



**LANCASTER COUNTY CONSERVATION DISTRICT
MONTHLY BOARD MEETING AGENDA**

Wednesday, December 7, 2022

Lancaster Farm & Home Center

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

Business Meeting 7:30 PM

Timer

Page #

7:55 III. *Additional Business
2. Treasurer's Report – Hertz (attachment) 1
Addition:
*10. Vehicle Use Policy –Thompson (attachment) 4

8:25 IV. Reports & Information
Addition:
7. New DEP South Central Conservation District Field Rep – Thompson (attachment) 7

***Action Required**

Item III.2
Lancaster County Conservation District
Balance Sheet
 As of December 2, 2022

Checking/Savings

District General Fund	
1001 · General Fund INVEST	737,369.60
1015 · General Fund Citizens	205,908.32
Total District General Fund	<u>943,277.92</u>
Raymond James/Fulton Advisors	
Investment Unrealized Gain/Loss	-44,938.45
Raymond James/Fulton Advisors - Other	750,000.00
Total Raymond James/Fulton Advisors	<u>705,061.55</u>
E & S	
1002 · E & S - A	286,260.74
1005 · Clean Water - R	284,473.90
Total E & S	<u>570,734.64</u>
1003 · Youth Conservation School - C	949.41
1006 · Separation - A	35,251.13
1007 · Reserve	
Reserved-LCCD Health 20-21 - A	1,317.70
Reserved-LCCD Health 19-20 - A	9,520.61
Reserved-LCCD Health 18-19 - A	883.00
Reserved-Capital - A	58,726.87
Reserved-Communication - A	24,000.00
Reserved-Computer Hardware - A	21,725.77
Reserved-NM Program - A	62,863.97
Reserved-NMP Vehicle - A	43,679.29
1007 · Reserve - Other - U	217,716.54
Total 1007 · Reserve	<u>440,433.75</u>
1008 · Scholarship - C	
Bond Unrealized Gain/Loss - C	1,022.75
Scholarship Bonds - C	35,000.00
1008 · Scholarship - C - Other	5,498.69
Total 1008 · Scholarship - C	<u>41,521.44</u>
1009 · Dirt & Gravel Roads - R	165,532.49
1013 - Exelon - R	749,002.68
1014 - Low Volume Roads - R	379,148.10
1115 · Conservation Excellence - R	1,176,341.69
1116 · CBAIP Phase II - R	418,997.05
1117 · Chesapeake Bay Action Plan - R	1,382,984.84
1118 · American Rescue Plan Act	2,128,957.05
1017 · Self-Funded Health Insurance -R	155,921.20
TOTAL ASSETS	<u><u>9,294,114.94</u></u>

\$577,494.51	General Operations - U
\$282,676.87	Grants without bank account - R
\$50,338.80	Activities Account - A
\$32,767.74	Tree Fundraiser Account - U
\$943,277.92	TOTAL

Fulton Advisors	Fulton + INVEST
Funds Invested	Balance
5/2/2022	8/29/2022
350,000	636,260.74
	<u>284,473.9</u>
	920,734.64
25,000	25,949.41
25,000	60,251.13
25,000	26,317.7
50,000	59,520.61
25,000	25,883.00
100,000	162,864.0
125,000	342,716.54
25,000	66,521.44

750,000	Initial Investment
713,489	Current value
-4.9%	ITD Gain/Loss

\$1,169,567.88	A - Assigned Funds
\$92,470.85	C - Committed Funds
\$7,124,035.87	R - Restricted Funds
\$2,416,467.79	U - Unassigned Funds
\$10,802,542.39	TOTAL

4:41 PM

12/02/22

Cash Basis

LIABILITIES & EQUITY

Lancaster County Conservation District

Balance Sheet

~~As of December 2, 2022~~

Liabilities	
Current Liabilities	
Other Current Liabilities	
2017 · Fulton Retirement Liability	675.00
2200 · YCS Liability	25,949.41
2016 · Health Insurance Liability	155,921.20
Total Other Current Liabilities	<u>182,545.61</u>
Total Current Liabilities	<u>182,545.61</u>
Total Liabilities	182,545.61
Equity	
3000 · Opening Bal Equity	893,610.68
3900 · Retained Earnings	4,564,836.11
Net Income	<u>3,653,122.54</u>
Total Equity	<u>9,111,569.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,294,114.94</u></u>

Lancaster County Conservation District

Income and Expenses
January 1 through December 2, 2022

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Dec 2, 22	Budget	\$ Over Budget
Income									
520 · County Funding	297,916.67						297,916.67	299,664.36	-1,747.69
530 · Program Contracts	1,318,371.91	16,225.00					1,334,596.91	1,801,966.68	-467,369.77
560 · Grant Administration	334,788.82			-28,344.28			306,444.54	438,600.44	-132,155.90
570 · Grant Project Income	88.20		400.00	7,372,797.08			7,373,285.28	4,232,161.29	3,141,123.99
580 · Fee / Reimbursement Income	2,712.50		4,250.00				6,962.50	7,837.37	-874.87
581 · E&S102 Review Fees		663,150.00					663,150.00	515,606.45	147,543.55
582 · NPDES Permit Fees		95,520.00					95,520.00	93,956.18	1,563.82
583 · 105 CWF Fees		100.00					100.00	1,500.00	-1,400.00
590 · Interest Income	10,475.99	6,467.42		71,908.12	1,275.21	6,038.89	96,165.63	1,230.00	94,935.63
540 · Activity Income			9,655.46		1,785.00		11,440.46	16,322.32	-4,881.86
585 · Tree Sales Income	4,062.00		37,468.74				41,530.74	46,000.00	-4,469.26
595 · Other Income	71.57		-52.65	3,189.15		-44,938.45	-41,730.38	4,794.62	-46,525.00
599R · Interfund Transfer In	29,417.34	3,705.89	10,000.00			757,573.16	800,696.39	61,120.16	739,576.23
Total Income	1,997,905.00	785,168.31	61,721.55	7,419,550.07	3,060.21	718,673.60	10,986,078.74	7,520,759.87	3,465,318.87
Gross Profit							10,986,078.74	7,520,759.87	3,465,318.87
Expense									
7100 · Staff Salary	1,382,084.62	393,467.71		177,295.88		8,500.00	1,961,348.21	2,107,717.59	-146,369.38
710 · All Emp Benefits	448,902.65	104,311.92		21,446.63		9,000.00	583,661.20	771,117.15	-187,455.95
720 · Vehicle & Travel Expenses	22,139.36	3,281.24	391.63	2,453.31			28,265.54	70,071.92	-41,806.38
722 · Meeting Expenses	8,174.33	463.91		746.25		1,339.62	10,724.11	39,329.92	-28,605.81
730 · Supplies	10,640.22	1,049.38	991.95	5,996.33			18,677.88	18,025.95	651.93
735 · IT - Communication	27,771.21	420.00	6,734.97	125.00		5,412.26	40,463.44	24,960.62	15,502.82
740 · Postage	2,600.31	2,380.34	264.64	84.41	36.57		5,366.27	7,445.50	-2,079.23
745 · Office Rent	75,889.30	22,430.90					98,320.20	98,999.74	-679.54
750 · Equipment	13,017.56	1,437.23		3,892.94			18,347.73	15,043.12	3,304.61
830 - Administrative	63,443.51	258.40	923.66				64,625.57	71,494.04	-6,868.47
810 · Activity Expenses			47,455.54		2,000.00		49,455.54	46,004.74	3,450.80
820 · Grant Project Expenses	110.75		-1,671.00	3,648,999.58		2,058.43	3,649,497.76	4,649,883.06	-1,000,385.30
805 · Allocated Cost Transfer	-17,549.05	17,549.05					0.00	0.77	-0.77
890 · Miscellaneous Expenses	746.63	20.00	2,639.73		100.00		3,506.36	3,074.60	431.76
895 · Contingencies							0.00	6,834.16	-6,834.16
899E · Interfund Transfer Out	7,573.16	16,225.00				776,898.23	800,696.39	56,910.48	743,785.91
Total Expense	2,045,544.56	563,295.08	57,731.12	3,861,040.33	2,136.57	803,208.54	7,332,956.20	7,986,913.36	-653,957.16
Net Income	-47,639.56	221,873.23	3,990.43	3,558,509.74	923.64	-84,534.94	3,653,122.54	-466,153.49	4,119,276.03

Vehicle Use Policy

The attached Vehicle Use Policy has been revised (shown in Red) to reflect the current use of personal vehicles while performing work duties and to ensure that expectations are being applied and followed by staff any time they are driving any vehicle for work purposes.

The policy is established and staff is requesting the BOD review and approve the updates.

*Action required

District Vehicle Use Policy

- 1) All District Employees are authorized to use a fleet vehicle for District business.
- 2) An Employee operating a District or personal vehicle for district purposes must observe all traffic and vehicle laws and regulation.
- 3) Employees must have a valid driver's license and a copy of the license will be maintained on file in the administrative office. If an Employee has his/her license suspended or revoked, it is the Employee's responsibility to notify his/her supervisor immediately
- 4) District Employees must also provide a valid copy of their personal liability auto insurance coverage prior to operating a personal vehicle on District business. Employees need to be aware that when using a personal vehicle for District business, it is the employee's insurance coverage that is in effect if there is an accident. Therefore, the District encourages the use of District owned vehicles whenever possible.
- 5) Accidents, whether in a personal or District owned vehicle:
 - a. Accidents, no matter how minor, shall be reported to the Program Manager within 24 hours of the incident. A "Report of Accident" form shall also be submitted within 48 hours of the incident.
 - b. Police shall be called to the scene of any accident involving a District owned vehicle. The Employee shall obtain and record the accident report number and the name of the investigating officer, other driver's information, and any other pertinent information. If the police refuse to come to the scene of the accident, the employee shall report to the Program Manager the date, time and name of the officer contacted.
- 6) Tickets/Fines for moving violations are the responsibility of the Employee and shall be paid by the Employee operating the District Vehicle or personal vehicle while conducting District responsibilities. The Employee must immediately inform their immediate supervisor of the incident.
- 7) Personal use of District vehicles is prohibited unless approved and authorized by BOD action.
- 8) Passengers who are not employees of the Lancaster County Conservation District are permitted, so long as the transportation is for work related purposes.
- 9) Hitchhikers may not be picked up in a District Vehicle or in a personal vehicle while conducting District business.
- 10) Smoking is prohibited in the District vehicle.

- 11) Cell phone use while driving a district or personal vehicle while conducting work tasks must comply with the Cell Phone Use Policy. (Reference Personnel Manual Page 30 – Cell Phone Use)
- 12) Possession, purchase, sale, or use of intoxicating beverages or illegal substances when driving or riding in a District vehicle is prohibited and shall result in immediate termination.
- 13) District vehicles may not be driven to or parked at a location that appears to the public as inappropriate use of the District vehicle. When in question, consult your immediate supervisor or District Manager.
- 14) Each fleet vehicle will be assigned to a Program. It is the responsibility of the assigned Department to ensure yearly inspection, necessary maintenance, and cleaning as needed is completed.
- 15) Employees should report any fleet vehicle problems, needed repairs or other concerns to their immediate supervisor.
- 16) District vehicles shall be supplied with a fuel credit card, car wash tokens and other necessary supplies (windshield fluid, maps, etc). District vehicle supplies may be purchased with a District credit card or reimbursed through the Employee's expense report.
- 17) Employees can claim mileage reimbursement, paid at the federal rate, for miles driven in a personal vehicle to perform work responsibilities. (Reference Personnel Manual Page 40 – Travel Policy; Mileage Reimbursement)
- 18) Rental Vehicles:
 - a. Rental Vehicles should be registered with the Employee's name AND Lancaster County Conservation District.
 - b. Additional insurance does not need to be purchased through the rental company.
- 19) Use of company vehicles is encouraged whenever carrying out District business.
- 20) Violations of this policy may result in disciplinary action, suspension, or termination of employment.

I HAVE READ THIS POLICY AND AGREE TO ABIDE BY THE PROVISIONS STATED WITHIN.

Signature of Employee

Print Name

Date

Job Title

Item IV.7

New DEP South Central Conservation District Field Rep

DEP Central Office announced this week that Lauren Shaffer is the new Conservation District Field Rep for the eastern half of the south-central region, covering Lancaster, Lebanon, Berks, Dauphin, York, Cumberland, and Perry Counties.

Lauren has both her B.S. in Community, Environment, and Development and her M.P.S. in Ecosystem Management and Administration from Penn State University. During her undergraduate studies, she interned at DEP in the Bureau of Clean Water as well as Pennsylvania Farm Bureau in the Government Affairs and Communications Division. Since 2020, she has been working as an Agricultural Outreach Specialist at the Penn State Agriculture and Environment Center, where she managed on-farm conservation projects by coordinating funding and technical assistance, led local public-private partnerships, and facilitated outreach efforts in priority watersheds in Lancaster, Lebanon, and Dauphin counties. Lauren lives in Lancaster with her husband and dog and enjoys reading, hiking, skiing, and traveling.

Lauren is replacing Elwood Blake, who retired several months ago and she plans to resume attending our monthly BOD meetings. Please make Lauren feel welcome and feel free to reach out to Lauren directly at any time at laurshaffe@pa.gov or 717-705-4781.