

# THE CATARAQUI REGION CONSERVATION AUTHORITY

## FULL AUTHORITY MEETING MINUTES

MARCH 23, 2011

### CRCA ADMINISTRATION OFFICE BOARDROOM

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<b>Present:</b>	Robert Morrison, Chair Al Hanes Gary Osborne Jane Topping	Doug Bickerton Velma Kelsey Bill Pierson Ron Vandewal	Colin Boag Allan McPhail, Vice-Chair Penny Porter
<b>Regrets:</b>	Jeff Banks Dorothy Hector	John Bonser Lisa Osanic	Rick Downes Jeff Scott
<b>Staff Present:</b>	Steve Knechtel, General Manager/Secretary-Treasurer; Donna Campbell, Administrative Assistant; Karla Maki-Esdon, Communications Coordinator; Rob McRae, Project Manager, SWP; Cheryl Rider, Finance Coordinator		
<b>Guests:</b>	Michael Bell, President, Cataraqui Conservation Foundation; Martin Perry, Secker, Ross & Perry Chartered Accountants		

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The meeting commenced at 7:05 P.M. The Chair welcomed staff and guests.

The Chair thanked members for the thoughtful sympathy card in the loss of his father.

#### 1) Roll Call and Mileage

There were eleven (11) members present.

#### 2) Approval of Agenda

The Chair advised of additions to the agenda under *Correspondence and Information* and *Announcements or Inquiries*.

Gary Osborne requested an addition under *Announcements and Inquiries* regarding proposed wind turbines on Amherst Island.

Moved by: Colin Boag  
Seconded by: Velma Kelsey

**THAT** the agenda be adopted as amended

**Carried**

#### 3) Declarations of Conflict of Interest

Gary Osborne requested a declaration of conflict of interest be noted in the minutes regarding wind turbines on Amherst Island.

4) **Delegations/Presentation**

a) Cataraqi Conservation Foundation

Michael Bell, President, provided new members with a brief history of the Foundation and their relationship with the CRCA. A hand-out was distributed which showed the sources and destinations for the 2009 funds. Mr. Bell advised that although the chart had not been updated with 2010 figures, over \$44,000 had been transferred to the Cataraqi Region Conservation Authority in 2010 in support of various initiatives. He announced that the Foundation annual fundraiser, Forever Green, is scheduled for October 29, 2011.

Mr. Bell advised members that in addition to raising money, the Foundation administers a Conservation Award program. He announced that the awards for 2011 will be presented at the Foundation's Earth Day event April 20, 2011 at the Outdoor Centre.

Mr. Bell thanked members for their time and encouraged them to show their support and attend upcoming events.

Mr. Bill Pierson arrived during the presentation.

Mr. Bell left the meeting at this point.

b) 2010 Financial Report – Martin Perry, Secker, Ross & Perry Auditors

The Auditor, Mr. Martin Perry, of Secker Ross and Perry, Chartered Accountants, was present to review the draft financial statements which were distributed with the agenda. Mr. Perry went through the document and answered questions from members. There were no changes made to the document. The statements indicate no surplus deficit in 2010 "cash" operations. He expressed thanks to the CRCA staff for their on-going efforts in keeping records up-to-date.

The Chair thanked Mr. Perry for his detailed explanation of the document.

Mr. Perry left the meeting at this point.

5) **Approval of February 23, 2011 Minutes** *(distributed with agenda)*

The Administrative Assistant advised of the omission of staff and delegate attendee names from the February 23, 2011 Minutes.

Moved by: Allan McPhail  
Seconded by: Colin Boag

**THAT** the minutes of the February 23, 2011 meeting of the Cataraqi Region Conservation Full Authority be approved as amended.

**Carried**

6) **Business Arising**

There was none.

7) **Correspondence and Information**

- a) Appointment of representative from Elizabethtown-Kitley Township to the Cataraqui Region Conservation Authority

The Chair advised of the appointment of Elizabethtown-Kitley representative, Mr. Al Hanes, and welcomed him to the Board.

Steve Knechtel, General Manager/Secretary-Treasurer, advised that the Town of Gananoque member appointment from February also needed to be officially received.

**Resolution: 020-11**  
Moved by: Jane Topping  
Seconded by: Ron Vandewal

**THAT** the transmittals from the Town of Gananoque and Elizabethtown-Kitley Township of member's appointments to the Cataraqui Region Conservation Authority for 2011 be received.

**Carried**

- b) Ministry of Natural Resources Request, dated March 14, 2011 re: 2,4,5-T Herbicides (*distributed with agenda*)

Steve Knechtel, General Manager/Secretary-Treasurer, advised that staff investigated records for information on historic use of herbicide 2,4,5-T and that the Ministry of Natural Resources will be notified that there was no indication of the use of that herbicide by the Cataraqui Region Conservation Authority.

- c) Rideau Corridor Landscape Strategy, communiqué dated March 17, 2011 re: Online Rideau Corridor Landscape Strategy Video Launched (*addition to the agenda and distributed at meeting*)

Steve Knechtel, General Manager/Secretary-Treasurer, reviewed the correspondence with members and encouraged them to follow the link provided to an on-line video. He advised that the video was developed by Parks Canada and introduces the Rideau Corridor Landscape Strategy (the Strategy) initiative.

- d) Letter from Michael Bell, President, Cataraqui Conservation Foundation, dated March 23, 2011 re: Appointment of Director (*addition to the agenda*)

**Resolution: 021-11**  
Moved by: Doug Bickerton  
Seconded by: Allan McPhail

**THAT** the Cataraqui Region Conservation Authority confirm the appointment of Thornley Stoker as a Director of the Cataraqui Conservation Foundation effective immediately.

**Carried**

8) **Presentation and Consideration of Reports**

- a) Statement of Expenditures and Revenues to the end of December 2010 (*distributed with agenda and summary attached to these Minutes*)

The Statement of Expenditures and Revenues for end of December 31, 2010 was reviewed.

**Resolution: 022-11**  
Moved by: Allan McPhail  
Seconded by: Velma Kelsey

**THAT** the Cataraqui Region Conservation Authority receive the Statement of Expenditures and Revenues to the end of December 2010.

**Carried**

- b) Consideration of delegation: Draft Financial Statements for 2010 (*distributed with agenda*)

Members considered the Draft Financial Statement for 2010 at this point. Members noticed a decrease in reserve. The General Manager/Secretary-Treasurer, advised that the main cause of the 2010 reserve decrease was owing to the Cataraqui Region Conservation Authority borrowing money from itself to cover unanticipated, imperative repair costs to its operations drive shed.

**Resolution: 023-11**  
Moved by: Allan McPhail  
Seconded by: Ron Vandewal

**THAT** the Financial Statements for 2010 be approved by the Cataraqui Region Conservation Authority as audited.

**Carried**

- c) Watershed Perspectives:

- i) *Year-In-Review: CRCA accomplishments and programs in 2010 - staff presentation and hand-out (Hand-out Report IR-018-11 distributed at meeting and attached to these Minutes)*

Karla Maki-Esdon, Communications Coordinator, presented an overview of highlights of the Cataraqui Region Conservation Authority's 2010 accomplishments under its various programs. A hand-out was provided to members and is attached to these minutes.

Jane Topping suggested acknowledgement be made to all staff members for their continued efforts and contribution to the Conservation Authority's accomplishments. The Chair and members concurred that a more formal acknowledgement of appreciation will be provided by the Chair to be presented to all staff.

Ron Vandewal left the meeting at this point.

ii) *Education Series Outline (Report IR-019-11 distributed with agenda)*

Steve Knechtel, General Manager/Secretary-Treasurer, advised members that this report was a follow-up to direction received at the January 2011 meeting. He noted that that the report outlined a proposed schedule as well as topics for the education series. A list of challenges, as alluded to by the Chair at the annual general meeting, was provided for consideration by members as a basis for the proposed series of education sessions. The proposed sessions will focus on broad aspects of the Conservation Authority, providing context for “brainstorming” on the future direction of CRCA activities. It is anticipated that more in-depth analysis of specific aspects might take place over the next year.

Considerable discussion ensued. Members indicated support for the education series. They concurred that the April session be held as planned and the General Manager consider potential half-day sessions.

Concern was expressed that a review of dialogue with municipalities was also needed, especially with respect to budgeting. It was suggested that this might be considered at the same time as the education series.

iii) *Cataraqui Region: Know Your Watershed – staff presentation*

Rob McRae, Project Manager, Source Water Protection, provided the first education series presentation entitled *Know Your Watershed*. Rob spoke of the watersheds and natural resources of the Cataraqui Region.

The Chair thanked Rob for his excellent presentation and requested that the slides be made available to members.

d) List of Accounts to end of February 28, 2010 (distributed with agenda and summary sheet attached to these Minutes)

**Resolution:** 024-11  
Moved by: Allan McPhail  
Seconded by: Bill Pearson

**THAT** the List of Accounts dated February 28, 2011 for the Cataraqui Region Conservation Authority in the amount of \$259,725.27 be approved.

**Carried**

e) Cataraqui Trail Management Board (CTMB) Minutes of November 25, 2010 and February 23, 2011 (distributed with agenda)

**Resolution:** 025-11  
Moved by: Velma Kelsey  
Seconded by: Colin Boag

**THAT** the Cataraqui Region Conservation Authority receive the Cataraqui Trail Management Board Minutes of November 25, 2010 and February 23, 2011.

**Carried**

**9) Announcements or Inquiries**

The following items were provided for members' information:

- a) 2009 Conservation Authorities Statistical Survey – Summary (*distributed with agenda*)
- b) 2011 Water Attitudes Study - Three Quarters of Canadians Using Toilet as Garbage Can (*addition to the agenda*)
- c) Wind Turbines Amherst Island (*addition to the agenda*)

Gary Osborne raised the issue of proposed wind turbines on Amherst Island. He noted that although offshore projects had been suspended by the Ontario government, he wanted to confirm that staff were aware that one company has proposed to move ahead with the project on Amherst Island, and what effects this would have.

Steve Knechtel, General Manager/Secretary-Treasurer, advised members that the Conservation Authority owns property on Amherst Island (referred to as Owl Woods). He advised that the Conservation Authority is currently working with partners to develop a management plan for that property and that this item will be reported and discussed at the upcoming Parrott's Bay Advisory Committee (PBAC) meeting.

Members requested that the General Manager write a letter to the power company advising them that although the Conservation Authority support renewable energy, the Cataraqui Region Conservation Authority Board is concerned that the development of the wind turbine project might compromise the existing conservation initiatives on Amherst Island.

- d) Delegate to attend Foundation meetings (*addition to the agenda*)

The Chair stressed the importance of the Cataraqui Conservation Foundation (Foundation) and requested a volunteer be appointed as his delegate to assist with attending the monthly Foundation Board meetings. There was no interest shown at this point. The Chair encouraged members to consider this request and contact the General Manager.

**10) Motions/Notice of Motions**

There were none.

**Resolution:** 026-11  
**Moved by:** Colin Boag  
**Seconded by:** Allan McPhail

**THAT** the March 2011 Full Authority meeting of the Cataraqui Region Conservation Authority be continued past normal adjournment time.

**Carried**

**11) IN CAMERA session to discuss property matters**

**Resolution:** 027-11  
Moved by: Allan McPhail  
Seconded by: Gary Osborne

**THAT** the Full Authority move into **IN CAMERA** to discuss property matters.

**Carried**

**Resolution:** 028-11  
Moved by: Jane Topping  
Seconded by: Gary Osborne

**THAT** the Full Authority move out of **IN CAMERA** and report.

**Carried**

**Resolution:** 029-11  
Moved by: Allan McPhail  
Seconded by: Colin Boag

**THAT** the Cataraqui Region Conservation Authority authorize staff to pursue items of action dealing with property matters as discussed in the **IN CAMERA** session.

**Carried**

**12) Adjournment**

The meeting adjourned at 10:15 P.M. on a motion by Colin Boag and Allan McPhail.

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Steve Knechtel  
General Manager/Secretary-Treasurer

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Robert Morrison  
Chair

**CATARAQUI REGION CONSERVATION AUTHORITY**  
**Draft Unaudited Statement of Expenditures and Revenues**  
**for the period ended December 31, 2010**

**Summary Sheet**

	Expenditures					Revenue				Surplus/ Deficit
	Adopted Budget	Revised Estimate	Current Month	Actual Y.T.D.	% of Budget	Annual Budgeted Revenue	Revised Estimated Revenue	Actual Revenue To Date	% of Budget	Actual Y.T.D.
<b><u>Corporate Services</u></b>										
A-1 Management, Finance, Office	522,450	0	43,743	464,809	89%	522,450	0	484,888	93%	20,079
<b><u>Watershed Management</u></b>										
B-1 Flood Control	205,400	0	10,879	208,155	101%	205,400	0	203,400	99%	-4,755
B-2 Watershed Planning	741,000	0	61,630	689,423	93%	741,000	0	693,617	94%	4,194
B-3 Environmental Review & Reg.	245,900	0	29,956	307,453	125%	245,900	0	296,424	121%	-11,028
C-1 Communications	130,300	0	4,539	112,484	86%	130,300	0	132,900	102%	20,416
C Conservation Education	152,850	0	(3,889)	150,745	99%	152,850	0	139,317	91%	-11,428
D-1 Water Quality Monitoring	18,650	0	310	21,110	113%	18,650	0	19,257	103%	-1,853
D-2 Trees & Extension Services	288,350	0	67,038	372,991	129%	288,350	0	372,991	129%	0
<b><u>Conservation Properties &amp; Equipment</u></b>										
E-1 LCCCA & Outdoor Centre	297,900	0	24,296	302,722	102%	297,900	0	300,734	101%	-1,988
E-2 Lemoine Point	151,650	0	15,129	166,517	110%	151,650	0	166,517	110%	0
E-3 Parrott's Bay & Owl Woods	32,550	0	(1,483)	28,424	87%	32,550	0	28,424	87%	0
E-4 Mac Johnson Wildlife Area	86,600	0	7,757	89,205	103%	86,600	0	87,278	101%	-1,927
E-5 Lyn Valley	12,000	0	0	13,727	114%	12,000	0	12,000	100%	-1,727
E-6 Gould Lake	36,750	0	136	40,002	109%	36,750	0	38,853	106%	-1,150
E-7 Other Conservation Lands	147,950	0	9,041	154,351	104%	147,950	0	147,506	100%	-6,845
E-8 Cataraqui Trail & Network	18,250	0	6,218	26,591	146%	18,250	0	26,591	146%	0
F-1 Workshop & Motor Pool	217,650	0	54,664	204,527	94%	217,650	0	204,956	94%	429
<b>Totals Operations</b>	<b>3,306,200</b>	<b>0</b>	<b>329,964</b>	<b>3,353,233</b>	<b>101%</b>	<b>3,306,200</b>	<b>0</b>	<b>3,355,652</b>	<b>101%</b>	<b>2,419</b>
<b><u>Regular Projects</u></b>	<b>520,000</b>	<b>0</b>	<b>68,318</b>	<b>608,587</b>	<b>0%</b>	<b>520,000</b>	<b>0</b>	<b>606,366</b>	<b>117%</b>	<b>-2,221</b>
<b><u>Potential Projects</u></b>	<b>0</b>	<b>0</b>	<b>35,244</b>	<b>147,163</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>146,964</b>	<b>0%</b>	<b>-198</b>
<b>Totals</b>	<b>3,826,200</b>	<b>0</b>	<b>433,526</b>	<b>4,108,983</b>	<b>107%</b>	<b>3,826,200</b>	<b>0</b>	<b>4,108,982</b>	<b>107%</b>	<b>0</b>

Prepared by Cheryl Rider  
03/03/2011

Surplus/Deficit 2009 0  
Total Surplus/Deficit 0

## 2010 Accomplishments - Cataraqui Region Conservation Authority

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### Corporate Services

- Financial and administrative support for all CRCA operations and programs
- Completed the assignment of dollar values to our inventory of tangible capital assets
- Balanced budget
- Complied with the legislative requirement to undertake a risk assessment and develop a workplace violence and harassment policy
- Continued to work on regional trails initiative – linking of TransCanada Trail, K&P Trail and trails promotion through Frontenac Arch Biosphere Reserve
- Organized a tour of the Kingston area for the Cataraqui Conservation Foundation directors to show CRCA operations and future land securement possibilities
- Met with municipal CAOs and Clerks to discuss CA-municipal issues, communications with staff and council members, new council member orientation
- Staffing changes – Dianne Doyle hired to replace Stephanie Vinkle at reception

### Communications

- Communications support for all CRCA programs, operations and events
- Helped to organize events, workshops and open houses
  - Displays at community events
  - One well and septic workshop held in Athens
  - Three open houses for drinking water source protection
  - Maple Madness and weekend programs at Little Cataraqui Creek Conservation Area
  - Winter Fun Day and other programs at Mac Johnson Wildlife Area
  - Ian Hodson Greenhouse official opening and other events at Lemoine Point Conservation Area
- Continued work with conservation lands staff on property signage project
- Prepared draft marketing plan for Mac Johnson Wildlife Area

### Watershed Management

- Reviewed 384 planning applications for member municipalities
- Provided input into City of Brockville official plan
- Member of the scenario planning team for the development of *Sustaining What We Value*, a regional natural heritage strategy for Leeds-Grenville, South Frontenac, Lanark



### CATARAQUI REGION CONSERVATION AUTHORITY

1641 Perth Road P.O. Box 160 Glenburnie ON K0H 1S0  
Phone: (613) 546-4228 Toll-free: 1-877-956-CRCA (2722)  
Fax: (613) 547-6474 E-mail: [crca@cataraquiregion.on.ca](mailto:crca@cataraquiregion.on.ca)  
Websites: [www.cataraquiregion.on.ca](http://www.cataraquiregion.on.ca) & [www.cleanwatercataraqui.ca](http://www.cleanwatercataraqui.ca)

## **Watershed Management** (cont.)

- Participated in Rideau Corridor Landscape Steering Committee
- Appealed one municipal decision to Ontario Municipal Board; also provided expert testimony at two hearings
- Technical advisory committee participant for the environmental assessment of the third crossing of the Cataraqui River in Kingston
- Reviewed 383 permit applications under Ontario Regulation 148/06 (Development, Interference with Wetlands and Alteration to Shorelines and Watercourses)
- 20 enforcement files – one charge laid; secured one conviction
- Convened one hearing for the CRCA Hearing Committee to review an application that staff could not approve under our current regulation policies
- Issued one water level bulletin and one flood advisory (City of Brockville)
- Participated in the Regional Rideau Canal Flood Forecasting network with Parks Canada, Rideau Valley Conservation Authority, Fortis and Ministry of Natural Resources staff, all of whom operated dams in the Rideau Canal watersheds
- Completed phase one of the restoration of Highgate Creek in Kingston– additional work to take place in 2011
- Completed erosion control project at Marsh Bridge Dam
- Paved part of the access road to Temperance Lake Dam
- Installed electric fencing to keep cattle off Fred Grant Dam
- Maintained surface water, groundwater and benthic invertebrate monitoring programs for various provincial and local networks
- Participated in the investigation of aquatic Species at Risk in eastern Ontario
- Staffing changes – Sukriti Agarwal hired to replace Ian Semple in planning

## **Conservation Education**

- Provided curriculum-based conservation education programs to 5,647 at Little Cataraqui Creek Conservation Area and 679 students at Mac Johnson Wildlife Area
- Participated in the Frontenac Arch Biosphere Reserve Environmental Education Network (FABREEN) and the Earth Day education event held at Landon Bay
- Special funding was obtained from TransCanada Pipelines, Ontario Wildlife Federation and TD Friends of the Environment Foundation to provide free conservation education programs to schools from low income urban schools. Three free days of programs were provided at both conservation areas.
- The CRCA's Nature Explorers Camp for ages six to 11 held at Little Cataraqui Creek and Gould Lake Conservation Areas was fully booked with more than 150 children

## **Watership Stewardship**

- Ontario Wetland Care program ran until March 2010. It provided 50 per cent funding up to \$5,000 for wetland creation and restoration projects

## **Watershed Stewardship** (cont.)

- Tree planting
  - Planted 129,950 seedlings on 22 properties in eight municipalities through the Trees Ontario/MNR 50 Million Tree Program
  - 31,800 seedlings sold to 34 landowners through our over-the-counter sales program
- Participated in a tree planting workshop for landowners in Brockville

## **Conservation Lands**

- Completed an asset management plan for our buildings, trails and facilities in our conservation areas
- ***Lemoine Point Conservation Area***
  - Planted 400 trees and shrubs in May as part of the 50 Million Tree Weekend planting event promoted by Trees Ontario
  - Officially opened the Ian Hodson Greenhouse at the Native Plant Nursery
  - Installed an irrigation system at the Native Plant Nursery with funds from the WalMart-Evergreen Green Fund and the TD Friends of the Environment Foundation
  - Built a 20 by 24-foot extension at the Lemoine Point workshop to provide more interior work space and equipment storage space
  - Restricted cycling access to some trails in accordance with the Master Plan and Conservation Plan. Signs and bicycle racks were installed.
  - Trail surface improvements also undertaken
  - New tractor purchased
- ***Mac Johnson Wildlife Area***
  - Implemented water testing with local health units at our public drinking water supplies at the Nature Centre
  - Purchased new bush hog to assist with trail maintenance
  - New sign completed at south entrance to assist in publicizing events and property
- ***Little Cataraqui Creek Conservation Area***
  - Implemented water testing with local health units at our public drinking water supplies at the Administration Office and Outdoor Centre
  - Underground gasoline storage tanks removed at workshop
  - Vehicle shed rebuilt
  - New snowblower and brush attachments for mower, as well as a new Gator purchased
- ***Parrott's Bay Conservation Area***
  - Surface improvements made to a number of the trails
  - Wildlife viewing platform completed
- ***Other Properties***
  - New stairs and dock at Lyndhurst Water Access
  - Parking lot paving completed at Loughborough Lake Boat Ramp
  - Completed management plan for Marble Rock Forest

## **Conservation Lands (cont.)**

- ***Cataraqui Trail***

- Completed trail surface improvements with grants received through the National Trails Council
- Trail improvements and culvert realignment at Lombard
- Harrowsmith trail hub study initiated

## **Drinking Water Source Protection**

- Update presentations were provided to all 12 municipalities in the Cataraqui Source Protection Area between January and March
- Draft Assessment Report summarizing the findings of 15 technical studies, and describing and assigning priorities to the risks affecting local drinking water sources was released in April for public comment. Three public open houses were held.
- Comments were received and the Proposed Assessment Report was submitted to the Ministry of Environment in September for approval.
- An intake protection zone study for the Joyceville and Pittsburgh Institutions was completed for Correctional Services Canada.
- Shared \$200,000 in provincial funding with local landowners under the Ontario Drinking Water Stewardship Program. The funding is used to make improvements such as replacing septic systems, upgrading or capping wells or managing hazardous chemicals on properties near municipal wells and intakes.

**Cataraqui Region Conservation Authority  
List of Accounts for Approval  
February 28, 2011**

That the following be approved for payment:

CORPORATE SERVICE EXPENDITURES (500-570)	7,035.49
PAYROLL REMITTANCES	179,761.18
CORPORATE COMMUNICATIONS AND FUNDRAISING (650)	5,434.77
FLOOD CONTROL GENERAL (702)	2,094.09
FLOOD CONTROL - STRUCTURES AND MONITORING (703)	124.60
WATERSHED STUDIES AND INVENTORIES (704)	247.66
WATER QUALITY MONITORING (705)	128.57
SECTION 28 REGULATION ENFORCEMENT (706)	32.41
PLANNING AND DEVELOPMENT REVIEW (708)	57.86
CONSERVATION EDUCATION AND INFORMATION (721-722)	549.04
PARROTT'S BAY AND OWL WOODS CONSERVATION AREA (810,812)	735.68
ODC AND LCC CONSERVATION AREA (813,814,815)	14,467.99
MAC JOHNSON CONSERVATION AREA (816)	1,999.70
LEMOINE POINT CONSERVATION AREA (819)	3,126.63
GOULD LAKE CONSERVATION AREA (820)	66.15
BOAT RAMPS AND SUNDRY AREAS (823)	7,162.81
WORKSHOP AND MOTOR POOL (824)	133.72
OIL AND GAS PURCHASES (826)	3,237.40
VEHICLES - MAINTENANCE AND REPAIRS (827)	396.09
EQUIPMENT - MAINTENANCE AND REPAIRS (830)	655.29
VEHICLE AND EQUIPMENT ACQUISITION (834)	3,137.01
MISCELLANEOUS REIMBURSEMENTS (850)	236.00
GENERAL EXPENSES (851)	58.00
STAFF FUND (860)	58.00
SPECIAL PROJECT EXPENDITURES (865-958,960,988-990,993-996)	14,549.28
CATARAQUI TRAIL (959)	1,245.43
DAM MAINTENANCE RESERVE (965)	9,972.48
SOURCE WATER PROTECTION (981-987)	3,021.94
	<u><u>259,725.27</u></u>