

**Jefferson County Farmland Protection Board
Board Meeting.....Saturday, August 10, 2019
The Clarion Hotel & Conference Center, Jefferson Conference Room
233 Lowe Drive, Shepherdstown, WV**

AGENDA

9:00 amCall to Order and Opening Remarks * Action item

Introduction of Guests:

Approval of Minutes of Previous Meeting: Monday, July 8, 2019

Treasurer's Report *

Administrator's Report

New Business:

Consider for approval: Travel, lodging and registration not to exceed \$1,200 for Elizabeth Wheeler for the October 17-19 Land Trust Alliance National Conference in Raleigh, NC *

Consider for approval: Travel, lodging and registration not to exceed \$2,600 for Catharine Johnson for the October 17-19 Land Trust Alliance National Conference in Raleigh, NC *

Consider for approval: Additional fee of \$267.00 to John Sims for an additional day of field work for the JJJ easement baseline report. *

Consider for approval: Modification of Property LLL Farmland Protection deed terms regarding impervious surface to permit a maximum of ten (10%) percent impervious surface or 63,358 square feet. *

Consider for approval: Submission of Property OOO application for RCPP funding from 2nd round of FY2016 award monies remaining, and new round of FY2017 award. *

Committee Reports

Easement Committee:

Finance Committee:

Fundraising and Public Relations Committee:

Personnel Committee/ Board Development:

Strategic Plan Committee:

Public Comments

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

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Board Meeting.....Saturday, August 10, 2019
The Clarion Hotel & Conference Center, Jefferson Conference Room
233 Lowe Drive, Shepherdstown, WV

MEETING MINUTES

9:00 amCall to Order and Opening Remarks * Action item

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

Introduction of Guests:

- Sandra Marra – Strategic Planning consultant, Capacity Partners
- James Walker – FarmLand Assistant

Approval of Minutes of Previous Meeting: Monday, July 8, 2019

- 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.
 - Ms. Wheeler reviewed July report.
 - Mr. Glenn moved to accept Treasurers Report as presented and the motion was seconded by Mr. Perry. The motion passed unanimously.

Administrator's Report

- No further additions from written report

New Business:

Consider for approval: Travel, lodging and registration not to exceed \$1,200 for Elizabeth Wheeler for the October 17-19 Land Trust Alliance National Conference in Raleigh, NC *

- Ms. Wheeler costs are less due to personal travel, less lodging and different seminars.
- Mr. Glenn moved to approve travel costs not to exceed \$1,200. The motion was seconded by Mr. Perry. The motion passed unanimously

Consider for approval: Travel, lodging and registration not to exceed \$2,600 for Catharine Johnson for the October 17-19 Land Trust Alliance National Conference in Raleigh, NC *

- Mr. Glenn moved to approve travel costs not to exceed \$2,600. The motion was seconded by Mr. Perry. The motion passed unanimously

Consider for approval: Additional fee of \$267.00 to John Sims for an additional day of field work for the JJJ easement baseline report. *

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- Mr. Glenn moved to approve additional field work costs of \$267. The motion was seconded by Ms. Johnson. The motion passed unanimously

Consider for approval: Modification of Property LLL Farmland Protection deed terms regarding impervious surface to permit a maximum of ten (10%) percent impervious surface or 63,358 square feet. *

- For consideration, 10% on planned Farmland easement of ~14 acres due to size of existing farmstead area.
- Mr. Quinn moved to approve 10% impervious surface for the ~14 acre easement. The motion was seconded by Mr. Kercheval. The motion passed unanimously

Consider for approval: Submission of Property OOO application for RCPP funding from 2nd round of FY2016 award monies remaining, and new round of FY2017 award. *

- Mr. Glenn moved to submit property OOO for both RCPP fiscal years and if accepted without additional conditions from federal government then Administrator is authorized to proceed with closing. If changes/issues are raised from federal government then Administrator will present to board for approval. The motion was seconded by Mr. Quinn. The motion passed unanimously

Committee Reports

Easement Committee:

Finance Committee:

Fundraising and Public Relations Committee:

Personnel Committee/ Board Development:

Strategic Plan Committee:

Public Comments

- None

10:03 am Adjourned

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Jefferson County Farmland Protection Board
Profit & Loss
August 2019

	Aug 19
Ordinary Income/Expense	
Income	
Transfer Tax	80,454.00
Interest/Dividends	5,324.50
Contributions Income	1,016.94
Total Income	86,795.44
Expense	
Event Expense	200.00
Advertising & Marketing Expense	803.30
Conferences Education Training	520.00
Dues and Subscriptions	67.89
Professional Fees	
Computer Support	39.00
Consulting/Contract	4,160.00
Total Professional Fees	4,199.00
Telephone	150.00
Travel & Ent	
Meals	13.00
Travel	49.88
Travel & Ent - Other	73.08
Total Travel & Ent	135.96
Total Expense	6,076.15
Net Ordinary Income	80,719.29
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Costs	
Baselines	2,240.00
Total Easement Costs	2,240.00
Total Current Year Encumbrances	2,240.00
Total Other Expense	2,240.00
Net Other Income	-2,240.00
Net Income	78,479.29

Jefferson County Farmland Protection Board
Balance Sheet
As of August 31, 2019

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	3,407,385.89
BCT - Easement Acquisition Fund	53,480.41
Bank of Charles Town	74,766.91
BCT - Fundraising Account	1,030.83
BCT - Stewardship Account	12,915.90
Total Checking/Savings	<u>3,549,579.94</u>
Other Current Assets	
Transfer Taxes Receivable	147,721.36
Legal Retainer	3,000.00
Total Other Current Assets	<u>150,721.36</u>
Total Current Assets	<u>3,700,301.30</u>
Fixed Assets	
Furniture & Fixtures	4,487.90
Computer Equipment	5,676.27
Total Fixed Assets	<u>10,164.17</u>
TOTAL ASSETS	<u>3,710,465.47</u>
LIABILITIES & EQUITY	
Equity	
Reserved for Encumbrances	1,975,992.50
Reserved for Farmland Protect.	1,585,211.54
Net Income	149,261.43
Total Equity	<u>3,710,465.47</u>
TOTAL LIABILITIES & EQUITY	<u>3,710,465.47</u>

Jefferson County Farmland Protection Board

9/11/2019 2:00 PM

Register: Bank of Charles Town
 From 08/01/2019 through 08/31/2019
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/02/2019			BCT - ICS	Funds Transfer	183.18	X		149,823.32
08/09/2019	4060	Elizabeth Wheeler	-split-		137.88	X		149,685.44
08/09/2019	4061	Sheriff of Jefferson C...	-split-	P-Card Wheeler	891.48	X		148,793.96
08/09/2019	4062	John D. Sims	-split-	Invoice 2019-1	2,240.00			146,553.96
08/09/2019	4063	Jefferson Publishing	Advertising & Marketi...	Invoice #43712	78.30	X		146,475.66
08/09/2019	4064	Contemporary Ameri...	Advertising & Marketi...	2019 Partnership	350.00			146,125.66
08/09/2019	4065	American Conservati...	Advertising & Marketi...	Invoice # 160	200.00	X		145,925.66
08/09/2019	4066	James Walker	Professional Fees:Cons...	Invoices 7, 8, 9	1,040.00	X		144,885.66
08/19/2019			BCT - ICS	Funds Transfer	65,849.50	X		79,036.16
08/20/2019	4067	James Walker	Professional Fees:Cons...	Invoice No. 10	300.00	X		78,736.16
08/21/2019	4068	Advantage Technology	Computer Equipment	Invoice No. 36...	996.32			77,739.84
08/29/2019	4069	Julie Young	Professional Fees:Cons...	T. Brown Svcs	20.00			77,719.84
08/29/2019	4070	James Walker	Professional Fees:Cons...	Invoice No. 011	300.00			77,419.84
08/29/2019	4071	West Virginia Farm ...	Dues and Subscriptions	Annual Dues 4...	52.00			77,367.84
08/29/2019	4072	Jefferson Publishing	Advertising & Marketi...	Invoice No. 43...	175.00			77,192.84
08/29/2019	4073	Capacity Partners, Inc.	Professional Fees:Cons...	Invoice No, 03...	2,500.00			74,692.84
08/31/2019			Interest/Dividends	Interest		X	222.15	74,914.99
08/31/2019	4074	Elizabeth Wheeler	-split-	August Expenses	148.08			74,766.91

Jefferson County Farmland Protection Board

Administrator's Monthly Report August 10, 2019

Easement Status:

- Property LLL (295 ac) - WVSHPO approved the Deed of Easement. I submitted it to ABPP on August 5 and to County Planning and Zoning, County Commission. Baseline report has been completed and is being printed. Appraisal review still in progress.
- Property HHH (278 ac) NRCS approved the appraisal (reviewed by different and more efficient contractor). RoW issue resolved. ALE Plan not completed.
- Property WW (83 ac) NRCS approved appraisal and is reviewing baseline report and deed. ALE Plan completed. Need Conservation District, NRCS approval.
- Property JJJ (280 acres) Appraisal still under review. Baseline report in progress. ALE Plan not completed.
- Property QQQ (93 acres) Completed baseline field work July 3. Title work has been ordered. Survey pending.
- NRCS District Conservationist is working on the ALE Plans for HHH and JJJ. I may ask for a special meeting to approve plans to get them in the pipeline ASAP.
- RCPP funding: FY2017 award monies - \$954,000; a second round for remaining FY2016 award(\$666,850)

Inquiries/pending applications:

July 15: 109 acres, Shepherdstown

July 26: 300 acres, Charles Town

July 22: 314 acres, Middleway

August 9: 180 acres, Middleway

Need to hold ranking meeting (October 9, 10 or 11)

Monitoring:

- Fall monitoring visits – JCFPB: 11 properties, Potomac Conservancy: 2 properties, LTEP: 7 properties.

Administration:

Advertisements for the FY20 funding cycle dispatched, w/ ads in the Extension newsletter, the Spirit, Facebook, JCFPB website. Mailing to Jefferson County landowners with 20+ acres assessed as agricultural in progress.

We are creating a new naming system for easements beginning with 2020 cycle.

Projects in process:

- Revision of FY 2020 Program for County Commission approval.
- Newsletter, annual report
- Draft policy for county-only easement purchases

Events/Meetings:

- September 13, September 27: WV Association of Farmland Protection Boards Workshops (see agenda)
- October 16 – 19: Rally (National conservation conference) Raleigh, NC. August 19 registration deadline for discounted rate.

Vacation: September 11 - 17