

# Jefferson County Farmland Protection Board

**Board Meeting - Monday June 8, 2020**

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

**Access code: 453327#**

## **MEETING MINUTES**

### **6:30 pm - Call to Order and Opening Remarks**

- Meeting was held via a conference call, with board members and guests calling in.
- Meeting called to order by President Glenn.
- Attendees - Mr. Glenn, Mr. Kercheval, Ms. Wheeler, Ms. Johnson, Ms. Tabb, Mr. Perry.
- Absent – Mr. Quinn, JCDA representative.

### **Approval of Minutes of Previous Meeting**

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

### **Introduction of Guests**

- Robert Aitcheson
- Eric Lewis

### **Presentation by Robert Aitcheson**

- Mr. Glenn recued himself from the meeting and Mr. Kercheval continued the meeting.
- Mr. Aitcheson provided information on the Proposed Solar Energy Facility via email and the conference call. The facility will house solar panels, but will not manufacture the panels. He expressed concern about the facility in regard to reducing farmland in JC, financial liability to the county during its operations and at the end of its life and potential environment hazards from battery and operational accidents and spills as well as decommissioning.
- JCC has final approval on any changes/amendments to the JC Comprehensive Plan
- Board did not state a position and will put the item on the Agenda for the next meeting.

### **Treasurer's Report**

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

### **Discussion of Financial Report with Eric Lewis**

- Mr. Lewis discussed the unique considerations for farmland protection financial reporting and answered board members specific financial questions.
- It was agreed that it would be beneficial to add additional line items to the monthly financial report which would show the "funds available for future easement purchases and future operating expenses"; and the "estimated monthly operating expenses".

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

**Administrator's Report**

- No further additions from the written report.

**Consider for approval**

- Monitoring reports for Properties D, C, G, L, Z, JJ, LL, RR \*
- Mr. Kercheval moved to accept Monitoring Reports as presented and the motion was seconded by Ms. Johnson. The motion passed unanimously.

**7:48 – Adjourned**

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## Jefferson County Farmland Protection Board

## Balance Sheet

As of May 31, 2020

	May 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BCT - ICS	2,610,460.85
BCT - Easement Acquisition Fund	105,868.19
Bank of Charles Town	87,576.72
BCT - Fundraising Account	1,044.45
BCT - Stewardship Account	13,087.63
Total Checking/Savings	2,818,037.84
Other Current Assets	
Transfer Taxes Receivable	68,267.10
Legal Retainer	3,000.00
Easement Option	10,000.00
Total Other Current Assets	81,267.10
Total Current Assets	2,899,304.94
Fixed Assets	
Furniture & Fixtures	4,487.90
Computer Equipment	5,676.27
Total Fixed Assets	10,164.17
<b>TOTAL ASSETS</b>	<b>2,909,469.11</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	56,496.05
Total Other Current Liabilities	56,496.05
Total Current Liabilities	56,496.05
Total Liabilities	56,496.05
Equity	
Reserved for Encumbrances	1,727,867.50
Reserved for Farmland Protect.	1,585,191.54
Net Income	-460,085.98
Total Equity	2,852,973.06
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,909,469.11</b>

## Jefferson County Farmland Protection Board

## Profit &amp; Loss

May 2020

06/08/20

Accrual Basis

	May 20	Jul '19 - May 20
Ordinary Income/Expense		
Income		
Transfer Tax	68,267.10	810,113.90
Interest/Dividends	3,594.21	56,906.06
Contributions Income	3,732.53	52,140.77
Total Income	75,593.84	919,160.73
Expense		
Event Expense	0.00	200.00
Advertising & Marketing Expense	0.00	3,062.47
Bank Service Charges	-60.00	-60.00
Conferences Education Training	0.00	1,444.92
Dues and Subscriptions	14.99	936.50
Licenses and Permits	0.00	15.00
Miscellaneous	21.89	21.89
Office Supplies	106.81	165.29
Postage and Delivery	0.00	179.70
Printing and Reproduction	0.00	1,819.71
Professional Fees		
Accounting	0.00	2,100.00
Audit	0.00	4,320.00
Computer Support	39.00	541.00
Consulting/Contract	365.50	14,531.55
Total Professional Fees	404.50	21,492.55
Salary & Benefits Expense	0.00	56,496.05
Supplies	0.00	318.12
Telephone	75.00	825.00
Travel & Ent		
Meals	0.00	289.00
Travel	0.00	1,839.18
Travel & Ent - Other	81.78	523.76
Total Travel & Ent	81.78	2,651.94
Total Expense	644.97	89,569.14
Net Ordinary Income	74,948.87	829,591.59
Other Income/Expense		
Other Income		
Prior Years Encumbrances	0.00	248,125.00
Total Other Income	0.00	248,125.00
Other Expense		
Conservation Easement Procure	1,307,090.00	1,493,009.00
Current Year Encumbrances		
Easement Acquisition	-57,117.00	0.00
Easement Costs		
Baselines	1,826.20	6,960.41
Land Trust of EP - Monitoring	0.00	1,800.00
Surveys	0.00	5,625.81
Appraisals	2,335.35	3,835.35
Settlement Charges	15,795.00	26,561.00
Other	0.00	11.00
Total Easement Costs	19,956.55	44,793.57
Total Current Year Encumbrances	-37,160.45	44,793.57
Total Other Expense	1,269,929.55	1,537,802.57
Net Other Income	-1,269,929.55	-1,289,677.57
Net Income	<b>-1,194,980.68</b>	<b>-460,085.98</b>

Jefferson County Farmland Protection Board

6/8/2020 10:50 AM

Register: Bank of Charles Town

From 05/01/2020 through 05/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/08/2020	4132	F. Mark Schiavone	Current Year Encumbr...	Invoice No. 20...	2,335.35	X		143,734.09
05/12/2020	e-check	Conrad Legal Corpor...	-split-	Easement Proc...	565,271.00	X		-421,536.91
05/12/2020	e-check	Conrad Legal Corpor...	Conservation Easement...	Easement Proc...	632,645.89	X		-1,054,182....
05/13/2020			BCT - ICS	Funds Transfer		X	1,149,523.18	95,340.38
05/19/2020			Transfer Taxes Receiva...	Deposit		X	107,279.46	202,619.84
05/19/2020			BCT - ICS	Funds Transfer		X	2,936.18	205,556.02
05/20/2020			BCT - ICS	Funds Transfer	55,570.01	X		149,986.01
05/27/2020	e-check	Conrad Legal Corpor...	-split-	Easement Proc...	67,280.00	X		82,706.01
05/27/2020	4133	T. L. Magaha and So...	Easement Option	Option Agreem...	10,000.00			72,706.01
05/27/2020	4134	J. Matthew Monroe ...	-split-	Invoices No. 2...	1,675.00			71,031.01
05/27/2020	4135	James Walker	Professional Fees:Cons...	Invoice No. 04...	365.50	X		70,665.51
05/27/2020	4136	Progressive Printing	Current Year Encumbr...	Invoice No. 65...	151.20			70,514.31
05/28/2020			BCT - ICS	Funds Transfer		X	17,353.99	87,868.30
05/29/2020			BCT - ICS	Funds Transfer		X	365.50	88,233.80
05/31/2020			Interest/Dividends	Interest		X	193.50	88,427.30
05/31/2020			Current Year Encumbr...	Service Charge	60.00	X		88,367.30
05/31/2020	4137	Conrad Legal Corpor...	Current Year Encumbr...	Settlement Cha...	473.00			87,894.30
05/31/2020	To Print	Sheriff of Jefferson C...	-split-	Wheeler P-Car...	160.80			87,733.50
05/31/2020	To Print	Elizabeth Wheeler	-split-		156.78			87,576.72

**Jefferson County Farmland Protection Board**  
**Administrative Monthly Report .... Monday, June 8, 2020**

Easement Status:

Property JJJ (280 acres) – Closed on Tuesday, May 26. (\$559,500)

Property LLL.2 (175.287 ac, Lot 2R and Lot 4): Closed on Thursday, May 28. (\$690,473)

Property HHH: (278.341 ac) Closing scheduled for May 26 postponed twice due to delay of NRCS funds.  
Closed June 8. (\$621,200)

FY 20 easement applications: NRCS will not announce its selections until July, at the earliest.

New Application/Inquiry:

Charles Town District, 90 acres.

Kearneysville District, 127 acres

Projects in process:

Preparing to apply for ABPP funding for Property SD04, 156ac. in Shepherdstown Battlefield. Had preliminary discussion with new ABPP staff person assigned to WV. Historic Landmarks Commission prepared and submitted Section 106 to WV SHPO.

Financial:

Donations June 1 – June 8: \$125.00

Contribution pledged by American Battlefield Trust: \$7,607.00 (in support of Borden Farm)

Communication: Emails May 28 from Rob Aitcheson asking about JCFPB's position on allowing solar arrays on farmland in advance of the Planning Commission meeting. I was unable to provide feedback from the Board.

Mailed letter to ABPP re: Magaha deadline and that JCFPB relinquishes the ABPP grant funding. ABPP apparently will pay for expenses incurred (baseline, appraisal, survey) and I will prepare a statement.

Preparing press release for all easements closed through June 8.

Board deadlines:

Budget – Finance Committee should prepare the 2021 budget in July.

Board member recruits: need to find a replacement for Russ Quinn before his term ends in August: (Farm Bureau member, farmer)

New JCDA Director Denis Jarvis begins position July 6. We need to orient him re Board work, ag interests.