

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
October 11, 2018**

Item 2

REGULAR MEETING MINUTES

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors to order at 6:03 PM at the district's office and noted that the meeting was being recorded to aid in the preparation of the meeting minutes. The meeting began with the pledge of allegiance to the flag of the United States of America.

ROLL CALL - BOARD MEMBERS:

Timothy Ference	Chairman	Present
John J. Wilkes, Jr.	Vice-Chairman	Excused
Timothy J. Connolly, Jr.	Treasurer	Excused
Tracey Stevens	Secretary	Present
Leonard J. Burger, Jr.	Member	Present
John P. Hanish, Jr.	Member	Present
Chris Maylath	Member	Excused
Gary A. Moyer, Sr.	Member	Present
Matthew Vough	Member	Present by Phone

DISTRICT EMPLOYEES:

Heather Graham, E&S/NPDES Program Coordinator	written report submitted
Deborah Josuweit, Office Administrator	Present/written report submitted
Jennifer Lauri, Ag Conservation Specialist	written report submitted
John Levitsky, Watershed Specialist	Present/written report submitted
Joshua Longmore, Executive Director	Present/written report submitted
Amber Martin, Conservation Specialist (MDC & Ed. Outreach)	written report submitted
Michael Schlauch, Conservation Specialist (Ag & Roads Programs)	written report submitted
Ryan Sotelo, MDC Program Technician	written report submitted
Phil Trowbridge, E&S/NPDES Conservation Specialist	written report submitted

AGENCY REPRESENTATIVES:

Andrew Kears	NRCS	Present/written report submitted
Shane Kleiner	PA DEP	written report submitted
Pete Tarby	PA DEP	written report submitted

ORDER OF BUSINESS

(Denotes motion or action taken by the district board)**

PUBLIC COMMENT: None

MINUTES: Submitted by Josuweit.

****Motion by Moyer, seconded by Stevens to approve the September 13, 2018 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Longmore noted that the E&S service fee income is continuing to trend above the budgeted amount.

****Chairman Ference ordered the Financial Reports to be filed for audit.**

ACTION ITEMS:

2017 District Audit

Ference reported that the audit is still under preparation and will be on the agenda for the November meeting.

Comprehensive Nutrient Mgmt. Plans for Murray & Forest Heights Farms

Longmore noted that the board previously contracted with R&R Engineering for the engineering component of a Comprehensive Nutrient Management Plan (CNMP) for the Murray Farm and with technical service provider (TSP) Diane Comrey for the conservation planning/nutrient management component of the plan. R&R Engineering has been proceeding with their work on the plan, but Ms. Comrey did not attend the initial site meeting, canceled another, and hasn't returned any of Lauri's phone calls or emails regarding the status of the plan. She also didn't respond to correspondence from Longmore, in which he stated that the district needed to hear from her and have movement on the project or he would recommend that the board nullify the agreement and move forward with another TSP. After no response from Comrey, Longmore requested that Lauri get new or revised quotes for the CNMP.

Longmore explained that another CNMP project is ready to move forward. Forest Heights Farms is the primary project for the district's most recent Growing Greener grant. For this plan, NRCS will complete the engineering portion of the CNMP. Lauri also requested quotes for the conservation planning/nutrient management plan component for this project. The board was provided with a list of quotes for both projects.

A discussion followed regarding the district's knowledge of and experience with the various TSPs and reference checks by Lauri. Longmore recommended that the board nullify the agreement with Ms. Comrey and choose new TSPs for the conservation planning/nutrient management component of the CNMPs for the Murray Farm and the Forest Heights Farm.

****Motion by Hanish, seconded by Burger to nullify the CNMP agreement with Diane Comrey. The motion carried unanimously.**

****Motion by Moyer, seconded by Stevens to contract with Red Barn Consulting, Inc. at \$4,500.00 for the CNMP for the Martin Murray Farm. The motion carried unanimously.**

****Motion by Hanish, seconded by Burger to contract with Red Barn Consulting, Inc. at \$4,000.00 for the CNMP for the Forest Heights Farm. The motion carried unanimously.**

Nescopeck Creek Growing Greener Grant Project Updates

Ference noted that Levitsky was in-transit to give an update on the grant so the meeting proceeded to the next agenda item.

Personnel Committee Recommendations on E&S Position

Ference noted that the Board would enter into an executive session to discuss Personnel Committee recommendations after the other agenda items were covered.

COOPERATING AGENCY REPORTS

NRCS – Kearsse provided a written and verbal report.

PA DEP – Kleiner provided a written report.

PACD – Ference noted the Northeast Regional PACD meeting will be held Friday, October 12th and asked if anyone had issues to be raised at the meeting.

Longmore noted for the record that a report was submitted to the board from Pete Tarby, PA DEP.

With Levitsky's arrival at 6:15 PM, Ference requested that he address the earlier agenda item:

Nescopeck Creek Growing Greener Grant Project Updates

Longmore explained that approximately \$11,000 remains from the 2013 Luzerne County Stream Stabilization Growing Greener grant that funded a portion of the Koval project. DEP already granted an extension until the end of 2018 for use the remaining funds. Levitsky gave some background on the originally intended use of the funds for stream habitat work within Nescopeck State Park and discussions with DEP on other potential uses for

the funds since the work at the park was not needed. Other issues within the Nescopeck Creek Watershed could be addressed, but \$11,000 wouldn't be enough to address a complete project. Levitsky stated that NRCS is finishing design work on a project on Nescopeck Creek within the Glen Oaks development located in the upper reaches the watershed. Another potential site along Nescopeck Creek is the Wood-Fink property near the previously completed Koval Project, but neither project is ready to move forward before the end of the year. Levitsky also suggested the remaining funds could be used for The Lands of Hillside Farms dam removal project since PA DEP Dam Safety required the alteration of the original scope of the project, but that project is within the Toby Creek Watershed. Longmore stated that the question remains whether DEP would allow the funds to be used outside the Nescopeck Creek Watershed. If so, they could help offset some of the increased engineering costs for the dam removal project that were approved by the board last month, which would free up more money for construction in the 2015 GG grant. Levitsky and Longmore agreed this would be the best option to move forward quickly on the existing project. Longmore asked if the board would be in favor of asking DEP to reallocate the funds to the Hillside dam removal, if allowed. Ference asked if there would be a viable way to expand the Koval project downstream with this funding. Levitsky will look to see if there is a way to use the remaining funds there before the end of the year. After additional discussion, it was the board's consensus to have Levitsky inquire with Kleiner about using the remaining \$11,000 for the Hillside dam removal project.

Levitsky also noted the Mountain Springs Riparian Restoration project funding for \$9,950 from the Eastern Brook Trout Joint Venture is available for planting in the spring, and he is conducting public outreach at the Noxen Fall Festival and will be giving a presentation, sponsored by the Noxen-Monroe Sportsmen Association, at the Noxen Community Center to explain how the project will restore the former lake bottom to improve natural habitat for fish and wildlife.

EXECUTIVE SESSION:

The Board entered executive session to discuss personnel issues at 6:39 PM.

RETURNED TO REGULAR SESSION:

The Board returned to regular session at 7:06 PM and the following motions were considered.

****Motion by Moyer, seconded by Burger to approve the recommendation of the Personnel Committee to hire Benjamin Bailey as a Conservation Specialist, Base Step for the E&S Program, with the option for the Executive Director to modify the offer by one step, if needed. The motion carried unanimously.**

****Motion by Moyer, seconded by Stevens to return Amber Martin to seasonal employment status, with full insurance coverage until the end of November 2018. The motion carried unanimously.**

CORRESPONDENCE & ANNOUNCEMENTS:

- MECC Workshop will be held Friday, November 2, 2018 from 8:00 AM to 2:00 PM at the Holiday Inn East Mountain. Staff members will be making presentations, a light breakfast and lunch will be provided along with door prizes.
- October LCD Board of Directors Meeting – 11/8/18 @ 6:00 PM.

****Motion by Hanish, seconded by Burger to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 7:09 PM.

This meeting was recorded on a digital recorder to assist in the preparation of the official written minutes.

Respectfully Submitted by: Deborah Josuweit, Office Administrator

Approved by action of the Luzerne Conservation District Board of Directors on November 8, 2018.



Chair or Vice Chair



Treasurer or Secretary