

Jefferson County Farmland Protection Board

Board Meeting.....Monday, December 10, 2018
Jefferson County Development Authority Conference Room
1948 Wiltshire Road, Kearneysville, WV 25430

AGENDA

5:00 pmCall to Order and Opening Remarks * Action item

Introduction of Guests:

Approval of Minutes of Previous Meeting: Tuesday, November 13, 2018 *

Treasurer's Report *

Administrator's Report

Old Business:

- Update on options for alternative easement monitoring services.

New Business:

Consider for approval: Monitoring reports for The Bower, Samuel Donley, Shannon Donley, William Donley, Gray, Henshaw, Latterell, Lewis, Nicewarner, Stehr. *

Consider for approval: Purchase of a conservation easement on an additional 3.2 acres of Property WW for a total of 83.2 acres for a price not to exceed \$4,300 per acre. *

Committee Reports

Easement Committee:

Finance Committee:

Fundraising and Public Relations Committee

Personnel Committee/ Board Development

Strategic Plan Committee

Public Comments:

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, December 10, 2018
Jefferson County Development Authority Conference Room
1948 Wiltshire Road, Kearneysville, WV 25430

MEETING MINUTES

5:05 pmCall to Order and Opening Remarks * Action item

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

Introduction of Guests:

- None

Approval of Minutes of Previous Meeting: Tuesday, November 13, 2018 *

- Reviewed meeting minutes.
- Hearing no comments or objections, the minutes were approved by unanimous consent.

Treasurer's Report *

- Ms. Wheeler presented the Treasurer's report as our new Treasurer comes up to speed for November 2018.
 - Reviewed both October and November. The October report was tabled last month to update to expenses.
 - Mr. Glenn moved to accept October and November Treasurers Reports as presented and the motion was seconded by Mr. Perry. The motion passed unanimously.
 - Ms. Wheeler presented the findings of the annual audit, with two material weakness that need addressed. First, record computer equipment as FY16 expense. Second, correctly record pass thru funds as revenue and an expense.
 - Pass thru resolved with auditors, computer equipment.
 - Mr. Glenn moved to accept audit as presented subject Ms. Wheeler clarifying the computer equipment as presented and the motion was seconded by Mr. Perry. The motion passed unanimously.

Administrator's Report

- In addition to Administrator Report, discussed concerns with one easement having multiple parcels that could be sold individually. Pros/Cons and more investigation needed.
- No further additions from written report.

Old Business:

- Update on options for alternative easement monitoring services.
 - Presented in Administrator's report

New Business:

Consider for approval: Monitoring reports for The Bower, Samuel Donley, Shannon Donley, William Donley, Gray, Henshaw, Latterell, Lewis, Nicewarner, Stehr. *

- Ms. Wheeler reported that she visited all properties, and reviewed all reports. No issues with any property.
- Mr. Glenn moved to accept monitoring reports as presented and the motion was seconded by Mr. Quinn. The motion passed unanimously.

Consider for approval: Purchase of a conservation easement on an additional 3.2 acres of Property WW for a total of 83.2 acres for a price not to exceed \$4,300 per acre. *

- Mr. Quinn recused himself and left the room until discussion over.
- Mr. Kercheval moved to approved to purchase additional 3.2 acres at a not to exceed price of \$4,300 per acre and the motion was seconded by Mr. Perry. The motion passed unanimously.

Committee Reports

Easement Committee:

Finance Committee:

Fundraising and Public Relations Committee

Personnel Committee/ Board Development

Strategic Plan Committee

Public Comments:

6:05 pm ----- Adjourn

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Jefferson County Farmland Protection Board
Balance Sheet
As of November 30, 2018

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,832,156.16
BCT - Easement Acquisition Fund	48,715.39
Bank of Charles Town	147,596.65
BCT - Fundraising Account	1,018.83
BCT - Stewardship Account	12,765.51
Total Checking/Savings	3,042,252.54
Other Current Assets	
Transfer Taxes Receivable	54,630.35
Legal Retainer	3,000.00
Total Other Current Assets	57,630.35
Total Current Assets	3,099,882.89
Fixed Assets	
Computer Equipment	4,563.36
Total Fixed Assets	4,563.36
TOTAL ASSETS	3,104,446.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	15,313.56
Total Other Current Liabilities	15,313.56
Total Current Liabilities	15,313.56
Total Liabilities	15,313.56
Equity	
Reserved for Encumbrances	1,373,992.50
Reserved for Farmland Protect.	1,418,195.20
Net Income	296,944.99
Total Equity	3,089,132.69
TOTAL LIABILITIES & EQUITY	3,104,446.25

Jefferson County Farmland Protection Board

12/10/18

Profit & Loss

Accrual Basis

November 2018

	Nov 18	Jul - Nov 18
Ordinary Income/Expense		
Income		
Transfer Tax	54,630.35	340,531.77
Interest/Dividends	4,629.48	13,616.13
Contributions Income	54.04	341.73
Total Income	59,313.87	354,489.63
Expense		
Advertising & Marketing Expense	0.00	305.56
Conferences Education Training	0.00	785.00
Dues and Subscriptions	260.00	402.00
Miscellaneous	-11.32	0.00
Postage and Delivery	12.46	139.69
Printing and Reproduction	0.00	0.00
Professional Fees		
Accounting	525.00	1,050.00
Computer Support	39.00	156.00
Consulting/Contract	442.30	442.30
Total Professional Fees	1,006.30	1,648.30
Salary & Benefits Expense	0.00	15,313.56
Supplies	66.74	113.52
Telephone	150.00	375.00
Travel & Ent		
Meals	109.00	109.00
Travel	202.56	391.21
Travel & Ent - Other	714.35	714.35
Total Travel & Ent	1,025.91	1,214.56
Total Expense	2,510.09	20,297.19
Net Ordinary Income	56,803.78	334,192.44
Other Income/Expense		
Other Income		
Prior Years Encumbrances		
Easement Acquisition	0.00	448,707.00
Total Prior Years Encumbrances	0.00	448,707.00
Total Other Income	0.00	448,707.00
Other Expense		
Conservation Easement Procure	0.00	470,280.00
Current Year Encumbrances		
Easement Costs		
Easement Administration	0.00	997.00
Appraisals	4,000.00	4,000.00
Settlement Charges	0.00	10,677.45
Total Easement Costs	4,000.00	15,674.45
Total Current Year Encumbrances	4,000.00	15,674.45
Total Other Expense	4,000.00	485,954.45
Net Other Income	-4,000.00	-37,247.45
Net Income	52,803.78	296,944.99

Jefferson County Farmland Protection Board

12/10/2018 4:12 PM

Register: Bank of Charles Town

From 11/01/2018 through 11/30/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/13/2018	3995	Sirna Appraisal	Current Year Encumbr...		2,000.00	X		145,515.23
11/13/2018	3996	WVAFBs	Dues and Subscriptions	Annual Dues	260.00			145,255.23
11/13/2018	3997	Torri Martin	Professional Fees:Cons...	Invoice No. 017	389.80	X		144,865.43
11/13/2018	3998	Elizabeth Wheeler	-split-	October Expen...	257.02	X		144,608.41
11/13/2018	3999	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice No. 18-...	525.00	X		144,083.41
11/13/2018	4000	Advantage Technology	Computer Equipment	Invoice No. 30...	332.50	X		143,750.91
11/13/2018	4001	United Bankcard	-split-	October P-Card	856.71	X		142,894.20
11/30/2018			Transfer Taxes Receiva...	Deposit		X	87,034.70	229,928.90
11/30/2018			Interest/Dividends	Interest		X	78.21	230,007.11
11/30/2018	4002	Torri Martin	Professional Fees:Cons...	Invoice No. 018	52.50			229,954.61
11/30/2018	4003	Sirna Appraisal	Current Year Encumbr...	Nov 6 2018 In...	2,000.00			227,954.61
11/30/2018	4004	Elizabeth Wheeler	-split-	November Exp...	169.06			227,785.55
11/30/2018			BCT - ICS	Funds Transfer	80,188.90	X		147,596.65

Jefferson County Farmland Protection Board
Administrator's Monthly Report ... December 10, 2018

Easement Progress:

- Awaiting surveys and title work for WW, HHH, LLL
- ABPP Property LLL has been selected for the funding award. ABPP grant agreement is pending.

Easement Inquiries:

December 3 – 80 acres, Shepherdstown District

Easement policy/ issues:

Need to schedule Easement Committee meeting re: protection of properties with important features, low soils scores.

Administration:

- The Board's farmer representative position is open and has been advertised. I have also approached a few possible candidates and put the word out.
- Sustainable Solutions provided an amended project estimate for easement monitoring.
- Queried Sky Truth for possible candidates with GIS knowledge for part time work. One interested person, recent Shepherd U. graduate.
- Monitoring of remaining four properties for December has been scheduled with LTEP: Dec. 19, 20.

Fundraising:

\$745 raised on Giving Tuesday through Face Book page. One \$250 annual gift received.

Projects in process:

- 2018 Annual report – revised, in design.

Events/Meetings:

January 8 – WV Association of Farmland Protection Boards

January 17 – WV Agricultural Land Protection Authority

January 30 – Ag Day at the Capitol