

Jefferson County Farmland Protection Board

Board Meeting.....Monday, July 9, 2018
Jefferson County Public Services Building/ Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

AGENDA

5:00 pmCall to Order and Opening Remarks * Action item

Introduction of Guests:

Approval of Minutes of Previous Meeting: June 11, 2018 *

Treasurer's Report *

Administrator's Report

Old Business:

Discuss Board and LTEP decision-making policy and process regarding proposal by the owner of property under the Ellis Deed of Easement, to repair and pave the driveway on the property that presently is covered on different sections with asphalt and with gravel. *

New Business:

Consider for approval: That the Board authorize Elizabeth Wheeler, program director, to attend the LTA National Conference October 11 – 13 for a total cost not to exceed \$1,100.00 *

Consider for approval: Joint letter from the Board and the Land Trust of the Eastern Panhandle to Laurie Scott advising her she has 30 days to remove the abandoned trailer from the easement area on her property. *

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

Board Meeting.....Monday, July 9, 2018
Jefferson County Public Services Building/ Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

MEETING MINUTES

5:00 pmCall 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, Mr. Kercheval and Ms. Wheeler. Absent – Mr. Ober

Introduction of Guests:

- Don Owen, Conservation Consultant (via phone)

Approval of Minutes of Previous Meeting: June 11, 2018 *

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

Treasurer's Report *

- Ms. Wheeler presented the Treasurer's report for June 2018.
 - Mr. Kercheval moved to accept the March 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.

Old Business:

Discuss Board and LTEP decision-making policy and process regarding proposal by the owner of Property "S" to repair and pave the driveway on the property that presently is covered on different sections with asphalt and with gravel. *

- Mr. Quinn moved to redact property owner references in July and June (not published) to ensure confidentiality in meeting notes, and the motion was seconded by Ms. McDonald. The motion passed unanimously.
- The board discussed recent email exchange between Land Trust and Landowner, and reviewed discussion.
- Mr. Owen shared his advice on co-holder issues, and discussed the situation and that recommendation that the two organizations should continue to discuss, and

work to resolve. He also suggested that an agreement, or MOA, type document should very much be in place.

- Ms. Wheeler will request JCFLPB to attend a LTEP board meeting to discuss resolution as a group.

New Business:

Consider for approval: That the Board authorize Elizabeth Wheeler, program director, to attend the LTA National Conference October 11 – 13 for a total cost not to exceed \$1,100.00 *

- Mr. Diehl moved to authorize Ms. Wheeler to attend LTA as presented and the motion was seconded by Ms. McDonald. The motion passed unanimously.

Consider for approval: Joint letter from the Board and the Land Trust of the Eastern Panhandle to owner of Property EE advising that owner has 30 days to remove the abandoned trailer from the easement area on her property. *

- Reviewed recent update on July 2nd property visit, easements violations have not be yet been addressed.
- Discussed with landowner, requested she resolve asap. Next recommended visit to follow-up is August 7th.
- Mr. Glenn moved to authorize Ms. Wheeler to draft letter to landowner and the motion was seconded by Ms. Wheeler. 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 July 31, 2018

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	3,015,612.81
BCT - Easement Acquisition Fund	48,241.54
Bank of Charles Town	156,972.79
BCT - Fundraising Account	1,016.05
BCT - Stewardship Account	12,730.78
Total Checking/Savings	<u>3,234,573.97</u>
Other Current Assets	
Legal Retainer	3,000.00
Total Other Current Assets	<u>3,000.00</u>
Total Current Assets	<u>3,237,573.97</u>
Fixed Assets	
Computer Equipment	1,663.73
Total Fixed Assets	<u>1,663.73</u>
TOTAL ASSETS	<u><u>3,239,237.70</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	78.75
Total Accounts Payable	<u>78.75</u>
Total Current Liabilities	<u>78.75</u>
Total Liabilities	<u>78.75</u>
Equity	
Reserved for Encumbrances	1,822,699.50
Reserved for Farmland Protect.	1,418,195.20
Net Income	-1,735.75
Total Equity	<u>3,239,158.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,239,237.70</u></u>

Jefferson County Farmland Protection Board

Profit & Loss

July 2018

07/31/18

Accrual Basis

	Jul 18
Ordinary Income/Expense	
Expense	
Dues and Subscriptions	75.00
Postage and Delivery	82.00
Printing and Reproduction	78.75
Professional Fees	
Accounting	525.00
Total Professional Fees	525.00
Total Expense	760.75
Net Ordinary Income	-760.75
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Costs	
Easement Administration	975.00
Total Easement Costs	975.00
Total Current Year Encumbrances	975.00
Total Other Expense	975.00
Net Other Income	-975.00
Net Income	-1,735.75

Jefferson County Farmland Protection Board

7/31/2018 5:18 PM

Register: Bank of Charles Town

From 07/01/2018 through 07/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
07/09/2018	3978	JC Chamber of Com...	Dues and Subscriptions	Annual Dues	75.00		82,288.15
07/12/2018	3979	Progressive Printing	Printing and Reproduct...	Invoice No. 59...	78.75		82,209.40
07/19/2018	3980	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice No. 18-...	525.00		81,684.40
07/19/2018	3981	USPS	Postage and Delivery	P.O.Box 731 R...	82.00		81,602.40
07/23/2018			Transfer Taxes Receiva...	Deposit		76,345.39	157,947.79
07/31/2018	3982	F. Mark Schiavone	Current Year Encumbr...	Invoice No. 20...	975.00		156,972.79

Jefferson County Farmland Protection Board

Profit & Loss

08/02/18

July 2017 through June 2018

Accrual Basis

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Income	
Transfer Tax	802,443.54
Interest/Dividends	20,944.24
Contributions Income	18,377.64
Total Income	<u>841,765.42</u>
Expense	
Event Expense	2,574.22
Advertising & Marketing Expense	1,313.03
Conferences Education & Training	55.00
Dues and Subscriptions	724.00
Licenses and Permits	115.00
Office Supplies	85.47
Postage and Delivery	139.37
Printing and Reproduction	838.68
Professional Fees	
Accounting	2,100.00
Audit	4,266.00
Computer Support	1,558.53
Consulting/Contract	4,647.92
Total Professional Fees	<u>12,572.45</u>
Salary & Benefits Expense	65,467.44
Supplies	773.67
Telephone	900.00
Travel & Ent	
Meals	1,029.00
Travel	1,109.38
Travel & Ent - Other	2,071.07
Total Travel & Ent	<u>4,209.45</u>
Total Expense	<u>89,767.78</u>
Net Ordinary Income	751,997.64
Other Income/Expense	
Other Income	
Prior Years Encumbrances	
Easement Acquisition	827,157.26
Easement Costs	
Survey	-350.00
Total Easement Costs	<u>-350.00</u>
Total Prior Years Encumbrances	<u>826,807.26</u>
Total Other Income	826,807.26
Other Expense	
Conservation Easement Procure	706,604.26
Current Year Encumbrances	
Easement Costs	
Administration	908.39
Land Trust of EP - Monitoring	5,725.00
Surveys	800.00

Jefferson County Farmland Protection Board

Administrator's Monthly Report ... July 9, 2018

Easement Progress:

- ZZ ALE Plan approved by NRCS. Need to obtain landowner signatures.

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:

June 27 – 176 acres on Opequon, ½ mile on stream.

July 5 – 127 acres, Kearneysville

Easement policy/ issues: WV NRCS (Louis Aspey) states that new WV Template approved by NRCS HQ for WV Agricultural Land Protection Authority can only be used by Authority; they will require each county to have its own template.

Followup to NRCS process of title review through WV Law Clinic and withholding of information about title issues found with our applicants – see Lavonne Paden summary of conference call.

Administration:

- Easement amendments/corrections for Shannon Donley, Sam Donley, Richard Latterell, Stine, Printz.
- New Board members. Two positions will complete terms in August 2018. Farmer, Soil Conservation District, and non-farmer.
- Document storage: Transferred all files to our office. Need assistance with moving remaining items to new (locked) storage area in Engineering, Planning & Zoning.
- Cooperative agreements for NRCS-funded RCPP and ALE properties are not yet executed.

Fundraising/outreach:

Projects in process:

- Annual report – cancelled for 2017, Design format to be utilized for 2018.

Events/Meetings:

June 26 – attended Bob Henshaw's service.

August 9: Moorefield. 10 am – 3:30pm: NRCS training for counties to prepare applications.