

Jefferson County Farmland Protection Board
Board Meeting - Monday July 13, 2020
Conference Call # 605-313-5436
Access code: 453327#

MEETING MINUTES

* Action item

6:45 pmCall to Order and Opening Remarks

- Meeting called to order by President Mr. Glenn
- Attending the meeting were Ms. Wheeler, Mr. Glenn, Ms. Johnson, Ms. Tabb, Mr. Quinn, and Mr. Perry, Mr. Kercheval. Absent - JCDA representative.

Approval of Minutes of Previous Meeting (June 8, 2020)*

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

Introduction of Guests:

- None

Treasurer's Report *

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

Administrator's Report

- No further additions from written report

New Business:

Consider for approval: Publicize application deadline for September 30, 2020. *

- Ms. Wheeler explained this would be publishing in paper, informing applicants, etc.
- Mr. Glenn moved to publicize application deadline, seconded by Mr. Kercheval. The motion passed unanimously.

Consider for approval: Purchase of easement on Property LLL.3 for 104.772 acres for a price of \$3,927.00 per acre, less an option payment of \$10,000.00 for a total of \$401,440.00. *

- Mr. Glenn explained this is our option to purchase, available as option through Dec 2021. It was also discussed this option would flow down even in the case LLL sold the 104 acres to new owners, keeping our option through Dec 2021.
- Mr. Glenn moved to exercise option
- Discussion after motion made ensued, pros/cons.

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

- Mr. Quinn requested information on impact this would have to financial statement / plan over next over 12-18 months.
- Ms. Tabb suggested this item be tabled until next month so that the Administrator could prepare financial over view for the board to review prior to August meeting.
- Mr. Glenn agreed, and withdrew his motion.

Consider for approval: Jefferson County Farmland Protection Board (JCFPB) Agricultural Conservation Easement Program (ACEP) Agricultural Land Easement (ALE) Program Agreement, # 543D47201L7 *

Consider for approval: West Virginia Agricultural Land Protection Authority (Authority) Regional Conservation Partnership Program (RCPP) Agricultural Land Easement (ALE) Program Agreement, 553D4720PA025. (RCPP ALE project # 68-3D47-16-1079). *

Consider for approval: West Virginia Agricultural Land Protection Authority (Authority) Regional Conservation Partnership Program (RCPP) Agricultural Land Easement (ALE) Program Agreement, 553D4720PA026. (RCPP ALE project # 68-3D47-17-106). *

- Mr. Glenn moved to approve execution of these three agreements to enable board to receive co-funding, similar agreements have been signed in the past. Seconded by Mr. Perry, the motion passed unanimously.

Consider for approval: Amended Records Policy (Standard 2D) to eliminate redundant duplicates of paper office file and to incorporate current monitoring practices. *

- Mr. Glenn moved to amend records policy to eliminate duplication. Seconded by Mr. Quinn, the motion passed unanimously.

Consider for approval: Formal authorization of Twin Ridge Orchard Inc to use the Farmland Protection Board logo on its website and marketing materials to promote the protected status of the property. *

- Discussed use of logo, Twin Ridge Orchard's desire to promote positively their farm.
- Mr. Glenn and Ms. Wheeler will work on an agreement/policy to present to board next meeting.
- Tabled for this meeting.

7:35 Adjourned

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Jefferson County Farmland Protection Board

Balance Sheet

As of June 30, 2020

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,994,442.01
BCT - Easement Acquisition Fund	106,730.89
Bank of Charles Town	146,551.60
BCT - Fundraising Account	1,045.95
BCT - Stewardship Account	13,106.46
Total Checking/Savings	2,261,876.91
Other Current Assets	
Transfer Taxes Receivable	103,412.03
Legal Retainer	3,000.00
Easement Option	10,000.00
Total Other Current Assets	116,412.03
Total Current Assets	2,378,288.94
Fixed Assets	
Furniture & Fixtures	4,487.90
Computer Equipment	5,676.27
Total Fixed Assets	10,164.17
TOTAL ASSETS	2,388,453.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-85.00
Total Accounts Payable	-85.00
Other Current Liabilities	
Due to County Commission	78,545.70
Total Other Current Liabilities	78,545.70
Total Current Liabilities	78,460.70
Total Liabilities	78,460.70
Equity	
Reserved for Encumbrances	1,727,867.50
Reserved for Farmland Protect.	1,585,191.54
Net Income	-1,003,066.63
Total Equity	2,309,992.41
TOTAL LIABILITIES & EQUITY	2,388,453.11

Jefferson County Farmland Protection Board

Profit & Loss

June 2020

07/13/20

Accrual Basis

	Jun 20
Ordinary Income/Expense	
Income	
Transfer Tax	103,428.20
NPS/CWPT/ABPP Grants	9,328.00
Interest/Dividends	2,404.92
Contributions Income	710.00
Total Income	115,871.12
Expense	
Dues and Subscriptions	14.99
Postage and Delivery	22.00
Printing and Reproduction	229.30
Professional Fees	
Computer Support	39.00
Consulting/Contract	1,801.26
Total Professional Fees	1,840.26
Salary & Benefits Expense	22,049.65
Supplies	22.21
Telephone	75.00
Travel & Ent	
Travel	19.72
Total Travel & Ent	19.72
Total Expense	24,273.13
Net Ordinary Income	91,597.99
Other Income/Expense	
Other Expense	
Conservation Easement Procure	621,178.11
Current Year Encumbrances	
Easement Costs	
Surveys	1,934.64
Settlement Charges	11,465.89
Total Easement Costs	13,400.53
Total Current Year Encumbrances	13,400.53
Total Other Expense	634,578.64
Net Other Income	-634,578.64
Net Income	-542,980.65

Jefferson County Farmland Protection Board

Profit & Loss

07/13/20

July 2019 through June 2020

Accrual Basis

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
Transfer Tax	913,542.10	878,515.37	35,026.73	4.0%
NPS/CWPT/ABPP Grants	9,328.00	0.00	9,328.00	100.0%
Interest/Dividends	59,310.98	41,302.98	18,008.00	43.6%
Contributions Income	52,850.77	3,475.21	49,375.56	1,420.8%
Miscellaneous Income	0.00	1,320.00	-1,320.00	-100.0%
Total Income	1,035,031.85	924,613.56	110,418.29	11.9%
Expense				
Event Expense	200.00	0.00	200.00	100.0%
Advertising & Marketing Expense	3,062.47	305.56	2,756.91	902.3%
Bank Service Charges	-60.00	0.00	-60.00	-100.0%
Conferences Education Training	1,444.92	915.00	529.92	57.9%
Dues and Subscriptions	951.49	791.89	159.60	20.2%
Licenses and Permits	15.00	100.00	-85.00	-85.0%
Miscellaneous	21.89	0.00	21.89	100.0%
Office Supplies	165.29	78.40	86.89	110.8%
Postage and Delivery	201.70	234.20	-32.50	-13.9%
Printing and Reproduction	2,049.01	1,211.00	838.01	69.2%
Professional Fees				
Accounting	2,100.00	2,100.00	0.00	0.0%
Audit	4,320.00	5,832.00	-1,512.00	-25.9%
Computer Support	580.00	1,071.53	-491.53	-45.9%
Consulting/Contract	16,332.81	3,993.30	12,339.51	309.0%
Total Professional Fees	23,332.81	12,996.83	10,335.98	79.5%
Salary & Benefits Expense	78,545.70	72,763.72	5,781.98	8.0%
Supplies	340.33	377.18	-36.85	-9.8%
Telephone	900.00	900.00	0.00	0.0%
Travel & Ent				
Meals	289.00	310.00	-21.00	-6.8%
Travel	1,858.90	153.05	1,705.85	1,114.6%
Travel & Ent - Other	523.76	1,681.92	-1,158.16	-68.9%
Total Travel & Ent	2,671.66	2,144.97	526.69	24.6%
Total Expense	113,842.27	92,818.75	21,023.52	22.7%
Net Ordinary Income	921,189.58	831,794.81	89,394.77	10.8%
Other Income/Expense				
Other Income				
Prior Years Encumbrances				
Easement Acquisition	0.00	448,707.00	-448,707.00	-100.0%
Prior Years Encumbrances - Other	248,125.00	0.00	248,125.00	100.0%
Total Prior Years Encumbrances	248,125.00	448,707.00	-200,582.00	-44.7%
Total Other Income	248,125.00	448,707.00	-200,582.00	-44.7%
Other Expense				
Conservation Easement Procure	2,114,187.11	470,280.00	1,643,907.11	349.6%
Current Year Encumbrances				
Easement Acquisition	0.00	602,000.00	-602,000.00	-100.0%
Easement Costs				
Easement Administration	0.00	10.67	-10.67	-100.0%
Baselines	6,960.41	1,960.35	5,000.06	255.1%
Land Trust of EP - Monitoring	1,800.00	5,000.00	-3,200.00	-64.0%
Surveys	7,560.45	15,535.00	-7,974.55	-51.3%
Appraisals	3,835.35	8,000.00	-4,164.65	-52.1%
Settlement Charges	38,026.89	10,699.45	27,327.44	255.4%
Other	11.00	0.00	11.00	100.0%
Total Easement Costs	58,194.10	41,205.47	16,988.63	41.2%
Total Current Year Encumbrances	58,194.10	643,205.47	-585,011.37	-91.0%
Total Other Expense	2,172,381.21	1,113,485.47	1,058,895.74	95.1%
Net Other Income	-1,924,256.21	-664,778.47	-1,259,477.74	-189.5%
Net Income	-1,003,066.63	167,016.34	-1,170,082.97	-700.6%

Jefferson County Farmland Protection Board

7/13/2020 12:18 PM

Register: Bank of Charles Town

From 06/01/2020 through 06/30/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/01/2020			Conservation Easement...	Deposit		X	21.89	87,598.61
06/01/2020	Wire Trans	Conrad Legal Corpor...	Conservation Easement...		621,200.00	X		-533,601.39
06/01/2020			BCT - ICS	Funds Transfer		X	621,004.61	87,403.22
06/03/2020			BCT - ICS	Funds Transfer		X	11,675.00	99,078.22
06/04/2020			BCT - ICS	Funds Transfer		X	151.20	99,229.42
06/10/2020	4140	Conrad Legal Corpor...	Current Year Encumbr...	Settlement Cha...	11,445.89	X		87,783.53
06/10/2020	4141	James Walker	Professional Fees:Cons...	Invoices 047 a...	619.76	X		87,163.77
06/12/2020			BCT - ICS	Funds Transfer		X	619.76	87,783.53
06/15/2020			BCT - ICS	Funds Transfer		X	156.78	87,940.31
06/16/2020			BCT - ICS	Funds Transfer		X	11,445.89	99,386.20
06/17/2020			BCT - ICS	Funds Transfer		X	473.00	99,859.20
06/18/2020			Transfer Taxes Receiva...	Deposit		X	68,283.27	168,142.47
06/18/2020			BCT - ICS	Funds Transfer	18,283.27	X		149,859.20
06/25/2020	4142	W.B. Mason Co., Inc.	Supplies	Invoices 21096...	22.21			149,836.99
06/25/2020	4143	Progressive Printing	Printing and Reproduct...	Invoice 65567	229.30			149,607.69
06/25/2020	4144	Keller Engineers, Inc.	Current Year Encumbr...	Invoice 03964-...	1,934.64			147,673.05
06/29/2020			NPS/CWPT/ABPP Gr...	Deposit		X	9,328.00	157,001.05
06/29/2020			BCT - ICS	Funds Transfer	9,167.20	X		147,833.85
06/30/2020			Interest/Dividends	Interest		X	174.96	148,008.81
06/30/2020			Current Year Encumbr...	Service Charge	20.00	X		147,988.81
06/30/2020	4145	James Walker	Professional Fees:Cons...	Invoices 049-052	1,266.50			146,722.31
06/30/2020	4146	Elizabeth Wheeler	-split-	June Expenses	116.72			146,605.59
06/30/2020	4150	Sheriff of Jefferson C...	Due to County Commi...	VOID: Elizabet...		X		146,605.59
06/30/2020	4151	Sheriff of Jefferson C...	-split-	Wheeler P-Card	53.99			146,551.60

Jefferson County Farmland Protection Board

Administrative Monthly Report Monday, July 13, 2020

Easement Status:

Property LLL.3 (104.722 ac): Preparing deed and survey for P&Z review, and baseline. Baseline field work has been ordered to record current conditions.

FY 20 easement applications: NRCS still has not announced its selections of application submitted in November 2019.

FY21 Easement applications: I suggest a deadline of October 1 in order to give us time for processing new applications. The easement committee would review

New Application/Inquiry:

Harpers Ferry District, 175 ac

Harpers Ferry District, 94 acres

Charles Town District, 247 ac

Middleway District, 176 ac

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 – we can't proceed until SHPO signs off. ABPP application deadline is July 31.

Financial:

Donations June 9 – July 13: \$8,167

Administrative: The Farmland Protection Board website was hacked on June 18 and is not operational now. The WV Authority, which manages the site for all WV FPBs, is working to correct the problem. This may take several weeks. The Jefferson.wvfp email still works.

July 21 – discussion with Berkeley county re: Monitoring contractor for both counties

Board deadlines:

Budget – Finance Committee should prepare the 2021 budget in July. Draft budget will be ready this week. Finance Committee: Gavin Perry, Jane Tabb, Rob Glenn

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