

Jefferson County Farmland Protection Board

Board Meeting.....Monday, February 12, 2018
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: Matthew Pennington , Environmental Program Coordinator, Eastern Panhandle Regional Planning & Development Council

Approval of Minutes of Previous Meeting: December 12, 2017 *

Treasurer's Report *

Administrator's Report

New Business:

- **Consider for Approval:** Submission of Proposal: Berkeley and Jefferson County Farmland Protection Program Best Management Practice Implementation, DEP Chesapeake Bay Implementation Grants. *
- **Consider for approval:** Annual report text *
- **Consider for approval:** Monitoring Reports (Fall 2017) for Latterell, Lewis, Henshaw, Moore, Morgan, Stehr, Nicewarner, The Bower, Claymont, three Donley properties (Samuel, Shannon, William), Ellis, Gray, Pamplin, Stehr, Writt, Willis, Printz, Moore, Burch, McCormick *
- **Consider for approval:** Amended application of Property LLL for 280-acre ABPP easement composed of three parcels. *
- Consider approval of the LTEP's co-holding terms for proposed ABPP easement for property LLL: If they are the lead holder, to request from the landowner \$5,000 stewardship fee per each of three parcels that compose the property.
- **Consider for Approval:** 2017 Audit Report from Perry & Associates *
- Discuss Board member participation in ALE Plan meetings with landowners.

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.....Monday, February 12, 2018

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

MEETING MINUTES DRAFT

5:02 pmCall to Order and Opening Remarks

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

Introduction of Guests:

- Matthew Pennington, Environmental Program Coordinator, Eastern Panhandle Regional Planning & Development Council

Approval of Minutes of Previous Meeting: December 12, 2017

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

Treasurer's Report

- Ms. Wheeler presented the Treasurer's report for January, 2017 and the 2017 4Q Quarterly Report.
 - Mr. Kercheval moved to accept the January Treasurer's Report and the 2017 4Q Quarterly Report as presented and the motion was seconded by Mr. Diehl. The motion passed unanimously.

Presentation by Matthew Pennington

- Matt gave the Board a presentation on obtaining easement funding through the DEP Chesapeake Bay Implementation Grants. Mr. Ober moved that the Board endorse and authorize the Administrator to proceed with plans to obtain funding through this Program in conjunction with the Berkeley County Farmland Protection Board. Mr. Diehl seconded. The motion passed unanimously.

Administrator's Report

- No further additions from written report.

New Business:

- **Consider for Approval:** Monitoring Report (Fall 2017) for McCormick Easement.

Mr. Diehl moved to approve the Monitoring Report for the McCormick Easement. The motion was seconded by Mr. Ober. The motion passed unanimously.

- **Consider for Approval:** Amended application of Property LLL for 280-acre ABPP easement composed of three parcels.

Mr. Glenn moved to accept the amended application of Property LLL subject to the owner's acceptance of a counteroffer of a purchase price of \$4,300 per acre as established by a yellow book appraisal. The motion was seconded by Mr. Kercheval. The motion passed unanimously.

- **Consider for Approval:** LTEP's co-holding terms for proposed ABPP easement for property LLL: If they are the lead holder, to request from the landowner \$5,000 stewardship fee per each of three parcels that compose the property.

Mr. Glenn moved to agree to LTEP's co-holding terms for the LLL easement and permit LTEP to request from the LLL landowner \$5,000 stewardship fee per each of three parcels that compose the property. The motion was seconded by Mr. Diehl. The motion passed unanimously.

- **Consider for Approval:** 2017 Audit Report from Perry & Associates

Mr. Glenn moved to accept the 2017 Audit Report from Perry & Associates. The motion was seconded by Mr. Ober. The motion passed unanimously.

- **Consider for approval:** Annual report text

Mr. Glenn moved to accept the annual report text as drafted by the Administrator, subject to non-substantive comments from the Board. The motion was seconded by Mr. Kercheval. The motion passed unanimously.

- **Discuss Board** member participation in ALE Plan meetings with landowners. The Easement Committee recommended that Board members attend these meetings on a rotating basis. No action was taken on the recommendation.

No Committee Reports were given

7:20 pm ----- Adjourn

Jefferson County Farmland Protection Board
Balance Sheet
As of February 28, 2018

	<u>Feb 28, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,781,270.05
BCT - Easement Acquisition Fund	42,748.29
Bank of Charles Town	136,957.78
BCT - Fundraising Account	1,013.85
BCT - Stewardship Account	12,703.16
Total Checking/Savings	<u>2,974,693.13</u>
Other Current Assets	
Transfer Taxes Receivable	51,062.80
Legal Retainer	3,000.00
Total Other Current Assets	<u>54,062.80</u>
Total Current Assets	<u>3,028,755.93</u>
Fixed Assets	
Computer Equipment	1,663.73
Total Fixed Assets	<u>1,663.73</u>
TOTAL ASSETS	<u><u>3,030,419.66</u></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	<u>32,733.72</u>
Equity	
Reserved for Encumbrances	1,943,252.50
Reserved for Farmland Protect.	571,250.75
Net Income	483,182.69
Total Equity	<u>2,997,685.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,030,419.66</u></u>

Jefferson County Farmland Protection Board
Profit & Loss
February 2018

	<u>Feb 18</u>
Ordinary Income/Expense	
Income	
Transfer Tax	44,393.61
Interest/Dividends	1,687.66
Contributions Income	153.45
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Total Income	46,234.72
Expense	
Advertising & Marketing Expense	26.92
Conferences Education & Training	45.00
Professional Fees	
Audit	4,266.00
Computer Support	78.00
Consulting/Contract	392.50
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Total Professional Fees	4,736.50
Supplies	46.70
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Total Expense	4,855.12
Net Ordinary Income	41,379.60
Other Income/Expense	
Other Income	
Prior Years Encumbrances	
Easement Costs	
Survey	-350.00
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Total Easement Costs	-350.00
Total Prior Years Encumbrances	-350.00
	<hr/>
Total Other Income	-350.00
Other Expense	
Current Year Encumbrances	
Easement Costs	
Land Trust of EP - Monitoring	5,000.00
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Total Easement Costs	5,000.00
Total Current Year Encumbrances	5,000.00
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Total Other Expense	5,000.00
Net Other Income	-5,350.00
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Net Income	<u>36,029.60</u>

Jefferson County Farmland Protection Board

3/12/2018 4:13 PM

Register: Bank of Charles Town
 From 02/01/2018 through 02/28/2018
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/02/2018	3934	Land Trust of Easter...	Current Year Encumbr...	Easement Moni...	5,000.00			136,506.20
02/08/2018	3938	Torri Martin	Professional Fees:Cons...	Inv. 011	392.50	X		136,113.70
02/12/2018	3939	United Bankcard	-split-		65.92	X		136,047.78
02/15/2018			Transfer Taxes Receiva...	Deposit		X	47,472.43	183,520.21
02/16/2018			BCT - ICS	Funds Transfer	41,888.63	X		141,631.58
02/28/2018			Interest/Dividends	Interest		X	72.90	141,704.48
02/28/2018	3940	Perry & Associates	Professional Fees:Audit	Invoice No. 86...	3,950.00			137,754.48
02/28/2018	3941	United Bankcard	-split-	Wheeler P-Card	84.00			137,670.48
02/28/2018	3942	WV State Auditor	Professional Fees:Audit	Invoice No. 17...	316.00			137,354.48
02/28/2018	3943	W.B. Mason Co., Inc.	Supplies	Invoices 52825...	46.70			137,307.78
02/28/2018	3944	Torri Martin	Professional Fees:Cons...	VOID: Invoice ...		X		137,307.78
02/28/2018	3945	Ed Johnson & Associ...	Prior Years Encumbran...	Invoice 1120	350.00			136,957.78

Jefferson County Farmland Protection Board

Administrator's Monthly Report ... February 12, 2018

Easement Progress:

- 2016 ACEP/ALE: ZZ and EEE – Under NRCS review. NRCS District Conservationist Tim Canfield is working on ALE Plans. We will need to meet with landowners and NRCS.
- 2017 ACEP ALE: JJJ (279.9 acres) – The application rolled over to FY18.
- 2014-15 RCPP picks: HHH (278 acres), III (243 acres). Submitted to NRCS in May 2017, still not reviewed.
- Total Funding for HHH, III, JJJ: \$2,711,067, Board match: \$1,385,570

Easement Applicants:

- Property LLL – prospective ABPP applicant amended their application to 280 acres (entire farm).
- 2018 NRCS Applications: WW and OOO applications uploaded to NRCS file share.
- MMM and NNN are below NRCS minimum points. Possible 2019 RCPP applicants.

Easement Inquiries: 1/12/2018: 215 acres, Shepherdstown District

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.
- The WV Authority, in collaboration with county boards, has submitted a template that would omit the bird language and incorporate the Extinguishment Language changed to be WV and IRS compliant, and provide for the following possibilities:
 - NRCS only on part of the deed of easement
 - Land Trust and Authority co-holders and/or contributors of money
 - Bargain sale, with a donation by the landowner

Easement Monitoring:

- Completed Fall visits: Latterell, Lewis, Henshaw, Moore, Morgan, Stehr, Nicewarner, The Bower, Claymont, three Donley properties (Samuel, Shannon, William), Ellis, Gray, Pamplin, Stehr, Writt, Willis, Printz, Moore, Burch, McCormick.

Legislative watch:

Legislative session activities: Vice-president of WV Association of FPBs delivered Jefferson County's fact sheet to our representatives on Ag Day at the Capitol. (see handout)

SB 151 – Appropriations Supremacy Act – possible threat to State Farmland Protection Funding, and other special revenue accounts not Constitutionally protected.

HB 2932 – Article 12. Conservation and Preservation Easements. (Right of first refusal to purchase land upon which a conservation easement exists.) Submitted by Ron Walters, Kanawha

HB 447 - Senator Dave Sypolt is sponsoring a new bill that corrects flaws in the current post mortem bill regarding conservation easements.

Administration:

- Annual Audit is complete – no issues.
- BCT increased ICS account interest rate from .65% to .75% effective January 3, 2018
- Received proposals for legal services from Steve Kershner and Randy Conrad.

Fundraising/outreach:

- NRCS farm tour on December 12 successful.
- Proposal re: ALE Plans: Counties can opt to have NRCS prepare ALE Plans, or to hire approved Conservation Planners. Contractors' plans are subject to NRCS approval. Berkeley-Jefferson proposal would pursue this avenue through a grant with Region 9. The grant would pay for the TSP provider, produce a ALE Plan manual, and provide training for ALE Plan monitoring.
- Proposal re: public awareness: Working with WV Rivers Coalition, which is submitting a proposal to the Land and Water Initiative for the Eastern Panhandle Conservation Group to conduct a public awareness campaign to educate and excite people about conservation and its values (particularly for water).
- Gap View recognition event. Tentative date: Sunday, May 20.

Projects in process:

- Annual report

Events/Meetings:

- January 16 - Petersburg: WV Association of Farmland Protection Boards
- January 17 – Flatwoods: Conservation Districts meeting
- January 18 – Charleston: WV Agricultural Land Protection Authority quarterly meeting
- March 9 - Winchester: Forum for Rural Innovation

February 13 – 16 – Taking vacation time to care for father in Oregon.