

**Jefferson County Farmland Protection Board**  
**Board Meeting.....Tuesday February 18, 2020**  
**Jefferson County Development Authority Conference Room**  
**1948 Wiltshire Road, Kearneysville, WV 25430**

**MEETING MINUTES**

- 5:27 pm.....Call to Order and Opening Remarks \* Action item
- Meeting called to order by President Mr. Glenn
  - Attending the meeting were Mr. Kercheval, Ms. Johnson, Ms. Tabb, Mr. Quinn and Ms. Wheeler. Absent – Ms. Tabb, Mr. Perry, JCDA representative.

**Introduction of Guests:**

- Grant Smith, LTEP

**Approval of Minutes of Previous Meeting: Monday, January 13, 2020\***

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

**Approval of Minutes of Previous Special Meeting: Friday, January 31, 2020\***

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

**Treasurer's Report \***

- Ms. Wheeler presented the December Treasurer's report.
  - Mr. Glenn moved to accept Treasurers Report as presented and the motion was seconded by Mr. Quinn. The motion passed unanimously.

**Administrator's Report**

- No further additions from written report

**New Business:**

**Consider for Approval:** Letter to owner of Property OOO regarding notification and approval requirements for tree removal and ground-disturbing activities. \*

- Board discussed concerns, reviewed letter advising of concerns. Agreed to send letter and discuss without landowner.
- Land Trust is lead easement holder, will send letter and communicate to landowner.
- Mr. Glenn moved to approve sending letter and the motion was seconded by Ms. Johnson. The motion passed unanimously.

**Consider for approval:** Perry & Associates Regular Audit for the year ended June 30, 2019. \*

- Ms Wheeler reviewed audit, no material findings.
- Mr. Glenn moved to approve audit report and the motion was seconded by Ms. Kercheval. The motion passed unanimously.

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 February 29, 2020

	<u>Feb 29, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BCT - ICS	3,581,120.05
BCT - Easement Acquisition Fund	99,654.14
Bank of Charles Town	145,022.97
BCT - Fundraising Account	1,039.86
BCT - Stewardship Account	14,029.54
Total Checking/Savings	<u>3,840,866.56</u>
Other Current Assets	
Transfer Taxes Receivable	134,325.42
Legal Retainer	3,000.00
Total Other Current Assets	<u>137,325.42</u>
Total Current Assets	<u>3,978,191.98</u>
Fixed Assets	
Furniture & Fixtures	4,487.90
Computer Equipment	5,676.27
Total Fixed Assets	<u>10,164.17</u>
<b>TOTAL ASSETS</b>	<u><u>3,988,356.15</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	37,559.57
Total Other Current Liabilities	<u>37,559.57</u>
Total Current Liabilities	<u>37,559.57</u>
Total Liabilities	37,559.57
Equity	
Reserved for Encumbrances	1,806,198.50
Reserved for Farmland Protect.	1,585,191.54
Net Income	559,406.54
Total Equity	<u>3,950,796.58</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,988,356.15</u></u>

## Jefferson County Farmland Protection Board

## Profit &amp; Loss

February 2020

03/09/20

Accrual Basis

	<u>Feb 20</u>
Ordinary Income/Expense	
Income	
Transfer Tax	67,853.50
Interest/Dividends	5,335.96
Contributions Income	1,228.93
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Total Income	74,418.39
Expense	
Advertising & Marketing Expense	30.00
Dues and Subscriptions	314.99
Postage and Delivery	37.60
Professional Fees	
Computer Support	39.00
Consulting/Contract	1,189.35
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Total Professional Fees	1,228.35
Telephone	75.00
Travel & Ent	41.76
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Total Expense	1,727.70
Net Ordinary Income	72,690.69
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Net Income	<u>72,690.69</u>

Jefferson County Farmland Protection Board

3/9/2020 2:51 PM

Register: Bank of Charles Town

From 02/01/2020 through 03/09/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/10/2020	4114	Land Trust Alliance	Dues and Subscriptions	ID# 049075	300.00	X		146,244.43
02/10/2020	4115	James Walker	Professional Fees:Cons...	Invoices 34 an...	560.35	X		145,684.08
02/18/2020	4116	James Walker	Professional Fees:Cons...	Invoice No. 036	340.00	X		145,344.08
02/28/2020	4117	Elizabeth Wheeler	-split-	February Expe...	146.76			145,197.32
02/28/2020	4118	Sheriff of Jefferson C...	-split-	February P-Card	91.59			145,105.73
02/28/2020	4119	James Walker	Professional Fees:Cons...	Invoices #37 &...	289.00			144,816.73
02/29/2020			Interest/Dividends	Interest		X	206.24	145,022.97
03/02/2020			Transfer Taxes Receiva...	Deposit			66,471.92	211,494.89

*San Transk Taxes*

## Jefferson County Farmland Protection Board

### Administrative Monthly Report .... Monday March 9, 2020

#### Easement Status:

- Property LLL (295ac) Submitted 14.545 Farmland easement for March 19 County Commission approval.
- Property LLL: Prepared funding application for 282.6 ac to the WV Agricultural Land Protection Board, which announced a new funding round on March 3, with a submission deadline of April 9. This is a potential alternate source.
- Property LLL: As of March 6, ABPP and WVDACH have not responded to revised deed sent on Feb 18.
- Property LLL: Tentative meeting planned for March 14 with contractor to review the revision of the baseline. Have re-written narrative and obtained supporting materials and maps with assistance from the American Battlefield Trust.
- Property HHH (278 ac) – Tim Canfield says minor changes were made in ALE Plan. Baseline approved 2/28/2020. Surveyor mistake caused delay with deed, baseline, affidavit.
- Property JJJ (280 acres) Need to submit approved ALE Plan for NRCS final review and approval.

#### Inquiries:

2/20/2020: Kabletown: 128 acres

3/4/2020: Middleway 100 acres

3/6/2020: Charles Town: 90 acres

Application: Shepherdstown, 158 acres, addition to existing 60 ac easement.

#### Projects in process:

Board policy to review: When a property owner submits an application for a property that is listed for sale.

Strategic Plan Update: Board member recruitment: please give me suggestions.

#### Meetings:

March 12 – RCPP meeting, Petersburg

March 26 – WV Rivers Safe Water Collaborative

April 9: WV Association of Farmland Protection Boards