

**Jefferson County Farmland Protection Board**  
**Board Meeting.....Monday, June 10, 2019**  
**Jefferson County Development Authority Conference Room**  
**1948 Wiltshire Road, Kearneysville, WV 25430**

**AGENDA**

5:00 pm .....Call to Order and Opening Remarks \* Action item

**Introduction of Guests:**

**Approval of Minutes of Previous Meeting: Monday, May 13, 2019**

**Treasurer's Report \***

**Administrator's Report**

**New Business:**

Discuss alternative policies for easement restrictions:

- Farmstead complex policy
- De minimis structures policy

Discuss annual vendor review for:

- |              |                       |            |
|--------------|-----------------------|------------|
| - Accountant | - Attorney            | - Surveyor |
| - Appraiser  | - Baseline contractor |            |

Consider for approval: Spring Monitoring Report for Property AAA \*

Consider for approval: Donation of a conservation easement on property composed of 3 (three) contiguous parcels totaling 92.95 acres in the Shepherdstown District. \*

Consider for approval: Proposal for Baseline for Property LLL for a fee not to exceed \$8,000.00 \*

Consider for approval: ALE Plan for Property WW. \*

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

**Jefferson County Farmland Protection Board  
Board Meeting.....Monday, May 13, 2019  
Jefferson County Development Authority Conference Room  
1948 Wiltshire Road, Kearneysville, WV 25430**

**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, Mr. Perry, Ms. Johnson, Mr. Quinn and Ms. Wheeler.  
Absent – Mr. Kercheval, Ms. Tabb and Nic Diehl.

**Introduction of Guests:**

- None

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

**Administrator's Report**

- No further additions from written report

**New Business:**

Consider for approval: Sandi Marra (Capacity Partners Inc.) facilitation fee of \$2,500.00 for Board strategic plan review and revision \*

- Ms Wheeler shared strategic plan progress to day and presented proposal.
- Mr. Glenn moved to approve Capacity Partners strategic plan for \$2,500 as presented contingent on verification that meets county rules for bid process and the motion was seconded by Ms. Johnson. The motion passed unanimously

Consider for approval: Easement Committee recommendations for Deed of Conservation Easement for Property LLL \*

- Discussed easement committee review of LLL, and recommendation by committee that JCFLPB hold easement alone, with fallback of JCFLPB as lead with Land Trust as co-holder.
- Discussed complications of 14.5 acre Farmstead and future division on the remaining property and pros/cons of holding ourselves versus co-holder.
- Mr. Quinn moved to recommend the board solely hold the easement for LLL property contingent upon the approval of ABPP and the motion was seconded by Mr. Perry. The motion passed 3 to 1, with Mr. Glenn voting no.

Consider for approval: Easement Committee recommendations for proposed Property PP lease agreement\*

- Ms. Wheeler suggested just a minor suggestion to use require vs request language for one section, that she provided input to PP.

- Mr. Glenn recommended that language be added that lease is subject to all of the terms, conditions, restrictions of easement including what is highlighted in agreement
- Discussed that this easement does require our approval for leases such as this.
- Mr. Quinn moved to approve PP lease with minor changes and subject to all of the terms as presented and the motion was seconded by Mr. Perry. The motion passed unanimously

Consider for approval: Easement Committee recommendation for Board policy for Phase 1 inspections. \*

- Easement committee reviewed Berkeley County's policy, felt it was very sensible and recommended board adopt.
- Mr. Quinn moved to adopt policy as defined/used by Berkeley County and the motion was seconded by Mr. Johnson. The motion passed unanimously

Discuss Board options for allocation of funds for county-only easement purchases.

- Shared easement committee discussion on how and policy for funding property strictly from Farmland Protection funds without a partner
- For example, some pros include flexibility, speed, adjacent properties that may now qualify for soil types.
- Discussed need for guideline / policy that gives us flexibility, versus having none now.

Consider for approval: Easement Committee recommendation for Spring Monitoring Reports:

Property Q \*  
 Property D\*  
 Property R1\*  
 Property R2\*  
 Property R3\*  
 Property U\*  
 Property JJ\*  
 Property LL\*  
 Property V\*

Property RR\*  
 Property CC\*  
 Property Z\*  
 Property EE\*  
 Property H\*  
 Property L\*  
 Property G\*  
 Property C\*

- Easement committee recommended approval for all properties.
- Mr. Glenn moved to accept all 17 Spring Monitoring Reports identified above 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**

## Jefferson County Farmland Protection Board

## Balance Sheet

As of May 31, 2019

06/10/19

Accrual Basis

	<u>May 31, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BCT - ICS	3,215,715.92
BCT - Easement Acquisition Fund	52,212.61
Bank of Charles Town	148,463.57
BCT - Fundraising Account	1,026.29
BCT - Stewardship Account	12,859.10
Total Checking/Savings	<u>3,430,277.49</u>
Other Current Assets	
Transfer Taxes Receivable	78,762.39
Legal Retainer	3,000.00
Total Other Current Assets	<u>81,762.39</u>
Total Current Assets	<u>3,512,039.88</u>
Fixed Assets	
Furniture & Fixtures	4,487.90
Computer Equipment	4,563.36
Total Fixed Assets	<u>9,051.26</u>
<b>TOTAL ASSETS</b>	<b><u>3,521,091.14</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	51,227.75
Total Other Current Liabilities	<u>51,227.75</u>
Total Current Liabilities	<u>51,227.75</u>
Total Liabilities	<u>51,227.75</u>
Equity	
Reserved for Encumbrances	1,975,992.50
Reserved for Farmland Protect.	1,418,195.20
Net Income	75,675.69
Total Equity	<u>3,469,863.39</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>3,521,091.14</u></b>

## Jefferson County Farmland Protection Board

## Profit &amp; Loss

May 2019

06/10/19

Accrual Basis

	<u>May 19</u>
Ordinary Income/Expense	
Income	
Transfer Tax	78,762.39
Interest/Dividends	5,030.42
Contributions Income	117.96
	<hr/>
Total Income	83,910.77
Expense	
Office Supplies	78.40
Postage and Delivery	22.00
Printing and Reproduction	22.00
Professional Fees	
Computer Support	78.00
Consulting/Contract	435.00
	<hr/>
Total Professional Fees	513.00
Supplies	45.64
Telephone	75.00
Travel & Ent	
Meals	190.00
Travel	123.08
	<hr/>
Total Travel & Ent	313.08
Total Expense	1,069.12
	<hr/>
Net Ordinary Income	82,841.65
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Costs	
Baselines	985.35
Appraisals	2,500.00
	<hr/>
Total Easement Costs	3,485.35
Total Current Year Encumbrances	3,485.35
	<hr/>
Total Other Expense	3,485.35
	<hr/>
Net Other Income	-3,485.35
	<hr/>
Net Income	<u>79,356.30</u>

Jefferson County Farmland Protection Board

6/10/2019 4:23 PM

Register: Bank of Charles Town

From 05/01/2019 through 05/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/02/2019			BCT - ICS	Funds Transfer	206.96	X		220,825.08
05/13/2019	4037	W.B. Mason Co., Inc.	Supplies	I66148880	12.24	X		220,812.84
05/13/2019	4038	Jennifer Willett	Professional Fees:Cons...	Invoice No. 008	262.50	X		220,550.34
05/13/2019	4039	F. Mark Schiavone	Current Year Encumbr...	Invoice No. 20...	985.35	X		219,564.99
05/13/2019	4040	Sirna Appraisal	-split-	WW & LLL A...	2,500.00	X		217,064.99
05/13/2019	4041	Progressive Printing	Printing and Reproduct...	62009	22.00	X		217,042.99
05/13/2019	4042	Sheriff of Jefferson C...	-split-	P-Card Wheeler	61.00	X		216,981.99
05/13/2019			BCT - ICS	Funds Transfer	71,963.22	X		145,018.77
05/24/2019			Transfer Taxes Receiva...	Deposit		X	53,888.06	198,906.83
05/28/2019			BCT - ICS	Funds Transfer	49,953.18	X		148,953.65
05/31/2019			Interest/Dividends	Interest		X	221.30	149,174.95
05/31/2019	4043	Jennifer Willett	Professional Fees:Cons...	Invoice No. 009	172.50			149,002.45
05/31/2019	4044	Elizabeth Wheeler	-split-	May Expenses	370.08			148,632.37
05/31/2019	4045	Sheriff of Jefferson C...	-split-	May P-Card W...	135.40			148,496.97
05/31/2019	4046	W.B. Mason Co., Inc.	Supplies	I66267783	33.40			148,463.57

**Jefferson County Farmland Protection Board**  
**Administrator's Monthly Report .... June 10, 2019**

Easement Status:

- Property LLL (295 ac) – Sent letter to ABPP re: JCFPB holding easement alone. They are preparing an amended grant agreement. Reviewed draft with ABPP, and they want ABPP easement to be separate from JCFPB. Rob completed JCFPB draft. Next steps: ABPP draft in progress with DeJarnette's office. Review by WVSHPO and ABPP, County Planning and Zoning, County Commission. Baseline in progress. Appraisal review in progress.
- Property HHH – (278 ac) NRCS is reviewing appraisal and title documents. Baseline report corrections to be completed before sending to to NRCS.
- 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 has been submitted to NRCS. Survey has been completed.
- 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:

- Completed field work and monitoring report for Property AAA (JCFPB-only easement)
- Planning fall monitoring visits – propose JCFPB assume primary monitoring responsibility for easements on which it holds the lead. Fall monitoring: JCFPB: 11 properties, Potomac Conservancy: 2 properties, LTEP: 7 properties.

Easement Inquiries:

- May 28 -- 30 acres, Shepherdstown District
- May 29 -- Two prospective purchasers of properties inquired about program.

Easement policy/ issues:

- The NRCS' contracted appraisal reviewer has completed her contract and is not renewing, leaving a number of unfinished appraisal reviews to be picked up by another NRCS contracted reviewer.

Administration:

Assistant position: Hired James Walker, to start June 10, part-time. (Shepherd U. grad, GIS training, drone license). He will focus initially on database update, ArcMap prep for Fall monitoring, tax cadaster address extraction for ag landowner and community communications.

Baseline Contactor Mark Schiavone has a family emergency and will not be able to complete baselines for LLL and JJJ. Reached out to Matthew Monroe & Associates, LLC for quotes.

Started work on Strategic Plan process with Sandi Marra, Capacity Partners. She will be interviewing Board members individually. See schedule.

Finance Committee: We need to convene to produce the 2020 Budget to approve at the June 10 meeting. Jane Tabb is the remaining member. I need at least one more Board member.

League of Women Voters survey re: Open Meetings Act: The LWF is surveying all local governmental boards on their implementation of the Open Meetings Act, and wishes to interview with the Board about its suggestions for amending the Act to promote better public participation. TBA.

Projects in process:

- Revision of FY 2020 Program for County Commission approval.
- Outline of program information for strategic plan update.
- Newsletter
- Budget
- Policy draft for county-only easement purchases

Events/Meetings:

June 3 – Regional Conservation Partnership Program – 3<sup>rd</sup> funding round discussion

June 20: Meeting: *Blue Ridge Conservation Alliance: The Partnership In Motion*

June 12-13: Personal / Vacation Time



**Policies for Discussion at June 10, 2019 Board meeting:**

***Farmstead Envelope / Farmstead Complex***

An area designated within the easement area where existing and additional structures and impervious surfaces, which relate to the agricultural use of the property, may be located. The present practice is to note one or more of these areas without noting a specific size as circles drawn on the easement survey. The total amount of impervious surfaces within the farmstead envelope(s) is generally limited as per terminology in the deed of conservation easement. For easements funded locally, or when a funding partner does not require the presence of a farmstead envelope/complex, this area may be omitted. In this case the deed of conservation easement must include language emphasizing the total permitted impervious surface area to be allocated to agricultural use and structures

***de minimus* agriculture structures**

For the purposes of managing easements held solely by the Board, *de minimus* agriculture structures shall mean small, temporary structures which are not permanently attached to the ground and serve a single agricultural purpose. Such structures may be permitted in the easement area with Board approval and shall be tallied as impervious structures in the same manner as all other structures placed on the Easement Property. Examples of *de minimus* structures include, but are not limited to, small structures designed to shelter animals from wind or sun and with dirt floors, watering troughs, and facilities to house pumps and watering or irrigation equipment. Structures such as pole barns and structures with more than 200 feet of impervious surface area shall not be considered *de minimis* structures.

Vendors for Jefferson County Farmland Protection Board 6/10/2019

Accountant

Ours, Lawyer and Lewis \$525.00 /quarter

Appraisal

Sirna Appraisers \$2,000 for YellowBook, if updating a restricted use report.

Wesley Woods \$1,000 - \$1,500 for appraisal review

Jared Schweitzer \$6,000/appraisal (278-ac property)

Attorneys

Conrad Legal Corporation

Surveyors

Ed Johnson

Keller Engineering

Baseline Reports (quote for same property)

Mark Schiavone: \$1,600

Matthew Monroe: \$2,300

Communications/Design

Eden Design

Nancy McKeithen

Vital Signs

Organizational Assessment/strategic plan

Don Owen: \$2,000

Capacity Partners, Inc \$2,500



## WORK PLAN

WHEN	STRATEGIC PLAN
June 2019	CP will work with the Director and Board Chair to develop questions to present to the Board to evaluate performance to date and opportunities, trends and threats to be considered in the planning process
June-July, 2019	CP will conduct phone interviews with each Board member to walk through the questionnaire (up to five interviews)
July 2019	Follow-up discussion with Director and Board Chair to finalize focus of strategic planning retreat. Retreat will include a reaffirmation of Mission and Vision and then development of 3-year Strategic Vision and strategic priorities (goals).  Conduct any prework (CP)  Design the retreat (CP)
August 10, 2019	Conduct one-day workshop with Board, staff and other identified stakeholders.
August 2019	Submit notes of meeting with draft strategic plan (CP)
September 2019	In a follow-up, half-day session, CP work with Director/key Board members to finalize goals and specific strategies  Board Chair/Director will submit final plan to Board for approval