

# Jefferson County Farmland Protection Board

Board Meeting - Monday April 13, 2020

Conference Call # 605-313-5436

Access code: 453327#

## AGENDA

\* Action item

6:30 pm .....Call to Order and Opening Remarks

Approval of Minutes of Previous Meeting (March 9, 2020)\*

**Introduction of Guests:**

**Treasurer's Report \***

**Administrator's Report**

**New Business:**

1. Consider for approval: Acceptance of Application for 158 acres, Shepherdstown District \*
2. Consider for approval: Proposed solar panel installation for Property DD \*
3. Consider for approval: Monitoring reports for V, EE, Q, CC, ZZ, R1, R2, R3, U, AAA. \*

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 - Monday April 13, 2020

Conference Call # 605-313-5436

Access code: 453327#

## MEETING MINUTES

- 6:30 pm.....Call to Order and Opening Remarks \* Action item
- Meeting called to order by President Mr. Glenn
  - Attending the meeting were Ms. Wheeler, Ms. Johnson, Ms. Tabb, Mr. Quinn, and Mr. Perry.  
Absent – Mr. Kercheval, JCDA representative.

### Introduction of Guests:

- None

### Approval of Minutes of Previous Meeting (March 9, 2020)\*

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

### Treasurer's Report \*

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

### Administrator's Report

- No further additions from written report

### New Business:

1. Consider for approval: Acceptance of Application for 158 acres, Shepherdstown District \*
  - Board reviewed application, and received recommendation from easement committee.
  - Ms. Wheeler shared she has spoken to applicant about an approximately 2 acre "dogleg" with access to a parcel not proposed for easement. Applicant agreed to remove this small 2 acre area with a right of way easement from application.
  - Mr. Quinn moved to accept application and the motion was seconded by Ms. Johnson. The motion passed unanimously.
2. Consider for approval: Proposed solar panel installation for Property DD \*

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- Board reviewed proposal for solar panel installation, and received recommendation from easement committee.
  - Mr. Quinn moved to approve solar panel installation and the motion was seconded by Mr. Perry. The motion passed unanimously.
3. Consider for approval: Monitoring reports for V, EE, Q, CC, ZZ, R1, R2, R3, U, AAA. \*
- Received recommendation from easement committee that all properties were acceptable, only one minor issue with property EE having trash pile.
  - Ms. Wheeler will draft letter to EE, asking for trash removal by the next year's monitoring visit.
  - Ms. Johnson moved to approve monitoring reports and letter to property EE and the motion was seconded by Mr. Perry. The motion passed unanimously.

### **Public Comments**

- None

### **7:10 Adjourned**

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## Jefferson County Farmland Protection Board

## Balance Sheet

As of March 31, 2020

	<u>Mar 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BCT - ICS	3,704,570.08
BCT - Easement Acquisition Fund	101,813.61
Bank of Charles Town	99,735.23
BCT - Fundraising Account	1,041.40
BCT - Stewardship Account	13,049.44
Total Checking/Savings	<u>3,920,209.76</u>
Other Current Assets	
Transfer Taxes Receivable	63,250.00
Legal Retainer	3,000.00
Total Other Current Assets	<u>66,250.00</u>
Total Current Assets	<u>3,986,459.76</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>	<b><u>3,996,623.93</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	56,496.05
Total Other Current Liabilities	<u>56,496.05</u>
Total Current Liabilities	<u>56,496.05</u>
Total Liabilities	<u>56,496.05</u>
Equity	
Reserved for Encumbrances	1,806,198.50
Reserved for Farmland Protect.	1,585,191.54
Net Income	548,737.84
Total Equity	<u>3,940,127.88</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>3,996,623.93</u></b>

Jefferson County Farmland Protection Board  
Profit & Loss  
March 2020

	<u>Mar 20</u>
Ordinary Income/Expense	
Income	
Transfer Tax	63,250.00
Interest/Dividends	5,838.25
Contributions Income	1,010.00
Total Income	<u>70,098.25</u>
Expense	
Dues and Subscriptions	14.99
Postage and Delivery	24.00
Professional Fees	
Computer Support	39.00
Consulting/Contract	1,210.20
Total Professional Fees	<u>1,249.20</u>
Salary & Benefits Expense	18,936.48
Telephone	75.00
Travel & Ent	
Travel	38.57
Total Travel & Ent	<u>38.57</u>
Total Expense	<u>20,338.24</u>
Net Ordinary Income	49,760.01
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Acquisition	57,117.00
Easement Costs	
Settlement Charges	3,321.00
Total Easement Costs	<u>3,321.00</u>
Total Current Year Encumbrances	<u>60,438.00</u>
Total Other Expense	<u>60,438.00</u>
Net Other Income	-60,438.00
Net Income	<u><u>-10,677.99</u></u>

Jefferson County Farmland Protection Board

4/10/2020 3:19 PM

Register: Bank of Charles Town  
 From 03/01/2020 through 03/31/2020  
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/02/2020			Transfer Taxes Receiva...	Deposit		X	66,471.92	211,494.89
03/02/2020			BCT - ICS	Funds Transfer	62,147.17	X		149,347.72
03/13/2020			Transfer Taxes Receiva...	Deposit		X	67,862.79	217,210.51
03/13/2020			BCT - ICS	Funds Transfer	67,448.86	X		149,761.65
03/18/2020	4120	Conrad Legal Corpor...	-split-	14.5 Acre Ease...	60,438.00	X		89,323.65
03/24/2020	4121	James Walker	Professional Fees:Cons...	Invoices 39, 40...	931.20	X		88,392.45
03/25/2020			BCT - ICS	Funds Transfer		X	10,676.35	99,068.80
03/31/2020			Interest/Dividends	Interest		X	205.79	99,274.59
03/31/2020	4122	Sheriff of Jefferson C...	-split-	Wheeler PCard	77.99			99,196.60
03/31/2020	4123	Elizabeth Wheeler	-split-	March Expense...	113.57			99,083.03
03/31/2020	4124	James Walker	Professional Fees:Cons...	Invoice No. 042	279.00			98,804.03
03/31/2020			BCT - ICS	Funds Transfer		X	931.20	99,735.23

## Jefferson County Farmland Protection Board

### Administrative Monthly Report .... Monday, April 13, 2020

#### Easement Status:

##### Property LLL:

- Submitted funding application for 282.6 ac to the WV Agricultural Land Protection Board. This is a potential alternate source.
- ABPP responded on April 10 to my query about the status of the revised deed sent on Feb 18. They said they would obtain WVDACH input next week and send to us “shortly.” We replied to ABPP that landowners expect to have final deed by April 30.
- Meeting with contractor to review the revision of the baseline is on hold. Have re-written narrative and obtained supporting materials and maps with assistance from the American Battlefield Trust.
- Property HHH (278 ac) – Easement has been approved by the State Conservationist, and I am working on pre-closing documents. This project has federal share under \$500,000, so is not subject to additional federal review.
- Property JJJ (280 acres) Working on pre-closing documents for package to be sent to DC for review. This is necessary because the federal share is over \$500,000.
- Working to get County Commission approval for HHH and JJJ at April 30 meeting.

New Application: Shepherdstown, 158 acres, an addition to existing 60 ac ABPP easement. This is a potential ABPP project. The landowner is opting out of having a co-holder. Landowner may exclude small “dogleg” abutting 5-acre exception parcel to eliminate any issues with future RoW access.

Monitoring: All the Spring visits have been uneventful so far. Easement Committee approved V, EE, Q, CC, ZZ, R1, R2, R3, U, AAA. EE has a trash pile that should be removed. Letter has been prepared to request removal of trash by April 2021.

On April 10, monitored RR, LL, and C. No issues.

#### Projects in process:

Annual report has gone to press. Mailing date TBA.

#### Financial:

- Donations: Received \$1,035 in gifts in the last month.
- ICS account interest rate has been reduced from 1.75% to 1.25% as of April 1, 2020

Strategic Plan Update: Am working at home, organizing succession planning documents.

#### Meetings:

April 9: WV Association of Farmland Protection Boards – phone meeting. Discussed Berkeley County’s success at closing an easement without NRCS staff presence.