

Jefferson County Farmland Protection Board

Board Meeting.....Monday, November 13, 2017

Jefferson County Public Services Building/ Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

AGENDA

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

Introduction of Guests:

Approval of Minutes of Previous Meeting: September 18, 2017 *

Treasurer's Report *

Administrator's Report

New Business:

- Review Requirements for NRCS FY18 Agricultural Conservation Easement Program (ACEP) Agricultural Land Easement Plan.
- Discuss the Board's alternatives for future participation in the NRCS ACEP/ALE program, including monitoring and enforcement requirements, and associated liabilities.
- Approve proposed FY18 Budget *
- Approve Perry & Associates bid for 3-year audit contract for \$13,350.00

Committee Reports

- Easement Committee
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

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

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1948 Wiltshire Rd, Kearneysville, WV 25430

MEETING MINUTES DRAFT

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

- Meeting called to order by President Mr. Glenn.
- Attending the meeting were Mr. Ober, Mr. Quinn, Mr. Kercheval, Ms. Tabb, Mr. Glenn and Ms. Wheeler. Absent – Ms. McDonald

Introduction of Guests:

- Dan Chittal

Approval of Minutes of Previous Meeting: September 18, 2017 *

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

Treasurer's Report *

- Ms. Wheeler presented the Treasurer's report.
 - Board needs to approve September in addition to October since we did not have September meeting.
 - Mr. Quinn moved to accept both the September and October Treasurer's Report as presented and the motion was seconded by Mr. Ober. The motion passed unanimously.

Administrator's Report

- No further additions from written report.

New Business:

- Review Requirements for NRCS FY18 Agricultural Conservation Easement Program (ACEP) Agricultural Land Easement Plan.
 - Reviewed ACEP deed, program requirements
 - Discussed concerns with ALE plan requirements – pro/cons viewpoints on continuing with NRCS while these issues are being worked out.
 - Discussed suggestion to provide prospective applicants an overview of program offerings, new NRCS regulations, etc.
- Discuss the Board's alternatives for future participation in the NRCS ACEP/ALE program, including monitoring and enforcement requirements, and associated liabilities.
 - No real monitoring entity available with Land Trust refusing to do ALEs.
 - Have requested from NRCS who is qualified to do plan monitoring – only 2 for WV available. One from Delaware and one from Iowa.
 - Discussed having to possibly add to closing costs an amount paid by landowner to cover monitoring cost..
- Approve proposed FY18 Budget *
 - Ms. Wheeler reviewed budget handout

- Mr. Quinn moved to accept annual budget as presented and the motion was seconded by Mr. Ober. The motion passed unanimously.
- Approve Perry & Associates bid for 3-year audit contract for \$13,350.00
 - Only 1 of 3 auditors responded.
 - Mr. Kercheval moved to accept annual budget as presented and the motion was seconded by Mr. Ober. The motion passed unanimously.

Committee Reports

- Easement Committee
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

6:45 pm ----- Adjourn

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Jefferson County Farmland Protection Board

12/11/17

Balance Sheet

Accrual Basis

As of November 30, 2017

	Nov 30, 17
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,580,278.30
BCT - Easement Acquisition Fund	39,969.64
Bank of Charles Town	194,882.14
BCT - Fundraising Account	1,012.23
BCT - Stewardship Account	12,682.82
Total Checking/Savings	2,828,825.13
Other Current Assets	
Transfer Taxes Receivable	55,353.10
Legal Retainer	3,000.00
Total Other Current Assets	58,353.10
Total Current Assets	2,887,178.23
Fixed Assets	
Computer Equipment	1,663.73
Total Fixed Assets	1,663.73
TOTAL ASSETS	2,888,841.96
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	15,292.59
Total Other Current Liabilities	15,292.59
Total Current Liabilities	15,292.59
Total Liabilities	15,292.59
Equity	
Reserved for Encumbrances	2,649,856.76
Reserved for Farmland Protect.	571,250.75
Net Income	-347,558.14
Total Equity	2,873,549.37
TOTAL LIABILITIES & EQUITY	2,888,841.96

12:41 PM

12/11/17

Accrual Basis

Jefferson County Farmland Protection Board

Profit & Loss

November 2017

	Nov 17
Ordinary Income/Expense	
Income	
Transfer Tax	55,353.10
Interest/Dividends	1,488.40
Contributions Income	64.41
	<hr/>
Total Income	56,905.91
Expense	
Dues and Subscriptions	49.00
Licenses and Permits	100.00
Professional Fees	
Accounting	525.00
Computer Support	78.00
Consulting/Contract	303.30
	<hr/>
Total Professional Fees	906.30
Total Expense	1,055.30
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Net Ordinary Income	55,850.61
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Net Income	<u>55,850.61</u>

Jefferson County Farmland Protection Board

12/11/2017 12:42 PM

Register: Bank of Charles Town

From 11/01/2017 through 11/30/2017

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
11/02/2017			BCT - ICS	Funds Transfer	4.50	X		195,831.36
11/13/2017	3917	United Bankcard	Professional Fees:Com...	P-Card Wheeler	39.00			195,792.36
11/14/2017			Transfer Taxes Receiva...	Deposit		X	97,923.15	293,715.51
11/15/2017			BCT - ICS	Funds Transfer	97,923.15	X		195,792.36
11/30/2017			Interest/Dividends	Interest		X	106.08	195,898.44
11/30/2017	3918	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice No. 17-...	525.00			195,373.44
11/30/2017	3919	Lancaster Farming	Dues and Subscriptions	Customer 6148...	49.00			195,324.44
11/30/2017	3920	Torri Martin	Professional Fees:Cons...	Invoice No. 009	303.30			195,021.14
11/30/2017	3921	United Bankcard	-split-	P-Card Wheeler	139.00			194,882.14

Jefferson County Farmland Protection Board

Administrator's Monthly Report ...November 13, 2017

Easement Progress:

- AAA (Gap View Farm): Closed September 27, signed by Louis Aspey, David Ober.
- 2016 ACEP/ALE: ZZ and EEE Baselines completed.
- 2017 ACEP ALE: JJJ (279.9 acres) – Yellow Book appraisal completed (\$3,997.57/acre). Landowner's SS# entered incorrectly at FSA office, delayed AGI verification past federal deadline (9/30/17). The application will roll over to FY18; I am waiting for NRCS guidance. Meeting with the landowner October 10.
- 2014-15 RCPP picks: HHH (278 acres), III (243 acres).

Total Funding for HHH, III, JJJ: \$2,711,067, Board match: \$1,385,570

Easement Applicants:

- Pending application for 80 acres in Shepherdstown, Battle of Williamsport study area. Eligible for ABPP and NRCS.
- Application for 150 of 300 acres, Charles Town-Middleway, ABPP-eligible. Landowners determining areas to exclude from the easement.
- Application for 90 acres in Shepherdstown district abutting III (278 acres), also Writt easement.
- Application for 90 acres, Bloomery area, Charles Town
- Application for 80 acres, Harpers Ferry

FY18 Application Schedule

- November 14: NRCS signup deadline
- December 4 – 15: Counties and WV ALPA ranking and funding match allocations
- Jan 5 all applications submitted in NRCS matrix

Easement policy/ issues:

- WV Association meeting October 19 to discuss formal statement to NRCS re: issues to date: Termination of single-point agreement, omission of IRS-compliant extinguishment/condemnation language in deed template, Subdivision prohibition, NRCS requirement that any feature that scores points in the matrix application must generate a required practice, "Bird language".
- State Conservationist proposed on Sept. 7 a working group w/ farmland protection board representatives, NRCS staff to address ALE Plan issues.
- Discussed WV deed template concerns on 10/28 at Land Trust Alliance conference with Jerome Faulkner (Deputy Chief of Programs) and Kim Berns, Director, Easement Programs Division. (See Kim Berns follow-up email)
- Justification for removal of "bird language" from NRCS deed template.

Easement Monitoring:

- Completed visits to David Gray on 11/8, Lewis and Latterell 1/13

Legislative watch:

- Met with State Conservation Districts and Farm Bureau at state meetings October 16 and 18 to request support to prevent attempts to revise the WV Code to utilize the county transfer tax enacted solely for farmland protection for various other purposes.

Outreach:

- Article in 10/4/17 Spirit about the Gap View Farm easement.

Administration:

- Pill & Pill (our closing attorney) requests that we find another closing attorney – easement legal work is not fitting their operations. They will carry through with ZZ and EEE. Possible replacements: Steve Kershner, Randy Conrad.
- Pending: annual audit
- Schedule Easement Committee meetings to coordinate with WVALPA and NRCS deadline for Dec. 11 Board meeting.
- Fall Monitoring schedule: See attached schedule

Fundraising/outreach: Planning for Gap View recognition event in Spring 2018.

Projects in process:

- Annual report
- FY 18 NRCS application paperwork

Events/Meetings:

- October 16, Flatwoods; WV Conservation District Meeting
- October 17, Petersburg; WV Association of Farmland Protection Boards
- October 18 WV State Technical Committee Meeting, and NRCS meeting re: RCPP
- October 19 WV Agricultural Land Protection Authority quarterly meeting
- October 25 – 29 LTA Conference, Denver, CO