

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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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