

Jefferson County Farmland Protection Board

BOARD MEETING – November 9, 2020.

MEETING MINUTES

* Current Action Item.

Start:

- 6.08 PM. Meeting held via Zoom and Conference Call.
- Meeting called to Order and Opening Remarks by Mr. Glenn.
- Attendees – Ms. Wheeler, Mr. Glenn, Dr. Hetzel, Mr. Perry, Mr. Kercheval, Ms Johnson.
- Absent – JCDA Representative, Ms. Tabb (JCC 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:

- No guests were in attendance.

Treasurer's Report: *

- Ms. Wheeler presented the Treasurer's Report for the month ending October 30.
- Mr. Glenn moved to accept the Report.
- Mr. Kercheval seconded the motion.
- The motion passed unanimously.

Administrator's Report:

- No further Additions from the written report.

New Business:

Consider for approval: Purchase of fireproof file cabinet for a price not exceed \$2,000. *

- Mr. Kercheval moved to approve the above proposal.
- Ms. Johnson seconded the motion.
- The motion passes unanimously.

Adjourn:

- 6.25 PM

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

Jefferson County Farmland Protection Board

Administrative Monthly Report Monday November 9, 2020

Easement Status:

Property LLL.3 (104.722 ac): Deed and survey are under review by Planning & Zoning and the County attorney.

FY 20 easement applications:

- Property KD01 (302 ac). The landowner signed agreement letter for the county-only purchase for \$599,987. Survey and baseline have been ordered.
- Property MD01 – Yellowbook appraisal completed. Easement value: \$3,800/acre
- Property SD01 – Yellowbook appraisal completed. Easement value \$4,200/acre

FY21 Applications: Board acceptance/offer letters sent to the two approved applications HFD02 and KD02. NRCS has not announced the FY21 application deadline or provided the final application matrix as of November 9, 2020.

Projects in process:

Working with Berkeley FPB on a proposal for an easement monitoring contractor for both counties. Concept discussed with Potomac Conservancy on 10/16. 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 document the various procedures for running the Farmland Protection Program.

Annual Report: Have begun planning content and photographs. The goal is to send it out at the end of the year.

Fall Monitoring: 23 property visits were scheduled over 5 days between October 30 to November 20. Twelve monitoring visits have been completed as of November 6. The remaining visits are scheduled for November 13 and 20. Glen Hetzel has attended most of the visits so far.

When all the monitoring reports are complete, I will schedule the Easement Committee to review them in time for the December Board meeting.

Administrative:

ABPP: I spoke with the ABPP staff James Modrick on 11/5/20. It appears that the Printz property is being considered.

He sent a newly drafted ABPP template and list of required terms. The task will be to incorporate the JCFPB terms. He was amenable to the idea of a template if we can manage to get ABPP and WVDACH on board

James provided contact information for possible cultural resource consultants. ABPP would share the cost for the service, and James suggested the cost would be in the neighborhood of \$5,000.

Performance Review and Merit Increase: The County issued a memo requesting that department heads submit paperwork for merit increases. The Board did not receive this information. I emailed the review form to Rob Glenn.

Donation: We received \$1,000 from a new donor on November 7.

Attorney services: Our current attorney has not been delivering what we need in a timely manner. I am reaching out to Steve Kershner, previously approved by the Board.

Jefferson County Farmland Protection Board

Board Meeting - Monday November 9, 2020 6:00PM

Via Zoom

Join Zoom Meeting

<https://zoom.us/j/92297658145?pwd=Ky81RDN2MOJGc0hZS29Hcm41dJJEQT09>

Meeting ID: 922 9765 8145

Passcode: 104561

One tap mobile

+19292056099,,92297658145#,,,,,0#,,104561# US (New York)

+13017158592,,92297658145#,,,,,0#,,104561# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Germantown)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

Meeting ID: 922 9765 8145 Passcode: 104561

AGENDA

* Action item

6:00pmCall to Order and Opening Remarks

Approval of Minutes of Previous Meeting (Tuesday October 13, 2020)*

Introduction of Guests:

Treasurer's Report *

Administrator's Report

New Business:

Consider for approval: Purchase of fireproof file cabinet for a price not to exceed \$2,000. *

Adjourn.

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Jefferson County Farmland Protection Board

Balance Sheet

As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,351,909.17
BCT - Easement Acquisition Fund	107,591.86
Bank of Charles Town	142,313.41
BCT - Fundraising Account	1,050.38
BCT - Stewardship Account	13,161.94
Total Checking/Savings	<u>2,616,026.76</u>
Other Current Assets	
Transfer Taxes Receivable	107,720.80
Legal Retainer	3,000.00
Easement Option	10,000.00
Total Other Current Assets	<u>120,720.80</u>
Total Current Assets	<u>2,736,747.56</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>2,746,911.73</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	19,002.26
Total Other Current Liabilities	<u>19,002.26</u>
Total Current Liabilities	<u>19,002.26</u>
Total Liabilities	19,002.26
Equity	
Reserved for Encumbrances	1,405,872.00
Reserved for Farmland Protect.	1,386,169.87
Net Income	-64,132.40
Total Equity	<u>2,727,909.47</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,746,911.73</u></u>

Jefferson County Farmland Protection Board
Profit & Loss
October 2020

	<u>Oct 20</u>
Ordinary Income/Expense	
Income	
Transfer Tax	107,720.80
Interest/Dividends	2,244.61
Contributions Income	<u>266.25</u>
Total Income	110,231.66
Expense	
Dues and Subscriptions	274.99
Postage and Delivery	11.40
Printing and Reproduction	166.11
Professional Fees	
Accounting	525.00
Computer Support	39.00
Consulting/Contract	<u>1,856.70</u>
Total Professional Fees	2,420.70
Supplies	73.77
Telephone	75.00
Travel & Ent	<u>91.06</u>
Total Expense	<u>3,113.03</u>
Net Ordinary Income	107,118.63
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Costs	
Baselines	<u>3,128.98</u>
Total Easement Costs	<u>3,128.98</u>
Total Current Year Encumbrances	<u>3,128.98</u>
Total Other Expense	<u>3,128.98</u>
Net Other Income	<u>-3,128.98</u>
Net Income	<u><u>103,989.65</u></u>

Jefferson County Farmland Protection Board

11/9/2020 1:04 PM

Register: Bank of Charles Town

From 10/01/2020 through 10/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/01/2020	4171	James Walker	Professional Fees:Cons...	Invoice 065 (2)	229.50	X		147,662.22
10/01/2020	4172	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice 20.1451	525.00	X		147,137.22
10/13/2020	4174	James Walker	Professional Fees:Cons...	Invoice No. 066	433.50	X		146,703.72
10/13/2020	4175	J. Matthew Monroe ...	Current Year Encumbr...	Invoice No. 20...	1,564.49	X		145,139.23
10/19/2020			Transfer Taxes Receiva...	Deposit		X	97,955.78	243,095.01
10/20/2020			BCT - ICS	Funds Transfer	97,513.38	X		145,581.63
10/31/2020			Interest/Dividends	Interest		X	221.30	145,802.93
10/31/2020	4176	Sheriff of Jefferson C...	-split-	Oct P-Card - W...	65.39			145,737.54
10/31/2020	4177	James Walker	Professional Fees:Cons...	Invoices 067 0...	1,193.70			144,543.84
10/31/2020	4178	W.B. Mason Co., Inc.	Supplies	Invoice No. 21...	73.77			144,470.07
10/31/2020	4179	Elizabeth Wheeler	-split-	October Expen...	166.06			144,304.01
10/31/2020	4180	Progressive Printing	Printing and Reproduct...	Invoice 66159	166.11			144,137.90
10/31/2020	4181	J. Matthew Monroe ...	Current Year Encumbr...	Invoice No. 20...	1,564.49			142,573.41
10/31/2020	4182	WV Assoc. of Farml...	Dues and Subscriptions	JCFPB Dues	260.00			142,313.41