

## Jefferson County Farmland Protection Board

Board Meeting.....Monday, January 14, 2019  
Jefferson County Development Authority Conference Room  
1948 Wiltshire Road, Kearneysville, WV 25430

### MEETING MINUTES

5:04 pm .....Call 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: Monday December 10, 2018 \*

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

#### Treasurer's Report \*

- Treasurer's report was not available in time for the meeting, will report next month.

#### Administrator's Report

- No further additions from written report.

#### New Business:

Consider for approval: Monitoring reports for Moore, Shannon Donley, Writt, Aspen Pool, Ellis, Pamplin, Claymont, Burch, McCormick, Scott. \*

- All easement reports were reviewed by the Easement Committee, and only very minor comments are noted on three of the easements, and are fully being addressed. The committee recommends board approval for all reports with those changes.
- Mr. Quinn moved to accept monitoring reports as presented and the motion was seconded by Mr. Perry. The motion passed unanimously.

Consider for approval: Purchase and delivery of two fireproof 4-drawer cabinets for \$4,487.00 \*

- Part of the project to move records to the basement of the county Mason Building, the site has been inspected and quote received from Miller's Supply.
- Mr. Kercheval moved to purchase fireproof cabinets and the motion was seconded by Mr. Perry. The motion passed unanimously.

Consider for approval: Contract with Sustainable Solutions to provide system design and monitoring services for Spring 2019 property monitoring for a sum not to exceed \$7,400.00. \*

- Discussed pros/cons, decided not to pursue Sustainable Solutions.

- Mr. Glenn moved to have administrator inform the company that we will not be contracting with them. The motion was seconded by Mr. Quinn. The motion passed unanimously.

The Board asked the administrator to proceed with establishing standards and procedures for in-house or contracted work for monitoring and record-keeping utilizing the ArcMap tools currently available.

Consider for approval: Fee of \$600.00 to correct survey for Property HHH.

- Additional survey fees being requested due re-work required to reflect approved residential areas, farmland complex, and an additional right of way.
- Mr. Kercheval moved to approve the \$600 fee 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:**

6:10 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](mailto:Jefferson@wvfp.org) Phone: (304) 724-1414

**Jefferson County Farmland Protection Board**  
**Administrator's Monthly Report ... January 14, 2019**

Easement Progress:

- Awaiting surveys and title work for WW, HHH, LLL.
- ABPP Property LLL grant agreement for funding award is still pending, delayed by the shutdown. Need to complete the draft deed language, which is more complicated than usual.
- NRCS personnel are still working. WV NRCS has operating funds available.

Easement Inquiries:

December 11 – 200 acres (3 connected parcels), Shepherdstown District

December 17 – 170 acres Shepherdstown District

Easement policy/ issues:

Need to schedule Easement Committee meeting re:

- Protection of properties with important features, below 50% soils scores.
- De minimis structures definitions

Farm Bill – ACEP is funded at \$450 million/year, and ALE plan requirements have been removed. WV allocation is not yet decided.

Administration:

- The Board's farmer representative position is open and has been advertised. I approached a few possible candidates. One called Jan 11, plans to apply.
- Spring Monitoring needs to be scheduled. We have 16 easements to monitor.
- Monitoring program upgrade and management: Sustainable Solutions provided an estimate for easement monitoring costing approximately \$260 per easement in addition to the set-up cost. (LTEP aka Grant Smith is not interested in this, because of cost. They would like to continue charging us \$200/easement) I suggested we could coordinate with LTEP to conduct monitoring and generate reports using ArcMap tools. I also am considering how we could do this in-house, and to contract with one person with the requisite skills. I have been coordinating with Berkeley County to model their more advanced record-keeping and monitoring procedures, which were started with the P/T assistant who left in August. It makes sense to build on this effort.

- Posted conservation management assistant job description at Shepherd U in December. Received four responses, interviewed three people. Two are excellent mature candidates with strong GIS and ArcMap experience.
- The graphic designer I have been working with for the past several years is now working full time for another client. Our jobs have been delayed several times as a result.
- Discussed communication/outreach needs with Jen Rolston, including annual report, management of website, Facebook, Twitter, press, etc. She will send a proposal. Need to finalize a plan and budget.

Fundraising:

Received four contributions in January so far, totaling \$775.

Projects in process:

- 2018 Annual report – it should be in the mail this week.

Events/Meetings:

January 17 – WV Agricultural Land Protection Authority – (not attending)

January 30 – Ag Day at the Capitol

WVAFPB:

- I was re-appointed as Association Chair
- Educational Board Training workshops in Fall 2019: I suggested a session on Continuity Planning. This involves systematic review of policies and procedures, records, operations manuals, equipment lists & serial #s, etc. (I am conducting a review of our own operation.)