

# Jefferson County Farmland Protection Board

Board Meeting.....Tuesday November 13, 2018  
Jefferson County Development Authority Conference Room  
1948 Wiltshire Road, Kearneysville, WV 25430

## AGENDA

5:00 pm .....Call to Order and Opening Remarks \* Action item

### **Introduction of Guests:**

**Approval of Minutes of Previous Meeting: Tuesday, October 9, 2018 \***

**Treasurer's Report \***

**Administrator's Report**

### **Old Business:**

- Update on options for alternative easement monitoring services. \*

### **New Business:**

- **Election of new officers:** President, Vice President, Secretary, Treasurer \*
- **Consider for approval:** \$1,815.00 fee for ESRI ArcMap Training \*
- **Consider for approval:** Part time assistant hourly rate increase \*

### **Committee Reports**

Easement Committee:

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](mailto:Jefferson@wvfp.org) Phone: (304) 724-1414

## Jefferson County Farmland Protection Board

Board Meeting.....Tuesday November 13, 2018  
Jefferson County Development Authority Conference Room  
1948 Wiltshire Road, Kearneysville, WV 25430

### MEETING MINUTES

5:10 pm .....Call to Order and Opening Remarks \* Action item

- Meeting called to order by President Mr. Glenn.
- Attending the meeting were Mr. Glenn, Mr. Quinn, Mr. Kercheval (via phone), Mr. Perry, and Ms. Wheeler. Absent – Ms. Tabb and Mr. Diehl.

#### Introduction of Guests:

- None

#### Approval of Minutes of Previous Meeting: Tuesday, October 9, 2018 \*

- Reviewed meeting minutes.
- Hearing no comments or objections, the minutes were approved by unanimous consent.

#### Treasurer's Report \*

- Ms. Wheeler presented the Treasurer's report in Mr. Diehl's absence for October 2018.
  - Need to review financial report for missing conference expenses
  - Tabled approval to next month for October Treasurer's Report pending updates to expenses.

#### Administrator's Report

- As noted in report, discussed survey progress on HHH and missing right of way road needs to be updated.
- No further additions from written report.

#### Old Business:

- Update on options for alternative easement monitoring services. \*
  - Received quotes from a vendor (only received one) on monitoring, they have just come in.
  - Will request face to face meeting to go over requirements, options and services

#### New Business:

- **Election of new officers:** President, Vice President, Secretary, Treasurer \*
  - Mr. Glenn moved to nominated Mr. Glenn President, Nick Kercheval VP, Russ Quinn Secretary and Gavin Perry as Treasurer and the motion was seconded by Mr. Quinn. The motion passed unanimously.
- **Consider for approval:** \$1,815.00 fee for ESRI ArcMap Training \*
  - Mr. Glenn approved training costs of \$1,815 as presented and the motion was seconded by Mr. Perry. The motion passed unanimously.
- **Consider for approval:** Part time assistant hourly rate increase \*
  - Discussed current vacancy, and the rate has been \$10/hour and very difficult to recruit.
  - Mr. Glenn moved to have Ms. Wheeler recruit, based on experience up to \$17/hr. Ms. Wheeler would present candidates (independent contractor) prior to hiring and the motion was seconded by Mr. Perry. The motion passed unanimously.

## **Committee Reports**

Easement Committee:

Finance Committee:

Fundraising and Public Relations Committee

Personnel Committee/ Board Development

Strategic Plan Committee

## **Public Comments:**

5:45 pm ----- Adjourn

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Jefferson County Farmland Protection Board  
**Balance Sheet**  
As of November 30, 2018

|                                       | Nov 30, 18          |
|---------------------------------------|---------------------|
| <b>ASSETS</b>                         |                     |
| Current Assets                        |                     |
| Checking/Savings                      |                     |
| BCT - ICS                             | 2,832,156.16        |
| BCT - Easement Acquisition Fund       | 48,715.39           |
| Bank of Charles Town                  | 147,596.65          |
| BCT - Fundraising Account             | 1,018.83            |
| BCT - Stewardship Account             | 12,765.51           |
| Total Checking/Savings                | 3,042,252.54        |
| Other Current Assets                  |                     |
| Transfer Taxes Receivable             | 54,630.35           |
| Legal Retainer                        | 3,000.00            |
| Total Other Current Assets            | 57,630.35           |
| Total Current Assets                  | 3,099,882.89        |
| Fixed Assets                          |                     |
| Computer Equipment                    | 4,563.36            |
| Total Fixed Assets                    | 4,563.36            |
| <b>TOTAL ASSETS</b>                   | <b>3,104,446.25</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |
| 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                            | 296,944.99          |
| Total Equity                          | 3,089,132.69        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>3,104,446.25</b> |

**Jefferson County Farmland Protection Board**  
**Profit & Loss**  
 November 2018

|  | Nov 18           | Jul - Nov 18      |
|--|------------------|-------------------|
| <b>Ordinary Income/Expense</b>         |                  |                   |
| <b>Income</b>                          |                  |                   |
| Transfer Tax                           | 54,630.35        | 340,531.77        |
| Interest/Dividends                     | 4,629.48         | 13,616.13         |
| Contributions Income                   | 54.04            | 341.73            |
| <b>Total Income</b>                    | <b>59,313.87</b> | <b>354,489.63</b> |
| <b>Expense</b>                         |                  |                   |
| Advertising & Marketing Expense        | 0.00             | 305.56            |
| Conferences Education Training         | 0.00             | 785.00            |
| Dues and Subscriptions                 | 260.00           | 402.00            |
| Miscellaneous                          | -11.32           | 0.00              |
| Postage and Delivery                   | 12.46            | 139.69            |
| Printing and Reproduction              | 0.00             | 0.00              |
| Professional Fees                      |                  |                   |
| Accounting                             | 525.00           | 1,050.00          |
| Computer Support                       | 39.00            | 156.00            |
| Consulting/Contract                    | 442.30           | 442.30            |
| <b>Total Professional Fees</b>         | <b>1,006.30</b>  | <b>1,648.30</b>   |
| Salary & Benefits Expense              | 0.00             | 15,313.56         |
| Supplies                               | 66.74            | 113.52            |
| Telephone                              | 150.00           | 375.00            |
| Travel & Ent                           |                  |                   |
| Meals                                  | 109.00           | 109.00            |
| Travel                                 | 202.56           | 391.21            |
| Travel & Ent - Other                   | 714.35           | 714.35            |
| <b>Total Travel &amp; Ent</b>          | <b>1,025.91</b>  | <b>1,214.56</b>   |
| <b>Total Expense</b>                   | <b>2,510.09</b>  | <b>20,297.19</b>  |
| <b>Net Ordinary Income</b>             | <b>56,803.78</b> | <b>334,192.44</b> |
| <b>Other Income/Expense</b>            |                  |                   |
| <b>Other Income</b>                    |                  |                   |
| Prior Years Encumbrances               |                  |                   |
| Easement Acquisition                   | 0.00             | 448,707.00        |
| <b>Total Prior Years Encumbrances</b>  | <b>0.00</b>      | <b>448,707.00</b> |
| <b>Total Other Income</b>              | <b>0.00</b>      | <b>448,707.00</b> |
| <b>Other Expense</b>                   |                  |                   |
| Conservation Easement Procure          | 0.00             | 470,280.00        |
| Current Year Encumbrances              |                  |                   |
| Easement Costs                         |                  |                   |
| Easement Administration                | 0.00             | 997.00            |
| Appraisals                             | 4,000.00         | 4,000.00          |
| Settlement Charges                     | 0.00             | 10,677.45         |
| <b>Total Easement Costs</b>            | <b>4,000.00</b>  | <b>15,674.45</b>  |
| <b>Total Current Year Encumbrances</b> | <b>4,000.00</b>  | <b>15,674.45</b>  |
| <b>Total Other Expense</b>             | <b>4,000.00</b>  | <b>485,954.45</b> |
| <b>Net Other Income</b>                | <b>-4,000.00</b> | <b>-37,247.45</b> |
| <b>Net Income</b>                      | <b>52,803.78</b> | <b>296,944.99</b> |

Jefferson County Farmland Protection Board

12/10/2018 4:12 PM

Register: Bank of Charles Town

From 11/01/2018 through 11/30/2018

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                 | Account                   | Memo               | Payment   | C | Deposit   | Balance    |
|------------|--------|-----------------------|---------------------------|--------------------|-----------|---|-----------|------------|
| 11/13/2018 | 3995   | Sirna Appraisal       | Current Year Encumbr...   |                    | 2,000.00  | X |           | 145,515.23 |
| 11/13/2018 | 3996   | WVAFBs                | Dues and Subscriptions    | Annual Dues        | 260.00    |   |           | 145,255.23 |
| 11/13/2018 | 3997   | Torri Martin          | Professional Fees:Cons... | Invoice No. 017    | 389.80    | X |           | 144,865.43 |
| 11/13/2018 | 3998   | Elizabeth Wheeler     | -split-                   | October Expen...   | 257.02    | X |           | 144,608.41 |
| 11/13/2018 | 3999   | Ours Lawyer Lewis ... | Professional Fees:Acco... | Invoice No. 18-... | 525.00    | X |           | 144,083.41 |
| 11/13/2018 | 4000   | Advantage Technology  | Computer Equipment        | Invoice No. 30...  | 332.50    | X |           | 143,750.91 |
| 11/13/2018 | 4001   | United Bankcard       | -split-                   | October P-Card     | 856.71    | X |           | 142,894.20 |
| 11/30/2018 |        |                       | Transfer Taxes Receiva... | Deposit            |           | X | 87,034.70 | 229,928.90 |
| 11/30/2018 |        |                       | Interest/Dividends        | Interest           |           | X | 78.21     | 230,007.11 |
| 11/30/2018 | 4002   | Torri Martin          | Professional Fees:Cons... | Invoice No. 018    | 52.50     |   |           | 229,954.61 |
| 11/30/2018 | 4003   | Sirna Appraisal       | Current Year Encumbr...   | Nov 6 2018 In...   | 2,000.00  |   |           | 227,954.61 |
| 11/30/2018 | 4004   | Elizabeth Wheeler     | -split-                   | November Exp...    | 169.06    |   |           | 227,785.55 |
| 11/30/2018 |        |                       | BCT - ICS                 | Funds Transfer     | 80,188.90 | X |           | 147,596.65 |

## Jefferson County Farmland Protection Board

### Administrator's Monthly Report ... November 13, 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.
- Worked on Sunday and Monday (Nov 11 & 12) with Mark Schiavone (contractor) on baseline documentation for HHH. I am sorting out issues with inconsistencies and missing information on the survey.
- ABPP said the apportionment for the Property LLL went up for signature November 6 and will hopefully be signed by the 26th of this month.

#### Easement Inquiries:

October 31: 119 acres, Ranson

November 7: 120 acres, Charles Town

#### Easement policy/ issues:

Recent difficulty contacting a landowner for a monitoring visit prompted effort to obtain alternative contacts for each property owner. Will send out a letter and form.

#### Administration:

- LTEP will work with me to complete Fall monitoring visits. See schedule. We will not have enough time to negotiate a work plan and contract with Sustainable Solutions.
- I will be monitoring two easements held with Potomac Conservancy on November 27.
- The Board's farmer representative position is open and has been advertised.
- Sustainable Solutions provided an amended project estimate for easement monitoring on 11/13/18.
- Monitoring of properties for November has been scheduled with LTEP: Nov 13, 14, 15, 17, 20. Potomac Conservancy monitoring visits Nov 27.

#### Projects in process:

- 2018 Annual report – revised, in design.

#### Events/Meetings:

November 28 – Meeting with WVDNR and conservation groups about collaboration.