

Jefferson County Farmland Protection Board

Board Meeting.....Monday, August 6, 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: July 9, 2018 *

Treasurer's Report *

Consider for approval: 2018 Financial Statement *

Administrator's Report

Old Business:

Discuss Board and LTEP joint decision-making policy and process for discussion with the Land Trust of the Eastern Panhandle.

New Business:

Consider for approval: Re-submission of properties III (243 acres) and OOO (142 acres) for NRCS funding (ACEP-ALE and RCPP) *

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, August 6, 2018

Jefferson County Public Services Building/ Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

MEETING MINUTES

5:10 pmCall to Order and Opening Remarks * Action item

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

Introduction of Guests:

- Dan Chittal – interested in joining board

Approval of Minutes of Previous Meeting: July 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 July 2018.
 - Mr. Quinn moved to accept the July Treasurer's Report as presented and the motion was seconded by Mr. Kercheval. The motion passed unanimously.

Consider for approval: 2018 Financial Statement *

- Mr. Kercheval moved to accept the 2018 Financial Statement as presented and the motion was seconded by Mr. Ober. The motion passed unanimously

Administrator's Report

- No further additions from written report.
 - Discussed feedback and concerns brought to Farmland Board about Rockwool project.
 - Board discussed issuing a position publicly on the project, decided to put topic on agenda for next month.

Old Business:

Discuss Board and LTEP joint decision-making policy and process for discussion with the Land Trust of the Eastern Panhandle.

- Reviewed situation with LTEP giving landowners being given information regarding preservation without involving JCFLPB. This is causing severe communication issues with landowners.

- Discussed options to meet and discuss with LTEP to come up with a game plan to get both boards on the same page on who, how, and when communicating with landowners is to be handled.

New Business:

Consider for approval: Re-submission of properties III (243 acres) and OOO (142 acres) for NRCS funding (ACEP-ALE and RCPP) *

- Discussed III and OOO have requested to re-apply to new FY19 year application process (they applied last year).
- Mr. Ober moved to re-submit properties III and OOO as presented and the motion was seconded by Mr. Kercheval. The motion passed unanimously.

Committee Reports

Easement Committee

Finance Committee

Fundraising and Public Relations Committee

Personnel Committee/ Board Development

Strategic Plan Committee

6:15 pm ----- Adjourn

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Jefferson County Farmland Protection Board

Balance Sheet

As of August 31, 2018

09/14/18

Accrual Basis

	Aug 31, 18
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,671,252.85
BCT - Easement Acquisition Fund	48,528.13
Bank of Charles Town	98,728.23
BCT - Fundraising Account	1,017.18
BCT - Stewardship Account	12,744.84
Total Checking/Savings	2,832,271.23
Other Current Assets	
Transfer Taxes Receivable	-1,503.37
Legal Retainer	3,000.00
Total Other Current Assets	1,496.63
Total Current Assets	2,833,767.86
Fixed Assets	
Computer Equipment	1,663.73
Total Fixed Assets	1,663.73
TOTAL ASSETS	2,835,431.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	78.75
Total Accounts Payable	78.75
Total Current Liabilities	78.75
Total Liabilities	78.75
Equity	
Reserved for Encumbrances	1,822,699.50
Reserved for Farmland Protect.	1,418,195.20
Net Income	-405,541.86
Total Equity	2,835,352.84
TOTAL LIABILITIES & EQUITY	2,835,431.59

Jefferson County Farmland Protection Board

Profit & Loss

August 2018

09/14/18

Accrual Basis

	Aug 18
Ordinary Income/Expense	
Income	
Transfer Tax	73,827.60
Interest/Dividends	2,247.83
Contributions Income	223.22
	<hr/>
Total Income	76,298.65
Expense	
Advertising & Marketing Expense	53.42
Dues and Subscriptions	800.00
Miscellaneous	100.00
Postage and Delivery	11.21
Professional Fees	
Computer Support	78.00
	<hr/>
Total Professional Fees	78.00
Telephone	75.00
Travel & Ent	
Travel	66.13
	<hr/>
Total Travel & Ent	66.13
	<hr/>
Total Expense	1,183.76
Net Ordinary Income	75,114.89
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Acquisition	480,957.45
	<hr/>
Total Current Year Encumbrances	480,957.45
	<hr/>
Total Other Expense	480,957.45
Net Other Income	-480,957.45
	<hr/>
Net Income	<u><u>-405,842.56</u></u>

Jefferson County Farmland Protection Board

9/14/2018 4:23 PM

Register: Bank of Charles Town

From 09/01/2018 through 09/30/2018

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
09/07/2018	3987	Elizabeth Wheeler	-split-	August Expens...	159.20			98,569.03
09/07/2018	3988	W.B. Mason Co., Inc.	Supplies	Invoice I58346...	28.78			98,540.25
09/07/2018	3989	West Virginia Farm ...	Dues and Subscriptions	Annual Dues 4...	52.00			98,488.25
09/07/2018	3990	Spirit of Jefferson	Advertising & Marketi...	invoice 37739	250.00			98,238.25

Jefferson County Farmland Protection Board

Administrator's Monthly Report ... August 6, 2018

Easement Progress:

- ZZ and EEE are scheduled to close August 21. P&Z Director Jennifer Brockman's letter confirms that landowners have the right to record plats of their property.
- The Civil War Trust will pay the closing costs on Property HHH (278 acres) and on LLL (280 ac) if they are funded by ABPP.
- We still do not have corrected cooperative agreements from NRCS for JJJ (290 acres) and WW (80 acres).

Easement Applicants:

- MMM: a possible Civil War Trust/ABPP applicant. I sent the information to CWT.

Easement policy/ issues: WV NRCS is holding a training on August 9 in Moorefield. I met with Association members and Lavonne Paden (WV Ag Land Protection Authority) to review talking points and issues we wish to raise with WV NRCS about the application and review process. Board members are invited to attend.

FY19 Application requirements for NRCS are increasingly exacting and time-consuming. Applications are due December 3, and NRCS wants counties to have a September 28 application deadline.

NRCS is requesting that all monitoring reports are delivered by June 30, 2019. I am sorting out how this can be accomplished.

I will visit the Property EE easement (48 ac) on Tuesday August 7 to follow up on the trailer removal from the easement area.

Owner of Property Z (42.8 ac) inquired about exercising the development right.

Administration:

- Easement amendments/corrections for Shannon Donley, Sam Donley, 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 hard copy files to our office. Will schedule Maintenance assistance with moving remaining items to new (locked) storage area in Engineering, Planning & Zoning.
- Torri Martin, P/T assistant, had a medical emergency last week. I do not know if/when she will return to work.
- Sent title work request to Randy Conrad for WW, HHH, JJJ
- Annual review. I have given the form to Liz and Rob and will write a self-evaluation. We need to schedule the review.
- Annual Audit: I have submitted initial paperwork. There will be a single audit because the federal funds for the Gap View easement exceeded \$500,000.

Fundraising/outreach:

August WV Observer article about the Farmland Protection Program (5,200 print, 10,000 online views/month)

Farmland Protection ad in the Spirit County Fair insert

FY 18 NRCS funding announcement in Spirit legal section (2 weeks)

Farmland Protection ad in the American Conservation Film Festival Program (2,000 programs)

Ad in Apple Harvest Festival program guide (25,000 distribution)

Projects in process:

- Annual report -2018, revised, in design

Events/Meetings:

August 9: Moorefield. 10 am – 3:30pm: NRCS training for counties to prepare applications. Also in attendance will be the WV University Land Use and Sustainable Development Law Clinic, which provides title work for NRCS.

Other: Rockwool Co. I have received a number of phone calls and emails from landowners expressing concerns about pollution, toxic waste, traffic, degradation of rural character, excessive water use, etc.