

Jefferson County Farmland Protection Board

Board Meeting.....Monday, April 13, 2015

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

DRAFT AGENDA

5:10pmCall to Order and Opening Remarks

* Action item

Introduction of Guests:

Approval of Minutes of Previous Meeting (March 9, 2015)*

Treasurer's Report *

Administrator's Report

Unfinished Business

- Consider for approval: Memorandum of Understanding with the Land Trust of the Eastern Panhandle for baseline preparation, monitoring, and enforcement stewardship fees*

New Business:

- Review and accept FY14 Independent Audit from Perry and Associates*

Committee Reports

- 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 13, 2015

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

MEETING MINUTES DRAFT

5:02pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests:

- None.

Approval of Minutes of Previous Meeting (March 9, 2015)*

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

Treasurer's Report *

- Ms. Wheeler presented report in Mr. Reisenweber's absence.
- Mr. Glenn moved to accept the Treasurer's Report, seconded by Mr. Ober. The motion passed unanimously.

Administrator's Report

- Received administrator's report from Ms. Wheeler
 - Nothing in addition to written report.

Unfinished Business

- Consider for approval: Memorandum of Understanding with the Land Trust of the Eastern Panhandle for baseline preparation, monitoring, and enforcement stewardship fees*
 - Easement committee still working MOU language with LTEP, specifically to change of "Approvals of Landowner Requests" to "Approval for Landowner requests for easement waivers or clarification".
 - Additionally, clarifications are needed to what happens when co-holders disagree, and the landowner is caught in the middle.

New Business:

- Review and accept FY14 Independent Audit from Perry and Associates*
 - Reviewed audit findings, which were found as acceptable by the auditor.
 - Mr. Glenn moved to accept the Audit Report, seconded by Mr. Ober. The motion passed unanimously.

Committee Reports

- Easement Committee

- Next meeting 5/4 at 5pm
- Finance Committee
- Fundraising and Public Relations Committee
 - Next meeting tbd via email
- Personnel Committee/ Board Development
- Strategic Plan Committee
 - Next meeting 4/27 at 5pm

Announcements:

5:41 pm ----- Adjourn

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3:45 PM

04/13/15

Accrual Basis

Jefferson County Farmland Protection Board
Balance Sheet
As of March 31, 2015

	<u>Mar 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,462,488.16
BCT - Easement Acquisition Fund	16,262.26
Bank of Charles Town	216,411.47
BCT - Fundraising Account	800.62
BCT - Stewardship Account	12,535.75
Total Checking/Savings	<u>1,708,498.26</u>
Other Current Assets	
Legal Retainer	3,000.00
Total Other Current Assets	<u>3,000.00</u>
Total Current Assets	1,711,498.26
Fixed Assets	
Computer Equipment	508.95
Total Fixed Assets	<u>508.95</u>
TOTAL ASSETS	<u>1,712,007.21</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	50,928.57
Total Other Current Liabilities	<u>50,928.57</u>
Total Current Liabilities	<u>50,928.57</u>
Total Liabilities	50,928.57
Equity	
Reserved for Encumbrances	685,999.26
Reserved for Farmland Protect.	1,343,661.39
Net Income	-368,582.01
Total Equity	<u>1,661,078.64</u>
TOTAL LIABILITIES & EQUITY	<u>1,712,007.21</u>

3:45 PM

04/13/15

Accrual Basis

Jefferson County Farmland Protection Board
Profit & Loss
March 2015

	<u>Mar 15</u>
Ordinary Income/Expense	
Income	
Interest/Dividends	853.09
Contributions Income	10.00
	<hr/>
Total Income	863.09
Expense	
Advertising & Marketing Expense	145.00
Postage and Delivery	14.33
Professional Fees	
Accounting	525.00
Audit	3,996.00
Computer Support	614.70
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Total Professional Fees	5,135.70
Salary & Benefits Expense	16,976.19
Telephone	75.00
Travel & Ent	
Travel	110.58
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Total Travel & Ent	110.58
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Total Expense	22,456.80
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Net Ordinary Income	-21,593.71
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Net Income	<u><u>-21,593.71</u></u>

Jefferson County Farmland Protection Board

4/13/2015 3:47 PM

Register: Bank of Charles Town

From 03/01/2015 through 03/31/2015

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>
03/09/2015	3702	Jefferson County De...	Professional Fees:Com...	Reimbursement...	575.70	X		191,212.29
03/09/2015	3703	United Bankcard	Professional Fees:Com...	E. Wheeler	39.00	X		191,173.29
03/10/2015			BCT - Stewardship Ac...	Funds Transfer	10.00	X		191,163.29
03/13/2015			Transfer Taxes Receiva...	Deposit		X	30,008.56	221,171.85
03/31/2015			Interest/Dividends	Interest		X	105.53	221,277.38

Jefferson County Farmland Protection Board

Administrator's Monthly Report April 13, 2015

Easement Progress:

- AAA: New appraisal pending.

Easement Inquiries: none

Easement policy/ issues:

- New Farm Bill rules may require counties to use a market rate for easement valuation, eliminating need for individual appraisals. Easement committee should consider policy re: county contribution to the easement payment, and use of qualifying appraisal to determine value.
- Eminent domain policy discussion at the state level on April 22.
- Working with Berkeley County to consider adding several soil classifications to our qualifying soils list.
- The conservation tax credit legislative study resolution (SCR33) passed in the legislature.

Communications/Outreach:

- Preparing for Capitol Hill visit in May
- Produced new WV conservation organization brochure
- JCFPB's Hoover easement on cover of LTA national magazine, Saving Land, also submitted by LTA to Independent Sector.

Administration:

- March 16: Deposited February transfer tax: \$30,008.56

Projects in process:

- RCPP Grant award: Committee preparing ranking criteria, guidelines, timetable.
- ABPP: Priority project currently. Working on Landowner Guide, scheduling all four workshops in June.
- Easement record audit ongoing with volunteer assistance from Linda Walker and Don Owen

Events:

April 14: WV Association of Farmland Protection Boards quarterly meeting, Moorefield

April 22: Eminent domain policy meeting, Elkins

April 23: WV Agricultural Lands Protection Authority Board meeting, Clarksburg

April 29: WV Coalition of Land Trusts Policy Group (tax credit program), Buckhannon

Webinars:

- June 2: Building Better E-News and Print Newsletters 2 – 3:30

Committees:

Strategic Plan Committee:

Next Quarterly review: need to schedule (Liz, Liz, Jane)

Fundraising/PR Committee (Rob, Russ, Liz):

Easement Committee Items: SCHEDULE MEETING MAY 4 - 8

1. Develop Conservation Plan
2. Policy issue: forestry - review WV Ag Land Protection Authority's proposed policy
3. New Farmbill rules –regional market rate caps, eminent domain challenges and defense.
4. Develop checklist of fees and financial obligations that landowner should have in advance, i.e., a “welcome” package that leads landowners through the process. Liz W. is preparing.