

Jefferson County Farmland Protection Board

Board Meeting.....Monday, February 10, 2014

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

AGENDA

5:00pm .....Call to Order and Opening Remarks

\* Action item

**Introduction of Guests:**

Chris Luttrell

**Approval of Minutes of Previous Meeting (January 13, 2013)\***

**Treasurer's Report \***

**Administrator's Report**

**Unfinished Business**

- Olcott easement amendment status

**New Business:**

- Consider for Approval: FY2014 Applications for NRCS matching funds\*
- Update on ABPP Conversion language policy

**Committee Reports**

- Audit Committee
- 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, February 10, 2014

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Development Authority Conference Room  
1948 Wiltshire Rd, Kearneysville, WV 25430

MEETING MINUTES (draft)

5:00pm .....Call 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. Reisenweber, Mr. Kercheval, Mr. Ober and Ms. Wheeler.

**Introduction of Guests:**

- None

**Approval of Minutes of Previous Meeting (January 13, 2013)\***

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

**Treasurer's Report \***

- Treasurer reviewed, no questions.
- Mr. Kercheval moved to accept Treasurers Report as presented, 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:

- None.

**Unfinished Business**

- Olcott easement amendment status
  - No action, see last month's minutes

**New Business:**

- Consider for Approval: FY2014 Applications for NRCS matching funds\*
  - Discussed applications recommended, and requests from landowners post-appraisals to increase offer prices
  - Mr. Reisenweber moved, and Mr. Glenn seconded, to communicate to AAA that the \$6,500 per acre offer still remains, if property owner would like to re-apply in another funding cycle. Motion passed unopposed.
  - Mr. Reisenweber moved, and Mr. Glenn seconded, to accept ZZ request to increase offer price to \$3,000/acre. Motion passed with Mr. Glenn opposed.
- Update on ABPP Conversion language policy
  - Discussed WV state statues that prohibit land conversion in farmland easements. Issues of whether this changes easement from perpetual are raised.
  - Mr. Glenn working with Land Trust on recommendations to add WV specific verbiage to cover WV statues

### **Committee Reports**

- Audit Committee – nothing to report
- Easement Committee – nothing to report
- Finance Committee – nothing to report
- Fundraising and Public Relations Committee – nothing to report
- Personnel Committee/ Board Development – nothing to report
- Strategic Plan Committee – nothing to report

### **Announcements:**

6:55 pm ----- Adjourn

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4:38 PM

06/26/14

Accrual Basis

**Jefferson County Farmland Protection Board**  
**Balance Sheet**  
**As of January 31, 2014**

	<u>Jan 31, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BCT - ICS	1,109,256.16
BCT - Easement Acquisition Fund	13,060.06
Bank of Charles Town	290,143.02
BCT - Fundraising Account	793.69
BCT - Stewardship Account	12,510.20
<b>Total Checking/Savings</b>	<u>1,425,763.13</u>
<b>Other Current Assets</b>	
Legal Retainer	3,000.00
<b>Total Other Current Assets</b>	<u>3,000.00</u>
<b>Total Current Assets</b>	1,428,763.13
<b>Fixed Assets</b>	
Computer Equipment	2,236.17
<b>Total Fixed Assets</b>	<u>2,236.17</u>
<b>TOTAL ASSETS</b>	<b><u>1,430,999.30</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Reserved for Encumbrances	265,820.00
Reserved for Farmland Protect.	348,329.07
Net Income	816,850.23
<b>Total Equity</b>	<u>1,430,999.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,430,999.30</u></b>

4:40 PM  
06/26/14  
Accrual Basis

**Jefferson County Farmland Protection Board**  
**Profit & Loss**  
**January 2014**

	<u>Jan 14</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Transfer Tax	47,869.09
Interest/Dividends	697.19
Contributions Income	20.00
<b>Total Income</b>	<u>48,586.28</u>
<b>Expense</b>	
Dues and Subscriptions	350.00
Printing and Reproduction	505.06
Professional Fees	
Accounting	750.00
Computer Support	39.00
Consulting/Contract	400.00
<b>Total Professional Fees</b>	<u>1,189.00</u>
Program Expense	40.00
Telephone	100.00
Travel & Ent	
Travel	50.57
<b>Total Travel &amp; Ent</b>	<u>50.57</u>
<b>Total Expense</b>	<u>2,234.63</u>
<b>Net Ordinary Income</b>	<u>46,351.65</u>
<b>Net Income</b>	<u><u>46,351.65</u></u>

Jefferson County Farmland Protection Board

6/26/2014 4:42 PM

Register: Bank of Charles Town

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

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>
01/13/2014	3634	Elizabeth Wheeler	-split-	December Exp...	167.73	X		244,228.02
01/13/2014	3635	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice No. 13-...	750.00	X		243,478.02
01/13/2014	3636	Progressive Printing	Printing and Reproduct...	Invoice No. 38...	187.50	X		243,290.52
01/17/2014			Transfer Tax	Deposit		X	47,869.09	291,159.61
01/28/2014	3637	McKeithen & Associ...	Professional Fees:Cons...	Strategic Plan	400.00	X		290,759.61
01/28/2014	3638	Progressive Printing	Printing and Reproduct...	Invoice No. 38...	210.00	X		290,549.61
01/31/2014			Interest/Dividends	Interest		X	112.81	290,662.42
01/31/2014	3639	United Bankcard	Professional Fees:Com...	Wheeler 2/14	39.00	X		290,623.42
01/31/2014	3640	Land Trust Alliance	Dues and Subscriptions		350.00	X		290,273.42
01/31/2014	3641	Forum for Rural Inno...	Program Expense		40.00	X		290,233.42
01/31/2014	3642	Elizabeth Wheeler	-split-	Jan Travel & E...	90.40	X		290,143.02

## Jefferson County Farmland Protection Board

### Administrator's Monthly Report ..... February 10, 2014

#### Easement Progress:

- Property QQ: package in hands of NRCS, appraisal expires Feb 26, 2014. (Or: Closed on Feb 10)
- Property VV: Appraisal Review complete, price unchanged. Package in hands of NRCS
- Property AAA: wishes to change application to request \$7,000/acre. Based on appraisal.
- February 14 Ranked applications due to USDA. May 1 (?) notification to applicants accepted for USDA match.

#### Easement Inquiries:

- January 30: Inquiry for 180+ acre property on Earle Road
- February 7: Inquiry for 70-acre property, Leetown
- February 10: Inquiry from 440-acre property, Kabletown

#### Easement policy/ issues:

- 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.
- ABPP conversion issue – Rob Glenn letter
- Under the new Farm Bill, donors of easement value may deduct up to 30% of the donor's income over a maximum of six years.
- Olcott: met with new program staff Tracy Lind to review Mr. Olcott's file, and clarify the issues to be resolved. She will obtain her attorney's guidance re: conflicts between the owner's proposed agricultural uses and the conservation values protected by the easement.

#### Communications/Outreach:

- Strategic Plan published online: [www.wvfarmlandprotection](http://www.wvfarmlandprotection) – click on Jefferson County in "County" tab. Link to strategic plan on homepage.
- Jan 21 Realtor workshop on conservation easements – 13 agents, 3 LTEP members. Well received, requests for future presentations to individual offices.
- February 17: Shepherdstown Planning Commission presentation on conservation with LTEP

#### Admin/Financial

- December transfer tax: \$ 47,869.09
- Audit visit: February 13
- Donorsnap cloud-based database activated

#### Projects in process:

- ABPP grant proposal submitted January 16, notification in July
- Landowner Survey