**Susquehanna Conservation District**

**Meeting Minutes**

**September 17th 2013**

**Attendance:** Brandon Benedict, Jean Castrogiovanni, Dan Farnham, Robert Fearnley, Jim Garner, Maria Hill, Laura Holbrook, Jim Kessler, Wayne Oakley, Jason Pontillo, Kathie Shelly, Stuart Slocum, Pete Tarby, Lilian Theophanis, Mary Ann Warren, Ray Warriner, Eric Watkins

**Comments from the Public:** None at this time.

**Meeting Minutes:** Stuart Slocum motioned to approve minutes as presented; Lilian Theophanis seconded. Motion passed.

**Treasurers Report:** Dan Farnham motioned to approve report for audit; Jean Castrogiovanni seconded. Motion passed.

**Correspondence:** Highlights from Jim Garner — If directors term is expiring, they need to start the process of nomination starting in November (must be approved by SCC); invitation for a hymn sing for George Gardner. Lilian Theophanis asked if we can use the old format with separated categories when we do correspondence summary.

**Requests for Assistance & Cancellation:** None at this time.

**Agency Reports:**

* **NRCS (Jason Pontillo):** Highlighted the NRCS report from Ain Welmon.
* **DEP (Peter Tarby):** Spoke about left over project money, fencing money and highlighted his written report.

**Staff Reports:**

* **Eric Watkins:** NPDES permits, tech reviews etc.; currently the district has 7 NPDES under review and ESCGP open and under review.
* **Brandon Benedict:** Introduced himself.
* **Wayne Oakley:** One seeder out, no requests for a seeder right now. Ordered all parts for the corn planter yesterday. Reports that there are 27 acres of fall cover crop. He also noted a lot of parts on the corn planters have needed to be replaced which is tho be expected with normal wear and tear (ordered 6 thousand dollars’ worth of parts).
* **Jim Garner:** Went to a flood control dams meeting. NRCS went out and inspected the flood control dams. He did an exit interview with the summer intern. It went well.
* **Robert Fearnley:** Has sent letters based on awarded grants from last month’s meeting for Dirt & Gravel road. Updates on the Silver Lake project — it is almost done; Forest Lake is in the middle of their project. He is planning on having the Envirothon practice at Salt Springs park October 25th.
* **Commissioner Director report:** Not present at this time but entered meeting later.

**Nominating Organizations:**

* **Forest landowners:** Stuart Slocum said that there is a bus tour of northern Susquehanna County, historical museum, and a stop at Elk Mountain on October 14th. It is $40.00 per person and paid up members get a $5 discount.

***Old Business***

**Item #1 (MOU with County)**

* 09:05 AM Ray Warriner called for an Executive Session to discuss potential litigation issues and personnel issues. Michael Brichel (District Solicitor) was present. Returned from Executive Session at 10:25 AM. Special meeting was planned for Friday September 27th at 11:45 AM in the Conference Room of 88 Chenango Street. It will be advertised.

**Item #2 (Colorado truck update)**

* Colorado truck will leave the premises at the end of the month and payment will be provided at that time.

***New Business***

**Item #1 (District Audit)**

* Stuart Slocum motioned to accept the audit and forward copy to DEP; Lilian Theophanis seconded. Motion passed.

**Item #2 (Ratify hiring of 2nd Tech.)**

* Lilian Theophanis motioned to ratify hiring of 2nd Tech on September 9th at $10.50 per hour with benefits after completing the probationary period; Stuart Slocum seconded. Motion passed.

**Item #3 (Ratify hiring of Admin Assistant)**

* Lilian Theophanis motioned to ratify hiring of Administrative Assistant on September 9th at $10.50 per hour with 25-hour work week; Jean Castrogiovanni seconded. Motion passed.

**Item #4 (IRA)**

* Stuart Slocum motioned to go with the 3% option; Jean Castrogiovanni seconded. Motion passed.
* Lilian Theophanis motioned to hire Steven DeRiancho as administrator for simple IRA retirement fund; Stuart Slocum seconded.

**Item #5 (No-till equipment storage)**

* Jean Castrogiovanni motioned to store no-till equipment at Harford Fair grounds; Dan Farnham seconded. Motion passed.

**Item #6 (UGWF Funding)**

* Jim Garner discussed how we could potentially use the money. Total money was ⁓$126,000.00

**Item #6 (Nutrient Management Delegation)**

* Lilian Theophanis motioned to submit the Nutrient Management Delegation; Stuart Slocum seconded. Motion passed.

**Item #8 (Other)**

* PACD regional meeting is October 11th (Dan Farnham is attending).
* Lilian Theophanis: Report from banquet committee. Invites have been sent out; the main speaker is Karl Brown. Working with Robert on awards presentation. Robert has done wording for awards and ordered plaques. Working with extension and they have been very helpful. Lilian Theophanis notes that everyone will be paying for tickets for annual banquet except awardees: Karl Brown and Lee Smith and family and their spouses.
* Stuart Slocum: Personnel Policy — sent a letter to staff asking for input. Staff responded with a list of concerns, and he is working on it. Will work with committee, Brian Severcool and Mary Ann Warren, to have a small draft next work session.
* Comments on salary:
  + Ray Warriner wants to make sure verbiage is correct.
  + Dan Farnham recommends using “one-time salary adjustment upon completion of probationary period”.
  + Stuart Slocum motioned to adjust salaries for hourly employees to 20% and 15% for manager at completion of probationary period; Lilian Theophanis seconded. Motion passed.
* Mary Ann Warren proposed a change to the personnel policy — one personal day is given between October 1st and December 31st in addition to the one personal day per quarter. Discussion led to sending it back to the Personnel Committee.

**Comments From The Public:** None at this time.

Stuart Slocum motioned to adjourn; Lilian Theophanis seconded. Motion passed.

**Susquehanna Conservation District**

**Meeting Minutes**

**october 17th 2013**

**Start time: 08:40 AM End time: 10:01 AM**

**Attendance:** Jim Garner, Curtis Hepler, Maria Hill, Jim Kessler, Brian Severcool, Stuart Slocum, Pete Tarby, Lilian Theophanis, Mary Ann Warren, Eric Watkins, Bill Zick

**Comments from the Public:** None at this time.

**Meeting Minutes:** Mary Ann Warren motioned to table minutes; Brian Severcool seconded. Motion passed.

**Treasurers Report:** Mary Ann Warren motioned to submit for audit and notes that the ARRA account needs to be transferred over to the General Account. Jim Garner confirms it can be done. Mylert Creek needs some work, but it can be transferred as well. Lilian Theophanis seconded the motion.

**Correspondence:** Stuart Slocum asks about the total bill for the dam maintenance. Jim Garner says it was $4,468.00.

**Requests for Assistance & Cancellation:** None at this time.

**Agency Reports:**

* **CBP (Pete Tarby):** Said that the expired contracts in Harrisburg for CBP came to light, and now there is $300,000.00 for supplemental allocations for special projects. May not be highly competitive. Must be spent by June 30th 2014; top candidate to get money for Conservation Nutrient Planning, cover crops, and No-Till.
* **Stream Fencing:** Matt Neenans 21 hundred feet of fencing was completed last week. Three more fencing projects in Susquehanna County.
* There was discussion of laws being too strict on farms.
* Quarterly reports due on October 15th.
* Manure Management grants available for $1,500 from PACD.
* REAP money still available.

**Staff Reports:**

* **Eric Watkins:** 
  + Spent most of the month reviewing NPDES permits, site inspections, NOI, and time extension grants. The District has granted an extension for 60 days for the Constitution Line permit. NOT was given to Longford Lake Association — this is the first NOT application Eric has approved.
  + Meadows Site: Site inspection has evidence that sediment and water leaving the site due to sediment trap outlet is leaking because it was not installed correctly. Mary Ann Warren asks to be copied on correspondence.
* **Commissioner Director Report:** 
  + There are full-time position openings in 911 including openings for correctional officers.
  + County vehicles have been replaced. They are looking for a new van for the prison.
  + They are working on revamping the voter registration office — how to use the space most effectively.
  + MOU — Was not signed. Mary Ann Warren made a motion to approve as presented. Commissioner Giangrieco said he had not seen the MOU, so it was not voted on and asked for it to be tabled. Mary Ann Warren withdrew motion until next meeting.

**Nominating Organizations:**

* **Forest Landowners:** Jim Kessler — there was a full bus for the annual bus tour on Monday. Noted that the November 15th Annual Dinner meeting is coming up at Harford Fire Hall. There will be more details given on what the program will look like at a later date.

**Committee Reports:**

* **Policy and Personnel:** Stuart Slocum is still working on the manual. It will include personal days and safety shoe reimbursement policy.
* **Banquet:** Lilian Theophanis said the banquet went well. Lilian Theophanis wants to get awardees in the paper to do some PR.
* **Budget and Finance:** Jim Garner will have preliminary budget for next month’s meeting.
* **Strategic Planning:** Mary Ann Warren has handed out things for the last handful of months, and nothing is happening.

***Old Business:***

**Item #1 (MOU with County)**

* Was discussed in the Commissioner’s report.

**Item #2 (Colorado truck update)**

* Jim Garner said that at the work session Dan Farnham let us know that he lost a contract and did not need the truck anymore. Bob Ord was to come over to take a look — Jim Garner said he has not heard from Bob Ord.
* Dan Farnham said that he is now interested in the truck via e-mail. If it is still available, he will bring a check. It was discussed that Dan Farnham can purchase the truck if he has a check by next work session.
* Jim Garner will get ahold of Dan Farnham to let him know that if he pays for the truck prior to next meeting they will transfer it over.

***New Business:***

**Item #1 (Safety shoes for techs?)**

* Jim Garner says that it is a requirement for E&S techs to have hard hats, steel toe shoes etc on site visits. We have provided hard hats etc.; the only thing we have not provided is safety shoes. Should an allowance be provided?
* Stuart Slocum recommends that “Required to own and wear safety shoes when in the field.” The District will reimburse up to $100.00 per year (No more frequent than once every 12 months — trackable via Quickbooks line item for shoes. Date of receipt is when it is entered into Quickbooks; not the date when the receipt is handed-in.)
* Brian Severcool motioned and noted that we will work on a calendar year and to finish out this year on December 31st; Lilian Theophanis seconded. Motion passed.

**Item #2 (Invoice for County Dam maintenance)**

* Discussed in correspondence. It is a new expense; there needs to be a motion. Gas funds have funding for maintenance; it could possibly fit in there.
* Brian Severcool motioned to ask that next time we can ask to see the bids ahead of time and not after the fact. The motion died for lack of a second.

**Item #3 (Report from regional PACD meeting)**

* Dan Farnham went to the PACD regional meeting. He is not present. This will be put on agenda for next month’s BOD meeting. Pete Tarby mentioned that there were some policy changes.
* RCD meeting (Lilian Theophanis): Involved in a wings project, so that the RC&D can offer assistance for pipeline seedlings. Strongly urges the BOD to pay dues to keep this organization going, so the District can take advantage of it in the future. Lilian Theophanis will send more information via e-mail.

**Item #4 (UGWF funded special project ideas)**

* $126,000.00 available to us in UGWF. Committed ⁓$64,000.00 for administrative things which included salary cost share up to 50% and ⁓$55,000.00 is left over for the Special Project. This money needs to be invoiced by June 30th, or it goes back to the State. We need to quickly make decisions and get contracts created by the State.
* Brian Severcool wants to work with Woodbourne for environmental trails. They have a large area and could possibly partner with them. He will check with Jerry Skinner, the naturalist.
* Curtis Hepler want to buy 10 acres of land.
* Lilian Theophanis, regarding E3 education and outreach program at Salt Springs Park, wanted to know if we will continue to give $700.00 each year? Can the money come from this fund? Curtis Hepler suggests upping the amount to $1,000.00.
* Lilian Theophanis said that at a RC&D meeting that is was mentioned that some of this money can be put into an account for later use as long as it is ear-marked. Will confirm for next meeting.
* Jim Kessler would like to raise enough funds to deal with the adelgid. Woodbourne is contemplating what needs to be done in the future to deal with the invasive insects that are harming the hemlock.
* Mary Ann Warren suggests that we contact the conservatories and preserves to see what their “wish list” is, so we can use it for reference.
  + Stuart Slocum will contact Greenwood, El Rose. Lilian Theophanis will contact Salt Springs. Brian Severcool will contact Woodbourne.
  + Draft letter that states if the Conservation District has funding in the future we would like to contribute the chosen items on their wish list.
* Stuart Slocum recommends using monies for the Envirothon (e.g. giving things to school districts to encourage students to learn about the environment and/or put money towards plaques that we buy each year).
* Board to look over UGWF handout with pre-approved project for ideas to use the UGWF monies for.

**Item #5 (Other)**

* Mary Ann Warren brings up staff personal days per quarter:
  + Stuart Slocum and Curtis Hepler want to add to the policy that full-time employees have the opportunity to earn up to one day off per quarter that can be accumulated.
  + Mary Ann Warren wants this policy to go into effect, so the employees can plan on a day off with the upcoming holidays.
  + Accumulation of personal day(s) will start October 1st 2013 to be used by December 31st.
  + Curtis Hepler motioned that full-time employees get a paid personal day after their 3-month probation in the next three months, and it must be approved by the District Manager; Brian Severcool seconded.
* Jim Garner needs approval for ACT applications; ready to apply for $19,000.00 dollars to supplement Brandon. Mary Ann Warren motioned to approve ACT applications. Stuart Slocum seconded.
* Single Audit: We are at the end of our contract with Jones Kohanski. They are interested in extending our contract. We will solicit bids from others. We can take bids if the Board is interested. Bids will be a good idea, so we can compare costs. Mary Ann Warren mentioned that whoever we go with should be specialized in Conservation Districts. The lowest price is not necessarily the best idea. Be sure to make it clear that we are not committed to go with the lowest bid.

**Comments From The Public:** None at this time.

Mary Ann Warren motioned to adjourn at 10:01 AM; Brian Severcool seconded. Motion passed.

**Susquehanna Conservation District**

**Meeting Minutes**

**november 21th 2013**

**Start time: 08:30 AM End time: 10:31 AM**

**Attendance:** Kathy Blaisure, Jean Castrogiovanni, Dan Farnham, Robert Fearnley, Jim Garner, Curtis Hepler, Maria Hill, Laura Holbrook, Shane Kleiner, Brian Severcool, Stuart Slocum, Bill Zick

**Comments from the Public:** None at this time.

**Meeting Minutes:**

* Correction to October minutes — “Brian Severcool motioned to pay bill for the Kingsley and Brooklyn dams; Lillian Theophanis seconded. Motion passed.”
* Jean Castrogiovanni motioned to approve October’s corrected minutes; Brian Severcool seconded. Motion passed.

**Treasurers Report:** Stuart Slocum motioned to approve treasurers report for audit; Jean Castrogiovanni seconded. Motion passed.

**Correspondence:** Stuart Slocum asked about Time Warner and how much we pay per month. Jim Garner said $69.99/month.

**Requests for Assistance & Cancellation:** None at this time.

**Agency Reports:**

* **DEP:**
  + Various classes being held for E&S techs and Quickbooks at annual conference.
  + D&G — new person in charge — Roy Richardson rep in Harrisburg.
  + Transportation bill if passed will provide a substantial increase in funding for D&G.
  + REAP monies left ⁓$3 million
  + Mark Lonergan will be assisting SCCD with permits until we get a new E&S tech.

**Staff Reports:**

* **Robert Fearnley:** Site showing at Parks for the GG grant. Discussed GG grant, and we are in for less money than we planned. Robert Fearnley and Laura Holbrook will apply for Environmental Education grant for special needs children.
* **Laura Holbrook:** Applied for 7 CBP special projects and received 5 of them. Applied for 4 CNMPs; received all except one (from reallocated funds).
* **Nancy Wattrich on behalf of Lillian Theophanis:** Addressed Salt Springs Park special projects E3 environmental education program. Any funds that SCCD can provide will help off-set the paying for instructors and the bussing of students.

**Commissioner Director Report:** NA

**Nominating Organizations:**

* **Forest Landowners:** Reported from banquet that the PA Game Commission has 1.5 million acres under their control. Had a good dinner with the PA Game Commission about grouse.

**Committee Reports:**

* **Ag Committee:** December 10th is the quarterly meeting. There is $10,000.00 left to re-allocate; will have a list of people who are eligible to use the money at the meeting.
* **Seedling:** Everything is ordered for the seedling sale. Prices are similar to last year. Will offer 5 gallon blue berries, northern spy, 2 modern apples, sour cherry, and white peach.
* **Policy and Personnel:**
  + There are concerns regarding the days that the county offices are closed as the switch boards do not work. The concerns are about the days that the county is closed and the days SCCD is closed. Propose that we revisit the holiday schedule.
  + Stuart Slocum motioned that Friday following Thanksgiving is a paid day-off for employees as a one-time day-off; Dan Farnham seconded. Will need to re-visit the holiday schedule. Motion passed.
* **QAB:**
  + 3 projects — 2 projects are done. Apolocan should be done for the end of the year.
  + We need to pay Harford Township; Jim Garner recommends that we take money from the General Account for $26,400.00 and reimburse the D&G account when the money comes in.
  + Dan Farnham motioned to pay Harford Township form the General Account; Jean Castrogiovanni seconded. Motion passed.
* **Budget and Finance:** Gas well fund will provide a lot of funding. Brody Webster is spending a lot of time figuring out how to represent the restrictive nature of the funding in the budget.

***Old Business:***

**Item #1 (MOU with County)**

* County signed the MOU as last presented — need district signatures.

**Item #2 (UGWF funded special project ideas)**

* Jim Garner asked for input and had some information at work sessions. At the last meeting, he requested proposals from “natural areas”. Interests in, Ag BMPs, Woodbourne, and E3.
* We can make our applications somewhat vague as long as we do not add categories at a later date. Notes that we have to use money by June 30th.
* Jim Garner will come up with wording for the application by next work session.

**Item #3 (District Audit Contract)**

* VM back from Jones Kohanski, and they will extend our contract for one more year at the current rate.
* Brian Severcool motioned to pursue Jones Kohanski for one more year; Stuart Slocum seconded at the current rate. Motion passed.

***New Business:***

**Item #1 (Dues/Membership)**

* Brian Severcool motioned to pay $500.00 to NACAD for 2013; Dan Farnham seconded. Motion passed.
* PACD — Will talk about at work session and will make a decision at that time.
* RC&D — At work session BOD will make a list of what we want RCND to do, so Brian Severcool and Lillian Theophanis can take it to the December RCND meeting.
* Jean Castrogiovanni motioned to pay $75.00 to the Farm Bureau; Brian Severcool seconded. Motion passed.
* Jean Castrogiovanni motioned to pay $300.00 to the PA Envirothon; Brian Severcool seconded. Motion passed.

**Item #2 (Scanner purchase)**

* Dan Farnham motioned to not exceed $1,200.00 on scanner and supplies; Stuart Slocum seconded. Motion passed.
* Dan Farnham motioned to not exceed $6,000.00 to purchase IT items (computers etc) for office; Stuart Slocum seconded. Motion passed.

**Item #3 (Report from October regional PACD meeting)**

* Dan Farnham tabled for work session. He has a power point to show at work session.

**Item #4 (E&S tech)**

* Eric Watkins is no longer working for SCCD. An advertisement for his position has been advertised in the paper at the same rate — applications are due by the 29th.

**Item #5 (Other)**

* Jim Garner has been in touch with regional person for Quickbooks training. People will assess what we are doing and what we have. Will help with the software upgrade transition.

**Comments From The Public:** None at this time.

Jean Castrogiovanni motioned to adjourn the meeting at 10:31 AM; Brian Severcool seconded. Motion passed.

**Susquehanna Conservation District**

**Meeting Minutes**

**December 19th 2013**

**Start time: 08:37 AM End time: 10:38 AM**

**Attendance:** Dan Farnham, Robert Fearnley, Jim Garner, Curtis Hepler, Ben Hoover, Maria Hill, Jim Kessler, Shane Kleiner, Mathew Neenan, Brian Severcool, Stuart Slocum, Pete Tarby, Lillian Theophanis, Ray Warriner, Ain Welmon, Bill Zick

**Comments from the Public:** None at this time.

**Meeting Minutes:** Curtis Hepler motioned to accept the November minutes with spelling changes; Brian Severcool seconded. Motion passed.

**Treasurers Report:** Stuart Slocum motioned to bind the treasurers report over for audit; Curtis Hepler seconded. Motion passed.

**Correspondence:** None at this time.

**Requests for Assistance & Cancellation:** None at this time.

**Agency Reports:**

* **DEP (Shane Kleiner):** 
  + PACD training at State College. There will be training for the accounting process for staff and Board members. Will do an orientation for new directors — let Molly know.
  + E&S level one and two training will be conducted in March at Fort Indiantown Gap.
* **NRCS (Ain Welmon):** 62 applications for their programs. They are starting the ranking process; certified 12 enhancements for the Conservation Stewardship program. There is still no Farm Bill.
* **CBP Wyoming County (Pete Tarby):** Will have a new weigh scale system set up to weigh the manure spreader before and after. Did fencing at Josh Harvatine farm. There is a new version of the Act 38 technical manual.

**Staff Reports:**

* **Robert Fearnley:** Everything is in report. They year is winding down. The D&G road program had projects finish up (Forest Lake and Apolocan). Seedling sale is coming along just waiting on Dave Osborne. Seedling sale on April 12th.
* **Jim Garner:**Has been filling in the gaps with Brandon Benedict — helping with site visits, reviews etc. Brandon Benedict has been training with the engineer at the DEP office. Last week Brandon and Jim met with Latter Day Saints Project; they have one more thing to do, and it will be completed. Constitution Pipeline project has 392 acres — additional acres due to including the access roads. Computer upgrades are going very slow due to the IT person. Computers have been selected.

**Commissioner Director Report:** Not present.

**Nominating Organizations:**

* **Forest Landowners:** The Annual Dinner had a good turn-out and good speakers. Now starting on a new year.

**Committee Reports:**

* **Ag Committee:** Frank Payne declined the money, and we are working on who to select for the project.
* **Policy:** In reviewing the Board policy, there are a lot of things that need to change now that we are an independent organization. It needs a major overhaul. Appoint committee chairs at the beginning of the year.
* **Seedling:** Do not think any of the prices will need to be changed for this year. Hope to have it in the Wildlife Management news. Hoping to finish it up this week.
* **Personnel:** Made changes to handbook as directed at work session.
* **QAB:** NA
* **Banquet:** NA
* **Special Events:** NA
* **E&S:** NA
* **Budget and Finance:** Brian Severcool motioned to pass proposed budget; Curtis Hepler seconded. Motion passed.
* **Vehicle:** NA
* **Education:** Funding that went to education committee; still looking for $1,200.00 to be used.
* **Strategic Planning:** NA

***Old Business:***

**Item #1 (Report from October regional PACD meeting)**

* Regional meeting Linda Choppia has been re-elected but will not serve very long due to her moving. Think it is important to keep our voice in that organization. It is not very loud at this time. April 4th 2014 is the next regional meeting. Make sure our voice is heard. Dan handed out form to go over at work session. Will complete at work session and will send to Jim Garner to pass on to Karl Brown.

**Item #2 (UGWF funded special project ideas)**

* Request to State paperwork (including Ag BMPs, stream crossing, spring developments, environmental education, etc.) was sent-in totaling ⁓ $59,000.00. A contract will be sent to us at the beginning of the year.

**Item #3 (Other**)

* Stuart Slocum motioned to accept the changes made to the policy manual; Lillian Theophanis seconded. Motion passed.

***New Business:***

**Item #1 (QuickBooks update)**

* Contacted a consultant to assess our needs. Came in and looked at what we have. The consultant (Diana) had a lot of good suggestions. She gave us her proposal about $70 an hour. She does understand the Conservation Districts very well.
* Curtis Hepler motioned to upgrade with Diana; Lillian Theophanis seconded. Motion passed.

**Item #2 (2014 budget proposal)**

* See above

**Item #3 (Phone upgrade?)**

* Brian Severcool motioned to upgrade Verizon contract to include a smart phone for District Manager; Stuart Slocum seconded. Motion passed.

**Item #4 (E&S tech)**

* Executive Session was called at the end of the meeting — see below.

**Item #5 (PACD/SCC Joint Annual Conference)**

* January 28th and 29th; 09:00 AM on Tuesday through 12:00 PM on Wednesday.
* Reservations need to be made early to get the hotel deal by the 27th of December.
* Curtis Hepler motioned for the approval of Jim Garner and any directors that want to go to the PACD conference; Brian Severcool seconded; Motion passed.

**Item #5 (Other)**

* Wesley Parks wants to step down as a full-time Director and wants to come back as an Associate Director.
* Curtis Hepler motioned an executive session at 10:08 AM; Brian Severcool seconded motion to discuss personnel. Motioned passed.
* At 10:37 AM, the executive session ended.
* Brian Severcool motioned to go with Jim Garner’s choice of the E&S tech candidate to hire at base pay. If the first person declines, the alternate E&S tech candidate will be contacted; Curtis Hepler seconded. Motion passed.

**Comments From The Public:** None at this time.

Brian Severcool motioned to adjourn at 10:38 AM; Curtis Hepler seconded. Motion passed.