

Jefferson County Farmland Protection Board

Board Meeting.....Monday, August 10, 2015

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:

Approval of Minutes of Previous Meeting (July 13, 2015)*

Treasurer's Report *

Administrator's Report

Unfinished Business

- Review Prosecuting Attorney advisory re: legal representation, discuss insurance coverage options.

New Business:

- Consider for approval: FY16 Budget*
- Consider for approval: FY15 Annual Report draft text*
- Consider for Approval: payment not to exceed \$800.00 for baseline report for Property AAA*
- Consider for approval: payment not to exceed \$600.00 for updating survey for Property AAA*
- Consider for approval: payment not to exceed \$2,500.00 for updating appraisal for Property AAA*
- Consider for approval: Payment not to exceed \$1,500 for travel, registration & fees for LTA Rally conference October 8 – 10 2015, for Administrator.*

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, August 10, 2015

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

MEETING MINUTES DRAFT

5:01pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests

- None

Approval of Minutes of Previous Meeting (July 13, 2015)*

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

Treasurer's Report *

- Mr. Reisenweber presented report.
- Mr. Quinn moved to accept the Treasurer's Report with the minor adjustment, seconded by Mr. Glenn. The motion passed unanimously.

Administrator's Report

- Received administrator's report from Ms. Wheeler, in addition to written report:
 - Shared new Farm Bill Agriculture Conservation Easement Program – Agricultural Land Easement (ACEP-ALE) reporting items.

Unfinished Business

- Review Prosecuting Attorney advisory re: legal representation, discuss insurance coverage options.
 - Still unclear, queries are out Ms. Stephanie Grove at Prosecuting Attorney's office.
 - Ms. Wheeler will investigate liability coverage similar to Jeff Co Dev Authority and Terra Firma insurance options (both liability and easement).

New Business:

- Consider for approval: FY16 Budget*
 - Discussed budget, updates and questions to:
 - To salary & benefits line item needed
 - Treatment of grants in costs
 - Mr. Reisenweber moved to accept the FY16 Budget, seconded by Mr. Glenn. The motion did not pass, was decide to update budget and represent next month.
- Consider for approval: FY15 Annual Report draft text*
 - Board still needs to review, please send comments, and approval by email.
- Consider for Approval: payment not to exceed \$800.00 for baseline report for Property AAA*
- Consider for approval: payment not to exceed \$600.00 for updating survey for Property AAA*

- Consider for approval: payment not to exceed \$2,500.00 for updating appraisal for Property AAA*
 - o Mr. Ober moved to approve the payment not to exceed \$1000 baseline report, \$600 updating survey, and not to exceed \$2500 for updating appraisal for AAA property. Seconded by Mr. Glenn. The motion passed unanimously.

- Consider for approval: Payment not to exceed \$1,500 for travel, registration & fees for LTA Rally conference October 8 – 10 2015, for Administrator.*
 - o Mr. Reisenweber moved to approve not to exceed \$1500 for travel October 7 – 10 to LTA Rally, seconded by Mr. Kercheval. The motion passed unanimously.

Committee Reports

- Easement Committee - none
- Finance Committee- none
- Fundraising and Public Relations Committee- none
- Personnel Committee/ Board Development- none
- Strategic Plan Committee- none

Announcements:

5:58 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

Balance Sheet

As of July 31, 2015

	<u>Jul 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,665,665.83
BCT - Easement Acquisition Fund	16,462.74
Bank of Charles Town	170,103.31
BCT - Fundraising Account	800.88
BCT - Stewardship Account	12,539.94
Total Checking/Savings	<u>1,865,572.70</u>
Other Current Assets	
Transfer Taxes Receivable	59,010.60
Legal Retainer	3,000.00
Total Other Current Assets	<u>62,010.60</u>
Total Current Assets	<u>1,927,583.30</u>
Fixed Assets	
Computer Equipment	508.95
Total Fixed Assets	<u>508.95</u>
TOTAL ASSETS	<u><u>1,928,092.25</u></u>
LIABILITIES & EQUITY	
Equity	
Reserved for Encumbrances	685,999.26
Reserved for Farmland Protect.	1,178,239.12
Net Income	63,853.87
Total Equity	<u>1,928,092.25</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,928,092.25</u></u>

Jefferson County Farmland Protection Board

Profit & Loss

July 2015

	<u>Jul 15</u>
Ordinary Income/Expense	
Income	
Transfer Tax	59,010.60
NPS/CWPT/ABPP Grants	4,363.10
Interest/Dividends	941.17
Contributions Income	10.00
	<hr/>
Total Income	64,324.87
Expense	
Dues and Subscriptions	255.00
Professional Fees	
Accounting	0.00
Computer Support	0.00
Consulting/Contract	150.00
	<hr/>
Total Professional Fees	150.00
Rent	66.00
	<hr/>
Total Expense	471.00
Net Ordinary Income	63,853.87
	<hr/>
Net Income	63,853.87

Jefferson County Farmland Protection Board

8/10/2015 3:52 PM

Register: Bank of Charles Town

From 07/01/2015 through 07/31/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/01/2015	3719	United Bank	Dues and Subscriptions	June Expenses	180.00	X		105,711.09
07/09/2015	3720	Mindy Sizemore	Professional Fees:Cons...	6/30/15 - 7/9/15	200.00	X		105,511.09
07/09/2015	3722	Jefferson County De...	Professional Fees:Com...	Invoice No. JC...	391.60	X		105,119.49
07/09/2015	3723	JC Chamber of Com...	Dues and Subscriptions	2015-16 Dues	75.00	X		105,044.49
07/09/2015	3724	USPS	Rent	P. O. Box Rental	66.00	X		104,978.49
07/09/2015	3725	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice No. 15-...	525.00	X		104,453.49
07/13/2015	3726	Accurate Systems	Professional Fees:Com...	Invoice No. 7019	70.00	X		104,383.49
07/17/2015			Transfer Taxes Receiva...	Deposit		X	61,266.67	165,650.16
07/30/2015			NPS/CWPT/ABPP Gr...	Deposit		X	4,363.10	170,013.26
07/31/2015			Interest/Dividends	Interest		X	90.05	170,103.31

Jefferson County Farmland Protection Board

Administrator's Monthly Report August 10, 2015

Easement Progress:

- AAA: Discussed current status July 23 with NRCS, two-parcel allowance in program manual. Working on addressing residential envelope identification and size of main parcels to meet program guidelines.
- ZZ & EEE: NRCS ordered Phase I assessments for execution in July, but with no funding commitment. Requested confirmation of details of impervious surface 3% waiver by Property EEE.
- Monitoring visits to QQ and VV completed Friday 7/31 to meet NRCS deadline.

Easement policy/ issues:

- NRCS FY12 funds: \$1.7MM. NRCS stated at WV Authority meeting that they will not address re-allotment of funds until "other priorities have been addressed." They will not commit to a deadline. Funds expire August 2016.
- NRCS expects to announce FY16 funding cycle October 1, with December 1 submission deadline.

Administration:

- Chris Luttrell will continue work on easements. Rob Glenn will assist pro-bono with Property AAA.

Projects in process:

- RCPP FY15 Grant award: Committee approving ranking criteria August 10.
- FY15 Annual Report. Due July 31
- FY16 Program review and revision, pending final NRCS rules.

Events/Meetings:

August 18: WV Agricultural Land Authority Finance Committee Meeting with NRCS

August 19: WV State Technical Advisory Committee Meeting