

**Jefferson County Farmland Protection Board  
Board Meeting.....Monday, February 11, 2019  
Jefferson County Development Authority Conference Room  
1948 Wiltshire Road, Kearneysville, WV 25430**

**MEETING MINUTES**

5:00 pm .....Call 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. Tabb. Absent – Mr. Diehl.

Welcomed Cathy Johnson to the Board.

**Introduction of Guests:**

- None

**Approval of Minutes of Previous Meeting: Monday, January 11, 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.
  - Reviewed both January report. We still need to review the December 2018 report, which was not completed in time for meeting last month (January) however it was accidentally overlooked to be presented this month and not prepared.
  - Mr. Quinn moved to accept January Treasurers Reports 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:**

**1. Monitoring Reports**

Consider for approval: monitoring report for Property T \*

Consider for approval: monitoring report for Property MM \*

Consider for approval: monitoring report for Property M \*

- All easement reports were reviewed by the Easement Committee. The committee recommends board approval for all reports.
- Mr. Kercheval moved to accept monitoring reports as presented and the motion was seconded by Mr. Quinn. The motion passed unanimously.

2. Discuss issues with NRCS easement in process for property JJJ
  - o Discussed new request from JJJ to have two residential parcels, the application has been submitted with just one parcel.
  - o NCRS is unlikely to allow this change after the application, based on our understanding.
  - o The board requested the administrator perform our due diligence by asking NCRS if the application can be changed. Additionally, she should refer the landowner to see the county planning and zone officials on county rules.
  
3. Discuss establishment of Board policy for Phase 1 inspections.
  - o NRCS requires Phase I inspections, and does pay to have them. The question becomes, if NRCS is not involved in an easement, should we be doing Phase 1 inspection.
  - o Discussed pros/cons. More research and discussion is needed before making a decision, will compare notes with Berkeley County.
  
4. Discuss options for establishing updated GIS-based monitoring procedures.
  - o Jennifer Willett gave the board an overview of ESRI ArcMap capabilities, including displaying various layers of importance for farmland conservation.
  - o Discussed ways to incorporate this technology into easement monitoring.
  - o Board agreed to trial run the new system/approach for spring monitoring, working with LTEP.
  - o Mr. Glenn moved to have Administrator select and lead five monitorings to test and deliver reports with new ESRI technology. LTEP will be engaged to produce reports for remaining 11 properties at \$200 per report. The motion passed 4 to 1, Mr. Quinn objecting desiring to have technology tested prior to assuming responsibility.
  
5. Consider for approval: purchase of tablet for field data collection for property evaluation and monitoring for a price not to exceed \$325.00 \*
  - o Mr. Kercheval moved to purchase of a tablet for field data collection for property evaluation and the motion was seconded by Ms. Johnson. The motion passed unanimously.

#### **Committee Reports**

Easement Committee:

Finance Committee:

Fundraising and Public Relations Committee

Personnel Committee/ Board Development

Strategic Plan Committee

**Public Comments:**

7:25 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**  
**Balance Sheet**  
As of January 31, 2019

11:50 AM

02/11/19

Accrual Basis

Jan 31, 19

**ASSETS**

Current Assets

Checking/Savings

BCT - ICS

BCT - Easement Acquisition Fund

Bank of Charles Town

BCT - Fundraising Account

BCT - Stewardship Account

2,944,569.25

49,903.97

142,933.93

1,020.41

12,785.38

3,151,212.94

Total Checking/Savings

Other Current Assets

Transfer Taxes Receivable

Legal Retainer

64,201.50

3,000.00

67,201.50

Total Other Current Assets

3,218,414.44

Total Current Assets

Fixed Assets

Computer Equipment

4,563.36

4,563.36

Total Fixed Assets

3,222,977.80

**TOTAL ASSETS**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

Due to County Commission

32,757.55

32,757.55

Total Other Current Liabilities

32,757.55

Total Current Liabilities

32,757.55

Total Liabilities

Equity

Reserved for Encumbrances

Reserved for Farmland Protect.

Net Income

1,975,992.50

1,418,195.20

-203,967.45

3,190,220.25

Total Equity

3,222,977.80

**TOTAL LIABILITIES & EQUITY**

Jefferson County Farmland Protection Board

Profit & Loss

January 2019

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|                           | Jan 19      |
|---------------------------|-------------|
| Ordinary Income/Expense   |             |
| Income                    |             |
| Transfer Tax              | 64,201.50   |
| Interest/Dividends        | 3,580.27    |
| Contributions Income      | 841.68      |
|                           | <hr/>       |
| Total Income              | 68,623.45   |
| Expense                   |             |
| Printing and Reproduction | 50.00       |
| Supplies                  | 46.72       |
|                           | <hr/>       |
| Total Expense             | 96.72       |
|                           | <hr/>       |
| Net Ordinary Income       | 68,526.73   |
|                           | <hr/>       |
| Net Income                | 68,526.73   |
|                           | <hr/> <hr/> |

Jefferson County Farmland Protection Board

2/11/2019 11:51 AM

Register: Bank of Charles Town  
 From 01/01/2019 through 01/31/2019  
 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> |
|-------------|---------------|----------------------|---------------------------|-------------------|----------------|----------|----------------|----------------|
| 01/17/2019  | 4012          | Progressive Printing | Printing and Reproduct... | Invoice # 61391   | 50.00          | X        |                | 140,876.99     |
| 01/17/2019  | 4013          | W.B. Mason Co., Inc. | Supplies                  | Invs. I6209180... | 46.72          | X        |                | 140,830.27     |
| 01/18/2019  |               |                      | Transfer Taxes Receiva... | Deposit           |                | X        | 56,563.40      | 197,393.67     |
| 01/21/2019  |               |                      | BCT - ICS                 | Funds Transfer    | 54,606.91      | X        |                | 142,786.76     |
| 01/31/2019  |               |                      | Interest/Dividends        | Interest          |                | X        | 147.17         | 142,933.93     |

## Jefferson County Farmland Protection Board

## Balance Sheet

As of January 31, 2019

|                                       | Jan 31, 19          |
|---------------------------------------|---------------------|
| <b>ASSETS</b>                         |                     |
| Current Assets                        |                     |
| Checking/Savings                      |                     |
| BCT - ICS                             | 2,944,569.25        |
| BCT - Easement Acquisition Fund       | 49,903.97           |
| Bank of Charles Town                  | 142,933.93          |
| BCT - Fundraising Account             | 1,020.41            |
| BCT - Stewardship Account             | 12,785.38           |
| Total Checking/Savings                | 3,151,212.94        |
| Other Current Assets                  |                     |
| Transfer Taxes Receivable             | 64,201.50           |
| Legal Retainer                        | 3,000.00            |
| Total Other Current Assets            | 67,201.50           |
| Total Current Assets                  | 3,218,414.44        |
| Fixed Assets                          |                     |
| Computer Equipment                    | 4,563.36            |
| Total Fixed Assets                    | 4,563.36            |
| <b>TOTAL ASSETS</b>                   | <b>3,222,977.80</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |
| Liabilities                           |                     |
| Current Liabilities                   |                     |
| Other Current Liabilities             |                     |
| Due to County Commission              | 32,757.55           |
| Total Other Current Liabilities       | 32,757.55           |
| Total Current Liabilities             | 32,757.55           |
| Total Liabilities                     | 32,757.55           |
| Equity                                |                     |
| Reserved for Encumbrances             | 1,975,992.50        |
| Reserved for Farmland Protect.        | 1,418,195.20        |
| Net Income                            | -203,967.45         |
| Total Equity                          | 3,190,220.25        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>3,222,977.80</b> |

Jefferson County Farmland Protection Board

Profit & Loss

January 2019

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|---------------------------|------------------------------|
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| Transfer Tax              | 64,201.50                    |
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## **Jefferson County Farmland Protection Board**

### **Administrator's Monthly Report ... February 11, 2019**

#### Easement Progress:

- JJJ (280 acres). Landowner assumed that application would allow placement of 2<sup>nd</sup> residential parcel; NRCS will not permit any changes now that the property is funded. I conferred with Planning & Zoning staff on Feb 8 to confirm the existing development rights and regulations regarding dwellings and to discuss options.
- Property LLL – ABPP sent award letter, promises grant agreement in “a few weeks.” WV SHPO requires deed language that requires archeological consultation if ground is disturbed. I have asked for boilerplate language.

#### Easement Inquiries:

53-acre potential Summit Point Battlefield easement (100% core battlefield) with 100% prime and important soils, abuts Harewood easement; JCHLC and American Battlefield Trust (AFT, formerly Civil War Trust) seek funding partner and provided market appraisal. AFT is negotiating the price with the landowner. JCHLC will send formal request once a price is determined.

#### Easement policy/ issues:

Informed by Ms. Paden, Director of WVVALPA that Senator Rucker made negative comments about the Board to the Farm Bureau lobbyist (re: Property EE issues); Ms. Paden is meeting with her this week regarding post mortem bill and will inform her of Board and NRCS program requirements.

Post Mortem bill SB463: Senator Sypolt introduced the bill. Senator Trump was asked to put this on the agenda of Senate Judiciary. We may be called upon to ask our other senators to support this if given the opportunity to vote on it. The following have been asked to support the bill:

- Senator Trump (Chair Judiciary)
- Senator Unger (Ag and Rural Development)
- Senator Rucker (Judiciary)
- Senator Baldwin (Ag and Rural Development/Judiciary)
- Senator Romano (Judiciary)

### Administration:

- New part-time assistant Jennifer Willett started January 22. She has been working in ArcMap preparing maps and documents to be able to do more accurate monitoring and property assessments. We are coordinating our mapping activities with the GIS office. (Demonstration)
- We will field test the monitoring process as soon as weather and schedules allow.
- Reached out to LTEP to request that we work together on implementing updated monitoring process. No actionable response received yet. I would like to begin scheduling March monitoring visits in February. We have 16 easements to monitor.
- County Commission approved Catharine Johnson for the Farmer-at-Large position on February 7 for the unexpired term (to Sept 2020)
- ABPP issued a press release announcing the funding award for Property LLL without notifying us in advance. I discussed with the staff liaison concerns about premature announcements.
- Obtained two lightly used HP color laserjet printer/scanners, one for \$35, one donated.
- Fireproof safes will be delivered February 20.

### Fundraising:

Negotiated with BCT to raise interest rate from .65% to 1.75% for all accounts.

December and January donations from 14 people, \$1,665.00

### Projects in process:

- Eden Design proposal for communications, annual report
- Presentation of 2019 Program to the County Commission for approval.

### Events/Meetings:

March 8: Forum for Sustaining Agriculture, Winchester, VA

May 15-17 – Capitol Hill visit (in planning stage)

### Personal Time:

February 21 and 22 (family care),

March 20-22 (medical)

April 25 & 26, June 17 – 21 (vacation)