

Jefferson County Farmland Protection Board

Board Meeting.....Monday, September 18, 2017

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: August 14, 2017 *

Treasurer's Report *

Administrator's Report

New Business:

- Consider for approval: FY 16 Financial Statement *
- Review NRCS FY18 Agricultural Conservation Easement Program (ACEP) Funding Announcement
- Update on ABPP easement amendment language

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

MEETING MINUTES DRAFT

5:00 pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests:

- None

Approval of Minutes of Previous Meeting: August 14, 2017 *

- One correction to meeting minutes, Mr. Ober called meeting to order, not Mr. Glenn.
- Hearing no comments or objections, the minutes were approved by unanimous consent.

Treasurer's Report *

- Ms. Wheeler presented the Treasurer's report.
 - Mr. Quinn moved to accept the Treasurer's Report as presented and the motion was seconded by Ms. McDonald. The motion passed unanimously.

Administrator's Report

- Discussed need to have a board discussion on ALE Plans, requested it be added to next month's agenda.
- Discussed annual audit bid review and selection, Ms. Wheeler will issue RFP for services.
- No further additions from written report.

Old Business:

- Update on ABPP easement amendment language
 - Reviewed several minor outstanding easement updates, correcting administrative typos, etc. Need to obtain NRCS &/or ABPP approval.

New Business:

- Consider for approval: FY 16 Financial Statement *
 - Reviewed
 - Ms. McDonald moved to approved FY16 Financial Statement as presented and forwarding to our auditors, and the motion was seconded by Mr. Ober. The motion passed unanimously.
- Review NRCS FY18 Agricultural Conservation Easement Program (ACEP) Funding Announcement
 - Board to review NRCS package handed out by Ms. Wheeler, topic including ALE requirements to be on next month's agenda.

Committee Reports

- Easement Committee
- Finance Committee

- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
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Jefferson County Farmland Protection Board

Balance Sheet

10/05/17

As of September 30, 2017

Accrual Basis

	<u>Sep 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,478,130.36
BCT - Easement Acquisition Fund	29,845.27
Bank of Charles Town	149,450.01
BCT - Fundraising Account	1,011.13
BCT - Stewardship Account	12,669.06
Total Checking/Savings	<u>2,671,105.83</u>
Other Current Assets	
Transfer Taxes Receivable	52,394.09
Legal Retainer	3,000.00
Total Other Current Assets	<u>55,394.09</u>
Total Current Assets	<u>2,726,499.92</u>
Fixed Assets	
Computer Equipment	1,663.73
Total Fixed Assets	<u>1,663.73</u>
TOTAL ASSETS	<u>2,728,163.65</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	15,292.59
Total Other Current Liabilities	<u>15,292.59</u>
Total Current Liabilities	<u>15,292.59</u>
Total Liabilities	15,292.59
Equity	
Reserved for Encumbrances	2,649,856.76
Reserved for Farmland Protect.	571,250.75
Net Income	-508,236.45
Total Equity	<u>2,712,871.06</u>
TOTAL LIABILITIES & EQUITY	<u>2,728,163.65</u>

Jefferson County Farmland Protection Board

Profit & Loss

September 2017

	Sep 17
Ordinary Income/Expense	
Income	
Transfer Tax	52,394.09
Interest/Dividends	1,727.86
Contributions Income	129.04
Total Income	54,250.99
Expense	
Advertising & Marketing Expense	84.58
Professional Fees	
Computer Support	117.00
Consulting/Contract	401.08
Total Professional Fees	518.08
Salary & Benefits Expense	15,292.59
Supplies	62.96
Telephone	75.00
Travel & Ent	
Meals	123.00
Travel	326.16
Total Travel & Ent	449.16
Total Expense	16,482.37
Net Ordinary Income	37,768.62
Other Income/Expense	
Other Expense	
Conservation Easement Procure	706,604.26
Current Year Encumbrances	
Easement Costs	
Land Trust of EP - Monitoring	725.00
Appraisals	1,500.00
Settlement Charges	7,922.80
Total Easement Costs	10,147.80
Total Current Year Encumbrances	10,147.80
Total Other Expense	716,752.06
Net Other Income	-716,752.06
Net Income	-678,983.44

Jefferson County Farmland Protection Board

10/5/2017 5:34 PM

Register: Bank of Charles Town

From 09/01/2017 through 09/30/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/11/2017	3904	Torri Martin	Professional Fees:Cons...	8/10 - 9/1/2017	401.08	X		197,266.17
09/11/2017	3905	United Bankcard	-split-		876.96	X		196,389.21
09/15/2017			Transfer Taxes Receiva...	Deposit		X	100,271.33	296,660.54
09/18/2017	3906	Luttrell, LC	Conservation Easement...	Gap View Far...	706,604.26	X		-409,943.72
09/18/2017	3907	Luttrell, LC	Current Year Encumbr...	Gap View Far...	7,922.80	X		-417,866.52
09/18/2017	3908	Sirna Appraisal	Current Year Encumbr...	Sept 12 Invoice...	1,500.00	X		-419,366.52
09/26/2017			BCT - ICS	Funds Transfer		X	668,298.43	248,931.91
09/26/2017			BCT - ICS	Funds Transfer	98,946.91	X		149,985.00
09/30/2017			Interest/Dividends	Interest		X	101.75	150,086.75
09/30/2017	3909	Elizabeth Wheeler	-split-	September Exp...	524.16			149,562.59
09/30/2017	3910	United Bankcard	Professional Fees:Com...	P-Card Wheeler	39.00			149,523.59
09/30/2017	3911	Spirit of Jefferson	Advertising & Marketi...	Classified Ads	73.58			149,450.01

Jefferson County Farmland Protection Board

Administrator's Monthly Report ...September 18, 2017

Easement Progress:

- AAA: Closing date: September 27, at board room. The State Conservationist will attend sign the deed, accompanied by the Acting Easement Specialist and the Public Affairs Director. Landowner wishes to host public event in Spring 2018, and requests minimal publicity now.
- 2016 ACEP/ALE: ZZ and EEE Baseline drafts been completed.
- 2017 ACEP ALE: JJJ (278 acres) – Yellow Book appraisal completed.
- 2014-15 RCPP picks: HHH (278 acres), III (243 acres).
 - III has will proceed (\$3,000/acre) though is unhappy about NRCS response re: subdivision.
 - HHH will proceed with minimum \$2,700/acre, and up to \$3,100/acre, if supported by YellowBook appraisal.

Preparing paperwork and forms for the three new easements.

Total Funding for HHH, III, JJJ: \$1,591,947

Board match: \$1,385,570

Easement Inquiries/Issues:

- Pending application for 80 acres in Shepherdstown, Battle of Williamsport study area. I am reviewing eligibility for ABPP and NRCS.
- Inquiry/application for 90 acres in Shepherdstown district abutting III (243 acres). Visited Friday, Sept. 15.
- October 31 is deadline for FY18 applications.

Easement policy/ issues:

- WV Association and the Authority continue to communicate with NRCS regarding concerns about policy. Issues to date: termination of single-point agreement, omission of extinguishment/condemnation language in deed template, subdivision prohibition, NRCS requirement that any feature that scores points in the matrix application must generate a required practice.
- State Conservationist response to Board letter regarding subdivision (see attached letter)
- NRCS FY18: NRCS issued funding announcement, with prohibition against subdivision.
- Pipeline
- Legislative watch:
 - August 24 phone conference with WVEDA representatives regarding future legislation effecting farmland protection funding.
 - Berkeley County Parks and Recreation Director Steve Catlett advocating for legislation to use farmland protection funds for parks. Senator Blair may sponsor bill.

Outreach:

- Demonstrated recipe at Charles Town Farmers Market on 9/16, for WV Farmers Market Association Cookbook. Cookbook sales benefit the Acquisition Fund. Discussed farmland protection with ~20 people.
- Two citizens offered to contribute time/expertise to the Board: Dan Chittal (easement owner) and Mike Godfrey (owner, Potomac Microgreens)
- WV Farm Bureau membership

Administration:

- Schedule annual audit bid review and selection.
- Schedule Easement Committee meetings.
- Schedule annual budget draft for October meeting
- Researching the option of leasing a printer/scanner/fax vs. new purchase

Fundraising/outreach: Planning for AAA PR and possible event in Spring 2018

Projects in process:

- Application submitted September 3 for 4th round of RCPP funding

Events/Meetings:

- Met on 9/13 with WV Rivers, Berkeley County FPB, WVALPA, WV Land Trust, LTEP to discuss possible coordination of conservation efforts with source water protection.
- Wednesday September 20, 5:30 – 8:30: Meeting with WV Agriculture Commissioner Leonhardt, 2473 Arden Nollville Rd. Inwood, WV
- WVAFPB workshops: September 22 (Smokehole)