

## Jefferson County Farmland Protection Board

Board Meeting.....Monday, May 14, 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:** April 9, 2018 \*

**Treasurer's Report \***

**Administrator's Report**

#### **New Business:**

**Consider for approval:** That the Board accept the NRCS-approved ALE Plan for Property EEE. \*

**Consider for approval:** That the Board accept the NRCS selection of Property WW for FY18 ALE funding match of \$172,000.00 to be matched by the Board for \$172,000.00 \*

#### **Committee Reports**

Easement Committee

Finance Committee

Fundraising and Public Relations Committee: May 20 Event activities and assignments

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

Board Meeting.....Monday, May 14, 2018  
Jefferson County Public Services Building/ Development Authority Conference Room  
1948 Wiltshire Rd, Kearneysville, WV 25430

### MEETING MINUTES

5:10 pm .....Call to Order and Opening Remarks

\* Action item

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

#### Introduction of Guests:

- None.

#### Approval of Minutes of Previous Meeting: April 9, 2018 \*

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

#### Treasurer's Report \*

- Ms. Wheeler presented the Treasurer's report for April, 2018.
  - Mr. Diehl moved to accept the March Treasurer's Report as presented and the motion was seconded by Ms. McDonald. The motion passed unanimously.

#### Administrator's Report

- No further additions from written report.

#### New Business:

**Consider for approval:** That the Board accept the NRCS-approved ALE Plan for Property EEE. \*

- Ms. McDonald moved to accept the NRCS-approved ALE Plan for Property EEE and the motion was seconded by Mr. Diehl. The motion passed 3 to 1, Mr. Quinn voting against support of ALE Plan oversights by the federal government on Farm Land protection.

**Consider for approval:** That the Board accept the NRCS selection of Property WW for FY18 ALE funding match of \$172,000.00 to be matched by the Board for \$172,000.00 \*

- Mr. Quinn recused himself, conflict of interest with property owner WW.
- Ms. McDonald moved to accept the NRCS selection of Property WW for FY18 ALE funding match of \$172,000.00 to be matched by the Board for \$172,000.00 and the motion was seconded by Mr. Diehl. The motion passed unanimously.

## **Committee Reports**

Easement Committee

Finance Committee

Fundraising and Public Relations Committee: May 20 Event activities and assignments

Personnel Committee/ Board Development

Strategic Plan Committee

5:50 pm ----- Adjourn

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## Jefferson County Farmland Protection Board

## Balance Sheet

As of May 31, 2018

	<u>May 31, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BCT - ICS	2,942,092.15
BCT - Easement Acquisition Fund	47,393.11
Bank of Charles Town	143,799.04
BCT - Fundraising Account	1,015.51
BCT - Stewardship Account	12,723.98
Total Checking/Savings	<u>3,147,023.79</u>
Other Current Assets	
Transfer Taxes Receivable	84,218.73
Legal Retainer	3,000.00
Total Other Current Assets	<u>87,218.73</u>
Total Current Assets	<u>3,234,242.52</u>
Fixed Assets	
Computer Equipment	1,663.73
Total Fixed Assets	<u>1,663.73</u>
<b>TOTAL ASSETS</b>	<b><u>3,235,906.25</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	48,026.31
Total Other Current Liabilities	<u>48,026.31</u>
Total Current Liabilities	<u>48,026.31</u>
Total Liabilities	48,026.31
Equity	
Reserved for Encumbrances	1,943,252.50
Reserved for Farmland Protect.	571,250.75
Net Income	673,376.69
Total Equity	<u>3,187,879.94</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>3,235,906.25</u></b>

Jefferson County Farmland Protection Board  
Profit & Loss  
May 2018

	May 18
Ordinary Income/Expense	
Income	
Transfer Tax	77,549.54
Interest/Dividends	1,965.16
Contributions Income	3,147.76
<b>Total Income</b>	<b>82,662.46</b>
Expense	
Event Expense	2,484.22
Advertising & Marketing Expense	29.95
Printing and Reproduction	58.00
Professional Fees	
Computer Support	39.00
Consulting/Contract	355.00
<b>Total Professional Fees</b>	<b>394.00</b>
Telephone	75.00
Travel & Ent	
Meals	207.00
Travel	85.57
Travel & Ent - Other	310.93
<b>Total Travel &amp; Ent</b>	<b>603.50</b>
<b>Total Expense</b>	<b>3,644.67</b>
<b>Net Ordinary Income</b>	<b>79,017.79</b>
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Costs	
Appraisals	1,500.00
<b>Total Easement Costs</b>	<b>1,500.00</b>
<b>Total Current Year Encumbrances</b>	<b>1,500.00</b>
<b>Total Other Expense</b>	<b>1,500.00</b>
<b>Net Other Income</b>	<b>-1,500.00</b>
<b>Net Income</b>	<b>77,517.79</b>

Jefferson County Farmland Protection Board

7/23/2018 4:06 PM

Register: Bank of Charles Town

From 05/01/2018 through 05/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/02/2018			BCT - ICS	Funds Transfer	75.99	X		148,646.19
05/14/2018	3957	Progressive Printing	Printing and Reproduct...	Invoice 59212	58.00	X		148,588.19
05/14/2018	3958	The Best Cookie	Event Expense	Gap View Far...	144.00	X		148,444.19
05/18/2018	3959	Young Harvests	Event Expense		40.00	X		148,404.19
05/18/2018	3960	Mayfair Farm	Event Expense		80.00	X		148,324.19
05/18/2018	3961	Bistro 112	Event Expense		180.00	X		148,144.19
05/18/2018	3962	Shepherd's Whey Cre...	Event Expense		369.64	X		147,774.55
05/22/2018			Transfer Taxes Receiva...	Deposit		X	52,859.11	200,633.66
05/23/2018	3963	Catering by Margarita	Event Expense	Invoice No. 78...	780.00	X		199,853.66
05/23/2018	3964	Zion Episcopal Church	Event Expense	Gap View Far...	679.30	X		199,174.36
05/23/2018	3965	Vital Signs Plus	Advertising & Marketi...	Invoice No. 37...	29.95	X		199,144.41
05/23/2018			BCT - ICS	Funds Transfer	52,644.19	X		146,500.22
05/31/2018			Interest/Dividends	Interest		X	82.60	146,582.82
05/31/2018	3967	Zion Episcopal Church	Event Expense	Gap View Event	44.50	X		146,538.32
05/31/2018	3968	Torri Martin	Professional Fees:Cons...	Invoice No. 15	355.00	X		146,183.32
05/31/2018	3969	Elizabeth Wheeler	-split-	May Expenses	732.09	X		145,451.23
05/31/2018	3970	United Bankcard	-split-	E. Wheeler P-c...	152.19	X		145,299.04
05/31/2018	3971	Sirna Appraisal	Current Year Encumbr...	Appraisal	1,500.00	X		143,799.04

# Jefferson County Farmland Protection Board

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

### Easement Progress:

- EEE ALE Plan approved by NRCS and signed by landowner. ALE Plan for ZZ has not been completed. NRCS requested that I extend the title commitment for both properties because closing will occur after June 1 (the expiration date for the current title commitments).
- Property WW (80 acres) approved for funding by NRCS.
- 2014-15 RCPP picks: HHH (278 acres), III (243 acres). Submitted to NRCS in May 2017. NRCS staff says due date for review is tentative.

### Easement Applicants:

- MMM: a possible Civil War Trust//ABPP applicant, or a DEP 319 Grant candidate. The Board may consider alternative scenarios for protection and offers.

### Easement Inquiries:

May 1: 189 acres, Middleway District. Landowner considering application.

### Easement policy/ issues:

Visited Capitol Hill May 9 – 11 to discuss upcoming Farm Bill, concerns re: state program implementation and policy with NRCS HQ program officers, and with congressional members and Senators Capito and Manchin staff. We were successful in relaying concerns. See attached summary memo. Also visited Land Trust Alliance, National Farmers Union, American Farmland Trust's launch of "Farms Under Threat" report.

### Administration:

- Easement amendments/corrections for Shannon Donley, Sam Donley, Richard Latterell, Stine, Printz.
- New Board members. Two positions will complete terms in August 2018.  
Document storage: The AAAA Storage company has been sold, and the new owners wish to charge us for storage. There is space available in the storage area for Engineering, Planning & Zoning that can be locked if we request it.

Fundraising/outreach: May 20 Gap View Farm Event, 125 RSVPs. \$3,540 donations.

- Tasks to complete: prepare/print Program, Official remarks, Board assignments, miscellaneous fetching and toting, parking assistance.

### Projects in process:

- Annual report – cancelled for 2017, Design format to be utilized for 2018.
- Technical Service Provider Grant: awaiting notification of decision.

### Events/Meetings: