

# Jefferson County Farmland Protection Board

**Board Meeting - Monday May 11, 2020**

**Conference Call # 605-313-5436**

**Access code: 453327#**

## MEETING MINUTES

\* Action item

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

- 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 (April 13, 2020)\*

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

### Treasurer's Report \*

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

### Administrator's Report

- No further additions from written report

### Public Comments

- None

**7:01 Adjourned**

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

## Balance Sheet

As of April 30, 2020

	<u>Apr 30, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BCT - ICS	3,721,845.55
BCT - Easement Acquisition Fund	101,980.06
Bank of Charles Town	146,069.44
BCT - Fundraising Account	1,042.90
BCT - Stewardship Account	13,068.21
Total Checking/Savings	<u>3,984,006.16</u>
Other Current Assets	
Transfer Taxes Receivable	107,279.46
Legal Retainer	3,000.00
Total Other Current Assets	<u>110,279.46</u>
Total Current Assets	<u>4,094,285.62</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>4,104,449.79</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	1,727,867.50
Reserved for Farmland Protect.	1,585,191.54
Net Income	734,894.70
Total Equity	<u>4,047,953.74</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,104,449.79</u></b>

## Jefferson County Farmland Protection Board

05/08/20

## Profit &amp; Loss

Accrual Basis

April 2020

	<u>Apr 20</u>
Ordinary Income/Expense	
Income	
Transfer Tax	107,279.46
Interest/Dividends	4,166.09
Contributions Income	20.00
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Total Income	111,465.55
Expense	
Advertising & Marketing Expense	600.83
Dues and Subscriptions	14.99
Printing and Reproduction	1,709.45
Professional Fees	
Accounting	525.00
Computer Support	39.00
Consulting/Contract	369.00
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Total Professional Fees	933.00
Telephone	75.00
Travel & Ent	
Travel	97.44
	<hr/>
Total Travel & Ent	97.44
Total Expense	3,430.71
Net Ordinary Income	108,034.84
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Costs	
Surveys	213.43
	<hr/>
Total Easement Costs	213.43
Total Current Year Encumbrances	213.43
Total Other Expense	213.43
Net Other Income	-213.43
Net Income	<u>107,821.41</u>

Jefferson County Farmland Protection Board

5/8/2020 4:07 PM

Register: Bank of Charles Town

From 04/01/2020 through 04/30/2020

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>
04/10/2020	4125	James Walker	Professional Fees:Cons...	Invoices 043 &...	369.00	X		99,366.23
04/14/2020			Transfer Taxes Receiva...	Deposit		X	63,254.45	162,620.68
04/14/2020			BCT - ICS	Funds Transfer	13,460.24	X		149,160.44
04/20/2020	4126	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice No. 20....	525.00			148,635.44
04/20/2020	4127	Keller Engineers, Inc.	Current Year Encumbr...	Invoice No. 03...	213.43			148,422.01
04/30/2020			Interest/Dividends	Interest		X	184.14	148,606.15
04/30/2020	4128	Eden Design	Advertising & Marketi...	invoice No. 6892	600.83			148,005.32
04/30/2020	4129	Progressive Printing	Printing and Reproduct...	Invoice No. 65...	1,709.45			146,295.87
04/30/2020	4130	Sheriff of Jefferson C...	-split-	Wheeler P-Car...	53.99			146,241.88
04/30/2020	4131	Elizabeth Wheeler	-split-	April Expenses	172.44			146,069.44

## Jefferson County Farmland Protection Board

### Administrative Monthly Report .... Monday, May 11, 2020

#### Easement Status:

##### Property LLL:

- New draft deed submitted to ABPP on Friday, May 1. I worked with the contractor to revise the baseline.
- In a parallel track, I have prepared documents for LLL Plan B purchase.
- LLL ABPP and Plan B documents submitted to Planning and Zoning and the County attorney for review.
- Meanwhile, the subdivision plat, on which everything else hinges, still has not been completed. The P&Z has returned it for more corrections. We cannot get the deed of easement approved until the subdivision plat is approved.
- Property HHH (278 ac) – Closing scheduled for Tuesday, May 26.
- Property JJJ (280 acres) - Closing scheduled for Tuesday, May 26.

#### New Application/Inquiry:

Charles Town District, possible 120 acres.

#### Projects in process:

Annual report was mailed in mid-April, and is posted on the website and on Face Book.

#### Financial:

Donations: Received \$2,245 in gifts in the last month. Several new donors.

Communication: Call/email April 29 from Rob Aitcheson asking JCFBPB about position on allowing solar arrays on farmland in advance of the May 5 Planning Commission meeting. I was unable to provide feedback from the Board.

Strategic Plan Update: Am working at home, organizing succession planning documents when not working on easements.