

Jefferson County Farmland Protection Board

Board Meeting - January 11, 2021.

MEETING MINUTES

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

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.

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: Fall 2020 Monitoring reports for:

PP: Claymont OO: Wilbob (Henshaw) N: Moore, I: Aspen Pool (Printz), E: Samuel & Edwina Donley, S: Ellis (Brown), T: Pamplin-Mills (Kinnan),

Mr. Glenn moved to accept the above Easement Reports.

- Ms. Johnson seconded the motion.
- The motion passed unanimously.

Consider for approval: Personnel compensation – possible Executive Session. W.Va. Code § 6-9A-4

- Mr. Glenn moved that the board go into Executive Session.
 - Mr. Perry seconded the motion
 - The motion passed unanimously.

- The Board went into Executive Session. Ms. Wheeler removed herself from the Zoom connection and was not involved in the Executive Session in any way.
- Mr. Glenn then moved the Board back into open session
- Mr. Glenn proposed the Board recommend a 3% merit salary increase for Ms. Wheeler based on her excellent performance. The increase to be effective on Ms. Wheeler's anniversary date. Mr. Glenn proposed to discuss the decision with the appropriate County officials.
 - Ms. Johnson seconded the motion.
 - The motion passed unanimously.

Adjourn.

- 7.05 PM.

Jefferson County Farmland Protection Board

Board Meeting - January 11, 2021 6:00PM

Via Zoom

<https://zoom.us/j/92910572927?pwd=UmF0WDExclhLQVFra3VubWpjWEdxZz09>

Meeting ID: 929 1057 2927

Passcode: 856723

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 (December 14, 2020)*

Introduction of Guests:

Treasurer's Report *

Administrator's Report

New Business:

Consider for approval: Fall 2020 Monitoring reports for:

PP: Claymont

OO: Wilbob (Henshaw)

N: Moore

I: Aspen Pool (Printz)

E: Samuel & Edwina Donley

S: Ellis (Brown)

T: Pamplin-Mills (Kinnan)

Consider for approval: 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 January 11, 2021

Easement Status:

NRCS has not announced the FY21 application deadline or provided the final application matrix as of January 8. ABPP is still reviewing our application.

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: On Jan 7 I sent the Board a draft and cover letter for comment

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

Administrative:

Bookkeeping: Jane Jones showed Catharine Johnson the Quick Books account on Jan 8.

Donation: We received \$10,400 in December, \$200 in January. \$28,422 total for 2020.

Record-keeping: We have been exhuming financial records to find easement costs for the audit so that easements can be capitalized. Also to have accessible the complete record of costs for each easement.

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.

Add: Rotary Club

Jefferson County Farmland Protection Board

Balance Sheet

As of December 31, 2020

| | <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 |
| | <hr/> |
| Total Checking/Savings | 2,422,081.00 |
| Other Current Assets | |
| Transfer Taxes Receivable | 113,143.11 |
| Legal Retainer | 3,000.00 |
| Easement Option | 10,000.00 |
| | <hr/> |
| Total Other Current Assets | 126,143.11 |
| Total Current Assets | 2,548,224.11 |
| Fixed Assets | |
| Furniture & Fixtures | 4,487.90 |
| Computer Equipment | 5,676.27 |
| | <hr/> |
| Total Fixed Assets | 10,164.17 |
| TOTAL ASSETS | <hr/> 2,558,388.28 <hr/> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Due to County Commission | 39,979.07 |
| | <hr/> |
| Total Other Current Liabilities | 39,979.07 |
| Total Current Liabilities | 39,979.07 |
| Total Liabilities | 39,979.07 |
| Equity | |
| Reserved for Encumbrances | 1,405,872.00 |
| Reserved for Farmland Protect. | 1,386,169.87 |
| Net Income | -273,632.66 |
| | <hr/> |
| Total Equity | 2,518,409.21 |
| TOTAL LIABILITIES & EQUITY | <hr/> 2,558,388.28 <hr/> |

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 | <u>12,598.30</u> |
| Total Income | 127,845.28 |
| Expense | |
| Dues and Subscriptions | 216.99 |
| Postage and Delivery | 4.80 |
| Professional Fees | |
| Consulting/Contract | <u>1,598.00</u> |
| Total Professional Fees | 1,598.00 |
| Salary & Benefits Expense | 20,976.81 |
| Telephone | 150.00 |
| Travel & Ent | |
| Travel | 27.84 |
| Travel & Ent - Other | <u>73.08</u> |
| Total Travel & Ent | 100.92 |
| 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 | <u>20.00</u> |
| Total Easement Costs | 20.00 |
| Total Current Year Encumbrances | <u>20.00</u> |
| Total Other Expense | <u>404,641.29</u> |
| 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 |