

Jefferson County Farmland Protection Board

Board Meeting - Monday December 12, 2020 6:00PM

MEETING MINUTES

* Action item

Start:

- 6.23 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, Ms Johnson. Ms. Tabb (JCC Representative)
- Absent – JCDA Representative, Mr. Kercheval.

Approval of Minutes of Previous Meeting (November 9, 2020)*

- Reviewed Meeting Minutes.
- Hearing no comments or objections, the Minutes were approved by unanimous consent

Introduction of Guests:

- No guests.

Treasurer's Report *

- Ms. Wheeler presented the Treasurer's Report for the previous month.
- Mr. Glenn moved to accept the Report.
- Mr. Perry seconded the motion.
- The motion passed unanimously.

Administrator's Report

- No further Additions from the written report.

New Business:

Consider for approval: Review, recommend Board action for proposed amendment to Property KD01 application.*

- Mr. Glenn moved to accept the Easement Committees recommendation.
- Mr. Perry seconded the motion.
- The motion passed unanimously.

Consider for approval: RFP for Cultural Resources Consultant for Property SD04 for a fee not to exceed \$6,000, with 50% cost share with ABPP.

- Mr. Glenn moved to accept the motion.
- Ms Johnson seconded the motion.
- The motion passed unanimously.

Consider for approval: Purchase of fireproof file cabinet for a price not to exceed \$2,859, including delivery and installation.*

- Mr. Glenn moved to accept the motion.
- Mr. Perry seconded the motion.
- The motion passed unanimously.

Consider for approval: Monitoring reports for:

Burch (BB) *	Morgan (MM) *	Willis (M) *
Donley, William C. (QQ) *	Nicewarner (VV) *	Writt (W) *
Gray (DD) *	Olcott (A1) *	
Hammond (J) *	Smith (WW) *	
Latterell (A) *	Stehr (NN) *	
Lewis (B) *	The Bower (P) *	
McCormick (O) *	Willard (SD03) *	

- Mr. Glenn moved to accept the motion.
- Ms Johnson seconded the motion.
- The motion passed unanimously.
 - It was agreed that the Easement Committee would work with the Willard property owner to resolve the issues of sinkhole remediation and excessive impervious surface area on their property.

Discuss 2021 Board meeting schedule.

- It was agreed to start future board meetings at 5.00 PM on the same day and see if that is workable for all board members.

Discuss Personnel compensation – possible Executive Session. W.Va. Code § 6-9A-4 *

- It was agreed that Mr. Glenn and Ms. Tabb would discuss the above issue and report their recommendation at the next board meeting.

Adjourn.

- 8.13 PM.

Jefferson County Farmland Protection Board

Board Meeting - Monday December 14, 2020 6:00PM

Via Zoom

<https://zoom.us/j/91776269891?pwd=R3pyb080LytxMS9JNWxNbUkrSGx3dz09>

Meeting ID: 917 7626 9891 Passcode: 347342

Dial by your location +1 301 715 8592 US (Washington D.C)

AGENDA

* Action item

6:00pmCall to Order and Opening Remarks

Approval of Minutes of Previous Meeting (November 9, 2020)*

Introduction of Guests:

Treasurer's Report *

Administrator's Report

New Business:

Consider for approval Review, recommend Board action for proposed amendment to Property KD01 application.*

Consider for approval: RFP for Cultural Resources Consultant for Property SD04 for a fee not to exceed \$6,000, with 50% cost share with ABPP.

Consider for approval: Purchase of fireproof file cabinet for a price not to exceed \$2,859, including delivery and installation.*

Consider for approval: Monitoring reports for:

Burch (BB) *	McCormick (O) *	The Bower (P) *
Donley, William C. (QQ) *	Morgan (MM) *	Willard (SD03) *
Gray (DD) *	Nicewarner (VV) *	Willis (M) *
Hammond (J) *	Olcott (A1) *	Writt (W) *
Latterell (A) *	Smith (WW) *	
Lewis (B) *	Stehr (NN) *	

Discuss 2021 Board meeting schedule.

Discuss Personnel compensation – possible Executive Session. W.Va. Code § 6-9A-4 *

Adjourn.

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 December 14, 2020

Easement Status:

Property LLL.3 (104.722 ac): County Commission approval for the easement is scheduled for December 17, and the closing is scheduled for 1PM on December 22.

FY 20 easement applications:

- Property KD01 (302 ac). Landowner wishes to amend their counter-offer. Survey and baseline have been ordered.

FY21 Applications:

- NRCS: Board acceptance/offer letters sent to the two approved applications HFD02 and KD02.
- ABPP: ABPP staff James Modrick on 12/10/20 emailed to say that the Printz property is being considered for funding.

NRCS has not announced the FY21 application deadline or provided the final application matrix as of December 14, 2020. I expect the delay to continue until the federal spending bill passes.

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: Twelve easements so far contain errors, some more complicated to resolve than others. Grant Smith has reviewed the proposals for correction or amendment on co-held easements.

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: The content and photographs are in design. I am drafting a cover letter.

Forestry Policy Review – Easement Committee will take this up in January.

Fall Monitoring: 23 property visits were scheduled over 5 days between October 30 to November 20. Monitoring reports were completed, reviewed by Easement Committee. We are waiting for LTEP to sign off on the reports for properties they lead.

Administrative:

Donation: We received \$2,500 (total) from two repeat donors.

Attorney services: Our current attorney has not been delivering what we need in a timely manner. I still have no alternatives.

Financial: Russ Quinn confirmed he will help with planning. The Board needs to consider financial plan to reach its goal of 20,000 acres by 2030, the need to budget for a stewardship endowment and easement insurance (Terraforma), and a stewardship contractor to conduct annual monitoring.

Jefferson County Farmland Protection Board

Balance Sheet

As of December 31, 2020

01/08/21

Accrual Basis

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,187,656.87
BCT - Easement Acquisition Fund	121,286.37
Bank of Charles Town	98,915.33
BCT - Fundraising Account	1,051.13
BCT - Stewardship Account	13,171.30
Total Checking/Savings	<u>2,422,081.00</u>
Other Current Assets	
Transfer Taxes Receivable	113,143.11
Legal Retainer	3,000.00
Easement Option	10,000.00
Total Other Current Assets	<u>126,143.11</u>
Total Current Assets	<u>2,548,224.11</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>2,558,388.28</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	39,979.07
Total Other Current Liabilities	<u>39,979.07</u>
Total Current Liabilities	<u>39,979.07</u>
Total Liabilities	<u>39,979.07</u>
Equity	
Reserved for Encumbrances	1,405,872.00
Reserved for Farmland Protect.	1,386,169.87
Net Income	-273,632.66
Total Equity	<u>2,518,409.21</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,558,388.28</u></u>

Jefferson County Farmland Protection Board

Profit & Loss

December 2020

	<u>Dec 20</u>
Ordinary Income/Expense	
Income	
Transfer Tax	113,143.11
Interest/Dividends	2,103.87
Contributions Income	12,598.30
Total Income	<u>127,845.28</u>
Expense	
Dues and Subscriptions	216.99
Postage and Delivery	4.80
Professional Fees	
Consulting/Contract	1,598.00
Total Professional Fees	<u>1,598.00</u>
Salary & Benefits Expense	20,976.81
Telephone	150.00
Travel & Ent	
Travel	27.84
Travel & Ent - Other	73.08
Total Travel & Ent	<u>100.92</u>
Total Expense	<u>23,047.52</u>
Net Ordinary Income	104,797.76
Other Income/Expense	
Other Expense	
Conservation Easement Procure	404,621.29
Current Year Encumbrances	
Easement Costs	
Settlement Charges	20.00
Total Easement Costs	<u>20.00</u>
Total Current Year Encumbrances	<u>20.00</u>
Total Other Expense	404,641.29
Net Other Income	<u>-404,641.29</u>
Net Income	<u><u>-299,843.53</u></u>

Jefferson County Farmland Protection Board

1/8/2021 3:42 PM

Register: Bank of Charles Town

From 12/01/2020 through 12/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/02/2020			BCT - ICS	Funds Transfer	144.87	X		145,707.63
12/15/2020	4191	James Walker	Professional Fees:Cons...	Invoices 74 & 75	782.00	X		144,925.63
12/15/2020	4192	Lancaster Farming	Dues and Subscriptions	Acct 614812	63.00			144,862.63
12/18/2020	4193	Elizabeth Wheeler	-split-	November Exp...	148.08	X		144,714.55
12/21/2020			Transfer Taxes Receiva...	Deposit		X	91,674.32	236,388.87
12/21/2020	Echeck	Conrad Legal Corpor...	Conservation Easement...	LLL Easement	404,621.29	X		-168,232.42
12/22/2020			BCT - ICS	Funds Transfer		X	265,966.97	97,734.55
12/24/2020			BCT - ICS	Funds Transfer		X	2,020.38	99,754.93
12/30/2020	4194	James Walker	Professional Fees:Cons...	Invoices No. 0...	816.00			98,938.93
12/30/2020	4195	Elizabeth Wheeler	-split-	December Exp...	107.64			98,831.29
12/30/2020			BCT - ICS	Funds Transfer		X	148.08	98,979.37
12/31/2020			Interest/Dividends	Interest		X	55.96	99,035.33
12/31/2020			Current Year Encumbr...	Service Charge	20.00	X		99,015.33
12/31/2020	4196	Sheriff of Jefferson C...	Dues and Subscriptions	December P Ca...	153.99			98,861.34
12/31/2020			BCT - ICS	Funds Transfer		X	53.99	98,915.33