



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

Wednesday October 5, 2022
Lancaster Farm & Home Center
Zoom Info: <https://zoom.us/j/91731607863>
Business Meeting 7:30 PM

Timer

7:30	Invocation – Bob Shearer Call to Order, Chairman, Dan Heller Welcome & Introductions – Dan Heller Additions to the Agenda – Christopher Thompson Public Comment: Survey media/quests: Agenda items of interest? – Dan Heller	
		<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)	4
	2. Technical Assistance Requests/Cancellations (attachment).....	11
	3. Nutrient Management Plan Approval (attachment)	11
	4. Conservation Plans Acknowledgement (attachment).....	12
	5. BOD Meeting Dates for 2023 (attachment)	13
7:55	III. <u>*Additional Business</u>	
	1. Items Removed from Consent Agenda	-
	2. Treasurer’s Report – Heistand (attachment)	14
	*3. Personnel Committee Report – Wasco (attachment).....	17
	*4. Nutrient Management / Expiring Plans Pre-Approval - Lutz (attachment).....	21
	*5. PACD Plan Reimbursement Program – Thompson/Lutz (attachment).....	21
8:25	IV. <u>Reports & Information</u>	
	1. Correspondence, News and Updates – Thompson (attachment).....	22
	2. E&S/NPDES Monthly Projects Report – Hout/Thompson (day of packet).....	-
	3. E&S Committee Report – J. Snyder/Hout (attachment).....	23
	4. 2023 Draft Budget Review - Heistand (attachment)	25
	5. Denim & Pearls – Thompson/Dehoff (attachment).....	26
8:50	V. <u>Additional Public Comment</u>	
9:00	VI. <u>Adjourn</u>	

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

Dates to Remember:

10/4, 3pm, Budget Work Session w/Commissioners	10/11, 1-3pm, SCC Mtg. Harrisburg
10/6, 3:30pm, Foundation Board Meeting @ F&H	11/2, 5-9pm, Denim & Pearls @ The Star Barn, E-Town
10/6, 9am-2pm, PACD SCRO Director’s Mtg. CCCD	

NEXT MEETING DATE: Wednesday, November 2, 2022 @ 7:30 p.m.
At the Lancaster County Farm & Home Center

***Action Required**



Activity Report to LCCD Board of Directors September 2022

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
VACANT, Soil Conservationist

Ashley Rice, Soil Conservation Technician
VACANT, Soil Conservation Technician
VACANT, 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	33	1,378.1	81	3,809.92

*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	-	12
362 – Diversion (ft)	-	-	3,132
367 – Roofs & Covers (no)	2	-	8
382 – Fence (ft)	29,544	4,638	12,594
412 – Grassed Waterway (ac)	11	-	7.1
516 – Livestock Pipeline (ft)	5,904	2,169	2,559
561 – Heavy Use Area Protection (sq ft)	14,124	-	22,553
575 – Trails & Walkways (ft)	2,884	-	2,219
578 – Stream Crossings (no)	5	-	1
600 – Terraces (ft)	8,036	979	23,046
614 – Watering Facility	14	12	14
620 – Underground Outlet (ft)	2,864	533	10,837
634 – Waste Transfer System (no)	6	-	10
327 – CREP Conservation Cover (ac)	23.5	-	59.06
391 – CREP Riparian Forest Buffer (ac)	68.2	-	58.52
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	22	\$1,926,714
CSP	3	\$134,205	3	\$298,017
RCPP	NA	NA	15	\$3,421,648

- Financial Assistance Payments:

Program	FY21 Total (\$)	FY22 Mo. Total (\$)	FY22 Total (\$)
ALL PROGRAMS	\$1,358,691.92	\$44,448.14	\$2,247,795.72

- **Environmental Quality Incentive Program (EQIP)**
 - FY22 contracting is complete. No details for FY23 have been released.
- **Conservation Stewardship Program (CSP)**
 - FY22 contracting is complete. No details for FY23 have been released.
- **Regional Conservation Partnership Program (RCPP)**
 - Lancaster's Common Agenda for Clean Water sponsored by the Lancaster Clean Water Foundation
 - FY22 contracting has been completed by PA NRCS. Awaiting full contract approval by NHQ NRCS. No details for FY23 have been released.
 - Turkey Hill Clean Water Partnership sponsored by the Alliance for the Chesapeake Bay (Multi-County)
 - FY22 contracting has been completed by PA NRCS. Awaiting full contract approval by NHQ NRCS. No details for FY23 have been released.

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	3	149.28

- Easement Annual Monitoring Activities

Program/Activity	FY21 Total (#)	FY22 Total (#)
GRP Monitoring - Offsite	1	1
GRP Monitoring - Onsite	-	-
WRP/WRE Monitoring - Offsite	4	4
WRP/WRE Monitoring - Onsite	7	10
FRPP/ALE Monitoring - Onsite	-	8

Conservation Reserve Enhancement Program Activities (CREP):

- Approved Plans:

	FY21 Total (#)	FY21 Total (Ac)	FY22 Total (#)	FY22 Total (Ac)
New	13	82	16	62.92
Re-enrollments	18	65.20	28	177.98

Administrative Activities:

- Soil Conservationist selection has been made; tentative job offer accepted. Awaiting final job offer from HR.
- Civil Engineering Technician – Awaiting vacancy announcement by HR.
- Soil Conservation Technician – PA NRCS State Conservationist has approved filling the SCT position that has been vacant for several years. Awaiting vacancy announcement by HR.

Notable Meetings & Trainings:

- 9/6-7 – PA Act 38 Managing Manure Nutrients Training, PA Furnace (Ramer)
- 9/8 – Lancaster Clean Water Partners RCPP Leadership Team Meeting (Grove)
- 9/14-16 – Working Effectively with Plain Sect Communities Training, Elizabethtown (Griesemer, Myers & Ramer)
- 9/14 – Equine Pasture Management Training, Lebanon (Albert, Boger, Long & Rice)
- 9/19 – PA NRCS Strategic Planning Focus Group Meeting (Grove)
- 9/19-23 – Certified Conservation Planner Part 2 Training, State College (Ramer)

Respectfully Submitted,

A handwritten signature in black ink that reads "Heather L. Grove". The signature is written in a cursive style with a large, stylized initial 'H'.

Heather L. Grove
District Conservationist

Item II.1
LANCASTER COUNTY CONSERVATION DISTRICT
BOARD MEETING MINUTES
September 7, 2022

The 844th 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 September 7, 2022 at 7:30PM.

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

The following Associate Directors were present: Justin Welk.

The following District Staff were present: Christopher Thompson, Gerald Heistand, Kevin Lutz, Matt Kofroth, Sallie Gregory, Stacey Hertz, Eric Hout, Adam Stern and Suzanne Kopp.

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

Dan Heller called the meeting to order at 7:35 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.

Additions to the Agenda: No additions.

An opportunity was given for public comment: Chris Thompson introduced Stacey Hertz, Finance Manager for the District.

I. Agency Reports

1. USDA, NRCS

Heather Grove reported that there are no additions to the submitted report in the Board packet. Heather added that NRCS is finishing up their fiscal year. NRCS's Equip obligations are complete. The Soil Conservation Technician will be starting in October if the job offer is accepted.

2. PA DEP Field Rep Report

Chris Thompson highlighted a few talking points in the agenda packet. On page 5 – ACAP Ag Conservation Assistance Program. 20% of the ACAP can be used to pay for technical assistance services. On page 6 - Chesapeake Bay Watershed – the State has completed the Bay Model progress run. On September 13-15, 2022 there is a Leadership Development Management Summit at State College and Chris along with some other staff will be attending.

II. Consent Agenda

Chairman Daniel Heller gave the opportunity for Directors to withdraw any of the items from the Consent Agenda in order to have additional discussion. Hearing none, Roger Rohrer moved to approve the Consent Agenda. Sonia Wasco seconded the motion. Motion passed unanimously.

The Consent Agenda includes the following approved items.

- #1 – Minutes of August 3, 2022 Board meeting.
- #2 – Technical Assistance Requests/Cancellations
- #3 – Nutrient Management Plan Approvals
- #4 – Conservation Plan Acknowledgement

Requests for Nutrient Management Plan Approval (Lutz)
August 2022 Activity
September 7, 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 #
Donovan Zimmerman	Rapho	Broiler	CAO	8.60	Hartzok	247
Dean Stoner	Rapho	Broiler	CAO	7.04	Hartzok	156
Duane Keener	West Lampeter	Horse	CAO	3.93	Heigel	2462
Keith Martin	Clay	Broiler	CAFO/CAO	275.89	Hartzok	189
Joseph Glick	Upper Leacock	Dairy	CAO	2.11	Heigel	617
Brian Weaver	Rapho	Layer	CAO	3.40	Hartzok	22
Dan Heller	Elizabeth	Broiler, Horse	CAFO/CAO	12.96	Hartzok	373
Noah W. Kreider & Sons	Penn, Rapho	Dairy, Poultry	CAFO/CAO	8.50	Hartzok	7
Edwin Horning Jr.	Ephrata	Broiler	CAO	34.04	Heigel	517
Ken Martin	E. Drumore, Martic	Swine, Dairy, Pullet	CAFO/CAO	6.58	Adams	178
Matthew Slaymaker	Manor	Pullet	CAO	87.72	Adams	540
Mark Kniesly – Esbenshade, Inc.	Rapho, E. Donegal, Mt. Joy	Layer	CAFO/CAO	28.52	Hartzok	331
Robert Brubaker Jr.	Rapho	Broiler	CAO	247.28	Lutz	78
Robert Brubaker Jr.	Mount Joy	Broiler	CAFO/CAO	314.54	Lutz	367
Jim Hershey	Mount Joy	Broiler, Swine	CAFO/VAO	1.84	Lutz	370
Shady Brae Farms, Inc.	Conoy, Penn	Layer	CAFO/CAO	5.22	Lutz	44
Carl Musser	Clay	Broiler, Beef	CAO	31.31	Hartz	261

III. Additional Business

1. Items removed from Consent Agenda

None Removed.

2. Treasures Report

Gerald Heistand stated that the General Operations and Total Assets funds have increased.

3. Personnel Committee Report

Sonia Wasco reported that the status of personnel is 39 total staff. One staff member is at retirement age. The Holiday schedule for 2023 that is being recommended consists of 12 paid holidays, one of those 12 being a floating holiday that each staff member can choose from three approved days. The benefit package was reviewed during the meeting, as was a proposed COLA increase. Starting salary ranges will be increased in 2023 to \$40,000-\$50,000. The HR Manager/Frameworks Inc. monthly income will increase by \$200.

An employee referral program is being created, which will pay the employee a bonus if they recommend a potential new employee to hire and they are indeed offered a job.

Sonia Wasco moved to accept the Personnel Committee report as stated. Roger Rohrer seconded the motion. Motion passed unanimously.

4. DGR/LVR Quality Assurance Board Recommendation

Herb Kreider reported the Lancaster County Conservation District’s Dirt & Gravel/Low Volume Road Quality Assurance Board (QAB) met on September 7, 2022. prior to the District Board meeting. The QAB revised its Board policies document to add new voting members and roles, along with adding dates for grant rounds. In addition, the QAB reviewed one Low Volume Road application submitted this grant round. The Lancaster County Dirt & Gravel Road program had approximately \$112,000 to allocate and the Low Volume Road Program had approximately \$450,000 to allocate to local projects. The QAB would recommend awarding a contract to the following municipality for their Low Volume Road project in 2022/2023.

<u>Municipality</u>	<u>Road</u>	<u>Awarded Amount</u>	<u>Proposed Solution</u>
City of Lancaster	East Mifflin Street	\$47,323.87	Install 2-3 infiltration beds under the roadway to control stormwater to the CSO and Conestoga River.
<u>TOTAL</u>		<u>\$47,323.87</u>	

Herb Kreider moved to approve the DGR/LVR Quality Assurance Board Recommendation as stated. Jay Snyder seconded the motion. Motion passed unanimously.

5. Ombudsman Agreement

Chris Thompson stated that the LCCD submitted the scope of work and proposed budget to the SCC for the Ombudsman Program. The SCC is providing a budgeted amount of \$53,000 for the program, which is the same as last year.

Jay Snyder moved to approve the Ombudsman Agreement as stated. Sonia Wasco seconded the motion. Motion passed unanimously.

6. NRCS SWAT Agreement

Chris Thompson reported that we are in the 2nd of a 3-year agreement with NRCS/PACD for the SWAT program. With the added project funding we are expecting to receive in 2023 we will need to add engineering support for Ag BMP design. Staff are requesting that we end our agreement with NRCS/PACD to utilize our already trained and experienced staff to complete District projects.

Roger Rohrer moved to approve ending our agreement with NRCS/PACD early, as stated. Herb Kreider seconded the motion. Motion passed unanimously.

7. Chesapeake Bay Ag Inspection Program (CPAIP II)

Kevin Lutz reported that staff has been in discussion with DEP about revisions in administering the pilot CBAIP II project. Details of those discussions are listed below:

- Lancaster CCD1s Phase 2 Grant Agreement expires June 30, 2023. Currently, there is \$1,717,500 available in the agreement, with 25% provided as up-front working capital.
- For a variety of reasons, it has been very difficult to expend the dollars. So, LCCD staff requested that the cap for projects be raised from \$20,000 to \$240,000 per farm and

that funds could be used for projects identified on Phase I inspected operations as well as on Phase 2.

- DEP met with LCCD staff on Aug 9th to discuss the request for flexibility and agreed to the following:
 - LCCD can retain the existing working capital (\$429,375) and prioritize spending it to get BMP projects implemented by June 30, 2023
 - LCCD has agreed to allow the remaining funds (\$1,288,125) to be disencumber and reallocate to other counties.
 - DEP CBO will allow Lancaster CCD to use the working' capital toward projects that are identified through Phase I inspections.
 - DEP CBO will also allow the funding cap per farm to be raised from \$20,000 to \$240,000.
 - LCCD agrees to use the working capital toward projects that are identified through the CBAIP Phase 1 & 2 Programs and follow the existing structure and guidance (i.e.: PA Prevailing Wage Laws apply, administrative and design/engineering costs and charges are allowed but none of the funds are to be used toward inspections or plan development, etc.).

Roger Rohrer moved to approve CPAIP II, as stated. Jay Snyder seconded the motion. Motion passed unanimously.

8. Conservation Excellence Grant Approvals

Kevin Lutz reported that the SCC has allocated \$718,031 of funds for Lancaster for BMP implementation and grant administration. Kevin reviewed the budget below and requested positive action for approving the CEG budget.

**CONSERVATION EXCELLENCE GRANT PROGRAM (CEG)
DELEGATION AGREEMENT BUDGET PROPOSAL**

FISCAL PERIOD : July 1, 2022 – 6/30/2023

CONSERVATION DISTRICT: Lancaster

PROPOSED PROJECT COSTS FOR FY 2022/2023 (July 1, 2022 – June 30, 2023)

Allocation Available **\$ 718,031.00**

Grant Funds (estimated fund needs for CEG participant grants) **\$ 538,523.25**

Personnel/Administrative Costs:

Please list district personnel (i.e. Technical or Engineering staff) and anticipated administrative expenditures (i.e. clerical or other) that may be charged to the project. Please identify salary and salary related benefit costs per position. Add additional positions if necessary

Salary related benefits costs may include: Workers Compensation, Unemployment Compensation, Liability Insurance, Medical/Life Insurance, Social Security, Retirement costs.

1. Position Type (i.e. technical/engineering): Ag Program Manager
 - a. Salary for program period \$ 37,039.00
 - b. Salary-related Costs for the Period: \$ 8,109.50
 - c. **Subtotal Costs for position:** **\$ 45,148.50**

 2. Position Type (i.e. technical/engineering): Ag Eng/Technical Specialist I
 - a. Salary for program period \$ 63,188.00
 - b. Salary-related Costs for the Period: \$ 27,069.00
 - c. **Subtotal Costs for position:** **\$ 90,257.00**

 3. Position Type (i.e. clerical/administrative): Ag Conservation Technician
 - a. Salary for program period \$ 34,164.50
 - b. Salary-related Costs for the Period: \$ 9,937.75
 - c. **Subtotal Costs for position:** **\$ 44,102.25**

 4. Position Type (i.e. clerical/administrative): _____
 - a. Salary for program period \$ _____
 - b. Salary-related Costs for the Period: \$ _____
 - c. **Subtotal Costs for position:** **\$ _____**
- Total Personnel/Administrative Costs (Sum 1c,2c, etc.)** **\$ 179,507.75**

Jay Snyder moved to approve the CEG budget, as stated. Sonia Wasco seconded the motion. Motion passed unanimously.

Kevin Lutz also reported on the five applications pending approved funding (see table below). LCCD Staff recommend approving \$534,907.72 worth of CEG funding for the applications contingent upon execution of the delegation agreement by the SCC and the District.

Landowner	District/Private Consultant	Municipality	BMPs	Total Project Cost	Total Grant Requested
Jonathan Lantz	District	Upper Leacock Twp.	Roofed Manure Stacking Area, Manure Storage, HUA, Roof Runoff Structure, Animal Trails, Underground Outlet, Waster Transfer	\$282,150.00	\$211,550.00
Daniel Fisher	District	West Lampeter Twp.	Grassed Waterway, Lined Outlet, Animal Trails, Stream Crossing, Waste Transfer with Pump	\$54,240.00	\$40,680.00
Andrew Jackson	District	Little Britain Twp.	2 Pipe Outlet Terraces	\$12,677.50	\$9,508.12
John Kauffman	Mowery Environmental	Bart Twp.	Manure Storage, Grassed Waterway, Diversion, Water & Sediment Control Basin, Waste Transfer, Underground Outlet, Access Road	\$298,169.60	\$173,169.60
David Zook	District	Sadsbury Twp.	Manure Storage, Waste Transfer, Underground Outlet, Access Road	\$220,611.00	\$100,000.00
Totals				\$867,848.10	\$534,907.72

Sonia Wasco moved to approve the CEG funding for the listed applications. Kent Weaver seconded the motion. Motion passed unanimously.

IV. Reports/Information

1. Correspondence, News and Updates:

- Certificate of Appreciation – Lancaster-Lebanon IU13 provided a certificate of appreciation for the tree planting that was done with learning support children – August 26, 2022.
- Outstanding Cooperator Award pictures – The Outstanding Cooperation Committee circulated the 2023 award recipient photo taken with a drone camera.

2. E&S/NPDES Monthly Projects Report:

Eric Hout reported that we had 31 plan submissions in August and that is up from July. Our total amount of fees brought in for YTD in 2022 has increased from the YTD in 2021.

Eric Highlighted a few of the project’s received in August.

Chris Thompson stated that there are no projects on the Outstanding NPDES Projects report that haven’t had a review started by a technician to date. 12 of the oldest projects have been removed from the list.

3. Youth Conservation School Update:

Sallie Gregory highlighted items on the report and stated there were no additions to the submitted report.

4. ARPA Fund Update:

Chris Thompson reported that there is a final ARPA funding agreement. The District is administering 3.4 million dollars for 11 different projects that are being funded through the ARPA funds. Two of the eleven projects are the District's Buffer Maintenance program, as well as, the Water Quality Monitoring project which will add another eight monitoring units to the testing program.

Additional Public Comment:

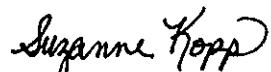
Sonia Wasco reported on the summer PACD meeting and stated the winter meeting will be held virtually next year since they had a super spreader of Covid at the in-person PACD meeting this summer. The PACD Regional meeting will be held on October 10, 2022.

Chris highlighted the dates at the bottom of the Board agenda. There will be a retirement luncheon for Gerald Heistand held on November 1, 2022. Gerald's retirement will be effective October 20, 2022.

Meeting Adjourned

Chairman Heller adjourned the meeting at 9:15pm.

Respectfully submitted,



Suzanne Kopp

Recording Secretary for the Board of Directors

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

APPLICANT	TITLE	TOWNSHIP	SIZE	ASSISTANCE
None				

**Item II.3
Requests for Nutrient Management Plan Approval (Lutz)
September 2022 Activity
October 5, 2022 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 #
Norman Hoover	Ephrata	Broiler	CAO	45.11	Heigel	68
Randall Yoder	Sadsbury	Broiler	CAO	4.61	Heigel	328
Christ G. Fisher	Paradise	Dairy	CAO	2.77	Goldsmith	1421
Galyn Musser	Rapho, E. Hempfield	Dairy, Pullet	CAFO/CAO	2.39	Hartzok	532
Melvin Huber	Rapho	Layer, Beef Heifer	CAFO/CAO	7.40	Hartzok	316
Brian Nolt	Rapho	Swine	CAO	5.63	Hartzok	141
Bryan Byers	Drumore, E. Drumore	Duck	CAFO/VAO	0.66	Adams	110
Amos B. King	Drumore	Dairy	CAO	2.60	Adams	531
Daniel K. Miller	Fulton	Dairy, Swine	CAO	5.13	Adams	298
John Zook	Sadsbury	Dairy	CAO	2.98	Adams	1372
Scott Wagner	Little Britain	Turkey	CAO/CAFO	2.84	Adams	603
Shannon Zimmerman	Ephrata	Broiler	CAO	190.34	Lutz	308
William Hynes & Eric Miller	Mount Joy	Broiler	CAFO/CAO	213.03	Lutz	523
Lamar Moyer	East Donegal	Broiler/Goat	CAO	95.37	Lutz	85
Isaac Garman	West Donegal	Layer	CAO	33.32	Lutz	86
Mike Denlinger	West Cocalico	Layer	CAO	55.92	Heigel	304
Lowell Sensenig	Brecknock	Broiler, Swine, Heifer	CAO	3.19	Heigel	270
Alvin Zimmerman	East Earl	Heifer	CAO	2.18	Hartz	542
Marvin Esh	Bart	Beef	VAO	0.73	Jones	2397

Item II.4
Acknowledgement of Conservation Plans (Lutz)
The Lancaster NRCS Field Office recommends the following plans for the
October 5, 2022 Board Meeting:
NATURAL RESOURCES CONSERVATION SERVICE

Conservation Plans	Number of Plans	Planner	Township
Abner S. Stoltzfus	2	Team Ag/Mick Albert	Pequea
Penn Lake Farms	2	Christine Griesemer	Penn
June L. Mengel	1	Mark Long	Strasburg
Amos Jay Lantz	1	Mark Long	Salisbury
John M. Fisher	3	Team Ag/Mick Albert	Sadsbury
Ezra S. Horst	4	Team Ag/Mick Albert	East Drumore
Matthew B. Aument	3	Team Ag/Mick Albert	Fulton
John K. Blank	1	Team Ag/Mark Long	Salisbury
Lancaster Co. Conservancy Inc.	1	Julia Smith	Martic
Ivan L. King	1	Team Ag/Mick Albert	Salisbury
Moses Z. Beiler	1	Team Ag/Mick Albert	Colerain
Gideon F. Stoltzfus	5	Team Ag/Christine Griesemer	Salisbury
Levi S. Stoltzfus	1	Team Ag/Christine Griesemer	Penn
Aaron K. Blank	2	Team Ag/Mark Long	Salisbury
Omar S. Fisher	1	Team Ag/Mark Long	East Lampeter
Elam K. King	3	Christine Griesemer	West Earl
Omar S. Esh	1	Team Ag/Christine Griesemer	Paradise

LCCD AG EROSION & SEDIMENTATION PLANS

Conservation Plans	Number of Plans	Planner	Township
None			

Item II.5
2023 Conservation District Meeting Dates

7:30 PM - Wednesday, January 4, 2023
1:00 PM - Wednesday, February 1, 2023 (Annual Planning Meeting in AM)
7:30 PM - Wednesday, March 1, 2023
7:30 PM - Wednesday, April 5, 2023
7:30 PM - Wednesday, May 3, 2023
7:30 PM - Wednesday, June 7, 2023
7:30 PM - Wednesday, July 5, 2023
7:30 PM - Wednesday, August 2, 2023
7:30 PM - Wednesday, September 6, 2023
7:30 PM - Wednesday, October 4, 2023
7:30 PM - Wednesday, November 1, 2023
7:30 PM - Wednesday, December 6, 2023

Lancaster County Conservation District Board Committee meetings are scheduled as follows:

5:30 PM - Wednesday, March 1, 2023—Dirt & Gravel Road Quality Assurance Board
5:30 PM - Wednesday, September 6, 2023—Low Volume Road Quality Assurance Board

Additionally, a standing meeting is scheduled to meet one hour prior to each regularly scheduled board meeting for the following committees: Personnel, Agriculture, Education & Outreach, Watershed, Erosion & Sedimentation, Budget & Finance and Executive Committees.

Up-to-date information and cancellations posted on our website: www.lancasterconservation.org.

Item III.2
Lancaster County Conservation District
Balance Sheet
As of September 23, 2022

ASSETS

Checking/Savings

District General Fund

1001 · General Fund INVEST	790,138.31
1015 · General Fund Citizens	
1020 · PENNVEST Checking	147,067.80
1015 · General Fund Citizens - Other	65,366.80
Total 1015 · General Fund Citizens	<u>212,434.60</u>
Total District General Fund	<u>1,002,572.91</u>

\$840,952.11	General Operations - U
\$73,352.76	Grants without bank account - R
\$50,686.20	Activities Account - A
\$37,581.84	Tree Fundraiser Account - U
\$1,002,572.91	TOTAL

Raymond James/Fulton Advisors

Investment Unrealized Gain/Loss	-34,246.25
Raymond James/Fulton Advisors - Other	750,000.00
Total Raymond James/Fulton Advisors	<u>715,753.75</u>

Fulton Advisors	Fulton + INVEST
Funds Invested	Balance
5/2/2022	9/23/2022
350,000	630,822.58
	<u>275,913.61</u>
	906,736.19
25,000	25,942.38
25,000	59,990.08
25,000	26,317.70
50,000	61,322.00
25,000	25,883.00
100,000	162,864.0
125,000	339,403.31
25,000	66,480.73

E & S

1002 · E & S - A	280,822.58
1005 · Clean Water - R	275,913.61
Total E & S	<u>556,736.19</u>

1003 · Youth Conservation School - C

942.38

1006 · Separation - A

34,990.08

1007 · Reserve

Reserved-LCCD Health 20-21 - A	1,317.70
Reserved-LCCD Health 19-20 - A	11,322.00
Reserved-LCCD Health 18-19 - A	883.00
Reserved-LCCD Health 17-18 - A	15,698.61
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	39,933.67
1007 · Reserve - Other - U	214,403.31
Total 1007 · Reserve	<u>450,874.90</u>

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C	1,022.75
Scholarship Bonds - C	35,000.00
1008 · Scholarship - C - Other	5,457.98
Total 1008 · Scholarship - C	<u>41,480.73</u>

1009 · Dirt & Gravel Roads - R

164,371.31

1013 - Exelon - R

743,752.99

1014 - Low Volume Roads - R

398,642.21

1115 · Conservation Excellence - R

862,846.73

1116 · CBAIP Phase II - R

415,894.13

1117 · Chesapeake Bay Action Plan - R

1,524,941.23

1118 · American Rescue Plan Act - R

2,511,047.32

1017 · Self-Funded Health Insurance -R

116,482.27

TOTAL ASSETS

9,541,329.13

750,000	Initial Investment
715,754	Current value
-4.6%	ITD Gain/Loss

\$1,177,970.45	A - Assigned Funds
\$92,423.11	C - Committed Funds
\$7,087,244.56	R - Restricted Funds
\$1,183,691.01	U - Unassigned Funds
\$9,541,329.13	TOTAL

3:20 PM
09/26/22
Cash Basis

Lancaster County Conservation District

Balance Sheet

As of September 23, 2022

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · YCS Liability	25,942.38
2016 · Health Insurance Liability	116,482.27
Total Other Current Liabilities	<u>142,424.65</u>
Total Current Liabilities	<u>142,424.65</u>
Total Liabilities	142,424.65
Equity	
3000 · Opening Bal Equity	893,610.68
3900 · Retained Earnings	4,564,836.11
Net Income	3,940,457.69
Total Equity	<u>9,398,904.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,541,329.13</u></u>

Lancaster County Conservation District
Income and Expenses
January 1 through September 23, 2022

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Sep 23,20 22	Budget	\$ Over Budget
Income									
520 · County Funding	243,750.01						243,750.01	237,430.88	6,319.13
530 · Program Contracts	1,198,962.64	16,225.00					1,215,187.64	1,384,773.46	-169,585.82
560 · Grant Administration	313,190.79			-38,664.48			274,526.31	310,728.37	-36,202.06
570 · Grant Project Income	78.20		400.00	6,791,065.15			6,791,543.35	2,579,750.00	4,211,793.35
580 · Fee / Reimbursement Income	2,542.50		3,500.00				6,042.50	6,209.73	-167.23
581 · E&S102 Review Fees		566,700.00					566,700.00	408,526.67	158,173.33
582 · NPDES Permit Fees		77,520.00					77,520.00	74,443.60	3,076.40
583 · 105 CWF Fees		100.00					100.00	1,500.00	-1,400.00
590 · Interest Income	3,571.64	2,438.70		23,261.19	1,172.00	2,464.61	32,908.14	974.56	31,933.58
540 · Activity Income			8,537.59		1,785.00		10,322.59	14,886.17	-4,563.58
585 · Tree Sales Income	4,750.00		36,780.74				41,530.74	46,000.00	-4,469.26
595 · Other Income	71.57		-52.65	2,107.27		-34,246.25	-32,120.06	3,798.87	-35,918.93
599R · Interfund Transfer In	29,417.34	3,705.89	10,000.00			753,827.54	796,950.77	55,950.00	741,000.77
Total Income	1,796,334.69	666,689.59	59,165.68	6,777,769.13	2,957.00	722,045.90	10,024,961.99	5,124,972.31	4,899,989.68
Expense									
7100 · Staff Salary	1,067,245.98	317,792.53		147,308.99			1,532,347.50	1,672,235.27	-139,887.77
710 · All Emp Benefits	343,986.19	83,041.35		13,284.56			440,312.10	611,139.75	-170,827.65
720 · Vehicle & Travel Expenses	18,267.46	3,039.69	224.13	2,329.27			23,860.55	62,019.89	-38,159.34
722 · Meeting Expenses	2,261.16	463.91		740.90		1,339.62	4,805.59	28,546.45	-23,740.86
730 · Supplies	9,161.73	764.10	704.22	4,465.78			15,095.83	14,282.38	813.45
735 · IT - Communication	23,932.78	202.50	4,856.25	125.00		5,412.26	34,528.79	19,776.86	14,751.93
740 · Postage	2,524.06	2,380.34	264.64	84.41	36.57		5,290.02	5,899.26	-609.24
745 · Office Rent	61,700.98	18,516.90					80,217.88	78,439.69	1,778.19
750 · Equipment	12,729.34	1,437.23		3,892.94			18,059.51	11,919.00	6,140.51
830 - Administrative	48,365.23	124.36	923.66				49,413.25	57,513.30	-8,100.05
810 · Activity Expenses			42,072.12		2,000.00		44,072.12	43,559.47	512.65
820 · Grant Project Expenses	110.75		-1,671.00	3,035,675.85		2,058.43	3,036,174.03	3,130,375.00	-94,200.97
805 · Allocated Cost Transfer	-14,806.90	14,806.90					0.00	0.69	-0.69
890 · Miscellaneous Expenses	616.63	20.00	2,639.73		100.00		3,376.36	2,643.75	732.61
895 · Contingencies							0.00	6,189.00	-6,189.00
899E · Interfund Transfer Out	3,827.54	16,225.00				776,898.23	796,950.77	54,900.00	742,050.77
Total Expense	1,579,922.93	458,814.81	50,013.75	3,207,907.70	2,136.57	785,708.54	6,084,504.30	5,799,439.76	285,064.54
Net Income	216,411.76	207,874.78	9,151.93	3,569,861.43	820.43	-63,662.64	3,940,457.69	-674,467.45	4,614,925.14

Item III.3
The Personnel Committee Report
Oct 5, 2022

1. Policy Updates

A recent review of the District's Vehicle Use Policy revealed that some changes were needed to accurately reflect our current fleet and personal vehicle usage to perform work responsibilities. A draft of the policy is attached to this report with revisions indicated in red. This policy will be presented at the November meeting for final approval, but has been provided today for the required one-month review. Questions or additional edits should be directed to the Personnel Committee Chair or District Manager.

***Informational Item** – Action to approve will be requested in November.

2. Staffing Updates

Open Positions - This last month staff have been interviewing applicants to fill our open Data Coordinator, Resource Conservationist 1 positions and E&S Program Manager position. Several candidates were interviewed for each position. The applicants for the Program Manager position are still pending Personnel Committee review and approval, but a final candidate is expected to be put forward in the Day of Packet. For the open Technician positions and Data coordinator position, the candidates below have been selected and put forward for the Board's consideration.

- Jarred Hayes – Resource Conservationist I (E&S Technician). Jarred is a graduate of Susquehanna University with a B.S. in Biology with a concentration in Animal Behavior and Fish Ecology. He is currently working as a Resource Technician 1 at Resource Environmental Solutions (ERS) in Lancaster.
- Ryan Riebling – Resource Conservationist I (E&S Technician). Ryan is a graduate of McDaniel College with a B.A. in Environmental Studies with a concentration in Environmental Biology and Earth Systems. He is currently working as a Field Technician at Geo-Technology in York.
- Noelle LaFaver – Data Coordinator. Noelle graduated with a Bachelor of Science from State University of New York, College of Environmental Sciences. She is currently working for Eurofins Laboratory in Lancaster as a pharmaceutical analyst/tester.

Resumes for Jarred, Ryan and Noelle will be circulated at the Board meeting for additional details.

***Action Required**

3. Program Updates and New Positions

Administration - For several years the Personnel Committee has been trying to add the Assistant District Manager position. We have identified the funding for this role and are ready to post the opening. The Job Description will be provided in the Day of Packet.

Agricultural Program - With the expected increase of local, state and federal funding for agricultural practices Administration is asking the Board that we repost the open Nutrient Management position and add an additional Engineering Specialist 1 to make it a team of 5 providing engineering/technical services. Details below.

- a. Nutrient Management position - the Agricultural Program is also requesting to fill an open Nutrient Management position. A candidate for this position was previously approved by the Board in July so the new hire could attend Conservation Boot Camp trainings. However, the candidate accepted another position in Lebanon County and we delayed re-advertising the position since we couldn't have someone on board in time for the trainings. We are now ready to repost and fill the position.
- b. Agriculture Engineering Technician Position (Lutz/Bitting)
With the prospects of the ACAP program providing the LCCD with over \$15 million to administer over the next 3 years for BMP implementation in the county, the Agriculture department is planning for the large influx of funding and expectations for successfully using the funds for projects. Adequate technical staff has been identified as a bottleneck to implementing BMPs on farms, and creating an Agriculture Engineering Technician position to assist the current Ag engineering staff with Inventory & Evaluation of projects, surveying, and smaller designs to effectively implement District projects. This position would better allow the District to overcome this problem internally. Technical Assistance monies from the ACAP program funding would be used for this position. Positive action is recommended by both the Ag Program Manager and Assistant Program Manager to further pursue the creation of this position.

***Action Required**

APPENDIX A - 3

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.
- 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 conduction 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 III.4
Nutrient Management Expired Plan Referrals
Lutz**

Act 38 Nutrient Management Plans approved for Crop Years 2020-2022 expired September 30th, 2022. The District Ag Department, as required by our N.M Delegation Agreement, started the process of notifying Act 38 operations whose plans were expiring with a series of three (3) SCC-provided form letters beginning in April 2022. Those plans were to be revised by a commercial planner and submitted to the District for review and approval by September 30th. Currently there are six (6) expired plans that have yet to be received based on this timeline (listed below). The State Conservation Commission has reached out to the remaining operators via phone as well, but no plan has been submitted as of yet. There have been various degrees of communication between the District and the operators or their consultants, ranging from multiple conversations to none. At this point, following SCC guidance, the District may act and make referrals to the SCC for further follow-up and potential enforcement (if required). These operations have also been reviewed by the Agriculture Committee prior to this meeting. The Ag Program Manager respectfully requests for approval to refer any of these operations to the SCC immediately, or at a date determined by the Agriculture Committee.

Operator	Municipality
Lester Weiler	Earl
Lynn Royer	Mount Joy
Randy Brubaker	Rapho
Jodie Brubaker	Rapho
Enos King	West Lampeter
Chris High	West Earl

***Action Required**

**Item III.5
PACD Plan Reimbursement Program
Thompson/Lutz**

PACD was awarded a \$500,000 Growing Greener Grant from DEP to offer an Ag Plan Reimbursement Program for Conservation Districts from 2022-2024. On August 9, 2022, PACD hosted a webinar announcing the details of the reimbursement program and that the program was officially open to applications from consultants and farmers to utilize the funding. The program essentially continues the DEP administered program from the past few years. This is a voluntary program and Districts can choose whether or not to participate. In LCCD's case, we would be required to administer the reimbursement program for plans written privately and we'd receive a nominal administrative payment to do so. This program is a benefit to the ag community; however, some questions still remain unanswered as to how the LCCD could most efficiently run the program with minimal additional burdens to staff. On September 12, PACD held an additional meeting to answer questions posed by multiple Districts. LCCD has two outstanding questions which would need to be answered to our satisfaction before the Ag Department would feel comfortable with taking on the program responsibility.

1. Plans for properties previously paid for by the DEP reimbursement program are ineligible for this funding. LCCD has requested a list of participants of the previous program from DEP to properly assure this requirement is met.

2. Plans are only required to be reviewed for administrative completeness rather than a technical review as part of the program. However, the District has asked if DEP would allow a technical review of the participating plans to be counted as a Phase I inspection for the Bay Program. This would ensure quality plan being entered into Practice Keeper, as well as efficiently utilizing staff to meet multiple goals.

The District Manager and Ag Program Manager recommend positive action by the Board for LCCD to participate in this program pending appropriate answers to the above questions.

***Action Required**

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

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

- Post Card – Chesapeake Bay Foundation – Keystone 10 Million Trees Partnership – October 19, 2022
- Flyer – Lancaster County Agriculture Council – 8th Annual Denim & Pearls – November 2, 2022
- Flyer – Purdue University – Connecting with Amish and Other Plain Communities – November 1-3, 2022

Item IV.3
Lancaster County Conservation District
Erosion & Sedimentation Committee Meeting Agenda
Thursday, September 22, 2022
1:30 P.M. – 3:00 P.M.
Farm and Home Center, Room 218
ZOOM
<https://us06web.zoom.us/j/82879839504>
Meeting ID: 828 7983 9504

E&S committee members present: Jay Snyder, Greg Strausser, Matt Mack, and Frank Burkhart

LCCD staff members present: Chris Thompson, Eric Hout, Adam Stern, and Steve Wyld

1:30 PM Meeting Called to Order

1. Update on E&S Department staffing, current workload, and temporary municipal assignments
Update provided to the committee by Eric Hout and Chris Thompson. The E&S team has worked together to reassign municipal coverages and projects under review from the departure of previous E&S Department staff. Steve Wyld, who started as a new staff member in the LCCD's E&S Department in July 2022, was present at the meeting and introduced himself to the committee.
2. Update on E&S Department vehicle
Update provided to the committee by Eric Hout. A new Subaru Forester for primary use by the E&S team has been ordered and is scheduled to be delivered in November 2022.
3. Pilot program of tablets for E&S field use
Update provided to the committee by Eric Hout. In early 2023, the E&S Department intends to begin a pilot program to test the capabilities of using tablets in the field in preparation for a potential future e-permitting of the Chapter 102 program.
4. New Chapter 102 inspection report template
Update provided to the committee by Eric Hout. DEP has recently released a new Chapter 102 inspection report, which E&S staff will be required by DEP to begin using by October 1, 2022. DEP is encouraging the use of the inspection report template prior to October 1.
5. Florin Hill update
Update provided to the committee by Eric Hout. The subsurface infiltration facility has been installed and grass is beginning to grow over the disturbed areas. LCCD is planning to move toward an enforcement action over the next few months once vegetation is more established. LCCD has received some complaints in recent months regarding the construction of the basin and is coordinating with DEP on the complaints.

6. Updating LCCD's current review fee schedule & application

A recap was provided by Eric Hout, Adam Stern, and Chris Thompson on the recent discussions of E&S Department Application and Fee Review schedule revisions in 2022 and different options that were considered in the revision of the commercial and residential sections of the fee schedule. Pending LCCD Board of Director approval, the current aim is to have a revised fee schedule in effect by January 1, 2023. The committee members provided a recommendation for the following revisions to the fee schedule:

- Multi-family use/semi-detached dwellings (e.g. apartments, townhomes, condos, etc.) would be considered as part of the commercial section of the fee schedule.
- Single family, detached dwellings would be considered as part of the residential section of the fee schedule.
- The proposed fees below were recommended by the committee to be incorporated into a draft of a revised fee schedule, with an aim for the E&S committee to review a draft of the revised fee schedule during its October 2022 meeting.

Residential (Single-Family, Detached Units)				
1 Unit	600			
1 Unit (> or = 1 Acre Disturbed) - 25 Units	600+250 per Dwelling Unit			
26 Or More Units	6850+[(# of Units -25) * 200]			
Residential (Multi-Family, Attached Units)/Commercial/Industrial/Agricultural/Other (Includes Oil & Gas)				
<1 Acre	800			
1-4.49 Acres	1000 + (# of Acres * 300)			
= or > 5 Acres	2500 + [(# of Acres-5) * 250]			

7. Any other items for discussion?

No other items for discussion were presented by committee members or LCCD staff.

3:00 PM Meeting Adjourned

**Item IV.4
LCCD 2023 Draft District Budget**

<i>Draft budget submitted for Board review 10/5/2022</i>	2021 Budgeted <u>Revenue</u>	2022 Budgeted <u>Revenue YTD 08/29/2022</u>	2022 Actual	2023 Budgeted <u>Revenue</u>	2022 Budget Change from <u>2022 budget</u>
520 County Funding	275,000	325,000	216,666.68	300,000	-25,000
530 Non-Lapsing Funding	1,380,748	1,358,903	808,216.62	1,512,827	153,924
560 Grant Administration Income	575,299	530,393	236,851.97	750,545	220,152
570 Grant Project Income (pass-through)	4,083,000	4,797,000	6,580,465.61	9,314,894	4,517,894
530 Foundation income for CWP Program	203,205	529,949	270,303.31	558,341	28,392
580 Fee Income	626,214	671,100	569,362.50	748,250	77,150
585 Tree Sales Income	45,000	46,000	41,530.74	47,000	1,000
590 Investment Income	4,803	1,334	16,971.98	31,736	30,402
540 Activities Income	17,983	16,907	10,322.59	20,224	3,317
Other Income	5,250	5,200	-10,263.88	4,700	-500
n/a YCS Income (not on monthly P&L)	8,000	8,000	n/a	9,175	1,175
Total District Revenue	7,224,502	8,289,786	8,740,428.12	13,297,692	5,007,906
	2021 Budgeted <u>Expenses</u>	2022 Budgeted <u>Expenses YTD 08/29/2022</u>	2022 Actual	2023 Budgeted <u>Expenses</u>	
711 Salary and Wages	2,064,824	2,285,009	1,371,498.49	2,621,721	336,712
710 Employee Benefits	711,407	836,245	421,527.41	842,772	6,527
720 Travel/Mileage Expenses	22,050	23,100	4,411.04	22,300	-800
755 District Vehicle Expenses	20,250	50,250	16,664.02	24,250	-26,000
722 Meeting/Training Expenses/Pro Dev	48,090	41,945	4,401.20	32,490	-9,455
730 Supplies	23,375	19,550	13,776.25	19,450	-100
735 IT Support/Website/internet/software	8,950	20,961	32,737.38	33,561	12,600
740 Postage	10,450	8,075	4,255.04	8,025	-50
745 Office Rent	104,675	107,371	71,166.75	109,971	2,600
750 Equipment/Copier	34,936	22,425	16,917.86	35,140	12,715
895 Specific Projects/Contingencies	30,750	16,189	0.00	35,000	18,811
830 Professional Services	50,900	45,100	18,718.50	43,060	-2,040
830 Administrative Overhead *	33,241	30,783	28,469.08	35,624	4,841
810 Activities Expenses	54,790	50,230	43,647.12	66,330	16,100
820 Grant Expenses (pass through)	4,669,000	5,281,375	2,019,810.21	10,892,835	5,611,460
890 Miscellaneous Expenses	3,550	3,250	3,376.36	2,200	-1,050
n/a YCS Expenses (not on monthly P&L)	8,000	8,000	n/a	9,050	1,050
Total District Expenses	7,899,237	8,849,859	4,071,376.71	14,833,779	5,983,920
Rev over Exp before adjustments	-674,735	-560,073	4,669,051.41	-1,536,087	
Adj. Grant funds expended from previous years (Part F)	586,000	484,375		1,577,941	
Adj. for Activity Revenue greater than Expense (Part C)	-5,840	-7,300		-7,050	
Adj. for interest earned in Reserve/Seperation account	-1,400	-70		-12,000	
Adj. for change in Scholarship fund balance (Part D)	1444	-516		-430	
Adj. for Youth Conservation School	0	0		-125	
Adj. for E&S Revenue/Expenses without transfer (Part B)	-40,464	4,999		-85,542	
General Operations without reserves	-134,995	-78,585		-63,293	
Reserve funds for New Phone System	15,000	0		0	
NMP Reserve Funds Needed to suppliment AG	79,400	20,000		29,500	
Reserve Health funds to support Wellness program	0	27,000		10,000	
E&S Funds supporting Education Prog (GASB 54)	16,225	16,225		52,019	
General Operations Balance	-24,370	140		28,226	

* Line-item includes District planning & marketing, 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.

printed
9/29/2022

Item IV.5
Ag Council's 8th Annual
Denim & Pearls Fundraising Event

The 2023 Denim & Pearls event will be held on Wednesday, November 2nd, at The Star Barn in Elizabethtown, PA. Social hour begins at 5pm, followed by dinner at 6:30 and the program at 7pm featuring an address from David Abel, owner of the Star Farm as well as remarks from Sec of PA Dept of Ag, Russel Redding. A "Save the Date" flyer with additional details will be circulated at the BOD meeting.

Tickets are available individually at \$100 each and you can see Shelly to make a reservation. Several directors have expressed interest in attending this event. So, a question will be put to the board about sponsoring a table and/or supporting the silent auction. If this is the outcome, we will be asking to reschedule the November BOD meeting to Thursday, November 3rd at 7:30pm to insure we have a quorum.