

Jefferson County Farmland Protection Board

Board Meeting.....Monday, April 14, 2014

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

AGENDA

5:00pmCall to Order and Opening Remarks

* Action item

Introduction of Guests: Chris Luttrell

Approval of Minutes of Previous Meeting (March 10, 2014)*

Treasurer's Report *

Administrator's Report

Unfinished Business

- Consider for Approval: March Treasurer's Report*
- Olcott easement amendment status

New Business:

- Consider for Approval: Spring Monitoring Reports for: Davidson, Hoover-Gray, Lorber, Pritchard, Quinn, Renaud, Restiano-Schiavone, Saunders-Hockman, Scott, Smith-Payne, Twin Ridge, Walls, Washington *

Committee Reports

- Audit Committee – Review and accept FY13 Independent Audit from Perry and Associates*
- Easement Committee
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

Announcements:

7:00 pm ----- Adjourn

All Farmland Protection Board meetings are open to the public.
To address the Board, contact Elizabeth McDonald to be placed on the agenda.
Email: FarmlandProtection@jcda.net Phone: (304) 724-1414

Jefferson County Farmland Protection Board

Board Meeting.....Monday, April 14, 2014

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

MEETING MINUTES

5:09pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests: None

Approval of Minutes of Previous Meeting (March 10, 2014)*

- Hearing no objections the minutes were approved with unanimous consent.

Treasurer's Report *

- Treasurer reviewed by Ms. Wheeler in Treasurer's absence.
- Reviewed **February** Treasurers report, updated with QQ closing that was missing from last month's board meeting.
- Reviewed **March** Treasurers report, noted March transfer much higher the February due to 2 significant property \$ closures. Expected to fall back to February range in April. Discussed need to add staff salary, and get explanation on Reserved for Farmland Protect on balance sheet.
- Mr. Glenn moved to accept February & March Treasurer's Report pending clarification of balance sheet, seconded by Mr. Ober. The motion passed unanimously.

Administrator's Report

Received administrator's report from Ms. Wheeler. Discussion topics on/in addition to written report:

- NRCS processing delays due to Farm Bill continue to delay applicant and closing progress.

Unfinished Business

- Consider for Approval: March Treasurer's Report*
 - o Done above
- Olcott easement amendment status
 - o Concerns & questions about easement have been raised again, remains unresolved in landowners view.
 - o Ms. Wheeler planning to discuss with landowners again at upcoming monitoring (within month with Potomac Conservancy).

New Business:

- Consider for Approval: Spring Monitoring Reports for: Davidson, Hoover-Gray, Lorber, Pritchard, Quinn, Renaud, Restiano-Schiavone, Saunders-Hockman, Scott, Smith-Payne, Twin Ridge, Walls, Washington *
 - Will defer board approval until after Easement committee reviews reports, will put on agenda for next month.

Committee Reports

- Audit Committee – Review and accept FY13 Independent Audit from Perry and Associates

- No audit issues or comments from Audit Committee
- Mr. Glenn moved to accept Audit Report, seconded by Mr. Ober. The motion passed unanimously.
- Easement Committee
 - Committee meeting scheduled for next week
- Finance Committee
- Fundraising and Public Relations Committee
 - Committee meeting scheduled for next week
- Personnel Committee/ Board Development
- Strategic Plan Committee
 - Committee meeting scheduled for July.

Announcements:

6:07 pm ----- Adjourn

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4:39 PM

06/26/14

Accrual Basis

Jefferson County Farmland Protection Board

Balance Sheet

As of March 31, 2014

	<u>Mar 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,204,819.77
BCT - Easement Acquisition Fund	13,082.18
Bank of Charles Town	157,628.70
BCT - Fundraising Account	794.82
BCT - Stewardship Account	12,512.23
Total Checking/Savings	<u>1,388,837.70</u>
Other Current Assets	
Legal Retainer	3,000.00
Total Other Current Assets	<u>3,000.00</u>
Total Current Assets	1,391,837.70
Fixed Assets	
Computer Equipment	2,236.17
Total Fixed Assets	<u>2,236.17</u>
TOTAL ASSETS	<u>1,394,073.87</u>
LIABILITIES & EQUITY	
Equity	
Reserved for Encumbrances	265,820.00
Reserved for Farmland Protect.	348,329.07
Net Income	779,924.80
Total Equity	<u>1,394,073.87</u>
TOTAL LIABILITIES & EQUITY	<u>1,394,073.87</u>

4:40 PM
06/26/14
Accrual Basis

Jefferson County Farmland Protection Board
Profit & Loss
March 2014

	<u>Mar 14</u>
Ordinary Income/Expense	
Income	
Transfer Tax	64,198.80
Interest/Dividends	678.07
Contributions Income	10.00
Total Income	<u>64,886.87</u>
Expense	
Office Supplies	124.18
Professional Fees	
Audit	288.00
Computer Support	39.00
Legal Fees	360.00
Total Professional Fees	<u>687.00</u>
Total Expense	<u>811.18</u>
Net Ordinary Income	64,075.69
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Costs	
Settlement Charges	-50.00
Total Easement Costs	<u>-50.00</u>
Total Current Year Encumbrances	<u>-50.00</u>
Total Other Expense	<u>-50.00</u>
Net Other Income	<u>50.00</u>
Net Income	<u><u>64,125.69</u></u>

Jefferson County Farmland Protection Board

6/26/2014 4:43 PM

Register: Bank of Charles Town

From 03/01/2014 through 03/31/2014

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>
03/10/2014	3645	United Bankcard	-split-	P-Card Feb 2014	163.18	X		93,965.85
03/19/2014			-split-	Deposit		X	64,248.80	158,214.65
03/28/2014	3646	WV State Auditor	Professional Fees:Audit	Invoice No. 13...	288.00	X		157,926.65
03/28/2014	3647	Luttrell & Prezioso, ...	Professional Fees:Leg...	Statement #173...	360.00	X		157,566.65
03/31/2014			Interest/Dividends	Interest		X	62.05	157,628.70

Jefferson County Farmland Protection Board

Administrator's Monthly Report April 14, 2014

Easement Progress:

- Property VV: Appraisal Review complete, price unchanged. Documents sent to NRCS, easement sent to JC prosecuting attorney's office.
- Property ZZ: Farm Bill process delaying FY14 application. NRCS indicates obligations start in August.

Easement Inquiries:

- March 24-26 – applicant – Leetown
- March 27: Billy Knighten re: additional easement

Easement policy/ issues:

- The Senate Finance committee voted on April 3, 2014 to extend the enhanced tax incentive for conservation easement donations for 2014 and 2015. LTA is working to make this permanent. (see attached LTA info sheet)
- NRCS rule-making re: Regional rate cap – the rate cap is in the Farm Bill, but it may not be allowed in rule-making process. WV NRCS asked individual counties to communicate with Congressional representatives to ask for support of regional rate cap. The Association should be speaking with a unified voice.
- New NRCS template with forestry language: Still Pending: Attorney General's office review of forestry language to clarify permitted activities and implications with the IRS. Auditor's Office is in communication w/ AG staff. It has been two years since initial request for review.

FRPP Updates:

- The new farm bill authorizes ALE (Agricultural Lands Easement Program). NRCS is working to get it up and running ASAP;
- OMB is expected to allocate the funding for ALE to NRCS very shortly which(as of 3/27) means they will have money to obligate within a few weeks;
- A new application form that all states will use is pending. All state offices should have it by April 30.
- There will be an Interim Final Rule in early summer, and Final Rule ASAP after that – they will try to beat October 1st. The Interim Rule, in early summer, gives them the right to approve projects and obligate funds.
- State NRCS offices will be expected to have received applications, ranked them, and made funding decisions on projects for 2014 by July 31, with fund obligations to begin in August.
- They are accepting applications for WRP (now Wetland Reserve Easements, or WRE) right now. Remember, this funding comes out of the same pot as ALE – so we are trying to get ALE going ASAP!

Communications/Outreach:

- March 25: Attended Ceremony for Norman Borlaug 100th anniversary and unveiling of statue at US Capitol statuary hall. Visited Rockefeller's office.
- Date TBA May/June: DC visit to congressional representatives with Authority and other FPB representatives.
- Met with Don Owen, LTA regional representative for Potomac Watershed – will discuss our activities and needs at later date.

Admin/Financial

- February transfer tax: \$64,198.20
- March Transfer tax: \$29,368.81

Projects in process:

- Landowner Survey: 9 responses completed

Events:

- April 15: WV Association of Farmland Protection Boards Quarterly meeting.
- May 12-13: Rutgers University National Farmland Protection Workshop, Hershey, PA
- May 22, 2014: WV Land Trust Special Places Event, Charleston
- May 25: Zion Episcopal Church sermon and event for farmland protection

Committees:

Fundraising/PR Committee items:

1. Assess goals in Strategic Plan, revise action list
2. Plan for Board roles in program support/ fundraising
3. Advisor stable for landowners

Easement Committee Items:

1. Revisit policy/process on appraisal requirements
2. Recommend price cap (we do not have an official cap that I can find)
3. Develop Conservation Plan
4. Board participation in monitoring
5. Participation in Farm Bill Rule comments – see Grant Smith email below
6. Policy issue: forestry (whenever it emerges from the AG's office)
7. Policy Issue: Property tax default on easements & threat to easement
8. Policy issue: pipestem connections between non-contiguous parcels
9. Service issues: addressing landowner needs for comprehensive planning for sustainable operations, succession, etc to support successful easements
10. ABPP Outreach project (if we get funded, notification in July)
11. New Farmbill rules – one of concern is the NRCS push to set regional rate caps on their match for easements. This will eliminate the lengthy review process, but will affect the ratio of funds we spend.
12. Statewide easement issue – utility easements challenge