

Jefferson County Farmland Protection Board

Board Meeting.....Monday, December 11, 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: November 13, 2017 *

Treasurer's Report *

Administrator's Report

New Business:

- Consider for approval: Consider for Approval: FY2018 Applications for NRCS matching funds:
 - Property WW, 80 acres, +/-, \$4,300/acre (ACEP/ALE funding match)*
 - Property LLL 150 acres +/-, \$3,800/acre (ABPP funding match)*
 - Property MMM 94.34 acres +/- \$3,400/acre (RCPP funding match)*
 - Property NNN 96.25 acres +/- \$3,800/acre (RCPP funding match)*
 - Property OOO, 142.2 acres +/-, \$4,000/acre (ACEP/ALE funding match)*
- Discuss alternatives for funding easement purchases without Federal matching funds.
- Discuss alternatives for funding stewardship costs for NRCS easements with ALE Plans.

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

Board Meeting.....Tuesday, December 12, 2017

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

MEETING MINUTES

5:29 pmCall to Order and Opening Remarks

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

Introduction of Guests:

- None

Approval of Minutes of Previous Meeting: November 13, 2017

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

Treasurer's Report

- Ms. Wheeler presented the Treasurer's report.
 - Mr. Ober moved to accept both the November Treasurer's Report as presented and the motion was seconded by Mr. Diehl. The motion passed unanimously.

Administrator's Report

- No further additions from written report.

New Business:

- Consider for approval: FY2018 Applications for NRCS matching funds:
 - Property WW, 80 acres, +/-, \$4,300/acre (ACEP/ALE funding match)
 - Property LLL 150 acres +/-, \$3,800/acre (ABPP funding match)
 - Property MMM 94.34 acres +/- \$3,400/acre (RCPD funding match)
 - Property NNN 96.25 acres +/- \$3,800/acre (RCPD funding match)
 - Property OOO, 142.2 acres +/-, \$4,000/acre (ACEP/ALE funding match)

Mr. Quinn recused himself from voting on Property WW.

Mr. Ober moved to approve Property WW for submission to the Federal Government for funding provided the letter notifying the owner of the submission state that the Board's decision to fund the easement is contingent on an ACEP/ALE acceptable to all parties (including the Board). The motion was seconded by Mr. Diehl. The motion passed unanimously (with Mr. Quinn not voting).

Mr. Ober moved to approve Properties MMM, NNN and OOO for submission to the Federal Government for funding provided the letter notifying the owner of the submission state that the Board's decision to fund the easement is contingent on an ACEP/ALE acceptable to all parties (including the Board). The motion was seconded by Mr. Diehl. The motion passed unanimously

Mr. Quinn moved to approve Property LLL for submission to ABPP for funding. The motion was seconded by Mr. Ober. The motion passed unanimously.

- The Board discussed alternatives for funding stewardship costs for NRCS easements with ALE Plans.

No Committee Reports were given

6:15 pm ----- Adjourn

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Jefferson County Farmland Protection Board
Balance Sheet
As of December 31, 2017

	<u>Dec 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,631,852.79
BCT - Easement Acquisition Fund	40,285.83
Bank of Charles Town	196,393.51
BCT - Fundraising Account	1,012.79
BCT - Stewardship Account	12,689.82
Total Checking/Savings	<u>2,882,234.74</u>
Other Current Assets	
Transfer Taxes Receivable	54,141.62
Legal Retainer	3,000.00
Total Other Current Assets	<u>57,141.62</u>
Total Current Assets	2,939,376.36
Fixed Assets	
Computer Equipment	1,663.73
Total Fixed Assets	<u>1,663.73</u>
TOTAL ASSETS	<u>2,941,040.09</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	32,733.72
Total Other Current Liabilities	<u>32,733.72</u>
Total Current Liabilities	<u>32,733.72</u>
Total Liabilities	32,733.72
Equity	
Reserved for Encumbrances	2,649,856.76
Reserved for Farmland Protect.	571,250.75
Net Income	-312,801.14
Total Equity	<u>2,908,306.37</u>
TOTAL LIABILITIES & EQUITY	<u>2,941,040.09</u>

Jefferson County Farmland Protection Board
Profit & Loss
December 2017

	<u>Dec 17</u>
Ordinary Income/Expense	
Income	
Transfer Tax	54,141.62
Interest/Dividends	1,567.43
Contributions Income	294.04
Total Income	<u>56,003.09</u>
Expense	
Advertising & Marketing Expense	3.08
Dues and Subscriptions	260.00
Office Supplies	85.47
Postage and Delivery	39.20
Printing and Reproduction	117.50
Professional Fees	
Computer Support	39.00
Total Professional Fees	<u>39.00</u>
Salary & Benefits Expense	17,441.13
Supplies	30.99
Telephone	150.00
Travel & Ent	
Travel	81.87
Total Travel & Ent	<u>81.87</u>
Total Expense	<u>18,248.24</u>
Net Ordinary Income	37,754.85
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Costs	
Appraisals	3,000.00
Total Easement Costs	<u>3,000.00</u>
Total Current Year Encumbrances	<u>3,000.00</u>
Total Other Expense	<u>3,000.00</u>
Net Other Income	<u>-3,000.00</u>
Net Income	<u><u>34,754.85</u></u>

Jefferson County Farmland Protection Board

1/22/2018 3:14 PM

Register: Bank of Charles Town

From 12/01/2017 through 12/31/2017

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>
12/02/2017	3922	Elizabeth Wheeler	-split-	November Exp...	107.10	X		194,775.04
12/26/2017			Transfer Taxes Receiva...	Deposit		X	55,355.25	250,130.29
12/26/2017			BCT - ICS	Funds Transfer	50,145.29	X		199,985.00
12/31/2017			Interest/Dividends	Interest		X	108.52	200,093.52
12/31/2017	3924	Progressive Printing	Printing and Reproduct...	Invoice #57936	117.50			199,976.02
12/31/2017	3925	W.B. Mason Co., Inc.	Supplies	Invoice No. 150...	30.99			199,945.03
12/31/2017	3926	Myers & Woods App...	Current Year Encumbr...	Invoice No. 17-...	3,000.00			196,945.03
12/31/2017	3927	WVAFBs	Dues and Subscriptions	FY18 Dues	260.00			196,685.03
12/31/2017	3928	Elizabeth Wheeler	-split-	December Exp...	163.97			196,521.06
12/31/2017	3929	United Bankcard	-split-	P-Card Wheeler	127.55			196,393.51

Jefferson County Farmland Protection Board

Administrator's Monthly Report ... December 11, 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) – The application rolled over to FY18; NRCS guidance forthcoming.
- 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:

- Meeting Tuesday December 12 with owner of ABPP-eligible property with Land Trust of E. Panhandle, JC Historic Landmarks Commission. 150 acres +/-.

NRCS FY18 Application Schedule

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

Easement policy/ issues:

- Removal of "bird language" from NRCS deed template approved for Monroe County easement in November. I am using the deed template w/o the bird language and including IRS-compliant extinguishment/condemnation language for upcoming easements.

Easement Monitoring:

- Completed visits: Latterell, Lewis, Henshaw, Morgan, Stehr, Nicewarner, The Bower, Claymont, Donley properties (3), Ellis, Pamplin, Witt, Willis, Printz, Moore. Pending: Burch.

Legislative watch:

Preparing for next legislative session with WV farmland protection boards.

Outreach:

- Organizing farm tour on Wednesday, December 13 for NRCS national staff. Lavonne Paden and Jane Tabb will help lead the tour. Farms: Stine (Elmwood), Twin Ridge, Gap View Farm.

Administration:

- Pending: annual audit

Fundraising/outreach:

- FaceBook's December 4 Giving Tuesday appeal brought \$2,030 in donations. Thank-you letters sent.
- Planning for Gap View recognition event. Tentative date: Sunday, May 20.

Projects in process:

- Annual report
- FY 18 NRCS application paperwork

Events/Meetings:

- January 16, Petersburg: WV Association of Farmland Protection Boards