



Beaver County Conservation District

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beavercountyconservationdistrict.org

AGENDA

REGULAR MEETING OF THE BEAVER COUNTY CONSERVATION DISTRICT'S BOARD OF DIRECTORS

Friday April 12th, 2024 at 10:00AM via Zoom Meeting and in person

(Items in Bold text require Board Action)

1. Call to Order
2. Verification of Meeting Attendees – Jeff Pflug
3. Pledge of Allegiance
4. **Approval of the March 2024 Board Meeting Minutes (Exhibit 2)**
5. **Treasurer's reports (Exhibit 3)**
6. **Quarterly Profit & Loss Statement (Exhibit 4)**
7. **Balance Sheet (Exhibit 5)**
8. **Payment of Bills**
 - a. Bills Paid (Exhibit 6)
9. Visitors/General comments:
10. **Consent of Staff Reports: (Exhibit 7)**
 - District Manager report (Jeff Pflug)
 - Assistant Manager (Hannah Ward)
 - Group Leader 102/105 report (Jen Linebaugh)
 - Resource Conservationist report (Rachel Galloway)
 - BCALPB Admin/Resource Conservationist report (Sarah Barnett)
 - West Nile Virus Field Tech (Phoebe Prince)
 - Environmental Educator/Watershed Specialist report (Lindsey Shepler)
 - Agricultural Conservationist report (Richard Voytko)
 - Resource Conservationist Trainer (Melinda Muehlbronner)
11. Committee reports
 - a. Personnel – Jeff Pflug
 - b. Finance – Hannah Ward
 - a. Reminder to complete Statement of Financial Interest Forms
 - b. **Discussion and possible motion to remedy Quickbooks issue**
 - a. **Stay with QB PRO 2021 unsupported and hire Hermann & Loll or ADP to handle payroll. No cost for QB desktop PRO 2021, payroll will be approximately \$1500 per year at 10 employees and at 26 pay periods per year. (Exhibit 8a and 8b)**
 - b. **Upgrade to QB online 2024 with subscription Annual cost of subscription \$720(3 users) plus payroll module \$1260 @ 10 employees total annual cost of \$1980**
 - c. **Upgrade to QB Desktop 2024 with subscription Annual cost of subscription \$1049(3 users) plus payroll module \$1270 @ 10 employees total annual cost of \$2319**
 - c. Update on closing Wesbanco account

- d. Update on 2023 audit (all documents given to Turley's office)
- e. **Discussion and possible motion to approve Act 38/Chapter 91 funding application. (Exhibit 9 Directors only)**
- c. Delegated Programs (102, 105, Dirt & Gravel Road)
 - a. 102/105 Update – Jeff Pflug
 - a. Personnel changes and structure
 1. Rachel primary Permit reviewer minus MS Consultants
 2. Melinda primary mentor, and all MS Consultant permits and overflow of permits
 3. Morgan primary training on permitting
 4. Shannon primary training on inspection/enforcement
 5. Sarah primary inspections/enforcement
 - b. Update on Individual Pilot program and BCCD fee schedule
 - c. Update on NPDES changes
 - d. Update on Enforcement actions
 1. BE PINES (at DEP to determine NOV or Order)
 2. GP3 Bixler (at DEP)
 3. Freedom Dollar General (Two strikes with pollution events)
 4. PAG-01 Freedom Crider Road (legal)
 5. Zeigler Rd (Order / commonwealth court)
 6. New Bethlehem Road (NOV)
 - b. DGLVR – Hannah Ward
 - a. Update on open contracts
 - b. Update on QAQC audit
 1. Goal is for SCC to do paperwork review April 16th and do all project visits April 17th.
 - c. WNV Program – Phoebe Prince
 - a. Update
 - b. Tire collection. Still looking for another 150 tires NEED VOLUNTEERS!!!
 - d. Agricultural, NM, ACAP and ACT – Richard Voytko
 - a. Update - HRG Update (Exhibit 10)
 - b. **Discussion and possible motion to proceed with enforcement for complaint farm that has not proceeded with Nut. Plan as directed by SCC (Laural Rush). Final letter in process.**
 - e. Education – Lindsey Shepler
 - a. Update on Envirothon April 10th 2024
 - b. BCCD will be advertising at the Maple Syrup Festival via Beaver County Radio
 - c. MEC at Maple Syrup Festival (Volunteers?)
 - f. Watershed – Lindsey Shepler
 - a. Update

- g. Bldg. & Grounds (Wetlands & Env. Ctr.) – Jeff Pflug
 - a. Tree memorial in honor of Dick Smith after board meeting
 - b. Update on repairs from flooding
 - c. Update on stream inlet to wetlands
 - d. Update on barn roof
 - e. **Discussion and motion to approve cost increase for required water office water testing \$35 to \$55 dollars per month.**
 - h. Events- Jeff Pflug
 - a. April will include Tree Sale (April 27th), Envirothon (April 10th), and Tire collection (April 13th).
 - b. Tree sale volunteers???
 - i. BC Ag-land Preservation – Sarah Barnett
 - a. Ranking Complete and two new farms will start the preservation purchasing process
 - b. Swick Farm to be on State agenda in April.
 - c. Foley Farm to be on State agenda in June (issue with appraisal delayed process)
 - d. Bonzo Farm to be on August state agenda
 - e. Bylaws under board review before going to state review(several key changes. Two being highlighted is the average weighted average in ranking process will be 40% soil, 20% farm, 20% development, and 20% clustering and the second is the maximum payment per acre will be removed.)
12. Cooperating agencies reports (**Exhibit 11**)
 13. DEP Commission report (**Exhibit 12**)
 14. Report from Associate Directors
 15. Correspondence
 16. Other Business
 17. Visitors/General comments
 18. Next Meeting: May 10th, 2024 at 10:00 AM
 - 19. Executive Session**
 - 20. Adjournment**