



LANCASTER COUNTY CONSERVATION DISTRICT

MONTHLY BOARD MEETING AGENDA

Wednesday November 3, 2021

Lancaster Farm & Home Center - Directors

Zoom Info: <https://zoom.us/j/91731607863>

Business Meeting 7:30PM

Timer

7:30	Invocation – Jay Snyder Call to Order, Chairman, Welcome & Introductions – Bob Shearer Additions to the Agenda – Christopher Thompson Public Comment: Survey media/quests: Agenda items of interest? – Bob Shearer	
		<u>Page #</u>
7:40	I. <u>Agency Reports</u> 1. USDA, NRCS (attachment) 1 2. PA DEP Field Rep Report (day of packet)..... -	
7:45	II. <u>*Consent Agenda</u> 1. Meeting Minutes (attachment) 3 2. Technical Assistance Requests/Cancellations (attachment)..... 8 3. Nutrient Management Plan Approval (attachment) 8 4. Conservation Plans Acknowledgement (attachment)..... 9	
7:55	III. <u>Additional Business</u> 1. Items Removed from Consent Agenda - 2. Treasurer’s Report – Heistand (attachment) 10 *3. Budget & Finance Committee Report – Heistand (attachment)..... 13 a. Investment Recommendation b. Draft 2022 Budget Presentation *4. Personnel Committee – Wasco (attachment) 17, 20 *5. Foundation Report & MOU Review – Snyder/Thompson (attachment)..... 17, 23 *6. NM Committee/Expired Plan Referral Update & E-copy – Lutz (attachment) 17 *7. BOD Committee Changes & Advertising – Seibert/Thompson (attachment) 18	
8:40	IV. <u>Reports & Information</u> 1. Correspondence, News and Updates – Thompson (handouts)..... 18 2. E&S/NPDES Monthly Projects Report – Snyder (day of packet)..... - 3. E&S Committee Report/Compliance Update, Fee Review – Snyder (day of packet) - 4. 2022-2023 CAP Proposal – Thompson (attachment)..... 18 5. Watershed Forum & Science Symposium – Kofroth (attachment)..... 19 6. LCCD Planning Meeting – Date Saver January 19, 2022..... -	
9:10	V. <u>Public Comment</u>	
9:15	VI. <u>Adjourn</u>	

(Directors, please call the District office if you will not be attending)

Dates to Remember:

11/2, 1:30 pm, Budget Hearing w/ Commissioners	11/ , Ag Banquet @ Double Tree
11/11, Office Closed for Veteran’s Day	11/25-26, Office Closed for Thanksgiving Holiday
11/19-20, Watershed Forum	12/8, 3:30 pm, Foundation Meeting

NEXT MEETING DATE: Wednesday, December 1, 2021 @ 7:30 p.m.
At the Lancaster County Farm & Home Center

*Action Required



Activity Report to LCCD Board of Directors for October 2021

Lancaster Field Office Personnel:

Heather Grove, Supervisory District Conservationist
Mark Myers, Soil Conservationist
Brett Ramer, Soil Conservationist
Mark Long, Soil Conservationist
Michael Albert, Soil Conservationist
Christine Griesemer, Soil Conservationist
Ashley Rice, Soil Conservation Technician

VACANT, Soil Conservation Technician
Jared Boger, Civil Engineering Technician
Lari Jo Walker, Program Assistant, RC&D
Jeff Sholly, Engineer, PACD
Ashley Spotts, Restoration Specialist, CBF
Julia Smith, Biologist, PF (York & Lancaster)

Conservation Planning Activities*:

FY21 Total (#)	FY21 Total (Ac)	FY22 Mo. Total (#)	FY22 Mo. Total (Ac)	FY22 Total (#)	FY22 Total (Ac)
59	3,443.7	-	-	-	-

*SEE "ACKNOWLEDGMENT OF CONSERVATION PLANS" REPORT

Conservation Practice Installation Activities*:

Practice Code & Name	FY21 Total	FY22 Mo. Total	FY22 Total
313 – Waste Storage Facility (no)	7	-	-
362 – Diversion (ft)	-	-	-
367 – Roofs & Covers (no)	2	1	1
382 – Fence (ft)	29,544	-	-
412 – Grassed Waterway (ac)	11	0.8	0.8
516 – Livestock Pipeline (ft)	5,904	390	390
561 – Heavy Use Area Protection (sq ft)	14,124	2,356	2,356
575 – Trails & Walkways (ft)	2,884	24	24
578 – Stream Crossings (no)	5	-	-
600 – Terraces (ft)	8,036	-	-
614 – Watering Facility	14	2	2
620 – Underground Outlet (ft)	2,864	180	180
634 – Waste Transfer System (no)	6	-	-
327 – CREP Conservation Cover (ac)	23.5	-	-
391 – CREP Riparian Forest Buffer (ac)	68.2	-	-
390 – CREP Riparian Herbaceous Buffer (ac)	0	-	-

*REFLECTS COMMON PRACTICES INSTALLED THROUGH NRCS & FSA FINANCIAL ASSISTANCE PROGRAMS; DOES NOT REPRESENT ALL PRACTICES INSTALLED.

Financial Assistance Conservation Program Activities:

- Financial Assistance Contract Obligation:

Program	FY21 Total (#)	FY21 Total (\$)	FY22 Total (#)	FY22 Total (\$)
EQIP/AMA	24	\$1,804,294	-	-
CSP	3	\$134,205	-	-

- Financial Assistance Payments:

Program	FY21 Total (\$)	FY22 Mo. Total (\$)	FY22 Total (\$)
ALL PROGRAMS	\$1,358,691.92	\$50,770.52	\$50,770.52

- Environmental Quality Incentive Program (EQIP)

- Sign-up Deadlines: 11/1 (1st Round), 1/1 (2nd Round), 3/1 (3rd Round)
- PA NRCS has received its initial EQIP allocation and plans to release initial county allocations by the end of October.

- **Conservation Stewardship Program (CSP)**
 - CSP Classic Sign-up deadlines TBA
- **Regional Conservation Partnership Program (RCPP)**
 - Lancaster's Common Agenda for Clean Water sponsored by the Lancaster Clean Water Foundation
 - Project Focus: Water quality improvements and establishment of 35' minimum forested riparian buffers. Priority catchments in the Conestoga, Pequea, Chiques, and Octoraro Watersheds.
 - \$2.59 million in FY2022
 - Turkey Hill Clean Water Partnership sponsored by the Alliance for the Chesapeake Bay
 - Project Focus: Water quality improvements and establishment of 35' minimum forested riparian buffers. Priority watersheds in Berks, Blair, Chester, Franklin, Lebanon, Lancaster, Lycoming, Northumberland, Snyder, Union & York. All of Lancaster county is considered a priority watershed.
 - \$1.4 million in FY2022
 - Sign-up Deadlines: 12/31 (1st Round), 2/28 (2nd Round)

Conservation Easement Program Activities (ACEP):

- **Agricultural Land Easement (ALE) Acquisition Activities:**

Program/Activity	FY21 Total (#)	FY21 Total (ac)	FY22 Total (#)	FY22 Total (ac)
ALE Easement Requests	3	146.5	-	-
ALE Easement Closings	3	211	-	-

Conservation Reserve Enhancement Program Activities (CREP):

- **Approved Plans:**

	FY21 Total (#)	FY21 Total (Ac)	FY22 Total (#)	FY22 Total (Ac)
New	13	82	-	-
Re-enrollments	18	65.20	-	-

Administrative Activities & Staffing Updates:

- FY21 performance evaluations are underway for all NRCS and Affiliate staff. New FY22 Affiliate work plans are also being developed.

Other Notable Meetings:

- 10/7 – RCPP Lancaster Clean Water Foundation Monthly Leadership Team Meeting (Grove)
- 10/13 – SE PA NRCS Supervisory District Conservationist Retreat – Mt Gretna (Grove)

Trainings:

- 10/6-8 – Act 38 Stormwater, Soil Loss & P-Index Trainings – Lewisburg (Long & Albert)
- 10/19-21 – Intro to Conservation Planning Training – Grantville (Ramer)
- 10/22 – Conservation Desktop/CART Update Training (Grove, Long, Albert, Ramer)
- 10/26-28 – Act 38 Plan Writing Workshop – PA Furnace (Long & Albert)

Respectfully Submitted,



Heather L. Grove
District Conservationist

Item II.1

**LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
October 6, 2021**

The 834th regularly scheduled Board Meeting of the Lancaster County Conservation District (LCCD) was held in person at the Farm and Home Center for Directors and also via Zoom Call-In on Wednesday, October 6, 2021, at 7:30PM.

The following Directors were present: Daniel Heller, Herb Kreider, Jay Snyder, Ken Meck, Roger Rohrer, Sonia Wasco and Kent Weaver.

The following Associate Directors were present: None present.

The following District Staff were present: Christopher Thompson, Gerald Heistand, Kevin Lutz, Rich Snyder, Kevin Seibert, Kent Bitting, Matt Kofroth, Sallie Gregory, Kaylyn Gordon, Alex Flurry, Dave Bednar, Adam Stern and Suzanne Kopp.

The following Cooperating Agency representative was present: Heather Grove, Natural Resources Conservation Service.

The following guests were present: None present.

Chairman Dan Heller called the meeting to order at 7:34 p.m. Dan welcomed everyone both in person and on Zoom. Adam Stern reminded everyone that the meeting was being recorded.

Roger Rohrer provided the invocation for the meeting.

Dan welcomed the two new employees and asked Rich Snyder to introduce Kaylyn Gordon and Alex Flurry to the Board. Kaylyn and Alex are the two new E&S Technicians. Kaylyn shared that she graduated from E-Town College in May 2021 and before she was hired at the District she worked in a water testing lab. Alex shared that she was a Lancaster native and she has a degree in Geography with a concentration in Environmental Science and she also has a background with MS4's.

Additions to the Agenda: Chris Thompson added one item under Additional Business – a District Board approval is needed to approve a new Board member for the Foundation.

An opportunity was given for public comment: None was offered

I. Agency Reports

1. USDA, NRCS

Heather Grove reported that there were no additions to the NRCS report. NRCS is finalizing the 2021 fiscal year. Deadlines for the first sign up for Equip will be November 1, 2021. Heather stated that even with dealing with Covid guidelines – NRCS is just as busy as they always are and things are still moving forward.

2. PA DEP Field Rep Report

Chris Thompson reported that there were no additions to the report. If anyone has questions on the report provided please contact Chris Thompson directly.

II. Consent Agenda

Chairman Dan Heller stated that it was requested to pull the Minutes of September 1, 2021 from the Consent Agenda in order to have additional discussion. Item numbers #2 through #5 on the Consent Agenda will be addressed first. Sonia Wasco moved to approve the Consent Agenda which included items numbered two through five. Roger Rohrer seconded the motion. Herb Kreider is abstaining from the vote due to a potential conflict of interest by being related to one of the operators whose Nutrient Management plans was being approved. The vote was taken and the motion passed unanimously.

The Consent Agenda includes the following approved items.

- #2 – Technical Assistance Requests/Cancellations**
- #3 – Nutrient Management Plan Approvals**
- #4 – Conservation Plan Acknowledgement**
- #5 – BOD Meeting Dates for 2022**

III. Additional Business

1. Items removed from Consent Agenda

#1 – Minutes of September 1, 2021 Board meeting

Sonia Wasco read the print out of the changes to the September Board Meeting Minutes on page 11. Sonia Wasco moved to replace the original minutes with the following statement:

III.3 Personnel Committee Report amendment
Pages 11 & 12

Sonia also updated the Board about an active case of Covid-19 in the LCCD offices. Sonia reported that on Friday morning Chris Thompson tested positive for the virus and that two other employees had also tested positive. Sonia thanked members of the Operations Team for working together to close the office and send staff home to work until Sept 7th.

Sonia said she would entertain any questions or concerns.

Kevin Seibert voiced a concern to the BOD stating that we have rules we were supposed to follow for this virus and they were not followed by the person responsible for enforces those rules. Kevin specifically cited that Chris came into the office sick for 3 days and then on the 4th morning, Friday Aug 27th, he went to be tested for Covid. After going for the test Chris came back into the office and possibly infected even more employees. Later that morning, after receiving results that he tested positive, Chris left the office to quarantine at home. He activated the Administrator In Charge (AIC) schedule, but he did not instruct them to close the office. On Monday morning staff showed up at work, but as the Operations Team learned of someone else testing positive, they decided to close the office and send everyone home to work. Kevin stated he felt this was an absolute failure the way this was handled.

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Chris acknowledged that he misjudged his symptoms and said he was wrong to come to work while sick and wrong to hold everyone else in the District to a higher standard than he held himself and for that he was sorry.

Sonia responded that lessons were learned and correctives will be taken.

Roger Rohrer seconded the motion.

Ken Meck and Herb Kreider stated they felt what was originally in the Minutes was sufficient detail for a non-actionable item.

Chris Thompson stated that adding in the new additions to the September Minutes is an attempt to remain transparent.

A vote was taken and the motion passed unanimously.

2. Treasures Report

Gerald Heistand reported that we continue to increase the total assets of the District. We increased the assets by \$366,000 with a majority of that funded by an Exelon Check for \$225,000. The General Operations fund increased by \$696,568.55. The E&S Account was minus \$18,000 when the Board packet was printed, but by the end of the month \$22,000 was received and recorded. Under the Reserve Section we have three Health accounts with reserves. Gerald and the Financial Committee will be discussing those funds and how to use them appropriately.

The Income and Expense report has no red flag. Sonia Wasco questioned why some of E&S expenses were under a different account and Gerald explained that the E&S Department receives their own funds to sustain the department separately from the Ag Department.

3. Personnel Committee Report

Sonia Wasco reported that the Employee Manual is being brought before the Board of Directors for final approval. Chris Thompson has hard copies if anyone wants a hard copy. Sonia Wasco moved to approve the Employee Manual in its final stage. Herb Kreider seconded the motion. Motion passed unanimously.

4. Nutrient Management/Expiring Plans Report

Keith Lutz reported that a few operators have not submitted their Nutrients Management Plans by the deadline of September 30, 2021. However, there are only three outstanding operators instead of the five reported in the Board packet. The Elmer Martin and Clair Hurst plans have been received. The John Lapp, Eli Stoltzfus and Paul Burkholder plans are said to be in the mail but we have not received them in the office to date. Kevin is requesting that the Board approve forwarding the operators that do not have the plans in by the October 18, 2021 deadline to the State Conservation Commission. Jay Snyder moved to approve submitting the names to the State Conservation Commission. Kent Weaver seconded the motion. Motion passed unanimously.

5. Ag Conservation Excellence Program

Kent Bitting reported there are currently seven applications that have been reviewed by District staff and are ready for Board action. It is being recommended that a positive action for approving \$317,973.10 worth of CEG funding for the seven applications. Project total costs are \$417,594.56 for conservation practices and the funding being requested is \$317,973.10. Harold Brubaker of Mount Joy Township - \$15,435.00; Ervin Martin of East Earl Township - \$4,373.10; Carl Musser of Clay Township - \$54,881.94; Gerald Metzler of Sadsbury Township - \$53,808.51; Todd Hess of East Donegal Township - \$12,020.32; Brain Eckman of Fulton Township - \$174,435.47; and Dale Graybill of Rapho Township - \$3,371.76 Jay Snyder moved to approve the CEG funding as presented. Roger Rohrer seconded the motion. Motion passed unanimously.

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The CEG has one additional application, however, the CEG Grant funds for this year have been fully allocated. It is anticipated that we will be receiving additional funding in July 2022. The additional application is for Alvin Esh of Leacock Township requesting \$197,947.27 towards a total project cost of \$263,929.70. It is being recommended that a positive action for approving this funding contingent upon receiving additional CEG funding. Roger Rohrer moved to approve this CEG funding contingent on receiving more funds. Ken Meck seconded the motion. Motion passed unanimously.

6. RC&D Crops Survey

Chris Thompson recommended positive action for participating in the RC&D Crops Survey. Chris explained that the purpose of the survey is to measure the residue left on the field and the results will be used to adjust/update the Chesapeake Bay Model. Kent Weaver moved to approve participating in the survey. Sonia Wasco seconded the motion. Motion passed unanimously.

7. The Conservation Foundation

Jay Snyder reported that the Conservation Foundation has two open Director positions. According to their By-Laws a new member must be approved by LCCD Directors before being seated. The Foundation received interest and an application from Linda Ferich. Chris Thompson circulated a copy to the directors. Jay moved to accept her appointment to the Foundation Board. Kent Weaver seconded the motion. Sonia Wasco stated that she would like to see more information and background earlier for any other Foundation Directors that are brought before the Board for approval, Jay Snyder said he would get that information for them. The vote was taken and the motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates

- **Article** – Lancaster Newspaper – Bob Wagner – September 8, 2021
- **Article** – Lancaster Newspaper – Frank Burkhart September 8, 2021
- **Flyer** - Lancaster County Ag Council – Denim & Pearls Fundraising – November 3, 2021
- **Booklet** – Chesapeake Bay Journal – 2020 Annual Report – December 31, 2020
- **Arconic Foundation Grant Update** – 75th Anniversary Citation Presentation – Sallie Gregory – October 1, 2021

2. E&S/NPDES Monthly Projects Report:

Rich Snyder reported that the E&S department complaints are high again for the month due to significant rain events in the area. Four of the complaints were for the same site in Strasburg Township.

E&S will be looking into revising and discussing the fee schedule for mixed use projects where there is a combination of residential and commercial use and a recommendation will be brought before the Board before the end of 2021.

3. 2022 Budget Update:

Gerald Heistand reported that the 2022 budget has been drafted and will be reviewed by the Budget and Finance Committee on October 19, 2021. Gerald stated that a short-term solution could be to dip into the reserve funds we have at the District but we will be petitioning the County for an increase in our grant Chris stated that he will not be laying any of the employees off due to this because in reality more staff is needed to get the work done. The funding from the County is essential and Chris will be attending the next commissioner planning meeting to fight for more funds to sustain our budget.

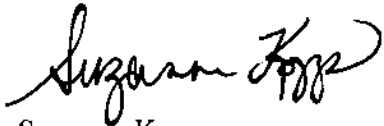
Item II.1

4. Chesapeake Bay Phase II Compliance Update:

Kevin Lutz reported that last year's 2020/2021 CBP technician agreement payment was projected to be \$32,566 less than anticipated due to the required number of CBP inspection visits not being completed due to the loss of 2/3 of the staff that conduct the visits and Covid restrictions. In discussion with DEP the District was able to secure full reimbursement of the contracted amount by agreeing to add the 107 inspection-shortfall onto the current 2021/2022 year's 150 required visit.

Meeting Adjourned:

Chairman Heller officially adjourned the meeting at 9:10pm.



Suzanne Kopp
Recording Secretary

**Item II.2
Requests for Technical Assistance**

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item II.3
Requests for Nutrient Management Plan Approval (Lutz)
October 2021 Activity
November 3, 2021 Board Meeting**

To: The Lancaster County Conservation Board of Directors Nutrient Management Plan Review Committee:
I respectfully submit these Nutrient Management Plans and/or Plan Amendments to the Nutrient Management Plan Review Committee.

I recommend these plans to be approved by the Board. The plans are for the following operations:

OWNER	TOWNSHIP	Operation	DESIGNATION	AEU's/ ACRE	REVIEWER	PLAN #
Elmer Martin	Brecknock	Chukar, Feeder Cattle	CAO	2.49	Heigel	105
Arlin Benner	Rapho	Dairy	CAFO/CAO	2.24	Goldsmith	48
Christ Fisher	Strasburg	Layers	CAO	5.01	Heigel	216
Aaron Beneman	Manor	Dairy	CAFO/CAO	3.21	Adams	245
Aaron & Samuel Fisher	Upper Leacock	Layers, Equine	CAO	19.81	Heigel	2189
Dean Weinhold	West Earl	Broilers	CAO	11.08	Heigel	226
Les & Judy Landis	Penn	Broilers, Steers	CAO	59.47	Klein	204
Luke H. Zimmerman	Brecknock	Broilers, Steers	CAO	3.13	Lutz	26
Douglas Rohrer	W. Lampeter & Pequea	Layers, Steers	CAFO/VAO	0.77	Goldsmith	111
John Wanner	Salisbury	Dairy	CAFO/CAO	2.09	Goldsmith	24
Brad Beiler	Leacock	Broilers	CAO	3.05	Goldsmith	129
Dave Zerbe	Paradise	Turkeys	CAO	16.98	Goldsmith	124

**Nutrient Management Plan Transfer for Board Acknowledgement (Lutz)
October 2021 Activity
November 3, 2021 Board Meeting**

OWNER	PROPOSED TRANSFER DATE	TOWNSHIP	OPERATION	DESIGNATION	AEU's/ ACRE	REVIEWER	PLAN #
None							

Item II.4

Acknowledgement of Conservation Plans (Lutz)

The Lancaster NRCS Field Office recommends the following plans for the

November 3, 2021 Board Meeting:

NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
None			

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
Rick Degeorge	1	Hartzok	West Hempfield

Item III.2
Lancaster County Conservation District
Balance Sheet
As of October 25, 2021

ASSETS

Checking/Savings

District General Fund

1001 · General Fund INVEST 660,781.20

1015 · General Fund Checking 67,166.63

Total District General Fund 727,947.83

E & S

1002 · E & S - A

Reserved-E&S Vehicle - A -2,837.12

1002 · E & S - A - Other 446,184.51

Total 1002 · E & S - A 443,347.39

1005 · Clean Water - R 294,883.45

Total E & S 738,230.84

1003 · Youth Conservation School - C 25,930.04

1006 · Separation - A 54,817.51

1007 · Reserve

Reserved-LCCD Health 19-20 - A 61,322.00

Reserved-LCCD Health 18-19 - A 25,883.00

Reserved-LCCD Health 17-18 - A 50,629.78

Reserved-Capital - A 53,726.87

Reserved-Communication - A 24,000.00

Reserved-Computer Hardware - A 16,725.77

Reserved-Software Maintenance-A 17,873.80

Reserved-NM Program - A 164,012.20

Reserved-Admin Vehicle - A -9,691.22

Reserved-NMP Vehicle - A 33,651.53

1007 · Reserve - Other - U 339,155.15

Total 1007 · Reserve 777,288.88

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C 1,457.50

Scholarship Bonds - C 35,000.00

1008 · Scholarship - C - Other 29,306.86

Total 1008 · Scholarship - C 65,764.36

1009 · Dirt & Gravel Roads - R 112,884.20

1013 - Exelon - R 667,533.52

1014 - Low Volume Roads - R 302,742.09

1115 · Conservation Excellence - R 893,962.71

1116 · CBAIP Phase II - R 429,396.86

1017 · Self-Funded Health Insurance -R 99,963.59

TOTAL ASSETS 4,896,462.43

\$579,618.20	General Operations - U
\$47,989.06	DGR/LVR Admin & Edu - A
\$18,873.13	Grants without bank account - R
\$43,831.66	Activities Account - A
\$37,635.78	Tree Fundraiser Account - U
\$727,947.83	TOTAL

\$1,028,119.35	A - Assigned Funds
\$91,694.40	C - Committed Funds
\$2,820,239.55	R - Restricted Funds
\$956,409.13	U - Unassigned Funds
\$4,896,462.43	TOTAL

Lancaster County Conservation District
Balance Sheet
As of October 25, 2021

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 25,930.04

2016 · Health Insurance Liability 99,963.59

Total Other Current Liabilities 125,893.63

Total Current Liabilities 125,893.63

Total Liabilities 125,893.63

Equity

3000 · Opening Bal Equity 893,610.68

3900 · Retained Earnings 2,765,827.36

Net Income 1,111,130.76

Total Equity 4,770,568.80

TOTAL LIABILITIES & EQUITY 4,896,462.43

Lancaster County Conservation District
Income and Expenses
January 1 through October 25, 2021

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Oct 25, 2021	Budget YTD	\$ Over Budget
Income									
520 · County Funding	302,500.00					35,000.00	337,500.00	224,731.19	112,768.81
530 · Program Contracts	1,268,735.71						1,268,735.71	1,253,898.97	14,836.74
560 · Grant Administration	286,003.55			-16,797.00			269,206.55	518,534.37	-249,327.82
570 · Grant Project Income				2,261,612.36			2,261,612.36	3,388,967.74	-1,127,355.38
580 · Fee / Reimbursement Income	9,431.25	3,341.79	5,250.00				18,023.04	10,255.92	7,767.12
581 · E&S102 Review Fees		483,510.00					483,510.00	419,948.21	63,561.79
582 · NPDES Permit Fees		89,000.00					89,000.00	71,913.99	17,086.01
583 · 105 CWF Fees		15,775.00					15,775.00	13,753.55	2,021.45
590 · Interest Income	116.73	130.75		322.86	1,026.26	172.15	1,768.75	3,925.03	-2,156.28
540 · Activity Income	25.00		3,400.00		1,207.00		4,632.00	17,983.00	-13,351.00
585 · Tree Sales Income	4,214.46		28,769.92				32,984.38	45,000.00	-12,015.62
595 · Other Income	2,087.62				200.00		2,287.62	163.43	2,124.19
599R · Interfund Transfer In	19,789.39	954.54				5,596.09	26,340.02	31,225.00	-4,884.98
Total Income	1,892,903.71	592,712.08	37,419.92	2,245,138.22	2,433.26	40,768.24	4,811,375.43	6,000,300.40	-1,188,924.97
Expense									
7100 · Staff Salary	1,130,936.12	322,710.49		66,915.49			1,520,562.10	1,688,699.80	-168,137.70
710 · All Emp Benefits	372,552.23	97,586.94		5,031.29			475,170.46	581,465.58	-106,295.12
720 · Vehicle & Travel Expenses	19,437.17	3,387.46	59.36	201.28			23,085.27	34,613.45	-11,528.18
722 · Meeting Expenses	3,451.25	186.39		110.00		499.00	4,246.64	37,453.14	-33,206.50
730 · Supplies	6,004.20	1,120.05	1,172.18	6,283.41		915.81	15,495.65	19,102.14	-3,606.49
735 · IT - Communication	17,632.41	207.79	210.00	6,414.20		175.00	24,639.40	14,943.38	9,696.02
740 · Postage	2,604.23	1,622.86	3.75	70.88	55.32		4,357.04	8,539.81	-4,182.77
745 · Office Rent	68,646.86	18,280.52					86,927.38	85,540.23	1,387.15
750 · Equipment	2,824.50	7,693.90	69.99	527.98			11,116.37	20,920.37	-9,804.00
830 · Administrative	59,350.13	950.12		45.00		5,975.00	66,320.25	71,829.75	-5,509.50
810 · Activity Expenses			25,676.80		5,000.00		30,676.80	50,212.37	-19,535.57
820 · Grant Project Expenses	696.65			1,409,725.07			1,410,421.72	3,769,516.13	-2,359,094.41
805 · Allocated Cost Transfer	-16,577.74	16,577.74					0.00	-0.26	0.26
890 · Miscellaneous Expenses	151.07	734.50					885.57	3,083.87	-2,198.30
895 · Contingencies							0.00	15,612.90	-15,612.90
899E · Interfund Transfer Out	5,596.09					20,743.93	26,340.02	31,225.00	-4,884.98
Total Expense	1,673,305.17	471,058.76	27,192.08	1,495,324.60	5,055.32	28,308.74	3,700,244.67	6,432,757.66	-2,732,512.99
Net Income	219,598.54	121,653.32	10,227.84	749,813.62	-2,622.06	12,459.50	1,111,130.76	-432,457.26	1,543,588.02

Item III.3
LCCD Budget & Finance Committee Report
Investment Recommendation and preliminary review of 2022 draft Budget

The Budget and Finance (B&F) Committee of Kent Weaver, Roger Rohrer, Dan Heller, and Chris Thompson met from Noon to 2:30 PM on October 19 to review and discuss District finances. They covered the following topics:

1. Reviewed YTD finances for the E&S program and the General Operating Fund
2. Reviewed actual salary/benefit costs of District Employees (07/01/2020 to 06/30/2021), along with funding sources for those expenses, submitted to the SCC on 9/30/2021
3. Reviewed 2022 draft budget funding sources for the District's General Operation Fund as to funding source dependability and expected longevity
4. Reviewed the six sub-budgets that make up the 2022 overall District budget. They include: 1) Grants, 2) Youth Conservation School, 3) Scholarship Fund, 4) Activities budget, 5) Erosion & Sedimentation Budget, and a 6) General Operations District Programs funding sheet with the percentage of Commissioner support for each program
5. Met with Robert Hoffman, CFS of Fulton Financial Advisors to review a proposal to conservatively invest a portion of the non-reserve funds held by the District

The committee is submitting the attached 2022 draft District Budget for discussion and review. Programs within the budget were balanced by using Commissioner funds to make up any shortfalls. If the Commissioners do not provide this amount of needed funding, the committee should reconvene to recommend any changes to the budget. A suggestion was made that we may want to review all funding sources and list the pros and cons for each District program.

For the 2021 actual YTD report review, the committee noted that the E&S and General Operating Funds are currently in good financial standing. Many of the factors that will make this a successful year will not be repeated moving forward, so the committee needs to approach each new year with an open mind as to what is being used for base assumptions for the budget process.

There was a short discussion on developing a finance policy for use of the District's reserve health funds. There was a general consensus that since the District pays a majority of the premium cost, most of the funds should be used as a hedge against rising health care costs. A suggestion was made that we may want to set a level of funds (eg. such as \$100,000) that we want to keep for future unexpected health care costs.

The B&F Committee met with Robert Hoffman, of Fulton Financial Advisors to consider an investment proposal [earlier in the year the committee met with Michael Wiggins, Vice-President—Nonprofit Services.] **The committee recommends investing \$750,000, pending Board approval, from a portion of the Districts Assigned and Unassigned funds.** The initial proposal investment mix is to put 79% in fixed income bond funds, 20% in U.S. Large Cap Growth, and 1% in cash. Hypothetical Growth and trailing returns for this portfolio follow the budget. The committee would meet quarterly with Robert Hoffman, who works with the brokerage firm of Raymond James, to discuss the market and make any agreed to investment changes.

Discussion on 2022 Draft budget; Possible action on moving ahead to invest \$750K

2022 LCCD District Budget

Budget approved by LCCD Board xxx

	2020 Budgeted <u>Revenue</u>	2021 Budgeted <u>Revenue</u>	2021 Actual <u>YTD 09/24/21</u>	2022 Budgeted <u>Revenue</u>	2021 Budget % change from <u>2020 budget</u>
520 County Funding	310,000	275,000	337,500.00	357,000	30%
530 Non-Lapsing Funding	1,483,408	1,380,748	1,102,953.58	1,367,629	-1%
560 Grant Administration Income	417,783	575,299	260,832.66	530,393	-8%
570 Grant Project Income (pass-through)	1,623,758	4,083,000	1,890,519.57	4,826,000	18%
530 Foundation income for CWP Program	209,961	203,205	154,266.11	530,659	161%
580 Fee Income	634,615	626,214	538,863.04	686,700	10%
585 Tree Sales Income	45,000	45,000	32,984.38	46,000	2%
590 Investment Income	33,275	4,803	1,731.45	1,334	-72%
540 Activities Income	20,119	17,983	3,425.00	16,907	-6%
Other Income	2,700	5,250	1,545.06	5,200	-1%
n/a YCS Income (not on monthly P&L)	8,000	8,000	n/a	8,000	0%
Total District Revenue	4,788,619	7,224,502	4,324,620.85	8,375,822	16%

	2020 Budgeted <u>Expenses</u>	2021 Budgeted <u>Expenses</u>	2021 Actual <u>YTD 09/24/21</u>	2022 Budgeted <u>Expenses</u>	
711 Salary and Wages	1,898,854	2,064,824	1,361,362.50	2,312,856	12%
710 Employee Benefits	709,160	711,407	427,467.39	852,837	20%
720 Travel/Mileage Expenses	22,300	22,050	5,114.20	23,100	5%
755 District Vehicle Expenses	50,050	20,250	15,398.16	50,250	148%
722 Meeting/Training Expenses	28,140	48,090	3,086.61	37,715	-22%
730 Supplies	23,550	23,375	14,861.18	19,550	-16%
735 IT Support/Website/internet/software	9,010	8,950	25,466.25	20,961	134%
740 Postage	11,875	10,450	4,357.04	8,075	-23%
745 Office Rent	104,673	104,675	78,053.72	107,371	3%
750 Equipment/Copier (IT to #735 in 2021)	45,151	34,936	3,181.54	22,425	-36%
895 Specific Projects/Contingencies	56,000	30,750	5,785.00	26,189	-15%
830 Professional Services	23,580	50,900	33,538.58	51,100	0%
830 Administrative Overhead *	32,041	33,241	28,894.39	30,783	-7%
810 Activities Expenses	57,340	54,790	27,553.57	50,230	-8%
820 Grant Expenses (pass through)	1,752,173	4,669,000	1,162,650.41	5,310,375	14%
890 Miscellaneous Expenses	3,200	3,550	837.57	3,250	-8%
n/a YCS Expenses (not on monthly P&L)	8,000	8,000	n/a	8,000	0%
Total District Expenses	4,835,096	7,899,237	3,197,608.11	8,935,067	13%

Rev over Exp before adjustments	-46,477	-674,735	1,127,012.74	-559,245	
Adj. Grant funds expended from previous years (Part F)	128,415	586,000		484,375	
Adj. for Activity Revenue greater than Expense (Part C)	-5,840	-5,840		-7,300	
Adj. for interest earned in Reserve/Seperation account	-14,000	-1,400		-70	
Adj. for change in Scholarship fund balance (Part D)	786	1444		-516	
Adj. for E&S Revenue/Expenses without transfer (Part B)	-65,206	-40,464		-829	
General Operations without reserves	-2,322	-134,995		-83,585	
Reserve funds for New Phone System	35,000	15,000		0	
NMP Reserve Funds Needed to suppliment AG	0	79,400		25,000	
D&G/LVR admin funds from previous year	0	0		15,500	
Reserve Health funds offseting premium increase	8,600	0		27,000	
E&S Funds supporting Education Prog (GASB 54)	16,225	16,225		16,225	
General Operations Balance	57,503	-24,370		140	

* Line-item includes District planning & advertising, Newsletter/Annual report costs, Membership dues, and Insurance

Note: State funding, on a fiscal year is only contracted to June 30th; therefore this budget assumes renewal of those income streams.

Proposed: Growth Of A Dollar as of Oct 19, 2021

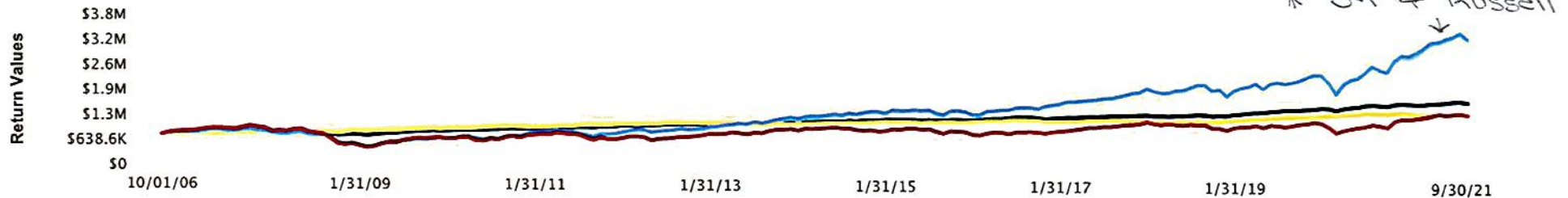


growth^m

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Hypothetical Growth of a Dollar[‡] Proposed Conservation Foundation

Growth Of a Dollar (15 Years)
10/01/2006 - 9/30/2021



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	Hypothetical Beginning Investment	YTD 1/01/21 9/30/21	Last 12 Months 10/01/20 9/30/21	Last 3 Years* 10/01/18 9/30/21	Last 5 Years* 10/01/16 9/30/21	Last 10 Years* 10/01/11 9/30/21	Last 15 Years* 10/01/06 10/01/06 9/30/21
■ Proposed Conservation Foundation	\$750,000	\$766,313	\$790,252	\$934,990	\$995,974	\$1,327,802	\$1,691,643
* S&P 500 Total Return	\$750,000	\$869,419	\$975,037	\$1,170,506	\$1,636,985	\$3,493,972	\$3,292,576
■ Bloomberg U.S. Aggregate Bond	\$750,000	\$738,349	\$743,287	\$877,078	\$867,041	\$1,009,117	\$1,384,226
* Russell 3000 (TR)	\$750,000	\$862,444	\$989,065	\$1,170,625	\$1,633,900	\$3,484,774	\$3,327,157
■ MSCI EAFE (Net Div)	\$750,000	\$812,594	\$942,978	\$934,951	\$1,144,044	\$1,633,890	\$1,370,157

Market Value of the accounts and securities included is calculated using the most recent valuation information as of the report header date. Analytical data displayed does not reflect actual investment results and is hypothetical in nature. It is not actual "past performance" and is for illustrative purposes only. Assumes monthly rebalancing. Hypothetical and actual past performance is no guarantee of future results. Actual performance may be impacted by fees and commissions. Please see Important Disclosure Information section for detailed hypothetical calculations, fees, and commission information. Proxies were used for some of the holdings in the allocations. Please see Important Disclosure Information section for detailed proxy and hypothetical calculation information. Please see the Additional Information Regarding This Presentation section for detailed benchmark information. Please see the Glossary section for information about what this report represents. ‡ Assets are held outside Raymond James. ^m This report contains assets that were manually entered.

For use in one-on-one consultations.

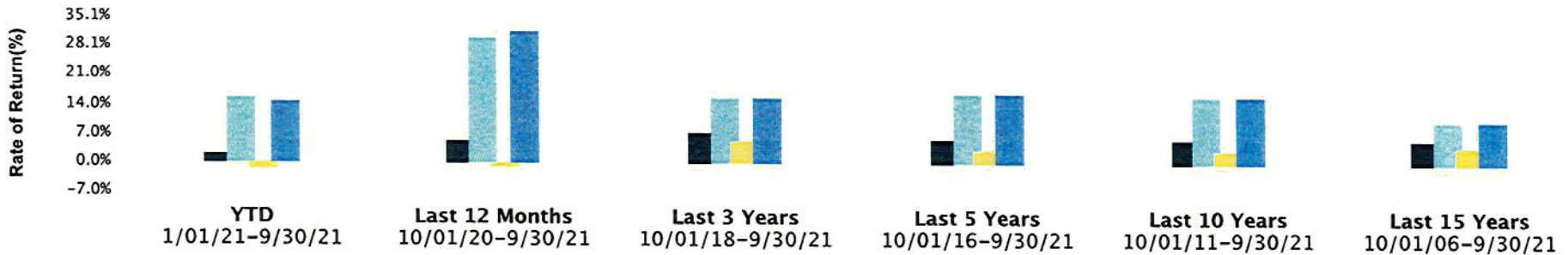
Proposed: Trailing Returns as of Oct 19, 2021

growth^m

Bob Hoffman
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Hypothetical Trailing Returns[‡] Proposed Conservation Foundation

Time-Weighted
10/01/2006 - 09/30/2021



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	YTD 1/01/21 9/30/21	Last 12 Months 10/01/20 9/30/21	Last 3 Years* 10/01/18 9/30/21	Last 5 Years* 10/01/16 9/30/21	Last 10 Years* 10/01/11 9/30/21	Last 15 Years* 10/01/06 9/30/21
■ Proposed Conservation Foundation	2.18%	5.37%	7.63%	5.84%	5.88%	5.57%
■ S&P 500 Total Return	15.92%	30.00%	15.99%	16.90%	16.63%	10.37%
■ Bloomberg U.S. Aggregate Bond	(1.55%)	(0.90%)	5.36%	2.94%	3.01%	4.17%
■ Russell 3000 (TR)	14.99%	31.88%	16.00%	16.85%	16.60%	10.44%
■ MSCI EAFE (Net Div)	8.35%	25.73%	7.62%	8.81%	8.10%	4.10%

Analytical data displayed does not reflect actual investment results and is hypothetical in nature. It is not actual "past performance" and is for illustrative purposes only. Assumes monthly rebalancing. Hypothetical and actual past performance is no guarantee of future results. Actual performance may be impacted by fees and commissions. Please see Important Disclosure Information section for detailed hypothetical calculations, fees, and commission information. Proxies were used for some of the holdings in the allocations. Please see Important Disclosure Information section for detailed proxy and hypothetical calculation information. Please see the Additional Information Regarding This Presentation section for detailed benchmark information. *Please see Glossary for Time-Weighted definition. Please see the Glossary section for information about what this report represents. ‡ Assets are held outside Raymond James. ^m This report contains assets that were manually entered.

For use in one-on-one consultations.

**Item III.4
Personnel Committee Report – Staffing Updates**

After 14 plus years, Dennis Eby has submitted April 1, 2022 for his official date of retirement from LCCD. Dennis is giving us plenty of time, but plans have been underway for some time transitioning his Plain Sect Outreach Coordinator responsibilities over to Agricultural Technician, Greg Heigel. A formal announcement and transfer of phone numbers is expected early in 2022.

The long-awaited Assistant District Manager position has gained some traction. There are additional details to be decided, but the current plan is to advertise and fill the position early in 2022. A draft Job Description is attached for BOD review and an interim candidate, Watershed Specialist, Matt Kofroth, has been selected to be Acting Assistant Manager until the position can be advertised and filled.

***Action Required**

**Item III.5
MOU Renewal between Conservation District and the Conservation Foundation**

The 2015 MEMORANDUM of UNDERSTANDING between the Lancaster County Conservation District, and the Conservation Foundation of Lancaster County has been revised to reflect current operating expectations. The MOU has been reviewed and approved by CFLC at their last meeting and presented for LCCD approval. (See attached)

***Action Required**

**Item III.6
Update on Expiring Nutrient Management Plans**

At the October Board Meeting, the Board was informed that the District Ag Department was still waiting on three (3) expiring Act 38 Nutrient Management Plans to be submitted for review. The plans expired on September 30, 2021, and the Board voted to allow the operators until October 18, 2021 to submit their plans before they would be referred to the State Conservation Commission for further action. The Ag Department is happy to report that all outstanding plans have been received; two on October 7 and one on October 18. No further action is required at this point.

Electronic Nutrient Management Plan submissions

On October 1, 2021, the updated Act 38 Nutrient Management Technical Manual went into effect. One change with the new manual is the allowance by the State Conservation Commission for Nutrient Management Plans to be submitted electronically to Conservation Districts for review. Hard copies of the plans are still required to be maintained in the District files, and planners are required to submit hard copies of the final versions of plans before Board consideration. With this new change, we would like the Board to consider receiving NMPs electronically rather than hard copy with the Board mailing. This would save considerable postage and printing costs, as well as staff time. Due to size limitations when sending via email, we are investigating various file sharing options where links to access scanned plan files could be emailed to all Board members to be viewed electronically.

***Action Required**

**Item III.7
Combine Board Committees**

1. The staff recommend combining the Agricultural Compliance Review Committee (ACRC) and the Nutrient Management side of the Nutrient Management/Cost-share Committee and transfer responsibilities for each into the parent Agricultural Committee. The staff then recommends that the Cost share Committee to be made a stand-alone Committee since this committee deals with cost share dollars that cross over the line of agriculture into other departments. It is no longer a Committee that is exclusive to agriculture.
 - a. Approval of this consolidation will result in joining the members of the two committees; Herb Kreider, Roger Rohrer, Jay Snyder, Dan Heller, Lisa Graybeal, Justin Welk, Bob Wagner with Bob Shearer as chair and Kevin Lutz and Kevin Seibert as representing staff, all remaining active on the Agriculture Committee for the balance of this year until positions are reassigned for next year.
 - b. Approving this action will also result in needing to make updates and revisions to several policies and operating procedures which will be presented at the December BOD meeting.

***Action Required**

Sunshine Act/Right to Know Law Updates and Compliance

1. Informational item: We will be updating our Right to Know (RTK) Policy to include Suzanne Kopp as the second Agency Open Records Officer (AORO).
2. Include approved Meeting Minutes on website. Currently practiced, but not required by Sunshine Act and RTK Law.

***Action Required**

**Item IV.1
Correspondence, News & Updates**

The following correspondence, news or update items will be presented at the Board meeting:

- Booklet – Lancaster Farmland Trust – 2020 Annual Report – October 25, 2021

**Item IV.4
2022-2023 County Action Plan Proposal**

Details of the 2022-2023 CAP proposal will be shared at the BOD meeting.

Item IV.5
Lancaster/Lebanon Watershed Forum and Science Symposium
(November 19 & 20, 2021)

The Lancaster County Conservation District is partnering with the Lebanon County Conservation District, Penn State University, Elizabethtown College, Land Studies, and the Lancaster County Clean Water Partners to host a 2-day Lancaster/Lebanon Watershed Forum and Science Symposium on November 19 & 20 at Elizabethtown College. On November 19th a Science Symposium featuring scientific conservation ideas and research from around the county will be presented by a host of local professors and students. There will also be a poster presentation to go along with this day. On the following day, November 20th, both Lancaster and Lebanon County Conservation Districts will bring back the very popular Watershed Forum which was held for nearly 12 years in the 2000's. The forum is geared toward watershed stakeholders, watershed volunteers, municipalities, water authorities, and anyone interested in watershed resources. Both events are free to attend but registration is required. Funding for these events is coming from a National Fish & Wildlife Foundation grant and local sponsors. For more information or to register visit the event website: <https://agsci.psu.edu/safes/events/watershed-forum-2021>

JOB DESCRIPTION
ASSISTANT DISTRICT MANAGER
Lancaster County Conservation District

GENERAL STATEMENT OF DUTIES:

To assist the District Manager to carry out program activities and services that the District provides following the policies and guidelines developed, delegated to, or approved by the Board of Directors.

The Assistant District Manager is responsible for managing the office whenever the District Manager is absent. He/she works under the direct supervision of the District Manager and the District Board of Directors. The Assistant District Manager reports supervision of the District Manager to provide administrative assistance relating to the daily management and operations of the conservation district. The Assistant District Manager will assist the District Manager with staff recruitment and supervision, team leader coaching, management and training, conflict resolution, discipline, performance evaluation and implementation of District programs.

The Assistant District Manager may serve on numerous District committees, providing direct support regarding program development, fundraising, and financial management, and may attend local and state meetings as assigned. The applicant being hired should be familiar with the history, mission statement and relationship of the Conservation District and the State Conservation Commission.

JOB DUTIES AND RESPONSIBILITIES:

1. Primary Responsibilities:
 - A. Assume responsibilities of District operations when the Manager is out of the office. Accepts delegated decision-making authority from the Manager. Be first contact for team leaders/program technical staff for questions. Understands and maintains a general knowledge of all District programs
 - B. Assist Manager with preparing Board Agenda and supporting documents. Attends Board of Directors meetings to remain current with District operations and to represent the Manager, when absent from Board meetings.
 - C. Assist the Manager in the development of short and long-range goals and objectives.
 - D. Track and submit quarterly reports for all programs and projects.
 - E. Assist the Manager in the development of operating budgets and financial forecasting.
 - F. Work with program technical staff on annual budgets, and then consolidate into District budget for review by Manager. Provide financial data for program technical staff and coordinate quarterly reports for submission to Manager in a timely manner.
 - G. Oversee purchase, maintenance and technical training for all equipment and supplies.
 - H. Assists the Manager with Human Resource related issues, including the development and coordination of necessary District policies. Assist the Manager in the development of new staff job descriptions and the updating of existing staff position descriptions, as programs change. Ensures that staff maintains technical

JOB DESCRIPTION
ASSISTANT DISTRICT MANAGER
Lancaster County Conservation District

certifications, as required by their respective job descriptions. Develop updated Individual Development Plans and encourage use by staff. Assist in hiring and evaluating staff as requested.

- I. Coordinate service and maintenance of District vehicle fleet.
- J. Assist program technical staff, watershed coordinator and administrative staff on special projects as requested.
- K. Assist program technical staff and watershed coordinator with fieldwork on a time available basis.
- L. Represent the District by making presentations on subjects of District concerns.
- M. Oversee the District's Right-To-Know Officer.
- N. Develop a working knowledge of the Dirt and Gravel Low Volume Roads Program and assist with the program implementation and oversight.
- O. Oversee the various program grant agreements and provide for timely progress reports and financial reimbursement claims.
- P. Research and advise the District Manager on insurance coverage for protection of property loss and potential liabilities.
- Q. Review vendor contracts and solicit quotes for new equipment or services.
- R. Update the District Manager on all activities conducted outside of his direct oversight providing a written monthly activity report to the Manager.
- S. Act as liaison between District Manager /Board and the District's financial auditor.
- T. Assist with the District's annual programs, including the Envirothon, Youth Conservation School, Tree Sale and Annual Awards Banquet.

MINIMUM EDUCATION AND EXPERIENCE:

- 1. Bachelor's Degree from an accredited college or university with major coursework in agriculture, environmental sciences, resource management, planning or related field.
- 2. Two (2) years' experience in a conservation or resource management field.
- 3. Supervisory experience is preferred,

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- 1. Ability to learn the function and operation of the Conservation District and its relationship to the county government and the State Conservation Commission.
- 2. Ability to learn the fundamentals and responsibilities of Delegation Agreements and Working Agreements with state and federal agencies.
- 3. Knowledge of current principles and practices of resource protection and conservation.
- 4. Skill in managing and supervising a moderate size staff involving multiple program areas.
- 5. Knowledge of current principles and practices of resource protection and conservation.
- 6. Knowledge and appreciation of the county's natural resources.

JOB DESCRIPTION
ASSISTANT DISTRICT MANAGER
Lancaster County Conservation District

7. Ability to prepare and administer multiple budgets and oversees tracking of costs related to specific budgets and programs.
8. Ability to administer multiple projects and programs simultaneously.
9. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and volume.
10. Ability to supervise and maintain effective working relations among employees and related agencies.
11. Ability to exercise sound independent judgment.
12. Ability to work and travel independently, work irregular hours and meet deadlines.
13. Ability to communicate effectively orally and in writing with a wide range of individuals.

PHYSICAL DEMANDS:

1. Ability to traverse difficult terrain, including woods, fields, pastures and water.
2. Ability to work outdoors in a variety of seasons and weather conditions.
3. Willing to travel on local excursions and/or occasional overnight functions.

MEMORANDUM of UNDERSTANDING
between
Lancaster County Conservation District
and
Conservation Foundation of Lancaster County
co-located at
1383 Arcadia Road, Room 200
Lancaster PA 17601

The Lancaster County Conservation District (District) shares a mission and vision with the Conservation Foundation of Lancaster County (Foundation) for protection and good stewardship of the County's natural resources. Therefore, this MEMORANDUM of UNDERSTANDING (MOU) will establish the relationship between the District and the Foundation to define and illustrate both the differences and the relationship between the two organizations.

Whereas, the Conservation District is a recognized leader and maintains staff to administer the delegated authority for Lancaster County's natural resource conservation efforts, but has limited sources of undesignated revenue to fund its work, and

Whereas, the Foundation has secured the 501c3 status with the IRS and is eligible to do fundraising, apply for and accept grants from local, state and federal sources to financially ensure and support the conservation of Lancaster County's natural resources; and

Whereas, the Foundation does not have employees of their own to implement the conservation mission, but is able to contract with conservation partners to complete that work; and

Therefore, it is mutually agreed the Foundation's primary purpose will be to secure funding through local, state and federal sources to support the conservation mission of the District; and the District will contract with the Foundation to provide staff to serve in an administrative and technical capacity to accomplish their shared mission and vision.

Whereas, it is mutually important to maintain transparency and individual identities it is agreed that the District and the Foundation will utilize separate governing boards with mutual representation as described in the founding documents. Each will identify two officers to co-sign each check for disbursement as well as maintain separate checking accounts at different financial institutions and complete independent financial audit annually.

Therefore, this MOU may be terminated by either party with a 60 days notice (in writing) to the other party. Additionally, this MOU will terminate automatically if either entity ceases to function.

The effective date of this MOU is _____.

Foundation President

District Chairman

(Date)

(Date)