

## Jefferson County Farmland Protection Board

Board Meeting.....Monday, March 12, 2018  
Jefferson County Public Services Building/ Development Authority Conference Room  
1948 Wiltshire Rd, Kearneysville, WV 25430

### AGENDA

5:00 pm .....Call to Order and Opening Remarks \* Action item

#### **Introduction of Guests:**

**Approval of Minutes of Previous Meeting:** February 12, 2018 \*

**Treasurer's Report \***

**Administrator's Report**

#### **New Business:**

- **Consider for Approval:** That the Board appoint board member Nic Diehl as Treasurer for the unexpired term ending 8/31/2020. \*
- **Consider for approval:** Expense budget for Gap View Farm Recognition /Public Education Event not to exceed \$3,600. \*
- **Consider for approval:** Revised Amended counter-offer for the purchase of a conservation easement on the 300-acre Property LLL with 20-acres +/- to be purchased with local funds only and 280 +/- acres to be purchased with matching funds from the American Battlefield Protection Program at a price not to exceed \$4,300/acre, verified by a UASFLA or "Yellow Book" appraisal. \*
- Discuss Board member participation in ALE Plan meetings with landowners.
- Consider for approval: Accept proposals for legal services from Stephen Kershner and Randall Conrad. \*

#### **Committee Reports**

- Easement Committee
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

7:00 pm ----- 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 Phone: (304) 724-1414

## Jefferson County Farmland Protection Board

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1948 Wiltshire Rd, Kearneysville, WV 25430

### AGENDA

5:00 pm .....Call to Order and Opening Remarks \* Action item

- Meeting called to order by President Mr. Glenn.
- Attending the meeting were Mr. Ober, Mr. Glenn, Mr. Diehl, Ms. Tabb, Mr. Quinn, Ms. McDonald and Ms. Wheeler. Absent – Mr. Kercheval.

#### Introduction of Guests:

- None.

#### Approval of Minutes of Previous Meeting: February 12, 2018 \*

- Hearing no comments or objections, the minutes were approved by unanimous consent.

#### Treasurer's Report \*

- Ms. Wheeler presented the Treasurer's report for February, 2017.
  - Mr. Quinn moved to accept the January Treasurer's Report as presented and the motion was seconded by Mr. Diehl. The motion passed unanimously.

#### Administrator's Report

- No further additions from written report.

#### New Business:

- **Consider for Approval:** That the Board appoint board member Nic Diehl as Treasurer for the unexpired term ending 8/31/2020. \*
  - Mr. Ober moved to appoint Nic Deihl board Treasurer and the motion was seconded by Mr. Quinn. The motion passed unanimously.
  
- **Consider for approval:** Expense budget for Gap View Farm Recognition /Public Education Event not to exceed \$3,600. \*
  - Ms. Wheeler reviewed budget estimate and proposed date of May 20<sup>th</sup>.
  - Plan is to invite landowners, community and public for a noon-4pm, "stop by event" to include farm tour, information display, and recognition of key figures.
  - Mr. Diehl moved to approve the event budget as presented and the motion was seconded by Mr. Ober. The motion passed unanimously.

- **Consider for approval:** Revised Amended counter-offer for the purchase of a conservation easement on the 300-acre Property LLL with 20-acres +/- to be purchased with local funds only and 280 +/- acres to be purchased with matching funds from the American Battlefield Protection Program at a price not to exceed \$4,300/acre, verified by a UASFLA or “Yellow Book” appraisal. \*
  - Discussed that proposed easement on 280 +/- acres would not have any farmstead area, and that could be a concern down the road when the property would be sold with no viable option for a farmer to live with the conservation.
  - Discussed need to consider putting easement on 10-20 acres in farmstead area that exists today.
  - Mr. Ober moved to approve offering up to 15 acres funded by JCFPB to complement ABPP easement of 280 +/- acre, up to \$4300 per acre, verified by a UASFLA or “Yellow Book” appraisal. Seconded by Mr. Diehl. The motion passed unanimously
- Discuss Board member participation in ALE Plan meetings with landowners.
  - Reviewed need for Board members to actively participate in landowner and NRCS meetings to understand our commitments with signing easements with ALE plans.
- Consider for approval: Accept proposals for legal services from Stephen Kershner and Randall Conrad. \*
  - Mr. Glen and Mr. Ober reviewed proposals, and believe both are acceptable. Their recommendation is to leverage both as workload permits at each law office.
  - Mr. Quinn moved to approve both law firms and the motion was seconded by Ms. McDonald. The motion passed unanimously

### **Committee Reports**

- Easement Committee
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

6:25 pm ----- Adjourn

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Jefferson County Farmland Protection Board  
**Balance Sheet**  
As of March 31, 2018

	<u>Mar 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BCT - ICS	2,824,151.19
BCT - Easement Acquisition Fund	42,840.01
Bank of Charles Town	139,693.46
BCT - Fundraising Account	1,014.41
BCT - Stewardship Account	12,710.17
<b>Total Checking/Savings</b>	<u>3,020,409.24</u>
<b>Other Current Assets</b>	
Transfer Taxes Receivable	79,991.64
Legal Retainer	3,000.00
<b>Total Other Current Assets</b>	<u>82,991.64</u>
<b>Total Current Assets</b>	<u>3,103,400.88</u>
<b>Fixed Assets</b>	
Computer Equipment	1,663.73
<b>Total Fixed Assets</b>	<u>1,663.73</u>
<b>TOTAL ASSETS</b>	<u><u>3,105,064.61</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Due to County Commission	48,026.31
<b>Total Other Current Liabilities</b>	<u>48,026.31</u>
<b>Total Current Liabilities</b>	<u>48,026.31</u>
<b>Total Liabilities</b>	<u>48,026.31</u>
<b>Equity</b>	
Reserved for Encumbrances	1,943,252.50
Reserved for Farmland Protect.	571,250.75
Net Income	542,535.05
<b>Total Equity</b>	<u>3,057,038.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,105,064.61</u></u>

Jefferson County Farmland Protection Board  
**Profit & Loss**  
March 2018

	<u>Mar 18</u>
Ordinary Income/Expense	
Income	
Transfer Tax	73,322.45
Interest/Dividends	1,895.62
Contributions Income	68.08
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Total Income	75,286.15
Expense	
Printing and Reproduction	50.83
Professional Fees	
Computer Support	39.00
Consulting/Contract	350.00
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Total Professional Fees	389.00
Salary & Benefits Expense	15,292.59
Telephone	150.00
Travel & Ent	
Travel	51.37
	<hr/>
Total Travel & Ent	51.37
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Total Expense	15,933.79
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Net Ordinary Income	59,352.36
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Net Income	<u>59,352.36</u>

Jefferson County Farmland Protection Board

7/23/2018 4:04 PM

Register: Bank of Charles Town

From 03/01/2018 through 03/31/2018

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>
03/12/2018	3946	Torri Martin	Professional Fees:Cons...	Invoice No. 012	350.00	X		136,607.78
03/16/2018			Transfer Taxes Recciva...	Deposit		X	44,393.61	181,001.39
03/16/2018			BCT - ICS	Funds Transfer	41,098.09	X		139,903.30
03/31/2018			Interest/Dividends	Interest		X	81.36	139,984.66
03/31/2018	3947	Elizabeth Wheeler	-split-	Feb & Mar Exp...	201.37	X		139,783.29
03/31/2018	3948	United Bankcard	-split-	P-Card Wheeler	89.83	X		139,693.46

# Jefferson County Farmland Protection Board

## Administrator's Monthly Report ... March 12, 2018

### Easement Progress:

- 2016 ACEP/ALE: ZZ and EEE – Under NRCS review. NRCS District Conservationist Tim Canfield is working on ALE Plans – EEE ALE Plan should be completed by March 30. We will need to review the plans with landowners and NRCS.
- 2017 ACEP ALE: JJJ (279.9 acres) – The application rolled over to FY18.
- 2014-15 RCPP picks: HHH (278 acres), III (243 acres). Submitted to NRCS in May 2017. Review is due April 20.
- Total Funding for HHH, III, JJJ: \$2,711,067, Board match: \$1,385,570
- Civil War Trust may pay closing costs on easements in battlefield areas. (HHH and LLL).

### Easement Applicants:

- Property LLL – prospective ABPP applicant accepted counter-offer of \$4,300/acre. Currently considering option for Board to purchase the easement for the 20-acre area excluded from the ABPP easement.
- 2018 NRCS Applications: WW (80 ac) and OOO (142 ac) applications uploaded to NRCS file share.
- MMM and NNN are below NRCS minimum points. MMM possible Civil War Trust or ABPP applicants.

### Easement Inquiries:

2/21/2018: 75 acres, Shepherdstown District

2/21/18: 110 acres, Shepherdstown District

2/21/18: 79 acres, Kabletown District

2/22/18: 179 Acres, Charles Town

### Easement policy/ issues:

Easement amendment – NRCS rules may require re-appraisal and re-survey if we seek an amendment to correct a boundary or reduce easement area up to 10%.

### Legislative watch:

Legislative session – All below bills died in committee:

- SB 151 – Appropriations Supremacy Act – possible threat to State Farmland Protection Funding, and other special revenue accounts not Constitutionally protected.
- HB 2932 – Article 12. Conservation and Preservation Easements. (Right of first refusal to purchase land upon which a conservation easement exists.) Submitted by Ron Walters, Kanawha
- HB 447 - Senator Dave Sypolt is sponsoring a new bill that corrects flaws in the current post mortem bill regarding conservation easements.

Administration:

- Received proposals for legal services from Steve Kershner and Randy Conrad.
- Easement amendments/corrections for Shannon Donley, Sam Donley, Richard Latterell, Stine, Printz.

Fundraising/outreach:

- \$100 donation received 2/21/18 in honor of Janet Stine
- Monthly donations totaling \$40 continue.
- Gap View recognition event. Tentative date: Sunday, May 20.

Projects in process:

- Annual report

Events/Meetings:

- March 9 - Winchester: Forum for Rural Innovation