

**Jefferson County Farmland Protection Board**  
**Board Meeting - Monday, August 9, 2021 6:00PM**  
**Zoom Meeting**

<https://us06web.zoom.us/j/89416065733?pwd=TjNlT1g4UzBFem1tSHlnSTFXU3Zadz09>

Meeting ID: 894 1606 5733    Passcode: 352135

Call-in: +1 301 715 8592 US (Washington DC)

**Agenda**

\* Action item

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

Approval of Minutes of Previous Meeting (July 12, 2021)\*

Treasurer's Report \*

Administrator's Report

New Business:

1. Consider for approval: Job description and advertisement for the Berkeley/Jefferson FPB joint staff position. \*
2. Consider for approval: FPB Director Performance Review – possible Executive Session. W.Va. Code § 6-9A-4 \*
3. Other Business: Discuss American Battlefield Trust proposal.
4. Public Comment
5. 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

## Board Meeting – August 9, 2021.

### MEETING MINUTES

#### Start:

- 6:00 PM. Meeting held via Zoom and Conference Call.
- Meeting called to Order and Opening Remarks by Mr. Glenn (President)
  - Important to fill the open staff position, both to handle the current work load and to prepare for future changes to the Board and Administration.
  - Last week's Minutes were excellent, with a detailed report on a complex subject.
- Attendees – Ms. Wheeler, (Executive Director), Mr. Glenn, Dr. Hetzel, Mr. Kercheval, and Ms. Tabb (JCC Representative), Mr. Perry
- Absent – Mr. Jarvis, (JCDA Representative), Ms. 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 month of June 2021.
  - Mr. Glenn moved to accept the submitted Treasurer's Reports.
  - Mr. Perry seconded the motion.
  - The motion passed unanimously.

#### Administrator's Report

- No further additions to the written report.

#### New Business:

- **Consider for approval: Job description and advertisement for the Berkeley/Jefferson FPB joint staff position**
  - Mr. Glenn moved to approve the job posting
  - Mr. Kercheval seconded the motion.
  - The motion passed unanimously.

- **Consider for approval: FPB Director Performance Review – possible Executive Session – WV Code 9-9A-4A.**
  - Ms. Wheeler removed herself from the Zoom meeting
  - Mr. Glenn moved the Board into an Executive Session.
  - Mr. Glenn moved the Board out of the Executive Session.
  - Ms Wheeler returned to the meeting via Zoom.
  
- **Other Business: Discuss American Battlefield Trust proposal.**
  - This item was tabled, as a proposal is still pending.
  
- **Public Comment**
  - There were no public comments to be reported.
  
- **Closing Remarks**
  - No closing remarks were made.

**Adjourn: 7:40 pm**

*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 July 31, 2021

	<u>Jul 31, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BCT - ICS	2,226,836.07
BCT - Easement Acquisition Fund	126,334.96
Bank of Charles Town	96,300.19
BCT - Fundraising Account	1,052.96
BCT - Stewardship Account	13,194.27
Total Checking/Savings	<u>2,463,718.45</u>
Other Current Assets	
Transfer Taxes Receivable	153,006.73
Legal Retainer	3,000.00
Total Other Current Assets	<u>156,006.73</u>
Total Current Assets	<u>2,619,725.18</u>
Fixed Assets	
Furniture & Fixtures	7,346.90
Computer Equipment	5,676.27
Total Fixed Assets	<u>13,023.17</u>
<b>TOTAL ASSETS</b>	<b><u><u>2,632,748.35</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Reserved for Encumbrances	1,412,294.00
Reserved for Farmland Protect.	1,676,454.18
Net Income	-455,999.83
Total Equity	<u>2,632,748.35</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>2,632,748.35</u></u></b>

## Jefferson County Farmland Protection Board

## Profit &amp; Loss

09/03/21

July 2021

Accrual Basis

	<u>Jul 21</u>
Ordinary Income/Expense	
Income	
Transfer Tax	153,006.73
Interest/Dividends	2,228.43
Contributions Income	107.20
	<hr/>
Total Income	155,342.36
Expense	
Advertising & Marketing Expense	150.00
Dues and Subscriptions	89.99
Postage and Delivery	136.60
Printing and Reproduction	304.39
Professional Fees	
Accounting	525.00
Computer Support	39.00
Consulting/Contract	1,140.00
	<hr/>
Total Professional Fees	1,704.00
Telephone	75.00
Travel & Ent	
Travel	56.00
Travel & Ent - Other	129.99
	<hr/>
Total Travel & Ent	185.99
Total Expense	<hr/> 2,645.97
Net Ordinary Income	152,696.39
Other Income/Expense	
Other Expense	
Conservation Easement Procure	603,559.00
Current Year Encumbrances	
Easement Costs	
Baselines	1,158.75
Settlement Charges	3,978.47
	<hr/>
Total Easement Costs	5,137.22
Total Current Year Encumbrances	5,137.22
Other Expenses	0.00
Total Other Expense	<hr/> 608,696.22
Net Other Income	-608,696.22
Net Income	<hr/> <hr/> <b>-455,999.83</b>

Jefferson County Farmland Protection Board

9/3/2021 2:42 PM

Register: Bank of Charles Town

From 07/01/2021 through 07/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/12/2021	4238	USPS	Postage and Delivery	2021-2022	134.00	X		52,431.89
07/12/2021	4239	F. Mark Schiavone	Current Year Encumbr...	20210709001	1,158.75	X		51,273.14
07/12/2021	4240	Ours Lawyer Lewis ...	Professional Fees:Acco...	21.1120	525.00	X		50,748.14
07/12/2021	4241	JC Chamber of Com...	Dues and Subscriptions	Invoice 2505	75.00	X		50,673.14
07/16/2021			Current Year Encumbr...		20.00	X		50,653.14
07/16/2021	E-Check	Conrad Legal Corpor...	-split-	Easement Proc...	607,517.47	X		-556,864.33
07/16/2021			BCT - ICS	Funds Transfer		X	570,635.68	13,771.35
07/21/2021			Transfer Taxes Receiva...	Deposit		X	172,649.19	186,420.54
07/21/2021			BCT - ICS	Funds Transfer	121,722.11	X		64,698.43
07/30/2021			BCT - ICS	Funds Transfer		X	33,456.57	98,155.00
07/31/2021			Interest/Dividends	Interest		X	57.16	98,212.16
07/31/2021	4242	Void	Other Expenses	VOID		X		98,212.16
07/31/2021	4243	Eden Design	Advertising & Marketi...	Invoice 7454	150.00	X		98,062.16
07/31/2021	4244	Progressive Printing	Printing and Reproduct...	Invoice 69017	304.39	X		97,757.77
07/31/2021	4245	Elizabeth Wheeler	-split-	July Expense R...	133.60	X		97,624.17
07/31/2021	4246	James Walker	Professional Fees:Cons...	Invoices 104,105	1,140.00	X		96,484.17
07/31/2021	4247	Sheriff of Jefferson C...	-split-		183.98			96,300.19

## Jefferson County Farmland Protection Board

### Administrative Monthly Report .... August 9, 2021

#### Easement Progress:

Property SD04 – Aspen Pool: The Yellow Book appraisal is being revised (the appraiser has been MIA for 2 weeks). The survey is in progress. I prepared drafts of the deed of easement. The baseline has been drafted. The Preservation Plan has been drafted.

Property KD01 - Snyder Easement is closed. Title Insurance policy is pending.

Property MD01 - Brown - The survey field work is done, NRCS approved the 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 HQ review.

#### Application Inquiries:

Kearneysville: 43 acres

Shenandoah Junction: 92 acres

Shenandoah Junction: 44 acres

#### Administration:

Personnel: Met with Joint Committee to finalize job description for shared staff person. Advertising costs will be shared. Job will be advertised August 10 following Board authorization.

The annual funding announcement postcard was sent out last week to all landowners with ag-taxed land over 20 acres (500 names), with due dates tied to NRCS' schedule.

#### Financial: Items to be addressed:

Terra Firma application: The application period is Dec 1 – Feb 1. I have requested the required form to submit parcel information.

#### Projects in process:

- Easement correction/amendment review: Deeds of Correction for Willis, Latterell, and the Bower have been sent to landowners for review. LTEP prepared drafts for Harewood, Sam Donley. Smith-Payne draft prepared.
- Long-range financial plan for the Board goal of 20,000 acres protected by 2030.
- Budget for a stewardship contractor to conduct annual monitoring.

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 & 7 (Hawks Nest State Park, Ansted, WV). I will attend both as a presenter.