

# Jefferson County Farmland Protection Board

## Board Meeting – July 19, 2021.

### MEETING MINUTES

#### Start:

- 6:00 PM. Meeting held via Zoom and Conference Call.
- Meeting called to Order and Opening Remarks by Mr. Glenn.
- Attendees – Ms. Wheeler, Executive Director, Mr. Glenn, Dr. Hetzel, Ms. Johnson, Mr. Kercheval, and Ms. Tabb (JCC Representative)
- Absent –Mr. Perry, Mr. Jarvis, 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 Reports for the month of June 2021.
  - Mr. Glenn moved to accept the submitted Treasurer's Reports.
  - Ms. Johnson seconded the motion.
  - The motion passed unanimously.

#### Administrator's Report

- No further additions to the written report.

#### New Business:

- **Consider for approval: Consider for approval: Establishment and funding of Stewardship Fund.**
  - Mr. Glenn moved (a) to establish a "Stewardship Fund" to be designated as such on the Financial Reports, (b) to fund the Stewardship Fund by taking 10% of the Board's share of the transfer taxes on annual basis (to be set aside each month), (c) to limit the use of the Stewardship Fund to the enforcement and defense of farmland easements, and (d) to direct the Executive Director to establish a written policy for the Board regarding the establishment, funding and use of the Stewardship Fund.
  - Dr. Hetzel seconded the motion.
  - The motion passed unanimously.

- **Consider for approval: Application to Terra Firma for conservation easement insurance.**
  - Mr. Glenn moved to direct the Executive Director to make application to Terra Firma to obtain conservation easement insurance and to authorize the expenditure of the necessary funds obtain such coverage.
  - Mr. Kercheval seconded the motion.
  - The motion passed unanimously.
  
- **Consider for approval: MOU for Berkeley/Jefferson FPB joint staff position and Joint Oversight Committee.**
  - Mr. Glenn moved to (a) approve the establishment of a joint staff position for the BC FPB and the JC FPB consistent with outline of the position prepared by the Executive Director and Mark Schiavone, Director of the BC FPB, (b) to agree that costs of such position shall be shared by the BC FPB and JC FPB on an hours works basis, (c) to direct the Executive Director to work with Mr. Schiavone to finalize the position description and the MOU (to incorporate the Board's comments), and (d) to assign a Board member to oversee the staff position as described in the MOU.
  - Ms. Johnson seconded the motion.
  - The motion passed unanimously.
  
- **Consider for approval: FY 22 Budget.**
  - Mr. Glenn moved to approve and adopt the FY 22 Budget presented to the Board by the Executive Director.
  - Dr. Hetzel seconded the motion.
  - The motion passed unanimously.

**Adjourn: 7:30 pm**

**Jefferson County Farmland Protection Board**  
**Board Meeting - Monday, July 19, 2021 6:00PM**

**Zoom Meeting**

Join Zoom Meeting

<https://us06web.zoom.us/j/85873470726?pwd=aHJwenN3THRCam1qcjNMZlRlUHBjZz09>

**Meeting ID:** 858 7347 0726    **Passcode:** 000466

Dial by your location

+1 301 715 8592 US (Washington DC)

**Agenda**

\* Action item

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

Approval of Minutes of Previous Meeting (June 7, 2021)\*

Treasurer's Report \*

Administrator's Report

New Business:

1. Consider for approval: FY22 Budget \*
2. Consider for approval: Establishment and funding of Stewardship Fund\*
3. Consider for approval: Application to Terra Firma for conservation easement insurance \*
4. Consider for approval: MOU for Berkeley/Jefferson FPB joint staff position and Joint Oversight Committee\*
5. Other Business
6. Public Comment
7. Adjourn.

The Jefferson County Farmland Protection Board reserves the right to re-arrange items on the agenda if necessary to accommodate time constraints of the public or the Board.

## Jefferson County Farmland Protection Board

## Balance Sheet

As of June 30, 2021

07/09/21

Accrual Basis

	<u>Jun 30, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
BCT - ICS	2,707,076.09
BCT - Easement Acquisition Fund	126,190.24
Bank of Charles Town	52,565.89
BCT - Fundraising Account	1,052.69
BCT - Stewardship Account	13,190.91
<b>Total Checking/Savings</b>	<u>2,900,075.82</u>
<b>Other Current Assets</b>	
Transfer Taxes Receivable	172,649.19
Legal Retainer	3,000.00
<b>Total Other Current Assets</b>	<u>175,649.19</u>
<b>Total Current Assets</b>	<u>3,075,725.01</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><b>3,088,748.18</b></u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Reserved for Encumbrances	1,210,844.00
Reserved for Farmland Protect.	1,386,169.87
Net Income	491,734.31
<b>Total Equity</b>	<u>3,088,748.18</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u><b>3,088,748.18</b></u></u>

**Jefferson County Farmland Protection Board**  
**Profit & Loss**  
June 2021

	Jun 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Transfer Tax	172,649.19
Interest/Dividends	2,287.55
Contributions Income	203.51
<b>Total Income</b>	175,140.25
<b>Expense</b>	
Dues and Subscriptions	14.99
Professional Fees	
Computer Support	966.08
Consulting/Contract	1,770.00
<b>Total Professional Fees</b>	2,736.08
Salary & Benefits Expense	22,346.97
Telephone	75.00
Travel & Ent	
Travel	16.24
<b>Total Travel &amp; Ent</b>	16.24
<b>Total Expense</b>	25,189.28
<b>Net Ordinary Income</b>	149,950.97
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
Current Year Encumbrances	
Easement Costs	
Surveys	6,875.00
Easement Costs - Other	28.00
<b>Total Easement Costs</b>	6,903.00
<b>Total Current Year Encumbrances</b>	6,903.00
<b>Total Other Expense</b>	6,903.00
<b>Net Other Income</b>	-6,903.00
<b>Net Income</b>	143,047.97

Jefferson County Farmland Protection Board

7/9/2021 3:18 PM

Register: Bank of Charles Town

From 06/01/2021 through 06/30/2021

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
06/11/2021			Transfer Taxes Receiva...	Deposit		X	103,891.25	245,846.83
06/14/2021			BCT - ICS	Funds Transfer	102,130.19	X		143,716.64
06/23/2021	4232	Keller Engineers, Inc.	Current Year Encumbr...	Invoice 03964-...	6,875.00			136,841.64
06/30/2021			Interest/Dividends	Interest		X	60.15	136,901.79
06/30/2021	4233	James Walker	Professional Fees:Cons...	Inv 99,100,101...	1,770.00			135,131.79
06/30/2021	4234	Sheriff of Jefferson C...	-split-	P-Card Accoun...	81.99			135,049.80
06/30/2021	4235	Elizabeth Wheeler	-split-		91.24			134,958.56
06/30/2021	To Print	Jefferson County De...	Professional Fees:Com...	FY 2020-2021 ...	927.08			134,031.48
06/30/2021	To Print	Sheriff of Jefferson C...	Salary & Benefits Exp...	Reimburse JCC...	81,465.59			52,565.89

## **Jefferson County Farmland Protection Board**

### **Administrative Monthly Report .... Monday, July 19, 2021**

#### Easement Progress:

Property SD04 – Aspen Pool: 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. The Preservation Plan has been drafted.

Property KD01 - Snyder (Local funding): The easement is ready to close. I am scheduled to request County Commission approval on July 15. The closing is scheduled for July 19.

Property MD01 - Brown - The survey field work is done, and I am working with the landowners & NRCS to define farmstead areas. The Baseline has been ordered. Baseline contractor is recovering from an accident which will delay the baseline field work.

Property SD01 – Hendricks - The survey is done. Phase 1 field work completed (NRCS). The Baseline has been ordered. Baseline contractor is recovering from an accident which will delay the baseline field work.

Property HFD02 – C & D Moler (94ac) NRCS has tentatively selected the property for funding, pending review.

#### Closed Properties:

Linda Renaud notified me that she may be selling her property.

#### Administration:

Personnel: Worked with Berkeley County to develop an agreement and job description for shared staff person.

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

#### Financial: Items to be addressed:

Terra Firma application

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

Budget for a stewardship contractor to conduct annual monitoring.

#### Projects in process:

Easement correction/amendment review: Deeds of Correction for Willis, Latterell, and the Bower have been sent to landowners for review.

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.

Other: Two Fall training sessions for WV Farmland Protection Boards: September 19 & 20 (Smokehole Resort) and October 6 & & (Hawks Nest State Park, Ansted, WV). I will attend both as a presenter.