

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
May 11, 2017**

REGULAR MEETING MINUTES

Timothy J. Ference, Chairman called the meeting of the Luzerne Conservation District (District) Board of Directors (Board) to order at 6:07 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 J. Ference	Chairman	Present
John J. Wilkes, Jr.	Vice-Chairman	Present at 6:10 PM
Timothy J. Connolly, Jr.	Treasurer	Excused
Tracey Stevens	Secretary	Present at 6:37 PM
Leonard J. Burger, Jr.	Member	Present
John P. Hanish, Jr.	Member	Present
Eugene Kelleher	Member	Present
Chris Maylath	Member	Excused
Gary A. Moyer, Sr.	Member	Present

ASSOCIATE DIRECTOR:

Carl R. Urbanski	Director Emeritus	Present
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DISTRICT EMPLOYEES:

Heather Graham, E&S/NPDES Program Coordinator	written report submitted
Deborah Josuweit, Administrative Assistant	Present/written report submitted
John Levitsky, Watershed Specialist	written report submitted
Joshua Longmore, Executive Director	Present/written report submitted
Amber Martin, Program Technician (MDC Program)	written report submitted
Amy Salansky, Agricultural Conservation Specialist	written report submitted
Michael Schlauch, Conservation Specialist (Ag & Roads Programs)	written report submitted
Phil Trowbridge, E&S/NPDES Conservation Specialist	written report submitted

AGENCY REPRESENTATIVES:

Andrew Kearse	NRCS	written report submitted
Shane Kleiner	PA DEP	Present/written report submitted

ORDER OF BUSINESS

(Denotes motion or action taken by the District Board)**

Ference noted for the record that the April board meeting was canceled.

PUBLIC COMMENT: None.

MINUTES: Submitted by Josuweit.

****Motion by Hanish, seconded by Moyer to approve the March minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Longmore noted that the E&S fee income is exceeding budget, which reflects increased permit activity related to development within Luzerne County.

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

ACTION ITEMS:

Internship Agreement with Bloomsburg University

Ference noted the copy of the Internship Agreement with Bloomsburg University provided in the board packets. Longmore explained that the agreement, between Bloomsburg University and Luzerne Conservation District, is for 5 years and outlines each entity's role and responsibilities related to student internships. He recommended approval by the Board.

****Motion by Wilkes, seconded by Hanish to authorize the 5 year Internship Agreement with Bloomsburg University. The motion carried unanimously.**

Update on MDC Seasonal Program Technician Hiring

Longmore referred to the previous Board discussion to hire a second technician for the Mosquito-borne Disease Control (MDC) Program. He and Martin discussed the Program's needs. Martin believes she would be able to handle most of the DEP contract deliverables herself, but at times she may need help during periods of high mosquito activity. Longmore suggested having the intern, Matt Osmulski, work 2 to 3 days a week in a paid position in the MDC Program. Costs would be covered through the grant. Longmore spoke with the DEP regional coordinator for input. DEP is okay with this approach, and it leaves the door open in the event the District later feels that a second full time seasonal employee is needed. He also reached out to the PACD legal counsel to see if there are issues with paying the intern for work in the MDC program but not in other programs. The lawyer advised that as long as hours are tracked separately and it is made clear that paid hours are only for work in the MDC program, there shouldn't be any problems. Longmore recommends this approach for this season. If this season is extremely warm with large mosquito activity and the virus is present locally, Osmulski may be available for work after the internship period is over too.

****Motion by Moyer, seconded by Kelleher to approve hiring Osmulski to work in a paid position for the MDC Program on an as-needed basis. The motion carried unanimously.**

Watershed Specialist Grant Agreement

Ference noted the previous discussion on the funding for the Watershed Specialist and asked for approval to enter into the agreement with DEP for this grant.

****Motion by Wilkes, seconded by Hanish to approve the Watershed Specialist grant agreement with DEP. The motion carried unanimously.**

New NRCS Direct Agreement for Technical Services

Longmore updated the Board on the NRCS Direct Agreement that will help fund the second Ag Conservation Specialist position. A portion of this position has been funded by the SWAT (Strategic Watershed Action Team) grant through DEP and USDA/NRCS. Last year DEP stated they would no longer provide the grant after June 30, 2017. NRCS was still interested in funding these positions, so they asked PACD to be the local sponsor for a new agreement with districts. Through new agreements, NRCS would fund 75% of both of the district's Ag Conservation Specialist positions, and the district would fund 25%. NRCS would broaden the scope of the agreement work plans to apply to all of the agricultural conservation work that staff currently perform. The agreement would be for 5 years, contingent upon annual Federal budget approval. Longmore made initial application for the funding, and he expects to have a contract for the Board to approve and sign in the near future. A brief discussion was held on the state and federal budgets.

SCC Inquiry Regarding Involvement in Nutrient Management Program

Longmore informed the Board of the SCC's offer to districts to take on delegated authority in the Nutrient Management Program. Work would include review and approval of nutrient management plans for larger level agriculture operations, inspections, and complaint handling. In the past, the District's approach has been to decline program involvement and focus on providing technical assistance to the agricultural community, instead of regulation. The SCC has revised the delegation agreement and has reached out to offer new agreements to the districts that aren't currently involved in the program. Longmore asked for the Board's response to the offer. A brief discussion was held.

****Motion by Kelleher, seconded by Wilkes to decline the SCC's offer of a Nutrient Management Program delegation agreement. The motion carried unanimously.**

Employee Step Increase Acknowledgement

Ference informed the Board that Ron Jesse successfully achieved a step increase within the district's Employee Pay Schedule.

Additional Items:

Ference requested that the record reflect appreciation to the staff for their work on the successful Envirothon and MECC workshop. He received positive feedback from other MECC attendees.

Longmore reported that DEP is purchasing a computer program called Practice Keeper that will first be given to districts within the Chesapeake Bay watershed and then to districts statewide. DEP will purchase three licenses for each district initially. Practice Keeper is an all-inclusive computer program that will help organize conservation planning, inspections and permitting under one system. DEP will also reimburse districts \$1,000 for the purchase of a laptop/tablet computer to be used with the program in the field. Longmore asked for Board approval to move forward with the purchase of the equipment.

****Motion by Moyer, seconded by Wilkes to approve the purchase of a laptop/tablet computer. The motion carried unanimously.**

COOPERATING AGENCY REPORTS:

NRCS – Andrew Kearse provided a written report.

PA DEP – Shane Kleiner provided a written and verbal report.

PACD – Ference noted that he, along with Hanish, attended the PACD regional meeting on 4/21/2017. He highlighted the actions on the agenda and results of the votes. Hanish noted that he would have liked more information on invasive species.

Longmore, Hanish and Ference will be attending the annual PACD/SCC conference on July 12-13 in Harrisburg. All Board members are welcome to attend. Longmore asked if Board's position is the same in supporting the by-law changes as previously discussed and if the voting delegate should vote accordingly at the annual meeting. It was the Board members' consensus that their position hasn't changed. He also reported that PACD is still looking for candidates to fill two vacancies on the executive board, and that DEP is currently looking for district board members to serve on regional work groups for a new statewide water plan pertaining to the management of water resources, ground water issues, drinking water issues and water quality programs. Board members interested in either opportunity can let Longmore know, and he will forward their name to PACD.

CORRESPONDENCE & ANNOUNCEMENTS:

- Letter from PA Secretary of Agriculture Redding on the governor's budget proposal and the House of Representatives counter proposal
- June LCD Board of Directors Meeting – 6/8/2017 @ 6:00 PM

****Motion by Wilkes, seconded by Moyer to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 6:55 PM.

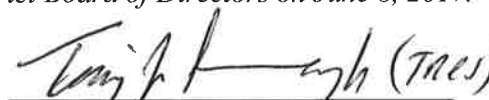
This meeting was recorded on a digital recorder to assist in the preparation of the official written minutes.

Respectfully Submitted by: Deborah Josuweit, Administrative Assistant

Approved by action of the Luzerne Conservation District Board of Directors on June 8, 2017.



Chair or Vice Chair



Treasurer or Secretary

