

Jefferson County Farmland Protection Board

Board Meeting - March 8, 2021 6:00PM

Via Zoom

Join Zoom Meeting

<https://zoom.us/j/91327343172?pwd=VFpqdERFQlV2WGJqdm5KcXVLMdJYdz09>

Meeting ID: 913 2734 3172 Passcode: 260514

Dial by your location: +1 301 715 8592 US (Washington DC)

AGENDA

* Action item

6:00pmCall to Order and Opening Remarks

Approval of Minutes of Previous Meeting (February 16, 2021)*

Introduction of Guests:

Treasurer's Report *

Administrator's Report

New Business:

Old Business:

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 *

Consider for approval: Purchase of a conservation easement on an additional 3.834 acres of Property KD01 for a total of 304.674 acres for a price not to exceed \$1,981 per acre or \$7,595.00, increasing the total purchase price from \$596,024.00 to \$603,559.00.

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

Adjourn.

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Jefferson County Farmland Protection Board

Board Meeting – March 8, 2021.

MEETING MINUTES

Action item

Start:

- 6.02 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, Ms. Johnson.
- Absent – JCDA Representative

Approval of Minutes of Previous Meeting

- Reviewed Meeting Minutes.
 - Hearing no comments or objections, the Minutes of the previous meeting 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 submitted Treasurer's Report.
 - Dr. Hetzel seconded the motion.
 - The motion passed unanimously.

Administrator's Report

- No further Additions from the written report.

New Business:

Consider for approval: Proposed schedule for easement corrections and amendments *

- No motion was proposed.
- Ms. Wheeler reported that JCFPB is waiting for LTEP to approve the proposed template to correct the easements. The template was submitted to the LTEP the week of March 1, 2021.
- Upon approval of the template by LTEP, Ms Wheeler will proceed to implement the easement corrections in accordance with the procedures and schedule developed by the Easement Committee.

Consider for approval: Proposed easement correction for Property LLL3 *

- Mr. Glenn moved to accept the easement correction for LLL3.
- Mr. Perry seconded the motion.
- The motion passed unanimously.

Consider for approval: Purchase of a conservation easement on an additional 3.834 acres of Property KD01 for a total of 304.674 acres for a price not to exceed \$1,981 per acre or \$7,595.00, increasing the total purchase price from \$596,024.00 to \$603,559.00.

- Mr. Glenn moved to accept the addition of 3.834 acres to the easement and approved the additional payment of \$7,595 to cover the cost of the added acres.
- Ms. Johnson seconded the motion.
- The motion passed unanimously.

Adjourn. 6.32 PM.

Jefferson County Farmland Protection Board

Balance Sheet

As of February 28, 2021

03/04/21

Accrual Basis

	<u>Feb 28, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,335,595.52
BCT - Easement Acquisition Fund	121,872.53
Bank of Charles Town	146,183.45
BCT - Fundraising Account	1,051.64
BCT - Stewardship Account	13,177.69
Total Checking/Savings	<u>2,617,880.83</u>
Other Current Assets	
Transfer Taxes Receivable	66,008.28
Legal Retainer	3,000.00
Total Other Current Assets	<u>69,008.28</u>
Total Current Assets	<u>2,686,889.11</u>
Fixed Assets	
Furniture & Fixtures	7,346.90
Computer Equipment	5,676.27
Total Fixed Assets	<u>13,023.17</u>
TOTAL ASSETS	<u><u>2,699,912.28</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	-132,108.66
Total Equity	<u>2,659,933.21</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,699,912.28</u></u>

Jefferson County Farmland Protection Board

Profit & Loss

February 2021

	<u>Feb 21</u>
Ordinary Income/Expense	
Income	
Transfer Tax	66,008.28
Interest/Dividends	1,820.17
Contributions Income	<u>317.38</u>
Total Income	68,145.83
Expense	
Advertising & Marketing Expense	800.00
Dues and Subscriptions	439.99
Office Supplies	-49.99
Printing and Reproduction	1,936.39
Professional Fees	
Consulting/Contract	<u>884.00</u>
Total Professional Fees	884.00
Telephone	75.00
Travel & Ent	
Travel	<u>17.92</u>
Total Travel & Ent	17.92
Total Expense	<u>4,103.31</u>
Net Ordinary Income	<u>64,042.52</u>
Net Income	<u><u>64,042.52</u></u>

Jefferson County Farmland Protection Board

3/4/2021 5:18 PM

Register: Bank of Charles Town

From 02/01/2021 through 02/28/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/08/2021			Office Supplies	Deposit		X	49.99	144,505.80
02/09/2021	4205	James Walker	Professional Fees:Cons...	Invoice 083	280.50	X		144,225.30
02/26/2021	4206	Land Trust Alliance	Dues and Subscriptions	149075	425.00			143,800.30
02/26/2021	4207	Progressive Printing	Printing and Reproduct...	67013	1,936.39			141,863.91
02/26/2021	4208	Eden Design	Advertising & Marketi...	7323	800.00			141,063.91
02/26/2021			BCT - ICS	Funds Transfer	82,110.73	X		58,953.18
02/28/2021			Transfer Taxes Receiva...	Deposit		X	87,885.43	146,838.61
02/28/2021			Interest/Dividends	Interest		X	56.25	146,894.86
02/28/2021	4209	James Walker	Professional Fees:Cons...	Invoices 084 &...	603.50			146,291.36
02/28/2021	4210	Sheriff of Jefferson C...	Dues and Subscriptions	February P-Card	14.99			146,276.37
02/28/2021	4211	Elizabeth Wheeler	-split-	February Expe...	92.92			146,183.45

Jefferson County Farmland Protection Board

Administrative Monthly Report Monday March 8, 2021

Easement Progress:

NRCS: Property HFD02 (Moler) submitted to NRCS for funding.

Property SD04 (Printz): ABPP Award (\$225,030.00) for Aspen Pool announced 3/5/2021.

Funded Properties: Property KD01 (Local funding only): Survey completed, showing 306.674 total acres. This means an additional 3.834 acres in the easement. Landowner requested price adjustment.

I participated in the Baseline field work on March 7. On March 8 I met with Jennie Brockman in P&Z to discuss plat language requirements.

Property MD01 - The surveyor started work on the survey. The Baseline has been ordered. Phase 1 field work completed (NRCS)

Property SD01 – The survey is done. The Baseline has been ordered. Phase 1 field work completed (NRCS)

Closed Properties: Mrs. Betty Stehr died December 29. The family requested a meeting to discuss the easement terms & etc. I will meet with them in the next week.

Spring Monitoring: Spring monitoring schedule attached in Board packet

Administration: Audit process required several days of collecting and sending documents to Perry & Associates. Additional documentation required because federal funds exceed \$500,000. (\$973,247 in FY20)

EAC Archeology, Cultural Resources Consultant in MD sent proposal for \$5,896 for Printz property baseline and deed.

Administrative:

Projects in process:

Annual Report: The Report has been mailed to 840 names.

Easement review: On March 4 Easement Committee reviewed list of easements that need correction and requested that I propose an implementation plan. Will need to coordinate with LTEP.

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. No progress yet on proposal.

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

Donations: $\$317.38 + \$1,675 = \$1992.38$

Other: I have been invited to present to the JCDA Board about the Farmland Protection Program on April 20. I am mailing the annual report to the Board members in advance.

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.