

**Jefferson County Farmland Protection Board**  
**Board Meeting.....Monday, July 8, 2019**  
**Jefferson County Development Authority Conference Room**  
**1948 Wiltshire Road, Kearneysville, WV 25430**

**MEETING MINUTES**

5:15 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, Ms. Tabb and Ms. Wheeler. Absent – Mr. Perry, JCDA representative.

**Introduction of Guests:**

- None.

**Approval of Minutes of Previous Meeting: Monday, June 10, 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 June report.
  - Mr. Quinn moved to accept Treasurers Report as presented and the motion was seconded by Mr. Kercheval. The motion passed unanimously.

**Administrator's Report**

- No further additions from written report

**New Business:**

Consider for approval: Farmstead complex policy \*

- Discussed policy presented.
- Suggested sentence, "For easements funded locally..." should be first sentence.
- Mr. Glenn moved to incorporate this policy, with the sentence referenced moved as discussed, and the motion was seconded by Mr. Kercheval. The motion passed unanimously.

Consider for approval: De minimis structures policy \*

- Discussed. Concerns regarding implementation, too strict or burdensome.
- Decided to investigate further, and table for now.

Consider for approval: Modification of Property LLL Farmland Protection deed terms regarding signage to permit five signs not to exceed five square feet each to advertise Jefferson County farm products produced in the vicinity of Property LLL. \*

- Discussed request, including precedents and what would we say if the signs were not agricultural.

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

- Farmers can advertise for products sold on their farm, suggested changing deed language to allow board to consider requests for advertising nearby farms.
- Mr. Glenn moved to change LLL deed language to permit agriculture signs for agricultural products grown in the vicinity of the property with board approval. The motion was seconded by Mr. Kercheval. The motion passed unanimously.
- Mr. Glenn moved to approve the current five agriculture signs on LLL that advertise for nearby farms. The motion was seconded by Mr. Kercheval. The motion passed unanimously.

Consider for approval: Draft 2020 Budget \*

- Reviewed draft budget
- Mr. Glenn moved to accept Treasurers Report as presented and the motion was seconded by Mr. Quinn. The motion passed unanimously.

Consider for approval: Confirmation of availability of matching funds of \$243,500.00 for NRCS tentative selection of 99.69ac Property PPP for FY19 funding cycle. \*

- Mr. Glenn moved to confirm availability of matching funds of \$243,500 for property PPP. No second of the motion was received therefore no discussion or vote was held.
- The board therefore takes no action.

Consider for approval: John Sims Proposal for Baseline for Property JJJ for a fee of \$1,009.00 \*

- Mr. Glenn moved to accept Proposal for Baseline as presented and the motion was seconded by Mr. Kercheval. The motion passed unanimously.

Consider for approval: John Sims Proposal for Baseline for Property QQQ for a fee of \$964.00 \*

- Mr. Glenn moved to accept Proposal for Baseline as presented and the motion was seconded by Mr. Kercheval. The motion passed unanimously.

Consider for approval: Advantage Technology proposal for \$996.32 for Dell 256 SSD computer to replace 7-year old computer. \*

- Mr. Quinn moved to purchase proposal for new computer and the motion was seconded by Mr. Glenn. The motion passed unanimously.

### **Committee Reports**

Easement Committee:

Finance Committee:

Fundraising and Public Relations Committee:

Personnel Committee/ Board Development:

Strategic Plan Committee:

### **Public Comments**

**6:49 pm Adjourned**

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## Jefferson County Farmland Protection Board

## Balance Sheet

As of June 30, 2019

	<u>Jun 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BCT - ICS	3,299,567.22
BCT - Easement Acquisition Fund	52,297.72
Bank of Charles Town	137,192.07
BCT - Fundraising Account	1,027.77
BCT - Stewardship Account	12,877.59
<b>Total Checking/Savings</b>	<u>3,502,962.37</u>
<b>Other Current Assets</b>	
Transfer Taxes Receivable	118,954.13
Legal Retainer	3,000.00
<b>Total Other Current Assets</b>	<u>121,954.13</u>
<b>Total Current Assets</b>	<u>3,624,916.50</u>
<b>Fixed Assets</b>	
Furniture & Fixtures	4,487.90
Computer Equipment	4,563.36
<b>Total Fixed Assets</b>	<u>9,051.26</u>
<b>TOTAL ASSETS</b>	<u><u>3,633,967.76</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Due to County Commission	72,763.72
<b>Total Other Current Liabilities</b>	<u>72,763.72</u>
<b>Total Current Liabilities</b>	<u>72,763.72</u>
<b>Total Liabilities</b>	<u>72,763.72</u>
<b>Equity</b>	
Reserved for Encumbrances	1,975,992.50
Reserved for Farmland Protect.	1,418,195.20
Net Income	167,016.34
<b>Total Equity</b>	<u>3,561,204.04</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,633,967.76</u></u>

**Jefferson County Farmland Protection Board**  
**Profit & Loss**  
June 2019

	Jun 19	Jul '18 - Jun 19
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Transfer Tax	118,954.13	878,515.37
Interest/Dividends	4,991.25	41,302.98
Contributions Income	10.00	3,475.21
<b>Total Income</b>	<b>123,955.38</b>	<b>923,293.56</b>
<b>Expense</b>		
Advertising & Marketing Expense	0.00	305.56
Conferences Education Training	0.00	915.00
Dues and Subscriptions	15.89	791.89
Licenses and Permits	0.00	100.00
Miscellaneous	0.00	0.00
Office Supplies	0.00	78.40
Postage and Delivery	0.00	234.20
Printing and Reproduction	0.00	1,211.00
Professional Fees		
Accounting	0.00	2,100.00
Audit	0.00	5,832.00
Computer Support	595.03	1,071.53
Consulting/Contract	900.00	3,993.30
<b>Total Professional Fees</b>	<b>1,495.03</b>	<b>12,996.83</b>
Salary & Benefits Expense	21,535.97	72,763.72
Supplies	0.00	377.18
Telephone	75.00	900.00
Travel & Ent		
Meals	11.00	310.00
Travel	-433.16	153.05
Travel & Ent - Other	0.00	1,681.92
<b>Total Travel &amp; Ent</b>	<b>-422.16</b>	<b>2,144.97</b>
<b>Total Expense</b>	<b>22,699.73</b>	<b>92,818.75</b>
<b>Net Ordinary Income</b>	<b>101,255.65</b>	<b>830,474.81</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
Other Income	1,320.00	1,320.00
Prior Years Encumbrances		
Easement Acquisition	0.00	448,707.00
<b>Total Prior Years Encumbrances</b>	<b>0.00</b>	<b>448,707.00</b>
<b>Total Other Income</b>	<b>1,320.00</b>	<b>450,027.00</b>
<b>Other Expense</b>		
Conservation Easement Procure	0.00	470,280.00
Current Year Encumbrances		
Easement Acquisition	0.00	602,000.00
Easement Costs		
Easement Administration	0.00	10.67
Baselines	0.00	1,960.35
Land Trust of EP - Monitoring	0.00	5,000.00
Surveys	11,235.00	15,535.00
Appraisals	0.00	8,000.00
Settlement Charges	0.00	10,699.45
<b>Total Easement Costs</b>	<b>11,235.00</b>	<b>41,205.47</b>
<b>Total Current Year Encumbrances</b>	<b>11,235.00</b>	<b>643,205.47</b>
<b>Total Other Expense</b>	<b>11,235.00</b>	<b>1,113,485.47</b>
<b>Net Other Income</b>	<b>-9,915.00</b>	<b>-663,458.47</b>
<b>Net Income</b>	<b>91,340.65</b>	<b>167,016.34</b>

Jefferson County Farmland Protection Board

7/8/2019 4:14 PM

Register: Bank of Charles Town

From 06/01/2019 through 06/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/10/2019			Travel & Ent:Travel	Deposit		X	244.42	148,707.99
06/14/2019			Transfer Taxes Receiva...	Deposit		X	78,762.39	227,470.38
06/14/2019			BCT - ICS	Funds Transfer	77,811.68	X		149,658.70
06/24/2019			-split-	Deposit		X	1,564.42	151,223.12
06/24/2019	4047	James Walker	Professional Fees:Cons...	Invoices 001 &...	600.00	X		150,623.12
06/24/2019	4048	Keller Engineers, Inc.	-split-	Invoices 03964...	11,235.00			139,388.12
06/24/2019			BCT - ICS	Funds Transfer	1,358.52	X		138,029.60
06/30/2019			Interest/Dividends	Interest		X	215.07	138,244.67
06/30/2019	4049	Elizabeth Wheeler	-split-	June Expenses	141.68			138,102.99
06/30/2019	4050	James Walker	Professional Fees:Cons...	Invoice No. 3	300.00			137,802.99
06/30/2019	4051	Jefferson County De...	Professional Fees:Com...	2019 Computer...	556.03			137,246.96
06/30/2019	4052	Sheriff of Jefferson C...	-split-	June P-Card W...	54.89			137,192.07

# **Jefferson County Farmland Protection Board**

## **Administrator's Monthly Report .... July 8, 2019**

### Easement Status:

- Property LLL (295 ac) –Review by WVSHPO in process, to be followed by reviews by ABPP, County Planning and Zoning, County Commission. Baseline field work done June 29, report in progress. Appraisal review in progress.
- Property HHH – (278 ac) NRCS is reviewing appraisal and title documents. Surveyor Ed Johnson missed 2<sup>nd</sup> RoW. He has not yet responded to my requests to correct the survey. Baseline report corrections (including survey) need to be completed before sending to NRCS. Appraisal review in progress.
- Property WW – (83 ac) NRCS approved appraisal and is reviewing baseline report and deed. ALE Plan completed. Need Board, Conservation District, NRCS approval.
- Property JJJ (280 acres). Appraisal submitted to NRCS on 6/3/19 returned 7/8/19 for corrections, before it will be sent to the reviewer. NRCS rejected the survey 7/8/19 because it references a 14-year old boundary survey (Gordon & Associates). Baseline field work completed July 6 and 7.
- Property QQQ – Completed baseline field work July 3. Title work has been ordered.
- NRCS District Conservationist is working on the ALE Plans for HHH and JJJ. The Board, Conservation District and NRCS need to review and approve each plan.

### Monitoring:

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

### Administration:

A donor plans to benefit the Farmland Protection Program in her estate. She wishes to designate funds for any property in the Kabletown area, with the proviso that if no qualified applicant is accepted within five years, the funds would be released to fund an easement on any property in the county.

Planning advertisement for the FY20 funding cycle, w/ ads in the Extension newsletter, the Spirit, Facebook, and a mailing to Jefferson County landowners with 20+ acres assessed as agricultural

### Projects in process:

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

### Events/Meetings:

July 9: WV Public Radio interview with Martin Burke (JCHLC), Tanner Haid (WV Rivers)

July 16: WVAFPB quarterly meeting

July 24 WV NRCS Technical Committee meeting, Morgantown

July 25: WV Agricultural Land Protection Authority meeting, Clarksburg

October 17 – 19: Rally (National conservation conference) Raleigh, NC. August 19 registration deadline for discounted rate.