

**LUZERNE CONSERVATION DISTRICT
BOARD OF DIRECTORS
325 SMITHS POND ROAD, SHAVERTOWN, PA 18708
September 13, 2018**

REGULAR MEETING MINUTES

Timothy Ference, Chairman called the meeting of the Luzerne Conservation District Board of Directors to order at 6:19 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	Present
Tracey Stevens	Secretary	Present
Leonard J. Burger, Jr.	Member	Present
John P. Hanish, Jr.	Member	Excused
Chris Maylath	Member	Present by Phone
Gary A. Moyer, Sr.	Member	Excused
Matthew Vough	Member	Excused

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	written report submitted
Joshua Longmore, Executive Director	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 Kearse	NRCS	Present/written report submitted
Shane Kleiner	PA DEP	written report submitted

ORDER OF BUSINESS

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

Ference noted for the record that the August Board Meeting was canceled due to lack of business.

PUBLIC COMMENT: None

MINUTES: Submitted by Josuweit.

****Motion by Connolly, seconded by Stevens to approve the July 12, 2018 meeting minutes as submitted. The motion carried unanimously.**

FINANCIAL REPORTS: Submitted by Josuweit.

Ference noted the financial reports with continued trend above the budgeted numbers for E&S fee revenue.

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

ACTION ITEMS:

Update on The Lands at Hillside Dam Removal Project

Levitsky presented the Board with a narrative summarizing the status of the dam removal project. He met with PA DEP Dam Safety officials who required changes to the scope of work for the project which will include an increase in costs for surveying and construction. Levitsky asked the Board to approve \$3,250.00 for additional surveying, which will increase the contract with Barry Isett & Associates to \$20,500.00. He stated there will be \$49,500.00 available in remaining grant funds for the construction phase of the project, which is insufficient. Levitsky will be seeking additional grant funding to complete the construction, and he will keep the Board apprised of the progress.

****Motion by Connolly, seconded by Burger to approve a change order to the contract with Barry Isett & Associates for additional survey work for The Lands at Hillside Dam Removal Project in the amount of \$3,250.00. The motion carried unanimously.**

Status of 2017 District Audit

Ference explained that Longmore was not able to spend enough time in the office yet with Ray Knaub for him to complete the 2017 audit. Longmore is recommending the Board consider paying 50% of the contracted amount to Ray Knaub because of the substantial amount of work he has completed on the audit. Once Longmore has availability to continue the work with Knaub and the audit is completed, the remainder of the payment will be made. The partial payment amount would be \$3,507.50.

****Motion by Stevens, seconded by Burger to approve the 50% payment for the 2017 District Audit in the amount of \$3,507.50 to Ray Knaub & Company. The motion carried unanimously.**

Retirement System Minimum Obligation for 2019 Acknowledgment

Ference presented the annual minimum obligation worksheet required by the Pennsylvania Municipal Retirement System. This worksheet lists the district's estimated retirement obligation for the upcoming year. Longmore completed the information based on an estimated payroll for 2019 of \$368,846.00. The 2019 minimum municipal retirement obligation is estimated to be \$18,722.00.

****Motion by Connolly, seconded by Stevens to acknowledge the retirement system MMO estimated contribution for 2019. The motion carried unanimously.**

CDFAP UGWF Allocation Worksheet

Ference explained that the CDFAP UGWF allocation worksheet for 2018-2019 is an indication to the SCC on how the funds will be used in the state fiscal year. Districts can either allocate the funds for various staff positions or to cover administrative expenses. The district is eligible to receive \$26,329.00 for the current fiscal year. An acknowledgement by the Board is needed to submit the worksheet to the SCC documenting the district's intentions for the use of the funds. Longmore's recommendation is to continue using the funds to cover general administrative expenses, which is documented on the worksheet that was presented to the board.

****Motion by Burger, seconded by Connolly to accept Longmore's recommendation to allocate the funds for administrative expenses and to acknowledge the CDFAP UGWF Allocation Worksheet. The motion carried unanimously.**

Ag Conservation Technical Assistance Program Agreement & Application

Ference noted the renewal request document for funding through the SCC's Ag Conservation Technician Assistance Program (ACT). This is another program that requires Board review and approval to request partial funding for Lauri's position for the current state fiscal year. The amount available is \$16,224.31. Longmore prepared the program agreement and funding application and recommended that the Board approve them to continue operating the program as in the past.

****Motion by Connolly, seconded by Burger to approve and have the appropriate officers sign the Ag Conservation Technical Assistance Program Agreement & Application. The motion carried unanimously.**

NRCS/PACD Technical Service Agreement for New Federal Fiscal Year

Ference reported on the renewal of the annual agreement between the district, NRCS, and PACD for the upcoming fiscal year. The agreement will begin on October 1, 2018 and run through September 30, 2019 and provide funding for portions of Schlauch's and Lauri's positions. Longmore requested approval to execute the agreement that would commit up to 50% of the ag staff members' workloads for NRCS-related work.

****Motion by Connolly, seconded by Burger to authorize Longmore's recommendation and to proceed with the NRCS/PACD Technical Service Agreement for new federal fiscal year. The motion carried unanimously.**

Roads Program Quality Assurance Board Recommendation

Ference referenced the QAB meeting minutes and noted the recommendation to approve funding and execute a contract for Fairview Township's Low Volume Paved Road project on Gracedale Ave., once an updated traffic count was submitted by the township. The district received the updated traffic count report of 48 cars per day, well within the 500 or less threshold.

****Motion by Connolly, seconded by Stevens to approve the recommendation of the QAB for funding and execution of the contract for Fairview Township's Gracedale Ave. project. The motion carried unanimously.**

Fairview Twp. Low-Volume Road Project Contract Amendment

Ference noted the contract amendment with Fairview Twp. for their Lake Rd. project provided in the board packet. The contract amendment would provide additional monies to fund eligible costs for the project in an amount up to, but not exceeding \$16,373.90.

****Motion by Burger, seconded by Connolly to approve the Fairview Twp. Lake Rd. Project contract amendment in the amount of \$16,373.90. The motion carried unanimously.**

End of Mosquito-borne Disease Control Program Season

Ference reported that Longmore contacted DEP to inquire about the end of the season for the MDC program, but he has not received word yet on an end date.

Additional Items:

Ference noted the upcoming PACD Northeast Regional Meeting will be held at the DEP office in Wilkes-Barre on Oct. 12th at 10:00 a.m. If any board member is interested in attending, he requested they contact Josuweit for a meeting packet and to get registered.

Staff reports are included in the board packet.

COOPERATING AGENCY REPORTS:

NRCS – Kearsse provided a written and verbal report.

PA DEP – Kleiner provided a written report.

PACD – Ference reported that he and Hanish attended the joint NACD NE Regional/PACD/SCC conference held in Lancaster. The agenda item included the PACD office building sale and the purchase of an office condominium that was discussed at a previous board meeting:

“The PACD Ways and Means Committee supports passing the budget as presented, with the additional recommendation that, if council approves the sale of the current building and the purchase of the condominium a line item should be added for one year of added expenses related to these transactions, recommended that 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 and an ad hoc committee to make recommendations regarding financial and building issues. The ad hoc committee should include at least one manager member of the PACD Ways and Means Committee.”

The Executive Committee took action for the sale of the existing office building in Harrisburg and the purchase of the condominium office.

The business portion of the conference included PACD's concerns with DEP's proposal for e-permitting. They will continue to discuss the process.

Field trips were also available for the attendees of the conference.

CORRESPONDENCE & ANNOUNCEMENTS:

- October LCD Board of Directors Meeting – 10/11/18 @ 6:00 PM.

****Motion by Connolly, seconded by Stevens to adjourn the meeting. The motion carried unanimously.**

The meeting adjourned at 6:57 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 October 11, 2018.

Timothy Ferenc
Chair or Vice Chair

Lacey D. Steen
Treasurer or Secretary