



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

Wednesday, June 7, 2023

Lancaster Farm & Home Center

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

Business Meeting 7:30 PM

Timer

7:55 III. *Additional Business

- 2. Treasurer's Report – Hertz (day of packet)1
- *4. Request to Hire – Thompson (attachment and day of packet).....4

***Action Required**

Lancaster County Conservation District
Item III.2
Balance Sheet
As of June 6, 2023

Jun 6, 23

ASSETS

Checking/Savings

District General Fund

1001 · General Fund INVEST 723,565.43

1015 · General Fund Citizens

1020 · PENNVEST Checking 34,132.63

1015 · General Fund Citizens - Other 74,808.86

Total 1015 · General Fund Citizens 108,941.49

Total District General Fund 832,506.92

Raymond James/Fulton Advisors

Investment Unrealized Gain/Loss -11,739.72

Raymond James/Fulton Advisors - Other 750,000.00

Total Raymond James/Fulton Advisors 738,260.28

E & S

1002 · E & S - A 442,944.37

1005 · Clean Water - R 297,728.71

Total E & S 740,673.08

1003 · Youth Conservation School - C 970.94

1006 · Separation - A 36,050.66

1007 · Reserve

Reserved-LCCD Health 21-22 -A 27,119.73

Reserved-LCCD Health 20-21 - A 1,317.70

Reserved-LCCD Health 19-20 - A 9,520.61

Reserved-LCCD Health 18-19 - A 113.40

Reserved-Capital - A 58,726.87

Reserved-Communication - A 24,000.00

Reserved-Computer Hardware - A 26,725.77

Reserved-NM Program - A 62,863.97

Reserved-NMP Vehicle - A 47,171.38

1007 · Reserve - Other 228,211.69

Total 1007 · Reserve 485,771.12

1008 · Scholarship - C

Bond Unrealized Gain/Loss - C -3,320.32

Scholarship Bonds - C 35,000.00

1008 · Scholarship - C - Other 5,425.92

Total 1008 · Scholarship - C 37,105.60

1009 · Dirt & Gravel Roads - R 153,582.90

1013 - Exelon - R 712,587.26

1014 - Low Volume Roads - R 196,173.89

1115 · Conservation Excellence - R 954,000.26

1116 · CBAIP Phase II - R 428,500.41

1117 · Chesapeake Bay Action Plan - R 1,925,953.09

1118 · American Rescue Plan Act 2,173,410.68

1119 · Agriculture Conservation Assist 2,595,544.86

1017 · Self-Funded Health Insurance -R 135,272.24

TOTAL ASSETS 12,146,364.19

\$653,055.08	General Operations - U
\$73,551.33	Grants without bank account - R
\$55,885.09	Activities Account - A
\$50,015.42	Tree Fundraiser Account - U
\$832,506.92	TOTAL

Fulton Advisors		Fulton + INVEST
Funds Invested		Balance
5/2/2022		6/6/2023
350,000		792,944.37
		<u>297,728.71</u>
		1,090,673.08
25,000		25,970.94
25,000		61,050.66
25,000		26,317.70
50,000		59,520.61
25,000		25,113.40
100,000		162,863.97
125,000		353,211.69
25,000		62,105.60
750,000		Initial Investment
738,260		Current value
-1.6%		ITD Gain/Loss

\$1,367,439.55	A - Assigned Funds
\$88,076.54	C - Committed Funds
\$9,646,305.63	R - Restricted Funds
\$1,044,542.47	U - Unassigned Funds
\$12,146,364.19	TOTAL

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2200 · YCS Liability 25,970.94

2016 · Health Insurance Liability 135,272.24

Lancaster County Conservation District
Balance Sheet
As of June 6, 2023

	<u>Jun 6, 23</u>
Total Other Current Liabilities	161,243.18
Total Current Liabilities	161,243.18
Total Liabilities	161,243.18
Equity	
3000 · Opening Bal Equity	893,610.68
3900 · Retained Earnings	8,182,878.63
Net Income	2,908,631.70
Total Equity	11,985,121.01
TOTAL LIABILITIES & EQUITY	<u>12,146,364.19</u>

Lancaster County Conservation District
Income and Expenses
January 1 through June 6, 2023

	General Operations	E&S	Activities & Tree Sale	Grants	Scholarship	Separation/ Reserve	Jan 1 - Jun 6, 23	Budget	\$ Over Budget
Income									
520 · County Funding	125,000.00						125,000.00	125,000.00	0.00
530 · Program Contracts	879,470.52	18,037.55					897,508.07	630,344.58	267,163.49
560 · Grant Administration	97,156.51			4,847.40			102,003.91	312,717.92	-210,714.01
570 · Grant Project Income	5,537.50			6,181,242.39			6,186,779.89	3,881,205.83	2,305,574.06
580 · Fee / Reimbursement Income	7,562.79	5,798.00	11,190.00	300.00			24,850.79	311,770.83	-286,920.04
581 · E&S102 Review Fees		350,800.00					350,800.00	266,666.67	84,133.33
582 · NPDES Permit Fees		48,500.00					48,500.00	42,500.00	6,000.00
583 · 105 CWF Fees							0.00	0.00	0.00
590 · Interest Income	15,464.46	14,437.83		133,956.68	595.43	11,294.68	175,749.08	13,223.33	162,525.75
540 · Activity Income			8,399.23		3,350.00		11,749.23	8,426.67	3,322.56
585 · Tree Sales Income			49,723.50				49,723.50	8,426.67	41,296.83
595 · Other Income	63.50	22.00	2,209.00	1,295.25		55,891.86	59,481.61	27,322.92	32,158.69
599R · Interfund Transfer In	754.20					4,246.29	5,000.49	0.00	5,000.49
Total Income	1,131,009.48	437,595.38	71,521.73	6,321,641.72	3,945.43	71,432.83	8,037,146.57	5,627,605.42	2,409,541.15
Gross Profit							8,037,146.57	5,627,605.42	2,409,541.15
Expense									
7100 · Staff Salary	720,557.53	205,080.32		74,096.89			999,734.74	1,097,346.25	-97,611.51
710 · All Emp Benefits	208,937.65	48,575.95	1,300.05	7,567.90			266,381.55	347,727.08	-81,345.53
720 · Vehicle & Travel Expenses	15,476.53	29,321.50	9.83	2,327.98			47,135.84	121,604.17	-74,468.33
722 · Meeting Expenses	5,472.58	189.95	175.00		80.70	100.00	6,018.23	13,537.50	-7,519.27
730 · Supplies	5,246.68	835.32	531.36	707.92		669.60	7,990.88	8,104.17	-113.29
735 · IT - Communication	9,691.06	1,812.50	107.50	2,882.00			14,493.06	13,983.75	509.31
740 · Postage	1,058.92	1,293.23	312.57	57.51			2,722.23	3,343.75	-621.52
745 · Office Rent	35,770.28	9,485.52					45,255.80	45,821.25	-565.45
750 · Equipment	4,498.36	6,280.00					10,778.36	14,641.67	-3,863.31
830 - Administrative	44,472.03	35.00	3,736.93	(1,081.81)			47,162.15	230,143.33	-182,981.18
810 · Activity Expenses	829.78	200.00	41,379.47		4,000.00		46,409.25	27,637.50	18,771.75
820 · Grant Project Expenses				3,629,415.54			3,629,415.54	4,084,813.13	-455,397.59
805 · Allocated Cost Transfer	(9,271.15)	9,271.15					0.00		0.00
890 · Miscellaneous Expenses	16.75						16.75	14,770.83	-14,754.08
899E · Interfund Transfer Out	4,246.29					754.20	5,000.49	0.00	5,000.49
Total Expense	1,047,003.29	312,380.44	47,552.71	3,715,973.93	4,080.70	1,523.80	5,128,514.87	6,023,474.38	-894,959.51
Net Income	84,006.19	125,214.94	23,969.02	2,605,667.79	(135.27)	69,909.03	2,908,631.70	-395,868.96	3,304,500.66

Item III.4

Personnel Committee Report Staffing Update

This last month staff have been interviewing applicants to fill our open BMP Verification Coordinator position. This is a new position that would assist in verifying Ag and stream BMP's that have been dropped out of the Bay model because the BMP's lifespan had expired. Several candidates were interviewed for this position by Kevin Lutz and Matt Kofroth. Caitlyn Tynes would be our recommended candidate to the Board for this new BMP Verification Coordinator position. Caitlyn is a graduate of Millersville University and a Lancaster native and has been working for Perdue Agribusiness in Bainbridge as an Environmental Compliance Technician since September of last year. If approved she would be starting June 28th.

Caitlyn's resume will be circulated at the BOD for additional details.

***Action Required**