

Jefferson County Farmland Protection Board

Board Meeting – 7 June, 2021.

MEETING MINUTES

Action item

Start:

- 6.06 PM. Meeting held via Zoom and Conference Call.
- Meeting called to Order and Opening Remarks by Mr. Glenn.
 - Mr. Glenn welcomed Mr. Jarvis to his first JCFPB meeting. Mr. Glenn invited Mr. Jarvis to all future meetings and to become active and engaged with the JCFPB, and noted that agriculture plays a vital role in the economy and life of the residents of JC.
- Attendees – Ms. Wheeler, Mr. Glenn, Dr. Hetzel, Mr. Perry, Mr. Kercheval, Mr. Jarvis (JCDA Representative), Ms. Tabb (JCC Representative)
- Absent – Catharine Johnson

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 Reports for the months of April and May 2021.
 - Mr. Glenn moved to accept the submitted Treasurer's Reports.
 - Mr. Kercheval seconded the motion.
 - The motion passed unanimously.

Administrator's Report

- No further additions to the written report.

New Business:

- Consider for approval: Forestry policy. *
 - Mr. Glenn moved to accept Forestry Policy, subject to the inclusion of the minor edits and formatting comments previously submitted
 - Mr. Kercheval seconded the motion.
 - The motion passed unanimously.

- Consider for approval: Policy for subdivision for locally-funded easements. *
 - Mr. Glenn moved to accept the subdivision policy.
 - Mr. Kercheval seconded the motion.
 - The motion passed unanimously.

- Consider for approval LTEP Spring monitoring reports for Property L * and Property LL. *
 - Mr. Glenn moved to accept the monitoring reports.
 - Mr. Kercheval seconded the motion.
 - The motion passed unanimously.

- Consider for approval: FY 22 Application schedule. *
 - Mr. Glenn moved to accept the Application Schedule.
 - Mr. Kercheval seconded the motion.
 - The motion passed unanimously.

- Consider for approval: proposed Easement Corrections for Property P, Property A, Property U, Property CC, Property MM. *
 - Mr. Glenn moved to accept Easement corrections which were approved by the Easement Committee.
 - Mr. Perry seconded the motion.
 - The motion passed unanimously.

Closing Remarks

- Mr. Glenn was complemented on the efficient and productive manner in which the meeting was run, due to another commitment he had at 7.00 PM.

Adjourn: 6.48 pm

Jefferson County Farmland Protection Board
Board Meeting - Monday, June 7, 2021 6:00PM

Zoom Meeting

Join Zoom Meeting

<https://zoom.us/j/95843059739?pwd=TFU2cHhTOW82YWdsY2xNaitBN1loZz09>

Meeting ID: 958 4305 9739

Passcode: 244146

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 (April 12, 2021)*

Treasurer's Report *

Administrator's Report

New Business:

1. Consider for approval: Forestry policy.
2. Consider for approval: Policy for subdivision for locally-funded easements.
3. Consider for approval LTEP Spring monitoring reports for Property L and Property LL.
4. Consider for approval: FY 22 Application schedule.
5. Consider for approval: proposed Easement Corrections for Property P, Property A, Property U, Property CC, Property MM.
6. Adjourn.

Jefferson County Farmland Protection Board

Balance Sheet

06/04/21

As of May 31, 2021

Accrual Basis

	<u>May 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,602,758.27
BCT - Easement Acquisition Fund	125,950.48
Bank of Charles Town	141,955.58
BCT - Fundraising Account	1,052.43
BCT - Stewardship Account	13,187.65
Total Checking/Savings	<u>2,884,904.41</u>
Other Current Assets	
Transfer Taxes Receivable	103,888.40
Legal Retainer	3,000.00
Total Other Current Assets	<u>106,888.40</u>
Total Current Assets	<u>2,991,792.81</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>3,004,815.98</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	59,118.62
Total Other Current Liabilities	<u>59,118.62</u>
Total Current Liabilities	<u>59,118.62</u>
Total Liabilities	59,118.62
Equity	
Reserved for Encumbrances	1,210,844.00
Reserved for Farmland Protect.	1,386,169.87
Net Income	348,683.49
Total Equity	<u>2,945,697.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,004,815.98</u></u>

Jefferson County Farmland Protection Board

Profit & Loss

06/04/21

May 2021

Accrual Basis

	May 21
Ordinary Income/Expense	
Income	
Transfer Tax	103,888.40
Interest/Dividends	2,268.95
Contributions Income	
Individuals	13.51
Total Contributions Income	13.51
Total Income	106,170.86
Expense	
Advertising & Marketing Expense	18.00
Dues and Subscriptions	14.99
Miscellaneous	6.72
Office Supplies	129.66
Professional Fees	
Computer Support	39.00
Consulting/Contract	1,600.00
Total Professional Fees	1,639.00
Telephone	75.00
Total Expense	1,883.37
Net Ordinary Income	104,287.49
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Costs	
Other	5,999.99
Total Easement Costs	5,999.99
Total Current Year Encumbrances	5,999.99
Total Other Expense	5,999.99
Net Other Income	-5,999.99
Net Income	98,287.50

Jefferson County Farmland Protection Board

6/4/2021 2:02 PM

Register: Bank of Charles Town

From 05/01/2021 through 05/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/17/2021			Transfer Taxes Receiva...	Deposit		X	104,282.77	244,421.54
05/18/2021			BCT - ICS	Funds Transfer	94,645.03	X		149,776.51
05/26/2021	4227	James Walker	Professional Fees:Cons...	Invoice # 095 ...	720.00			149,056.51
05/31/2021			Interest/Dividends	Interest		X	62.43	149,118.94
05/31/2021	4228	James Walker	Professional Fees:Cons...	Invoice 097 & ...	880.00			148,238.94
05/31/2021	4229	Elizabeth Wheeler	-split-	May Expenses	81.72			148,157.22
05/31/2021	4230	EAC/A	Current Year Encumbr...	Invoice # 1	5,999.99			142,157.23
05/31/2021	4231	Sheriff of Jefferson C...	-split-		201.65			141,955.58

Jefferson County Farmland Protection Board

Administrative Monthly Report Monday, June 7, 2021

Easement Progress:

Property SD04 (ABPP easement): Cultural Resources consultant (EAC Archeology) produced report. American Battlefield Trust offered to pay the closing costs. The landowner decided to exclude the 3-acre walnut grove. The Yellow Book appraisal is being revised. The survey has been ordered. I prepared drafts of the deed of easement. The baseline has been drafted.

Property KD01 (Local funding): Deed and survey submitted to P&Z and Prosecuting Attorney for approval. PA office promises to have ready for July 8 County Commission meeting.

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

Property SD01 – The survey is done. Phase 1 field work completed (NRCS). Baseline scheduled for end of June. Need to complete baseline.

Closed Properties:

April 24: Met with owner of Henshaw property and farmer leasing the land to review deed terms, and to confirm that no additional gravel would be placed in the easement area.

May 7: Prepared Deed of Correction for LLL.2 to address scrivener's error.

May 20: Met with Grant Smith to complete final draft of Willis Deed of Correction

Borden Farm listed mid-May for \$2.4MM

Administration:

FY 20 Audit completed. No issues identified.

Closing Attorney: Randy Conrad anticipates he will not service additional easements. Trump & Trump attorney George McVey has not responded to my query.

Personnel: Our P/T Assistant and GIS specialist expects to leave in September. I plan to seek a replacement and coordinate overlap for training. He has been with the Board since June 2019.

Performance Review for Director should be done in July. (Rob & Nick)

Financial: Items to be addressed:

FY 22 Budget – Finance Committee should meet before July Board meeting (Jane, Rob, Cathy)

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.

Projects in process:

Easement correction/amendment review: LTEP committee to work on items, no timeline yet.

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.