenda will provide a verbal report on legislative issues and other pertinent items.

- PACD is moving forward with the phone upgrade. Molly has been working on that, and we will coordinate with Bluetek and Nextiva to have those phones installed and ready to go before we return to the office.
- Amy and Lisa have been busy working on quarterly reports.
- Jann and Shannon have been working on the awards program. We will be recognizing the PACD award recipients and poster contest winners during the council meeting.

- We will also be showing the Public Service Announcement (PSA) on native plants during the education and outreach report at the council meeting.
- One benefit of the districts holding virtual board meetings is that Brenda has been able to attend several district board meetings, which has been a valuable opportunity.
- The state legislature has left until mid-September unless they decide to resume unexpectedly.
- Senator Yaw is working on legislation to create a program for conservation best management practices based on the Dirt, Gravel, and Low Volume Roads program. There is no associated funding source. PACD will have the opportunity to review the legislation to provide feedback and will also reach out to some districts.
- Most of our training sessions are happening virtually. One exception is the field portion of Ag Boot Camp, which Shannon has been working on.
- Nick is working on Clean Water Academy modules. DEP has also approved his time to put together a webinar on video production, which is receiving quite a bit of interest. The webinar will be recorded for anyone who cannot participate live.
- The Condo Association is having work done to repair the water damage to our office.
- We just received notification that Randi Tyler from the Clarion office is leaving PACD for NRCS in DuBois, which is about 30 miles closer to her home.

Other Business

No other business was presented.

Executive Session

The board went into executive session at 9:55 a.m. and exited at 10:25 a.m.

PACD FY 2020-2021 Budget

It was moved by Sonia Wasco and seconded by Emil Bove to approve the amount of \$71,482 for the "PACD Wages and Benefits" line in the proposed PACD FY 2020-2021 Budget, a 5.0% increase from the approved PACD FY 2019-2020 Budget. Motion carried.

It was moved by Kelly Stagen and seconded by Cliff Lane to approve the amount of \$2,500 for the "NACD Dues and Activities" line in the proposed PACD FY 2020-2021 Budget, a 50% reduction from the approved PACD FY 2019-2020 Budget. Motion carried.

It was moved by Sonia Wasco and seconded by Rob Shannon to approve the proposed PACD FY 2020-2021 Budget as amended. Motion passed.

Adjournment

The meeting was adjourned at 10:30 a.m.