

# Jefferson County Farmland Protection Board

## Board Meeting – February 16, 2021.

### MEETING MINUTES

#### Action item

#### Start:

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

#### 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. Perry 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: Proposed Policy on Timber Harvesting/Forestry Operations.

- After discussion the board asked Ms. Wheeler to provide at the next board meeting more information on the JCFPB's "Policy on Timber/ Forestry Operation" as applied to properties in easement. Ms. Tabb suggested that a table or spreadsheet format might help classify and simplify the Policy for future easement applicants. Dr. Hetzel said Forests should be thought of as crops, only with a much longer time between harvesting the crop. Mr. Kercheval noted that harvesting black walnut trees might be on about a 30 year cycle.
- The requested information needs to show the Policy's requirements, limitations and restrictions for the following situations:

- Landowner wants to prohibit future forestry operations.
- The landowner wants to carry out commercial forestry operations under the following easement funding scenarios;
  - 1 - Donated property easement
  - 2 - County funded easement
  - 3 - NRCS funded easement
  - 4 - BFPP funded easement

**Consider for approval: Proposed easement correction for Property I; Consider for approval: Proposed easement correction for Property A;**

**Consider for approval: Proposed easement correction for Property P;**

**Consider for approval: Proposed easement correction for Property LL3.**

- Mr. Glenn suggested the following motion be presented at the next board meeting as a way to address the required easement corrections:
  - The Director is authorized to identify existing deeds of easement that require either;
    - a corrective deed to correct mistakes in the nature of typographical mistakes or scrivener's errors, or;
    - an amendment to correct substantive errors in the deed of easement, and review these deeds of easement with the easement committee.
  - The Board delegates to the easement committee the authority to review these deeds of easement to determine whether they fall into category (a) or (b) above.
  - If the easement committee determines that a deed of easement requires correction, the Director is authorized to oversee the drafting of a deed of correction to address the mistakes in the deed and seek approval of the deed of correction by the grantor, all co-holders and all third-party beneficiaries (.g., NRCS).
  - If the easement committee determines that a deed of easement requires a substantive amendment, the easement committee shall make a recommendation to the Board to approve an amendment to the deed of easement.
  - If approved by the Board, the Director is authorized to oversee the drafting of an instrument of amendment and seek approval of such instrument by the grantor, all co-holders and all third-party beneficiaries.
  - Upon approval of all parties of the final forms of corrective deeds or amendments, bur prior to execution, the easement committee shall review the final forms and make a recommendation to approve the final forms for execution on behalf of the Board.
  - If approved by the Board, the Director shall then arrange for full execution of such instruments and record the fully-executed instruments in the Jefferson County Land Records at the cost of the Board.

**Adjourn. 7.14 PM.**

# Jefferson County Farmland Protection Board

## Board Meeting - February 16, 2021 6:00PM

Via Zoom

Topic: Feb. 16 JCFPB Board Meeting

Time: Feb 16, 2021 06:00 PM Eastern Time (US and Canada)

<https://zoom.us/j/7190489943?pwd=NkdtWituVDF3TGQwSGdvMnQzMHdHUT09>

Dial by your location

+1 301 715 8592 US (Washington DC)

**Meeting ID:** 719 048 9943

**Passcode:** czYv1r

### AGENDA

\* Action item

6:00pm .....Call to Order and Opening Remarks

Approval of Minutes of Previous Meeting (January 11, 2021)\*

**Introduction of Guests:**

**Treasurer's Report \***

**Administrator's Report**

**New Business:**

**Consider for approval:** Proposed Policy on Timber Harvesting/Forestry Operations \*

**Consider for approval:** Proposed easement correction for Property I \*

**Consider for approval:** Proposed easement correction for Property A \*

**Consider for approval:** Proposed easement correction for Property P \*

**Consider for approval:** Proposed easement correction for Property LLL3 \*

**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](mailto:Jefferson@wvfp.org) Phone: (304) 724-1414

## Jefferson County Farmland Protection Board

### Administrative Monthly Report .... Tuesday February 16, 2021

#### Easement Progress:

NRCS called for FY21 applications to be submitted by February 26, 2021. Property HFD02 (Moler) will be submitted to NRCS for funding.

Property KD02 (Hough) withdrew their application, with no specific reason given.

Property SD04 (Printz): ABPP staff indicated on Feb 12 that the project will be awarded, and the formal award will be announced in a few weeks. The landowner injected some last-minute concerns on Feb 12 regarding the future ability to utilize the parcel containing the walnut grove following tree harvest.

Funded Properties: Property KD01 (Local funding only): Keller Engineering has started work on the survey. The property owners have requested documentation of the private RR crossing from CSX. Conrad Law has provided the title commitment. The Baseline has been ordered.

Property MD01 - The surveyor has started work on the survey. The Baseline has been ordered.

Property SD01 – The survey has been done. The Baseline has been ordered.

Spring Monitoring: We drafted a spring 2021 monitoring schedule to start on Thursday March 26 (6 days, 23 properties). We sent it to LTEP for their confirmation. James developed a layer on Google Earth to show the parcels with the farmstead and residential parcel areas so we can pinpoint our location while we are in the field.

Administration: Audit is in process under an extension.

EAC Archeology, Cultural Resources Consultant in MD identified as possible candidate to work on Printz property.

#### Projects in process:

Annual Report: The report should be printed and mailed next week.

Easement review: Twelve easements so far contain errors, some more complicated to resolve than others. Grant Smith has provided helpful comments on the proposals for correction or amendment on co-held easements. Rob and I are working through them.

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.

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.

#### Administrative:

Bookkeeping: Krista Hoffman is the new bookkeeper for JCDA. Jane Jones has been helping orient her to the job, and our bookkeeping needs.

Donations: \$250

Record-keeping: Easement costs from 2003 to present have been documented, and records scanned.

Financial: Items to be addressed:

Long-range financial plan for the Board goal of 20,000 acres protected by 2030.

Budget for a stewardship endowment and easement insurance (Terrafirma),

Budget for a stewardship contractor to conduct annual monitoring.

## Jefferson County Farmland Protection Board

## Balance Sheet

As of January 31, 2021

02/12/21

Accrual Basis

	<u>Jan 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BCT - ICS	2,251,756.83
BCT - Easement Acquisition Fund	121,522.47
Bank of Charles Town	144,455.81
BCT - Fundraising Account	1,051.39
BCT - Stewardship Account	13,174.66
<b>Total Checking/Savings</b>	<u>2,531,961.16</u>
<b>Other Current Assets</b>	
Transfer Taxes Receivable	87,885.43
Legal Retainer	3,000.00
<b>Total Other Current Assets</b>	<u>90,885.43</u>
<b>Total Current Assets</b>	<u>2,622,846.59</u>
<b>Fixed Assets</b>	
Furniture & Fixtures	7,346.90
Computer Equipment	5,676.27
<b>Total Fixed Assets</b>	<u>13,023.17</u>
<b>TOTAL ASSETS</b>	<u><u>2,635,869.76</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Due to County Commission	39,979.07
<b>Total Other Current Liabilities</b>	<u>39,979.07</u>
<b>Total Current Liabilities</b>	<u>39,979.07</u>
<b>Total Liabilities</b>	39,979.07
<b>Equity</b>	
Reserved for Encumbrances	1,405,872.00
Reserved for Farmland Protect.	1,386,169.87
Net Income	-196,151.18
<b>Total Equity</b>	<u>2,595,890.69</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,635,869.76</u></u>

## Jefferson County Farmland Protection Board

## Profit &amp; Loss

January 2021

02/12/21

Accrual Basis

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	<u>Jan 21</u>
Ordinary Income/Expense	
Income	
Transfer Tax	87,885.43
Interest/Dividends	1,978.51
Contributions Income	200.00
	<hr/>
Total Income	90,063.94
Expense	
Advertising & Marketing Expense	201.39
Dues and Subscriptions	14.99
Professional Fees	
Accounting	525.00
Computer Support	39.00
Consulting/Contract	1,717.00
	<hr/>
Total Professional Fees	2,281.00
Telephone	75.00
Travel & Ent	
Travel	13.44
	<hr/>
Total Travel & Ent	13.44
Total Expense	<hr/> 2,585.82 <hr/>
Net Ordinary Income	<hr/> 87,478.12 <hr/>
Net Income	<hr/> <u>87,478.12</u> <hr/>

Jefferson County Farmland Protection Board

2/12/2021 10:17 AM

Register: Bank of Charles Town

From 01/01/2021 through 01/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/06/2021			BCT - ICS	Funds Transfer		X	760.04	99,675.37
01/08/2021	4197	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice 21.0068	525.00	X		99,150.37
01/08/2021	4198	Eden Design	Advertising & Marketi...	Invoice #7276	201.39	X		98,948.98
01/08/2021	4199	James Walker	Professional Fees:Cons...	Invoice 079	408.00	X		98,540.98
01/11/2021			BCT - ICS	Funds Transfer		X	107.64	98,648.62
01/12/2021			BCT - ICS	Funds Transfer		X	63.00	98,711.62
01/14/2021			Transfer Tax	Deposit		X	113,143.11	211,854.73
01/14/2021			BCT - ICS	Funds Transfer	63,143.11	X		148,711.62
01/15/2021	4200	Miller's Supplies at ...	Furniture & Fixtures	Invoice IN-112...	2,859.00			145,852.62
01/15/2021	4201	James Walker	Professional Fees:Cons...	Invoice 080	501.50	X		145,351.12
01/31/2021			Interest/Dividends	Interest		X	54.62	145,405.74
01/31/2021	4202	James Walker	Professional Fees:Cons...	Invoice 081 an...	807.50			144,598.24
01/31/2021	4203	Sheriff of Jefferson C...	-split-	Wheeler P-Card	53.99			144,544.25
01/31/2021	4204	Elizabeth Wheeler	-split-	January 2021 E...	88.44			144,455.81