

Jefferson County Farmland Protection Board

Board Meeting.....Tuesday October 9, 2018
Jefferson County Development Authority Conference Room
1948 Wiltshire Road, Kearneysville, WV 25430

AGENDA

5:00 pmCall to Order and Opening Remarks * Action item

Introduction of Guests:

Approval of Minutes of Previous Meeting: September 10, 2018 *

Treasurer's Report *

Administrator's Report

New Business:

- Discuss options for alternative easement monitoring services.
- **Consider for approval:** the September 18, 2018 monitoring report for Property AAA. *
- **Consider for approval:** the September 18, 2018 monitoring report for Property EE. *
- **Consider for approval:** That the Board hire outside counsel for work related to easement enforcement. *
- **Consider for approval:** the re-application of Property OOO (142 acres) and a new application for Property PPP (102 acres). *
- **Consider for Approval:** Bid from F. Mark Schiavone for Baseline Report for Property HHH for a total fee not to exceed \$2,500.00. *
- **Consider for approval:** Bid for surveying services from Keller Engineering for property WW for \$3,900. *
- **Consider for approval:** Draft FY 19 Budget as recommended by the Finance Committee*
- Discuss Personnel compensation – possible Executive Session. *

Committee Reports

Easement Committee: Recommendations regarding Local-only funding policy, Forestry Policy

Finance Committee:

Fundraising and Public Relations Committee

Personnel Committee/ Board Development

Strategic Plan Committee

Public Comments:

7:00 pm ----- Adjourn

- All Farmland Protection Board meetings are open to the public.
To address the Board, contact Elizabeth Wheeler to be placed on the agenda.
Email: Jefferson@wvfp.org Phone: (304) 724-1414

Jefferson County Farmland Protection Board

Board Meeting.....Tuesday October 9, 2018
Jefferson County Development Authority Conference Room
1948 Wiltshire Road, Kearneysville, WV 25430

MEETING MINUTES

5:09 pmCall to Order and Opening Remarks * Action item

- Meeting called to order by President Mr. Glenn.
- Welcome to Gavin Perry, newly appointed board member by Jefferson County Commission. Related Mr. Ober tendered his resignation, and is moving out of the area. Ms. Wheeler is opening and announcement with JCC for public to apply.
- Attending the meeting were Mr. Glenn, Mr. Quinn, Mr. Kercheval, Mr. Perry, and Ms. Wheeler. Absent – Ms. Tabb and Mr. Diehl.

Introduction of Guests:

- Grant Smith, Land Trust of the Eastern Panhandle (LTEP)
- Susannah Buckles, Farmer, owner of farm in Jefferson County Farmland Protection Program

Public input presented by Ms. Buckles. She presented and read a letter regarding Rockwool from Mr. Colin Stine, also a farmer with farm in Jefferson County Farmland Protection.

Approval of Minutes of Previous Meeting: September 10, 2018 *

- Discussed meeting minutes. Mr. Perry asked how do we respond to public questions, what has been our policy/approach. Ms. Wheeler is listed on JCDA website and is receiving a lot of questions that are not necessarily Farmland Protection. Discussed that Ms. Wheeler historically has responded to farmland queries, but recent emails have been related to Rockwool/JCDA. She has and will continue to forward on queries to appropriate organizations as she can determine.
- Hearing no comments or objections, the minutes were approved by unanimous consent.

Treasurer's Report *

- Ms. Wheeler presented the Treasurer's report for September 2018.
 - Mr. Quinn moved to accept the September Treasurer's Report as presented and the motion was seconded by Mr. Kercheval. The motion passed unanimously.

Administrator's Report

- No further additions from written report.

New Business:

- Discuss options for alternative easement monitoring services.
 - Mr. Smith shared LTEP's plan to replace Gavin Perry (who has been monitoring lead) departure by hiring new person to perform services for JCFPB.
 - Land Trust is discussing opportunity with someone, and Ms. Wheeler is discussing with Sustainable Solutions. JCFLPB does prefer to have one person, jointly selected by both boards to do all monitorings.
- **Consider for approval:** the September 18, 2018 monitoring report for Property AAA. *
 - Easement committee recommended Board Approval for Monitoring Report.
 - Mr. Kercheval moved to accept the Monitoring Report as presented and the motion was seconded by Mr. Glenn. The motion passed unanimously.

- **Consider for approval:** the September 18, 2018 monitoring report for Property EE. *
 - Easement committee recommended Board Approval for Monitoring Report.
 - Mr. Kercheval moved to accept the Monitoring Treasurer's Report as presented and the motion was seconded by Mr. Glenn. The motion passed unanimously.

- **Consider for approval:** That the Board hire outside counsel for work related to easement enforcement. *
 - Easement committee recommending to board that outside legal counsel be engaged to further discuss and gain advice.
 - Mr. Glenn moved to have Administrator Ms. Wheeler to investigate outside legal counsel options, and receive fee proposal for services and the motion was seconded by Mr. Quinn. The motion passed unanimously.

- **Consider for approval:** the re-application of Property OOO (142 acres) and a new application for Property PPP (102 acres). *
 - Easement committee recommended Board Approval for re-application properties.
 - Mr. Glenn moved to accept the property reapplications and the motion was seconded by Mr. Perry. The motion passed unanimously.

- **Consider for Approval:** Bid from F. Mark Schiavone for Baseline Report for Property HHH for a total fee not to exceed \$2,500.00. *
 - Mr. Glenn moved to accept the Baseline Report bid and the motion was seconded by Mr. Perry. The motion passed unanimously.

- **Consider for approval:** Bid for surveying services from Keller Engineering for property WW for \$3,900. *
 - Mr. Glenn moved to accept the Baseline Report bid and the motion was seconded by Mr. Quinn. The motion passed unanimously.

- **Consider for approval:** Draft FY 19 Budget as recommended by the Finance Committee*
 - Mr. Glenn moved to accepted FY19 Budget pending finalization of the salary/benefits line items and the motion was seconded by Mr. Perry. The motion passed unanimously.

- Discuss Personnel compensation – possible Executive Session. *
 - Mr. Glenn moved to go into executive session and the motion was seconded by Mr. Kercheval. The motion passed unanimously.

Committee Reports

Easement Committee: Recommendations regarding Local-only funding policy, Forestry Policy

Finance Committee:

Fundraising and Public Relations Committee

Personnel Committee/ Board Development

Strategic Plan Committee

Public Comments:

7:05 pm ----- Adjourn

- All Farmland Protection Board meetings are open to the public.
- To address the Board, contact Elizabeth Wheeler to be placed on the agenda.
 Email: Jefferson@wvfp.org Phone: (304) 724-1414

Jefferson County Farmland Protection Board
Balance Sheet
As of October 31, 2018

	Oct 31, 18
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,747,449.36
BCT - Easement Acquisition Fund	48,635.35
Bank of Charles Town	147,515.23
BCT - Fundraising Account	1,018.28
BCT - Stewardship Account	12,758.69
Total Checking/Savings	2,957,376.91
Other Current Assets	
Transfer Taxes Receivable	87,034.70
Legal Retainer	3,000.00
Total Other Current Assets	90,034.70
Total Current Assets	3,047,411.61
Fixed Assets	
Computer Equipment	4,230.86
Total Fixed Assets	4,230.86
TOTAL ASSETS	3,051,642.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	15,313.56
Total Other Current Liabilities	15,313.56
Total Current Liabilities	15,313.56
Total Liabilities	15,313.56
Equity	
Reserved for Encumbrances	1,373,992.50
Reserved for Farmland Protect.	1,418,195.20
Net Income	244,141.21
Total Equity	3,036,328.91
TOTAL LIABILITIES & EQUITY	3,051,642.47

Jefferson County Farmland Protection Board
Profit & Loss
October 2018

	Oct 18	Jul - Oct 18
Ordinary Income/Expense		
Income		
Transfer Tax	87,034.70	285,901.42
Interest/Dividends	2,419.50	8,986.65
Contributions Income	54.47	287.69
Total Income	89,508.67	295,175.76
Expense		
Advertising & Marketing Expense	2.14	305.56
Conferences Education Training	0.00	785.00
Dues and Subscriptions	0.00	142.00
Miscellaneous	-88.68	11.32
Postage and Delivery	29.54	127.23
Printing and Reproduction	0.00	0.00
Professional Fees		
Accounting	0.00	525.00
Computer Support	39.00	117.00
Total Professional Fees	39.00	642.00
Salary & Benefits Expense	0.00	15,313.56
Supplies	18.00	46.78
Telephone	0.00	225.00
Travel & Ent		
Travel	0.00	188.65
Total Travel & Ent	0.00	188.65
Total Expense	0.00	17,787.10
Net Ordinary Income	89,508.67	277,388.66
Other Income/Expense		
Other Income		
Prior Years Encumbrances		
Easement Acquisition	0.00	448,707.00
Total Prior Years Encumbrances	0.00	448,707.00
Total Other Income	0.00	448,707.00
Other Expense		
Conservation Easement Procure		
Current Year Encumbrances	0.00	470,280.00
Easement Costs		
Easement Administration	0.00	997.00
Settlement Charges	0.00	10,677.45
Total Easement Costs	0.00	11,674.45
Total Current Year Encumbrances	0.00	11,674.45
Total Other Expense	0.00	481,954.45
Net Other Income	0.00	-33,247.45
Net Income	89,508.67	244,141.21

Jefferson County Farmland Protection Board

12/10/2018 4:12 PM

Register: Bank of Charles Town

From 10/01/2018 through 10/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/01/2018			BCT - ICS	Funds Transfer	59.67	X		146,888.37
10/22/2018			Transfer Taxes Receiva...	Deposit		X	49,703.20	196,591.57
10/22/2018			BCT - ICS	Funds Transfer	49,158.70	X		147,432.87
10/31/2018			Interest/Dividends	Interest		X	82.36	147,515.23

Jefferson County Farmland Protection Board

Administrator's Monthly Report ... October 9, 2018

Easement Progress:

- We have received signed NRCS cooperative agreements for JJJ (290 acres) and WW (80 acres) and RCPP cooperative agreement for property HHH (278 acres). The Cooperative agreements are good for 18 months after signature.
- ABPP said they will inform us of their funding decision for Property LLL by October 12.

Easement Applicants and Inquiries:

- Reapplication: Property OOO in Shenandoah Junction (143 acres)
- New application: Property PPP in Shepherdstown District (102 acres)
- Application inquiry: 400+/- acres, Summit Point.

Easement policy/ issues:

Received calls from Commissioner Josh Compton and Deputy Commissioner of Agriculture Joe Hatton regarding complaints from owner of Property EE about our requests to correct the easement violation.

Administration:

- Our part-time administrative assistant Torri Martin has given notice. Her last day is October 11. She will come back to assist me with the ARC Map Program and to train me on map-making features.
- David Ober submitted his letter of resignation, effective October 1, 2018. I informed the Commission secretary, so she can advertise the position.
- The County Commission appointed Gavin Perry to the Board for a term to end 2022, replacing Liz McDonald.
- Board election of officers should be held at the November meeting.
- Vendor review: The Board should schedule its annual review of current vendors and determine need for RFPs for services, including easement monitoring, legal work, accounting, surveying, appraisals.
- Annual COI forms – New board member should sign this today.
- Sustainable Solutions will confer with me this week about providing possible monitoring services.

Projects in process:

- 2018 Annual report – revised, in design.

Events/Meetings:

October 10 – 13 Land Trust Alliance Conference

October 15 – Extension Service Committee meeting review of programs.

October 17 – 19 WV Farmland Protection Conference

Other: Rockwool Co. I have received a few more phone calls and emails from landowners and citizens expressing concerns about the effects of the factory on the environment, land, crops, community, etc.