

Jefferson County Farmland Protection Board

Board Meeting.....Monday, March 11, 2019
Jefferson County Development Authority Conference Room
1948 Wiltshire Road, Kearneysville, WV 25430

MEETING MINUTES

5:25 pmCall to Order and Opening Remarks

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

Approval of Minutes of Previous Meeting: Postponed until April Meeting

Treasurer’s Report: Postponed until April Meeting

New Business:

Consider for approval: Conduct Board review and update of strategic plan.

- Mr. Glenn moved to authorize the Administrator to organize a retreat for the Boards to review and update its strategic plan. The motion was seconded by Mr. Perry. The motion passed unanimously.

Consider for approval: Board policy for Phase 1 inspections.

- Mr. Glenn removed this item from the Agenda for consideration next meeting.

Consider for approval: Eden Design proposal for communications and marketing services for April 1 – June 30, 2019 for \$3,000.

- Mr. Glenn moved to approve this proposal and to authorize the Administrator to pay such amount. The motion was seconded by Mr. Perry. The motion passed unanimously.

Administrator’s Report

- No further additions from written report.

Committee Reports: None

Public Comments: None

6:05 pm ----- Adjourn

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Administrator's Monthly Report ... March 11, 2019

Easement Status:

- JJJ (280 acres). Landowner has decided to proceed with the easement. He is reviewing the draft deed.
- Property LLL – ABPP sent grant agreement. Deed language under review with David DeJarnette. Keller Engineering completed survey work, and the family has approved. I asked the family to send a corporate resolution approving the survey.
- Property EEE was sold on Feb 8, 2019 to Jeremy LaRue, as planned. I have informed the local NRCS office.

Easement Inquiries:

2/24/19 - 300 acres, Kabletown.

3/4/19 – 95 acres, Shepherdstown, possible donation

3/6/19 – 59 acres, Kabletown

3/12/19 – 50 acres, Shepherdstown

Easement policy/ issues:

Shenandoah Horse Park representative spoke to me about the possibility of siting their facility on property AAA. Very preliminary inquiry; the landowner approved the discussion.

Post Mortem bill SB463 did not make it to the floor. We'll have to try again next year.

Administration:

- Jen Rolston (Eden Design) submitted two proposals for communications/outreach. The first for April 1 to June 30, 2019 fits under our FY19 budget cap of \$3,700. The second is for July 1, 2019 – June 30, 2020. After the initial period, we would evaluate the program and adjust services and fees as needed.
- Met March 1 with Colleen Young, contractor to LTEP and Grant Smith to demonstrate Survey123 process. Grant Smith is considering whether to provide the monitoring services. We have 16 easements to monitor this Spring. As discussed at February meeting, we will monitor five properties independently.
- I asked Keller Engineering if they can use the metes and bounds from older easements to create shape files of entire properties including the excluded areas. Many of the older easements have only maps of exception areas and/or metes and bounds. Will obtain estimate.
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- Funding requests of \$250 for a tablet and for ESRI training for \$1,700 will not be fulfilled due to changes in personnel and monitoring procedures. Jennifer Willett is able to use her student ESRI subscription to access unlimited technical support.

Projects in process:

- Presentation of FY 2020 Program to the County Commission for approval.
- Outline of Board organizational assessment and for strategic plan update.

Events/Meetings:

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

Personal Time:

March 20-22 (medical)

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