

The Indiana County Conservation District will hold its regular monthly Board of Directors meeting on Tuesday, July 18, 2023, at 9:30 am at the District Office at 435 Hamill Road Indiana PA 15701

\*If interested in joining remotely, please contact ICCD at [info@iccdpa.org](mailto:info@iccdpa.org) for a meeting link.

Indiana County Conservation District  
Regular Board Meeting Agenda  
July 18, 2023

1. Call to Order
2. Pledge of Allegiance
3. Introduction of Guests
4. Public Comment Period
5. Administer Oath of Office to Cindy Rogers – Hess
6. Election of Vice Chair
7. Action to Add Contract Amendment for Stewart Fencing for an additional \$4,470.74 for additional pipe and an amended completion date of August 31<sup>st</sup>, 2023 for the Ed Warren Farm Project to the agenda under new business action items.
8. Consent Agenda (Minutes, Treasurer’s Reports, Correspondence, DEP Programs Reports, Staff Reports) – requires a vote.
9. Payment of Bills
10. Associate Director Reports
11. Field Representative Report
12. Reports from Cooperating Agencies (NRCS, Penn State Extension, PA Fish and Boat Commission; Friends of ICCD)
13. Committee Reports
14. Old Business
15. New Business
  - a. Nutrient Management Plans under review – Brookside Dairy, Tomb Farm (Russick)
  - b. Nutrient Management Plans for action – Mahoning Creek Farm, (Russick)
  - c. Donations for the Envirothon Education Fund: - none
  - d. Action Items
    - i. Approve DGLVR items:
      1. Approve contract amendment DR2201 East Mahoning Township Gilgal Road contract for \$11,979 (20%) for additional 420 FT underdrain and 3 crosspipes (Russick)
    - ii. Award bid for Storage Room Addition Project (AKA Wildlife Center Buildout).
    - iii. Discussion/Action on appointing Chuck Flinn as an Associate Director.
    - iv. Approve Contract Amendment for Stewart Fencing for an additional \$4,470.74 for additional pipe and an amended completion date of August 31<sup>st</sup>, 2023 for the Ed Warren Farm project.
  - e. Discussion
    - i. DGLVR Quality Assurance, Quality Control Visit (QAQC); Interviews July 28<sup>th</sup> 10AM (zoom) and July 31-August 2 in-person/field
  - f. Executive Session to Discuss Personnel Matters
    - i. Approve Personnel Committee Recommendations

1. Approve Updated Employee Position Descriptions for ACAP Coordinator, Conservation Program Manager, Conservation Program Specialist (102/Ag), Conservation Program Specialist (Watersheds), District Educator, and Executive Director.
  2. Approve \$5,000 base pay adjustment for Office Administrator, ACAP Coordinator, Conservation Program Manager, Conservation Program Specialist (102/Ag), Conservation Program Specialist (Watersheds), District Educator, and Executive Director retroactive to July 1, 2023.
  3. Approve \$.62 per hour increase for Office Assistant to \$17 per hour.
  4. Approve 2023-2024 Retention Bonuses of \$6,000 for Office Administrator, ACAP Coordinator, Conservation Program Manager, Conservation Program Specialist (102/Ag), Conservation Program Specialist (Watersheds), District Educator, and Executive Director to be split quarterly with first bonus payment issued at the close of the first quarter of the state fiscal year.
  5. Approve adding the federal holiday of Juneteenth as an ICCD Paid Holiday following the example of other Conservation Districts throughout the state.
16. Set time and place for next meeting – August 15, 2023, at 9:30 am at 435 Hamill Road, Indiana
  17. Adjournment