

Jefferson County Farmland Protection Board

BOARD MEETING - SEPTEMBER 15, 2020.

MEETING MINUTES

* Current Action Item.

Future Action Item.

Start:

- 5:36 PM. Meeting held via Zoom.
- Meeting called to Order and Opening Remarks by Mr. Glenn.
 - Russ Quinn will join the JCFPB Finance Committee
 - LTEP did not get back to JCFPB regarding the possible purchase of property N by a nonprofit organization.
 - **Gross Funds July, 2020** spreadsheet provides a very good summary of Board's Committed, Pending, Operating Funds and Net Funds available.
- Attendees – Ms. Wheeler, Mr. Glenn, Ms Johnson, Ms Tabb (JCC Representative), Mr. Perry, Mr. Kercheval,
- Absent – Ms Goodwin (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:

- Lyn Goodwin. Appointed JCDA Representative to the JCFPB, September 9, 2020. Ms Goodwin did not attend the meeting.

Treasurer's Report: *

- Ms. Wheeler presented the previous month's Report.
- Ms. Johnson moved to accept the Report.
- Mr. Perry seconded the motion.
- The motion passes unanimously.

Administrator's Report:

- No further Additions from the written report.

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

Consider for Approval:

8/25/2020 Monitoring Report for Property EEE, Windy Knoll Farm *

- Mr. Perry moved to accept the Monitoring Report.
- Mr. Kercheval seconded the motion.
- The motion passes unanimously.

Consider for Approval:

Counter-offer from owner of Property KD01 for a county-only purchase of the conservation easement on 302.84 acres for \$599,987.00 (\$1,981/acre), or sixty percent (60%) of the appraised value of the property (\$999,978.00). *

- Mr. Kercheval moved the Board accept the counter offer from the owners of Property KD01, as detailed in their letter to the Board dated September 3, 2020.
- Ms. Johnson seconded the motion.
- The motion passes unanimously.

Appoint Audit Committee for week of September 21. Select auditor for 2020 audit. *

- Audit Committee consists of Mr. Glenn, Ms Johnson and Ms. Tabb
- A meeting date of September 24th was proposed and will be reviewed by the committee members.

Adjourn:

- 6.20 PM

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Jefferson County Farmland Protection Board
Balance Sheet
As of August 31, 2020

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,145,790.74
BCT - Easement Acquisition Fund	107,171.13
Bank of Charles Town	147,302.86
BCT - Fundraising Account	1,049.06
BCT - Stewardship Account	13,145.44
Total Checking/Savings	<u>2,414,459.23</u>
Other Current Assets	
Transfer Taxes Receivable	108,215.03
Legal Retainer	3,000.00
Easement Option	10,000.00
Total Other Current Assets	<u>121,215.03</u>
Total Current Assets	<u>2,535,674.26</u>
Fixed Assets	
Furniture & Fixtures	4,487.90
Computer Equipment	5,676.27
Total Fixed Assets	<u>10,164.17</u>
TOTAL ASSETS	<u><u>2,545,838.43</u></u>
LIABILITIES & EQUITY	
Equity	
Reserved for Encumbrances	922,179.21
Reserved for Farmland Protect.	1,386,153.70
Net Income	237,505.52
Total Equity	<u>2,545,838.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,545,838.43</u></u>

Jefferson County Farmland Protection Board
Profit & Loss
August 2020

	<u>Aug 20</u>
Ordinary Income/Expense	
Income	
Transfer Tax	108,231.20
Interest/Dividends	2,189.94
Contributions Income	112.58
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Total Income	110,533.72
Expense	
Advertising & Marketing Expense	83.02
Dues and Subscriptions	0.00
Professional Fees	
Consulting/Contract	1,637.00
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Total Professional Fees	1,637.00
Telephone	75.00
Travel & Ent	35.96
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Total Expense	1,830.98
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Net Ordinary Income	108,702.74
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Net Income	<u><u>108,702.74</u></u>

Jefferson County Farmland Protection Board

9/11/2020 12:42 PM

Register: Bank of Charles Town
 From 08/01/2020 through 08/31/2020
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/07/2020	4158	James Walker	Professional Fees:Cons...	Invoice 057	408.00	X		98,625.46
08/07/2020	4159	JC Chamber of Com...	Dues and Subscriptions	VOID: Invoice ...		X		98,625.46
08/07/2020	4160	Jefferson Publishing	Advertising & Marketi...	Invoice 49870	83.02	X		98,542.44
08/14/2020			Transfer Taxes Receiva...	Deposit		X	120,534.10	219,076.54
08/17/2020			BCT - ICS	Funds Transfer	70,624.55	X		148,451.99
08/31/2020			Interest/Dividends	Interest		X	190.83	148,642.82
08/31/2020	To Print	James Walker	Professional Fees:Cons...	Invoices 058,0...	1,229.00			147,413.82
08/31/2020	To Print	Elizabeth Wheeler	-split-	August Expenses	110.96			147,302.86

Jefferson County Farmland Protection Board

Administrative Monthly Report Tuesday September 15, 2020

Easement Status:

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

FY 20 easement applications:

- NRCS announced selection of two RCPP applications on July 29: SD01 (142ac) and MD01 (305ac). WVALPA contributed \$289,995 for MD01 acquisition, reducing Board match to 110,005.
- NRCS did not select ALE application for Property KD01 (302 ac). The landowner submitted a counter-offer for a county-only purchase (see separate report)

FY21 Applications Received:

- HFD02: 94 acres – property visit completed
- SD04, 152ac. in Shepherdstown Battlefield – property visit completed

There remains \$669,969 in the 3rd round of RCPP funding that we can apply for this October. At least one property that I expect to apply for FY21 may be eligible. Four more new landowners indicated they will apply this year, and as yet I have not received applications.

Projects in process:

Working on draft ABPP deed template with American Battlefield Trust. The plan is to present this to WVDACH and ABPP in order to streamline the easement approval process.

Working with Berkeley FPB on a proposal for a easement monitoring contractor for both counties. We are preparing a proposal for Board review.

Easement review: Ten easements so far contain errors, some more complicated to resolve than others. I am working on the process and procedures to correct the errors.

Procedures manual: As part of the succession planning, this is an on-going project to describe the various procedures for running the Farmland Protection Program.

Administrative:

ABPP sent a letter on Sept. 4 outlining requirements for any future grant agreements. These will include hiring an NPS-approved cultural resources consultant to complete the easement and baseline and that funds will be reimbursed rather than advanced.

WV Audit Bid packages have been sent. Responses due September 11. I would like the Audit Committee to review bids the week of September 21. The current members: Jane Tabb, Rob Glenn, Catharine Johnson

Board member recruits: Jeremy LaRue declined the opportunity due to family illness but hopes to be considered in the future. Susannah Buckles and Dr. Glen Hetzel are applying. The Commission will decide September 17. The JCDA Director has appointed Program Manager Lyn Goodwin to serve on the Board in his stead.

Easement Committee: The Committee is tentatively scheduled to review FY21 applications on Thursday October 8, time to be decided..